



**Hallandale Beach**  
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400 South Federal Hwy  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	April 3, 2019		<b>Item Type:</b> <small>(Enter X in box)</small>	<b>Resolution</b>	<b>Ordinance</b>	<b>Other</b>	
<b>Fiscal Impact:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <small>(Enter X in box)</small>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
		<b>X</b>		<b>X</b>			
				<b>Public Hearing:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
<b>Funding Source:</b>	<b>N/A</b>		<b>Advertising Requirement:</b> <small>(Enter X in box)</small>	<b>Yes</b>		<b>No</b>	
						<b>X</b>	
<b>Account Balance:</b>	<b>N/A</b>		<b>Quasi Judicial:</b> <small>(Enter X in box)</small>	<b>Yes</b>		<b>No</b>	
						<b>X</b>	
<b>Project Number :</b>	<b>N/A</b>		<b>RFP/RFQ/Bid Number:</b>	<b>N/A</b>			
<b>Contract/P.O. Required:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <small>(Enter X in box)</small>  <div style="display: flex; justify-content: space-between;"> <div>Safety</div> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Quality</div> <input checked="" type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Vibrant Appeal</div> <input type="checkbox"/> </div>				
<b>Sponsor Name:</b>	Vice Mayor Sabrina Javellana		<b>Department:</b>	Jennifer Merino City Attorney			

### Short Title:

**AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AMENDING SECTIONS OF CHAPTER 2, ADMINISTRATION, ARTICLE II, CITY COMMISSION, TO ADOPT AND CODIFY A COMMISSION PROTOCOL MANUAL ESTABLISHING RULES FOR COMMISSIONER CONDUCT, INTERACTIONS WITH CITY ADMINISTRATION AND MEETING PROCEDURE; PROVIDING FOR AMENDMENT AND ENFORCEMENT OF THE PROTOCOL MANUAL; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

**Staff Summary:**

**Background:**

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.

In 2016 the Protocol Manual was radically reduced by Resolution. The proposed Protocol Manual attached as Exhibit A is updated and streamlined to reflect the current status of the City and reflects the desires of the Commission to standardize the expectations of commissioners, city officials and city staff for more effective and efficient city governance.

**Fiscal Impact:**

There is no fiscal impact.

**Proposed Action:**

Approval of Ordinance codifying and adopting the proposed protocol manual.

**Attachment(s):**

Exhibit 1 – Ordinance for Protocol Manual  
Exhibit A – Proposed Protocol Manual

Prepared and Reviewed by:

*Jennifer Merino*

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Jennifer Merino  
City Attorney