

ORDINANCE NO. _____

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF NORTH MIAMI BEACH, FLORIDA, CREATING A STANDARDIZED LEGISLATIVE AGENDA SUBMISSION, REVIEW, AND PUBLICATION PROCESS; ESTABLISHING DEADLINES FOR THE SUBMISSION OF PROPOSED RESOLUTIONS, ORDINANCES, DISCUSSION ITEMS, PRESENTATIONS, AND OTHER LEGISLATIVE MATTERS; REQUIRING ADMINISTRATIVE REVIEW, FISCAL IMPACT ANALYSIS, AND REVIEW FOR LEGAL SUFFICIENCY PRIOR TO AGENDA PUBLICATION; ESTABLISHING PROCEDURES FOR ADD-ON ITEMS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the North Miami Beach recognizes the importance of transparency, efficiency, accountability, and proper administrative review in the preparation and publication of legislative agenda items; and

WHEREAS, the City desires to establish a uniform process governing the submission, review, drafting, fiscal analysis, legal sufficiency review, and publication of agenda items to ensure adequate time for administrative evaluation, legal review, fiscal assessment, and public notice; and

WHEREAS, the City Commission finds that the establishment of formal legislative deadlines and review procedures promotes sound governance, enhances operational coordination among Charter Offices, and improves the quality and accuracy of legislative materials presented to the public and the governing body; and

WHEREAS, the City Commission further finds that late-filed legislation and insufficiently reviewed agenda items may negatively impact fiscal planning, operational readiness, legal compliance, and public transparency; and

WHEREAS, the Mayor and City Commission desire to authorize the Charter Officers of the City, including the City Manager, City Attorney, and City Clerk, to administer and implement the procedures established herein;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF NORTH MIAMI BEACH, FLORIDA, AS FOLLOWS:

SECTION 1. RECITALS.

The foregoing recitals are hereby ratified and incorporated herein as if fully set forth below.

SECTION 2. CREATION OF ARTICLE.

Chapter ____ of the Code of Ordinances of the City of North Miami Beach is hereby amended to create a new Article titled:

“LEGISLATIVE AGENDA SUBMISSION AND REVIEW PROCEDURES”

which shall read as follows:

Sec. __-1. Purpose and Intent.

The purpose of this Article is to establish a uniform and transparent process governing the submission, review, drafting, fiscal analysis, legal sufficiency review, and publication of legislative agenda items for meetings of the Mayor and City Commission, including regular meetings, workshops, special meetings, and other duly noticed public meetings.

Sec. __-2. Definitions.

For purposes of this Article, the following terms shall have the meanings set forth herein:

Agenda Item

Any proposed ordinance, resolution, discussion item, presentation, report, proclamation, contract approval, procurement matter, policy matter, or other item requested for placement upon a City Commission agenda.

Charter Officers

The City Manager, City Attorney, and City Clerk of the City of North Miami Beach.

Add-On Item

Any item submitted after the deadlines established by this Article or requested following agenda publication.

Fiscal Impact Statement

A written analysis identifying the actual or anticipated financial effect of proposed legislation upon the City, including current and future budgetary implications where applicable.

Sponsor

The Mayor, Vice Mayor, Commissioner, Charter Officer, or authorized department director requesting placement of an item upon a City Commission agenda.

Sec. __-3. Legislative Submission Deadlines.

(a) All proposed agenda items shall be submitted to the Office of the City Manager no later than 12:00 p.m. twenty-one (21) calendar days prior to the scheduled City Commission meeting for which placement is requested.

(b) Agenda submissions shall include:

1. A completed agenda routing form;
2. Draft supporting documentation;
3. Proposed legislative language, if applicable;
4. Identification of the sponsoring official or department;
5. All supporting exhibits, attachments, and backup materials;
6. A proposed fiscal impact statement, if applicable; and
7. Any requested presentation materials.

(c) Incomplete submissions may be returned to the sponsor for correction or supplementation.

Sec. __-4. Administrative and Fiscal Review.

