

CITY OF BATAVIA

DATE: July 8, 2010
TO: Government Services Committee
FROM: Bill McGrath, City Administrator
SUBJECT: Ordinance 10-XX

Summary: This memo presents a new memo style staff would like to adopt for communications to commissions, committees and the City Council in most instances formalize presentation of issues, and include a broad range of analysis for the Committee or Council to whom it is addressed. This **Summary** section would be a brief recitation of the issue(s) and staff recommendations or resolution.

Background:

- During the governance discussion, there have been a few comments made about the breadth of staff memos that perhaps more of the analysis should be provided so that the commission, committee or City Council can review staff recommendations in a broader context. We developed the memo format (attached in blank) and think it addresses the Council concerns. This memo uses the formal structure of the new format, though it would not be rigorously adhered to for minor matters.

Alternatives:

1. Adopt new memo form

a. Pros-

- i. Summary allows for quick reminder of topic before meeting
- ii. Format presents information in what will be a consistent, familiar structure.
- iii. Memo affords fuller explication of issues, including “pros” and “cons” and alternatives, as well as personnel and budgetary impacts

b. Cons-

- i. Could bog reader down in details and slow legislative process. A balance between detail and important points needs to be achieved.
- ii. Could be somewhat confusing in issues not subject to a “pros” and “cons” analysis. Use will have to be monitored.

c. Budget Impact- None

d. Staffing Impact- Use of memo templates will provide more efficiency, aid in faster development of new employees, as well as commission, committee and City Council members.

2. No action

a. Pros-

- i. No change required of anyone

b. Cons-

- i. Some Council members may question completeness of analysis or consideration of factors on both “sides” of an issue, impacting staff credibility.

c. Budget Impact- None

d. Staffing Impact- None

Staff recommendation: Adopt new memo format as attached, review in 90 days

Timeline for major actions: 7-14-10 Government Services Approval, 7-19-10 Council Approval, 10-5-10 Gov Services (only) review

Attachment: New memo format

C: Mayor & City Council
Department Heads

CITY OF BATAVIA

DATE: July 8, 2010
TO: Government Services Committee
FROM: Bill McGrath, City Administrator
SUBJECT: Ordinance 10-XX

Summary: 1-2 sentence description of memo and shortened recommendations

Background: including

- why the memo topic is an issue
- what previous work has been done by staff and/or council
- excerpt of current code if a change is suggested

Alternatives:

3.

- a. Pros
- b. Cons
- c. Budget Impact
- d. Staffing Impact

4.

- a. Pros
- b. Cons
- c. Budget Impact
- d. Staffing Impact

5. No action

- a. Pros
- b. Cons
- c. Budget Impact
- d. Staffing Impact

Staff recommendation:

Timeline for major actions: