

2024

North Port Commission Handbook



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City Clerk, MMC
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Table of Contents

INTRODUCTION	7
WELCOME	7
ABOUT OUR CITY.....	8
MUNICIPAL GOVERNMENT	9
GOVERNMENT STRUCTURE	9
ROLE OF THE MEMBERS OF THE CITY COMMISSION	9
ROLE OF THE MAYOR/VICE MAYOR.....	9
CITY CHARTER	10
CITY MAP	11
ONBOARDING	12
ONBOARDING CHECKLIST	12
City Clerk's Office	12
City Manager's Office.....	12
City Attorney's Office.....	12
Human Resources Office.....	12
Information Technology.....	13
COMMISSION VIDEO RESOURCES.....	13
Commissioner and Candidate Tutorial Video Resources.....	13
ADDITIONAL INFORMATION	14
PAY SCHEDULE	14
OFFICES	14
COMPUTERS, CELL PHONES, AND TECHNOLOGY	14
PARKING.....	14
FINANCIAL DISCLOSURE	14
USE OF CREDIT CARD	14
OBSERVED HOLIDAYS.....	15
ADMINISTRATIVE SUPPORT	16
STAFF/CLERICAL SUPPORT	16
CALENDAR APPOINTMENTS.....	16
MAIL AND TELEPHONE MESSAGES	16
CORRESPONDENCE FROM COMMISSIONERS.....	16
TECHNOLOGY SUPPORT	17

SOCIAL MEDIA ACCOUNTS.....	17
“NORTH REPORT” APP	17
LEGISLATIVE ANALYST	18
CITIZEN INQUIRES AND COMPLAINTS	18
TRAINING AND CONFERENCES	19
INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS (IEMO)	19
Institute For Elected Municipal Officials.....	19
Institute For Elected Municipal Officials II.....	19
Leadership Academy.....	19
FLORIDA LEAGUE OF CITIES LEGISLATIVE CONFERENCE	19
LEGISLATIVE ACTION DAYS	20
ONLINE WEBINARS.....	20
CONGRESSIONAL CITY CONFERENCE AND CITY SUMMIT	Error! Bookmark not defined.
COMMISSIONER RESPONSIBILITIES	21
THE PUBLIC RECORDS LAW	23
Florida Statutes Definition of Public Records	23
Florida Statutes Definition of an Agency	23
Public Records Requests	23
Personal Electronic Devices and Social Media Accounts.....	24
THE SUNSHINE LAW	25
Who Falls Under the Florida Sunshine Law?	25
What is a Meeting?	25
Correspondence between Commissioners.....	25
ETHICS	27
CONFLICT OF INTEREST/GIFTS	27
REPORTING FORMS.....	27
GIVING AND RECEIVING GIFTS STATE LAW	28
Expenditure Ban.....	28
Prohibitions On Gifts From Political Committees	28
Gift Solicitation Prohibitions	28
Gift Acceptance Prohibitions	28
Gift Giving Prohibitions	29
Gifts Over \$25 and Not Exceeding \$100	29

Gifts From Government Agencies and Direct-Support Organizations	29
Definition Of "Gift"	29
Quarterly Gift Disclosure By Reporting Individuals	30
CITY COMMISSION MEETINGS	31
RULES OF ORDER AND RULES OF PROCEDURE	31
MINUTES AND RECORDS	31
MEETING SCHEDULES, NOTICES, AND AGENDAS	32
AGENDA BRIEFINGS	32
ADVISORY BOARDS AND COMMITTEES	33
APPOINTMENT	33
BOARDS AND COMMITTEES	33
SPECIAL BOARDS AND COMMITTEE ASSIGNMENTS	34
ADMINISTRATION	35
CHARTER OFFICERS	35
City Manager	35
City Attorney	35
City Clerk	36
ADMINISTRATION CONTACT INFORMATION	37
ORGANIZATIONAL CHART	39
CITY DEPARTMENTS	40
COMMUNICATIONS	40
FINANCE DEPARTMENT	40
Accounting	41
Finance and Budgeting	41
Purchasing	41
Payroll and Accounts Payable	41
FIRE RESCUE	41
Operations Division	41
Administrative Division	42
Emergency Management Division	42
Fire Prevention Division	42
HUMAN RESOURCES	42
Recruitment	42

Compensation and Classification	43
Employee and Labor Relations	43
Risk/Safety and Workers' Compensation	43
Employee Wellness	43
Benefits	43
Employee Recognition and Engagement	43
Employee Training	43
INFORMATION TECHNOLOGY DIVISION (IT)	43
DEVELOPMENT SERVICES DEPARTMENT (DS)	43
Planning and Zoning Division	44
Building Division	44
Code Enforcement Division	44
Economic Development Division	44
Business Attraction and Recruitment Services	44
Local Business Retention and Expansion Services	44
Business Climate	45
Natural Resources Division	45
PARKS AND RECREATION	45
Recreation	Error! Bookmark not defined.
Parks Maintenance	Error! Bookmark not defined.
Aquatics	Error! Bookmark not defined.
Parks & Recreation Advisory Board	45
Parks & Recreation Master Plan	46
POLICE DEPARTMENT	46
Executive Staff	47
Patrol Operations Bureau	47
Administrative Bureau	47
Investigations Bureau	48
PUBLIC WORKS DEPARTMENT	49
Administration	49
Engineering	49
Fleet Management	50
Infrastructure And Facilities Maintenance	50

Solid Waste	50
UTILITIES DEPARTMENT	50
Field Operations.....	50
Engineering	51
Water Plant	51
Water Reclamation Plant.....	51
Administrative Services.....	51
SOCIAL SERVICES DIVISION	51
Financial Assistance	52
Access Point	52
Skills For Life Workshops	52
North Port & Non-Profits United Program (NP ²).....	52
Major Community Events	52
Family Services and Community Education Centers	52
STRATEGIC PLANNING.....	53
BUDGET.....	53
BUDGET POLICIES.....	53
Purpose	53
POLICIES AND STRATEGIES.....	54
Policy	54
SCOPE – COMPREHENSIVENESS	54
Policy	54
SCOPE – BUDGET FORM	54
Policy	54
SCOPE – BASIS OF BUDGETING	54
Policy	54
SCOPE – BUDGET CALENDAR.....	55
Policy	55
BALANCED BUDGET	55
Policy	55
BUDGET CONTROL AND MONITORING	55
Policy	55
BUDGET AMENDMENTS.....	56

Policy	56
BUDGET YEAR-END	56
Policy	56
COMMONLY USED BUDGET TERMS.....	57
APPENDICES.....	60
APPENDIX A – Commission Policy 2021-03 Rules of Order and Decorum	60
APPENDIX B – Commission Policy 2021-04 Minutes and Records	66
APPENDIX C – Commission Policy 2021-05 Meeting Schedules, Notices, and Agendas	68
APPENDIX D – Commission Policy 2020-01 Public Records Request.....	74
APPENDIX E – Form 9 Quarterly Gift Disclosure	78
APPENDIX F – Form 30 – Donor’s Quarterly Gift Disclosure	80
APPENDIX G – Statement of Financial Interest (Form 1).....	81

INTRODUCTION

WELCOME

Dear Commissioner,

On behalf of the City of North Port, I would like to officially congratulate you and welcome you to the city in your new role as City Commissioner.

Serving on the North Port City Commission is both a challenging and rewarding experience. Together, the team of yourself and four other Commissioners will carry out and/or assist in carrying out obligations to the residents of the city. As a commissioner, you have taken on the responsibility of serving as a vital link in providing resident input in the decision-making process.

This handbook is designed to be an overview and has been prepared for your use and reference during your tenure as Commissioner. For more detailed information concerning the city, please consult the City Charter, City's Code of Ordinances, Unified Land Development Code, or Resolutions. There is so much to read and learn. Please do not hesitate to request information or assistance – I am here to serve you.

I look forward to working together with each of you, meeting goals and exceeding expectations. It is my honor and a privilege to work with you and serve as your City Clerk.

Again, welcome to the City of North Port, City Commission.

Respectfully,

Heather Faust

Heather Faust, MMC
City Clerk
City of North Port

ABOUT OUR CITY

The City of North Port was founded and incorporated as North Port Charlotte in 1959. The City's name was changed to North Port, by referendum, in 1974. North Port is governed by a Commissioner/Manager form of government, combining the political leadership of its elected officials with the executive experience of its City Manager. The responsibility for adopting policy rests with the Commission and the responsibility for daily administration and execution of policy rests with the City Manager.

The City's operating departments/divisions include the Office of the City Manager, City Clerk's Office, City Attorney's Office, Police, Fire Rescue, Parks and Recreation, Public Works, Utilities, Planning and Zoning, Development Services, Code Enforcement, Finance, Economic Development, and Social Services.

- The city has approximately 92,399 residents with a median age of 48 years.
- The city is 104.16 square miles.
- There are 17,288 acres of land zoned Environmental Conservation.
- There are approximately 50,000 vacant single family platted lots.
- The city has five public elementary schools, one public charter school (all grades), two public middle schools, and one public high school.
- The city has a comprehensive park system that encompasses 27 parks and facilities including both passive and active parks, green space, athletic complexes, and special use facilities with a variety of amenities.

MUNICIPAL GOVERNMENT

GOVERNMENT STRUCTURE

The government of the City of North Port has been established as a Commissioner/Manager form of government. This is an extremely popular form of government because it combines political leadership of the elected officials with the strong managerial experience of a City Manager. The most efficient administration of policy is produced because the Commission has a professional working for them. Governmental duties are divided between the Commissioners and City Manager.

ROLE OF THE MEMBERS OF THE CITY COMMISSION

The City Commission acts as the legislative body for the city. This includes a variety of actions and powers that are primarily concerned with matters of policy, budget, and local legislation. The City Commission is responsible for approving ordinances, resolutions, and various contracts; land acquisitions and dispositions; budget appropriations, and associated policies that will govern the city. The powers vested in the City Commission include the authority to adopt local laws, rules, and regulations, issue bonds for municipal purposes after approval by voters, establish the millage rate for ad valorem taxes and equalize special assessments, and make appointments to the various municipal boards of the city. These actions and associated legislation are administered by the City Manager.

To uphold the integrity of the Commission/Manager form of government, the Charter specifically prohibits members of the Commission from becoming directly involved in the administrative affairs of the city. [Section 5.02](#) provides for limitations of City Commission powers.

ROLE OF THE MAYOR/VICE MAYOR

The Mayor and Vice Mayor are appointed by majority vote of the City Commission to preside over all Commission meetings. The nomination and appointment take place at the assumption of office on election years and at the first meeting in November on non-election years. The term shall be one year, and terms may not be held consecutively.

The Mayor and Vice Mayor are responsible for knowing the basic operations of parliamentary procedure, rules for public comments, and other procedural etiquette. The mayor serves as the ceremonial head of the city; exercising of military law; and for all ceremonial purposes; and signs all intergovernmental agreements, ordinances, resolutions and other official documents on behalf of the city.

The Vice Mayor assumes these duties in the absence of the mayor.

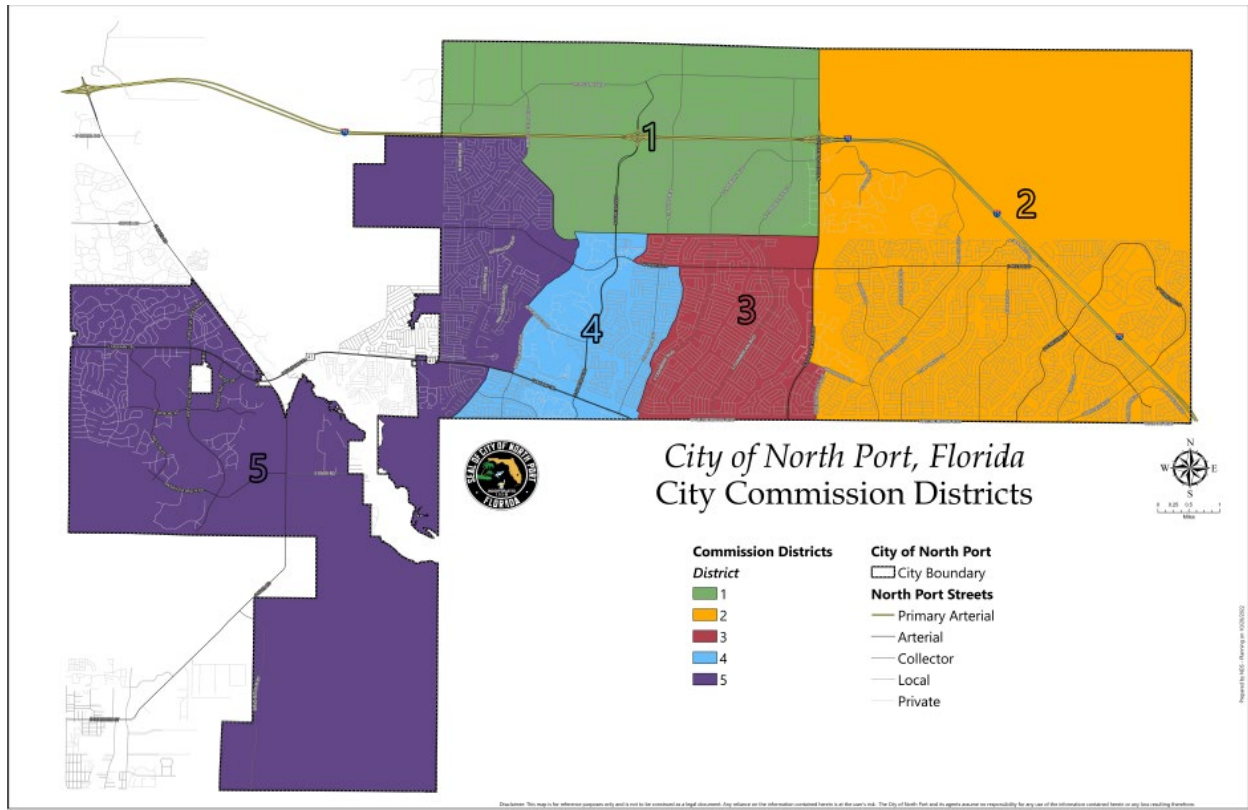
CITY CHARTER

The object of the City Charter is to present, in the form of a legal document, a general plan of municipal government that is democratic – responsive to the electorate and the community – and capable of doing the work of the City effectively and translating the voters’ intentions into efficient administrative action as promptly and economically as possible. According to the National Civic League (formerly National Municipal League), a good charter is one which “...sets before the citizens a clear picture of their own responsibilities and powers, and before the officials and employees a statement of their duties and mutual interrelations.”

Highlights of Information Contained in our Charter:

- Creation, powers, and construction of the City of North Port, FL.
- Explanation of form of government, Commission composition, and elections
- Ethics
- Explanation of City Commission authorities
- Summary information regarding meetings of the City Commission
- Various types of legislative enactments
- Process for Charter amendments
- Charter Officer appointments, powers, and duties

CITY MAP



ONBOARDING

ONBOARDING CHECKLIST

The following checklist has been created to assist you with ensuring all of the important things that you need to do as a new Commissioner are completed. After you have completed these items, you will be ready to get started.

City Clerk's Office

- Schedule meeting with City Clerk, City Manager, and City Attorney for brief orientation
- File Form 1 Financial Disclosure Form with the Sarasota County Supervisor of Elections within 30 days of appointment
- File Form 6, if applicable, for Full and Public Discloser of Financial Interests
- Order business cards, shirts, and name badge/nameplate
- Complete Commission Information Sheet
- Obtain information on annual Ethics class requirement

City Manager's Office

- Obtain Strategic Planning materials
 - Obtain access to Commission adopted plans/books (i.e., Master Plans, ULDC, etc.)
 - View department Onboarding videos
- Meeting with Communications Division to:**
- Schedule a photo opportunity
 - Set up social media accounts

City Attorney's Office

- Schedule meeting with City Attorney regarding general information and quasi-judicial matters
- Watch training video on Sunshine Law, Public Records, and Ethics
- Watch training video on quasi-judicial procedure

Human Resources Office

- Obtain City Hall access badge
 - Obtain Achieve Anything gym membership
- Meeting with Benefits Coordinator to discuss:**
- Insurance options (medical, dental, vision, short and long-term disability, life, and other supplemental plans)
 - Florida Retirement System and retirement savings options
 - City employees have access to Target Solutions which contains a variety of training topics that employees can access and/or are directed to complete by their management or Human Resources. Commissioners may participate voluntarily. [Vector Solutions \(targetsolutions.com\)](https://www.targetsolutions.com)

Information Technology

- Obtain Email access, desk phone password, cell phone and other technology needs
- Read and sign Mobile Device Policy
- Complete online security and awareness training

COMMISSION VIDEO RESOURCES

Commissioner and Candidate Tutorial Video Resources

Numerous videos and materials are available in the “Training Resources” folder at <https://cityofnorthport.sharepoint.com/sites/CityClerk/SitePages/City-Commission.aspx>.

