

Excerpt of City Commission Special Work Session 2/12/2002

Discussion ensued regarding Commissioner Jonson's proposed language re Road Maintenance Cycle. Concerns were expressed the policy would set standards and dictate funding at higher levels. Commissioner Jonson clarified his intent as wanting the policy to address sidewalks and curbs, as well as the road, and to indicate there will be an on-going program to maintain them in an aesthetic and safe manner.

Consensus was that more information is needed regarding this section. Staff will work with the Legal Department to develop the language.

Discussion ensued regarding Commissioner Jonson's suggestion to have all inquiries addressed to the entire Commission be answered by the Mayor "on behalf of the Clearwater City Commission". It was agreed, when the response is truly on behalf of the Commission and factual in nature, this phrase be used. This will not preclude any Commission member from responding individually. It was suggested form letters that express a group position be acknowledged but not require a customized response. Concern was expressed regarding requiring responses to be in the same form as received; i.e. e-mail for e-mail. It was suggested that e-mails and letters that are sent to multiple individuals or the entire City do not always require a response. It was remarked that staff and the Commissioners already respond to letters and inquiries and copies are distributed to the appropriate parties. It was agreed this policy should be written to allow some flexibility in the form of response.

Discussion ensued regarding Commissioner Jonson's suggestion to add to the policy re staff projects that the results will be shared with all Commissioners and timely response be addressed. It was felt that the request to impose a timeframe for completion is unnecessary, as staff has always responded in a timely manner. In the event a large project would require more research and effort, staff has always let the Commission know they needed more time to complete those projects. Any concerns the Commission may have with staff can be addressed in front of the entire Commission. It was agreed to add language that the results will be shared with all Commissioners but to include an exception for legal advice to an individual.

Discussion ensued regarding Commissioner Jonson's recommendation that the Commission Assistant open mail marked personal or confidential to determine that it is truly personal. Differences of opinion were expressed re who should be responsible for making this determination. It was requested this issue be brought forward for a separate vote.

Concern was expressed regarding Commissioner Jonson's recommendation that anonymous letters be copied and filed in the City Clerk Department. It was consensus that anonymous letters and suggestions be maintained in the City Manager's office.

The Commission Assistant will provide input regarding what types of e-mails are not distributed.

* Consensus was to include Commissioner Jonson's proposed language regarding Strategic Planning.

Discussion ensued regarding the Sparkling Clearwater policy. It was requested the policy place emphasis on the fact that the higher aesthetic standards being pursued are Commission driven, not staff driven. It was also suggested the policy include that City projects are also subject to the higher standards. Language will be proposed.

2001 City Commission Policy Review
Draft Working Suggestions

Distribution of Commission Mail Continued

Emails or "hard copy" mail relating to official business, sent directly to a Commissioner's home or business, or hand delivered, shall also be forwarded to the Commission Assistant for distribution.

When a Commissioner serves on a board as the City Commission's representative, that Commissioner shall keep the City Commission and the City Manager informed of the board's activities by providing periodic written or oral reports as the Commissioner deems appropriate. [Recommend this paragraph be renumbered as a separate Policy Statement, as it doesn't deal with Distribution of Commission Mail]

**** Proposed language submitted by Commissioner Jonson:**

Existing:

M. Strategic Planning. Each year the City Commission shall meet in a strategic planning session(s) to develop a five-year strategic plan which will include a three-year financial forecast presented to the City Manager and will be the beginning of the budget process for the next fiscal year.

Proposed:

M. Strategic Planning. Each year the City Commission shall meet in a strategic planning session(s). The meeting(s) will review, and update as necessary, the City's Mission, Values and Vision Statements. From these documents a five-year strategic plan will be developed. The five-year strategic plan will become the basis for the annual City Manager and City Attorney Objectives, and the City's annual budget process for the next fiscal year, to develop a five-year strategic plan which will include a three-year financial forecast presented to the City Manager and will be the beginning of the budget process for the next fiscal year.