



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE 04/07/2026

SUBMITTED BY: Lanelda Gaskins, Town Clerk's Office

SUBJECT: Continued discussion on the introduction of a Proposed Resolution adopting procedures for the initiation and adoption of Town ordinances

SUMMARY:

At the January 6, 2026 meeting, Town Commission continued its discussion on the proposed resolution adopting procedures for the initiation and adoption of the Town ordinances. It was the consensus of the Town Commission for Town Attorney Rubin to include additional language concerning the intent is to ensure that the public has adequate time to provide input on the ordinances. Town Attorney Rubin will prepare the changes and be brought back to the Town Commission at a future meeting.

Additionally, the proposed resolution was initially introduced to the Town Commission at the November 4, 2025 meeting.

This item is before the Town Commission to further discuss the modified language as follows:

G. Intent and Waiver. The Town Commission's intent is to ensure that the public is adequately notified of pending ordinances and ensure full public participation in the ordinance adoption process. However, the Town Commission, in the exercise of its discretion, reserves the right to waive the requirements of this Resolution when warranted under the particular circumstances. The Town's failure to follow the requirements of this Resolution shall not render any ordinance invalid provided that the Town followed all statutory requirements for adoption of ordinances set forth in Section 166.041, Florida Statutes.

Again, this initiative aligns with the Town Commission's 2024-2025 Strategic Priorities Plan, specifically Strategic Priority SP:22 – Evaluate Ordinance Development Process.

FISCAL IMPACT:

None

ATTACHMENTS:

Proposed Resolution and Ordinance Process Flowchart

RECOMMENDATION:

This item is presented at the Commission's discretion.