

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0260-05-01 LGL 2006-06
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TITLE: <b>CITY COUNCIL AGENDA PROCESS</b> EFFECTIVE DATE: August 1996 REVISION EFFECTIVE DATE: January 18, 2006	
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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 Council for action via Council agenda sheets. The purpose of this policy and procedure is to establish guidelines for the consistent and informative completion and submission of the City Council agenda sheet.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

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 Council 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 or savings).
- 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 Agenda Submittal Process

- 6.1.1 A formal (ivory-colored) agenda sheet is prepared by the submitting department. Attached to this should be any supporting documentation and/or proposed legislation.
- 6.1.2 The submitting department is responsible for circulating the agenda sheet (signed by the department head) to obtain the appropriate signatures, such as the department's division director, city attorney, finance (including accounting) if money is involved, etc. before submission to the Office of the Mayor (agenda submissions basket located in the administrative assistant's office located near the Deputy Mayor's Office) for final review and approval by the Mayor (the Deputy Mayor is the contact for this approval) and Council President (the executive assistant to the City Council is the contact for this approval).
- 6.1.3 Submittal Deadlines
  - A. The deadline for submission of agenda sheets and packet information to the Office of the Mayor for the advance agenda is 5:00 p.m. Wednesdays. (Example: If submitting an agenda item for the Council meeting of Monday, October 10, 2005, the advance agenda submission deadline would be Wednesday, September 28, 2005, 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. Wednesday will not be accepted by the City

Clerk's Office for addition to the advance agenda without the approval of the Mayor and Council President, for which the submitting department is responsible for obtaining.

- B. The deadline for the submission of agenda sheets and agenda packet information to the Office of the Mayor 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, October 10, 2005, the current agenda submission deadline would be Tuesday, October 4, 2005, 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 City Clerk's Office for addition to the current agenda without the approval of the Mayor and Council President, which the submitting department is responsible for obtaining. Note: The weekly payroll 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 which a City holiday falls, the deadlines for both the advance and current agendas may be adjusted with the approval of the Deputy Mayor.

6.1.4 Following the Mayor and Council President's approvals, agenda items are transmitted to the City Clerk's Office for placement on the respective agenda.

6.1.5 Upon completion of the agenda, the City Clerk's Office prepares the agenda packets for distribution to the Mayor and Council, pertinent staff, and media. The agenda material will be placed in the order of appearance on the agenda and each item numbered accordingly. Advance agenda and agenda packets will be distributed on Fridays, if all information for placement on the agenda is received in a timely manner. 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 Council decision can be made 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 attached sample agenda sheet.

A. Agenda Sheet for Council Meeting of: **See (1)**

Date of the Council meeting that item is to be considered.

B. Submitting Dept. – Contact Person/Phone No. – City Council Sponsor: **See (2)**

Names of submitting department and contact person and phone number if further information or clarification on an item is needed. Also, add the name of the City Council member whom the submitting department has requested sponsor the agenda item. With the exception of weekly claims and monthly treasurer reports, every agenda item is requested to have a Council sponsor. It is up to the submitting department to apprise the Council sponsor of the agenda item.

C. Administrative Session/Legislative Session: **See (3)**

Type of item being submitted. If an item falls under more than one category, mark the agenda sheet appropriately (i.e., if a resolution is going to be considered as a special consideration, mark both items). The scheduling of special consideration and hearing items should be coordinated with the Deputy Mayor so as to avoid the scheduling of too many of these items on one evening's agenda.

1) Administrative session items (contracts, reports, claims) are considered by the Council at its 3:30 p.m. administrative briefing session.

2) Legislative session items (ordinances, resolutions, special considerations, hearings) are considered by the Council at its 6:00 p.m. legislative session.

