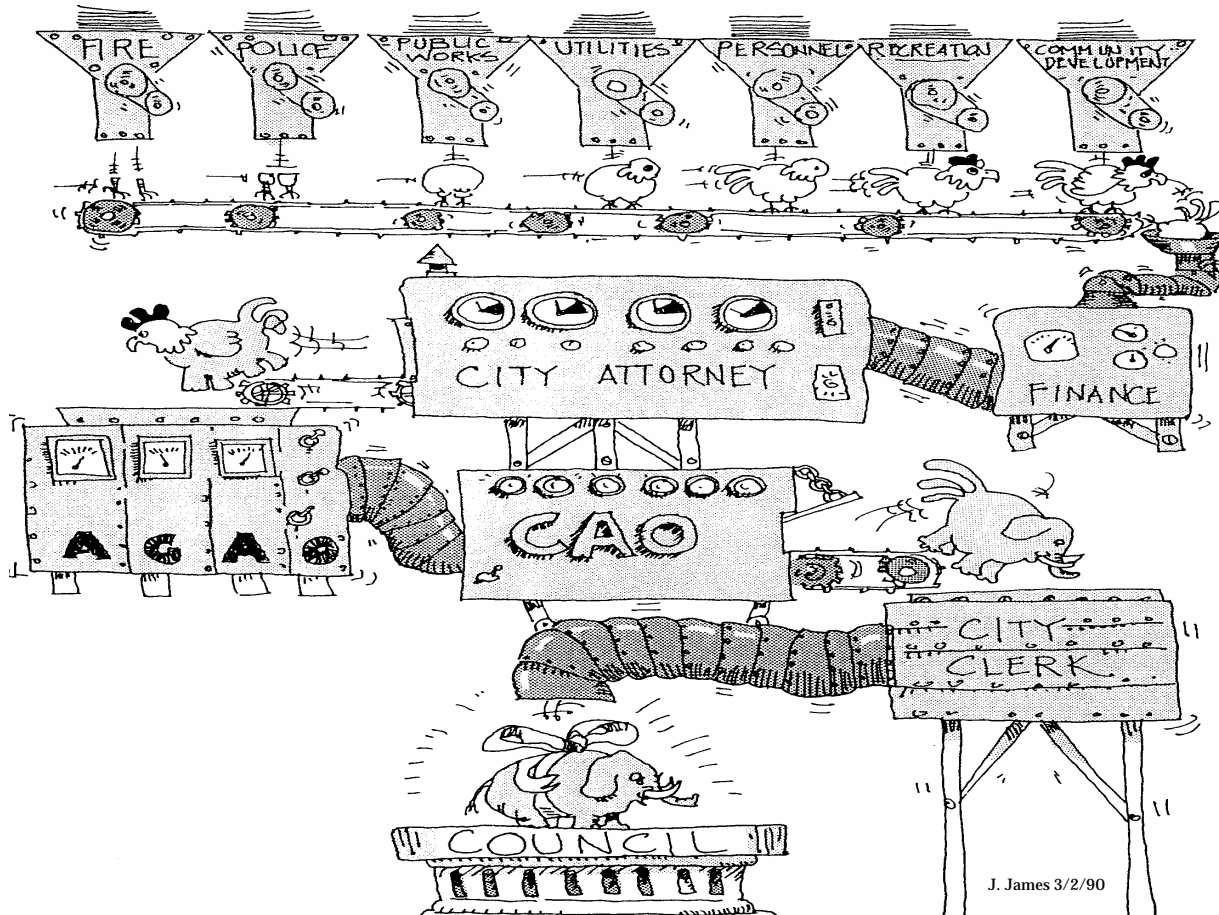


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# Council Agenda Report Manual



March 2007

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## Introduction

## **1.0 Introduction**

Ken's Top 10 Tips for Effective Writing

No single staff work product is more central to good decision-making than agenda reports.

Agenda reports help the City Council define projects, understand complex problems, consider alternative solutions and determine courses of action. Agenda reports forward recommendations involving millions of dollars in public assets, and also assure that our administrative processes are managed in a fair and open manner. In addition, agenda reports are used by the public to understand and participate in the decision-making process of the community. Radio, television, and newspaper reporters use agenda reports to research and explain issues to their respective audiences.

Well-written agenda reports, therefore, serve many important purposes. Without clear, complete, and accurate agenda reports, the opportunity for informed public participation in the decision-making process is diminished and the City Council's ability to make good public decisions is made more difficult. This manual is a guide to help you produce quality agenda reports.

This manual establishes an overall format and a level of consistency for how reports are prepared, which facilitates faster and easier review by the City Council. The manual provides guidelines in two primary categories: agenda report content and the agenda preparation process. It also provides a variety of examples, from a Council Agenda Report sample to templates for ordinances and resolutions. While there is a lot of information to assimilate in reviewing this manual; developing a sound understanding of the agenda process will save time and aggravation in the long run. It will also help to continue the tradition of quality in San Luis Obispo that makes our agenda reports among the best of any city.



## **Ken's Top 10 Tips for Effective Writing**

### **1.1 Believe in your gut that good writing matters**

Written work is the bread and butter of governmental decision making. Therefore, the clarity and accuracy of our written work reflects on us in powerful ways: our thinking skills, our standards, our attitudes, and, ultimately, on our trustworthiness.

### **1.2 Remember: “Good writing is 95% perspiration and 5% inspiration”**

Very few people are talented enough to produce quality work in one draft. It usually takes several. Work hard at it, and be your own toughest editor.

### **1.3 Have a clear goal in mind before you start**

If you don't have a clear idea of what you want to communicate, you cannot possibly write a clear, persuasive report. Establishing this goal requires planning and thought, and often the input of others.

### **1.4 So, start early**

Last minute work greatly increases the margin for error. It also greatly decreases the opportunity for review, editing, and coordination with others.

### **1.5 Know your audience – and don't underestimate its size**

For example, agenda reports are not only for the City Council. They are written for citizens, the media, interest groups, other staff members (current *and future*).

### **1.6 Empathize with the reader**

Ask yourself: “If I knew nothing about this subject, how would I like it explained to me?” What would help me “get it”? “If I were receiving this letter or report, how would I *feel* about it?”

### **1.7 Anticipate the big questions -- and answer them before they are asked**

If you know your subject and the audience, you will know what the “big questions” are. Therefore, don’t wait for them to be asked. Address them in the report.

### **1.8 Make your written work look inviting**

Headings, subheadings, short paragraphs, and appropriate font organizes information and makes it easier to read. Pages of solid text and gigantic paragraphs look forbidding and are even worse to read.

### **1.9 Walk the reader through the subject**

Good writing follows a path, with one idea leading to the next. It helps to start the journey with the *Background* (where have we been?) and end with a *Conclusion* (where are we now?). Subheadings and paragraphs should be in a logical order, with transitions leading from one major thought to the next. The goal: writing that is easy to follow.

### **1.10 Embrace editing by others**

We all see different parts of the “elephant” and so we need each other to fill blind spots, to test for tone, and to double-check for errors and omissions. Therefore, *seek out* editing and allow the editor reasonable time.

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Types of Agenda Items

## **2.0 Types of Agenda Items**

2.1 Closed Sessions

2.2 Presentations

2.3 Proclamations

2.4 Consent Items

2.5 Appointments

2.6 Public Hearings

2.7 Business Items

2.8 Study Sessions

2.9 Liaison Reports

2.10 Communications

## 2.1 Closed Sessions

Closed Sessions are meetings that are not open to the public, are strictly regulated by the Brown Act, and require notice. Closed Sessions are generally held prior to the beginning of a regular meeting, but may be conducted as a Special Meeting.

The City Attorney must approve all Closed Sessions and is responsible for informing other departments and staff. Staff prepares a confidential Closed Session Council Memorandum to provide the Council with information prior to the meeting which the City Attorney distributes.

