



Administrative Policy Manual

Policy No: C-1

Date: 11-03-2010

Approved: City Council

SUBJECT: STAFF REPORT SUBMITTALS TO THE CITY COUNCIL

1. **PURPOSE:** To establish guidelines and standards for the preparation of City Council agenda items.
2. **SCOPE:** The City hereby establishes procedures and policies for drafting, reviewing, and submitting reports to the City Council. While these procedures and policies are more than just a goal, the City notes that the agenda preparation process must, from time to time, be flexible. This new policy is the rule, flexibility is the exception. References to the "City" in this policy shall be deemed to incorporate the Redevelopment Agency of the City of Indio and the Indio Water Authority, and references to the City Council shall be applicable to the legislative body of these agencies. In addition, references to the city manager shall be applicable to the city manager, executive director of the Redevelopment Agency and Water Authority, or his/her designee.
3. **SUBMITTAL:**
 - 3.1. Items may be placed on the council meeting agenda by a City Council member, the city attorney, or by the city manager.
 - 3.2. In accordance with City Ordinance 1205, departments must route all requests for City Council action through the City Manager's Office for review and recommendation.
 - 3.3. It is the responsibility of the department submitting a request to ensure all pertinent information is included. Departments should follow the attached "Guidelines for Preparation of City Council Agenda Items."
 - 3.4. It is the responsibility of the city clerk to ensure that all items placed on the agenda are complete, and conform to City policy. The Finance Department will identify fiscal impacts and verify the financial data. The city manager will make the recommendation as deemed necessary regarding proposed council actions. The recommendation from the city manager shall be the basis for council action, unless otherwise indicated by the City Council at the time the motion is made.

4. STAFF REPORT FORM AND COPIES:

- 4.1. The approved staff report form (as attached) shall be used for all requests where practical. The form is available through the City intranet. Any other facsimiles of the staff report may be used if accepted by the city clerk. The font type to be used in the template is Arial and the font size shall be 12 point.
- 4.2. The initiating department shall be responsible for submitting copies to departments affected by the recommended actions.
- 4.3. The city manager will review and recommend action on the item, and will forward the original to the city clerk.

5. CONFIRMATION:

- 5.1. Prior to the city manager's recommendation, the staff report must be complete with all attachments and routed for comment, review, approval as to form and/or recommendation as may be appropriate by affected divisions. The reviewing division's signature(s) should appear in its area designated on the staff report form. The typed/printed name of the individual signing for each approval must appear beneath the signature. The following is a list of possible signatory and the rationale for the review and approval by same:
 - a. City attorney: all items involving contracts, agreements, resolutions, or any legal matter. In addition to the margin, city attorney signature should appear on the signature page of each copy of a finalized contract or agreement. Memos from counsel confirming review are not sufficient, since they may too easily become detached and proof of legal review and sign off lost;
 - b. Assistant city manager: all items involving personnel such as positions and classifications;
 - c. Finance director: any item adjusting estimated revenues and/or appropriations, revolving funds, establishing revolving funds, or recommending new or revised rates and fees;
 - d. Public works director: all City capital improvement items, leases, and real property transactions;
 - e. Development manager: all items related to the use or transaction of Redevelopment Agency resources;
 - f. Indio Water Authority (IWA): all items related to the use of IWA resources; and,
 - g. Indio Police Department (IPD): all items related to the use of IPD resources, including but not limited to "in-kind" service.

6. AGENDA DEADLINES:

- 6.1. Regular Meetings: City Council meetings are generally held the first and the third Wednesday of the month.
 - 6.2. The City Manager's Office reviews items on Monday a week prior to the regular City Council meeting; items submitted for regularly scheduled meetings shall be submitted to the City Manager's Office no later than 5:00 PM on Thursday prior to Monday's review. All items needing review and approval by the city attorney shall be submitted to the city attorney in time to be returned and submitted to the City Manager's Office by the 5:00 PM deadline. Staff reports submitted to the City Manger's Office should be complete as to form and ready for city manager sign off and submission to the City Clerk. Agenda items not making the deadline are subject to be pulled from the agenda and reschedule.
 - 6.3. The city manager reserves the right to adjust the agenda deadline schedule accepting late reports on a case-by-case basis, at his sole discretion.
 - 6.4. The city clerk compiles a list of proposed staff reports two weeks prior to the regular City Council meeting; agenda subjects for regularly scheduled meeting shall be prepared on a goldenrod copy of the Agenda Scheduling Request Form and submitted to the city clerk no later than noon on Wednesday, two weeks prior to the scheduled City Council meeting.
 - 6.5. These deadlines will be advanced when a holiday(s) occurs during the week. It is the responsibility of those submitting items to the city clerk for inclusion on the City Council agenda to be aware of council meeting dates and plan accordingly.
 - 6.6. City Council members may choose in advance to alter the regular schedule during the summer months or when a quorum is not expected. The Council calendar should be monitored by departments when submitting time sensitive requests.
 - 6.7. No action shall be taken by the City Council on any item not appearing on the posted agenda at least seventy-two (72) hours before a regular meeting (twenty-four (24) hours before a special meeting) except as provided by the Brown Act.
7. STAFF REPORT REVIEW BY THE CITY MANAGER: It is the intent of the City Manager's Office to facilitate placing items on the City Council's agenda when:
- a. They are submitted by the appropriate deadline
 - b. Departmental recommendations and justifications are adequate
 - c. Reports are in compliance with the staff report policy
 - d. Staff reports include all the attachments
 - e. Sign-off's from affected departments are included

7.1. Comprehensive Reports: Certain policy issues may require more detailed analysis conferring with affected department heads and/or coordination with outside agencies. Departments generally recognize which items potentially require this level of review. In these instances, department heads are requested to forward a draft staff report to the City Manager's Office at least two weeks prior to the desired council agenda.

