

INDEX

1. BOARDS

- 1-1 Advisory Boards and Ad Hoc Committees
- 1-2 Resumes of Advisory Board Appointees
- 1-3 City Commission Advisory Board Liaison

2. CITY MANAGER

- 2-1 Evaluation of the City Manager
- 2-2 Guidelines for Communication Between City Commission and City Manager

3. CITY PROPERTY

- 3-1 Building Dedication Plaque/Facility - Property Names

4. COMMISSION

- 4-1 City Commission Travel Expenses
- 4-2 Manuals and Books to be Returned Upon the Expiration of a Commissioner's Term of Office
- 4-3 Filling City Commission Vacancy by Appointment

5. COMMISSION MEETINGS

- 5-1 Rules and Procedures for City Commission Meetings
- 5-2 Procedure for Calling Special Meetings
- 5-3 Regular City Commission Meetings and Work Sessions
- 5-4 City Commission Meeting Attendance
- 5-5 City Commission Meeting Agendas
- 5-6 Budgetary Impact Section on City Commission Meeting Memos
- 5-8 Televising of Commission Meetings
- 5-10 City Commission Meeting Invocation
- 5-11 Censure of a Mayor or Commissioner
- 5-12 City Commission Meeting Ceremonial Items

6. FINANCE

- 6-1 RFP Review Procedures
- 6-2 Reporting of Administrative Budget Transfers to the City Commission
- 6-3 User Charges and Impact Fees - Establishment and Adjustment
- 6-4 Grant Applications and Awards

7. MISCELLANEOUS

- 7-2 Offer of Sale or Donation of Real Property to the City
- 7-3 City Calendar

8. PERSONNEL

- 8-1 City Attorney Guidelines

LEGISLATIVE POLICIES

1-1: ADVISORY BOARDS AND AD HOC COMMITTEES

Updated: Resolution No. 1903, 06/20/06

The City Commission shall appoint all advisory boards and ad hoc committees in accordance with the provisions of the ordinance or resolution which governs such board and the City Charter.

The ordinance or resolution establishing each board, including the assigned staff person and meeting schedule, shall be included in the City of Largo Official's Manual.

LEGISLATIVE POLICIES

1-2: RESUMES OF ADVISORY BOARD APPOINTEES

Updated: Resolution No. 1654, 05/05/98

Attached to the agenda memo which recommends appointment to an Advisory Board shall be the appointee's Application for Board Membership. The appointee shall have been provided with a description of the responsibilities and duties of the Board for which he/she has been recommended as well as information regarding requirements for filing a financial disclosure Form 1, where applicable.

LEGISLATIVE POLICIES

1-3: CITY COMMISSION ADVISORY BOARD LIAISON

Updated: Resolution No. 1903, 06/20/06, Updated: Resolution No. 2213, 05/15/18

There shall be one member of the City Commission designated as the liaison between the City Commission and each advisory board. The designated Commissioner shall attend board meetings and facilitate communication between the Board and the Commission. Liaisons are to notify the Office Administrator to the Mayor and City Commission if they will be unable to attend a meeting so that there is an opportunity to have another Commissioner attend in his/her place.

Commissioner assignments will be determined each year following the City election in a manner prescribed by the Mayor.

LEGISLATIVE POLICIES

2-1: EVALUATION OF THE CITY MANAGER

Updated: Resolution 1903, 06/20/06, Updated: Resolution 2213, 05/15/18

The City Commission shall annually evaluate the City Manager's performance and fix his/her compensation accordingly. This policy shall be implemented in the following manner:

- The Commission Office Administrator shall, (on or before March 1), provide each member of the City Commission, and as approved by the City Commission, a blank evaluation form.
- Each member of the City Commission shall, (on or before March 15), fill out, sign, and return the evaluation form to the Commission Office Administrator.
- The Finance Director shall tabulate the results of each of the evaluations and provide a summary report and a copy of each evaluation to the City Commission with their meeting packet for the second Commission meeting in March. The City Commission shall fix the City Manager's compensation accordingly.

