The City of Morgantown

Office of the City Clerk

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Council Meeting Packet - New Approval Process

In order to accommodate Council's requests for improved communication and advanced notice of Council Meeting and Committee of the Whole agenda items the following new streamlined procedures are recommended for implementation by the City Clerk's Office.

Calendar

The calendar below illustrates a typical month's schedule for notice, approval, finalization and distribution for COTW and Regular meetings. The schedule shows all the recommended deadlines for approval and distribution of Council Meeting Packets. It also shows reporting requirements for COTW items as they are presented to the City Clerk's Office. The City Clerk highly recommends adoption of the schedule as illustrated:

Sun	Mon	Tues	Wed	Thu	Fri	Sat
29	30	31 **COTW**	1 First report on Items for the NEXT 3 COTW	2 1st RM Packet Finalization	3 1st RM Packet Distribution	4
5	6 Subsequent reports given as items are added up to finalization	7 **1st Reg. Mtg.**	8	9	10	11
12	13	14	15	16 2nd RM Packet Finalization	17 COTW Packet Finalization + 2nd RM Dist.	18
19	20 No further changes to COTW agenda, unless emergency consensus of Council	21 **2nd Reg. Mtg.**	22	23	24 COTW Packet Distribution	25
26	27	28 **COTW**	29	30 1st RM Packet Finalization	1 1st RM Packet Distribution	2

Procedures

In order to streamline and aid in accuracy of all Council Meeting Packets and Agendas, the following procedures are recommended for immediate implementation:

- Beginning with the immediate previous Committee of the Whole meeting, Clerk's Office will issue an e-Memo indicating which items have been slated for the upcoming and next two future Committee of the Whole meetings.

- Additional e-Memos will be issued up to the Committee of the Whole Packet finalization deadline, as items are recommended by the Manager to be added/deleted, including thorough explanations and item descriptions.

- Finalization of the Committee of the Whole Agenda will now take place one week prior to the scheduled distribution Friday.

- Finalization of the Regular Meeting Agendas & Packets will now take place on Thursday, one day prior to the scheduled distribution Friday.

- No changes will be made to the Committee of the Whole Agenda after finalization day.

- If an emergent situation occurs and the addition or deletion of an item is requested by the Manager, and immediate e-Memo will be issued to Council requesting consensus on the matter. The Clerk's Office will take action as directed by Council.

- Packets will continue to be distributed in the same manner as currently executed, on the Friday before the Regular or Committee of the Whole Meeting.

➢ NOTE: The term "e-Memo" refers to a generalized form of notification to Council. This notification will be issued at Council's preference. The suggested options for notification format are as follows:
    - A paper Memorandum as shown on page three, scanned and converted to PDF and sent via email.
    - A simple email worded as the Memorandum.
    - A Document or calendar saved on drop-box and updated with notification of changes via email.
    - Use of Zimbra calendars and internal notifications. (Requires setup and with assistance of IT, and Council Member's access.)

e-Memo

Sample:

MEMORANDUM

TO: MORGANTOWN CITY COUNCIL

RE: COMMITTEE OF THE WHOLE

DATE: *{day after previous COTW}*

The City Clerk's Office has on record, the following matters as slated for the below dated Committee of the Whole Meetings.

****Contact the City Manager's Office immediately with questions, for clarification, or with objections regarding any of the following items.**

{Date of upcoming Meeting}

- ***Presentation- Description***
- ***Item- Description***
- ***Item- Description***
- ***Ordinance- Description***
- ***Resolution- Description***

{Date of 2nd upcoming Meeting}

- ***Presentation- Description***
- ***Item- Description***
- ***Item- Description***
- ***Ordinance- Description***
- ***Resolution- Description***

{Date of 3rd upcoming Meeting}

- ***Presentation- Description***
- ***Item- Description***
- ***Item- Description***
- ***Ordinance- Description***
- ***Resolution- Description***

Items listed in the e-Memo will be detailed to the greatest extent possible for clarity.