



CITY *Now*
CHULA VISTA

CITY COUNCIL AGENDA PROJECT

Background – City Clerk Duties

- ◎ **The City Clerk is the local government official for elections, local legislation, the Public Records Act, the Political Reform Act, and the Brown Act (open meeting laws).**

Our office exists to provide citizens access to their government.

Rationale for Project Selection

- Primary function of the City Clerk's office, last major improvement in 2012 (iPads)
- Widespread room for improvement across City departments
- City Initiative 5.1.2-- Objective: Promote opportunities for the public to be involved in decision-making and legislative processes

Tangible benefit to the public

Methodology

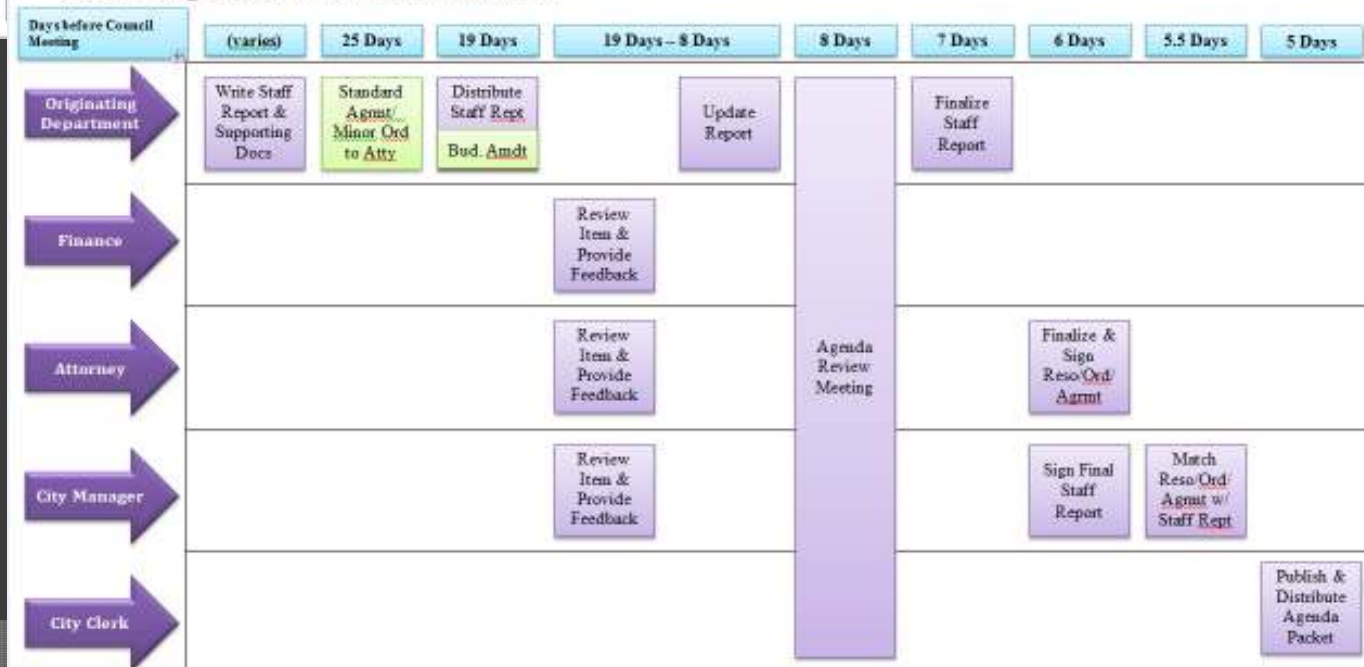
- ① Used Continuous Improvement tools to document and fully understand the process
- ① Stakeholder group representing different functions

Granicus Upgrade Project Charter

Purpose	Primary goal/ function and outcome of the committee relative to the project	To make decisions regarding the staff report creation/ approval process.
Objectives	3-5 key objectives of the committee	<ul style="list-style-type: none"> - Instill a sense of order/create standard work - Determine procedures for processing exceptions to the regular process - Create a process to deliver an accurate agenda packet to Council public on time
Success Criteria	Critical factors that must be addressed for the completion of the project to be deemed successful	<ul style="list-style-type: none"> - Staff training - Standard process - Reduce handoffs of agenda items - Reduce amount and transportation of paper
Decision(s) Process	How decisions will be made; how and to whom is info shared; who is consulted prior	- The group will meet to decide the work flow



