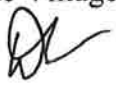


MEMORANDUM

To: Mayor and Members of the Village Council
From: Donald J. Lunny, Jr., Esq. 
Date: November 7, 2019
Re: Resolution Prescribing Time, Place, and General Notice Requirements for Village Meetings
Copy: Lisa Tayar

As each of you may recall, Fla. Stat. §166.0213 (1) (2019) authorizes the Village Council of Lazy Lake, Florida to hold Meetings within five (5) miles of the exterior boundary of the Village, provided the time and place for such meetings are authorized by Resolution. Also, the Broward County Charter contains requirements for posting material on the Village Website. Further, the Village adopted notice provisions for its Meetings in response to suggestions made by the Broward Office of the Inspector General. The former Village Resolution concerning this subject was Village Resolution 2019-1. Since the procedures were new, Resolution No. 2019-1 only applied to Regular Meetings held after April to December of 2019.

The draft Resolution attached will now apply for the balance of 2019 and going forward, until it is changed. Please note:

1. Regular Meetings are proposed to still be conducted on the Third Tuesday of each Month (Section 1).
2. On two occasions in 2019, the Mayor desired to hold a Special Meeting on a day which had not been pre-authorized by Resolution. One meeting (a workshop) had to be cancelled. For the other, the Council conducted a "Scheduling Meeting" where the sole item on the Agenda was to determine when the desired Special Meeting could occur and to approve that such Meeting could take place outside of the Village's boundary. In order to address the potential for Special Meetings, the following provisions have been added to the Resolution:
 - a. Section 2 "pre-authorizes" Special Meetings on the First Tuesday of any Month, provided the Special Meeting is duly called, and provided the notice procedures in the Resolution can be met (Section 2).
 - b. In the event a Special Meeting can not be conducted on the First Tuesday of any Month, and such Special Meeting is not otherwise scheduled by Resolution at a Regular Meeting or a pre-authorized Special Meeting, then the procedures employed earlier in the year for a "Scheduling Meeting" are now embodied in the Resolution (see Section 3).

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3. The balance of the prior provisions concerning Notice in Resolution 2019-1 have been retained in the draft Resolution, except that references to the County Website have been removed because the Village now maintains its own website.

This legal "Housekeeping Resolution" is now ready for consideration as a Consent Agenda Item.

018862-18001 [3602139]

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RESOLUTION No. _____

A RESOLUTION PERTAINING TO THE SUBJECT OF
VILLAGE OF LAZY LAKE COUNCIL MEETINGS;
PROVIDING FINDINGS; AUTHORIZING REGULAR
VILLAGE AND CERTAIN SPECIAL COUNCIL MEETINGS
BEING HELD OUTSIDE OF THE VILLAGE'S TERRITORIAL
LIMITS; PROVIDING BASIC MINIMUM PROCEDURES FOR
PUBLIC NOTICE OF VILLAGE COUNCIL MEETINGS;
PROVIDING A CONFLICTS CLAUSE; PROVIDING A
SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE
DATE THEREFOR.

WHEREAS, Fla. Stat. §166.0213 (1) (2019) authorizes the Village Council of Lazy Lake, Florida to hold meetings within five (5) miles of the exterior boundary of the Village, provided the time and place for such meetings are authorized by Resolution; and,

WHEREAS, the Village has no Boards or Committees which constitute part of its governmental structure; and,

WHEREAS, Section 1.07 of the Broward County Charter, as approved by the voters at the November 6, 2018 referendum, requires that the Village post on its website any required notices, agendas, and available back-up material at least forty-eight (48) hours prior to a scheduled non-emergency Village Council Meeting, and further, requires that any revisions to the back-up material shall be made available at such Meeting; and,

WHEREAS, the Village of Lazy Lake does not have facilities within the Village for its Village Council Meetings; and,

WHEREAS, Section 6 of Article III of the Charter of the Village of Lazy Lake provides that the Village Council shall by Resolution fix the time and number of regular meetings of the Village Council each year, provided however, that one (1) regular meeting of the Village Council shall be held each calendar quarter; and,

WHEREAS, this Resolution is adopted to standardize and formalize the Village's minimum procedures for providing notice of its non-emergency Council Meetings, and is adopted to comply with Fla. Stat. §166.0213 (1) (2019) and Section 1.07 of the Broward County Charter;

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF LAZY LAKE, FLORIDA THAT:

SECTION 1: The Regular Meetings of the Village Council shall take place on the third Tuesday of each Month, unless cancelled.

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SECTION 2: Art. III, Section 4 of the Village Charter authorizes the Mayor to call a Special Meeting of the Village Council when the Mayor determines a Special Meeting is necessary, or upon the written request of at least three (3) Members of the Village Council. This Section pre-authorizes Special Meetings to be conducted (after being called pursuant to the Village Charter) on any First Tuesday of a Month, provided the provisions below for posting the Agenda on the Village Notice Board and for posting the Agenda and Meeting Material on the Village Website can be met.

