

1 **4.01 Procedures for Preparation of Council Agendas**

2 All reports, communications, ordinances and resolutions, contracts or other documents,  
3 or other matters to be submitted to the Council as part of the Council meeting agenda packet  
4 shall be available to the Council, along with a staff summary by the Friday preceding the agenda  
5 review work session for the draft agenda and by the Friday preceding the regular meeting for  
6 the regular agenda. The City Manager shall review items submitted for timeliness and  
7 completeness of information and shall make a preliminary determination whether an item should  
8 be placed on the 4:00 p.m. or 6:00 p.m. portion of the regular meeting agenda.

9 The City Manager shall honor any request by a member of the Council to include an item  
10 on the Council Discussion portion of the agenda. A Councilmember may submit an item for  
11 consideration at any time and the City Manager will place it in a queue with other Council  
12 requests to be placed on an agenda. The date and time of scheduling shall be weighted with  
13 other Council priority requests. The Council request for discussion of such item will be placed in  
14 the Council Discussion Section of the agenda. Upon a majority vote of the Council, discussion  
15 items will be moved to a regularly-scheduled Council meeting. The requesting Councilmember  
16 may, but is not required to, specify in a memorandum what discussion, action, or options are  
17 proposed.

18 Those items which are approved for the Council agenda by the City Manager shall be  
19 placed on the agenda in accordance with the order prescribed in Rule 5. Copies of the agenda  
20 and any background material shall be disseminated to the Mayor and the City Council in the  
21 manner prescribed by the Council; to the City Manager, the Deputy City Managers, the City  
22 Attorney, and the City Clerk; and shall be made available to the public no later than noon on the  
23 Friday preceding the Council meeting at which the agenda will be reviewed.

24 The agenda shall be made public in advance of the meeting by posting on the regular  
25 public posting board at City Hall and on the City's website. Such action shall be taken  
26 concurrently with the furnishing of the agenda to the City Council.