



AGENDA PROCESS GUIDELINES

*Process for agendas and other information that is presented to City Council
and Committees.*

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SECTION 1.0 - PURPOSE OF THE GUIDELINES

Section 1.0 - Purpose of the Guidelines

The purpose of these guidelines is to outline how the agenda process for the City Council and various Committees will work. The intent is to standardize how information is presented to the Council and Committees. One of the primary goals is to make the process clear so that the community has a clear understanding of how the process will work.

This is a living document and, as such, is subject to change by the Council and/or Committees.

SECTION 2.0 - DOCUMENTS USED IN THE PROCESS

Section 2.0 - Documents Used in the Process

There are several different documents that are used as a part of this process. Below is a list of the various documents used and the purpose of each.

SECTION 2.1 - AGENDA ITEM SUMMARY (AIS) TEMPLATE

The agenda item summary (AIS) is used to convey a variety of information to the Council and Committees. There are several sections to the template. They are:

1. **Issue Statement** – This section gives a brief description of the item before the Council or Committee.
2. **Background** – This is the section for the detailed description of the issue, including history if applicable, before the Council or Committee.
3. **Committee Review and/or Recommendation** – *(Note: This section is not applicable to Committee AIS templates).* This section informs the Council if the item has been reviewed by Committee and what was the recommended action by the Committee.
4. **Related City Policies** – This section is used to list any City related policy to the issue being discussed.
5. **Legal Review** – This section lets the Council or Committee know if an item has been reviewed by the City Attorney as a separate item or as part of the packet review.
6. **City Administrator's Comment** – *(Note: This section is not applicable to Committee AIS templates).* This section is used by the City Administrator to provide comments and/or recommendations to the Council.
7. **Council Options** – *(Note: This section is called Committee Options on Committee AIS templates).* This section list the various options, including motions, which the

SECTION 2.0 - DOCUMENTS USED IN THE PROCESS

Council can take.

8. **Attachments** – This section references any supporting materials included as part of the discussion of the item before the Council or Committee.
9. **For More Information** – This section includes the contact information for the staff member who is presenting the item to the Council or Committee.

SECTION 2.2 - COMMITTEE AGENDA FORECASTER

The Committee Agenda Forecaster is the primary document used to track information of topics, projects, and other items before the Committee. There are several main sections to the forecaster. They are:

1. **Current Business Items** – This section contains a detailed description of the items currently before the Committee. This includes: who requested the item, date last at the committee, description, and status update.
2. **Current Projects** – This section contains a detailed description of any current project that the Committee is working on or oversees. The information includes: Project Name, Project Source, Estimated Cost, Project Description, and Status Update.
3. **Pending Business Items** – This section contains the business items that the Committee is currently working on but are on hold waiting for more information or some other activity to happen before it comes back to the Committee.
4. **Future Business Items** – This section contains the business items that have not made it before the Committee yet. Typically new items are placed in this section.
5. **Future Projects** – This section contains projects that have been identified by Committee, Council, staff, or some other process that need to occur.

SECTION 2.0 - DOCUMENTS USED IN THE PROCESS

6. **Committee Agenda** – This section is the draft agenda for the next meeting for the Committee to review and change as they see fit.
7. **Committee Meeting Calendar** – This is a yearly calendar that shows the upcoming meeting dates as well as when the packets will be available.

SECTION 2.3 - COUNCIL AGENDA FORECASTER

This forecaster is very similar to the Committee Agenda Forecaster discussed above. The primary difference is that it contains two agendas and is only used for the City Council. There are several main sections to the forecaster. They are:

1. **Current Business Items** – This section contains a detailed description of the items currently before the Council. This includes: who requested the item, date last at the council, description, and status update.
2. **Pending Business Items** – This section contains the business items that the Council is currently working on but are on hold waiting for more information or some other activity to happen before it comes back to the Council.
3. **Future Business Items** – This section contains the business items that have not made it before the Council yet. Typically new items are placed in this section.
4. **Council Agenda** – This section is the draft agenda for the next work session meeting and regular business meeting for the Council to review and change as they see fit.
5. **Council Meeting Calendar** – This is a yearly calendar that shows the upcoming meeting dates as well as when the packets will be available.