Policies approved by the City Commission are available at [Approved City Policies - North Port, FL \(northportfl.gov\)](#)

ADDITIONAL INFORMATION

PAY SCHEDULE

City Commissioners are paid in accordance with Section 2-23 of the Code of the City of North Port, Florida on a bi-weekly pay schedule for a total of twenty-six (26) pays per year.

OFFICES

Each City Commissioner is assigned office space on the second floor of City Hall. Offices for the newly elected Commissioners will be available by the assumption of oath meeting.

COMPUTERS, CELL PHONES, AND TECHNOLOGY

Each City Commissioner is issued a desktop computer, an office phone, an iPad, an iPhone, and a Microsoft Outlook email account for City business. Calendars and emails in this account are considered public record. Commissioners emailing on city-related matters from non-city computers should always copy their city email address for purposes of public record.

Each Commissioner will receive a monthly cell phone bill. The Commissioner is responsible for reimbursing the city for any personal calls. Commissioners will identify the personal phone calls, take the phone bill to Central Cashiering on the first floor in City Hall, and pay for these calls at the amount charged for each call as stated on the cell phone bill.

PARKING

Each City Commissioner has a designated parking spot located in the parking lot on the east side of City Hall.

FINANCIAL DISCLOSURE

Each City Commissioner is required to file a financial disclosure form no later than July 1 of each year for the preceding calendar year. The forms are sent directly to each Commissioner by the Sarasota County Supervisor of Elections. These forms must be filed in a timely manner to avoid fines.

USE OF CREDIT CARD

City Commissioners receive a credit card for travel purposes only. The card may be used for travel related expenditures except for food. All meal related costs are determined by Federal per diem amounts published each year.

OBSERVED HOLIDAYS

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

ADMINISTRATIVE SUPPORT

STAFF/CLERICAL SUPPORT

General staff and administrative support to members of the City Commission is provided through the City Clerk's Office for official City business. Administrative services including scheduling of appointments, receipt of telephone messages, and word processing is available as needed.

CALENDAR APPOINTMENTS

The Clerk or Clerk's staff will schedule meetings, events, and other calendar appointments on your individual calendars. If you find multiple appointments on your calendar that may cause a conflict or if you need clarification on what you should accept regarding meetings, please see the Clerk for questions.

MAIL AND TELEPHONE MESSAGES

Any mail addressed to you at City Hall will be available in your in-box outside of your office. Since correspondence you receive regarding City business is public information, the City Clerk will retain a copy for retention. Generic mail, advertisements, etc. are not required to be maintained by the city.

Additionally, citizens attempting to contact you at City Hall by telephone may leave you a message on the City's voice mail system if they prefer. Staff can provide instructions for you to access voice mail messages from your home or office.

The City Clerk will assist with handling all official outgoing mail of the Commission.

Correspondence to Commissioners

City of North Port
City Commission
City Hall, Second Floor
4970 City Hall Boulevard
City of North Port, FL 34286
(941)429-7000 Office
commissioners@northportfl.gov

CORRESPONDENCE FROM COMMISSIONERS

Individual Commissioners will often prepare letters for constituents in response to inquiries or to provide requested information. Commissioners may wish to transmit correspondence on an issue which the Commission has yet to take a position or about an issue for which the Commission has

no position. In these circumstances, members should clearly indicate within their letters that they are not speaking for the entire Commission but for themselves as one member of the Commission.

City Commission letterhead is available for this purpose, and staff can assist in the preparation of such correspondence. Due to the Public Records Law, copies of such letters must be given to the City Clerk for filing.

TECHNOLOGY SUPPORT

Information Technology provides direct technology support to Commissioners, which includes access to support professionals who provide training and issue resolution. The Information Technology Service Desk can be reached by phone at (941) 429-7100, or by email at ServiceDesk@northportfl.gov. Information Technology and the City Clerk's Department jointly provide training and support to Commissioners in the use of technology in City Chambers.

SOCIAL MEDIA ACCOUNTS

The Communications Division can assist with creating and archiving individual Commissioner social media pages for use in your role as Commissioner. All accounts and passwords will be managed by you. However, staff will need some basic information for the use of a third-party software which archives anything you or anyone else posts on your page.

It should be noted that any comment you make with your "Commissioner account" on someone else's page or a group page is a public record but is NOT archived. If you feel the need to get involved in areas outside of your archived page, you should screen grab, record that comment, and forward it to the City Clerk. Likewise, any activity conducted on a personal social media page is not archived by the City. It is recommended that you utilize your Commissioner page for all activity related to City business.

The City has also created a standard Terms of Use which you should put somewhere on your Commission page. You will inevitably run into a situation dealing with obscenity, defamation or other questionable material. The Terms of Use may help you in deciding if something is prohibited. While it is a guideline, you should be very limited in impacting your constituents' First Amendment rights. You can find our Terms of Use on the City website at any time by searching "Terms of Use" or by using this link: <https://www.northportfl.gov/City-Government/City-Communications/Contact-Us/Terms-of-Use>.

"NORTH REPORT" APP

The City has partnered with web platform SeeClickFix for an app we've named "NORTH REPORT." The app empowers residents to report issues and see them get fixed. It's the fastest and easiest way to connect with the city and get results. We recently improved the user experience so that

residents will find it even easier to submit requests, receive acknowledgement and track their ticket to completion.

The mobile app is available for download in the Android and iPhone app stores by searching “NORTH REPORT”. A web-based version is available at www.NorthPortFL.gov/NorthReport. A quick video tutorial can be viewed there.

LEGISLATIVE ANALYST

On our staff is a legislative analyst responsible for tracking changes in legislation that impact the city. This role will monitor and analyze the activities and new policies established by local, state, and federal governments.

CITIZEN INQUIRES AND COMPLAINTS

In order to provide the best service to the community, the city reacts promptly to a variety of service requests. When a Commissioner is contacted by a citizen with a question or request, they should direct the citizen toward available City resources, preferably the NORTH REPORT app (see above section). If the citizen has submitted a request to City staff via NORTH REPORT or another means and the issue has not been resolved in a timely manner, Commissioners can contact the City Manager for investigation with the appropriate staff and follow-up.

TRAINING AND CONFERENCES

As a City Commissioner, you will have the opportunity to attend seminars, municipal league functions, community events, and other activities. To the extent you are comfortable, every effort should be made to attend these events. You may interact with your fellow Commissioners at these conferences; please do not discuss any City business with your colleagues that is reasonably foreseeable to come before the Commission. Following is a list of events and seminars that will be especially helpful to Commissioners.

INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS (IEMO)

The Florida League of Cities offers educational sessions for newly elected officials.

[Institute For Elected Municipal Officials](#)

This educational program is specially designed for newly elected officials and those with less than one term in office. The primary objective of the IEMO is to provide elected municipal officials with an intensive academic program that will assist them in effectively meeting the requirements of their elected role. The program offers a comprehensive overview of Florida municipal government, presented by a faculty of top professionals in the field. The Institute is a three-day program structured in a Friday through Sunday format.

[Institute For Elected Municipal Officials II](#)

IEMO II is reserved for participants and graduates of the IEMO I, or those elected city officials who have completed one or more terms in office. This is an intensive two-day program, held on a Friday and Saturday.

[Leadership Academy](#)

The Leadership Academy is reserved for graduates of IEMO II. No two classes will be the same allowing for the Academy to be repeated. The program offers interactive courses that offer a unique opportunity to enhance leadership skills through keynote addresses and group problem-solving.

FLORIDA LEAGUE OF CITIES LEGISLATIVE CONFERENCE

This conference is generally held each November. During this meeting, the League's Legislative Policy Statement is approved by the membership. The policy statement, the work product of the League's five legislative policy committees, directs the League's lobbying efforts for the upcoming Florida legislative session. Keynote speakers are also on hand to provide their perspective on the key municipal issues and the state's political climate. The League's purpose is to focus on those legislative issues most likely to affect daily municipal governance and local decision making. The Municipal Home Rule Powers Act and the Florida Constitution provide that cities in Florida have the authority to govern themselves locally, independent of state control. Preserving Home Rule, educating citizens on this valuable right, and maintaining a focus on those issues that directly

affect self-governance, service delivery and the quality of life of each municipality are essential goals of the Florida League of Cities.

LEGISLATIVE ACTION DAYS

Every year during the State Legislative session, League members attend Legislative Action Days in Tallahassee to hear from legislators and League staff on what the legislative session holds for municipalities. Following the meeting, delegates go to the Capitol to meet with their legislator's one on one and to let them know what issues are important to the League and Florida cities. Legislative Action Days is a valuable opportunity for members to get to know their legislators and to view the Legislature at work firsthand. The date of this conference varies year to year, depending on session schedules.

ONLINE WEBINARS

The Florida League of Cities also offers an online library of webinars that are free. These are recordings of courses that have taken place. The library – or “Webinar Archive” - can be found at [Online Learning Library](#)

COMMISSIONER RESPONSIBILITIES

As a City Commissioner, you will face many challenging issues about the City's growth and development that must be resolved. Your decisions as a Commissioner today will shape the North Port of tomorrow.

Being an elected Commissioner is a perfect opportunity for genuine public service. There are many important responsibilities that go along with being a Commissioner. This section will sum up some key issues that you may want to consider as you settle into your new responsibilities.

- Each Commissioner should understand the scope of the position, adopted Commission policies, and the content of local laws. Local laws and the charter are codified in the Code of the City of North Port, Florida, as well as the Unified Land Development Code. Commissioner policies are published on the City Clerk's webpage.
- Each Commissioner should understand the duties and obligations created by the Sunshine Law (open meetings), Public Records Law, and Ethics statutes. Information is available in the City Attorney's Office's online training and from the Florida League of Cities' training.
- Individual members should refrain from representing their own views or recommendations as those of the Commission unless the Commission has officially voted on the recommendation. If a Commissioner is making a recommendation or expressing personal views, the Commissioner should say that they are representing only themselves as individuals.
- As a Commissioner, you should consider what is best for the entire community. You now represent the public interests of the entire City.
- A Commissioner serves as a link between the community, staff, and the City by proposing new City programs and providing a channel for citizen response to these programs. It is important for the Commission to know the thoughts of citizens concerning these City programs. This knowledge will help Commissioners build a consensus around common goals and objectives.
- A Commissioner should do his/her homework and be thorough on recommendations. Commissioners should completely review staff reports, plans, and materials provided before meetings.
- A Commissioner should be conscious of the relationship between the Commission and the staff. This relationship is essential for successful operation of any Commission.
- The Charter officers work for the City Commission and do not work for individual Commissioners. Any direction to the Charter officers should come from the Commission as a body. However, the Charter officers may assist individual Commissioners with items that appear on upcoming agendas.
- Commissioners should try to establish a good working relationship with the other Commissioners. The success or failure of the Commission efforts is largely dependent on the degree of cooperation among the members of the Commission.
- Commissioners should try to establish good working relationships with elected officials of other local governments in the area.

- Each member should do his or her part to ensure that the meetings proceed in an orderly and constructive manner. The Mayor is responsible for ensuring that Commission meetings move along without delay and with decorum.
- When a Commissioner is participating in outside political activities, he/she should make it clear that the title is being used for identification only and that opinions do not represent those of the entire Commission.
- The single most difficult job of a Commissioner is to balance diversified views and find the common interest. It is easy to respond to a group interest without considering if this is the majority viewpoint. A Commissioner must consider all those affected. This is not to say that the community input should be ignored, but it should be placed in perspective. It is very difficult for the Commission to do what everyone wants, but decisions should reflect the things that most people need.

THE PUBLIC RECORDS LAW

City records, with a few exceptions, are open to the public (Florida Statutes Chapter 119). The Supreme Court of Florida has construed “public records” to include “any material prepared in connection with official agency business which is intended to perpetuate, communicate, or formalize knowledge of some type.” Questions regarding whether something is a public record should be directed to the City Attorney. Questions regarding the custody or distribution of public records should be directed to the City Clerk.

Below is a summary of certain provisions of state law. This summary is not comprehensive and is not intended to replace initial or annual training on the subject.

Florida Statutes Definition of Public Records

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

This includes electronic documents, such as text messages, emails, and social media.

A public record is defined by its content, not where it is located. Be aware that if public records exist on your personal computer or phone, those are subject to the Public Records Law and if the law is not followed, a court may order you to surrender your device for examination. It is advisable to restrict all activity to City-related business to your city-issued electronic equipment.

Florida Statutes Definition of an Agency

Any state, county, district, authority, or municipal officer, department, division, board, bureau, commission, or other separate unit of government created or established by law and any other public or private agency, person, partnership, corporation, or business entity acting on behalf of any public agency.

Public Records Requests

City Commission has adopted Policy No. 2020-01 (Appendix D). Per the City’s Policy, if a commissioner receives a request for a public record, he/she should forward that request to the City Clerk.

The law requires that all agency records may be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the designee. A copy or a certified copy of the record must be furnished upon payment of the fee prescribed by law or, if a fee is not prescribed by law, upon payment of the actual cost of duplication of the record.

An agency may not impose a waiting period before allowing access to public records, but there may be a reasonable delay in producing records. This is not done to frustrate a person’s right to

review public records but gives the custodian reasonable time and the ability to protect the records and keep them safe.

The City Clerk Office frequently receives public records requests for Commissioner's emails, text messages, and Outlook calendars. These records are reviewed for possible redactions by the City Clerk's Office and provided to the requestor. When additional records are requested, the City Clerk will request you provide any responsive records via email.

Section 2.9 of the Personnel Policy states:

"Employees have no right of privacy in any electronic communication, and employees have no right of privacy in any matter stored in, created, received, or sent over the City's electronic communication systems."

In addition, the Personnel Policy defines electronic communication as "systems, including computers, telephones, cell phones, radios, and electronic mail ("E-mail")."

A few suggestions are available to keep your personal information from being released. First, do not place your personal appointments on a city use calendar. Second, if you place personal appointments on your Outlook calendar, mark them private by using the "private" button in Outlook; when done properly, a small lock symbol will appear in the bottom righthand of the calendar entry. Third, if you place personal appointments on your calendar, you can delete the appointment after it has occurred.

[Personal Electronic Devices and Social Media Accounts](#)

Public records may be created on any device, including a Commissioner's personal computer, mobile phone, tablet, and social media accounts. Commissioners should carefully consider their activity on personal social media accounts, as an entry on a personal account may meet the definition of "public record." All public records created on personal devices should be forwarded to the City Clerk to ensure proper record retention. Screen grabs of text messages and social media entries are sufficient.

THE SUNSHINE LAW

All 50 states and the Federal government have some type of open meeting or “sunshine” law. This law was created to ensure ethical action in government. The Florida Sunshine Law is outlined in Florida Statutes, Chapter 286. You will receive a separate publication detailing this law.

Below is a summary of certain provisions of state law. This summary is not comprehensive and is not intended to replace initial or annual training on the subject.

Who Falls Under the Florida Sunshine Law?

The current law applies to all elected or appointed members of Commissions or boards of the State, county, municipal corporation, or political subdivision; some private organizations which are providing service to a public agency; and individuals who have been delegated authority to act on behalf of a public board or Commission. This includes the City’s advisory boards and committees.

What is a Meeting?

The Sunshine Law applies to a meeting of two or more members of the same board or Commission. This may be an in-person meeting, but also applies to exchanges in writing or via telephone, emails, text message, social media, etc. The members of a public board or Commission may meet socially provided that issues that may come before the board or Commission are not discussed. The key to a “meeting” is whether there is discussion of “foreseeable action” that may be taken at a future meeting by the public board or Commission.

The law states that the Commission is required to give reasonable public notice of a meeting. This notice is posted with the time and place of the meeting. Minutes of any such meeting must be recorded.

This law is important to understand as a Commissioner. Questions about the Sunshine Law should be directed to the City Attorney.

Correspondence between Commissioners

The Sunshine Law requires boards to meet in public; boards may not take action on or engage in private discussions of board business via written correspondence, e-mails, text messages, or other electronic communications. This includes social media interactions, such as messaging, commenting, or even reacting to a post. Commissioners should take care not to “reply all” to an email addressed to more than one Commissioner.

If there is information that a Commissioner desires to be shared among all Commission, the best practice is to:

- 1) Forward the information to the City Manager or City Clerk who can then disseminate the information among the Commission either via e-mail or memorandum.

2) Communicate information during Commission communications at the end of a Commission Meeting. Example would be communicating what events/conferences Commissioners are planning on attending. This will serve beneficial so the City can be represented at multiple functions.

