



ADMINISTRATIVE DIRECTIVE

SCHEDULING, PREPARING, AND PROCESSING MAYOR AND COUNCIL AGENDA MATERIALS AND PROCEDURES FOR MAYOR AND COUNCIL MEETINGS	NUMBER	PAGE
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I. PURPOSE

To establish the timing and other requirements associated with the scheduling of Mayor and Council Agenda items, scheduling requests for special recognition and the preparation and processing of Mayor and Council Memoranda, Communications, and related legal and other documents.

II. POLICY

Mayor and Council meetings shall be subject to thorough advanced planning to ensure scheduling of appropriate agenda items and the timely preparation and receipt of complete reports on which the Mayor and Council may take action.

III. DEFINITIONS

- A. Regular Meeting** – A formal public meeting of the Mayor and Council to consider matters requiring formal action by the adoption of resolutions and ordinances or other measures, or for the purpose of holding public hearings.
1. **Consent** – The portion of the regular meeting that is routine and non-controversial. Items are placed on consent agenda when formal Mayor and Council action is required, however no discussion is anticipated.
 2. **Numbered** - The remaining portion of the Regular agenda consists of numbered items. These are the items that legally require a separate vote or some level of discussion is anticipated.
- B. Study Session** – An informal public meeting of the Mayor and Council and key city officials to discuss matters that are brought before the Mayor and Council for their consideration and possible direction.
- C. Mayor and Council Memorandum** – The format for the staff report to present items on topics to be discussed by the Mayor and Council at a Study Session. Mayor and Council Memoranda shall present the issue, background information, any information specific to the project, and legal and budgetary implications. Mayor and Council Memoranda shall include recommendations unless directed otherwise.
- D. Mayor and Council Communication** – The format for the staff report to present items to the Mayor and Council at a Regular Meeting. Mayor and Council Communications shall present the issue, background information, any information specific to the project, and legal and budgetary implications. The Communication shall include a recommendation, unless directed otherwise. Legal instruments such as Resolutions and Ordinances are normally attached to execute Mayor and Council action.



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- E. **Agenda Memorandum to Mayor and Council** – This is an “information only” tool using the standard Memorandum stationery. This is the vehicle used to provide the Mayor and Council with information on topics in which they have an interest, or should be advised of, but are not scheduled for discussion or action. Such memoranda should be coordinated with the City Manager’s Office.
- F. **Mayor and Council Agenda Committee** – The Agenda Committee is chaired by the Mayor and is composed of representatives from each elected official. The City Manager, the City Attorney, the City Clerk, the Agenda Coordinator and the City Clerk’s staff should be present at the Committee meetings. The meetings are generally held on the Wednesday 13 days prior to a Tuesday Mayor and Council meeting and are subject to Open Meeting Laws.

IV. **RESPONSIBILITIES**

- A. **Mayor and Council Agenda Committee** – As directed by the Mayor and Council, the Agenda Committee shall establish and schedule the final agenda items for the upcoming Mayor and Council meeting.
- B. **City Clerk** – The City Clerk is responsible for:
- The Agenda Coordinator and the Agenda staff
 - The coordination of legal advertising for Mayor and Council public hearings as required by law, and
 - The public notification for rezonings or other possible action that a person has expressed an interest in.
- C. **Agenda Coordinator and Agenda Staff**- Coordinates the scheduling of Mayor and Council Agenda items, coordinates and processes Mayor and Council Memoranda, Communications, and related legal and other documents, and prepares and maintains follow-up records for required staff action resulting from Mayor and Council meetings. They are responsible for the correct and timely assembly and delivery of Study Session and Regular Agenda materials.
- D. **City Attorney’s Office** – The City Attorney’s Office is responsible for:
- The timely preparation and/or review of all legal documents pertaining to agenda items,
 - Reviewing all Mayor and Council material for legal impacts, and
 - Specific legal advice on all matters coming before the Mayor and Council.



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- E. **Budget and Internal Audit** – Budget and Internal Audit is responsible for:
 - Reviewing all Mayor and Council Communications and any Mayor and Council Memoranda that have financial considerations for budgetary impacts, and
 - Advising management regarding the budgetary implications on all matters considered by the Mayor and Council.

