

Commission Recommendations (3/8/17 mtg) to be included in Commission Handbook

Minutes Numbering	Items listed in 3/8/17 Minutes	Section in Handbook where referenced	Page number(s) where item(s) are referenced in Handbook
1	It was noted that a manual was not available for new Commissioners but this will be very helpful	n/a	n/a
2	It was suggested that any information that was not in the existing manual or needs to be updated should be addressed first	n/a	n/a
3	Information about the comprehensive plan should be in the manual	City Departments	75
4	Difference between an Ordinance and Resolution should be included	Communications	33
5	Include information about pay schedule	Introduction	10
6	Add Department Chart	City Departments	57
7	Remove Charter Position of an Auditor in manual	Done	Done
8	Include internal department organizational charts with the description of their responsibilities	City Departments	60-100
9	Information on how to add items to the Agenda	Commission Meetings	28
10	Explain itemized monthly cell phone bill	Introduction	10
11	Address phone and computer policy that required signature with the parameters for use of City property	Administrative Support	9-10
12	Further explain Social Media policy	Social Media Use	36-48
13	Manual is meant to be an overview and any detail information should be referenced with appropriate Code, Ordinance, or Resolution	Noted	5
14	Allow new Commissioners to learn how to use applicable books	Introduction/checklist	26
15	Include Contacts list for Commissioners	City Departments	58-59

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15 a	Include language on how Commissioners are allowed to communicate with City staff; need to go through Charter Officer	Duties & Conduct/City Govt Overview	16,25
15 b	Email be sent to Charter Officers and copy appropriate department	Duties & Conduct/City Govt Overview	25
15 c	Contact with staff should be directed through the City Manager	Duties & Conduct/City Govt Overview	16,25
16	Instructions about when it is appropriate to use the City credit card	Introduction	10
17	Include expectations about what will happen at conferences	Introduction	12-13
18	Orientation Workshop be held for incoming Commissioners with senior Commissioners to discuss important issues	Introduction/checklist	8
18 a	New Commissioners attend Planning and Zoning Workshop	Introduction/checklist	9
19	Provide matrix for building processes	City Departments	77
20	Provide tutorial videos emailed to all Commissioners	Introduction	11
21	Better explain receipt of gifts and appearances	Duties & Conduct; Appendix C&D	18-21
22	Include on City's webpage candidate resources and etiquette	Introduction	11
23	Further explanation of Sunshine Law	Duties & Conduct	22
24	CA Moriarty confirmed emails between Commissioners is not allowed	Communications	32
25	Forwarding all material to the City Manager or City Clerk is suggested	Communications	32
26	Detailed conversation about items that should be done on the dais	Communications	28

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27	CA Moriarty would be available to answer any questions	n/a	n/a
28	Creating graphics that will help understand the code books	City Govt Overview	26
29	Expectations and explanations of Commission attendance at Boards would be helpful	Introduction	12-13
30	Clarification was requested about calendar appointment acceptance	Introduction	10
31	Communication between Commissioners about what events they are planning on attending would be beneficial so the City can be represented at multiple functions	Communications	33
32	Clarification should be provided when it is appropriate to use a City vehicle for City business	Travel and Vehicle Policy	55
33	Add department tours to the orientation check list	Introduction/checklist	8
34	Clarification provided about the responsibilities of the Mayor and the Commissioners	City Govt. Overview	24
35	Noted there is an option to have pre-agenda meetings with the City Manager to reduce meeting times	Commission Meetings	28
35 a	Pre-agenda meetings are set up with the City Manager and City Attorney to resolve any questions and/or ask for additional information before having to vote	Commission Meetings	28
36	The functions of the Muni Code and the Unified Land Development Code should be spelled out for new Commissioners	City Govt Overview	26
37	Have all relevant code books and manuals in the new Commission office upon being sworn in	Introduction/checklist	9
38	All mail that is currently coming in is being forwarded to the City Manager and City Attorney	n/a	n/a
38 a	Any communication with a Commissioner is a matter of public record	Communications	35
39	Procedure for incoming and outgoing mail should be explained	Introduction	10

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40	Texting is not allowed on City phones because it can not be captured; Update: As of 8/24/18, text messaging is allowed, messages are being archived and employees will be required to sign the mobile device policy	Introduction	10
41	Clarification was provided about which staff members are receiving copies of the email that are being sent to Commissioners@cityofnorthport.com	n/a	n/a
42	Assistant City Manager Schult stated that weekly updates are being sent out regarding issues from the emails	n/a	n/a
43	Citizens are sent an automatic e-mail that they can track their issue on See-Click Fix	Communications	34
44	Information regarding See-Click Fix should be added to communications page of the orientation manual	Communications	34
45	The phone number for the ethics hotline needs to be added	Duties & Conduct	18
46	It was noted that an ethics class is required to be taken annually and this needs to be arranged through the City Clerk	Introduction/checklist	8
47	Language regarding Commission meetings will need to be updated	Commission Meetings	28-29
48	The section on page 14 regarding comment can be removed and replaced with language referring questions to the upcoming ordinance	Removed page from book; was on meeting protocol and Commission behavior	
49	Increase information regarding the Police Department and their functions	City Departments	81-86
50	A definition of budget terms would be helpful	City Budget	105-106
51	Include City statistics in the beginning of the manual	Introduction	6-7