

**Policy: Submittal of Agenda Items**

**Policy Number: GG001(Amend 1)**

**Date Implemented: -6/-1/2011**

**Date Updated: 1-3-2017**

**Policy Statement:** This policy outlines the method for placing items on the City of Foley Council work session and Council meeting for consideration.

**Procedural Requirement:**

- 1) All agenda items must be submitted in Legistar no later than 4:45 p.m. on Monday prior to the Council meeting. This is to include all backup documentation, finance information, account numbers, association file ID numbers with any other file ID number that relates to the project or item being presented, capital project documentation where the City Administrator and Council President must sign off prior to being presented to Council.
- 2) All sections in Legistar must be filled out and documentation must be submitted accordingly or it will be denied. These items include Text File(Templates must be used), Attachments, Associations (Related Files), Details, Approval Tracking, and Agenda Date. If you do not have these filled in the file will be returned for correction and /or completion. If it is after 5:00 p.m. when the Finance Department receives the agenda item the date will be changed to the following agenda date.
- 3) Submittal deadline shall be the 2<sup>nd</sup> and 4<sup>th</sup> Monday at 4:45 p.m. Any Agenda Request received after this deadline will not be on the agenda and will need to go through the Add on process in order to be heard at the work session or meeting.
- 4) The Finance Director shall review agenda items for source of funding accuracy on the afternoon of the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. If there are any questions or the items are not filled in the item will be returned to you.
- 5) After the City Clerk reviews the items and approves them for the Council agenda or Work Session agenda, the agendas will be generated and sent to the Council President, Mayor and City Administrator. This is done by 5:00 pm. on Wednesday. The President will be notified what items came in late; what items came in incomplete and were denied.

**ADD ONS:**

“Add Ons” are Agenda Request items that did not meet the deadline defined above, but the director desires that the agenda item be considered at the work session/meeting regardless of the missed deadline.

Add Ons, if approved, will not be included in the Formal Agenda submitted to council, but will be brought up by the Council President at the end of the work session and will be considered an add on to the Council meeting agenda.

**Steps to gain Add On Approval:**

The Director should submit the agenda item and contact the City Clerk to advise that the item will be later coming in and the reason why (life or death). The Director will contact the President to let him know that he has submitted an agenda item and ask that the item be included on the agenda. The President will contact the City Clerk to advise the status of the item and the City Clerk will either approve the item for the current Council meeting or carry it over per the President's instructions.

***REQUIRED DOCUMENTATION:***

*ANNEXATIONS:* Recommendations from the Engineer, the City Planner, and Environmental Manager. Draft ordinance, copy of deed, location map, (if corporation, incorporation papers), infrastructure valuation form and backup from Clerk's office.

*BIDS:* Bid Requests – submit request. Bid results – Original bid documents and recommendation. If the scope of work does not include everything such as additional software/hardware/geotechnical items, please include quotes for completing the project.

*CONTRACTS:* Changes in Contracts - submit original Change orders; Changes in the wording on contracts – submit original Addendum to contract. If a subcontractor is involved, please make sure that four originals are submitted instead of three so that each party can obtain one original.

*LIQUOR LICENSE APPLICATIONS:* Submit copy of application with a copy of a location map.

*PROCLAMATIONS:* Please submit a copy of the wording that you want in the proclamation and if the proclamation is for an individual please provide a dossier, resume or background of the individual and the reason for the proclamation honoring this individual. Provide date to be presented, name and phone number of person accepting the proclamation.

*PURCHASES, Non-budgeted, General Fund:* – Three quotes and recommendation.

*SUBDIVISION ACCEPTANCE:* Infrastructure Valuation Form.

*VACATIONS:* Submit legal description of easement or right of way being vacated. If this is for a masonry mailbox submit copy of recorded deed and original petition for vacation. If a person listed on the deed is deceased submit a copy of the death certificate.

***Agenda Requests from the Public:***

Requests will be made from the general public to be placed on the Work Session agenda or the Council Meeting agenda. These requests are made to express a certain concern or complaint, or to ask for financial support, etc. Prior to being placed on an agenda, the requester should be directed to the appropriate City Department under which their subject matter of concern falls. That Department Head must sponsor the item before it is placed on the agenda.

In the event there is no particular City Department associated with the topic of the agenda request made by the member of the public, the request should be forwarded to the City Administrator and/or a Council Member or Mayor for sponsorship. All materials that will be presented must be submitted along with the official request for review prior to being placed on the agenda.