City of Benson
City Council Communication

Regular Meeting **February 10, 2014**

To: Mayor and Council Agenda Item # 3

From: Bradley J. Hamilton, P.E., Interim City Manager/Director of Public Works/City Engineer

Subject:

Discussion and possible direction to Staff regarding the procedure and timing for Mayor and Councilmembers adding Items to the agenda

Discussion:

This item is on the agenda at the request of Mayor King and Councilmember Moncada.

Staff Recommendation:

Council pleasure

CITY OF BENSON
Standard Operating Procedures, City Clerk, #1

City Clerk: Vicki L. Vivian, CMC Date: 7-17-07

SOP CC01 Council Agendas Coordination

The main purpose of this standard operating procedure is to encourage consistency in the approvals of agendas and for the Clerk's office to meet the deadline of completing Council packets by 4:00 p.m. on Monday (one week) prior to the Council Meetings. To assist in this objective, the use and definition of a draft agenda, tentative agenda, approved agenda and an amended agenda; as well as Department Heads expectations will be instituted and clarified.

The *draft agenda* is the agenda completed at the end of the Department Head meeting on Monday morning (two weeks) prior to the Council meetings. After the draft agenda is approved by the City Manager, the agenda is then termed a *tentative agenda*. This is a formal process requiring the approval of the City Manager. The tentative agenda will then be approved by the Mayor, who is defined by the City Code to be the Chair of the Council. Once the approval of the Mayor has been obtained, the agenda is then termed the *approved agenda*. The approval of the Mayor may be an informal process.

The formal approval of the draft agenda will take place at 3:00 p.m. on Monday (two weeks) prior to the regular scheduled Council meeting. Although this hour meeting is reserved for the City Clerk and City Manager, the Department Heads with questions or concerns are encouraged to drop by. After approval of the draft agenda by the City Manager, the City Clerk will forward via email the tentative agenda to the City Manager, copying the Executive Assistant to the City Manager. This will enable the City Manager to solicit the Mayor's approval of the tentative agenda via e-mail before 5:00 p.m. on Monday (two weeks prior to the Council meetings).

The following three main deadlines that will serve to drive the process are:

1. The deadline for Department Heads to have Council Communications (blue sheets) submitted to the Clerk's office is 1:00 p.m. Thursday (11 days) prior to the regularly scheduled Council meeting. On weeks when the Thursday falls on a holiday, the due date will be moved up to Wednesday at 1:00 p.m.

2. If a specific agenda item is not submitted by a Department Head on Thursday at 1:00 p.m., it will be added as a revision or an amendment to the agenda or will be placed on the next agenda at the discretion of the City Manager. This revision or amendment to the agenda will be due by 1:00 p.m. on Friday.

3. Council Packages will be ready for Councilmembers at 4:00 p.m. Monday (one week) prior to the regularly scheduled Council meeting.

In order to meet the Council packages deadline, all comments and concerns by the City Manager must be addressed by 1:00 p.m. on Friday.

If any agenda item is submitted for inclusion in the packet after the Council packet disbursement day of Monday (one week) prior to the regularly scheduled Council meeting, the Council communication MUST contain a reason the item has been submitted after such date. If the item is approved for inclusion, the City Clerk will process the addendum by 5:00 p.m. on Thursday immediately prior to the scheduled Council meeting, with the Addendum Council package being available to Councilmembers by 4:00 p.m. on Friday, prior to the Council meeting.

Following is the Time Table to be used in the procedure.

Staff	Day	Time	Task/Deadline	Agenda Action
Department Head	Monday	9:00 a.m.	Department Meeting	Draft Agenda
City Manager/City Clerk	Monday	3:00 p.m.	City Manager Approval	Tentative Agenda
City Manager	Monday	5:00 p.m.	Mayor Approval	Approved Agenda
Department Head	Thursday	1:00 p.m.	Agenda Items/Council Communications Due	
Department Head	Friday	1:00 p.m.	Revised Agenda Item Due (Amendment)	
Council/City Manager	Friday	4:00 p.m.	Amendment Item cutoff	
City Clerk	Monday	4:00 p.m.	Council Package Due	
City Clerk	Tuesday	5:00 p.m.	Post Agenda and update City website	Post Agenda and update City website
Council/City Manager	Thursday	3:00 p.m.	Addendum Item cutoff	
City Clerk	Thursday	5:00 p.m.	Post Addendum and update City website	Post Addendum and update City website
Council/City Manager	Friday	4:00 p.m.	Addendum Council Package Due	

CITY OF BENSON
Standard Operating Procedures, City Clerk, #3

City Clerk: Vicki L. Vivian, CMC Date: 5-7-09

SOP CC03 Agenda Items Placement

Historically items have been placed on the agenda at the request of a Councilmember or the City Manager with no official procedure in place. The purpose of this standard operating procedure is to create consistency in the placement of items on the Council agenda.

In the standard operating procedure, CC01 Council Agendas Coordination, the process and timeline for the agenda are outlined and explain the approval of the agenda. Below is an excerpt from that standard operating procedure.

> A "draft agenda" is the agenda completed at the end of the department head meeting on the Monday prior to a scheduled Council meeting. This meeting allows department heads to request placement of administrative and other items on the agenda. The draft agenda is then approved by the City Manager and is then termed the "tentative agenda". The tentative agenda is then approved by the Mayor, who is defined by the City Code to be the Chair of the Council. After the tentative agenda is approved by the Mayor, the agenda is termed the "approved agenda".

Items that need to be placed on the agenda in the day to day administration of the City are placed on the agenda by the City Manager.

If a Councilmember wishes to place an item on the agenda, they may discuss the placement of items on the agenda with the City Manager, who may have more knowledge of the item.

The placement of items on the agenda requested by a Councilmember will be placed on the tentative agenda. The tentative agenda will then be sent to the Mayor for approval; thereby receiving approval by two members of the Council.

Items requested by the public to be placed on the agenda that are administrative in nature and under the Council's jurisdiction will be placed on the agenda. Other requests including those items that are under the jurisdiction of another entity will be directed to Council for placement on the agenda.

Attachment: Request direction chart

Request originating from:	Type of Item Requested:	Request Directed to:
City Manager	All items in the administration of the City	City Manager
Department Heads	All items in the administration of their Department	City Manager
Councilmembers	All items in the administration of the City and under Council jurisdiction	City Manager or City Clerk
Councilmembers	All other requests	Two Councilmembers
Public requests	All items in the administration of the City and under Council jurisdiction	City Manager or City Clerk
Public requests	All other requests	Two Councilmembers

Revised:_____