

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** August 6, 2024

**DEPARTMENT:** City Commission/City  
Attorney/City Manager/City Clerk

**TITLE:**

Resolution No. 25-2024 – amending the City Commission Rules of Procedure

**SUMMARY:**

The City Commission will update various items in the rules and procedures for commission meetings.

**BACKGROUND AND JUSTIFICATION:**

The City Commission's Rules of Procedure were initially adopted in 2004 by resolution and have been amended multiple times by subsequent resolutions with the most recent amendment in July 2023. The City Commission gave consensus to move the Commission Liaison Reports and Comments, City Manager Report and City Attorney Report to 12, 13 and 14 in the Order of Business [Rule 5 (1)] {page 4} at the June 14, 2024 pre-agenda work session.

Other suggested updates from the City Manager, City Attorney and City Clerk include:

- change the District Public Forums to Town Halls to be held on a bi-annual basis, rotating the location by district [Rule 1 (5)] {page 2}
- commission consensus is required to place an item or presentation on the agenda by the Mayor or a Commissioner [Rule 12 (1 & 2)] {page 7}
- determination regarding presentations is needed [Rule 12 (2)] {page 7}
- If an item is removed from or voted against being added to an agenda, the public comment will be held for when the item is placed back on the agenda [Rule 12 (10)] {page 11}
- the term work session will be changed to workshop

**MOTION:**

Move to approve/disapprove Resolution No. 25-2024 – amending the City Commission Rules of Procedure

**ATTACHMENT(S):**

Resolution 25-2024 (redlined and clean versions)  
Resolution 13-2023