



"Preserving Our Past, Enriching Our Present, Building Our Future"

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CITY OF JACKSON City Council Meeting Agenda Policy

**Adopted: June 10, 2002
Amended: February 10, 2003**

POLICY

This policy is intended to clearly establish the agenda preparation procedures for the City Council in order that City business requiring Council approval can be accomplished in an open, orderly and consistent manner.

PURPOSE

The following procedures outlined below shall be followed when submitting any regular agenda and/or consent agenda requests to the City Council. These guidelines are subject to the provisions of the Brown Act concerning regular meetings, adjourned meetings, special meetings and additions to the agenda.

The "*Public Matters Not on the Agenda*" time is intended for use by the public who wish to address the Council on matters which have not been placed on the agenda.

AGENDA/CONSENT AGENDA

Matters not considered routine shall be scheduled on the discussion calendar. The purpose of the consent agenda is to allow the City Council to take one action on numerous routine matters. Items may be removed from the consent agenda by a Council member and be scheduled for discussion on the regular agenda or continued until a later date.

AGENDA DEADLINE

Final agenda items must be submitted to the City Clerk no later than **noon** on the Wednesday prior to the next City Council meeting.

SUBMITTAL REQUIREMENTS

1. Requests should be in written (memo) form. The attached form/format is optional.
2. Information provided should be:
 - a) What (brief description of topic)
 - b) When (if requesting a certain meeting date)
 - c) Why (rationale for including it on the agenda)
 - d) Action Desired or Expected Outcome (discussion/awareness only, decision required, recommendations from public or council desired, etc.)
3. Additional back-up as appropriate or available.

CITY OF JACKSON

MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM:

SUBMITTAL DATE: *(Date Agenda Item Submitted to City Clerk)*

MEETING DATE: *(Meeting date)*

SUBJECT: *(Description that clearly describes your subject matter so that anyone reading the agenda will be able to determine the content of the agenda item)*

RECOMMENDATION

That the City Council... *(discuss/approve/review -- articulate the action requested)*

DISCUSSION

What *(brief description of topic)*

When *(if requesting a certain meeting date)*

Why *(rationale for including it on the agenda)*

Cost *(if applicable and/or can be determined), including proposed source of funding*