

SUBMITTAL OF AGENDA REPORTS AND ATTACHMENTS IN HARD COPY

After saving to your folder and the "shared draft folder in Utopia," the signed, hard copy, with any attachments, should be delivered to the Deputy City Clerk, Chris Moore. In her absence leave the report with any member of the Clerk's office (Lisa, Sue or Joann). Please DO NOT put the agenda report in the interoffice mailboxes as timeliness is crucial to the agenda and packet preparation process.

Reminders: agenda reports are to be submitted to the City Clerk's Office 5:00 P.M. the Monday one week prior to the Council/RDA meeting.

Submittal Format: Each item shall include necessary attachments single-sided and with no staples (reduced to 8 1/2" x 11").

If **money** is involved, sign off by **Finance** is required and should be indicated in the report under the **Fiscal Impact** section of the agenda report template. For guidance on what to include in the Fiscal Impact portion of the agenda report, see the guidelines attached to this document.

Agreements shall contain at least a **FAX** copy of the signature of the outside party and the report should indicate if the attorney has reviewed and approved. The original of the City Attorney's signature and the other party's signature may be returned anytime prior to the Council/RDA meeting.

Please attach a copy of any agreement or other document requiring signatures to the agenda report. Provide the original(s) separately for the Mayor's signature at the same time. The Deputy City Clerk will follow-up with signatures once approved, and will return those documents to the author of the agenda report after the Council/RDA meeting.

Insurance requirements of an agreement should be reviewed and routed through the appropriate departments (risk management, legal, etc.) prior to submitting the agreement for consideration.

If large attachments are necessary please provide an "unbound" copy with the agenda report to the Clerk's Office to facilitate copying. If it is a consultant prepared document (bound in some fashion) have the consultant prepare 17 sets as that is the number of hard-copy agenda packets prepared for each meeting. If large documents can be provided in electronic format (on CD, etc), that is also helpful - although not required. **The sooner the Clerk's office knows about "LARGE" attachments, the better.** Alternate solutions to submitting/copying large attachments should be worked out with the Clerk's office in advance of the Monday 5:00 PM submittal deadline.

Please minimize the number of attachments. Consider whether or not they add value to the packet. No need to attach public hearing notices, reports, etc. of another Commission meeting, if the information is summarized in the agenda report. If a resolution or ordinance is attached as part of the report, please email the Word document to the Deputy City Clerk for the electronic folder. It will be placed in final format after the Council/RDA meeting. Most resolutions are prepared after the Council meeting by the Clerk's office unless specific wording or legal requirements call for advanced submittal. **Contact the Deputy City Clerk (or the City Clerk in her absence) for a resolution or ordinance number, template/format, etc.**

FISCAL IMPACT

This section should clearly identify fiscal impacts of the recommendation(s), if any. If there are costs associated with the proposed action, total cost of the recommendation should be identified along with an explanation of how the recommendation is to be funded. Finance will use this section to complete necessary budget adjustments. The following items should be evaluated for inclusion:

Are funds currently available and are they included as part of the current budget appropriation? If yes, indicate what fund(s) and account(s).

If funds are not available and they are being transferred from savings from another account transfer language must be included. Round to the nearest \$100.

If funds are not available and they are being appropriated from reserves appropriation language must be included. Round to the nearest \$100.

If debt financing is required include explanation of funding mechanism and timeline for approval.

If project is going to bid identify what funds are available for award of bid. Include what fund(s) and account(s) will be used.

If project is being accepted for completion include original estimated cost to complete and final total project cost.

If there will be on-going costs (maintenance/new personnel) once the project is complete include details regarding the on-going costs and recommended source of future funding.

Does project name listed on report match the name as listed in the budget and CIP?

Items with fiscal impacts must be reviewed by the Finance Director. If there are no fiscal impacts associated with the proposed action, then it should be stated as "None."

EXAMPLE:

This project was included in the 2008-2009 Budget for \$50,000 in the Parks Fee Fund Shasta Park Account (050-2405-465-52-07). Additional funds are required for Change Order #1. Staff recommends an appropriation of \$10,000 from Park Fees Fund Undesignated Reserves to the Shasta Park account. Upon project completion, additional maintenance costs of \$5,000 annually will be required. The General Fund is recommended as the source of funding for future maintenance.