D. City Priority: **See (4)**

State the City priority of the item being submitted as it relates to the Council's top priorities for the year. If applicable, you may designate multiple priorities. The current City priorities are:

- Communications

- Economic Development
- Growth Management
- Human Services
- Neighborhoods
- Public Safety
- Quality Service Delivery
- Racial Equity and Cultural Diversity
- Rebuild and Maintain Infrastructure

E. Clerk's File / Renewals / Cross Ref / ENG / BID / Requisition:  
**See (5)**

- 1) Clerk's File: The City Clerk's file number. If a new item is submitted, the City Clerk's Office will assign a new file number. If the file already exists, the number for the existing file should be inserted by the submitting department.
- 2) Renews: If a current contract is being renewed, fill in the current contract number on this line. The City Clerk's Office will assign the renewal contract a new Clerk's file number.
- 3) Cross Reference: If an item relates to another item on file with the City Clerk's Office, indicate the file number on this line.
- 4) ENG: If an item has a project and/or local improvement district number, indicate that number on this line.
- 5) BID: If an item has been put out for bid, quote, or RFP, indicate the number on this line.
- 6) 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" (release entry).

F. Standing Committees: **See (6)**

Indicate which City Council standing committees (Finance, Neighborhoods, Planning Community and Economic Development, Public Safety, and/or Public Works) and the meeting date they were notified of the agenda item prior to it coming before the City Council for consideration. If further details are needed, such as the standing committee

actions/recommendations, they should be noted in the "Background" section of the agenda sheet.

G. Neighborhood/Commission/Committee Notified: See (7)  
Indicate any neighborhoods, commissions, and/or committees/boards (exclusive of the standing committees) the submitting department has notified about the agenda item. Indicate any action taken, such as approval or denial of agenda item, by the neighborhood, commission, and/or committee/board. If further details are needed, they should be noted in the "Background" section of the agenda sheet. Note there is a separate box for Standing Committees.

H. Agenda Wording: See (8)  
Brief and concise phrase describing the item to be considered by the 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", 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.

- 6) If the item is a final payment, add the total amount of the contract to the agenda wording.
- 7) If the item is a first and final payment, insert the words "first and" prior to the words "final payment".

I. **Background: See (9)**

The primary purpose of this section is to transmit specific facts to the Mayor, Council and the public. Wherever 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 additional space is needed, attach a separate ivory-colored page. If the item is a continuation of a previous City Council decision, so note.

J. **Recommendation: See (10)**

This should state what action you recommend the City Council take on the item and any direction to staff, whether it be to set hearing, accept bid, approve a contract, deny a vacation, etc. The following are some guidelines to follow when deciding the recommendation:

**Accept:** Some reports, low bids.

**Accept and Authorize Contract:** Low bids that require contracts and the contract is not submitted with the agenda sheet.

**Approve:** Contracts, change orders, amendments, grant agreements.

**Approve and Authorize Contract:** Used when there is not a contract attached to the agenda sheet item.

**Approve and Authorize Payment:** Some real estate contracts, claims.

**Receive:** Reports requiring no action other than to be received by the City Council.

**Deny:** Vacations, appeals.

**Set Hearing:** Final assessment rolls, appeals, vacations, hearing items.

**Defer/Continue:** Carry forth to future City Council meeting.

**Pass:** Ordinances.

**Adopt:** Resolutions.

**Council Direction:** Staff requires direction from City Council on how or if to proceed.

**Council Decision:** Staff requires City Council to render a decision.

K. Fiscal/Budget: **See (11)**

1) Fiscal: Designates any favorable (revenues) or adverse (expenditures) financial effect to the City and advises whether the item being considered is budget neutral. Budget neutral means there is no bottom line effect on your department's budget. In other words, your department is able to cover the cost of the item without requiring a transfer of additional moneys into your department's budget. Amounts listed should include tax, where applicable. Indicate the budget account numbers that will be affected as a result of the City Council's action on the item.

2) Budget: Indicates the budget account numbers from where the funds will be withdrawn/deposited.

"N/A" should be checked if there is no fiscal impact.

L. Attachments: **See (12)**

List attachments to the agenda sheet. Be sure that all attachments are complete (including any exhibits) and that any resolution, ordinance, contract, or real estate document has an "Approved as to form" signature by an attorney from the City Attorney's Office.

1) Include in Packets: List items under this section which you would like included as part of the agenda packet, such as reports, bid tabulations, maps, agreements, contracts, change orders, ordinances, and resolutions (local improvement district resolutions are not included in agenda packets). Please note that generally all contracts are included in the agenda packets.

