

M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, NOVEMBER 5, 2013  
COMMISSION CHAMBERS - 9:15 A.M.

In Mayor Calabria's absence, Vice Mayor Neidinger called the meeting to order at 9:15 a.m. immediately following the Agenda Meeting.

ROLL CALL: COMMISSIONERS BRUCE HOWRY, MAX ELSON, ARTHUR PENNY, AND VICE MAYOR GAIL NEIDINGER. ABSENT: MAYOR DAN CALABRIA. ALSO PRESENT: CITY CLERK MARY BRAISTED, CITY ATTORNEY DAVID OTTINGER, PUBLIC WORKS DIRECTOR GARY ANDERSON, DEPUTY CHIEF MARK MADDALENA, AND COMMUNITY IMPROVEMENT DIRECTOR NEAL SCHWARTZ.

The topics scheduled for discussion were Pasadena Avenue Redevelopment Plan with David Healey, Calvin, Giordano & Associates, RFP IT, Establishment of New Business Revitalization Committee and Proposed Resolution No. 2013-26 Regarding Public Participation at Meetings and Decorum.

The first topic of discussion was Pasadena Avenue Redevelopment Plan with David Healey, Calvin, Giordano & Associates.

David Healey reviewed his memorandum (attached to Minutes as Exhibit A) with the Commission. He stated there are two ways to address the redevelopment plan - through the city planning code or amendments to the countywide plan.

Mr. Healey explained the existing plan categories as depicted on his presentation maps. He said Commercial General is the main category along the corridor. Other categories include Institutional (hospital), Institutional Public (city hall, fire station) and Residential (mobile home park). He said that the PR-MU Overlay will not change any of the underlying categories. Mr. Healey stated the property owner would be able to seek an amendment through a zoning change.

Mr. Healey stated the city has two existing zoning districts: Commercial General and Residential Medium 13.5. He further stated that that a new category - Planned Redevelopment Zoning Category could be used in the Overlay area. Mr. Healey stated the mobile home park is shown as Residential Low Medium on the Future Land Use Plan Map and in Chapter 130, Section 5 it is shown as Residential Medium. He said that this issue may have to be reconciled.

In response to Commissioner Penny, Mr. Healey stated that if the Commission wants changes made internally, we would need to prepare a map amendment, legal description, and zoning district (densities, intensities) and send the map amendment to the State.

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Discussion ensued regarding the redevelopment plan, floor area ratio and mixed-use.

Commissioner Howry stated when the redevelopment plan first came about there were two main concerns: attract businesses to the city and having a freeway through our city. He said that the freeway issue is done. He stated that he feels that in order to attract more development we need a mixed-use overlay on the map. He questioned how long the Commission should talk about this issue before bringing it to the taxpayers.

Commissioner Penny suggested having a town hall meeting. He spoke regarding getting feedback from residents.

Commissioner Elson spoke regarding changing height limitations from three stories to five stories.

Mr. Healey stated that in order for the overlay to work, we would have to create a new zoning district.

Community Improvement Director Schwartz spoke regarding code requirements and potential development.

Discussion ensued regarding density, building height, and zoning regulations.

City Attorney Ottinger spoke regarding zoning and height limitations. He stated that to create incentive for potential developers, the city needs to have new zoning regulations to allow mixed-use and provide for additional height.

In response to Commissioner Howry, Mr. Healey stated that he feels that the contract with Calvin, Giordano & Associates needs to be extended six months from the original September deadline. He suggested a new deadline of September 1, 2014.

In response to Commissioner Penny, Mr. Healey stated that he would send an amendment to the contract addressing the time and scope to City Attorney Ottinger.

The next topic of discussion was RFP IT.

City Clerk Braisted spoke regarding the proposals for redesign of the city website. She stated that some proposals were cost prohibitive or required updates to be made through the company. She further stated that the two main vendors were CivicPlus and Revize. She said that Revize seemed more user-friendly and was lower in price than CivicPlus. She recommended Revize to redesign the City website.

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Discussion ensued regarding the website redesign proposal from Revize.

Commissioner Penny stated that he reviewed all of the proposals. He further stated that he liked the proposal from Revize and he feels they could be a good fit for the City.

City Clerk Braisted said that City Attorney Ottinger had some questions regarding the proposed contract from Revize.

Commissioner Penny stated that if Revize is bought by another company he would like the city to be able to get out of the contract. He further stated that he would like any litigation to be performed in Pinellas County.

City Clerk Braisted spoke regarding the proposals for IT services. She stated that the key factors were price, support, and backup services. She reviewed the proposals from ACF, Extensys, and Velocity IQ.

