

COUNCIL MEETING SUBMISSION DEADLINES

ORDINANCE 2018-21

PROPOSAL

- Municipal Code - Section 2.02.040
- Requests and supporting documentation
 - 5:00 p.m.
 - Ten business days preceding the meeting (2 weeks)
 - Today for August 22nd meeting
- Packets
 - Whenever possible
 - 5:00 p.m.
 - 5 days preceding the meeting
 - Friday for a Wednesday meeting

SECTION 2.02.040

A. The City Council may adopt standard forms for the submission of requests.

B. All request submissions shall be made and supporting documentation provided no later than 5 p.m., ten business days preceding a regular City Council meeting. Submissions that are incomplete as of said deadline shall be cause for the Mayor to withhold the submission from the City Council agenda.

C. The City Recorder and the Planning Director shall verify the completeness of requests and, whenever possible, make staff reports available to the City Council no later than 5 p.m., five days ~~on the Friday~~ preceding a regular City Council meeting.

D. The City Council may adopt a fee schedule for the submission of requests to cover staff review, processing, duplication, notices, and distribution of requests and related documents.

QUESTIONS?