

# Administrative Procedure

## Alachua County, Florida

Procedure No.: AP 08-02

Effective: 11/16/2017

Revision No.: 1

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### Submission of Agenda Items

**SCOPE:** Guidance for submission of Board of County Commissioners Agenda items using the County's authorized software for Board Meetings, including a process for review and processing of original documents requiring action by the Board of County Commissioners.

#### **PROVISIONS:**

1. The final version of any Agenda Item, with all attachments, for a regularly scheduled meeting of the Board, will be fully approved by the originating department and those in the designated approval queue not later than 5 PM one week prior to the date of the meeting on which the item is to appear (Agenda Deadline Day).
2. Incomplete Agenda Items will be rejected by the Agenda Office.
3. Agenda Items are required to have the following:
  - a. The item shall be completely approved.
  - b. All sections of the agenda must be completed; N/A is acceptable when applicable.
  - c. A presenter and phone number must be listed. County Manager Talking Points
  - d. Exempt: Constitutional offices, County Attorneys Office, Advisory Board appointments, and Notation of Record
  - e. All attachments must be published to the portal and non-confidential (except Talking Points which are not to be published).
  - f. All tasks must be completed and marked as **such**.
  - g. Failure to provide a complete item on Agenda Deadline Day will result in the Agenda Office moving your item to the next available agenda.

4. It is the Departments' responsibility to input items with enough time to get through the approval process before Agenda Deadline Day.
5. Fully approved Agenda Items cannot be changed or amended without resetting the approval process.
6. Original Contracts/Agreements and Grants shall be submitted to Contracts upon receipt by the department for Legal review and inclusion in the Agenda Item.
  - a. Contracts/Agreements require the signature of the vendor.
  - b. Contracts will upload County signed originals into the Agenda software by the conclusion of the Agenda Deadline Day.
  - c. The Deputy Clerk will provide the original Contracts/Agreements signed by Legal for the Chair and Clerk's signature and return fully executed documents to Contracts for processing.
  - d. Departments requiring more than two signed originals must list that in the "Attachments" section of the Agenda software (i.e.: Contract - need three (3) signed originals.)
7. Budget Amendments will be submitted electronically, approved through the Office of Management and Budget Level, and attached to the agenda item by the Agenda Deadline Day.
8. The Office of Management and Budget (OMB) shall certify that Agenda Items are financially correct.
9. The County Attorney's Office shall certify that Agenda Items are legally correct.
10. Emergency Agenda Items which have missed the designated deadline are "walk on" agenda items.
  - a. The appropriate number of hard copies must be made and distributed on the dais prior to the start of the meeting.
  - b. Walk on Agenda Items must be authorized by the County Manager, or designee.
11. Legal Notices

- a. The initiating department shall email the Agenda Coordinator the Gainesville Sun notice(s) prior to the Tuesday 5 PM Agenda Deadline Day, who will upload the notice into the Agenda software.
  - b. The Department Director, or designee, will declare for the record that their item has been legally advertised.
12. The Agenda Office will prepare an Agenda for approval by the County Manager immediately after the Agenda Deadline Day.

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
County Manager