ETHICS

CONFLICT OF INTEREST/GIFTS

Commissioners are subject to the State Code of Ethics (Florida Statutes Chapter 112, Part III) and rule of the Commission on Ethics (Florida Administrative Code Chapter 34) regarding conflicts of interest, gifts, things of value, honoraria, and expenses related to honorarium events. These regulations prohibit and require the reporting of certain Commissioner action related to the existence of a conflict of interest or the acceptance of a prohibited gift. The purpose of these regulations is to ensure that actions taken by elected officials are done in the public interest and not for personal gain. Each Commissioner has an individual obligation to comply with these state laws.

The Commission on Ethics publishes a guide annually explaining the ethics laws, including potential conflicts of interest, the definition of a gift, and what gifts cannot be accepted.

The guide can be found here:

<http://www.ethics.state.fl.us/Documents/Publications/GuideBookletInternet.pdf?cp=2018914>

Some conflicts of interest can impact the entire Commission, as well as an individual Commissioner. Additionally, sometimes a person or entity may want to give the entire Commission, or each Commissioner, a gift or thing of value. In such instances, the City Attorney may provide an analysis and overview of the potential conflicts. However, it is important to remember that all conflicts of interest are specific to the individual. Although the City Attorney's Office can provide an overview of the law, it is the responsibility of each individual Commissioner to determine if they have a conflict of interest or if they will accept a gift or thing of value. Questions should be directed to the Commission on Ethics.

Any time a Commissioner believes their action or inaction may create a personal conflict of interest or is unsure about whether an item or service they plan to accept meets the definition of a gift under the law, the Commissioner should consult with their private legal counsel or contact the Commission on Ethics for advice.

The Commission on Ethics can provide informal interpretations of these state regulations to public officials and can be contacted at (850) 488-7864.

REPORTING FORMS

State Law requires the filing of various financial and disclosure forms throughout the year. These forms are available at the Sarasota County Supervisor of Elections Office.

A reference table of all financial forms including instructions on filing is in the Appendix section of this handbook. This information can be found on the Florida Commission on Ethics website http://www.ethics.state.fl.us/Documents/Forms/Form1.html#form_1

GIVING AND RECEIVING GIFTS STATE LAW

OVERVIEW OF LAWS RELATING TO "THINGS OF VALUE," GIFTS, AND EXPENDITURES (Sections 112.313(2) and (4), 112.3148, 112.31485, and 112.3215, Florida Statutes)

Below is a summary of certain provisions of state law. This summary is not comprehensive and is not intended to replace initial or annual training on the subject.

Sections 112.313(2) and 112.313(4), Florida Statutes, prohibit solicitation and acceptance of gifts in certain situations and apply to **all** public officers and employees. Section 112.313(2) prohibits officials from soliciting or accepting *anything* of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the official's action would be influenced. Section 112.313(4) prohibits the official *or his or her spouse or minor child* from accepting anything of value when the official knows, or with the exercise of reasonable care should know, that it was given to influence the official.

Expenditure Ban

Section 112.3215, Florida Statutes, prohibits officials, members, or employees of the State Executive Branch who are required by law to file full or limited public disclosure of financial interests from accepting *any* expenditure* from a lobbyist or a lobbyist's principal. Lobbyists and their principals are prohibited from making such expenditures. Legislative members and employees should refer to Section 11.045, Florida Statutes, which contains a similar restriction.

If the gift or thing of value is not prohibited by any of the above laws, then the following laws apply:

Prohibitions On Gifts From Political Committees

Pursuant to Section 112.31485, Florida Statutes, reporting individuals and procurement employees and their parents, spouses, children, and siblings are prohibited from soliciting or knowingly accepting, directly or indirectly, any gift from a political committee, and a political committee is prohibited from giving, directly or indirectly, any gift to a reporting individual or procurement employee or his or her parent, spouse, child, or sibling. "Gift" is defined—*for purposes of this law only*—as "any purchase, payment, distribution, loan, advance, transfer of funds, or disbursement of money or anything of value that is not primarily related to contributions, expenditures, or other political activities authorized pursuant to chapter 106."

Gift Solicitation Prohibitions

Persons required to file financial disclosure Form 1 or Form 6, including candidates, and State procurement employees are prohibited from soliciting any gift from a political committee, lobbyist** of their agency, or from a partner, firm, employer, or principal of such a lobbyist*, or from a vendor of their agency.

Gift Acceptance Prohibitions

Individuals, including candidates, required to file disclosure Form 1 or Form 6 and State

procurement employees are prohibited from directly or indirectly accepting a gift worth more than \$100 from a lobbyist*, from a partner, firm, employer, or principal of the lobbyist*, or from a political committee or vendor. However, a gift may be accepted by a person on behalf of a governmental entity or charitable organization, provided the gift is promptly transferred to the intended entity or organization.

Gift Giving Prohibitions

Lobbyists, and their firms, partners, employers and principals, and political committees and vendors are prohibited from giving gifts valued at over \$100 to any person required to file Form 1 or Form 6 financial disclosure and to any State procurement employee or to others on behalf of the above.

Gifts Over \$25 and Not Exceeding \$100

Persons required to file financial disclosure Form 1 or Form 6, including candidates for office and State procurement employees may accept a gift valued at more than \$25 but not exceeding \$100 from a lobbyist*, the firm, partner, employer or principal of a lobbyist, or a political committee or vendor. However, any of these persons or entities who gives a gift valued at over \$25 but not exceeding \$100 to a covered reporting individual or State procurement employee must report the gift on Commission on Ethics Form 30 by the last day of the calendar quarter for gifts given in the preceding quarter. Additionally, the donor must notify the recipient at the time a reportable gift is made that the gift will be disclosed as required above.

Gifts From Government Agencies and Direct-Support Organizations

State government entities, water management districts created pursuant to Section 373.069, Florida Statutes, the South Florida Regional Transportation Authority, the Technological Research and Development Authority, counties, municipalities, school boards, and airport authorities which lobby governmental entities may give a gift worth more than \$100 to a person required to file financial disclosure and to a State procurement employee if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. The governmental entity or direct-support organization giving such gift must provide the recipient with a statement describing the gift, the date it was given, and its value no later than March 1 of the following year. The reporting individual/recipient then must disclose this information on Commission on Ethics Form 10, which is to be filed by July 1 with his or her annual financial disclosure.

Definition Of "Gift"

"Gift" means anything accepted by a person or on that person's behalf, whether directly or indirectly, for that person's benefit, and for which equal or greater consideration is not given within 90 days of the receipt of the gift. "Gift" includes real property or the use thereof; tangible or intangible personal property or the use thereof; a preferential rate or terms on a transaction not available to others similarly situated; forgiveness of a debt; transportation (unless provided by an agency in relation to officially approved governmental business), lodging, or parking; food or beverage; dues, fees, and tickets; plants and flowers; personal services for which a fee is normally charged by the provider; and any other thing or service having an attributable value.

"Gift" does not include salary, benefits, services, fees, gifts, commissions, or expenses associated primarily with one's employment, business, or service as an officer or director of a corporation or organization; campaign contributions or expenditures pursuant to the election laws; an honorarium or honorarium expense; an award, plaque, certificate, etc., given in recognition of public, civic, charitable, or professional service; honorary membership in a service or fraternal organization; the use of a public facility or public property made available by a governmental agency for a public purpose; and transportation provided by an agency in relation to officially approved governmental business. Also exempted are some gifts from organizations which promote the exchange of ideas between, or the professional development of, governmental officials and employees and whose membership is primarily composed of elected or appointed public officials or staff, if the gift is to a member of the organization.

Quarterly Gift Disclosure By Reporting Individuals

All persons required to file financial disclosure and State procurement employees and who receive a gift which is not prohibited, and which is worth more than \$100 must file a Form 9, Quarterly Gift Disclosure, with the Commission on Ethics no later than the last day of a calendar quarter following the quarter in which the gift was received. Gifts from relatives, gifts prohibited from being accepted, and gifts required to be disclosed elsewhere are not reported on Form 9. The form need not be filed if no such gift was received during the calendar quarter.

*"Expenditure" is defined as a payment, distribution, loan, advance, reimbursement, deposit, or anything of value.

**"Lobbyist" means any natural person who, for compensation, seeks, or sought during the preceding 12 months, to influence the governmental decision-making of a reporting individual or procurement employee or his or her agency or seeks, or sought during the preceding 12 months, to encourage the passage, defeat, or modification of any proposal or recommendation by the reporting individual or procurement employee or his or her agency. [Section 112.3148(2)(b)1., Florida Statutes]

CITY COMMISSION MEETINGS

City Commission meetings are held according to an annual schedule adopted by the City Commission. Typically, regular City Commission meetings are held each month on the second Tuesday at 10:00 a.m., fourth Tuesday at 6:00 p.m., and first Thursday at 4:00 p.m. Workshops are held the first Monday of each month at 9:00 a.m. Additional workshop meetings may be scheduled by the City Manager and/or City Commission.

In addition, the Commission serves as the governing body for the Fire Rescue District, Road and Drainage District, and the Solid Waste District. These boards meet the fourth Tuesday at 4:00 p.m. each month.

Special meetings are held to address matters that require immediate attention or items that City Commission determines are better discussed at a special meeting. The City Commission, City Manager, or any one Commissioner may call a special meeting.

Emergency meetings shall be called only when the conditions and circumstances indicate that emergency measures must be taken. The City Manager and any one Commissioner may call an emergency meeting.

RULES OF ORDER AND RULES OF PROCEDURE

City Commission has adopted Policy No. 2021-03 (Appendix A) to establish rules of order and rules of decorum to govern the conduct of Commissioners and attendees at the City Commission's public meetings, while providing ample opportunity for public participation.

Where Policy No. 2021-03 does not address an issue, the Commission shall be guided by state law, City Charter, City codes, City ordinances, City resolutions, and the most recent edition of Roberts Rules of Order (Revised), in that order. The City Clerk serves as the parliamentarian to the Commission.

MINUTES AND RECORDS

City Commission has adopted Policy No. 2021-04 (Appendix B) to establish rules of procedure to govern the conduct of recording minutes of all public meetings of the City Commission. All City Commission meeting minutes are summary minutes.

Prior to placing draft minutes on an upcoming agenda for Commission approval, Commission is afforded the opportunity to review the minutes and submit any recommended revisions to the City Clerk for review and consideration. Upon review, the City Clerk will determine whether the recommendation should be accepted for Commission approval or not accepted. Should a Commissioner not agree with the City Clerk's determination to not accept, the minutes may be pulled from the Consent Agenda for further discussion.

MEETING SCHEDULES, NOTICES, AND AGENDAS

City Commission has adopted Policy No. 2021-05 (Appendix C) to provide a consistent and standardized practice for City Commission meeting schedules, notices, and agendas.

Prior to January 1 of each year, the City Commission adopts an ordinance establishing the schedule and location of regular meetings and workshops for the calendar year. The City Clerk posts all meeting notices on the bulletin board in City Hall and on the City's website according to policy.

The City Manager is responsible for the preparation of the agenda items while the City Clerk is responsible for drafting and posting the agenda. Any Commissioner may request an item be placed on an upcoming agenda by submitting their request to the City Manager and/or City Clerk.

Upon an agenda being posted, any amendment must be submitted through the City Manager and the City Clerk. Absent a bona fide emergency and/or time sensitivity, the agenda may not be amended less than 24 hours prior to the meeting. Commissioners may propose to the City Manager corrections of scriveners' errors on an agenda item, except for quasi-judicial items. Scriveners' errors for quasi-judicial items must be presented at the public hearing.

Order of business for regular meeting agendas can be found within Policy No. 2021-05 as well.

AGENDA BRIEFINGS

Pre-agenda meetings are set up with the City Manager and City Attorney beginning the Thursday before a regular Commission Meeting. The meeting agenda is reviewed by the City Manager, who provides a brief explanation of each item, discusses impacts, and answers any questions. The City Attorney is present to answer questions and provide further clarification on any legal questions.

ADVISORY BOARDS AND COMMITTEES

APPOINTMENT

Section 5.06 of the City Charter provides that City Commission may appoint advisory boards and committees composed of citizens qualified to act in an advisory capacity to the Commission. Board members serve at the will of Commission and without compensation. Boards and Committees are approved by the City Commission.

The City Commission must maintain the Charter Review Advisory Board and the Planning and Zoning Advisory Board.

BOARDS AND COMMITTEES

Below is a list of current boards and committees for the City.

BOARD/COMMITTEE	MEETING SCHEDULE
ART ADVISORY BOARD	2 nd Tuesday monthly
AUDITOR SELECTION COMMITTEE	As requested by Commission
CHARTER REVIEW ADVISORY BOARD	At least annually
CITIZENS TAX OVERSIGHT COMMITTEE	Not less than once a year
CODE ENFORCEMENT HEARING	4 th Thursday monthly
COMMUNITY ECONOMIC DEVELOPMENT ADVISORY BOARD	3 rd Tuesday monthly
ENVIRONMENTAL ADVISORY BOARD	1 st Monday monthly
FIREFIGHTERS' PENSION BOARD OF TRUSTEES	Quarterly
HISTORIC AND CULTURAL ADVISORY BOARD	2 nd Thursday monthly
JOINT MANAGEMENT ADVISORY BOARD	At least annually
PARKS AND RECREATION ADVISORY BOARD	3 rd Thursday monthly
PLANNING AND ZONING ADVISORY BOARD	1 st & 3 rd Thursday monthly
POLICE PENSION BOARD OF TRUSTEES	Quarterly
VETERAN PARK ADVISORY COMMITTEE	4 th Wednesday monthly
ZONING HEARING OFFICER	2 nd Friday monthly

SPECIAL BOARDS AND COMMITTEE ASSIGNMENTS

Members of the City Commission are appointed annually, in November, to serve on various Boards or Committees sponsored by groups in the community.

The standing City Commission Boards and Committees are as follows:

BOARD/COMMITTEE	MEETING SCHEDULE
Florida League of Cities – Municipal Administration	Schedule varies
Florida League of Cities - Finance, Taxation & Personal	Schedule varies
Florida League of Cities – Land Use and Economic Development	Schedule varies
Florida League of Cities - Transportation & Intergovernmental Relations Committee	Schedule varies
Florida League of Cities - Utilities, Natural Resources & Public Works	Schedule varies
Coastal & Heartland National Estuary Partnership	Schedule varies meets quarterly
Community Health Action Team (CHAT)	2nd Wednesday @4:30pm
Economic Development Corporation of Sarasota County	3rd Thursday Bi- monthly @8:00am - 10:00am
Manasota League of Cities	2nd Thursday Bi-monthly @9:30am
MPO (Sarasota/Manatee Metropolitan Planning Organization)	4th Monday @9:30am
Sarasota County Community Action Agency Board (CAAB)	2nd Thursday Feb, May, Sep, Nov @4:30pm
Tourist Development Council (TDC)	3rd Thursday @4:00pm
Teen Court Board	3rd Tuesday @4:00pm
Florida League of Cities Advocacy	Schedule varies

The below are Mayor/Vice Mayor assignments.

Council of Governments	2nd Thursday @11:30am - 1:30pm
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ADMINISTRATION

CHARTER OFFICERS

City Manager

The City Manager is appointed by the City Commission to serve as the Chief Administrative Officer of the organization and coordinate the fulfillment of policy and programs established by the City Commission. The City Manager provides overall direction to departments that administer City programs and services; implements inter-departmental programs for strategic planning, emergency preparedness and special projects; and fosters intergovernmental relations, lobbying, grants, economic development, and public information efforts.

The goal of the City Manager's Office is to provide daily administration of the City and assistance to the City Commission in establishing the policies, programs and services offered to the community.

City Attorney

The City Attorney is appointed by the City Commission and is responsible for all legal affairs of the City.

The goal of the City Attorney's Office is to provide effective and timely legal representation and advice to the City Commission, City administration, and City boards and committees. The City Attorney's Office does not represent any individual City Commissioner or City employee and does not provide legal counsel to the public.

Core services provided by the City Attorney's Office include drafting and reviewing ordinances, resolutions, contracts, interlocal agreements, deeds, leases, and other legal instruments; providing legal analysis in establishing administrative policy and making top-level management decisions; researching and preparing legal opinions; attending all meetings and workshops of the City Commission, Planning and Zoning Advisory Board, Zoning Hearing Officer, and Charter Review Advisory Board to render advice on legal issues and questions of law; and providing ethical and competent litigation representation in county, state, and federal courts. The City Attorney is authorized to obtain outside legal services as needed. Outside counsel is most often used when there is a conflict of interest; on highly specialized matters that require additional expertise; or for large-scale matters that may be handled more efficiently, such as litigation. Resolution No. 2015-R-25 authorizes the City Attorney to accept process and civil summons on behalf of the Mayor, Vice-Mayor, and City Commission.

