Board of County Commissioners
Agenda Request 27

Date of Meeting	June 26 2007
Date Submitted	June 20 2007
To	Honorable Chairman and Members of the Board
From	Parwez Alam County Administrator Leigh Root Assistant to the County Administrator Christine Coble Agenda Coordinator
Subject	Acceptance of Status Report on Board Appointed Committees and Chairman s Appointments

Statement of Issue
This agenda item seeks Board acceptance of a status report on Board appointed Committees and Chairman s appointments and Board direction regarding recommendations for change

Background
The County s committee structure and number of committees were reviewed in 1997 and again in 2003 At the January 9 2007 meeting Commissioner Desloge with Board support requested that staff review all the Board appointed committees and provide any recommendations for change This discussion arose because of concerns Commissioners have received regarding ongoing lack of attendance on some committees by some members inability to achieve quorums staff workload, completion of committee directives etc

In conducting the analysis of the committees staff considered the following

- How was the committee created (by statute charter enabling resolution or otherwise)?
- Is the committee comprised solely of members appointed by the Board of County Commissioners?
- Is the committee a focus group or a decision making body?
- Has the attendance of committee members been strong?
- Has the purpose of the committee been met and/or its mission been fulfilled?
- Is there a need for a regular standing committee or could the mission or issue be addressed through an ad hoc committee appointed on an as needed basis?

Staff also reviewed the process for appointing committee members and promoting citizen involvement and the current list of Chairman s appointments Those conclusions are outlined in the Analysis as well

Analysis

Standing Committees

Currently the County has 43 standing committees for which appointments are made (Attachment #1) Of those 20 are required by federal law state statute County charter or are joint intergovernmental committees (Attachment #2) The remaining 23 were created by the Board of County Commissioners and are at the sole discretion of the Board

Per County Policy No 03 15 Board Appointed Advisory Committees Establishment, Appointment, Function, Operation, and Dissolution adopted in 2003 advisory committees created by the Board are established by resolution as either a focus group or a decision making body (Attachment #3) While several of the 23committees were established prior to the adoption of the policy staff has determined that 19 are considered focus groups and 4 are decision making bodies

Focus Groups are defined as advisory committees *not* intended to become part of the Board s decision making process but rather serve as a fact finding source of community input and technical resources for the purpose of developing staff recommendations regarding any matter to be considered for Board approval A Focus Group conducts its meetings under the direction of staff provides collective input to staff has no need for Bylaws and takes no binding vote as a group Examples of these types of existing committees include the Landfill Liaison Committee the Animal Control Advisory Committee and the Community Center Boards

Conversely Decision Making Committees are defined as advisory committees that *are* intended to become part of the Board s decision making process by providing recommendations directly to the Board for Board action or by making final binding decisions on behalf of the Board A Decision Making Committee is subject to the Sunshine Law conducts its meetings under the direction of a Chairperson with staff acting only in a role of facilitator operates under Bylaws approved by the County Administrator and County Attorney considers alternatives and narrows or eliminates options for Board consideration and conducts a vote to either make its final recommendation to the Board or make a final binding decision without returning to the Board Examples of these types of committees include the Adjustment and Appeals Board the Canopy Road Citizens Committee the Code Enforcement Board and the Planning Commission

Upon review of the committees considered to be Decision Making none were identified for potential dissolution given the nature of their responsibilities However 12 of the 19 Focus Groups were identified for potential dissolution based on completion of the mission the opportunity to garner citizen input in a different fashion and/or the lack of attendance at meetings Board appointed committee members were notified of this proposal in a letter inviting them to provide feedback and attend the June 26th Board meeting (Attachment #4)

Recommendations for Dissolution
The 12 committees identified for potential dissolution and the staff justification are as follows

Animal Control Advisory Committee – This committee generally meets once a year (Attachment #5) Its primary purpose is to provide staff with citizen input regarding the policies and guidelines used by the Leon County Division of Animal Control A complete review of the Division s Policy and Procedures manual was conducted by this committee in 2005 As a result of its work the Board adopted substantial amendments to the Animal Control Policies and Procedures Manual in November 2005 Staff is recommending that this committee become an ad hoc committee and only be appointed when a comprehensive review of the Animal Control Policies and Procedures Manual is warranted