Discussion ensued regard data backup.

City Clerk Braisted recommended Velocity IQ for IT services. She stated that their price of \$23,783 includes replacing the city's three servers.

In response to Vice Mayor Neidinger, Commissioner Penny stated that the company he manages uses Velocity and he has never had an issue with them.

City Clerk Braisted spoke regarding the IT services proposal from Velocity IQ. She stated that if the contract is cancelled, the city would have to pay for the three servers that are included in the price. She further stated that Finance Director Graham has budgeted money to replace the servers next year anyway.

In response to Vice Mayor Neidinger, City Clerk Braisted stated that third party software will be supported.

In response to Commissioner Howry, City Clerk Braisted stated that the contract with ACF has expired but the city may need to give them 90 days notice.

Commissioner Penny questioned whether or not he should abstain from voting to award the IT services contract to Velocity IQ because they provide services to the company he manages.

In response to Commissioner Penny, City Attorney Ottinger stated that there is no conflict of interest.

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The next topic for discussion was Establishment of New Business Revitalization Committee.

Commissioner Penny spoke regarding the creation of a committee to revitalize the business community within the city and reviewed a handout (attached to Minutes as Exhibit B).

Discussion ensued regarding membership of the Business Revitalization Committee.

In response to Vice Mayor Neidinger, Commissioner Penny stated that the committee could include local business owners as well as residents.

Vice Mayor Neidinger stated that many other small cities hold events like seafood festivals. She suggested that the committee help plan local events.

Discussion ensued regarding potential city events.

In response to Commissioner Elson, City Clerk Braisted stated that the proposed Business Revitalization Committee would not conflict with the Mayor's Advisory Committee.

Commissioner Penny said that he would like the committee to initially meet once a month. He stated that they could decide to meet once a week if necessary.

In response to City Clerk Braisted, Commissioner Penny stated that committee members would be appointed by the Commission according to ballot and ranking.

Community Improvement Director Schwartz suggested that Community Improvement Administrative Secretary Chris Graves serve as Secretary for the committee.

The next topic for discussion was Proposed Resolution No. 2013-26 Regarding Public Participation at Meetings and Decorum.

City Attorney Ottinger spoke regarding Resolution No. 2013-26. He stated that the resolution formalizes the city's policy regarding public comment at Commission meetings to comply with new state legislation.

City Attorney Ottinger reviewed Resolution No. 2006-09 (attached to Minutes as Exhibit C). He spoke regarding changing Sections 12, 13 and 14 regarding public comment and meeting decorum.

Discussion ensued regarding sign-in sheets at Commission meetings.

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In response to Vice Mayor Neidinger, City Clerk Braisted stated that people who attend meetings are not required to sign the sign-in sheet. She further stated that individuals who speak are asked to fill out sign-in cards.

City Attorney Ottinger spoke regarding amending Resolution No. 2006-09. He stated that he would create a new draft of Resolution No. 2013-26.

Discussion ensued regarding having a Pinellas County Sheriff's deputy at Commission meetings.

In response to Vice Mayor Neidinger, City Attorney Ottinger suggested that a deputy attend all regularly scheduled meetings instead of requesting a deputy for meetings depending on what is on the agenda.

Vice Mayor Neidinger suggested that a deputy attend Regular Commission meetings but not attend Administrative Workshop meetings.

In response to Commissioner Howry, Commissioner Elson spoke regarding Ordinance No. 2013-05. He stated that currently a special exception is required for businesses to have a drive-thru which is a hurdle that developers have to overcome. He stated that the ordinance will make it easier for drive-thru businesses to come to the city.

Vice Mayor Neidinger spoke regarding Resolution No. 2013-25. She stated that she would like correspondence to and from any Commissioner regarding city business to be in the Reading File.

City Attorney Ottinger stated that the current policy regarding the Reading File only addresses correspondence received by the City Clerk's office.

Discussion ensued regarding items placed in the Reading File.

In response to Community Improvement Director Schwartz, Vice Mayor Neidinger stated that code enforcement letters should be put in the Reading File.

Public Works Director Anderson spoke regarding his city cellphone. He stated that he ordered smartphones for himself, Assistant Public Works Director Shawn Shimko, and Deputy City Clerk Lewis.

Public Works Director Anderson spoke regarding hiring a consultant for standard operating procedures for NPDES at a cost of \$5,000. He said that he has spoken with Finance Director Graham about a budget amendment.

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Public Works Director Anderson stated that the South Pasadena Community Band requested that steps and a handrail be added to the side of the stage of the Galatea Garden Band Shell. He further stated that he has contacted a contractor and it will cost \$350.

