



Agenda Item Details

Meeting	Jun 16, 2021 - City Commission Meeting
Category	13. POLICY FORMATION AND DIRECTION
Subject	13.03 Revisions to City Commission Policy 110, Appointment of Citizens and Commissioners to Boards and Committees --- James O. Cooke, IV, City Treasurer-Clerk
Access	Public
Type	Action
Fiscal Impact	No
Recommended Action	Option 1: Approve changes to CCP 110 as shown in the attachment.

Public Content

For more information, please contact: James O. Cooke, IV, City Treasurer-Clerk at (850)891-8130

Statement of Issue

At its June 2, 2021, meeting, The City Commission asked staff to bring back City Commission Policy 110. In particular, staff was directed to update policy language in a gender-neutral manner and add any appropriate committees. In addition, the policy was due for a sunset review; accordingly, staff has reviewed and updated other aspects of the policy.

Recommended Action

Option 1: Approve changes to CCP 110 as shown in the attachment.

Fiscal Impact

N/A

Supplemental Material/Issue Analysis

History/Facts & Issues

City Commission Policy 110 was adopted June 24, 1992, and was last updated September 26, 2013. The policy was instituted to provide a framework for appointments to City of Tallahassee advisory boards and committees. The policy provides two means by which citizens are appointed to boards and committees. One is direct appointment by the Mayor. This is the standard or default process. The second is for the Mayor to make a recommendation for appointment by the full City Commission in a regular meeting; the majority of boards follow this second process. This second process is used for appointments to three specific types of committees:

1. Those created by Charter (e.g., Audit Committee)
2. Those created by state statute (e.g. Downtown Improvement Authority)
3. Joint intergovernmental boards (e.g., Board of Adjustment and Appeals)

For all City boards and committees, individuals interested in serving must apply online. Requiring applications for all applicants assists in determination of eligibility, supports transparency, and allows for all applicants to receive equal consideration.

There are now 30 boards, of which 13 have Mayor-appointed members and 17 have City Commission-appointed members.

In recent years, the City Commission has established four boards which include appointments that do not follow the provisions of CCP 110. These are:

- Airport Advisory Committee – Nine-member board with each member of the City Commission appointing one member and another four members appointed by the full City Commission.
- Citizens Police Review Board - Nine-member board with each member of the City Commission appointing one member and another four members appointed by the full City Commission.
- Midtown Stakeholders Committee - Eight-member board which formalized a previously established Midtown Working Group. Seven members of the MWG continued as members of the Committee and one was appointed by the Mayor. Note that this Committee is intended to serve for a limited time until specified objectives are met.
- Special Events Advisory Committee - - Twelve-member board with each member of the City Commission appointing one member and another seven members appointed as specified in the by-laws.

Section 110.08 Part III and attachment B have been added to CCP 110 to reflect these unique boards. The Midtown Stakeholders Committee is not listed in the policy as the committee will not require future appointments. A number of other changes have been made to improve administrative efficiency and to incorporate existing or required practice (e.g. make clear that Sunshine and Open Meetings laws apply to City of Tallahassee boards and committees).

Department(s) Review

City Attorney's Office

Options

1. Approve changes to CCP 110 as shown in the attachment.
2. Provide staff with other direction.

Attachments/References

City Commission Policy 110

[110 as proposed 061621.pdf \(197 KB\)](#)

[110 as approved 092513.pdf \(44 KB\)](#)