## 2.2 Presentations

Oral and visual presentations are generally requested by an outside agency to explain a program, event, or activity that would be of interest to the Council and community. Presentations are limited to 15 minutes and require no written reports.

## 2.3 Proclamations

Proclamations are presented by the Mayor on behalf of the Council recognizing special programs, events, or people. Proclamations are presented prior to public comments or other items of business. Introductions of new employees may be made at this time. Proclamations are coordinated by the City Clerk's Office.



### Note

Please contact both Administration and the City Attorney if you think a matter requires a Closed Session.

### **2.4 Consent Items**

The Consent Agenda is used to approve in a single motion routine or non-controversial issues. Items placed on the Consent Agenda include those that implement work programs and objectives previously approved by Council as part of the budget, final adoption of ordinances, and matters to be set for public hearing at a later date.

### **2.5 Appointments**

Appointments of citizens to advisory bodies, regional committees, commissions, and boards are formally approved by Council. Appointment recommendations are usually forwarded to the Council by the City Clerk.

### **2.6 Public Hearings**

A Public Hearing is an open and public consideration of an issue for which special notice has been given. The City Clerk or Attorney should be contacted for questions about whether an item requires a public hearing. Public Hearings are required for all quasi-judicial matters including those that involve constitutionally protected property and liberty interest. Examples include the issuance of discretionary land use permits and similar actions in which a property interest is at stake and the Council is charged with applying legal standards to a specific factual situation.

Certain legislative acts, such as adopting a general or specific plan, broad policies, or ordinances and resolutions of general application, setting fees, and implementing certain federal and state programs such as transit programs, Community Development Block Grant Funding and law enforcement grants all require a public hearing.

## 2.7 Business Items

Business items are generally actions on City business that involve matters of policy or community public interest that are anticipated to generate questions or debate.

## 2.8 Study Sessions

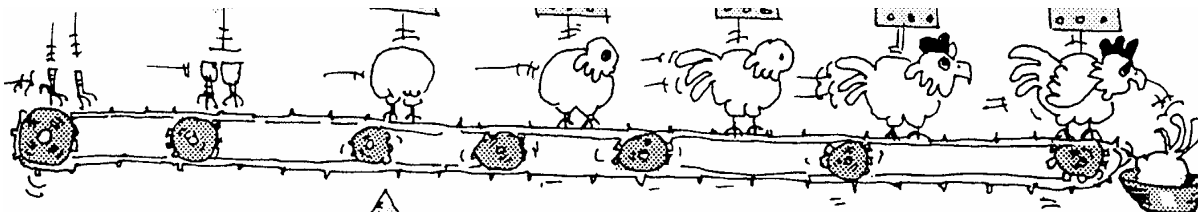
A Study Session provides the Council with a special opportunity to receive an in-depth report and conduct informal discussions with staff, advisory bodies or consultants, and hear from the public about specific programs, projects or policies prior to taking formal action. Notification for study sessions are coordinated by the City Clerk.

## 2.9 Liaison Reports

Liaison Reports are written memoranda or verbal reports by individual **Council members** to provide status updates on advisory bodies in which they serve as liaison.

## 2.10 Communications

Communications are used by **Council members** to share information, request that an item be placed on a future agenda, or with the consensus of the majority of Council, direct staff to follow up on other issues that can be resolved without Council action.



Tabbed Page

Standard Report Content

# Standard Report Content 3.0

## **3.0 Standard Report Content**

3.1 Basic Format

3.2 From

3.3 Subject


3.3.1 Capital Improvement Projects

3.3.2 Tract or parcel map

3.3.3 Address in subject

# Standard Report Content 3.0

## 3.1 Basic Format

	<b>council agenda report</b>	Meeting Date
		Item Number
<hr/>		
CITY OF SAN LUIS OBISPO		
 <b>FROM:</b> <b>Prepared by:</b>		
 <b>SUBJECT:</b>		
 <b>CAO RECOMMENDATION</b>		
 <b>REPORT-IN-BRIEF</b>		
 <b>DISCUSSION</b>		
 <b>CONCURRENCES</b>		
 <b>FISCAL IMPACT</b>		
 <b>ALTERNATIVES</b>		
 <b>ATTACHMENT(S)</b>		
 <i>[Footer: File Location]</i>		

### **3.2 From**

Reports are “from” either the CAO, or a Department Head, or Chairperson of an Advisory Body. Include on a separate line (s) the staff members involved in preparing the report.

### **3.3 Subject**

This should be a summary of the report topic which sufficiently provides the public with notice under the Brown Act but is not overly wordy.

**3.3.1** Capital Improvement Projects should include the specification numbers and capital project titles in the subject line.

**3.3.2** The description for a tract or parcel map should include the number and location and indicate if the map is tentative or final.

**3.3.3** Include addresses or a description of the property in the subject so that the public can identify the parcel location and receive proper notification.

**Tabbed Page**

**CAO Recommendations**

## **4.0 CAO Recommendation**

### **4.1 CAO Recommendations in General**

4.1.1 Example of an Incomplete Recommendation

4.1.2 Example of a Complete Recommendation

### **4.2 Tips for Writing CAO Recommendations**

4.2.1 Attachments

4.2.2 Differing recommendations

4.2.3 Multiple recommendations

4.2.4 Advisory Body minutes

### **4.3 Examples of Common CAO Recommendations**

4.3.1 Introduction of an Ordinance

4.3.2 Adoption of an Ordinance

4.3.3 Adoption of a Resolution

4.3.4 Appropriation

4.3.5 Providing Direction to Staff

4.3.6 Agreements with CAO Authorized to Execute the Agreement

4.3.7 Agreements with Mayor Approval

4.3.8 Advisory Body Recommendations

4.3.9 CAO and Commission Agree

4.3.10 CAO and Commission Disagree

## 4.1 CAO Recommendations in General

The CAO Recommendation should be worded in a “motion ready” manner so that it can be used verbatim by a Council member to make a motion. The recommendation must completely explain the action to be taken.

### 4.1.1 Example of an Incomplete Recommendation

Approve an agreement with Ercole and Naomie Brughelli.

### 4.1.2 Example of a Complete Recommendation

Authorize the Mayor to execute an agreement with Ercole and Naomie Brughelli for an option to purchase an Agricultural Conservation Easement covering the 390-acre Brughelli Ranch at the below-market price of \$750,000.00.

## 4.2 Tips for Writing CAO Recommendations

**4.2.1** Do not refer to attachments in the CAO recommendation.

**4.2.2** If the CAO’s recommendation is different from that of an Advisory Body, **both** recommendations should be listed, the Advisory Body recommendation comes first.

**4.2.3** Number multiple recommendations. If there is only one recommendation, do not number it.

**4.2.4** Do not forget that advisory body recommendations must include the body’s meeting minutes as an attachment. Make note if the meeting minutes are draft.

### **4.3 Examples of Common CAO Recommendations**

What follows are examples of the various permutations of the CAO Recommendation. These are broken out by type followed by a motion ready example.

#### **4.3.1 Introduction of an Ordinance**

Introduce, by title only, an Ordinance revising Chapter 17.84 Flood Damage Prevention Regulations of the Municipal Code.

#### **4.3.2 Adoption of an Ordinance**

Adopt, by title only, Ordinance No.1494 amending section 17.84 of the Municipal Code.

#### **4.3.3 Adoption of A Resolution**

Adopt a resolution establishing new sewer rates to become effective on July 1, 2006.

#### **4.3.4 Appropriation**

Appropriate \$xx.xx from (*source of funds*) to (*department program, capital project, etc.*) for (*purpose of appropriation*).

#### **4.3.5 Providing Direction to Staff**

Consider a report concerning options to improve the Santa Rosa Park hockey rink and direct staff to return to Council with a detailed cost analysis for establishing a new rink.

