



Jacqueline N. Wilson
Interim Town Clerk

MEMORANDUM

To: Honorable Mayor and Town Council
From: Jacqueline N. Wilson, Interim Town Clerk
Date: July 15, 2015
Re: Amending Town Resolution No. 13-61 Council Agenda Format

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, MODIFYING RESOLUTION 13-61 TO PROVIDE FOR A REVISED TOWN COUNCIL AGENDA FORMAT; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

From time to time, Town staff is aware of resolutions which will require discussion from the members of the Town Council when preparing the Town Council meeting agenda. In the past, when staff placed items requiring discussion on the consent agenda, it resulted in additional time and parliamentary procedures being taken at the meeting to remove the items from the consent agenda for discussion.

In order to conduct the meetings in a more efficient and smooth manner, the Town Council, by motion, instructed Town staff to amend the agenda format, as set forth in Resolution 13-61 (*Attachment "A"*), and to provide for a new category to be called "RESOLUTIONS".

Town Council directed staff to renumber agenda Item #7A-Resolutions in order to avoid any misinterpretation from Item #7A-Consent Agenda.

RECOMMENDATION

It is recommended that the Town Council adopt the resolution creating a new agenda numbering order.

