

APPROVED, GOOD WORK - *[Signature]*



TOWN OF PALM BEACH

Office of the Town Clerk

MEMORANDUM

DATE: April 9, 2018

TO: Kirk Blouin, Town Manager *[Signature]*

FROM: Kathleen Dominguez, Town Clerk *[Signature]*

RE: Recommended Policy Change for Execution of Resolutions and Ordinances

In the interest of efficiency and eliminating disruptions during Town Council meetings, I am requesting a policy change regarding the execution of resolution and ordinance documents.

Currently, our policy is to have each Town Council Member sign each resolution and ordinance immediately upon approval, which is accomplished by passing each Resolution and Ordinance down the dais for signature (once the item is approved) during the meeting.

I have observed this process for a couple of years now and have noticed that it is becoming cumbersome and disruptive to both the staff and the Council members. Therefore, I am recommending that we simplify the signature section for Resolutions and Ordinances by only requiring a signature from the Mayor and then attested by the Town Clerk. The Town Clerk's office will continue to record the votes on the actions for each Resolution and Ordinances in the official minutes.

According to my research, there are no signature requirements addressed in Section 3.07 of the Town Charter, which outlines the voting procedure of all resolutions and ordinances. Additionally, F.S. 166.041, which mandates the procedure for adoption of ordinances and resolutions for all municipalities, requires that "every ordinance or resolution shall upon its final passage be recorded in a book kept for that purpose and shall be signed by the presiding officer and the clerk of the governing body." I have also addressed this matter with our Town Attorney, who concurred that there are no mandates for obtaining signatures from each council member on resolutions and ordinances and that this would simply be a policy change.

Based on the above information, I am requesting that we amend the signature section for all Resolutions and Ordinances with a signature section for the Mayor and a section for the Town Clerk to attest effective immediately. Furthermore, I am requesting that all approved Resolutions and Ordinances be placed on the Mayor's desk for signature after the meeting or the following day.

Please let me know if you have any questions or if you would like to discuss this matter in further detail.