	City of Fort Bragg **Administrative Regulation No. C-2**

COUNCIL/COMMITTEE AGENDA SUBMITTALS

I. OBJECTIVE

The objective of this Administrative Regulation is to establish a format and procedure for submittal of items for the City Council agenda by Department Managers and City Council. These procedures will assist the City Council in acting upon matters submitted for their consideration in a knowledgeable and timely manner, Management Staff in the development of proposals for Council consideration, the public in understanding proposals for Council consideration, the City Manager in evaluating departmental proposals, and in assuring interdepartmental review of proposals submitted for Council consideration. These procedures are designed to guide Management Staff in the preparation, placement and timelines for agenda items.

II. PROCEDURE

1. Management Staff shall provide the City Clerk with draft agenda item titles the Friday prior to the Management Staff meeting at which the agenda will be discussed (seventeen (17) days prior to the Council meeting). Please note, contracts shall not go forward to Council until they have been prepared by the City Clerk and **signed** by the Consultant. If you request that a contract be placed on the Agenda, the City Clerk shall first prepare the contract, have it signed, and shall then place it on the next Council agenda.
2. Agenda Meetings shall be part of the Management Staff meeting held thirteen (13) days prior to the City Council meeting.
3. The City Manager shall go over each proposed agenda item at the Agenda Meeting and shall then assess whether the item is ready for Council action.
4. Management Staff shall provide the City Clerk with final agenda item titles the Thursday following the Agenda Meeting (eleven (11) days prior to the Council meeting).
5. Agenda Item Summary Reports, Consent Calendar Reports and background information on items on the agenda shall be submitted to the City Clerk by 4:00 p.m. on the Friday following the Agenda Meeting (ten (10) days prior to the City Council meeting).
6. Agenda Item Summary Reports shall contain the following information:
   a) **Background** – A brief description of the history of the item including the reason that the item is being brought forward for Council action.
   b) **Summary** – A review of the issue and the staff analysis which was completed and which resulted in the staff recommendation. The analysis should be sufficiently detailed to provide a clear description of the relevant issues. Any major alternatives should be included along with the reasons that the proposed recommendation is preferred. For matters which are being referred from committees, the analysis should include a summary of the relevant staff analysis which was presented to the committee.
   c) **Fiscal Impact** – Review and identification of the amount and source of any funds required to implement the recommendation. The fiscal impact analysis should also include any significant issues related to the proposed expenditure such as any need to transfer funds, amend the budget, appropriate additional (unbudgeted) funds or defer other expenditures.
   d) **Alternatives** – List the available viable alternatives to the recommended action. Any impacts of the alternative actions should be identified.

e) **Recommendation** – Same as title. If necessary, include a brief statement to explain the recommended action.
f) **Attachments** – List all attachments to the Agenda Item Summary Report.
g) **Agenda & Summary Report to** – Please list name and either address or fax number.

7. The City Clerk shall provide all information for the City Manager's review on the Friday following the Agenda Meeting (ten (10) days prior to the City Council meeting).
8. The City Manager shall review all Agenda Item Summary Reports, Consent Calendar Reports and background information on items on the agenda and provide comments back to Management Staff on the Monday (seven (7) days) prior to the City Council meeting.
9. The Agenda Packet shall be reproduced and distributed not later than 5:00 p.m. on the Wednesday preceding the City Council meeting.

III. RESPONSIBILITY

1. Fort Bragg Municipal Code Section 2.16.070(M) delegates to the City Manager the responsibility to supervise the preparation of the City Council agenda. It is the policy of the City Manager that only those items ready for Council action shall be placed on the Council agenda. Discussion items may be placed on the agenda at the Manager's discretion.
2. The City Manager or his/her designee shall:
   a) Conduct an Agenda Meeting thirteen (13) days prior to the City Council meeting.
   b) Determine which items are to be submitted for action under the Consent Calendar.
   c) Determine the order in which Conduct of Business and Public Hearing items are to be listed on the agenda.
   d) Review all Agenda Item Summary Reports and Consent Calendar Reports.
   e) Determine whether an item submitted is ready for Council action.
   f) Refer items to an appropriate committee if he/she finds that further discussion is needed.
   g) Prepare consolidated staff reports and summary reports on matters not clearly assignable to an individual department.
   h) Determine what background material is to be placed in the Agenda Packet.
3. Procedure for placing items on an agenda by a Councilmember:
   a) City Council agendas:
      - The City Council may request, under Matters from Councilmembers, that an item be placed on a future agenda. If the item requires significant staff work, the City Manager can, at his or her discretion, inform the Councilmembers when the staff work shall be available and agendize the item accordingly.
      - The City Manager may add items to the Council agenda.
      - The Department Managers, with the City Manager's approval, may add items to the Council agenda.
   b) City Council Committee agendas:
      - The purpose of the City Council Committee is to provide guidance to staff and recommendations to Council regarding matters of Council policy and they are not for discussion of matters of day-to-day administration.
      - The City Council may request, under Matters from Councilmembers, that an item be placed on a future agenda. Council can direct that the item go to the appropriate Committee before being heard by the Council as a whole. If the item requires significant staff work, the City Manager can, at his or her discretion, inform Councilmembers when the staff work will be available and agendize the item accordingly.
      - Individual Councilmembers may request an item be placed on a Council Committee agenda by presenting the item to the City Manager. The City Manager shall review

