



# City of Venice

401 West Venice Avenue  
Venice, FL 34285  
www.venicegov.com

## Meeting Minutes City Council

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Friday, February 21, 2020

8:30 AM

Village on the Isle

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### Strategic Planning

#### CALL TO ORDER

A Strategic Planning workshop of the City Council was held on this date at Village on the Isle. Betsy Steiner served as facilitator. The meeting began at 8:35 a.m.

Joel Anderson, Village on the Isle Chief Executive Officer, welcomed staff and council members to the facility.

#### ROLL CALL

**Present:** 7 - Mayor Ron Feinsod, Council Member Richard Cautero, Vice Mayor Charles Newsom, Dr. Margaret Fiedler, Council Member Helen Moore, Council Member Nick Pachota and Dr. Joseph Neunder

#### ALSO PRESENT

City Manager Ed Lavalley, City Attorney Kelly Fernandez, City Clerk Lori Stelzer, Deputy City Clerk Danielle Lewis, Assistant City Manager Len Bramble, Recording Secretary Mercedes Barcia, Fire Chief Shawn Carvey, Police Chief Tom Mattmuller, Utilities Director Javier Vargas, Finance Director Linda Senne, Development Services Director Jeff Shrum, Director of Public Works and Asset Management James Clinch, Airport Director Mark Cervasio, City Engineer Kathleen Weeden, Information Technology Director Christophe St. Luce, Director of Human Resources Alan Bullock, and Utilities Project Manager Patience Anastasio.

#### PLEDGE OF ALLEGIANCE

Mayor Feinsod led the Pledge of Allegiance.

#### I. NEW BUSINESS

##### [20-4401](#)

City Council Meetings: Structural, Procedural and Formatting Issues

Discussion took place on agenda components and structure, action items, deadline for agenda item submissions, and consent agenda items that can be approved administratively.

Ms. Senne noted some grants require council approval.

Discussion followed regarding notifying council and the public of revenue received by the city.

**There was consensus for staff to notify council immediately via memorandum/email and/or notification by the Public Information Officer (PIO) of grants not requiring council approval.**

Mr. Lavallee spoke to formality of council directing action to staff.

Discussion continued regarding council involvement in the city's operations and protocol for agenda items that require staff directives.

Mr. Bullock provided staff's perspective on questions asked by council.

**There was consensus for agenda items requiring staff directives to be placed on a council agenda to get council majority; council can ask questions of staff (be respective of staff's time), but not give directives; preference to go through the city manager's office.**

Ms. Stelzer spoke regarding the deadline to submit agenda items and suggested to move the deadline to Friday at noon prior to the agenda meeting.

Mr. Lavallee commented on his review of agenda items requested by staff.

Discussion followed regarding outside parties adhering to the deadline.

**There was consensus to move the deadline for agenda items to Friday at noon.**

**There was consensus to not allow submissions past the deadline, exceptions approved by the city manager, and supporting staff.**

Discussion took place on the agenda posting date, sending council a draft agenda Wednesday before the meeting, and notifying council of pending items.

**There was consensus to email council members with a draft agenda, if not published by Wednesday, with an indication of items that are pending.**

Discussion followed regarding the city's email server, council members not replying to all, and initiating a separate email if there are questions on the draft agenda.

Discussion took place on length of council meetings, agenda committee, keeping agenda items relevant to the city, Mr. Lavallee offering alternate

solutions to accomplish items, proclamations, policy for presentations, the city's relationship with residents, agenda items requested by council members, presentations that require a decision versus informational items that can be disseminated, special events model, and citizen related requests.

Mr. Lavallee described process on requesting presentations on the council agenda.

Discussion followed on council versus non-council requested presentations, protocol to request presentations, knowing when a request for money is being made, and deadline for presentations.

**There was consensus to keep council requested agenda items (including presentations) to city business/relevant to the city; if questionable city manager (or city clerk/city attorney) can contact the council member for confirmation; council member will decide whether item will stay or not.**

Discussion continued on outside presentations, giving the agenda committee latitude to decide when presentations/items are placed on the agenda, presentation guidelines and protocol for requesting money, vetting outside presentations for non-government entities, and Mr. Lavallee delegating more tasks to the assistant city manager.

**There was consensus that outside presentations must be related to city business; requestor must specify if an action or request is being made.**

**There was consensus for staff to develop guidelines for outside presentations.**

Recess was taken at 10:09 a.m. until 10:21 a.m.

Discussion took place regarding audience participation segments at council meetings, ability to have public input, and communicating expectations for public comment.

**There was consensus to leave audience participation as is.**

Mr. Lavallee explained protocol for audience participation and referenced the city's code.

Discussion ensued on responding to speakers, directing comments to the chair, and eliminating debates.

