

3. Presenting Agenda Items to Commission

A board transmits its findings, responses to referrals and other communications to the City Commission through the Commission agenda. Upon direction of the City Commission, City staff prepares and submits a completed staff report for the Commission agenda directly to the City Recorder in a reasonable time frame. The City Recorder will place the report on an upcoming Commission agenda based on City Manager timelines for scheduling matters on the agenda. The City Manager may ask the commission for additional information and/or clarification before placing the report on the agenda.

4. Commission Meetings and Agendas and Annual Reports

Regular City Commission meetings are held the first and third Wednesday of each month. The schedule is established annually taking into consideration holidays and election dates. The City Commission asks each board and committee to give an annual report summarizing the year's activities. The report is given at a regular meeting of the City Commission.