2) On File for Review in Office of City Clerk: List items under this section that you do not wish included in the agenda packet.

M. Signatures: See (13)

All required signatures on the agenda sheet should be obtained by the submitting department prior to submitting the agenda item to the Office of the Mayor for signature by the Mayor and Council President. Failure to do so could result in a delay in getting the item on the agenda.

N. Distribution: See (14)

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 both department and the individual within that department (i.e., "City Clerk–T Pfister"). If persons or agencies outside of City departments are to be notified, show the 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. Include email addresses of outside parties where possible. If there are numerous parties/departments to be notified by mail, include pre-printed mailing labels 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, please place "County Auditor-Record" on distribution list.

O. Council Action: See (15)

This space is reserved for the City Clerk's Office to report Council action on agenda items.

### 6.3 Important Notes

6.3.1 The agenda sheet, including the space reserved at the bottom for "Council Action" is limited to one page only. To maintain uniformity in the appearance of the agenda sheet, do not change the fonts (or adjust their sizes) or drastically change the overall format. Vertical spacing in the "Agenda Wording", "Background", "Recommendation", "Fiscal/Budget", and "Distribution" sections may be adjusted as needed, so long as the "Council Action" section (in its entirety) stays on the front page and is not continued to a second page. If additional space is needed, please place the notation "see attached" in the appropriate spaces and attach a second sheet of ivory-colored paper containing the information or "continue" the information onto a second page, with a "cont." indication in the appropriate section.

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 agenda sheet form is available on the intranet under City Documents and Forms – City Clerk/Agenda Sheet and is set up in a Microsoft Word “tables” format. Please contact Kim Claar of the City Clerk’s Office via phone (625-6353) or email ([kclaar@spokanecity.org](mailto:kclaar@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 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 consecutive weeks. Franchise ordinances are yet another example and pursuant to Charter Section 100, franchise ordinances are published once a week for four successive weeks. When a department submits an agenda item which requires publication, the department shall transmit by e-mail at the time of submission of the agenda sheet an electronic copy of the ordinance, resolution, or notice for publication to the City Clerk’s e-mail address at [clerks@spokanecity.org](mailto:clerks@spokanecity.org) so that the Clerk’s Office staff can move forward with the publication requirements expeditiously.

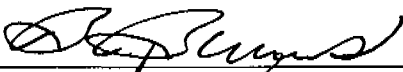
## 7.0 RESPONSIBILITIES

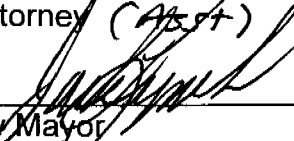
The City Clerk’s Office, along with submitting departments, is responsible for administering this policy.

## 8.0 APPENDICES:

Sample Agenda Sheet  
Example of completed Agenda Sheet

APPROVED BY:

  
\_\_\_\_\_  
City Attorney (Asst)

  
\_\_\_\_\_  
Deputy Mayor

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

12/16/05  
\_\_\_\_\_  
Date

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

**SAMPLE AGENDA SHEET**

**(1) AGENDA SHEET FOR COUNCIL MEETING OF:**

**(2)** Submitting Dept.                      Contact Person/Phone No.                      City Council Sponsor



**ADMINISTRATIVE SESSION (3)**

- Contract
- Report
- Claims

**LEGISLATIVE SESSION**

- Emergency Ord
- Resolution
- Final Reading Ord
- First Reading Ord
- Special Consideration
- Hearing

**CITY PRIORITY (4)**

- Communications
- Economic Development
- Growth Management
- Human Services
- Neighborhoods
- Public Safety
- Quality Service Delivery
- Racial Equity/Cultural Diversity
- Rebuild/Maintain Infrastructure

**(5)**

- CLERK'S FILE \_\_\_\_\_
- RENEWS \_\_\_\_\_
- CROSS REF \_\_\_\_\_
- ENG \_\_\_\_\_
- BID \_\_\_\_\_
- REQUISITION \_\_\_\_\_

**(6)**

**STANDING COMMITTEES**

(Date of Notification)

- Finance \_\_\_\_\_
- Neighborhoods \_\_\_\_\_
- Planning/Community & Econ Dev \_\_\_\_\_
- Public Safety \_\_\_\_\_
- Public Works \_\_\_\_\_