**There was consensus for the mayor to acknowledge speakers.**

Discussion took place on proclamation guidelines, being relevant and providing a social benefit to the city, proclamations regarding religion, and

council presenting proclamations off-site.

Ms. Stelzer read proclamation guidelines suggested by Mayor Feinsod.

Discussion continued on proclamations regarding religion, being inclusive, mayor signing all proclamations on behalf of council, and notifying council when proclamations are issued off-site.

**There was consensus on proclamation guidelines to include being relevant to the city; have social purpose; no discrimination allowed; be inclusive; issued by city, not an individual; and let council know when proclamations are issued off-site.**

Discussion took place regarding council reports, setting a time limit, and sunshine laws.

**There was consensus to have a ten minute time limit for council reports.**

Discussion followed on consent agenda items, department purchases, protocol for council approved expenditures, approved budget items, and staff informing council when major projects start.

**There was consensus that the city manager will communicate information to council members.**

Discussion took place regarding Roberts Rules of Order, parliamentarian, and the city's current process.

**There was consensus to defer to the city clerk on parliamentary matters.**

Ms. Fernandez noted the charter requires four affirmative votes to approve an ordinance on second reading, and suggested council consider including language in the code that allows a matter to roll over to the next meeting if there is not a full council in attendance.

Discussion ensued on deferring items to the next meeting.

Mr. Shrum noted state law has certain timing requirements.

**There was consensus if the full council is not in attendance, revise code that if there are not four votes in favor of an ordinance, resolution or contract, that the matter rolls over to the next meeting (only one time for rollover).**

Discussion took place regarding the invocation.

Ms. Fernandez noted reviewing court cases and processes in other jurisdictions, opined the city's manner on handling the invocation is constitutional, and recommended council adopt a policy.

Discussion followed regarding inviting outside parties to conduct the invocation, continuing with the current policy, and creating a standard invocation inclusive to all religious beliefs.

**There was consensus to continue with the invocation as is.**

Mr. Cautero played a recording of the invocation from the City of Sarasota.

#### [20-4402](#)

#### Charter Components

Mr. Lavallee noted charter language directs documents to be signed by the mayor and inquired on giving staff latitude to sign operational agreements.

Discussion followed on modifying process for operational documents, making the process more efficient, revising charter provision, and developing a resolution.

**There was consensus to designate signatory authority to the city manager for operational activities (charter revision or resolution to be determined by Ms. Fernandez).**

Discussion took place regarding charter review, having a council meeting following elections to include members who are no longer on council, term limits, and having one meeting during election month.

**There was consensus to have one meeting in November following elections.**

**The was consensus to review charter on term limits-no break if switching from council to/from mayor.**

Discussion followed on having more definitive language in the charter on advisory board appointments.

**There was consensus to review the charter on advisory board appointments.**

Discussion ensued on whether to review the entire charter.

Ms. Fernandez spoke to reviewing the charter and option for a charter review committee.

**There was consensus for a limited scope review of the charter.**

**There was consensus for staff to identify areas of concern and report back to council.**

Discussion followed regarding city council meetings in November, having a council meeting on election day, and certification of elections.

There was consensus to have an agenda item to discuss first meeting in November.

Recess was taken at 11:39 a.m. until 11:45 a.m.

[20-4403](#)

Finance, Procurement and Budgeting Policies and Ordinance Affecting Council Actions

Overview of Prominent Capital Projects

Chief Mattmuller spoke on the public safety facility project to include space analysis and needs assessment, project being on budget and on schedule, hardened facility, community room, training facility, building design, property location, and potential for future growth.

Mr. Clinch and Chief Carvey spoke on Fire Station No. 1 and City Hall Expansion project to include site plan, parking and security improvements, shared services, space needs, relocation of the fire station during construction, hardened facility, three bay station, Harbor Drive elevation, funding and budget, and renovation design phase for the old police station.

Ms. Weeden spoke to the downtown beautification project, approved road bond, and Capri Isles Bridge replacement.

Mr. Cervasio spoke regarding airport project grants, recently completed projects to include airport rehabilitation, t-hangars mid-field #1 construction, aircraft wash rack, design Taxiway "D" extension, security improvements, obstruction removal, design parallel Taxiway "E", non-aeronautical 75-year lease, trapeze circus, and drainage improvements.

Ms. Anastasio spoke on utilities projects to include water booster station and aquifer storage and recovery well, storing reclaimed water, water treatment plant building improvement project, second stage membrane addition, and utility relocations and replacements.

Recess was taken at 12:17 p.m. until 12:56 p.m.

## II. AUDIENCE PARTICIPATION

Dennis Neeser, 600 Menendez Street, expressed his support for the Venice Theater and commented on the downtown beautification project.

Natallie Taylor, 113 Asti Court, expressed her love for the Venice Theater.

