

Date : May 10, 2006

To : Mayor and City Council

From : Stephen T. Nenonen , City Administrator

Subject: Council Agenda Process

Alderman Weidner requested that I evaluate the new Council agenda process following the May 2nd Council meeting. The following report is a description of the process and my recommendation.

The Council agenda is automatically accumulated and constructed by the Legistar agenda software program. When the minutes of the committee meetings are typed into the system recommendations from the committees automatically transfer to the Council agenda. Communications that are loaded into the system are also automatically loaded into the system. Everything is good to this point.

On Friday a “draft” agenda is reported out and disseminated electronically to the Council and media. No hard copies are made or disseminated as the draft changes before the Council meeting.

Here comes the problem. Council Communications are accepted until 5:00pm on Monday preceding the Tuesday Council meeting. Communications are loaded after the “draft” agenda is sent out. A second and final agenda is constructed on Tuesday adding many additional communications which automatically renumbers all of the agenda items. The second and final agenda is printed and hard copies distributed at the Council meeting. Now there are two different agenda’s that have been disseminated causing confusion.

Recommendation-

By simply changing the deadline for communications from Monday to Friday at 12:00pm (noon) the 2 agenda conflict is eliminated. An ordinance change will be required.