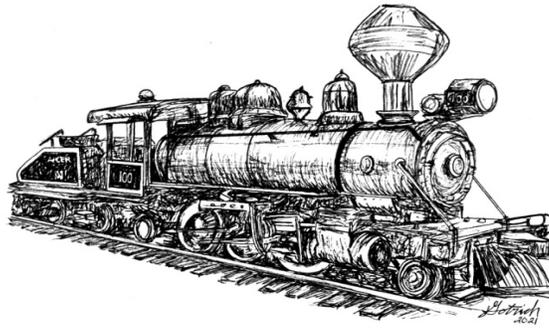


Town of Century
7995 N. Century Blvd.
Century, Florida 32535



www.TownOfCenturyFlorida.com
(850)256-3208

Council Meeting Agenda
7995 N Century Blvd.
August 01, 2023
7:00 p.m.

Confirm Advertisement of Bill List Review/Council Meeting

1. Open Meeting with Prayer
2. Pledge of Allegiance
3. Roll Call
4. Public Forum
5. Ministerial Acts
 - a. Approval of Minutes
 - July 18, 2023 Council Meeting Minutes
 - b. Approval of Bill List
 - August 01, 2023 Bill List
6. Robert Hudson Financials
7. Robin Phillips CDBG-CV Carver Community Center Grant
8. Robin Phillips CDBG-DR Shelter Grant
9. Leslie Howington Century Rules of Order
10. Staff Reports
11. Mayor's Report
12. Council Comments
13. Public Forum
14. Adjourn

§ In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact the Town Clerk no later than noon the day of the meeting to request assistance.

§ If HEARING impaired, please contact TDD (TDD-Telecommunications Device for the Deaf) at 1-800-955-8771.

§ If VOICE impaired, please contact the Florida Relay Service at 1-800-955-8770, for assistance.

§ If a person decides to appeal any decision with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for that purpose, he may need to ensure that a "verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal to be based." Minutes of the Town Council meetings can be obtained from the Town Clerk's office. The cost of duplication and/or court reporter will be at the expense of the requesting party. Minutes are recorded, but are not transcribed verbatim.

Council Meeting Minutes
Town Hall
July 18, 2023
7:00 p.m.

Council Members
Present:

Luis Gomez
Dynette Lewis
Sandra McMurray Jackson
Shelisa McCall
Alicia Johnson

Others Present:

Benjamin Boutwell, Mayor
Leslie Howington, Town Clerk
Kevin Merchant, Superintendent
Dale Long, Engineer
Robin Phillips, Grant Writer
Robert Hudson, CPA – via Conference Call

Council President Luis Gomez called the meeting to order at 7:00 p.m. and stated that he will not confirm that the meeting was properly advertised because he saw it personally advertised for the entire year.

1. **Open Meeting with Prayer**

Council Member Sandra McMurray Jackson opened the meeting with prayer.

2. **Pledge of Allegiance**

3. **Roll Call**

Present at the table were:

Council President Luis Gomez

Council Vice President Dynette Lewis

Council Member Sandra McMurray Jackson

Council Member Shelisa McCall

Council Member Alicia Johnson

4. **Public Forum**

Council President Luis Gomez opened the floor to public comments.

Helen Mincy 111 Mincy Court.

When she pulls out of her road, bushes are overgrown, ditch holds water.

Requested Mayor Boutwell take care of it. He agreed. Ms. Mincy showed photos to the Mayor and Town Council.

Evelyn Deterville, 561 Church St.

New people are coming in to Century every week. The Town is growing. She would like to keep the Council Meeting advertising continued to be verified before each Council Meeting. New people do not know. Advertise it if you have the funding.

Council President Luis Gomez responded to Miss Evelyn that we never stopped advertising, and for the record, the Bill List Review is at 6:45 p.m. and Council Meetings are at 7:00 p.m. Leslie Howington shared Council Meetings are posted at Town Hall and the Town's website.

Gary Bradley, Hilltop Rd.

Mr. Bradley asked about the grant for the Century High School and the grant for the Carver Community Center. He asked if it will take two years. Mayor Boutwell explained that there is a process and Ms. Phillips will be able to explain. Mr. Bradley said there are too many projects going at one time and nothing is being done.

Mayor Boutwell shared that the Town applied when the money was available and this includes the bridges. We are blessed to have it. It will be used as shelter and community center with activities.

Mr. Bradley noted on Main Street (Front Street) there are pipes all over and asked what is going on there. Mayor Boutwell advised that is a County drainage project. Dale Long added that it is FEMA money being run through the County for drainage from Front Street to Jefferson and not a Town project.

Mr. Bradley stated that the ditches have not been cleaned since May. He lives on Hilltop Road where there is a curve that is blocked. Mayor Boutwell stated that Friday overgrown landscaping was cleaned up. Mr. Bradley said it needs to be redone.

Mr. Bradley stated that for three years the pipe in front of his house is not right. Mayor Boutwell appreciated Mr. Bradley for bringing it to his attention and will look into.

Mr. Bradley noted that the storm water was being fixed, but the raw sewage in front of Pilgrim Lodge has not been corrected yet. The Town has the money. Dale Long shared that the work is scheduled to begin at Pilgrim Lodge on July 31, 2023. The construction sign is up.

Mr. Bradley asked to dredge ditches, not just mow them. He stated that Mayor Boutwell will clean it once a month. Mayor Boutwell will talk with staff. Mr. Bradley sees the community going down. You get all the money, but do not see anything being done. Where is the money going? Mayor Boutwell stated there is no money going anywhere.

Robin Phillips provided an update that the grants were awarded for the shelter and the bridges. She anticipates receiving a contract from DEO which is changing its name, so there might be a delay.

Ms. Phillips recommended the Council approve procurement for engineer, architecture and contractor by advertising in the Pensacola News Journal.

Council President Gomez asked about the phrase "storm shelter" versus a community center and asked if any other shelter has been considered?

Council President Gomez discussed the bidding process. He received a text about funding for Freedom Road Bridge and the Well, then Mr. Long asked for \$144,000 to fix the well of that money. How do we get an invoice before we get the money?

Council President Gomez was told the bridge is for a structural engineer. Now there is \$13 million for three bridges

Mayor Boutwell explained that the money is still with the State. It was committed to the project; \$1,297,000 for bridge according to Mr. Long, noting that it had been provided to the Council earlier.

Council President Gomez stated that the Town has received millions, but all we have is paper. He will not be enthused until we have something in the ground. He provided photos on his cellphone that he took Tuesday after the early adjournment and showed a video of raw sewage running out of Pilgrim Lodge at the lift station.

Council President Gomez shared his concern that the gym would be worked on before the Pilgrim Lodge Lift Station because someone above the Council wants it.

Council President Gomez reviewed a list of dates that had been shared.

Ms. Phillips shared that Talcon was approved by the Council to be the engineer.

Ms. Phillips requested the Town go out for procurement for engineering, architectural and administration for both the bridge and shelter projects. This will take up to six weeks. Once approved, after the State provides the contract, an administrator is chosen and then the architect.

Ms. Phillips explained that this will not happen overnight. There will be meetings and design reviews. We won't be starting on either the shelter or the bridge any time soon.

Council Member Alicia Johnson made a motion to advertise for three bids. Ms. Phillips explained that professional services do not require three bids. Council President Gomez requested a review before the motion and asked if we can have two full bids for the two separate pots of money. Dale Long confirmed.

Ms. Phillips stated that the bid will be for three bridges. If bids come in over the allocated amount, the Council can prioritize.

Council President Gomez asked about Freedom Road Bridge versus Millpond Bridge. Mr. Long stated that \$1.3 is the estimate for Freedom Road. We did not know we were going to get that grant, so we applied for a Hurricane Sally Grant and it included the bridge and culverts at Freedom Road and Jefferson Ave. The money from the State Legislature will cover the overages.

Mr. Long clarified that the State legislative money does not require the prep work that the Sally Grant does. We don't have to do procurement for the \$1.3 million, but you do for the \$2.8 million.

Mr. Long shared that the culvert work on Jefferson Avenue is not a complete replacement. It is estimated at \$30,000, while Freedom Road and Alger Road need more work.

Bart Hendricks with Mott Mac is the engineer working now.

Council Member Alicia Johnson made a motion to start the procurement process for the three bridges project for the CDBG Sally Grant. Council Member Shelisa McCall seconded the motion. No questions. The motion passed unanimously.

AJ made a motion to ask for three quotes for the shelter for surveying. Council Member Shelisa McCall seconded the motion. Council President Gomez asked if we will see the people who respond. Ms. Phillips will bring all bids to the Council and the low bid will win.

Council Member Dynette Lewis asked about deeding the building over to the Town. Ms. Phillips noted It is not a part of the survey, so no.

No further questions. The motion passed unanimously.

Two years is the time limit on this grant, but an extension can be requested. Council President Gomez cautioned that the cost may go up.

After Ms. Phillips requested a review, she requested to hire an SOI qualified study on the Carver Community Center. Ms. Phillips has asked four people and two responded that they do not have time to do it. Ms. Phillips suggested we may be able to invite a university to do it and that would be free. If so, a procurement will not be needed.

The purpose of this is to preserve the story of Carver Community Center by performing historical research and possibly have a display of the history at the new building.

Council Member Lewis asked if we would do a case study for a pictorial display and how much is this. Ms. Phillips stated that it will come out of the grant and she has not received bids yet. The State cannot refer people because it would be interference.

Council President Gomez would like to have another Town meeting for community input. Ms. Phillips believes that will happen as part of the investigation.

Council Member Sandra McMurray Jackson stated that the building is in the historic district. Ms. Phillips shared that it has not been designated an historic building.

The historic district sign, purchased by the Alger Sullivan Historic Society is gone after being vandalized by a baseball bat. Council Member Sandra McMurray Jackson asked if the Town has funds to purchase another sign. Ms. Mincy shared that the Alger Sullivan Historic Society is already in the process of replacing it.

Council Member Dynette Lewis asked for an update on Carver Community Center and if it is time to meet again with the architect again.

Council President Gomez asked if anyone on the call would like to make comment.

Dr. Jessica Griffen shared a report on the YouthFirst Century.

Younger kids are coming because older students are working.

Two busses full of children toured NAS last month. This Friday they will be at the Century Library to show the students how a library is run. Pensacola Theater will be performing while the children are there.

On July 28, 2023, they will hold their last field trip to Owa in Foley, Alabama. It is a water and theme park. The students will earn the privilege to go based on their behavior.

She has worked with Byrneville, Bratt, Ernest Ward Middle School and Northview High School with a goal to hire local teachers and educators like teacher aides. The goal is for students to develop relationships with the teachers and paraprofessionals before school.

Currently we are servicing between 19-23 kids and once school returns, she expects that number to increase. Total number of students is between 50-70.

Dr. Griffen was informed that people are coming in to inquire about the program. She is concerned. If there is anyone who wants to know what they are doing at YouthFirst Century, they are welcome to come. No appointment is necessary. Doors are open to anyone who wants to see what they are doing at YouthFirst Century.

Dr. Griffen emailed Mayor Boutwell, Council President Gomez, Leslie Howington about items of concern. Mayor Boutwell advised that these items do not need to go before the Council.

Council President Luis Gomez appreciates all the hours The Urban Development Group and Dr. Griffen have put into CenturyFirst. Dr. Griffen is grateful for the opportunity.

5. Ministerial Acts

a. Approval of Minutes

April 04, 2023 Bill List Review Minutes

April 04, 2023 Council Meeting Minutes

April 18, 2023 Council Meeting Minutes

Council President Gomez requested a motion to approve all of the April minutes. Council Member Sandra McMurray Jackson made that motion.

Council Member Alicia Johnson seconded the motion. No questions. The motion passed unanimously.

June 06, 2023 Council Meeting Minutes

Council President Luis Gomez requested a motion to approve the June 6th Council Meeting Minutes. Council Member Sandra McMurray Jackson made that motion. Council Member Shelisa McCall seconded the motion. No questions. The motion passed unanimously.

July 05, 2023 Bill List Review Minutes

July 05, 2023 Council Meeting Minutes

Council President Luis Gomez requested a motion to approve the July 5 Bill List Minutes and the July 5 Council Meeting Minutes. Council Member Alicia Johnson made that motion. Council Member Shelisa McCall seconded the motion. No questions. Council Member Sandra McMurray Jackson voted no. The motion passed 4-1.

b. Approval of Bill List

July 05, 2023 Bill List

July 18, 2023 Bill List

Council Member Sandra McMurray Jackson made a motion to approve the Bill List for July 5 with the exception of 100-12-05-02000 Miscellaneous for myflorida.com, and the July 18 Bill List. Council Member Alicia Johnson seconded the motion. No questions. The motion passed unanimously.

6. Robert Hudson Financials

Ms. Howington announced that Mr. Hudson had to leave the Conference Call earlier and would present at the next Council Meeting.

7. Mayor Boutwell Professional Operators Inc. Wastewater Agreement

Mayor Boutwell requested to table the item for Professional Operators Inc.

Wastewater Agreement. Council Member Sandra McMurray Jackson made that motion. Council Member Shelisa McCall seconded the motion. No questions. The motion passed unanimously.

