

CITY COUNCIL/RDA AGENDA TEMPLATE PROCESS

A "template" has been created to be used for **ALL** agenda reports. This procedure has been streamlined and modified in an attempt to be as user friendly as possible, while maintaining uniformity of the reports for all departments.

The standard agenda report will meet the following requirements:

- **Use only 12-pt. Bookman font for all portions of the agenda report.**
- **No headers or footers**
- **No department logos**

Any report not in the template format, will be returned to the preparer for correction.

Non-standard agenda report exceptions:

When it is necessary to format an outline, use bullet points or a table within the “**recommendation**” or the “**background**” portions of the agenda report, these two areas ONLY may be “unprotected” to allow for those formatting techniques.

In this instance, to unprotect a protected area please contact Tim at ext. 331.

IT SHOULD BE NOTED THAT VERY FEW AGENDA REPORTS CONTAIN THIS TYPE OF FORMATTING SO THE STANDARD TEMPLATE WILL BE USED IN THE MAJORITY OF INSTANCES.

The Template document is located here:

\\utopia\agendas\templates\agenda form.dot

The first time you open a document, you will receive a security warning. You should select "always trust macros from this publisher," and click on "enable macros." The document template will open a new document in Word, which upon completion should be saved using the procedure below. Additionally, the document should be saved as a “.doc” and not in the “.dot” format of the template.

In order for spell-check to work, a digital certificate must be installed by contacting the IT Division. Spell check will activate upon exiting the "subject." "recommendation" or "background" fields (the protected fields).

The first line in the upper left hand corner of the report is a drop-down box to choose either "City Council" or "Redevelopment Agency" agenda.

The first protected field in the upper left hand side is for the date of the Council/RDA meeting.

The third line in the upper left hand corner is a drop-down box that allows you to place your report in the correct category of the agenda; such as "consent calendar" or "public hearing," etc.

There is a protected box on the fourth line of the upper left-hand corner which is utilized by the City Clerk's office in prepping the report for the web page.

To save your document to the shared folder:

From your Word document, click "File," then "Save As."

Under "File Name," type: [\\utopia](#) (the \ key is located above the "Enter" key on your keyboard).

Once you're in "utopia," double click on "Agendas."

Double click the "Drafts" folder.

Double click on the meeting date.

Double click on your department folder.

The document will then be saved to this folder for our review.

Any problems with this procedure contact "IT Tim."

After preparing your agenda report save it to **your own files as the "shared draft agenda files" will be purged at some point.**