

**Agenda Item:** 2.b

**Meeting Date:** March 6, 2025

## **MEMORANDUM**

**To:** City Commission

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

**From:** Rebecca Schlichter

**Date:** 2025-02-26

**Subject:** Discuss the City Commission's Rules of Procedure

**Presenter(s):** Jennifer Bramley, City Manager

**Staff Recommendation:** Staff recommends that the City Commission review Resolution 24-02, the City Commission's Rules of Procedure, and discuss proposed changes.

**Epic Goal(s):** #5 Embrace community and employee relationship strategies that strengthen inclusiveness, respect, transparency and collaborative engagement.

**Boards & Committees:** N/A

**Budget Impact:** N/A

**Past Action:** Approved Resolution 24-02, The City Commission's Rules of Procedure on January 11, 2024.

**Next Action:** Draft a new resolution with recommended revisions and submit it to the City Commission in April.

**Attachments:** [A. Resolution 24-02 Commission rules of procedure-01.11.24.pdf](#)  
[B. Draft Resolution 25-XX Rules of Commission.pdf](#)

**Background:** On December 6th, 2024 the City Commission directed staff by consensus direction to review Resolution 24-02 (Rules and Procedures) and make recommendations that would result in more emphasis on the Thursday 6:00 PM meeting and lead to an eventual decrease in the number of Work Sessions on Tuesday mornings. A redlined draft resolution is attached for Commission discussion. The draft resolution would result in the following changes if adopted

Eliminates the Work Session on the third Tuesday of the month.

## Reclassifies Work Sessions as Workshops

Moves the Consent Agenda from the Tuesday Work Session to the Thursday 6:00 PM meeting. Although not formalized in Resolution 24-02 it has been policy that the limit for expenditures for items placed on the consent agenda is \$500,000.

Expenditures over \$500,000 are placed on the agenda as Action Items. Staff is requesting that the limit for expenditures approved on the Consent Agenda be raised to \$1,000,000. It is important to note that purchase of these items has already been approved during the budget process. Staff believes it is necessary to raise the expenditure limit in order to ensure the meeting is concluded on time.

Moves Commission Comments and Commission Discussion to the Thursday 6:00 PM meeting and combines them so that the Commissioner would bring up discussion items and report on liaison positions when recognized by the Mayor and not as two separate segments.

Move Presentations and Proclamations to the Thursday 6:00 PM meeting but still allow for those items to be placed on a Workshop agenda if necessary.