



## MEMORANDUM

**Date:** January 14, 2025

**To:** Honorable Mayor and Members of the City Commission

**From:** Kennie Hobbs, Jr., Interim City Manager

**Subject:** Proposal to Revise Agenda Procedures and Prioritize Quasi-Judicial Matters

In consultation with the City Clerk and City Attorney, we are requesting Commission approval for two significant changes to our agenda procedures. The primary objectives are to:

1. **\*\*Reorder the Agenda to Prioritize Quasi-Judicial Matters:\*\***
  - **Section 2-157** of our city code grants the Commission the authority to alter the order of business during meetings by a super majority vote of four Commissioners (or unanimously if fewer than five are present).
  - While the order of business is established by Code (**Section 2-159**), this adjustment requires a separate vote at each meeting unless a permanent change is implemented through an ordinance.
2. **\*\*Introduce a Consent Agenda Process for Enhanced Meeting Efficiency:\*\***
  - Currently, individual items are reviewed and approved during Commission meetings. To streamline these meetings, we propose the creation of a **consent agenda**—a group of routine, non-controversial items approved collectively by a simple majority vote.
  - This process would allow members of the public or the Commission to request items be removed from the consent agenda for separate discussion and consideration. The proposed changes would still require each consent item to be read into the record by number; however, the consent agenda as a whole would be approved collectively.

### Proposed Actions:

- **Permanent Changes (Ordinance Amendments):**
  1. **Amend Section 2-159** to rearrange the agenda and place quasi-judicial matters earlier in the meeting.
  2. **Amend Section 2-157** to reduce the threshold for changing the order of business from four votes to a simple majority.

- **Add a provision to establish a consent agenda, allowing for:**
  1. Simple majority approval of grouped items.
  2. The ability for any Commissioner or member of the public to request an item be removed from the consent agenda for discussion and a separate vote.

**Benefits of Proposed Changes:**

- **Efficiency:** Streamlines the approval of routine or non-controversial items. Ensures critical items are addressed promptly and efficiently.
- **Fairness:** Ensures quasi-judicial matters are heard promptly
- **Transparency:** Expresses the Commission's intent to prioritize these matters in a permanent and predictable manner. Provides a mechanism for discussing specific items when necessary, maintaining transparency and public input.
- **Simplified Voting Requirements:** A simple majority for changing the order of business increases flexibility for agenda adjustments.

In summary, the proposed changes will prioritize quasi-judicial matters, while still allowing general public comments unrelated to matters currently before the Commission, to remain in their existing place on the agenda. This will allow for increased meeting efficiency, while ensuring that citizens continue to have access to address the Commission on unrelated topics.