



# City of Largo Agenda Item 16

Meeting Date  
**05/15/18**

Presenter: **Diane L. Bruner, CMC, City Clerk**

Department: **AD – Administration**

**TITLE:**

**RESOLUTION NO. 2213 - AMENDING LEGISLATIVE POLICIES**

The City Commission last discussed the Legislative Policies at the August 2016 Work Session (minutes attached). The intent of the discussion was to update the policies to remove outdated language and procedures and make them consistent with current practice. At the Work Session, consensus was reached to amend or delete several policies, as included in Resolution No. 2213. Substantive changes are as follows:

- Changing the dates/contacts for the City Manager’s evaluation (2-1)
- Clarifying guidelines for City Commission/City Manager communication (2-2)
- Adding provisions for a City Commission vacancy prior to a regular election (4-3)
- Adding a policy for ceremonial agenda items (5-12)
- Updating the staff member responsible for the City Calendar and the list of meetings to be included (7-3)
- Deletion of policies for Commission Office Library (4-4), City meeting facilities (5-7), scheduling public meetings (5-9) and multi-jurisdictional developments (9-1)

In addition, a new policy is proposed (6-4) to provide procedures for City Commission approval of grant applications and awards.

Budgeted Amount: **\$0.00**      Budget Page No(s).: **NA**      Available Amount: **\$0.00**      Expenditure Amount: **\$0.00**

Additional Budgetary Information: **Not applicable**

Funding Source(s): **NA**      Sufficient Funds Available:  Yes  No      Budget Amendment Required:  Yes  No      Source: **N/A**

City Attorney Reviewed:  Yes  No  N/A      Advisory Board Recommendation:  For  Against  N/A      Consistent With:  Yes  No  N/A      **Not Applicable**

Potential Motion/Direction Requested: **I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. 2213.**

Staff Contact: **Diane L. Bruner, CMC, City Clerk**      ext. 7003      **dbruner@largo.com**

Attachments: **Resolution No. 2213, Minutes of August 9, 2016 Work Session**

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4 RESOLUTION NO. 2213  
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6 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF  
7 LARGO, FLORIDA, AMENDING THE LARGO CITY COMMISSION'S  
8 LEGISLATIVE POLICIES BY AMENDING LEGISLATIVE POLICY 1-3  
9 TO PROVIDE FOR NOTIFICATION; AMENDING LEGISLATIVE  
10 POLICY 2-1 TO PROVIDE FOR EVALUATION OF THE CITY  
11 MANAGER; AMENDING LEGISLATIVE POLICY 2-2 PROVIDING FOR  
12 COMMUNICATIONS BETWEEN THE CITY COMMISSION AND CITY  
13 MANAGER; AMENDING LEGISLATIVE POLICY 4-1 TO MAKE THE  
14 OFFICE ADMINISTRATOR TO THE MAYOR AND CITY COMMISSION  
15 THE PRIMARY POINT OF CONTACT FOR COMMISSION TRAVEL  
16 EXPENSES; AMENDING LEGISLATIVE POLICY 4-2 TO PROVIDE  
17 FOR ITEMS TO BE RETURNED TO THE CITY AT THE END OF A  
18 COMMISSIONER'S TERM; AMENDING LEGISLATIVE POLICY 4-3  
19 PROVIDING FOR FILLING CITY COMMISSION VACANCIES;  
20 AMENDING LEGISLATIVE POLICY 5-1 REGARDING RULES AND  
21 PROCEDURES FOR CITY COMMISSION MEETINGS; AMENDING  
22 LEGISLATIVE POLICY 5-6 PROVIDING FOR BUDGETARY IMPACT  
23 INFORMATION ON AGENDA MEMOS; AMENDING LEGISLATIVE  
24 POLICY 5-8 PROVIDING FOR STREAMING AND BROADCASTING OF  
25 COMMUNITY WORK SESSIONS; CREATING LEGISLATIVE POLICY  
26 5-12 PROVIDING PROCEDURES FOR CEREMONIAL ITEMS;  
27 CREATING LEGISLATIVE POLICY 6-4 PROVIDING PROCEDURES  
28 FOR APPROVAL OF GRANT APPLICATIONS AND AWARDS;  
29 AMENDING LEGISLATIVE POLICY 7-3 PROVIDING FOR CITY  
30 CALENDAR ITEMS; REPEALING LEGISLATIVE POLICIES 4-4, 5-7, 5-  
31 9, 7-1 AND 9-1; AND PROVIDING FOR AN EFFECTIVE DATE.  
32

