




## City of Riverside Administrative Manual

Effective Date: 07/2003  
Latest Revision Date: 09/2016  
Next Review Date: 07/2018  
Policy Owner(s): City Clerk's Office

Approved:

  
\_\_\_\_\_  
Department  
\_\_\_\_\_  
City Manager

### SUBJECT:

**City Council, Successor Agency to the Redevelopment Agency, Authorities, and City Council Committee Agenda Reports**

### PURPOSE:

To establish a guide for the preparation and submission of City Council, Successor Agency to the Redevelopment Agency, Authorities, and City Council Committee agenda reports.

### POLICY:

#### Format, Style, and Content

Reports shall be written in active voice journalistic style. They shall be concise but must include sufficient information to enable the City Council, Successor Agency to the Redevelopment Agency, Authorities, and City Council Committees to make an informed decision. All costs to the City must be identified. All expenditures will require a fiscal impact statement as a statement in the text of the report. Reports requesting expenditures shall be certified by the Chief Financial Officer/City Treasurer as to funding availability, and reports requesting additional funds or changes in fund usage (fund usage to include fund surpluses or transfers), also must be reviewed and approved by the Chief Financial Officer/City Treasurer. Reports that have been reviewed by a City Council Committee must be signed by the Committee Chair, include the Committee's recommendation(s), and indicate the members present. Reports that have been reviewed by a board, commission or advisory committee must reference their recommendation(s) and have the appropriate minutes attached. It is essential to this process that certifications by the Chief Financial Officer/City Treasurer and City Attorney are obtained in a timely manner. Sufficient time is necessary for the review of the request prior to certifying it.

Reports shall be prepared in the prescribed City Council format, in Arial font, size 12, as shown in Exhibit A. Attachments should be referenced in the body of the report and listed at the end of the report. City Council, Successor Agency to the Redevelopment Agency, Authorities, and City Council Committee agenda reports originating in any City department shall be approved by the head of the department, City Attorney, and by any other departments that are impacted by the report and forwarded to the City Clerk's Office through the Legistar program.

#### Vote Required

If five affirmative votes (super majority) are required for City Council approval, the report should so state.

#### Contracts/Agreements

Except where bids are to be awarded, documents such as contracts, agreements, etc., requiring the signature of a second party must be signed by the other parties and approved by the City Attorney as to

form before being placed on the agenda. However, documents involving county, state and federal agencies may be submitted to the City Clerk for execution after approval of the City Attorney as to form but prior to being signed by the agency involved.

Attachments

Where bids are awarded, the City Clerk attaches the Bid Recommendation form signed by the Purchasing Services Manager. The City Attorney drafts and forwards resolutions and ordinances to the City Clerk. The City Clerk attaches in Legistar resolutions, ordinances, contracts, agreements, and other documents approved as to form by the City Attorney.

Approval Routing

The City Clerk's Office will review the report for completeness and continue the approval routing through the City Manager, the Chief Financial Officer/City Treasurer, the City Attorney, and Mayor and/or Council members, as appropriate.

Publication Dates

The City Manager's Office in cooperation with the City Clerk prepares and posts on the Intranet the Agenda Calendar identifying due dates for report submittals.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Department Head	<ol style="list-style-type: none"> <li>1. Ensures that the report is written in active voice journalistic style and in the prescribed format. Reports shall be concise but must include sufficient information to enable the City Council, Successor Agency to the Redevelopment Agency, Authorities, and/or City Council Committees to make an informed decision. All costs, both current and long term, to the City must be identified.</li> <li>2. Prepares report using the prescribed City Council report format as illustrated in Exhibit A. Electronically transmits the final report with all attachments and presentations to the City Clerk's Office via Legistar by the due date on the Agenda Calendar.</li> </ol>
Department Head	<ol style="list-style-type: none"> <li>3. Submits documents such as contracts, agreements, etc., to the City Attorney for approval as to form. If a document (ordinance, resolution, etc.) needs to be prepared, the department shall notify the City Attorney's Office at least 45 working days prior to the meeting at which the matter is to be heard.</li> </ol>
City Attorney	<ol style="list-style-type: none"> <li>4. Prepares resolutions, ordinances, contracts, and agreements as requested by the Department Head, approves documents as to form, and forwards them to the City Clerk's Office.</li> </ol>
Department Head	<ol style="list-style-type: none"> <li>5. Submits finalized report and all standard attachments to the City Clerk's Office via Legistar no later than twenty four days preceding the meeting at which it is to be presented. Deadlines may be changed from time to time due to holidays. Please contact the City Clerk for further information. If a report has to be on the agenda and it is after the deadline, then it must be approved by the City Manager's Office for late submission.</li> <li>6. Contacts the City Clerk's Office to determine the number of copies needed for special attachments (i.e., color brochures, oversized documents, notebooks, etc.), prepares the copies, and forwards documents to the City Clerk's Office for distribution.</li> </ol>
City Clerk	<ol style="list-style-type: none"> <li>7. Confirms all reports are complete and begins routing through Legistar. Obtains signatures of Mayor and Council members, if required.</li> </ol>
City Manager	<ol style="list-style-type: none"> <li>8. Approves report for placement on the City Council agenda.</li> </ol>

