

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** April 18, 2023

**DEPARTMENT:** City Commission

**TITLE:**

Discussion regarding City Commission Work Sessions

**SUMMARY:**

The City Commission will determine a new schedule for the Pre-agenda Work Sessions as well as scheduling regular work sessions.

**BACKGROUND AND JUSTIFICATION:**

City Commission pre-agenda work sessions were instituted to allow the Commissioners to reach consensus on adding items to future Commission agendas. The pre-agenda work sessions are currently held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month from 9 – 10 am. The 4<sup>th</sup> meeting of the month conflicts with the Palm Beach County League of Cities' meetings. Occasionally, the Regular City Commission meetings, held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month, are followed the next morning by a pre-agenda work session. Other municipalities hold pre-agenda discussions as a matter of business during their regular meetings or as a short meeting immediately preceding a regular meeting. The Commission needs to decide how often and when to hold these meetings.

Work sessions are necessary to examine and get more information on various topics before they are voted on at a regular/special meeting. The City Manager suggests scheduling a specific day and time for work sessions so that dates are on the calendar each month. A work session would only be held if there was a topic/item to discuss or the work session would be canceled.

**MOTION:**

Direction is sought regarding how often to hold pre-agenda work sessions and when to change the date and/or time of such. Direction is also sought on setting a time on the calendar for work sessions each month.

There can be a motion and vote on these issues (Move to set pre-agenda work sessions at \_\_\_\_\_. Move to set monthly work sessions at \_\_\_\_\_.)