33 WHEREAS, the City Commission wishes to amend Legislative Policies 1-3, 2-1, 2-2, 4-1, 4-2, 4-  
34 3, 5-1, 5-6, 5-8 and 7-3 to be consistent with day to day practice; and  
35

36 WHEREAS, the City Commission wishes to add Legislative Policy 5-12 to provide procedures for  
37 ceremonial items on City Commission agendas; and  
38

39 WHEREAS, the City Commission wishes to add Legislative Policy 6-4 to provide guidelines for  
40 obtaining City Commission approval of grant applications and awards; and  
41

42 WHEREAS, the City Commission wishes to repeal Legislative Policies 4-4, 5-7, 5-9, 7-1 and 9-1  
43 as no longer needed.  
44

45 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LARGO:  
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47 1. Legislative Policy 1-3, City Commission Advisory Board Liaison, is hereby amended to read as  
48 follows:  
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50 There shall be one member of the City Commission designated as the liaison between the City  
51 Commission and each advisory board. The designated Commissioner shall attend board meetings and  
52 facilitate communication between the Board and the Commission. Liaisons are to notify the Office  
53 Administrator to the Mayor and City Commission if they will be unable to attend a meeting so that there is  
54 an opportunity to have another Commissioner attend in his/her place.  
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56 Commissioner assignments will be determined each year following the City election in a manner  
57 prescribed by the Mayor.

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2. Legislative Policy 2-1, Evaluation of the City Manager, is hereby amended to read as follows:

The City Commission shall annually evaluate the City Manager's performance and fix his/her compensation accordingly. This policy shall be implemented in the following manner:

- The Commission Office Administrator secretary shall, (on or before ~~March 1~~ July 1), provide each member of the City Commission, and as approved by the City Commission, a blank evaluation form.
- Each member of the City Commission shall, (on or before ~~March 15~~ August 1), fill out, sign, and return the evaluation form to the Commission Office Administrator secretary.
- The Finance Director ~~Management Services~~ Director shall tabulate the results of each of the evaluations and provide a summary report and a copy of each evaluation to the City Commission with their meeting packet for the second Commission meeting in March. ~~August work session.~~  
The City Commission shall fix the City Manager's compensation accordingly.
- ~~At the second Commission meeting in August the City Commission shall fix the City Manager's compensation accordingly.~~

3. Legislative Policy 2-2, Guidelines for Communication Between City Commission and City Manager, is hereby amended to read as follows:

One of the major responsibilities of the City Manager shall be to communicate to the entire City Commission any and all items coming to his or her attention which:

1. May require consideration by the City Commission, or
2. Could raise the possibility of altering the organizational structure of the City Staff, or
3. Might possibly adversely affect public health and well-being, or
4. Would have the effect of being contrary to previously expressed Commission direction, or
5. Could involve issues that have the potential for imminent negative media exposure for the City.
6. Any request by an individual City Commission member for a response to a complaint or concern from the public, or any request for information, shall be made through the Office Administrator to the Mayor and City Commission for forwarding to the City Manager or City Attorney as appropriate. Any written response provided by the City Manager or City Attorney shall be distributed to all City Commission members via email. All oral or written requests by individual Commission members for any written information or work product, including but not limited to reports, memoranda, studies, resolutions, ordinances, amendments, statistical analyses, sketches, renderings, and plans, from the City Manager, City Attorney, Department Directors or other City employees shall be made by written request through the Commission secretary to the City Manager or City Attorney, with a copy to all Commission members. Any request by an individual Commission member for a response to a complaint or concern received by the Commission member from a member of the public shall be made through the Commission Secretary to the City Manager. Any written response provided by the City Manager or City Attorney shall be distributed to all Commission members by placement in individual Commissioners' mailboxes at City Hall or by e-mail. Individual Commission members shall make all E-Mail or verbal requests for City information directly to the Commission Secretary who will then forward the request to the City Manager or City Attorney as appropriate.
7. ~~The Commission secretary will not be responsible for composing memoranda for the City Commission. Any request that is placed in a memo format shall be written specifically by the~~