**4.3.6 Agreements with CAO Authorized to Execute the Agreement**

Agreements are used to implement projects, purchase equipment, and hire consultants. They often include the approval of a Request for Proposal (RFP) or plans and specifications. Under this method, the Agreement goes to Council for its approval to go out to bid, or to issue an RFP. As part of the recommendation, the CAO is authorized by Council to approve the Agreement if the cost is “within the engineer’s estimate” or less than a specified amount.

**CAO RECOMMENDATION**

1. Approve plans and specifications for re-striping bicycle lanes on Augusta.
2. Authorize soliciting of bids and authorize the CAO to execute an agreement if the lowest responsible bid is within the engineer’s cost estimate of \$10,000.



**Two Step Agreements**

The two step process typically only occurs when there is a problem with an “approved parameter” with the plans and specifications. For example, a two-step process will be needed if the bid is in excess of the budget amount or engineer’s estimate.

#### **4.3.7 Agreements with Mayor Approval**

Another method of approving an Agreement is a two-step (or two-meeting) process where the Council first approves plans and specifications or RFP at its first meeting on the topic and then awards the contract at its second meeting.

#### **CAO RECOMMENDATIONS**

##### **First Meeting: Bid Advertisement**

Approve plans and specifications (or RFP) for (project) and authorize solicitation of bids (or proposals).

##### **Second Meeting: Contract Approval with Mayor's Signature**

Approve an agreement with (*name of firm*) in the amount of \$xx.xx for (*purpose of contract*) and authorize the Mayor to execute the contract.

#### **4.3.8 Advisory Body Recommendations**

When a recommendation is forwarded by an Advisory Body, the meeting minutes must be included as an attachment (*label as draft if applicable*). In the uncommon event the CAO's recommendation differs from that of the Advisory Body, list the Advisory Body recommendation first.

#### **4.3.9 CAO and Commission Agree**

##### **CAO RECOMMENDATION**

As recommended by the Planning Commission adopt a resolution to approve, *in concept*, amendments to the General Plan Land Use Element map to change the land use designation for the site from Neighborhood Commercial to Community Commercial, adopt a Master Use Permit and approve a Negative Declaration (ER 78-05).

**4.3.10 CAO and Commission Disagree**

**PLANNING COMMISSION RECOMMENDATION**

As recommended by the Planning Commission at a public hearing on January 11, 2006, introduce an ordinance to adopt the proposed amendments to the Subdivision Regulations, thereby repealing and replacing Chapter 16 of the Municipal Code, including a recommendation to reduce the minimum lot size in the R-1 zone from 6,000 square feet down to 5,000 square feet.

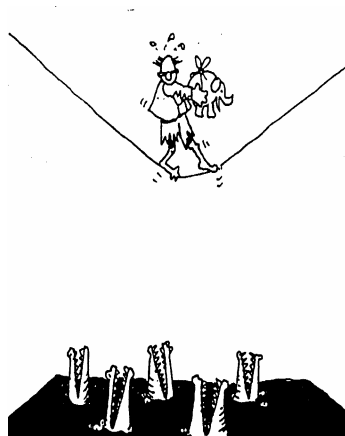
**CAO RECOMMENDATION**

As recommended by the Planning Commission at a public hearing on January 11, 2006, introduce an ordinance to adopt the proposed amendments to the Subdivision Regulations, thereby repealing and replacing Chapter 16 of the Municipal Code, without amendments to the minimum lot size standards for the R-1 district, and consistent with current General Plan policies related to density and character of the district.



**CAO and  
Commission  
Disagree**

Be sure to contact Administration early in the report writing process to discuss their circumstance.



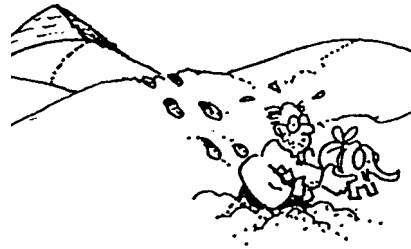
# Tabbed Page Report-in-Brief

## **5.0 Report-in-Brief**

### 5.1 Overview

### 5.1 Overview

A Report-in-Brief is necessary when an agenda report is **over five pages**. The Report-in-Brief summarizes and highlights key information contained in the report. An appropriate Report-in-Brief paraphrases the key points and recommendations outlined in the report. A good Report-In-Brief provides the reader with enough information to understand the basics of the report.



# Tabbed Page Discussion

## **6.0 Discussion**

### 6.1 Overview

### 6.2 Basic Style Rules

#### 6.2.1 Font

#### 6.2.2 Size

#### 6.2.3 Margins

#### 6.2.4 & 6.2.5 Spacing

#### 6.2.6 Page headers

### 6.3 Punctuation Preferences

#### 6.3.1 Numbers v. bullets

#### 6.3.2 Colons

#### 6.3.3 Semicolons

### 6.4 Discussion Heading Formats

### 6.5 Grammar 101

#### 6.5.1 Personal v. generic references

#### 6.5.2 Staff editorializing

#### 6.5.3 Number format

#### 6.5.4 Examples

### 6.6 Common Grammar Mistakes

#### 6.6.1 Passive voice

#### 6.6.2 Wrong verb tense or form

#### 6.6.3 Lack of agreement between subject and verb

#### 6.6.4 Using the wrong word

#### 6.6.5 Confusing a contraction with a personal pronoun

#### 6.6.6 Unnecessary shift in tense

**6.6.7 Missing comma in a series**

**6.6.8 Missing or misplaced possessive apostrophe**

**6.6.9 Unnecessary use of commas with an essential  
clause**

**6.6.10 Fused or run-on sentence**

## **6.1 Overview**

The Discussion section should include the necessary detail to explain and support the CAO Recommendation. Subheadings within the discussion are used to provide clarity and they can be a very effective visual cue. The Discussion section is the heart of the report.

## **6.2 Basic Style Rules**

**6.2.1** Use Times New Roman Font

**6.2.2** 12 point size

**6.2.3** Margins right and left justified

**6.2.4** Double space after all sections

**6.2.5** Single space after all headings and subheadings

**6.2.6** Page headers, starting on the second page of the report should include the report title and page number

## **6.3 Punctuation Preferences**

**6.3.1** Use numbered lists, **do not use bullets**

**6.3.2** Use a colon between two independent clauses when the second clause explains or illustrates the first clause and there is no coordinating conjunction or transitional expression linking the two clauses

**6.3.3** Use semicolons to separate a series of parallel dependent clauses if they are long and contain internal commas

## 6.4 Discussion Heading Formats

Headings are a very useful tool for outlining the different topics presented in your discussion. They should also be used for emphasis.

Basic format is as follows:

<p><b>DISCUSSION</b></p> <p><b>Background</b></p> <p><b>Citizen Participation</b></p> <p><i>1. Public Outreach Campaign</i></p> <p><i>2. Residents for Quality Neighborhood's Comments</i></p> <p><b>Recommended Ordinance Revision</b></p> <p><b>Next Steps</b></p>
--



### Formatting Tips

- Outline your report before “putting pen to paper” - it makes writing headings easier
- Use white space to make information stand out and easier to read
- Tables are often helpful in illustrating or communicating a point
- Do not over use acronyms, as they make a report read like it's just for insiders or those “in the know”
- Photos are great if they reproduce well in black and white

## 6.5 Grammar 101

**6.5.1** Cars should **not** include personal references such as “I,” “me,” or “us.” Use the more generic term “staff” or “City” since agenda reports represent an overall staff position, as opposed to a departmental or individual person.

**6.5.2** Avoid the use of adjectives as they can create the impression of “staff editorializing.”

**6.5.3** Spell out numbers one through ten; only use numerals for 11 and above

### 6.5.4 Examples

<u>Preferred</u>	<u>Avoid</u>
Staff thinks that...	I think that...
Staff recommends...	Public Works recommends...
The City's position has been...	My position has been...
Staff recommends...	Staff strongly recommends...
There are three examples...	There are three objectives...