the item, determine the appropriate Committee to refer the item to, and refer the item to staff for work, if necessary, prior to the Committee discussion. If significant staff work is involved, the City Manager shall bring the issue to the next City Council meeting for direction.

- At a Committee meeting, Committee Members can agree to place an item on a future subcommittee agenda but, if significant staff work is involved, the City Manager shall bring the issue to the next City Council meeting for direction.
- The City Manager or Department Manager may also add items to the Committee agenda.
- Please do not give items directly to the staff member responsible for preparing the agenda.

c) If an item on the Committee agenda does not receive unanimous support by the Committee (i.e., if there is a "split vote"), the item dies in Committee and is not forwarded to the City Council for action. However, if the item was referred to the Committee by the City Council, then the item may go back to Council without a recommendation.

4. The City Attorney shall:
   a) Review and approve as to form all contracts and ordinances.
   b) Prepare and/or review ordinances and resolutions as needed.
   c) Confer with City Manager and/or appropriate Department Managers concerning matters which may require legal review prior to Council consideration.
5. Management Staff shall:
   a) Provide the City Clerk with draft agenda item titles.
   b) Prepare public hearing notices for City Clerk review seventeen (17) days prior to the Council meeting. Following City Clerk review, the notice shall be provided to *The Advocate News* for publication.
   c) Provide the City Clerk with final agenda item titles.
   d) Prepare Agenda Item Summary Reports for matters originating from their department and Council Committees which they staff. All Agenda Item Summary Reports are to be saved on the Z-drive in the "Agenda Item Summary Report" folder, by date (i.e. "MMDDYYYY Short Title") in the appropriate Year (2005) and Type of Meeting (City Council, Improvement District, or Redevelopment Agency).
   e) Provide all necessary background information including resolutions.
   f) Route all resolutions with financial impact to the Finance Director to review.
   g) Route all resolutions with legal references to the City Attorney to review.
   h) Provide all Agenda Item Summary Reports, Consent Calendar Reports and background information to the City Clerk.
6. The Finance Director shall:
   a) Review all resolutions with financial impact to be sure that:
      - The correct account number is used.
      - Funds are available in the account to cover the cost.
7. The City Clerk shall:
   a) Review all public hearing notices prior to publication.
   b) Review all Agenda Item Summary Reports, Consent Calendar Reports, and background information and recommend changes.
   c) Copy all Agenda Item Summary Reports, Consent Calendar Reports, and background information and provide to the City Manager for his/her review.

IV. DEFINITIONS

1. "Agenda Item Summary Report" is a form used to summarize the matter under consideration and recommend the requested Council action along with alternative actions.
2. "Agenda Meeting" shall be the Management Staff meeting held thirteen (13) days prior to the Council meeting at which the Management Staff shall discuss matters to be considered at the upcoming City Council meeting.
3. "Agenda Packet" is the completed information which contains the agenda, agenda item summary reports, consent calendar report and background information distributed to each Councilmember.
4. "Committee Reports" is that portion of the Council meeting during which standing committees of the City Council report on their activities, and/or make recommendations.
5. "Consent Calendar" is a grouping of "non-controversial" or administrative agenda items that are acted upon in a single motion.
6. "Conduct of Business" is that portion of the Council meeting where items requiring individual action are considered.
7. "Council Committees" are the Community Development Committee, Finance and Administration Committee, Public Works and Facilities Committee, and Public Safety Committee.
8. "Public Hearings" is that portion of the Council meeting during which matters set for public hearing are considered.
9. "Staff Comments" is that portion of the Council meeting during which the City Manager and Department Managers make reports to the City Council on matters referred to them or matters of general interest. Generally, matters requiring Council action should not be submitted under Staff Comments, but, rather, under Conduct of Business.

Approved by City Manager	Linda Ruffing (Signature)	2-1-07 (Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff		Feb 2007 (Date)