TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER DEPARTMENT: City Manager’s Office

DATE: January 16, 2007 CMR: 109:07

SUBJECT: POLICY AND SERVICES COMMITTEE RECOMMENDATION
THAT COUNCIL INCORPORATE INTO ITS PROCEDURES
LANGUAGE REGARDING COUNCIL COLLEAGUE MEMOS

RECOMMENDATION
The Policy and Services Committee unanimously recommends to the City Council incorporation into Council procedures of the language outlined below to address Council colleague memos.

BACKGROUND

DISCUSSION
After discussion of the staff report (CMR: 387:06 – attached), the Committee unanimously recommended the following language:

“Any two Council Members may bring forward a colleague memo on any topic to be considered by the entire Council. The purpose of a colleague memo is to ensure that there is a majority of the Council who support the allocation of staff resources associated with the recommendation(s) in the memo. Two Council Members are required to place such a memo on the agenda, reflective of the Council procedure requiring a motion and a second for consideration of a motion by the Council. Prior to preparing a colleague memo, Council Members will consult with the City Manager to determine whether he/she is or is willing and able to address the issue as part of his/her operational authority and within current budgeted resources. Council Members are encouraged to share a draft of the proposed colleague memo with the City Manager or appropriate senior staff prior to finalization. Completed Council colleague memos shall be provided to the City Clerk’s staff by noon on the Wednesday prior to the Council meeting that the memo is intended to be agendized, to provide time for the City Clerk to process for the Council packet.

The City Council will not take action on the night that a colleague memo is introduced if it has any implications for staff resources or current work priorities which are not addressed in the memo. The Council will discuss the colleague memo and then direct the City Manager to agendize the matter for
Council action within two meetings, allowing City staff time to prepare a summary of staffing and resource impacts. *Action may be taken immediately by the Council on colleague memos where there are no resource or staffing implications or where these are fully outlined in the colleagues memo.*

**Attachment:** CMR: 387:06

**PREPARED BY**

Emily Harrison, Assistant City Manager

**CITY MANAGER APPROVAL**

Frank Benest, City Manager