

## 121.2: City Council Consent Agenda

### Objective:

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Institute a "Consent Agenda" to handle expeditiously routine matters on the City Council Agenda by reducing individual Council actions on non-controversial material not requiring discussion.

### Authority:

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This policy amended by City Council March 22, 2021, Item A-5.

### Direction:

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Mayor and City Clerk.

### Functions:

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1. Definition

The following words contained in this procedure shall be defined as:

Consent Agenda Items - Items to be considered by City Council which are routine, not controversial in nature, and not generally requiring discussion.

2. General

Consent Agenda is a method to expeditiously handle routine matters coming before the City Council.

### 3. Consent Agenda Items

Items that may be included in the Consent Agenda are:

- a. Change orders on contracts
- b. Requests for authority to advertise construction projects
- c. Requests for approval of proposed policy changes
- d. Acceptance and/or approval of administrative reports and minutes from meetings of boards, committees, etc.
- e. Requests for approval to call for bids
- f. Acceptance of annexation petitions
- g. Approval of recommendations by advisory committees
- h. Appointment of City officers
- i. Appointment of citizen board members
- j. Any other request, acceptance or approval which the Mayor determines properly can be considered a Consent Agenda item.

### 4. Operation of Consent Agenda

- a. The City Clerk shall prepare from items received for Council's consideration a Consent Agenda, listing thereon items which appear to be routine and do not require discussion.
- b. Consent Agenda items shall be grouped together on the Agenda and shall be handled in one motion from the Council table (i.e., "I move that the Consent Agenda be approved"). City Council may approve and accept Consent Agenda items by one

motion and vote. There shall be no general discussion on the motion. The following items will be acted upon by City Council through a single vote. An item will be considered separately only upon request of a Council member and a confirming majority vote of the City Council. Anyone can address Consent Agenda matters during the General Appearance portion of the time set by City Council for that purpose.

**Forms:**

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None.

**Committee Responsibilities:**

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None.

**Reference:**

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This procedure adopted by City Council as Section 101.2 on October 27, 1975, Item 30; amended May 10, 1976, Item 7; repealed August 13, 1984, Item 12-A; readopted as Section 121.2 on February 5, 1990, Item 16A-30; amended March 22, 2021, Item A-5.

**Date:**

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This policy effective March 22, 2021.