7.2. Every effort should be made to communicate openly with the City Manager's Office. If these policy requests will take more than two weeks to formulate a recommendation, the department head will be notified with the reasons for requiring additional information and the expected date it will appear on the City Council agenda.

8. PLACEMENT OF ITEMS ON THE AGENDA BY THE CITY MANAGER:

8.1. Routine Agenda Items: It is the intent of the City Manager's Office, when permissible per applicable law, to facilitate approval of routine staff reports by placing them on the City Council's consent calendar for block motion, although the City Council has full authority to exclude any item(s) from that block motion.

8.2. Comprehensive and Special Items: It is the intent of the City Manager's Office to facilitate awareness of politically relevant or comprehensive items by placing these items on the City Council's agenda as "Administrative Items." These items should be voted on independently, as needed, following a presentation by staff, although the City Council has full authority to include any such item(s) in a block motion.

8.3. Items requiring a public hearing will be listed separate from both consent and administrative items on the City Council agenda.

9. INSTRUCTIONS FOR COMPLETING A STAFF REPORT:

9.1. All submittals must include the following items: (Consult "Guidelines for Preparation of Council Meeting Agendas" for needed details and procedures).

a. Agenda Date: This is the date that the agenda item is to be heard by the City Council in open session. The date is to be reflected in bold, in the center of the staff report, in conjunction with the report header.

b. Subject: Identify the subject matter in 20 words or less. This description will be printed in the council agenda. The action to be taken must be clear to the public and follow the requirements of the Brown Act.

c. Recommended Motion: The recommendation should take the form of a legislative motion, specifying the exact action the City Council is being requested to take. This section is extremely important to council members as they review

many agenda items and to the city clerk in order to prepare the agenda and minute order following City Council action.

- d. Summary: The information in this section should be concise, consisting of a brief synopsis of the request and pertinent implications.
- e. Background: The information in this section should be concise yet consistent with a clear explanation of the request and pertinent background information on previous council actions related to the issue. If more space is needed, use a plain sheet of paper for the second sheet. Background information should discuss the requested action's relevancy to past or present council policy.
- f. Financial Data: The availability and source of funds must be indicated such as specific revenue sources, grants, state and federal resources. Bond issues, retained earnings, contingency, designated fund balance, etc. All ongoing costs should be clearly stated in the background. Financial data must relate to the motion. Amendments to contracts should address only the difference between the originally approved contract and the amended amount. Departments shall use the financial data section for informational purposes only. Figures in this section do not replace the need to secure formal council approval (through recommended motions) of project funding.

(FOLLOWING: "Guidelines for Preparation of City Council Staff Report")

GUIDELINES FOR PREPARATION OF CITY COUNCIL STAFF REPORT

GENERAL USE OF STAFF REPORT FORM: City Council policy requires the use of the official staff report form, where practical, to submit items for the City Council for consideration. All items, including resolutions, ordinances, and public correspondence, will use an official form as a cover and specify a recommended motion.

Submit the original to the City Manager's Office

SPECIFIC INSTRUCTIONS FOR COMPLETION OF THE STAFF REPORT:

1. AGENDA DATE:

Input the date that the agenda item is to be heard by the City Council in open session. The date is to be reflected in bold, in the center of the staff report, in conjunction with the report header.

2. FROM:

This should be the name of the department, agency, or office submitting the staff report.

3. SUBJECT:

With 20 words or less, identify the subject matter. Be concise, but ensure that a reader can readily identify and understand the subject matter. If the staff report impacts a specific geographic area of the City, the area or location shall be named in the subject line by address or parcel number.

4. RECOMMENDED MOTION:

The request or recommendation must be specific. It should take the form of a legislative motion, which is a statement of formal legislative action; therefore, the clarity and completeness of this section is extremely important. If the City Council approves the item as recommended, the city clerk uses the recommended motion verbalism to prepare the minutes that permanently document City Council action. Examples of some common motions as follow:

For approval and execution of a contract:

Approve the attached lease with XYZ Corporation for office space at the Indio Senior Center, in the City of Indio, and authorize the Mayor to sign the agreement.

For budget adjustments:

Approve and direct the Finance Department to make the budget adjustments shown on schedule A, attached.

