

## CITY OF OAKLAND PARK

### MEMORANDUM

<b>DATE:</b>	July 21, 2017	<b>17-CC-006</b>
<b>TO:</b>	Mayor and City Commission	
<b>VIA:</b>	David Hebert, City Manager	
<b>FROM:</b>	Renee M. Shrout, City Clerk	
<b>REF:</b>	Rules of Procedures Resolution (R-2013-154) – Commission Discussion Items	

During the July 19, 2017, meeting the City Commission requested clarification on the policy to submit items to the agenda for discussion. Resolution R-2013-154 provides the following:

I (b) The Commission may place items on the Commission Agenda for a regular meeting for discussion. Topics for discussion items are provided to the City Clerk's office via the City Manager's office. The discussion item will be placed on the next available agenda consistent with submission deadlines. Upon receiving a consensus by the Commission, a discussion item become a further discussion item on a future agenda or an action item developed by City staff adhering to the Agenda request form and providing all background material.

1. The deadline for submission of such request is the end of business on the Friday preceding the following Wednesday's publication and distribution of the Commission Agenda. In the event of a holiday falling on the Friday of the Agenda submission deadline, agenda items must be submitted by the Thursday preceding the Wednesday publication and distribution of the Commission Agenda.

#### **City Commission Discussion Item Process**

1. Topics for discussion items are provided to the City Clerk's office via the City Manager's office.
2. The discussion item will be placed on the next available agenda consistent with submission deadlines. Commissioner can provide backup materials.
3. Commission votes "Yes" or "No" to discuss topic.
4. Discuss topic at a subsequent agenda with staff input.
5. Action – Commission direction if warranted.

## City Commission Discussion Item Process