Ordinance No. 2015-43 establishes a self-insurance program for the City, which is administered by the Risk Division. This ordinance gives the City Manager authority to consider and settle all claims up to an amount of \$100,000, with advice of the City Attorney. This program covers most of the City's litigation, such as workers' compensation claims, property claims, and personal

injury claims. The City Attorney's Office manages other litigation, including foreclosures, forfeitures, and risk protection orders.

City Clerk

The City Clerk is appointed by the City Commission and exists to ensure the integrity of municipal governance through the administration of the electoral, legislative, and record keeping processes as set forth in the City's Code and State Statute. The City Clerk serves as the Clerk of the Commission and as the City's Election Officer and is responsible for keeping a public record of all proceedings of the Commission, including the certification of all ordinances and resolutions. The City Clerk is the official custodian of the City seal and any other papers; documents or records pertaining to the City; plays a key role in the formation and administration of advisory boards; oversees the creation of the City Commission budget; and maintains the Commission's adopted policies.

The goal of the City Clerk's Office is to ensure an informed citizenry by providing access to City government through open and accessible meetings and accurate recording of the City Commission proceedings; by protecting and preserving City documents and records; by conducting fair and democratic elections; and by providing excellent service to the public.

ADMINISTRATION CONTACT INFORMATION

Commissioner: Pete Emrich - Office 429-7072 Cell: 286-0249

Email: pemrich@northportfl.gov

Commissioner: Barbara Langdon - Office: 429-7069 Cell: 302-1923

E-mail: blangdon@northportfl.gov

Commissioner: Phil Stokes - Office: 429-7073 Cell: 302-5247

E-mail: pstokes@northportfl.gov

Commissioner: David Duval - Office: 429-7071 Cell: 340-8610

Email: dduval@northportfl.gov

Commissioner: Demetrius Petrow - Office 429-7070 Cell: 340-7070

Email: dpetrow@northportfl.gov

Interim City Attorney: Michael Golen - Office: 429-7212 Cell: 204-8530

E-mail: mgolen@northportfl.gov

City Clerk: Heather Faust- Office: 429-7056 Cell: 223-5041

E-mail: hfaust@northportfl.gov

City Manager: Jerome Fletcher - Office: 429-7076 Cell: 224-5402

E-mail: jfletcher@northportfl.gov

Emergency Manager: Stacy Aloisio - Office: 240-8165 Cell: 400-0167

E-mail: saloisio@northportfl.gov

Finance Director: Kimberly Williams - Office: 429-7118 Cell: 302-1703

E-mail: kwilliams@northportfl.gov

Fire Rescue Chief: Scott Titus - Office: 240-8152 Cell: 724-7840

E-mail: stitus@northportfl.gov

Parks & Recreation Director: Sandy Pfundheller - Office: 429-7129 Cell: 628-3645

E-mail: spfundheller@northportfl.gov

Human Resources Director: Christine McDade - Office: 429-7136 Cell: 468-0520

E-mail: cmcdade@northportfl.gov

Information Technology Manager: Eric Ryan - Office: 429-7211 Cell: 302-5975

E-mail: eryan@northportfl.gov

Development Services Director: Alaina Ray - Office: 429-7098 Cell: 204-8108
E-mail: aray@northportfl.gov

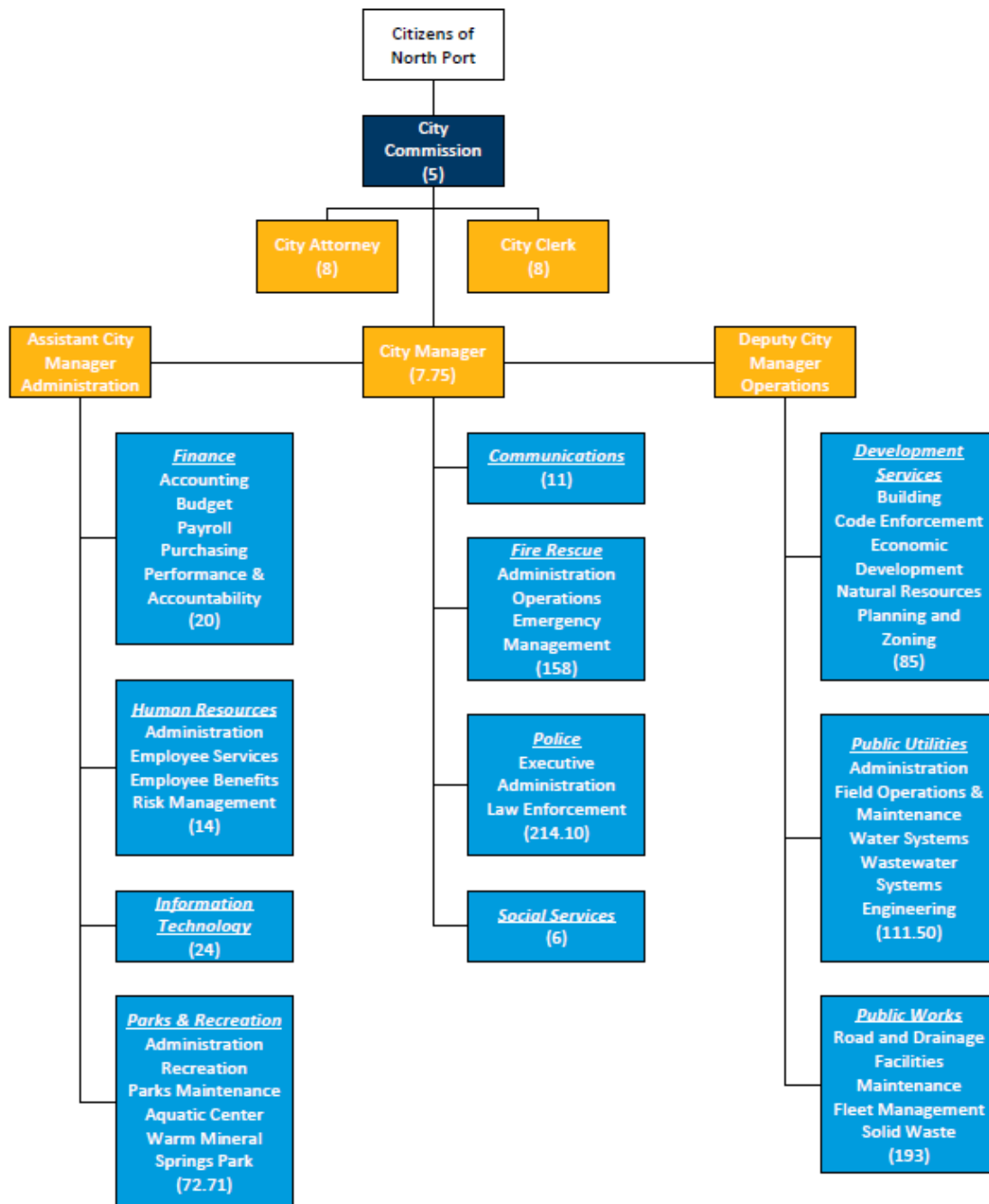
Police Chief: Todd Garrison - Office: 429-7306 Cell: 374-9612
E-mail: tgarrison@northportfl.gov

Public Works Director: Chuck Speake - Office: 240-8090 Cell: 740-1599
E-mail: cspeake@northportfl.gov

Utilities Director: Nancy Gallinaro - Office: 240-8010 Cell: 302-8898
E-mail: ngallinaro@northportfl.gov

Social Services Manager: Janet Carrillo - Office: 429-3704 Cell: 286-4826
E-mail: jcarrillo@northportfl.gov

ORGANIZATIONAL CHART



(Shown as Full-Time Equivalents or FTEs)

CITY DEPARTMENTS

COMMUNICATIONS

The mission of the Communications Division is to serve as trusted and respected professionals who tell the City's story, engage the community, and build civic pride. Communications team members provide strategic and tactical expertise to City leadership and staff and support all departments' outreach and engagement efforts.

Public Information Services

Communications is responsible for informing and educating the public about North Port City government using a variety of channels, including our website, social media, email newsletters, podcasts, publications, and other tools. Our proactive media relations strategy includes providing timely and accurate information to our local, regional, state, national and international media partners and pitching good news stories.

Creative and Engagement Services

Communications oversees the City's Engagement Strategy and assists in gathering public feedback and developing citizen engagement opportunities. These include the North Port United Tour, Coffee & Conversation and North Port University, a free, eight-session course of interactive classes designed to provide insight into City government and develop future leaders. The team also creates high-quality multimedia products, print collateral and digital graphics and maintains the City's brand standards.

Customer Care Call Center

The Communications team includes customer service representatives who answer calls from the public via the City's main phone line and Building Division line and serve in-person visitors at City Hall. Communications oversees and ensures the City's commitment to excellent customer service and its Customer Bill of Rights.

Crisis Communications

Communications plays a critical role in disseminating information in times of crisis. During emergency activations, the Incident Commander will direct all communications needs through the Communications Manager/PIO. Additional City personnel may be assigned to emergency roles with the Communications Division to serve the City's public information needs and priorities. This includes an Emergency Call Center that responds to questions from the public.

FINANCE DEPARTMENT

The primary mission of the Finance Department is to preserve the financial integrity of the City of North Port, while assuring the availability of funds to accomplish the City's goals.

The City of North Port Finance Department's primary areas of service are Finance, Budgeting,

Accounting and Purchasing. Financial responsibilities include budgeting, accounts payable, payroll, investment management, debt management, district, and capital assessment management, and overseeing the City's budget.

Accounting

The employees of this branch prepare all financial reports in accordance with GAAP (Generally Accepted Accounting Principles), make all payments to vendors, and ensure compliance with state and federal requirements. This branch is also responsible for recording all revenue transactions for the City. These transactions include Utility payments, Solid Waste Pickups, Building Permits, Impact Fees, and Parks and Recreation payments.

Finance and Budgeting

The Finance Department prepares the budget for the City on behalf of the City Manager and in cooperation with all departments. The fiscal year begins October 1st, and the budget process starts in January.

Purchasing

Purchasing is responsible for developing and implementing all policies and procedures related to purchases for the City of North Port. To ensure the financial integrity of the City, purchases of various goods and services are reviewed by Purchasing.

Payroll and Accounts Payable

Processes all payroll, travel reimbursements and vendors payments. These functions include all city employees in addition to the Commission.

FIRE RESCUE

The City of North Port's Fire Rescue District is a dependent special purpose district whose mission is to provide exceptional public safety services in a safe, compassionate, and professional manner. The District's funding revenues come from two main sources. Fire responsibilities are funded through Non-Ad-Valorem Assessments, and Emergency Medical Services is funded through Ad-Valorem taxes. The District Board is comprised of the same members as the City Commission, but meetings are separate.

Operations Division

The North Port Emergency Operations Division employees are State certified Firefighters, Emergency Medical Technicians and Paramedics who are responsible for the mitigation of emergency incidents such as fires, vehicle accidents, technical rescues, hazardous materials, weather related incidents, and treatment and transport of patients that suffered a sudden illness or injury. Emergency Operations completes their mission with three (3) aerial ladders (advanced life support), three (3) fire engines (1 of 3 is advanced life support), one (1) water tanker, two (2) District Chief's (shift commander), as well as six (6) advanced life support transport capable

rescues. The division operates out of the six (6) strategically located fire rescue stations throughout the city.

Administrative Division

Administrative Services is responsible for developing and managing the budget, procurement of all emergency and non-emergency operating supplies, maintaining all informational technology needs, compliance with accreditation standards, monitoring and compliance of all contracts and agreements, and coordinating public records requests with the City Clerk's office. This division is also responsible for submittal and review of legislative processes that are presented to City Commission on behalf of North Port Fire Rescue.

Emergency Management Division

The Emergency Management Division's purpose is to prepare our community to respond and recover from the variety of threats we face on a daily basis. Their role is to reduce vulnerability to these threats by ensuring that both internal and external partners have the skills, knowledge, and ability to face the challenges that accompany any large-scale emergency or disaster in a timely, effective, and safe manner. Taking the steps necessary to develop and maintain a resilient community.

Fire Prevention Division

The Fire Prevention Division's employees are state certified fire inspectors responsible for ensuring compliance with applicable federal, state, and local laws or regulations pertaining to life safety and fire prevention. This division also conducts fire and life safety inspections for all commercial occupancies on an annual basis and presents fire safety education programs to local businesses, civic groups, schools, and residents. It is the responsibility of this division to investigate complaints and apply the approved process to initiate, record, and resolve a fire and life safety hazard.

HUMAN RESOURCES

Human Resources' mission is to achieve community outcomes through fostering workforce excellence by providing oversight of human resources and risk management policies and programs; providing quality recruitment to ensure a sustainable workforce; and providing training opportunities to ensure community values which improve the quality of life.

The Human Resources Department's primary areas of service are recruitment, compensation and classification, employee and labor relations, risk/safety and workers' compensation, employee wellness, benefits, employee recognition and engagement, and employee training.

Recruitment

Human Resources is responsible for the talent acquisition through an equitable and inclusive process which observes all applicable local, state, and federal laws and regulations.

Compensation and Classification

Human Resources maintains the proper compensation and classification of all City employees and positions to remain a competitive employer of choice.

Employee and Labor Relations

Human Resources strives to maintain a work environment that is inclusive and equitable for all. Staff addresses employee complaints, performance management, union grievances, union negotiations, policy and procedures and other matters that affect the employee experience.

Risk/Safety and Workers' Compensation

Risk staff maintains the employee safety and workers' compensation programs to keep employees safe in the performance of their jobs.

Employee Wellness

Human Resources has a robust wellness program which includes numerous training options to educate employees on healthy living and self-care.

Benefits

Staff coordinates the health and other insurance benefits for employees and retirees.

Employee Recognition and Engagement

Human Resources conducts regular employee recognition events throughout the year to recognize outstanding performance and service milestones.

Employee Training

Staff coordinates and conducts training for employees on a variety of topics to provide them the tools to be successful in their positions.

INFORMATION TECHNOLOGY DIVISION (IT)

Information Technology Division is a division within the City Manager's office and its purpose is to ensure the integrity of and access to information. IT is responsible for effective and efficient delivery of information technology services that add measurable value to the departments of the City. IT provides a full spectrum of services including administration of networks, servers, client computers, phone systems, mobile devices, applications, audio-visual, GIS, and business systems. They also provide business process reengineering, technical training, end-user support and general planning and consultation around technology initiatives.

DEVELOPMENT SERVICES DEPARTMENT (DS)

The primary mission of the Development Services Department is to create a well-designed, safe, and sustainable community that enhances the overall quality of life for our residents, business owners and visitors.

The Development Services Department's primary areas of service include Planning and Zoning, Building, and Code Enforcement.

Planning and Zoning Division

Planning and Zoning creates, updates, and implements the City's Comprehensive Plan vision for land development and resource preservation. Planners administer the Unified Land Development Code, which provides land use standards and regulations to shape development based on the Comprehensive Plan. These efforts are largely mandated by Florida Statutes, which also requires establishing and supporting a land planning agency (the Planning and Zoning Board) and a Zoning Hearing Officer.

Building Division

The Building Division contributes to the health, safety, and welfare of the community through enforcement of the Florida Building Codes, with a heavy emphasis on high velocity wind construction and design. The division reviews technical plans and conducts inspections for all construction activities related to structural, electrical, mechanical, plumbing, and gas. Building staff is responsible for processing permits, ensuring contractor licenses are filed with the City, reviewing construction plans for compliance with applicable regulations, and inspecting construction work for compliance with approved plans.

Code Enforcement Division

The Code Enforcement Division promotes community health, safety, and welfare by maintaining community standards implemented through the Unified Land Development Code and certain specific sections of the City Code. These community standards also protect property values and help preserve the community's quality of life.

Economic Development Division

Economic Development's mission is to promote growth, sustainability, job creation, and a high quality of life through attraction and retention of new and existing businesses. This mission is accomplished through partnerships, programs, policies, and strategic marketing, all contributing to a stable tax base for North Port's residents.

Economic Development's primary area of service includes business attraction and recruitment services, local business retention and expansion services, and business climate.

Business Attraction and Recruitment Services

Assist new commercial development in site selection, provision of incentives, business development, and city processes through relevant research efforts.

Local Business Retention and Expansion Services

Assist expanding businesses in both their growth and business development by providing resources that meet their needs and increase their capacity and revenue.

Business Climate

Promote vetted resources to our business community, influencing processes, programs, and policies relevant to workforce and quality of life for the wellbeing of our business climate.

