BOARD OF COMMISSIONERS REGULAR WORKSHOP
TUESDAY, FEBRUARY 17, 2026 – 5:00 PM
CITY HALL CHAMBERS
10451 GULF BLVD
TREASURE ISLAND, FL 33706

MEETING NOTICE AND AGENDA

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

B. DISCUSSION

B.1 Summer Camp Fees
VARIOUS CITIES SUMMER CAMP.pdf Summer Camp Fees.pdf

B.2 City Commission Rules of Procedure
CITY COMMISSION RULES OF PROCEDURE_Revised 12.4.2025 - BV - REV-2-12-26 - REV3.pdf

B.3 Financial Report - 1st Quarter 2026 FY
FY2026 1st Quarter Financials.pdf

B.4 Proposed Treasure Island Local Business Employee Parking Permit Program
FOR DISCUSSION_Treasure Island Employee Parking Permit Program_02112026r1.pdf

C. PUBLIC COMMENT

D. ADJOURNMENT

For any person desiring to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based [F.S. 286.0105]. NOTE: Any transcript shall be requested and made by the individual requesting same at his or her own expense. Therefore, a court reporter may be desired or required accordingly.

Any person with a disability who needs any accommodation in order to participate in this proceeding is entitled to assistance at no cost. Please contact the Office of the City Clerk in writing at 10451 Gulf Boulevard, Treasure Island, FL, 33706 or by phone at (727) 547-4575 at least two working days prior to the meeting to advise what assistance is needed.

AGENDA ITEM NO. B.1

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 17, 2026

SUBMITTED BY: Cathy Hayduke, Parks & Recreation

ITEM TYPE: For Consideration and Discussion

AGENDA SECTION: DISCUSSION

SUBJECT: Summer Camp Fees

BACKGROUND: Summer Camp has been a cornerstone of the Treasure Island community for over fifty years, serving multiple generations of families and residents.

Summer Camp follows the Pinellas County School Board (PCSB) summer school break schedule and is offered for up to 10 weeks, depending on the PCSB calendar. Camp operates Monday through Friday, 8:00 a.m. to 5:00 p.m. Extended care is available for an additional fee from 7:00–7:45 a.m. and 5:00–5:30 p.m.

The primary hub for Summer Camp is the Community Center, with a secondary location on the 5th floor of City Hall. Campers are transported by bus to various city locations, including Treasure Bay and Rosselli Park, as well as to scheduled field trips throughout Pinellas County.

Temporary full-time staff, typically college students and Pinellas County School staff, are hired to supervise and engage campers throughout the summer. This staff is also utilized throughout the year as needed, including event parking for Sanding Ovations, the Fourth of July, and other City events, as backup staffing for the Treasure Bay clubhouse, and to support hurricane recovery efforts. Many staff members assisted by driving golf carts to transport Sunset Beach

residents following hurricanes Helene and Milton.

POLICY/PURPOSE: Commission approval is required to amend the City-Wide Fee Schedule for FY26 updating the Summer Camp Fees.

STRATEGIC PLAN RELEVANCE: COMMUNITY, Goal 1: Create a vibrant, active, walkable, engaging and thriving community that welcomes locals, families, visitors and tourists.

ANALYSIS/DISCUSSION:

FY25 Summer Camp Overview

Fees (FY25)

- 10-Week Camp
    - Resident/Property Owner: $700
    - Non-Resident: $900
    - Sibling Discount: $50 per sibling
- Weekly Rate
    - Resident/Property Owner: $120/week
    - Non-Resident: $140/week
    - No sibling discounts
- Optional field trips incur additional costs.

Enrollment Breakdown

- Full Camp Enrollment
    - Residents: 37 campers (32%)
    - Non-Residents: 78 campers (68%)
- Weekly Enrollment
    - Residents: 49 weeks (26%)
    - Non-Residents: 143 weeks (74%)

FY25 Financials

- Operating Expenses: $16,504
- Personnel Expenses: $167,637

- Total Revenue: $131,330
- Cost Recovery: 71% of expenses offset by revenues

Parks & Recreation staff met with the City's Chief Financial Officer to review camp rates. Staff is proposing the following Summer Camp rates for the 2026 Summer Camp.

Proposed FY26 Rates

- 10-Week Camp
  - Resident/Property Owner: $1,000
  - Non-Resident: $1,200
  - Sibling Discount: 10% per sibling
- Weekly Rate
  - Resident/Property Owner: $120/week
  - Non-Resident: $140/week
  - No sibling discounts
- Optional field trips remain an additional cost.
- Estimated Cost Recovery: 90% of expenses offset by revenues

If the Commission wishes to increase the 2026 Summer Camp fees, Ordinance No. 2026-06 (first reading), amending the FY 2026 City-Wide Fee Schedule, must be approved on tonight's meeting agenda.

FUNDING:

Estimated Summer Camp revenue is incorporated into the annual budget and is derived from the projected number of participants enrolled in the camp. The proposed increase represents a $300 increase for the 10-week camp, a 42.5% rate increase. Based on comparisons with other Pinellas County municipalities as outlined in EXHIBIT A, staff recommends updated rates to achieve a breakeven model as discussed in this memorandum.

Based on the full ten-week camp enrollment of 115 children and a $300 fee increase per child, the estimated additional revenue is $34,500, reaching a 90% breakeven point.

MOTION:

Commission consensus and direction are requested regarding proposed changes to summer camp fees, with the following options for consideration:

Option 1: Amend the FY26 Adopted Fee Schedule to increase summer camp rates, raising the 10-week fee from $700 to $1,000 for residents and property owners, and from $900 to $1,200 for non-residents.

Option 2: Maintain the summer camp fees as adopted in the FY26 Fee Schedule and implement the rate increases outlined in Option 1 beginning in FY27.

Option 3: Phased Rate Increase
Amend the FY26 Adopted Fee Schedule to partially increase summer camp rates, raising the 10-week fee from $700 to $850 for residents and property owners, and from $900 to $1,050 for non-residents. Implement the remaining $150 rate increase beginning in FY27.

