

RESOLUTION NO. 2022-40

**RESOLUTION UPDATING THE STRUCTURE OF
OF BREVARD CITY COUNCIL COMMITTEES**

WHEREAS, the City of Brevard initiated five (5) new City Council Committees on April 20, 2015 to operate as policy review and discussion arms of the City Council. Those committees were to review policy matters referred to them, inform, educate, and advise Council on programs and issues. Those Committees were not to be involved in administering or directing city staff, but to be policy and program advocates; and

WHEREAS, city staff were made permanent voting members of the five (5) committees, which is incompatible with their role as neutral executors of policies set by the elected body; and

WHEREAS, the five (5) committees were formed by separate resolutions which have subsequently been individually amended from time to time to adjust membership and purpose; and

WHEREAS, the Brevard City Council wishes to further refine the committee structure; and

WHEREAS, Policy Committees shall have the primary task of evaluating policy proposals on behalf of the City Council, and making recommendations to the full Council; and

WHEREAS, Advisory Groups shall consider and advise Policy Committees and/or City Council on the scope, timeline, methods, community voice, and industry best practices of a particular matter. They may be both standing committees meeting regularly, and specialized bodies meeting on time limited basis (e.g. Task Forces); and

WHEREAS, Statutory/Code Committees shall be constituted, and act, in accordance with their establishing legislation; and

WHEREAS, the City Council held an evening workshop on November 9, 2022 to discuss the committee process, and came to agreement on a number of reforms that were presented publicly on November 21, 2022; and

WHEREAS, to implement the updates described herein no updates to the City Code are required, so the City Council wishes to formally memorialize the reforms in this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Brevard City Council that:

- 1.) These committees are designated as Policy Committees
 - a. Finance, Human Resources, and Citizen Appointment Committee
 - b. Public Safety Committee
 - c. Public Works and Utilities Committee
 - d. Housing Committee (formerly Housing Trust Fund Selection Committee)

- 2.) These committees are designated as Advisory Committees
 - a. Downtown Master Plan Committee
 - b. Parks, Trails, and Recreation Committee
 - c. Rosenwald Community Advisory Board
 - d. Ecusta Trail Advisory Board (Task Force)
 - e. Short Term Rental Task Force

- 3.) These committees remain Statutory/Code committees:
 - a. Planning Board
 - b. Board of Adjustment
 - c. Alcoholic Beverage Control Board of Directors

- d. Firefighters Relief Fund Board
 - e. Terrell L Scruggs Scholarship Trust Committee
- 4.) City staff are removed as voting members of all committees. Staff shall participate in committees only in an advisory role. Staff will not count towards quorum calculations. Voting seats vacated by staff shall not be refilled.
- 5.) Policy Committees are reconstituted to have three voting members: two members of City Council as appointed by the Mayor in consultation with the full Council, and one citizen member appointed by the City Council. The citizen member shall be a resident of Brevard.
- a. The new Housing policy committee may have auxiliary members as needed to vote on the distribution of federal funds, if such funds stipulate that the normal three-member body is insufficient for such purposes.
- 6.) Other than the removal of city staff as voting members as described above, the membership structure of Advisory and Statutory/Code committees shall remain as constituted, with the following exceptions:
- a. The Rosenwald Community Advisory Board membership shall be made up of two elected officials and six at-large members of the Rosenwald Community. Of those six at-large members, four seats are designated for members of the Mary C Jenkins Community and Cultural Center board of directors, and two are designated for unaffiliated Rosenwald residents
 - b. The Finance, Human Resources, and Citizen Appointment Committee may review and recommend changes to the composition of Advisory Boards at its discretion.
- 7.) To be eligible for appointment to an Advisory Committee, a participant must be deemed by the appointing authority, Brevard City Council, to be vested, with a personal or professional stake in the affairs of the City of Brevard or in the commerce of the community. City residency is not required.
- 8.) The Finance, Human Resources, and Citizen Appointment Committee is hereby designated as the Policy Committee to oversee the recruitment, vetting, and selection of committee/advisory group participants. Finance, Human Resources, and Citizen Appointment Committee shall seek feedback on candidates from the committees/advisory groups.
- 9.) Committee/Advisory Group agenda shall be created by staff in cooperation with the committee chairperson. Items may be added by the chairperson at his/her discretion, administratively by the City Manager, or via referral from the full City Council.
- 10.) The committee chairperson is granted flexibility on meeting rules of procedure.
- 11.) The provisions of this resolution supersede the related provisions of the below resolutions. Unaffected provisions of the below resolutions remain in effect:
- a. Public Works and Utilities, Resolution 2015-12
 - b. Public Safety, Resolution 2015-13
 - c. Parks, Trails, and Recreation, Resolutions 2015-14, 2015-21
 - d. Finance and Human Resources, Resolution 2015-15
 - e. Downtown Master Plan, Resolutions 2015-16, 2015-21, 2017-04
 - f. Housing Trust Fund Selection Committee, Ordinance 2012-02, and Resolutions 2016-19, 2019-03, 2021-07
 - g. Rosenwald Community Advisory Board, Resolution 2021-23

Adopted and approved this the 5th day of December, 2022.



Maureen Copelof
Maureen Copelof
Mayor

Denise Hodsdon
Denise Hodsdon, CMC
City Clerk