115 Commission member in first person requesting the memo and transmitted to the Commission  
116 secretary by dictation, fax, or e-mail. The Commission secretary will send all other requests  
117 directly from herself stating that "Commissioner X has requested. . ." Messages that are not  
118 specifically written by a Commission member will be transmitted in writing back to the requesting  
119 Commission member for review as to accuracy prior to distribution to the rest of the Commission.  
120 Messages that are not specifically written by the Commission member will be transmitted by the  
121 Commission secretary briefly and without the emotional state or mood of the Commissioner  
122 stated.  
123

124 7. All written communications from the City Manager to the City Commission will be placed in the  
125 Commissioner's mailboxes in the Commission office or e-mailed, as appropriate, with the  
126 exception of the following items which will be communicated by telephone or email, telephoned  
127 or e-mailed: depending on their sensitivity.  
128

- 129 a. Activation of the Emergency Operations Center.
- 130 b. Significant incidents responded to by the Police or Fire Rescue departments.
- 131 c. Civil unrest or disturbance resulting in Fire Rescue or Police response.
- 132 d. Death or serious injury to a City employee, or City official, or citizen on City property.
- 133 e. Significant damage to any City building or property due to accident, natural disaster,  
134 hazmat incident or fire.
- 135 f. Evacuation of City residents due to fire, hazmat incident, or natural disaster.
- 136 g. ~~Commission agenda and/or memos changed on the day of the scheduled Commission~~  
137 ~~meeting.~~
- 138 h. ~~Draft Commission agendas.~~
- 139 i. ~~Materials received on a Commission meeting day that may be required for Commission~~  
140 ~~review prior to the meeting.~~
- 141 g. Other items determined by the City Manager to be of an emergency or time sensitive  
142 nature.  
143

144 4. Legislative Policy 4-1, City Commission Travel Expenses, is hereby amended to read as follows:  
145

146 In order for the Mayor or a Commissioner to receive reimbursement for travel and other expenses, prior  
147 authorization must be granted by the City Commission. Reimbursement for meals or registration costs  
148 associated with attending a local meeting (Pinellas, Pasco and Hillsborough Counties) of an organization  
149 to which the City belongs will only be made if the Mayor or Commissioner requesting the reimbursement  
150 is the authorized representative of the Commission on such organization.  
151

152 The Mayor or a Commissioner who is the designated representative of the City to an organization or who  
153 serves as a committee member or officer of an organization of which the City is a member, shall seek  
154 advance authorization for such expenses, for a period not to exceed one year, at the start of each fiscal  
155 year. The Office Administrator to the Mayor and Commission will be the point of contact for events and  
156 will provide Commissioners with an event contact name and phone number, place and time, and provide  
157 information on which Commissioner is attending an event.  
158

159 The City Commission's secretary will make hotel and airline reservations and conference registrations on  
160 behalf of the Mayor and Commissioners. The Mayor and Commissioners will be reimbursed the cost of  
161 meals, business telephone calls, cabs, and other customary and reasonable expenses upon the  
162 submission of receipts and completion of a travel expense report obtained from the Mayor and  
163 Commission secretary. A copy of the completed and signed travel expense report shall be distributed to  
164 the City Commission as an attachment to the Weekly City Manager report.  
165

