



## City of Hallandale Beach City Commission Agenda Cover Memo

**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

<b>Meeting Date:</b>	August 1, 2018		<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b>	<b>Ordinance</b>	<b>Other</b>	
					X		
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	Yes	No	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1st Reading</b>		<b>2nd Reading</b>	
		X			X		
			<b>Public Hearing:</b> <i>(Enter X in box)</i>	Yes	No	Yes	No
				X			
<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>	Yes	No	<b>Strategic Plan Priority Area:</b> <i>(Enter X in box)</i>				
		X					
			<b>Quality</b> <input checked="" type="checkbox"/>				
			<b>Vibrant Appeal</b> <input type="checkbox"/>				
<b>Sponsor Name:</b>	VICE MAYOR MICHELE LAZAROW		<b>Department:</b> City Commission	Prepared by: City Attorney			

**Short Title:**

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, CREATING SECTION 2-38 "AGENDA PREPARATION" IN CHAPTER 2, "ADMINISTRATION," TO CODIFY THE AGENDA PREPARATION PROCESS AND RESPONSIBILITIES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**Staff Summary:**

**Background:**

Florida Statutes Sec. 166.041 imposes a minimum uniform method for the adoption of municipal ordinances and resolutions and requires that they be presented in writing prior to consideration by the local governing body. Currently, the City's Code contains no references or guidance in relation to the agenda preparation process for meetings

The attached ordinance creates greater transparency for the commission meeting process and clarify the responsibilities for the meeting preparation process.

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