

City of Bunnell



Citizen's Guide To City Commission Meetings

This booklet, entitled *Citizen's Guide to City Commission Meetings*, was formulated to help you, the residents of Bunnell, to better understand the purpose of the meetings of the City Commission. This guide will assist you in understanding who the members of the City Commission are, what their duties are, and how a meeting is conducted.

After reviewing the guide, we hope you will take part in these important events. The City of Bunnell is your place of residence. We invite you to attend all public meetings and welcome public participation. As a resident of the City of Bunnell, we encourage you to get involved in all matters that are of concern to you.

If you have any questions regarding City Commission meetings or should you wish to discuss an issue of importance, please feel free to contact staff at:

INTERIM CITY MANAGER TOM FOSTER

437-7508

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CITY CLERK

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THE MAIN PARTICIPANTS

Mayor

The Mayor is a member of the City Commission elected to that position for a three-year term by a popular vote of the citizens of Bunnell. The Mayor serves as the Chief Executive Officer of the City of Bunnell and presides over all meetings of the City Commission. The Mayor votes on all motions; however, does not make a motion or second a motion. If the Mayor is needed to second a motion, he or she must pass the gavel to allow another member of the City Commission (usually the Vice Mayor) to preside over the meeting while he or she seconds a motion. A majority vote is required to adopt a motion of the City Commission.

Vice Mayor

The Vice Mayor is a member of the City Commission elected to that position by a vote of the City Commission at the first April meeting annually to serve a one year term. The Vice Mayor functions as a commissioner unless/until the Mayor passes him or her the gavel or when the Mayor is unavailable to attend a commission meeting.

City Commission

The City Commission serves as the general legislative body for the City of Bunnell. The Commission members are elected on an at-large basis to serve three (3) year terms. The Commission is responsible for the approval of policies, ordinances, codes and the annual budget. The Commission is also responsible for policy formulation and development.

City Manager

The City Manager is the Chief Administrative Officer for the City of Bunnell. The City Manager is appointed by and serves at the discretion and pleasure of the City Commission. The City Manager is responsible for the administration of all departments, programs, activities, and functions of the City in accordance with state law, the City Charter, and the policies adopted by the City Commission. The City Manager and other staff may sit at the dais during City Commission meetings, but do not have a vote.

City Clerk

The City Clerk, an appointed position, is responsible for maintaining City ordinances and meeting minutes for public review, keeping the City Corporate Seal, and supervision of city elections. The City Clerk attends all meetings of the City Commission, is responsible for setting up the board chambers, adjusting

sound levels for microphones, and displaying the PowerPoint presentation of the meeting's agenda on the overhead monitors.

City Attorney

The City Attorney is appointed by, and serves at the discretion and pleasure of the City Commission. The City Attorney is a contract position (not a member of staff) and is responsible for advising the City Commission and City Manager on all matters of legal pertinence.

Recording Secretary

The Deputy City Clerk serves as the recording secretary at all City Commission meetings. The recording secretary is responsible for keeping a record of proceedings to include meeting minutes and an audio recording. The Recording Secretary is also responsible for live-streaming the audio of Commission meetings on the City website and answers requests from the public to provide copies of audio files of meetings via e-mail or memory stick drives.

Management Staff

Department Directors (including Community Development Director, Finance Director, Police Chief, Public Works Director and Solid Waste Director) also attend meetings of the City Commission, as needed, to report on agenda items under their purview and to answer any questions the Mayor and City Commission may have.

MEETINGS

Regular (business) meetings of the City Commission are held on the 2nd and 4th Mondays of every month, unless it is an observed holiday. The meetings start at 7:00 PM and are held in the Board Chambers, Building 3, at the Bunnell Municipal Complex, located at 201 W. Moody Blvd., Bunnell, Florida.

The City Commission may meet in Workshop, Special or Emergency Meetings, when required. No final action (vote) can be taken at a **Workshop** meeting. **Special** meetings may be held on the call of the Mayor or any Commission member and with no less than 24 hours' notice to each member and the public. **Emergency** meetings are a form of special meeting and may be called, with an attempt made to notify the public, by the Mayor or any Commission member, but must be of such importance that the community's health, safety, welfare, lives or the City's finances are in immediate peril. Special or Emergency Meetings shall be restricted to the subjects(s) for which the meeting was called.

