

**Agenda Item:** 3.b

**Meeting Date:** January 8, 2026

## **MEMORANDUM**

**To:** City Commission

**Through:** Jennifer K. Bramley, City Manager

**From:** Michelle Wells

**Date:** 2025-12-19

**Subject:** Resolution 26-01, adopting certain Rules of Procedure for the Commission

**Presenter(s):** Michelle Wells, City Clerk

**Staff Recommendation:** Staff recommends adoption of Resolution 26-01, Rules of Procedure for Commission.

**Strategic Themes:** Good Governance

**Boards & Committees:** N/A

**Budget Impact:** N/A

**Past Action:** Approved Resolution 25-11, Rules of Procedure for the Commission, on April 17, 2025.

**Next Action:** Review Resolution 26-01, Rules of Procedure for the Commission, at the first meeting in December 2026.

**Attachments:** [A. Resolution 26-01 Rules of Procedure.pdf](#)  
[B. DRAFT Resolution 26-01 Rules of Procedure \(with edits\).pdf](#)

**Background:** At the December 4, 2025, Commission meeting Resolution 25-11 was reviewed and requested minor changes and updates to be brought forward for approval.