LEGISLATIVE POLICIES

2-2: GUIDELINES FOR COMMUNICATION BETWEEN COMMISSION AND CITY MANAGER

Updated: Resolution 2045, 10/04/11, Updated: Resolution 2213, 05/15/18

One of the major responsibilities of the City Manager shall be to communicate to the entire City Commission any and all items coming to his or her attention which:

1. May require consideration by the City Commission, or
2. Could raise the possibility of altering the organizational structure of the City Staff, or
3. Might possibly adversely affect public health and well-being, or
4. Would have the effect of being contrary to previously expressed Commission direction, or
5. Could involve issues that have the potential for imminent negative media exposure for the City.
6. Any request by an individual City Commission member for a response to a complaint or concern from the public, or any request for information, shall be made through the Office Administrator to the Mayor and City Commission for forwarding to the City Manager or City Attorney as appropriate. Any written response provided by the City Manager or City Attorney shall be distributed to all City Commission members via email.
7. All written communications from the City Manager to the City Commission will be e-mailed. The following items will be communicated by telephone or email, depending on their sensitivity.
 - a. Activation of the Emergency Operations Center.
 - b. Significant incidents responded to by the Police or Fire Rescue departments.
 - c. Civil unrest or disturbance resulting in Fire Rescue or Police response.
 - d. Death or serious injury to a City employee, or City official, or citizen on City property.
 - e. Significant damage to any City building or property due to accident, natural disaster, hazmat incident or fire.
 - f. Evacuation of City residents due to fire, hazmat incident, or natural disaster.
 - g. Other Items determined by the City Manager to be of an emergency or time sensitive nature.

LEGISLATIVE POLICIES

3-1: BUILDING DEDICATION PLAQUE/FACILITY – PROPERTY NAMES

Updated: Resolution No. 1903, 06/20/06

The naming of all parks and other City facilities, is subject to the approval of the City Commission.

Designation of such names shall be based on geographical features, historically significant persons, places or events, waterways, ecological features or the existing name at the time of City acquisition. Facilities may not be named for living individuals, with the exception of individuals who have made an extraordinary, non-monetary contribution to the City of Largo, or when a stipulation of a gift to the City requires it.

These requirements must also be considered in the renaming of any City park or other public building or facility. Only those parks and facilities named for geographic location, waterways or ecological features shall be considered for renaming. Parks and facilities named after individuals shall not be subject to renaming, unless good cause is shown why the park or facility should not be named after the individual.

Dedication plaques:

A dedication plaque is to be affixed to all City buildings at the time of their completion. Ordering of the plaque is the responsibility of Facilities Management.

The plaque is to contain the following information:

1. Name of the building;
2. The names of the Mayor, City Commissioners and City Manager at the time the construction contract was awarded;
3. If appropriate, the chairperson and members of the advisory board and department director at the time the construction contract was awarded;
4. City staff responsible for project management;
5. The architect;
6. The contractor;
7. The year the building was completed;
8. If appropriate, acknowledgment of funding received from other governmental entities or nongovernmental sources such as foundations or individuals.

LEGISLATIVE POLICIES

4-1: CITY COMMISSION TRAVEL EXPENSES

Updated: Resolution No. 2099, 05/07/2013, Updated: Resolution No. 2213, 05/15/18

In order for the Mayor or a Commissioner to receive reimbursement for travel and other expenses, prior authorization must be granted by the City Commission. Reimbursement for meals or registration costs associated with attending a local meeting (Pinellas, Pasco and Hillsborough Counties) of an organization to which the City belongs will only be made if the Mayor or Commissioner requesting the reimbursement is the authorized representative of the Commission on such organization.

The Mayor or a Commissioner who is the designated representative of the City to an organization or who serves as a committee member or officer of an organization of which the City is a member, shall seek advance authorization for such expenses, for a period not to exceed one year, at the start of each fiscal year. The Office Administrator to the Mayor and Commission will be the point of contact for events and will provide Commissioners with an event contact name and phone number, place and time, and provide information on which Commissioner is attending an event.

The City Commission's secretary will make hotel and airline reservations and conference registrations on behalf of the Mayor and Commissioners. The Mayor and Commissioners will be reimbursed the cost of meals, business telephone calls, cabs, and other customary and reasonable expenses upon the submission of receipts and completion of a travel expense report obtained from the Office Administrator to the Mayor and Commission secretary. A copy of the completed and signed travel expense report shall be distributed to the City Commission as an attachment to the Weekly City Manager report.

If the Mayor or a Commissioner must cancel an already scheduled trip, the individual must notify the Office Administrator to the Mayor and Commission secretary at the earliest possible time to cancel reservations and obtain refunds. If the arrangements cannot be canceled, then the individual shall attempt, through the Office Administrator, to find a substitute member of the Commission. If no one else can go, then the individual who canceled is personally responsible for any costs incurred by the City. The City Commission may waive said obligation upon written request if the cancellation was due to personal illness, illness or death of a family member, unforeseen business necessity, or other valid, unavoidable conflict.

The City Commission, by majority vote, may waive any provision of this policy.

