

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
FEBRUARY 17, 2009 AGENDA**

Subject:	Type:	Submitted By:
NEW STANDARD OPERATION POLICY – PREPARATION OF AGENDA ITEMS FOR CITY COUNCIL PACKETS	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAM BUETHE CITY CLERK

SYNOPSIS

A resolution has been prepared to approve a new Standard Operation Policy regarding preparation of agenda items for City Council packets.

FISCAL IMPACT

N/A

RECOMMENDATION

Approval.

BACKGROUND

A new Standard Operation Policy is being proposed to establish procedures and timelines for preparation of items to be considered for placement on the City Council agenda by the City Administrator. This policy will establish standard procedures and timelines for Department Heads to follow as they prepare items for consideration by the City Council. Department Heads have had an opportunity to review and offer input regarding the proposed policy.

RESOLUTION NO. _____

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA,
NEBRASKA, APPROVING A NEW STANDARD OPERATION POLICY.**

WHEREAS, the City Council has determined that it is necessary and desirable to establish Standard Operation Policies as a means of establishing guidelines and direction to the members of the City Council and to the City administration in regard to various issues which regularly occur; and

WHEREAS, a new Standard Operation Policy has been prepared outlining guidelines for preparation of agenda items for City Council packets.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve the Standard Operation Policy regarding preparation of agenda items for City Council packets.

PASSED AND APPROVED THIS 17TH OF FEBRUARY 2009.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

**Pamela A. Buethe, CMC
City Clerk**

SUBJECT: PREPARATION OF AGENDA ITEMS FOR CITY COUNCIL PACKETS
DATE ISSUED:
ISSUED BY: BRENDA GUNN, CITY ADMINISTRATOR

This policy establishes procedures and timelines for preparation of items to be considered for placement on the agenda by the City Administrator.

It shall be the responsibility of all department heads to know and carry out the process of preparing items for the City Council agenda. The procedures outlined may not cover every situation that might develop, but are created as a guideline to address the most common agenda item submittals.

All agenda item materials must be submitted to the City Clerk, who will compile for review by the City Administrator. Agenda materials include but are not limited to:

- Blue Letter
- Any other supporting documents such as correspondence, pictures, maps, drawings, or other pertinent information that would need to be included in the packet.

Upon review the City Administrator will determine if the information is correct and appropriate for each item and if additional information is required.

The City Clerk will prepare ordinances and resolutions as necessary. (If a specially prepared ordinance or resolution is necessary the department head should provide this ordinance with their other documents)

The following timeline will be followed unless the City Administrator deems it necessary to change.

Monday one week before City Council Meeting: (By 10:00 a.m.)

All agenda items and documentation including blue letters turned into the City Clerk. (Exceptions may only be made by the City Administrator or her designee.)

Monday afternoon and Tuesday morning one week before City Council Meeting:

City Clerk will compile the agenda items for City Administrator review. If any items are not approved for this agenda or require additional information, the City Clerk will notify the Department head.

Tuesday afternoon and Wednesday morning one week before City Council Meeting

City Clerk will prepare ordinances and resolutions for the agenda items as needed.

Wednesday (by end of day) before City Council Meeting:

Any documents requiring changes must be submitted to the City Clerk.

Thursday before City Council Meeting:

The City Administrator shall give final approval for the packet items submitted and approve the correct placement of these items on the agenda.

Friday morning before City Council Meeting (by 12:00 p.m.):

Deputy City Clerk/City Clerk will prepare the City Council packets and distribute accordingly as well as all pertinent postings and information.