Natural Resources Division

The Natural Resources Division supports efforts to ensure consolidated oversight of all programs and activities related to preservation of natural resources within the City and includes, but is not limited to: administration and enforcement of the City's tree protection ordinance; tree canopy assessment, monitoring, and action recommendations; oversight of Citywide Tree Planting Plan; protection measures and programs for City-owned environmental assets (e.g. Warm Mineral Springs, Myakkahatchee Creek Environmental Park); environmental mitigation plan monitoring for compliance with conditions related to gopher tortoises, scrub jays, and habitat restoration and maintenance activities for developments with approved mitigation plans; liaison for Environmental Advisory Board; Development and implementation of natural resources educational program; reforestation and habitat restoration plans; identification of properties suitable for conservation through acquisition; identification and incorporation of methods to increase sustainability and resiliency for infrastructure and new construction.

PARKS AND RECREATION

The Parks & Recreation Department's mission is to promote healthy and socially rewarding activities through the preservation of cultural resources and the provision of diverse high-quality parks and natural spaces. North Port Parks & Recreation, a 2024 Gold Medal Finalist, is accredited through the National Recreation and Parks Association Commission for Accreditation of Parks and Recreation Agencies and is 1 of 206 agencies to achieve this credential nationwide. The Department promotes health and wellness and drives economic opportunity with 29 parks and facilities spread throughout the City, several hundred acres of green spaces, 19 sports fields/courts and an array of year-round programs, events, and activities that support a high quality of life for residents and visitors. Detailed information on these offerings, park locations and amenities are outlined in the Department's biannual Playbook, provided in print for our residents and community partners, and electronically at www.northportfl.gov/publications.

Recreation based services such as rentals, memberships, adopt-a-park, scholarships, sponsorship programs, and special event permitting is also provided by the Department.

The Department organizational structure includes four divisions including Administration, Recreation, Parks Maintenance and Aquatics.

Administration

Administration is responsible for the creation of a balanced and equitable park system, development of the annual budget, outreach and engagement activities, and the pursuit of alternative service delivery opportunities and partnerships.

Recreation

Recreation is responsible for providing recreational facilities, programs, events and services that build community, enhance quality of life and promote healthy lifestyles.

Parks Maintenance

Park Maintenance is responsible for the care, maintenance and preservation of City parks, grounds, sports fields, and courts and provides support and resources for recreational programs and events.

Aquatics

Aquatics is responsible for the operation and maintenance of the North Port Aquatic Center, Atwater Splash Pad and Warm Mineral Springs Park. This division manages aquatic based recreational offerings and education in a safe and healthy environment.

Parks & Recreation Advisory Board

The Parks & Recreation Advisory Board advises the City Commission on parks and recreation matters. The Assistant Director of Parks & Recreation serves as staff liaison to this Board which meets monthly, on the third Thursday.

Parks & Recreation Master Plan

Completed in April of 2016, and updated in January 2018, the Parks & Recreation Master Plan has guided the Department for the past 8+ years. As a result of rapid growth and development, the Department will endeavor to create a new Master Plan in 2025 to shape future direction and provide guidance regarding the City's parks, facilities, program, and activities.

POLICE DEPARTMENT

The North Port Police Department is a state Quadruple Excelsior accredited law enforcement agency, through the Commission of Florida Law Enforcement Accreditation, that is focused on the safety of our residents, visitors, and businesses. The department is responsible for maintaining public order and safety, enforcing the law, and preventing, detecting, and investigating criminal activities.

The mission of the North Port Police Department is to provide the community with the highest level of law enforcement and crime prevention possible and to protect life and property; preserve the peace; prevent, reduce, and deter crime and the fear of crime; enforce the law fairly; protect individual rights; and to provide a safe and secure environment for all citizens. To accomplish this mission, the Police Department will aggressively pursue crime prevention, crime suppression, investigative and community-oriented programs. Our mission includes the creation of partnerships within the community we serve to secure and promote safety for all residents and visitors.

The police department consists of 206 personnel, 154 sworn police officers and 52 civilian

support staff.

Executive Staff

The executive staff members possess a unique blend of expertise, experience, and leadership that guides the organization and management of the department towards its ultimate goals. Executive staff provides full support for budget preparation, fiscal and property accounting, facility maintenance, and services. They also closely manage and oversee the budgeting process throughout the year. For FY2024, a general fund operational budget of \$31.2 million for the department was adopted by Commission, with 87% of those expenditures allocated for personnel, 13% for operating and 0% for capital.

Patrol Operations Bureau

The Patrol Operations Bureau consists of the City's first responders for all law enforcement aspects. From calls for service to community functions, these men and women serve with courage, pride, and commitment. Patrol is the largest bureau in the department and is the entity responsible for the physical 24-hour delivery of Police services throughout the City, divided into four (4) patrol divisions. Each division is responsible for patrolling the 100-plus square miles that make up the City of North Port and are instrumental in providing for a safe community. Responding to more than 31,000 calls for service per year, NPPD was the first agency to deploy Body Worn Camera's (BWCs) on patrol officers in Sarasota and Manatee Counties.

- Community Policing
- Volunteer Service Aides
- Explorers
- Homeless Case Manager

Administrative Bureau

The Administrative Bureau is responsible for several support functions of the department. The Professional Standards Division, under the direction of the Administrative Bureau, actively works to identify ways and means of providing enhanced services and functions that translate to improved customer and community service. The Bureau is comprised of the following:

- Accreditation
- Information Technology
- Background Investigations and Recruitment
- Internal Affairs
- Records Management
- Training
- Emergency and non-emergency Telecommunications
- Reserve Officers
- Fleet Management

Investigations Bureau

The Investigations Bureau performs follow-up investigation of selected criminal acts and works to identify and develop solutions to police-related community problems. Division units also conduct proactive investigations to suppress criminal activity.

The Investigations Bureau consists of three Divisions:

The Criminal Investigation Division works cases where crimes against person or property is damaged or stolen, or where identity theft and fraud is used to commit crime. Also, the Real Time Intelligence Center employs technology to analyze crime patterns and uses highly trained personnel to identify and collect both physical and digital evidence.

This division is further divided into;

- Violent Crimes
- Special Victims Crimes
- Property Crimes
- Economic Crimes
- Intelligence Unit/Electronic Surveillance Unit
- Real Time Intelligence Center/Crime Analyst

The Special Investigations Division hears citizen complaints regarding quality-of-life issues, and conducts investigations and operations to control illegal drugs, violent criminal activity and fugitive apprehension throughout the City. This division also collaborates with other local, state, and federal law enforcement agency task forces on properties where there are drug or prostitution-related offenses, and consists of:

- Special Enforcement Team
- Special Investigations Unit

The High-Tech Crimes Division responds to crimes committed by utilizing technology and the internet. This unit is involved with federal task forces such as the Federal Bureau of Investigations, Internet Crimes Against Children and the United States Secret Service. Our Cyber Crimes Unit is also supported by the Digital Forensics Laboratory to process and analyze electronic evidence. Also under the division is the Forensics and Property and Evidence Unit. These two units are instrumental in the recovery and protection of vital evidence from crime scenes.

- Digital Forensics Laboratory
- Cyber Crimes Unit
- Crime Scene Unit
- Property and Evidence Unit

The Special Operations Bureau is responsible for working to identify, address and resolve community concerns related to quality-of-life issues. They conduct community outreach to help educate, provide resources, and engage with the public. They ensure the safety and security of our motorists travelling along the roadways of our city. This bureau is responsible for responding to critical incidents that may occur in the city. They also partner with other internal divisions, outside agencies, and local stakeholders to provide community-oriented policing. The bureau is comprised of the following units:

- Community Policing
- School Resource Officers
- Volunteer Service Aides
- Explorers
- Homeless Case Manager
- K-9 Unit
- Traffic Unit
- Special Response Team
- Crisis Negotiations Team
- Emergency Response Team
- Drone Unit
- Dive Team
- Explosive Materials Unit

PUBLIC WORKS DEPARTMENT

The primary mission of the Public Works Department is to efficiently maintain the public infrastructure and provide services to ensure the safety, health, and well-being of our customers.

The City of North Port Public Works Department's primary areas of service comprise of five separate Divisions which perform services for the residents of North Port. The five Divisions are Administration, Engineering, Fleet Management, Infrastructure and Facilities, and Solid Waste.

Administration

The Administration Division provides administrative support to the other four (4) Divisions of the Department of Public Works. Daily tasks include coordinating activities related to purchasing requisitions, invoices, and payments, budget preparation, community outreach, customer service, mapping and software management, document filing and maintenance, City Commission staff summaries, agendas and action reports, Administrative Regulations and Standard Operating Procedures, American Public Works Accreditation Management, and personnel matters.

Engineering

The Engineering Division designs, analyzes, inspects, and manages the capital and maintenance projects for City-wide activities. Staff within this Division manage development reviews, right-of-way use permits, storm water management, and contract and project management. The

Engineering Division also includes infrastructure management services, coordination of infrastructure inventory and infrastructure condition assessments. This Division oversees the Integration of Asset Management Systems that drive planning, estimating, and scheduling of maintenance work request and projects.

Fleet Management

The Fleet Division ensures City services are delivered using safe and reliable equipment. This Division maintains all City vehicles, including cars, light trucks, heavy trucks, and off-road equipment. All City fuel systems are administered by the Fleet Division staff. Fleet staff administer City's vehicle purchases, replacement, utilization, and policies.

Infrastructure And Facilities Maintenance

The Infrastructure and Facilities Maintenance is divided into three (3) primary sections. These sections include the Roads, Waterways and Structures Section, Drainage Section, and Facilities Maintenance Section. The Roads, Waterways and Structures Section is responsible for all road maintenance, roadway lighting, traffic control devices, right-of-way mowing and debris removal, water control structures and bridges, aquatic weed control in canals and ditches, and mowing of canal and ditch banks within the rights-of-way. The Drainage Section is responsible for storm water drainage systems and planning, estimating and scheduling storm water rehabilitation and maintenance projects. The Facilities Maintenance section is responsible for providing maintenance and repair to all City owned buildings, groundskeeping of various City owned facilities, and playing a vital role in City operated events, by assisting in planning, setting up, working the event, and post event cleanup and breakdown.

Solid Waste

The Solid Waste Division provides residential and commercial collection and disposal services of garbage, recyclable material, yard waste, and bulk items (appliances, furniture, etc.) throughout the geographical boundaries of the City of North Port.

UTILITIES DEPARTMENT

The North Port Utilities Department's mission is to provide residents quality water and water reclamation services in a safe, healthful, cost-effective, and efficient manner and to accommodate the growth of the community through the planned expansion of the City's water distribution and wastewater collection systems.

The North Port Utilities Department's divisions are field operations, engineering, water and water reclamation plants, and administration.

Field Operations

Field Operations is responsible for the maintenance and operations of all water transmission and wastewater collection infrastructure which includes 116 sewer lift stations, 172 miles of sewer gravity lines, 88 miles of sewer force main lines, 4,125 manholes, 412 force main valves, 118

reuse valves, 2,244 fire hydrants, 366 miles of water transmission lines, and 3,711 water valves. Field staff also helps with the maintenance of the Water and Water Reclamation Plants and the three booster stations and storage tanks. Field meter reading staff read over 24,345 meters every month, rain or shine. Field staff offer customer care 24/7 for service and emergency situations.

Engineering

Responsible for project planning and engineering, construction oversight, mapping, GIS, infrastructure inspections for projects and development, and utility locates.

Water Plant

Water is drawn from ground water wells and treated at the Reverse Osmosis facility and drawn from the Myakkahatchee Creek which is treated at the surface water treatment facility. To achieve the best quality water, the two are blended, stored, and distributed from the site. Additionally, water is purchased from the Peace River and distributed from this location as well as the three booster pump storage stations.

Water Reclamation Plant

The City's water reclamation plants treat wastewater for over 19,077 customers. The plants have a combined potential daily treatment capacity of 9.0 million gallons per day. The plants are fine bubble aeration domestic wastewater treatment facilities using a Modified Ludzack-Ettinger process including screening, aeration, and advanced secondary clarification capabilities. To preserve the finite amount of potable water supplies, the City boasts the distribution of reclaimed water for irrigation to many areas in the City.

Administrative Services

This office takes care of administration items such as budget, rates and ordinances, customer care inquiries, outreach, procurement and purchasing, grants and awards, contract administration, developer and new customer services, billing and account management, backflow program, State/Regional coordination, emergency management and community outreach.

SOCIAL SERVICES DIVISION

The Social Services Division's mission is to ensure the availability, awareness, and accessibility of programs and resources in the community, and to assist families and individuals while improving their overall quality of life.

Social Services, established in 1980 to assist families and individuals in need of short-term financial assistance, is a 501c tax-exempt governmental entity funded by the City of North Port and is within the City Manager's Office. Additional funding sources are received through grants, generous individuals, churches, civic groups, schools, and collaborative partners. These charitable funding sources, collaborative partners, and other outreach programs enable the

Division to provide assistance to families and individuals that are experiencing a short term unforeseen financial crisis.

The Social Services Division's primary areas of service are financial and access point assistance, skills for life workshops, major community events, and family services and community education centers.

Financial Assistance

The Division provides financial assistance for utility bills, mortgage, and rent payments to families experiencing a short-term crisis. Families and individuals must be prescreened for eligibility and proof of residency, as some services are provided to North Port residents only.

Access Point

The City of North Port's Social Services is an ACCESS POINT through The Suncoast Partnership to End Homelessness (SPEH) to assist individuals and families experiencing homelessness in North Port. The SPEH was formed by community leaders from Sarasota and Manatee Counties in 2005, with the vision of ending homelessness in the region.

Skills For Life Workshops

The Skills for Life workshops were created to help North Port clients develop skills to reach self-sufficiency with wrap around services for program success. Workshops include, but are not limited to, money management, good tenant practices, interview techniques, and resume building, to name a few. Our workshops are modified for individuals from 15 years of age to 55 and wiser.

North Port & Non-Profits United Program (NP²)

The purpose of the program is to assist non-profits in achieving their mission objectives by integrating local municipal government with area non-profits serving North Port citizens. This collaborative effort will offer any non-profit serving the North Port community an opportunity to apply for a mission support item that will enhance the agency's programming needs.

Please note: This program is not intended to support the administrative costs of the applicant. A mission support item is a tangible object that enhances a non-profit's level of service to the North Port community.

Major Community Events

The Division hosts three annual events during the year to connect local families with area resources. The events include a Community Baby Shower & Pre-School Expo conducted in April; the Back-to-School Resource Fair in August; and our Home for the Holidays Program in winter.

Family Services and Community Education Centers

The Social Services Division oversees the administration of the Family Service and Community Education Centers. These facilities are home to several Non-Profit and government agencies in the area that provide a wide arrange of community resources. The Family Service Center (FSC)

houses the City of North Port Social Services Division, the North Port Community Policing Unit, as well as, Safe Place & Rape Crisis Center (SPARCC), Big Brothers Big Sisters (BBBS), Literacy Volunteers of South Sarasota County (LVSSC), Women, Infant and Children (WIC), American Association of Retired Persons Foundation, Inc. (AARP), and the Sarasota County Veterans Affairs Office. The Community Education Center (CEC) houses The North Port Senior and The Awaken Church Outreach Centers.

Over the last several years the City of North Port has experienced exponential growth in population, this growth increases the need for services. After identifying a community gap in terms of funding and available resources for our residents and seniors, the Social Services Division created and implemented drop in offices for agencies to utilize under the North Port Office of Aging and Community Resources. The agencies are allowed to use this designated office space for no more than 20 hours per week and are required to provide services or resources free of charge to residents. The office is located at the Family Service Center and is free to use by our local area agencies.

STRATEGIC PLANNING

During the fiscal year 2022 a new strategic plan was created based on the vision of the Commission. It contains six pillars: Good Governance, Safe Community, Economic Development, Quality of Life, Infrastructure and Environment Resiliency. These pillars each have goals, priorities, performance metrics to track progress and success. These will be the foundation of understanding what the City is striving to achieve annually.

BUDGET

BUDGET POLICIES

Purpose

These policies establish the fundamental guidelines for the development of the annual budget

for the City of North Port, Florida. The budget procedures are designed to provide a uniform method and set of instructions to the City Departments for the efficient preparation of the budget. The overall goal of the City's financial plan is to establish and maintain effective management of the City's financial resources.

POLICIES AND STRATEGIES

Policy

The City's annual budget will be developed in accordance with the policies and priorities set forth in the comprehensive plan, City Commission goals, the needs of the community, and federal and state laws.