Standard Agenda Submittal Process Overview



Stakeholder Goals

- Develop a process to deliver an accurate agenda packet to the City Council and the public "on time"
- Create standard work
- Train staff on the process
- Reduce amount & transportation of paper
- Reduce batch review of items

Customer-Focused Results: Staff

- ◎ Transportation of items
- ◎ Centralized resources (intranet)
- ◎ Standard Work
- ◎ Linear vs. concurrent review of items
- ◎ Ability to use color/images

STAFF INTRANET PAGE

City Council Tentative Agenda

- ▶ Tentative Agenda - May 20, 2014
- ▶ Tentative Agenda - May 27, 2014

City Council Agenda Process

Staff Report Training Presentation - [Color Version](#) | [B/W Print Version](#)

Standard Work/Guidelines

Item	Details/Instructions
Agenda Submittal Calendar - 2014	Deadlines for agenda item approvals for 2014.
Agenda Process Standard Work For report DRAFTERS : <ul style="list-style-type: none"> ▶ Submitting an Item Modify a Submitted Item ▶ Agenda Item Submittal Checklist ▶ Submitting a Special Orders Item ▶ Late Item Submittal Procedure ▶ Presentations to Council For report APPROVERS : <ul style="list-style-type: none"> ▶ Reviewing and Approving Agenda Items For iLEGISLATE users: <ul style="list-style-type: none"> ▶ iLegislate Guide (View final packet via iPad app) ▶ iLegislate Training (~27 minute video) 	Instructions for using Legistar to review, modify, and approve agenda items in process, as well as the iPad app, iLegislate, to review final agenda packets.
Standard Work for Legistar Users <ul style="list-style-type: none"> ▶ Changing Legistar Password ▶ Outlook Functions and Legistar 	
Legal Assistance Request Standard Work (LARQ Form)	Instructions for requesting assistance from the City Attorney's office before submitting items into the agenda process, such as ordinances and agreements. Agenda items not needing advance legal review can be submitted through the standard agenda process; no LARQ form is required.
Guidelines for Public Notice	Legal requirements for providing notice to the public on items considered by legislative bodies.
Decision-Maker Conflict Language	
Standard Signature Blocks	Standard names and titles for department heads.

Forms/Templates

Item	Details/Instructions
Agenda Statement Template	
Budget Amendment Detail Form	Required for any item needing a budget appropriation.



STANDARD WORK

Standard Work Instructions: City Clerk

207. Submitting an Agenda Item


Departments involved:	Various
Related Procedures:	208. Modifying an Agenda Item in the Approval Review Process 210. Presentations to Council 211. Adding an Agenda Item After the Deadline

Templates and guides are available on the Intranet at:

<http://cvinsider/CVDepartments/CityClerk/agendaprocess.asp>

#	Procedure	Reference
1	Use the Agenda Submittal calendar to determine agenda deadlines and date for attendance at the agenda review meeting*	<p>Agenda Process page on the intranet.</p> <p><i>Note: Staff is encouraged to submit items in advance; the calendar simply reflects the last day for each step in the process.</i></p> <p><i>*The staff person who can answer questions about the item must be present at the agenda review meeting and prepared to provide additional information and discuss the item.</i></p>
2	Download the current template for each type of item attachment (e.g. resolution, ordinance, etc.)	<p>Agenda Process page on the intranet.</p> <p><i>Note: The most recent template should be downloaded at the time of submittal; <u>do not</u> update a previously submitted resolution or ordinance, as the templates periodically change.</i></p>