8. Mayor Boutwell Security Cameras

After reviewing the options from the Agenda Packet, the Council decided to request a multi location quote for Century Business Center, Town Hall and the Wastewater Treatment Plant from ADT.

Council Member Alicia Johnson made a motion to table the Security Cameras. Council Member Sandra McMurray Jackson seconded the motion. No questions. The motion passed unanimously.

9. Mayor Boutwell FPL Easement in Industrial Park

Mayor Boutwell read from the Agenda Summary Sheet.

Florida Power and Light has approached the Town with two options for an easement in the Industrial Park.

Option 1 covers the entire Industrial Park.

Option 2 covers Lots 7 and 8 where work needs to be performed to generate Algaplast.

Council President Gomez confirmed there is no cost to the Town and recommended covering the entire Industrial Park with this easement. Council Member Dynette Lewis made a motion to authorize Mayor Boutwell to sign an Easement with FPL that covers the entire Industrial Park. Council Member Sandra McMurray Jackson seconded the motion. No questions. The motion passed unanimously.

10. Leslie Howington Utility Payment Agreement

Discussion was held regarding late fees being on hold during the time of the Agreement. Council Member Dynette Lewis made a motion to hold a Workshop with staff on August 1st at 6:00 p.m. Council Member Sandra McMurray Jackson seconded the motion. No questions. The motion passed unanimously.

11. Leslie Howington Emerald Coast Regional Council Agreement

Leslie read the Agenda Summary Sheet.

The Town has enjoyed its first year working with the trained professional staff at Emerald Coast Regional Council. They have worked to understand our processes, Municipal Codes and have become familiar with our area and our citizens. It is time to renew the Town's agreement with Emerald Coast Regional Council. Careful review of the agreement reveals no changes except the following:

Eric Christianson

Rate was \$55 is now \$64.

Planner III

Angela Bradley

Rate was \$69 is now \$80.

Planner IV

Jessica Walton

Rate was \$69 is now \$80.

GISP, GIS Coordinator

Ada Clark

Rate is \$100. Ms. Clark was not on the original agreement.
Community & Economic Development Director

Hourly rates were discussed. Ada Clark was discussed as being new to the agreement this year.

Permitting was discussed. Council Member Alicia Johnson requested the staff make it clear to our residents that this is not the permit and they still need to go to the County for the permit.

Council Member Shelisa McCall made a motion to renew the Town's Planning Agreement with Emerald Coast Regional Council. Council Member Sandra McMurray Jackson seconded the motion. No questions. The motion passed unanimously.

12. Leslie Howington ARPA Budget

Council Member Dynette Lewis made a motion to hold an ARPA Workshop on Tuesday September 26, 2023 at 6:00 p.m. Council Member Sandra McMurray Jackson no questions. The motion passed The motion passed unanimously.

13. Staff Reports

Clerk's Report

Lighting and Bleachers from NHS

I have spoken with the secretary of Northview and asked for the Town to be considered for repurposing their field lighting. We await a response.

Eagle Cleaning Services

At Council's request, we have provided a 30 day notice to Eagle Cleaning to discontinue service. This will take us thru mid-August. The staff have put a plan in place to absorb the work performed by Eagle Cleaning.

Regarding the budget to actual this fiscal year, turns out that \$1,218 from last fiscal year was paid during this fiscal year. $325 \times 3 + 243 = \$1,218$

When the budget is developed, we look at last year's expenses and project this year's expenses. As a result of Eagle Cleaning's first bills not reaching us timely, the history of expense did not populate and they were not included in this year's budget.

Council Member Dynette Lewis noted that the Council had not voted to cancel the contract with Eagle Cleaning. Ms. Howington apologized and will contact Eagle Cleaning and let them know of her mistake.

Budget Workshops

Staff are diligently working on preparing a draft budget for Robert Hudson's review and Mayor Boutwell's approval.

The proposed Millage Rate will be on the August 1, 2023 Agenda.

NOTE: After approving the Proposed Millage Rate, the rate may be lowered in the final budget but it may not be raised.

Future Budget Workshops with Mayor Boutwell, the Town Council, Staff and Robert Hudson are requested at a time of Council's choosing for

Tuesday, August 08, 2023 6:00 p.m.

Tuesday, August 22, 2023 6:00 p.m.

Tuesday, August 29, 2023 6:00 p.m.

Council agreed.

14. Mayor's Report

Wastewater Operator Trainee

Mayor Boutwell shared that Jeff Regan has experience and former certifications in wastewater from Milton and will pursue wastewater certifications once hired. Mayor Boutwell recommended hiring Mr. Reagan at \$16 with a \$2 raise when certified.

Council Member Sandra McMurray Jackson made a motion to hire Jeff Regan at \$16 hour and a \$2 raise when he is certified within one year. Council Member Shelisa McCall seconded the motion. Council Member Alicia Johnson abstained because she recommended him. William Reynolds read the statute regarding abstaining and since Council Member Johnson would receive no financial gain from hiring Mr. Reagan she would be allowed to vote. No questions. The motion passed unanimously.

Natural Gas Operator Trainee

Mayor Boutwell stated we have a natural gas operator position available since Joe Brown retired. Current employee, Gary Small, is a jack of all trades and has worked in every area of the Town. Mayor Boutwell recommended transferring Gary Small from the Street Department to the Gas Department. Operator Qualification testing is done online. Mayor Boutwell stated Mr. Small will readily pick up this skill. Mayor Boutwell recommended bumping his hourly rate from \$17.46 to \$18 to transfer him and then immediately advertise for the Street Department position.

Council Member Sandra McMurray Jackson made a motion to move Gary Small to the Natural Gas Department. Council Member Alicia Johnson seconded the motion. The hourly rate of \$18 to start and then \$20 once Mr. Small received his operator qualification was clarified. No questions. The motion passed unanimously.

Wastewater Lift Station Panels

Mayor Boutwell requested Dale Long come to explain that panels are being retooled. There is a cost associated with that. The Town must pay directly and then get reimbursed through the County. The cost is \$2,500 per panel and there are two panels, one at Pilgrim Lodge Lift Station and one at the Industrial Park.

Council Member Sandra McMurray Jackson made a motion to move forward with the two panels for \$5,000. Council Member Alicia Johnson seconded the motion. It was determined to pay from the Water Department and reimburse the Water Fund with the County reimbursement. The motion passed unanimously.

Lions Club 5K Run

Mayor Boutwell distributed registration information for the Lions Club's 5K Run which will be August 12, 2023 in Anthony Pleasant Park.

15. Council Comments

Council Member Sandra McMurray Jackson shared that Linda Moorer on Hilltop Road did not receive a water bill.

Council Member Shelisa McCall asked if we have scheduled water and wastewater inspections so that we don't miss them in the future. Mayor Boutwell affirmed and noted that we have them scheduled to pop up on our calendars a week before. This goes to Mayor Boutwell, Heath Burkett, Leslie Howington and Mallory Walker.

Council Member Shelisa McCall requested Rules of Order be on the next Agenda, as well as CRA. Ms. Howington has reached out to Meredith Reeves and hasn't heard back. Ms. Howington will send the CRA Committee an invitation to schedule a meeting and invite Meredith.

Council Member Shelisa McCall requested a Charter Review Workshop to wrap up so that we can have movement in Century. Council Member Alicia Johnson made a motion to hold a Charter Review Workshop at 6:00 p.m. on Tuesday, October 10, 2023. Council Member Shelisa McCall seconded the motion. No questions. The motion passed unanimously.

Council Member Alicia Johnson had nothing to report.

Council President Luis Gomez announced he received two garbage cans billed again even though they had been refunded. Ms. Howington will ensure the charge is removed from future bills and a credit issued for this most recent bill.

Council President Gomez asked if there was a deadline on Christmas Lights. Mr. Merchant said the longer we wait the more we will spend.

Council President Gomez stated that if Ms. Reeves is in Pensacola, then no one is in Century to offer help or guidance for elderly to get their homes repaired. Dr. Griffen told him there is money available, but no one is advocating for the Town. He recommended allowing Ms. Reeves to work in Pensacola and hire someone in Century. Ms. Mincy called Ms. Reeves more than once and did not receive a call back.

16. Public Forum

Kevin Merchant stated that a Class A CDL is needed for the Street Department position. \$17 per hour would be an appropriate salary. Mr. Merchant's recommendation is to hire a CDL driver. Council Member Dynette Lewis agreed to require a Class A driver.

William Reynolds shared that Community Action is meeting at Showalter Park

Gretchen McPherson shared that Lorraine Davis of Brewton is trying to get a homeless shelter built in the Brewton area and will host an event on July 29th at the Avenue in Brewton.

17. Adjourn

There being no further business, Council Member Sandra McMurray Jackson made a motion to adjourn. Council Member Dynette Lewis seconded the motion. Not questions. The motion passed unanimously. The meeting adjourned at 10:03 p.m.

Town of Century
August 01, 2023
Bill List

Account Number	Account Name	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
		Gas Fund						
401-32-4-30000	Utilities Gas	FPL Northwest FL (150 E Pond Street Unit 3)	\$50.36	21119-05374	July		\$1,082.91	\$1,500.00
401-32-4-20000	Postage/Freight	Purchase Power (postage)	\$309.74	7/10/2023	July		\$2,121.53	\$3,500.00
		Total	\$360.10					
		General Fund						
100-41-4-31001	Street Lights	Escambia River Electric Cooperative (street lights & boat ramp)	\$386.76	1119001	June		\$17,710.67	\$16,000.00
100-12-4-30001	Utilities Habitat	FPL Northwest FL (150 E Pond Street Unit 2)	\$1,001.68	21119-05291	July		\$5,628.28	\$3,500.00
100-12-4-30001	Utilities Habitat	FPL Northwest FL (150 E Pond Street Unit 4)	\$153.07	21119-05333	July		\$5,628.28	\$3,500.00
100-12-4-30001	Utilities Habitat	FPL Northwest FL (150 E Pond Street Unit 5)	\$266.67	21119-05390	July		\$5,628.28	\$3,500.00
100-12-4-30001	Utilities Habitat	FPL Northwest FL (150 E Pond Street Unit 6)	\$543.09	21119-05341	July		\$5,628.28	\$3,500.00
100-72-4-30003	Utilities Park	FPL Northwest FL (221 E Highway 4)	\$33.88	21119-05309	July		\$9,118.36	\$7,500.00
100-72-4-30112	Electric Little League	FPL Northwest FL (580 Church Street)	\$30.76	21027-36101	July		\$716.11	\$900.00
100-72-4-30112	Electric Little League	FPL Northwest FL (580 Church Street)	\$27.25	21119-05382	July		\$716.11	\$900.00
100-12-4-30100	Ag Bldg. Electric	FPL Northwest FL (6001 Industrial Blvd)	\$487.04	21024-46511	July		\$6,001.91	\$8,000.00
100-12-3-15102	Helicopter Technology Expenses	FPL Northwest FL (6081 Industrial Blvd)	\$657.17	21023-88697	July		\$4,591.40	
100-41-4-30002	Utilities Street	FPL Northwest FL (7860 Alger Road)	\$538.03	21059-54388	July		\$7,340.15	\$9,000.00
100-72-4-30110	Showalter Park Electric	FPL Northwest FL (7890 Kelly Field Rd 1)	\$231.15	21086-24632	July		\$5,045.01	\$5,000.00
100-72-4-30110	Showalter Park Electric	FPL Northwest FL (7890 Kelly Field Rd 2)	\$27.25	21081-44532	July		\$5,045.01	\$5,000.00
100-72-4-30110	Showalter Park Electric	FPL Northwest FL (7890 Kelly Field Rd 3)	\$191.41	21082-33731	July		\$5,045.01	\$5,000.00
100-72-4-30110	Showalter Park Electric	FPL Northwest FL (7890 Kelly Field Rd 4)	\$293.94	21082-38789	July		\$5,045.01	\$5,000.00
100-72-4-30110	Showalter Park Electric	FPL Northwest FL (7890 Kelly Field Road Comm Bldg.)	\$195.85	21068-09706	July		\$5,045.01	\$5,000.00
100-72-4-30110	Showalter Park Electric	FPL Northwest FL (7890 Kelly Field Road Theater)	\$33.00	21035-02817	July		\$5,045.01	\$5,000.00
100-12-4-30000	Utilities City Hall	FPL Northwest FL (7995 N Century Blvd)	\$853.46	21066-02317	July		\$6,514.12	\$10,000.00
100-41-4-31001	Street Lights	FPL Northwest FL (Street Lights)	\$3,402.08	21034-34078	July		\$21,112.45	\$16,000.00
		Total	\$9,353.54					
		Water Fund						
402-36-4-10000	Telephone Water/Sewer	Charter Communications (telephone, internet)	\$77.97	7/12/2023	July		\$5,098.18	\$7,500.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (221 E Highway 4)	\$27.25	21041-52752	July		\$16,033.35	\$25,000.00
402-36-4-38000	Water Wells Electric	FPL Northwest FL (390 Tedder Road Well 3)	\$113.55	21049-58109	July		\$28,472.95	\$40,000.00

