

**RESOLUTION NO. 14-1256**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA AMENDING THE COMPREHENSIVE COUNCIL MEETING AND AGENDA PROCEDURES; AUTHORIZING IMPLEMENTATION OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 4.1 of the Charter of the Town of Miami Lakes, Florida (“the Town”) provides that the Town Council shall determine its own rules of procedure and order of business; and

**WHEREAS**, on November 13, 2007, in Resolution No. 07-592, the Town Council adopted its current Comprehensive Council Meeting and Agenda Procedures (“the Council Procedures”); and

**WHEREAS**, the Council Procedures have subsequently been amended through several resolutions; and

**WHEREAS**, the Town Council desires to amend the Council Procedures to address estimates of staff time and resource allocation in New Business items.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The foregoing recitals are true and correct and are incorporated herein by reference.

**Section 2. Amending Procedures.** The Comprehensive Council Meeting and Agenda Procedures are amended<sup>1</sup> as follows:

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**6.9 New Business.** While the Town Manager may initiate the preparation of policy legislation or action by the Town Attorney, a Council Member who wishes to request the preparation of policy

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<sup>1</sup> Additions to existing text are shown by underline; deletions are shown by ~~striketrough~~. Changes to the proposed amended procedures since this resolution was considered at the June 10, 2014 meeting are shown in double underline and ~~double striketrough~~. The amendment discussed and voted upon at the October 14, 2014 Council meeting is shown in dotted underline.

legislation by the Town Attorney or Administration shall place such requests for consideration by the Town Council under this section of the agenda. A signed, written memorandum or form provided for such purposes shall state the purpose of the item/action, the major points to be covered, the reasons for necessary action, ~~and the action desired by the Council Member,~~ and a gross estimate scale, that has been preapproved by the Town Manager, of staff time and/or resource allocation (as calculated by the Town Manager) that would be needed (1) to prepare, implement, and/or develop the item/action and (2) to carry out the item/action in the event that it is approved by the Town Council. If, during discussion of the New Business item, there are material changes to the item, then before the New Business item returns to the Council for action, the Town Manager shall provide a report at the next regularly scheduled Council meeting, with a revised gross estimate of staff time and/or resource allocation (as calculated by the Town Manager) that would be needed (1) to prepare, implement, and/or develop the item/action and (2) to carry out the item/action in the event that it is approved by the Town Council.

The Town Manager has the authority to review and delete any New Business Item submitted that does not adhere to the memorandum rules. Items submitted under New Business can not come back before the Council for six (6) months. The Mayor and Councilmembers will be limited to three (3) New Business items per meeting. The Mayor and the Council Members shall indicate the priority ranking for each item they are submitting as a New Business item. Said document shall be provided to the Town Manager prior to the deadline for closing the agenda and placed in the agenda packages. The request shall not be acted upon until such request is approved by a majority vote of the Town Council.

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**Section 3. Authorization of Town Officials.** The Town Manager and/or his designee and the Town Attorney are authorized to take all actions necessary to implement this Resolution.

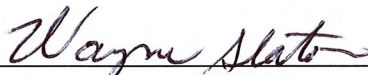
**Section 4. Effective Date.** This Resolution shall be effective immediately upon adoption.

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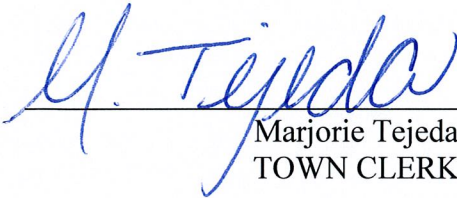
Passed and adopted this 14<sup>th</sup> day of October, 2014.

The foregoing resolution was offered by Councilman Rodriguez who moved its adoption. The motion was seconded by Councilman Lama and upon being put to a vote, the vote was as follows:

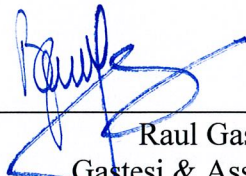
Mayor Wayne Slaton	Yes
Vice Mayor Manny Cid	No
Councilmember Tim Daubert	Yes
Councilmember Tony Lama	Yes
Councilmember Ceasar Mestre	Yes
Councilmember Frank Mingo	No
Councilmember Nelson Rodriguez	Yes

  
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Wayne Slaton  
MAYOR

Attest:

  
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Marjorie Tejeda  
TOWN CLERK

Approved as to form and legal sufficiency:

  
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Raul Gastesi, Jr.  
Gastesi & Associates, P.A.  
TOWN ATTORNEY