



CITY COMMISSION STAFF REPORT

DEPARTMENT: Commission

SUBJECT: Discussion on agenda minutes, agenda item format and agenda back-up –
Commissioner Shrouder

RECOMMENDATION:

Commissioner Shrouder is requesting a discussion on agenda minutes, agenda item format and agenda back-up

BACKGROUND OF ITEM:

Commission meetings are held on the second and fourth Tuesday of every month.

The agenda is posted 10 days prior to the meeting. Agenda items are due the Tuesday of the week of posting at noon.

All items with a financial impact are routed to the Finance Director for approval. After approved, items are then forwarded to the City Attorney. The City Attorney then forwards the item to the City Manager for final review and approval.

Workflow History			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet ...	*FINANCIAL I...	02/11/22 05:05 PM
Allen, Tedra	Assigned to Finance ...	COMPLETE: ...	02/11/22 05:07 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: ...	02/16/22 08:12 AM
Napoli, Joseph	Assigned to City Man...	COMPLETE: ...	02/17/22 05:02 PM
Allen, Tedra	Assigned to City Clerk	APPROVE IT...	02/17/22 05:10 PM
Allen, Tedra	END WORKFLOW - ...		02/17/22