SCOPE – COMPREHENSIVENESS

Policy

The City Manager shall submit an annual Operating and a Five-year Capital Improvement budget to the City Commission covering the next fiscal year. The budget will contain the following information:

1. A letter from the City Manager discussing the proposed financial plan for the next fiscal year, a review of the previous year's activities, and the current financial condition of the City.
2. Proposed capital, operations and maintenance, and debt service expenditures by fund and department, and type of expenditure for the budget year, along with comparisons to the current year adopted budget and actual expenditures for three prior years.
3. Proposed revenues, by source for the budget year, along with comparisons to the current year adopted budget and actual revenues for three prior years.
4. A table of organization with proposed staffing levels by fund and department, along with comparisons to staffing levels for the current year and three prior years.
5. A summary of designated fund balances for each governmental and enterprise fund.

SCOPE – BUDGET FORM

Policy

The City of North Port's operating budget will be developed on an annual basis. Appropriations will be approved by the City Commission. The annual operating budget will be presented in a fund and department budget format. The purpose of this format is to clearly outline the major funds and service areas and the associated expenditures.

SCOPE – BASIS OF BUDGETING

Policy

The annual budget balances operating expenditures with operating revenues. The City budgets for governmental funds, which include the General Fund, Special Revenue Funds and Capital Funds, are based on the modified accrual basis of accounting. Under this method, revenues (income) are recognized in the period they become measurable and available to finance

expenditures of the period and expenditures (expenses) are recorded when incurred with the exception of principal and interest on long-term debt, which are recorded when due.

SCOPE – BUDGET CALENDAR

Policy

The City budgets resources on a fiscal year, beginning October 1st and ending on the following September 30th.

Budget packages for annual preparations will be distributed to City departments no later than April 15th each year. Departments and elected officials shall return proposed budgets no later than June 10th each year for City Manager review.

Prior to August 1st each year, the City Manager shall present a recommended City budget to the City Commission for the fiscal year commencing October 1st. City Commission shall review the City-wide budget and workshops will be conducted.

The budget will be adopted in compliance with requirements in the City Charter and according to Florida State Statutes which includes a set timetable as required under the Truth in Millage (TRIM) Act.

Prior to September 1st, the City Manager shall submit a Commission Proposed operating budget to the Commission for the fiscal year commencing October 1st.

Two public hearings will be conducted in September to obtain taxpayer comments.

The budget and related millage rate and special assessment levies will be legally enacted by ordinance or resolution by September 30th.

BALANCED BUDGET

Policy

All funds are required to balance. As such, total anticipated revenues will equal the sum of budgeted expenditures for each fund. Revenues are derived from four sources: current revenue charges; increases in existing revenue charges; new revenue sources; and unallocated reserves carried forward from prior years.

BUDGET CONTROL AND MONITORING

Policy

Budgetary control ensures that actual expenditures do not exceed appropriations as adopted by the annual budget ordinances. Legal budgetary control is maintained at the fund level. Transfers of appropriated moneys between departments and/or functions within an individual fund shall be authorized by the City Manager, excluding the authorization of additional regular positions or the modification of the intent of the Capital Improvement budget. Department directors and

managers are accountable for monitoring revenues and expenditures related to the department's core business activity and monitoring for expenditures over budget.

BUDGET AMENDMENTS

Policy

Budget adjustments that would increase total expenditures of a budgetary fund or would transfer money between funds require City Commission approval. This process is referred to as amending the budget. Budget amendments begin as a recommendation of the Commission or City Manager. The Budget Office prepares all budget amendments presented to Commission for consideration.

BUDGET YEAR-END

Policy

In August, the Finance Director sends out a memo to all departments listing the year-end procedures and deadlines. Part of the year-end procedures is project and purchase order year-end rollovers.

COMMONLY USED BUDGET TERMS

Ad Valorem Tax – Commonly referred to as “property tax.” This is the tax levied on both real and personal property. The tax is calculated by multiplying the millage rate (set by the taxing authority) by the taxable value of the property.

Adopted Budget – Revenues and appropriations approved by the City Commission for the next fiscal year.

Amended Budget – The Adopted Budget that has been formally amended by the City Commission.

Assigned Fund Balance – A portion of fund balance that reflects a government’s *intended* use of resources. Such *intent* would have to be established at either the highest level of decision making, or by a body or an official designated for that purpose.

Budget – A plan of financial activity for a specified period of time that indicates all planned revenues and expenditures for the specified period.

Budget Amendment – A procedure allows for revising a budget appropriation.

Budget Hearing – As required by law, the City Commission conducts two public hearings to receive and consider input from the public and to propose and adopt a millage rate and the annual budget.

CIP – Capital Improvement Program – A five-year financial plan for construction of physical assets such as buildings, streets, sewers, and recreation facilities. The plan extends over several future years indicating the beginning and ending date of each project, the amount to be expended in each year and the method of financing those expenditures.

Enterprise Fund – Activities of government that are operated and accounted for as businesses. Enterprises rely principally on revenue derived from user fees to fund operations. In the City of North Port, the North Port Utilities is the sole enterprise operation.

Expenditure – Decrease in net financial resources. Expenditures include operating expenses, capital expenditures and debt service payments that require current or future use of current assets.

Fiscal Year – Any period of 12 consecutive months designated as the budget year. The City’s fiscal year begins October 1 and ends September 30, the same as the Federal Government.

General Fund – Used to account for all governmental functions not required to be separately recorded by laws or governmental policy. Most of the essential governmental services such as

police protection, landscape maintenance, neighborhood services and general administration are provided by the General Fund.

Half-Cent Sales Tax – A tax collected by the State of Florida and distributed to local governments based on the amount of taxable sales within each county.

Impact Fee – A fee imposed on new development as a total or partial reimbursement for the cost of additional facilities made necessary by the growth.

Infrastructure Surtax – A penny tax applied to the first \$5,000 of any single taxable item when sold to the same purchaser at the same time. The tax is restricted to capital improvements and cannot be used for operating expenditures.

Millage Rate – A rate expressed in thousands. As used with ad valorem (property) taxes, the rate expresses the dollars of tax per one thousand dollars (\$1,000) of taxable property values.

Non-Ad Valorem Assessments – Assessments for Special Districts that are not based on property value. The basis for this charge is some other measurable criteria such as per lot, per acre or per residence.

Operating Budget – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Proprietary Fund – A group of funds in which the services provided are financed and operated similar to those of a private business. Proprietary fund types used by the City include the Enterprise and Internal Services Funds.

Restricted Fund Balance – A portion of fund balance that reflects resources that are subject to *externally enforceable* legal restrictions. Such restrictions typically are imposed by parties altogether outside the government such as creditors (through debt covenants), grantors, contributors, and other governments (through laws and regulations).

Special Assessment – A compulsory levy made against certain properties to defray part, or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

TRIM – Truth in Millage – One of many provisions of state legislation enacted in 1980 to direct taxpayer concerns regarding taxes to the appropriate public bodies. The County property appraiser is required annually to prepare and deliver to each taxpayer a notice of proposed property taxes, known as a TRIM Notice, for the upcoming year.

Unassigned Fund Balance – The general fund, as the principal operating fund of the government, often will have net resources in excess of what can properly be classified in one of the four fund balance categories. If so, that surplus is presented as unassigned fund balance. If resources were

not at least assigned, they could not properly be reported in a fund other than the general fund, therefore, only the general fund can report a positive amount of unassigned fund balance. Any governmental fund in a deficit position could report a negative amount of unassigned fund balance.

APPENDICES

APPENDIX A – Commission Policy 2021-03 Rules of Order and Decorum

I. STATEMENT OF POLICY

This policy is intended to establish rules of order and rules of decorum to govern the conduct of public officials and attendees at public Board meetings, while providing ample opportunity for public participation.

II. DEFINITION

Board. The term Board refers to and includes the City Commission and all boards and committees created by the City Commission, including but not limited to those identified in Chapter 4 of the Code of the City of North Port, Florida, as well as the City's Planning and Zoning Advisory Board and the Zoning Hearing Officer.

III. CONFLICTS

This policy applies to all Boards, except that the City's codes and a Board's enabling legislation that conflicts with this policy will control over the conflicting policy provision.

IV. POLICY AND PROCEDURES

A. Presiding Officer.

1. The Mayor or chair will serve as the presiding officer at all Board meetings. The Vice-Mayor or vice-chair will act as the presiding officer in the Mayor or chair's absence. In the absence of both, the Board members present shall, by majority vote, select a presiding officer to serve for the meeting.
2. The presiding officer is responsible for enforcing the Rules of Order and the Rules of Decorum, while maintaining an open environment for citizen input and Commission decision-making. The presiding officer shall:
 - a. Conduct the meeting firmly and courteously while preserving order and decorum;
 - b. Ensure the public is given a reasonable opportunity to be heard;
 - c. Determine all points of order, subject to the right of any Board member to appeal to the Board;

- d. Ensure that a Board member or other speaker is recognized before speaking and permit only one person to speak at a time;
- e. Rule out of order any remarks inconsistent with the Rules of Decorum; and
- f. Ask for a motion or call the question when it appears that Board members have concluded debate or when the debate has become repetitive and nonproductive for the required policy decision.

B. Absence.

- 1. A Board member who is unable to attend a Board meeting must notify the recording secretary, who will provide notification to the presiding officer.
- 2. A City Commissioner who is unable to attend Commission meeting must notify the City Clerk, who will provide notification to the presiding officer.

C. Rules of Order.

- 1. Governing Rules. The following Rules of Order govern Board proceedings. If the Rules of Order do not address an issue, the Board shall be guided by state law, City Charter, City codes, City ordinances, City resolutions, and the most recent edition of Roberts Rules of Order (Revised), in that order.
- 2. Parliamentarian. The City Clerk shall serve as the parliamentarian to the City Commission.
- 3. Inclusion on Agenda. Absent a showing of a bona fide emergency and/or time sensitivity, only items appearing on that meeting's agenda will be submitted for a Board vote.
- 4. Motions. A motion is a formal proposal by a Board member to take action.
 - a. General.
 - 1) The presiding officer may make a motion only after passing the gavel to the Vice-Mayor or vice-chair or, in the absence of the Vice-Mayor or vice-chair, to any Board member.
 - 2) Only one main motion may be on the floor at a time.
 - 3) A motion must be stated affirmatively, clearly, and concisely, utilizing language that accurately reflects the motion maker's intent and action sought.

- 4) A motion requires a second before debate. A motion that fails to obtain a second dies.
- 5) Once a motion is introduced, no discussion or debate shall take place until the motion receives a second and the presiding officer restates the motion.

b. Withdrawals and Modifications.

- 1) The Board member making the motion may withdraw or modify the motion any time before a second. If after a second, the motion may only be withdrawn or modified with the consent of the seconder.
- 2) Once the presiding officer has restated the motion, the City Commission's consent is required to withdraw or modify the motion.

c. Amendments.

- 1) Any amendment to a motion must pertain to the same subject of the main motion.
- 2) If an amendment receives a second, the Board must vote on the amendment separately from the main motion.
- 3) If the vote on the amendment fails, the Board will then vote on the main motion as originally stated. If the vote on the amendment passes, the Board will then vote on the main motion as amended.
- 4) A motion may only be amended once unless a majority of the City Commission concedes.

5. Consensus

- a. Board Meetings. Consensus may be used during Board meetings. The question for consensus must be clearly stated and must be unanimous of the Board members present. If consensus is not achieved, a Board member may follow with a motion.
- b. Commission Workshops. The City Commission may use consensus during workshops to obtain consent on direction provided to staff or to show agreement to an idea. Consensus must be unanimous of the Commissioners present, except in budget workshops, where consensus may be achieved by a majority of the Commissioners present.

6. Discussion and Debate.

- a. The Board member making the motion will have an opportunity to speak first, followed by the seconder. The presiding officer will then recognize other Board members in rotation with the presiding officer speaking last. The presiding officer will not recognize any Board member a subsequent time until all Board members have had an opportunity to speak.
- b. Once recognized, a Board member shall not be interrupted while speaking unless the presiding officer calls the Board member to order or another Board member raises a point of order.

7. Voting.

- a. Every Board member present when the question is called must vote, unless abstaining due to a conflict of interest or, in a quasi-judicial proceeding, to assure a fair proceeding free from potential bias or prejudice.¹
- b. A motion or other action passes upon the affirmative vote of a majority or more of the Board members present and eligible to vote. A motion fails in the case of a tie.
- c. Voting shall be conducted by roll call, which may include electronic means that identify each Board members vote.
- d. After voting against a motion or other action, a Board member may express a basis for dissent, which shall appear in the minutes.

8. Reconsideration.

- a. A motion to reconsider any action of the Board may be made:
 - 1.) During the same meeting at which the action took place; or
 - 2.) No later than the second regular meeting after the action took place if a Board member timely submits an agenda request for the Item to the Board's staff liaison, or in the case of the City Commission, to the City Manager and/or City Clerk.
 - b. Only a Board member who voted with the prevailing side may make a motion to reconsider. Any Board member may second the motion.
 - c. No question may be reconsidered more than once unless the City Commission votes unanimously to do so.
-

9. Point of Order.

- a. If a Board member believes the Rules of Decorum or Rules of Order are being violated, the Board member may interrupt a speaker without being recognized by stating, "Point of Order." No motion is required, and no debate is allowed. The presiding officer will ask the Board member to state the point and will rule. The ruling is subject to appeal. If the presiding officer is in doubt, the presiding officer may put the question to a vote.
- b. Appeal. A Board member may interrupt a speaker without being recognized to appeal the presiding officer's ruling on a point of order. The appeal requires a second and is subject to debate after the second. If any appeal is taken, the question will be, "Shall the decision of the presiding officer be sustained?"

D. Rules of Decorum.

- 1. Board members. All Board members will be subject to the following rules of decorum in the conduct of all Board meetings:
 - a. Board members shall maintain order and decorum, not interrupt the proceedings, and follow the presiding officer's ruling and direction related to order and decorum.
 - b. Board members desiring to speak shall address the presiding officer and, upon the presider officer's recognition, confine remarks to the question under debate.
 - c. Board members shall refrain from engaging in personal attacks and boisterous, immaterial, inflammatory, obscene, profane, or disorderly conduct.
 - d. Board members desiring to inquire about a matter directed to City staff shall address questions to the relevant charter officer, who may answer the inquiry or designate a staff member to respond.
 - e. Board members shall not berate or admonish staff members.
- 2. Meeting Attendees. Board meetings are open to members of the public.
 - a. Meeting attendees must observe the same rules of order, decorum, and good conduct applicable to members of the Board members.
 - b. Meeting attendees must refrain from obscene, profane, or disorderly conduct, including handclapping, yelling, and similar demonstrations, all of which disturbs the peace and good order of the meeting.

- c. Recording devices may be used only in a manner that will cause minimum interference with or disruption of the Board proceedings. Any supplemental lighting must be discontinued if the presiding officer determines that the lighting disturbs the Board proceedings.
- E. Enforcement of Order and Decorum.
 1. The presiding officer may interrupt any speaker to maintain order and decorum, but the interruption will not reduce the speaker's time if time limits have been imposed.
 2. Meeting attendees who become disruptive to the orderly conduct will first be counselled about their behavior. If the disruption persists, the presiding officer may request that the City Manager have a police officer escort the disruptive attendee out of the meeting. If necessary, persons violating the law may be arrested by a police officer present and noting the interruption or disturbance.²
 3. If any meeting is disturbed and order cannot be restored, the presiding officer may recess or adjourn the meeting, with any remaining business to be rescheduled for a future Board meeting.

III. SUSPENSION OF POLICY

The City Commission may, by majority vote, temporarily suspend any provision of this policy not governed by state law, the City Charter, or the Code of the City of North Port, Florida.

APPENDIX B – Commission Policy 2021-04 Minutes and Records

I. STATEMENT OF POLICY

- A. It is the intent of the City to establish rules of procedure to govern the conduct of recording minutes of all public meetings of the City Commission.
- B. Matters of procedure not otherwise provided for herein are, insofar as practical, determined by reference to Robert's Rule of Order, newly revised.

II. POLICY AND PROCEDURE

- A. The City Clerk or designee shall record minutes of all public meetings of the City Commission, which must be retained as a permanent public record and presented to the City Commission for review and approval. Meetings of the City Commission may also be audio and/or video recorded, but such audio or video recording shall not be retained as the official public record of the meeting.
- B. Prior to placing draft minutes on an upcoming Commission meeting agenda for approval, the City Clerk or designee shall provide each Commissioner with a copy of the draft minutes for review. Commissioners may submit any recommended revisions to the City Clerk for review and consideration. Following review and consideration of a recommended revision, the City Clerk or designee shall:
 - 1. Unamended draft minutes. When the City Clerk does not receive a proposed amendment to a draft of Commission meeting minutes, or when a proposed amendment is received but not accepted by the City Clerk, the draft minutes shall appear on a City Commission consent agenda for approval as drafted. A copy of the draft minutes shall be attached to the agenda backup material.
 - 2. Amended draft minutes. When a proposed amendment to draft Commission meeting minutes is accepted by the City Clerk, the draft minutes shall not appear as part of a City Commission consent agenda. The Commission must discuss a proposed amendment to its meeting minutes on the record and vote on each amendment as part of the Commission's General Business when the draft minutes are approved.¹ A copy of the draft minutes and proposed amendments shall be attached to the agenda backup material.
 - 3. Unaccepted amendment. When a proposed amendment to draft Commission meeting minutes is not accepted by the City Clerk, the City Clerk or designee shall notify the Commissioner and provide the reason why. Any Commissioner may request that draft minutes be pulled from a consent agenda for further discussion and direction by the Commission.