### **Writing Tip**

Ask yourself, does this Agenda Report pass the “front page” test? As written, does it provide enough information in a clear, concise, and professional manner to educate the average citizen?

## 6.6 Common Grammar Mistakes

### 6.6.1 Passive voice

~~The discussion will be led by Audrey.~~  
Audrey will lead the discussion.

### 6.6.2 Wrong verb tense or form

~~Barb done her exercise at the gym.~~  
Barb did her exercise at the gym.

### 6.6.3 Lack of agreement between subject and verb

~~An important function of managers are to delegate.~~  
An important function of managers is to delegate.

### 6.6.4 Using the wrong word

~~Irregardless of the County holiday, the City will not be closed.~~  
Regardless of the County holiday, the City will not be closed.

### 6.6.5 Confusing a contraction with a personal pronoun

~~Its time for it's annual maintenance.~~  
It's time for its annual maintenance.

**6.6.6 Unnecessary shift in tense**

~~Shelly wrote the agenda item and says it is short.~~  
Shelly wrote the agenda item and said it was short.

**6.6.7 Missing comma in a series**

~~The winning lottery ticket belongs to Ken, Shelly and Brigitte.~~  
The winning lottery ticket belongs to Ken, Shelly, and Brigitte.

**6.6.8 Missing or misplaced possessive apostrophe**

~~Murphys' Law states that if anything can go wrong, it will.~~  
Murphy's Law states that if anything can go wrong, it will.

**6.6.9 Unnecessary use of commas with an essential clause**

~~People, who write Council Agenda Reports well, get paid more.~~  
People who write Council Agenda Reports well get paid more.

**6.6.10 Fused or run-on sentence**

~~Everyone wanted a raise they thought it was time.~~  
Everyone wanted a raise. They thought it was time.

Tabbed Page  
Concurrence(s)

## **7.0 Concurrence(s)**

7.1 Format

7.2 Example

## **7.1 Format**

The Concurrence(s) section includes concerns or opinions of other affected City departments, commissions, committees, or outside organizations. Unless there are specific legal issues involved, it is not necessary to cite the concurrence of the City Attorney. Concurrences by department heads should state their titles, not their proper names. Concurrences are not necessary in every report, just if it is evident that this information will aid the City Council in making a decision.

## **7.2 Example**

The Community Development Department has given this project a categorical exemption from environmental review.

Tabbed Page  
Fiscal Impact

## **8.0 Fiscal Impact**

8.1 Format

8.2 Example

### 8.1 Format

The Fiscal Impact section explains how much the item costs and how we are going to pay for it. It clearly identifies total costs. Also included is a thorough explanation of how the recommended action will be financed. If applicable, savings or costs, should be identified as one-time or ongoing. Revenues and the amount remaining in a given fund should also be mentioned. When recommendations are neutral relative to cost, this should be stated. If in doubt, consult with the Finance/IT Director ahead of time.

### 8.2 Example

This project was approved as part of the Water Reclamation Facility Major Facility Maintenance in the 2001-03 Financial Plan, Appendix B Capital Improvement Plan, page 140. Currently, there is \$1,018,963 available to fund capital projects at the WRF. In 2001, this project was originally estimated to cost \$50,000. The low bid of \$106,979 is higher than the budgeted amount due to increasing construction costs and the current bidding climate. Approval of the CAO Recommendation will allow the transfer of \$122,000 from the Water Reclamation Facility Major Facility Maintenance to the specific project amount.



#### **Don't Forget**

- If applicable, don't forget to mention the remaining funds in the source referenced.
- Please work with the Finance Department ahead of time if the fiscal impact or funding is particularly complex.

# Tabbed Page Alternatives

## **9.0 Alternatives**

9.1 Format

9.2 Example of Rejection of Proposed Item

9.3 Example of Further Direction

## **9.1 Format**

The Alternatives section should provide good options. They should be practical, meaningful, and be framed consistently with the phases of the project. Alternatives provided during the decision making phase should set forth a wide range of policy choices including no action, or one very different from the CAO Recommendation. They should not be a rehashing of the decision considered during the earlier phase after direction has been given.

## **9.2 Example of Rejection of Proposed Item**

**Reject the Proposed Garden Street Terraces MOU.** This alternative should only be selected if the Council no longer supports the conceptual proposal. If the Garden Street Terraces concept remains supported by the Council, then the MOU that has been carefully negotiated over the course of several months is recommended since it is consistent with several City policies and goals and contains terms that are fair to both parties.

## **9.3 Example of Further Direction**

**Provide direction to negotiate further and/or provide additional information.** During the discussion of this item, Council may identify additional information needed prior to entering into the proposed MOU or may provide direction to negotiate further with Westpac on specific terms. The proposed MOU however is intended to serve as a framework to assist in developing future agreements. Many issues will be addressed more appropriately during the development review process. If Council has major concerns about the proposed MOU, and would like staff to negotiate further, it will be helpful for Council to clearly state what the concerns are, and how Council would like them addressed.

Tabbed Page

Attachments & Exhibits

# Attachments & Exhibits 10.0

## **10.0 Attachments & Exhibits**

### 10.1 Format

### 10.2 Example

### 10.3 Tips About Attachments

#### 10.3.1 One attachment

#### 10.3.2 Duplication ready format

#### 10.3.3 Oversized and color documents

#### 10.3.4 Vicinity maps

#### 10.3.5 Attachments in CAR body

#### 10.3.6 Attachment list

#### 10.3.7 Attachment and Exhibit labels

### 10.4 What is the Difference Between an Attachment and an Exhibit?

#### 10.4.1 Attachments

#### 10.4.2 Exhibits

### 10.5 Council Reading File Material

### 10.6 Agreement Copies

#### 10.6.1 Copy

#### 10.6.2 Originals

### 10.7 Signatures

### 10.8 Planning Commission Attachments in Particular

# Attachments & Exhibits 10.0

## 10.1 Format

Attachments are used to verify or supplement information in your report. Please introduce **ALL** of your report's attachments in the Discussion section of the CAR. If there is more than one attachment, number them in the order presented.

## 10.2 Example

As shown on the vicinity map (Attachment 1), 555 Purple Sage Way has a riparian corridor running through the backyard.

## 10.3 Tips About Attachments

**10.3.1** If there is only **ONE** attachment, DO NOT NUMBER IT.

**10.3.2** Attachments must be submitted in duplication ready format: single sided, 8 1/2 x 11, without staples or paper clips, and numerically labeled. All attachments must be stamped Attachment #\_\_\_\_ (with the correct number of the attachment).

**10.3.3** Where an oversized or color document is necessary, **11** copies should be submitted for insertion in Council's materials prior to distribution.

**10.3.4** A vicinity map comes first; all projects dealing with a specific location require a vicinity map. Please introduce this attachment within the body of the CAR.

**10.3.5** Reference all attachments in the body of the CAR.

**10.3.6** List all attachments under the **ATTACHMENTS** heading in the order they are referenced in the CAR and be sure you have referenced all attachments in the report.

**10.3.7** Label all attachments using numbers (Attachment 1, 2, etc.) and label the exhibits to the attachments using letters (Exhibit A, B, etc.) in the right hand corner of every page.

## 10.4 What is the Difference Between an Attachment and an Exhibit?

**10.4.1 Attachments** are supplements to the staff report (draft resolution, site plan, minutes). They are stamped “Attachment” and labeled with numbers.

**10.4.2 Exhibits** are part of the attachments. Most commonly maps, legal descriptions, or scope of work are exhibits to documents that are CAR attachments.

