

TOWN OF PALM BEACH

Information for Town Council Meeting on May 8, 2018

TO: Mayor and Town Council
VIA: Kirk Blouin, Town Manager
FROM: Kathleen Dominguez, Town Clerk
RE: Signature Policy on Resolutions and Ordinances
DATE: April 27, 2018

STAFF RECOMMENDATION

Staff recommends that Town Council review the information attached and provide any input as necessary.

GENERAL INFORMATION

It has come to my attention that one or more Council members wish to discuss the recommended change to the signature policy for Resolutions and Ordinances, which is attached as Exhibit A.

This policy change stems from complaints I have received from council members and staff about the current procedure for obtaining signatures on meeting documents as disruptive. This is because it involves passing a folder with each resolution and ordinance document down the dais during the meeting, which can take a council member's attention away from the meeting discussions and presentations.

It is imperative that these meeting documents get executed as soon as they are approved so there is no delay with making them public after the meeting. They are also essential to staff in order to carry out the action described in the Resolution or Ordinance. Because of this urgency, the current method for obtaining signatures is the most efficient and timely way that staff can get these documents executed without any delay while keeping with the current tradition.

On average, staff prepares 15+ resolutions and 2 ordinances for council signature each month. In order to streamline the execution of these documents and prevent further disruptions during the meetings, I recommend that Town Council consider accepting the proposed change to the current procedure, which is compliant with F.S. 166.041.

Attached as Exhibit B, are the survey results of the signature practices from other municipalities in Palm Beach County.

Attachments