Discussion ensued regarding changes to the Bandshell.

Public Works Director Anderson spoke regarding putting decorative flags on 60 light poles throughout the city. He stated that the 60 brackets cost \$2,722 and that the expense was budgeted.

Public Works Director Anderson spoke regarding an incident of Hibiscus Hall renters using glitter. He explained that the use of glitter results in the forfeiture of the \$250 cleaning deposit. He stated that the renters complained that the hinge was loose on the door to Hibiscus Hall and they had to tighten it.

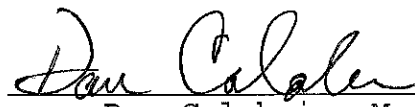
In response to Public Works Director Anderson, Commissioner Penny suggested that the city only keep \$50 of the cleaning deposit for the use of glitter instead of the entire \$250 deposit because the renters had to fix the door hinge.

The consensus of the Commission was to keep \$50 of the renters' cleaning deposit for using glitter in Hibiscus Hall.

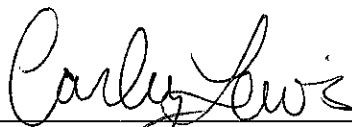
Public Works Director Anderson stated that he is done soliciting sponsors for the Boat Parade. He requested that the Commissioners help recruit boats for the parade.

Discussion ensued regarding the Boat Parade.

There being no further discussion, the meeting was adjourned at 11:12 a.m.

  
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Dan Calabria, Mayor

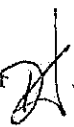
ATTEST:

  
\_\_\_\_\_  
Carley Lewis, City Clerk  
11-05.13a



*MEMORANDUM*

TO: City of South Pasadena  
Mayor and City Commissioners

FROM: Calvin, Giordano & Associates, Inc.  
David P. Healey, AICP – Director, Tampa Bay Region 

SUBJECT: Corridor Redevelopment Plan – Next Steps  
November 5, 2013 Work Session

DATE: October 31, 2013

In the follow-up to the discussion of next steps and Commission direction at your work session of September 17<sup>th</sup>, I have prepared the following attachments to help identify our starting point and possible approaches in preparing draft ordinances for plan and zoning amendments related to the Planned Redevelopment – Mixed Use (Overlay) plan category and Planned Redevelopment zoning district.

- Attachment 1 – Identification of Existing Plan categories and Zoning Districts.
- Attachment 2 – Current Plan and Zoning Standards
- Attachment 3 – Possible approaches to implementing the PR-MU (Overlay) Plan category and PR Zoning District and their relationship to any amended standards

The objective is to establish an understanding of the approaches available to the City, the procedural requirements attendant to each, and the ability to consider changes to the development standards under each.

Once we have reviewed these materials and decided on the preferred course of action, I will need to prepare an amendment of our current agreement to address the schedule and scope of work consistent with our previous discussion on September 17<sup>th</sup> for approval by the Commission.

Admin Workshop  
11/05/13  
Exhibit A - 1

- Building Code Services
- Coastal Engineering
- Code Enforcement
- Construction Engineering & Inspection
- Construction Services
- County Government
- Data Technologies & Development
- Emergency Management Services
- Engineering
- Governmental Services
- Indoor Air Quality
- Landscape Architecture & Environmental Services
- Municipal Engineering Planning
- Public Administration
- Redevelopment & Urban Design
- Renewable Energy
- Resort Development
- Surveying & Mapping
- Transportation Planning & Traffic Engineering
- Utility & Community Maintenance Services
- Water Resources Management

Feather Sound Corporate Center  
13535 Feather Sound Dr.  
Suite 135  
Clearwater, FL 33762  
Phone: 727.394.3825

www.calvin-giordano.com

**ATTACHMENT 1 – IDENTIFICATION OF EXISTING PLAN CATEGORIES AND  
ZONING DISTRICTS**

**Existing Plan Categories**

The existing City Future Land Use Map includes the following plan categories within the area that has been preliminarily proposed to be considered for the Planned Redevelopment – Mixed Use (Overlay) for the Pasadena Avenue corridor:

- Commercial General
- Commercial General – Water Dependent
- Institutional
- Institutional – Public
- Residential Low Medium.

The majority of the area to be included in the PR – MU (Overlay) is Commercial General. The Commercial General – Water Dependent category includes the Marine Max Service and Pasadena Marina marine facilities.

The Institutional category includes the Palms of Pasadena Hospital complex south of Huffman Way; and the Institutional – Public category includes the Fire Station and the southern portion of the Community Development/Public Works complex behind Publix.