**Town of Century
August 01, 2023
Bill List**

Account Number	Account Name	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (450 Pond Street)	\$36.85	21036-20205	July		\$16,033.35	\$25,000.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (6035 Industrial Blvd)	\$59.96	21024-68101	July		\$16,033.35	\$25,000.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (620 4th Street)	\$101.80	21024-13420	July		\$16,033.35	\$25,000.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (6879 Jefferson Avenue)	\$28.41	21078-45659	July		\$16,033.35	\$25,000.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (6900 Century Blvd)	\$37.59	21044-94899	July		\$16,033.35	\$25,000.00
402-36-4-29000	Electric WWTP	FPL Northwest FL (7350 Jefferson Avenue Temp Service)	\$53.19	21023-00502	July		\$47,101.36	\$42,500.00
402-36-4-29000	Electric WWTP	FPL Northwest FL (7350 Jefferson Avenue)	\$4,186.20	21023-23900	July		\$47,101.36	\$42,500.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (781 Briggs Blvd)	\$102.26	21028-39582	July		\$16,033.35	\$25,000.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (8250 N Century Blvd)	\$166.36	21060-48834	July		\$16,033.35	\$25,000.00
402-36-4-38000	Water Wells Electric	FPL Northwest FL (8630 Blackmon Street Well 1)	\$2,104.56	21040-24456	July		\$28,472.95	\$40,000.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (8750 Century Blvd)	\$82.24	21038-03082	July		\$16,033.35	\$25,000.00
402-36-4-38000	Water Wells Electric	FPL Northwest FL (9201 Academy Street Well 2)	\$55.65	21029-69777	July		\$28,472.95	\$40,000.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (9204 Old Flomaton Road)	\$40.44	21022-56589	July		\$16,033.35	\$25,000.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (9301 N Century Blvd)	\$50.52	21042-60050	July		\$16,033.35	\$25,000.00
402-36-4-38000	Water Wells Electric	FPL Northwest FL (Century Blvd Well)	\$30.86	21027-26441	July		\$28,472.95	\$40,000.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (Century Blvd)	\$29.73	21071-19394	July		\$16,033.35	\$25,000.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (N Century Blvd)	\$71.43	21019-61353	July		\$16,033.35	\$25,000.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (Pond Street)	\$72.95	21085-92078	July		\$16,033.35	\$25,000.00
402-36-4-38000	Water Wells Electric	FPL Northwest FL (Tedder Road 2)	\$797.65	21069-18796	July		\$28,472.95	\$40,000.00
402-36-4-36000	Utilities Sewer Lifts	FPL Northwest FL (Upton Road)	\$36.44	21044-38029	July		\$16,033.35	\$25,000.00
402-36-5-38000	Chemicals WWTP	Hawkins, Inc. (chlorine cylinder)	\$30.00	6526374	July		\$3,073.69	\$22,000.00
402-36-8-12000	Legal Fees	Matt E Dannheisser (Wastewater Improvements)	\$428.50	1006-142M	June		\$3,226.00	\$7,000.00
402-36-4-20000	Postage/Freight	Purchase Power (postage)	\$929.23	7/10/2023	July		\$5,564.21	\$6,500.00
402-36-4-68001	Field Supplies Water	Thomas Radiator & Welding (chains, belts)	\$211.12	13463	June		\$27,457.13	\$30,000.00
402-36-5-40001	Rental Fee	United Rental (Final Bill-pump)	\$552.64	187612779-036	July		\$25,176.64	\$10,000.00
		Total	\$10,515.35					
		Grand Total	\$20,228.99					

Town of Century
August 01, 2023
Bill List

Payee	Amount
Charter Communications	\$77.97
Escambia River Electric Cooperative	\$386.76
FPL Northwest FL	\$17,303.03
Hawkins, Inc.	\$30.00
Matt E Dannheisser	\$428.50
Purchase Power	\$1,238.97
Thomas Radiator & Welding	\$211.12
United Rental	\$552.64
Grand Total	\$20,228.99

Town of Century
August 01, 2023
Bill List

Account Number	Account Name	Amount
	Gas Fund	
401-32-4-30000	Utilities Gas	\$50.36
401-32-4-20000	Postage/Freight	\$309.74
	Total	\$360.10
	General Fund	
100-41-4-31001	Street Lights	\$3,788.84
100-12-4-30001	Utilities Habitat	\$1,964.51
100-72-4-30003	Utilities Park	\$33.88
100-72-4-30112	Electric Little League	\$58.01
100-12-4-30100	Ag Bldg. Electric	\$487.04
100-12-3-15102	Helicopter Technology Expenses	\$657.17
100-41-4-30002	Utilities Street	\$538.03
100-72-4-30110	Showalter Park Electric	\$972.60
100-12-4-30000	Utilities City Hall	\$853.46
	Total	\$9,353.54
	Water Fund	
402-36-4-10000	Telephone Water/Sewer	\$77.97
402-36-4-29000	Electric WWTP	\$4,239.39
402-36-4-38000	Water Wells Electric	\$3,102.27
402-36-4-36000	Utilities Sewer Lifts	\$944.23
402-36-5-38000	Chemicals WWTP	\$30.00
402-36-8-13000	Legal Fees	\$428.50
402-36-4-20000	Postage/Freight	\$929.23
402-36-4-68001	Field Supplies Water	\$211.12
402-36-5-40001	Rental Fee	\$552.64
	Total	\$10,515.35
	Grand Total	\$20,228.99

July 11, 2023

Via U.S. Mail

Leslie Howington, Town Clerk
Town of Century
Post Office Box 790
Century, FL 32535

RE: Town of Century – Wastewater Improvements
Our File No. C1006-142

Dear Leslie:

Enclosed please find our statement for services rendered for legal matters handled by our firm on behalf of the Town of Century in regard to the above referenced matter. We would appreciate your placing this matter in line for payment.

We appreciate the opportunity to be of service to the Town. If you have any questions, please give me a call.

Yours very truly,



Leslie A. Glassman
Office Manager

/lg
Enclosure

RECEIVED
JUL 14 2023

Town of Century
 Attn: Leslie Howington, Town Clerk
 Post Office Box 790
 Century FL 32535

Page: 1
 06/20/2023
 Account No: 1006-142M
 Statement No: 320

RE: Wastewater Improvements

STATEMENT

PREVIOUS BALANCE \$127.50

Professional Services

	HOURS	
06/08/2023		
MED Review proposed Loan Agreement for Project WW 170301; Review and analyze related documents.	1.70	
	<u>1.70</u>	<u>425.00</u>
FOR PROFESSIONAL SERVICES RENDERED	1.70	425.00
Costs Advanced		
Photocopies		3.50
		<u>3.50</u>
TOTAL COSTS ADVANCED Thru 06/20/2023		3.50
TOTAL CURRENT WORK		428.50

Payments

06/08/2023 Payment Received - Thank You -127.50

BALANCE DUE \$428.50
=====

Thank You for Allowing Our Firm to be of Service.

Town of Century, Florida

Agenda Item

Agenda Date: August 1, 2023

Department	Carver Community Center Grant	Amount
Presenter	Robin Phillips	Account

Subject: CDBG-CV GRANT - CARVER COMMUNITY CENTER UPDATE

Background:

CDBG Consultant Robin Phillips will

1. Present an update on the case study from State Historic Preservation Officer (SHPO) of Carver Community Center.
2. Request Council set dates for Carver Community Center Community Meetings.

This item is for CDBG-CV grant.

Recommended Action:

SCHEDULE WORKSHOP(S) FOR COMMUNITY INPUT ON THE CARVER COMMUNITY CENTER

Town of Century, Florida

Agenda Item

Agenda Date: August 1, 2023

Department	CDBG Hurricane Sally DR Shelter	Amount
Presenter	Robin Phillips	Account

Subject: CDBG-DR HURRICANE SALLY DISASTER RECOVERY GRANT FOR THE CONSTRUCTION OF A SHELTER

Background:

1. Ms. Phillips would like to clarify the motion that was made at the last Council Meeting and is requesting a motion to direct Town staff to advertise a Request for Proposals for engineering, architecture and administrative services in relation to the CDBG Hurricane Sally Disaster Recovery Grant for the construction of a shelter.
2. Review and award survey services to the lowest bidder. Bids are still coming in and will be available during the Council Meeting.

This item is for ongoing operations.

Recommended Action:

MOTION TO DIRECT TOWN STAFF TO ADVERTISE A REQUEST FOR PROPOSALS FOR ENGINEERING, ARCHITECTURE AND ADMINISTRATIVE SERVICES IN RELATION TO THE CDBG HURRICANE SALLY DISASTER RECOVERY GRANT FOR THE CONSTRUCTION OF A SHELTER.

CITY OF COCOA BEACH

CITY COMMISSION POLICIES AND PROCEDURES

The City of Cocoa Beach is committed to a democratic, and participatory local government that seeks to involve citizens in all aspects of the decision-making process.

I. MEETINGS, VOTES, ATTENDANCE AND APPEALS

a. Regular Meetings - Regular Meetings of the City Commission are public and official meetings called to conduct business. Dates and times of regular meetings of the City Commission shall be established by ordinance (~~City Charter Sec. 2.12~~) with at least one (1) regular meeting each month normally at City Hall. Currently regular meetings are held on the first and third Thursdays of each month at 7:00 P.M. (Code references: City Charter Section 2.12 and City Code Section 2-1.)

b. Work Session Meetings (Workshops) - Work Session Meetings also commonly called workshops, are public and informal meetings of the City Commission, convened as needed, to share information and to openly discuss items such as committee reports, proposed planning documents and other items of prospective Commission business, and to reach consensus on agenda items for future regular meetings. Public participation is encouraged. Normally work sessions are scheduled for 6:00 PM on a Tuesday prior to the Regular Thursday night meeting. The meeting room may have an informal setting, such as Round-Shape and U-Shape. (Code reference: City Code Section 2.1.1.)

c. Town Meetings - The Commission holds its annual Town Hall Meeting at 6:00 PM. on the first Tuesday in March. Following the Mayor's presentation of the State of the City Report, members of the public may address the Commission on any topic. The meetings are informal and there are no scheduled topics.

d. Special Meetings - The City Manager or the Commission may call Special Meetings when circumstances arise. Action by the City Commission at a Special Meeting shall be limited to the purpose for which the Special Meeting was called.

e. Organizational Meetings - Organizational meeting will be held following the certification of the election results by the Brevard County Supervisor of Elections. Outgoing Commissioners shall participate in meetings, following the election, and prior to the Organizational Meeting, until the incoming Commissioners are sworn in. This is the format: Outgoing Commissioners offer comments. The Commission will approve the election results. Newly elected officials will then be sworn in. The Commission elects the Vice-Mayor.

f. Quasi-Judicial Hearings - The Commission has adopted Quasi-Judicial Board Action Procedures (Resolution No. 98-03) for actions before it requiring a level of formality. The City Attorney informs the Commission when matters before it are of a quasi-judicial nature and of the procedures required.

g. Commission Actions - The Commission may act by consensus, nomination, motion, resolution, or ordinance.

h. Formal Votes - Formal votes are taken only at regular, special, and quasi-judicial meetings. No action of the Commission is valid or binding unless adopted or approved by the affirmative vote of three or more members of the Commission. In matters in which ordinance or the City Charter requires supermajority or unanimous vote, no action of the Commission is valid or binding unless adopted or approved by the required supermajority or unanimously as the case may be. Each Commissioner must vote on all motions unless a Commissioner declares a conflict of interest, in which case state law applies.

i. Broadcasts - Meetings are broadcast on the Internet and on cable TV, when possible.

j. Minutes – Meeting minutes are posted online.

k. Cancellation of Meetings - Meetings may be canceled by the City Manager, the Mayor, or an affirmative vote of three Commissioners.

l. Meeting Adjournment - A majority Commission vote is required to extend a meeting past 10 P.M.

CITY OF COCOA BEACH

CITY COMMISSION POLICIES AND PROCEDURES

m. Attendance - Commissioners are encouraged to attend all Commission meetings. Participation via phone or other suitable electronic means is accepted, if the absence is unavoidable. A physical quorum of Commission members (three or more) must be present at the meeting, if a Commissioner is voting by phone (Attorney General Opinion [AGO opinion]). Commissioners are asked to complete the "Absence from a Commission Meeting" forms, and submit to the City Manager's Office, when they expect to be absent from the City. This notification allows for confirmation that a quorum would be present at Commission meetings. The Mayor and Vice-Mayor should notify each other when absence from the City is planned. If both the Mayor and Vice-Mayor are not present, the longest standing Commission member shall chair the meeting.

n. Appeals - Pursuant to state law, if a person decides to appeal any decision made by the Commission, they must have a verbatim record of the proceedings, which record includes the testimony and evidence upon which the appeal is to be based. The City does not provide verbatim transcription services. Verbatim recording is the responsibility of the individual planning to appeal.

II. AGENDAS

a. Preparation:

The ~~City Manager's Office~~ City Clerk's Office prepares the agenda for Commission Meetings. Individual Commissioners may place an item on the agenda by submitting to the City Manager the prescribed agenda-item request form, doing so prior to the agenda deadline.

b. Agenda Items Submitted by the Public -

Members of the public may ask the City Manager or a Commissioner to authorize the placement of their item on the agenda. Authorization does not imply support of the item.

