

Policy on City Commission Agenda Setting

Purpose: To establish a process to identify how and when items are placed on the City Commission agenda for action and scheduling of items for work session.

Background: City Ordinance Chapter 30 outlines a general process for the development of the City Commission agenda. This policy provides additional detail regarding the agenda setting process. Items on the agenda are generated from various sources:

- by Staff for items needed to carry out the daily activities of the City and/or to implement the charter/ordinances/policies of the City Commission for items that require City Commission approval
- by referrals from City boards, commissions and/or committees
- by partner organizations or businesses that need City Commission approval for actions (gaming licenses, liquor licenses, etc.)
- by requests from local organizations or other units of government for proclamations and/or action items
- by research completed by staff for action items related to goals set by the City Commission
- by staff based on previous work session discussions where general agreement was reached to move a project/program/initiative forward

Process:

1. City staff and City Attorney provide recommended agenda items along with supporting documents to the City Manager no later than the Monday prior to a City Commission meeting
2. Outside organizations submit information on more of an ad hoc basis and the City Manager's office provides feedback to the organization as to when it is likely that the item may be on an upcoming agenda
3. If an individual City Commissioner has a specific item for the agenda that has not been previously discussed by the Commission, the information should be shared with the Mayor and City Manager prior to Monday so that there will be time to ascertain whether adequate information is available on the topic to have it ready for the agenda packet.
4. The City Manager prepares a draft agenda based on items received
5. Mayor, Vice Mayor and City Manager meet sometime during the week before the City Commission meeting (day and time of the meeting varies each year dependent on the availability of the Mayor and Vice Mayor based on work schedules) to review the draft agenda and finalize the agenda for the upcoming City Commission meeting.
 - a. The goal of the meeting is to organize the matters to be brought before the City Commission to enable the meetings to proceed in an orderly and efficient manner based on adequate information being available to make the decision
 - b. Generally, the Mayor, Vice Mayor and City Manager reach agreement on which items are ready for action or discussion by the City Commission and which items should be held for a future meeting when additional information may be available

- c. In those rare instances where the three individuals cannot reach agreement, the general agreement of the majority (two members) will prevail
6. Work sessions are opportunities to more informally discuss items prior to recommendations being completed or to obtain a general direction from the Commissioners as to priorities or direction. No formal action or votes are taken during work sessions. Work session schedules are generally recommended by the City Manager based on the following inputs. The Mayor and Vice Mayor confirm or adjust the recommended work session schedule proposed.
 - a. Direction need by staff to be able to prepare matters for action
 - b. Items needing discussion that are identified as priority during City Commission goal setting sessions and/or work sessions where priorities are set
 - c. Items requested by individual City Commissioners and there was general agreement by the majority of the Commissioners to discuss the item
7. City Manager gathers the necessary documents for each agenda item and an agenda packet is prepared and sent to the full City Commission on the Thursday prior to the City Commission meeting.
 - a. Details related to work session topics are distributed on the Friday prior to the City Commission meeting
8. As outlined in Chapter 30 of the Code of Ordinances, an individual City Commissioner may request that an item be removed from the agenda or added to the agenda the night of the meeting. A 2/3rds vote of the full Commission is needed for agenda item addition/deletion unless the change is related to a request to go into closed session or a work session, which only requires a simple majority vote of the Commissioners in attendance.

July 22, 2020