

**RESOLUTION NO. 2020-38**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VENICE, SARASOTA COUNTY, FLORIDA, CREATING A CITY POLICY FOR BOARD APPOINTMENTS; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Section 3.02 of the city charter states “the mayor shall make all appointments of principal officers mentioned in this Charter and all operating and advisory boards, with the advice and consent of the city council, as provided in this Charter”; and

**WHEREAS**, city council wishes to adopt a policy to establish a procedure for board appointments.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA**, as follows:

**SECTION 1.** The whereas clauses above are ratified and confirmed as true and correct.

**SECTION 2.** The following procedure will be followed for all board appointments made by Council:

- a. Upon a resignation or when a term is set to expire, the seat will be publicized at a minimum via a news release, social media, the city website and, when time allows, the citizen newsletter. If the sitting member wishes to be reappointed, a notation of such will be included in any published notice.
- b. Applications will be accepted for a minimum of ten days. Application periods may remain open additional time in order to increase the applicant pool. Applications will be kept on file for one year from the date of submittal.
- c. Once the application period has closed, all applications that meet the requirements for the seat at issue will be emailed to the mayor and council members along with a ranking form. Any member of Council may choose to interview any or all applicants.
- d. The mayor and council members shall individually rank the applicants, with 1 being the highest and the total number of applicants being the lowest (e.g. 5 would be the lowest with five applicants).
- e. Within five days of receipt of the applications, the mayor and council members shall provide their rankings to the city clerk’s office. The rankings shall not be emailed to avoid any possible sunshine violations.
- f. The city clerk’s office shall tabulate the rankings and place the highest ranked applicant (or applicants if more than one seat is at issue) on the agenda for council consideration and approval for Mayor appointment. In the case of a tie, those applicants will be identified on the agenda for further discussion by council prior to selection and approval for Mayor appointment. All applications, along with the vote tally, will be included in the agenda packet.

**SECTION 3.** This resolution does not apply to the following appointments:

- a. Student members, which shall continue to be recommended to Council for appointment by the Mayor.
- b. Three members of the Police Pension Board of Trustees, which include the two members of the system and the fifth trustee chosen by a majority of the previous four trustees. The fifth trustee is a ministerial duty of city council.
- c. Three members of the Fire Pension Board of Trustees, which include the two members of the system and the fifth trustee chosen by a majority of the previous four trustees. The fifth trustee is a ministerial duty of city council.

**SECTION 4.** This Resolution shall take effect immediately upon its adoption.

**APPROVED AND ADOPTED AT A REGULAR MEETING OF THE VENICE CITY COUNCIL HELD ON THE 27TH DAY OF OCTOBER 2020.**

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Ron Feinsod, Mayor

ATTEST

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Lori Stelzer, MMC, City Clerk

I, Lori Stelzer, MMC, City Clerk of the City of Venice, Florida, a municipal corporation in Sarasota County, Florida, do hereby certify that the foregoing is a full and complete, true and correct copy of a Resolution duly adopted by the City Council of the City of Venice, Florida, at a meeting thereof duly convened and held on the 27th day of October 2020, a quorum being present.

WITNESS my hand and official seal of said City this 27th day of October 2020.

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Lori Stelzer, MMC, City Clerk

(S E A L)

Approved as to form:

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Kelly Fernandez, City Attorney