

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 100-10	<b>REVISED:</b> 2	<b>PAGE</b> <u>1</u> <b>OF</b> <u>2</u>
	<b>SUBJECT: PROCEDURE ON CITY COUNCIL AGENDA ITEMS</b>		

**1.0 ORGANIZATIONS AFFECTED**

All departments/divisions.

**2.0 PROCEDURE**

**2.1 Preparation**

Department Heads and Supervisors are responsible for preparing individual agenda items requesting action from the City Council. The items must be typed using the appropriate Word template form, available in P:\Council\FORMS. The following information is required on each item:

- (1) Name of agenda section, ie: Required Public Hearings, Consent Business, etc.
- (2) The number of the corresponding section, ie: 2, 3, etc.
- (3) The name of the Department submitting the item.
- (4) Date of the City Council meeting item will be considered
- (5) Title for item- please limit to one line if possible. If item goes to a second page, include title in header for that page as well. Do not use all capital letters for title.
- (6) Item No- use same number as in item (2)
- (7) Summary of request and action needed by Council
- (8) Signature of person submitting item
- (9) City Manager's signature

Formatting:

Main text of summary of requested action: Font: Arial 12

Motions: Use language similar to the following: If the Council concurs, a motion to approve (state specific request here) would be in order.

Resolutions: If you have included it on the first page, please provide a separate page with the signature lines for the Mayor and City Clerk. Conclude the request with something similar to the following: If the Council concurs, a motion to approve (adopt) the following (attached) resolution would be in order.

<b>DEPARTMENT:</b> CITY CLERK	<b>SUPERSEDES:</b> 10/25/01	<b>PREPARED BY:</b> MHM	<b>APPROVED BY:</b> EBS	<b>DATE: 1/5/04</b> <b>REVIEWED: 4/1/2010</b>
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Ordinances: Use language similar to the following: If the Council concurs, a motion to introduce the attached ordinance would be in order. Or – If the Council concurs, they are requested to consider the introduction of the attached ordinance.

**2.2 Attachments**

Please attach any pertinent information that will assist the City Council in their decision making process. Examples include minutes, letters, hearing notices, maps, etc. Also include any prepared resolutions, agreements, and/or ordinances that may be required for adoption. A copy of the agreement must be attached. If possible, have the other party sign it before you submit it for the Council's approval.

**2.3 Copies**

Submit one original Request for Council Action on white paper with one copy of each attachment. If you have an agreement that you need more than one signed original, please submit as many copies as you need signed.

**2.4 Submittal**

Requests for Council Action must be submitted to the City Clerk prior to the staff meeting held preceding the next regularly scheduled City Council Meeting. The Request for Council Action and attachments that need to be included in the minutes (such as resolutions or staff reports) are to be saved on the City computer server as P:\Council\th\5 Bond sale.

<b>DEPARTMENT:</b> CITY CLERK	<b>SUPERSEDES:</b> 10/25/01	<b>PREPARED BY:</b> MHM	<b>APPROVED BY:</b> EBS	<b>DATE: 1/5/04</b> <b>REVIEWED: 4/1/2010</b>
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