166 If the Mayor or a Commissioner must cancel an already scheduled trip, the individual must notify the  
167 Mayor and Commission secretary at the earliest possible time to cancel reservations and obtain refunds.  
168 If the arrangements cannot be canceled, then the individual shall attempt, through the secretary, to find a  
169 substitute member of the Commission. If no one else can go, then the individual who canceled is  
170 personally responsible for any costs incurred by the City. The City Commission may waive said obligation

171 upon written request if the cancellation was due to personal illness, illness or death of a family member,  
172 unforeseen business necessity, or other valid, unavoidable conflict.

173

174 ~~One City credit card shall be issued for use by all members of the City Commission for expenses outlined~~  
175 ~~in this policy.~~

176

177 The City Commission, by majority vote, may waive any provision of this policy.

178

179 5. Legislative Policy 4-2, ~~Equipment Manuals and Books~~ to be Returned Upon the Expiration of a  
180 Commissioner's Terms of Office, is hereby amended to read as follows:

181

182 All public records shall be the property of the City and, in this regard, such records shall be delivered by  
183 outgoing officials to the City Clerk.

184

185 After his/her term of office, elected officials shall return all equipment, ~~manuals, books, computers,~~  
186 ~~telephones, and any other miscellaneous items~~ provided by the City to the Office Administrator to the  
187 Mayor/Commission Secretary.

188

189 6. Legislative Policy 4-3, Filling Commission Vacancy by Appointment, is hereby amended to read  
190 as follows:

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192 In the event an unanticipated vacancy occurs on the City Commission within ninety (90) days of a regular  
193 election, the following procedure shall be utilized:

194

195 1. Any registered Largo voter, having continuously resided in the City of Largo for at least one  
196 (1) year prior to the appointment and who desires to serve on the City Commission until the next  
197 regular election, shall be invited to submit a written application, including a resume, to the City  
198 Clerk.

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200 2. Only applications submitted within the time specified by the City Commission shall be  
201 considered for appointment.

202

203 3. The City Clerk shall acknowledge by letter receipt of each application.

204

205 4. The City Commission shall make its appointment from the aforementioned qualified  
206 applicants within the shortest time possible until the next regular election.

207

208 In the event an unanticipated vacancy occurs on the City Commission in sufficient time prior to a regular  
209 election, the vacated seat shall be subject to election for the balance of the existing term. Sufficient time  
210 includes time for the Supervisor of Elections to prepare, a 15 day qualifying period and an additional 45  
211 days for petition card distribution.

212

213 7. Legislative Policy 5-1, Rules and Procedures for City Commission Meetings, Section 11, is  
214 hereby amended to read as follows:

215

216 11. All City Commission ~~requests~~ inquiries of staff will be directed through the Chair to the  
217 City Manager for response. The City Manager may defer to the appropriate staff member for  
218 additional information.

219

220 8. Legislative Police 5-6, Budgetary Impact Section on Commission Meeting Memos, is hereby  
221 amended to read as follows:

222

223 Every Commission Meeting agenda item which has any budgetary impact shall have a standardized  
224 summation which shall state:

225

226 a. Requested Amount

227 b. Budgeted Amount

- 228 c. Funding Source(s)  
229 d. Budget Page #  
230 e. Budget Amendment Required (yes or no) and source  
231 ~~f. Additional Revenue (if applicable)~~  
232 f. Sufficient funds are available within the operating budgets  
233 ~~g. Consistent with (Pull down menu, choose CDBG Action Plan, Strategic Plan, Comprehensive~~  
234 ~~Plan, WBD CRD Plan, C/L Road CRD Plan, IT Strategic Plan, Accreditation Standards, Consent~~  
235 ~~Order, Economic Development Plan, Not Applicable)~~  
236

237 Item "f" should be used when amounts are estimated and/or when funds are within operating accounts  
238 which are not allocated to specific areas, and when multiple accounts are used.  
239