Neighborhood/Commission/Committee Notified:

**(7)**

Action Taken: \_\_\_\_\_

**AGENDA (8)**

**WORDING:**

(incl contract term)

**BACKGROUND: (9)**

(attach additional sheet if necessary)

**RECOMMENDATION: (10)**

**(11)**

<b>Fiscal</b>	<input type="checkbox"/> N/A	<b>Budget</b>	<input type="checkbox"/> N/A
<input type="checkbox"/> Expenditure: \$		#	
<input type="checkbox"/> Revenue: \$		#	
<input type="checkbox"/> Budget Neutral			

**(12) ATTACHMENTS:** Include in Packets:  
On file for Review in Office of City Clerk:

**SIGNATURES: (13)**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Division Director

\_\_\_\_\_  
Finance

\_\_\_\_\_  
Legal

\_\_\_\_\_  
Deputy Mayor for Mayor

\_\_\_\_\_  
Council President

**DISTRIBUTION: (14)**

**COUNCIL ACTION: (15)**

**SAMPLE OF COMPLETED AGENDA SHEET**

**AGENDA SHEET FOR COUNCIL MEETING OF: July 11, 2005**



Submitting Dept.  
MIS

Contact Person/Phone No.  
Garv Brakel/625-6465

Council Sponsor  
Stark

**ADMINISTRATIVE SESSION**

- X Contract
- o Report
- o Claims

**LEGISLATIVE SESSION**

- o Emergency Ord
- o Resolution
- o Final Reading Ord
- o First Reading Ord
- o Special Consideration
- o Hearing

**CITY PRIORITY**

- o Communications
- o Economic Development
- o Growth Management
- o Human Services
- o Neighborhoods
- o Public Safety
- X Quality Service Delivery
- o Racial Equity/Cultural Diversity
- o Rebuild/Maintain Infrastructure

CLERK'S FILE  
RENEWS  
CROSS REF  
ENG  
BID  
REQUISITION

OPR 2005-0592  
OPR 2004-0868  
\_\_\_\_\_  
\_\_\_\_\_  
6174000

**STANDING COMMITTEES**

- (Date of Notification)
- o Finance \_\_\_\_\_
  - o Neighborhoods \_\_\_\_\_
  - o Planning/Community & Econ Dev \_\_\_\_\_

- o Public Safety \_\_\_\_\_
- o Public Works \_\_\_\_\_

Neighborhood/Commission/Committee Notified: \_\_\_\_\_  
Action Taken: \_\_\_\_\_

**AGENDA**

**WORDING:**

(incl contract term)

Contract Renewal with Veritas Software Global Corp. (Mountain View, CA) to provide software maintenance for the NetBackup DataCenter Software from August 24, 2005 through August 23, 2006 – \$38,617.16 (incl. tax).

**BACKGROUND:**

(attach additional sheet if necessary)

Veritas' NetBackup DataCenter Software is the centralized backup software utilized by the City of Spokane. The City used to have eight different flavors of backup software and the MIS Department has reduced that down to two. This contract included extended support – 24 hours a day, 7 days a week, a toll free support line, problem solving, problem tracking, bug reporting, clarification of documentation, patches and bug fixes and new releases and versions.

**RECOMMENDATION:** Approve

<b>Fiscal</b>	<input type="radio"/> N/A	<b>Budget</b>	<input type="radio"/> N/A
x Expenditure: \$38,617.16		#5300-73500-18850-54820	
o Revenue: \$		#	
x Budget Neutral			

**ATTACHMENTS:** Include in packets: Contract  
On file for Review in Office of City Clerk:

**SIGNATURES:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Division Director

\_\_\_\_\_  
Finance

\_\_\_\_\_  
Legal

\_\_\_\_\_  
Deputy Mayor for Mayor

\_\_\_\_\_  
Council President

**DISTRIBUTION:** Acctg-P Dolan  
Tx & Lic-W Beddow

Contract Acctg-M Lesesne  
MIS-J Hamilton

Legal (contract)-B Burns  
Veritas

**COUNCIL ACTION:**