



## **MAYOR & COUNCIL COMMUNICATION**

**DATE: November 6, 2013**

**CONSENT**

**ITEM #10**

**MOTION**

**AGENDA ITEM:** New Council memo Format

**SUBMITTED BY:** Dean Zuleger

**THROUGH:** 2014 City Council Retreat

**REVIEWED BY:** City Council / Staff

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### **SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECCOMENDER:** (Council, Commission, Committee, Citizen Group, Staff)

**FISCAL IMPACT:** (Include Labor and Time Costs)

**SUMMARY AND ACTION REQUESTED:**

**LEGISLATIVE HISTORY:** (How we got here)

**BACKGROUND INFORMATION (SWOT):**

<b>Strengths</b>	(Should Include Options for Improvement & Best Practices)
<b>Weaknesses</b>	(Should Include Identification of Waste / Inefficiency)
<b>Opportunities</b>	(Should Include Areas for Reduction in Bureaucracy / Obsolescence)
<b>Threats</b>	(Should Include Any Major Pitfall / Potholes)

**RECOMMENDATION:** Based on the aforementioned, the staff recommends and appropriate guiding motion.