

**CITY COUNCIL AGENDA COVER-SHEET**

**From: Nancy Batchelder, City Recorder**

- X Regular Meeting Agenda Item       Work Session Discussion Topic
- o Add to agenda for \_\_\_\_\_ meeting.
  - o Continue this item until \_\_\_\_\_.
  - o Item dismissed.

**DATE:** October 30, 2014

**Title:** Amendments to Administrative Policies #3 and #7 - Agendas

**Item:** While I was working on updates of the Commission Manuals and reviewing the current City Council manual I noticed that the Administrative Policies regarding agenda deadlines and agenda packets should also be updated to better reflect the current method used to distribute agenda packets.

**Related Goal:**

- Provide for the effective governance of the City of Yachats
- Improve administrative processes to maintain and surpass previous high standards

**Reference And Review Material:**

**Budget Impact:**      None

**Additional Information:**

**Attachments:**

Draft – Administrative Policy No. 3 – Agenda Deadline  
Draft – Administrative Policy No. 7 – Agenda Packets

## CITY OF YACHATS

**ADMINISTRATIVE POLICY NO. 3**

**AGENDA DEADLINE**

### **OBJECTIVES**

To provide [the Council and](#) Commissions with accurate and timely material with which to evaluate matters before them, to provide time for onsite inspections as required, to provide staff with sufficient processing time and to facilitate orderly progress within a public meeting.

### **DEADLINE**

The deadline for public submission of topics for inclusion on the Agenda of a regularly scheduled Commission meeting shall be 12:00 noon, on Wednesday of the calendar week before the meeting for Commissions.

### **LATE SUBMISSIONS**

Items submitted after the deadline may be heard by the Body at their own discretion. Otherwise, they shall be put on the Agenda of the next regularly scheduled meeting. [In addition, matters which are not on the agenda may be added before the meeting begins if there is a consensus of the Commission to do so. The agenda also allows for "other business" to be discussed at the end of the meeting, and if necessary action may be taken.](#)

## CITY OF YACHATS

### ADMINISTRATIVE POLICY NO. 7

### AGENDA PACKETS

#### OBJECTIVES

To provide procedures for making meeting information available to [the City Council](#), Commissions and the public; and, reduce copying expenses.

#### WHEN AVAILABLE

[All agenda packets shall be posted as electronic packets to the City's website and the document library before the close of business on Friday of the calendar week before a Council or Commission meeting. An email will be sent to the Council or Commission members to let them know that the packets are available for their review.](#)

~~All packet material shall be published in the City's document library. Packets shall be available for Commission members to pick up at City Hall after noon on Friday of the week before a regularly scheduled meeting.~~

Packets shall [also](#) be available at City Hall for public review. Copies may be obtained at the current cost. ~~A complete packet will be available for audience review during Commission Meetings.~~

After meetings packets will be filed intact.

#### PACKET MATERIAL

1. **Text Exhibits.** Packets shall include copies of applications, map locations and any other pertinent, easily reproducible text exhibits.
2. **Drawings and Reports.** Drawings, reports and other materials difficult or expensive to reproduce will be made available in limited quantity at work sessions or scheduled meetings and will be available for inspection at City Hall during regular business hours.