



## Legislation Text

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**TO:** Honorable Mayor & Members of the North Port Commission

**FROM:** Heather Faust, MMC, City Clerk

**TITLE:** Discussion and Possible Action to Amend Commission Policy #2021-05(C),  
Commission Meeting Schedules, Notices and Agendas

### **Recommended Action**

To be determined

### **Background Information**

Commission Policy #2021-05 was formally adopted by Resolution #2021-R-08 and has been amended several times since adoption. Within Policy 2021-05 is a section on Policy and Procedures, Section C, Meeting Agendas, the preparation and inclusion of agenda items.

**C. Meeting Agendas.** *Meeting agendas must include all items for Commission action at the meeting.*

**1. Agenda Preparation.**

**a. Inclusion of Items.**

*1) The City Manager is responsible for preparation of the agenda.*

*2) Requests for inclusion of on any item must be submitted in writing to the City Manager or designee for review. Requests should include the nature of the item, a statement of requested action, and background documentation.*

*3) Individual Commissioners may submit agenda items for inclusion to the City Manager and/or the City Clerk.*

*4) The City Manager shall advise the City Clerk as to which items are to be included on an agenda no later than Monday of the week before the meeting.*

I would like to have discussion on the following items.

1. On January 10, 2024, the City Clerk sent a memo requesting all Commissioner's agenda requests to be sent directly to the City Clerk and copy the City Manager. To avoid any confusion, the wording in the policy should be amended to remove submittal "to the City Manager" from the text, in subsection #3.
2. There are three types of agenda requests, those submitted by staff, those submitted by Charter Officers, and those submitted by Commissioners. The City Manager should have full discretion on agenda items submitted by his staff. I am following the advice within the City Attorney's analysis relating to Commissioner initiated agenda requests, for automatic inclusion in the agenda.
3. The Commission's policy does not give a deadline for Commission submitted agenda requests.
4. There is no policy stating how Charter Officer requests are submitted.

**Strategic Plan**

Good Governance

**Financial Impact**

N/A

**Procurement**

N/A

**Attachments:**

- January 10, 2024 Memo from City Clerk, Commission Agenda Item Requests
- City Attorney analysis
- Commission Policy 2021-05

**Prepared by:** Heather Faust, City Clerk, on behalf of Commissioner McDowell

**Department Director:** Heather Faust, City Clerk