

IMPACT STATEMENT

Legislation title: Update Code filing deadline for documents to be included on the Council Agenda to Tuesday at 12:00 p.m., as observed under the pilot project (Ordinance; amend Code Section 3.02.030)

Contact name: Toni Anderson

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Presenter name: Toni Anderson/Sarah Landis

Purpose of proposed legislation and background information:

The Auditor's Office conducted a pilot project to amend administrative procedures in order to increase time for public review of the City Council meeting agendas. The initial pilot had the filing deadline Monday at 5:00 p.m. and the publication of the agenda to Thursday at 5:00 p.m. After receiving feedback from staff, we modified the pilot to move the deadline to Tuesday at 12:00 p.m. and publication of the agenda to early Friday. The extension of the deadline allowed Council offices additional time to submit documents and the Thursday council items can be set over to the next week instead of waiting two weeks. The agenda will be published as early as possible on Friday depending on length of Thursday meeting, length of agenda and staff availability.

The Auditor's Office recommends the City Code be amended to reflect the filing deadline at Tuesday at 12:00 p.m.

Financial and budgetary impacts:

There are no budget impacts.

Community impacts and community involvement:

The Clerk's office has not received any public comment on the timing of the release of the agenda.

100% Renewable Goal: N/A

Budgetary Impact Worksheet**Does this action change appropriations?**

YES: Please complete the information below.

NO: Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount