

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

SETTING CLOSURE TIME FOR FORMAL AGENDA ITEMS POLICY

Effective Date: 1/8/1985 Amended: 1/12/2016

Resolution 85-09, 16-01

PURPOSE

It is necessary for the Council of the Town of Loomis to have sufficient time to study carefully staff reports and public input on items of Town business and for Town staff to have sufficient time to prepare staff reports and presentations.

POLICY

The formal agenda will close for business items to be included on the agenda at 5:00 p.m. Friday, eleven days preceding the second Tuesday of each month.