



**City Council Work Session  
City of Belleair Beach, Florida**

**Monday, August 20, 2018  
Community Center, 5:30 PM**

### **PUBLIC MEETING MINUTES**

The meeting was called to order by Mayor Leslie Ford Notaro, followed by a Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:** Present were Councilmembers Glenn Gunn, John Pietrowski, Wanda Schwerer, and Jody Shirley; Mayor Leslie Ford Notaro, City Manager Lynn Rives, City Clerk Patricia Gentry, Finance Officer Melanie Kruszona, and Attorney Jackie Spoto Bircher. Councilmember Marv Behm participated via telephone.

#### **1. Discussion on Best Practices, General Business.**

Mayor Notaro: Distributed handouts for the October 2018 Institute for Elected Municipal Officials (IEMO). She stated this is a *serious* Best Practice for newly elected Councilmembers. Topics covered are structure and function of municipal government, public officials' liability, effective council techniques, taxes and other sources of revenue, budgeting and accounting, understanding intergovernmental relations, Florida's ethics law, how to comply with public meetings and public records law, all of which we're trying to become familiar with in these work sessions.

Councilmember Schwerer: Stated she had been to this IEMO and the Advanced IEMO. This is the better of the two.

Mayor Notaro: Said she has been to both. She highly recommended that all new Councilmembers attend.

Councilmember Gunn: Distributed a handout for suggested discussion topics for best practices and offered to facilitate the discussion of the topics on the handout. He stated the goal today is to generate thoughts, provoke discussion, begin the process of looking at best practices, set realistic expectations, challenge assumptions, identify opportunities, and end by identifying action items and ideas for areas to improve.

Each Councilmember offered their suggestions:

Councilmember Pietrowski: Stated the Staff is doing an excellent job. The role of City Council and Mayor is to review recommendations presented by Staff.

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Councilmember Shirley: Bring in experts for assistance, short-term and long-range plans for infrastructure, managing our investments, and income opportunities.

Councilmember Schwerer: For Councilmembers to have a structured way to interact with Residents, such as an open-door policy or office hours for individual Councilmembers to meet with Residents.

Mayor Notaro: IEMO is an excellent resource for experts in specific areas. The City has one of the lowest millage rates on the Florida League of Cities website and is run as a very tight, efficient ship, something to be proud of.

City Manager Rives: Benchmarking other cities and their form of best practices may not fit our city. This City is unique as strictly residential with no commercial businesses, which creates a very unique situation. City Council has to have a vision, define the priorities for infrastructure, and identify each individual Councilmember's priorities. Once the City's goals have been defined, it is then for Staff to execute those goals and plans. Focus on the future and not continue to revisit perceptions of past Councils' performance. Develop and adhere to procedure and structure for public participation and addressing City Council.

Councilmember Behm: Develop a way to have Residents be able to participate on committees and boards by increasing the number of members if necessary.

Councilmember Gunn stated he would like to develop a set of metrics to identify what is important to the City and to measure success. He felt parliamentary procedure training is needed for Council as there was a procedure breakdown at the last meeting. He also would like to develop better communication with Residents.

Mayor Notaro advised that the procedure for citizens comments at Council meeting is established.

Councilmember Gunn felt there needs to be some discretion for comments, and some situational awareness to allow speakers additional time. He suggested ethics training for everyone regarding appropriate behavior and inappropriate behavior, not just elected officials. He believes that it is important for everyone, staffers and employees for the City as well. He suggested Councilmember orientation and recurrent training. He advised that the FLC Cities 101 course was great. He intends to attend IEMO training and believes it should be a requirement for every Councilmember and new Councilmembers. He suggested Council have evaluations for all employees, people, and staffers that they come in contact with. He would like the City

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to develop relationships to outsource grants that would bring in enough grant money to "pay their own way".

Discussion followed regarding the 100 survey results that had been returned regarding City Council meeting times. Mayor Notaro and Councilmember Pietrowski stated the Council meeting time had been changed as residents did not attend the later meetings. It also was a concession to Staff who waited after regular work hours for meetings to begin and end. Councilmember Gunn stated they are salaried employees and this is an industry way of doing business. Mayor Notaro and Councilmember Pietrowski disagreed. Councilmember Shirley asked if employees had compensatory time. Mayor Notaro replied no. Councilmember Shirley stated the City needs to rethink that in the personnel manual. City Manager Rives advised that Staff does not have compensatory time, but when a Staffer needs to leave early he allows that.

Councilmember Shirley stated that Staff needs to realize that Council has full time plus jobs and spends a lot of time meeting with Residents outside of meetings and to keep in mind we're all in the same boat.

Councilmember Schwerer stated she was expected to put in sixty hours a week on a salary and there was no such thing as comp time.

Councilmember Gunn stated that's part of the mindset for a salaried employee and you do what you have to do to get the job done. He advised that in the military you did not get bonuses or overtime, but you were comped for your time.

Councilmember Schwerer stated they owned you 24/7.

Mayor Notaro stated Council needs to adhere to procedures on time limits for public comments and repeated comments on the same subject from the same member of the public during a meeting. She advised that a procedure needs to be developed for follow up of concerns and comments from the public addressed to Council.

Attorney Spoto Bircher advised that the public must not be permitted to speak from the audience but must come forward to the podium.

Councilmember Shirley stated that a Resident has been sending an excessive number of texts to her cell phone. Councilmember Schwerer had received excessive emails from the same person. They both felt these were to the point of harassment. Councilmember Behm had also received a "hostile" text at 3:45 AM from that Resident.

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Attorney Spoto Bircher stated that they were angry communications and there is a point to refer them to the City Attorney, City Manager, and law enforcement.

Councilmember Gunn referred back to parliamentary procedure training for consent agendas and to table agenda items.

Attorney Spoto Bircher advised that City Attorney Marino is quite expert on parliamentary procedure and has a training overview presentation that he could do with all of Council.

Finance Officer Kruszona expressed her concern that she felt there was a lot of criticism and negative feedback from Council towards Staff. She stated she loved her job and what she does but does not feel valued and that Staff morale is low. She advised that she does have and uses best practices that are required and used to guide Council.

The next work session will be Strategic Planning.

**General Business item review and discussion:**

City Manager Rives distributed and reviewed an evaluation of the bids submitted for solid waste collection to acquire a consensus from Council to vote and award a bid at the next Council meeting.

Based on their experience, the level of service they are providing in the City now, and the nominal increase to single-family homeowners, Councilmembers' consensus was to bring forward Waste Management, Inc., for a vote at the next City Council meeting. Cart service was not recommended as the large size of the container may not be manageable for senior residents and may present a storage problem for all residents.

**ADJOURN**

**MOTION** was made by Councilmember Pietrowski to adjourn the meeting.

**Motion passed 6-0.**

September 5, 2018  
Date Approved

APPROVED: Leslie Ford Notaro  
Leslie Ford Notaro, Mayor

ATTEST: Patricia A. Gentry  
Patricia A. Gentry, City Clerk