LEGISLATIVE POLICIES

4-2: ITEMS TO BE RETURNED UPON THE EXPIRATION OF A COMMISSIONER'S TERM OF OFFICE

Updated: Resolution No. 1903, 06/20/06, Updated: Resolution No. 2213, 05/15/18

All public records shall be the property of the City and, in this regard, such records shall be delivered by outgoing officials to the City Clerk.

After his/her term of office, elected officials shall return all equipment provided by the City to the Office Administrator to the Mayor/Commission.

LEGISLATIVE POLICIES

4-3: FILLING COMMISSION VACANCY BY APPOINTMENT

Updated: Resolution No. 2045, 10/04/11, Updated: Resolution No. 2213, 05/15/18

In the event an unanticipated vacancy occurs on the City Commission within ninety (90) days of a regular election, the following procedure shall be utilized:

1. Any registered Largo voter, having continuously resided in the City of Largo for at least one (1) year prior to the appointment and who desires to serve on the City Commission until the next regular election, shall be invited to submit a written application, including a resume, to the City Clerk.
2. Only applications submitted within the time specified by the City Commission shall be considered for appointment.
3. The City Clerk shall acknowledge by letter receipt of each application.
4. The City Commission shall make its appointment from the aforementioned qualified applicants within the shortest time possible until the next regular election.

In the event an unanticipated vacancy occurs on the City Commission in sufficient time prior to a regular election, the vacated seat shall be subject to election for the balance of the existing term. Sufficient time includes time for the Supervisor of Elections to prepare, a 15 day qualifying period and an additional 45 days for petition card distribution.

LEGISLATIVE POLICIES

5-1: RULES AND PROCEDURES FOR CITY COMMISSION MEETINGS

Updated: Resolution No. 2159, 06/07/2016, Updated: Resolution No. 2213, 05/15/18

In accordance with City of Largo Charter, and the Largo Code of Ordinances, the City Commission shall establish the procedures by which Commission meetings shall be conducted.

1. The City Commission shall conduct City business at its meetings in accordance with the Tenth edition of *Robert's Rules of Order*, Newly Revised, except as provided in these Legislative Policies and that the Commission may adopt other legislative policies in conflict with *Robert's Rules of Order* and any such legislative policies in conflict with *Robert's Rules of Order* shall control.
2. City Charter Section 2.11(c) requires a minimum prevailing City Commission vote of four (4) to effect action. Consequently, any non-City-initiated agenda item which does not receive a vote of four (4), either for or against, is subject to reconsideration upon written request of the applicant. Consideration of City-initiated items, resolutions and ordinances resulting in a lack of four (4) votes, either for or against, shall be continued (including public hearing, if any) to the next regular meeting. When a vote results in a tie, any City Commission member may make a motion to reconsider at the meeting at which the vote was taken. If no motion to reconsider is made at that meeting, the motion will be considered to have failed.
3. In order to cast a valid vote on any action undertaken by the City Commission, a Commissioner shall be physically present in the Commission Chamber at the time of the vote.
4. The Mayor shall sit at the center of the dais. Commissioners shall be seated in numerical seat order starting at the end of the dais to the Mayor's right. The City Manager shall sit on the Mayor's left and the City Attorney on the Mayor's right.
5. Roll call votes of the City Commission shall be conducted by the City Clerk at the direction of the Chair or at the request of a Commissioner. The City Clerk shall poll the members of the City Commission by seat order on the dais. The first roll call vote of the meeting shall begin with the member of the City Commission sitting to the far right of the Mayor. Each succeeding vote shall begin with the next person in seat order voting first. The Mayor shall vote in sequence the same as other members of the City Commission.
6. No items, except of an introductory nature to be considered at a later date, shall be added to the City Commission meeting agenda except by a vote of five (5) members of the seven (7) member City Commission.
7. For all public hearing items, other than land use actions under the Comprehensive Development Code), the order of business shall be as follows: (a) City staff presentation; (b) City Clerk will read title of ordinance or resolution, if applicable; (c) applicant presentation, if applicable; (d) the Chair will declare the public hearing open and during that time the Commissioners will listen to public input and refrain from responding; and then (e) the City Commission may discuss the public hearing item. Comments by the public will be addressed by the Chair and City Commission only after all speakers have been heard and the public hearing has been declared closed by the Chair. No motion will be accepted by the Chair prior to the closure of the public hearing.

The rules and procedures for land use actions are set forth in the Comprehensive Development Code.

