

SUMMIT COUNTY



COUNCIL

Instructions
Legislative Summary Sheet
Council Office
175 South Main Street
Akron, OH 44308
330.643.2725 phone
330.643.2531 fax

Pursuant to Section 121.05(c) of the Codified Ordinances of the County of Summit, the Clerk of Council shall prescribe the form and instructions for a Legislative Summary Sheet that shall be submitted with each piece of proposed legislation to be placed on County Council's Agenda.

The purpose of the Legislative Summary Sheet is make the legislative process more efficient, and to ensure County Council has all the necessary supporting documentation, statistics, facts and figures to be able to make the most informed decision possible on behalf of the citizens of the County of Summit.

The Legislative Summary Sheet and these instructions will be available on County Council's website at <http://www.co.summit.oh.us/council/legislation-2008.asp> in PDF form. All departments, offices and agencies will be notified in writing by the Clerk of Council when any changes are made to the Legislative Summary Sheet form or these instructions.

Please contact the Council Office with any questions you may have regarding the form of the Legislative Summary Sheet or these instructions.

Please follow these instructions when completing the Legislative Summary Sheet for each piece of proposed legislation to be placed on Council's Agenda or for any major amendments or substitutes to pending legislation. Use additional sheets if needed.

Subject

Give the legislation a short title, subject heading and/or indicate the name of the file if the legislation has been submitted electronically.

Elected Official/Agency

Indicate the Elected Official and/or Agency (Executive, Clerk of Courts, Court of Common Pleas, Juvenile Court, Engineer, Fiscal Office, Prosecutor, Sheriff, CSB, MRDD, Board of Elections, etc.) on whose behalf the legislation is submitted.

Department/Agency Contact

Indicate the name and phone number of the person(s) in the Department or Agency who is responsible for the legislation and is the most knowledgeable of its subject matter who Council Staff may contact with any related questions.

Council District

Indicate the Council District where the subject of the legislation takes place if applicable.

History/Background

Provide all pertinent background information and history of the legislation including, but not limited to: the need for the purchase; any problems that have been identified that generated the subject of the legislation; the qualifications of appointees to Board or Commissions; the particulars of any leases, intergovernmental agreements, contracts or land conveyance agreements; any prior contractual relationship with the contractor or vendor and experiences and review of the performance of the contractor or vendor; the need for an appropriation and its related contracts or grants; the justifications and the name of other entities with the same or opposite position for Resolutions of support or opposition; the purpose and need identified for any amendments or additions to the Codified Ordinances and the results of any study or research completed that resulted in the proposed amendments or additions; any cross references to related legislation, etc.

Financial Information

Indicate the total cost of the project, contract or purchase and break down the total cost into its appropriate components. Indicate whether it represents a change (increase or decrease) in contract amount from previous years or prior approvals. Indicate the efforts made to keep costs down. Provide any other related financial information.

Prior Approvals/Recommendations

Provide the date of any prior approvals from other public bodies, e.g. Board of Control or Planning Commission including any conditions of such approval. Indicate if the legislation has been formally recommended by a public body, e.g. the Criminal Justice Advisory Board. Indicate whether Council previously approved a similar piece of legislation, e.g. involving the same contractor or if this is a renewal of a contract or lease.

Evaluation

Provide the results of any current or previous study, research or evaluation conducted related to the legislation, including, but not limited to, the results of any evaluation on a program's or project's efficacy or how County services will be affected or improved.

Other

Provide any other additional information that will assist the County Council in its review of the legislation.