The Residential Low Medium category within the PR – MU (Overlay) is the Causeway Village Mobile Home Park.

The City of South Pasadena Future Land Use Plan is unique in that the Land Use Plan Map is more detailed and is determinative of what the somewhat more generalized zoning districts allow.

**The key provision of the proposed PR – MU (Overlay) plan category is that it will be superimposed over, and will not by itself change, the existing plan categories and their entitlements that will remain in place.**

**Existing Zoning Districts**

The existing Zoning District Map includes the following zoning districts within the area of the corridor proposed to be considered for the PR – MU (Overlay):

- CG – Commercial General
- RM – 13.5 Mobile Home Residential

The entirety of the corridor area proposed to provide for the PR – MU (Overlay) is zoned CG – Commercial General, with the exception of the mobile home park which is zoned RM – 13.5 Mobile Home Residential. Thus the portions of the study area that are Commercial General



**Attachment 1 Continued**

– Water Dependent, Institutional, and Institutional – Public on the Land Use Map are zoned CG, subject to the separate limitations in the zoning code for these separate land use categories.

**As is the case with the Land Use Plan, those zoning categories and their standards and entitlements would remain, as at present, until and unless a specific zoning change was requested by the property owner and processed under the proposed PR – MU (Overlay) process to rezone the property using the proposed PR Planned Redevelopment zoning district process.**

## ATTACHMENT 2 – EXISTING PLAN/ZONING DISTRICT STANDARDS

A summary of the key existing standards that govern development in the portion of the two zoning districts proposed to be considered under the PR – MU (Overlay) process are as follows:

### CG – Commercial General

This district provides for a wide range of permitted and special exception commercial uses. As their titles imply, the areas zoned CG and identified under the Future land Use Plan as Commercial General – Water Dependent provide for boating and marine related use, and the areas identified as Institutional and Institutional – Public provide for public, semi-public use such as hospital and civic facilities respectively.

The key zoning district standards for CG are as follows:

- Minimum Lot Area – 15,000 sq. ft.
- Maximum Lot Coverage – 50 percent
- Maximum Height – 3 stories (36 ft.) plus 10 ft. to 46 ft. for structures with interior, covered parking
- Maximum FAR:
  - .50 – (CG – Water Dependent)
  - .55 – (Commercial Ground)
  - .65 – (Institutional)
- Maximum ISR - .80
- Maximum Hotel Density – 40 units/acre
- Residential Equivalent Use – 3 beds @ 15 units/acre

### RM – 13.5 Mobile Home Residential

As its name implies this district provides primarily for manufactured mobile homes and accessory residential uses. The key district standards include the following:

- Minimum Property Size – 10 acres
- Maximum Density – 13.5 units/acre
- Maximum Height – 1 story
- Maximum Property Coverage – 40 percent

**This summary of existing standards is listed simply to provide a starting point in any discussion of what might be changed to better facilitate development of the type that would assist in revitalizing the Pasadena Avenue corridor.**

**ATTACHMENT 3 – ALTERNATIVE APPROACHES TO IMPLEMENTING THE  
PR-MU (OVERLAY) CATEGORY**

There are two principal alternative ways to employ the PR-MU (Overlay) plan category – each with distinct procedural and development standard implications as described below:

- Alt. No. 1 – Amend City Plan and Code Only
- Alt. No. 2 – Amend City Plan, Countywide Plan, and City Code

**Alt. No. 1 - Amend Plan Map to add the PR-MU (Overlay) and adopt zoning standards, without amending the Countywide Plan**

This alternative would be characterized by the following:

**Procedural Steps:**

1. Prepare and consider an ordinance amending the City Future Land Use Plan Map to place PR-MU (Overlay) Plan category on the map
2. Prepare and consider an ordinance creating and establishing the Planned Redevelopment PR zoning district procedures and standards
3. Approve and process the PR-MU (Overlay) Plan Map and PR zoning district amendments – including the initial public hearings and review by State DEO and related outside agencies of the plan map amendment.
4. Consider and adopt PR-MU (Overlay) plan map amendment and PR zoning district procedures and standards at final ordinance readings.

**Standards To Be Considered**

1. The existing maximum zoning district standards for intensity of use that are at the current countywide maximum could not be exceeded and would be retained (eg., FAR of .55 in CG)
2. Option to provide for additional hotel density within the parameters for added hotel density in the Countywide Rules (maximum of 60 temporary lodging units/ac.) – at the level determined appropriate by the City
3. Option to provide for residential use within the maximum density provided for in the Countywide Rules (24 upa) at the density determined appropriate by the City.\*
4. Option to provide for any adjustment to the current building height limitation or bonus provision that the City determines appropriate and acceptable.

