

Established by Ordinance No. 2014-06, adopted by the North Port City Commission on 02-10-2014. Also governed by Advisory Board general legislation in Ordinance No. 2014-07 adopted 02-10-2014 and Ordinance No. 2015-39 adopted 09-28-2015. Board consists of 7 Members (of the 7 members, 1 may be a Youth 14-17)
Adult Members serve a two-year term and youth members serve a one-year term.

Meetings normally held on 2nd Thursday of the month.
No Financial Disclosure Required.
(6 month residency requirement)
One Non-Voting Member, as a representative of Mobile Home communities serviced by the utilities may be appointed at the pleasure of the Commission.
Staff Liaison: Jessica Fincannon – 240-8007
Email: jfincannon@cityofnorthport.com

PUBLIC UTILITY ADVISORY BOARD

<u>TERM EXPIRATION</u>	<u>NAME, ADDRESS & PHONE</u>	<u>DATE APPOINTED</u>
09-13-18	JAMES SAWYER	09-13-16
09-10-16	CHAIR 2486 Nadell Road North Port, FL 34288 (214) 668- 2270	09-10-12 email: jrsawyer@hotmail.com
10-28-17	WILLIAM R. BOWTECK VICE-CHAIR 2429 Charleston Park Drive North Port, FL 34287 (941) 429-5239	10-28-13 email: JBBowteck@verizon.net
12-09-17	LARRY LARSON 4538 Fairway Drive North Port, FL 34287 (941) 429-8397	12-09-13 email: laron.2008@yahoo.com
05-24-18	JOHN METZGER (resigned 07-11-2017) 1304 E. Hillsborough Boulevard North Port, FL 34287 (941) 228-1745	05-24-16 email: screens4u@verizon.net
09-13-18	ANN FRANCOLETTI 1330 McCrory Street North Port, FL 34286 (941) 468-5404	09-13-16 email: francolettia@gmail.com
01-10-19	NICHOLAS TROLLI 2536 Traverse Avenue North Port, FL 34286 (941) 423-9907	01-10-17 email: ntrolli@comcast.net

Ida Goodman

From: Patsy Adkins
Sent: Tuesday, July 11, 2017 4:20 PM
To: Susan Hale; Ida Goodman
Subject: Fwd: resignation

Ida please print date stamp and send out as normal. Thank you.

Sent from my iPad

Begin forwarded message:

CITY CLERK

JUN 11 2017

CITY of NORTH PORT

From: John Metzger <screens4u@verizon.net>
Date: July 11, 2017 at 3:54:00 PM EDT
To: <padkins@cityofnorthport.com>
Subject: resignation

Patsy, This to inform you that I am resigning from the Public Utilities Advisory Board.
John Metzger
941-228-1745

E-mail messages sent or received by City of North Port officials and employees in connection with official City business are public records subject to disclosure under the Florida Public Records Act.



BOARD - COMMITTEE APPLICATION

CITY CLERK
JUN 16 2017
CITY of NORTH PORT

Board Preference: Public Utility Advisory Board
Name: VICTOR DOBRIN Date: _____
Home Address: 20237 REALE CIRCLE Zip Code 34293
Home Phone: 734 879 2744 How long have you lived in North Port? 2 MONTHS
Occupation: ENGINEER
Name & Address of Business: RETIRED
Business Phone: _____ Fax # _____ E-Mail dobrinvictor@gmail.com
Are you retired? Yes ☒ No _____ If yes, from what? FORD - ENGINEERING MANAGEMENT
Are you currently serving on a City Board/Committee? NO
If yes, which Board? _____
Educational Background: MASTER OF SCIENCE AEROSPACE ENGINEERING
BLACK BELT CERTIFICATION
Civic Organizations: COMMUNITY ACTION BOARD WASHTENAW COUNTY MICHIGAN
Three Personal References (Include address and phone number)
1. RUTH ANN JAHNICK, 7776 LAKE CREST DRIVE, YPSILANTI, MI 48197 (734) 431 2761
2. Kath Schwartz 3200 N. Prospect Rd. Ypsilanti, MI 734-480-2060
3. JAMES FALBO, VENICE, FL, 941 270 0342 20275 Grand Lago Dr North Port
Why do you desire to serve on the above Board/Committee?
USE MY EXPERIENCE AND TIME FOR THE COMMUNITY

****PLEASE FORWARD A SIGNED APPLICATION TO THE CITY CLERK IN PERSON OR BY FAX TO 429-7008****

To Community Economic Development Advisory Board Applicants: Preference will be given to applicants who are also City residents. It is preferred that a majority of the categories be filled by City residents. However, in cases where local residents are unable or unavailable to fill a specific category, applicants who are not City residents will be considered. Please indicate the membership category for which you are applying. ___ Financial Services; ___ Real Estate; ___ Medical and Healthcare; ___ Development, Engineering, Planning; ___ Higher Education/School Board Member; ___ Home Owners Association board member; ___ Tourism; ___ Diversified Light Industrial/Manufacturing; ___ Public Relations; ___ Land Use Attorney ☒ North Port resident with no business or specific organizational affiliation.