ATTACHMENTS:
VARIOUS CITIES SUMMER CAMP.pdf
Summer Camp Fees.pdf

EXHIBIT A

City	10 - Week (Full Camp)	Weekly Rate	Other	Field Trips	Percentage Residents/Non-Residents	Budget	Notes
CLEARWATER	$990 W/PLUS PASS, $1,125 W/RECREATION CARD AND $1,350 W/O CARD	$135/WEEK W/REC CARD, $150/WEEK W/O REC CARD	N/A	ESTIMATED 30% OF CAMP BUDGET GOES TO FIELD TRIPS DUE TO INCREASE IN BUS RENTALS AND FIELD TRIPS	75% RES, 25% NON-RES	EXPENDITURES $100,000, REVENUE $150,000	OFFER 5-CITY RUN CAMPS, 3 TRADITIONAL AND TWO FUNDED THROUGH A GRANT FROM THE JUVENILE WELFARE BOARD. MAXIMUM 150 CAMPERS PER CAMP, 2 OUT OF 3 CAMPS FULL
GULFPORT	$700 RES, $875 NON-RES	$100 RES, $125 NON-RES	$400 RES-5 WEEK, $500 NON-RES-5 WEEK	ADDITIONAL COSTS TO CAMPERS	40% RES, 60% NON-RES	REVENUE $55,000; NO EXPENDITURES PROVIDED	WEEKLY RATE - ONLY PAY FOR WEEKS ATTENDING. 100 CAMPER CAPACITY. NO UPDATE FOR FY26, TYPCALLY MIRRORS TI RATES
LARGO	COOL KIDS/KID CITY CAMPS $120/WEEK IF SIGNED UP FOR TEN WEEKS	COOL KIDS/KID CITY CAMPS $150/WEEK FOR INDIVIDUAL WEEK SIGNUP	OFFERS A VARIETY OF SPECIALITY CAMPS AND VARIOUS RATES	WEEKLY FEE INCLUDE ONE BIG FIELD TRIP AND POOL 3X'S WEEK, LOCAL PARK	N/A	N/A	CAMP, GARDES K-6, SCHOLARSHIPS AVAILABLE
MADEIRA BEACH	$1,000 RES, $1,250 NON-RES	N/A	HALF SESSION, JUNE 2-JULY 3 OR JULY 7-AUGUST 8, $500 RES, $625 NON-RED	INCLUDE SELECT FIELD TRIPS	20% RES; 80% NON-RES	BREAKEVEN - HAVE NOT COMPLETED STUDY IN SOMETIME	AFTER SCHOOL & SUMMER CAMP. NO INCREASE FOR FY26
SEMINOLE	N/A	K-5, $90 RES, $100 NON-RES, MUST HAVE ACTIVE ANNUAL RECREATION MEMBERSHIP CARD	N/A	INCLUDES FIELD TRIPS AT $14 PER CHILD PER TRIP	VARIES YEARLY	TOTAL EXPENSES, $161,250; ESTIMATED REVENUE $220,000	ESTIMATED 200 KIDS ATTENDING ALL TEN WEEKS. CAMPERS ONLY PAY FOR WEEKS ATTENDING. 50% OF CAMP FEES DUE UPON REGISTRATION. FINAL PAYMENT DUE MAY 16. HOURS 7AM TO 6PM
ST PETE BEACH	N/A	$125 RES/NON-RES + 25% SIBLING DISCOUNT	N/A	RATES INCLUDES ONE FIELD TRIP PER WEEK, ESTIMATE $10 PER WEEK PER CHILD	70% RES, 30% NON-RES	$20,000 EXPENDITURES FOR FIELD TRIPS INCLUDES WINTER, SPRING AND SUMMER CAMPS. **EXPENDITURE DOES NOT INCLUDE STAFFING COSTS**; REVENUE APPROXIMATELY $90,000	NO INCREASE FOR FY26. WEEKLY RATE - ONLY PAY FOR WEEKS ATTENDING. REGISTER 100 CAMPERS PER WEEK
ST. PETERSBURG	FULL ENROLLMENT FEES FOR PLAY CAMP: $780 (Full), $683 (FULL CAMP WITH REDUCED LUNCH), $273/(FULL CAMP WITH FREE LUCNCH)	N/A	PARTIAL ENROLLMENT FEES FOR PLAY CAMP: $101/week (Full), $85.85/week (Reduced), $35.35/week (Free)	WEEKLY POOL DAYS INCLUDED; ADDITIONAL FIELD TRIPS OPTIONAL AND AT COST TO CAMPER	VARIOUS RECREATION FACILITIES/SITES TAKE ANYWHERE BETWEEN 100-250 CHILDREN	NO SET BUDGET AMOUNT FOR SUMMER CAMP. TOTAL OF 1,950 CAMPERS @ $273 (FREE LUNCH RATE)=$532,350 FOR ALL SITES	NO UPDATES FOR FY26. CITY OF ST PETE OFFERS A VARIETY OF FEE ASSISATNCE PROGRAMS TO THOSE WHO QUALIFY - FREE/REDUCE LUNCH, ETC.. ONLY PAY FOR WEEKS ATTENDING
TREASURE ISLAND	FY25 RATE $700 RES, $900 NON-RES, OFFER $50 SIBLING DISCOUNT	$120 RES, $140 NON-RES, NO SIBLING DISCOUNT	N/A	ADDITIONAL COSTS TO CAMPERS. FIELD TRIPS OPTIONAL	FULL CAMP 32% RES, 68% NON-RES OF WHICH 10% ARE CITY EMPLOYEES	FY25 OPERATING EXPENSES $16,504; PERSONNEL EXPENSES $167,637; REVENUE $131,330. 71% OF THE OPERATING - PERSONNEL EXPENSES ARE OFFSET BY REGISTRATION FEE REVENUE	FY25, 10-WEEK CAMP - RES 37 CAMPERS (32%), NON-RES 78 CAMPERS (68%); WEEKLY RES 49 WEEKS (26%), NON-RES 143 WEEKS (74%).

