

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0260-10-01 LGL 2006-06
Title: CITY COUNCIL AGENDA PROCESS Effective Date: August 1996 Revision Effective Date: October 26, 2010	

1.0 GENERAL

1.1 The City Council for the City of Spokane meets generally on a weekly basis. Staff provides information and documents to the City Council for action via an "agenda sheet." The purpose of this policy and procedure is to establish guidelines for the consistent and informative completion and submission of agenda sheets.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

Except as otherwise provided, this policy and procedure shall apply to all City departments and divisions.

3.0 REFERENCES

SMC Section 02.01.020
City Council Rules of Procedure

4.0 DEFINITIONS

None

5.0 POLICY

- 5.1 It is the policy of the City that agenda sheets provide enough data so that a balanced, productive council decision can be made and the public can understand what the item being considered is about. In essence, those acting on an agenda item need to know who, what, when where, why, how and how much (cost/revenue).
- 5.2 The preparation, publication and dissemination of the agenda for the City Council is a weekly activity for which a number of timely, coordinated actions must be performed. If problems and delays are to be avoided, all divisions and departments must adhere to fundamental format and procedure requirements.

6.0 PROCEDURE

6.1 Electronic Agenda Submittal Process

- 6.1.1 A formal electronic agenda sheet is prepared by the submitting department. Attached to this should be any supporting documentation and/or proposed legislation.
- 6.1.2 The designated departmental agenda preparer is responsible for routing the electronic agenda sheet for department head approval and other appropriate approvals, such as approvals by the department's division director, city attorney, finance (including accounting) if money is involved, the Mayor's designated representative, etc. before submission to the Office of the City Clerk.
- 6.1.3 The Office of the City Clerk will prepare a draft agenda from the items submitted. The draft agenda will be submitted for review and consideration by the Mayor's executive team. A courtesy copy will also be sent to the City Council. Following the executive team meeting, the Office of the City Clerk will implement any requested changes and prepare an updated draft agenda. The Office of the City Clerk will route the updated draft agenda to the Mayor's Office to be reviewed and approved by the Mayor's designated representative.
- 6.1.4 The Mayor's designated representative will route the completed draft agenda to the Council President. The Council President will review and approve the agenda as a whole. After the Council President approves the agenda, it will be considered as "owned" by the City Council.

6.1.5 Submittal Deadlines

- a. The deadline for submission of electronic agenda sheets and electronic packet information to the Office of the City Clerk for the advance agenda is 1:00 p.m. Wednesdays. (Example: If submitting an agenda item for the Council meeting of Monday, September 27, 2010, the advance agenda submission deadline would be Wednesday, September 15, 2010, at 1:00 p.m.) Items submitted after the deadline may miss placement on the City Council agenda for which the department had intended them to appear. Any item that is submitted later than 1:00 p.m. Wednesday will not be accepted by the Office of the City Clerk for addition to the advance agenda without the approval of the Mayor or designee, which the submitting department is responsible for obtaining.
- b. The deadline for the submission of electronic agenda sheets and electronic agenda packet information to the Office of the City Clerk for items to be added to the current agenda is 5:00 p.m. Tuesdays. (Example: If submitting an agenda item for the Council meeting of Monday, September 27, 2010, the current agenda submission deadline would be Tuesday, September 21, 2010 by 5:00 p.m.) Items submitted after the deadline may miss placement on the City Council agenda for which the department had intended them to appear. Any item that is submitted later than 5:00 p.m. Tuesday will not be accepted by the Office of the City Clerk for addition to the current agenda without the approval of the Mayor or designee, which the submitting department is responsible for obtaining. Note: The weekly claims submitted by the Accounting Department are exempt from the current agenda submission deadline due to the timing of information being available.
- c. During weeks in which a City holiday falls, the deadlines for both the advance and current agendas may be adjusted with the approval of the Mayor or designee.

6.1.6 Upon completion of the agenda, the Office of the City Clerk prepares the agenda packets for distribution to the Mayor, City Council, pertinent staff, and media. The agenda material will coincide with the order of the items on the agenda, with each item numbered accordingly. The advance agenda and agenda packets will be distributed on Thursdays. The current agenda and packet information is generally distributed on Thursdays.