Recommendation Dissolve the Animal Control Advisory Committee and re establish as an ad hoc committee when necessary

Community Center Boards The County has four community center boards and one historic school house Board for which each commissioner appoints one person Those boards are the Dorothy C Spence (Chaires) Community Center Board of Directors (established in 1995) the Fort Braden Community Center Board of Directors (established in 1994) the Miccosukee Community Center Board of Directors (established in 1983) and the Woodville Community Center Board of Directors (established in 2005 but for which appointments were never made) In addition there is the Bradfordville Historic School House Board which effectively functions the same as a community center board Initially the purpose of these boards was to establish operational rules and procedures set user fees sufficient to defray the cost of the operation and maintenance schedule the use of the facility and over see the day to day operations

In July 2005 the Board determined that the operation of Community Centers including the scheduling of the facilities should become the responsibility of the County s Division of Parks & Recreation and the Community Center Boards should be changed to Community Center Focus Groups In addition the Board directed the Parks & Recreation staff to establish policies and procedures to be applied consistently to all Community Centers A proposed policy Use and Scheduling of Parks & Recreation Facilities was brought to the Board in workshop format on November 22 and December 13 2005 for review and approval At the January 10 2006 meeting the Board ratified the Policy (Attachment #6) Furthermore at the February 28 2006 meeting the Board adopted a fee schedule for the community centers These schedules were prepared by staff after receiving input from the individual Community Center Focus Groups

Community Center Boards attendance records indicate that members do seem to participate (Attachment #7) However as recently experienced during the Miccosukee Community Center Town Hall meeting called by Commissioner Desloge staff believes that greater participation and more diverse community input is garnered in forums such as these versus the focus group structure

Currently the Senior Outreach Advisory Committee has 11 members three of those members represent the Dorothy C Spence Community Center the Fort Braden Community Center and the Miccosukee Community Center, respectively and were each appointed by their Community Center Board Senior Services staff advised that it is important to continue with this representation to insure program development is specific to each community The Senior Outreach Advisory Committee should now be increased to 12 adding a representative for the Woodville area The current representative for the three communities should remain until their term expires Parks and Recreation and Senior Services staff can coordinate with community center participants in identifying future appointments and seek Board confirmation

Recommendation Dissolve the four community center focus groups and the Bradfordville Historic School House Board and direct staff to conduct at a minimum an annual community meeting to solicit citizen input and promote community involvement

Recommendation Increase the number of members on the Senior Outreach Advisory committee to 12 with the additional member being a representative from the Woodville area

Landfill Liaison Committee The Landfill Liaison Committee was created in 2004 in response to a variety of operational issues and concerns that had been brought forth by citizens The full Board appointed each committee member The purpose of the group was to provide feedback to County staff as to the changes being implemented at the landfill offer input regarding additional improvements and facilitate communication with the community In addition the group was to select one of its members to serve as a representative on the Apalachee Parkway Regional Park Citizens Focus Group The Enabling Resolution also contained sunset language that said the committee should be dissolved upon the completion of its designated task or September 30 2006

Since 2004 under the direction of new management the Division of Solid Waste has made considerable operational improvements including conducting neighborhood meetings and an open house for the facility developing an on going 5 year business plan which was reviewed and approved by the committee and subsequently adopted by the Board and completing the engineering survey work for a master site plan

It should be noted that should the Board decide to dissolve the Landfill Liaison Committee as recommended the membership of Apalachee Regional Park Committee would be reduced by one

Recommendation Dissolve the Landfill Liaison Committee given the fact that the purpose of the committee has been fulfilled