- F. **Operating Departments** – Operating departments are responsible for scheduling all items for Mayor Council consideration through SIRE – Agenda Plus and for the timely preparation and initial processing of Mayor and Council Memoranda and Communications in accordance with this directive. It is the operating department’s responsibility to work with the City Attorney’s Office in **advance** of the submittal of Mayor and Council items.

V. **SCHEDULING OF AGENDA ITEMS**

A. **Timing requirements for Mayor and Council Agenda Materials:**

25 days prior to the scheduled M/C meeting

Deadline for departments to submit completed agenda material and all attachments, including power points. Items received after 5:00 p.m. on this date will be moved to the next available meeting.

18 days prior to the scheduled M/C meeting

Deadline for the City Attorney’s Office and Budget and Internal Audit to submit the final agenda material.

13 days prior to the scheduled M/C meeting

M/C Agenda Committee meets to review and finalize the final Study Session and Regular Agenda. (Items can be added to the final agenda at the discretion of the Mayor.)

7 days prior to the scheduled M/C meeting

City Clerk assembles the Study Session and Regular Session books and delivers the books to Mayor and Council, the City Manager, the City Attorney and publishes the material to the City website.

Five (5) days prior to the scheduled M/C meeting

10:00 a.m. – *Deadline for submitting to the Agenda Coordinator any Agenda materials approved for late delivery.*

NOTE: Supplemental information provided by staff, or a written request from staff or the public to withdraw an item should be forwarded to the Agenda staff as soon as possible, regardless of when received.



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- B. Requirements for Scheduling Mayor and Council Agenda Items:** – At least twenty-five (25) days in advance, authorized personnel in each department shall upload their agenda items using the Mayor and Council Agenda Schedule Request Form in the SIRE Agenda Plus system. Items that do not adhere to the prescribed deadlines will be moved to the next available meeting. If there are extenuating circumstances which may require an adjustment of the deadlines, the department is responsible for notifying the Agenda Coordinator as soon as possible.

- C. Requests for Special Recognition at a Mayor and Council Meeting** – Operating departments shall submit requests for special recognition to the Mayor’s Office a minimum of fourteen days prior to the requested date. Presentations are limited to three per meeting and are scheduled at the discretion of the Mayor. Requestors are responsible for inviting the recipient and ensuring their attendance.

VI. SUBMITTING AGENDA MATERIALS

- A.** Departments are responsible for properly submitting their agenda item within the required timeframe (25 days in advance of the meeting).

- B.** Departments are responsible for a complete submission of their agenda item to include:
 - 1. The Memorandum or Communication, with attachments listed,
 - 2. All supporting documents/reports must be complete with signatures, contract numbers, and clearly marked attachments that correspond with the list on the item. PowerPoint presentations must be included with the supporting documents, if one is part of the agenda item. Operating departments shall provide the City Attorney with the materials necessary to enable the attorneys to finalize the legal documents.
 - 3. An IGA transmittal form with the appropriate number of original agreements and contract number, if necessary (Administrative Directive 1.04-1, Intergovernmental Agreements).
 - 4. A legal ad request that meets legal and administrative requirements, if necessary (Administrative Directive 1.02-8, Legal and Display Advertisements in Local Newspapers).
 - 5. Requests for notification for all rezoning and final plat requests.
 - 6. Advance notice and coordination of any visual aids that may be required for a presentation (i.e., PowerPoint or easels).



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7. Post Meeting instructions if the department desires the City Clerk's Office to take any action following Mayor and Council approval. Requested post meeting actions may include forwarding the item for further signatures, providing certified copies or recording documents with the Pima County Recorder.

