

Sec. 2.044. - Preparation of agenda.

- (a) The city manager is responsible for processing agenda materials for city council meetings. The city manager will submit agenda materials as appropriate for review by the city attorney and the director of finance. The city secretary is responsible for preparing and posting the agenda and assembling and distributing the agenda packets.
- (b) The tentative agenda for each city council meeting will be reviewed and approved by the mayor before finalization. The mayor may not remove an item placed on an agenda by prior direction of the council under subsection (c) below, or placed on an agenda as a discussion item by two council members under subsection (c) below.
- (c) The mayor and council members will provide direction to the staff on ordinance revisions and similar matters of city council policy only after discussion by the council members at city council meetings or workshops. The mayor or two council members may direct the staff to place a discussion item on an agenda for a city council meeting or workshop. If two council members wish to direct placement of a discussion item on a meeting agenda, they must separately contact the staff, and the contacts must occur before the mayor sets the agenda for the meeting.

(Ord. No. 1996-15, § 2, 2-26-96; Ord. No. 1997-45, § 1, 8-25-97; Ord. No. 1998-55, § 1, 8-10-98; Ord. No. 2004-43, § 1, 8-9-04)