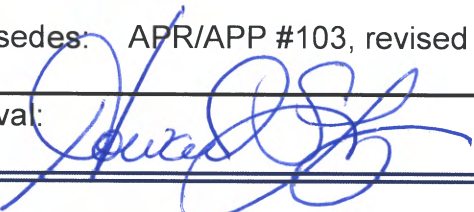




Administrative Policies and Procedures

Policy Title: Submissions for Council Agenda	Policy Number: 107
Effective: 3/19	
Supersedes: APR/APP #103, revised 12/97, 7/99, 3/03, 11/04, 1/10, 5/18	
Approval: 	Page 1 of 7

1. Purpose

To provide guidelines for presenting items to be included on the City Council Agenda.

2. Policy

All items for the City Council Agenda must be submitted timely and prepared electronically in the proper Legistar format. The templates for Resolutions, Communications, and Minutes within Legistar should be used. Legistar User Guides are available on A2 Central/Resources/Instructions and Manuals.

2.2.1 Cover Memorandums and Resolutions: See Attachment #1

2.2.2 F-Items (updating Mayor/Council on a subject): See Attachment #2

2.2.3 Minutes – See Attachment #3

2.2.4 Responses to Agenda/Caucus Questions: See Attachment #4

3. Procedures

3.1 Items for Council Agenda must be submitted in Legistar according to the Council Agenda Schedule that is provided annually by the City Administrator's Office.

3.2 The City Attorney must prepare or review all ordinances, regulations, contracts, bonds and agreements prior to placement on the agenda.

3.3 The City Administrator delegates the City Clerk to submit the draft Agenda to City Council. Once the City Clerk submits the agenda to Council no matter from staff shall be placed on the agenda in accordance with Council Rule 5B. Requests for Council sponsorship of an agenda item from staff must be approved by/coordinated with the City Administrator.

4. Consent Agenda Guidelines –

The Consent Agenda shall consist of ordinances and resolutions considered routine in accordance with Council Rules.

Whenever possible, all "D" items will be grouped by departments and rotated so that all departments can have the opportunity for their items to be first on the agenda.

Mayor and Council are interested in making the meetings more efficient, while at the same time they want to be sure they receive adequate information from which to base their decisions. Careful preparation of agenda items and attachments is key in assuring that items can be dealt with appropriately.

ATTACHMENT #1
Transmittal Memo and Resolution Format and Content

Font: Arial, (NO BOLD), (NO ALL CAPS TITLES), Font Size 12

..Title

Title of Resolution (insert \$ amount, if applicable, at the end in parentheses) (if different than a simple majority vote is required, insert “__ Votes” at very end, in parentheses)

..Memorandum

Content - When there is a recommendation concerning a purchase, project, program or policy include a discussion and analysis of alternative strategies (with pros and cons), an analysis of how the recommendation was determined and the benefits that support the recommendation.

In addition, when applicable, the content of the transmittal memo should include:

For which service area/unit is the purchase/service?

Is the purchase replacement or new equipment?

Why is the purchase/service necessary at the present time?

RFP/ITB information. What were the bids?

For what purpose will the purchase be used?

Confirmation that the contractor complies with the City's Non-Discrimination/Living Wage ordinance?

Is there any other pertinent information?

Agreements and Contracts – attach in Legistar for City Attorney's approval.

For contract amendments and change orders, explain why it is needed, including original contract information (dates, original price, Council approval date, resolution number).

Budget/Fiscal Impact: - formatted as a separate paragraph that includes a statement regarding estimated costs, source of applicable fund(s) and fiscal year(s), and whether budgeted or non-budgeted.

If authorization of a contingency amount is requested, include the amount and that it is for change orders (or amendments) to be approved by the City Administrator.

..Staff

Prepared by: Name, Title

Reviewed by: Service Area Administrator (Name, Title)

Approved by: City Administrator (Name, Title)

..Body

Content -

One sentence per paragraph.

Semicolons between all paragraphs.

Commas after the words "Whereas" and "RESOLVED".

Use "and" **only** between the last two "Whereas" clauses and the last two "RESOLVED" clauses.

The "W" in "Whereas" is capitalized. The first letter of the word following "Whereas" is capitalized.

The entire word "RESOLVED" is capitalized. The word following "RESOLVED" is "That", with a capital "T".

Eliminate words and phrases such as "Therefore Be It", "Further" or "Finally" before the word "RESOLVED".

Use the subjunctive in "RESOLVED" clauses, for example: RESOLVED, That it be done (rather than RESOLVED, That it is done); RESOLVED,

For purchases and contracts, include the date of Non-Discrimination Ordinance/Living Wage Declaration and the source of funding. For contracts include a RESOLVED clause that the Mayor and City Clerk be authorized to sign the agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney.

For contingency amount requests, include a RESOLVED clause that the City Administrator is authorized to approve change orders (or amendments) up to said amount.

If contract spans more than one fiscal year but uses funds from a current budget, include a RESOLVED that the funds (and any contingency amount) be made available without regard to fiscal year. This is not required for projects funded out of the Capital Projects Budget.

Consent Agenda Guidelines – Per Council Rules, the Consent Agenda shall consist of ordinances and resolutions considered routine.

Whenever possible, all "D" items will be grouped by departments and rotated so that all departments can have the opportunity for their items to be first on the agenda.

Mayor and Council are interested in making the meetings more efficient, while at the same time ensuring they receive adequate information from which to base their decisions. Careful preparation of agenda items and attachments is key in assuring that items can be dealt with appropriately.

ATTACHMENT #2
F-Item Format

..Title

Type Subject of Memorandum

..Memorandum

An F-item is an informational transmittal informing/updating Mayor and Council on the listed subject.

..Staff

Prepared by: Name, Title

Reviewed by: Service Area Administrator (Name, Title)

Approved by: City Administrator (Name, Title)

ATTACHMENT #3
Minutes

..Title

Title and date of minutes

Add minutes as an attachment

ATTACHMENT #4
Agenda Response Memo Form

Font: Arial (NO BOLD), Font Size 12
Form: 1" Margins, Block Style

PLEASE NOTE:

- 1. COUNCIL MEMBERS SHALL SUBMIT ALL QUESTIONS ABOUT THE AGENDA TO THE CITY ADMINISTRATOR'S OFFICE NO LATER THAN NOON ON WEDNESDAY OF THE WEEK BEFORE THE REGULAR MEETING.**
- 2. RESPONSES TO COUNCILMEMBERS' AGENDA QUESTIONS ARE TO BE DIRECTED TO THE CITY ADMINISTRATOR'S OFFICE AND PROVIDED BY 3:00 PM ON THE THURSDAY PRIOR TO THE COUNCIL MEETING FOR REVIEW AND APPROVAL. STAFF IN THE CITY ADMINISTRATOR'S OFFICE WILL SEND THE FINAL RESPONSE MEMO TO THE MAYOR AND COUNCIL BY 5:00 P.M. ON THE THURSDAY PRIOR TO THE COUNCIL MEETING IN ACCORDNANCE WITH COUNCIL RULE 5B.**
- 3. PLEASE PROVIDE THE CITY ADMINISTRATOR'S OFFICE A COPY OF ALL AGENDA QUESTIONS RECEIVED IF YOU RECEIVE THEM DIRECTLY FROM COUNCIL.**

MEMORANDUM

TO: Mayor and Council

FROM: Name, Title

DATE: Current Date

SUBJECT: Agenda Responses

Agenda Item # _____ , (Title of Resolution)

Question - (Type the question asked) Please provide councilmember(s) last name in parentheses after the question.

Answer - (Type the answer)