

POLICY NUMBER:

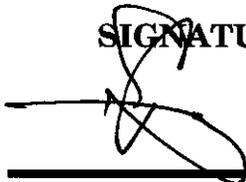
APM- 3 - 77

ISSUED BY:

Pedro G. Hernandez

City Manager

SIGNATURE



CITY OF MIAMI



ADMINISTRATIVE POLICY

DATE:

September 10, 2007

REVISIONS

REVISED SECTION	DATE OF REVISION
Established	10/25/77
Revised	10/22/88
Revised	6/27/01
Revised	8/27/07

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**SUBJECT: AGENDA PREPARATION PROCEDURES
 REGULAR CITY COMMISSION MEETING**

PURPOSE: To establish a new agenda preparation procedure, to inform all departments of any modifications to current procedures, and to enable the City Manager to present to the City Commission a complete agenda of proposed legislation, discussion items, personal appearances, and other matters for the Commission's consideration five (5) days prior to its regular meetings (2nd and 4th Thursdays of each month – except August).

THE POLICY WILL BE AS FOLLOWS:

Effective this date, this administrative policy will supersede all previous policies relating to Agenda Preparation Procedures.

The City of Miami Code: Chapter 2, Article II, Section 2-33(e), requires that a complete agenda, with all supporting documents be made available five (5) days before its scheduled meetings. This means that complete packets of information will be delivered to each Commissioner the Friday evening prior to a regularly scheduled Thursday meeting.

The City utilizes the Legislative Management Software ("Legistar"). Legistar is a comprehensive agenda workflow management and information retrieval system. See the Steps to Legislative Hub at www.ci.miami.fl.us for further information.

In order to provide the Commission with all essential information necessary for an adequate understanding of legislation proposed and items to be discussed, it is the policy of the City Manager that the following procedures and timetable be followed by all departments and individuals desiring to submit agenda items to the Manager for his/her determination as to whether and when those items will be scheduled for City Commission consideration.

The following flow chart details the complete Agenda Process and includes the appropriate timetables for submission of items, preparation of draft and final agendas, and printing and distribution of final agenda to the City Commission, City Administration, and the Public:

Agenda Process

1

20 WORKING DAYS BEFORE AGENDA DISTRIBUTION

Departments submit all items requiring *budgetary* approval to the Department of Strategic Planning, Budgeting and Performance.

2

20 WORKING DAYS BEFORE AGENDA DISTRIBUTION

Departments submit *procurement* items to the Purchasing Department with all necessary budget approvals, if applicable.

3

20 WORKING DAYS BEFORE AGENDA DISTRIBUTION

Departments submit items requiring *contract / agreement review* to the City Attorney's Office.

4

15 WORKING DAYS PRIOR TO THE AGENDA DISTRIBUTION

Departments submit **COMPLETE AGENDA PACKETS** to the Agenda Office.

[A complete agenda packet consists of the original hard copy and 2 copies. Also e-mail the Agenda Office and the City Attorney's Office Legislative Division the item.]

5

A list of agenda items submitted to City Manager, Assistant City Managers, and Department Directors.

&

Agenda Review amongst City Manager, ACMs, Directors and Agenda Coordinator.

Agenda Item Accepted?

YES

NO

CLOSE AGENDA

(NO ADDITIONS WILL BE ACCEPTED).

FOLLOWING REVIEW

Within one day of review, notify dept. of revisions

Draft agenda submitted to the City Commission.

Departments resubmit revised items via email and hard copy to Agenda Office and City Attorney's Office Legislative Division.

15 DAYS PRIOR TO MEETING

City Clerk advertises all Sole Sources.

10 DAYS PRIOR TO MEETING

City Clerk advertises all public hearings and proposed second reading ordinances.

5 DAYS PRIOR TO MEETING

Distribute agenda packets to City Commission, depts., & public.

CITY COMMISSION MEETING