

2019 CITY COUNCIL AGENDA SCHEDULE

This schedule will assist you in preparing items for the Work Session and Regular City Council agendas. Noon is the deadline on the scheduled date. **Items not filed by the FILING DEADLINE will be held over to the next City Council meeting unless directed otherwise by the City Council President.**

- **Work Session Agenda and Regular Agenda questions:** Sarah Johnson at 385-5102 or Ellen Wagner at 385-5112

City Council Work Session (Monday) & Regular Meeting (Tuesday)	Agenda Planner Deadline (Monday)	FILING DEADLINE (Wednesday)	Executive Agenda Prep (Monday)	Agenda Prep (Tuesday)	Agendas Published (Wednesday)	Agendas and Closed Legal Packet to City Council (Thursday)
January 7 & 8	Dec 10, 2018	Dec 26, 2018	Dec 28, 2018**	Dec 31, 2018**	January 2	January 3
January 22*	Dec 24, 2018	January 9	January 14	January 15	January 16	January 17
February 11 & 12	January 14	January 30	February 4	February 5	February 6	February 7
February 25 & 26	January 28	February 13	February 15**	February 19	February 20	February 21
March 11 & 12	February 11	February 27	March 4	March 5	March 6	March 7
March 25 & 26	February 25	March 13	March 18	March 19	March 20	March 21
April 8 & 9	March 11	March 27	April 1	April 2	April 3	April 4
April 22 & 23	March 25	April 10	April 15	April 16	April 17	April 18
May 13 & 14	April 8	April 24	April 29	April 30	May 1	May 2
May 28*	April 22	May 8	May 20	May 21	May 22	May 23
June 10 & 11	May 13	May 29	June 3	June 4	June 5	June 6
June 24 & 25	May 24**	June 12	June 17	June 18	June 19	June 20
July 8 & 9	June 10	June 26	July 1	July 2	July 3	July 3
July 22 & 23	June 24	July 10	July 15	July 16	July 17	July 18
August 12 & 13	July 15	July 31	August 5	August 6	August 7	August 8
August 26 & 27	July 29	August 14	August 19	August 20	August 21	August 22
September 9 & 10	August 12	August 28	August 30**	September 3	September 4	September 5
September 23 & 24	August 26	September 11	September 16	September 17	September 18	September 19
October 7 & 8	September 9	September 25	September 30	October 1	October 2	October 3
October 21 & 22	September 23	October 9	October 14	October 15	October 16	October 17
November 12**	October 14	October 30	November 4	November 5	November 6	November 7
November 25 & 26	October 28	November 13	November 18	November 19	November 20	November 21
December 9 & 10	November 8**	November 27	December 2	December 3	December 4	December 5

* Combined Work Session & Regular ** Alternate schedule due to holiday

AGENDA PLANNER DEADLINE:

- **New Business** items must be presented at a Work Session meeting at least two weeks prior to the Regular City Council meeting action. City Council previews the agenda planner in advance of the presentation. Please plan ahead and schedule your New Business items by the Agenda Planner Deadline (which may be as much as four weeks in advance of the target regular meeting date) by adding the item title into Granicus/Legistar for the appropriate meeting date. To do so, go to Files in Legistar and create a new item, selecting the agenda date for the Work Session. Click “Edit” under the “Cover Memo” tab and enter the working title for the new item; it can be changed later as the item is finalized. For access to or questions about Legistar, please contact the City Clerk’s office at 385-5103 or cityclerk@springsgov.com. New Business items not added to the planner by the deadline listed for the scheduled City Council meeting may be postponed to a future meeting. (For example, if you need to schedule your item for Regular City Council meeting action on March 8 (Tuesday), a file with the item title should be added to Legistar by noon on February 8 (Monday) for preview by City Council at the February 22 (Monday) Work Session and action on March 8 (Tuesday).) Departments are responsible for adding items to the agenda planner by the deadline.

MATERIALS UPLOADED FOR AGENDA ITEMS. Upload Regular and Work Session items (including Utilities items) to Legistar. PLEASE NOTE: You are responsible for correcting the content, including typos and factual errors, prior to the submittal date. Items with content issues may be postponed to the next meeting. Slide presentations and other attachments/handouts should be submitted simultaneously with the agenda item. PRESENTATIONS SHOULD BE KEPT BRIEF AND SHOULD NOT EXCEED 15 MINUTES.

FILING DEADLINE. Date materials are due from the Executive Team to the City Clerk for preparation of the draft work session and regular agendas. THIS INCLUDES ALL OPEN ITEMS FROM THE CITY ATTORNEY’S OFFICE (e.g. New Business and Open Legal items). Materials not filed by this deadline will be held over to the next City Council meeting unless directed otherwise by the City Council President.

EXECUTIVE AGENDA PREP. Department Heads meeting with Chief of Staff to review draft Work Session and Regular Agendas.

AGENDA PREP. Meeting with City Council President and City Clerk to discuss upcoming agenda items.

AGENDAS TO PRINTER. Date agendas are due to Office Services (by noon) to meet a 5:00PM production deadline.

AGENDAS AND CLOSED LEGAL PACKET TO CITY COUNCIL. Agendas and closed legal packets are distributed to City Council by noon on the Thursday prior to the City Council meetings.

UPLOADING PRESENTATIONS. Slide presentations must be uploaded to the City Council presentations SharePoint drive computer no later than the Friday before a City Council meeting.

LATE MATERIALS. On occasion, staff may need to deliver materials to City Council the date of the meeting. PLEASE DO NOT PLACE MATERIALS AT THE DAIS. All materials should be submitted to the City Clerk for distribution. Please provide 15 copies.

Please Note: The Work Session agenda and the Regular agenda is prepared by the City Clerk’s Office.