If unsuccessful, a member of the public may raise the issue in a regularly-scheduled City Commission meeting during the time annotated for "public comment", and seek Commission support for bringing it forward in the agenda of a future regular meeting. For agenda items submitted by the public:

- requestors are required to complete an Agenda Request Form, by the agenda deadline, and submit it to the City Manager's office. If applicable, the authorizing Commissioner will be annotated on the form.
- the item would be referenced on the agenda under "Citizens Agenda Item Requests", and the requestor would speak during that part of the agenda. a majority vote of the Commission or, during- meeting authorization by any Commissioner, will require placing the item on the next City Commission agenda.

c. Deadlines

The deadline for submitting an agenda item is 2 P.M. on the Tuesday of the week proceeding (per Section 2-1, City Code).

d. Exceptions

The City Manager may delay an agenda item to provide for appropriate staff reviews (Sec 2-1 City Code).

The City Manager or the City Attorney may reject requests to place an item on an agenda, if the matter is judged prejudicial to the best interest of the City; should either do so, they will notify the Commission in writing of their action and the reasons for it. Agenda items requested during a public meeting by consensus or majority vote of the Commission may not be removed from an agenda, without subsequent approval of the Commission.

e. Agenda Review and Approval

Prior to the public release of the agenda, the ~~City Manager and the Mayor~~ reviews the agenda and may ~~suggest request changes to the City Manager~~. Items placed on an agenda by a Commissioner may not be modified or removed from the agenda, except by the submitting Commissioner. Except as just stated, the City Manager may delete items from the Commission agenda before the meeting; if the agenda is amended, the City Manager informs the Commission as soon as possible.

The Mayor's review of the agenda includes:

- approving the order of the agenda - item placement
- the ability to reword agenda items, unless it is a Commissioner-submitted item - wording change, only if it does not change the intent or the desired outcome of the item.
- not removing an agenda items that have been submitted by Commissioners
- the ability to add agenda items (a process available to all Commissioners)
- the right to not place items on the agenda, (matters not typically regulated by the City, are not sponsored by a Commissioner, or have no prior approval by the Commission for placement on the agenda.)

The aforesaid shall not give or be construed as authorization for the Mayor or any City Commissioner to be involved in the

CITY OF COCOA BEACH

CITY COMMISSION POLICIES AND PROCEDURES

day-to-day operations of the City or to take any action that is inconsistent with Section 2.09(c) of the City Charter.

f. Distribution

The City Manager Office assembles and distributes agenda packets to all Commissioners by Friday evening of the week prior to the meeting. By Friday evening, the City Clerk makes the agenda packet available to the general public by suitable means. The City Clerk also makes supplemental documentation on agenda items available to the public in the same way by 9 A.M. the day of the meeting.

g. Agenda Changes During a Meeting -

When the agenda is presented for approval in a meeting, the Commission may amend the Order of Business by majority vote by moving, deleting and adding agenda items. Documentation associated with a new agenda item is distributed as soon as it is available. Items added to the agenda, at the meeting, can be discussed, action can be taken or the item can be postponed to the next meeting.

h. Unbudgeted Funds -

Any non-emergency requests to expend unbudgeted funds exceeding fifteen thousand dollars must be published in a Commission agenda available for public review at least 24 hours prior to a Commission vote.

i. Citizen Engagement -

Citizens wishing to know more about an agenda item, including an item on the consent agenda, are encouraged to contact a Commissioner or the City Manager before the meeting for an explanation. The citizen may request that the Commissioner or City Manager move an item from the consent agenda, if that seems appropriate, which the Commissioner or City Manager may or may not choose to do.

j. Order of Business

- Meeting called to order
- Invocation
- Pledge of allegiance
- Roll call
- Ceremonial activities, including presentation of honors
- Approval of the agenda
- Special presentations (Special Presentations Citizens and Commissioners may request time to make a special presentation, using the normal procedure for scheduling an agenda item. Special presentations are to be limited to 15 minutes; the Commission may extend the time by majority vote. Commission actions flowing from a special presentation may be scheduled as future agenda items. The Commission prefers limiting special presentations to one per meeting.)
- General public comment (30 minutes maximum allowed for public comments at this place in the agenda)
- Citizens Agenda Item Requests
- Staff reports and announcements
- City Attorney reports and announcements
- Commissioner reports and announcements
- Consent agenda
- Site plan consent agenda
- Items removed from the consent agendas
- Unfinished business
- New business
- General public comment (only if not accommodated in the 30-minute time period earlier)
- Adjourn

CITY OF COCOA BEACH

CITY COMMISSION POLICIES AND PROCEDURES

k. Agenda Item Procedures

- City Attorney reads the agenda item in its entirety including whether it is budgeted, reference to the City Strategic Plan and item representatives
- The City Manager or designee describes the item, if needed
- Motion to act on the item (if no second, the chair moves on to the next agenda item)
- Staff comments
- Commission discussion
- Chair opens discussion to comments from citizens
- Chair closes citizen comments
- Commission comments
- Vote

l. Consent Agenda Items

- Minutes approval
- Proclamations (unless subject of a Special Presentation)
- Budgeted items approval
- Waivers such as for business licenses, sign permits, etc., as permitted by City Code
- Minor events, which, in the City Manager's opinion, do not significantly impact the service delivery capacity of the City

m. Consent Agenda Procedures

- The City Attorney reads the consent agenda items.
- On non-standard items, the Mayor and or City Manager may briefly explain the item being approved.
- A single motion serves for approval of all items on the consent agenda.
- Commissioners and staff members may remove items from the consent agenda for discussion, the action taken at the time when the meeting's agenda is being approved. Prior to the start of the meeting, members of the public may request of one or more Commissioners that they remove an item from the consent agenda and present them justification for removal.
- The Site Plan Consent Agenda may include items such as site plans in excess of 1,000 square feet and development waivers.

n. Items removed from the Consent Agenda

- Chair will call on the requestor who removed the item from the Consent Agenda
- The requestor provides specific questions, so that additional information/clarification may be provided.
- Vote

o. Work Session Agenda

- Call to Order
- Public Comment
- Unfinished Business
- New Business
- Staff Reports and Announcements
- Commission Reports and Announcements
- Adjournment

III. PROCEDURES FOR ADDRESSING THE COMMISSION

a. The Public's Right to be Heard

Members of the public are to be given a reasonable opportunity to be heard on propositions before the Commission.

CITY OF COCOA BEACH

CITY COMMISSION POLICIES AND PROCEDURES

b. Emergencies and Quasi-judicial Meetings

The following procedures do not apply in an emergency situation affecting public health, welfare, or safety if compliance would cause reasonable delay in the ability of the Commission to act. They also do not apply in quasi-judicial meetings in which other provisions of the law are in force.

c. Speaker cards

Each Person wishing to address the Commission at a meeting, should complete a speaker card and submit it to the City Clerk in time to be recognized by the Chair during the time set aside for public comments and for citizens comments on the agenda items, this to obtain the spelling of the speaker's name and contact information for follow-up and to provide for efficient administration of the meeting.

d. Protocol at Work Sessions and Town Hall meetings

The Chair may relax protocol in work sessions and town hall meeting and allow more informality.

e. Orderly Conduct and Decorum

The Chair is charged with maintaining orderly conduct and proper decorum at the city meetings and may remove a member of the public, if that person becomes unruly. Commission members may request the Mayor to enforce the rules of decorum, upon a motion and a majority vote.

Interruption of meeting

Persons demonstrating disruptive behavior at meetings or violating established rules of order will be called to order by the Mayor. If the conduct continues, the Mayor may call a recess, request the removal of such person(s) from the Commission chambers, adjourn the meeting, or take other action as permitted by law.

Defining Disorder and Disruption

Disorder: A speaker who is disorderly at a meeting may be removed upon a finding by the Mayor that such disorder causes a "disruption". Forms of disorder include refusal to confine the speech to the subject matter being addressed; refusal to conform to time limits on speaking; and demeanor and conduct that disrupts the meeting.

The Mayor can advise the speaker of alternative methods of presenting points of view, such as leaving a written transcript of the speech for the record; mailing/emailing the speech to the Commission; and/or appearing at future meetings to discuss the subject.

Disruption: Defined as conduct that violates general or specifically-established rules of order and disrupts the meeting. Examples include, but are not limited to: violent or tumultuous conduct threatening the safety of others; conduct creating danger to property; provoking or engaging in a fight; use of words that may threaten or outrage others; not speaking on the subject matter being addressed and refusing to do so when requested; using obscene, profane, or vulgar language; making personal, impertinent, slanderous remarks or becoming boisterous.

Sergeant At Arms

Members of the Cocoa Beach police department act as the Sergeant At Arms at Commission meetings, and carry out orders given by the Mayor for the purpose of maintaining the meeting decorum.

Removal from meeting

A speaker may not be removed merely because the content of the speech is not politically pleasing or acceptable.

Upon a motion and majority vote by the Commission to enforce the rules of decorum, and the Mayor's instructions, the Sergeant At Arms shall escort and/or remove persons who disrupt the meeting. The Sergeant At Arms should attempt to calm the person and explain the law on trespass and Florida Statutes Section 871.01 (Disturbing Schools and Religious and Other Assemblies). If the person refuses or resists removal, they may be placed under arrest.

Re-entry to meeting

The length of time a removed person must remain outside a meeting, or whether they may re-enter during the same meeting shall be decided by a majority vote of the Commission.

CITY OF COCOA BEACH

CITY COMMISSION POLICIES AND PROCEDURES

f. Speaker Comments

When recognized by the Chair, speakers approach the podium, state their name and address, and make their comments pertinent to the subject at hand. Comments are to be directed to the Commission through the Chair. Should the Chair or a majority of the Commission deem a response is called for, the Chair then recognizes the appropriate person for response.

g. Limits

When speaking on an agenda item, speakers must confine comments to that item. In any regular meeting, speakers will be allowed to address the commission only once on any agenda item and only once in general public comments, unless additional time is granted by the Commission. The speaker is not allowed to engage in debate. The time limit for each citizen speaking is three minutes. The Chair may extend the speaking time an additional three minutes. The Commission must approve by majority vote any extension of an individual's speaking time beyond six minutes. The City Clerk will time speakers.

h. Courtesy

Speakers, Commissioners included, are to confine comments to the matter at hand, to act with courtesy, and to avoid negative comments of a personal nature targeted at any person or group.

i. Group Speakers

At meetings in which a large number of individuals wish to be heard, the Chair may require that each faction designate a speaker to represent its views rather than all members of the group speaking. The Chair may give the groups time to organize.

j. General Public Comments

General public comment are scheduled as shown in the Order of Business, the rules above apply.

k. Handouts

Handouts, if any, are to be emailed to the City Clerk by 3 P.M. on the meeting day or provided at the meeting, at least ten copies.

IV. PARLIAMENTARY AUTHORITY/PARLIAMENTARY POLICY

a. Robert's Rules of Order

Newly Revised, 12th Edition governs the conduct of the meeting. The Chair shall conduct meetings in an impartial and business-like manner. But, no action of the Commission is to be deemed invalid or otherwise unlawful for failure to strictly comply with Robert's Rules of Order. To the extent of any conflict between rules or policies adopted by the City Commission and Robert's Rules of Order, the Commission-adopted rules or policies govern.

b. Parliamentary Rights of Commissioners

Every Commissioner has a right to raise a question of procedure, a point of order, or of privilege to the Chair and have the Chair rule on the procedure, point of order, or of privilege. Any member of the Commission may appeal a ruling of the Chair to the entire Commission, which can override the Chair's ruling with a majority vote.

c. Changes to City Commission Policies and Procedures

These Policies and Procedures remain in force until changed by the Commission. Changes may be made by majority vote of the Commission at any regular meeting. The City Clerk will maintain the current copy.

V. OATHS

Newly Elected Officials shall be sworn in at the first Meeting, following the certification of the final election results by the City Commission. The State of Florida Constitution, Article II, Section 5, oath will be used for swearing in:

"I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States, and of the State of Florida and the Charter and Code of the City of Cocoa Beach; that I am duly qualified to hold office under the Constitution of the state; and that I will well and faithfully perform the duties of (title of office) on which I am now about to enter. So help me God."

CITY OF COCOA BEACH

CITY COMMISSION POLICIES AND PROCEDURES

VI. FORMS

- a. Agenda Request Form: A form to be completed to place an item on the Commission's Agenda.
- b. Speaker's Card: A form should be completed prior to the introduction of an agenda item, to be submitted to the City Clerk at a meeting, for the Mayor to recognize a speaker.

Revised 1/23/97, 2/20/97, 3/7/97, 2/5/98, 5/7/98, 7/9/98, 1/7/99, 2/4/99, 2/03/00, 2/15/01, 4/18/02, 2/11/03, 5/01/03, 03/04/04, 8/19/04, 2/22/05, 12/15/05, 01-17-07, 01-17-08, 01-15-09, 01-21-10, 12-02-10, 01-19-12, 02-16-12, 01-17-13, 10-03-13, 01-16-14, 01-07-14, 02-05-15, 01-22-16; 01-19-17, 02-01-18, 01-07-21; 01-06-22



CITY COUNCIL RULES OF ORDER AND PROCEDURE

Revised March 16, 2021

Rule 1. Public Meetings.

All City Council meetings shall be open to the public except those otherwise provided by law.

