



City Council Staff Report

Subject:
Author:
Department:
Date:
Type of Item:

Summary Recommendation

Please state your recommendation here along with any wording that might be needed for contract approval, etc.

Executive Summary

- Please be sure to paste a copy of your Executive Summary in the “Report Body” block of MinuteTraq.
- Your Executive Summary should convey all of the important information contained in the report – and no more. The Executive Summary is more than an introduction to the topic. If a Council Member was really pressed for time, he or she should be able to make a good decision about this item simply by reading the Executive Summary.
- Here is a good one page document on how to write a good [Executive Summary](#)
- The City Council does not need to know everything that you know about a project. What they need to understand most are
 - What problem are we trying to fix?
 - What are the different alternatives to fix the problem?
 - What are the consequences associated with each alternative?
 - Why is the recommended alternative the best alternative?
- Your Executive Summary may be up to one full page of text. However, it is not required to be a full page of text if you are able to convey all of the important information in less than one page of text.

Acronyms

- If there are no acronyms, please delete this section.
- Please include a list of acronyms used in the report, in alphabetical order.
- Please spell out any acronym the first time it is used in the body of your report, followed by the acronym in parentheses.
- Please format your list as is shown below

BFC	Bicycle Friendly Community
HPCA	Historic Park City Alliance
IMBA	International Mountain Bicycling Association
LEED	Leadership in Energy Environmental Design (US Green Building Council)
MTFBWY	May The Force Be With You
PCMC	Park City Municipal Corporation

The Problem (or if there REALLY is no problem, you can title this section “The Opportunity”)

- This is the “why” of your staff report. What is the problem that needs to be addressed?
- Please start with defining the problem, not defining the solution.
- Also, please explain briefly why is it important that we address this problem
- This section should be no more than 4-5 sentences long.
- If this report is not addressing a problem – for example, if Council has ask to honor someone who is deceased – you can delete this section. (Although you may consider it a problem that the person is deceased, not everyone will see the humor in that problem definition.)
- If there really is no problem you are addressing – and please do try to identify a problem, because if there is nothing wrong, does it really make sense to do something. Even when we have opportunities, they are usually in response to problems. That all being said, if there is really ONLY an opportunity, then please retitle this section and call it The Opportunity.

Background

- This is a section that lends itself to bullet points
- When a past staff report can provide Council members with helpful background information, please include a link to that report.
- If there are studies that you would like to reference, please include a link to those reports – not the full report.
- When you are providing a link to past Meeting Minutes, please link directly to the point in the Meeting Minutes you are referencing or provide Council with a link. If that is not possible, please make sure you include the page number where the meeting minutes for your item can be found.
- Please double check all of the links that you include in the report. Make sure the link opens quickly. If it does not, find another way to include the information.
- If you have a lot of links to include, consider how you can shorten. Example:

<u>Date</u>	<u>Item</u>
October 9, 2014	Work Session Annual Report Card Staff Report (page 56)
October 9, 2014	Meeting Minutes Council request to accelerate plans (pg 4)
January 8, 2015	Study Session w/Accelerated Goals & Financials Staff Report (pg 4)
November 19, 2015	2015 Annual Report Card

Alternatives for City Council to Consider

1. Recommended Alternative: Please describe the alternative concisely.

Pros

- a. How does this alternative solve or address the problem?
- b. How does this alternative *positively* impact Council’s Priorities or Desired Outcomes and/or how does this alternative address a Goal, Objective or Strategy of the General Plan? (FYI - A group of Managers is working on developing a reference document of some type to support staff report authors.) If your item will have an impact on the Energy Critical Priority, please be sure to identify any energy increases or decreases that could be caused and how you propose to mitigate the impacts.

- c. What are the positive consequences of this alternative

Cons

- a. What might be the intended or negative consequences of this alternative
b. How does this alternative *negatively* impact Council's Priorities or Desired Outcomes and/or how does this alternative address a Goal, Objective or Strategy of the General Plan?

Consequences of Selecting This Alternative

Please summarize the overall consequences of selecting this alternative

- c. Null Alternative:** Please briefly describe what happens if nothing is done to address this problem/if the status quo continues.

Pros

Cons

- d. Other Alternatives?** Please briefly describe any other alternatives that could be considered. If you have four alternatives, including the null alternative, please be sure that this section has four numbers – so please list other realistic alternatives as separate alternatives.

Pros

Cons

If this report is an update for City Council, such as an update on one of City Council's Priorities or you are not asking City Council to make a choice, you can leave this section out of the report. However, if you are providing City Council an update where they will be making choices in the future, please do include this section and explain why types of alternatives will be considered in the future and explain the Null Alternative – what happens if we don't do anything. This will help to explain why you are bringing this report to Council in the first place.

Analysis

- This section does not necessarily need to be included in the staff report.
- If you feel that you were not able to explain the analysis of the alternatives sufficiently in the Alternatives section, please include that analysis here.
- If you own one of Council's Priorities, this section to be used to specifically identify what progress has been made towards this goal between the last update and this update. Please do not have more than one page of text in this section – please use tools like a Gantt chart, Action Item table or other visual tool to support your text. If progress has not been made towards the goal, please explain why.

Department Review

Please list the departments that have reviewed the report. This does not need to be a complete sentence. If there is a department that should have reviewed the report, but did not, please note that fact

Funding Source

Please identify the funding source for this project. Is the funding already allocated or will you be seeking funding in a future budget cycle?

Attachments

- Whenever possible, please include a link, map or graphic in the body of the report rather than having an attachment.
- If it is not possible to include a link, map or graphic in the body of the report, please identify any attachments and be sure each attachment is clearly labeled with the attachment letter and the name of the attachment.
- Contracts, resolutions, etc.: Please include a copy as an attachment

A The name of attachment A goes here
B The name of attachment B goes here
C The name of attachment C goes here