



MEETING AGENDA FORMAT

DS-26-026

March 24, 2026

Background

- Agenda Format: Sec. 1-50(a) of the Governing Standards provides the agenda format and order for topics to be considered at regular City Council meetings.
- Review and Readoption: Section 7-20 provides that each June, after the new City Council is elected and seated, the new City Council shall begin review of the Governing Standards and work to re-adopt an updated version by the end of July each year.

Agenda Format

1. **CALL TO ORDER:** This section shall note the time and place of the meeting.
2. **ROLL CALL:** This section shall note the attendance of the Mayor, City Councilmembers, City Manager, City Attorney, City Secretary and Sergeant at Arms.
3. **INVOCATION:** This section shall note the opening prayer. (See sec. 4-140 for invocation policy).
4. **PLEDGE OF ALLEGIANCE:** This section shall note the observance of our national pledge.

Agenda Format (cont'd)

5. APPROVAL OF THE AGENDA: This section shall approve of the order and content of the agenda. The Mayor or any Councilmember may ask for the order and/or content of the agenda to be modified under this item upon consent of a majority of the Council.

6. PRESENTATIONS. This section shall provide for any items to be submitted to the Council which are: proclamations; items not requiring extensive discussion; items requesting information or items requesting future action by the Council. No item requiring action by the Council shall be placed under this section.

Agenda Format (cont'd)

7. **WORK SESSION:** This section allows the City Council to receive presentations from staff and discuss items on the regular session agenda.

8. **REGULAR SESSION:** This section will include items for Council consideration and action.

Agenda Format (cont'd)

9. CITIZENS COMMENTS ON AGENDA ITEMS: This section allows members of the public to address the Council regarding any item, other than a public hearing item, on the agenda for Council's consideration. Each person shall sign up prior to the start of the Council meeting, may speak only one (1) time, and such address shall be limited to three (3) minutes. A timer will be placed so that the speaker and citizens can see it. A majority vote of the City Council is required for any time extensions. The Mayor and Councilmembers shall have one (1) minute to respond to citizen comments with a statement or explanation without engaging in dialogue.

Agenda Format (cont'd)

10. CONSENT AGENDA: This section shall provide for items that require action by the Council, but where no discussion is anticipated. By a single motion, second, and affirmative majority vote, items under this section are approved without further discussion or action. Items such as, but not limited to, the approval of minutes, approval of plats, awarding of bids and permits are eligible for consideration under this section.

Agenda Format (cont'd)

11. RESOLUTIONS: This section shall provide for all resolution action items to be considered by the Council not provided for elsewhere on the agenda.

12. ORDINANCES: This section shall provide for all ordinance action items to be considered by the Council not provided for elsewhere on the agenda.

13. PUBLIC HEARINGS: This section shall provide for Council consideration of any public hearings related to such hearings if action is required. Public hearings shall be conducted in the following manner: (...)

Agenda Format (cont'd)

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14. DISCUSSION ITEMS: This section provides for discussion of items where action is not required.

15. ADJOURNMENT: This section provides for the closure of the meeting.