Rule 2. Regular Meetings.

The City Council shall meet the first and third Tuesday of each month, except when rescheduled by the City Council but no less than once per month, at 6 p.m. in City Hall, and upon call of the Mayor, the City Manager, or two or more Council Members at the same hour and place unless otherwise provided by motion. In the event an election or referendum takes place on a first or third Tuesday, City Council shall meet on the preceding Monday at 6 p.m.

Rule 3. Special Meetings

During any regular meeting of the City Council, the Mayor, the City Manager, or any Council Member may request a special meeting of the City Council. Upon request for a special meeting, the City Council shall, by majority vote, determine whether the special meeting is necessary and, if so, set the purpose, date, time and location of the special meeting. The City Clerk shall prepare all notices for the meeting required by Florida law. Such notification shall be given at least forty-eight hours before commencement of the special meeting and shall state the time, place, and subject of the meeting.

- A. The Mayor, City Manager, or two or more Council Members may call an Emergency City Council meeting when a sudden, urgent event or situation arises necessitating immediate action and judgment. The City Clerk shall notify the Mayor, each City Council Member, the City Manager, and City Attorney. Such notification shall be given at least four hours before commencement of the meeting and shall state the time, place, and subject of the meeting. The City Clerk shall also notify the press and post an official emergency meeting notice.

Rule 4. Adjourned Meeting

A City Council session may be adjourned or continued from day to day or for more than one day, but the adjournment shall not be extended beyond the next regular meeting.

Rule 5. Agenda and Meeting Notice

The City Manager shall prepare the formal agenda, compile the submitted material, and transmit by the close of business on the Thursday preceding the meeting the compiled agenda material to the Mayor, each Council Member, the City Clerk and the City Attorney. The City Manager may also amend the agenda after its distribution through 5:00 pm on the Friday preceding the meeting, to accommodate unforeseen items that require prompt attention of the City Council.

- A. The agenda shall be made public upon its transmittal to the Mayor and City Council by regular or electronic posting on the City Hall bulletin board and on the City's website.
- B. Any item not filed with the City Manager by noon of the Wednesday preceding the meeting may be placed on the agenda by a majority vote of the Council Members at the meeting.
- C. In order to allow for City Council meeting preparation, Council Members are encouraged to provide the City Manager with sufficient time to conduct research on any issues or questions that may require administrative staff research for items on the City Council meeting agenda.

Rule 6. Presiding Officer

The Mayor shall preside at City Council meetings and shall be recognized as head of the City government for ceremonial purposes and by the Governor for martial law purposes.

- A. The Vice Mayor position shall be filled on a progressive rotation by seniority. Council Members who have served a minimum of two years are eligible to serve as Vice Mayor. [Resolution 96-88 (M)].
- B. The Mayor, or in his/her absence the Vice Mayor, shall take the Chair at the appointed meeting hour and immediately call the members to order.
- C. In the Mayor's and Vice Mayor's absence, the City Clerk shall call the Council to order at the appointed time and call the roll of the members. If a quorum is present, the Council shall elect by a majority of those present a meeting Chair to act until the Mayor or Vice Mayor arrives.

Rule 7. Remote Participation

Remote participation at public meetings may be permitted for Council members under the following conditions when a physical quorum is present:

- A. If a Council member is not able to be physically present at a meeting due to illness or disability or a family member's illness or disability, or other extraordinary circumstances, the Council member may participate and vote at a meeting through a telephone conference call or other electronic means.
- B. For quasi-judicial matters, the Council member participating remotely must access the meeting through video conferencing to be able to see exhibits and other evidence being presented prior to being able to vote on the matter.
- C. All votes taken during any meeting in which a member participates remotely shall be by roll call vote.
- D. Any Council member wishing to participate remotely must provide his/her own method of doing so (laptop, webcam, smartphone, Internet connection, or any other needed

technology). The City is under no obligation to provide any of the needed infrastructures to facilitate this connection and will not provide reimbursement for personal services used for this purpose.

Rule 8. Order of Business

The business of all regular Council meetings shall be transacted in the following order unless the Council suspends the rules and changes the order by a majority vote of the members present. The minutes of the preceding meeting(s) shall be approved as submitted or amended at each regular Council meeting.

AGENDA

Call to Order

Invocation

Pledge of Allegiance

1. Recognitions and Proclamations
2. Presentations
3. Board Appointments
4. Consideration of Minutes from Previous Meetings
5. Persons wishing to be heard on items NOT listed on the agenda (30-minute time limit for all public comment, to be continued at the end of the meeting if more time is needed)
6. Communications and Petitions
7. Consent Agenda
8. Public Hearings, Ordinances and Resolutions
9. Council Business
10. New Business and Board Reports
11. City Manager's Report
12. City Attorney's Report
13. Persons wishing to be heard on items NOT listed on the agenda (Continued if necessary)

Adjournment

Rule 9. Ordinance and Resolution, Preparation and Review

- A. In addition to action required by Statute or by City Charter, each City Council action establishing a fine or penalty or contracting for long-term indebtedness shall be by resolution.
- B. The City Attorney shall prepare or review and certify all proposed ordinances.
- C. The City Manager, or his/her designee, will provide City Council a synopsis of each proposed ordinance or resolution, outlining the proposed amendment and changes sought. If an ordinance or resolution appropriates money, the City Manager, or his/her designee, shall explain the appropriation and the fund to which it will be charged. The amount of the appropriation and the fund shall be included in the ordinance/resolution caption.

Rule 10. Ordinance and Resolution, Procedure for Adoption

The City Council shall act by ordinance, resolution, or motion as required by the City Charter, Section 2.08. A proposed ordinance shall be read by title only at two separate meetings. At the request of two Council Members, the final reading may be in full.

Rule 11. Emergency Ordinance, Procedure for Adoption

An emergency ordinance for the immediate preservation of the public peace, property, health, safety, or morals must be passed with two-thirds affirmative vote of the City Council.

- A. An emergency ordinance containing a statement that an emergency exists may be passed and adopted by a two-thirds vote of Council at one Council meeting. [See, F.S. 166.041(3)(b)] It shall take effect immediately upon passage and publication or posting as required by law.
- B. If the ordinance fails to receive a two-thirds affirmative vote, it ceases to be an emergency and a motion to strike the emergency clause will be in order.

Rule 12. Ordinance and Resolution, Votes Required, Voting

Three affirmative votes of the City Council are required for ordinance or resolution passage. Every present Council Member shall vote either in favor or in opposition. An inaudible vote shall be considered a favorable vote.

Rule 13. Ordinance Enacting Clause

An ordinance's enacting clause shall be "Be It Ordained by the Mayor and City Council of the City of Temple Terrace Florida."

Rule 14. Ordinance and Resolution, Execution of, as Official Records

- A. The Mayor shall sign, the City Attorney shall approve, and the City Clerk shall attest and affix the City's corporate seal on each original copy of every ordinance upon its passage and adoption by the City Council.
- B. The Mayor may use an electronic signature on resolutions enacted by the City Council.
- C. The Mayor or City Manager on behalf of the City shall execute contracts authorized by City Council resolutions. The City Clerk, who shall affix the City's corporate seal thereto, shall attest the resolutions.

Rule 15. Declaration of State of Emergency

A. Declaration of State of Emergency - Natural, technological and manmade emergencies. In the event of a natural, technological, or manmade emergency (other than civil unrest), as defined in Section 252.34, Florida Statutes, the City Council, as the governing body, is empowered to declare that a state of emergency based upon substantial harm exists within the boundaries of the City by passing a state of emergency ordinance with a three (3) member affirmative vote of City Council.

If at least three (3) members of the Council cannot be timely convened, then in the absence of a quorum as established by the City Charter, the Mayor shall be the designated city official to exercise the powers to declare that a state of local emergency exists within the boundaries of the City. If the Mayor is not available, the City Manager shall be the designated city official, and in his or her absence, the Fire Chief shall be the designated city official.

B. Declaration of State of Emergency - Civil unrest emergency. In the event of an act of violence, riot, or general public disorder, as defined in Section 870.043, Florida Statutes, the Police Chief, or in the Police Chief's absence, the Mayor, is the designated city official who may declare that a state of emergency based upon civil unrest exists within the City, or any part thereof, whenever the designated city official determines that:

1. There has been an act of violence or a flagrant and substantial defiance of, or resistance to, a lawful exercise of public authority; and
2. Partly on account thereof, there is reason to believe that there exists:
 - A clear and present danger of a riot or other general public disorder,
 - Widespread disobedience of the law, and
 - Substantial injury to persons or to property,All of which constitutes an imminent threat to public peace or order and to the general welfare of the City or a part or parts thereof.

Rule 16. Work Session

The City Council may meet in a work session, which may be called by the Mayor or City Manager at any time.

- A. The work session shall be devoted exclusively to matters and discussion deemed essential and preliminary to formal Council discussion.
- B. No formal vote shall be taken on any work session item. No Council Member shall make a commitment to vote on a matter that will be addressed at a subsequent Council meeting. However, Council Members may be polled on any matter under discussion at a work session.

Rule 17. Corporate Seal

The duly appointed City Clerk shall keep in custody the City's corporate seal and ensure its proper and lawful use on behalf of the City.

Rule 18. Decorum and Order

The presiding officer shall preserve decorum and order and decide all questions of order subject to Council's appeal.

- A. Council Members shall preserve order and decorum at meetings and shall not delay or interrupt the proceedings or disregard the orders of the presiding officer or the Council Rules.

- B. A Council Member wishing to speak shall address the Chair, be recognized by the Chair, and shall confine remarks to the question or issue under debate. All comments shall be courteous, polite, and professional.
- C. Council Members shall be courteous to each other, to City employees, and to the public. Council Members shall refrain from rude and derogatory remarks, reflections, abusive comments, and statements related to motive, personality, or integrity. The public shall also observe the same good conduct rules.
- D. The Chair shall recognize a citizen who wants to address the Council. The citizen shall state his/her name and city of residence for the record and shall limit his/her remarks to the question or issue under discussion. All remarks shall be addressed to the entire Council and not to an individual Council Member. Only the recognized citizen and the Council Members shall discuss an issue. There shall be no debate from the floor.
- E. A Council Member or citizen wishing to question or remark to the administrative staff shall address the City Manager. The City Manager will either respond or designate a staff member to respond. Remarks shall not be directed to an individual City employee. If a Council Member or citizen has a question or wishes to remark to an item(s) not on the agenda, the City Manager shall be provided the ability to research the matter and provide a response to the inquiry at a subsequent City Council meeting.
- F. The City Manager shall have the right to attend all Council meetings and to speak on any matter under consideration. The City Manager may not vote.
- G. With the exception of mayoral proclamations, approval of minutes and other ministerial items, meetings exempt from Section 286.011, Florida Statutes, official actions taken in emergency situations affecting the public health, welfare or safety, and quasi-judicial public hearings (which are addressed in Rule 24 below), members of the public will have the opportunity to be heard on all agenda items coming before the City Council prior to City Council action on the agenda item. Persons wishing to be heard should complete a written request to be heard on a form provided by the City Clerk and present the form to the Clerk. All speakers must address the Council from the podium, and must identify themselves prior to speaking by stating their name and city of residence for the record. Persons addressing the City Council will be limited to three (3) minutes for their comments, regardless of the number of topics they wish to address. Individual members of the public who are present in the audience, may through the use of a form provided by the City Clerk, designate in writing a representative spokesperson to speak on their behalf and thereby relinquish their time to that spokesperson. Thereafter, they may not be heard on the agenda items for which designation was made. The representative spokesperson shall be allowed to speak for one (1) minute for each such designation up to a maximum of ten (10) minutes. Exceptions to the time limitations set forth above may be made by the presiding officer.

Rule 19. Roll Call Vote

At a Council Member's request before the negative has been put, a roll shall be called upon any question before Council. Members shall not explain their votes during the roll call.

Rule 20. Dissents and Protests

A member shall have the right to dissent from or protest against a Council ordinance or resolution and have the reason entered into the record. The dissent or protest must be filed in writing and presented to council not later than the subsequent regular meeting following the ordinance or resolution passage.

Rule 21. Suspension, Amendment of Rules

Any provision not governed by Corporate Charter or by State law may be temporarily suspended by a majority vote of Council Members. The suspension shall be by roll call vote and entered into the record.

These rules and procedures may be amended by a majority vote of the Council. The amendment must be submitted in writing and placed on the agenda under "New Business" for action at a subsequent meeting. This requirement may be waived by the Council's unanimous roll call vote.

Rule 22. Anonymous Communications

Unsigned or anonymous communications will not be introduced.

Rule 23. Complaints

Citizen complaints or comments will be referred to the City Manager for appropriate resolution.

Rule 24. Procedure in Absence of Rule

In the absence of a Council rule governing procedure or order, Robert's Rules of Order, Newly Revised, shall prevail.

