

Council Action Process

This occurs the week preceding Council Committee meetings

Identify Items

- Departments should identify Council Action items & discuss at Senior Staff Meeting (Tuesday prior to Council Meetings)
- This is a bullet list of Council Action Items and any Update Items that will require committee discussion
- List should identify whether the item is an ordinance, motion resolution, or discussion item & whether there are special scheduling considerations (i.e. invited speakers, planned visitors, etc.)

Mayoral Review

- Email list of topics to Mayor & copy Council Clerk and Deputy Council Clerk due by Wednesday noon
- Council Report draft (a narrative description of action & update items) due by email to Mayor on Thursdays at 12 p.m.
- Draft should include all relevant attachments (contract, exhibits, etc.)

Save for Committee Agenda

- Final version due by Thursday end of day to the Council Office on the transfer drive:
 - Save all documents as Adobe PDF files
 - Save report, RCA (use new form <T:\Council\Committee Reports\RCA.pdf>) & all relevant attachments to *T:\Council\Committee Reports* (example: 5.26.2015)
<T:\Council\Committee Reports>
 - All documents should adhere to the naming convention described below

Finance Approval

- Finance will approve RCA's placed in the Transfer Drive on Friday mornings. You do not need to send Finance an email or hardcopy of your PDF.

File Naming Convention

- DEPT-RPT
- DEPT-ATT-SHORT TITLE
- DEPT-RCA-SHORT TITLE

DEPARTMENT LEGEND

DEV – Planning & Development
FIN – Finance
HR – Human Resources
IT – Information Technology PD – Police Division
P&R – Parks and Recreation
SVC – Service & Engineering
MAY - Mayor's Office

DOCUMENT LEGEND

RCA – Request for Council Action Form
RPT - Report
ATT - Attachment