



CITY OF SUNRISE

# AGENDA ITEM REQUEST

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ORIGINATING DEPARTMENT: CITY COMMISSION

ROUTING:

CITY MANAGER: DATE: \_\_\_\_\_

CITY MANAGER APPROVAL TO BEGIN PROCEDURES.

SIGNATURE: \_\_\_\_\_

PURCHASING: DATE: \_\_\_\_\_

PURCHASING APPROVAL: SIGNATURE: \_\_\_\_\_

LEGISLATIVE AIDE: DATE: \_\_\_\_\_

CITY ATTORNEY: DATE: \_\_\_\_\_

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ITEM REQUEST:

Commission discussion and/or action regarding changing procedural requirements prior to placing items on the City Commission Agenda by City Commissioners.

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FUNDING SOURCE:

N/A

AMOUNT: N/A

BUDGET APPROVAL

SIGNATURE: \_\_\_\_\_

ATTACHED EXHIBITS:

Memo to City Manager

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SUMMARY EXPLANATION/BACKGROUND INFORMATION/JUSTIFICATION:

Assistant Deputy Mayor Sheila D. Alu requested that the City Manager place an item on the October 13<sup>th</sup>, 2009 City Commission Agenda for discussion and/or action regarding changing procedural requirements prior to placing items on the City Commission Agenda by City Commissioners.

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DEPARTMENT HEAD RECOMMENDATION:

Approval.

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PERSON WITH ADDITIONAL INFORMATION:

NAME: LOURDES LAWRENCE

PHONE: 954-746-3250

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

LOURDES LAWRENCE, ADMINISTRATIVE AIDE

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CITY MANAGER RECOMMENDATIONS:

APPROVED FOR AGENDA PLACEMENT.

SIGNATURE: \_\_\_\_\_ (CITY MANAGER)



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# Memorandum

**To:** Bruce Moeller, PhD., City Manager  
**From:** Assistant Deputy Mayor Sheila D. Alu  
**Date:** October 5, 2009  
**Re:** Placement of agenda item

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At this time, I am requesting that you please place on the agenda for the next Commission Meeting of 10/13/09 the following: Commission discussion and/or action regarding changing procedural requirements prior to placing items on the City Commission Agenda by City Commissioners.

Thank you for your prompt attention and cooperation in this matter. Should you have any questions feel free to contact me.

cc: Mayor Roger B. Wishner  
Deputy Mayor Donald K. Rosen  
Commissioner Joseph A. Scutto  
Commissioner Lawrence A. Sofield

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