



REBECCA A. TOOLEY
MAYOR

May 3, 2021

Dear Board Member,

On behalf of the City of Coconut Creek, congratulations on your appointment to a City Advisory Board.

Your Board is one of several in Coconut Creek that serves in an advisory capacity to staff, the Mayor, and the City Commission on issues including parks and recreation, planning and zoning, educational and environmental issues, public safety, community outreach, and civil service. Board agendas for each meeting will be created by each staff liaison in order to ensure each Board remains focused and prepared to fulfill the duties and tasks authorized by the City Commission. The input you provide as a member of your Board will help shape the City now and into the future.

In this folder, you will find specific information about the functions assigned to your Board by the City Commission, Board member responsibilities, and your staff liaison's contact information. This folder also includes a brief overview of Florida's Sunshine Law, Public Records Laws, Ethics Laws, Social Media concerns, Coconut Creek's Lobbyist Registration Ordinance, and parliamentary procedure guidelines. You will hear more about the information contained in these documents during the May 3, 2021, City Advisory Board Member Orientation.

Again, congratulations on your appointment to a City of Coconut Creek Advisory Board. The City Commission greatly appreciates your willingness to serve, and your desire to help preserve, protect, and promote the best interests of the City.

Sincerely,

REBECCA A. TOOLEY
Mayor