

CITY COMMISSION WORKSHOP
NOVEMBER 21, 2023
Video and Agenda can be found [here](#).

Commissioners Martin, McGuirk, Hartman, Vice Mayor Perrine, and Mayor Cleveland were all present.

Public Participation:

- One resident was concerned about the selection of Planning and Zoning Board members and stressed the importance of having a background in city planning and being a verified and/or voting resident of NSB to be appointed. He felt that the former wasn't as important as the latter and wanted both to be addressed with qualification guidelines for future applicants.
- One resident stated he was a firm supporter of our Task Forces and hoped the Commission would keep them in the forefront during the discussion.
- One resident wanted to see qualifications for positions on the applications esp. for UC Board as some knowledge regarding finance is needed. He also wanted clarification of legal requirements some boards have to follow, addressing terms and term limits as well as not having "adversarial" boards but ones helping and listening to residents in order to come up with solutions.

Workshop:

At the request of City Commission, City Clerk Kelly McQuillen was asked to compile information about the city's Boards, Commissions, Committees, and Task Forces (19 total). She gave a [presentation](#) summarizing each body's purpose, proposed direction, and procedures.

Some have to follow State, County, or City statutes, ordinances or resolutions. An overview of each body is as follows:

- Advisory Boards – Provide advice (non-binding) to the City Commission. Involved with specific goals or objectives; or to aid in accomplishing a specific goal i.e. Airport Advisory Board.
- Boards – Serve as advisory and/or investigatory. Provide advice to the City Commission. Involved with ongoing subject areas i.e., Animal Control Board.
- Commissions/Authorities – Serve as a possible administrative, quasi-judicial, or advisory powers in accordance with establishing ordinances. Make decisions on specific matters or make recommendations to the Commissioners. i.e., Planning and Zoning Board and Housing Authority. Ms. Quillen stressed that Boards have to be compliant with the law (both state and local.)
- Committees - advisory and/or investigatory. Provide advice (non-binding) to the City Commission. Involved with specific goals and objectives i.e., Turnbull Creek Land Preservation Committee.
- Task Force – Serve as advisors. Typically provide recommendations to the City Commission to aid in accomplishing a specific goal, project, or policy i.e., Youth Council Task Force.

Click on the presentation link on the previous page to see the list of each meeting body. It includes an in-depth purpose for each body, the qualifications needed of members, and member information regarding number/terms/term limits.

The City Clerk went on to say that the volunteers bring their dedication, passion and/or expertise to these meeting bodies to help NSB find the best path forward. However, she also offered the following observations for improvement.

- Too many boards can have a negative impact. She hopes the Commissioners will look at this even though all the city's department heads, and board managers think their boards, committees and commissioners are important to maintain. She recommended that all be reviewed. Her presentation included specific recommendations and information on each. Those meeting bodies that conform with Florida State Statute, Volusia County or City of New Smyrna Beach Policy and Procedures, should remain to ensure compliance with laws or ordinances.
- She is working on a guidebook for potential new members that will show how to apply on the City Clerk's website; will explain each body's responsibilities; will show how each body may be tied to state, county or local laws, ordinances, or resolutions; and the rules of decorum per Sec. 1 of the city's policy procedures.
- Since Staff takes each applicant at face value regarding honesty, they may need to check that residency is nine months.

Commission Comments:

- Vice Mayor Perrine asked for this workshop. She had questions about why some boards are sunset, how members are chosen, who set the meetings, and why there are not annual reports to show accomplishments. She would like to see:
 1. Applications given to the Commissioners sooner than a few days before the vote, especially for re-appointment.
 2. Regular reports from each meeting body detailing their objectives, goals and accomplishments.
- Commissioner Martin also wants to see a solid framework showing purpose, group composition, term limits, residency requirements, expectations of members, and regular reports that detail each body's accomplishments. She wants the city website updated to feature each meeting body and the data collected by the City Clerk concerning qualifications, members, terms, etc. Lastly, she feels the Commissioners need to establish common priorities for choosing candidates to serve on each body..
- Commissioner McGuirk agreed that finding a "common ground" was important and one he hoped would be that an applicant was a resident, living within the city limits for an agreed amount of time as well as showing the legalities of some meeting bodies as they must be followed. He also wanted the political party affiliation to be removed from the application. He feels the biggest challenge is member composition. There should be a mix of interests, talents and expertise among the members of any meeting body.
- Commissioner Hartman agreed with the qualifications and added that he would like to see consistency in terms and term limits. Regarding residency, he felt that the language needs to be clear, for living in the city proper or city limits is different.

Also, depending on the meeting body, some summary reports should be produced more than once a year, and as a method to solve all these issues, stagger the boards, doing a few at a time. He recommended that board applications have a due date, maybe the 1st of the month with appointments being voted upon at the second CC meeting, so there is time to review them.

- Mayor Cleveland felt that having a statutory document that would include “what you need to know” would benefit everyone as well as knowing each meeting areas’ purpose. In addition, he felt that group diversity is a strength, for each person brings something different to the group. Regarding the reporting, he stated that some boards were “hot” like P&Z and should be reporting more often. He agreed with the staggering and stressed it should begin immediately next year as well as reporting several times a year. He added that one of the biggest challenges is to make sure the volunteers know that what they are doing is valuable, and their time isn’t being wasted.

Mayor Cleveland asked the City Manager Khalid Resheidat to comment. Mr. Resheidat feels we have too many boards. The city doesn’t have the resources to support and manage them, so the productivity isn’t as it should be. He also feels that reporting to the City Commission should be a requirement and some being more than once a year. He agreed with the residency requirement but cautioned that limiting this could affect some meeting groups as some business owners don’t live here but still have a vested interest in our city. Having the boards set goals is the most important item. He suggested meeting with each city department to gather input on their needs and expectations. Using that information, the the goals and priorities for each board could be defined and sent to the Commissioners for their review and approval.