Rule 25. Public Hearings

For matters scheduled on the agenda for a public hearing, members of the public will have the opportunity to be heard during the public hearing prior to City Council action on the agenda item. Presentations by petitions and applicants (and their agents and representatives) and other persons deemed parties to the hearing shall be limited to a total of twenty (20) minutes comprised of fifteen (15) minutes for the initial presentation and five (5) minutes for rebuttal. Persons wishing to be heard should complete a written request to be heard on a form provided by the City Clerk and present the form to the Clerk. Persons addressing the City Council will be limited to three (3) minutes for their presentation unless an extension is granted by the presiding officer. Individual members of the public who are present in the audience may, through the use of a form provided by the City Clerk, designate in writing a representative spokesperson to speak on their behalf and thereby relinquish their time to that spokesperson. Thereafter, they may not be heard on the agenda item for which designation was made. The representative spokesperson shall be allowed to speak for one (1) minute for each such designation up to a maximum of ten (10) minutes. All speakers in quasi-judicial proceedings shall be sworn, must address the Council from the podium, must disclose direct or indirect business interests between themselves and the petitioner or applicant, and must identify themselves prior to speaking by stating their name and address for the record. Once the public hearing is closed,

and the matter is under discussion by the City Council, the public comment period is finished, and no persons will be permitted to address the City Council on the matter. Exceptions to the time limitations set forth above may be made by the presiding officer to ensure that due process is afforded to all parties.

Rule 26. Presentations

Except as otherwise set forth in these Rules, persons who make a presentation to the City Council must limit the duration of their presentation to 15 minutes. Exceptions may be granted by the presiding officer on quasi-judicial items appearing on the agenda.

These Rules of Order and Procedure adopted by Resolution 69-84(m) on September 11, 1984; Rule 7 revised on February 16, 1988. Further revised and amended on June 1, 1999 by Resolution 69-99(m). Further revised and amended on July 5, 2005 by Resolution 99-05(m). Further revised and amended April 1, 2008 by Resolution 041-08(m). Further revised and amended July 2, 2013 by Resolution 102-13. Further revised and amended September 18, 2013 by Resolution 144-13. Further revised and amended May 19, 2015 by Resolution 60-15. Further revised and amended April 5, 2016 by Resolution 76-16. Further revised and amended December 5, 2017 by Resolution 145-17. Further revised and amended February 19, 2019 by Resolution 21-19. Further revised and amended November 19, 2019 by Resolution 137-19(m). Further revised and amended March 16, 2021 by Resolution 35-21.

RESOLUTION NO. R-21-32

A RESOLUTION OF THE CITY OF SEBASTIAN, INDIAN RIVER COUNTY, FLORIDA, ESTABLISHING THE DATES AND TIMES FOR CITY COUNCIL MEETINGS AND WORKSHOPS; REVISING START AND END TIME; ADOPTING ROBERTS RULES OF ORDER; PROVIDING FOR PROCEDURES FOR AGENDA PREPARATION, AGENDA FORMAT, AGENDA MODIFICATIONS, PUBLIC INPUT, PUBLIC HEARINGS, AND TRANSCRIPTS; REPEALING RESOLUTION R-20-34; PROVIDING FOR REPEAL OF RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENERS ERRORS' AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Sebastian, Indian River County, Florida, believes it to be in the best interest of the citizens of Sebastian to provide clear direction to establish Council meeting times and dates and provide for conduct of City Council meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEBASTIAN, INDIAN RIVER COUNTY, as follows:

SECTION 1. ROBERTS RULES OF ORDER ADOPTED. The City Council will follow the current edition of Robert's Rules of Order Newly Revised as a general guideline in the conduct of all meetings and workshops. Failure to follow said rules shall not affect the validity of any action taken.

SECTION 2. CITY COUNCIL MEETING DATE AND TIME.

A. **Regular Meetings:** Regular Meetings shall be held on the second and fourth Wednesday of each month at 6:00 p.m. and shall adjourn at 9:30 p.m. unless extended for not more than 30 additional minutes by a majority vote of City Council members present. All unfinished business at adjournment shall be carried to the next Regular City Council meeting unless placed on a special meeting agenda. If a Community Redevelopment Agency Meeting or a Board of Adjustment meeting is needed, those meetings will take place no earlier than 6:00 p.m. on the same night, followed by the City Council meeting at 6:30 p.m. or at the conclusion of the Community Redevelopment Agency or Board of Adjustment meeting.

B. **Special Meetings:** Special meetings may be called in accordance with the Charter and shall begin no earlier than 5:00 p.m. and shall adjourn no later than 10:00 p.m.

C. **Quasi-judicial Hearings:** Quasi-judicial hearings, when anticipated to be lengthy, may be conducted at special meetings called in accordance with the Charter for such purpose on the first and third Wednesday of the month or may be placed on a regular meeting agenda at the discretion of the City Manager.

D. **Workshops:** Workshops, when necessary, may be held prior to Regular Meetings or on the first and third Wednesdays of the month no earlier than 5:00 p.m. and shall adjourn no later than 10:00 p.m. All unfinished business at adjournment shall be carried to the beginning of the next scheduled workshop. At workshops, matters may be discussed and placed on an appropriate City Council meeting agenda for formal action. Substantive decisions shall not be made at workshops.

E. Commercial Media Technology (CMT): City Council deems it to be in the best interest of the citizens and residents of the City of Sebastian, to make provision for public meetings by use of such commercial media technology (CMT) by elected, appointed officials and members of the public. City Council determines it is necessary to protect the health and safety of City Officials, City staff, and the public. City officials can fully participate and take official action during a public meeting by the use of CMT, as long as an in person quorum is met or in times of emergency. The same finding applies to City Board and Committee meetings and quasi-judicial hearings.

F. Quorum: The City Council finds that its attendance requirement for purpose of establishing a quorum can be satisfied by physically being present or in times of an emergency, by CMT attendance. The same finding applies to City Board and Committee meetings and quasi-judicial hearings.

SECTION 3. THE CHAIR. The Chair may make a motion, second a motion or participate in discussion without relinquishing the chair. Members of Council have the exclusive right to raise questions of procedure or points of order to the Chair and have the Chair rule on the procedure or point of order. Any member of Council may appeal the decision of the Chair to the entire Council, and the result shall be determined by majority vote.

SECTION 4. AGENDA SUBMITTAL DEADLINE AND PREPARATION. The City Manager is directed to set agendas for all City Council meetings. Documentation for items on agendas must be submitted to the City Clerk not later than noon on the Thursday preceding the respective meeting to expedite the preparation of agenda packets.

SECTION 5. AGENDA MODIFICATION. City Council, by a unanimous vote of its members present, may modify the agenda to add an additional agenda item. In such event, an individual who wishes to address City Council with respect to the new agenda item, shall be afforded a reasonable opportunity to address City Council on such new agenda item.

SECTION 6. AGENDA FORMAT AND GUIDELINES FOR REGULAR MEETINGS. The general format and guidelines for Regular City Council meeting agendas shall be in the form attached hereto as Exhibit "A". However, Council may change the order of agenda headings by majority vote.

SECTION 7. ORDER FOR PUBLIC HEARINGS (OTHER THAN QUASI-JUDICIAL) BEFORE CITY COUNCIL. The order for public hearings (other than quasi-judicial) before City Council is as follows:

A. Order of Business:

1. Chair shall announce the opening of the public hearing.
2. Where applicable, City Attorney shall read the Ordinance or Resolution by title unless applicable law requires more than the title be read.
3. Chair, if appropriate, shall announce the rules that apply to the hearing.
4. Applicant presentation, if appropriate.
5. City staff shall make a presentation, comments and preliminary recommendation, if any.
6. Public input.
7. City staff final comments and recommendation, if any.
8. Chair closes hearing.
9. Council Deliberation and Action

B. Continuance of Public Hearing. City Council may continue a public hearing unless a continuance would violate applicable law. A public hearing may be continued to a time

certain stated in the record, or a continuance may be indefinite, in which case it shall be re-noticed. City Council may defer action on a matter and continue the public hearing for receipt of written comments on the matter.

C. Deferring Decision on Merits. City Council may defer action on the merits of any matter.

SECTION 8. PROCEDURES FOR PUBLIC INPUT.

A. Where Permitted on Council Meeting Agendas.

1. Regular Meetings. Public input is allowed under Consent Agenda (for an item that is pulled by a Member of City Council), Public Hearings, Unfinished Business, New Business, and Public Input. Public input is not allowed under the headings of Proclamations, Awards, Brief Announcements (*except for individuals giving or accepting proclamations or awards*); Committee Reports and Appointments (*except for committee members giving reports and applicants being interviewed for committee appointments*); and City Council or Charter Officer Matters. Council may, by majority vote, call upon an individual to provide input if desired.

2. Workshops and Special Meetings. At workshops and special meetings, public input is limited to the item on the agenda.

B. Procedures for All Public Input.

1. Time Limit. Individuals who wish to address the City Council on any agenda items where public input is permitted on agendas are allowed five minutes to speak on that item; however, City Council may extend or terminate an individual's time by majority vote of Council members present.

2. Input Directed to Chair. Speakers shall address the City Council immediately prior to City Council deliberation of the agenda item and all input shall be directed to the Chair, unless answering a question of a member of City Council or City staff. Individuals shall not address City Council after commencement of City Council deliberation on an agenda item after public input has concluded, provided, however, the Mayor and members of City Council may call upon an individual to provide additional input if desired.

3. Certain Remarks Prohibited. Personal, impertinent, and slanderous remarks, political campaigning and applauding are not permitted and may result in sanctions imposed by the Chair including expulsion from the meeting. Decisions by the Chair may be appealed in accordance with Section 3 above.

C. Public Input. The heading on Regular Meeting agendas "Public Input" provides an opportunity for individuals to bring new information or requests to City Council not otherwise on the prepared agenda. Individuals are asked to attempt to resolve matters with staff prior to meetings. Individuals are asked to provide copies of material for Council one week prior to the meeting if they intend to refer to specific material. City Council will not debate an issue during Public Input but may by consensus direct a Charter Officer in regard to the item if necessary or place a requested item on a future agenda.

SECTION 9. TRANSCRIPTS OF CITY COUNCIL MEETINGS. The City Clerk is not required to prepare verbatim transcripts of all or any portion of City Council meetings unless City Council, by majority vote, directs such transcripts.

SECTION 10. RULES AS GUIDELINES. It is intended that the rules set forth in this Resolution provide a guideline for the effective operation of the business meetings of City Council, and no rights are bestowed upon any parties by the adoption of these rules or by the City Council's failure to act in accordance with them.

A. Suspension of Rules. Any provisions of this Resolution, in whole or part, may be suspended by the affirmative vote of at least three Council members.

B. Failure to Follow Rules. If City Council fails to abide by any provision of this Resolution, such failure shall not invalidate action taken by City Council or staff.

SECTION 11. REPEAL. This resolution repeals Resolution R-20-34 in its entirety.

SECTION 12. CONFLICT. All resolutions or parts of resolutions in conflict herewith are hereby repealed, including Resolution No. R-15-10.

SECTION 13. SEVERABILITY. The provisions of this Ordinance are intended to be severable. If any provision of this Ordinance is determined to be void or is declared illegal, invalid, or unconstitutional by a Court of competent jurisdiction, the remainder of the Ordinance shall remain in full force and effect.

SECTION 14. SCRIVENER'S ERRORS. Sections of this Ordinance may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager or the City Manager's designee, without need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

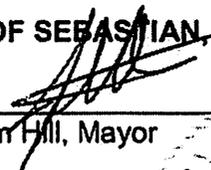
SECTION 15. EFFECTIVE DATE. This Resolution shall take effect upon its adoption.

The foregoing Resolution was passed for adoption by Council Member Dodd, was seconded by Council Member Jones, and upon being put to a vote, the vote was as follows:

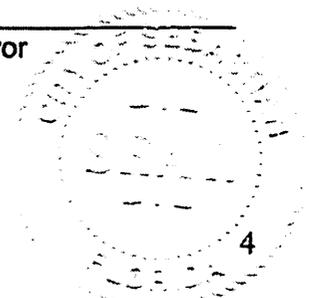
Mayor Jim Hill	<u>aye</u>
Vice Mayor Fred Jones	<u>aye</u>
Council Member Ed Dodd	<u>aye</u>
Council Member Bob McPartlan	<u>aye</u>
Council Member Chris Nunn	<u>aye</u>

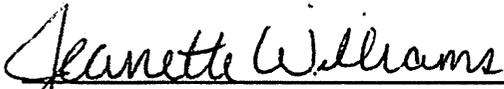
The Mayor thereupon declared this Resolution duly passed and adopted this 15th day of December, 2021.