Parks and Recreation Advisory Team (PRAT) The Parks and Recreation Advisory Team was created by the Board in 1996 for the purpose of serving in an advisory capacity in the development and operation of a Leon County Parks and Recreation program Initially this committee provided valuable input during the time the County was trying to build its Parks and Recreation programs and establish new facilities With the maturity of the Division of Parks and Recreation and the partnerships with organized sports councils (Little League and Pop Warner) PRAT s role has diminished Furthermore over the last two years attendance of committee members has been poor Staff has made numerous attempts to boost attendance through communications moving the meeting day and time to better accommodate committee members schedules and bringing forth an agenda item on May 9 2006 to appoint new members due to excessive absences (Attachment #8) The one committee member that has attended regularly resigned on April 16 2007 in frustration

Recommendation Dissolve the Parks and Recreation Advisory Team (PRAT) due to the lack of participation and given the fact that its original mission has been fulfilled

Recreation Councils The County has five recreation councils for which each commissioner appoints one person Those councils are the Chaires Capitola Recreation Council the Fort Braden Recreation Council the Lake Jackson Recreation Council the Miccosukee Recreation Council and the Woodville Recreation Council The councils were initially established in the late 1990s/early 2000 s to provide year round youth sports and recreation programming recruit train and certify and manage all adult volunteers coaches and officials collect fees donations and other revenues for the exclusive purpose of expanding sports and recreation programs promote publicize and advertise information pertaining to youth sports programming assist the County in the protection and security of the park facilities under the Council s jurisdiction and promote the spirit of the community involvement by holding at least one town meeting annually for the purpose of soliciting programming ideas By structure these councils acted independently and historically have not been officially staffed by County employees Therefore attendance reports are not available for all recreation councils The attendance records that are available are provided as Attachment #9

In recent years changes have occurred that make the Recreation Councils less critical in the delivery of service First two major organized sports groups Little League Baseball and Pop Warner Football have coordinated with the County to provide and oversee youth sports In addition staff is currently in discussions with another organized group to administer the soccer program These organized groups provide the recreation programming for their respective sports handle the recruiting training and certification of volunteers coaches and officials collect the fees and other revenues and promote the programs in coordination with the County Most importantly contrary to the Recreation Council structure organized sports groups provide County wide continuity in how a given sport is administered and delivered

Second as the Parks & Recreation Division has grown and facilities have been added a dedicated Park Attendant has been assigned to each facility to ensure a consistent level of service Increased staffing and automated lighting have resulted in better security and protection of the facilities and diminished the role of the Recreation Councils to serve in that capacity

Staff acknowledges that another key purpose of the Recreation Councils is to promote community involvement However given the fact that membership to the Councils is limited and that staff has not been directly involved with Council meetings it is unclear as to whether this purpose is being met Furthermore some Councils have attendance that is inconsistent and sparse Should the Board decide to dissolve the Recreation Councils staff recommends having an annual town hall meeting in each of the areas served by these groups to continue to receive citizen input and encourage community involvement It is anticipated that such a meeting would garner more participation and certainly would include a wider audience

It should be noted that if the Board decides to dissolve the Chaires Capitola Recreation Council as part of this recommendation, the membership of Apalachee Regional Park Committee would be reduced by one

Recommendation Dissolve all five Recreation Councils and direct staff to continue to pursue an organized sports group for the administration of soccer and conduct annual community meetings to receive citizen input and community involvement

Applications/Appointments

Applications for Board appointed committees are accepted on an on going basis and the process for accepting applications and making appointments is governed by Board Policy No 03 15 Citizens can find a description of each committee on the County s Citizen Committees Web page (Attachment #10) and applications are available either on line or through the County s Agenda Coordinator (Attachment #11) In addition to the Web page staff periodically promotes committee participation through articles in the County Link Other recruitment activities occur within the committees themselves or through Commissioners efforts

There are some challenges with the current applications process When Policy No 03 15 was created it was designed to accommodate a system that continuously received and retained a pool of applicants However establishment of a large pool has never come to fruition In practice staff is experiencing applications coming in one or two at a time or interested parties contacting an individual commissioner directly to express an interest without completing an application In either case applying the Policy as adopted with regard to staff review and evaluation of all applications is cumbersome and impractical

