



Administration – City Council Agenda Preparation City of Crystal Lake Administrative Directive

PURPOSE:

The City Manager's Office is required to provide City Council agenda packets to the Mayor and members of the City Council. This information must be provided to the City Council prior to the City Council meeting so that the information can be adequately reviewed. Following decisions by the City Council, City Staff must document these decisions and take appropriate Council directed actions. Therefore, the City Manager's Office has created the following procedures.

PROCEDURE:

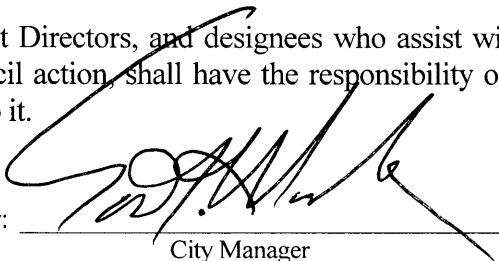
1. Any proposed City Council agenda item supplement must be submitted to the City Manager's office no later than 1:00 p.m. on the Wednesday prior to the City Council meeting. Earlier submission is encouraged and greatly appreciated. If for unavoidable reasons and very extenuating circumstances this deadline cannot be met, you must advise Anne O'Kelley of your intent to submit the item. No item may be submitted after 4:00 p.m. on the Wednesday prior to the City Council meeting.
2. Agenda items including agreements, ordinances and resolutions are to be reviewed by the City Attorney prior to submitting the item to the City Manager's Office and so noted on the Agenda Supplement.
3. Each agenda supplement will be reviewed by the City Manager, assigned an agenda number, and returned to the Department Director on Thursday morning prior to the City Council meeting for copying.
 - a. All agenda supplements submitted to the City Manager's office must include any attachments which will be presented to the City Council (reports, maps, plats, support documentation, etc.). Items which are submitted and do not include these attachments will not be considered for the City Council agenda.
 - b. 12 copies of each agenda supplement must be provided by the originating department on the Thursday preceding the City Council meeting. All agenda supplements must be copied on blue paper. In addition, one agenda supplement with a complete set of all attachments no larger than 8 ½ x 11" (all unstapled) must be provided on single-sided white paper for copying to a CD.
4. After the agenda supplements have been finalized and the copies submitted to the City Manager's office, an electronic copy must be placed on the Agenda Supplement "M" Drive or emailed to Anne O'Kelley for placement on the Agenda Supplement "M" Drive. There is no need to e-mail the agenda supplements prior to finalization.

5. An electronic copy of all resolutions and ordinances being considered at the City Council meeting must be emailed to Anne O’Kelley by no later than 5:00 p.m. on the Thursday prior to the City Council meeting for formatting and signature at the City Council meeting. If substantial changes are made to the resolutions or ordinances by the City Council at the City Council meeting, a corrected copy of the resolution or ordinance must be emailed to Anne O’Kelley as soon as corrections have been made.
6. After the ordinances/resolutions have been formatted and signed by the Mayor and City Clerk, copies will be provided to the appropriate departments. The originals will be maintained in the Master File. Originals may not be removed from the Master File. If you need a copy of an ordinance or resolution, please see Lorraine Fritzmann.
7. Each department is responsible for obtaining signatures on agreements approved by the City Council. All blanks must be filled in by the originating department prior to submitting the agreement to the City Manager for signature. Agreements submitted to the City Manager for signature must include a cover memo summarizing the agreement. After the City Manager has signed the agreement, it will be returned to the originating department for any further signatures and processing. It is the responsibility of the originating department to determine with the City Attorney if the agreement needs to be recorded and, if so, it is the responsibility of the originating department to have the agreement recorded with the County Recorder’s Office. A copy of the fully executed agreement is to be provided to Stacey Collins.
8. A copy of the “Council Action Letter”, i.e., a letter to the petitioner from the originating Department Head outlining the Council’s action, is to be provided to the City Manager.

RESPONSIBILITY:

Department Directors, and designees who assist with agenda preparation and the implementation of City Council action, shall have the responsibility of familiarizing themselves with this directive and adhering to it.

Approved By: _____



City Manager

Original Effective Date: 4/26/2006
Revised: 11/2011
Next Review: 11/2013