

SURVEY – AGENDA FUNCTION OF MUNICIPALITIES IN MIAMI-DADE, BROWARD AND PALM BEACH COUNTY

1= City Manager Only 2= City Manager and/or City Attorney with Town, Village or City Clerk 3= City Clerk, Village or Town Clerk Only 4 = Mayor's Office-Admin. Staff

Miami-Dade County					COMMENTS
NAME OF CITY, VILLAGE AND/OR TOWN	1	2	3	4	
City of Aventura			x		City Clerk
Village of Bal Harbour		x			Village Manager and Village Clerk prepare the agenda.
Town of Bay Harbor Islands	x				The City Clerk prepares the agenda, subject to Town Manager's review. Mayor reviews before posting.
Village of Biscayne Park		x			Agenda preparation is a collaborative effort between the Village Clerk and the Village Manager. The Village Manager approves all items added, and then I am responsible for preparing it, as well as assembling all of the backup for each agenda item.
City of Coral Gables	x				City Manager
Town of Cutler Bay			x		In Cutler Bay and everywhere else I have served as Clerk, it is the Clerk's duty to prepare and distribute the agenda.
City of Doral		x			Departments submit items to the City Manager – there is a review process which includes City Manager, Assistant City Manager, Attorney and Finance Director, before receipt by City Clerk.
Village of El Portal			x		The City Clerk prepares the agenda.
Florida City			x		City Clerk prepares for City Commission Review.
Town of Golden Beach			x		Town Clerk prepares for Village Council.
City of Hialeah			x		The Office of the City Clerk.
City of Hialeah Gardens			x		City Clerk prepares draft agenda; it's forwarded to the City Attorney before posting same.
City of Homestead		x			City Manager does legislative work, then sent to City Clerk for agenda preparation.
Village of Indian Creek		x			Village Clerk prepares agenda, Village Manager reviews same with changes before final posting.
Village of Key Biscayne			x		The Village Clerk Office is in charge of preparation of the agenda based on the items the City Manager and City Council puts on the agenda. [Message left by Miriam (305)-365-5506 on 3/18/2014.]
Town of Medley			x		Town Clerk prepares the agenda.
City of Miami		x			The Agenda Coordinator in the City Manager's Office prepares the Agenda, subject to the City Manager's review and the Chairman of the City Commission.

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NAME OF CITY, VILLAGE AND/OR TOWN	1	2	3	4	
City of Miami Beach					The Office of the City Clerk prepares agenda.
City of Miami Gardens		x			Each department submits its agenda items to the respective City Manager and City Attorney for preparation. Those items are forwarded to the Clerk's office for inserting on the agenda and final preparation of the agenda items. The Office of the City Clerk also distributes the final agenda package to Council, as well as places it on the website.
City of Miami Lakes			x		The Clerk's Office handles all agenda preparation for the Council and Planning and Zoning Board. The Chairman of each Volunteer Committee handles their respective agenda.
Village of Miami Shores			x		Village Clerk prepares the agenda.
City of Miami Springs		x			The Department heads submit their agenda items to the City Manager, who approves the agenda material and the City Clerk's Office prepares the agenda.
City of North Bay Village			x		The Village Clerk's Office handles the agenda preparation.
City of North Miami			x		City Clerk prepares the agenda
City of North Miami Beach			x		The Clerk's Office is in charge of preparing the agenda and the distribution of the same.
City of Opa Locka			x		City Clerk prepares the agenda
Village of Palmetto Bay			x		City Clerk prepares the agenda.
Village of Pinecrest			x		The agenda process is managed by the Clerk's Office.
City of South Miami			x		The City Clerk prepares the agenda.
City of Sunny Isles Beach			x		City Clerk prepares the agenda
Town of Surfside			x		The town Clerk's office handles the agenda preparation.
City of Sweetwater			x		The City Clerk's Office prepares the agenda.
Village of Virginia Gardens			x		City Clerk prepares the agenda.
City of West Miami		x			The City Clerk in conjunction with the City Manager prepare the Agenda. Whenever there are any items of legal importance, the City Attorney Reviews as to form and correctness.

