



CITY OF HOUSTON

Administrative Procedure

Subject: **Placing Items on the City Council Agenda**

A.P. No.

2-1 Revised

Effective Date:

December 4, 2012

1. AUTHORITY

- 1.1 Article VI, Section 7a, City Charter of the City of Houston.

2. PURPOSE

- 2.1 To detail the steps and requirements necessary to gain placement of an item on the City Council agenda

3. OBJECTIVES

- 3.1 To ensure availability of instructions for completion of RCAs

4. DEFINITIONS

Department – Any City of Houston Department, Division, or Office seeking Council action on an item.

Director – The Director, Manager, Acting Director, Acting Manager or employee designated to sign an RCA for the submitting department.

Request for Council Action (RCA) – Attachment A – Title of the form used by all City departments and divisions to request City Council action on a matter of city business.

5. SCOPE

- 5.1 All City departments, divisions and offices are governed by this Administrative Procedure.

6. RESPONSIBILITIES

- 6.1 Each department director or designee shall manually sign all RCAs originating in his/her department. The person signing the RCA shall be responsible for ensuring that the RCA contains clear, concise and accurate information.

An RCA must include the following:

- 6.1.1 The subject matter of the request.
- 6.1.2 The Council District or Districts affected, including the district that encompasses any physical location or facility described in the RCA.

Approved:

Date Approved:

12/04/2012

Page 1 of 3

- 6.1.3 The name and telephone number of the person to be contacted should additional information be required. Unless another person is designated by a director, the default contact person shall be the department's designated council liaison.
- 6.1.4 The date and Ordinance/Motion/Resolution number(s) for any prior City Council action directly related to the request.
- 6.1.5 The recommendation of the department, briefly stated.
- 6.1.6 The amount of funding required, if any. The amount listed should reflect the total value of the contract, project, program, etc., and not the just the dollar amount requested for the current fiscal year.
- 6.1.7 The source of funding with fund number in parentheses (ex: Widget Purchase Fund (1010)). No further funding breakdown information shall be included (ex: GL account numbers). Matters funded from bond proceeds, shall include the complete, correct name of the bond fund (ex. Street and Bridge Consolidated Construction Fund), whether the required funding has been appropriated and if not, information to support any necessary appropriation. Funding from any source other than the department submitting the RCA, shall require the written authorization of the director of the funding department, as appropriate.

7. PROCEDURE

- 7.1 The original RCA, printed on blue paper and signed by the originating department's director, shall be delivered to the Mayor's Agenda Director. Copies of all RCAs shall be distributed to the Legal Department, the Controller's Office, and City Secretary, as necessary or appropriate.
- 7.2 No RCA relating to the approval of a contract prepared by the Legal Department shall be submitted prior to confirmation by the Legal Department that the contract has been completed and agreed to by the contractor. The deadline for submission of a copy of the signed RCA to the Legal Department in order to obtain an ordinance for routine matters is Tuesday at noon for consideration for the following week's agenda.
- 7.3 Ordinances relating to contracts requiring certification of funds by the Controller's Office shall not be submitted until the Controller's Office has confirmed the availability of such funds. In such cases, the ordinance and a copy of the final signed RCA must be delivered to the Controller by noon on Thursday for consideration for the following week's City Council Agenda. General and Revolving Fund expenditures requiring approval of the Finance Director should show such approval.
- 7.4 The deadline for submission of an RCA to the Mayor's Agenda Director is noon on Wednesday for consideration for the following week's City Council Agenda. Upon approval by the Agenda Director, the RCA will be initialed and forwarded to the City Secretary.
- 7.5 RCAs that require an ordinance will be held by the City Secretary until the ordinance package is delivered to that office. Upon delivery and merger with the initialed RCA, the item will be eligible for placement on the next Council Agenda.
- 7.6 Compliance with the provisions of this administrative policy is not a guarantee that any item will be placed on the City Council Agenda. All items requested for placement on the Council Agenda are subject to the final approval of the Mayor or his/her designee.

- 7.7 The final agenda that has been approved by the Mayor will be published on Friday by the end of the day. The agenda will be posted online and one (1) hardcopy delivered to each Council office. As additional information is developed on specific items, usually in response to questions, it will be emailed to the designated Agenda contact in each office.
- 7.8 The Agenda Director may amend these procedures as situations arise. The Agenda Director is the final authority in matters concerning the placing of items on the City Council agenda.

8. ATTACHMENT

- 8.1 Attachment A – RCA Sample

Attachment A
Request for Council Action
Sample

REQUEST FOR COUNCIL ACTION

TO: Mayor via City Secretary

RCA #

SUBJECT:

Page of

Agenda Date

FROM: (Department or other point of origin):

Origination Date

Agenda Item#

DIRECTOR'S SIGNATURE:

Council Districts affected:

For additional information contact:

Date and identification of prior authorizing Council Action:

RECOMMENDATION: (Summary)

Amount of Funding:

FIN Budget:

SOURCE OF FUNDING:

SPECIFIC EXPLANATION:

REQUIRED AUTHORIZATION

OTHER AUTHORIZATION:

OTHER AUTHORIZATION:

OTHER AUTHORIZATION: