

BOARD OF DIRECTORS AGENDA PREPARATION

I. PURPOSE:

The following guideline establishes policies and procedures pertaining to the preparation of Board of Directors Agenda items.

II. RESPONSIBILITY:

Responsibility for this guideline rests with the City Manager

III. POLICY:

- A. Material for Board Agenda: Items to be placed on the Board of Directors Agenda will be submitted to the City Clerk prior to, or at, the Department Directors at the Department Director Agenda Staff Meeting, which occur on the Monday of the week preceding the Board of Directors Agenda Meeting. All agenda items submitted are subject to review and approval by the City Manager. The individual Departments are responsible for submitting items for action to the City Attorney's Office for the drafting of the appropriate ordinance or resolution. Upon completion, the Board Communication and ordinance, or resolution, should be forwarded to the City Clerk.
- B. Agenda Items Submitted by Outside Sources: All agenda items submitted by outside agencies or individuals will be forwarded to the City Manager for review and approval. Upon approval the established procedures will govern.
- C. Agenda Publication: The Agenda will be posted on the City's website on Friday, no later than 5:00 PM.


IV. PROCEDURE:

To comply with the above requirements, the following procedures will be utilized by all Departments who prepare reports or have items which require Board action:

- A. Final copies of studies, abstracts of bids, resolutions, contracts, etc., which are to be included on the Agenda should be submitted to the City Clerk prior to, or at, the Monday Department Director Staff Meeting.

- B. The individual Departments are responsible for seeing that all Agenda items are prepared in the proper format with the necessary back-up materials and for obtaining the appropriate ordinance, or resolution, from the City Attorney's Office. These materials will be submitted to the City Clerk by 12:00 PM on Thursday,
- C. The City Clerk's Staff is responsible for posting the Agenda on the City's website.
- D. While the procedure in this policy applies to items for the Board of Directors Agenda, it should be noted that no Department will distribute any material to the Board of Directors which has not been approved by the City Manager's Office.

Approved:



Bruce T. Moore
City Manager