\*Note: Given the issues relative to the potential for increased residential use within the CHHA, we can consider one or more self-limiting options including either (a) capping the number of new, replacement units based on the number of existing and previously removed

### Attachment 3 Continued

dwelling units (235 +/-); or (b) at the existing density (13.5 upa) applicable only to the area now classified residential in the proposed PR-MU (Overlay) area.

#### **Alt. No. 2 – Amend Plan Map to add the PR-MU (Overlay) and adopt corresponding zoning standards, including amendment of the Countywide Plan based on a Special Area Plan**

This alternative would be characterized by the following:

##### **Procedural Steps:**

1. Prepare the information to supplement the Phase One Corridor Redevelopment Plan that will qualify as a Special Area Plan under the Countywide Plan Rules
2. Prepare and consider an ordinance amending the City Future Land Use Plan Map to place PR-MU (Overlay) plan category on the map
3. Prepare and consider an ordinance creating and establishing the Planned Redevelopment PR zoning district procedures and standards
4. Approve and process the PR-MU (Overlay) Plan Map and PR zoning amendments – including initial public hearings and review by State DEO and related outside agencies of the plan map amendment.
5. Transmit and request amendment of Countywide Plan pursuant to the Special Area Plan process, including requisite public hearings by the Pinellas Planning Council and Countywide Planning Authority.
6. Consider and adopt PR-MU (Overlay) plan map amendment and PR zoning district procedures and standards at final ordinance readings.

##### **Standards To Be Considered:**

1. The principal distinction between Alt. No. 1 and this option is that the City is free to propose and establish use and density/intensity standards outside the parameters set for individual plan categories in the Countywide Plan. For example, we could propose that the FAR for areas now classified Commercial General be greater than .55; that density/intensity be calculated on an “additive” basis for more than one use as opposed to “proportionate” to the size of each use; and/or that the area now limited to residential use allow for mixed use.

## Attachment 3 Continued

### Factors To Be Considered In Determining Preferred Approach

Whether to invest the additional time and effort required to seek amendment of the Countywide Plan under Alt. No. 2 depends ultimately on the desire and benefit of providing for use and/or density/intensity standards distinct from those now in place in the Countywide Plan Rules.

A second factor relates to timing and the current effort to update the Countywide Plan and Rules that will likely result in a more streamlined process and requirements for any "special area plan" type approval within a year or two.

Given these two considerations, I believe the most prudent course of action is to first develop the Planned Redevelopment (PR) zoning district standards for review with the Commission to determine whether there is a need or desire to pursue any amendment to the Countywide Plan. If not, the Commission can determine whether to proceed with consideration of amendments of just the City plan and code; and if it is determined desirable to seek amendment of the Countywide Plan, we can then determine the most efficient and timely way to proceed with amendment of the Countywide Plan, dependent in part on its status at that time.

## **BUSINESS REVITALIZATION COMMITTEE**

**Revitalization:** *to impart new life or vigor to : restore to an active or fresh condition*

### **PURPOSE:**

The South Pasadena Business Revitalization Committee (BRC) will work to develop a welcoming environment for current businesses, future businesses and the promotion of the City of South Pasadena.

### **OBJECTIVES:**

1. The committee's main responsibility will be to make contact with business prospects throughout Florida and the continental United States and negotiate/entice the business(s) to locate in South Pasadena.
2. The committee will work and make contact with current businesses located in South Pasadena to gather information that will help the local business owners be noticed and prosper.
3. The committee will plan and coordinate City or Corporate sponsored events dedicated to the promotion of the City of South Pasadena. The BRC events will not conflict with any events under the supervision of the Beautification Committee unless mutually agreed upon by both parties.

### **COMMITTEE CHAIR:**

The committee will be chaired by and initially meet at the request of the Commissioner of Finance for the first year. Thereafter, annually, the commission by majority vote will select a commissioner to chair the committee.

### **MEMBERSHIP:**

There shall be five (5) but no less than three (3) members, who shall be residents of the City of South Pasadena. The initial members of the committee will be selected by the Commissioner of Finance and thereafter by a vote of the Commission. Each member will serve a two (2) year term. The Department Head for the Community Improvement Department, who shall attend all meetings of the committee, shall be an ex officio member for the purposes of advising the committee, local business owners and prospective businesses on local code requirements and help provide code conflict resolution strategies for consideration of the Commission.

### **REPORTING:**

The committee chairperson will report directly to the commission or by committee vote will select a member to report the committee's findings and/or recommendations to the Commission at any of the monthly administrative workshops or at a regular Commission meeting if necessity requires and upon approval of the commission.

