



Council Agenda Item

Meeting Date: September 05, 2023

Agenda Item: Agenda Request Policy

Staff Contact (name, email, phone): Karri Anderberg, City Clerk kanderberg@whitewater-wi.gov

BACKGROUND

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

I would like to bring forth a proposed change regarding the submission deadline for agenda items for our common council meetings. As we strive to improve the efficiency of our processes and accommodate the needs of all Councilmembers, I believe adjusting the submission deadline would be beneficial.

Currently, the established policy states that Councilmembers must submit their agenda item requests no later than twelve noon on the Tuesday prior to the common council meetings. I would like to suggest that we consider moving this deadline to the Friday before the agenda goes to the paper.

Here are my reasons for proposing this change:

1. Enhanced Preparation Time: Shifting the deadline to Friday would provide our staff with additional time to prepare and organize the agenda items, ensuring a well-structured and comprehensive agenda for our meetings.
2. Improved Transparency: With more time for preparation, the agenda content can be thoroughly reviewed, allowing us to provide accurate and detailed information to the public and the press when the agenda is published.
3. Flexibility for Staff: A Friday deadline would give staff a bit more time to finalize and submit their requests, potentially reducing the rush to meet the Tuesday noon deadline to get the agenda to the paper.
4. Alignment with Weekly Planning: The proposed change would align the agenda submission process with the weekly planning cycle, making it easier for staff to integrate agenda item preparation with their overall work schedule.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

In 2010 the city passed a Meetings ordinance.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

To move the agenda request item deadline to Friday at Noon before the draft agenda goes to the paper.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Current ordinance
 2. Current timeline that staff follows
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