## 10.5 Council Reading File Material

In instances where attachments are too large, very specific, or provide historical background to the report, and it isn't practical to attach them, it is appropriate to place them in the Council Reading File. It must be stated at the end of the report that these documents are available for review in the Council Reading File in order to inform the Council and the public there are additional materials for review. These documents should be routed with the CAR and so noted on the CAR Routing Form.

## 10.6 Agreement Copies

**10.6.1 Copy** When submitting an agreement with a CAR, a **copy of the agreement** must be included as an attachment to the CAR (or placed in the Council Reading File if exceptionally lengthy).

**10.6.2 Originals** **Two original agreements** with any exhibits should also be submitted with the CAR. The two original agreements should be identified as such by means of a removable “sticky note.” The agreements **must be** signed by all non-City parties prior to attachment.

### **10.7 Signatures**

Both of the original Agreements and the copy should be “approved as to form” and signed by the City Attorney during the CAR routing process. The copy will be included in the agenda packet, while the originals will be held aside by the City Clerk for final signature by the Mayor after the meeting or CAO if authorized to execute.

### **10.8 Planning Commission Attachments in Particular**

CARs that have attachments that involve a Planning Commission recommendation should be ordered in the following sequence:

1. Site information
  - a. Vicinity map
  - b. Site map
  - c. Site development plan
  - d. Building elevations
  - e. Parcel map
2. Planning Commission Resolution with exhibits
3. Environmental Impact Report findings
4. Planning Commission Minutes
5. Planning Commission Agenda Report
6. Resolutions for Council action
7. Other pertinent information

**Tabbed Page**  
**Ordinances & Resolutions**

# Ordinances & Resolutions 11.0

## **11.0 Ordinances & Resolutions**

### 11.1 Ordinances

### 11.2 When is an Ordinance Required?

11.2.1 & 11.2.2 Amendment or repeal

11.2.3 Penalty

11.2.4 Municipal , state, or federal mandate

### 11.3 Ordinance Template

### 11.4 Preparing Ordinances & Resolutions

11.4.1 Signatures

11.4.2 Attest signature line

11.4.3 Legislative draft

11.4.4 Ordinance statement

11.4.5 Ordinance summary

### 11.5 Ordinance Post-Meeting Procedure

11.5.1 Following the Introduction of an Ordinance

11.5.2 Final Adoption of an Ordinance

11.5.3 Ordinance Summary

### 11.6 Resolutions

### 11.7 When are Resolution Usually Required?

11.7.1—11.7.8 Specific Requirements

### 11.8 Resolution Template

### 11.9 Resolution Post-Meeting Procedures

# Ordinances & Resolutions 11.0

## **11.1 Ordinances**

Ordinances are the laws of the municipality. Ordinances set forward rules that apply to everyone. Ordinances are adopted using a two-step process: first, the introduction of an ordinance (generally a business or public hearing item) and second, the final adoption of the ordinance (typically a Consent Calendar item on the next regular meeting). Ordinances generally go into effect thirty (30) days after final adoption with some exceptions specified by State law.

## **11.2 When is an Ordinance Required?**

**11.2.1** Amendment or repeal of an existing ordinance

**11.2.2** Amendment or repeal of a provision of the Municipal Code

**11.2.3** Instances where the rule will impose a penalty by fine, imprisonment, or forfeiture

**11.2.4** Whenever a specific municipal, state, or federal law requires that an action be taken by ordinance

### 11.3 Ordinance Template

**ORDINANCE NO. \_\_\_\_\_ (200X Series)**

**AN ORDINANCE OF THE CITY OF SAN LUIS OBISPO**

**WHEREAS**, as many as needed; and

**WHEREAS**, as many more as needed until you are done with making recitals.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of San Luis Obispo as follows:

**SECTION 1.** There will be at least one section.

**SECTION 2.** As many sections as you need.

**SECTION #.** A summary of this ordinance, together with the names of Council members voting for and against, shall be published at least five (5) days prior to its final passage, in The Tribune, a newspaper published and circulated in this City. This ordinance shall go into effect at the expiration of thirty (30) days after its final passage.

**INTRODUCED** on the \_\_\_\_\_ day of \_\_\_\_\_ 200\_, **AND FINALLY ADOPTED** by the Council of the City of San Luis Obispo on the \_\_\_\_\_ day of 200\_, on the following roll call vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



**Located in  
I:\ Agenda  
Report  
Templates**

## **11.4 Preparing Ordinances & Resolutions**

Follow these guidelines when preparing an ordinance or resolution:

**11.4.1** Signatures should include: the Mayor, City Clerk, and the City Attorney

**11.4.2** The “attest signature line” and Mayor’s signature line must fall on the same page

**11.4.3** A legislative draft must accompany any ordinance that is amended

**11.4.4** In the last section of the ordinance, state the following:

A summary of this ordinance, approved by the City Attorney, together with ayes and noes, shall be published at least five days prior to adoption in The Tribune, a newspaper published and circulated in said City, and the same shall go into effect at the expiration of thirty (30) days after its said adoption. A copy of the full text of this ordinance shall be on file in the City Clerk’s Office on and after the date following introduction and adoption and shall be available to any interested member of the public.

**11.4.5** The ordinance summary must be emailed in Word to the City Clerk’s Office eight days prior to the meeting at which it will be adopted.

## 11.5 Ordinance Post-Meeting Procedure

### 11.5.1 Following the Introduction of Ordinance

Following the introduction of an ordinance at its “first” Council meeting, the City Clerk and City Attorney review the ordinance summary. The Clerk’s Office then sends it to The Tribune for publication.

### 11.5.2 Final Adoption of an Ordinance

Generally an ordinance returns to the Council two weeks after it is introduced, or at the next regular meeting. Unless there was considerable public input or substantial changes it is recommended that the template for the final adoption of the ordinance be used, located in I:\ Agenda Report Templates. Call the City Clerk the morning after the meeting to get the ordinance number.

### 11.5.3 Ordinance Summary

A summary of the ordinance must be published in the newspaper after the ordinance has been introduced, no less than five days before it is adopted. The originating department shall prepare the ordinance summary at the same time as the Agenda Report and email the summary to the City Clerk’s Office for review by the Clerk and City Attorney. It is important to include information for the general public in the summary, as this is the public’s opportunity to make further inquiries.



#### Note

If an ordinance is amended during its initial introduction, it is the responsibility of the originating department to make the amendments and forward the document electronically to the City Attorney and City Clerk’s Office by **12:00 noon on Wednesday** following the Council meeting. Please be sure that the ordinance summary is still correct.

## 11.6 Resolutions

A resolution memorializes an action of the City Council with respect to a particular circumstance. A resolution does not necessarily apply to everyone. The need for a resolution can usually be ascertained from the municipal or state code that authorizes the action. However, even when a resolution is not a specific legal requirement, it may be appropriate to use under certain circumstances.

## 11.7 When are Resolutions Usually Required?

- 11.7.1 Approval of tentative and final maps
- 11.7.2 Upholding/denying appeals (include both resolutions)
- 11.7.3 Approval or amendment of policy statements
- 11.7.4 Establishing or amending advisory body bylaws
- 11.7.5 Whenever a specific municipal, state, or federal law requires that an action be taken by resolution
- 11.7.6 Changes to the City's compensation plan, including approval of MOA's
- 11.7.7 Whenever the formality of a written resolution would be useful or appropriate because of the importance of the action taken
- 11.7.8 Setting or revising fees



**Rescinding or  
Repealing of  
an Old  
Resolution**

If a new resolution replaces an existing resolution, be sure to include a section rescinding or repealing the old resolution.

