

AGENDA POLICY

City of Ripon

The purpose of this policy is to improve the efficiency and effectiveness of creating the City Council agenda.

The City Council is a policy-making body and the staff is the operational part of the organization. With that in mind, the following defines the roles and responsibility of each as part of creating the City Council agenda.

Staff: Roles & Responsibilities

Preparation of the City Council agenda involves the cooperation and teamwork of many individuals, as described below:

City Administrator

The role of the City Administrator in the agenda process is to ensure that agenda item materials contain thorough policy analysis to present options for council consideration, and to include a recommendation, when appropriate. To fulfill this role, the City Administrator has the following responsibility:

- Facilitate staff meetings to review with Department Heads the upcoming agenda items;
- Work with the Department Heads to review items that will come before the City Council;
- Delegate City Council requested items to the appropriate Department Head;
- Review the final agenda.

City Clerk

The role of the City Clerk or his/her designee is to oversee, monitor, and coordinate the preparation of the printing of meeting agendas. To fulfill this role, the City Clerk or his/her designee has the following responsibility:

- Track items for future agendas and planning calendars as they proceed toward Council consideration;
- Compile and update the draft agenda for council meetings;
- Identify appropriate placement of items on the agenda, including Consent Agenda;
- Review the material submitted and edit them for clarity and format;
- Ensure timely publication of notices before and after Council meetings;
- Enforce deadlines and a written process for submitting agenda materials.

City Attorney

The City Attorney's office reviews agenda material with regard to legal issues and has the following responsibility:

- Prepare the initial draft of an ordinance or resolution, and finalize the resolution or ordinance in consultation with the originating department;

- Review or create proposed contracts;
- Review any staff reports related to legal items.

Department Heads

The Department Heads typically are the subject expert for items related to their department. To fulfill this role, the Department Heads have the following responsibility:

- Initiate agenda items consistent with City Council policy;
- Prepare the staff report that includes background information, policy discussion, fiscal impact, and recommendation (if appropriate);
- Work with the City Attorney and Finance Director on aspects of legal and fiscal issues;
- Coordinate with the City Clerk to ensure sufficient time to adhere to public hearing notice requirements.

City Council: Roles & Responsibilities

The City Council is the governing body of the City, which provides policy direction to staff. At times, City Council members may have items they request be included on a future agenda. It's important the City Council members have the same information with which to make decisions and understand the issues related to policy. With this in mind, the following procedure is to be followed by City Council members requesting items to be placed on the agenda:

1. If a Council member wants to put something on the agenda, they must do so in writing, using the attached form that may be updated periodically. Their request is to be submitted to the City Administrator. The Council member may submit additional information as appropriate. Any electronic materials (Power Point or similar programs) must be submitted at least 48 hours prior to the City Council meeting to allow staff to review and integrate these materials with the staff report.
 - The items requested to be added to the agenda should address policy issues rather than one-time exemptions.
2. The City Administrator would be responsible for putting together (or delegating, as necessary) a staff report. The Councilmember's memo becomes an attachment to the staff report. After the staff report is prepared, the items would be placed on the City Council agenda. There may be some situations where the timing is tight and the City Administrator will need to streamline the process.
3. At the Council meeting, the Mayor will introduce the item, and will note that it was placed on the agenda by Councilmember X. Councilmember X would be given an opportunity to explain why they put this on the agenda, what they are recommending, etc. Staff would then give the corresponding staff report. The staff report will typically include background information, discussion of the policy issues, legal considerations, and any fiscal impact. The Mayor will ask if there are any questions of staff.