RESOLUTION NO. 2006-09

A RESOLUTION OF THE CITY OF SOUTH PASADENA, FLORIDA, REPEALING RESOLUTIONS NOS. 95-19, 95-31, 98-09, 98-38, 99-06, 2001-24, 2003-03, 2004-07 AND ADOPTING RULES OF PROCEDURE FOR CITY COMMISSION MEETINGS.

WHEREAS, Resolution No. 95-19 establishing Rules of Procedure for City Commission Meetings has been amended seven times; and

WHEREAS, the City Commission has changed the date and time of Administrative Workshop Meetings.

NOW, THEREFORE, BE IT RESOLVED by the City of South Pasadena, Florida that Resolutions Nos. 95-19, 95-31, 98-09, 98-38, 99-06, 2001-24, 2003-03, 2004-07 are hereby repealed in their entirety.

BE IT FURTHER RESOLVED by the City of South Pasadena, Florida that:

SECTION ONE (1) - REGULAR MEETINGS

(a) TIME. The City Commission of the City of South Pasadena shall hold its Regular Meeting on the second Tuesday of each month at the hour of 7:00 p.m. In addition, the Administration Department shall have the authority to schedule a second Regular Commission Meeting for the fourth Tuesday of the month at 7:00 p.m. Nothing herein shall prohibit the City Clerk from altering the date and time of any Regular Commission Meeting, provided that the requirements of the City Charter are met. A Regular Commission Meeting to confirm election results and to designate Commission duties (Department assignments) shall also be held the day after municipal election results are finalized by the Canvassing Board.

The following exceptions apply:

(1) Every year during the month of July, one Regular Commission Meeting shall be held on the first weekday of the month at 9:00 a.m. and one Regular Commission Meeting shall be held on the last Tuesday of August at 7:00 p.m. All succeeding Commission Meetings shall be canceled until the Agenda Workshop Meeting held on the next to the last Tuesday in August. This shall include Administrative Workshop Meetings, Agenda Meetings and Regular Commission Meetings.

(2) Every year, during the month of December, all Commission meetings following the first Regular Commission Meeting held on the second Tuesday of the month shall be canceled until the Agenda Meeting held on the first Tuesday in January. This shall include Administrative Workshop Meetings, Agenda Meetings and Regular Commission Meetings.

(b) PLACE. All regular meetings of the Commission shall be held in the City Hall located at 7047 Sunset Drive South, South Pasadena, Florida.

SECTION TWO (2) - ADMINISTRATIVE WORKSHOP MEETINGS

(a) TIME - Administrative Workshop Meetings shall be held on the first and third Tuesday of the month either at 9:00 a.m. or immediately following an Agenda Meeting. The Administration Department shall have the authority to cancel workshop meetings when no subject is scheduled for discussion by Thursday of the previous week. Notice of cancellation shall be posted.

(b) PLACE - City Hall, located at 7047 Sunset Drive South, South Pasadena, Florida or in some other duly designated place.

(c) PRIMARY PURPOSE - to bring issues before the Commission as a whole for their discussion and direction. Commission members, Department Heads and the City Attorney may schedule agenda items for discussion at the Administrative Workshop Meetings. During the months of February, April, June, August, October and December, one Administrative Workshop shall be scheduled for Department Head Reports and at each, the Department Heads will prepare and deliver reports which shall at a minimum contain the following information: Project Updates, Personnel Issues, Interdepartmental Work Assignments, complaints received and the status or resolution of said complaints and any questions or concerns the Department Head has for another Department of the Commission.

(d) PARTICIPANTS - All Commission members, Department Heads and the City Attorney shall attend Administrative Workshop Meetings. Other invited guests may be requested to participate in an Administrative Workshop Meeting. No public comment shall be allowed unless invited by a member of the Commission.

SECTION THREE (3) - AGENDA MEETINGS

(a) TIME - An Agenda Meeting shall be held on the first Tuesday of the month at 9:00 a.m. to set the agenda for the Regular Commission Meeting (except the month of August). In the event



the Administration Department schedules a Regular Commission Meeting for the fourth Tuesday of the month, an Agenda Meeting shall take place on the third Tuesday at 9:00 a.m.

(b) PLACE - City Hall, located at 7047 Sunset Drive South, South Pasadena, Florida.

(c) PRIMARY PURPOSE - To place items on the agenda for Regular Commission Meetings.

(d) PARTICIPANTS - All Commission members, Department Heads and the City Attorney shall attend Agenda Meetings.

