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**Agenda packet**

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A. "Agenda packet" means agendas of meetings and any other documents that have been or are intended to be distributed to a body that is subject to the Brown Act in connection with a matter anticipated for discussion or consideration at a public meeting.

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B. The agenda packet distributed with the agenda must include:

1. Any memorandum pertaining to a matter to be considered at the meeting, except for:

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a. The following staff memos:

i. Planning Commission action where there was no significant change to the project description provided in the exhibit memo;

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ii. Contract Bid Awards or procurement contracts where the initial memo was already distributed;

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iii. Supplemental memos where additional information has been received after the initial memo was released;

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iv. Emergency items that may need to be added to the agenda to preserve public welfare (i.e., health, safety and financial matters) and that need immediate Council action;

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v. Grant application memos where the Administration needs Council authority to submit applications and grant deadlines do not allow conformance with the 10-day requirement;

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vi. Council Committee minutes and Council Committee packets, which will be distributed 7 days in advance of a meeting;

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vii. Items where Council action is required to satisfy a legal deadline;

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viii. Items heard by a Council Committee that require full Council action such as:

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1. Emergency repair funding;

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- ← - - - Deleted: Any contract terms, agreement, letter of intent or memorandum of understanding, including any amendment or modification thereto, that is submitted to the policy body for approval.
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B. . Any memorandum prepared by a member of the policy body, City staff or Council staff pertaining to a matter to be considered by the policy body at the meeting.¶
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2. Appointments to boards, commissions, committees and other bodies when a timely appointment is needed;

3. Approval of the City’s position on legislation, if a timely response is necessary; and

4. Implementation of arbitration decisions and approval of tentative labor agreements.

ix. Reports regarding the second reading of an ordinance, provided that no substantial/material changes have been made from the first reading of a proposed ordinance.

b. Memos prepared by members of the body for which agenda is being distributed.

2. Any contract in substantially final form.

3. Any ordinance, except those relating to an appropriation, in substantially final form.

4. Any resolution, except those relating to appropriation-related funding sources or giving authority to negotiate and/or execute contracts, in substantially final form.

5. The report of any outside consultant pertaining to a matter to be considered at the meeting.

C. The staff memos listed in Section B(1)(a)(i) – (ix) will be distributed as soon as possible.

D. Any document provided to a body that is subject to the Brown Act must be included in the agenda packet that is available for public inspection and copying in the Office of the City Clerk during usual business hours. If a document distributed or intended to be distributed in connection with a matter on the agenda is less than fifteen pages, it may also be available on the City’s website.

E. The agenda packet need not include:

1. Any material exempt from public disclosure under this chapter;

2. Presentation and/or discussion materials including handouts used at a meeting of the body.

**PRACTICE POINTER: To the extent possible, every page of a draft document should state that the document is a draft and advise any person seeking a final version of the document to contact the City Clerk's Office at a particular phone number and/or email address. In addition, every Agenda should note that documents attached to or referenced in the Agenda may not be final documents and that final documents may be obtained by contacting the City Clerk's Office at a particular phone number and/or email address.**

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