VII. FORMAT AND CONTENT OF MAYOR AND COUNCIL MEMORANDA AND COMMUNICATIONS

- A. Mayor and Council Memoranda and Communications should be succinct, yet thorough. Lengthy reports should include an Executive Summary with detailed information provided as attachments.
- B. The most recently updated Mayor and Council electronic templates are generated by the SIRE Agenda Plus system but can also be downloaded from the Agenda Office Intranet. The Mayor and Council Memorandum has a heading on the first page and each subsequent page is plain. The Mayor and Council Communication has a heading and a border on the first page and the border then continues on all the subsequent pages. Times New Roman 12 is the preferred font. Do not include the date; the Agenda staff will type in the appropriate date when the item is processed as part of the final agenda package.
- C. The following format provides a guideline for Mayor and Council items. The standard headings are suggested for use on all items; however subheadings should remain flexible to meet the requirements of the material being submitted.
 1. **Subject** – This is the Title of the item. It will be used on the agenda so it should clearly convey the content to the extent an average person would be able to determine the topic before Mayor and Council. The Title must indicate the Ward designation in parenthesis. Use "City Wide" if the item pertains to the city organization or to all Wards, and use "Outside City" if a project is located outside of the city limits. (Departments may obtain current Ward maps from the City Clerk's Office). If the item is a public hearing, it must state so in the title.
 2. **Issue** – Statement of what the issue or project is, why it is before Mayor and Council and what the requested action is.
 3. **City Manager's Office Recommendation** – Statement of the action that is recommended. Recommendations should be clear as to what staff would like the Mayor and Council to do, i.e., approve the policy. If no direction is required that should be clearly stated.



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4. **Background** – Chronological history of the issue or project. Include previous consideration by Mayor and Council, including any vote history, and a brief narrative of the quantitative perspective. This portion of the report should also reflect any Mayor and Council policy issues, which may involve implementation of existing policy or recommendation on the formation of a new policy.

5. **Present Consideration** – This section is used to clearly identify aspects or characteristics of the project. A review of alternatives may be appropriate that addresses the strengths and weaknesses of the present situation as well as advantages and disadvantages of the proposal.

6. **Plan Tucson Consideration(s)** – *Plan Tucson* is the City’s General and Sustainability Plan adopted by voters in November 2013. This section will help with tracking City accomplishments relative to *Plan Tucson*, will assist the Mayor and Council in understanding how policy decisions relate to *Plan Tucson*, and will demonstrate accountability to the public that the City is implementing the voter-approved *Plan*. For guidance on information to include in this section, see:
https://intranet.tucsonaz.gov/files/agenda/Plan_Tucson_Policy_Guidance.pdf

7. **Financial Considerations** – Complete statement of all funding sources for the project; impact on other departments’ budgets; effect on current fiscal year operating budget; estimate of effect on future budgets and/or contingency funds. This heading must be included; if there are no impacts, simply state “None.”

8. **Operating Cost and Maintenance Input** – This section should be used to detail any future costs or maintenance that may be required for the project or proposal. This section can be removed if it is not relevant to the item.

9. **Legal Considerations** – Statement of any legal ramifications pertaining to the proposal. This heading must be included; if there are no legal impacts or legal work to be completed, simply state “None.”

- D. **Attachments** – Attached materials shall be identified in the order in which they are referenced. Each attachment shall be clearly marked at the top of each page “Attachment A, B, C, etc.”

- E. **Standardized Format** – Routine items repeatedly requesting the same action (Improvement Districts, Rezoning, Professional Service Contracts, etc.) shall be presented in a standardized format. A brief format may be used, as long as departments ensure that the format is expanded when necessary to provide complete information to the Mayor and Council.



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- F. **Style** – The writing style should avoid (a) long, uncommon acronyms, and (b) technical terms such as “subrecipient”, “subrogate”, “shortfall”, etc., unless the terms are adequately defined or explained in the document. If possible, a long title or name should be shortened so that the reader will not have to refer back to the original definition of the acronym.

VIII. FOLLOW-UP ON MAYOR AND COUNCIL ACTIONS

Each department director shall promptly follow through on Mayor and Council requests, without waiting for special instructions from the City Manager’s Office (see Administrative Directive 1.02-5, Legal Action Report and Summary and Future Direction Report).