The City Commission appoints residents to various volunteer boards and advisory committees that make recommendations to the City Commission on various issues. *(Please see the City website for more detailed information on, and the difference between, volunteer boards and committees.)* The current volunteer boards and advisory committees are:

Code Enforcement Board
Planning, Zoning, and Appeals (PZA) Board

The City Commission will, from time to time, appoint volunteer residents to a task force or ad-hoc committees for the resolution of a specific or short-term issue. Examples are: Community Development Block Grant (CDBG) Task Force (as needed), and Charter Review committee (every five years).

Applications for consideration of appointment to any of the boards or advisory committees may be obtained from the City website www.bunnellcity.us or the City Clerk's office by calling 437-7500 ext. 2307.

MEETING SERVICES & ADA COMPLIANCE

Any person requiring a special accommodation at City meetings because of disability or physical impairment should contact the City Clerk at 386-437-7500, ext 2308, at least 24 hours before the start of the meeting. Also, in accordance with Title VI of the Civil Rights Act and Executive Order 13166, the City will provide the services of an interpreter to provide meaningful access to limited English proficient individuals.

THE GENERAL ORDER OF BUSINESS OR “AGENDA”

An agenda is prepared for each meeting of the City Commission. The complete agenda packet is delivered to Commissioners and posted on the City website. The general order of business at a typical City Commission meeting is as follows:

- A. Call to order
 - Pledge of Allegiance to the Flag
 - Roll Call
 - Invocation

- B. Introductions
 - Commendations
 - Proclamations
 - Presentations

- C. Consent Agenda

- D. Public Comments

- Public Hearings

- E. Ordinances (Legislative)
 - Second Readings (for adoption)
 - First Readings (for approval)

- F. Resolutions (Legislative)

- G. Old Business

- H. New Business

- I. Reports
 - City Clerk
 - City Attorney
 - City Manager
 - Mayor, Vice Mayor and City Commissioners

- J. Adjournment

CONSENT AGENDA

The use of a *Consent Agenda* is a process whereby all items on the consent agenda for a City Commission meeting can be passed with one single vote of the City Commission. Unless there is a need for some discussion to take place, items that the members of the City Commission or residents do not wish to examine in detail can be passed without formal discussion. Types of items that are usually placed on the Consent Agenda are: warrants, meeting minutes, contracts and budgeted purchases. If there is an item that needs to be examined, that item may be “pulled” from the Consent Agenda by any member of the City Commission. The item can then be discussed and voted on separately. The remaining items left on the Consent Agenda are then passed with one vote.

By using the Consent Agenda process, the City Commission saves time and only discusses items that a Commission member or meeting attendee feels are necessary to discuss. The use of this process allows for meetings to be run more efficiently.

PUBLIC COMMENTS

Agendas for all meetings of the City Commission include a section for “Public Comments.” This gives members of the public an opportunity to comment on items and issues not on the agenda. Those addressing the City Commission are required to step up to the podium/microphone and provide their name and address on the sign-in sheet and state their name and address for the record before making their comments. Those making comments are subjected to a four (4) minute time limit. There will be a 4-minute clock counting down on a monitor at the podium. At the discretion of the Mayor the time limit may be extended slightly, depending on the number of people wishing to address the City Commission and/or the length of the agenda.

After all comments have been made, the City Commission may take several actions in response to citizens’ concerns or comments. The City Commission may ask the City Manager or City staff to gather more information regarding the

subject, refer it to one of the various advisory boards or committees of the City for review, or may take other appropriate action. These items may then be reported back to the full City Commission at a later date. A full vote of the City Commission should not be required for items brought up during “Public Comments.”

PUBLIC HEARINGS

Ordinances, and sometimes Resolutions, listed under this section of the Agenda are Public Hearings that have been advertised in accordance with state statutes. Any Ordinances listed under Public Hearings are for consideration of second reading and adoption, and is the final vote on that particular issue. Florida Statutes and City Codes require an Ordinance to be read twice. The City Commission has adopted procedures that allow an ordinance to be read by title only, instead of having the ordinance read in full.

