

City of Gainesville

Office of the City Clerk

AGENDA PROCESSES & TIMELINES

Departments should follow the timelines and procedures outlined below for meeting agendas for the City Commission, General Policy Committee and Advisory Boards & Committees.

REGULAR CITY COMMISSION MEETINGS

Usually held the 1st & 3rd Thursdays of the month in the City Hall Auditorium.

2+ Weeks

STEP 1: CREATE AGENDA ITEMS

- Department staff create agenda items in eSCRIBE. Assign a Meeting Type and Date, File Number, unique File Name and attach backup if needed. Complete the item report, then start a workflow to send the item through an approval process.

STEP 2: APPROVE & SUBMIT AGENDA ITEMS

- ~~Notifications of items for an upcoming meeting should be received by the City Clerk's Office by 11:00 A.M. on the Tuesday the week before the Commission meeting. City Clerk's Office staff receive notification by being included on departmental workflows.~~
- The deadline for items to be placed on Regular City Commission meetings in draft form for agenda review is **10:00 A.M. on the Wednesday** of the week before the Commission meeting.

STEP 3: DRAFT AGENDA

- ~~The City Clerk's Office publishes the draft agenda internally for staff and Commissioners at 10:00 a.m. Tuesday one week before the meeting.~~ The City Clerk's Office will publish the draft agenda for agenda review in the early afternoon on the day of agenda review (Wednesday of the week before the Commission meeting). A copy of the Summary Agenda (PDF) is emailed to the distribution list and staff are directed to access the agenda reports in the eSCRIBE system.
- The Commissioners and Charter Officers hold **Agenda Review** on the Wednesday one week before the meeting to finalize the agenda. Any anticipated changes or additional back-up should be announced at Agenda Review.

STEP

4: FINAL AGENDA

- Final agenda items and back-up must be submitted by **5:00 P.M. on the Wednesday Thursday** of the week before the meeting.
- The City Clerk seeks to publish the final agenda for *staff and external public access* at least ~~seven days prior to the meeting~~ but no later than 12:00 P.M. on the Friday before the meeting. The City Clerk's Office will publish the final agenda on the Monday before the meeting.
- If changes are made to the final agenda published Monday, the City Clerk's Office will publish a revised agenda on the Wednesday before the meeting.

- New items or revisions to existing items made after the agenda is published are added to the Agenda Updates list, unless announced at Agenda Review.

STEP 5: AGENDA UPDATES

- To submit late agenda items staff users must start a Late Approval Workflow to notify the City Clerk's Office. Modifications should be made no later than two days prior to the meeting and should be reserved for emergency items only. To revise an approved item, staff must request the item be removed from the agenda and placed back in draft status. Once revised the item will proceed as a late submission.
- Final agenda revisions are made after the Mayor's Agenda Review on the day of the meeting and must be accepted by the Commission.

GENERAL POLICY COMMITTEE (GPC) MEETINGS

Usually held the 2nd & 4th Thursdays of the month. The Commission discusses items referred from the regularly scheduled City Commission meetings.

GPC operates on a quarterly cycle of sessions. The first meeting of the quarter is an administrative session to plan the agendas for the remaining meetings. Agenda items are scheduled to align with priorities and initiatives based on the focus areas from the City Commission's Strategic Plan. Agenda space is reserved to accommodate emergency or unforeseen topics that may arise.

STEP 1: DEVELOP QUARTERLY SCHEDULE OF AGENDA ITEMS

- Prior to the meeting, the City Clerk's Office's requests from each Charter Officer a list of pending and standing items to be heard in the upcoming quarter.
- The Policy Oversight Administrator compiles a draft list of topics to be discussed during the quarter. This list will tentatively be scheduled by topic/focus area and date preference.

STEP 2: ADMINISTRATIVE PLANNING SESSION

- At the first meeting of the quarter, the Commission reviews items from the previous quarter. The body decides whether to follow up on open items or to extend items into the next quarter.
- Goals for the quarter and focus areas for each meeting are identified.
- The Commission reviews the draft list of topics and the policy research list. Items are scheduled to be heard based on priority, evaluation data, etc. Committee updates may be requested.

STEP 3: CREATING AGENDA ITEMS

- Follow Steps #1-3 above for Regular City Commission meetings. Each Charter Office follows its own agenda item approval process.
- Agenda Coordinators should submit all approved items (and back-up materials) to the City Clerk's Office by **5:00 PM Wednesday Thursday the week prior to the meeting.**

STEP 4: FINAL AGENDA

- The City Clerk's Office seeks to publish the final GPC agenda at least **seven days prior to the meeting** but no later than **12:00 P.M. on the Friday before the meeting on the Monday before the meeting.**

STEP 5: CHANGES TO MEETING AGENDAS

- Any anticipated changes to agenda items may be announced at Agenda Review on the Wednesday two weeks before the meeting. Changes (e.g., removal of an item) may also be requested at a City Commission meeting or by informing the City Clerk's Office.
- Once the agenda is finalized, it will not be modified until the adoption of the agenda during the meeting (except to add back-up to existing items or to add emergency or time-sensitive items). Additional back-up and emergency items must be submitted to the City Clerk's Office no later than **two days prior to the meeting** and follow the late exception process listed for commission meetings.

COMMITTEES, WORKSHOPS & SPECIAL MEETINGS

Special Meetings or Workshops may be requested by the Commission or Charter Officers. The City Clerk's Office must issue a **Meeting Call** announcement, no later than 48 hours prior to the meeting. The topic(s) of a *Special Meeting* must be specified and no other business may be transacted. Commission *Workshops* may be held for informal discussion and no business may be transacted at these meetings.

STEP 1: CREATE AGENDA ITEMS

- City departments create agenda items in eScribe using the same process and timeline listed for commission meetings.

STEP 2: FINAL AGENDA PUBLISHED

- The City Clerk's Office seeks to publish the final agenda at least **seven days prior to the meeting** but no later than 12:00 P.M. on the Friday before the meeting.

STEP 3: AGENDA UPDATES

- Agenda updates should be submitted to the City Clerk's Office no later than **two days prior to the meeting** and should be reserved for emergency items only. Updates should follow the late exception process listed for commission meetings.

ADVISORY BOARD & COMMITTEE MEETINGS

All City Advisory Boards & Committees will publish meeting agendas and minutes in the eSCRIBE system.

MEETING AGENDAS:

- Each Advisory Board has a template for its Meeting Type set up in eSCRIBE. For assistance modifying or creating a new template, staff should contact the City Clerk's Office.
- Each board follows its own departmental procedures approved by their respective Charter Officer for creating and approving agenda items.
- Boards should seek to publish an agenda at least one week prior to each meeting.
- City Commission Agenda Items:
 - The staff liaison will notify the board chairperson of any business items referred to the board from the City Commission.
 - To submit an item from the board to the City Commission for consideration, the staff liaison will update the item properties and report in eScribe for the commission meeting and follow their department's process for approving commission meeting items.

MEETING MINUTES:

- Minutes from each board meeting should include, at a minimum, the following elements: call to order, member roll call, actions and votes taken on business items, adjournment.
- Minutes should be entered in to eSCRIBE and submitted for approval by the board at its following meeting.
- Final minutes should be published to the City's website within one week of approval by the board.