240 Any additional budgetary information shall be included in the background section of the memo form,  
241 including whether the requested amount is under budget.  
242

243 9. Legislative Policy 5-8, Televising of Commission Meetings, is hereby amended to read as follows:  
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245 Regular City Commission Meetings and Work Sessions will be broadcast live on the City's government  
246 cable access channel and taped for repeat airing for a minimum of one week following the meeting.  
247

248 Community Work Sessions conducted outside City Hall ~~may will not~~ be broadcast live, and but may be  
249 recorded. Meetings will also be streamed live online and will be viewable on-demand through the City's  
250 website.  
251

252 Members of the media who wish to photograph or videotape during a City Commission Meeting must  
253 remain behind the first row of audience chairs in the Commission Chambers; no additional lighting is to be  
254 used in the Commission Chambers. It will be the responsibility of the City Clerk to ensure that all media  
255 personnel are apprised of the designated press area.  
256

257 10. Legislative Policy 5-12, City Commission Ceremonial Items, is hereby created to read as follows:  
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259 The intent of this policy is to ensure that all items on the ceremonial portion of the City Commission  
260 agenda are presented in a consistent manner and that ceremonial honorees are recognized  
261 appropriately.  
262

263 The procedure to be followed for ceremonial items is as follows:  
264

265 1. All items must be approved by the Mayor for inclusion on an agenda.  
266

267 2. The staff member preparing the item shall provide the following information, in addition to  
268 preparing a short agenda memo, to the City Clerk:  
269

270 a. Name of staff presenter and names of any guests or honorees

271 b. Number of seats to be reserved

272 c. Items to be presented to or by the City (check, plaque, trophy, etc.). Items will be at the  
273 podium or given to the Mayor to present as appropriate.  
274

275 Staff should provide photos of items (ex. medals) that are too small for the television  
276 camera so that they can be shown on screen. Photos must be given to Communications  
277 and Marketing staff at least 24 hours before the meeting.  
278

279 3. The City Clerk shall reserve seats for participants in the audience area behind the podium. If  
280 there is more than one ceremonial item, seats will be reserved in the order in which items appear  
281 on the agenda.  
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283 4. The staff contact shall communicate to participants that they must arrive for the meeting by  
284 5:45 pm and should remain until the end of all ceremonial items.

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5. Communications and Marketing staff shall provide a photographer to take pictures for all items that are related to awards or recognitions. Photos will be made available to the news media and participants.

6. Honorees may shake hands with the City Commission, City Manager, City Attorney and Assistant City Manager.

11. Legislative Policy 6-4, Grant Applications and Awards, is hereby created to read as follows:

Grant applications and awards in excess of the dollar threshold established for purchases requiring City Commission approval, as established in the City's purchasing ordinance, will be approved by the City Commission prior to both application and award. Grant applications and awards under the established purchasing thresholds will be approved by the City Manager through an established administrative policy and procedure.

The Administration Department is responsible for ensuring that all grant applications and associated award contracts are in compliance with this policy.

**City Commission Approval of Grant Applications and Awards:**

1. City Commission approval is required for all grant applications and awards exceeding the dollar threshold established for purchases that require City Commission approval, as outlined in the City's purchasing ordinance.
2. City Commission approval is required for all grant applications and awards requiring the City to provide matching funds (less than, equal to, or more than the grant award amount) not already appropriated in the adopted budget.
3. City Commission approval is required for all grant applications and awards for projects that require on-going funding, beyond the term of the grant (e.g. commitment to appropriate funding for positions, programs or services), in any amount.
4. Any grant acceptance not requiring City Commission approval will be reported in the weekly Largo Today report.