**11.8 Resolution Template**

**RESOLUTION NO. \_\_\_\_\_ (200X Series)**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN LUIS OBISPO  
(PURPOSE OF THE RESOLUTION)**

**WHEREAS**, as many as needed; and

**WHEREAS**, as many more as needed until you are done with making recitals.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of San Luis Obispo as follows/or that (whatever action is needed):

**SECTION 1.** If necessary.

**SECTION 2.** If necessary

Upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_,

And on the following vote:

AYES:

NOES:

ABSENT:

The foregoing resolution was adopted this \_\_\_\_\_ day of \_\_\_\_\_ 200\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

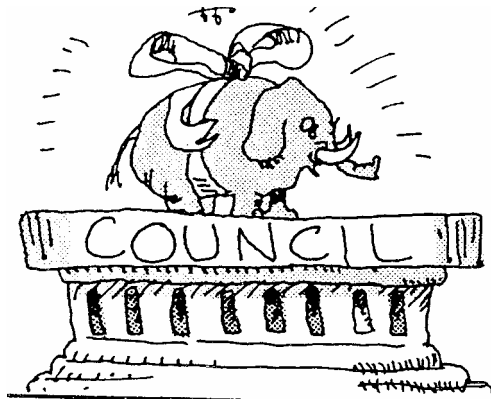
\_\_\_\_\_  
City Attorney



**Located in  
I:\Agenda  
Report  
Templates**

### **11.9 Resolution Post-Meeting Procedures**

Once a resolution is approved by Council, it is the responsibility of the originating department to coordinate with the City Attorney to include any amendments that Council made and forward the document electronically to the City Clerk's Office by **12:00 noon on Wednesday** following the Council meeting.



**Tabbed Page**

**Miscellaneous**

## **12.0 Miscellaneous**

12.1 When is a CAO Report Necessary Instead of a CAR?

12.2 Common CAO Report Topics

12.2.1-12.2.6 Report Topics

12.3 60-Day Agenda

12.4 Council Agenda Report Notification Form

12.5 Tentative Agenda

12.6 Council Agenda Report Routing Form

12.7 Advance Agenda Report Review

12.8 Review Standards

12.9 Review Order

12.10 Deadlines

12.11 The Final Agenda Packet

12.12 Loading PowerPoint Presentations for Meetings

12.13 Red Files

12.13.1 What is a Redfile?

12.13.2 The Process

12.14 Post-Meeting Procedures

12.14.1 Agreements

12.14.2 Continued Items

12.14.3 Council Reading File Materials

12.14.4 Finalizing Official Documents

12.14.5 Action Updates

## **12.1 When is a CAO Report Necessary Instead of a CAR?**

As defined in the Finance Management Manual, the CAO Report is used in the place of a CAR when the CAO's approval is required to authorize an administrative decision or action with significant management or policy implications.

So what does this mean? The most frequent use of the CAO Report is in conjunction with the City's formal bid or RFP process. Council often authorizes the CAO to award contracts if bids are within the engineer's estimates. Additionally, the CAO has approval authority for purchases under \$100,000 and consultant services under \$25,000.

CAO Reports should clearly identify the report, action, or document that requires the CAO's approval. They should summarize the key information regarding the request and describe the authority for the action requested. Like CARs they should include any supporting documentation and should be reviewed and routed through appropriate City departments.

## **12.2 Common CAO Report Topics**

**12.2.1** Request for Proposals

**12.2.2** Bid Approvals

**12.2.3** Awarding Contracts

**12.2.4** Purchase Orders

**12.2.5** Approving Departmental Organization Changes and Position Reclassifications

**12.2.6** Budget Amendment Requests (BARs) that require CAO approval

**12.3 60-Day Agenda**

As soon as an item is anticipated to warrant Council action, it must be placed on the 60-day Agenda. The type of item, with a brief description, and amount of time the item will take to discuss is to be put on the 60-day Agenda. The 60-day Agenda is used by the CAO to manage the Council’s workload for future meetings.

Employees are responsible for updating and deleting their own items on the 60-day Agenda. The document must be closed after use because it is a single-user document.



**Located in  
I:\AGENDA\60  
Day Agenda**

<b>60-DAY AGENDA FORECAST January 23, 2007</b>		
<b>January 27, 2007 – Special Budget Workshop, 8:30 AM–Library Community Room</b>		
2007-09 Council Goal-Setting Workshop	7 hours	Hampian/Statler
<b>February 6, 2007 – Regular Meeting: 7:00 PM</b>		
<b>PRESENTATIONS</b>		
Report on Scouting in the community by the Boy Scouts	10 minutes	Lewis
<b>APPOINTMENTS</b>		
<b>CONSENT</b>		
Approve minutes of January 23, 2007, Regular meeting	N/A	Hooper
Adopt Compensation Philosophy	N/A	Irons/Hendricks
<b>PUBLIC HEARINGS</b>		
Consideration of GP Policy changes	2 hours	Mandeville/Codron
<b>BUSINESS</b>		
<b>2007-09</b> Council Goal Setting	30 minutes	Hampian/Statler

### 12.4 Council Agenda Report Notification Form

The Council Agenda Report Notification Form must be submitted to the City Clerk by **12:00 noon on the Monday** before the CAR deadline. The form is located in I:\ Agenda Report Templates.

For all public hearing items, it is critical that the CAR Notification Form contains the correct language to be included in the legal ad that is sent to *The Tribune* by 9:00 am on the Wednesday 14 days prior to the Council meeting. All property owners, appellants, subdividers, and owners must be notified by mail on Thursday and a mailing list of property owners, tenants, etc. should be delivered to the City Clerk by Wednesday afternoon.

**council agenda item notification**

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Notification for the Preliminary Agenda is due to the City Clerk by NOON ON MONDAY—15 DAYS BEFORE THE MEETING

Meeting Date

Report Title		
Preliminary Recommendation		
Department Head	Department Contacts	Estimated Time

Public Hearing  Bus  Consent  Appt.  Pres  Sdy Session



**Located in  
I:\ Agenda  
Report  
Templates**

### 12.5 Tentative Agenda

The Tentative Agenda is developed by the City Clerk from the Council Agenda Report Notification Forms and 60-day Agenda. Department Heads review the tentative Agenda at the Agenda Review meeting on the Tuesday prior to an agenda deadline.

### 12.6 Council Agenda Report Routing Form

The Council Agenda Report routing form is printed on yellow paper and attached to a CAR for routing. The form indicates the meeting date, report title, routing order for staff review, and a checklist of attachments and/or Reading File materials. It is located in I:\ Agenda Report Templates.

council agenda report routing

Meeting Date  
\_\_\_\_\_

REPORT TITLE  
\_\_\_\_\_

Public Hear  Bus  Consent  Appointment  Presentation  Study Session

Prepared By: \_\_\_\_\_ Dept. Head: \_\_\_\_\_

ROUTING ORDER	DEPARTMENT	DATE IN	DATE OUT	INITIALS
_____	Human Resources	_____	_____	_____
_____	Finance	_____	_____	_____
_____	Attorney	_____	_____	_____
_____	ACAO	_____	_____	_____
_____	CAO	_____	_____	_____
_____	City Clerk	_____	_____	_____



### 12.7 Advance Agenda Report Review

Agenda reports and attachments must be reviewed by all appropriate departments prior to submittal to the City Attorney. Outlined below are items that are recommended for advance review by other departments:

<b>Item</b>	<b>Department</b>
Addition or deletion of positions, labor relation issues, insurance and liability matters, all personnel actions	Human Resources
New appropriations and transfers, changes in revenues, purchasing and contract items, any issues with financial impact	Finance
Agreements, agreement amendments, resolutions, ordinances, any issue with legal impact, legislation, liability	City Attorney

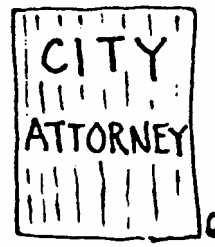
### **12.8 Review Standards**

It is the responsibility of the originating department to provide reviewing departments with adequate time to review, comment on, and revise a draft CAR. In certain cases, it may be appropriate or necessary to circulate a draft agenda report several days in advance of the final version. To expedite this process, draft reports should be sent electronically to all reviewing departments.

