

AN ADMINISTRATIVE REGULATION
INITIATING AND REGULATING THE
USE OF THE COMMISSION-STAFF SUMMARY FORM

Section 1. Purpose

The attached staff summary form is designed to facilitate accurate communication between the city department staff, City Clerk's office, City Manager's office, the Mayor, City Commissioners, and the public regarding items placed before the City Commission during a regular City Commission meeting.

Section 2. Submitter Requirements

Any staff member placing an item on the regular City Commission meeting agenda shall be required to submit a completed Commission-Staff Summary Form, with the necessary attachments to the City Clerk's office by noon on the Wednesday preceding the regular meeting for which the proposed item is to be considered for placement on the agenda.

Section 3. Summary

The summary section of this form is intended to provide a brief overview of the item using language and terminology that will effectively communicate with the general public.

Section 4. Fiscal Impact

This section will include a statement of initial project costs, future ongoing costs, physical impact (on people/space) and residual or Support/Overhead/Fringe Costs if applicable. This section should also include whether the item is budgeted and what Fund any proposed expenditure will impact. This section must be reviewed by the Finance Department before placement on the agenda.

Section 5. Attachments

This section shall include a brief notation as to the attached documents that further explain the item.

Section 6. Legal Review

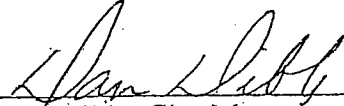
The City Attorney shall approve all forms and attachments as to form.

Section 7. Recommendation

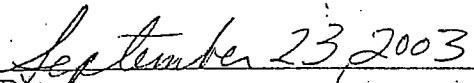
This section shall include the submitter's suggestion action and specific proposed wording of any motions that may be required.

Section 8. Approval

Upon submitting an item the Department Director or Division Head within the Administrative Department shall sign as approving the submittal. No item will be placed on the agenda without the City Manager's signature.



Dan Dible, City Manager



Date



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: _____

SUBJECT:

DEPT. OF ORIGIN:
DATE SUBMITTED:
SUBMITTED BY:

Summary:

Fiscal Impact:

Reviewed By: _____
Finance Department

Attachments:

Legal Review:

Approved As To Form: _____
City Attorney

Recommendation:

Approved For Submittal By:

Department Director

City Manager

CITY CLERK'S USE ONLY COMMISSION ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____