SECTION 2.0 - DOCUMENTS USED IN THE PROCESS

SECTION 2.4 - AGENDA ITEM REQUEST FORM

There are two versions of this form. One is the Council Agenda Item Request Form used for the Council meetings and the other is the Committee Agenda Item Request Form used for the Committee Meetings.

The purpose of these forms is to allow individuals to request an item be placed before the Council or Committee for consideration. The forms contain the following information:

1. **Contact Person** – the person making the request.
2. **Contact Phone** – A number to reach the person making the request.
3. **Contact Email** – An email address to contact the person making the request.
4. **Requested Meeting Date** – This section is used to relay any anticipated deadlines there are for the topic.
5. **Requested Item** – This is the description of the item to be considered by the Council or Committee.

Staff will use the bottom of the form to track various information. The primary purpose is to track item as it makes it through the process and the communication between the City and the requestor.

SECTION 3.0 - PROCESS DEADLINES OVERVIEW

Section 3.0 - Process Deadlines Overview

Each agenda follows the same process in creating it. During the creation process there are certain deadlines. Below are the minimum required deadlines.

First Deadline

7 Calendar Days Before the Meeting – All items from the request forms are entered into the agenda forecaster as they arrive. No new items will be entered after this. Any that come in will be in the next forecaster.

Second Deadline

5 Working Days Before the Meeting – The agenda will be created by the staff lead and sent to the City Recorder for posting.

Third Deadline

3 Working Days Before the Meeting – The packets will be created and distributed to the Council or Committee. Digital versions of the packets will also be posted to the City's website by the City Recorder.

SECTION 4.0 - PROCESS RULES

Section 4.0 - Process Rules

SECTION 4.1 - FORMS TO BE USED

All forms used in this process must be approved by Council prior to use. This includes, but is not limited to, any new forms or modifications to existing forms. Below is a list of forms that are to be used.

Section 4.1.1 - City Council Meetings

1. Council Agenda Item Summary (AIS) form
2. Council Agenda Forecaster Report
3. Council Agenda Item Request Form

Section 4.1.2 - All Committee Meetings

1. Committee Agenda Item Summary (AIS) Form
2. Committee Agenda Forecaster Report
3. Committee Agenda Item Request Form

SECTION 4.2 - DEADLINES & DUE DATES

To ensure a proper flow of information, the following minimum deadlines are required:

Section 4.2.1 - City Council Meetings

1. **7 Calendar Days before the First Meeting of the Month** – All Agenda Item Request Forms shall be entered into the Agenda Forecaster as new business items.
2. **5 Working Days before the Meeting** – The agenda will be created by the staff lead and sent to the City Recorder for posting.
3. **3 Working Days before the Meeting** – The packets will be created and distributed to the Council members. Digital versions of the packets will also be posted to the City's website by the City Recorder.

SECTION 4.0 - PROCESS RULES

Section 4.2.2 - Committee Meetings

1. **7 Calendar Days before the Meeting** – All Agenda Item Request Forms shall be entered into the Agenda Forecaster as new business items.
2. **5 Working Days before the Meeting** – The agenda will be created by the staff lead and sent to the City Recorder for posting.
3. **3 Working Days before the Meeting** – The packets will be created and distributed to the Committee members. Digital versions of the packets will also be posted to the City’s website by the City Recorder.

SECTION 4.3 - COUNCIL & COMMITTEE AGENDA CREATION PROCESS

Section 4.3.1 - Overview

Council and Committee Agendas are created from the items contained within the Agenda Forecaster. In creating the Agendas, the following steps must be followed:

Step 1

Update the Agenda Forecaster (see below for this process)

Step 2

Place the appropriate agenda items (Pending Business and New Business items as directed by the Council or Committee) in the Agenda template.

Step 3

Send the draft agenda to the Mayor or Committee Chair for review.

Step 4

After the Mayor or Committee Chair has reviewed the agenda, send the final version to the City Recorder for posting.

SECTION 4.0 - PROCESS RULES

Section 4.3.2 - External Requests

External requests come from citizens and organizations. Any of these types of requests are required to use the Agenda Item Request Form. These requests are subject to the following four step process:

Step 1

The requestor fills out the form in its entirety. Staff ensures that there is valid contact information provided by the requestor.

