



City of Grand Island

Tuesday, March 10, 2009

Council Session

Item I2

**#2009-59 - Consideration of City Council Meeting Agenda
Preparation Timetable**

Staff Contact: Jeff Pederson

Council Agenda Memo

From: Jeff Pederson, City Administrator
Meeting: March 10, 2009
Subject: City Council Meeting Agenda Preparation Timetable
Item #'s: I-2
Presenter(s): Jeff Pederson, City Administrator

Background

City Code Chapter 2-6 The Agenda for Meetings states “All matters for consideration at any regular meeting or study session of the city council shall be submitted in writing and filed in the office of the city clerk pursuant to the timetable established by resolution”.

Discussion

In an effort to streamline the assembly and distribution of the Council Meeting Agenda packets, a formal resolution detailing the timetable for submission of Agenda items is presented. In years past an administrative policy governed the timeline and is now brought before council for consideration.

It should be noted that the deadline for submission of Agenda item requests by Elected Officials is Tuesday at 5:00 p.m. This will allow staff time to review and address each Agenda item at the Wednesday, 8:30 a.m. weekly Staff Meetings. As always, members of the City council are encouraged to discuss with the Mayor and/or City Administrator any items that might be under consideration for placement on the agenda.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends Council approve the resolution detailing City Council Meeting Agenda Preparation Timetable.

Sample Motion

Move to approve the City Council Meeting Agenda Preparation Timetable.

RESOLUTION 2009-59

WHEREAS, The following Regular Meeting Agenda Timetable and Study Session Agenda Timetable provide a sequential description of Agenda related actions; and

WHEREAS, The following shall be the timetable to be adhered to by Electeds, City Department Directors, and staff relative to the preparation of the Agenda and related materials for meetings of the City Council.

<u>DAY</u>	<u>TIME</u>	<u>ACTIVITY</u>
Monday	5:00 p.m.	Deadline for submission of Agenda item requests by those other than staff to City Clerk.
Tuesday	5:00 p.m.	Deadline for submission of Agenda items requests by elected officials. a written request shall include topic title, meeting date requested, and shall be accompanied by any supporting material.
Wednesday	8:30 a.m.	Department Director meeting, including review of draft Agenda and discussion of additional items. Final submission of all Agenda items by staff. Unforeseen or emergency items may be added at the discretion of administration.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the City of Grand Island abides to this timeline.

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Adopted by the City Council of the City of Grand Island, Nebraska, March 10, 2009.

Margaret Hornady, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form	☐ _____
March 5, 2009	☐ City Attorney