

SUBJECT:	POLICY NUMBER	100-04
Distribution of Council/CDC/	ADOPTED	2-11-82
Harbor Board/OPFA Agendas and	REVISED	12-17-86
Council Questions on Agenda Items	RE-ADOPTED	12-12-01

City Council agendas are to be distributed to Councilmembers by no later than the Friday preceding each regular Council meeting. At the City Manager's discretion, individual agenda items may be distributed to all Councilmembers in advance of that deadline in order to allow additional time for study of the reports. In the interest of moving through the Council agenda, individual Councilmembers are responsible to resolve any questions in respect to items under the Consent Calendar/General Items portions of the agenda prior to the Council meeting. To the fullest extent possible each Councilmember shall study his or her agenda carefully prior to the Council meeting and discussion of items of concern.