



To: Walter Foeman and Billy Urquia

From: Craig E. Leen, City Attorney for the City of Coral Gables 

RE: Legal Opinion Regarding Minutes Requesting Action

Date: December 31, 2015

I was discussing the School Community Relations Committee minutes with Naomi. It is my view that the minutes requesting action should be placed on the consent agenda starting with a 2 (i.e., 2-1, 2-2, etc.). The cover memo for those minutes should state what action the board is requesting (it may also be useful to put that in parentheses on the agenda itself under the item title. I do not recommend including a resolution with these minutes, as the Code is clear that only the Mayor, Commissioners, City Manager, City Attorney, and City Clerk may place items on the agenda (such as a resolution or ordinance). If the Commission decides to take action based on the Board's recommendation, it can instruct the City Officials how to proceed (which can include formalizing the Commission's action into a resolution).

From: [Leen, Craig](#)
To: [Paulk, Enga](#)
Cc: [Chen, Brigitte](#)
Subject: FW: Minutes Requesting Action
Date: Wednesday, December 30, 2015 5:57:02 PM
Attachments: [image001.png](#)

Please publish.

Craig E. Leen, City Attorney

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City, County and Local Government Law*
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From: Leen, Craig
Sent: Wednesday, December 30, 2015 2:46 PM
To: Foeman, Walter; Urquia, Billy
Cc: Levi, Naomi; Ramos, Miriam; Figueroa, Yaneris
Subject: Minutes Requesting Action

Walter and Billy,

I was discussing the School Community Relations Committee minutes with Naomi. It is my view that the minutes requesting action should be placed on the consent agenda starting with a 2 (i.e., 2-1, 2-2, etc.). The cover memo for those minutes should state what action the board is requesting (it may also be useful to put that in parentheses on the agenda itself under the item title. I do not recommend including a resolution with these minutes, as the Code is clear that only the Mayor, Commissioners, City Manager, City Attorney, and City Clerk may place items on the agenda (such as a resolution or ordinance). If the Commission decides to take action based on the Board's recommendation, it can instruct the City Officials how to proceed (which can include formalizing the Commission's action into a resolution).

Best regards,
Craig

Craig E. Leen, City Attorney

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