



### Agenda Item Details

Meeting	Jan 30, 2019 - City Commission Meeting & Summary
Category	13. POLICY FORMATION AND DIRECTION
Subject	13.01 Approval of Amendments to City Commission Policy 108 -- James O. Cooke, IV., City Treasurer-Clerk
Access	Public
Type	Action
Recommended Action	<p>Approve Options 1, 2 and 3:</p> <ol style="list-style-type: none"> <li>1. Eliminate the 30-minute provision for agendaed items at City Commission meetings.</li> <li>2. Provide an opportunity for public input at the time each agendaed item is taken up at City Commission meetings. Speakers would be limited to a single opportunity to speak on an item by speaking either at the beginning of the meeting or at the time of the specific item, but not both.</li> <li>3. Apply changes to both the City Commission and to Advisory Boards</li> </ol>

### Public Content

For more information, please contact: James O. Cooke, IV., City Treasurer-Clerk at (850)8 91-8130

### *Statement of Issue*

The City of Tallahassee has for many decades, provided opportunities for citizens to speak to the City Commission at its public meetings. Those opportunities include the chance to comment on agendaed items, items scheduled for public hearing, and unagendaed topics. In 2013, the City Commission codified its practice into City Commission Policy 108 (CCP108). In addition to detailing City Commission practice, the policy specifically addressed statutory requirements of Section 286.0114, Florida Statutes. The policy also specified that public participation is required for City advisory boards. City Commission Policy 108 has been followed consistently and has served effectively since its adoption in 2013; however, it has not been reviewed since that time other than a small edit/update in 2016. Based on direction by the City Commission at its retreat on January 16, 2019, two changes are recommended: 1) Eliminate the 30-minute time provision for speakers on agendaed items at city commission meetings, and 2) Provide additional opportunity for speakers on agendaed items as each item is taken up.

### *Recommended Action*

Approve Options 1, 2 and 3

### *Fiscal Impact*

N/A

### Supplemental Material/Issue Analysis

#### *History/Facts & Issues*

The City of Tallahassee has for many years provided opportunities for citizens to speak to the City Commission at its public meetings. Those opportunities include the chance to comment on agendaed items, items scheduled for public hearing, and unagendaed topics. In 2013, the City Commission codified its practice into City Commission Policy 108 (CCP108). In addition to detailing City Commission practice, the policy specifically addressed statutory requirements of Section 286.0114, Florida Statutes. The policy also specified that public participation is required for City advisory

boards. City Commission Policy 108 has been followed consistently and has served effectively since its adoption in 2013; however, it has not been reviewed since that time other than a minor update in 2016.

Several key provisions of Section 286.0114, F.S. were and are addressed by CCP108:

- 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 commission
- Provide guidelines for instances when a large number of persons wish to speak, allowing representative groups or factions on a proposition to address the commission rather than all members of such groups or factions
- Provide for the use of speaker forms completed by the person wishing to speak.

Current language in CCP108 provides that the time set aside for citizen participation on agendaed items is 30 minutes. The policy also provides that the Chair may extend the time. Over a period of years since adoption of the 30-minute provision and since adoption of CCP108, the 30-minute window has been sufficient the majority of the time. On those occasions where additional time was needed, the Chair has routinely extended the time, and there have been very few times when not every speaker was heard in this portion of the meeting.

Current language in CCP108 provides that the time allotted for each speaker is 3 minutes. This provision is applied consistently in all three parts of City Commission meetings where speakers are heard – agendaed items, public hearings, and unagendaed items. At present, speakers may speak once on agendaed items (using a total of 3 minutes to speak on one or more items), once on each public hearing item, and once on unagendaed items (using a total of 3 minutes to speak on items or topics of the speaker's choosing). Speakers often use the full 3 minutes provided.

Based on direction by the City Commission at its retreat on January 16, 2019, the 30-minute provision is being eliminated from the policy. By eliminating this provision for city commission meetings, there will be no overall time limit in place and there will be no need for the Chair to exercise discretion to extend the time. Citizens will continue to have 3 minutes each for their remarks, and comments relative to items scheduled for public hearing must be made at the designated time for said hearing.

Current language provides for input on agendaed business to take place at the beginning of the meeting and has generally worked quite well. At its retreat, the City Commission directed another change, which will provide an additional opportunity for public input by allowing speakers at the time each agendaed item is taken up. Speakers would be limited to a single opportunity to speak on an item by speaking either at the beginning of the meeting or at the time of the specific item, but not both. This will give additional time to those who wish to speak on multiple items by allowing three minutes at the time of each item.

It is important to note that provisions of CCP108 also apply to Advisory Boards. The existing policy language has served well for those boards, and there have been no reports of problems. Changes made to CCP108 will apply to Advisory Boards unless the City provides other direction.

### *Options*

1. Eliminate the 30-minute provision for agendaed items at City Commission meetings.
2. Provide an opportunity for public input at the time each agendaed item is taken up at City Commission meetings. Speakers would be limited to a single opportunity to speak on an item by speaking either at the beginning of the meeting or at the time of the specific item, but not both.
3. Apply changes to both the City Commission and to Advisory Boards

### *Attachments/References*

City Commission Policy 108

108 as proposed 013019.pdf (713 KB)