



# COUNCIL DECISION REQUEST

SUBJECT: Agenda Setting Meetings

MEETING DATE: November 20, 2014

SUBMITTED BY: Town Attorney  
Town Manager  
Town Clerk

SUBMITTAL TO AGENDA  
APPROVED BY TOWN MANAGER

AMOUNT BUDGETED:

EXPENDITURE REQUIRED:

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EXHIBITS (If Applicable, To Be Attached):  
**Council Rule 7.1**

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**POSSIBLE MOTION** **I move to direct Town Staff to perform all administrative functions related to Town Council Agenda preparation including what has been traditionally called "agenda setting."**

**SUMMARY OF THE BASIS FOR POSSIBLE MOTION:** What has traditionally been called the "Agenda Setting Meeting" is an administrative meeting/function to determine (1) if Council Agenda items are ready for presentation to the Council; and (2) if such items should be initially placed upon the consent agenda. Agenda items are neither placed on nor removed from the Council Agenda at the "Agenda Setting Meeting."

Council Rule 7.1 addresses the manner in which items are placed on the Council's Agenda. For example, any Council Member may have an item placed on an Agenda by making a written request to the Clerk.

In the past, various numbers of Council Members have attended "Agenda Setting Meetings." This had created potential open meeting law issues as well as an unequal distribution of pre Council Meeting information.

Staff is recommending that this purely administrative function be completed by staff.

**PROS:**

**CONS:**

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**FUNDING:**

Acct:                      Budget:                      Available:                      Expense:                      Remaining:

FM: \_\_\_\_\_ Date: \_\_\_\_\_

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## **SECTION 7. AGENDA PREPARATION**

### **7.1 AGENDA ITEM SUBMITTALS: REGULAR/SPECIAL/WORK SESSION**

Items may be placed on the Agenda of regular Town Council meetings in the following manner:

- A. Town Departments: The Department shall submit a Council Decision Request to the Town Manager for approval. After approval, the Council Decision Request shall be submitted to the Town Clerk.
- B. Mayor and Town Council Members: The Mayor or any Council Member may make a written request to the Town Clerk to have an item placed on an agenda. The Mayor or Council Member shall also submit supporting documentation with the request for inclusion in the agenda packet.
- C. Town Manager and Town Attorney: The Town Manager or Town Attorney may place an item on an agenda. The Town Manager or Town Attorney shall submit appropriate documentation to the Town Clerk for inclusion in the agenda packet.
- D. Public: Any member of the public may request a member of the Town Council, including the Mayor, to submit an item pursuant to 7.1.B above.

### **7.2 TIME LINES FOR SUBMISSION OF ITEMS**

- A. Council Decision Requests and all agenda documentation required pursuant to Rule 7.1 shall be submitted to the Town Clerk by 12:00 noon eight days prior to the regular Town Council meetings.
- B. The Town Manager may approve exceptions to time lines required in order to ensure that the distribution of all Council meeting documentation to the Town Council is in conformance with Council policy.
- C. Late items submitted after the agenda is distributed may be placed on the agenda as a green sheet subject to approval of the Mayor, Town Manager, or Town Attorney.

### **7.3 AGENDA ITEM SUBMITTALS FOR TOWN COUNCIL EXECUTIVE SESSIONS**

Items may be placed on the agenda for Town Council executive session discussion if in compliance with the Town Code, and applicable State statutes, and by the following process:

- A. Submission to the Town Clerk by the Town Manager or the Town Attorney;
- B. Written request of any Town Council Member to the Mayor or the Town Clerk;
- C. Submission by the Mayor to the Town Clerk;
- D. The Mayor, Town Manager, and Town Attorney shall review the submittal for executive session discussion prior to submission to the Town Clerk to ensure that the item is legally permissible to be discussed in executive session pursuant to A.R.S. § 38-431.03;
- E. If required, the Town Attorney shall advise the Town Clerk regarding the appropriate wording of executive session agenda items;
- F. Any documentation provided to the Town Clerk shall be attached to the minutes.