Presently staff uses an appointment tracking system to review committee members expiration dates and committee vacancies to mail expiration and appointment letters and to update the County s Citizens Committees Web page Staff is working on developing a new web based appointment tracking program which would create a more efficient and effective method of keeping track of appointments display committee information in a more readable format and link additional committee information to the Intranet It is anticipated that this new program will be in place by September 2007

As committee member expirations and vacancies arise an agenda item is brought to the Board for appointments Information related to each committee such as committee purpose and membership applications and/or resumes resignation letters and staff recommendations are included in the item for Board review Once appointments are made and contact information verified a letter is sent to the appointee with staff contact information

Recommendation Direct staff to review Policy No 03 15 and come back with suggestions for continued improvements at a future date

Chairman s Appointments to Boards, Committees, Councils, Authorities and Liaison Programs
Finally staff reviewed the current list of appointments to various boards and committees made by the Chairman (Attachment #12) Historically this list has been the responsibility of the Chairman s aide with staff assisting only in making revisions and/or adding organizations or committees when directed by the Board In addition to the recommendations that are being made for continuance or elimination of Chairman s appointments later in this section staff also proposes that the administration and maintenance of this list be reassigned to the Agenda Coordinator Since this position already handles a variety of tasks related to the Board Appointed Committees there is a natural nexus Furthermore it would ensure consistency in annual notification of the Chairman s appointments to Commissioners and the various organizations and committees

Like the Board and Commissioner appointments previously discussed the list of entities to which the Chairman has made appointments (47) has accumulated over time This list includes Commissioner appointments to committees as well as Commissioner liaison appointments to County departments Constitutional Offices and surrounding Florida and Georgia counties

Some of the Chairman s appointments are to committees created by state statute County charter or are intergovernmental/civic committees and remain active while serving an important purpose Based on a review of all the appointments original purpose and current necessity staff is making recommendations for continuance or elimination

Table 1 reflects those appointments staff is proposing for elimination 26 in total and Table 2 reflects the proposed Chairman s appointments for continuance (21)

Table 1 – Proposed Chairman Appointments for Elimination

Name of Organization or Committee	2006 2007 Appointee
Audit Committee (not the one per Charter)	Thaell
Coalition for Positive Growth Management	Dailey
Twenty first Century Council	Rackleff
Science Advisory Committee	Dailey
Water Resources Committee	Dailey
Clerk of the Courts Liaison	Desloge
Court System/Court Administrator Liaison	Rackleff
Leon County School Board Liaison	Proctor
Leon County Sheriff's Office Liaison	DePuy
Property Appraiser/Tax Collector Liaison	Dailey
Public Defender/State Attorney Liaison	Rackleff
Supervisor of Elections Liaison	Sauls
Leon County Growth & Environmental Management	Dailey
Leon County Management Services	DePuy
Leon County Public Services	Sauls
Leon County Public Works Liaison	Thaell
Florida A & M University Liaison	Proctor
Florida State University Liaison	Dailey
Tallahassee Community College Liaison	Rackleff
Franklin County Liaison	Thaell
Gadsden County Liaison	Proctor
Grady County (GA) Liaison	Dailey
Jefferson County Liaison	Rackleff
Liberty County Liaison	DePuy
Thomas County (GA) Liaison	Desloge
Wakulla County Liaison	Sauls

Staff is recommending eliminating the Chairman s appointments of individual commissioners to specific County departments Constitutional Offices and surrounding counties because this practice is a carry over from a different time and structure of County government While the practice of assigning a County commissioner to particular liaison activities has carried over the actual liaison activities have ceased to exist and the need for this activity has diminished Should a situation arise that warrants a Commission liaison the Board should maintain the flexibility to appoint the individual Commissioner deemed appropriate to represent the Board on a situational basis

Of course Commissioner appointments to certain boards and committees continue to serve a valuable purpose and the following table reflects those appointments that should be continued