City of Treasure Island

Summer Camp

Fees







2025 Summer Camp

10-Week Camp Rate
Resident/Property Owner: $700
Non-Resident: $900
Sibling Discount: $50 per sibling

Weekly Rate
Resident/Property Owner: $120/week
Non-Resident: $140/week
No sibling discount

Optional field trips incur additional costs

FY25 Financials

Operating Expenses: $16,504

Personnel Expenses: $167,637

Total Revenue: $131,330

Cost Recovery: 71% of expenses offset by revenues



2025 Enrollment

Full Camp Enrollment
Residents: 37 campers (32%)
Non-Residents: 78 campers (68%)

Weekly Enrollment
Residents: 49 weeks (26%)
Non-Residents: 143 weeks (74%)

Other Municipalities Rates

CLEARWATER	$990 W/PLUS PASS, $1,125 W/RECREATION CARD AND $1,350 W/O CARD	$135/WEEK W/REC CARD, $150/WEEK W/O REC CARD
GULFPORT	$700 RES, $875 NON-RES	$100 RES, $125 NON-RES
LARGO	COOL KIDS/KID CITY CAMPS $120/WEEK IF SIGNED UP FOR TEN WEEKS	COOL KIDS/KID CITY CAMPS $150/WEEK FOR INDIVIDUAL WEEK SIGNUP
MADEIRA BEACH	$1,000 RES, $1,250 NON-RES	N/A
SEMINOLE	N/A	K-5, $90 RES, $100 NON-RES 6-7, $100 RES, $125 NON-RES
ST PETE BEACH	N/A	$125 RES/NON-RES + 25% SIBLING DISCOUNT
ST. PETERSBURG	FULL ENROLLMENT FEES FOR PLAY CAMP: $780 (Full), $683 (FULL CAMP WITH REDUCED LUNCH), $273/(FULL CAMP WITH FREE LUCNCH)	N/A



2026 Proposed Rates

10-Week Camp

- Resident/Property Owner: $1,000
- Non-Resident: $1,200
- Sibling Discount: 10% per sibling

Weekly Rate

- Resident/Property Owner: $120/week
- Non-Resident: $140/week
- No sibling discount

Optional field trips remain an additional cost.

Estimated Cost Recovery: 90% of expenses offset by revenues.

Impact

The proposed increase represents a $300 increase for the 10-week camp, a 42.5% rate increase.

OPTIONS

Commission consensus and direction are requested regarding proposed changes to summer camp fees, with the following options for consideration:

Option 1: Amend the FY26 Adopted Fee Schedule to increase summer camp rates, raising the 10-week fee from $700 to $1,000 for residents and property owners, and from $900 to $1,200 for non-residents.

Option 2: Maintain the summer camp fees as adopted in the FY26 Fee Schedule and implement the rate increases outlined in Option 1 beginning in FY27.

Option 3: Phased Rate Increase
Amend the FY26 Adopted Fee Schedule to partially increase summer camp rates, raising the 10-week fee from $700 to $850 for residents and property owners, and from $900 to $1,050 for non-residents. Implement the remaining $150 rate increase beginning in FY27.

AGENDA ITEM NO. B.2

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	February 17, 2026
SUBMITTED BY:	Ralf Brookes, Legal
ITEM TYPE:	For Consideration and Discussion
AGENDA SECTION:	DISCUSSION
SUBJECT:	City Commission Rules of Procedure
BACKGROUND:	Review of the City Commission Rules of Procedure
POLICY/PURPOSE:	Review and Revise Commission Rules of Procedure
STRATEGIC PLAN RELEVANCE:	.
ANALYSIS/DISCUSSION:	For Board Discussion and Feedback
FUNDING:	Not applicable.
MOTION:	

ATTACHMENTS:
CITY COMMISSION RULES OF PROCEDURE_Revised 12.4.2025 - BV - REV-2-12-26 - REV3.pdf

CITY COMMISSION RULES OF PROCEDURE

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SECTION 1. APPLICABILITY/SCOPE.

1.1 Applicability.

These Rules of Procedures shall govern the meetings, hearings, ~~and~~ workshops and actions of the City Commission for the City of Treasure Island, Florida and any subordinate boards, committees, or advisory committees, unless such subordinate bodies have adopted their own formal procedures. If subordinate bodies adopt their own procedures, such procedures shall not be materially inconsistent with these Rules of Procedures. As these rules apply to subordinate boards, committees or advisory committees, chairman replaces mayor and vice chairman replaces vice mayor.

1.2 Scope.

Consistent with the requirements of Chapters 166 and 286 of the Florida Statutes, and other applicable law, the City Commission of the City of Treasure Island has adopted these rules to govern its meetings, hearings, ~~and~~ workshops and actions. While encouraging appropriate public participation and an informal and civil atmosphere, the Commission intends to retain the structure and decorum required for the orderly, efficient and professional conduct of business. The purpose of these rules ~~are~~is to provide procedures which will be convenient for the public, fair to all members of the City Commission and contribute to the orderly conduct of City business.

1.3 Matters for City Commission Consideration.

Any matters that relate to the Commission's duties, authority of powers under Chapter 166 of the Florida Statutes, or other applicable law or which relate to the City of Treasure Island's property or legal or financial interests, or the public health, safety, welfare, or morals of the City of Treasure Island may be brought before the Commission for appropriate consideration or action.

SECTION 2. PRESIDING OFFICER – ELECTION AND DUTIES.

2.1 Election of Officers/Presiding Officer.

The presiding officer of the Commission shall be the Mayor. At the first Commission meeting after each regular city election, the Commission shall elect one of its members to serve as vice-mayor. The vice-mayor shall act as presiding officer during the absence or disability of the Mayor. The presiding officer shall preserve strict order and decorum at all Commission meetings. The presiding officer shall state questions coming before the Commission, announce its decisions on all subjects, and decide all questions of order; subject, however, to an appeal to the City Commission as a whole, in which event a majority vote of the Commission members present shall govern and conclusively determine such question of order.

2.2 Call To Order.

The Mayor, or in the Mayor's absence, the Vice-Mayor, shall call the Commission to order.

In the absence of the Mayor and the Vice-Mayor, the Commission member present who has served longest shall be designated the Acting Mayor and shall perform the duties of the Mayor. Upon arrival of the Mayor or Vice-Mayor, the temporary Presiding Officer shall immediately relinquish the chair upon the conclusion of the business immediately before the Commission.

