

04/15/2026

**Subject- Agenda Submission, Resolution, and Ordinance Process Update**

To ensure our policies clearly reflect statutory requirements—and to make the agenda process more transparent for everyone—we’ve updated the language related to agenda submissions and the preparation of resolutions and ordinances. These updates don’t change anyone’s workflow; they simply clarify responsibilities by aligning the policy with the duties of the City Clerk’s Office while still recognizing the Administrative Assistant’s important role in preparing resolutions, ordinances, and agenda materials.

Over the past several weeks, the Clerk/Treasurer’s Office, staff and the City Attorney have worked together to make sure we’re all on the same page moving forward.

With this alignment in place, we’ll begin consistently enforcing the established agenda deadlines and review procedures. This will help keep Council meetings organized, efficient, and predictable. We appreciate the Council’s support as we put these practices into place.

Attached is the 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—before they come to the Council. This process helps reduce delays, maintain formatting standards, and ensure every item is fully prepared for consideration.

Thank you for your cooperation and support.

— City Clerk and Staff