*Number:* 02.001.00

**Attachments:**

1. City Council Report
2. City Council Standing Committee Report



**BOARD RECOMMENDATION:** (use COMMISSION if applicable)

On *date*, the *name of Board/Commission* took this action(s) for the subject include the vote.

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**Sunshine Ordinance NO 7301:** Use only for time sensitive concerns & obtain approval from City Manager's Office. If the Committee/Board/Commission will not hear the report before the agenda publishes for the next meeting needed for approval, use the below language to replace the language for the Committee/Board/Commission.

This report is published on *date*, for the *date, name of* meeting.

On *date*, the name of *Committee/Board/Commission* will hear this item for consideration to recommend to City Council to *take actions on the subject*.

If the *Committee/Board/Commission* approves to forward this to City Council, we respectfully request the City Council consider the item at the *date*, City Council meeting.

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**LEGISLATIVE HISTORY:**

List any applicable RMC, codes, laws etc that support the action - not required only if applicable

**BACKGROUND:**

*Dates and Facts* of historically relevant information

**DISCUSSION:**

Include relevant information here that will serve to answer questions staff anticipate may be asked by other staff, Council Members or the public. Use a journalist style of simple, direct sentences. Use active voice, the subject performs the action. Avoid overly technical language or industry jargon. Acronyms are allowed, use after the Recommendation section and spell out first before using in document.

**Subtitle**

If multiple concerns are to be addressed/answered/discussed, use subtitles to assist with organizing the information in sections. If a chart/table/photo would better convey numeric facts, consider using verses a long paragraph.

**Subtitle**

Often additional information is desired on the fiscal section of lengthy or more complicated reports/contracts, especially if how the determination for cost allocations will need to be described.

*When awarding a bid or RFP, secure and include a statement that the Purchasing Services Manager concurs with the agreement/bid award.*

*Items that impact other departments need to include concurrence of the other department head, secure concurrence BEFORE submitting report.*

**FISCAL IMPACT:**

The total fiscal impact of the action is \$. The funds are available in the *account name* and *account number*.

Prepared by: Your Department Head's Name, Title  
Certified as to  
availability of funds: Scott G. Miller, Interim Finance Director/Treasurer  
Approved by: List Department Appropriate CMO approver, Title  
Approved as to form: Gary G. Geuss, City Attorney

Concurs with; (only if the item was most recently heard at Council Standing Committee)

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Name, Chair (the City Clerk's Office obtains the signature)  
Name of Committee

Attachment: If only one, indent to the same location as the approver names

1. If more than one, list each item here
2. Reference attachments in body of report as applicable
3. Only published items can be presented at Council/Committee/Board/Commission
4. Presentations to be listed as an attachment
5. Presentations expected on **public hearings, high interest topics & large dollar amounts**





List any applicable RMC, codes, laws etc that support the action - not required, only if applicable

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1. If more than one, list each item here
2. Reference attachments in body of report as applicable
3. Only published items can be presented at Council/Committee/Board/Commission
4. Presentations to be listed as an attachment
5. Presentations expected on **ALL COMMITTEE REPORTS**