

STANDARDS FOR STAFF REPORTS

Templates for staff reports for City Council, Planning Commission, Historic Preservation Board and Board of Adjustment are also located on the **Citywide_Shared** Directory under "**staff_report_templates**".

1. **File Format.** Staff reports can be submitted in Microsoft Office and Adobe (.pdf) files.
 2. **Number and format of files submitted.** Consolidate all files for staff reports in one Word and/or Adobe document before submitting for review.
 3. **Legibility of attachments.** Staff should review attachments to make sure they are legible. All attachments should be attached to the written report at the time it is submitted to the Legal Department and City Manager.
 4. **Convert attachments to .pdf.** Any report attachments should be converted to .pdf documents and send with staff reports. Email report and attachments in one email.
 5. **Extraneous text.** When possible remove all headers, footers and page numbering from reports and attachments.
- 6 Definitions and examples of "type of item" in staff report heading.**

Informational. Intended to share data, introduce a topic, and/or update the board on projects, services and/or programs. Staff may be seeking direction but no action is requested. Examples include quarterly goal and departmental updates, budget review, etc.

Administrative. Intended for action on the regular agenda; items pertaining to management and implementation of laws and functions, as opposed to legislative and judicial. Examples include agreement and contract approvals, conditional use permits, as well as most resolutions and appointments. (Exception: Plat amendments are made by ordinance, but are still "administrative" by type.)

Legislative. Intended for action on the regular agenda; items pertaining to the power to make laws, as opposed to administrative, executive and judicial. Examples include ordinances as well as enactments or amendments to the Municipal Code and Land Management Code. (Exception: Amendments to the General Plan are made by resolution, yet are still "legislative" by type.)

Quasi-Judicial. Intended for action on the regular agenda; items pertaining to the determination of individual rights decided by the application of laws, ordinances, and facts and their application to the matter before the City Council or Board of Adjustment. Examples include appeals of Planning Commission decisions, Historic Preservation Board, or business licensing decisions.