



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2019-86, **Version:** 1

MEMORANDUM

To: Honorable Members of the Town Council

From: Honorable Mayor Tim Meerbott

Date: April 17, 2019

Re: Modifying the Town Council Agenda format to provide for Quasi-Judicial Hearings no later than 8 p.m., rather than 8 p.m. time certain, and for Resolutions pulled from the Consent Agenda to be dispensed with after the balance of the Consent Agenda has been adopted.

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, MODIFYING RESOLUTION 19-17, AS AMENDED, TO PROVIDE FOR A REVISED TOWN COUNCIL AGENDA FORMAT; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

From time to time a Town Council will review their agenda format to allow for meeting efficiency and transparency. Recently, there was an occasion when the balance of the Town Council agenda was completed prior to the Quasi-Judicial time certain 8 p.m. The applicant and attorneys were in attendance and the Town Council would have to wait until 8 p.m. to start that section of the agenda. Therefore, I am requesting a modification to the agenda format to change the Quasi-Judicial hearings from time certain 8 p.m. to not later than 8 p.m. The modification would allow the Town Council to go forward with the Quasi item any time between the beginning of the meeting at 7 p.m. and prior to 8 p.m.

Also, a previous amendment to the agenda format requires that any item “pulled” from the consent agenda be addressed by the Town Council under item 10 Resolutions, which is very near the end of the agenda format. In practice, the Town Council has preferred to complete the Consent Agenda - adopting the items not pulled in totality and then address separately each of the pulled items before going forward with another agenda item. This practice is sensible and dispenses with the consent agenda in an orderly fashion. Therefore, I am requesting that the language be changed in the agenda format, and in order that the Town Council may efficiently dispense with the Consent Agenda and “pulled” items, prior to going forward to the next agenda section.

RECOMMENDATION

It is recommended that the Town Council adopt the suggested modifications to the agenda format to provide for the efficient flow of and accomplishment of Town business at Town Council meetings.