Members of the Municipal Firefighters' Pension Trust Fund Board of Trustees; Municipal Police Officers' Pension Trust Fund Board of Trustees; Planning & Zoning Advisory Board; and the Zoning Board of Appeals are required to file a Financial Disclosure Form with the Sarasota County Supervisor of Elections when appointed and on/or before July 1st of each year. Please direct your questions relative to Financial Disclosure and Conflicts of Interest to the City Clerk. Telephone (941) 429-7056. Fax (941) 429-7008.

Victor Dobrin

Applicant's Signature

VICTOR DOBRIN
dobrinvictor@gmail.com

20327 Reale Circle
Venice, FL 34293

(734) 879 2744 Home
(734) 383-5132 Cell

EDUCATION

Postgraduate studies in Turbulence Modeling, Wayne State University, Detroit, MI 1991-1992
Department of Mechanical Engineering, Aerospace and Mechanical Engineering PhD program
Postgraduate studies in Gas Dynamics, University of Michigan, Ann Arbor, MI 1989-1990
Department of Aerospace Engineering, Aerospace and Mechanical Engineering PhD program
Master of Science in Aerospace Engineering, Polytechnic Institute of Bucharest, Bucharest, Romania 1981

- Extensive study of turbopropulsion engines, advanced mathematics, thermodynamics and fluid dynamics processes.
- Awarded "Republican Scholarship Award", highest national academic award.
- Graduated- Class' top student; GPA: 9.5/10.0 scale. 10 GPA at the engineering state certification exam

Certified Six Sigma Black Belt – Ford Motor Company, Dearborn, MI 2009

- 100% score at the certification exam

PATENTS

Nozzle for fuel injector	United States Patent 6405945
Automotive fuel injector	United States Patent 5921475
Fuel cell stack flow diversion	United States Patent 8057949
Fuel cell stack flow diversion	United States Patent 8114547
Fuel cell system and methods of use	United States Patent 8304138
System and methods of purging water from a fuel cell stack	United States Patent 8920984
Intake system having a silencer device	United States Patent 9175648

PUBLICATIONS

V. Dobrin, "Turborcharger Air Ducts - Air Induction Design Guide", Ford Powertrain Installations, 2010
V. Dobrin et al, "Fuel Cell System Design Guide" Ford Research Lab, 2004
V. Dobrin, "Integrated Air Fuel Modules Strategy", Ford V-Engine Engineering, 2/2001
V. Dobrin et al, "Fuel Injection System Fuel Pressure Regulator and Pressure Damper" - SAE J1862 Standard, 2000
V. Dobrin, "Fuel Injector Design", Ford EFHD internal publication, November 1996
V. Dobrin, "Injector Static Flow Variations Due to Capability Limits of the Manufacturing Processes", Ford EFHD, Report INJ.95.001
V. Dobrin, "Atomizer with Vortex Chamber", Ford EFHD, Report AFC 04/94
V. Dobrin, "Linearity of Prototype Injectors with Optimized Coils for Higher System Pressure", Ford EFHD, Report AFC 02/93
V. Dobrin, "High Pressure Injector Linearity", Ford EFHD, Report AFC 01/93
V. Dobrin, "CNG Injector Design Verification Testing", Bosch, UO/ENG 035, 1993
V. Dobrin, "CNG Injector Design Particularities", Bosch, UO/ENG 036, 1993
V. Dobrin, "Wear and Contamination Characterization of Injectors Running in CNG", Bosch, UO/ENG 027, 1992
V. Dobrin, "Spray Particle Size Distribution of the Swirl Type Orifice Plate in an EV1.3C Injector", Bosch, UO/ENG 045, 1991
V. Dobrin, "Injector Wear in Alcohol Fuel Blends", Bosch, UO/EAD 041, 1991
V. Dobrin, "Fuel Atomization in EV1 Injector Orifice Plate", Bosch, UO/EAD 123, 1990
V. Dobrin, "Ball Type Injector Without Internal O-rings", Bosch, UO/EAD 091, 1990
V. Dobrin, "Direct Flame Heated STM4-120 Configuration", Stirling Thermal Motors, S 117, 1989
V. Dobrin, "Uniform Radial Load of the Piston Rings for the STM4-120 and I-98", Stirling Thermal Motors, S 114, 1989
V. Dobrin and R. Verhey, "Natural Gas and Flue Gas Properties", Stirling Thermal Motors, S 92, 1988
V. Pimsner, V. Dobrin, et al., "Processes in Turbomachines - Problems and Applications for Engineers", Technical Publisher, Bucharest, 1986
C. Berbenete, V. Dobrin, "Supersonic Flow around Circular Cone at an Angle of Attack", Bulletin of Polytechnic Institute of Bucharest, vol XLVII, 1985