(e) AGENDA - Agendas for Agenda Meetings shall include only those items that are required by law to be placed on an agenda or are submitted by a member of the City Commission. The Commission member who is sponsoring an agenda item shall sign a submittal sheet and the name of the sponsor shall be printed on the agenda.

#### SECTION FOUR (4) - SPECIAL MEETINGS

A Special Commission Meeting to appoint a Vice Mayor shall be held immediately following the Regular Commission Meeting to confirm election results.

Other Special Commission meetings, including Special Administrative Workshop Meetings, may be held upon the call of no less than three (3) Commission members upon no less than thirty-six (36) hours notice to each member and by posting of a notice of such special meeting in City Hall and three (3) other conspicuous places within the City.

#### SECTION FIVE (5) - EMERGENCY MEETINGS

The Mayor and/or any three (3) Commission members may, in times of emergency, call for an Emergency Meeting of the City Commission. Noticing requirements are waived under such circumstances; however, the Media normally covering City Hall shall be called and notified as to the time and place of such a meeting.

#### SECTION SIX (6) - PRESIDING OFFICER - DUTIES

The Presiding Officer of the Commission shall be the Mayor, or in the Mayor's absence the Vice Mayor. The Presiding Officer

shall preserve strict order and decorum at all meetings of the Commission. He/she shall state every question coming before the Commission, announce the decision of the Commission on all subjects and decide all questions of order; subject, however, to an appeal to the Commission upon such questions, in which event a majority vote of the Commission shall conclusively govern and determine such question of order. The Presiding Officer shall vote on all questions, his/her name being called last.

#### SECTION SEVEN (7) - QUORUM

A majority of the Commission shall constitute a quorum for the purpose of holding a meeting.

#### SECTION EIGHT (8) - CALL TO ORDER - PRESIDING OFFICER

The Mayor, or in his/her absence, the Vice Mayor, shall take the chair ~~precisely at the hour appointed for the meeting and shall~~ immediately call the Commission to order. In the absence of the Mayor and the Vice Mayor, the City Clerk or Deputy City Clerk shall call the Commission to order whereupon a Temporary Chairperson shall be selected by the members of the Commission present. Upon arrival of the Mayor or Vice Mayor, the Temporary Chairperson shall immediately relinquish the chair upon the conclusion of the business immediately before the Commission.

#### SECTION NINE (9) - ROLL CALL

Before proceeding with the business of the Commission, the City Clerk or Deputy City Clerk shall call the roll of the members and the names of those present shall be entered in the minutes.

#### SECTION TEN (10) - ORDER OF BUSINESS

All meetings of the Commission shall be open to the public. Promptly at the hour set by law on the day of each meeting, the members of the Commission, the City Clerk and/or Deputy City Clerk and the City Attorney shall take their places. The business of the Commission shall be taken up for consideration and disposition at Regular Commission Meetings in the following order:

- 1) Call to order
- 2) Invocation
- 3) Pledge of Allegiance
- 4) Roll Call
- 5) People's Forum

- 6) Agenda Comment
- 7) Commission and City Attorney Reports
- 8) Public Hearings
- 9) Unfinished Business
- 10) Consent Agenda
- 11) New Business
- 12) Adjourn

#### SECTION ELEVEN (11) - RULES OF DEBATE

(a) Sequence of Debate - Action on items before the Commission shall be commenced by oral motion of a Commissioner. With the consent of the majority, discussion on an agenda item may take place in the absence of a motion on the floor. Upon said motion receiving a second by a Commissioner other than the one who made the original motion, said motion shall then be opened for discussion. At the conclusion of discussion, action on the motion shall be concluded by roll call vote or voice vote. The Commissioner seconding the motion being voted upon shall not be required to vote in favor of said motion.

(b) Presiding Officer May Debate, Vote, Etc. - The Mayor, Vice Mayor or such other member of the Commission as may be presiding may vote, make a motion, second and debate from the Chair subject only to such limitations of debate as are imposed by these rules on all members and shall not be deprived of any of the rights and privileges of a Commissioner by reason of his acting as a presiding officer. No member of the Commission who is present at any meeting of the Commission at which an official decision, ruling or other official action is to be taken or adopted may abstain from voting in regards to such decision, ruling or act and a vote shall be recorded or counted for each member present except when, with respect to any such member, there is or appears to be a possible conflict of interest under the provisions of Chapter 112, Florida Statutes. In such cases such members shall comply with the disclosure requirements as governed by Florida Statutes.

(c) Obtaining the Floor - Improper References to Be Avoided  
Every Commission member desiring to speak shall address the Chair and upon recognition by the presiding officer shall confine him/herself to the question under debate avoiding all personalities and indecorous language.