Note: Schedule A should list the budget adjustments referenced for approval in the motion. These entries should be complete and self-balancing, and should be grouped in the following order:

Type of action (examples: "Increase estimated revenues" or "Decrease appropriations"), the fund, department identification, account, and sub account. If a set of budget adjustments arranges a transfer between funds, all of the budget entries for one fund are grouped together, and all the budget entries for the other fund are grouped together. This enables quick and easy verification that all of the entries balance within each fund.

Next, within budget entries grouped by fund, like types of actions are grouped together. The four most commonly used types of actions are: increases in estimated revenue, decreases in estimated revenue, increases in appropriations, and decreases in appropriations. In addition, increases or decreases in designations or reserves of fund balance are also used. This grouping enables quick and easy verification of totals for increases and decreases in estimated revenues and appropriations, which are then in turn easily totaled to verify that the set of transactions balance. Within each of these groups, budget entries are grouped in ascending order by department identification (ID) number and account, for easy reference.

It is recommended that departments prepare Schedule A in a spreadsheet to better ensure the accuracy of the totals and balances. Following are examples of various configurations of budget entries. Note that in each case the net sum of all the adjusting entries within each example is zero, indicating that they balance. Do not reflect cents or decimal places when reflecting numbers: round to the nearest dollar.

Adjusting revenues and appropriations:

Increase appropriations:

101-4151-415-55-20	Office supplies	\$75,000
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Increase estimated revenue:

101-0000-312-00-00	Sales tax	\$75,000
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Adjusting entries involving fund balance:

Increase appropriations:

350-0000-400-21-90	Professional services	\$100,000
350-0000-400-22-25	Construction services	<u>200,000</u>
	Total	\$300,000

Decrease estimated revenue:

350-0000-311-60-00	RDA tax increment	\$500,000
350-0000-352-10-00	Facilities rental	<u>200,000</u>
	Total	\$700,000

Expected offset:

350-0000-271-00-00	Unreserved fund balance	\$1,000,000
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5. SUMMARY:

The information in this section should be concise, consisting of a brief synopsis of the request and pertinent implications.

6. BACKGROUND:

The information included in this section should be brief and concise, yet consistent with a clear explanation of the request. If more space is necessary, use supplemental plain sheets. The following information in a staff report is mandatory:

- a. If the request is for approval of an agreement or contract, basic features of the document such as purpose, cost and term shall be included. It is not practical for the city clerk to provide each council member with a copy of all documents attached to your request.
- b. Note any previous council actions relating to the item. The previous agenda references on the bottom of the staff report must be completed.
- c. Discuss relevance to current policy; i.e. is it consistent with past actions, does it require an exception to City Council policy, or is it a new issue before the council?

7. FINANCIAL ANALYSIS:

The financial analysis section is to be used to narrate monetary impacts on the City related to approval of the agenda item being proposed. This section should be used in conjunction with the Financial Data section, do not duplicate it, and educate the reader by providing history or greater financial detail when necessary and appropriate.

8. FINANCIAL DATA:

The financial data section must be completed for all items having fiscal implications. Following is a brief description of each field in this section:

Cost associated with this action:

The expense that will be incurred in the current fiscal year as a result of approval of the motion.

Current FY general fund cost:

The net cost to the City general fund that will be incurred in the current fiscal year as a result of approval of the motion.

Future FY cost:

The anticipated cost impact expected to be incurred in the fiscal year following the year that the agenda item is approved.

In current year budget:

Indicates whether the costs indicated are already included in current year appropriations. Responses should be either "Yes", "No", or "Partially."

Budget adjustment:

Indicates whether the costs indicated require budget adjustments to amend appropriations. Responses should be either "Yes" or "No." If budget adjustments are required, this should be included in the motion and adjusting entries attached on Schedule A.

For Fiscal Year:

Indicates to which fiscal year the costs apply.

Source of funds:

Describes or names the funding source with which the cost will be covered. Examples include references to specific revenue sources, grants, state and federal resources, bond issues, retained earnings, contingency, designed fund balance, etc. Where multiple sources are listed, include the percentage of the cost each source covers (the total of the percentages should equal 100%). When describing a fund, it is only necessary to list the formal fund name as described by the Finance Department.

Account number:

Reflects the budget account number(s) associated with the source of funds as described above.

Current account balance:

Reflects the current remaining account balance – associated with the source of funds as described above – currently available and not obligated in the budget at the time the agenda item is to be presented to the City Council. Do not reflect cents or decimal places when reflecting numbers: round to the nearest dollar.

Balance remaining:

Reflects the anticipated remaining account balance – associated with the source of funds as described above, after the recommended action is taken – not obligated or encumbered at the time the agenda item is presented to the City Council. Do not reflect cents or decimal places when reflecting numbers: round to the nearest dollar.

9. ADDITIONAL INFORMATION:

All staff reports should include:

Original signature(s) of department head(s). In the event that the staff report is signed by other than the department head, the name and title of the signatory must be listed along with the statement “for (name of) department head.”

Proper grammar, punctuation, capitalization and spelling are required.

Substance is most critical, but style enhances readability and can save processing time. Use the active voice, avoid jargon, and consult the AP Stylebook for standard usage of capitalization, acronyms, abbreviations and usage. Thorough proofreading reflects well of the submitting department.