

ADMINISTRATIVE ORDER NUMBER 5-1

SUBJECT: CITY COUNCIL AGENDA PROCEDURE

Responsible Department: City Clerk's Office and City Manager's Office

Date Issued: April 30, 2009

Date Revised: August 12, 2020

Approved: *(Signature on File)*

PURPOSE:

To outline the procedures used to create City Council agendas and supplemental information for the Fresno City Council meetings.

POLICY:

The preparation of the City Council Agenda is a complex process, which requires coordination between City offices, the Council President's Office and the Office of the City Clerk (City Clerk). For all involved, it is crucial that deadlines are met and procedures are followed.

PROCEDURES:

Part I

- a) Each year in December, the City Council approves a City Council meeting schedule for the following year.

- b) Simultaneously, the City Manager's Office publishes a "Reports to Council Process Due Dates" schedule. This schedule identifies for each City Council meeting the due date for the items that need to be submitted to Purchasing, the City Attorney's Office (City Attorney), or the Budget Office. It shows when completed final reports must be entered into Granicus, and the dates for the Agenda Conference.

- c) Agenda titles for each item must be entered into Granicus by the department no later than 12:00pm on the Monday prior to the week of the City Council meeting. If you do not meet the deadline, you cannot enter your item into Granicus. The City Attorney's Office and City Council Offices should call the City Clerk to request an item be added in Granicus after the deadline has passed. All other City departments should contact the Chief of Staff in the City Manager's Office, who will then work with the City Clerk to determine if the item can be added and will ensure the item is finalized in Granicus.

The City Clerk will redirect a department to the City Manager's Office if the department directly contacts them with a late request.

- d) The agenda title must include the City Council action proposed to be taken, including resolutions and ordinances to be adopted.
- e) In accordance with the State of California Brown Act, the agenda for a public body must state clearly the subject to be discussed, action to be taken, or action recommended. If the agenda does not mention action to be taken, the City Council may not take that action. If a resolution or ordinance is to be adopted, please indicate if it is subject to the Mayor's veto by adding (***) before the title and "(Subject to Mayor's Veto)".
- f) The following are examples of agenda titles that satisfy the requirements of the Brown Act and serve to inform the public and City Council:
 - 1. Amend the Salary Resolution to....
 - 2. Adopt an Amendment to Ordinance....
 - 3. Approve a Grant Application to the State for...
 - 4. Award a Bid in the Amount of....
- g) The City Clerk and the City Attorney are available to assist regarding the required title of an agenda item.
- h) When entering items into Granicus, use the template in Granicus that best describes your agenda item. The choices are: Appointments, Ceremonials, Closed Session, Council Reports and Scheduled Communication. The templates are set up to keep all items uniform. The Council Reports template guides you through adding required information.
- i) Agenda items must also be placed on the Agenda under the proper heading. The choices are:
 - 1. Ceremonials
 - 2. Consent Calendar (for items that do not require further discussion; many items are voted on with one vote)
 - 3. Scheduled Council Hearings and Matters (timed items)
 - 4. General Administration (items that require further discussion)
 - 5. City Council (items added to the Agenda by a Councilmember)
 - 6. Closed Session (items that must be discussed in private based on the Government Code and in compliance with the Brown Act)

7. **Unscheduled Communication** (where members of the public can address the City Council regarding items that are not listed on the Agenda)
- j) Once you determine which heading to use, enter the information into Granicus by clicking on the “Details” tab and typing the title in all capital letters in the “Reference” field.
 - k) The Report to Council shall reflect completed staff work including legislation (such as an ordinance), specific resolution, contract, agreement or lease. Prior approval by the City Attorney is required on proposed legislative action. Include special conditions such as “report requires more than quorum majority for passage”.
 - l) Amendments to the Annual Appropriation Resolution (AAR) and amendments to the Master Fee Schedule are prepared by the Budget and Management Studies Division. Amendments to the Position Authorization Resolution (PAR) and Salary Resolutions are prepared by the Personnel Service Department.
 - m) The City Clerk shall prepare the preliminary City Council Agenda, which will be available by 5:00pm on Tuesdays the week prior to the City Council meeting for City staff to review and prepare for the Wednesday morning Agenda Conference. Again, departments shall not add any new agenda items into Granicus after the Monday deadline, (see Part 1 c).
 - n) The City Council Agenda shall be reviewed and updated at the Agenda Conference on Wednesday mornings, the week prior to the City Council meeting. The Agenda Conference is attended by department heads or their representatives, members of the City Manager’s Office, City Attorney, City Clerk, and Councilmembers Chiefs of Staff.
 - o) The City Clerk will update the Agenda with any changes made during the Wednesday morning Agenda Conference.
 - p) The City Clerk, representatives from the City Manager’s Office, the City Attorney, and the Council President and his or her Chief of Staff will meet at 1:30pm on Wednesdays the week prior to the City Council meeting to finalize the Agenda and provide an opportunity for the Council President to ask any follow-up questions. The Deputy City Manager will contact departments whose items need revision, or for which the Council President has additional questions, to make the necessary changes in Granicus or obtain the requested information. The City Manager’s Office will then communicate those updates to the City Clerk and Council President’s Office as soon as possible. The updated Agenda will be sent out to the Department Directors, the City Manager’s Office, the Mayor’s Office and the Councilmembers’

offices by the City Clerk for final review by 5pm on the Thursday prior to the City Council.

- q) Any changes to agenda items made by departments after the Council President's meeting must be approved by the City Manager first, and then the Council President. Council items entered after the Council President's meeting must also be approved by the Council President.

Part II

Printing

On Friday mornings prior to the City Council meeting, the agenda packet is sent to the Copy Center for printing around 8:30am. The agenda is posted to the website and packets are distributed to those receiving hard copy agendas and/or packets. The agenda packet will also be uploaded to electronic devices such as tablets or Ipads.

Supplements

- a) Supplements were created for Reports to Council and additional attachments submitted **after** the City Council Agenda packets have been posted and distributed (on Friday afternoons), but which need to be included in the packet for the City Council meeting. Authorization (written or verbal) from the City Manager (or Assistant City Managers) and the Council President are required for a City Department to supplement a Council agenda item.

- b) If the City Manager and the Council President agree to the supplement, the document is time-stamped and a supplement cover page is created. The cover page and the attachments are sent out to the agenda distribution list. The documents are also added to the corresponding item in Granicus. Hard copies of the supplements are distributed to all of the City Council Offices.