

**CITY OF LA VISTA
COUNCIL POLICY STATEMENT**

PREPARATION OF CITY COUNCIL MEETING AGENDAS

Issued: August 17, 1999
Resolution No. 99-122
Updated: February 21, 2006
Resolution No. 06-xxx

The purpose of this policy statement is to establish uniform guidelines for the preparation of City Council meeting agendas with appropriate items for the special recognition, proclamation, consent agenda, resolution, ordinance and discussion.

The City Council generally meets on the first and third Tuesday of each month. The City Clerk is responsible for the preparation of the Council meeting agenda. Determination of whether various items are placed on the Council meeting agenda for consideration is made by the City Administrator.

The Mayor and members of the City Council may direct the City Administrator to place a topic — germane to the City's proceedings — on an upcoming Council meeting agenda as late as the Wednesday prior to the meeting, at 9:00 a.m. Such topic shall be a discussion item only to allow for the Council as an elected body to direct whether staff and legal counsel should research the issue and prepare the appropriate form of action for consideration at a later date.

Department Heads shall submit items to the City Administrator or Assistant City Administrator for the Council meeting agenda no later than the Wednesday prior to the meeting at 9:00 a.m. Department Heads should reference the Standard Operating Policy for details. Variance in the deadline may be established by the City Clerk *in advance* due to holidays or similar reasons.

The addition of an item to the Council meeting agenda after the deadline (in the form of an amended agenda) may only be made with approval of the Mayor or the Council President.

Residents or members of the public may address the Mayor and City Council — regarding any item germane to the City's proceedings — at any regularly scheduled meeting of the City Council under the agenda item designated *Comments from the Floor*. In addressing the Mayor and City Council the public shall limit comments to a maximum of five minutes per person.

Members of the public who require special accommodations to attend a Council meeting should contact the City Clerk at 331-4343 in advance.

The City Council meeting agenda will be available in the Office of the City Clerk for public inspection by 11:00 a.m. on the Friday prior to the City Council meeting.