6.2 Agenda Sheet Preparation

6.2.1 The purpose of the agenda sheet is to provide enough data so that a balanced, productive decision can be made by the City Council and the public can understand what the item is.

6.2.2 The responsibility for a completed agenda sheet lies with the submitting department.

6.2.3 The following is an explanation of what is to be included in each section of the agenda sheet. Refer to the corresponding numbers on the sample agenda sheet.

- a. Agenda Sheet for City Council Meeting of: **See (1)**
Date of the Council meeting that item is to be considered.
- b. Submitting Dept.: **See (2)**
Name of submitting department. Select the department name from a pre-set drop down list.
- c. Contact Name and Phone: **See (3)**
Contact name and phone number if further information or clarification on an item is needed. Also, contact name should be the name of the person who will be responsible for briefing the item to the City Council. If the specified contact name is unavailable to brief the item at the Council meeting, then that person or someone in their department will need to notify the Mayor or designee as to who will be present to report on the item.
- d. Contact E-Mail: **See (4)**
Email address of the contact name.
- e. Add'l Docs Attached?: **See (5)**
Indicate if there are attachments to the agenda sheet. Be sure that all attachments (i.e. resolution, ordinance, contract, or real estate documents) are complete (including any exhibits).
- f. Select Agenda Item Type: **See (6)**
Select an agenda item type from a pre-set drop down list.

g. Date Rec'd / Clerk's File # / Renews # / Cross Ref # / Project # / Bid # / Requisition #: **See (7)**

- 1) Date Rec'd: The date the agenda item was officially received and filed in the Office of the City Clerk. This field is intended for the Office of the City Clerk's use only.
- 2) Clerk's File #: The City Clerk's file number. If a new item is submitted, the Office of the City Clerk will assign a new file number. If the file already exists, the number for the existing file should be inserted by the submitting department.
- 3) Renews #: If a current contract is being renewed, fill in the current contract number on this line. The Office of the City Clerk will assign the renewal contract a new Clerk's file number.
- 4) Cross Ref #: If an item relates to another item on file with the Office of the City Clerk, indicate the file number on this line.
- 5) Project #: If an item has a department project number, indicate the number on this line.
- 6) Bid #: If an item has been put out for bid, quote, or RFP, indicate the number on this line.
- 7) Requisition #: If an item has a requisition number (for accounting purposes), indicate the number on this line. Also indicate if it is "CR" (contract requisition) or "RE" (requisition).

h. Agenda Item Name: **See (8)**

Brief description of the agenda item, beginning with the department number. Example: 4100 Consultant Agreement with Ch2M Hill.

i. Agenda Wording: **See (9)**

Brief and concise phrase describing the item to be considered by the City Council. Wording should be the exact wording that will appear on the City Council agenda. This area should not be used as a summary. It should describe who is involved, what is being done, when it is being done, and costs/revenues (if any). Any necessary explanation should be included in the "Background" section.

When preparing the Agenda Wording statement, keep the following in mind:

- 1) Always include the location (city and state) of the contractor in parentheses behind the contractor's name.
 - 2) Always include the tax in the cost of the project and place "including tax" in parentheses behind the total cost. If no tax is involved, place "no tax involved" in parentheses behind the total cost of the project. For accounting purposes, under "Fiscal Impact," place the total cost of the project including tax.
 - 3) Always place the name of the neighborhood council for which the item pertains after the agenda wording.
 - 4) If the item is a contract, include the term (effective and expiration dates).
 - 5) If the item is a change order or contract amendment, the total cost-to-date (including the amount of the new change order or amendment) should be included in the agenda wording.
- j. **Summary (Background): See (10)**
The primary purpose of this section is to transmit specific facts to the Mayor, City Council and the public. Whenever possible, use abbreviated paragraphs and avoid long sentences or technical jargon and acronyms. Make sure this section includes only necessary and pertinent information. If the item has been approved by a board or commission, note that information here. If the item is a continuation of a previous City Council decision, so note.
- k. **Fiscal Impact: See (11)**
Designates any favorable (revenues) or adverse (expenditures) financial affect to the City. Amounts listed should include tax, where applicable.
- l. **Budget Account: See (12)**
Indicate the budget account number(s) from where the funds will be withdrawn / deposited.

