



ADMINISTRATIVE DIRECTIVE

LEGAL ACTION REPORT AND SUMMARY AND FUTURE DIRECTION REPORT	NUMBER	PAGE
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	EFFECTIVE DATE	
November 14, 2014		

I. **PURPOSE**

To establish procedures for documenting legal action taken by the Mayor and Council in compliance with Arizona Revised Statutes 38-431.01, to document the direction to staff given by the Governing Body, and to track the required actions to completion.

II. **POLICY**

- A. The Legal Action Report and Summary represents direction to the City staff to carry out administratively the decisions of the Mayor and Council. Department directors responsible for items scheduled on either agenda are expected to have been present at the subject meeting. Any decision or requests by the governing body involving a short time frame should be acted on immediately without waiting for the Legal Action Report and Summary which shall be distributed to all departments and offices as soon as possible.
- B. In order to assure compliance with the directions of the Mayor and Council as indicated in the Legal Action Report and Summary, a Future Direction Report has been established. Immediately after the Legal Action Report and Summary has been approved, the Agenda Coordinator prepares this report, also including the requests from the governing body.
- C. The Agenda Coordinator will track the required actions and any delay in the expected action will be noted on the Future Direction Report.

III. **DEFINITIONS**

- A. **Legal Action Report and Summary** - The report issued by the City Clerk's Office following each meeting of the Mayor and Council, summarizing the Governing Body's actions on each item considered, and providing direction to staff to carry out the decisions made.
- B. **Future Direction Report** - The report prepared by the Agenda Coordinator, used to track and follow-up on actions given or requests from the Mayor and Council during the Mayor and Council Meeting that will return to the council in some form. An updated report is presented to the Council at each meeting of the Mayor and Council Agenda Committee.

IV. **PROCEDURES**

- A. The City Clerk shall prepare and distribute the Legal Action Report and Summary within three (3) working days after each Mayor and Council meeting. The report will be distributed electronically to all City departments and offices and posted on the Internet. Any decision or request by the governing body involving a short time frame should be acted on immediately without waiting for the report.



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- B.** In order to assure compliance with the directions of the Mayor and Council as indicated in the Legal Action Report and Summary, a Future Direction Report has been established. Immediately after the Legal Action Report and Summary has been approved, the Agenda Coordinator prepares this report, also including the requests from the governing body.


- C.** The Agenda Coordinator will track the required actions and any delay in the expected action will be noted on the Future Direction Report.

Appendices None.

References None.

Review Responsibility and Frequency The City Clerk will review this directive annually, or as necessary.

Authorized



 City Manager

11-26-14

 Date