

To ensure the achievement of the desired organization results, Council will:

- 1 Maintain control of its own agenda by developing each year, no later than the first quarter of Council's term of office, an annual schedule which includes but is not limited to:
 - (1) Considered review of the Purpose Statements and Executive Limitations in a timely fashion which allows administrative planning and budgeting.
 - (2) Consultations with selected groups in the community, or other methods of gaining community input, prior to the above review.
 - (3) Education related to determining Purpose Statements (for example, presentations relating to the external environment, demographic information, exploration of future perspectives which may have implications, presentations by advocacy groups and staff).
 - (4) Monitoring of Council's own compliance with its Governance Process policies, and for review of the policies themselves.
 - (5) Monitoring compliance of the City Manager with respect to Executive Limitations and Purpose Statement policies. Monitoring reports will be provided and read in advance of the Council meeting, and discussion will occur only if reports show policy violations, if reports do not provide sufficient information for Council to make a determination regarding compliance, or if policy criteria are to be debated.
 - (6) Education about the process of governance.
- 2 Based on the outline of the annual schedule, Council delegates to the Mayor the authority to fill in the details of the meeting content. The detailed agenda will be prepared jointly by the Mayor and the City Manager. Potential agenda items will be carefully screened to ensure they relate to Council's job description, rather than simply reviewing staff activities. Screening questions will include:
 - (1) Clarification as to whether the issue clearly belongs to Council or the City Manager.
 - (2) Identification of what category an issue relates to- Purpose Statements, Management Limitations, Governance Process, Council-Management Delegation.
 - (3) Review of what Council has already said in this category, and how the current issue is related.
- 3 Council will determine by vote whether the individual reports have demonstrated fulfillment of a reasonable interpretation of the applicable policy.

Document History:

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| Policy Adopted | October 15, 2012 |
| Policy Revised | March 18, 2013 |

Administrative Revisions:

| Date: | Description: |
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| October 10, 2017 | Updated to current format. |