




TO: Honorable Mayor and Members of the Common Council

FROM: Mark A Rohloff, City Manager 

DATE: July 25, 2023

RE: **COUNCIL AGENDA – Adding / Retracting Items and Deadlines**

Every so often, it is important that I share with Council and staff the process to place items on a Council agenda. I know that items and issues come up and the need to place an item on the agenda is important. With that said, the City Manager's and City Clerk's offices are under deadlines to have the agenda published, along with their other duties. For these reasons, I am reminding staff and Council of the schedule we follow so that any items placed on the agenda may be reviewed by staff and me prior to being placed on the final Council agenda. When these deadlines are not met, they impact other areas of our work, increasing the likelihood of errors in both the agenda and other responsibilities. As a matter of courtesy, I would respectfully request that the Council and staff be aware of these deadlines so that we may prepare and publish the agenda in a timely fashion.

Please be aware of the following deadlines, as they are important in order for us to have a full and complete agenda for the Council's review:

Tuesday, 3:00 PM

- Any agenda item that staff or Council would like to have in the agenda should be forwarded to the Clerk and Deputy Clerk with an explanation of the topic on the agenda

Wednesday, 9:30 AM

- Staff Department Heads review the agenda with the City Manager and identify what the final agenda packet will consist of for Council's review

Wednesday, 4:00 PM

- All wording of agenda items is finalized. (**This is the latest time to add or remove items on the agenda**)

Thursday, 12:00 PM

- All departmental reports, memos, and analyses are due to the City Manager's office for review

Thursday, 1:30 PM

- OCMS begins taping CMR. No changes to the agenda after this time in order to preserve the integrity of the agenda topics discussed on CMR

Thursday, 4:30 PM

- All agenda-related materials are due in the City Clerk's office.

Friday, 10:00 AM

- All agenda items from the City Manager's office are forwarded to the City Clerk's office for final preparation and posting to the City's website.

Friday, 4:00 PM

- Agendas are distributed and published on city's website

I appreciate your cooperation in helping us adhere to these deadlines so that we may provide a full and complete agenda to the Council and the public. If you have any questions regarding the schedule, please contact me.

CC: Department Heads
Andy Radig, OCMS