Jeannie Gomes, Hotel Venezia, noted long term partnership with Venice

Theater and spoke on the theater's economic impact.

Dennis Berkery, Venice Theater, spoke to the community's use of the theater.

Jeff Boone, city resident, spoke to agenda deadline and ability for staff to have discretion to submit items after the deadline, not having a meeting between elections and certification, and having more than one meeting in November.

[20-4403](#)

Finance, Procurement and Budgeting Policies and Ordinance Affecting Council Actions

Ms. Senne spoke to approval of purchases and purchasing thresholds.

Discussion followed regarding council approval on operational issues, capital items, and guaranteed maximum price threshold.

**There was consensus for staff to make recommendations on a threshold for capital items requiring council approval.**

Discussion continued on establishing a threshold for items requiring council approval, procurement rules for purchases, retention and disposal, and vehicle fleet replacements.

Mr. Lavallee spoke regarding subsidy for special events, city contributions to non-governmental agencies, and distinguishing a funding request for a non-governmental institution that provides a cultural benefit to the community.

Discussion followed regarding subsidy criteria for non-governmental agencies.

Ms. Senne noted money spent by the city has to serve a public purpose.

Discussion continued on the appropriate source of funds for non-profit organizations, subsidy for special events, entities supporting a public benefit, and government money supporting government institutions.

**There was consensus not to subsidize government money for non-government purposes.**

Discussion followed on establishing a fee schedule for the use of public space.

**There was consensus to establish a fee schedule for the use of sidewalks by the downtown businesses.**

Discussion ensued on enforcement of sidewalk space, striping downtown sidewalks, outside dining, and adhering to code.

[20-4404](#)

Strategic Plan: Adopted Goals and Objectives

Discussion took place on the strategic plan to include no changes to goals one through four.

Discussion took place on Goal 5, Objective 3: Research financial strategies to develop the Seaboard and/or gateway areas. There was no change to goal five.

Discussion followed on revisiting the strategic plan periodically, staff providing an update reflecting completed goals and plans to accomplish future goals, using plan as a guide, and updating the plan next year.

There was no change to goal six.

Recess was taken at 2:29 p.m. until 2:40 p.m.

[20-4405](#)

Updating Personnel Policies Applicable to Elected Officials, Advisory Board Members and Volunteers

Mr. Bullock spoke to council and staff interactions with advisory boards.

Discussion followed regarding purpose of advisory boards, lack of communication between boards, overlapping duties, board interactions, board mission statements, council directing board chairs on their duties, and merging compatible boards.

Mr. Shrum noted there has been discussion on merging the Architectural Review Board with the Historic Preservation Board and the planning commission will be seeking council's input.

Discussion followed regarding contemporary ad hoc advisory boards, task forces, changing model to stakeholder groups, combining boards, and methodology on boards communicating.

Mr. Bullock commented on boards assigning tasks to staff.

Discussion followed regarding the mayor meeting with board chairs and board members assigning tasks to staff.

Mr. Bullock spoke regarding the code of ethics policy, considering council members as employees, and responded to questions regarding the code of ethics applying to advisory board members.



Discussion followed regarding code of ethics violations, applicability of the code to council members and advisory board members, sunshine law, board member appointments to include process, mayor recommendations, social media policy, mechanism on how council views applications, advertisement of board vacancies, council's ability to view all applications received, social media technology outlets for solicitation, including applications received with the mayor's recommendation, keeping current process as is, volunteers, and advertising board vacancies in the local newspaper.

Discussion took place on a youth advisory board, establishing a mechanism for the youth to interact with government, mayor designating a liaison to the board, drafting a resolution, and sunshine laws.

**There was consensus to direct the city attorney to provide a mechanism establishing a youth advisory board that is not subject to sunshine laws.**

Discussion continued regarding youth involvement in the area.

[20-4406](#)

Intergovernmental Partnerships

This item was not discussed.

[20-4407](#)

Boards and Commissions

This topic was discussed with Item No. 20-4405.

[20-4408](#)

Cost of Adding Labor to Monitor and/or Regulate Certain Laws, Regulations and Level of Service

Mr. Lavallee commented on the city's level of service (LOS) and inquired on increasing resources to monitor enforcement.

Discussion followed on enforcing restrictions in the downtown area for bicycling on sidewalks, cost of increasing enforcement services, shifting resources during season, seasonal traffic and speed enforcement, Chief Mattmuller providing recommendations on where enforcement is needed at the budget workshop, parking on Venice Avenue, and staffing.

**There was consensus for Chief Mattmuller to provide recommendations on where enforcement is needed at the budget workshop.**

### III. ADJOURNMENT

There being no further business to come before Council, the meeting was adjourned at 4:19 p.m.

ATTEST:

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Mayor - City of Venice

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City Clerk