

From: Tilton, Joann
Sent: Thursday, February 18, 2010 10:27 AM
To: Department Managers; MidMgmt
Cc: Wilson, Melody; Schimmelfennig, Lisa; Smekofske, Jennifer; Williams, Debbie; Lewis, Melanie; McBroom, Lana; Oliva, Lisa; Ornelas, Sue
Subject: CC/RDA Agenda Report & Attachments - New Procedure

Good morning! Please share the following information with your staff members who prepare reports for the CC/RDA agendas.

Effective for the March 2, 2010 City Council/RDA meeting

In addition to the normal hard-copy submittal of the agenda report and its attachments to the Clerk's Office, the agenda report including all attachments must be submitted in electronic format. Please continue processing agenda reports in the current format, using the template and saving to the Utopia/Agenda/Drafts folder. All attachments shall be submitted in Portable Document Format (PDF) and saved to the Utopia/Agenda/Drafts folder. (The preference and standard is to convert the documents from an electronic format such as Word, Excel, etc. into PDF vs. having them scanned as a PDF. Scanned PDF's are often times not of the quality we want presented to the public.

Due to the number of documents that will now be in the agenda/drafts folder, it is critical for processing to establish a naming convention. An example of the appropriate naming convention is :

Example:

***Agenda report would be named: Call for Bids Moffat Water Line
Attachments would be named: Call for Bids Moffat Water Line Supporting 1
Call for Bids Moffat Water Line Supporting 2***

This naming convention would continue until all attachments are identified.

If you have a large (voluminous) document such as an EIR, a master plan, or a study of some kind and the document is already uploaded to our Website, please provide that information to the City Clerk's Office. Rather than scanning the document or converting to PDF, a hyperlink will be created. Also, if the need should arise to scan something larger than 11 x 17, Public Works and Building have large format scanners to help in those situations.

It will be the originating department's responsibility to ensure that the correct format and final version of agenda reports and attachments are submitted electronically and in hard copy. Reports not conforming to the guidelines are subject to removal from the agenda.

Agenda report submittal deadlines have not changed for hard-copy or electronic versions.

The new requirements are part of the new Granicus system being used to video-stream and archive for future viewing of Council meetings. Staff and the public will be able to go to the City's website, under Mayor and Council or City Clerk and click on Council Meeting Video to watch the meeting while reviewing the agenda and or full agenda report at the same time. You can click on the specific item you want/need to review and jump to that item - no longer will you have to sit through an entire meeting to get to the information you need.

Thank you for your help in transitioning to the new procedure. We will continually evaluate the process in an effort to keep things as simple and efficient s possible. If you run into problems please let the Clerk's office know. We are here to get your items processed as smoothly and quickly as possible.

Joann

**Joann Tilton, MMC
Manteca City Clerk
1001 W. Center St.
Manteca, CA 95337
(209) 456-8011 (Phone)
(209) 923-8960 (Fax)
jtilton@ci.manteca.ca.us**