



TOWN OF WICKENBURG

Packet Release Dates - 2026

Amy Brown, Town Clerk

September 15, 2025



Survey of 30 Cities/Towns

- No one has a draft and final packet – Started in September 2022
- All release the final packet to the Council and public at the same time
- Average deadline for staff submittal is 13 days prior to the meeting
- Average release of packet is 6 days prior to the meeting
- Some meet with the Mayor to review the agenda prior to release

Comparison of Current vs Proposed Process

Item	Current Process	Proposed Process
Draft Packet	Sent to Council 13 days before meeting	No draft packet sent
Final Packet Release	Released 6 days before (Tuesday before Monday meeting)	Released 6 days before (Tuesday before Monday meeting)
Agenda/Staff Deadline	Due 19 days before meeting	Due 14 days before meeting
Attorney Review	One weekend to review	Full week to review
Manager Review with Council	Reviews packet between draft & final release	One week to review with Council before release

Proposed Process Flowchart

Agenda Items Due

- 14 Days Before

Mayor Review with
Executive Team

- 13 Days Before

Attorney Review Packet

- Full Week

Manager Meets with
Council

- Prior to Release

Final Packet Released

- 6 Days Before

Council Meeting



Questions?