Subject: Standard Town Council Report Format	Page: 1 of 1	Section Number:
Approved:	Effective Date: 2/10/92	Revised Date: 4/1/94; 10/23/95; 7/17/96; 8/18/98; 7/22/99; 12/14/00

PURPOSE

To facilitate Town Council decision making, the attached Standard Town Council Agenda Report Format is to be used for all Town Council agenda reports.
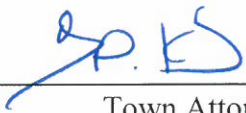
SCOPE

This policy applies to all staff members preparing Council agenda reports.

POLICY

The attached sample format is to be followed and all reports submitted according to the time line described in the Council Policy - Town Council Agenda Format and Rules.

APPROVED AS TO FORM:_____

Town Attorney

Attachments:

1. Standard Agenda Format
2. Completed Staff Work
3. Style Guide

ADMINMAN/ADMIN1

MEETING DATE: (of Council Meeting)
ITEM NO. (to be filled in by Manager's Office)

COUNCIL AGENDA REPORT

DATE: (Date of this report)

TO: MAYOR AND TOWN COUNCIL

FROM: TOWN MANAGER

SUBJECT: *(Should match the title shown on the Town Council Agenda. If on Consent Agenda, this must recommend a completed action e.g., "Accept staff report on _____")*

RECOMMENDATION:

Include every action the Council and staff are to take. Write recommendations in action terms so that each recommendation begins with a verb. For example:

1.   Adopt resolution or ordinance

2.   Appropriate _____ from fund or program _____ to fund or program __ _____ to _____. *(Example: Appropriate $10,000 from the General Fund Appropriated Reserve to the Planning Department's Advanced Planning Program to provide for consultant services)*

3.   Direct staff to...

4.   Refer to _____ Commission...

5.   In the case of a public hearings, recommendations should include:

   a.   Open and hold the public hearing

PREPARED BY: NAME
                    TITLE
_____
Reviewed by: _____Attorney_____Finance **<Include Finance review only if there is a fiscal impact>** *(If report is from Attorney or Clerk, replace originator with space for Manager's signature)*
          Revised: 12/14/00   10:58 am

Reformatted: 12/14/00   10:56 am

      b.   Closed the public hearing

6.   In the case where a finding by Council is required, the report should:

      a.   List the type of findings required
      b.   Cite and include copy of Town Code section, statute, or other source of policy (e.g., the traffic policy is adopted by resolution
      c.   Include suggestions of which facts should be considered in making findings

7.   When introducing an ordinance, recommendations should include:

      a.   Direct the Clerk to read the title
      b.   Waive the reading
      c.   Introduce the ordinance (if the publication of a summary twice would cost less than publication of the entire text once, also recommend the following: ... and instruct the Clerk to publish a summary no more than five (5) days prior to adoption.)

In the case of adopting an ordinance:

      a.   Adopt the attached ordinance which was introduced at the Town Council meeting of _____
      b.   Instruct the Clerk either to:
            (1)   publish the ordinance within 15 days after adoption, or
            (2)   publish a summary no more than 15 days after adoption (if summary published before adoption)

8.   When introducing an urgency ordinance, recommendations should include:

      a.   Direct the Clerk to read title;
      b.   Waive the reading
      c.   Move to introduce and adopt the urgency ordinance (four votes are necessary)
      d.   Instruct the Clerk to publish the urgency ordinance within 15 days after adoption

If any supplemental revenues or expenditures are involved, say so. If any changes to the current budget are required, include a Council action to do so.

BACKGROUND:

Describe why the item is on the agenda. Give a brief history of any previous review or a statement describing a previous continuance, etc. Include any legal requirements as to why this item is being reviewed (e.g., due to a change in State law, local ordinance, etc).

DISCUSSION:

Describe the issues including alternative action that Council may consider and the implications of these alternatives. This section should logically lead to the staff recommendation. Anticipate

questions that could be reasonably expected.

CONCLUSION:

Use this section in lengthy reports to connect between the facts and your recommendations and to summarize how you reached your conclusion or recommendation.

ENVIRONMENTAL ASSESSMENTS:

This section will contain one of the following statements:

Is not a project defined under CEQA, and no further action is required.