PROFESSIONAL MEMBERSHIPS

SAE Fuel Injection Standards Committee

LANGUAGES

Fluent in English and Romanian. Conversational in French and some German.

PROFILE

Highly motivated engineering professional, manager, team leader and mentor with a broad experience and knowledge in the areas of product conceptualization, research and development, design and release, quality and production execution.

Demonstrated skills and proficiency in:

- Strategic Planning/Concept Selection Methods
- Initiative, Problem Solving and Robust Design
- Budget Planning/Lean Operation
- Productivity and Quality Improvement
- Personnel Supervision and Training
- Personal Communication and Motivation
- Stakeholder Negotiation
- Engineering, Testing and Project Management
 - CAE/Analytical Design
 - Fuel Cell Systems, Air/CNG/LPG/H2 and Fuel Injection Systems, Electromechanical Components, Turbo-machinery, Internal & External Combustion Engines

OPERATIONAL KNOWLEDGE and EXPERIENCE

FORD MOTOR COMPANY, Dearborn, MI

1993-2014

Powertrain STA Site Manager, Allen Park, MI

2011-2015

Led collaborative development and production delivery of powertrain components and subsystems with 81 supplier partners in the USA and Canada, spanning all Ford and Lincoln brand vehicles.

Air Induction Systems and Powertrain Cooling Systems LL6, Powertrain

2009-2011

Led the design and launch of MY13 Fusion cooling system for all powertrain combinations.

- Led Global Core Engineering of Air Induction Systems (AIS) for the development of the foundation design documents for high pressure turbo ducts, Design Guide and System Design Specification.
- Led 6-sigma projects (DMAIC/DFSS); assisted with field problem resolution and supported new program AIS development as a technical advisor.
- Developed the integrated resonator strategy presented to the Powertrain Vice President.

Engineering Supervisor

2004-2009

Led Fuel Cell Systems, Research and Advanced Engineering. Accountable for multi-million dollar project administration.

- Led engineering team responsible in development of next gen hydrogen fuel cell system with improved power, robustness, lifetime and freeze start capabilities, by utilizing Design for Six Sigma principles.
- Generated fuel cell system research and developed portfolio/roadmap that enabled fuel cell vehicle commercialization.
- Filed for several fuel cell-related patents.
- Coordinated system development collaboration with Ford's fuel cell alliance partners (Daimler, NuCellSys and Ballard).

- Delivered anode subsystem design to HyWay 4 common alliance program, with minimum budget.
- Expanded responsibilities in 2008 which included fuel cell test lab management: stand development, test procedure development and execution.
- Initiated development process improvements, synergistic utilization of research engineering and testing resources.

Engineering Supervisor

2003-2004

Powertrain Development Process Control/Quality

- Part of the Quality Operating System, led the quality aspects and the improvement of the design and development process within V-Engine engineering.
- Coached the New V8 engine team on how to utilize Ford's required reliability and robustness tools. Oversaw the quality balance of material cost reduction actions for engine programs.
- Organized/coordinated North America Powertrain Director's regular review of major quality issues.

IAFM Technical Specialist/Engineering Supervisor

2000-2003

Intake Systems/IAFM, V-Engine Engineering

- Led the team responsible for design and deployment of Integrated Air Fuel Modules (IAFM) and other Intake Systems for various V6 engines (3.0L Vulcan -Taurus/Sable and Ranger, 3.8L/4.2L - F150, Windstar/Freestar, Econoline, 3.0L Duratec - Freestyle, 3.5L Duratec - MKZ).
- Promoted the practice of sound engineering and failure mode avoidance during the design and launch of new products.
- Led intensive work for cost reduction and value management of air intake systems.
- Negotiated \$2+M in cost improvements with air intake system suppliers.

Technical Specialist, Advanced Powertrain Systems

1997-2000

Visteon Energy Transformation Systems

Coordinated technical activities for super-integration of Powertrain Control Systems.