12. Legislative Policy 7-3, City Calendar, is hereby amended to read as follows:

The Executive Assistant to the City Manager ~~City Clerk~~ will be responsible for maintaining a City Calendar of meetings and events for distribution to the City Commission as part of the weekly City Manager's Report. The calendar shall contain the following:

- Commission Meetings and Work Sessions
- Advisory Board meetings
- Consultant presentations in response to RFP's
- Public input meetings conducted by staff or consultants
- Largo Central Park events
- Chamber of Commerce events
- FDOT public hearings
- Forward Pinellas Meetings
- ~~MPO meetings~~
- ~~PPG meetings~~
- TBRPC meetings
- PSTA meetings
- Employee Benefit Committee meetings
- Homeless Policy Group meetings

- 341 • Pinellas Mobility Initiative meetings
- 342 • Florida League of Cities meetings
- 343 • North Pinellas Arts Alliance meetings
- 344 • Suncoast League of Cities meetings
- 345 • Any other events of interest to the Commission.
- 346 • Any day that City Hall is closed

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348 It will be the responsibility of all departments to supply this information to the Executive Assistant to the  
349 City Manager City Clerk.

350  
351 13. Legislative Policies 4-4, 5-7, 5-9, 7-1, and 9-1 are repealed.

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353 14. This resolution shall take effect immediately upon its adoption.

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358 PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

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360  
361 CITY OF LARGO, FLORIDA

362 ATTEST: \_\_\_\_\_  
363  
364 Mayor

365 \_\_\_\_\_  
366 City Clerk REVIEWED AND APPROVED:  
367  
368 \_\_\_\_\_  
369 City Attorney



to be communicated to Pinellas County. There are a number of strategies available to compiling the final list. The highest priority projects are public safety vehicles and road paving (totaling \$58.5M); however, a summary of possible options is listed below:

- Change the amount of funding allocated to projects (e.g. fund fewer fire stations, reduce the allocation to roads).
- Consider turning the Stormwater Fund into an enterprise fund (e.g. wastewater) and move stormwater projects to that fund.
- Find alternative funding sources (e.g. special assessment for fire stations/apparatus or roads).
- Rank the scoring criteria in priority order and apply a weight to each in order to help differentiate projects further.

Referendum Schedule:

The following is a summary of events leading up to the November 2017 referendum vote. Should the Penny for Pinellas referendum fail, in order to generate the approximately \$10M annually the millage rate would need to increase to approximately 8 mills (currently 5.3705) to fund projects and maintain existing service levels. Statutorily, this increase would require a unanimous vote of the City Commission.

- September 2016: Cities Submit Penny 3 Accomplishments to Pinellas County
- November/December 2016: Cities Finalize Proposed Penny 4 Project Lists
- January 2017: Cities Submit Proposed Project Lists / Resolution of Support to Pinellas County
- February 2017: County Reviews Projects / Cities Adopt Interlocal Agreement
- March – November 2017: Public Information Campaign
- November 2017: Vote on Penny Renewal

Discussion:

Commissioner Holmes questioned where stormwater funds are currently deposited. Mr. Schubert stated that it was a special revenue fund. Commissioner Holmes questioned the Roadway Improvement Funding Project (Page 12). Ms. Semones stated that Page 12 represented the direction from the City Commission. Mr. Woloszynski stated that the project will be able to bring the streets back from decades of decline. Mayor Brown stated that if the Regional Watershed Management Plan project could potentially be paid for by another source it would make room for smaller projects to come out of the LOST Fund. Vice Mayor Robinson stated that a bill was brought forward in the Legislature last year to change the voter threshold from 50% to 60% and that only one Penny renewal has reached the 60% threshold. He stated that local legislators should be contacted on this issue. Mayor Brown stated that one suggestion was to grandfather the Penny vote in. Commissioner Smith questioned the committees the bill will go to. Commissioner Carroll stated that he was on the Finance and Taxation Committee and would keep an eye on the bill's progress. Ms. Semones stated that losing the Penny would likely result in a 1.5 mill increase. Mayor Brown stated that he would like to look at the list of projects after the stormwater analysis is complete.

City Commission Direction:

It was the consensus of the City Commission to support the proposed projects.