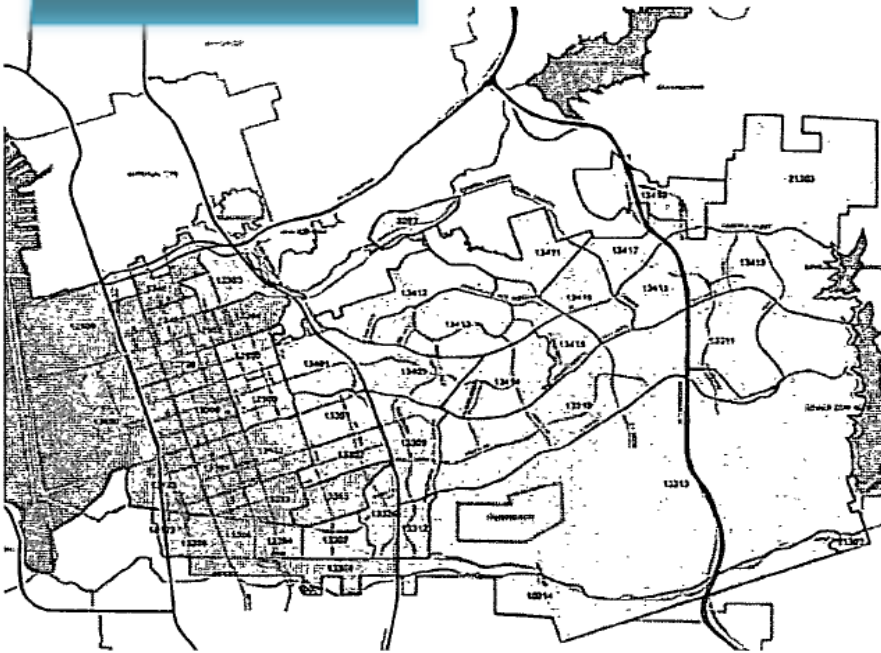
Stakeholder Goal Results

Goal	Result
Develop a standard process for agenda packet creation	
Create Standard Work	12 Standard Work documents created
Staff Training	5 Training sessions held 176 Participants (105 unique participants)
Reduce batch review of items	Items are reviewed on an ongoing basis
Reduce amount and transportation of paper	Manual draft distribution eliminated 63,210 copies = \$4,420.70 (based on 2013)
Reduce handoffs of items	

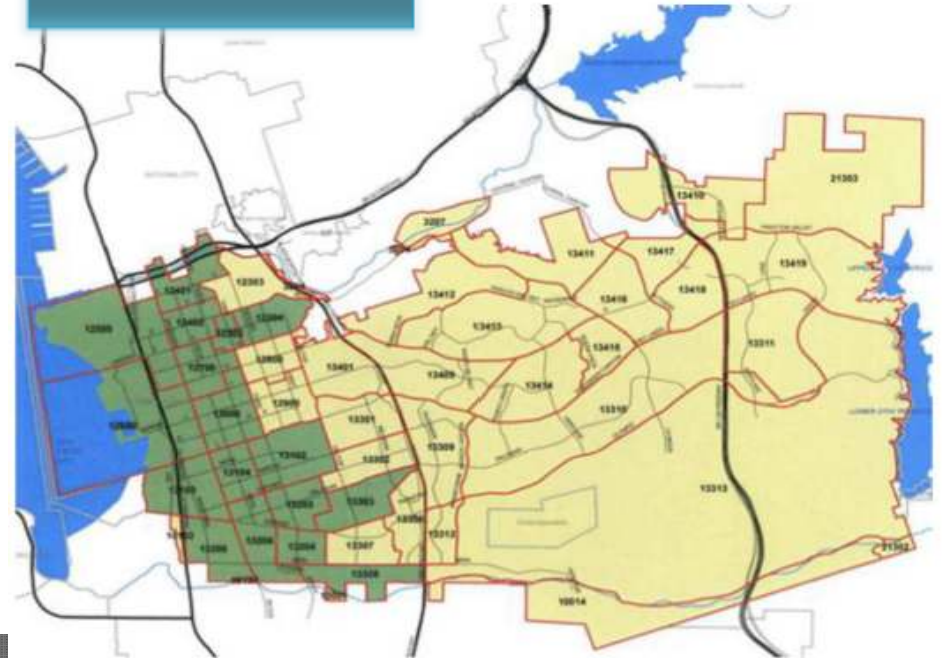
Customer-Focused Results: Council

- Quality of document images
- Agenda automatically syncs to device

BEFORE



AFTER



Customer-Focused Results: Public

- ◎ Easier access to agendas and related documents
 - Keyword/advanced search capability
 - Hyperlinks connect agendas, minutes, item details, videos
 - Access to media and documents online and using mobile devices

