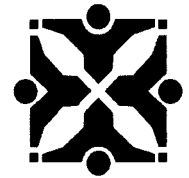


City of Columbia

701 East Broadway, Columbia, Missouri 65201



Agenda Number: _____
Department Source: City Manager
To: City Council
From: City Manager & Staff
Council Meeting Date: April 21, 2014
Re: Report - New Council Memo Form - Information Only

Documents Included With This Agenda Item

Council memo
Supporting documentation includes: Table of Changes

Executive Summary

Effective for the May 5, 2014 City Council meeting, this revised Council memo form will be used for future agenda items. Changes were identified by Council members and are intended to enhance the usefulness of material provided for your consideration. On the technical side, staff will use a Google form to enter information and create the memo. On the Council/public side, the memo's overall appearance has changed, the main body of the memo is maintained, new fields requested by Council have been added and a confusing, redundant table has been deleted. Until agenda items pending from before May 5 are resolved, Council will continue to see a mix of new and old forms.

Discussion

Please see the supporting document, "Table of Changes."

Fiscal Impact

Short-Term Impact: NA
Long-Term Impact: NA

Vision & Strategic Plan Impact

Vision Impact: Governance and Decision Making
Strategic Plan: Not Applicable

Suggested Council Action

Experience the revised form over the next few weeks and communicate any needs for more changes to staff.

Legislative History

09/03/2013 - Council discussed during pre-Council session

City of Columbia

701 East Broadway, Columbia, Missouri 65201

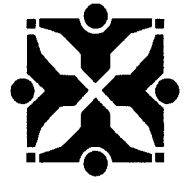


A handwritten signature in black ink, consisting of two stylized, overlapping 'M' or 'W' shapes.

Department Approved

A handwritten signature in black ink, consisting of two stylized, overlapping 'M' or 'W' shapes.

City Manager Approved



SUPPORTING DOCUMENTS INCLUDED WITH THIS AGENDA ITEM ARE AS FOLLOWS:

Table of Changes

Council Report: New Council Memo Form, April 21, 2014
Supporting Document – Table of Changes

Header Area: Upper third gathers all important identifiers into one flush-left block

Council Memo Header	Clearly identifies City of Columbia, MO as the memo source – more graphic balance between text and City logo
Department Source	Allows more than one department to be shown as authors
Agenda Item No.	No change
To/From	City Manager and staff signatures or initials moved to bottom of form
Council Meeting Date	No change
Re:	When applicable, staff may note P&Z case number, street address or general location

Main Body

Documents Included with this Agenda Item	NEW FIELD – Council asked for a brief table of contents, and documents will be organized as follows: 1) Council memo on top 2) Resolution or ordinance 3) Exhibits to the resolution or ordinance 4) Divider page will separate and list out all supporting documents provided by staff. This typically includes: Summary of Boards/Commissions Report, Maps, Plats or Plans, Excerpts from Minutes, and correspondence from the public. NOTE: Supplemental Information, as needed, will be noted and placed on top of old items and will be in the following order: Supplemental Council Memo, Amendment Sheet, Supporting Documents for Amendment Sheet.
Executive Summary	Brief statement of the issue, including a description of the result if Council takes the actions recommended in the “Suggested Council Action” field, below
Discussion	Clear and concise description of the “who, what, where, when and why” associated with the issue – adds details to the Executive Summary

Impact Statements

Fiscal Impact	Statement of potential short-term (next two years) and long-term (beyond two years) fiscal impact, such as new costs, new revenue, new savings, etc. City Ordinances require consideration of program or agency duplication; federal or state mandate; significant, direct fiscal impact on other political subdivisions; and new employees, facilities and capital spending.
Vision and Strategic Plan Impact	Vision – will note which of the 13 Community Vision statements are affected Strategic Plan impact – NEW – will note which of the City’s seven strategic priorities are affected
Boxes	Eliminated confusion and redundancy

Staff Recommendation

Suggested Council Action	No change – brief description of recommended actions or options Council may wish to consider
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Past Actions

Legislative History	NEW FIELD – Council asked for a recap of past legislative and procedural milestones associated with an agenda item
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