(d) Interruptions

A member, once recognized, shall not be interrupted when speaking unless it be to call the member to order or to call the

question. If a member, while speaking, be called to order he/she shall cease speaking until the question of order is determined. If in order, he/she shall be permitted to proceed.

SECTION TWELVE (12) - MANNER OF ADDRESSING THE COMMISSION - TIME LIMITS

Individuals wishing to make comments at Regular Commission Meetings shall follow the guidelines set forth herein. Each speaker who addresses the Commission during any Regular Commission Meeting shall do so after coming forth to the podium and being recognized by the Chair. Each speaker shall start by stating their name and address. For purposes of this Resolution, the term "speaker" shall include all persons who are not members of the City Commission or acting as staff for the City. The phrase "on the agenda" refers to the agenda for the meeting at which an individual speaks. During the agenda comment and public hearing segments of the meeting, requests by those not present at the meeting that written material be read into the record by the City Clerk will be honored if they are received in writing signed by the individual making the request and delivered by noon on the day of the meeting at which the reading is requested. All reading into the record shall be subject to the subject matter and time restrictions set forth herein. No written comments will be read into the record during the People's Forum portion of the meeting.

**Public Hearings:** Speakers shall limit their comments to the subject matter of the public hearing and shall adhere to the time frames established by separate ordinances and resolutions of the City governing legislative and quasi-judicial public hearings.

**Agenda Comment:** Speakers during the Agenda Comment portion of the meeting shall be given one three-minute opportunity to address the Commission on any item which is on the agenda but is not scheduled for a public hearing. No comment which does not specifically relate to an agenda item will be heard during this segment of the meeting. No dialog shall be permitted between the speaker and the City Commission. No speaker shall be allowed to come to the podium more than once during the Agenda Comment segment of each Regular Commission Meeting, even if their three-minute time period was not exhausted during their initial appearance. Speakers may address multiple agenda items and shall identify which agenda item or items they are addressing. The Commission shall reserve any comments they have until the agenda item is properly before the Commission.

**People's Forum:** Speakers during the People's Forum portion of the meeting shall be given one three-minute opportunity to address the Commission on any item which was not on the agenda. No comment which could have been presented during the Agenda Comment portion of the meeting will be heard during this segment of the meeting. No dialog shall be permitted between the speaker and the City Commission. No speaker shall be allowed to come to the podium more than once during the People's Forum segment of the meeting, even if their three-minute time period is not exhausted during their initial appearance. Speakers may address multiple items. The Commission shall reserve any comment they have until after each speaker concludes their comments and leaves the podium.

Speakers who fail to comply with the time, place and manner provisions set forth herein shall be removed from Commission Chambers.

#### SECTION THIRTEEN (13) - DECORUM

(a) BY COMMISSION MEMBERS - While the Commission is in session, the members must preserve order and decorum and a member shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Commission, nor disturb any member while speaking or refuse to obey the orders of the Commission or its Presiding Officer, except as otherwise herein provided.

(b) BY OTHERS - Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Commission shall be forthwith barred by the Presiding Officer from further audience before the Commission unless permission to continue is granted by a majority vote of the Commission.

#### SECTION FOURTEEN (14) - ENFORCEMENT OF DECORUM

The Presiding Officer may designate a member of the Sheriff's Department to carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the Commission meetings.

SECTION FIFTEEN (15) - PERSONS PERMITTED ON THE PODIUM

No Persons except City officials or their representatives shall be permitted on the podium.

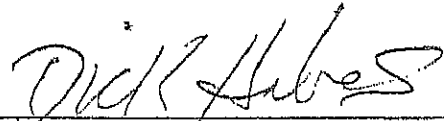
SECTION SIXTEEN (16) - FINAL SOURCE OF RULES OF ORDER

The final and deciding source shall be the 2000 version of Robert's Rules of Order, 10<sup>th</sup> Edition, except as otherwise provided herein.

SECTION SEVENTEEN (17) - EFFECTIVE DATE

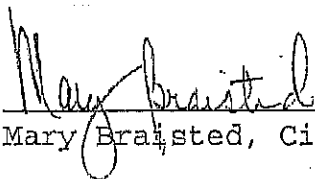
This resolution shall be in full force and effect immediately after its adoption.

PASSED AND ADOPTED THIS 9th DAY OF May, 2006.



Dick Holmes, Mayor

ATTEST:



Mary Braisted, City Clerk

THIS RESOLUTION HAS BEEN APPROVED AS TO FORM AND CONTENT BY THE CITY ATTORNEY. *YMH*