# City of Venice

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

## Meeting Minutes
## City Council

**Wednesday, November 20, 2013** | **2:00 PM** | **Community Hall**

**COUNCIL PROTOCOL/PROCEDURE WORKSHOP**

## CALL TO ORDER

Mayor Holic called the meeting to order at 2:01 p.m.

## ROLL CALL

**Present:** 7 - Council Member Jim Bennett, Council Member Emilio Carlesimo, Council Member Kit McKeon, Council Member David Sherman, Council Member Jeanette Gates, Council Member Bob Daniels and Mayor John Holic

## Also Present

City Attorney Dave Persson, City Clerk Lori Stelzer, City Manager Ed Lavallee, Recording Secretary Judy Gamel, and for certain items on the agenda: Marketing and Communications Officer Pam Johnson.

## INVOCATION AND PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Gates.

## I. DISCUSSION

1. Role of City Council Members

**13-0252** City Council Procedures/Protocol

Mr. Carlesimo referred to a memorandum dated November 14, 2013 referencing the charter and potential charter changes.

Mr. Daniels expressed concern regarding topics previously addressed and rejected by the Charter Review Committee (CRC).

Discussion ensued on the purpose of the workshop, following the intent of the charter, conversations private attorney/client sessions, the finance director issue and inaction by previous administrations and councils, and calls for action.

Mayor Holic commented on procedure for elected officials to take information/concerns presented by the public, referenced the city website regarding a link for the public to submit concerns, and noted the need for an ombudsman.

Discussion followed on communication with Board of County Commissioners, being courtesy copied on emails sent to the county, a procedure regarding requests to add items to the agenda, and labor intensive items that must come before council prior to placement on the agenda.

Mr. Daniels provided clarification to his approach regarding email correspondence and reporting procedures agreed upon by the county commissioner and administrator.

Mr. Lavallee spoke to a single point of contact reference point, a safe harbor for people who have issues, and advised that Pam Johnson has been given the charge to establish a user friendly website with a point of contact to get information to and from with confidence and proficiency.

Discussion ensued regarding ownership, involvement in the process by public placing complaints, and facilitating a responsive focal point.

Mr. Lavallee stated that he will provide details of the Citizen Help Line and impending cost.

Discussion followed on placing the Elk Grove City Council Norms and Procedures Manual on future council agenda for comparison, and budget restrictions.

2. Role of Mayor

Discussion took place on the benefits of having an elected mayor, the importance of the Mayor delegating duties to council, and the need to filter public concerns.

3. Roles on Boards Outside of the City, i.e. Venice High School SAC, Community Alliance, Charlotte Harbor National Estuary, etc.

Discussion ensued on the importance for council to be given permission to speak on behalf of the city, knowledge of council members whereabouts regarding meetings, procedures for speaking on official business, committee that are not subject to the Sunshine Law, and Community Alliance organizations.

Mr. Persson stated the need for a resolution that establishes the roles and functions of the agenda committee.

4. Introducing Subject Matter to the Media Prior to Discussion with Council

Discussion ensued on the practice of communicating with the media prior to council discussion on the topic, and editorial/opinion letters.

5. Giving Staff Direction

Discussion followed on not giving staff direction, communication with staff for educational purposes, and keeping the city manager notified.

Mr. Lavallee stated it is his job to communicate needs with staff for prioritizing.

6. Communications with Sarasota County

Mayor Holic commented on Mr. Daniels' guidance regarding communication with Sarasota County.

7. Approval Thresholds for All Written Documents (Contracts, Agreements, etc.)

Mr. Lavallee discussed operational issues, protocols and relationships, verbiage within the charter regarding the mayor's duties, and the operational threshold.

Discussion followed regarding issues with existing agreements, establishing consistency in signature authority with contracts, development of crucial concepts for council to flag on contracts, and the contract review process.

8. Signing Authority for All Written Documents (Contracts, Agreements, etc.)

This item was discussed previously in the meeting.

9. Voting Method and Rotation

Discussion took place on voting methods and rotation to include electronic voting, the mayor voting last, Roberts Rules of Order (RRO), possible change in the voting rotation, and equality in voting rights.

Mr. Persson clarified that RRO is adopted in the code and a change could be made by ordinance.

Board consensus was not reached to place the voting rotation on the agenda with Mr. Daniels, Mr. Sherman, Mr. Bennett, and Mayor Holic opposed.

Ms. Gates commented on the importance of a broad group to run for council.

Ms. Johnson commented on the Performing Arts Center to include the involvement, cost savings, and the increase on the cost of the building.

## II. AUDIENCE PARTICIPATION

Ron DuPont, Venice Gondolier Sun Editor, explained the reasoning why headlines are ran prior to council discussion, and commented on public education and involvement.

## III. ADJOURNMENT

There being no further business to come before Council, the meeting was adjourned at 4:33 p.m.

ATTEST:

Mayor - City of Venice

City Clerk

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