**REVIEW OF LEGISLATIVE POLICIES**

On January 29, 2016, the City Commission was requested to review the current Legislative Policies and submit any proposed changes/revisions and/or deletions.

Attached are the comments/suggestions received, listed by the policy number. There are also several new proposed policies to be discussed and considered.

Once the City Commission has discussed and agreed to changes to the document, an Ordinance will be prepared for a future City Commission meeting.

Discussion:

Policy 1-3 - Commissioner Carroll stated that it was important that a Commission member be present at board meetings. Mayor Brown stated that this was a recurring theme. Commissioner Carroll stated that another theme was ensuring that notifications go through the City Commission Secretary so that she can make sure someone is there with ample time to find a replacement. Mayor Brown stated that the policy of the affected board should also be considered, i.e. only board members or named alternates can vote.

Policy 2-1 – Mayor Brown stated that a new system will be put together and the evaluation will be done closer to the City Manager’s anniversary date. He stated that “Management Services Director” would be changed to “Finance Director”.

Policy 2-2 – Mayor Brown stated that updates are needed based upon the comments provided. There were no other specific suggestions.

Policy 3-1 – Commissioner Fenger questioned the tree dedications. Commissioner Smith questioned the naming rights suggestion. Mayor Brown stated that such a provision did not need to be in a legislative policy. Vice Mayor Robinson stated that he did not want to have to send staff out to market naming rights.

Policy 4-1 – Commissioner Carroll suggested some latitude regarding the ability to use a City vehicle or a rental. Mr. Schubert stated that Commissioners had their own credit cards and that the line indicating one credit card would be stricken. Commissioner Holck stated that it should be clear that Shirley Frick was the primary contact. Mayor Brown stated that Commissioners can call staff and ask a question, however providing reports, or other inquiries needed to go through Ms. Frick and Mr. Schubert. He stated that for most things Ms. Frick will respond to the whole Commission. Commissioner Fenger questioned the contact on the weekends. Mayor Brown stated that they could contact one another without being in conflict with the Sunshine Law, have Ms. Frick provide a contact name and number for events and ensure that Ms. Frick sends out the information to all before an event (who is going, when the event is and who should be contacted if anything happens). Commissioner Carroll suggested excusing a Commissioner to attend an event if it occurs on a Commission Meeting night.

Policy 4-2 – Mayor Brown stated that this policy should reflect “all equipment”.

Policy 4-3 – Mayor Brown stated that it needed to be clear in the policy what would happen if a resignation is more than 90 days from an election.

Policy 4-4 – Mayor Brown stated that this policy is obsolete, to no objection.

Policy 5-1 – Commissioner Smith requested that action items not be pursued if the majority of the City Commission does not want staff to work on them. Mayor Brown stated that items have been removed when there was not consensus. Commissioner Smith stated that he would prefer that Commissioners say yes rather than not saying no. Mayor Brown requested that Item 11 be changed to “requests of staff”, to no objection. Commissioner Fenger stated that some speakers only bring one copy and that she wanted a policy that speakers provide a copy to the City Clerk.

Policy 5-3 – Mayor Brown stated that the Work Session start time needed to be changed. Commissioner Smith stated that he was not asked about the August 23rd Special Work Session. He stated that in the future all Commissioners should be told about special meetings.

Policy 5-4 – Commissioner Carroll stated that it should be up to the City Manager’s discretion whether the City Attorney was required to attend Work Sessions. Mr. Schubert suggested that Commissioners notify him if they want an attorney to be present.

Policy 5-5 – No change.

Policy 5-6 – There was consensus to add “Future Focus” to the budgetary impact section of agenda memos and that staff review the list to make sure it reflects what is being done.

Policy 5-7 – Delete.

Policy 5-8 – Mr. Schubert suggested adding live streaming. Mayor Brown suggested adding that Community Work Sessions may be broadcast live.

Policy 5-9 – Delete.

