

## **Agenda Submission, Resolution, and Ordinance Process**

The purpose of this policy is to ensure consistency, efficiency, and proper legal review of all agenda items, including resolutions and ordinances, prior to City Council meetings. This process is intended to reduce delays, maintain formatting standards, and ensure all items are fully prepared before consideration.

### **1. Agenda Item Submission**

All agenda items must be submitted to the City Clerk or Deputy Clerk (Madelyn, as the Clerk's designee) and to the Administrative Assistant (Megan) no later than 3:00 PM on the Wednesday preceding the scheduled meeting.

- Items submitted after the deadline will be placed on the next available agenda to ensure timely packet preparation, unless added by vote of the City Council at the meeting.
- Submission to any staff member other than the City Clerk or Deputy Clerk (Madelyn, as the Clerk's designee) and Administrative Assistant (Megan), does not constitute an official submission.

### **2. Submission Requirements**

When submitting an agenda item, the submitting department or council member must provide all necessary information to allow for proper preparation and review, including:

- Title or subject
- Relevant dates
- Dollar amounts (if applicable)
- Contracts or agreements (if applicable)
- Exhibits or supporting documentation
- Any additional details needed to accurately reflect the request

### **3. Drafting of Resolutions and Ordinances**

All resolutions and ordinances will be prepared by the Administrative Assistant (Megan) to ensure consistency in formatting and content.

- Drafts will be based on the information provided.
- This process helps maintain uniformity and reduces unnecessary legal expenses.

#### **4. Review by Department or Council Member**

Once the draft resolution or ordinance is prepared, it will be sent to the submitting department or council member for review.

The submitting department or council member is responsible for confirming:

- The information is accurate
- The wording reflects the intended action
- All necessary exhibits and attachments are included

#### **5. Legal Review**

After confirmation by the submitting department or council member, the draft will be submitted to the City Attorney for final legal review.

- Any revisions recommended by the City Attorney will be incorporated prior to finalization.
- No resolution or ordinance will be included in an agenda packet without legal review.

#### **6. Agenda Draft Preparation**

Between 3:15 PM and 3:30 PM on Wednesday, the City Clerk or Deputy Clerk (Madelyn, as the Clerk's designee) will compile the draft agenda and distribute it to the Mayor and Administrative Assistant (Megan) for administrative review.

#### **7. Mayor Administrative Review**

Between 3:30 PM and 4:30 PM on Wednesday, the Mayor may review the draft agenda for administrative clarity, such as:

- Correct titles

- Clear descriptions
- Missing attachments
- Formatting issues

## **8. Finalization and Distribution**

The City Clerk or Deputy Clerk (Madelyn, as the Clerk's designee) will finalize and distribute the agenda packet in accordance with standard procedures.

## **9. Items Introduced at the Meeting**

Council members may bring items forward during a meeting; however:

Items without proper documentation or legal review may be deferred to a future meeting to ensure accuracy and compliance.

### Closing Statement

This process is intended to provide clarity, consistency, and efficiency while ensuring all agenda items are properly prepared, reviewed, and legally sufficient prior to City Council meetings.