- Designed and performed electromagnetic and CFD modeling for advanced direct injection fuel system components.
- Assumed design responsibility for successful launch of a new fuel injector (D4), origination and implementation of design and processing changes that met stringent injector performance requirements.
- Applied FMEA methodology and coordinated the creation of the D4 injector Dynamic Control Plan.
- Led product engineering team in completing fuel injector PPAPs and QS9000 certification.
- Performed extensive customer technical and program management support.
- Advised and participated to the advanced Ford and Visteon fuel injection activities.
- Represented Ford as a member of the SAE Gasoline Fuel Injection Committee:
 - Led the revision of several SAE product standards.
- Awarded two USA/EU patents, and filed several other patent applications.

Product Design Engineer

1995-1997

Fuel Charging Engineering, Powertrain Control Systems Division

Provided technical leadership to future and current model fuel injector activities. Mentored and motivated engineers.

- Designed and collaborated on the calibration of new EV1-based injectors for various vehicles.
- Provided technical information and support for injector manufacturing decisions.
- Led Design Verification and Product Validation activities and Design of Experiments and CAE for EV1 and new generation injector - D4.
- Initiated support to Ford Customer Service Division to produce high-flow fuel injectors for Ford Racing at half the cost of the competitors.
- Authored "Fuel Injector Design", a design guide for engineering training and reference.

Product Design Engineer, Advanced Powertrain Engineering/AVT

1995

- Performed development work for Liquid Propane Gas multi-port fuel injection system, liquid and vapor phase for super-duty truck applications.
- Analyzed gasoline direct injection system and pump designs.

Product Design Engineer

1993-1994

EFHD - Systems & Advanced Fuel & Ignition Engineering

- Entrusted with the advanced development work on fuel injectors including new metering plate designs, air-assisted and high-pressure injector studies and prototyping.
- Performed CAE analyses (STAR CD, MAGNETIC) for design optimization and verification.
- Provided support and CAE modeling for electromagnetic projects to Advanced Powertrain Engineering.

ROBERT BOSCH CORP., Farmington Hills, MI

1990-1993

Senior Project Engineer

- Originated and executed new product design and cost reduction projects for automotive multi-port injectors from concept to functional prototype.
- Researched fuel atomization mechanisms including fluid flow CFD, structural and electromagnetic finite element modeling using FIDAP and COSMOS/M.
- Performed extensive design work for Compressed Natural Gas (CNG) injectors, and PPAP-ed the industry-first CNG injector for Chrysler.

STIRLING THERMAL MOTORS, INC., Ann Arbor, MI

1988-1990

Mechanical Design Engineer

- Performed research and development for new Stirling engine, including heat transfer, combustion, fluid mechanics, structural analysis and experiments.
- Developed hands-on experience in manufacturing and project management of newly designed systems though attention to detail.
- Designed and implemented major projects including:
 - Direct-heated (natural gas combustor) Stirling engine system for German customer KHD GmbH
 - Solar heat pipe system for Department of Energy.

POLYTECHNIC INSTITUTE OF BUCHAREST, Romania

1984-1987

Aerospace Engineering Department

Assistant Professor of Engineering

Led classroom instruction in "Gas Dynamics Processes", "Automatic Controls", "Design of Jet Engines" and "Numerical Methods for Aerospace Engineering".

- Co-authored articles on high speed aerodynamics in the Bulletin of the Polytechnic Institute of Bucharest.
- Co-authored the book "Processes in Thermal Turbomachines", Technical Publisher, Bucharest, 1986.

Aerospace Engineer

1983-1984

- Led classroom instruction in advanced analytical math.
- Became certified as Assistant Professor.
- Originated and completed research contracts for supersonic intakes with the National Institute for Scientific and Technical Research.

TURBOMECANICA JET ENGINE PLANT, Bucharest, Romania

1981-1983

Aerospace Engineer

Provided design documentation for various jet engine components.

- Designed CNC manufacturing fixtures for helicopter gear boxes.
- Held manufacturing production assignments for licensed Rolls Royce and Turbomeca jet engines.



BOARD - COMMITTEE APPLICATION

CITY CLERK

SEP 29 2017

CITY of NORTH PORT

Board Preference: Utilities
Name: Joann Fraser Date: Sept. 28, 17
Home Address: 2984 Tusket Ave Zip Code: 34286
Home Phone: 941 429 0024 How long have you lived in North Port? 20 + yrs.
Occupation: Retired perfusionist RNCCP
Name & Address of Business: —
Business Phone: _____ Fax # _____ E-Mail _____
Are you retired? Yes X No _____ If yes, from what? See above
Are you currently serving on a City Board/Committee? no
If yes, which Board? _____
Educational Background: RNCCP
Hood College Frederick Md.
Civic Organizations: Kiwanis

