

SUBJECT:	POLICY NUMBER	100-34
Procedures for Reports Requested by	ADOPTED	7-26-89
Councilmembers at City Council Meetings	REVISED	1-16-02
	REVISED	1-23-08

It is the policy of the City Council that staff shall follow the standard procedures listed below unless otherwise stated at a City Council meeting:

1. A majority vote by Council on a motion for staff to prepare a report and/or return to Council with information will automatically require staff to agendize the item for Council review within 45 days or as soon as possible, unless otherwise stated. This information will be tracked by the City Manager.
2. A request by a Councilmember (with no formal vote by Council) for information via the City Manager or City Attorney will automatically indicate to staff that the item will not need to appear on a future Council agenda and that the information will be distributed to Councilmembers within 45 days or as soon as possible, via a pass-through memorandum, unless otherwise stated.