ADMINISTRATIVE POLICY 2024-1

SUBJECT: CITY COUNCIL ACTION ITEM PROCEDURES
DATE ISSUED: APRIL 5, 2024
DATE EFFECTIVE: APRIL 5, 2024
APPROVED: _____
CHRIS TREAT, MAYOR OF BRYANT

SECTION I. PURPOSE

The purpose of this policy is to establish procedures designed to foster effective communication and follow through on projects, issues, and Council and/or resident inquiries. In addition, the policy is intended to accomplish the following:

1. To express the importance of planning and completing staff work.
2. To exchange and share useful information to the City Council and management staff in a timely, orderly fashion.
3. To assure the orderly and thoughtful review of potential Council agenda items by management and legal staff, prior to final submittal to the Mayor for City Council consideration.

SECTION II. - MANAGEMENT DIRECTION/LEGAL REVIEW

When Department Heads become aware of a situation that may have legal implications for the City or requires legal review, they are to take whatever steps are necessary to prevent further legal complications. Specifically, this may involve verbal consultations with the City Attorney and/or Mayor. Department Heads are encouraged to discuss their inquiry verbally with the City Attorney to determine if a more formal review is necessary.

When it has been determined that the City Attorney needs to prepare or review a legal document or should render a written opinion on an issue, the appropriate Department Head should complete a “Request for Legal Services” form, a copy of which is attached as Exhibit “A,” ensuring that it is signed by the appropriate Department Head prior to submission. Department

Heads are expected to make certain that the appropriate degree of management review and direction has taken place prior to this step.

SECTION III. - IMPACT REVIEW

In certain cases, agenda discussion or action items have particular and unique impacts on residents, property owners, and city departments. It is important that these potential impacts, whether positive, negative, or unknown be identified as early as possible in the discussion stages. Department Heads will be held responsible for making a concerted effort to identify persons who may be impacted and for making verbal or written contact as may be appropriate, depending on the nature of the impact.

The Agenda Item History Sheet, attached as Exhibit "B," should be utilized to acknowledge what, if any, special resident or property owner impacts are created by consideration of an agenda item.

SECTION V. - AGREEMENTS, CONTRACTS

All proposed legal agreements between the City and another party or parties are to be in written form prepared and/or approved by the City Attorney prior to submission to the Mayor for final action. All agreements and/or contracts with other parties should be signed by the other party prior to submittal to the Mayor for signature, or for placement on a City Council agenda, except where impractical.

After execution of the agreement by the Mayor, the City Clerk is responsible for the processing and distribution of the executed agreement to appropriate parties.

SECTION VI. - STAFF LIAISONS TO ADVISORY BOARDS, COMMISSIONS, COMMITTEES

Staff liaisons are assigned to advisory boards, commissions, or committees to provide certain staff support. The responsibilities of the staff liaison are as follows:

1. To see that minutes of each regular or special meeting of that board, commission, or committee are taken and that a copy of minutes are provided to the Mayor's office within ten (10) working days after the meeting.

2. To prepare, in consultation with the Chairperson, the agenda for each regular or special meeting of that board, commission, or committee along with written recommendations on agenda items, as may be appropriate. Prior to the development of the agenda for an advisory board, commission, or committee, it is the responsibility of Department Heads to make certain that any general management or financial issues related to an agenda item have been reviewed, as may be appropriate, with the Finance Director and/or Mayor.
3. To see that the necessary management and clerical support is provided to that board, commission, or committee so that its respective objectives, as previously approved by the Council, may be met.
4. To see that all meeting agendas are distributed to all local media of record at least 24 hours prior to the meeting.
5. To organize an orientation session for each newly-appointed advisory board, commission, or committee member with the Chair and Mayor.

Staff liaisons are as shown below:

Board/Commission/Committee	Liaison
Water/Sewer Advisory Committee	Tim Fournier
Parks Committee	Keith Cox
Planning Commission	Colton Leonard
Community Engagement Committee	Jordan Reynolds

SECTION VII. - ADVISORY COMMISSION RECOMMENDATIONS

When an advisory commission, board, or committee makes a recommendation that requires action by the City Council, it is the responsibility of the staff liaison to prepare a letter of recommendation for transmittal to the Council, via the Mayor. The Chair or the staff liaison on behalf of the Chair should sign the letter. A copy of the relevant portion of the meeting minutes should accompany it and staff background material. No ordinances, resolutions, or agreement shall be prepared until such time as the Council has taken action on the recommendation, unless otherwise directed by the Mayor. In cases involving recommendations of our advisory group, the

letter of transmittal and supporting material is sufficient. An Agenda Item History Sheet does not need to be submitted.

SECTION VIII. - COUNCIL AGENDA

In order to assure that proposed agenda items can be considered and reviewed in a timely fashion, the completed Agenda Item History Sheet, with the appropriate backup information attached, should be submitted to the Mayor no later than **two Fridays before Council at 4:00 PM.**

SECTION IX. - MAYOR'S MEMORANDUM

The Mayor's Memorandum is distributed to the City Council on the Thursday before each regular Council meeting. It is prepared for the purpose of sharing information with the Council on issues of interest, but which do not require action. The memorandum contains the following:

1. Meeting schedule for the next thirty (30) days. The Mayor's Assistant prepares this.
2. Council Request Status Report (Exhibit "D"). When a Council Request is assigned to a Department Head, it is the Department Head's responsibility to notify the Mayor's Assistant of the status of that request no later than the Tuesday prior to the regular Council meeting at 4:00 PM, a schedule of which is attached hereto as Exhibit "E." This report is then updated by the Mayor's Assistant the Thursday before each regular Council meeting. The Council Request Status Report (CRSR) is for the purpose of making certain that there is timely follow-through and completion for items brought to the Mayor's attention from a Council member.
3. Monthly Department Reports. These are due to the Mayor's Assistant by the 10th of each month, a schedule of which is attached hereto as Exhibit "E." Monthly reports should be brief and are intended to be a tool that communicates information designed to keep Council members aware of department activities.
4. Major Project Inventory (Exhibit "F"). Updates are due to the Mayor's Assistant on the 10th of each month, a schedule of which is attached hereto as Exhibit "E." The Major Project Inventory (MPI) is for the purpose of making certain that there is timely follow-through and completion on major capital or organizational projects. It is primarily

designed to keep Council members aware of the ongoing progress of major projects, but also to make certain that project timelines are met.

5. Meeting minutes for advisory boards, commissions, and committees in the City.

SECTION X. - COUNCIL ACTION FOLLOW-UP

The City Clerk is responsible for filing and maintaining all original documents approved by the Council and signed by the Mayor, and for distributing copies to the appropriate Department Heads and other parties within two (2) weeks after City Council approval.

After action by the Council on a written recommendation of an advisory board, commission, or committee, the Mayor will be responsible for transmitting a written response to the Chair with copies of that response to the staff liaison.