

AGENDA PREPARATION: COUNCIL

In order to permit adequate study and preparation of agenda items, this policy ensures that City Council and staff members have access to copies of City Council agenda items with sufficient review time prior to meetings.

DRAFT AGENDA (WHITE COPY)

Matters to be placed on the Council agenda should be reported to the Clerk's Office by Wednesday, no later than noon, two (2) weeks prior to each Council meeting. Agenda item submittals should include the complete title, as it will appear on the report, the complete title of any required Resolution or Ordinance, and the financial impact with appropriate account number(s). The Clerk's Office will prepare a draft agenda for distribution at the staff meeting on Thursday morning. Additional items may be added, if necessary, at the staff meeting.

PRELIMINARY AGENDA (YELLOW COPY)

Immediately following the staff meeting one week prior to a Council Meeting, the Clerk's Office will prepare a preliminary agenda. Agenda numbers are assigned to items at that time. Subsequent agenda items may be added with the approval of the City Administrator.

REVIEW BY CITY ADMINISTRATOR

Original agenda reports shall be submitted to the City Administrator for his/her review, approval, and signature prior to reproduction. Reports shall be submitted no later than 5:00 p.m., the Monday one week prior to each Council meeting. This will allow the City Administrator time to review backup material and determine if changes are necessary.

DISTRIBUTION

Packets will be distributed on the Thursday prior to Council meetings.

Additional copies of the agenda packets will be distributed upon request to qualified retired City Councilmembers.

A copy of the Council packet shall be posted on the City's website by Thursday afternoon. Certain agenda items and attachments that are exceptionally large in file size may not be available on the City's website; however, a printed version will be available for viewing in the City Clerk's office.

A copy of the agenda shall be posted on the bulletin board at the entrance to City Hall on Thursday afternoon and not less than 72 hours prior to the meeting in accordance with the Brown Act.

FINAL AGENDA (BLUE COPY)

A final agenda is prepared on the day of the Council meeting by the Clerk's Office for distribution at the meeting (50± copies).

ACTION AGENDA (WHITE COPY)

The action agenda is prepared by the Clerk's Office and made available on the Thursday after a Council meeting for distribution to the management staff.

NOTE: NON-AGENDA ITEMS - In accordance with the Brown Act, City Council may not take action on any item not represented on the agenda posted 72 hours prior to the meeting unless such item is determined to be an emergency by a 2/3 vote of the Council. The City Attorney should be consulted regarding the definition of emergency.