

# Anatomy of an RCA

What are all the parts of a Request for Council Action (RCA) document? Let's take a look.  
Last Updated February 2023

1

Date Action Requested: (Month Day, 2023)

2

Order ☐ Ordinance ☐ Resolution ☐ Motion ☐ Information ☒

3

Subject:

4

Staff:

Department:

File No.

5

Work Session ☐ Business Session ☐

6

Order On Agenda:

7

Is this item state mandated? Yes ☐ No ☐

If yes, please cite the state house bill or order that necessitated this action:

8

Recommendation:

9

Executive Summary:

10

Fiscal Impact:

11

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1.

**Date Action Requested:** This is the meeting date. You can find it on the Forward Looking Calendar.

2.

**Action Types:** Actions depend on what you are asking the council to approve. See "Types of RCAs" Infographic.

3.

**Subject:** Can be the title of your item or an abbreviation.

4.

**Staff, Department, File No.:** Staff should include anyone at the council meeting, including the drafter.

5.

**Work or Business Session:** Most templates are set up for Business session, but for the Info RCA specifically be sure to mark Work (6pm) or Business (7pm)

6.

**Order on Agenda:** Follows Council rules. This information is also on the Forward Looking Calendar.

7.

**State Mandate:** Include relevant information if the RCA is being presented due to a state mandate.

8.

**Recommendation:** This should be written in the language the Council should use as their formal motion.

9.


**Executive Summary:** Description of why this is coming before the Council, what actions were taken to get to this point, possible future actions or results.

10.

**Fiscal Impact:** The dollar amount of the short and/or long term impact on the City, and if it was budgeted or unexpected. Part of the Final Review phase includes approval by the Finance Director.

11.

**Footer:** Double-check this section to edit any relevant information such as Order number, Ordinance number., etc.



# Types of RCA Template

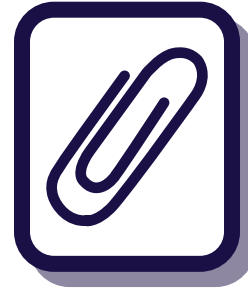
Let's look at the types of RCA, what they're used for, and what kind of documents come with them.

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## Form A

### INFORMATION

- Typically acts as a cover sheet with attachments that contain information of interest to the Council.
- Information could include upcoming events or educational materials. These items do not require action during meetings.



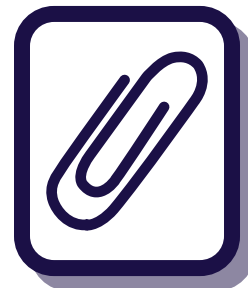
#### Supplemental Documents:

- Attachments
- Numbered (#1,#2...)

## Form B

### MOTION

- A proposal brought before Council for discussion and decision.
- Generally include items like committee appointments and notice of funding availability.



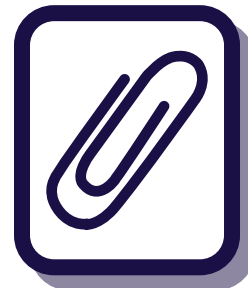
#### Supplemental Documents:

- Attachments
- Numbered (#1,#2...)

## Form C

### ORDER

- A mandate or command on a matter of land use and allows for quasi-judicial action.
- The public may appeal orders to the DLCD and LUBA.
- When brought before the Council, the decision is based on the findings and the record.



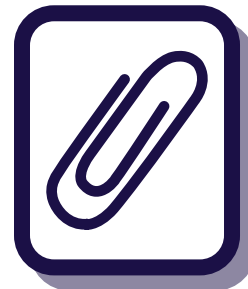
#### Supplemental Documents:

- Exhibits
- Lettered (A, B, C...)

## Form D

### ORDINANCE

- A permanent rule of action, a law or statute adopted by the Council as a legislative action for proper conduct of its affairs or governance of its inhabitants. It applies to all residents within a city.
- Commonly govern zoning, building, safety, traffic, and penalties may be involved.
- Generally a legislative act, but can be quasi-judicial and may be general or special.



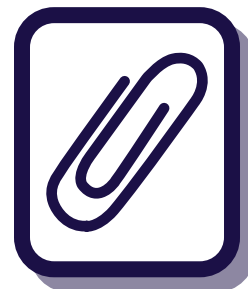
#### Supplemental Documents:

- Exhibits
- Lettered (A, B, C...)

## Form E

### RESOLUTION

- A decision, opinion, policy, or directive, formally expressed as an administrative act allowing for an administrative hearing.
- The public has no appeal authority over these actions.



#### Supplemental Documents:

- Exhibits
- Lettered (A, B, C...)

## Form F

### PROCLAMATION

- An official ceremonial or celebratory statement produced by the Mayor.
- Can be read publicly at meetings, but not required.
- Examples include a formal celebration of a community member's 100th birthday or recognition of a holiday.

- Does not typically have supplemental documents attached.