

**Agenda Item:** 4.b

**Meeting Date:** February 21, 2023

## MEMORANDUM

**To:** City Commission

**Date:** 2023-02-15

**From:** Jennifer K. Bramley City Manager

**Subject:** Discussion on Rules & Procedures and Commission Meeting Schedules

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

**Recommend:** Staff requests consensus direction:  
1. If there are limited items between the Work Session and Regular Commission meetings, all items will be moved to the Regular Commission meeting on Thursday evening.  
2. Give City Manager and City Clerk flexibility to agendaize items to balance meetings regardless of the Rules of Procedure.

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

**Boards & Committees:** N/A

**Budget Impact:** N/A

**Past Action:** TBD

**Next Action:** TBD

**Attachments:** [A. Resolution 22-01 Adopting Certain Rules of Procedure for the Commission .pdf](#), [B. Data/Metrics on Commission Work Sessions & Regular Meetings \(2\).pdf](#), [C. Copy of Community Development Project Status.pdf](#), [D. Case Tracker Community Development.pdf](#),

**Background:**

Resolution 22-01 Adopting Certain Rules of Procedure was adopted on January 4, 2022. At the January 24, 2023 Work Session the City Commission requested this topic be placed on an agenda for further discussion and direction.