



CITY COUNCIL POLICIES

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**CITY COUNCIL POLICIES
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CITY COUNCIL POLICY

GENERAL ADMINISTRATION

- A. **Application Fee Waivers.** Generally, building permit, occupational license, plan review and zoning-related application fees will not be waived except for City projects and other governmental agencies. If staff believes special conditions exist, such requests may be brought to the Council for consideration. Application fee waivers for governmental agencies will include all governmental projects including those in which the governmental agency is leasing property from a third party, providing the governmental agency is the entity which applies for and obtains the permit. PACT will be considered a governmental entity when considering application fee waivers.

NOTE: The City Clerk's research regarding waiver of application fees shows the following:

Chi Chi Rodriguez Youth Foundation - no waivers

Center Foundation - waive building permit fees

Pinellas County - waived building permit fees for work done by County forces; waive fees for variance application

State of Florida - waive fees for variance applications

Clearwater Ferry - waive building permit fees

St. Petersburg College - refunded building permit fee for parking lot

Skye Lane Properties, LLC – waived permit, application, inspection, and other fees via Resolution 14-03

None of the above includes waiving impact fees.

- B. **Bright and Beautiful.** In order to maintain and enhance the image of Bright and Beautiful Clearwater, the Council supports staff in enhanced solid waste recycling and conservation projects, tightening and increasing enforcement of codes (i.e., fence landscaping, prohibition of banners, lot clearing, etc.). Staff is also directed to place a greater emphasis on and coordinate aesthetic consideration on site plans and other development review (i.e., placement of dumpsters, fencing of dumpsters, property landscaping and landscaping of parking lots including perimeter plantings). Litter cleanup and "adopt a street or park" programs are encouraged. Educational and incentive programs for both City staff and the public addressing this issue should be developed.
- C. **Fire Lanes.** Fire Department personnel will participate in the enforcement of parking violations pertaining to fire lanes and fire hydrants.

General Administration (contd.)

- D. **Copyright Fees.** The City shall pay the necessary copyright fees to ASCAP for those concerts in the bandshell co-sponsored by the City. The City shall provide a monthly report to ASCAP regarding activities in the bandshell and ASCAP shall be responsible for collecting the fees from bands participating in non-City sponsored programs. In addition, the City shall pay the necessary copyright fees to BMI for showing movies at various recreation centers.

E. **Renewal.**

All renewals of agreements the City has with organizations or tenants should be presented to the Council at least sixty (60) days prior to the expiration of the original term.

- F. **Stationery.** The City shall have letterhead designed by Public Communications on which the City seal will be imprinted. Paper stock will be recyclable. Other forms in supply will be allowed to be used until said supply is depleted.

The Vice-Mayor designation will not be identified on any of the shirts, business cards, letterhead, or nametags with the City of Clearwater.

Exception: The Gas Division may use its logo.

- G. **Welcome Letters.** Upon adoption of an Annexation Ordinance staff will prepare a letter for the Mayor's signature welcoming the property owner to Clearwater.

- H. **Citizens to be Heard Response.** When appropriate, responses will be sent to those addressing the Council under Citizens to be Heard regarding Items not on the Agenda.

- I. **Block Party Insurance Requirement.** In order to insulate the City from claims resulting from activities held in the public right-of-way in City-permitted block parties, block parties shall be administered using a two-tier approach, which differentiates between smaller scale block parties that do not include amusements or alcohol in the right-of-way (Tier 1 block parties) from those larger-scale parties that include high risk components and activities (i.e., alcohol zones, fire pits, inflatable amusements) (Tier 2 block parties). Prior to the issuance of a block party permit, block parties categorized as Tier 2 shall be required to demonstrate that they have general liability insurance in the amount of \$1,000,000 for which the City is listed as additionally insured.

- J. **Special Event Street Closure Limitation.** Street closures for special events shall be limited to two (2) per calendar year requested by any one non-profit or for-profit organization. The City of Clearwater shall be exempt from this limitation. The City shall comply with any Florida Department of Transportation policies regarding street closures of state roads.

KJ. Roadside Memorial Marker Program.

The purpose of this policy is to establish the guidelines for the placement of standardized roadside memorials for people that have died as a result of a motor vehicle, pedestrian or bicycle crash within City maintained right-of-way on segments of roadway in incorporated Clearwater.

The City of Clearwater, Traffic Operations Division, is responsible for the implementation of the Roadside Memorial Marker Program.