Table 2 – Proposed Chairman Appointments for Continuation

NAME	TERM	2006 07 APPOINTEE
Apalachee Regional Planning Council	Annual	Sauls
Canopy Roads Citizen Advisory Committee	Annual	Dailey
Canvassing Board (Chairman or designee and 1 alternate) *Commissioners on 2008 ballot may not serve*	2 Years	Sauls Dailey DePuy
Challenger Learning Center Board	Annual	Dailey
Civic Center Authority *(Chairman or designee must serve)*	Annual	DePuy
Congressional Healthcare Committee (Congressman Boyd s Office)	Annual	Desloge
Council on Culture and Arts	Annual	Rackleff
Criminal Justice Coordinating Council	Annual	Sauls
Downtown Improvement Authority	Annual	Rackleff
Downtown Merchants and Business Association	Annual	Rackleff
Economic Development Council	2 Years	DePuy Desloge
Enterprise Zone Development Agency Board of Directors *(Chairman s Designee serves as Chairman of the EZDA In addition Vice Chairman has an appointment)*	Annual	Doug Bailey
GIS Executive Committee	Annual	Rackleff
Joint City/County/School Board Coordinating Committee on Public School Concurrency and Facility Planning	Annual	Desloge
Primary Healthcare Implementation Advisory Board (PHIAB)	Annual	Desloge
Public Safety Coordinating Council	Annual	DePuy
Research and Development Authority	Annual	Sauls
Tourist Development Council *(Chairman or Designee)*	Annual	DePuy
Transportation Disadvantaged Coordination Board	Annual	Rackleff
Value Adjustment Board *(Chairman or Designee plus 2)*	Annual	DePuy Sauls Desloge

The Board should maintain the flexibility to appoint the individual Commissioner deemed appropriate to represent the Board on committees on a situational basis This has been the Board s more recent practice Just one example of this is Commissioner Thaell s appointment to the Watershed Management Policy Board

Recommendation Reassign the administration and maintenance of the list of Chairman s appointments to the Agenda Coordinator eliminate the appointments listed in Table 1 and continue the Chairman s appointments listed in Table 2

Options

1 Accept the status report on Board Appointed Committees

2 Adopt recommendations pertaining to the dissolution of committees presented herein
   - a *Dissolve the Animal Control Advisory Committee and re establish as an ad hoc committee when necessary*
   - b *Dissolve the four community center focus groups and the Bradfordville Historic School House Board and direct staff to conduct at a minimum an annual community meeting for each community center area to receive citizen input*
   - c *Increase the number of members on the Senior Outreach Advisory committee to 12 with the additional member being a representative from the Woodville area*
   - d *Dissolve the Landfill Liaison Committee given the fact that the purpose of the committee has been fulfilled*
   - e *Dissolve the Parks & Recreation Advisory Team (PRAT) due to the lack of interest and given the fact that its original mission has been fulfilled*
   - f *Dissolve all five Recreation Councils and direct staff to continue to pursue an organized sports group for the administration of soccer and conduct annual community meetings to receive citizen input and community involvement*
   - g *Direct staff to review Policy No 03 15 and come back with suggestions for continued improvement at a future date*
   - h *Reassign the administration and maintenance of the list of Chairman s appointments to the Agenda Coordinator eliminate the appointments listed in Table 1 and continue the Chairman appointments listed in Table 2*

3 Do not adopt recommendations pertaining to the dissolution of committees presented herein

4 Board Direction

Recommendation
Options #1 and #2

Attachments

1 Committee List
2 Board Appointed Committees Creation Appointing Authorities and Type
3 Policy No 03 15 Board Appointed Advisory Committees Establishment, Appointment, Function, Operation, and Dissolution
4 Notification letter to Board appointed committee members
5 Animal Control Citizen Advisory Committee Attendance Report
6 Policy No 06 1 Use and Scheduling of Parks & Recreation Facilities
7 Community Center Boards Attendance Rosters
8 May 9 2006 Agenda Item on Removing Members of the Parks & Recreation Advisory Team
9 Recreation Council Attendance sheets
10 Citizens Committee Web Page
11 Application for Board Appointment
12 Current Chairman s Appointments to Boards Committees Councils Authorities and Liaison Programs

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