IX. PROCEDURES FOR MAYOR AND COUNCIL MEETINGS

- A. The provisions of the Arizona Open Meeting Laws apply to all meetings of the Mayor and Council (to include Study Sessions, Regular Meetings, and Special Meetings), and all such meetings shall be conducted in compliance with those laws. The City Attorney is responsible for providing legal advice to ensure compliance with the Open Meeting Laws.
- B. All meetings of the Mayor and Council shall be conducted in accordance with the City of Tucson Mayor and Council Rules and Regulations, as adopted and approved by the Mayor and Council and maintained by the City Clerk. These Rules and Regulations provide for the general order of business for Mayor and Council meetings; control of the council chambers; voting requirements and procedures; procedures for making and withdrawing motions, and for the reading and passage of ordinances and resolutions; and the manner of participation by city employees and the public. Pursuant to the Rules and Regulations, the Mayor, as chair of the Mayor and Council meetings, may recognize employees and/or members of the public and permit them to speak on any agenda item during either a Study Session or Regular Meeting, either on his own initiative or at the request of a council member.
- C. Although under the Open Meeting Laws, the Mayor and Council have the legal ability and authority to discuss matters, give direction by motion, and take legal actions that could include the adoption of ordinances, resolutions and memorials, the practice of the Mayor and Council is to hold Study Sessions for the purpose of discussing issues that can be decided without the adoption of an ordinance or resolution; to give the Mayor and Council an opportunity to receive information from staff and to provide direction by motion; and to discuss matters that are or will be scheduled for final action on a Regular Meeting. Regular Meetings are used by Mayor and Council to consider matters requiring formal action by the adoption of resolutions, ordinances or memorials, and for holding public hearings. Unless specifically provided otherwise, ordinances and resolutions are not to be scheduled on a Study Session for adoption or final action, but instead for discussion and direction by the Mayor and Council.



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- D.** Matters that are placed on an agenda for a Public Hearing shall be scheduled on a Regular Meeting, with materials submitted as provided earlier in this Administrative Directive. In connection with matters scheduled as public hearings, staff should recognize that the Mayor and Council, after hearing public comments on the matter, may take action on the associated ordinance or resolution; or may choose to continue the matter to a subsequent meeting in order to consider the matter further and/or to receive additional information from city staff. See Section VIII. of this Administrative Directive for follow up on Mayor and Council requests for additional information.

- E.** In the event that City staff has information that causes them to believe that an item scheduled for discussion or consideration on an agenda may generate a large crowd at the scheduled meeting, then staff should timely notify the City Manager and City Clerk so that the Clerk can make necessary arrangements to accommodate the public. The City Clerk is responsible for employing reasonable measures to ensure that all members of the public who wish to attend and observe a Mayor and Council meeting are accommodated. Generally, any time that a large crowd is anticipated for a meeting, the Clerk arranges to have additional staff present to assist with ingress/egress and to provide access to speakers' cards and information regarding the agenda for that meeting. For those occasions where an overflow crowd is anticipated or develops, the City Clerk will make arrangements to accommodate the public attendees in the conference room on the 1st Floor of City Hall, and will provide those attendees with the same opportunity to fill out a speaker's card so they can address the Mayor and Council. City Clerk staff will escort persons selected to speak from the overflow room into the council chambers.

- F.** On very rare occasions, the level of anticipated public attendance at a Mayor and Council meeting is high enough to exceed the capacity of City Hall. In those instances, the City Clerk, in coordination with the City Manager and Mayor, will to make arrangements in advance of the meeting to hold the meeting at another location that will provide adequate space and security for all persons in attendance. Because consistency in holding Mayor and Council meetings at the same location (City Hall) helps ensure that the members of the public who desire to attend know where to go, the scheduling of meetings at alternate locations will be infrequent.



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Appendices None

References AD 1.02-5 - Legal Action Report & Summary and Future Direction Report
AD 1.04-1 – Intergovernmental Agreements
AD 1.02-8 – Legal and Display Advertisements in Local Newspapers

Samples of past Agendas, Memorandums, Communications and Attachments can be found on the Agenda website at <http://www.tucsonaz.gov/clerks/mcdocs>

Additional information, such as FAQs, Templates and Forms, can be found on the Agenda Office Intranet page at: <https://intranet.tucsonaz.gov/clerks/agenda-office>

Review Responsibility and Frequency The City Clerk will review this directive annually, based on date of publication. Last review date: April 1, 2017.

Authorized


City Manager
Michael J. Ortega


Date