2.3 Adjournment.

At the conclusion of business, the Presiding Officer shall call for a motion to adjourn the meeting. Alternatively, the Presiding Officer may inquire whether there is any further business to come before the Commission and if no one speaks, may adjourn the meeting.

SECTION 3. MEETINGS.

3.1 Public Participation.

All meetings of the City Commission, whether regular, workshop or special, shall be open to the public, except for a closed executive session as authorized by State law.

3.2 Public Notice.

All meetings where two or more commissioners are anticipated to be present to discuss city business shall be noticed and recorded in accordance with State law.

3.3 Day, Time and Place of Meetings.

A. **City Commission Meetings -** The City Commission shall conduct its regular and workshop meetings on the first and third Tuesday of every month and may be cancelled or rescheduled by motion. If a situation arises which makes the cancellation of a meeting appropriate, such as a storm event, power outage, hurricane warning, other emergency, expected lack of a quorum, or the ~~lack of~~ more efficient or desirable schedule for city business to be conducted at the meeting, the Mayor, in consultation with the City Manager, shall have the authority to cancel or reschedule an upcoming workshop, special or regular meeting. When the day fixed for any meeting of the Commission falls upon a date designed by law as a legal or national holiday or shall fall upon some commemorative day designed locally or upon a day of local emergency, such meeting shall be canceled or held at a date and time agreed upon by the City Commission or as designated by the Mayor in consultation with the City Manager. Regular, workshop and special meetings shall be held in the City Hall Commission Chambers, 10451 Gulf Boulevard, or in some other duly designated place within the City if the City Commission Chambers are unavailable, or as near to the City as possible if a hurricane or hurricane recovery prevents access to the City or meeting locations in the City.

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B. For all other committee or board meetings – Such meetings shall be scheduled as determined by resolution creating the committee or board meeting or as otherwise determined by the board or committee or chair in consultation with the City Manager.

3.4 Regular Meetings.

The City Commission may establish and announce a regular meeting schedule. All regular meetings shall ordinarily commence at 6:00 p.m. in the Commission chambers. Any scheduled regular meeting may be commenced earlier or later, postponed or canceled, or held in a different location pursuant to a motion adopted at a regular meeting by a majority of the Commissioners present or by direction of the City Manager if the Commission chambers were damaged or other exigent circumstances exist, or may be cancelled by the Mayor in consultation with the City Manager when deemed appropriate.

3.5 Special Meetings.

A Special meeting or workshop may be called by the Mayor, the Vice-Mayor in the Mayor's absence, or a majority of the Commissioners upon at least 24 hours' written or verbal notice to each member, served personally or left at his/her usual place of business or abode. Whenever a special meeting is called, written notice shall be given by the City Clerk to the Commissioners, the City Manager, the City Attorney, the press, and any persons entitled, as a matter of law, to written notice, stating the date, hour and place of the meeting and the purpose(s) for which the meeting is called. The requirement of notice to the Commissioners may be waived if all members of the Commission are present at roll call of the special meeting or workshop. All members of the Commission shall receive immediate notification by telephone or other electronic or manual means of any change of special meeting or workshop date or time.

3.6 Emergency Meetings.

An emergency meeting may be called by the Mayor~~presiding officer~~. If the Mayor~~presiding officer~~ is absent or ill, the Vice-Mayor may call an emergency meeting. An emergency meeting may be called only when the person calling the meeting believes that a situation exists that may involve serious consequences and that requires immediate consideration or action by the Commission. Whenever such emergency meeting is called, the City Manager, if he or she is unavailable, the Assistant City Manager, City Clerk or Deputy City Clerk or Chief of Police, shall make a diligent and good faith attempt to notify each Commission Member, the Clerk, the City Attorney, any person entitled to notice as a matter of law, and the press stating the date, hour, and place of the meeting, the nature of the emergency, and the purpose(s) for which the meeting is being called. The notice shall be in writing if possible. No other business shall be transacted at the meeting, and the minutes of each emergency meeting shall include the nature of the emergency and the record of notice.

3.7 Workshops.

Workshop meetings of the Commission are held for the purpose of the Commission being informed on and discussing matters which may come before them for consideration at a regular or special meeting. Workshops are to consider matters that are not ready for Commission action or for the purpose of gathering information or advising the Commission on any new or different administrative operations or service City staff will undertake. No

official action by the City Commission may be taken during a workshop.

3.8 Executive Sessions of City Commission.

The City Commission may hold closed executive sessions as authorized by law, including but not limited to litigation meetings (§ 286.011(8), Fla. Stat.), risk management meetings (§768.028 (16), Fla. Stat.), and collective bargaining meetings (§ 447.605, Fla. Stat.).

A. **Litigation Meetings.** The City Commission may hold litigation meetings to discuss pending litigation to which the City is a party before a court or administrative agency so long as such meetings are noticed, held and reported, and the records thereof preserved and made available to the public upon conclusion of the litigation in compliance with § 286.011(8), Fla. Stat., and any amendments thereto.

B. **Risk Management Meetings.** Portions of the City Commission's meetings and proceedings that are conducted pursuant to the City's Risk Management Program and that relate solely to the evaluation of claims filed with the Risk Management Program, or that relate solely to offers of compromise of such claims, may be held in private session, so long as such meetings or portions of meetings are held and a record thereof is preserved in compliance with §768.028 (16), Fla. Stat., and any amendments thereto. In accordance with §768.028 (16), Fla. Stat., and any amendments thereto or successor or supplemental statutes and other applicable laws the minutes of Risk Management meetings and other records thereof are exempt from public disclosure under §119.07(1), Fla. Stat., until termination of all litigation and settlement of all claims arising out of the same incident.

C. **Collective Bargaining Meetings.** All discussions between the City Manager, the City Attorney, and the City Commission relative to collective bargaining shall be closed and exempt from the provisions of §286.11, Fla. Stat., as provided in § 447.605, Fla. Stat.

