



400 South Federal Hwy  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	December 7, 2016		<b>Item Type:</b> (Enter X in box)	<b>Resolution</b>	<b>Ordinance</b>	<b>Other</b> X	
<b>Fiscal Impact:</b> (Enter X in box)	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> (Enter X in box)	<b>1st Reading</b>		<b>2nd Reading</b>	
		X	<b>Public Hearing:</b> (Enter X in box)	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	N/A		<b>Advertising Requirement:</b> (Enter X in box)	<b>Yes</b>		<b>No</b>	
						X	
<b>Account Balance:</b>	N/A		<b>Quasi Judicial:</b> (Enter X in box)	<b>Yes</b>		<b>No</b>	
						X	
<b>Project Number :</b>	N/A		<b>RFP/RFQ/Bid Number:</b>	N/A			
<b>Contract/P.O. Required:</b> (Enter X in box)	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> (Enter X in box)  <b>Safety</b> <input type="checkbox"/>  <b>Quality</b> <input checked="" type="checkbox"/>  <b>Vibrant Appeal</b> <input type="checkbox"/>				
<b>Sponsor Name:</b>	Commissioner Michele Lazarow		<b>Department:</b>	Mayor and City Commission			

**Short Title:**

### DISCUSSION OF THE PROTOCOL MANUAL

**Staff Summary:**

#### Background:

During the December 1, 2016 Special City Commission Meeting, a Motion was made by Commissioner Lazarow, approved by the City Commission, to place a Discussion Item on the December 7, 2016 Meeting on the Protocol Manual.

As a result of Commission discussion, the Protocol Manual was created in 1985 with the purpose to provide City Commission policies and procedures pertaining to terms of protocol between the City Manager, City Attorney, Staff and the City Commission, involving matters in and out of the City, as well as the public.

Since its inception the Protocol Manual has been periodically amended. During the April 11, 2007 City Commission meeting, the Commission provided direction to reorganize and streamline the Protocol Manual. On January 22, 2008 the Commission adopted those updates and the re-organization of the manual by Motion. Subsequently, on May 5, 2010 the Protocol Manual was adopted by Ordinance 2010-006. Since its adoption by Ordinance, the Manual has been updated by various Resolutions and Motions as deemed necessary by the City Commission.

**Fiscal Impact:**

There is no fiscal impact.

**Why Action is Necessary:**

Pursuant to Section 2(L) of the Protocol Manual, the Protocol Manual may be amended or modified by majority vote of the Commission.

**Proposed Action:**

City Commission to provide staff direction, as deemed appropriate

**Attachment(s):**

Exhibit 1 – Ordinance 2010-006  
Exhibit 2 – Protocol Manual  
Exhibit 3 – Resolution 2012-083  
Exhibit 4 – Resolution 2013-073  
Exhibit 5 – Resolution 2013-138  
Exhibit 6 – Protocol Manual Update by Motion