POLICY TITLE <u>INFORMATION ITEMS FOR CITY COUNCIL — PROCEDURE FOR DISTRIBUTION (ITEMS NOT REQUIRING COUNCIL ACTION)</u>

POLICY STATEMENT:

- 1. All information items (FYIs) are submitted to the Assistant City Manager.
- 2. All information items are copied, recorded and placed in Council boxes. The original and three copies of each item are forwarded to the City Clerk (for file).
- 3. Prior to each Council meeting, a log of the information items is submitted to the City Clerk. This list will be included on the printed Council agenda; however, the items will not be considered as agenda items.
- 4. Copies of information items are available to the public upon request to the City Clerk.
- 5. If a Councilmember feels that further Council action is necessary on the specific information item, that Councilmember may first consult with the Department Head or City Manager and the Councilmember may request that the item be placed on the next regular City Council agenda.

AUTHORIZATION: Council Policy Manual Update of November 17, 1998

1:\policy\revised\6-08.doc