CITY OF TALLAHASSEE

Agenda Item Details

Meeting	Nov 09, 2016 - City Commission Meeting
Category	13. POLICY FORMATION AND DIRECTION
Subject	13.02 Policy Review – City Commission Agenda Items -- Raoul Lavin, Administrative & Professional Services
Access	Public
Type	Action, Discussion
Preferred Date	Nov 09, 2016
Absolute Date	Nov 09, 2016
Fiscal Impact	No
Recommended Action	Option 1: Approve staff's recommendation to update City Commission Policies 108 - Public Participation at Meetings; 112 - City Commission Agenda; and 114 - Ceremonial Recognition.

Public Content

For more information, please contact: Raoul A. Lavin, (850) 891-8149.

Statement of Issue

As part of the ongoing review of the City's policies and procedures, staff is recommending updates to polices related to the agenda process for City Commission meetings (Policy 112), public participation for meetings (Policy 108), and processes for ceremonial recognition at City Commission meetings (Policy 114). The proposed edits are to codify existing practices, eliminate defunct practices, and improve the exchange of information between the City Commission, staff, and the citizenry.

Recommended Action

Option 1: Approve staff's recommendation to update City Commission Policies 108 - Public Participation at Meetings; 112 - City Commission Agenda; and 114 - Ceremonial Recognition.

Fiscal Impact

None

Supplemental Material/Issue Analysis

History/Facts & Issues

Existing Policies

According to Policy 112 - City Commission Agenda, management is to provide the Commission with facts and advice through an agenda item process on matters of policy as a basis for making decisions, setting community goals, and upholding and implementing previously adopted City Commission policies.

With respect to identifying consent items versus policy formation items, Policy 112 currently defines the following:

- Consent Items: Consent agenda items are those items which are routine in nature and not expected to require City Commission discussion. These items are scheduled for Commission consideration on the second and fourth Wednesday of each month. Examples include: purchases, contracts, plat approval, budget transfers and supplemental appropriations with no major policy implications, advisory committee bylaws and minutes.
- Policy Formation & Direction Items: Agenda items related to those issues which have been identified as priority items or target issues by the City Commission in the Target Issue Committee meetings and/or the annual Commission retreat.

Existing policy does not define the types of agenda items that should appear under the "City Commission items" section.

With respect to public participation at meetings, in 2013, a state law was passed (Chapter 2013-227, F.S.) requiring members of the public to be given reasonable opportunity to be heard by a board or commission before said body takes official action on a proposition. In an effort to ensure the orderly progress of a meeting, the law enables the board or commission to:

- Maintain public decorum;
- Designate a specified period of time for public comment;
- Provide guidelines regarding the amount of time each speaker is allotted to address the board or commission;
- Provide guidelines for instances when a large number of persons wish to speak, allowing representatives of groups or factions on a proposition to address the board or commission rather than all member of such groups or factions;
- Permits the use of Speaker Forms completed by persons wishing to speak.

While City policy at that time already included opportunities for citizen input at City Commission meetings, Policy 108 - Public Participation at Meetings was approved to expand this practice to all public meetings and ensure City compliance with all aspects of the law.

Regarding presentation items at Commission meetings, City Commission Policy 114 – Ceremonial Recognition establishes guidelines for the issuance of formal recognition in support of a particular event, program or cause, or recognition of a particular individual. Policy 114 was last updated in 1997.

Proposed Policy Updates

Attached to this item are legislatively edited versions of City Commission Policies 108 - Public Participation at Meetings, 112 - City Commission Agenda, and 114 - Ceremonial Recognition. Suggested revisions to these policies include the following:

Policy 108 Public Participation at Meetings

- Removed all references to Target Issue Meetings and replaced with Workshop Meetings.
- Added a definition for Special Meetings of the City Commission - Refers to the City Commission meetings which are called or conducted to address time sensitive or emergency business or for any other purpose not addressed by a Regular or Workshop Meeting.
- General edits and updates.

Policy 112 - City Commission Agenda

- Removed "Citizen Appearances" from the title as Policy 108 now serves as the primary policy defining public participation at meetings.
- Removed all references to Target Issue Meetings and replaced with Workshop Meetings.

- Removed detailed procedures better suited for an administrative procedures manual. (e.g., use of C/C questions, deadlines for agenda submissions).
- General edits and updates (e.g., update department names due to reorg, reflect move to electronic agenda system).

Additionally, the following definitions have been changed or added to Policy 112:

- City Commission Items: City Commission agenda items are those which have been requested by a City Commissioner for discussion or approval and may include board appointments, updates on Commission projects and initiatives or requested briefings from city staff.
- Consent Items: Consent agenda items are those items which are routine in nature, are not expected to require City Commission discussion, and are voted upon on a single vote for all items. Examples include: purchases, routine contracts and renewals, plat approval, and supplemental appropriations with no major policy implications, advisory committee bylaws and minutes.
- Policy Formation & Direction Items: Agenda items related to those issues that have major policy implications and which require individual discussion and approval by the City Commission.Examples include changes to City Commission policies, approval of collective bargaining agreements, rate and fee studies, decisions on major infrastructure projects, etc. Agenda items under this category may also include status reports and updates presented by city staff.

Policy 114 - Ceremonial Recognition

- Revised the language related to presenting "Keys to the City"
- Revised the language related to the process for issuance of proclamations
- General edits and updates

Options

1. Approve staff's recommendation to update City Commission Policies 108 - Public Participation at Meetings, 112 - City Commission Agenda, and 114 - Ceremonial Recognition.

   Pros: Updates Commission policies to reflect current practices and procedures.
   Cons: N/A

2. Do not approve staff's recommendation to update City Commission Policies 108 - Public Participation at Meetings, 112 - City Commission Agenda, and 114 - Ceremonial Recognition.

   Pros: N/A
   Cons: Commission policies will be inconsistent with current practices and procedures.

Attachments/References

Attachment 1 - Policy 108
Attachment 2 - Policy 112
Attachment 3 - Policy 114

Attachment 108.pdf (341 KB) Attachment 112.pdf (281 KB) Attachment 114.pdf (153 KB)