

**SUBJECT:****ORIGINATING DEPARTMENT:**

**Preparation of the County Commission  
Agenda Summary**

**County Administrator/County Attorney**

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**POLICY:**

- a. The County Administrator and County Attorney shall coordinate the preparation of the County Commission Agenda.
- b. The Office of Administrative Support shall be responsible for collating and duplicating all agenda items, as well as creating the agenda summary. The Clerk's Office shall be responsible for the legal recording of all aspects of the County Commission meetings.

**PROCEDURES:**

- a. All regular Agenda items shall be submitted with a covering "Agenda Memorandum" form with the appropriate back-up information to fully inform the County Commission of the nature of the Agenda item. An electronic copy of the Agenda Memo only shall be sent to the Agenda Coordinator to reserve a space for the item on the Agenda Summary.
- b. The deadline for submission to the County Administrator's Office of items for the Agenda shall be no later than 12:00 p.m. on Tuesday, Ten (10) working days prior to the Regular County Commission meeting on Tuesday. Any items submitted after 12:00pm on Tuesday will be considered late and be put on the next County Commission Agenda.

The County Commission can place any item on the Agenda up to 9:00 a.m. on the Friday prior to the Tuesday delivery of the agenda. The County Administrator may move this date and time earlier to address holidays or special circumstances.

- c. The Agenda Coordinator shall issue a deadline schedule annually following the Board of County Commissioners reorganization meeting which shall be adhered to.
- d. Other than the items placed on the Agenda by the County Commission, the County Administrator and the County Attorney shall approve the placement of all items on the Agenda.
- e. The Agenda shall be divided into sixteen sections:
  - Call to Order
  - Public Appearance section of the Agenda consisting of public hearings, workshops and time certians. The "Open to the Public" section will be scheduled as required by Section 2-49(1), Citrus County Code.
  - Outstanding Commission Items
  - Consent Agenda consisting of items that require action and are of a routine and non-controversial nature, items only under \$5,000 threshold will be included on consent agenda

- Regular Business section of the Agenda consisting of items of regular business that require action, discussion or policy direction of the County Commission or are grant related
  - Section for the County Administrator
  - Communications
  - Section for a County Commissioner
  - Section for a County Commissioner
  - Section for the Second Vice Chairman
  - Section for the First Vice Chairman
  - Section for the County Commission Chairman
  - Section for the County Attorney
  - Section for the list of upcoming meetings
  - Section for Upcoming Workshops & Special Meetings
  - Adjourn
- f. Items requested to be placed on the Agenda, which do not fall under the jurisdiction of the County Commission, shall not be placed on the Agenda. A request for an item which does not fall under the jurisdiction of the County Commission may only be brought forth by a County Commissioner.
- g. Additional Agenda items are not to be presented for consideration unless they are of an emergency nature, cannot wait for action until the following Board meeting, or are deemed of sufficient importance by the County Administrator or County Attorney to warrant immediate Board review. Those authorized by the County Administrator or County Attorney shall not be made part of the published agenda and will be made available at the meeting site.
1. The Public Appearance section of the Agenda shall contain time certain which will be those persons scheduled for an appearance at a specific time on a particular subject and includes a section for "Open to the Public".
- a. Public Appearance section of the Agenda shall be as follows:
    - 1. The County Administrator or the County Attorney can schedule

person(s) to appear before the Board at a time certain

2. The Public Appearance section of the Agenda shall appear as a separate item outlining the time, name of person and subject matter of the item; and
  3. The appropriate back-up information shall be provided by staff or citizen requesting the time certain by the required deadline. Items without back-up information shall not be heard.
2. The Consent section of the Agenda will contain items that require action by the County Commission, but are themselves of a routine and non-controversial nature.
- a. The Consent section of the Agenda shall be handled as follows:
    1. When the County Administrator or County Attorney determine that any item of business requires action of the Commission, but is of a routine and non-controversial nature, such items may be placed on the Consent section of the Agenda.
    2. The Consent section of the Agenda shall be introduced by a motion "To approve the consent agenda" and shall be considered by the Board as a single item.
    3. On objection from any member of the Board of any item on the Consent section of the Agenda that item shall be removed. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the Consent section of the Agenda: all items objected to shall be considered individually, in the order in which they were objected to.
    4. Ordinances shall not be included as part of the Consent section of the Agenda, except when the Board is setting a public hearing.
    5. Approval of the "Motion to approve the consent agenda" shall be fully equivalent to approval of each item exactly as if each was acted on individually.
  - b. Bid/RFP Recommendations - Bid approval agenda items shall include a Bid executive summary form. Back-up material to the Bid will be provided and posted on the Clerk of the Circuit Court's office agenda webpage.
3. The Regular Business section of the Agenda will contain items that require action, discussion or policy direction of the County Commission, that generally entail more deliberation, briefing or presentation by the staff or public, and contain the reports

by each public official.

The Regular Business section of the Agenda shall be handled as follows: (I) Each agenda item shall have an agenda memorandum with the description of the item and a recommendation. Motion may be made individually on each item or may be moved in groups if deemed appropriate by the Board.

4. The County Administrator section of the Agenda will contain items that require action, discussion, policy direction from the County Commission or warrants formal presentation by the County Administrator due to the importance of the information conveyed.
5. The First Vice Chairman, Second Vice Chairman, and both Commissioners sections of the Agenda is reserved for items that the individual Commissioner desires action, discussion, policy direction or is of informational value to the other Commissioners.
6. The Commission Chairman section of the Agenda is reserved for items that the individual Commissioner desires action, discussion, policy direction or is of informational value to the other Commissioners and all advisory board announcements and nominations regarding positions on the individual boards.
7. The County Attorney section of the Agenda will contain items that require action, discussion, policy direction from the County Commission or warrants formal presentation by the County Attorney due to the importance of the information conveyed.
8. During each meeting, the Chairman shall announce a list of the next upcoming meetings so the public may plan for future attendance or observation.

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**FOOTNOTES & REFERENCES TO RELATED AR's:** Supersedes AR 3.02-9 dated August 26, 1997, AR 3.02-10 dated February 23, 1999, AR 3.02-11 dated May 22, 2007, AR 3.02-12 dated May 13, 2008, AR 3.02-13 dated December 7, 2010, AR 3.02 - 14 dated April 10, 2012, AR 3.02-15 dated December 4, 2012, AR 3.02-16 dated June 10, 2014

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