



**COMMISSION MEMORANDUM**

TO: Honorable Mayor and Members of the City Commission

FROM: Commissioner Alex Fernandez

DATE: July 24, 2024

TITLE: DISCUSS/TAKE ACTION, DIRECT CITY CLERK TO CREATE ANNUAL SCHEDULE FOR COMMITTEE AGENDA PRINT DATES.

**RECOMMENDATION**

**ANALYSIS**

Please place an item on the City Commission agenda to discuss the need for timely printing of Commission Committee agendas one week prior to each committee meeting.

The timely printing of committee agendas allows for committee members and the public to have time to review the items being considered for discussion, and provides transparency to the decision-making process. To this end, given that the City Clerk has successfully prepared a detailed City Commission calendar which includes an annual schedule for agenda deadlines, I would like for my colleagues to consider directing the City Clerk to work with the committee liaisons and Chairs, to establish a similar schedule for Commission Committees, to ensure that agendas are printed one week prior to each committee date.

**FISCAL IMPACT STATEMENT**

N/A

**Does this Ordinance require a Business Impact Estimate?**  
(FOR ORDINANCES ONLY)

The Business Impact Estimate (BIE) was published on . See BIE at:  
<https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notice/>

**FINANCIAL INFORMATION**

**CONCLUSION**

**Applicable Area**

Citywide

**Is this a “Residents Right to Know” item,  
pursuant to City Code Section 2-17?**

No

**Is this item related to a G.O. Bond  
Project?**

No

**Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481,  
includes a principal engaged in lobbying?** No

If so, specify the name of lobbyist(s) and principal(s):

**Department**

Office of Commissioner Alex Fernandez

**Sponsor(s)**

Commissioner Alex Fernandez

**Co-sponsor(s)**