Policy 5-10 – No change.

Policy 7-1 – Delete.

Policy 7-3 – Commissioner Fenger stated that it was important to recognize celebratory months. Mayor Brown asked if there is a standard. Mr. Schubert stated that Ms. Frick put together a list and that there are many. Commissioner Carroll stated that it would be worse to miss something. Vice Mayor Robinson suggested that Commissioners review the list. Mayor Brown stated that he would like to add anything that would close City Hall. There was consensus to add North Pinellas Arts Alliance and Suncoast League of Cities to the list.

NOTE: Commissioner Holmes left the Work Session at 8:07 pm and returned at 8:08.

Policy 9-1 – Delete.

Additional:

Mayor Brown suggested deleting the budget item for “Aid to Private Organizations”, to no objection. Commissioner Carroll suggested letting Ms. Frick know if there is a scheduled meeting between Commissioners and other elected officials. Commissioner Smith stated that it could also apply to Commissioners mentioning if they ran into someone and spoke. Mayor Brown stated that any interaction had to come to the Commission before anyone could represent the City. Mayor Brown questioned whether it was necessary to have a Fund Balance policy, and there was consensus to have one. Mr. Schubert stated that it also was good for staff. Mayor Brown stated that if it is in Legislative Policy it will help staff while preparing the budget. Ms. Semones requested direction on the target amount and the procedure outlined in the policy. Commissioner Holmes questioned the current fund balance, which Ms. Semones stated was about 13%. There was no objection to 20% Mayor Brown stated that he liked the multi year approach. Commissioner Holmes questioned why departments over budgeted. Mr. Schubert explained that the City could not legally over spend its budget and it was difficult to spend the exact budgeted amount, therefore most departments were under budget. There were no changes to the Ceremonial Agenda Items policy.

City Commission Direction:

It was the consensus of the City Commission to amend the Legislative Policies as follows:

- 1-3 – add notification provision
- 2-2 – update language
- 4-1 – strike line with 1 credit card, make Shirley Frick primary contact
- 4-2 – change to reflect “all equipment” only
- 4-3 – add language to provide for resignation more than 90 days before election
- 4-4 – delete
- 5-1 – change 11 to “requests of staff”
- 5-3 – change Work Session start time
- 5-6 – add Future Focus
- 5-7 – delete
- 5-8 – add live streaming, indicate that Community Work Sessions may be broadcast live

- 5-9 – delete
- 7-1 – delete
- 7-3 – add language to add any day that city hall is closed; add meetings of North Pinellas Arts Alliance, Suncoast League of Cities
- 9-1 – delete
- aid to private organizations – delete

**ITEMS FROM CITY ATTORNEY, COMMISSION, MAYOR, CITY MANAGER**

Vice Mayor Robinson wished his daughter a Happy Birthday. He stated that school would begin the next day and advised everyone to be safe.

Commissioner Fenger stated that the City Commission page had a volunteer site set up and that there is also information on the upcoming Citizens' Academy.

Mr. Schubert updated the City Commission on the Wrens Way drainage problem. He stated that due to recent rains the water was deep at the cul-d-sac. He stated that the City will be putting in a temporary pipe and will be pumping out the water. He stated that Mr. Zimmet will contact the property owner's attorney to continue with litigation. He stated that he mailed a letter to Wrens Way property owners to apprise them. Mayor Brown questioned the sewer overflow situation. Mr. Schubert stated that there have been some overflows due to the condition of the sewer system.

**ACTION ITEMS**

1. Request by Commissioner Holmes that staff provide revenue estimates for the Parkland Fund based on the available residential land in the City.
2. Request by Commissioner Fenger that staff provide the amount of permitted development during the Parkland Impact Fee moratorium, along with any other relevant data.
3. Request by Commissioner Holmes for the success rate of the Housing First initiative.
4. Request that a list of Recognition Days be provided to the Commission.

**ADJOURNMENT**

The meeting adjourned at 8:32 pm.