Three Personal References (Include address and phone number)

1. Joanne Formica 1505 Geneva Terr NP 429-0088
2. Bill Hough 2136 Tomaso Rd NP 426-5818
3. Brenda McKinlay 2633 Mather Lane NP 429-0044

Why do you desire to serve on the above Board/Committee?

long standing member termed out - would like to rejoin

****PLEASE FORWARD A SIGNED APPLICATION TO THE CITY CLERK IN PERSON OR BY FAX TO 429-7008****

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Members of the Municipal Firefighters' Pension Trust Fund Board of Trustees; Municipal Police Officers' Pension Trust Fund Board of Trustees; Planning & Zoning Advisory Board; and the Zoning Board of Appeals are required to file a Financial Disclosure Form with the Sarasota County Supervisor of Elections when appointed and on/or before July 1st of each year. Please direct your questions relative to Financial Disclosure and Conflicts of Interest to the City Clerk. Telephone (941) 429-7056. Fax (941) 429-7008.

Joann B Fraser RNCCP-R
Applicant's Signature



City of North Port

ORDINANCE NO. 2014-06

AN ORDINANCE OF THE CITY OF NORTH PORT, FLORIDA, REPEALING RESOLUTION NO. 93-R-13, RESOLUTION NO. 96-R-9, AND RESOLUTION NO. 96-R-21; ADOPTING CHAPTER 4, BOARDS AND COMMITTEES, ARTICLE VIII, OF THE NORTH PORT CODE ESTABLISHING THE PUBLIC UTILITY ADVISORY BOARD; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF NORTH PORT, FLORIDA:

SECTION 1 - REPEAL

- 1.01 Resolution No. 93-R-13, Resolution No. 96-R-9 and Resolution No. 96-R-21 are hereby repealed.

SECTION 2 - ADOPTION OF CHAPTER 4, BOARDS AND COMMITTEES, ARTICLE VIII, OF NORTH PORT CITY CODE ESTABLISHING THE PUBLIC UTILITY ADVISORY BOARD

- 2.01 The North Port City Commission hereby adopts Part II, Chapter 4, Boards and Committees, Article VIII, of the City Code, establishing the Public Utility Advisory Board, which is attached hereto as Exhibit "A."

SECTION 3 - SEVERABILITY

- 3.01 If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion thereof.

SECTION 4 - EFFECTIVE DATE

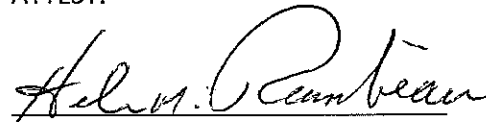
- 4.01 This Ordinance shall take effect immediately upon its adoption.

ORDINANCE NO. 2014-06

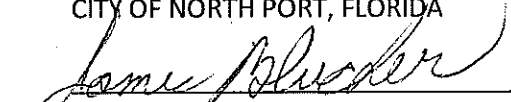
READ BY TITLE ONLY in public session this 27 day of January, 2014.

PASSED AND DULY ADOPTED by the City Commission this 10th day of February, 2014.

ATTEST:


Helen M. Raimbeau, MMC
City Clerk

CITY OF NORTH PORT, FLORIDA


James Blucher
Mayor

Approved as to form and correctness:



Robert K. Robinson
City Attorney

EXHIBIT A

Chapter 4, ARTICLE VIII, PUBLIC UTILITY ADVISORY BOARD

Sec. 4-170. Establishment

The Public Utility Advisory Board is hereby created and established.

Sec. 4-171. Membership

A. The Public Utility Advisory Board shall consist of seven (7) regular members, and two (2) alternate members. Additionally, a nonvoting nonresident member who receives North Port water and wastewater utility services and represents extraterritorial customers may also be appointed. Such nonvoting member shall not count in determining a quorum.

B. To the greatest extent possible, members shall have experience and expertise in water and/or sewer services, utility management and/or operations, utility rate setting, utility engineering, utility construction, utility regulation, public health and/or environmental engineering.

Sec. 4-172. Power and duties

A. The North Port Utility Advisory Board shall have the following powers, duties and responsibilities:

1. Assist in public outreach efforts to include groundbreaking and ribbon cutting ceremonies and water conservation education.
2. To make written and verbal recommendations to the City Commission regarding water and sewer utilities on such issues as:
 - (a) Capital Improvement projects to be included in the Utility Department's Capital Improvement Program.
 - (b) Water and Sewer Master Plans.
 - (c) Purchase of additional utility facilities.
 - (d) Rate review and recommendations.
 - (e) Utility ordinances.
 - (f) Federal, State and regional utility matters that may affect the City of North Port.
3. To perform other duties relating to water and sewer utilities as the City Commission may from time-to-time direct.