Is a project as defined under CEQA but is ministerial, therefore no further action required under CEQA.

Is a project as defined under CEQA but is statutorily exempt under Section _____. A Notice of Exemption will/will not be filed.

Is a project as defined under CEQA but is Categorically Exempt (Section _____). A Notice of Exemption will/will not be filed.

Is a project as defined under CEQA and may have a possible significant effect.

If the last statement is used, additional comments, as directed by the Director of Community Development, as required.

FISCAL IMPACT:

Begin with general impacts. Then include a review of any cost or revenue involved in the decision, even if included in the current budget. Include the account numbers to be charged and credited:

1.   Be specific as to the amount. Round budget transaction to the nearest $10.00

2.   Indicate if the transaction has already been approved in the Adopted Operating Budget or CIP and include account numbers.

3.   Indicate the nine digit account number(s) to which revenue will be deposited (xxxx-xxxxx if general fund); and eight digit number for all other funds (xxx-xxxxx) Following is the format recommended for adjustments to the budget:
        PROGRAM ACCOUNT #   BUDGET   REC. BUDGET   I N C / D E C

4.   Indicate the nine digit account number(s) from which you will be spending. (xxxx-xxxxx)
         Following is the format for adjustments to the budget:
        PROGRAM ACCOUNT #   BUDGET   REC. BUDGET   I N C / D E C

5.   If you are tracking expenses in a project, include the project number and expense account. Following is the format for adjustments to the budget:

PROJECT   ACCOUNT #   BUDGET   REC. BUDGET   INC/DEC

6.   If there is a P.O. number, be sure to refer to the P.O. number and vendor.

7.   If you are recommending a refund, include the account number, date the funds were originally collected, and the cash receipt number.

8.   Do not spend from accounts other than your own without first getting the approval of the Department Head whose budget dollars you are spending.

9.   If this is an unbudgeted expenditure, include the new source of revenue (include the account number); OR include the account number(s) that will have budget modifications. The recommendation should include the appropriate transfers of budget dollars between accounts. Following is the format for adjustments to the budget:

PROGRAM   ACCOUNT #   BUDGET   REC. BUDGET   INC/DEC

For your convenience, all general fund revenue and expense account numbers are included in the Appendix of the Operating Budget.

AUTHOR:TYPIST (Initials)
DISK\A:\DIRECTORY\NAME OF DOCUMENT

Attachments:

To standardize and simplify our process, attachments to agenda item reports should be labeled "Attachment" and numbered. If the attachment is a resolution, the title of the resolution should be used to describe the attachment. Attachments should be numbered only when **there are more than one**.

Exhibits to an attachment should not be listed out, but merely identified at the end of the description of the attachment (Exhibits A-F, etc.)

For Example:

Resolution authorizing the Town Manager to execute agreement with Playgrounds, Unlimited for the installation of playground equipment at Oak Meadow Park (with Exhibits A-C)

Distribution:

ATTACHMENT

Completed Staff Work

Agenda items should be "completed staff work".

"Completed staff work" involves studying the problem, identifying possible solutions, describing the implications of the various solutions and recommending a course of action so that all Council has to do is approve, disapprove, or modify the recommended action.

The words "completed action" are emphasized because the more difficult the problem, the greater the tendency to present the problem piece-meal. When presented to the reviewer, the product should be worked out in finished form. "Completed staff work" requires more work for the writer but is designed to make the reviewer's job easier.

STYLE GUIDE

1. Use verbs whenever possible. Example: "Approve" instead of "Approval of".

2. Use the active voice. Example: "Council heard the item" instead of "The item as heard by the Council".

3. Avoid prepositions. Example: "The Town's requirements", instead of "The requirements of the Town".

4. Eliminate unnecessary words. Example: "at" instead of "located at".

5. Use the shortest word that gets the job done. Example: "use" instead of "utilize".

6. Make pronouns agree with the nouns they replace. Example: "The Board . . . it" and "board members . . .they".

7. Use "few" and "fewer" with things you can count and "less" with things you can't. Example: "fewer cars" and "less red tape".

8. Do not split infinitives. Example: "to go boldly" instead of "to boldly go".

9. Do not end sentences with a preposition. Example: "of which I know" instead of "which I know of".