



## Memorandum

TO: Mayor Ruthanne Fuller

FROM: President-Elect Marc C. Laredo and Vice President-Elect David Kalis C

CC: City Council, City Clerk Carol Moore

RE: Administrative Deadlines

We want to ensure a smooth and reliable process that allows Councilors the time to review documents and come to meetings well-prepared. Therefore, we are writing to ask for the Administration's assistance with getting docket items and back-up materials to the City Council in a timely fashion.

It is our intent to have the deadline for docket items remain as is, namely by the close of business on the Monday before a City Council meeting (in other words, one week in advance of the meeting). We understand that there will be exceptions to that process due to emergencies or other unforeseen events, and we have the mechanism to accept those late items onto the docket by Council vote. But unless it is a true emergency or unforeseen event, it will be our intent to recommend that the City Council not otherwise accept any late-filed items.

Second, our City Council rules provide that back-up materials for matters before the City Council's committees should be delivered to Councilors by the Friday before the committee meeting (and any supplemental materials are to be provided 48 hours in advance of a meeting). In addition, the Clerk's office needs sufficient time to make sure that these materials can be included in each Friday's packet. Therefore, we request that all back-up materials be provided to the Clerk's office by 5 pm on Thursday for the next day's packet. Again, we understand that there will be exceptions to that process due to emergencies or other unforeseen events. But unless it is a true emergency or unforeseen event, it will be our intent to recommend that the City Council and/or the relevant committee not consider any materials that are not provided in this manner and not take up any matter for which there are insufficient materials.

Thank you in advance for helping the City Council and the City Clerk's office with our work.