CITY OF SEBASTIAN, FLORIDA

By: 
Jim Hill, Mayor

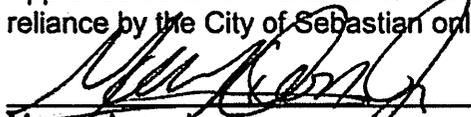
ATTEST:





Jeanette Williams, MMC
City Clerk

Approved as to form and content for
reliance by the City of Sebastian only:



Manny Anon, Jr., Esq.
City Attorney

EXHIBIT "A"
SEBASTIAN CITY COUNCIL
REGULAR MEETING AGENDA FORMAT
AND GUIDELINES *

1. CALL TO ORDER
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL
5. AGENDA MODIFICATIONS
Modifications and additions require unanimous vote of City Council members. Deletions do not apply.
6. PROCLAMATIONS, AWARDS, BRIEF ANNOUNCEMENTS
This item is for presentations of proclamations, certificates and awards, and brief timely announcements by Council and Staff. No public input or action under this heading.
7. PUBLIC INPUT
Public Input is five minutes, however, it can be extended or terminated by a majority vote of Council members present
8. CONSENT AGENDA
All items on the consent agenda are considered routine and will be enacted by one motion. There will be no separate discussion of consent agenda items unless a member of City Council so requests; in which event, the item will be removed and acted upon separately. If a member of the public wishes to provide input on a consent agenda item, he/she should request a Council Member to remove the item for discussion prior to start of the meeting or by raising his/her hand to be recognized.
9. COMMITTEE REPORTS & APPOINTMENTS
City committee reports and Council Member regional committee reports. No public input or action except for City committee member nominations and appointments under this heading.
10. PUBLIC HEARINGS
*Procedures for Public Hearings:
Chair announces opening of the hearing
City Attorney reads title
Chair announces rules that apply to the hearing
Applicant presentation
Staff presentation, comments and preliminary recommendation
Public input.
Staff final comments and recommendation
Chair closes hearing
Council Deliberation and Action*
11. UNFINISHED BUSINESS
12. NEW BUSINESS
13. CITY ATTORNEY MATTERS
No public input under this heading
14. CITY MANAGER MATTERS
No public input under this heading
15. CITY CLERK MATTERS
No public input under this heading
16. CITY COUNCIL MATTERS
No public input under this heading
17. ADJOURN (All meetings shall adjourn at 9:30 pm unless extended for up to one half hour by a majority vote of City Council)

Any provisions of this Resolution may be suspended by the affirmative vote of at least three Council members.



CITY OF PORT ORANGE

CITY CLERK'S OFFICE
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
TELEPHONE (386) 506-5563

PORT ORANGE CITY COUNCIL LOCAL RULES OF PROCEDURE

I. GENERAL PARLIAMENTARY RULES.

The general parliamentary procedure to be followed by the City Council of the City of Port Orange, Florida, except as otherwise modified by the City Council or as modified or amended herein, shall be in accordance with the most current edition of Robert's Rules of Order, Newly Revised.

II. PRESIDING OFFICER AND DUTIES.

- A. The Mayor, if present, shall preside at all meetings of the Council. In the absence of the Mayor, the Vice Mayor shall preside.
- B. The meetings of the Council shall be called to order, recessed and adjourned by the presiding officer.
- C. The presiding officer shall preserve order and enforce the rules of decorum and conduct set forth herein.
- D. The presiding officer shall determine all points of order, subject to the right of any Councilmember to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the presiding officer be sustained?" A majority of the Council sitting and eligible to vote is required to reverse the ruling of the presiding officer.
- E. The presiding officer may call another Councilmember to temporarily chair the meeting to make a motion, or to cover a temporary absence, such substitution is not to continue beyond adjournment.

III. LOCAL RULES.

- A. The following Local Rules of Procedure ("Local Rules") shall be applicable to the organization and conduct of business, as well as preparation and publication of agendas, of the City Council of the City of Port Orange, Florida. To the extent these Local Rules shall modify or conflict with the standard "Robert's Rules of Order" as adopted above, these Local Rules shall prevail to the extent of their conflict or inconsistency with "Robert's Rules of Order". The approval of these Local Rules shall take place at the first meeting held in January of each year, or as soon as possible thereafter.

1. Regular meetings of the City Council shall typically be held on the first and third Tuesdays of each month, with exceptions due to holidays and Port Orange municipal election dates, at 6:30 p.m. These meeting dates and times are subject to change as determined necessary by the City Council or to comply with the City's Charter. There shall be no

regular City Council meeting on the date of a Port Orange municipal election. A meeting that would otherwise have been scheduled for such date shall be held on the Wednesday immediately following the election at 6:30 p.m.

2. Workshops of the City Council shall be held as needed on the fourth Tuesday of each month at such time and place as set by Council or the City Manager. Every effort will be made to avoid the scheduling of workshops in the months of November and December. Workshops may also be scheduled at other times as determined necessary by the City Council or the City Manager.
3. All regular City Council meetings shall be held in the City Council Chambers at City Hall unless otherwise designated by the City Council. All City Council workshops will typically be held in the Second Floor Conference Room, Lakeside Community Center, the Adult Activity Center, or the Council Chambers at City Hall, as determined by the City Manager.
4. There may also be special meetings or workshops at such other times designated in advance by the City Council for the purposes of holding joint meetings with City boards, commissions, etc., to include receiving annual reports and presentations from the City's boards, committees, agencies and authorities, or for such other purposes as may be deemed necessary or desirable by the City Council.
5. Special meetings shall be called at the request of the Mayor or any two Councilmembers in accordance with the provisions of the City Charter and the Code of Ordinances.
6. Ex Parte Communication and Quasi-Judicial Proceedings shall be governed by City Council Resolution No. 00-65. At a minimum, all parties to a Quasi-Judicial Proceeding shall be entitled to the following:
 - a. An opportunity to call and examine witnesses, who shall be sworn;
 - b. An opportunity to introduce evidence;
 - c. An opportunity to cross examine witnesses; and
 - d. An opportunity to rebut evidence.
7. To the extent compatible with the conduct of business, all workshops shall be held on an informal basis. The applicability of the City's general rules shall not be strictly applied. Presentations made at workshop meetings shall be limited to twenty (20) minutes, unless the Council, by consensus, agrees to extend the time.
8. The City Manager shall be responsible for the organization and placement of items on the City Council Agenda; however, the Agenda and Agenda packets shall be prepared by the City Clerk. If the Council or any of its members wish to place an item on an agenda, any such request or inquiry shall be directed to the City Manager's office for disposition as opposed to any Councilmember contacting any City officer or employee who is subject to the direction and supervision of the City Manager.

9. With regard to the agenda for regular City Council meetings, the following shall apply:
 - a. To the extent possible, the City Administration shall group all matters by subject area and shall place as many items as possible on the consent portion of the agenda. Those items of a controversial nature or those that need an explanation will not be placed on the Consent Agenda.
 - b. The Consent Agenda shall be considered by Council only after the public has had an opportunity to comment on the items included. Should Council need further discussion to occur on a Consent Agenda Item, he/she may motion for the item to be pulled and discussed separately. Those items pulled will be discussed immediately following the Consent Agenda approval.
 - c. The agenda format shall generally be as follows: Call to Order; Invocation; Pledge of Allegiance; Roll Call; Recognition and Proclamations; Consent Agenda (to include Public Comments on Consent Agenda Items and Agenda Approval); Public Participation (Agenda); Public Participation (Non-Agenda); Council Comments; Special Reports; Board Appointments, Interviews, and Reports; Tabled Items; Public Hearings (to include second readings of ordinances); Regular Agenda, (to include first readings of ordinances); Additional Items from the City Attorney and the City Manager; and Council Committee reports. The agenda format is subject to change at the discretion of the City Manager or upon consensus of Council.
 - d. Any items received during the public participation (non-agenda) portion of the agenda may, at the discretion of the Council, be discussed by the City Council at the time of such presentation, may be directed to the City Manager for action or resolution by the Council or may be added to a subsequent meeting or workshop agenda if a member of the City Council so specifically requests.
 - e. Votes taken on ordinances and resolutions shall be by roll call and shall be recorded by the City Clerk. All roll call votes shall be in the order of District with District 1 voting first, District 2 voting second, and so on, with the Vice Mayor always voting fourth and the Mayor voting last.
 - f. Once a motion has been made, seconded, and voted upon, it is final, except that the Council may reconsider that matter at the same meeting at which the motion was voted upon or the immediate subsequent meeting. If reconsideration is requested for an immediate subsequent meeting, the Councilmember requesting reconsideration shall notify the City Clerk in advance of the meeting at which the reconsideration will take place and provide the reasons for requesting reconsideration to allow the City Clerk to include the request as part of the meeting agenda and properly notice the item to be reconsidered. The City Clerk shall consult with the

City Attorney's Office to determine the sufficiency of notice to interested parties. To reconsider a final vote of the City Council, a motion to reconsider shall be made by a member of the Council that voted on the prevailing side. The City Council shall establish for the public record the reasons that a reconsideration of the final vote was warranted.

- g. A motion made by a Councilmember to approve an item on the agenda or the consent agenda by reference to the agenda item number and/or the title of the agenda item shall automatically incorporate staff's recommended motion (as set forth in the agenda packet) unless a clear indication to the contrary is made on the record.
10. The City Council of the City of Port Orange is committed to maintaining civility in public and political discourse and encourages the public to do the same. To promote civil discourse and avoid a confrontational atmosphere, all comments by members of the Council, advisory board members, and/or the public should:
- a. Respect the right of all citizens in our community to hold different opinions;
 - b. Avoid rhetoric intended to humiliate or question the wisdom of those whose opinions are different from ours;
 - c. Strive to understand differing perspectives;
 - d. Be truthful, not accusatory, and avoid distortion; and
 - e. Avoid violence, prejudice, and incivility towards citizens, employees, and officials of the City of Port Orange.
11. Cell phone ringers shall be disabled while a meeting or workshop is in progress.

IV. PUBLIC PARTICIPATION.

A. The City of Port Orange recognizes the statutorily created right of the public to be heard on propositions in front of City Council as set forth in Section 286.0114, Florida Statutes, and is committed to democratic, participatory local government. The following rules, guidelines, and procedures are intended to promote orderly conduct and defined methods for participation. The presiding officer shall have the authority to enforce these rules and may request the removal of any individual who has been warned of and persists with prohibited conduct.

1. General Rule

- a. Members of the public shall be given a reasonable opportunity to be heard on a proposition before City Council, subject to the rules, guidelines, and procedures set forth herein. The opportunity to be heard need not occur at the same meeting at which City Council takes official action on the proposition if the opportunity occurs at a meeting

that is during the decision-making process and is within reasonable proximity in time before the meeting at which City Council takes the official action.

- b. Public participation is not required under the following circumstances:
 - i. An official act must be taken to deal with an emergency situation affecting the public health, welfare, or safety, and public participation would cause an unreasonable delay in the ability of the City Council to act;
 - ii. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
 - iii. A meeting that is exempt from s. 286.011, Florida Statutes; or
 - iv. A meeting during which the board or commission is acting in a quasi-judicial capacity, unless otherwise provided by law.

2. Meeting Decorum and Conduct

- a. Individuals may only make comments from the podium, or such other reasonable accommodation, after being recognized by the presiding officer.
- b. Prior to commenting, individuals are required to clearly state their name and city of residence for the record in order to preserve an accurate public record reflected in the meeting minutes for future reference.
- c. All comments shall be directed to the presiding officer and shall not contain profane, aggressive or threatening language, or personal verbal attacks.
- d. Repetitive, redundant, or immaterial presentations or requests may be limited, and shall not resume unless authorized by a majority vote of the City Council.
- e. Comments shall be limited to the allotted times set forth herein, but additional comments may be submitted in writing to supplement and fully address any issue. The presiding officer shall have the discretion to provide additional time for a representative who can produce supporting documentation or evidence that he or she is authorized to speak on behalf of a group or faction comprised of five or more members of the public.
- f. Individuals attending a City Council meeting may choose to either hold a sign or place a sign along the rear wall of Council Chambers. Signs shall not be placed or held in any manner which obstructs the view of other audience members or obstructs access to or from Council Chambers. Signs shall not be waived or lighted in any manner that

causes distraction to the Councilmembers or members of the audience during a City Council meeting or workshop. Signs shall not be affixed to the walls or other surfaces within the meeting room.

3. Procedures and Guidelines for Public Participation

a. Public Participation – Non-Agenda

- i. The City Council allocates 20 minutes at each regularly scheduled City Council Meeting for members of the public who wish to appear before the City Council to make a request, voice a complaint or concern, express an opinion, or give recognition. Council may extend the allocated time by the majority vote of the Council.
- ii. Members of the public who wish to be heard shall complete a public participation form and provide the completed form to the City Clerk prior to the beginning of the meeting. Public participation forms shall be made available outside Council Chambers one hour prior to the meeting and in the City Clerk's Office during regular business hours. The City Clerk shall present all completed forms to the presiding officer prior to the beginning of the meeting.
- iii. The presiding officer shall divide the time allocated equally between all who have signed up to speak. Each individual shall be afforded no more than three minutes to speak unless such time is extended by a majority vote of City Council.
- iv. If an item brought forward under Public Participation – Non-Agenda requires a longer presentation by the presenter or will require staff research of materials, the item may be scheduled for a future City Council Meeting under Public Participation – Agenda if a member of City Council so specifically requests.

b. Public Participation – Agenda

- i. The City Council shall reserve a section of the agenda dedicated to hearing Public Participation items requiring more than three minutes to fully address.
- ii. Members of the public who wish to have their discussion item placed on the agenda shall file the request with the City Clerk at least three weeks in advance of the Council Meeting at which the item is to be heard. The request shall include the nature of the discussion and any supporting information to be considered.
- iii. The City Clerk shall forward a copy of the request and supporting information to the appropriate City Department(s) so that research may be conducted, and information may be provided by staff as part of the agenda item to assist City Council in making a decision.

iv. Requests shall be forwarded to the appropriate City Advisory Board or Commission for recommendations to the City Council prior to placement on an agenda, when applicable.

v. Public Participation Agenda Items shall be considered in the following format:

1. Presentation by requestor
2. Questions of the requestor by City Council
3. Presentation by City staff, if necessary
4. Questions of City staff by City Council
5. Public comments
6. Take action, if necessary

vi. The requestor and City staff shall each be given 15 minutes to address the agenda item, unless extended by the majority vote of Council. Presentations shall be clear, concise, and to the point. Presentation materials shall be provided to the City Clerk at least 48 hours prior to the meeting date. The City Clerk will upload the presentation materials to the computer in Council Chambers. Members of the public who wish to participate after the presentation by voicing support, opposition or neutrality to the request shall be afforded no more than three minutes each to speak.

c. Public Hearings, Regular Agenda, and Consent Agenda Items

i. Members of the public shall be given an opportunity to be heard on public hearing items and regular agenda items once the applicant has completed his or her presentation, the City Staff has completed its presentation on the issue, and interested parties, if any, have completed their presentation; and before a decision has been made by City Council.

ii. Members of the public who wish to be heard on a particular item listed on the agenda may choose to complete a public participation form and turn-in the completed form to the City Clerk in advance of the meeting or raise a hand and wait to be called-on when the presiding officer opens the floor to comments from the public.

iii. Applicant(s) and City Staff shall have as much time as necessary to make their presentation before the City Council. Each member of the public shall have no more than three minutes to be heard once recognized by the presiding officer.

d. Submission of Petitions

i. Petitions may be presented to Council during public participation at a meeting or by mailing or hand-delivering to the City Clerk.

