



Peggy R. Bell  
Mayor

## MEMORANDUM

**To:** Honorable Town Council  
**From:** Mayor Peggy R. Bell  
**Date:** January 18, 2017  
**Re:** Amending Town Resolution No. 15-45 Council Agenda Format

### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, MODIFYING RESOLUTION 15-45 TO PROVIDE FOR A REVISED TOWN COUNCIL AGENDA FORMAT; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

In light of the tremendous amount of business that the Town Council is charged to perform on a monthly basis, in the interest of the efficient use of time and out of respect for those required to do business with us, I am recommending some changes to the Town Council Agenda format.

Proclamations, Awards and Presentations can be performed prior to the start of the Regular Town Council Meeting at 6:30 p.m. There is no requirement for a quorum of the Town Council to perform these presentations and will provide additional time in the evening to perform duties that require full participation.

You will note that Quasi-Judicial Hearings usually attended by members of the public has been set for a time certain of 8 p.m. Ordinances requiring public hearings will still follow the Quasi-Judicial Hearings. Approval of minutes and Resolutions have been relocated closer to the end of the agenda.

Attached please find Resolution 15-45 which is the current Town Council format adopted in July, 2015.

### RECOMMENDATION

It is recommended that the Town Council adopt the resolution.