8. There shall be a Consent Docket on regular City Commission meeting agendas. All the items on the Consent Docket shall be voted upon as one action item. The Consent Docket consists of items of a routine nature for which neither a public hearing is required nor discussion anticipated. All routine expenditures specifically listed in the adopted budget that are proposed for purchase within the budgeted amount shall be included on the Consent Docket. The motion to approve the Consent Docket

will indicate that approval is made without Commission discussion and that the requested items are being approved including staff background provided in the City Commission packets. When a Commissioner wishes to remove more than two items from the Consent Docket, the request will be made in the form of a motion to amend the agenda, to be voted upon by the City Commission. Items removed from the Consent Docket shall be placed on the agenda immediately following the Consent Docket and voted upon individually. Public input will be allowed on items removed from the Consent Docket.

9. On each City Commission meeting agenda there will be a section titled "Staff Reports." Items placed on this section of the agenda are for information only or to determine City Commission direction. Such direction shall be sought as consensus of the members and not as a formal, binding vote.
10. On each City Commission meeting agenda there will be a section titled "Items From City Manager, City Attorney, Mayor, and Commission." The Chair will report to the City Commission and ask each individual if they have any items they wish to discuss.
11. All City Commission requests of staff will be directed through the Chair to the City Manager for response. The City Manager may defer to the appropriate staff member for additional information.
12. The Chair may ask for a recess at anytime he/she deems it advisable or necessary.
13. Order shall be maintained at each City Commission meeting, and the Chair is hereby empowered to order from the room any citizen who refuses to comply with the rules and regulations outlined herein.
14. The public may speak on all items under Legislative Matters and Public Hearings, including land use actions, on the agenda. "Citizen Comment" is a separate agenda item and will appear on the agenda after "Ceremonial" and before "Approval of Agenda/Minutes". Input from the public under Citizen Comment, Legislative Matters or Public Hearings, including land use actions, shall comply with the rules set forth in this Legislative Policy.
 - a. Any citizen comments on agenda items submitted in writing or electronically prior to 5:00 pm the day of the regular meeting or work session shall be given to the Commissioners prior to the meeting.
 - b. Input from the public shall be considered before the City Commission has debated the issue. The Chair shall recognize all speakers and all comments shall be directed to the Chair.
 - c. Questions from the public will be directed by the Chair, to the City Manager, and the City Manager may answer if such answer is short and concise, or the Chair may direct the City Manager to provide the information at a later date or schedule a meeting with the citizen.
 - d. Persons who wish to speak shall fill out an Individual Speaker's Card and submit it to the City Clerk prior to Citizen Comment or the item under Legislative Matters or Public Hearings on which the person wishes to speak. Citizen comment by individual speakers from the audience during Citizen Comment, Legislative Matters or Public Hearings shall be limited to three (3) minutes. Only one (1) presentation per person per issue or agenda item or during Citizen Comment shall be allowed. A representative of a group, who submits to the City Clerk a completed Group Speaker's Card before Citizen Comment or the agenda item on which the person wishes to speak, may speak for three (3) minutes plus an additional minute for each member of the group in the audience that waives their right to speak, up to a maximum of ten (10) minutes. Only one representative is permitted to speak for each group. Total public input on a single issue or agenda items other than a public hearing shall be limited to thirty (30) minutes. The total time for public hearings will not be limited. The City Commission may waive the time rules in extraordinary circumstances.
 - e. In every case where a citizen is recognized by the Chair to discuss an agenda item or other

relevant matter during a public hearing or to provide citizen comment, he/she shall step up to the podium, state his/her name for the record, and identify any group or organization he/she represents. He/she shall succinctly state his/her position regarding the item before the City Commission. No person, other than a member of the City Commission and the person having the floor shall be permitted to enter any discussion, either directly or through a member of the City Commission, without permission of the Chair. Members of the public shall not be interrupted by members of the City Commission when speaking during public hearings or citizen comment, so long as their comments comply with these rules and regulations. Members of the public whether speaking or not, shall not approach the dais, and shall not step in front of the podium. Members of the public wishing to distribute documents, pictures or other materials to the City Commission shall do so through the City Clerk. A citizen will be permitted to utilize the document camera during City Commission meetings only after approval of the document to be shown on the document camera by the Chair. The Chair may deny use of the document camera to any citizen when the document's content does not comply with these rules and regulations, contains pornographic material, or is false or defamatory.

