



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE 11/04/2025

SUBMITTED BY: Lanelda Gaskins, Town Clerk's Office

SUBJECT: Introduction of a Proposed Resolution adopting procedures for the initiation and adoption of Town ordinances

SUMMARY:

This item is before the Town Commission as an introduction of a proposed Resolution adopting procedures for the initiation and adoption of Town ordinances.

The proposed process outlines each phase of ordinance development—from initiation and advisory board review to Town Commission approval. A corresponding Ordinance Process Flowchart is included as a visual reference to illustrate the procedural steps.

This initiative aligns with the Town Commission's 2024-2025 Strategic Priorities Plan, specifically Strategic Priority SP:22 – Evaluate Ordinance Development Process. As part of implementing this priority, the Town Clerk suggested formalizing the ordinance development process through a Commission-adopted Resolution to ensure consistency, transparency, and efficiency in legislative actions.

The proposed resolution is provided for Town Commission review and discussion. Should there be a consensus of the Town Commission to accept the proposed Resolution, Town staff will bring the item back at a subsequent meeting for formal consideration and adoption as a Resolution.

FISCAL IMPACT:

None

ATTACHMENTS:

Proposed Resolution and Ordinance Process Flowchart

RECOMMENDATION:

This item is presented at the Commission's discretion.