If substantial revisions to a report are necessary, then such revisions should be noted directly on the original report. Minor changes should be suggested on a post-it note. The reviewing department should sign-off on the report and pass it forward to the next reviewing department as quickly as possible.

If you include Concurrences in your report be sure to route the CAR to those departments prior to the City Attorney deadline.

If an agreement is involved, be sure to have discussed the agreement with the City Attorney's office prior to routing the final version. The City Attorney may pull the item from the agenda if any unresolved legal issue is evident or substantial revisions are necessary.



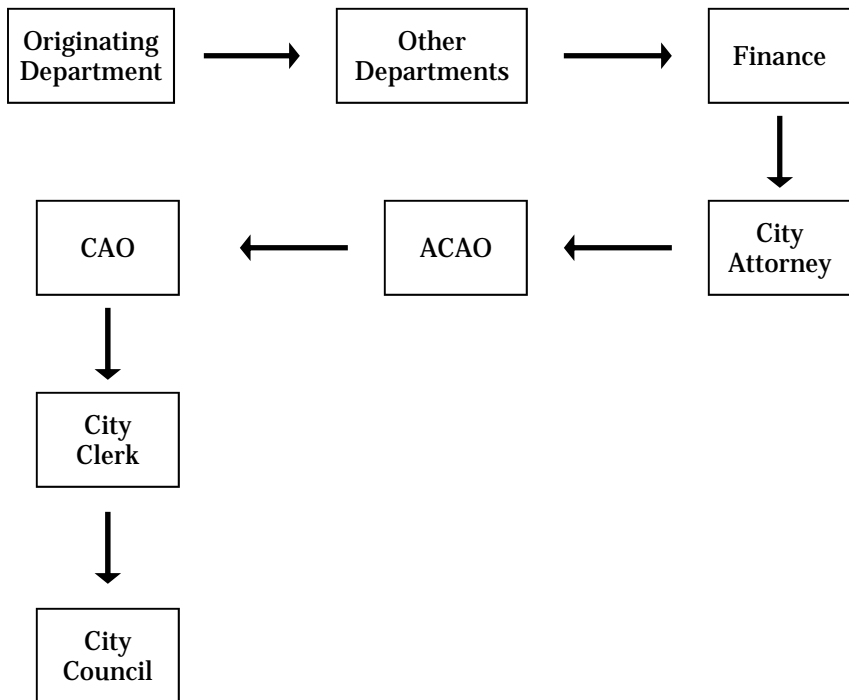
### 12.9 Review Order

The originating department is responsible for delivering the report to the first reviewing department in the established sequence as noted on the routing form.

After the report has been reviewed by other departments as necessary, it is routed to the City Attorney's Office for review for conformity with law. The City Attorney will deliver the report to Administration. The ACAO and Principal Administrative Analyst will review reports and work directly with the originating departments to resolve any issues. Once the report has been reviewed by the ACAO, it will be returned to the originating department for a single revision. After the revisions are complete, the report should be returned to the ACAO who will coordinate the rest of its routing. The report goes to the CAO for final signature and revisions if necessary. Then it is submitted to the City Clerk for processing.



**Timely Review**  
The originating department is responsible for making sure the report is completely and timely routed through the review process.



## 12.10 Deadlines

### 9:00 am Wednesday

Agenda reports are due to the City Attorney by 9:00 am on Wednesday, 14 days prior to the Council Meeting. In the case of a Monday holiday, the submission is due by 9:00 am on Tuesday, 15 days prior to the Council Meeting.

## 12.11 The Final Agenda Packet

The City Clerk staff assembles the final Agenda packet, which is sent to the printer for copying. Copies of the packet are distributed to Council and designated staff. Copies of the final agenda summary are mailed to interested parties, posted on the bulletin board in front of City Hall, and are placed in the rotunda. The entire packet is made available on the City website and recorded on the Agenda Hot Line one week prior to the Council meeting.

## 12.12 Loading PowerPoint Presentations for Meetings

The presentation should be saved on the I:/ drive under PowerPoint presentations in the appropriate department folder. The computers in both the Council Hearing Room and Council Chamber have a shortcut to the PowerPoint presentations folder on their desktop. Simply click into the folder under your department and your presentation will load.



**Report  
Submittal to  
City Attorney  
Must Include:**

- Signatures of the originating Department Head and other Department Heads as required
- A completed yellow Council Agenda Report Routing Form
- The Council Agenda Report
- Attachments clearly labeled. 11 copies of blueprint maps for Council, CAO, and the City Clerk should be submitted separately

## **12.13 Red Files**

**12.13.1 What is a Redfile?** Red File items may be letters and emails from citizens, memos of clarification or revision from City Staff, liaison reports from the Council, communication items from Council, late agenda reports or additions to the agenda.

**12.13.2 The Process** Red File revisions to a CAR must be accompanied by a cover memo of explanation. If there are language changes, the document must be a legislative draft.

A Red File item is date-stamped and distributed by the City Clerk as it is received, with electronic copies distributed to department heads and appropriate staff. Hard copies are distributed to Council, the CAO, the ACAO, the City Attorney, and the Tribune. A copy is made available to the public in the Public Information Binder.

Red File items become a part of the original agenda packet on file with the City Clerk's Office.

## **12.14 Post-Meeting Procedures**

**12.14.1 Agreements** After the Council meeting, the agreements will be sent back to the originating department for signature. Once signed, the originals are returned to the City Clerk for the Mayor's signature and City Clerk attesting. The Clerk will return one fully executed original to the originating department for distribution. One fully executed agreement will be retained by the City Clerk.

If the contract is being awarded by the Council, it should be signed by the Mayor. Typically, if the Council is delegating contract award to the CAO, the agreement will not be part of the agenda packet.

**12.14.2 Continued Items** When an agenda item is continued without discussion to the next City Council meeting, the CAR is recopied by the City Clerk and included in the next agenda packet. Issues that are discussed by Council with direction for staff to return the matter to Council at a future date require an updated CAR prepared by the originating department.

**12.14.3 Council Reading File Materials** Council Reading File materials will be returned to departments if requested on the CAR. Otherwise, the information will be filed or recycled if duplicates exist.

**12.14.4 Finalizing Official Documents** Once an ordinance, resolution, or agreement has been fully executed, the City Clerk's Office will electronically forward copies as PDF files to all affected departments. The City Clerk's Office will also send copies of ordinances and resolutions to appellants, applicants, and sub-dividers. Departments are responsible for sending copies of agreements to contractors and consultants.

**12.14.5 Action Updates** The day after the Council meeting, the City Clerk reports what the Council decided at the meeting via an “Action Update.” The Action Update is essentially an agenda summary of the actions taken by Council on each item on the Agenda. How Council voted on each item and assignment of numbers for both ordinances and resolutions are also included.

The Action Update also summarizes proclamations, and other presentations; liaison reports from the Council regarding their activities on various boards and commissions; and any other communication items shared by the Council or CAO. The Action Update is distributed electronically to staff and is intended as an **internal draft document only**.



# Tabbed Page Samples


## **13.0 Samples**

13.1 Agenda Report

13.2 Deadline Details

13.3 Calendar

## 13.1 Agenda Report

	<b>council agenda report</b>	Meeting Date
	CITY OF SAN LUIS OBISPO	Item Number

**FROM:** Jay Walter, Director of Public Works  
**Prepared By:** Peggy Mandeville, Principal Transportation Planner

**SUBJECT: RESPONSE TO GRAND JURY REPORT ON BICYCLE RIDING IN SAN LUIS OBISPO COUNTY**

**CAO RECOMMENDATION**

Direct the City Administrative Officer to prepare a letter of response to the report as outlined in the Discussion section of this report.

