



Council Agenda Item

Meeting Date:

Agenda Item:

Staff Contact (name, email, phone):

BACKGROUND

(Enter the who, what when, where, why)

Upon conducting a thorough review of our agenda procedures, it has come to our attention that the city currently lacks an official policy governing these procedures. In order to provide clarity and consistency in our meetings, we have prepared an official policy on agenda procedures, which is attached herewith

****Background:****

Efficient and well-organized meetings are essential for the successful functioning of our city's various departments and committees. Having a clear and standardized approach to agenda procedures ensures that meetings run smoothly and that all relevant items are adequately addressed.

****Policy Highlights:****

The attached policy outlines the following key agenda procedures:

1. ****Agenda Creation:**** This section details the process for creating meeting agendas, including the responsible parties, submission deadlines, and the required elements for each agenda item.
2. ****Agenda Distribution:**** It specifies the methods for distributing agendas to all relevant parties, ensuring that everyone has sufficient time to review the items to be discussed.
3. ****Additions and Revisions:**** The policy outlines the criteria and procedures for adding or revising agenda items after the initial distribution.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

None

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

The policy is adopted

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Agenda Policy