New Council Agenda View: Calendar



Home Legislation **Calendar** 2006-2013 Meeting Video

Share RSS Alert

List View **Calendar View**

Search: All Years All Departments basic info notes

[Help](#)

43 records Group Export

Name	Meeting Date	Meeting Time	Meeting Location	Agenda	Minutes	Video
City Council	1/7/2014	2:00 PM	Council Chambers 276 4th Avenue, Building A Chula Vista, CA 91910 <i>REGULAR MEETINGS OF THE CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF CHULA VISTA</i>	Agenda	Minutes	Video
City Council	1/9/2014	4:00 PM	Police Department Community Room 315 Fourth Avenue <i>SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA</i>	Agenda	Minutes	Not available
City Council	1/14/2014	2:00 PM	Council Chambers 276 4th Avenue, Building A Chula Vista, CA 91910 <i>REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA</i>	Agenda	Minutes	Video
City Council	1/28/2014	2:00 PM	Council Chambers 276 4th Avenue, Building A Chula Vista, CA 91910 <i>REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA</i>	Agenda	Minutes	Video

New Council Agenda View: Agenda

City Council

Agenda

March 25, 2014

8. [14-0114](#) ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA ESTABLISHING A 45 MPH SPEED LIMIT ON SAN MIGUEL RANCH ROAD BETWEEN PROCTOR VALLEY ROAD AND SR-125 AND REVISING SCHEDULE X OF THE REGISTER MAINTAINED IN THE OFFICE OF THE CITY ENGINEER TO INCLUDE THIS ESTABLISHED SPEED LIMIT (FIRST READING) (4/5 VOTE REQUIRED)

Department: Public Works Department

Staff Recommendation: Council place ordinance on first reading.

9. [14-0120](#) RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA AMENDING THE FISCAL YEAR 2013-14 EQUIPMENT REPLACEMENT FUND BUDGET AND APPROPRIATING \$38,868 TO THE CAPITAL EXPENSES CATEGORY FROM THE AVAILABLE FUND BALANCE AND AWARDING A PURCHASE AGREEMENT IN THE AMOUNT OF \$182,768.10 FOR A STREET POTHOLE ASPHALT PATCH TRUCK IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF REQUEST FOR BID NUMBER 200-13114. (4/5 VOTE

New Council Agenda View: Item



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Home Legislation Calendar 2006-2013 Meeting Video

Share RSS Alerts

Details Reports

File #: **14-0031** Name: Public Hearing Regarding the Formation of Community Facilities District No. 14M (Eastern Urban Center/Millenia)

Type: Public Hearing Status: Passed

In control: City Council

On agenda: 2/11/2014 Final action: 2/11/2014

Title: CONSIDERATION OF THE FORMATION OF COMMUNITY FACILITIES DISTRICT NO. 14M (EASTERN URBAN CENTER/MILLENIA) RESOLUTION NO. 2014-022 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA FORMING AND ESTABLISHING COMMUNITY FACILITIES DISTRICT NO. 14M (EASTERN URBAN CENTER/MILLENIA), DESIGNATING IMPROVEMENT AREAS THEREIN, AND AUTHORIZING SUBMITTAL OF THE LEVY OF SPECIAL TAXES TO THE QUALIFIED ELECTORS WITHIN EACH IMPROVEMENT AREA

Attachments: 1. [Item 7 - Resolution](#), 2. [Item 7 - Attachment A](#)

Related files: [14-0061](#)


History (1) Text

1 record Group Export

Date	Action By	Action	Result	Action Details	Video
2/11/2014	City Council	adopted	Pass	Action details	Video