City of North Port

ORDINANCE NO. 2014-07

AN ORDINANCE OF THE CITY OF NORTH PORT, FLORIDA, REPEALING ORDINANCE NO. 1998-6, ORDINANCE NO. 2002-10, ORDINANCE NO. 2003-11, ORDINANCE NO. 2006-05, ORDINANCE NO. 2006-26 AND ORDINANCE NO. 2007-02; ADOPTING PART II, CHAPTER 4, BOARDS AND COMMITTEES, ARTICLE I, BOARDS GENERALLY, OF THE CITY CODE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF NORTH PORT, FLORIDA:

SECTION 1 - REPEAL

- 1.01 - Ordinances Nos. 1998-6, 2002-10, 2003-11, 2006-05, 2006-26 and 2007-02 relating to Boards, Committees and Commission, as codified in North Port Code Chapter 2, Sections 2-601 through 2-607, are hereby repealed in their entirety.

SECTION 2 - ADOPTION OF PART II, CHAPTER 4, BOARDS AND COMMITTEES, ARTICLE I, BOARDS GENERALLY, OF THE CITY CODE

- 2.01 - The City Commission of the City of North Port hereby adopts Part II, Chapter 4, Boards and Committees, Article I, Boards Generally, of the City Code, which is attached hereto as Exhibit "A."

SECTION 3 - SEVERABILITY.

- 3.01- If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4 - EFFECTIVE DATE.

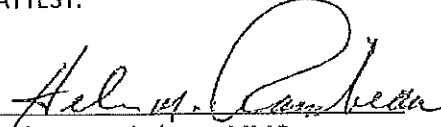
- 4.01- This Ordinance shall take effect immediately upon its adoption.

ORDINANCE NO. 2014-07

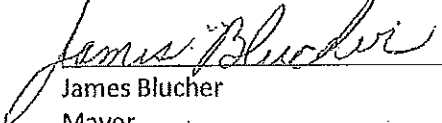
READ BY TITLE ONLY in public session this 27 day of January, 2014.

PASSED AND DULY ADOPTED by the City Commission this 1st day of February, 2014.

ATTEST:


Helen M. Raimbeau, MMC
City Clerk

CITY OF NORTH PORT, FLORIDA


James Blucher
Mayor

Approved as to form and correctness:



Robert K. Robinson
City Attorney

EXHIBIT A

PART II, CHAPTER 4, BOARDS AND COMMITTEES, ARTICLE I, BOARDS GENERALLY

Sec. 4-1. Legislative intent.

It is the intent of the City Commission of the City of North Port to establish uniform rules of procedure and governance of the meetings and conduct therein of the various boards and committees of the City of North Port, Florida. Any reference to boards in this article shall also include councils and committees. The provisions of this article shall apply to all boards and committees created by the City Commission, except that an ordinance or resolution creating a board or committee that conflicts with a provision of this article shall control over this article, unless otherwise expressly provided in this article I.

Sec. 4-2. Board construction.

A. All boards shall consist of seven regular members and two alternates. One regular member of each advisory board may be a youth member, unless youth members are specifically provided for by ordinance.

B. Each board shall elect from its members a chairperson to serve as the presiding officer at all meetings and a vice-chairperson to serve as the presiding officer at all meetings at which the chairperson is absent. Board chairpersons and vice-chairpersons shall be elected annually at their first meeting of each calendar year. Youth may not serve as chair or vice-chair unless they are 18. A member may not serve as chairperson for more than two consecutive years.

C. No subcommittees, special committees or ad hoc committees shall be formed by the boards without prior approval of the City Commission.

D. Alternates. In the absence of a regular member, an alternate shall take the place of the regular member and may participate and vote in the meeting as a regular member. The first alternate shall take the place of the first absent regular member, and the second alternate shall take the place of the next absent regular member. If both a regular member and the first alternate are absent, the second alternate will sit as a regular member. An alternate may participate in a meeting as a nonvoting member through the making of a motion on an issue if he or she is not filling in for a regular member.

Sec. 4-3. Appointment, qualifications, term and vacancies.

A. Appointment. All board members shall be appointed by majority vote of the City Commission.

B. Residency. All board appointees shall have resided within the City for a period of six months. Residency must be maintained throughout the term of office. Failure to maintain permanent residency within the City shall result in automatic vacation of the board seat.

C. Advisory board members serve at the pleasure of the Commission and may be removed or replaced by a majority vote of the Commission, unless otherwise provided by law.

