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**MEMORANDUM**

DATE: April 8, 2020

TO: Mayor Troxell and City Councilmembers

THRU: Darin Atteberry, City Manager *DA* *DS*  
Jeff Mihelich, Deputy City Manager *JM* *DS*  
Kelly DiMartino, Deputy City Manager *KD*

FROM: Delynn Coldiron, City Clerk *DLCC*

RE: 04-07-2020 Council Meeting Follow Up; Agenda Items

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This memo provides follow up from last night's Council meeting related to how things get added or deleted from the Council Agenda and how things are currently being prioritized.

Items get added or deleted from the Council Agenda in the following ways:

- City Manager requests.
- Discussion at the Leadership Planning Team.
- Discussion with the Executive Lead Team.
- 3 or more Councilmembers requesting an item be added.
- 4 or more Councilmembers requesting an item be removed.

Items are currently being prioritized based on the following criteria:

1. Urgent items specifically related to COVID-19 activities that are critical in nature and must receive Council consideration as soon as possible.
2. Emergency-related items that are not as urgent but need Council consideration. An example would be Council ratifying emergency regulations that have been implemented by the City Manager or considering allowing remote meetings.
3. Second Reading Ordinances.
4. Items that are substantially complete, have completed significant public process, and are ready for Council consideration. These items are being brought forward to help ensure that work does not have to be redone and can continue to move forward.
5. Items that must move forward based on a Council directed timeline, i.e., completion of a pilot project or the end of a moratorium.
6. Items that relate to funding, operation and business activities that the City must continue despite of the current crisis.
7. Items that are required to comply with federal or state legal or other requirements.

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The City's Leadership Team is very sensitive to what items should be included on current Council Agendas. Using these criteria has provided a robust process that drives discussions at the Leadership Planning Team and Executive Lead Team, as well as the decisions that are made on what should be included for Council consideration.

Please let us know if you would like additional information or have any questions or concerns.