Administration 797-1030
Administration Services 797-1020
Budget & Finance 797-1050
Community Services 797-1145
Development Services 797-1103
Engineering 797-1113
Fire Department 797-1090
Police Department 797-1200
Public Works 797-1240
Utilities 433-4000

TOWN OF DAVIE 6591 Orange Drive, Davie, Florida 33314-3399 (954) 797-1000

January 11, 2000

Dear Homeowner Association:

RE: CITIZEN ASSEMBLY

The Town of Davie needs your help in creating a new citizen participation opportunity in the Town. The Town is attempting to organize a townwide citizen's assembly and is asking that each of the Davie Homeowner Associations appoint two delegates to serve as representatives to the citizen assembly.

The citizen assembly is tentatively scheduled to meet on a quarterly basis to discuss significant townwide issues. After hearing relevant facts and information on specific issues, the assembly will attempt to develop a consensus to help guide the Town's future decision making on the particular topic. The assembly's focus on townwide issues, will be non-polictical in nature.

The assembly meetings will be lead, at least initially, by an outside professional facilitator. In this manner, an atmosphere will be created to allow the comfortable expression of differing opinions on subject matter. The assembly meetings will be open public meetings and will have limited agendas so as to end within a specified period of time as agreed upon by the group. Initially, it would be expected that assembly meetings would occupy 1-1/2 to 2 hours per meeting.

In choosing your delegates to the citizen assembly, please make your selection with the understanding that delegate attendance is very important to the success of the group. Regular attendance will allow your delegates to be more knowledgeable and, to obtain useful information to routinely report back to the respective homeowner associations. While delegates will have the opportunity to discuss a variety of topics or issues, important information will also be provided to enable the full participation of delegates in the discussion.

An Equal Opportunity Employer

To assure input from those areas of our Town not represented by Homeowner Association's, Town Councilmembers will be appointing several at large assembly members.

The citizen assembly is an experiment, which the Town believes, holds great promise for important improvement in citizen participation within the Town's government. It is expected that the assembly will be a valuable source of information on significant issues to the Town at very early stages of discussion so that the Town's decision making and directions are in proper alignment with citizen wishes and interests. Please help us make this experiment a success and to broaden citizen participation opportunities within the Town of Davie.

The initial organization meeting of the citizen assembly, is tentatively scheduled for the 2nd week of February on either Monday, February 7th or February 8th, 2000 at 7:00 p.m. at the Davie Police Department Community Room on Nob Hill Road. The specific date and time will be given together with any other background materials to your respective delegates in advance of the meeting date.

Please call (797-1030) or fax (797-2061) or write by return mail with your delegates as soon as possible. You may use the form I am enclosing with this letter. If this letter needs to be given to another individual within your homeowner association for action, please forward it to the appropriate person as soon as possible. The earlier that we know the names of the appropriate delegates, the easier it will be for the Town to provide preliminary meeting information and materials.

If you have any questions or would like additional information, please do not hesitate to contact me.

Sincerely,

Robert Middaugh
Town Administrator

RM:cmo
enclosures

cc: Town Councilmembers

Citizen's Assembly

Features

- Quarterly meetings
- Delegates from each HOA
- Each HOA picks who they want to send as delegate
- Each member of Council picks 2 non-represented HOA members, from within their Council district, Mayor picks 2 at large.
- After initial meetings, assembly chooses own topics for discussion
- Issue oriented
- Regional and Town wide focus
- No politics/campaigning
- Discuss and develop consensus if possible. If no consensus possible, no report

Delegates

- Two from each HOA, or Council appointed for non-represented HOA
- Delegates should expect to serve for minimum of one year, preferably two years
- Attendance is important for full participation and continuity
- Delegates report back to HOA on assembly discussion

Format

- Each meeting will provide an opportunity for education/information on the debate subject and then time to discuss
- Facilitated meetings. Possibility of facilitated small break out groups during meeting to allow for more participation
- Outside professional will be used to facilitate meetings
- Ground rules for assembly will be established by the assembly
- Meetings will be limited to one or two items for consideration and for time. Multiple meetings on a topic are OK if desired by the assembly
- Meetings to be open, noticed in the newspaper

1/11/00

HOMEOWNER/CONDO ASSOCIATION INFORMATION UPDATE FORM AND CITIZEN ASSEMBLY DELEGATE REQUEST

Please provide your most current information, including name, address, board members, etc. of your perspective association and return to this office as soon as possible as well as your Delegate appointments for the Citizen Assembly. You may fax this form to 954-797-2061 or mail to:
Town of Davie/Town Administrator's Office
6591 Orange Drive, Davie, FL 33314

Thank you for your participation.

NAME OF HOMEOWNER ASSOCIATION_____

TELEPHONE NUMBER (S)_____

MAILING ADDRESS_____

LIST OF OFFICERS AND/OR BOARD OF DIRECTORS (PLEASE INCLUDE NAME, ADDRESS AND TELEPHONE NUMBER(S)

_____
_____
_____
_____
_____
_____

Size of Development (# of homeowners)_____Date of Incorp:_____
Location: East OR West side of Pine Island?_____

CITIZEN ASSEMBLY DELEGATE REQUEST:

APPOINTED DELEGATE #1_____
(please include name, address & telephone)_____

APPOINTED DELEGATE #2_____
(please include name, address & telephone)_____

(PLEASE PRINT CLEARLY)