3.9 Quorum.

A quorum exists only when a majority of the Commission Members are physically present. Unless otherwise provided by law, a majority vote, where a quorum is present, constitutes action of the Commission. In the absence of a required quorum, those Commissioners assembled, including a single Commissioner, if only one is present, may take measures to obtain a quorum, fix the time to which to adjourn or take a recess, and open and continue a public hearing on any scheduled matter to a time and date certain, but shall take no testimony and conduct no other business. Nothing in this Section shall limit any procedure, rules, statutes, or other lawful authority governing the conduct of business in the event of a disaster or emergency.

3.10 Reading of Minutes.

Minutes of Commission meetings shall be read at the request of any member of the City Commission.

3.11 Remote Participation.

A Commission member seeking to attend all, or any portion of a meeting via electronic means shall submit his/her request to the Presiding Officer with as much advance notice as possible. The Presiding Officer is authorized to consult with the City Attorney and or City Manager as needed and to grant or deny the request to appear electronically. If the presiding officer grants the request, then the City Manager shall ensure the chambers is appropriately equipped to permit any audio/video interaction needed. The Presiding Officer may permit electronic attendance where a Commission member is incapacitated due to illness or injury or hindered by circumstances from physically attending but is otherwise able to concentrate and give his/her attention to the business of the Commission. No more than one Commission member~~s~~ may attend a meeting electronically at one time. The Commission member attending remotely may participate in discussion of the Commission but may not vote.

3.12 Appropriately Equipped Defined.

For purposes of section 3.11, the term "appropriately equipped" shall mean that level of equipment allowing the Commissioner attending electronically to hear fellow Commissioners and any person presenting at the microphone; allowing all other Commissioners and all persons attending in the Chambers to hear the Commissioner attending electronically; and for matters expected to include video or graphic presentations, the ability of the Commissioner attending electronically to view via a video feed the same images seen by Commissioner physically attending.

SECTION 4. PREPARATION OF AGENDA.

4.1 General.

The Mayor, a majority of the Commission, or the City Manager may request items be placed on a Workshop, Special or Regular Meeting agenda. The Commission will approve any changes to the agendas for that day for all workshops, regular meetings, and special meetings while in the first Workshop, Regular Meeting, or Special Meeting ~~Workshop~~, whichever comes first in the sequence of meetings for the day. ~~during the Approval of Regular Agenda, as shown on the agenda.~~

A draft agenda of regular workshops and regular meetings will be prepared by the City Manager and City Clerk and the draft should ~~must~~ be distributed to the Commission no later than two Fridays prior to the regular meeting or workshop and the final agenda must be published online no later than the Thursday prior to the regular meeting or workshop. Once the final agenda is published, the Commission may make changes at the meeting in question when the agenda is being approved.

4.2 City Clerk.

The City Clerk shall prepare the agendas and assemble the accompanying backup or background information for the City Commission meetings. No item may be added to the agenda by City Staff without the approval of the City Manager, unless otherwise provided

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in these rules.

4.3 City Attorney.

The City Attorney will establish a portion of the agenda for the City Commission meetings and may add supplemental items to the agenda whenever, in the discretion of the City Attorney, such items require the City Commission attention at that meeting.

4.4 City Commissioner.

Any Commissioner may each, if desired, request that a~~n~~ single item be placed on or removed from a future agenda at the end of a Workshop or during Commissioner Comments at a Regular Meeting for a vote to add the item by a majority vote of the quorum present. For the item to be scheduled on an available future agenda, the ~~requesting~~ Commissioner requesting the addition or deletion of an agenda item must receive consensus or an affirmative vote from a majority of the Commission and the item will be added to a Workshop, Special or Regular meeting based on available time and expected duration of the item to be added to the future agenda consistent with applicable notice and sunshine law requirements.

~~Any City Commissioner may have an item placed on an agenda so long as they provide the information prior to the final agenda deadline and consistent with all applicable notice requirements. The item will be noted as a Commissioner item and the Commissioner who submitted the item will be responsible for its presentation to the Commission.~~

4.5 Items Not on Agenda.

Matters that do not require separate public notice may, with the consent of the majority of the Commissioners present, be added during the approval of the meeting agenda portion of the workshop or meeting and then considered and acted upon at any regular or special City Commission meeting.

4.6 Removing Items from the Agenda

The person responsible for adding an agenda item may request its removal at any time leading up to the meeting. The City Manager may remove staff items. ~~, and~~ Commissioners may remove items they have individually submitted without first obtaining a vote of the majority of the Commission to remove the item that was added by that Commisioner. The City Clerk will notify the Commission via email of any items' removal prior to the meeting. Private applicants may request a continuance of an item before or at the meeting, and the continuance will be considered at the meeting subject to a majority vote of the Commission approving the continuance request, if the request is denied the applicant should be prepare to go forward~~.al.~~

SECTION 5. ORDER OF BUSINESS.

Following is order of business for all commission, committee and board meetings unless otherwise determined by the commission, committee or board.

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5.1 Commission Regular Meetings.

At each Regular meeting of the Commission, the business to be considered shall be taken up for consideration and disposition in the following order:

a) Call to Order

b) Roll Call (unless immediately following a workshop where roll call was taken.)

c) Approval of Meeting Agenda.

d) Proclamations, Recognitions, Certificates of Appreciation.

e) Public Comments on Non-Agenda Items.

f) Approval of Minutes.

g) Consent Agenda.

h) Items of Business.

i) City Attorney and City Manager Reports.

j) Commissioners' Comments and Reports.

k) Adjournment.

5.1.1 Consent Agenda.

Any item(s) not requiring individual action or public hearing may be designated for action at the Commission meeting on the "Consent" agenda. Any Commissioner, City Attorney, or City Manager may withdraw any item(s) from the Consent Agenda for individual discussion and Commission action. Any item so removed from the Consent Agenda shall be considered after other items on the consent portion of the agenda have been heard.

5.2 Commission Workshops.

Workshops will be held first before the Regular or Special Meeting if scheduled on the same date as a Regular Meeting or Special Meeting. At each workshop meeting of the Commission, the business to be considered shall be taken up for consideration and disposition in the following order:

a) Call to Order and Pledge of Allegiance

b) Roll Call

c) Discussion Items

d) Public Comment on Discussion Items.

~~d)~~e) Items to be placed on future agendas.