- f. During agenda items on which public comment is received, citizens shall limit public comment to the specified subject matter of the agenda item. Any comments which are inappropriate or irrelevant will be ruled out of order by the Chair. During citizen comment, citizens shall limit public comment to topics that are relevant to the City and the City Commission. For example, "save the manatees" and U.S. government foreign relations are topics that are not matters within the authority of the City or the City Commission.
- g. Citizens speaking on an agenda item or during citizen comment shall not:
 - (1) Engage in loud, boisterous and/or disruptive speech or conduct.
 - (2) Use profanity or obscenity.
 - (3) Use "fighting words" (e.g. words likely to cause a fight, threatening or profane words, words tending to cause a breach of the peace) and/or speech that threatens harm or slanderous remarks.
 - (4) Engage in commercial speech (advertising).
 - (5) Engage in personal attacks on or insults of members of the City Commission, City staff or others.
- h. Any speaker that continues with inappropriate or irrelevant comments will be requested to relinquish the podium by the chair.

LEGISLATIVE POLICIES

5-2: PROCEDURE FOR CALLING SPECIAL MEETINGS

Updated: Resolution No. 1903, 06/20/06

City Charter Section 2.11(a), Meetings:

The notice of the meeting and agenda (if possible) must be posted at City Hall and emailed or faxed to the news media at least 24 hours prior to the special meeting.

If a Commissioner wants the City Commission to convene in special session, then that Commissioner shall notify the City Manager who will then contact the members of the City Commission to determine if three other members support the request. If four members agree, then the City Manager shall schedule the special meeting on their behalf.

LEGISLATIVE POLICIES

5-3: REGULAR COMMISSION MEETINGS AND WORK SESSIONS

Updated: Resolution No. 2132, 02/03/15

Regular Meetings

The City Commission meets on the first and third Tuesdays of each month at 6:00 pm in the Commission Chamber.

Work Sessions

The City Commission meets in work session at 4:00 p.m. in the Community Room in City Hall on the second Tuesday of each month. Work sessions may be conducted at locations other than City Hall at the direction of the City Commission.

The purpose of a work session is:

1. To receive reports from and ask questions of staff, consultants and Commissioners regarding ongoing projects or issues and new projects or issues being considered.
2. To receive input from and ask questions of staff, consultants and Commissioners regarding topics that require considerable discussion and review prior to formal action at a Commission meeting.

At the conclusion of the discussion of a topic, the Mayor will summarize Commission direction to staff. The Mayor may ask each Commissioner their position to determine direction to staff regarding agenda items if there is not a clear consensus.

LEGISLATIVE POLICIES

5-4: COMMISSION MEETING ATTENDANCE

Updated: Resolution No. 1903, 06/20/06

The City Manager and City Clerk, or their designees in their absence, are required to attend all Commission meetings and work sessions. The City Attorney or Assistant City Attorney in his/her absence is required to attend all regular commission meetings and other meetings/work sessions of the Commission as necessary.

LEGISLATIVE POLICIES

5-5: COMMISSION MEETING AGENDAS

Updated: Resolution No. 2099, 05/07/2013

A draft of the Commission Meeting agenda shall be provided to the Commission on Tuesday prior to the meeting. A Commissioner may move an item from the draft Consent Docket to the Legislative Matters section on Wednesday by calling the City Manager.

The Commission meeting packet, including the agenda, memo forms (attached), and supporting documentation (excluding contracts and agreements), shall be delivered to the home of each Commissioner requesting a paper agenda packet the Friday preceding the Regular Commission meeting or work session. Memos shall be in the format prescribed by the City Commission with all necessary attachments. A copy of contracts and agreements shall be posted to the City's web site and sent to the City Commission electronically. A copy of very large contracts or agreements shall be placed in the Commission Office the Friday preceding the Regular Commission meeting or work session.

LEGISLATIVE POLICIES

5-6: BUDGETARY IMPACT SECTION ON COMMISSION MEETING MEMOS

Updated: Resolution No. 1961, 06/03/08, Updated: Resolution No. 2213, 05/15/18

Every Commission Meeting agenda item which has any budgetary impact shall have a standardized summation which shall state:

- a. Requested Amount
- b. Budgeted Amount
- c. Funding Source(s)
- d. Budget Page #
- e. Budget Amendment Required (yes or no) and source
- f. Sufficient funds are available within the operating budgets
- g. Consistent with (Pull down menu, choose CDBG Action Plan, Strategic Plan, Comprehensive Plan, WBD CRD Plan, C/L Road CRD Plan, IT Strategic Plan, Accreditation Standards, Consent Order, Economic Development Plan, Not Applicable)

Item "f" should be used when amounts are estimated and/or when funds are within operating accounts which are not allocated to specific areas, and when multiple accounts are used.

Any additional budgetary information shall be included in the background section of the memo form, including whether the requested amount is under budget.

