

COUNCIL POLICY NO. A-11

TITLE: CITY COUNCIL STAFF REPORT OPTIONS

POLICY: See attachment.

REFERENCE: Councilor Policy Item 5/24/1999 (Agenda Item 11.2.a); City Manager Staff Report dated 12/6/1999, Agenda Item No. 4.2.1

Attachment II

Draft City Council Policy

STAFF REPORT OPTIONS

Staff reports to the City Council shall contain an Options section under the following criteria:

I. Reports Not Requiring an Options Section

- A. Response to direction already taken by City Council
- B. Reports with a recommendation of Receive and File
- C. Information only reports that describe an event, a program already in existence or matters of law or fact.
- D. Reports that establish meeting dates (for public hearings, work sessions, ect.)
- E. Issues reviewed in executive session
- F. Reports where the only other option is “Do not approve”
- G. Reports where, in the judgment of staff, options are not viable.

II. Reports Requiring an Options Section

- A. Reports that respond to Council request for options
- B. Reports where staff is asking the Council to make a decision about:
 - 1. Program direction
 - 2. A change of clarification in policy
 - 3. An issue with a significant fiscal impact on the city
 - 4. An issue that impacts staff workload

III. Items to Consider in Options Section, where applicable

- A. Cost
- B. Impact on adopted plans, policies or ordinances
- C. Impact on public
- D. Impact on staff workload
- E. Impact on economy, livability, and environment

IV. In order to conserve staff resources, options would be conceptual; Council could then direct staff to provide more detailed information on particular options(s).