

Section IX, C 4 – Preparation of the Packet

Not later than ~~5:00 p.m.~~ twelve (12) days prior to each regular City Council meeting, the City Clerk shall prepare the packet. No item shall be considered by the City Council if not included in the packet, except as provided in section 4.05.050 of the Riverside Municipal Code.

Section IX, C 6 – Distribution of the Packet

Not later than ~~noon 6:30 p.m. twelve eleven~~ (1~~12~~) days prior to each regular City Council meeting, the City Clerk shall distribute the paper packet to the Mayor, each member of the City Council, the City Manager and the City Attorney. ~~Twelve-Eleven~~ (1~~21~~) days prior to each regular City Council meeting, the City Clerk shall distribute the paper packet to the designated department directors, and such other persons or institutions as the City Clerk shall deem necessary or appropriate. Paper or electronic copies of the packet shall be made for the news media and such other organizations, agencies, institutions or persons as may wish to subscribe to receipt thereof, and the City Clerk will make the packet available electronically on the City's webpage.

Section IX, F – Agenda Sequence and Order of Business

- f. Brief reports on conference, seminars and regional events; Ward updates; Council comments; and announcements of upcoming events ~~shall commence at 6:15 p.m.~~
- g. Ceremonial Matters shall (may) be limited to no more than three presentations during a City Council meeting. ~~(Establish presentation time limit for ceremonial proclamations)~~
- h. ~~Oral communications~~ Public Comments from the audience regarding consent calendar items or matters within the jurisdiction of the City. Public Comment during the evening session ~~Oral Communications may shall~~ commence at approximately 7:00 p.m.; and may be taken earlier during afternoon session. ~~be~~ moved up or continued to later in the Council meeting at the discretion of the presiding officer, with the concurrence of the City Council.
- i. Consent Calendar. Removal of items from the Consent Calendar, shall be followed by one motion for action on uncontested Consent Calendar Items. ~~Thereafter, removed consent items will be discussed immediately after the Discussion Calendar.~~