CITY OF BLOOMFIELD

Staff Summary

** ACTION ITEM**

Council Meeting of: July 2, 2020

Prepared By: Andrew Morris, City Administrator

Department: Administration

Department Head: Andrew Morris, City Administrator

City Administrator Approval: Andrew Morris, City Administrator

AGENDA TITLE: City Council Packet

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__ **Public hearing required if this line is checked.**

DISCUSSION: The deadline for items to be posted on our City Council agenda is established at noon on the Tuesday preceding the Thursday night meeting. This was created by then City Administrator Gary Boden. I am proposing we extend the time from Tuesday at noon to close of business day or 4:00 pm. This will give staff more time to refine the requests put before us while allowing while complying with the twenty four hour notice established in Iowa Code 21.4(2) a. To reiterate, Items cannot be added to the Council agenda after close of business day on the Tuesday preceding the Thursday night meeting. An exception to hold a City Council meeting less than the requisite twenty four notice is set forth in Iowa Code 21.4(2) b. Good cause such an emergency must be defined in the Council meeting notes.

Attached herein please find sample distribution dates from other cities in Iowa.

RECOMMENDATION: Approve and adopt extending the submittal deadline for City Council agenda items from the Tuesday noon preceding the Council meeting date to the end of business day Tuesday.

Source of Funds: N.A       Budgeted Item: N.A       Budget Amendment Needed: N.A.
City Council Packets

- Centerville, IA.: Council meetings are held on the first and third Monday of the month. Packets are to be finished by Wednesday close of business day the preceding week.
- Adel, IA.: Council packets are prepared on Wednesday preceding the Tuesday night meeting next week.
- Spencer, IA.: Packets are completed close of business day Thursday in preparation of the City Council meeting set for the following Monday night meeting.
- Oskaloosa, IA.: City Council meetings are set the first and third Monday of the month. Packets must be submitted one week before the regularly scheduled meeting.
- Charles City, IA.: Council meetings are held the first and third Monday of the month. Packets are finalized by the Friday preceding the Council meeting.