- ii. If the petition is presented at a meeting, the presenter shall present the petition to the presiding officer through the City Clerk along with a brief overview of the reason for the petition. Such presentation shall be limited to three minutes.
- iii. If the petition is sent by mail or hand-delivered to the City Clerk, the petition shall provide the reason for the petition. Upon receipt of the petition, the City Clerk shall place the item on the agenda with a copy of the petition for the next available meeting for discussion.

V. OPENING INVOCATION

- A. It shall be the policy of the City Council that the procedures stated in this rule concerning opening invocation shall govern all official meetings of the City Council and that the members of the City Council and City staff shall adhere to these rules. These policies and procedures are not intended, shall not be implemented, and shall not be construed in any way to affiliate the City Council or the City with, nor express a preference for or against any faith, belief, opinion, religion, or denomination. Rather, these policies and procedures are intended to acknowledge and express the City Council respect for the diversity of religious denominations and faiths represented and practiced among the citizens of the City.
 1. After the Call to Order of all official meetings of the City Council an Opening Invocation as described herein shall occur. The opening invocation will occur and be completed during the opening, ceremonial portion of the City Council meeting and shall in no event occur, or be construed to occur, during the policymaking or legislative portions of the City Council meeting. If the selected speaker is absent or a selection cannot be made for any reason, the invocation will consist of a brief moment of silence.
 2. The opening invocation will be performed by a local volunteer selected in accordance with these rules. The local volunteer selected for leading the opening invocation shall be selected from a wide pool of local clergy as specified below, and he/she shall in no event receive compensation from the City for his/her participation or services. To ensure that such person is selected from among a wide pool of local clergy, on a rotating basis, the invocation speaker shall be selected according to the following procedure:
 - a. The City Clerk or his/her designee shall compile and maintain a database of the religious congregations with an established presence within the jurisdictional limits of the City of Port Orange and Volusia County.
 - b. The Congregation List shall be compiled by referencing the listings for "churches," "congregations," or other similar religious assemblies located within the jurisdictional limits of the City and Volusia County in the annual Yellow Pages telephone book(s) published for the City and Volusia County, research from the Internet, and/or consultation

with local chambers of commerce. All religious congregations with an established presence within the jurisdictional limits of the City and Volusia County are eligible to be, and shall be, included in the Congregation List. Any such congregation, entity, organization, or individual within the jurisdictional limits of the City and Volusia County not otherwise identified for participating may request inclusion on the Congregation List by written communication directed to the City Clerk that references the opening invocation. This policy is intended to be and shall be applied in a way that is all-inclusive of every diverse religious congregation within the jurisdictional limits of the City and Volusia County. The Congregation List is compiled and used for purposes of logistics, efficiency, and equal opportunity for all religious leaders within the jurisdictional limits of the City and Volusia County to choose whether to respond to the City Council's Invitation and participate. The City Clerk or his/her designee may not inquire into the faith, denomination, or other religious belief of the congregation before adding it to the Congregation List.

- c. The Congregation List shall also include the name and contact information of any religious congregation located outside the City and Volusia County, if such religious congregation is attended by a resident or residents of the City or Volusia County, and such resident requests the inclusion of said religious congregation by specific written communication to the City Clerk.
 - d. The Congregation List shall also include the name and contact information of any chaplain who may serve one or more of the fire departments or law enforcement agencies of the City and Volusia County.
 - e. The Congregations List shall be updated, by reasonable efforts of the City Clerk or his/her designee, on or about the month of July of each calendar year.
3. Within thirty (30) days of the effective date of this policy, and on or about May 1 of each calendar year thereafter, the City Clerk or his/her designee shall mail or email an invitation addressed to the religious leader, chaplain, minister, rabbi or similar, or other contact person of each congregation listed on the Congregations List. The invitation will comport with substantially the following form:

Dear Sir or Madam:

The City of Port Orange City Council makes it a policy to invite members of the clergy and other religious leaders having an established presence within the jurisdictional limits of the City of Port Orange and Volusia County to voluntarily offer an invocation before the beginning of its meetings for the benefit and blessing of the City Council. As the leader of one of the religious congregations with an established presence within the jurisdictional limits of the City and Volusia County, you are invited to offer this important service at an upcoming meeting of

the City Council.

If you are willing to assist the City Council in this regard, please send a written reply at your earliest convenience to the City Clerk at the address included on this letterhead or via email at cityclerk@port-orange.org. Invocation speakers are scheduled on a first-come, first-serve basis. The dates of the City Council's scheduled meetings for the upcoming year are included below. If you have a preference among the date, please state that request in your written reply.

This opportunity is voluntary, and you are free to offer the invocation according to the dictates of your own conscience. The invocation should be brief and succinct. To maintain a spirit of respect and ecumenism, the City Council respectfully requests that the invocation opportunity not be exploited as an effort to convert others to the particular faith of the invocation speaker, nor to disparage any faith or belief different than that of the invocation speaker or otherwise threaten damnation or denigrate nonbelievers.

On behalf of the City Council of the City of Port Orange, I thank you in advance for considering this invitation.

*Regards,
City Clerk or his/her designee*

4. As the invitation letter shall state, the respondents to the invitation shall be scheduled on a first-come, first-serve basis to deliver a brief and succinct invocation. All reasonable efforts shall be made to ensure that a variety of invocation speakers are scheduled for City Council meetings. Notwithstanding the preceding, no invocation speaker shall be scheduled to offer an invocation at consecutive meetings of the City Council, or at more than three (3) City Council meetings in any calendar year.
5. No member of the City Council, City employee or staff shall engage in any prior inquiry, review, or involvement in, the content of any invocation to be offered by an invocation speaker.
6. No member of the City Council, City employee or staff, or any other person in attendance at the meeting shall be required to participate in any opening invocation that is offered. An opportunity to exit the City Council Chambers and return upon completion of the opening invocation is afforded to those who do not wish to participate or witness the opening invocation. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. Such invitation constitutes a general invitation that a person in attendance may stand if he/she wishes to do so for such observances.

7. The following statement shall be placed at the bottom of City Council meeting agendas:

Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.

VI. CITY BOARD, COMMITTEE, COUNCIL AND AGENDA APPOINTMENTS.

- A. All appointments to city boards, commissions, and committees whose members are not subject to appointment by other entities, and in accordance with any applicable restrictions by State Statute, shall be made in accordance with the following procedures:
 1. All vacancies subject to appointment to such city boards, commissions, and committees shall be made on a nomination basis by each of the members of the City Council. This nomination shall be construed to be a Motion to Appoint. When more than one nominee has been identified for a single vacancy, voting may be conducted by written ballot which shall include the name of the Councilmember and the name of the nominee. Written ballots shall be read aloud into the record.
 2. Roster lists and volunteer applications for City boards, commissions, and committees shall be established and maintained by the City Clerk's office.
 3. Appointments for vacancies occurring on a board wherein the particular member has, for whatever reason, not fulfilled their entire term of membership on that particular board, commission, or committee, shall be to complete the unexpired term only, unless the unexpired term is for a period of time less than six (6) months. In that event, the appointed member shall then be allowed to serve the following full regular term without reappointment.

VII. DOCUMENTS

All documents, photographs or other materials submitted to the City Council

for their consideration shall be maintained by the City Clerk in accordance with the public records law. Each presenter submitting such materials shall provide copies to each Councilmember, as well as the City Manager, City Attorney, and City Clerk.

VIII. CEREMONIAL GUIDELINES

Certificates of Achievement are ceremonial documents that recognize an individual's service or extraordinary achievement. They do not have any legislative value.

Prepared on appropriate paper that includes a watermark of the City Seal in the background, along with the *who* and *what* (the achievement) as supplied by the requestor and will be signed by the Mayor.

Proclamations are official City related announcements and/or public declarations issued by the Mayor. They are ceremonial in nature and do not have any legislative value. Below are examples of proclamations that have previously been issued upon request annually; however, some may not be requested every year others may be requested through this process, as well.

- Teacher of the Year – Multiple proclamations – January
- Human Trafficking – January
- Freemanville Day – February
- Sunshine Week – March
- Vietnam War Veterans Day – March
- Government Finance Professionals Week – March
- Child Abuse Prevention – April
- Arbor Day – April
- Water Conservation Month – April
- Municipal Clerk's Week - May
- Memorial Day – May
- American Cancer Society's Relay for Life - May
- Women's Lung Health Week – May
- Parks & Recreation Month - July
- Constitution Week – September
- Childhood Cancer Month – September
- Florida Government Week – October
- Domestic Abuse Month – October
- Breast Cancer Awareness Month – October
- Veterans Day – November
- Small Business Saturday – November
- Purple Heart – November

Proclamations are prepared on 8 ½ x 11 paper, be enclosed in a certificate holder, and include the following:

- *Whereas* clauses providing information that basically describe the five W's (who, what, when, where, and why)
- *A Now, Therefore Be It Resolved* clause proclaiming a specific event

- An execution date representing the date the Mayor signed the document or the date of the event
- Signature of the Mayor
- City Seal

Keys to the City are an honor bestowed by the City upon distinguished persons and honored guests of the City of Port Orange. It symbolizes outstanding civic contributions of the recipient and should be given out only in extraordinary circumstances.

The Key to the City is the City's most prestigious award and will only be used to recognize exceptional achievement or to bestow honor upon distinguished persons and honored guests of the City of Port Orange.

These ceremonial declarations are issued for the following reasons:

1. Recognition of action or service above and beyond the call of duty,
2. Recognition of extraordinary achievement,
3. Supporting actions that improve the quality of life of the Port Orange community, or
4. To raise public awareness of issues that directly affect the Port Orange community.

Request Process

An application form, maintained by the City Clerk's Office, for a Proclamation or Certificate of Achievement should be submitted to the City Clerk's Office at least ten (10) business days prior to the event, along with a sample proclamation. Individuals/organizations are encouraged to submit their request as early as possible. Applications received after the deadline will be prepared based upon staff availability. Requestors will be advised when issuance cannot occur by the event date.

The City Clerk, or his/her designee, will initially review all applications and forward to the City Manager for final approval. The City Manager can seek concurrence from the Mayor if there are concerns.

Receipt of Final Document

Individuals/organizations have several options for receiving the finalized document:

1. Proclamation/Certificate can be picked up from the City Clerk's Office/City Hall.
2. Presentation can occur prior to the start of any City Council Meeting/Workshop.
3. Presentation can occur at a regularly scheduled Council Meeting which may require additional information for agenda purposes.
4. Presentation can occur at an event sponsored by the individual/organization subject to availability of the Mayor or a City Councilmember.

Coordination will be handled by the City Clerk's Office.

Media Coverage

The individual/organization requesting a proclamation or Certificate of Achievement will arrange for any and all media coverage. If media coverage is expected, the

individual/organization shall notify the City's Public Information Officer in advance of the meeting.

Contact Information

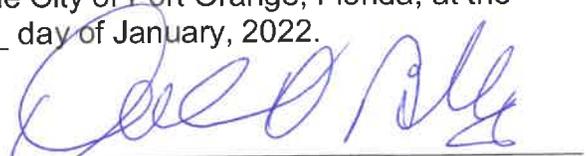
Mailing Address: City Clerk's Office
City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

Telephone: 386-506-5563
Email: cityclerk@port-orange.org

IX. CITY MANAGER/CITY ATTORNEY ANNUAL REVIEW.

The City Council shall annually conduct a performance evaluation and salary review of the City Manager and City Attorney in accordance with their respective employment agreements.

Approved and adopted by the City Council of the City of Port Orange, Florida, at the Regular City Council Meeting held on the 18 day of January, 2022.



Donald O. Burnette, Mayor

ATTEST:



Robin L. Fenwick, MMC, City Clerk