LEGISLATIVE POLICIES

5-8: TELEVISIONING OF COMMISSION MEETINGS

Updated: Resolution No. 2045, 10/04/11, Updated: Resolution No. 2213, 05/15/18

Regular City Commission Meetings and Work Sessions will be broadcast live on the City's government cable access channel and taped for repeat airing for a minimum of one week following the meeting.

Community Work Sessions conducted outside City Hall may be broadcast live, and may be recorded. Meetings will also be streamed live online and will be viewable on-demand through the City's website.

Members of the media who wish to photograph or videotape during a City Commission Meeting must remain behind the first row of audience chairs in the Commission Chambers; no additional lighting is to be used in the Commission Chambers. It will be the responsibility of the City Clerk to ensure that all media personnel are apprised of the designated press area.

LEGISLATIVE POLICIES

5-10: CITY COMMISSION MEETING INVOCATION

Updated: Resolution No. 2099, 05/07/2013

1. Beginning City Commission meetings with a moment of reflection and reverence is a long standing tradition of the City of Largo. The invocation should be delivered by individuals who reflect the diversity within the community.
2. The purpose of the invocation is to provide spiritual guidance and inspiration to the City Commission in conducting its meetings and to City officials and employees in conducting their duties. The invocation should be nonpolitical and avoid content or words that could be offensive to any particular group or individual.
3. The Office Administrator to the Mayor and Commission shall maintain a list of churches, synagogues, mosques, and other places of worship located within the City. This list shall be compiled by searching the yellow pages, internet, and local chamber of commerce directory for places of worship located within the City. The list shall be designated as the "Congregation List." If a congregation is not included on the list, they may submit a written request to the Office Administrator to the Mayor and Commission and they will promptly be added to the list.
4. The Office Administrator to the Mayor and Commission shall contact places of worship listed on the congregation list to invite them to give the invocation at an upcoming City Commission meeting. The Office Administrator shall rotate through the list and will contact every congregation included on the list one time before contacting any given congregation multiple times. If no speaker is able to deliver the invocation at a given meeting, a City Commissioner or staff member may be selected to deliver a non-denominational invocation.
5. The invitation shall notify local places of worship of the meeting dates for the following year and request the place of worship to indicate if they are interested in delivering the invocation at any upcoming meetings.
6. The Office Administrator to the Mayor and Commission shall schedule invocation speakers on a first-come first-served basis. If possible, the Office Administrator should not schedule speakers from the same denomination in consecutive meetings. If the number of speakers who respond to the invitation is equal to or exceeds the number of scheduled meetings, no speaker shall be scheduled to give the invocation at more than one (1) meeting.
7. Neither the City Commission nor any other employee of the City will review, approve, or be involved with the content of the invocation given by any speaker. A disclaimer shall be included in at least 10-point font at the bottom of each meeting agenda stating the following:

"Any invocation offered at the start of the City Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the City Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission, and the City Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker."
8. This policy is not intended, nor shall it be interpreted to affiliate the City Commission with, or express any preference by the City Commission for or against any faith, religious organization, denomination, or congregation.

LEGISLATIVE POLICIES

5-11: CENSURE OF A MAYOR OR COMMISSIONER

Created: Resolution No. 2132, 02/03/15

It is the policy of the Largo City Commission that the Mayor and Commissioners conduct themselves in a professional manner. To this end, the following policy outlines the process for a “censure” of a Mayor or Commissioner by the City Commission in the event a Mayor or Commissioner violates the law or a City policy applicable to elected officials, or acts in a way which tends to injure the good name of, or undermines the effectiveness of the City of Largo or the City Commission.

For the purposes of this policy, a censure shall be the official public reprimand by the City Commission of a Mayor or Commissioner. The censure is the expression of an opinion by the majority of the City Commission, and will not result in any loss of office, reduction in power, or any other penalty aside from the reprimand issued by the City Commission.

The City Commission may not impose a censure on any of its members for the exercise of their first amendment rights, no matter how distasteful the expression was to the City and City Commission.

The following process shall be followed to initiate a censure:

1. Upon learning of information regarding a Mayor or Commissioner which may constitute a violation of the law or City policy applicable to elected officials, or whose actions tend to injure the good name of, or undermine the effectiveness of the City of Largo or the City Commission, a Mayor or Commissioner shall submit a written notice of their desire to commence a censure motion, including the basis for the censure, to the City Manager, the Mayor, except that if the Mayor is the subject of the potential censure, then the Vice Mayor shall be notified, and City Attorney.
2. If it is determined by the Mayor, or the Vice Mayor, if the Mayor is the subject of the potential censure, and City Attorney, that the actions of a Mayor or Commissioner violate a law, or acts in a way which tends to injure the good name of, or undermines the effectiveness of the City of Largo or the City Commission, or violates a City policy applicable to elected officials, then the Mayor or Commissioner shall be notified of the potential violation and given the opportunity to provide a written response to the City Commission within fifteen (15) days of receiving notification.
3. Following the written response, the matter shall be placed on the agenda for the next regularly scheduled City Commission meeting for discussion by the City Commission. A resolution of censure shall be drafted for approval/denial by the City Commission.
4. At the meeting, the City Commission shall discuss the resolution. Normal procedures for adoption of a resolution shall apply to a resolution of censure.