Step 2

At the appropriate time, staff enters the request into the Agenda Forecaster.

Step 3

The Council or Committee decides if it wants to consider the request. If so, the Council or Committee determines the date of the meeting it will be heard at.

Step 4

Staff reports back to the requestor the decision of the Council or Committee.

Section 4.3.3 - Internal Requests

Internal requests are ones that come from the Council, City created Committee, or staff. These types of requests are not required to use the Agenda Item Request Forms. For more information, please see *Work Flow between Council and Committees* section of this document.

SECTION 4.0 - PROCESS RULES

SECTION 4.4 - INFORMATION TRACKING, PROCESSING, & REPORTING

A wide variety of information needs to be tracked and updated to ensure that the process is successful. The Council Agenda Forecaster and the Committee Agenda Forecaster are the primary documents used for tracking.

Section 4.4.1 - Agenda Item Request Form Tracking

All Agenda Item Request Forms must be tracked using the “For Internal Use Only” section of the form. The City Recorder shall be responsible for the tracking and notifications for the Council Agenda Item Request Form. The assigned staff lead shall be responsible for the tracking and notifications for the Committee Agenda Item Request Form.

Section 4.4.2 – Council Agenda Forecaster Process

The Council Agenda Forecaster shall observe the following rules:

1. The forecaster shall be updated in accordance with Sections 4.3.2 and 4.5 of this document.
2. All business items shall be placed in the appropriate section of the forecaster.
3. Exceptions to the process shall only be in accordance with Section 4.7

The Council Agenda Forecaster shall contain the following information:

1. **Current Business Items** – This section contains a detailed description of the items currently before the Council. This includes: who requested the item, date last at the council, description, and status update.
2. **Pending Business Items** – This section contains the business items that the Council is currently working on but are on hold waiting for more information or some other activity to happen before it comes back to the Council.
3. **Future Business Items** – This section contains the business items that have not made it before the Council yet. Typically new items are placed in this section.

SECTION 4.0 - PROCESS RULES

4. **Council Agenda** – This section is the draft agenda for the next work session meeting and regular business meeting for the Council to review and change as they see fit.
5. **Council Meeting Calendar** – This is a yearly calendar that shows the upcoming meeting dates as well as when the packets will be available.

Section 4.4.3 – Committee Agenda Forecaster Process

The Committee Agenda Forecaster shall observe the following rules:

1. The forecaster shall be updated in accordance with Sections 4.3.2 and 4.5 of this document.
2. All business items shall be placed in the appropriate section of the forecaster.
3. Exceptions to the process shall only be in accordance with Section 4.7

The Committee Agenda Forecaster shall contain the following information:

1. **Current Business Items** – This section contains a detailed description of the items currently before the Committee. This includes: who requested the item, date last at the committee, description, and status update.
2. **Current Projects** – This section contains a detailed description of any current project that the Committee is working on or oversees. The information includes: Project Name, Project Source, Estimated Cost, Project Description, and Status Update.
3. **Pending Business Items** – This section contains the business items that the Committee is currently working on but are on hold waiting for more information or some other activity to happen before it comes back to the Committee.

SECTION 4.0 - PROCESS RULES

4. **Future Business Items** – This section contains the business items that have not made it before the Committee yet. Typically new items are placed in this section.
5. **Future Projects** – This section contains projects that have been identified by Committee, Council, staff, or some other process that need to occur.
6. **Committee Agenda** – This section is the draft agenda for the next meeting for the Committee to review and change as they see fit.
7. **Committee Meeting Calendar** – This is a yearly calendar that shows the upcoming meeting dates as well as when the packets will be available.

SECTION 4.5 - WORK FLOW BETWEEN COUNCIL AND COMMITTEES

As stated earlier, the items assigned by Council or requested by the various Committees are not subject to the Agenda Item Request Form. These items have a separate process that they follow as outlined below.

Section 4.5.1 - Items assigned by Council

Items that are assigned by Council to a Committee shall be placed in the Agenda Forecaster as new business items. Once the Committee has completed the work, the item will then be placed on the Council Agenda Forecaster as a pending business item.

Section 4.5.2 - Items for Council requested by a Committee

Items that a Committee has requested that the Council consider will be placed on the Council Agenda Forecaster as a new business item.