- C. The following shall apply to the recording of City Commission meeting minutes:
1. All minutes recorded shall be summary minutes.
 2. If a Commissioner arrives after a meeting has convened, the Commissioner's arrival will be recorded in the minutes where appropriate.
 3. If a Commissioner is absent when a vote or consensus of the Commission is taken on an item, the recorded vote tally in the meeting minutes will identify the name of the absent Commissioner as "absent" for the item.
 4. If a Commissioner departs a meeting before the meeting has been adjourned, the Commissioner's departure will be recorded in the meeting minutes where appropriate. If a vote or consensus of the Commission is taken following a Commissioner's departure from a meeting, the recorded vote tally in the meeting minutes will identify the name of the absent Commissioner as "absent" for the item.
 5. If a public commenter identifies their support or opposition to an agenda items, the minutes will reflect the commenters position.

APPENDIX C – Commission Policy 2021-05 Meeting Schedules, Notices, and Agendas

I. STATEMENT OF POLICY

The City Commission for the City of North Port, Florida wishes to provide a consistent and standardized practice for City Commission meeting schedules, notices, and agendas.

II. POLICY AND PROCEDURES

A. Meeting Schedules. Prior to January 1 of each year, the City Commission shall adopt an ordinance establishing the schedule and location of regular meetings and workshops for the calendar year.

B. Meeting Notices.

1. Location. The City Clerk shall post meeting notices on the bulletin board in City Hall and on the internet in a location accessible from the City's website.

2. Timing. The City Clerk shall post meeting notices:

a) For regular meetings and workshops, at least 48 hours in advance;

b) For special meetings, at least 24 hours in advance; and

c) For emergency meetings, a reasonable amount of time in advance, considering the circumstances.

C. Meeting Agendas. Meeting agendas must include all items for Commission action at the meeting.

1. Agenda Preparation.

a) Inclusion of Items.

1) The City Manager is responsible for preparation of the agenda.

2) Requests for inclusion of on any item must be submitted in writing to the City Manager or designee for review. Requests should include the nature of the item, a statement of requested action, and background documentation.

3) Individual Commissioners may submit agenda items for inclusion to the City Manager and/or the City Clerk.

- 4) The City Manager shall advise the City Clerk as to which items are to be included on an agenda no later than Monday of the week before the meeting.
 - b) Drafting. The City Clerk is responsible for drafting the agenda.
 - c) Amendments. Any proposed additions or corrections to a posted agenda must be submitted through the City Manager and City Clerk for consideration and publication. Absent a bona fide emergency and/or time sensitivity, the agenda may not be amended less than 24 hours prior to the meeting.
 - d) Scriveners' error.
 - 1) Agenda item. Except as provided in subsection (d)(2) below, any individual Commissioner's proposed correction of a scriveners' error on an agenda item for a posted agenda must be submitted to the City Manager for consideration.
 - 2) Quasi-Judicial item. Any individual Commissioner's proposed correction of a scriveners' errors on a quasi-judicial agenda item for a posted agenda must be presented for discussion at the public hearing.
2. Order of Business for Regular Meeting Agendas. Items on the City Commission's regular meeting agendas are to be organized as follows:
- a) Call to order/roll call
 - b) Invocation (optional)
 - c) Pledge of allegiance
 - d) Approval of agenda
 - e) Announcements by City Clerk
 - f) Public comment (other than quasi-judicial)
 - g) Consent agenda
 - h) Presentations
 - i) Public hearings
 - j) General business items
 - k) Public comment (other than quasi-judicial)

- l) Commissioner reports
 - m) Charter officer reports
 - n) Adjournment
3. Agenda Categories.
- a) Approval of Agenda. The Commission may, by majority vote, rearrange items on the agenda to conduct business more expeditiously.
 - b) Public Comment.
 - 1) All meetings of the City Commission will be open to the public, except as provided by law. The public may provide comment in accordance with state law.
 - 2) Commission Policy No. 2020-04 addresses public comment in more detail.
 - 3) Commission Policy No. 2021-03 sets forth rules of decorum.
 - c) Consent Agenda.
 - 1) Content. Consent agenda items include noncontroversial and ministerial matters, including resolutions for approval of final plats, that may be fully explained by supporting documentation and do not require discussion by the City Commission.
 - 2) Removal of Item from Consent Agenda. A Commissioner may request removal of an item from the consent agenda to discuss, question, or register a vote against an item.
 - i. To request removal of an item from the consent agenda, every effort should be made by the Commissioner to notify the City Manager or designee by email no later than noon the day before the meeting. If the request is submitted timely, the City Manager shall announce at the meeting that the item has been removed from the consent agenda.
 - ii. Any item removed from the consent agenda will be considered as a separate item for discussion and voting.
 - 3) Vote. The consent agenda is voted on with a single vote to approve the consent agenda in its entirety, excluding any removed item(s). The vote shall be taken by roll call.

d) Public Hearings (Other than Quasi-Judicial).

- 1) State law requires the City Commission to conduct public hearings on certain items, such as ordinances. The purpose of public hearings is to receive input from the public regarding the item.
 - 2) Because an ordinance must be read during at least two public hearings, every effort should be made for the reading of an ordinance to occur during one evening meeting and one day meeting.
 - 3) This section does not apply to quasi-judicial items. Public hearings on quasi-judicial items will be conducted in accordance with Chapter 2, Article III of the Code of the City of North Port, Florida.
 - 4) Public hearings shall be conducted in the following manner:
 - i. The presiding officer reads the description of the agenda item to be considered and opens the public hearing.
 - ii. The City Clerk reads, as applicable:
 - a. The entire ordinance at first reading, unless the Commission unanimously votes to read by title only;³
 - b. The ordinance title at second reading;
 - c. The resolution title; or
 - d. The petition title.
 - iii. The presiding officer calls upon the charter officer responsible for the item.
 - iv. Petitioner makes a presentation, if applicable.
 - v. Staff makes a presentation, if applicable.
 - vi. The presiding officer inquires whether there are any questions for the presenters.
 - vii. The presiding officer calls for public comment. If applicable, the petitioner may rebut any public comment or staff comments.
-

viii. If there are no further questions, the presiding officer closes the public hearing and requests a motion.

ix. The Commission debates the motion.

x. If during deliberation, a question arises which the Commission desires to ask, it shall vote to reopen the public hearing, then pose the question and allow either staff or the petitioner or both the opportunity to respond to the question posed, prior to closing the public hearing again and resuming deliberations.

xi. After debate concludes, the presiding officer restates the motion before a vote is taken. The presiding officer announces the vote. Until the vote is announced, a Commissioner has a right to change his or her vote.

e) Presentations. Presentations will be limited to fifteen (15) minutes.

f) General Business. General business items may require staff input and City Commission discussion.

g) Commissioner Communications. Commissioners may provide informational reports and communications that do not require Commission action.

h) Charter Officer Reports. Charter officers may provide informational reports and communications that do not require Commission action.

III. COMMISSION TEAM BUILDING RETREATS

The City Commission may host an annual Commission Retreat to enhance effective team building, address internal conflict, develop position operating practices, and similar topics. Commission Retreats shall be public meetings subject to the requirements in Florida Statutes Section 286.011.

A. Meeting Notices.

1. Location. The City Clerk shall post retreat notices on the bulletin board in City Hall and on the internet in a location accessible from the City's website.

2. Timing. The City Clerk shall post retreat notices at least 48 hours in advance.

- B. Attendees. The City Commission, City Manager, City Attorney, City Clerk, and any other person the City Manager deems necessary, shall attend the retreat.
- C. Formal Action. The City Commission shall not take any official action during a retreat.

IV. STRATEGIC PLANNING WORKSHOPS

The City Commission may host an annual strategic planning workshop to review accomplishments, progress towards strategic objectives, and to provide focus for the year ahead. Strategic planning workshops shall be public meetings subject to the requirements in Florida Statutes Section 286.011.

- A. Workshop Notices.
 - 1. Location. The City Clerk shall post strategic planning workshop notices on the bulletin board in City Hall and on the internet in a location accessible from the City's website.
 - 2. Timing. The City Clerk shall post strategic planning workshop notices at least 48 hours in advance.
- B. Formal Action. The City Commission shall not take any official action during a strategic planning workshop.

III. SUSPENSION OF POLICY

The City Commission may, by majority vote, temporarily suspend any provision of this policy not governed by state law, the City Charter, or the Code of the City of North Port, Florida.

APPENDIX D – Commission Policy 2020-01 Public Records Request

I. DEFINITIONS

- A. Custodian of Public Records: The City Clerk serves as the City's official custodian of public records.
- B. Extensive Request: A public records request that requires more than thirty (30) minutes to process; which includes the time it takes to locate, retrieve, review the records for exempt and confidential information, make any necessary redactions, copy and/or supervise the inspection of the requested records, and provide them to the requestor.
- C. Public Record: All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of the City, or as otherwise defined by Section 119.011, Florida Statutes, as amended from time to time.
- D. Readily Available Document: A public record identified by the City Clerk or designee as being regularly requested and routinely available for distribution.
- E. Reasonable Time: A reasonable amount of time to process, respond, and fulfil a public records request will depend upon how extensive the request is.

II. STATEMENT OF POLICY

- A. It is the policy of the City to abide by the requirements of Chapter 119, Florida Statutes, and permit public records to be inspected and/or copied by any person, at any reasonable time, and under reasonable conditions.
- B. The right of access to public records only applies to the City's existing records. Florida's public records laws do not require the creation of a record that does not already exist in order to respond to a request.
- C. The City may receive a public records request in a variety of formats. A request does not have to be in writing and the City cannot require that requests be made in a specific format. A request can be made anonymously, and a person requesting a public record is not required to show any identification or provide a reason or justification for the request.
- D. Pursuant to Section 119.07(1)(b), Florida Statutes, the City Clerk may designate another officer or employee of the City to permit and supervise the inspection and/or copying of any public record. Every person who has custody of a public record must permit the

record to be inspected and copied by anyone desiring to do so, at any reasonable time, and under reasonable conditions.

- E. At all times, the City Clerk or designee will provide safeguards to protect the contents of public records from alteration and to prevent disclosure or modification of those portions of public records which are exempt, confidential, or both, as provided by law.

III. PROCEDURES FOR RESPONDING TO A PUBLIC RECORDS REQUEST

- A. City Records. Except as provided in Section III.B below, all public records requests must be responded to as follows. All questions should be immediately directed to the City Clerk's Office.
 - 1. Requests to City Clerk's Office. The City Clerk's Office will coordinate and monitor the fulfillment of all public records requests it receives. The City Clerk's Office may rely on the assistance of a department's designated Records Coordinator in order to respond to a request.
 - 2. Records Coordinator. Each department head will designate at least one Records Coordinator and one back-up to work with the City Clerk's Office to ensure department records are timely provided. The City Clerk's Office will maintain a list of designated employees from each department.
 - a) A Records Coordinator is a department's contact person for the City Clerk's Office related to that department's public records. The Records Coordinator is responsible for working with the City Clerk's Office to ensure the appropriate handling of all public records requested from the department.
 - b) Each Records Coordinator will use the electronic records request system to track, respond, and coordinate the delivery of requested records.
 - 3. Requests to Employees. A City employee who receives a public record request directly from a requestor must ensure that the request is properly processed.
 - a) Readily Available Documents. A readily available document is a document previously identified by the City Clerk, in coordination with the Department, as being regularly requested and routinely available for distribution to the public. A readily available document must be provided upon request. The employee must then immediately email the City Clerk's Office at a designated email address, with the date the request was received and responded to, the nature of the request, the amount of any fee charged, and attaching the public record provided.
 - b) All Other Public Records. A request for a public record that is not a readily available document must be immediately emailed to the City Clerk's Office at a designated

email address. The email should include the complete text of the request, the date the request was received, the department involved, the nature of request, and the contact information of the requestor if known. As provided in Section II.C, above, a requestor is not required to provide a name or contact information.

- B. Police Department Records. The North Port Police Department (“NPPD”) has developed and will maintain a written standard operation procedure (“SOP”) related to public records that NPPD maintains. The NPPD must respond to all applicable records requests pursuant to the public records SOP. The NPPD must provide the City Clerk with a copy of the NPPD’s public records SOP, as amended.

IV. PROCEDURES FOR RESPONDING TO AN EXTENSIVE PUBLIC RECORDS REQUEST

- A. Cost and Time Estimate. Within a reasonable time, the City Clerk or designee will notify a requestor of the City’s receipt of an extensive public records request. Before processing an extensive request, the City Clerk or designee will notify the requestor of the estimated cost and time frame anticipated to process the request.
- B. Deposit. An extensive request with an estimated cost of more than \$50.00 requires a deposit of fifty percent (50%) of the estimated cost. The deposit must be paid before the City will begin processing an extensive request. If the City determines that the initial deposit is insufficient by \$25.00 or more, the requestor will be notified that an additional deposit is required. No work will be done to further process the request until payment of the additional deposit.
- C. Inactivity. Pursuant to the current GS1-SL records retention schedule, where a requestor fails to respond to an estimate by either submitting payment or revising their request, the City will identify the request as inactive and close the request if the requestor does not make contact with the City following the passage of one (1) year following the estimate being provided, the date the City last attempted to contact the requestor, or the date the requestor last contacted the City regarding their request, whichever is longer. The City Clerk’s Office will attempt to contact a requestor no fewer than two (2) times within a one (1) year period when payment or clarification is necessary from an unresponsive requestor.
- D. Refund and Additional Costs. All costs must be paid in full before the City provides the requested records. Upon production of the requested records, any remaining balance from the estimated costs paid will be refunded.
- E. Failure to Pay. The City will not process any subsequent public records requests of a requestor who has failed to pay a previous public records request invoice until such time as all such outstanding invoices are paid in full.

V. FEES

- A. No fee for labor will be charged for a public record request that takes less than thirty (30) minutes. Other fees for supplies may be charged.
- B. The City shall charge the full fees authorized by Section 119.07, Florida Statutes, as amended from time to time. As of the approval date of this policy, the statutory fees are as follows.
 - 1. Duplicate copies that are not more than 14 inches by 8.5 inches will incur a fee of \$0.15 per one-sided copy and \$0.20 for each two-sided copy.
 - 2. Copies of documents that are more than 14 inches by 8.5 inches, or that must be provided in a specific format, such as a CD or USB Flash Drive, will incur a fee equal to the actual cost for duplication of the record.
 - 3. A certified copy will incur a fee of \$1.00 per copy.
 - 4. An extensive request will incur a fee equal to the actual cost of processing the request, plus any applicable duplication fees and reasonable labor charges. The labor charge will vary by request and is charged based upon the lowest paid person capable of performing the task, including their benefits.

APPENDIX E – Form 9 Quarterly Gift Disclosure

You will find a fillable version of this document with instructions at:

<http://www.ethics.state.fl.us/Documents/Forms/Form%209.PDF>

Form 9		QUARTERLY GIFT DISCLOSURE (GIFTS OVER \$100)	
LAST NAME -- FIRST NAME -- MIDDLE NAME:		NAME OF AGENCY:	
MAILING ADDRESS:		OFFICE OR POSITION HELD:	
CITY:	ZIP:	COUNTY:	FOR QUARTER ENDING (CHECK ONE): <input type="checkbox"/> MARCH <input type="checkbox"/> JUNE <input type="checkbox"/> SEPTEMBER <input type="checkbox"/> DECEMBER
			YEAR 20__

PART A — STATEMENT OF GIFTS

Please list below each gift, the value of which you believe to exceed \$100, accepted by you during the calendar quarter for which this statement is being filed. You are required to describe the gift and state the monetary value of the gift, the name and address of the person making the gift, and the date(s) the gift was received. If any of these facts, other than the gift description, are unknown or not applicable, you should so state on the form. As explained more fully in the instructions on the reverse side of the form, you are not required to disclose gifts from relatives or certain other gifts. **You are not required to file this statement for any calendar quarter during which you did not receive a reportable gift.**

DATE RECEIVED	DESCRIPTION OF GIFT	MONETARY VALUE	NAME OF PERSON MAKING THE GIFT	ADDRESS OF PERSON MAKING THE GIFT

☐ CHECK HERE IF CONTINUED ON SEPARATE SHEET

PART B — RECEIPT PROVIDED BY PERSON MAKING THE GIFT

If any receipt for a gift listed above was provided to you by the person making the gift, you are required to attach a copy of that receipt to this form. You may attach an explanation of any differences between the information disclosed on this form and the information on the receipt.