LEGISLATIVE POLICIES

5-12: CITY COMMISSION MEETING CEREMONIAL ITEMS

Created: Resolution No. 2213, 05/15/18

The intent of this policy is to ensure that all items on the Ceremonial portion of the City Commission agenda are presented in a consistent manner and that ceremonial honorees are recognized appropriately.

The procedure to be followed for Ceremonial items is as follows:

1. All items must be approved by the Mayor for inclusion on an agenda.
2. The staff member preparing the item shall provide the following information, in addition to preparing a short agenda memo, to the City Clerk:
 - a. Name of staff presenter and names of any guests or honorees
 - b. Number of seats to be reserved
 - c. Items to be presented to or by the City (check, plaque, trophy, etc.). Items will be at the podium or given to the Mayor to present as appropriate.

Staff should provide photos of items (ex. medals) that are too small for the television camera so that they can be shown on screen. Photos must be given to Communications and Marketing staff at least 24 hours before the meeting.

3. The City Clerk shall reserve seats for participants in the audience area behind the podium. If there is more than one Ceremonial item, seats will be reserved in the order in which items appear on the agenda.
4. The staff contact shall communicate to participants that they must arrive for the meeting by 5:45 pm and should remain until the end of all Ceremonial items.
5. Communications and Marketing staff shall provide a photographer to take pictures for all items that are related to awards or recognitions. Photos will be made available to the news media and participants.
6. Honorees may shake hands with the City Commission, City Manager, City Attorney and Assistant City Manager.

LEGISLATIVE POLICIES

6-1: RFP REVIEW PROCEDURE

Updated: Resolution No. 1903, 06/20/06

In accordance with state statutes and the City Purchasing Ordinance, certain services and goods are to be procured through a request for proposal (RFP) procedure. The Office of Management and Budget, in conjunction with the requesting department, is responsible for developing and distributing the RFP. Upon receipt of responses to the RFP, the director of the requesting department or project manager (who will serve as coordinator of the process) shall appoint a review committee. The review committee will shortlist the respondents to a minimum of three qualified firms and prepare a report summarizing the reasons for its decision.

The review committee will then interview the shortlisted respondents. Members of the City Commission may participate in the interview process, but are not voting members of the staff review committee. In accordance with state law, the interviews are public meetings. It is the responsibility of the coordinator of the review process, through the City Manager's weekly report and City calendar, to notify both the City Commission and the news media of the interview time and place.

After the interviews are completed, the review committee will rank order the firms and provide written documentation justifying the ranking. The ranking will then be submitted to the City Commission for approval.

Staff will then begin price negotiations with the top ranked respondent as approved by the City Commission. The negotiated contract will then be placed on a regular Commission meeting agenda for approval. If negotiations are unsuccessful, then the City Manager will so notify the Commission and negotiations will begin with the second ranked firm, and so on until an agreement is reached for submittal to the City Commission. If the City Commission rejects a negotiated contract submitted to it, then staff will begin price negotiations with the next ranked respondent, and so on until both staff successfully negotiates a contract with a respondent and the City Commission approves said contract.

LEGISLATIVE POLICIES

6-2: REPORTING OF ADMINISTRATIVE BUDGET TRANSFERS TO THE CITY COMMISSION

Updated: Resolution No. 1903, 06/20/06

The City Charter provides the City Manager with the authority to transfer unexpended appropriations from one expenditure account to another within the same department and fund. All such budgetary transfers will be reported to the City Commission in the City Manager's weekly report.

LEGISLATIVE POLICIES

6-3: USER CHARGES AND IMPACT FEES ESTABLISHMENT AND ADJUSTMENT

Updated: Resolution No. 1903, 06/20/06

The administration periodically reviews the costs of providing City services, the sufficiency of existing user charges and impact fees, and the need for new charges and fees. User charges and impact fees are established and adjusted by ordinance.