SECTION 3: In the event it is necessary to conduct a Special Meeting of the Village Council on a day other than a First Tuesday of a Month, and such Special Meeting is not otherwise authorized by a Resolution adopted during a Regular Meeting of the Village Council or during a pre-authorized Special Meeting of the Village Council (conducted pursuant to Section 2 of this Resolution), then the Mayor shall call a Special Scheduling Meeting of the Village Council wherein the sole item on the Agenda shall be to determine, and then to prescribe by Resolution the time and place for such Special Meeting. The provisions below for posting the Agenda on the Village Notice Board and for posting the Agenda and Meeting Material on the Village Website shall be applicable to the Scheduling Meeting.

SECTION 4: The Regular Meetings of the Village Council specified in Section 1 of this Resolution, and Special Meetings of the Village Council which have been pre-authorized in Section 2 of this Resolution and Special Scheduling Meetings of the City Council conducted pursuant to Section 3 of this Resolution, shall all be held outside of the Village's territorial limits. These Meetings shall be held at 6:30 p.m. within the Conference Room of the South Florida Symphony signed space of the "Zig Zag" Building located at 2201 Wilton Drive, Wilton Manors, Florida. The space is at the Southern end of the Zig Zag Building and is painted in grey and white stripes. The space has a wall/roof sign on its Southeast corner which states "South Florida Symphony."

SECTION 5: In an effort to provide increased, minimum notice to the public concerning Meetings of the Village Council, the following procedures shall apply until otherwise changed by written Resolution:

- (1) The Agenda for the Village Council Meeting shall be posted on the Village Notice Board at the entrance to the Community at least three (3) calendar days before the day of the Meeting (and excluding the day of the meeting). Thus, if a Village Council Meeting is on Tuesday, at 6:30 p.m., the Agenda must be posted on the Notice Board before midnight on the preceding Friday.
- (2) When the Meeting is held in the Conference Room described in Section 4, the following procedures shall apply:

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- a. the Agenda for the Village Council Meeting shall include a statement that access to the Conference Room is provided at the rear of the South Florida Symphony space within the Zig Zag Building;
 - b. at least fifteen (15) minutes before the start time of the Village Council Meeting, a temporary sign on an easel shall be placed at the rear exterior door of the South Florida Symphony space within the Zig Zag Building (which provides access to the Conference Room), which sign will advise the public that the Village Council Meeting is to occur; and,
 - c. at least fifteen (15) minutes before the start time of the Village Council Meeting, a temporary sign on an easel will be placed in the rear parking lot of the South Florida Symphony space within the Zig Zag Building, which sign will advise that available parking spaces in such lot can be used for parking to attend the Village Council Meeting.
- (3) The Mayor and Council Members shall assist the Village Administrative Assistant in compiling and updating from time to time e-mail addresses of the Village's residents. Recognizing that some residents may not wish their e-mail addresses to become public records, and recognizing that residents might change from time to time without advance notice to the Village, the e-mail addresses may not be always complete or up to date.
- (4) For purposes of compliance with Broward County Charter Section 1.07, the Village Administrative Assistant shall post the Village Council Meeting Agenda together with any required notices and available back-up material for the Items on the Meeting Agenda, on the Village Website. This posting shall occur at least three calendar days before the Meeting. Thus, if a Meeting is on a Tuesday, the Website posting shall occur before Midnight, the preceding Friday. The Agenda shall also disclose the website address where a person can examine any available agenda item notes and back up material.
- (5) When the material described in Subsection 5(4) is posted to the applicable website, the Agenda for the Meeting shall be e-mailed by the Administrative Assistant to the residents who are listed on the then current e-mail list.

SECTION 6: The provisions of this Resolution shall prevail over any conflicting provisions of any prior Resolution, including Village Resolution No. 2019-1.

SECTION 7: Should any section, paragraph, sentence, clause, phrase or other part of this Resolution be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of this Resolution as a whole or any portion or part thereof, other than the part so declared to be invalid.

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SECTION 8: This Resolution shall become effective ten (10) days after passage by the Village Council and by signature by the Mayor.

PASSED AND ADOPTED by the Village Council this _____ day of _____, 2019.

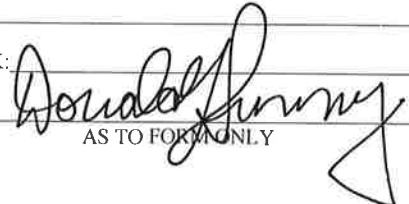
Council Member	Voice Vote	Absent
John Boisseau	Yea _____ Nay _____	_____
Sally Boisseau	Yea _____ Nay _____	_____
Patrick Kaufman	Yea _____ Nay _____	_____
Carlton Kirby	Yea _____ Nay _____	_____
Ray Nyhuis	Yea _____ Nay _____	_____

SIGNED by the Mayor this _____ day of _____, 2019.

MAYOR EVAN ANTHONY

ATTEST:

VILLAGE ADMINISTRATIVE ASSISTANT

REQUESTED BY:	APPROVED	DATE
DEPT. OK:	_____	_____
ADMIN. OK:	_____	_____
ATTY. OK:	 AS TO FORM ONLY	_____

RECORD ENTRY:

I HEREBY CERTIFY that the Original of the foregoing signed Resolution was received by the Village Administrative Assistant and entered into the Public Record this _____ day of _____, 201__.

Village Administrative Assistant, Lisa Tayar

[3602128]018862-18001