The policy will apply to fatalities occurring after January 1, 2005.

The installation of a roadside memorial marker will be processed in accordance with the following:

Requests for a memorial marker shall be submitted in writing to the Traffic Operations Division of Engineering by filling out a Memorial Marker Request Form. The form will be available online from the City's website or by calling the City. Requests may be made by immediate family members or friends. Requests from friends require written approval from the deceased's immediate family.

Memorial markers will be designed, constructed and installed by the Clearwater Traffic Operations Division. The Traffic Operations Division will be responsible for designing the sign and ensuring proper and safe placement – the exact location will be at the discretion of the City.

Memorial markers will not be allowed within the limits of active construction work zones.

There shall be no activities while the memorial marker is in place that pose a safety hazard to the public or that violates any provision of Chapter 316 of the Florida Statutes concerning stopping, standing, parking, or obstruction of traffic on public roads.

Memorial Markers will only be installed in residential areas where fatalities occurred with the written permission of the resident whose property is abutting the residential right of way where the memorial is to be placed.

The requesting citizen will be notified once the installation is complete.

Memorial markers will be allowed to remain in place for one year after installation unless earlier removal is necessitated by construction activities. After one year the sign will be removed by City forces.

The memorial marker shall be a 15" diameter aluminum sign with a white background and black letters.

General Administration (contd.)

The sign message will state 'Drive Safely – In memory', and the family will have the option of adding the deceased's name to the sign.

As an option, the City can offer an alternate safety message to the 'Drive Safely' legend if desired by the family that would be specific to the type of crash, and as long as it will fit on the sign. Examples could be 'Don't Drink and Drive', 'Buckle Up', 'Slow Down', etc.

The sign will be mounted at a height of 3.5' (42") from the ground to the top of the sign.

The applicant will incur the cost of design, construction, installation, maintenance, and removal of the memorial marker. This cost is \$300.00. Upon request the sign becomes the property of the applicant.

LK. **City Sponsored Events.** Events sponsored by the City, such as Volunteer Recognition, Advisory Board Appreciation, etc., shall be held within the City limits of Clearwater, unless the cost for a venue outside the City limits is at least 20% less.

ML. **Courtney Campbell Parkway (State Road 60) Welcome Signage Program.**

Welcome signs are intended to greet visitors to Clearwater and share accomplishments of national or international significance (awards) or significant historical events that have been a part of the City of Clearwater.

Florida Department of Transportation (FDOT) has permitted two welcome signs to be installed by the City on FDOT right-of-way on the north side of Courtney Campbell Parkway (State Road 60): 1) a general welcome to City of Clearwater sign, and 2) a sign dedicated to recognizing a special award of national or international significance or a Clearwater historical event.

The installation of a welcome sign will be processed in accordance with the following:

- Requests for a welcome sign shall be submitted in writing to the Parks and Recreation Department by filling out a Courtney Campbell Parkway (State Road 60) Welcome Signage Program Application. The form is available online at www.myclearwater.com, or by calling the Parks and Recreation Department.
- The award to be recognized by the welcome sign must be of national or international significance.
 - ▶ Accomplishment of national or international significance is

General Administration (contd.)

an achievement or completion of an award granted to an organization or to the City in recognition of being the best in the entire nation or the best involving two or more countries that promote and enhance the image of Clearwater.

- ▶ Significant Clearwater historical events are defined as events that are unique to Clearwater and add to the overall understanding of the City and its history.
- If approved, a welcome sign may be allowed for a period not to exceed two years.
- Requests for a welcome sign may be made by a group or an individual, however written approval to use the event or award to be recognized must be secured from the governing body being represented. In cases where the request is for a group or organization no longer in existence but historically significant to the City no approval is necessary.
- Welcome signs, if approved, will be designed, constructed and installed by the Parks and Recreation Department. Requesting group is responsible to reimburse the City for all direct expenses (approximately \$1,000 - \$2,000).
- The City Council must approve all welcome sign application requests.
- The Courtney Campbell Parkway (State Road 60) Welcome Signage Program is dependent on continued permitted approvals given by FDOT. If for some reason FDOT does not approve permitting the welcome signs, this policy becomes void and any existing signage would be removed.

The Parks and Recreation Department is responsible for the coordination of the Courtney Campbell Parkway (State Road 60) Welcome Signage Program.