

CITY OF TALLAHASSEE

CITY COMMISSION AGENDA ITEM

ACTION REQUESTED ON: May 27, 2009

SUBJECT/TITLE: Approval of Changes to City Commission Policy 112 (Citizen Appearance / City Commission Agenda)

TARGET ISSUE: N/A

STATEMENT OF ISSUE

City Commission Policy 112 establishes policy for the City Commission agenda process and addresses the responsibilities of the City Manager's Office, City departments and Appointed Officials.

The City Commission adopted City Commission Policy 112 on August 19, 1992 and revised it on September 27, 1995. Since this policy was last revised, there have been changes to the City Commission Agenda format and protocol and City Commission is requested to approve revisions to this policy (Attachment 1). If approved, staff will revise Administrative Policy 201, which was created to provide additional internal details and explanations of the agenda submission process.

RECOMMENDED ACTION

Approve Option 1: Approve the revisions to City Commission Policy 112 reflecting changes made to the City Commission Agenda format and protocol.

FISCAL IMPACT

This agenda item does not have any fiscal impact.

M. Michelle Bono, Assistant to the City Manager

Anita Favors Thompson, City Manager

For information, please contact: Stacey Campbell, 891-8200.

SUPPLEMENTAL MATERIAL/ISSUE ANALYSIS

HISTORY/FACTS & ISSUES

The City Commission agenda process is stated in City Commission Policy 112, Citizen Appearances / City Commission Agenda. This policy differentiates between Regular Meetings and Target Issue Workshops, provides an outline of the City Commission agenda and an explanation of what information is to be included under each section of the agenda. The City Commission adopted this policy on August 19, 1992 and revised September 27, 1995. Since the last revision, City Commission approved changing the frequency of Target Issue Workshops from monthly to quarterly. Also, scheduled citizen appearances are no longer added to the City Commission agenda. Instead, all citizens wishing to address the Commission on a particular issue may be heard at the conclusion of the regular meeting under the section titled "Unagendaed Business." The Office of Organizational Effectiveness (OOE) has been changed to the Office of Budget and Policy (OBP). All of these changes are reflected in the revised City Commission Policy 112 (attachment 1), which has resulted in a more efficient and effective process. Therefore, City Commission is requested to approve the attached revised policy.

If approved by the Commission, staff will revise Administrative Policy 201, which was created to provide direction to departments and staff on the protocol and process for submitting agenda items to be added to the City Commission agenda.

CHARITABLE CONTRIBUTIONS

N/A

OPTIONS

Option 1 Approve the revisions to City Commission Policy 112 reflecting changes made to the City Commission Agenda format and protocol.

Option 2 Do not approve the revisions and provide alternative direction to staff.

ATTACHMENTS/REFERENCES

1. [Revised City Commission Policy 112](#)