~~e)~~f) Adjournment.

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SECTION 6. PUBLIC HEARINGS.

6.1 Non-Quasi-Judicial Public Hearing.

Refers to a hearing where the public is both invited and entitled to be heard on a matter pending before the Commission, typically requiring an advertisement in a local newspaper, or other medium as may be prescribed by law, of the matter to be considered. Examples include hearings to consider the adoption, repeal, or amendment of ordinances, or in some cases, resolutions.

6.1.1 Procedure for Non-Quasi-Judicial Public Hearing.

a) Initial Presentation by applicant (if applicable) and then by Staff.

b) Questions by the City Commission.

c) Public Comment on Agenda Item.

d) Closing of Public Comment.

e) Staff Response and Summary

f) Commission discussion.

g) Inquiry, Clarification, and Comments during Presentations. It is the intent of the Commission that its public hearings be orderly and, in that respect, interruption of presentations should be avoided. However, it is also the intent of the Commission that a complete record of relevant facts be established and a complete understanding of the matters under consideration be obtained. Thus, at any time during a public hearing, the Commission Members may be allowed to comment or make inquiry of persons addressing the Commission, or of staff or other persons in attendance, or may allow staff or the City Attorney to comment or make such inquiries.

6.2 Quasi-Judicial Public Hearing.

Refers to a type of public hearing in which the Commission is required to assume a more adjudicatory role, as distinguished from a legislative role. In quasi-judicial hearings, certain procedural requirements are required by State Law. The following types of public hearings shall be conducted as quasi-judicial: certain zoning amendments; development agreements if accompanied by a quasi-judicial development application; rezonings, variances, special exceptions, an appeal to the Commission of an administration determination; and such other hearings as may be required by law to be treated as quasi-judicial.

6.2.1 Procedure for Public Hearings on Quasi-Judicial Matters.

a) Presiding Officer or City Attorney Explanation of hearing process. A "script" for the hearing may be used by the City Attorney and Mayor if deemed appropriate.

b) Oath or Affirmation – Prior to addressing the Commission at a quasi-judicial public hearing, each person who intends to address the Commission shall

declare, pursuant to oath or affirmation administered by the Clerk or another duly authorized person, that the factual statements or representations that he or she will present shall be truthful and accurate. Any person who knowingly makes a false statement or representation under oath or affirmation shall be subject to criminal and other sanction as provided by law, in addition to any consequence provided for under the Commission Procedures or any City of Treasure Island Resolution or Ordinance.

c) City Commission Disclosure – Ex-parte Communications. Commission members shall disclose into the record factual matters which are not already contained in the record, when such Commission members have personal knowledge pertaining to the physical characteristics of a site, its surroundings, or other communications relevant to the matter of being heard.

d) Applicant presentation – 15 minutes however, more time may be given by the presiding officer to ensure all relevant testimony is presented. Witnesses may be cross examined by Commission, City Attorney, staff or staff counsel and public. The Applicant has the burden of proving that the proposal is consistent with the City Code and Comprehensive Plan, as applicable.

e) Staff presentation – 15 minutes however, more time may be given by the presiding officer to ensure all relevant testimony is presented. City of Treasure Island staff shall summarize its findings and conclusions relating to the quasi-judicial matter to the Commission so as to provide an overview of the proposed matter and identify issues for the Commission's consideration. Witnesses may be cross examined by Commission, City Attorney, or the applicant.

f) Public Comment on Agenda Item – Each person choosing to speak should comply with Section 8 of the Rules and identify whether or not he/she has been sworn. Testimony presented shall be competent and substantial in nature. At the beginning or during public comment, any adversely affected impacted persons or third parties who are specially impacted and adversely affected by the quasi-judicial application may request and be granted additional time to present any of their expert witness testimony for a duration set by the presiding officer. Adversely affected persons and their experts may testify and submit written reports, presentations, exhibits and other evidence they wish to be considered either before or at the quasi-judicial hearing. Adversely affected persons should submit a letter in advance requesting adversely affected person status that contains an explanation of how they are affected or impacted to a greater degree and may suffer special impacts due to their proximity or use of the subject area for consideration by the presiding officer at the hearing.

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g) Rebuttal by Applicant – 10 minutes max. Rebuttal must only address comments made in the previous presentations.

h) City Commission questions.

i) Close public hearing.

j) Commission Action – All decisions shall be based on the evidence presented at the hearing on the case, which shall include the agenda materials, minutes, the project file, testimony presented and other evidence presented. Strict rules of evidence shall not apply but the evidence must be relevant to the issues before the Commission.

k) Inquiry, Clarification and Comments During Quasi-Judicial Presentations – It is the intent of the City Commission that its quasi-judicial public hearings be orderly and to that end, interruption of presentations is ordinarily to be avoided. It is also the intent of the City Commission that a complete record of relevant facts be established and a complete understanding of the matters under consideration be obtained. Accordingly, the presiding officer, at any time during a public hearing, may allow Commissioners to comment or make inquiry of persons addressing the Commission, or of staff or other persons in attendance or may allow staff, the City Manager or the City Attorney to comment or make such inquiries.

l) Other Procedural Guidelines.

l.1 **Authorization of Group Representatives.** Before a person representing an organization or group speaks, that person shall state whom he or she represents and provide written authorization as evidence of their authority to speak on behalf of the organization in regard to the matter under consideration, unless the Presiding Officer waives this requirement. In quasi-judicial hearing matters, anyone representing an organization must present written evidence of their authority to speak on behalf of the organization in regard to the matter under consideration. The Commission may make further inquiry into the representative authority of such person. Only one five minute time allotment per hearing is allowed for each organization or group of persons represented at the hearing.

l.2. Experts. In quasi-judicial proceedings, persons purporting to offer expert testimony shall identify any educational, occupational, and other expertise that they possess that is relevant to their qualifications to speak regarding the matter under consideration. Persons purporting to offer expert testimony in other contexts, such as legislative proceedings, may likewise be required to identify their expertise. Any Member of the Commission, the City Manager, or the City Attorney or staff attorney or member of the public may inquire further as to such expertise.

l.3. Custodian. The City Clerk shall be custodian of all of the documents entered into the record at any public hearing.

