

MEETING NOTICE AND AGENDA

xxxxxxxxxxxxx City Council

(or Town of xxxx Board)

Date – Time

Location (with complete physical address of where the meeting will be held)

1. **Call to Order** Time _____

2. **Roll Call**

Council member 1 _____

Council member 2 _____

Council member 3 _____

Council member 4 _____

Council member 5 _____

(List names on the agenda rather than council member 1 for ease of roll call and taking minutes; trustee can be substituted for council member in Town Trustee form of government)

3. **Pledge of Allegiance**

The pledge of allegiance will be provided by Council Member xxxx.

4. **Consent Agenda (Items A-X)**

All matters listed under “consent” are considered by the city council to be routine and will be enacted by one motion. Any council member may, however, remove an item from the consent agenda by request.

A. Approval of the minutes of the regular meeting on January 1, 2019.

B. Approval of the minutes of the special meeting on January 2, 2019.

C. Approval of the purchase of a police car in the amount of \$26,000.00

COMMENTS ABOUT CONSENT:

- all items that are considered routine may be included on the consent agenda
- if council members have questions about the routine items, they generally should ask those in advance of the meeting
- if a specific topic or item is sure to generate discussion or controversy, it usually would not be considered routine for consent
- Budget amendments, payment of claims, insurance renewals, and routine purchases are common on consent items
- If each item is reviewed, discussed and voted separately, it is not really a consent agenda!

Motion _____ Second _____

5. Resolution No. XX - Community Center Construction Project

- a. City engineer John Doe will provide an update on the progress of the community center construction project.
- b. Council may consider approval of Resolution No. xx, a resolution approving the community center design and specifications, authorizing the bidding of the project, the acceptance of bids if within the total project budget, the execution of contracts for the project, and the payments of all amounts owed for the project). (Presented by: John Doe, City Engineer)

Motion _____ Second _____

6. Financial Reports

The regular monthly financial reports for all funds are provided to council for their review and information. (presented by finance director Jane Doe)

This item is for informational-purposes only.

7. Correspondence (A-D)

The following correspondence is provided to council for their review and information:

- a. Regular monthly bills (Finance).
- b. A letter received from xxxx on January 1, 2019, from Citizen Jones thanking the city for their participation in the Christmas parade.
- c. Etc.

8. City Manager's (or Mayor or Town Administrator) and Council Members' (or Trustee) Reports

The City Manager and Council Members will provide updates regarding recent and upcoming events and projects, including events of interest and the general operations of the City. No action will be taken.

9. Executive Session

- A. Council may consider retiring into Executive session for the purpose of:
Option 1: conferring on matters pertaining to economic development within the _____ development, in which public disclosure of the matter discussed with the confidentiality of the business, in accordance with 25 O.S. Section 307(C)(10).
Option 2: the annual evaluation of city manager Jim Doe, in accordance with 25 O.S. Section 307(B)(1).

Option 3: Discussions concerning negotiations with the IAFF/FOP, in accordance with 25 O.S. Section 307(B)(2).

Option 4: Discussions concerning the appraisal or purchase of real property, in accordance with 25 O.S. Section 307(B)(3).

Option 5: Confidential communications between the city council and its attorney concerning a pending investigation, claim or action in which the council determines, by voting to enter executive session, that disclosure would seriously impair the ability of the council to process the claim or conduct a pending investigation, litigation or proceeding, specifically the case of Jane Doe v. City of XXXX, in accordance with 25 O.S. Section 307(B)(4).

B. Council may consider and take any action deemed appropriate as a result of the Executive Session.

10. Adjournment Time _____

(a vote to adjourn is not required, as the Mayor or chairperson is authorized to adjourn the meeting)

This agenda was filed in the office of the City Clerk and posted at **TIME on DATE, DAY, YEAR**, on the digital display board located in the lobby of the xxxxxxxxxxxx Municipal Building, (address), City, Oklahoma 74063, by xxxxxxxxxxxxxxxx, City Clerk.

City Clerk

MEETING SUGGESTIONS:

1. It is not necessary to include an agenda item for “new business” or “old business.” The Open Meeting Act does not recognize “old business” and it is not defined for agenda purposes. New business is limited to business that arose too late to be included on an agenda – it should be a rare occasion for new business to arise. New business is also not allowed on any special meeting agenda.
2. Although this sample agenda does not include a prayer, many board meetings in Oklahoma include an opening prayer; each city should consult with their City Attorney about the appropriate process for public meeting prayers.
3. Although it has been common practice to vote to adjourn, it is not necessary – the mayor or chairperson may adjourn the meeting and state that the meeting is over.
4. Someone should be in control of the agenda, usually the city manager in a city manager city, the town administrator in towns with a town administrator, and for those with neither, usually the mayor with the assistance of the clerk. Someone needs to determine whether an item is appropriate for the agenda, as all requested items are not.
5. The agenda item should provide enough information to reasonably inform the public of the action to be taken.
6. All should be aware of the statutory requirement for attendance (some city charters have different provisions): Title 11. Cities and Towns
Section 8-108 - Absence from Governing Body Meetings

Whenever a member of the municipal governing body is absent from more than one-half of all meetings of the governing body, regular and special, held within any period of four (4) consecutive months, he shall thereupon cease to hold office.

7. The sample agenda does not include a section for “public comments.” The Open Meeting Act does not require a public comment agenda topic, and each city is allowed to establish rules concerning the level of public input, either on agenda items or comments in general. A public comments section of the agenda provides no prior notice of the item to be discussed and most of the topics will not meet the definition of “new business” and the ability to respond is very limited.
8. Executive sessions can only be held for certain specific reasons, such as to discuss pending litigation or claims, the purchase of property, some economic development projects, union negotiations and the employment, hiring, appointment, promotion, demotion, discipline or resignation of an individual, salaried, public officer or employee.

Executive sessions cannot be used to discuss general personnel problems of the City or a department and cannot be held unless they are listed on the agenda.

The Open Meeting Act also requires a specific listing of the type of matter being discussed in an executive session; therefore, executive sessions are limited to the specific item to be discussed and other general City business cannot be discussed at that time. Any action taken as a result of an executive session must be voted on in public. Executive sessions are intended as private, confidential meetings in which the private discussions cannot be disclosed by any of those present – the “City,” and not the individuals present, own that right to confidentiality and only the “City” by a vote of the elected officials can agree to disclose the private discussion.

An executive session confidentiality form is recommended as a best practice, executed at each executive session by all present.