

# *Council Committee AGENDA Process*

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## **PRIOR to Posting:**

### ***IFC/Board –***

1. Council office identifies issue needing Council consideration
2. Council office submits Item to City Clerk who provides copy to the Mayor and City Manager.
3. Mayor assigns Item to Committee, informs City Manager and Committee Chair of assignment.
4. The Committee Liaison will route the Item to the Chief Financial Officer (CFO), City Attorney, and applicable Department for preliminary review. The Liaison will then work with the Council sponsor or Board Chair to make any revision to the Item. After revisions are complete, the Committee Liaison will communicate with Committee Chair to inform him/her that the Item will be placed on the next available Committee Agenda. Committee Liaison informs Agenda staff to launch posting process.

### **Council Committee Posting Process**

The SIRE system will be used for posting Council Committee agendas. The council committee workflow process:

1. Agenda staff enters items in SIRE, using the same process for regular council meetings.
2. The applicable department financial reviewer, working with the CFO, performs final fiscal analysis of the item assessing any fiscal impacts.
3. The Law Department performs a final legal analysis to assess any legal risks and creates legal backup such as ordinances, resolutions, interlocal agreements, etc.
4. The Agenda Office reviews the agenda item in its entirety.
5. The Executive Lead's Exec Assistant reviews/approves items in SIRE.
6. The Agenda Office approves the item onto the Council Committee agenda.