SECTION 7. DISCUSSION OF AGENDA ITEMS - RULES OF DEBATE.

7.1 Generally.

At the hour set for each meeting, members of the City Commission, the City Attorney, the City Manager and the City Clerk shall be seated, and the business of the City Commission shall be taken up in accordance with the agenda prepared for the meeting. The presiding officer may take business out of order if he or she determines that such a change will expedite the business of the City Commission or will otherwise be in the City's best interest.

7.2 Sequence of Debate.

With the exception of quasi-judicial matters, action on items before the Commission shall be commenced by oral motion of a Commissioner. If no motion is made, the action or item before the Commission has yet to be commenced and the item cannot proceed. Such motion can approve the item, approve the item with conditions, disapprove the item, or postpone the action and move on to the next piece of business. Upon said motion receiving a second said motion shall then be opened for discussion. At the conclusion of discussion, action on the motion shall be concluded by either voice vote, or if the item is a resolution or ordinance, by roll call vote, commencing with the Commission member making the motion followed by the Commissioner seconding the motion, and then proceeding in district order, with the Mayor voting last.

The Commissioner making any motion or second shall not be required to vote affirmatively on said motion. Immediately prior to, or after the vote, the presiding officer may allow any Commissioner to give a brief statement to explain his/her vote, which shall not be used to further argue in favor of or against the motion. A Commissioner will have the privilege of filing with the City clerk a written explanation of his/her vote which shall become part of the record of the proceeding.

7.3 Presiding officer may move, second and debate; responsibility.

The Mayor, Vice-Mayor or such other member of the Commission as may be presiding may move, second and debate from the chair subject only to such limitations of debate as are imposed by these rules on all members and shall not be deprived of any of the rights and privileges of the Commissioner by reason of the Commissioner acting as a presiding officer. The presiding officer has the responsibility of controlling and expediting debate. A commission member who has been recognized to speak on a question has a right to the undivided attention of the commission. The presiding officer responsibility is to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

7.4 All members shall vote.

No member of the Commission who is present at any meeting of the Commission at which an official decision, ruling or other official action is to be taken or adopted may abstain from voting in regard to such decision, ruling or act and a vote shall be recorded or counted

for each such member present unless, with respect to any such member, there is, or *appears* to be, a possible conflict of interest under s. 112.311, s. 112.313, s. 112.3143, or additional or more stringent standards of conduct, if any, adopted pursuant to s. 112.326. If the official decision, ruling, or act occurs in the context of a quasi-judicial proceeding, a member may abstain from voting on such matter if the abstention is to assure a fair proceeding free from potential bias or prejudice. In such cases, such members shall comply with the disclosure requirements of Section 112.313, Florida Statutes. When the vote of the Commission is equally divided, the status quo shall be maintained. In such an event, a person who sought a change in status quo shall be considered to have had the request denied. In the event of an equally divided vote, the matter at issue may be brought back before the Commission by motion of any Commissioner by no later than the next regular meeting.

7.5 Getting the floor, improper references to be avoided.

Every Commissioner desiring to speak or ask questions shall address the presiding officer and ask to be recognized and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all personal attacks and discussion of matters not relevant to the issues at hand. ~~personalities and indecorous language~~.

7.6 Interruptions.

A Commissioner, once recognized, shall not be interrupted when speaking unless a point of order is raised and the Commissioner is called to order by the Presiding Officer ~~except to call the Commissioner to order or as herein otherwise provided~~. If a member while speaking is called to order, said member shall cease speaking until the question of order is determined, and if determined to be "in order", the Commissioner shall be permitted to proceed.

7.7 Withdrawal of motions.

Any motion before the Commission may be withdrawn at any time prior to a vote being taken thereon by the Commissioner making such motion, upon agreement by the Commissioner seconding said motion to withdraw his/her second.

7.8 Amending of motions.

At any time during discussion of a motion on the floor, a motion to amend said motion may be made. If the amending motion is seconded, the Commission shall at the conclusion of discussion, first vote on the amending motion ~~and then~~ before any vote upon the original motion in its amended form. An amending motion may be withdrawn in the same manner as set forth ~~in sub-paragraph 7.6~~ above.

7.9 Privilege of closing debate.

The Commissioner moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.

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7.10 Motion to reconsider.

A motion to reconsider any action taken by the Commission may be made only on the day of such action or no later than the next regular meeting. If the question was decided by a tie vote, any Commissioner may move for reconsideration of the question at the same meeting or at the next regular meeting of the City Commission or at the next meeting of the City Commission where a full Board is present. In no event will the motion to reconsider be made later than thirty (30) days after a vote on a quasi-judicial matter; provided, however, if an appeal has been filed, no reconsideration may be made after an appeal has been filed; provided however, a motion to reconsider may be made either immediately, or later during the same session before adjournment, or at a recessed ~~or adjourning~~ or continued meeting or continued or tabled agenda item ~~session thereof~~. Such motion must be made by someone ~~of~~ who voted on the prevailing side but may be seconded by any member regardless of their prior vote on the matter. The motion to reconsider may be made at any time and have precedence over all other motions. Nothing herein contained shall be construed to prevent any member of the Commission from making or remaking the same or any other motion at a subsequent meeting of the Commission.

7.11 Corrections of Clerical Errors.

Any Member of the Commission may move at any time for correction of clerical or typographical errors inadvertently included in any matter previously passed by the Commission.

7.12 Effect of Approvals and Denials of Motions.

When a matter is brought forward to a vote based on a motion to approve it or approve it with modifications, and such motion fails, the status quo shall be maintained, and the matter shall be considered to have been denied. A denial will not preclude a subsequent motion to approve with different modifications at the same meeting. When a matter is brought to a vote based upon a motion to deny it, and said motion fails, the matter will not be considered granted and will be treated as if no action has been taken on the matter. Such a vote will not preclude a subsequent motion at the same meeting to approve or approve with modifications.

7.13 Remarks of Commissioners - When Entered in Minutes.

The City Clerk shall be directed to enter in the minutes a synopsis of the discussion.

