

RESOLUTION NO. 2019-49

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO VILLAGE COUNCIL PROCEDURES; ESTABLISHING A FORMAL PROCESS FOR THE PREPARATION OF MEETING AGENDAS FOR VILLAGE COUNCIL MEETINGS; IDENTIFYING A TIMELINE FOR THE SUBMISSION OF INFORMATION AND DOCUMENTS RELATED TO AGENDA ITEMS AND DEFINING THE ROLES OF COUNCILMEMBERS AND CHARTER OFFICERS IN THE AGENDA PROCESS; AND PROVIDING AN EFFECTIVE DATE. (Sponsored by Administration)

WHEREAS, the Village is committed to its transparency in government approach and the timely publishing of meeting agendas is important to that endeavor; and,

WHEREAS, to avoid any potential delays, Village staff developed a formal process that identifies information required for agenda items, provides a timeline for the submission of information and documents and defines the roles of Councilmembers and Charter Officers in the process; and,

WHEREAS, the proposed process was provided to the Village Council for review and comment and no changes were proffered; and,

WHEREAS, the Council desires to establish a policy to guide the agenda preparation process as provided below.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1. The Village Council hereby establishes the following policy for the preparation of agenda items for Council meetings:

Note: The “day” noun utilized throughout the document shall refer to calendar days. The term “Council meetings” include Regular and Special Council meetings and Zoning Hearings, as applicable.


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- a. Charter Officers Requirements:**
 - 10 Days Before Council Meeting:
Village Attorney meets with the Village Manager and the Village Clerk to finalize any require legal review of agenda items prepared by Administration and Council.
 - 9 Days Before Council Meeting
Village Clerk finalizes the Agenda to be distributed to the Village Council no later than 8 days prior to the meeting.
- b. Village Council Process:**
 - 12 Days Before Council Meeting:
Councilmembers submit agenda items to the Village Clerk and the Village Attorney. Village Clerk forwards items to the Village Manager as notification and/or for staff action as applicable.
 - 10 Days Before Council Meeting:
Councilmembers submit optional cover memos for Council-sponsored agenda items to the Village Clerk. If the Council-sponsored items requires information or reports from Village staff, the item along with the request for staff report is sent to the Village Manager to allow sufficient time for research.
 - 8 Days Before Council Meeting:
There shall be an exception to submit agenda items for emergency and urgent time sensitive items only, but would require an explicit approval from the parliamentarian.
 - 7 Days Before Council Meeting:
Councilmembers may request the presence of a specific staff member to provide their expertise during a Special Council meeting and/or a Committee of the Whole meeting. In those instances, Council will make the request directly to the Village Manager 7 days in advance of the meeting.
- d. Agenda Item Council Reports:**
 - Council reports should include a historical synopsis explaining how and under what circumstances the item is being brought before the Council for approval along with any relative cost and funding information and any other details necessary as determined by the sponsoring Council member.

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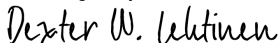
Section 2. This Resolution shall become effective upon adoption.

PASSED AND ADOPTED this 18th day of March 2019.

Attest: 
6EDC211E5E8C48C...
Missy Arocha
Village Clerk


35B93CD2D06B470...
Karyn Cunningham
Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE
USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY ONLY:


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Dexter W. Lehtinen
Village Attorney

FINAL VOTE AT ADOPTION:

- Council Member Patrick Fiore YES
- Council Member David Singer YES
- Council Member Marsha Matson YES
- Vice-Mayor John DuBois YES
- Mayor Karyn Cunningham YES