

Effective 3/30/88
Revised 6/14/93
Revised 12/22/03

General Administration
Policy 1 – 6

CITY COUNCIL AGENDA PREPARATION

The purpose of this directive is to establish a uniform method, format, and time table for items to be placed on the City Council Agenda.

STATEMENT OF POLICY

Applicability

The provisions of this directive apply to all personnel of the City who have occasion to submit materials for the City Council Agenda.

Agenda Organization

Items to be considered by the City Council will be grouped by Department. This will assist the City Council, Departments, and citizens in tracking agenda items.

The following format will be followed in organizing materials for the City Council Agenda:

- Pledge of Allegiance
- Invocation
- Roll Call
- Special Recognition and Proclamations
- Citizen Participation (Agenda)
- Citizen Participation (Non-Agenda)
- Public Hearings
- Consent Agenda
- Finance
- Community Development
- Public Works
- Public Utilities
- Public Safety (Fire and Police)
- Recreation
- Administration
- City Council Comments
- City Council Committee Reports

Agenda Deadlines

The City Manager shall be responsible for organization and placement of items on the City Council Agenda. The agenda will be finalized on Friday, eleven (11) days prior to the City Council Meeting. All agenda items must have all required signatures on the DF forms and a completed agenda packet for the items and must be in the Deputy City Clerk's office no later than 12:00 noon on Friday, eleven (11) days prior to the City Council Meeting. No agenda items can be added to the agenda after 12:00 noon without the approval of the City Manager. All items not in final form by 12:00 noon on Friday will be deleted from the agenda and scheduled for the next regular meeting.

Background Material

Department Heads are responsible for making sure items are placed on the City Council Agenda in a timely manner. All items forwarded for the agenda should include an Agenda Form (Example 1), a memorandum of explanation (Example 2), and any documents, correspondence, or other pertinent data needed for full consideration.

A handwritten signature in cursive script, reading "Kenneth W. Parker", is written over a horizontal line.

Kenneth W. Parker, City Manager

Example 2

MEMORANDUM

TO: Kenneth W. Parker
City Manager

DATE: Date Submitted to
City Manager

FROM: (Your Name)
(Title)

SUBJECT: Agenda Item for
(City Council Meeting Date)

Opening Paragraph

Statement from the Department requesting that a specific item be placed on the City Council Agenda on a specific date.

Commentary

The commentary should include a complete discussion of why the item is needed and necessary for the normal and orderly administration or accomplishment of a City-mandated function. If the item being considered is a bid, reference the bid tabulation sheet (copy of which is to be enclosed). If the item is a bid item, a statement in the commentary section on the funding source to purchase the item or construct the project must be included, plus a statement on how much was budgeted for this item. If additional funds are needed, a statement must be included on how the Department proposes to fund the item. The proposed financing plan must be approved by either the Finance Director or the City Manager. An attachment to the memorandum must be included that indicates the financing plan has been approved by either the Finance Director or the City Manager.

If the item being requested is a new program, the commentary section must explain the benefits to the City, the proposed measure that will be used to measure the effectiveness of the program, the funding source, and estimated cost of the program. If a Staff study has been conducted on the item, the study should be attached.

The commentary section should be a summary section which includes only essential information. All other items should be referenced as attachments.

Recommendation

This should be the closing paragraph. It should state specifically what action is requested. The recommendation should be short and straight to the point.