All user charge and impact fee recommendations submitted by the administration to the City Commission for action must include the following minimum information:

1. Total direct cost (personnel and operating costs) of providing the service;
2. Revenue received from existing charges or impact fees;
3. Existing City subsidy (actual direct cost minus revenue received);
4. Proposed user charges or impact fees;
5. Estimated revenue from proposed user charge or impact fee;
6. Estimated City subsidy if proposed charges are adopted.

The above financial information must be reviewed by the Management Services Department or the Office of Management and Budget prior to submittal to the City Commission.

Proposed new or revised user charges and impact fees must be reviewed by the Advisory Board assigned to the proposing department prior to submittal to the City Commission.

LEGISLATIVE POLICIES

6-4: GRANT APPLICATIONS AND AWARD

Created: Resolution No. 2213, 05/15/18

Grant applications and awards in excess of the dollar threshold established for purchases requiring City Commission approval, as established in the City's purchasing ordinance, will be approved by the City Commission prior to both application and award. Grant applications and awards under the established purchasing thresholds will be regulated by the City Manager through an established Administrative Policy and Procedure.

The Administration Department is responsible for ensuring that all grant applications and associated award contracts are in compliance with this City policies and procedures.

City Commission Approval of Grant Applications and Awards:

1. City Commission approval is required for all grant applications and awards exceeding the dollar threshold established for purchases that require City Commission approval, as outlined in the City's purchasing ordinance.
2. City Commission approval is required for all grant applications and awards requiring the City to provide matching funds (less than, equal to, or more than the grant award amount) not already appropriated in the adopted budget.
3. City Commission approval is required for all grant applications and awards for projects that require on-going funding, beyond the term of the grant (e.g. commitment to appropriate funding for positions, programs or services), in any amount.
4. Any grant acceptance not requiring City Commission approval will be reported in the weekly Largo Today report.

LEGISLATIVE POLICIES

7-2: OFFER OF SALE OR DONATION OF REAL PROPERTY TO THE CITY

Updated: Resolution No. 1903, 06/20/06

From time to time, owners of real property offer their property for sale or donation to the City. When such an offer is made, the City Manager shall so notify the City Commission at a work session or a regular meeting to determine if there is interest on the part of the City Commission to consider the offer.

LEGISLATIVE POLICIES

7-3: CITY CALENDAR

Updated: Resolution No. 2099, 05/07/13, Updated: Resolution No. 2213, 05/15/18

The Executive Assistant to the City Manager will be responsible for maintaining a City Calendar of meetings and events for distribution to the City Commission as part of the weekly City Manager's Report. The calendar shall contain the following:

- Commission Meetings and Work Sessions
- Advisory Board meetings
- Consultant presentations in response to RFP's
- Public input meetings conducted by staff or consultants
- Largo Central Park events
- Chamber of Commerce events
- FDOT public hearings for projects in Largo's jurisdiction
- Forward Pinellas Meetings
- TBRPC meetings
- PSTA meetings
- Employee Benefit Committee meetings
- Homeless Policy Group meetings
- Pinellas Mobility Initiative meetings
- Florida League of Cities meetings
- North Pinellas Arts Alliance meetings
- Suncoast League of Cities meetings
- Any other events of interest to the Commission.
- Any day that City Hall is closed

It will be the responsibility of all departments to supply this information to the Executive Assistant to the City Manager.

LEGISLATIVE POLICIES

8-1: CITY ATTORNEY GUIDELINES

Updated: Resolution No. 1903, 06/20/06

The City Attorney in serving at the pleasure of the City Commission shall:

1. Act at the collective direction of the City Commission.
2. Voluntarily advise the City Commission either individually or collectively on matters of which he/she or the City Manager has notice and for which either perceive a need for legal advice.
3. Provide information, opinions or advice (relevant only to City government, activities or anticipated legislation) to individual Commissioners only upon request. However, research, reports or studies concerning anticipated or proposed legislation and requiring an inordinate amount of time should be authorized by the Commission collectively.
4. Consult with the Office of Attorney General and State Attorney when either he/she or the City Manager deem it advisable, or in the event the City Attorney is directed to do so by the City Commission collectively.
5. Seek a written opinion of the Attorney General only upon collective authority of the City Commission.
6. Submit to the City Commission official and documented offers of settlement relating to any suit under civil litigation in a timely manner, that the City Attorney and/or City Manager determines the City Commission should be made aware of or should consider.
7. Biannually and when deemed advisable by the City Attorney or the City Manager or when directed to do so by the City Commission collectively, submit a written report on the status of pending City litigation.

The City Attorney shall designate another attorney in his law firm who shall provide the services of the City Attorney under the agreement between the City and the City Attorney in the event of the City Attorney's absence or disability.