- m. **Approvals: See (13)**
All required approvals on the agenda sheet should be obtained by the submitting department prior to submitting the agenda item to the Office of the City Clerk. Failure to do so could result in a delay in getting the item on the agenda. Only initials are necessary.

- n. **Council Notifications: See (14)**
Indicate the study sessions or other means by which the City Council was notified of the agenda item prior to it coming before the City Council for consideration.

- o. **Distribution: See (15)**
List everyone to whom the item should be distributed after Council Action. To save on expenses, distribution will be principally done electronically. To facilitate electronic distribution, list where possible both department and the e-mail address of individual within that department (i.e., "tpfister@spokanecity.org"). If persons or agencies outside of City departments are to be notified, show the e-mail or mailing address of that person or agency. If there is not enough room in the space provided on the agenda sheet, indicate there is a list attached. If there are numerous parties/departments to be notified by mail, forward pre-printed mailing labels to the Office of the City Clerk for as many mailings as will be required [i.e., 1) notification of setting hearing date, 2) notification of Council action taken at hearing, etc.]. If item is to be recorded, place "County Auditor-Record" on distribution list.

6.3 Important Notes

- 6.3.1 Several of the electronic agenda sheet fields have a character maximum. If the character maximum is exceeded, the "Agenda Item Supporting Document" form may be utilized to complete the Agenda Wording, Summary, Budget, and Distribution List fields. Clicking "Save" will attach the form to the existing agenda item. In the alternative, users may upload a Word or Text document in order to complete information. If the "Agenda Item Supporting Document" form is used or a Word or Text document is uploaded as an attachment, check mark, where appropriate, the box indicating "additional attached" or "more attached."

- 6.3.2 If an agenda sheet is incomplete or confusing, it will be returned to the submitting department for correction/completion. If this should occur, the item may miss placement on the City Council agenda for which the submitting department had intended it to appear.

6.3.3 The electronic agenda sheet form is available to designated departmental users through the OnBase Web Client. Please contact the Office of the City Clerk via phone (625-6350) or email (clerks@spokanecity.org) if you experience any difficulties with the agenda sheet format or have any recommendations for improving its ease of use.

6.3.4 There are certain publication requirements for some agenda items. For instance, pursuant to Charter section 18, every ordinance is published within ten (10) days after its passage. Another example is that pursuant to state law, resolutions setting hearing on assessment rolls are published at least once a week for two (2) consecutive weeks. Franchise ordinances are yet another example and pursuant to Charter section 100, franchise ordinances, or a summary thereof, are published once a week for four (4) successive weeks. When a department submits an agenda item which requires publication, the department shall transmit along with its agenda sheet submission an electronic copy of the ordinance, resolution, or notice for publication in Word format so that Clerk's Office staff can move forward with the publication requirements expeditiously.

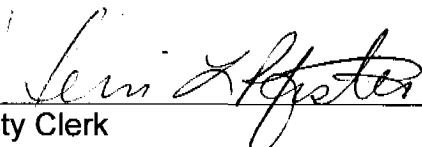
7.0 RESPONSIBILITIES

The Office of the City Clerk, along with submitting departments, is responsible for administering this policy.

8.0 APPENDICES:

Sample Agenda Sheet
Example of completed Agenda Sheet


APPROVED BY:



City Clerk

10-8-10

Date



City Attorney (Asst)

10-6-10

Date



City Administrator

10-11-10

Date

Revised: August 1996, June 1997, August 2000, September 2004, December 2005,
January 18, 2006



Agenda Sheet for City Council Meeting of*

Select Meeting Date (1)

Briefing date

Status: **NEW ITEM**

Date Rec'd (Clerk use only) (7)

Clerk's File #

Renews #

Submitting Dept*: Select Dept... (2)

Cross Ref #

Contact Name & Phone*: (3)

Project #

Contact E-Mail* (4)

Bid #

Add'l Docs Attached? (5) Select Agenda Item Type (6)

Requisition #

Agenda Item Name: Begin with Dept # (8)

Agenda Wording*: (250 character max) Additional attached?
 (9)

Summary (Background)*: (500 character max.) Additional attached?
 (10)


