



400 South Federal Hwy  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	April 18, 2018		<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b>	<b>Ordinance</b> X	<b>Other</b>	
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1st Reading</b> X		<b>2nd Reading</b>	
		X	<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b> X	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	N/A		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>	<b>Yes</b>		<b>No</b> X	
<b>Account Balance:</b>	N/A		<b>Quasi Judicial:</b> <i>(Enter X in box)</i>	<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> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <i>(Enter X in box)</i>  <b>Safety</b> <input type="checkbox"/> <b>Quality</b> <input checked="" type="checkbox"/> <b>Vibrant Appeal</b> <input type="checkbox"/>				
		X					
<b>Sponsor Name:</b>	City Commission		<b>Department:</b> City Clerk/City Attorney	Jenorgen Guillen, Interim City Clerk			

### Short Title:

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AMENDING CHAPTER 2 "ADMINISTRATION," ARTICLE III "BOARDS, COMMITTEES, DISTRICTS AND AUTHORITIES," SECTIONS 2-71 THROUGH 2-76 OF THE CITY OF HALLANDALE BEACH CODE OF ORDINANCES TO PROVIDE FOR BOARD AND COMMITTEE RULES OF APPOINTMENT, QUALIFICATIONS, TERM, ADMINISTRATIVE REQUIREMENTS, DEFAULT NUMBER OF MEMBERS AND OTHER REGULATIONS RELATING TO ADVISORY BOARDS AND COMMITTEES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

## **Staff Summary:**

### **Background:**

During the Commission Workshop meetings of February 13, 2017, March 13, 2017, and April 17, 2017, the City Commission reviewed the composition, powers and responsibilities of all City Advisory Boards and Committees. During the meetings the Commission took input from the public and provided direction on various matters concerning each City Advisory Board and Committee.

On August 2, 2017 the City Commission considered staff recommendations regarding the policies governing all Boards/Committees. The City Commission discussed and approved the following changes to the policies by motion:

### **Advisory Board/Committee General Policies:**

- One Board/Committee appointment for each elected official. However, the Parks and Recreation Board will consist of 10 members with 2 appointments made by each Commissioner.
- Decreasing the membership of all Advisory Boards to five (5) members, except for the Civil Service Board (7 members), Education Advisory Board (8 members), Parks and Recreation Board (10 member) and Unsafe Structures Board (9 members) as specified by the Commission during the Workshop meetings.
- Term limits for the appointment of the Chair, Vice Chair, and Secretary of the Board/Committee. Please note these appointments are made by the majority vote of the Board/Committee.
- No elected official shall serve on any Board/Committee of the Commission.
- All candidates for Board/Committee membership should complete an application.
- Proof of residency requirement as part of the advisory board application except for those appointments that are exempt from this requirement.
- All members to be in good standing with the City, i.e., no debt with the City or litigation against the City.
- Minutes of all Boards/Committees will be posted on the Commission Agenda as informational item once they have been approved by its respective Board/Committee.
- All advisory board openings will be advertised on the City's website and a newspaper ad will be placed in the local newspaper quarterly.
- Removal of any board member with 3 unexcused absences or 4 cumulative absences during a calendar year will be automatic.

- Any board member arriving at a meeting 15 minutes late will be considered as an unexcused absence.
- By motion, a Commissioner may nominate a person to another Commissioner's appointment to any board/committee should it be vacant for more than three Commission meetings.
- The City Clerk shall provide quarterly attendance reports to the City Commission.
- The City Clerk shall provide monthly reports on vacancies to the City Commission.
- Advisory Board/Committee members to post Agendas on Granicus.
- Annual Reports from all Advisory Boards/Committees will be due within 45 days after the end of the fiscal year. The City Clerk's Office will provide a standard form for this reports.

Those requirements above that are properly the subject of an ordinance have been incorporated in the proposed ordinance attached as Exhibit 1. This ordinance creates a code section containing the general governing rules for advisory boards and committees. Companion items also on this agenda address direction given for specific boards and committees, as subsequently amended by administrative and legal review. Directives not incorporated in the attached ordinance will be subsequently addressed in administrative policy and procedures.

<b>Proposed Action:</b>
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Consideration of the attached ordinance containing commission directives on advisory board and committee policy.

<b>Attachment(s):</b>
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Exhibit 1 – Ordinance