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Broward County					COMMENTS
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Cooper City			x		The City Clerk's Office.
City of Coral Springs			x		The City Clerk's Office prepares agendas for all City Commission related meetings. Agendas for Board meetings are done by the appropriate Department staff, not the City Clerk's Office.
City of Deerfield Beach		x			It is a joint effort, the City Manager's Office receives the agenda items from the department heads. Once the CM's office reviews and the items are ready for the agenda, they forward to Clerk's Office for compilation.
City of Fort Lauderdale			x		The City Clerk uploads the Agenda, following departmental submittals to the City Manager, Legal Department's review as to form and correctness, and the City Auditor's review of said items.
City of Hallandale Beach		x			The agenda preparation process is handled by the City Clerk's Office in conjunction with the City Manager's Office.
Town of Hillsboro Beach			x		The Clerk prepares the agenda for all meetings.
City of Hollywood			x		The Office of the City Clerk handles the agenda preparation.
Town of Lauderdale by the Sea			x		The Clerk's Office handles the preparation of the town's agenda.
City of Lauderdale Lakes			x		The City Clerk's Office prepares the agenda.
City of Lauderhill			x		The City Clerk's Office is responsible for agenda preparation.
City of Margate			x		The City Clerk's Office handles all of the agenda preparation.
City of Miramar			x		The City Clerk's office handles the function of the agenda preparation for the City.
City of North Lauderdale		x			The City Clerk's Office gathers all of the agenda items (which are first submitted to City Manager for approval) and creates the agenda, distributes it to the Commission and is also responsible to make sure it is posted to our City website.
City of Pembroke Pines			x		The City Clerk handles the agenda preparation.
City of Pompano Beach	x				The City Manager's Office prepares the agenda packets and the City Clerk's Office processes the documents for the officials' signatures, after they appear before the Commission.
Town of Southwest Ranches			x		The Town Clerk department prepares agendas.