Section 4.5.3 - Items for a Committee requested by another Committee

Items that a Committee has requested that another Committee consider will be placed on the Committee Agenda Forecaster as a new business item.

Section 4.5.4 – Items for a Committee or Council requested by Staff

Items requested by staff will be placed on the Committee Agenda Forecaster or Council Agenda Forecaster as a new business item.

SECTION 4.0 - PROCESS RULES

SECTION 4.6 - COUNCIL & COMMITTEE COMMUNICATIONS

To standardize information, all items that go before the Council or Committee shall utilize an Agenda Item Summary (AIS) document. The Council or Committee shall make changes to the AIS as it deems necessary.

SECTION 4.7 – EMERGENCIES & OTHER EXCEPTIONS TO THE PROCESS

The City recognizes that emergencies may occur so that the process may not be able to be followed. Emergencies are circumstances that could not have been reasonably foreseen or issues that create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare, or safety.

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



[Agenda Item Title]

Meeting Date: [Meeting Date]
Department: [Department}
www.junctioncityoregon.gov

Agenda Item Number: [Agenda Item Number]
Staff Contact: [Staff Contact]
Contact Telephone Number: [Staff Phone]

ISSUE STATEMENT

[Use this section to briefly explain (two to three sentences) to the council, public, and media what the item is and what action is requested.]

BACKGROUND

[In this section, include information related to City Council and/or Committee action history, financial and/or resource considerations, how the item relates to council goals/action priorities, and any timing issues and/or implications. The background may be narrative or a bulleted list of Council and/or Committee action.]

COMMITTEE REVIEW AND/OR RECOMMENDATION

[Use this section to comment on whether a committee reviewed or not and what their direction/recommendation was.]

RELATED CITY POLICIES

[Use this section to outline or discuss the policy issues or direction embodied or inherent in the item, citing specific policy documents when appropriate.]

LEGAL REVIEW

[Indicate whether legal counsel reviewed as a part of Council packet or reviewed in advance of packet as an individual item.]

CITY ADMINISTRATOR'S COMMENT

[The City Administrator will write a comment regarding this topic and/or provide a recommendation on Council options.]

COUNCIL OPTIONS

[The purpose of this section is to delineate the council's options and prepare suggested motions for relevant options.]

Example:

1. Approve the Resolution – MOTION: “I make a motion to approve Resolution No. 1.”
2. Direct staff to make changes – MOTION: “I make a motion to direct staff to make changes to the

resolution, as noted, and bring back for Council review.”

3. Take no action. No Motion needed.

ATTACHMENTS

- A.
- B.
- C.

[In this section, list any supporting materials for the agenda item summary such as a proposed ordinance, minutes of a committee meeting, and spreadsheets containing detailed data. All attachments should be labeled alphabetically, i.e. “Attachment A.”]

FOR MORE INFORMATION

Staff Contact: [Staff Contact]

Telephone: [Staff Phone]

Staff E-Mail: [Staff E-Mail]

Department or
City Logo Here

<COMMITTEE> AGENDA ITEM SUMMARY

<ITEM DESCRIPTION>

Meeting Date: <Meeting Date>
Department: <Department>
www.junctioncityoregon.gov

Agenda Item: ___
Staff Contact: <Staff Lead>
Contact Telephone Number: <Phone Number>

ISSUE STATEMENT

<Insert a short summary of the item before the Committee>

BACKGROUND

<Give detailed description of the item or issue before the Committee. Be sure to include what you are asking the Committee to do.>

RELATED CITY POLICIES

- *<Enter relevant policies, ordinances, resolutions, or other code>*

COMMITTEE OPTIONS

- *<List Committee options here. Include suggested motion language if applicable>*

ATTACHMENTS

A. *<List attached documents here>*

FOR MORE INFORMATION

Staff Contact: <Staff Lead>
Telephone: <Phone Number>
Staff E-Mail: <Staff Lead email address>



City of Junction City

Council Agenda Item Request Form

Date: _____

Request From: _____ Citizen / Organization (Circle One)

Contact Person: _____

Contact Phone: _____ Contact Email: _____

Requested Meeting Date: _____

Please note that all requests must be submitted by the first Wednesday of each month to be considered by the Council for that month.