Fiscal Impact (11) Budget Account Additional attached? (12)
Select \$ #
Select \$ #
Select \$ #
Select \$ #

Approvals (13)
Dept Head
Division Director
Finance
Legal
For the Mayor

Council Notifications (Date) (14)
Study Session
Other

Additional Approvals
Purchasing
Select Dept 1
Select Dept 2
Select Dept 3

Distribution List (Emails preferred) Additional?
 (15)

 Agenda Sheet for City Council Meeting of* <input type="text" value="09/27/2010"/>		<input type="text" value="09/09/2010"/> <small>(Clerk use only)</small>
Briefing date: Monday, September 20, 2010 Status: SUBMITTER EDITING		<input type="text"/> <input type="text"/>
Submitting Dept*:	<input type="text" value="ENGINEERING SERVICES"/>	<input type="text"/> <input type="text"/>
Contact Name & Phone*:	<input type="text" value="ELDON BROWN"/> <input type="text" value="625-6305"/>	<input type="text" value="ENG 2008151"/> <input type="text"/>
<input type="checkbox"/> Contact E-Mail*	<input type="text" value="EBROWN@SPOKANECITY.ORG"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/> Add'l Docs Attached?	<input type="text" value="Contract Item"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/> Agenda Item Name: Begin with Dept # <input type="text" value="4100 CONSULTANT AGREEMENT WITH CH2M HILL"/>		
<input type="checkbox"/> Agenda Wording*: (9 character max) <input checked="" type="checkbox"/> Additional attached? Consultant Agreement with CH2M Hill (Spokane, WA) for professional engineering services for the final design phase of the 9th Avenue to 11th Avenue Transmission Main-Sherman Street to Havana Street Project--\$182,352 (plus tax if applicable).		
<input type="checkbox"/> Summary (Background)*: (46 character max.) <input type="checkbox"/> Additional attached? This Water Transmission Main Project is scheduled for construction in 2010. Based on the large number of design projects scheduled for this year, this project, among several others, will be designed by a consultant. CH2M Hill was one of 21 responses to a request for qualifications and was ranked at the top of the list. Negotiations were conducted between Engineering Services and CH2M Hill resulting in a project budget of \$182,352 for design work.		
<input type="checkbox"/> Fiscal Impact		<input type="checkbox"/> Budget Account <input type="checkbox"/> Additional attached?
Expense <input type="text" value="\$ 182,352"/>	# <input type="text" value="4100 42300 94000 56501 15369"/>	
Select <input type="text" value="\$"/>	# <input type="text"/>	
Select <input type="text" value="\$"/>	# <input type="text"/>	
Select <input type="text" value="\$"/>	# <input type="text"/>	
<input type="checkbox"/> Approvals		<input type="checkbox"/> Council Notifications (Date)
Dept Head <input type="text"/>	Study Session <input type="text"/>	
Division Director <input type="text"/>	Other <input type="text" value="Public Works Cmte 3/8/10"/>	
Finance <input type="text"/>	<input type="checkbox"/> Distribution List (Emails preferred) <input type="checkbox"/> Additional?	
Legal <input type="text"/>	<input type="text" value="sdecker@spokanecity.org"/>	
For the Mayor <input type="text"/>	<input type="text" value="pdolan@spokanecity.org"/>	
<input type="checkbox"/> Additional Approvals		<input type="text" value="jmallahan@spokanecity.org"/>
Purchasing <input type="text"/>	<input type="text" value="jshaw@spokanecity.org"/>	
Select Dept 1 <input type="text"/>	<input type="text" value="mlesesne@spokanecity.org"/>	
Select Dept 2 <input type="text"/>	<input type="text" value="CH2M Hill"/>	
Select Dept 3 <input type="text"/>	<input type="text"/>	

Continuation of Wording, Summary, and Distribution

Agenda Item Name: 4100 CONSULTANT AGREEMENT WITH CH2M HILL

Agenda Wording (574 character max)

(East Central and Lincoln Heights Neighborhood Councils)

Summary (Background) (870 character max)

[Empty text area for Summary (Background)]

Fiscal Impact

Select	\$	
Select	\$	
Select	\$	
Select	\$	

Budget Account

#	
#	
#	
#	

Distribution List

Save

Cancel