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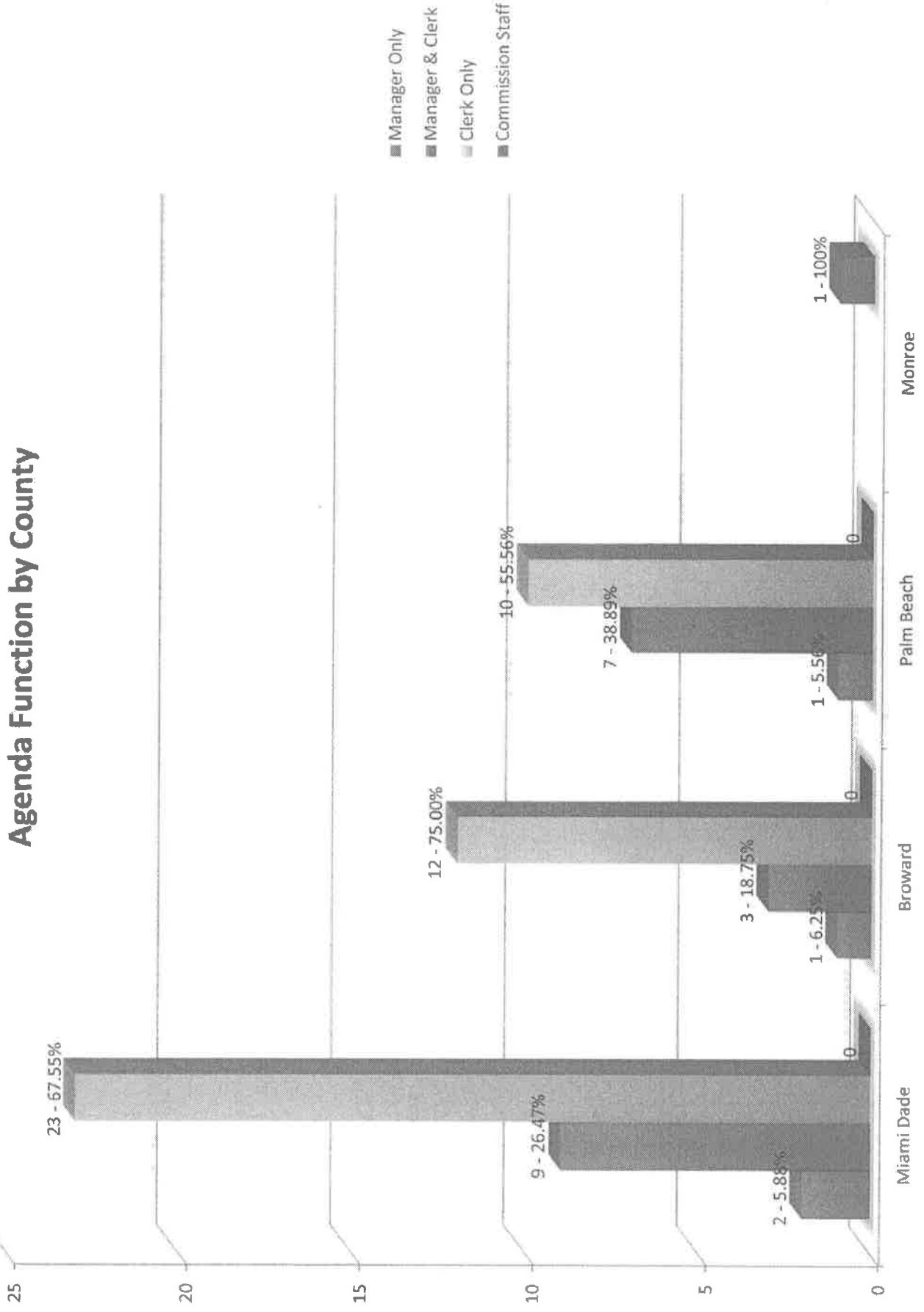
Palm Beach County					COMMENTS
NAME OF CITY, VILLAGE AND/OR TOWN	1	2	3	4	
City of Atlantis		x			Agenda format is sent to City Manager, who then prepares the legislative items, which are then forwarded to the Council before posting.
City of Belle Glade		x			The City Clerk's office prepares the agenda, however, the City Manager makes the final determination as to what goes on the agenda.
City of Boynton Beach		x			The City Clerk's Office handles the agenda preparation for our City.
Town of Briny Breezes			x		Council President responded: Our town is really small; we don't have departments. The Town Clerk prepares meeting agendas in coordination with Council.
City of Greenacres		x			It is handled by the Administration – the City Manager's Office. Response from Deputy City Clerk: The City Clerk Division in the Department of Administration prepares and distributes the agenda following City Manager review and approval of all agenda items.
Town of Gulf Stream			x		The Town Clerk's office handles agendas.
City of Highland Beach			x		The agenda is the responsibility of the Town Clerk.
Town of Juno Beach			x		The Town Clerk handles the preparation of most agendas. The P&Z is done by the Planning Department.
Town of Lake Park		x			The Town of Lake Park's agenda packets are compiled by the Town Clerk's Office. However, each item placed on the agenda is provided by the specific department the agenda item represents. We have an agenda request form (ARF) that accompanies each item (which I have attached as reference). The packet is then provided to the Town Manager for final sign off purposes before it is delivered (in its final format) to the Clerk's Office.
City of Lake Worth			x		City Clerk handles agenda preparation.
Town of Lantana			x		The Town Clerk does agenda preparation for Town Council meetings, as well as some advisory board meetings.
Town of Mangonia Park		x			The Manager and Clerk's Office – sometimes Legal includes items, plus the Council – but mainly Manager and Clerk's Office handle it, based upon the day-to-day operation.
Town of Palm Beach	x				The Town Manager's Office handles the agenda process.

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Palm Beach County					COMMENTS
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City of Palm Beach Gardens		x			The City Clerk's Office is responsible for the preparation of the agenda. We coordinate with the department responsible for the item. work with the Legal and Administration Department and after the City Attorney and City Manager reviews and signs each item, it is returned to the Clerk's Office to be scanned. The link is then provided to City Council, staff and made available on the web.
Town of Palm Beach Shores			x		Our Town Clerk prepares the agendas.
Village of Palm Springs			x		The Clerk's Office handles the preparation of the agenda, with final draft approval from the Village Manager prior to publication.
Village of Royal Palm Beach			x		Village Clerk.
City of Tequesta			x		The Clerk's Office handles the agenda
Monroe County					
City of Layton				x	
Layton is a Strong Mayor form of government. His administrative assistant prepares the agenda.					

Agenda Function by County



Agenda Function