D. **Compensation.** Board members shall serve without compensation. An advisory board member shall receive reimbursement for expenses incurred in the performance of his/her official duties only upon prior written request and written authorization of the City Manager.

E. **Youth.** Persons aged 14 -17 years at the time of appointment and in high school may serve on non-quasi-judicial boards.

F. **Term.** Adult board members shall serve two year terms, and may be reappointed for one additional two year term. Service is limited to two consecutive terms, but a former board member may reapply for the same board after an absence of one year. Youth board members shall serve a one year term, and may be reappointed for an additional one year term if they are still in high school and under 18 at the time of reappointment. Youth who have aged out may apply for membership as an adult member.

G. Alternate and youth board member seats are filled in the same manner as regular board member seats.

H. Citizens of the City of North Port may serve on only one board with the exception of ad hoc, task force or special committees appointed by the Commission for specific purposes. When such ad hoc committees are established by the City Commission in which responsibilities and terms are limited, a citizen serving on one board may also serve on the ad hoc committee. An individual may not hold a position on two quasi-judicial boards concurrently.

I. Relatives shall not serve on the same advisory board or committee, and may not serve concurrently where one is a member of a board which issues decisions that are subject to appeal to a board on which their relative sits. Relative shall be as defined in F.S. § 112.3135 as amended, with the addition of grandfather and grandmother.

J. City employees may only sit on boards where expressly provided by law, ordinance or resolution.

K. **Vacancies.**

1. Applications of persons seeking appointment or reappointment to a board shall be kept on record for a period of two years. After two years a new application shall be required for persons still seeking appointment or reappointment.
2. **New Boards.** The City Commission shall appoint board members from the available applicants by majority vote. The City Commission is not required to make an appointment, even if some seats are left unfilled, except where otherwise provided by law.
3. **Existing Board Vacancies.** The City Commission shall appoint board members to a vacant seat from the available applicants by majority vote. The City Commission is not required to make an appointment, even if some seats are left unfilled, except where otherwise provided by law.
4. The City Clerk or designee shall announce vacancies and upcoming board member term expirations for all boards at each regular Commission meeting and shall advertise in an appropriate medium to solicit applications from interested citizens to serve on the boards. One month after a vacancy or a term expiration is first announced at a commission meeting, or if no applications are received within that time and no applications are on file, upon receiving an eligible application, the application(s) will be

placed on a Commission meeting agenda for the Commission to review for appointment. The City Commission is not required to make an appointment, except as otherwise provided by law.

5. The City Clerk or designee shall post on the bulletin board and provide the commission with a list to be updated periodically of those appointments expiring from the various boards, to include the name, appointment and termination dates at least three months in advance. Copies shall also be made available for the citizens at commission meetings in an effort to encourage more participation in the boards. The City Clerk will add to the regular Commission meeting agenda the list of vacancies and term expirations on the various boards.
- L. Conflicts of interest. Prior to reappointing an advisory board member or appointing a public officer as defined in F.S. Ch. 112, the City Commission shall consider the number and nature of the memoranda of conflict previously filed by the public officer.
- M. Effect of change in qualifications or term. For any board members serving on a board prior to a change in number of members, length of term, or adoption of a disqualifying factor such as service on only one advisory board or a prerequisite for service, the board member may continue to serve out the duration of their term under the prior ordinance or resolution, where the board member was appropriately appointed at the time. Notwithstanding the foregoing, if the change in ordinance or resolution was required by state or federal law, county ordinance or City charter, and immediate compliance is needed, the board member's seat will be vacated. This subsection shall control over specific board ordinances unless the board ordinances expressly states otherwise.

Sec. 4-4. Meetings.

- A. An annual calendar of regular meeting dates shall be approved at the first board meeting of every year. These regular meetings shall be used in determining attendance records.
- B. The specific dates and times for the meetings shall be determined by each board, with consideration given to staff liaison, recording secretary and City Hall meeting facilities availability. Special meetings and workshops may be scheduled upon consent of the board. The board chairperson, or in their absence, the vice-chairperson, is also authorized to call or schedule a special meeting or workshop, which requires 48 hour notice and posting. Emergency meetings may be scheduled by the board chairperson, or in their absence, the vice-chairperson, through the staff liaison.
- C. Board members shall make every reasonable effort to attend all meetings. A board member will be deemed to have resigned his or her seat if:
 1. He or she has unexcused absences from four (4) consecutive regular meetings, or
 2. He or she is absent without excuse from twenty-five percent (25%) or more of regular board meetings in a calendar year. The percentage of absences for the preceding year shall be calculated by the City Clerk's office each January.