**DISCUSSION**

Earlier this year, the San Luis Obispo County Grand Jury issued a report that analyzed issues associated with bicycle riding in San Luis Obispo County (see Attachment 1). The report focused on bicycle riding County-wide however, there were some issues identified that might affect the City of San Luis Obispo. The report requires that comment on Findings 1, 2, 3, & 5 and Recommendations 1 & 3 be submitted by the San Luis Obispo City Council and Police Department. The Police Department submitted a response (see Attachment 2) on July 9, 2006. On August 1, 2006 the City of San Luis Obispo Bicycle Advisory Committee (BAC) submitted a letter to the City Council (see Attachment 3) providing their recommended responses to the report.

Staff has evaluated the report, the responses provided by the Police Department and the responses recommended by the BAC. Staff submits the following response for Council consideration:

***Finding 1:*** *Bicyclists are required to obey all traffic laws. Every person riding a bike on a street or highway has all the rights and is subject to all the rules applicable to the driver of a motor vehicle (Vehicle Code 21200).*

The City agrees with this finding.

***Finding 2:*** *Law enforcement agencies set higher priority on enforcement of motorized traffic. There are so many more cars than bicycles, and the consequences of a traffic accident while driving a car are likely to be significantly more serious than those involving a bicycle.*

As noted in the Police Department response, the City does not prioritize enforcement by the mode of transportation. Prioritization is based on the level of urgency and availability of officers to respond.

**Finding 3:** *Testimony revealed substantial state funding cuts have forced SLO Police Department to reduce traffic enforcement by 40% in recent years. The funding cuts have impacted the County Sheriff's Department as well.*

The City agrees with this finding. As noted in the Police Department response, in order to balance the City budget after losing millions of dollars to State takeaways, the City has had to eliminate three sworn positions in the Police Department, including one traffic motorcycle officer and one patrol officer, which has resulted in a 20%-40% reduction in traffic enforcement capabilities at any given time.

**Finding 5:** *There was unanimous agreement among local cycling club members and cyclists interviewed that too many cyclists fail to follow basic Vehicle Code regulations. Cycling groups from the League of American Bicyclists to SLO Bike Club encourage tough enforcement of traffic laws for cycling violations.*

The City agrees with this finding.

**Recommendation 1:** *Working with local cycling groups and the Bicycle Advisory Committee, law enforcement agencies and San Luis Obispo County should generously support the countywide implementation of the "BikeEd" program or similar bicycle safety training program. Support may be monetary, venue provision, advertising, staff assistance, etc. or other in-kind services.*

The City Bicycle Advisory Committee (BAC) recommends that Council implement this measure by providing funding to establish the County Rideshare Office as the Center for bicycle safety education; assisting Rideshare in providing a permanent venue, funds to purchase equipment, and funds for advertising; encouraging law enforcement official and supervisors to attend the classroom segment of the "BikeEd" program; and offering "BikeEd" classes as an alternative option to dismiss bicycle related traffic violations or collisions.

The City currently supports the local "BikeEd" program administered by the American League of Cyclists (see Attachment 4). The program has recently expanded their number of local instructors (several who are also BAC members) and the City has offered to: 1) Provide information about the bicycle safety training program on the City's web site and on the City's public access television station Channel 20; 2) Display brochures about the program at our public offices; and 3) Provide City bicycle maps to participants of the program. The City also contracts with SLO Regional Rideshare to assist the City with bicycle related promotional and educational services. Additionally, later this month the City is hosting a training session conducted by the Bicycle Coalition and American League of Bicyclists for law enforcement officers throughout the County. Finally, the City has collaborated with SLO Regional Rideshare and the SLO County Bicycle Coalition to offer bicycle safety training through the City's Parks and Recreation Department after-school and Summer Adventure Camp programs.

Staff concurs with the BAC's recommendations with the exception of assisting in funding Rideshare as the Center for bicycle safety education. The City currently supports SLO Regional Rideshare through the efforts listed above while maintaining control over how the City's money is spent on traffic safety issues. The marketing contract arrangement has been in place with Rideshare since 2003.

**Response to Grand Jury Report on Bicycling**

**Page 3**

Rideshare’s Bicycle Coordinator position has been vacant on several occasions during this time resulting in an inability for Rideshare to provide all the contract services requested by the City. The City was able to hire another organization, the SLO County Bicycle Coalition, to provide the bicycle related services when SLO Regional Rideshare could not do so. Similarly, if traffic safety marketing issues arise, the City can identify the most appropriate entity (including itself) to perform the recommended functions.

**Recommendation 3:** *Law enforcement agencies should implement target enforcement programs aimed at improving cyclist compliance with traffic regulations to insure public safety.*

As noted in the Police Department response, the City currently complies with this recommendation. Staff supports the BAC recommendation to allow a “traffic school” option for bicycle related violators if approved by the court system.

**CONCURRENCES**

The City’s Police Department has reviewed this report and concurs with its recommendations.

**FISCAL IMPACT**

There is no fiscal impact to the General Fund as part of this issue. Staff is not recommending that additional funding be allocated to bicycle safety at this time. The City currently sets aside 2% of its Transportation Development Act (TDA) funds (approximately \$17,000 annually) for promotional and educational activities associated with walking and bicycling.

**ALTERNATIVES**

The City could assist in funding SLO Regional Rideshare as the center for bicycle safety education. If the Council supports this option, staff recommends that Council determine the actual funding amount as part of the next two-year financial planning process.

**ATTACHMENTS**

1. Grand Jury Report on Bicycle Riding in San Luis Obispo County
2. Police Department’s Response to Grand Jury Report
3. Bicycle Advisory Committee Response to Grand Jury Report
4. American League of Cyclists Course Descriptions

G:\Staff-Reports-Agendas-Minutes\\_CAR\2006\Transportation\Grand Jury Report on Bicycling.DOC

### 13.2 Deadline Details

<b>Action</b>	<b>General Timing</b>	<b>Example</b>
60-day Agenda	To help forecast future Agendas, place an item on the 60-day agenda when you know it needs to go to Council.	Wednesday 2/1/06
Notification Forms to City Clerk	The agenda item notification form, providing detailed information about an agenda item, is due to the City Clerk Monday by noon the week of agenda close.	Monday 2/6/06
Tentative Agenda Review	This occurs at the Tuesday Agenda Review Meeting the day of a regular Council meeting.	Tuesday 2/7/06
Legal Ads to Tribune	The final coordination of these occurs 13 days prior to the Council meeting. The ads run on the Saturday 10 days before the Council meeting in the Tribune. The City Clerk's office needs to be notified if a display ad is necessary.	Wednesday 2/8/06
Agenda Close	Last chance to add an item to the next Council Agenda	Wednesday 2/8/06
Reports due to City Attorney's Office	All other departments should have reviewed and concurred with the CAR by this time, 9:00 am Wednesday, the week of agenda close.	Wednesday 2/8/06
Agenda Goes to Printer	City Clerk's office coordinates the printing of the final reports	Monday 2/13/06
Agenda Distributed to Council	CARs are placed in Council binders and provided to Council and Staff on Tuesday. They are made available online to the public the Wednesday prior to a regular Council meeting.	Tuesday 2/14/06
Council Meeting	Generally the 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays of the month	Tuesday 2/21/06

**13.3 Calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Place item on 60-day calendar	2	3	4
5	6 Notification Forms to City Clerk by noon	7 Agenda Review  ----- COUNCIL MEETING	8 Agenda Close Reports Due to City Attorney by 9:00A.M. Display Ads Due to City Clerk	9 Reports reviewed by Admin, final revisions coordinated	10 Reports reviewed by Admin, final revisions coordinated	11
12	13 Agenda goes to the Printer	14 Agenda packets distributed to Council and posted on www.slocity.org	15 Red Files distributed as they come in to Council	16	17	18 Display Ads Run in The Tribune
19	20	21 Agenda Review  ----- COUNCIL MEETING	22	23	24	25
26	27	28				

