

**MINUTES  
BREVARD CITY COUNCIL  
GOVERNANCE WORKSHOP  
CITY HALL COUNCIL CHAMBERS  
November 9, 2022 – 5:30 PM**

The Brevard City Council met for a Governance Workshop on Wednesday, November 9, 2022, at 5:30 p.m. in the Council Chambers at City Hall, with Mayor Maureen Copelof presiding.

**Present** - Mayor Maureen Copelof, Mayor Pro Tem Gary Daniel, Council Members Mac Morrow, Maurice Jones, Aaron Baker and Geraldine Dinkins.

**Staff Present** – City Attorney Mack McKeller, City Manager Wilson Hooper, Assistant City Manager/Finance Director Dean Luebbe, City Clerk Jill Murray, and Incoming City Clerk Denise Hodsdon.

**Press** – None.

**A. Welcome and Call to Order** – Mayor Copelof called the meeting to order and welcomed those present.

**B. Certification of Quorum** - The City Clerk certified a quorum present.

**C. Approval of Agenda** – Mr. Jones moved, seconded by Ms. Dinkins, to approve the Agenda as presented. Motion carried unanimously.

**D. Priming the Pump**

*The purpose of this section is to establish goals for the workshop. Each board member is asked to share his/her answers to the following questions:*

1.) *What, in your mind, is the purpose of the committees, advisory boards, etc.?*

The Council answered:

- Refine and clarify issues before sending to Council
- Pull people in who have skill and experience in an area
- More casual environment to volley things around
- Develop policy recommendations for Council
- Address citizen concerns/avenue for discourse
- Interaction with and ability to learn from staff
- Problem solving/crafting and enacting policy initiatives
- Simultaneously work on a lot of things

2.) *What's not working about the current arrangement?*

The Council answered:

- Attendance issues
- Don't know how many committees, their purpose and who is serving on them
- No central place to apply for committee membership
- Core group of members cycling on and off – need to open up to more people who are reflective of the community as a whole
- Wider citizen involvement
- Council not getting enough information – better communication to Councilmembers not on committee
- Transparency/communication issues – need update before minutes are included in Council's agenda packet
- Appointment process not working
- Staff as voting members – conflict of interest
- Accessibility of meetings – consider changing time of some meetings
- Time for administrative staff pretty intense

- Each committee has own kingdom – priorities of entire committee get lost in pet projects of the committee
- Need more public engagement
- More communication about the role of committee members

3.) *What is working under the current arrangement?*

The Council answered:

- Can work on multiple projects simultaneously
- Getting things done
- Except for citizen involvement, working well
- Good mix and number of committees – no need for additional committees
- Flexibility in how committees operate – if get too rigid, risk citizens not wanting to sign up
- People serving enjoy it – helps generate community support and buy-in

**E. Agreeing to Terms/Straw Votes**

*The purpose of this section is to decide on a simple decision-making process to employ at various decision points as they emerge during the workshop.*

Mr. Hooper recommended that Council adopt an informal voting procedure for the workshop in order to proceed without being bogged down with formal voting procedure. If a question was called and a Council member didn't agree with the board's answer, they could give a thumbs down and the question would be put back to the board until a mutually agreeable decision could be reached. There was unanimous consent to adopt the procedure recommended by the City Manager. The Manager asked the Council to use thumbs down judiciously.

**F. Issues for Discussion**

*The board is asked to review the memo on this matter prepared earlier this season by Larry Faison (Addendum #2) and collectively discuss the themes listed in Addendum #3, and take straw votes on matters as needed.*

Council reviewed the memo prepared by Interim City Manager Larry Faison on October 3, 2022 regarding "Committee Rules and Structure and Citizen Appointment Procedure" and collectively discussed the following issues:

1. *Committee/Boards - Do you wish to continue with the committee/board approach (rather than the 'committee of the whole' approach)? Do you wish to continue with the current group of committees/boards? Do the current committees/boards represent your priorities? If not, what would you change?*
2. *Committee/Board Classification - Are the distinctions between the types of bodies clear? Are the distinctions between the types of bodies appropriate? Are the various groups categorized appropriately? If not, why?*
3. *Committee/Board Makeup - How many members should each body contain? Who should the members be? Who should vote? Will seats on certain committees/boards be designated?*
4. *Referral Process - How do items get placed on the committee/board agenda? Does chairperson set agenda? Can the full board refer items? Can others place items? If so, who?*
5. *Committee/Board Rules of Procedure - Shall individual committees/board chairs have the ability to run meetings as they see fit?*
6. *Policymaking Process - What happens after a subject is heard/decided by a committee/board? Are advisory boards and stakeholder groups permitted to*