Requested Item:

----- For Internal Use Only -----

Date Received: _____

By: _____

Date Entered into Forecaster: _____

By: _____

Council Meeting Date: _____

Requester Notified on: _____

By: _____



City of Junction City

Committee Agenda Item Request Form

Date: _____

Request From: _____ Citizen / Organization (Circle One)

Contact Person: _____

Contact Phone: _____ Contact Email: _____

Committee: _____

Requested Item:

----- For Internal Use Only -----

Date Received: _____ By: _____

Date Entered into Forecaster: _____ By: _____

Committee Meeting Date: _____

Requester Notified on: _____ By: _____



CITY COUNCIL

AGENDA FORECASTER

Last Updated: 3/10/2015 by J. Knope

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CURRENT BUSINESS ITEMS

Current Business Items

Item <Item Description>

Requested By <Staff/Committee/Etc.>

Date Last at Council <Enter Date or New if first time>

Current Agenda Item Number <Agenda Item Number>

Item Description
<Give detailed summary of item. 3-4 sentences max>

Current Status/Update
<Only use if item has been to Council Previously>

Item <Item Description>

Requested By <Staff/Committee/Etc.>

Date Last at Council <Enter Date or New if first time>

Current Agenda Item Number <Agenda Item Number>

Item Description
<Give detailed summary of item. 3-4 sentences max>

Current Status/Update
<Only use if item has been to Council Previously>

PENDING BUSINESS ITEMS

Pending Business Items

Item

<Item Description>

Requested By

<Staff/Committee/Etc.>

Staff Contact

<Enter Staff Lead>

Date Last at Council

<Enter Date or New if first time>

Anticipated Date back to Council

<Enter Date>

Item Description

<Give detailed summary of item. 3-4 sentences max>

Current Status/Update

<Give an update on this item.>

FUTURE BUSINESS ITEMS

Future Business Items

Item

<Item Description>

Requested By

<Staff/Committee/Council/Etc.>

Item Description

<Give detailed summary of item. 3-4 sentences max>

Item

<Item Description>

Requested By

<Staff/Committee/Council/Etc.>

Item Description

<Give detailed summary of item. 3-4 sentences max>

Item

<Item Description>

Requested By

<Staff/Committee/Council/Etc.>

Item Description

<Give detailed summary of item. 3-4 sentences max>

DRAFT MEETING AGENDA – FEBRUARY 24, 2015

Draft Meeting Agenda – February 24, 2015

A G E N D A

CITY COUNCIL MEETING AND WORK SESSION

City of Junction City

680 Greenwood Street

Tuesday, February 24, 2015

6:30 P.M.

(*Estimated Time*)

Regular Session

1. Call to Order and Pledge of Allegiance (Mayor Cahill)
2. Changes to Agenda (Mayor Cahill)
3. Public Comment on Items not Listed on the Agenda (Mayor Cahill) 5 minutes
4. City Planner Position (Administrator Pro Tem Knope) 15 minutes
5. Other Business
6. Adjournment

Work Session

1. City Administrator Interview Training (Attorney Monson) 15 minutes
2. Budget Discussion (Administrator Pro Tem Knope) 15 minutes
3. Transition Roles (Administrator Pro Tem Knope) 10 minutes
4. Agenda Setting (Administrator Pro Tem Knope) 10 minutes
5. Project List Review (Administrator (Pro Tem Knope) 40 minutes
6. Adjournment

(Estimated End Time 8:20 P.M.)

DRAFT MEETING AGENDA – MARCH 10, 2015

Draft Meeting Agenda – March 10, 2015

AGENDA

CITY COUNCIL MEETING

City of Junction City

680 Greenwood Street

Tuesday, March 10, 2015

6:30 P.M.

