

§ 2.36.060. Council agenda.

In order to facilitate the orderly conduct of the business of the city council, the city clerk shall be notified no later than twelve noon Wednesday, eight days preceding a regular council meeting, of all reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the city council at such meeting. All matters shall be in proper form for city council action at the time they are submitted to the city clerk. Immediately thereafter, the city clerk shall arrange a list of such matters according to the order of business and furnish each member of the city council, the city manager and city attorney, and each department head, with a copy of the same prior to the council meeting and as far in advance of the meeting as time for preparation will permit. No matters other than those on the agenda shall be finally acted upon by the city council unless a member of the city council, the city manager, or city attorney so requests. Any matter to be acted on not otherwise on the agenda and not posted at least seventy-two hours before such regular meeting, shall be placed on the agenda for action only in accordance with Section 54954.2(b) of the Government Code. Any item upon which action is proposed to be taken and a request for consideration to place on the agenda in accordance with the aforementioned Government Code Section, shall be provided to all members of the city council, the city manager and city attorney, as early as possible prior to said meeting.

A topic will be included on the agenda upon request made by any council member in open meeting when supported by at least one other council member. Staff may seek clarification of topic scope from the requesting council members, to be supplied in writing. The item will normally be heard no sooner than the second meeting after the request and any needed clarification.

(Ord. 83 § 6, 1975; Ord. 610 § 1, 1990; Ord. 1371 § 1, 2021)