Upon such resignation, the City Clerk shall notify the chairperson and members present that the member has resigned his or her seat through excessive absences and the seat is now vacant. The City Clerk shall then send a letter to the member notifying that member that his or her seat has been vacated due to excessive unexcused absences. An absence is excused if a result of

personal or family illness, or death in the family.

- D. Board members must attend the entire meeting and not leave the meeting until adjourned by formal vote of the membership of the board. Members shall arrive at meetings promptly at the regularly scheduled time. If a member must leave during the meeting, due to illness or family emergency, that member shall request approval from the chairperson before doing so.
- E. **Quorum.** A majority of the appointed regular and youth members of a board shall constitute a quorum, unless otherwise provided by law. A majority vote of members present shall be required to take official action.
- F. **Public comment.** The public shall be allocated time to comment on agenda items and matters pertinent to each board pursuant to state law. The City Commission may establish policies governing public comment for the boards. Members of the public shall be given a reasonable opportunity to be heard on each agenda item except as provided for below. The right to comment does not apply to:
 - 1. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board to act;
 - 2. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
 - 3. A meeting that is exempt from §286.011; or
 - 4. A meeting during which the board or commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

Sec. 4-5. Rules of order and decorum.

- A. All of the boards established by the City Commission shall be subject to the following rules of decorum in the conduct of all boards meetings:
 - 1. While the meeting is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting or disturb any member while speaking or refuse to obey the orders of the presiding officer. Members of boards and committees shall not leave their seats during a meeting without first obtaining the permission of the presiding officer.
 - 2. Any person making personal, impertinent, slanderous or profane remarks or who willingly utters loud, threatening or abusive language or engages in any disorderly conduct which would impede, disrupt, or disturb the orderly conduct of any meeting, hearing, or other proceedings shall be called to order by the presiding officer and, if such conduct continues, may at the discretion of the presiding officer, be ordered barred from further audience before the board during that meeting.
 - 3. No person in the audience shall engage in disorderly conduct such as hand clapping, yelling and similar demonstrations, which conduct disturbs the peace and good order of the meeting.
 - 4. The most current edition of Robert's Rules of Order, as amended, is hereby adopted as a guide to the conduct of all meetings of all boards established by the City Commission. Robert's Rules shall not be applied where such application would be in conflict with the

law. Failure to strictly adhere to Robert's Rules of Order shall not invalidate any action taken by a board.

- B. Board members shall comply with all City and State laws applicable to their board. All board members are required to attend a city-sponsored seminar on sunshine, public records, and ethics law annually. Failure to attend a seminar each year, based on the date of a board member's appointment, shall be treated as a resignation by that board member.
- C. Those boards which must conduct quasi-judicial hearings, such as the code enforcement board, planning and zoning advisory board and zoning board of appeals shall comply with state law while conducting quasi-judicial hearings.

Sec. 4-6. Enforcement of order and decorum.

- A. Any member of a board may move to require the presiding officer to enforce these rules and the affirmative vote of a majority of the board shall require him/her to do so.
- B. In the event that any meeting is willfully disturbed by a person or persons so as to render the orderly conduct of such meeting infeasible and when order cannot be restored, the meeting may be adjourned by the presiding officer and the remaining business considered at the next regular meeting.
- C. If the matter being addressed prior to adjournment is of such nature as to demand immediate attention, the presiding officer may either call a special meeting within 48 hours or continue the meeting to a date certain to discuss the urgent item only. This is an exception to the requirements of Section 4-9(A).
- D. By a majority vote of the members of a board, the board may recommend to the city commission the removal of a member who fails to comply with any provisions of this article.

Sec. 4-7. Reports.

- A. All boards shall provide verbal or written reports to the City Commission to include the previous fiscal year's activities and their goals for the following fiscal year in the first quarter of the calendar year each year. The City Commission shall review the annual reports, duties, responsibilities and goals of the boards, and thereafter meet with the boards to address issues if necessary.
- B. Appointees to non-City boards, in which one appointee represents the City, shall make verbal or written reports to the Commission at least twice yearly.

Sec. 4-8. City Clerk duties.

- A. The City Clerk shall provide a recording secretary to assist each board within the City of North Port. The recording secretary shall attend all board meetings. The recording secretary's duties shall be limited to the recording of meeting proceedings, preparation of minutes, conduct of the roll call and maintenance of a record of attendance of all members of boards. If the board has quasi-judicial issues on the agenda, a recording secretary, who has a notary public certification, will assist in the swearing in of all parties, in the absence of the City Clerk. All other secretarial needs required by boards shall be provided through the appropriate staff liaison. The original

PCL XL error

Subsystem: IMAGE

Error: IllegalAttributeValue

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