

A SAMPLE DECISION/INFORMATION REPORT

INTRODUCTION: Here is an outline for the City Council, City Committee, County, Non-Profit and School District staff report. This format can be modified to fit the needs of any organizational board's decision-making process. This format, when standardized, can assist decision makers in their decision-making role. This format also includes a Citizen Involvement/Impact section as well as a Reporting Back date to help the Council or Board know when they will hear back on the issue. Providing complete information and the impacts of impending decisions is very important for local government at this time.

DATE: (Insert date report is prepared)

TO: (Indicate who the report is sent to. City Council, Planning Commission, Budget Committee etc.)

FROM: (Indicate who the report is from; usually the City Manager. If prepared by a Department Head, then so indicate. If prepared by anyone other than the CM the preparer signs the report and the CM initials indicating agreement)

FOR MEETING OF: (Indicate the date of the meeting this report will appear on the agenda.)

ACTION/INFORMATION ITEM: (Indicate if this item is for information of for action.)

TOPIC: (List the topic covered in this report)

SUMMARY OF ISSUE: (List in bullet points the relevant elements of the issue. This section is important because you are giving the decision makers a feel for the issue.)

COUNCIL OPTIONS: (Always provide the options the elected Board has, especially when making a decision. There are always at least four options for most issues. Include options in informational reports in anticipation of future necessary actions.)

STAFF RECOMMENDATION: (The staff recommendation spelled out in full detail with rationale for why staff is recommending this action.)

BACKGROUND INFORMATION: (Provide background information germane to this issue. Use attachments when necessary and provide narrative information.)

FINANCIAL IMPLICATIONS: (Provide the financial implications and impacts of the proposed action)

POLICY IMPLICATIONS: (List here the relevant existing policies already in place and provide the impact of this action on those existing policies.)

LEGAL REVIEW: (Include the analysis and opinion of the organization's attorney when appropriate.)

CITIZEN INVOLVEMENT/IMPACT: (Provide here whether this issue has been reviewed with related groups or neighborhood that will be affected by this policy.)

REPORT BACK: (Provide the date and time when staff will report progress back to the City Council)