(a) Upon receipt of a proposed agenda item, the Office of the City Manager shall conduct an administrative review of the item to evaluate:

1. Operational feasibility;
2. Staffing impacts;
3. Procurement implications;
4. Budgetary considerations;
5. Interdepartmental coordination requirements;
6. Consistency with adopted City policies and strategic objectives; and
7. Any other relevant administrative concerns.

(b) The Office of the City Manager shall prepare or coordinate the preparation of a Fiscal Impact Statement for all items reasonably anticipated to impact City finances.

(c) Administrative review shall be completed within five (5) business days following submission of a complete agenda package.

(d) Following administrative review, the item shall be transmitted to the Office of the City Attorney for review and drafting as necessary.

Sec. __-5. Legal Sufficiency Review.

(a) The Office of the City Attorney shall review all proposed legislation for:

1. Legal sufficiency;
2. Charter compliance;
3. Consistency with federal, state, county, and municipal law;
4. Proper legislative form;
5. Identification of legal risks and liabilities; and
6. Drafting accuracy.

(b) The Office of the City Attorney may revise legislative language as necessary to ensure legal sufficiency and consistency with City drafting standards.

(c) Legal review shall be completed within five (5) business days following receipt from the Office of the City Manager whenever practicable.

(d) Following legal review, finalized agenda materials shall be transmitted to the Office of the City Clerk for agenda compilation and publication.

Sec. __-6. Agenda Publication Deadlines.

(a) Finalized agenda materials shall be submitted to the Office of the City Clerk no later than 5:00 p.m. ten (10) calendar days prior to the scheduled meeting date.

(b) The Office of the City Clerk shall compile and publish the agenda in accordance with applicable law, Charter requirements, and City procedures.

(c) The City Clerk may reject agenda items that fail to comply with the deadlines and submission requirements established herein unless waived pursuant to this Article.

Sec. __-7. Add-On Items.

(a) Any item submitted after the deadlines established by this Article or requested following agenda publication shall be considered an add-on item.

(b) Add-on items are discouraged except where necessary to address matters of urgency, legal compliance, operational necessity, or other circumstances constituting good cause.

(c) Any request for an add-on item shall include a written justification describing the reason the item could not reasonably be submitted within the required deadlines.

(d) Good cause for an add-on item may include:

1. Time-sensitive governmental action;
2. Newly discovered information;
3. Pending litigation matters;
4. Grant or funding deadlines;
5. Regulatory compliance requirements;
6. Emergency procurement matters;
7. Matters affecting public health, safety, or welfare; or
8. Other circumstances determined by the City Manager and City Attorney to justify late placement.

(e) Add-on items requested after agenda publication may only be added to the agenda upon:

1. Written determination by the City Manager or City Attorney that an emergency or urgent circumstance exists; or
2. Approval by a majority vote of the City Commission at the meeting where the item is proposed to be added.

(f) Any add-on item lacking completed fiscal analysis or legal sufficiency review shall be clearly identified on the agenda as incomplete.

(g) Nothing herein shall prohibit a duly elected member of the City Commission from sponsoring legislation; however, the procedures established herein are intended to promote orderly governance, transparency, and adequate administrative review.

Sec. __-8. Administrative Authority.

The Charter Officers are authorized to develop administrative procedures, routing forms, standardized templates, internal deadlines, and operational guidelines necessary to implement the provisions of this Article.

SECTION 3. CODIFICATION.

It is the intention of the Mayor and City Commission that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of North Miami Beach, Florida. The sections of this Ordinance may be renumbered or relettered to accomplish such intention.

SECTION 4. CONFLICTS.

All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 5. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions of this Ordinance.

SECTION 6. EFFECTIVE DATE.

This Ordinance shall become effective immediately upon adoption on second reading.

PASSED on first reading this ____ day of _____, 2026.

PASSED AND ADOPTED on second reading this ____ day of _____, 2026.

ATTEST:

City Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

City Attorney

Mayor

Date: _____