



# **Municipal Policy Making: Roles & Responsibilities**

**June 5, 2018**

**#FLCU**



## Agenda

- Review of basic definitions and applications
- Policy overview
- Roles and Responsibilities
- Examples in Florida



## Definitions

- Law: also called ordinances at the local government level. Enforceable actions adopted by legislative body through two public readings and hearings. Adopted law results in policy(ies).
- Policies: community or internal; positions adopted by the legislative body. Community policies can be law; internal policies cover employees of the local government and internal administrative workings. Staff can establish policies for internal operations e.g. staff administrative procedures
- Resolution: a declarative or commemorative statement (eg., celebrating Girl Scouts' Week, or in opposition to a bill in the Florida Legislature). Often these are not legally binding.



## Discussion of Terms

- Can a city have a policy that is not created by ordinance or resolution?
- Example: work hours for employees that are set within a department, but are not adopted through city council action
- Example: requiring administrative information on forms to process actions in a building or utility department (applications, for example)



## Policies

- Most cities in Florida have a variety of policies:
- City of DeLand: Monarch Butterfly City – adopted a resolution setting up a citizens committee to create butterfly habitats within the city
- City of Orlando: created by ordinance a Real Estate department created to acquire and manage properties
- City of Marianna: created an economic development district by ordinance



## Attendee Question

- Please share some examples of recent policies in your city, town or village.
- Please share one ordinance and one resolution.
- Please submit these via the Email function in your Go To Meetings Toolbar.



## How Does a Council Choose Which Action?

- Regulatory: a city's legislative body takes action by law through ordinances to create enforceable standards related to an issue or goal. This is something staff cannot enact. Staff enforces.
- Budget and Strategic Goals: legislative body adopts these by ordinance to set long-term direction for the city
- Non-ordinance Policies: a city's legislative body adopts by resolution certain guidelines to be used for commemorative or temporary actions not needing enforcement



## Are there other actions?

- Can a city enact an action other than what has been defined here?
- Please submit your email via the Go To Meetings Toolbar.



## Roles in Policy-making: Who Does What

- Staff: establish a process, recognize need, research proposals and make recommendation. After adoption enforcement and assessment, recommend revision
- Council: adopt process, recognize need, debate, refine the options and take action. After adoption or failure to adopt review effectiveness, adopt revisions
- Citizens: ideas, information, comments, questions, opposition, support, ownership
- Mix of these three in circular motion – not static



## Teamwork Required

- Effective policy-making requires teamwork: among staff groups, among staff and citizens, among council and citizens, and among staff, citizens and council – EVERYBODY
- These interactions require open communication; generates trust



## Stages in Policy-making

- Problem-need identification/Opportunities (all)
- Policy formation-alternatives (all)
- Agenda setting (only staff and council)
- Policy adoption or failure (all)(council)
- Policy implementation (staff)
- Policy assessment (all)



Example submitted by attendees



## Questions and Discussion

- Does what we covered sound like your city's process?
- Anything in your processes that differs?



## Resources

- Abels, Mike, *Policy Making in the Public Interest: A Text & Workbook for Local Government*

<https://www.routledge.com/Policy-Making-in-the-Public-Interest-A-Text-and-Workbook-for-Local-Government/Abels/p/book/9781138064812>



**THANK YOU!**