The Mayor will formally open the public hearing, will receive a report on the issue by City staff, a presentation by the petitioner (if applicable), and possibly a motion, second and discussion by the Commission members. Some ordinances do not have an applicant; therefore, will only have a report by staff. After all reports have been made, the City Commission will take comments from the public on the specific issue before closing the Public Hearing. All those wishing to address the City Commission on a specific issue are subjected to a four (4) minute time limit.

Once all public comments have been received, the Mayor will formally close the Public Hearing and proceed with additional discussion among the Commission members. At this point, if a motion has not already been made, a member of the Commission will make a motion to adopt the ordinance. The motion can then be seconded and voted on for adoption. If there is no second to a motion, the motion dies for lack of second. A majority vote of the City Commission is required to adopt an Ordinance or Resolution.

Sometimes the City Commission may want additional information that cannot be provided at the meeting, or they have requested some amendments to an Ordinance/Resolution. If the Commission is comfortable that staff can easily make the changes without bringing the ordinance back, a Commissioner will make a motion to adopt the ordinance “as amended” after spelling out the specific changes/additions/deletions wanted. However, when the additional information or changes are too detailed, a member of the City Commission will make a motion to continue, postpone or table the Public Hearing until a date and time certain.

ORDINANCES

An ordinance means official legislative action of a governing body, which action is a regulation of a general and permanent nature and enforceable as a local law. Each ordinance shall be introduced in writing and shall embrace but one subject and matters properly connected therewith. The subject shall be clearly stated in the title. No ordinance shall be revised or amended by reference to its title only. Ordinances to revise or amend shall set out in full the revised or amended act or section or subsection or paragraph of a section or subsection.

The City Commission may, by a 2/3rds vote, enact an emergency ordinance without complying with the advertising requirements set forth by City Codes and Florida Statutes.

Ordinances are placed on the agenda for first reading. Florida Statutes require an ordinance to be read, by title only, on two separate readings. The second reading of an ordinance is placed on the agenda under "Public Hearings." First reading is a formality required by law to put an ordinance on the books to let the public know the City Commission is considering adoption of the ordinance.

RESOLUTIONS

Resolution means an expression of a governing body concerning matters of administration, and expression of a temporary character, or a provision for the disposition of a particular item of the administration business of the governing body. Each resolution shall be introduced in writing and shall embrace but one subject and matters properly connected therewith. The subject shall be clearly stated in the title. Resolutions are for items that do not require a Public Hearing. A member of City staff will make a report to the City Commission on the subject matter of the resolution, followed by a presentation by the petitioner. Some resolutions do not have an applicant; therefore, will only have a report by staff. The Mayor will take public comments specifically about the resolution. If not done earlier in the item, a member of the City Commission will make a motion to approve or deny the resolution and will be seconded by another Commission member, after which a vote of the full commission will be taken.

NEW BUSINESS

Items may be listed on the agenda under “New Business” that do not require a resolution or ordinance, but still require a majority formal vote of the Commission. This section may also contain items presented to the City Commission for the first time and require some direction from the City Commission before continuing towards a contract, resolution, or ordinance.

OLD BUSINESS

Items listed under “Old Business” may be issues that were previously on the “New Business” agenda that were either continued, postponed, tabled, or when direction was previously given by the Commission and staff is now bringing the item back for approval.

REPORTS

The City Clerk, City Attorney and City Manager each give reports of interest to the City Commission. The City Manager may call upon various department heads to report on issues of interest to the Commission during the City Manager report. Reports by Mayor, Vice-Mayor and Commissioners allow individual commissioners an opportunity to bring up items they want to bring to the attention of other commission members or staff. A Commission member may make a report or seek consensus to a specific issue. A full vote of the City Commission should not be required for items brought up during “Reports.”

COMMISSION MEETING HANDOUTS

If during a Commission meeting a citizen, member of staff, or invited guest distributes any handouts or copies of a presentation to members of the City Commission that was not included in the agenda packet, a copy of said handout shall also be provided to the City Clerk or Recording Secretary, as it is required that such documents be included with the official minutes of the meeting.

AGENDA INFORMATION

Copies of formal agenda packets for all City Commission meetings are available in the City Clerk’s office and on the City website three (3) business days before the meeting. A complete agenda packet, along with copies of the agenda summary, is also available for public viewing at the back of the board chambers on the agenda table. Information regarding the agenda may be obtained from the City Clerk’s office by calling 437-7500, EXT 2308.