(*Estimated Time*)

1. Call to Order and Pledge of Allegiance (Mayor Cahill)
2. Changes to the Agenda (Mayor Cahill)
3. Consent Agenda (Mayor Cahill)
4. Approval of Bills – Month of February 5 minutes
5. Approval of Minutes – January 13, February 10, 17, and 24, 2015
6. Public Comment on Items not Listed on the Agenda (Mayor Cahill) 5 minutes
7. Public Safety Committee Minutes – February 3, 2015 (Chief Chase) 5 minutes
8. High Pass Waterline Discussion (Administrator Pro Tem Knope) 10 minutes
9. Planning Commission Work Plan Recommendation (Planner Cogburn) 10 minutes
10. Transportation System Plan Task Force (Planner Cogburn) 5 minutes
11. Planning Commission Appointment (Planner Cogburn) 5 minutes
12. Sub- Committee Chair Appointments (Mayor Cahill) 5 minutes
13. Staff Reports 5 minutes
14. Councilor Comments/Questions 10 minutes
15. Mayor’s Comments 5 minutes
16. City Administrator Interviews (City Administrator Pro Tem Knope) 10 minutes
17. Executive Session per ORS 192.660 (2)(a) to Consider the Employment of a Public Officer, Employee, staff Member or Individual Agent. 10 minutes
18. Other Business 5 minutes
19. Adjournment

2015 CITY COUNCIL MEETING CALENDAR

2015 City Council Meeting Calendar

Calendar Key

- Packets Available Date
-
-

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2015 CITY COUNCIL MEETING CALENDAR

Regular Meeting Date

Work Session Meeting Date



<COMMITTEE NAME> MEETING

AGENDA FORECASTER

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CURRENT BUSINESS ITEMS

Current Business Items

Item <Item Description>
Requested By <Staff/Committee/Etc.>
Date Last at Committee <Enter Date or New if first time>
Current Agenda Item Number <Agenda Item Number>
Item Description
<Give detailed summary of item. 3-4 sentences max>
Current Status/Update
<Only use if item has been to Council Previously>

Item <Item Description>
Requested By <Staff/Committee/Etc.>
Date Last at Committee <Enter Date or New if first time>
Current Agenda Item Number <Agenda Item Number>
Item Description
<Give detailed summary of item. 3-4 sentences max>
Current Status/Update
<Only use if item has been to Council Previously>

CURRENT PROJECTS

Current Projects

Project Name

<Enter Project Name>

Project Source

<Enter what caused/generated the project>

Estimated Cost

<Enter the Anticipated Cost>

Project Description

<Give a detailed project description. Reference any relevant code or rules as well.>

Current Status/Update

<Give an update on this item.>

PENDING BUSINESS ITEMS

Pending Business Items

Item

<Item Description>

Requested By

<Staff/Committee/Etc.>

Staff Contact

<Enter Staff Lead>

Date Last at Committee

<Enter Date or New if first time>

Item Description

<Give detailed summary of item. 3-4 sentences max>

Current Status/Update

<Give an update on this item.>

FUTURE BUSINESS ITEMS

Future Business Items

Item

<Item Description>

Requested By

<Staff/Committee/Council/Etc.>

Item Description

<Give detailed summary of item. 3-4 sentences max>

Item

<Item Description>

Requested By

<Staff/Committee/Council/Etc.>

Item Description

<Give detailed summary of item. 3-4 sentences max>

Item

<Item Description>

Requested By

<Staff/Committee/Council/Etc.>

Item Description

<Give detailed summary of item. 3-4 sentences max>

FUTURE PROJECTS

Future Projects

Project Name

<Enter Project Name>

Project Source

<Enter what caused/generated the project>

Estimated Cost

<Enter the Anticipated Cost>

Project Description

<Give a detailed project description. Reference any relevant code or rules as well.>

Project Name

<Enter Project Name>

Project Source

<Enter what caused/generated the project>

Estimated Cost

<Enter the Anticipated Cost>

Project Description

<Give a detailed project description. Reference any relevant code or rules as well.>

COMMITTEE AGENDA TEMPLATE

Draft Meeting Agenda Template – (Date)

A G E N D A

COMMITTEE AGENDA

City of Junction City

680 Greenwood Street

(Date)

6:30 P.M.

1. Call to Order
2. Changes to the Agenda
3. Approval of Minutes
4. Public Comment for Items not Listed on the Agenda
5. Committee Member Comments
6. Committee Agenda Forecaster Review
7. Adjournment

COMMITTEE MEETING CALENDAR

2015 Committee Meeting Calendar

Calendar Key

- Packets Available Date
- Regular Meeting Date

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		