*refer directly to full City Council? If so, under what circumstances? Can decisions that have fiscal impacts be made mid-year?*

7. Appointment Process - *What are the eligibility criteria for serving on a committee/board? What other criteria should the HR/Finance Committee consider when evaluating candidates? Are you okay with the tweaks to the current terms as described in the Interim CM's memo?*
8. Transparency/Community Engagement - *Should the committee/board meetings be streamed? Should meetings be held in the evening so more people can participate? Is it worth it to extensively advertise the agendas, etc. to drum up public interest in the committee/board meetings*

## **G. Review Decisions/Final Straw Vote**

Following discussion of each issue, Council consensus was as follows:

1. Committee/Boards
  - Continue with the current committee/board approach with tweaks as discussed
2. Committee/Board Classification
  - Distinguish between Policy Committees and Advisory Committees
  - Elevate the Housing Trust Fund Selection Committee to a Policy Committee
  - Policy Committees:
    - Finance, Human Resources and Citizen Appointment Committee
    - Public Works and Utilities Committee
    - Public Safety Committee
    - Housing Trust Fund Committee
  - Advisory Committees:
    - Parks, Trails & Recreation Committee
    - Downtown Master Plan Committee
    - Rosenwald Community Advisory Board
  - Stakeholder & Steering Committees:
    - Short Term Rental Task Force
    - Brevard-Transylvania County Ecusta Trail Advisory Board
3. Committee/Board Makeup
  - Policy Committees – 2 Council members and 1 citizen
  - Advisory Committees – Citizen members and 2 Council members as Ex-Officio
  - Staff are no longer voting members
  - Revise Membership of Rosenwald Community Advisory Board to include four (4) members of the MCJCC Board of Directors and two (2) at-large community members
4. Referral Process
  - Continue with the current process – staff initiated agenda with input from Committee Chair
5. Committee/Board Rules of Procedure
  - Chairperson has discretion for establishing rules of procedure
6. Policymaking Process
  - Determined on a case-by-case basis – most items from advisory committees must be heard also by policy committees, but any two (2) Council members on an advisory committee can ask for an item to bypass policy committee and be placed on City Council agenda. And

matters of an urgent nature may be placed on agenda at the discretion of the City Manager without going through committee process.

#### 7. Appointment Process

- Finance & Human Resources Committee reviews applications and makes recommendation for Policy Committees, but full Council gets list of all applicants
- Advisory Committees review applications and make recommendation for appointment, but Council gets list of all applicants
- Eligibility of Advisory Committee members – must be vested, having a personal or professional stake in the affairs of the City of Brevard or in the commerce of the community
- Eligibility of Policy Committee members – must be resident of City of Brevard

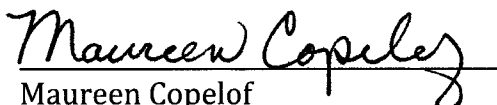
#### 8. Transparency/Community Engagement

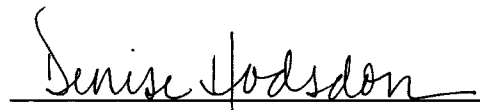
- Committee minutes are included in Council's agenda packet only after approved by the committee. Council members requested more timely updates of committee proceedings and it was decided that staff will include committee reports in the Manager's weekly memo to Council
- Work toward improving capability of streaming Council meetings and consider streaming committee meetings
- This item was tabled to give Staff an opportunity to study practices of other municipalities and bring back to Council for further discussion

#### H. Next Steps

- Staff will study practices of other municipalities regarding community engagement and after hours meetings

**Adjourn** – There being no further business, Mr. Dinkins moved, seconded by Mr. Morrow, the meeting be adjourned. Motion carried unanimously. Meeting adjourned at 8:33 p.m.

  
Maureen Copelof  
Mayor

  
Denise Hodsdon, CMC  
City Clerk

Minutes Approved: November 21, 2022