New Council Agenda View: Search



Home Legislation Calendar 2006-2013 Meeting Video



Share RSS

<<< Simple search

Search Legislation Clear Criteria Help

Number of results: 100 Date: 2014

Legislative File Information

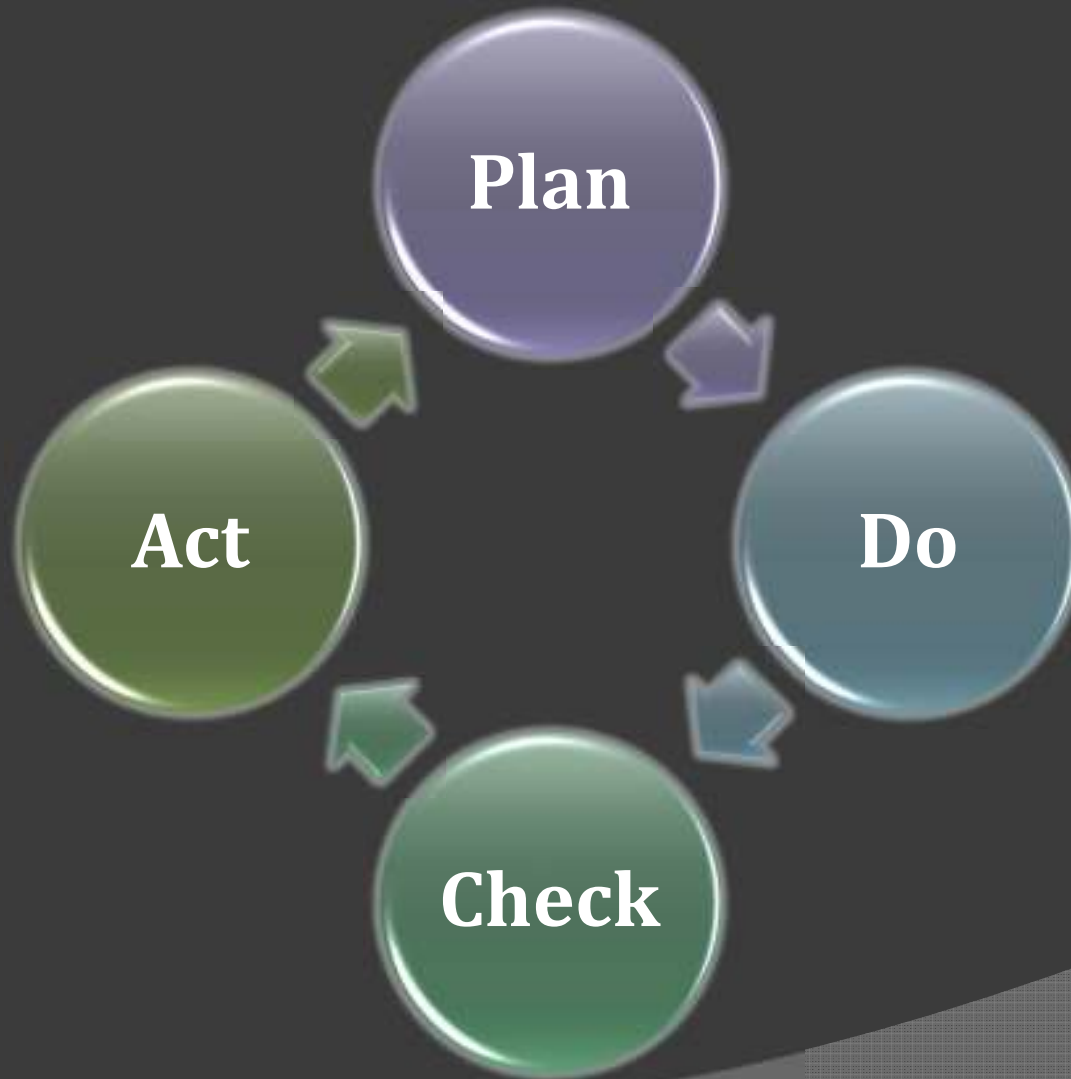
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		In control:	-Select-
On agenda:	<input type="text"/>  ● = ○ < ○ > ○ between	Final action:	<input type="text"/>  ● = ○ < ○ > ○ between

Related Information

Sponsor:	-Select-	Index:	-Select-
Code section:	-Select-	Attachment:	<input type="text"/>

Search Legislation Clear Criteria Help

What's Next





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