☐ CHECK HERE IF A RECEIPT IS ATTACHED TO THIS FORM

PART C — OATH

<p>I, the person whose name appears at the beginning of this form, do depose on oath or affirmation and say that the information disclosed herein and on any attachments made by me constitutes a true accurate, and total listing of all gifts required to be reported by Section 112.3148, Florida Statutes.</p> <p>_____ SIGNATURE OF REPORTING OFFICIAL</p>	<p>STATE OF FLORIDA COUNTY OF _____ Sworn to (or affirmed) and subscribed before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____, 20_____ by _____ _____ (Signature of Notary Public-State of Florida) _____ (Print, Type, or Stamp Commissioned Name of Notary Public) Personally Known _____ OR Produced Identification Type of Identification Produced _____</p>
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PART D — FILING INSTRUCTIONS

This form, when duly signed and notarized, must be filed with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, Florida 32303. The form must be filed no later than the last day of the calendar quarter that follows the calendar quarter for which this form is filed (For example, if a gift is received in March, it should be disclosed by June 30.)

APPENDIX F – Form 30 – Donor's Quarterly Gift Disclosure

You may find this document with instructions as:

<http://www.ethics.state.fl.us/Documents/Forms/Form%2030.PDF>

FORM 30 DONOR'S QUARTERLY GIFT DISCLOSURE (GIFTS BETWEEN \$25 AND \$100)						
NAME OF PERSON SIGNING FORM: (LAST NAME - FIRST NAME - MIDDLE NAME)			FOR QUARTER ENDING (CHECK ONE): <input type="checkbox"/> MARCH <input type="checkbox"/> JUNE <input type="checkbox"/> SEPTEMBER <input type="checkbox"/> DECEMBER			YEAR: 20
NAME OF ORGANIZATION, FIRM, COMMITTEE, OR CORPORATION FILING THIS FORM (if different from name above):			MAILING ADDRESS OF PERSON OR ENTITY FILING THIS FORM STREET OR P.O. BOX:		CITY:	STATE: ZIP:
INSTRUCTIONS on who must file this form and how to fill it out are on the reverse side. NOTE: In addition to filing this form, the donor must notify the intended recipient <i>at the time the gift is made</i> that the gift will be reported.						
STATEMENT OF GIFTS GIVEN DURING CALENDAR QUARTER VALUED AT MORE THAN \$25 AND NOT MORE THAN \$100						
DATE GIVEN	DESCRIPTION OF GIFT	MONETARY VALUE	NAME OF PERSON WHO MADE THE GIFT	ADDRESS OF PERSON WHO MADE THE GIFT	NAME OF RECIPIENT OF GIFT	ADDRESS OF RECIPIENT
IF CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE <input type="checkbox"/>						
SIGNATURE:			DATE:			
FILING INSTRUCTIONS: WHEN TO FILE: <i>No later than</i> the last day of the calendar quarter following the calendar quarter in which a reportable gift was given (example: if a gift is given in March, the form disclosing it should be filed by June 30). You do not need to file this form unless you have given a reportable gift.						
WHERE TO FILE: File with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, Florida 32303, UNLESS the reportable gift was made to an officer or employee of the Legislative Branch of State government (Senate, House of Representatives, Joint Legislative entities, Public Service Commission, Commission on Ethics). Gifts to Legislative Branch officials should be reported on a separate Form 30 filed with Lobbyist Registration, Office of Legislative Services, Room G-68, Claude Pepper Building, 111 W. Madison St, Tallahassee, Florida 32399.						

APPENDIX G – Statement of Financial Interest (Form 1)

Filing Information

WHO FILES	WHEN FILED	WHERE FILED
Local Officers as defined in Section 112.3145(1)(a), Florida Statutes .	Within 30 days of appointment or employment and then annually by July 1 of each year.	Supervisor of Elections in county where local officer permanently resides.
Specified State Employees as defined in Section 112.3145(1)(b), Florida Statutes .	Within 30 days of appointment or employment and then annually by July 1 of each year.	Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317 OR 325 John Knox Road, Bldg E, Ste 200 Tallahassee, Florida 32303
State Officer (other than those required to file CE Form 6) as defined in Section 112.3145(1)(c), Florida Statutes .	Within 30 days of appointment or employment and then annually by July 1 of each year.	Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317 OR 325 John Knox Road, Bldg E, Ste 200 Tallahassee, Florida 32303
Candidates for local elective office (other than those required to file CE Form 6).	At the same time qualifying papers are filed.	With officer before whom they qualify.

Final Statement of Financial Interests (Form 1F)

WHO FILES	WHEN FILED	WHERE FILED
Local Officers as defined in Section 112.3145(1)(a), Florida Statutes , and candidates for such office.	Within 60 days after leaving employment, unless taking another position that requires	Supervisor of Elections in county where local officer permanently resides.

	financial disclosure (Form 1 or Form 6).	
Specified State Employees as defined in Section 112.3145(1)(b), Florida Statutes .	Within 60 days after leaving employment, unless taking another position that requires financial disclosure (Form 1 or Form 6).	Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317 OR 325 John Knox Road, Bldg E, Ste 200 Tallahassee, Florida 32303
State Officer (other than those required to file CE Form 6) as defined in Section 112.3145(1)(c), Florida Statutes .	Within 60 days after leaving employment, unless taking another position that requires financial disclosure (Form 1 or Form 6).	Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317 OR 325 John Knox Road, Bldg E, Ste 200 Tallahassee, Florida 32303

Amendment to Statement of Financial Interests (Form 1X)

WHO FILES	WHEN FILED	WHERE FILED
Local Officers as defined in Section 112.3145(1)(a), Florida Statutes .	When seeking to amend a previously-filed Form 1, Statement of Financial Interests.	Supervisor of Elections in county where local officer permanently resides.
Specified State Employees as defined in Section 112.3145(1)(b), Florida Statutes .	When seeking to amend a previously-filed Form 1, Statement of Financial Interests.	Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317 OR 325 John Knox Road, Bldg E, Ste 200 Tallahassee, Florida 32303
State Officer (other than those required to file CE Form 6) as defined in Section 112.3145(1)(c), Florida Statutes .	When seeking to amend a previously-filed Form 1, Statement of Financial Interests.	Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317 OR 325 John Knox Road, Bldg E, Ste

		200 Tallahassee, Florida 32303
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Full and Public Disclosure of Financial Interests (Form 6)

WHO FILES	WHEN FILED	WHERE FILED
<p>All persons holding the following positions: Governor, Lieutenant Governor, Cabinet members, members of the Legislature, State Attorneys, Public Defenders, Clerks of Circuit Courts, Sheriffs, Tax Collectors, Property Appraisers, Supervisors of Elections, County Commissioners, elected Superintendents of Schools, members of District School Boards, Mayor and members of the Jacksonville City Council, Judges of Compensation Claims; the Duval County Superintendent of Schools, and members of the Florida Housing Finance Corporation Board, each expressway authority, transportation authority (except the Jacksonville Transportation Authority), bridge authority, or toll authority created pursuant to Chapter 348 or 343, F.S., or any other general law, and judges, as required by Canon 6, Code of Judicial Conduct.</p>	<p>Incumbent officials must file annually by July 1.</p> <p>Candidates must file at the time of qualifying.</p>	<p>Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317 OR 325 John Knox Road, Bldg E, Ste 200 Tallahassee, Florida 32303</p> <p>Candidates file with the officer before whom they qualify.</p>

Final Full and Public Disclosure of Financial Interests (Form 6F)

WHO FILES	WHEN FILED	WHERE FILED
All persons holding the following positions: Governor, Lieutenant Governor, Cabinet members, members of the Legislature, State Attorneys, Public Defenders, Clerks of Circuit Courts, Sheriffs, Tax Collectors, Property Appraisers, Supervisors of Elections, County Commissioners, elected Superintendents of Schools, members of District School Boards, Mayor and members of the Jacksonville City Council, Judges of Compensation Claims; the Duval County Superintendent of Schools, and members of the Florida Housing Finance Corporation Board, each expressway authority, transportation authority (except the Jacksonville Transportation Authority), bridge authority, or toll authority created pursuant to Chapter 348 or 343, F.S., or any other general law, and judges, as required by Canon 6, Code of Judicial Conduct.	Within 60 days after leaving public office or employment, unless taking another position that requires full and public financial disclosure using Form 6.	Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317 OR 325 John Knox Road, Bldg E, Ste 200 Tallahassee, Florida 32303

Amendment to Full and Public Disclosure of Financial Interests (Form 6X)

WHO FILES	WHEN FILED	WHERE FILED
All persons holding the following positions: Governor, Lieutenant Governor, Cabinet	When seeking to amend a previously-filed Form 6, Full and Public	Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317

members, members of the Legislature, State Attorneys, Public Defenders, Clerks of Circuit Courts, Sheriffs, Tax Collectors, Property Appraisers, Supervisors of Elections, County Commissioners, elected Superintendents of Schools, members of District School Boards, Mayor and members of the Jacksonville City Council, Judges of Compensation Claims; the Duval County Superintendent of Schools, and members of the Florida Housing Finance Corporation Board, each expressway authority, transportation authority (except the Jacksonville Transportation Authority), bridge authority, or toll authority created pursuant to Chapter 348 or 343, F.S., or any other general law, and judges, as required by Canon 6, Code of Judicial Conduct.	Disclosure of Financial Interests.	OR 325 John Knox Road, Bldg E, Ste 200 Tallahassee, Florida 32303 If you are amending a Form 6 you filed as a candidate, file the Form 6X at the office where you filed your qualifying papers.
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Memorandum of Voting Conflict for State Officers (Form 8A)

WHO FILES	WHEN FILED	WHERE FILED
State-level Public Officers faced with a voting conflict of interest under Section 112.3143(2), Florida Statutes .	Within 15 days after vote occurs.	With person responsible for recording minutes of meeting
Additional requirements for appointed public officers (see Section 112.3143(4), Florida Statutes).	Within 15 days after "participating" in matter.	With person responsible for recording minutes of meeting

Memorandum of Voting Conflict for County, Municipal and other Local Public Officers (Form 8B)

WHO FILES	WHEN FILED	WHERE FILED
County, municipal, or other local public officers.	Within 15 days after vote occurs.	With person responsible for recording minutes of meeting
Additional requirements for appointed public officers (see Section 112.3143(4), Florida Statutes).	Within 15 days after "participating" in matter.	With person responsible for recording minutes of meeting

Quarterly Gift Disclosure (Form 9)

WHO FILES	WHEN FILED	WHERE FILED
<p>"Reporting Individual" means any individual who is required to file CE Form 6 (except Judges); any individual who is required to file CE Form 1.</p> <p>"Procurement employee" means state-level employee who participates in the procurement of contractual services or commodities if the cost exceeds or is expected to exceed \$10,000 in any fiscal year.</p>	<p>On the last day of the calendar quarter (March 31, June 30, Sept. 30, Dec. 31) for gifts received during the previous calendar quarter and valued in excess of \$100.</p> <p>No reporting required if no gifts were received.</p>	<p>Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317 OR 325 John Knox Road, Bldg E, Ste 200 Tallahassee, Florida 32303</p>

Annual Disclosure of Gifts from Governmental Entities and Direct-Support Organizations and Honorarium Event Related Expenses (Form 10)

WHO FILES	WHEN FILED	WHERE FILED
"Reporting Individual" means any individual who is required to file CE Form 6 (except Judges); any individual who is	July 1 if a reportable gift or honorarium event-	Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317

<p>required to file CE Form 1."Procurement</p> <p>employee" means state-level employee who participates in the procurement of contractual services or commodities if the cost exceeds or is expected to exceed \$10,000 in any fiscal year.</p>	<p>related expenses received during the</p> <p>preceding calendar year.</p>	<p>OR</p> <p>325 John Knox Road, Bldg E, Ste 200</p> <p>Tallahassee, Florida 32303</p>
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Donor's Quarterly Gift Disclosure (Gifts Between \$25 and \$100) (Form 30)

WHO FILES	WHEN FILED	WHERE FILED
<p>A vendor doing business with a reporting individual or procurement employee's agency, or lobbyist or the partner, firm, principal, or employer of a lobbyist who makes or directs another to make a gift with a value in excess of \$25, but not in excess of \$100.</p>	<p>On the last day of each calendar quarter (March 31, June 30, Sept. 30, Dec. 31) for the previous calendar quarter in which a reportable gift is made.</p>	<p>For <u>gifts given to reporting individuals in the Legislative Branch</u>, file with:file with: Lobbyist Registration, Office of Legislative Services, Room G-68, Claude Pepper Building, 111 W. Madison St, Tallahassee, Florida 32399.</p> <p>For <u>gifts given to non-legislative reporting individuals and procurement employees</u>, file with: Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317 OR 325 John Knox Road, Bldg E, Ste 200 Tallahassee, Florida 32303</p>

Quarterly Client Disclosure (Form 2)

WHO FILES	WHEN FILED	WHERE FILED
Any elected constitutional officer, state officer, local officer, or specified state employee [i.e., persons required to file either Form 6 or Form 1] who (or whose professional firm) has represented a client for a fee or commission before an agency at his or her level of government, with certain exceptions.	On the last day of each calendar quarter (March 31, June 30, Sept. 30, Dec. 31) for the previous calendar quarter in which a reportable representation occurred.	<p>A Local Officer should file with the Supervisor of Elections of the county where he or she resides or is principally employed.</p> <p>All others (elected constitutional officers, state officers, and specified state employees) should file with:</p> <p>Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317 OR 325 John Knox Road, Bldg E, Ste 200 Tallahassee, Florida 32303</p>

Interest in Competitive Bid for Public Business (Form 3A)

WHO FILES	WHEN FILED	WHERE FILED
A public officer or public employee who (or whose firm or employer) seeks to do business with his or her agency through a system of sealed, competitive bidding, and who seeks to exempt the transaction from the prohibitions of the Code of Ethics as provided in Section 112.313(12)(b), Florida Statutes .	Prior to or at the time of the submission of the bid.	<p>A state officer or employee should file this form with the Florida Commission on Ethics P. O. Drawer 15709 Tallahassee, Florida 32317 OR 325 John Knox Road, Bldg E, Ste 200 Tallahassee, Florida 32303</p> <p>An officer or employee of a political subdivision of this state should file this form with the</p>

		Supervisor of Elections of the county in which the agency in which the individual is serving has its principal office.
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Disclosure of Business Transaction, Relationship, or Interest (Form 4A)

WHO FILES	WHEN FILED	WHERE FILED
<p>This form is used to comply with two different exemptions from the prohibitions of the Code of Ethics. A member of an advisory board may have his or her conflict of interest waived by the appointing authority after disclosure of the transaction or relationship using this form, as provided in Section 112.313(12), Florida Statutes. Also, certain conflicts of interest arising from transactions involving a sole source of supply may be waived provided that disclosure of the conflict is made, using this form, as provided in Section 112.313(12)(e), Florida Statutes.</p>	<p>For advisory board members, prior to the waiver.</p> <p>For persons seeking a sole source waiver, prior to the purchase, rental, sale, leasing, or other business being transacted.</p>	<p>For advisory board members, with the person or body that appointed the individual to the board.</p> <p>For sole source transactions, with the governing body of the political subdivision of the officer or employee seeking the exemption.</p>

Public Records Exemption Request

WHO FILES	WHEN FILED	WHERE FILED
<p>"Reporting Individual" means any individual who is required to file CE Form 6; any individual who is required to file CE Form 1. "Procurement employee" means state-level employee</p>	<p>Florida law provides that an agency shall treat social security numbers, bank account numbers, and debit, charge, and credit card</p>	<p>Please return this completed form or a written request to:</p> <p>Florida Commission on Ethics P.O. Drawer 15709 Tallahassee, Florida 32317-5709</p>

who participates in the procurement of contractual services or commodities if the cost exceeds or is expected to exceed \$10,000 in any fiscal year.	<p>numbers as automatically exempt from public disclosure. In addition, Florida law allows eligible persons to request in writing that a non-employing agency maintain as exempt from public</p> <p>disclosure certain identification and/or location information contained in records within the agency's custody. The person entitled to the additional exemptions must submit a written request directly to this agency to maintain the exemption to the records in our</p> <p>custody. § 119.071(4)(d)3., F.S. You are not required to use this form; however, doing so will help us in keeping your information confidential.</p>	<p>OR</p> <p>325 John Knox Road, Bldg E, Ste 200</p> <p>Tallahassee, Florida 32303.</p>
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