7.14 Reconsideration to Resolve a Legal Dispute.

The City Commission may reconsider a prior decision, regardless of the time elapsed, when advised to ~~do so~~ reconsider or amend a prior decision by the City Attorney for the purpose of resolving a legal dispute arising from the decision or correcting a legal or factual error.

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SECTION 8. RULES AND PROCEDURES FOR ADDRESSING THE COMMISSION.

8.1 Public Comments.

Any person desiring to address the Commission on items not listed on the agenda may do so during Public Comments for any city business related items not on the agenda or items on the consent agenda. Individuals addressing the Commission on the same topic should attempt to provide new information and not merely repeat the comments of the previous speaker, but may state that "I agree with the previous speaker." All comments must be related to ~~the~~ City business. Each person is limited to speak once ~~on each Agenda Item~~ unless otherwise approved or requested by the Commission. The duration of public comments, by speaker or total time allocated to general public comments, may if needed be limited by the presiding officer in the interest of time management to ensure sufficient time for agenda items to be heard and all city business completed in a reasonable period of time.

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8.2 Agenda Items.

Any person, including an applicant's representatives, desiring to address the Commission shall first complete a card expressing the desire to address the Commission on an agenda item. A separate card shall be completed for each agenda item the person desires to discuss. Those persons addressing the Commission on an agenda item at the Commissions' request do not have to complete a card for that item. Other than an applicant's representatives, each person may speak only once as public comment during an agenda item of interest. The Commission may call a person back to the podium to answer questions if desired.

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8.3 Written Communications.

Interested parties or their authorized representatives may address the Commission by written communications in regard to matters under discussion. Relevant and admissible written comments submitted may be considered and entered into the record of the meeting but not necessarily read at the meeting. Written comments received by City Commissioners regarding a matter that is the subject of a quasi-judicial public hearing, if received no less than 72 hours before the relevant meeting, and if a copy of the comments are copied to the City Clerk in that timeframe, shall be distributed to all City Commissioners, the Community Development Department and the City Attorney, and will be made available for review by the Applicant and the public in a project reading file maintained by the Community Improvement Director (for land use matters) and by the City Manager (for all other matters).

8.4 Reading of protests, etc.

Interested persons, or their authorized representatives, may address the Commission by reading protests, petitions or communications relating to zoning, sewer and street improvement proceedings, hearings on protests, appeals and petitions or similar matters in regard to matters then under consideration; providing, however, such readings do not exceed three minutes.

8.5 Cellular Telephones.

Cellular telephones and other sound emitting devices shall be turned off while the City Commission is in session.

8.6 Addressing Commission, Manner & Time Limit.

Each person addressing the Commission shall step in front of the podium, shall give his/her name, and if the person is a City of Treasure Island resident, the person shall identify their District of residence or if the person is not a City of Treasure Island resident. If applicable, the person shall state that they are a non-City resident, in an audible tone of voice for the record, and unless more time is granted by the presiding officer, shall limit his/her statements to five (5) minutes unless a more limited time is established by the presiding officer for a particular item based on the number of public speakers file cards desiring to speak on the item of city business and the time allocated for both the meeting and the agenda item. The presiding officer also has the discretion to grant a reasonable amount of additional time to an applicant or adversely affected persons. All remarks shall be addressed to the Commission as a body and not to any member of the Commission thereof. No person other than the Commission and the person having the floor shall be permitted to enter into any discussion either directly or through a member of the Commission, without the permission of the presiding officer. No questions shall be asked of a Commissioner except through the presiding officer.

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8.7 Recordings.

Members of the public may only record a public meeting from their seat in the audience unless the member has requested an alternative recording location at least one (1) day prior to the public meeting. If such an advance request is received, the City Clerk will attempt to provide an alternative location for recording.

SECTION 9. DECORUM.

9.1 By Commission Members.

During all meetings of the Commission, Commission members must preserve order and decorum, and a member shall neither by conversation or otherwise delay or interrupt the proceeding or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or its presiding officer, except as otherwise herein provided.

9.2 By persons.

All persons attending a Commission meeting, hearing, or workshop shall conduct themselves in a civil manner and refrain from action that disrupts the meeting or hinders the Commission in performing its duties. To these ends, such persons are prohibited from:

a) Committing acts of violence toward any person;

b) Making threats of violence or speaking "fighting words" that are likely to provoke violence;

c) disrupting the proceedings with excessive commotion or excessively loud shouting or other noise or use of obscene or crude language;

d) interfering with the rights of others to speak, hear, see, or attend the proceedings;

e) being unduly repetitious or presenting matters not relevant to the agenda item under consideration;

f) making personal attacks or insults against any person;

g) continuing to speak after the allotted time has expired or after having been ruled out of order;

h) or speaking on a subject that is clearly outside the purview of Section 1.2.

9.3 Enforcement of Decorum.

If it becomes necessary, the police chief or the police chief's designee shall be called to act as Sergeant-at-Arms. He/she or they shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the meeting. Upon instructions of the presiding officer, it shall be the duty of the sergeant-at-arms to remove any person who violates the order and decorum of the meeting or to place such person(s) under arrest and cause him/her to be prosecuted under the provisions of the Ordinances for the City of Treasure Island. No person shall be removed from the chambers until a "warning" is given by the presiding officer that their behavior is disruptive and further disruptions will result in removal.

SECTION 10. THE RECORD

10.1 Automatically Included in the Record of Decision of the City.

The following documents will automatically be included in the record decision of the City:

10.1.1 the records of the City Commission maintained by the City Clerk, which include the agenda packet, staff reports, and all items placed in the record under section 11.2; and

10.1.2 the development approval application, site and plans, if any, and all accompanying documents submitted by the applicant; and

10.1.3 all documents in the reviewing departments' files for the development approval application; and

10.1.4 the most recent copies of resumes previously filed with the City Clerk and agents speaking on the matter that had been considered; and

10.1.5 comments, documents and exhibits previously entered into the record at a prior Board meeting or Committee meeting on the particular matter or on file with the

City Clerk, City Manager or Community Improvement Department prior to the public hearing including written communications to members of the Board and staff, if any; and

10.1.6 the relevant codes, ordinances and plans of the City: City Comprehensive Plan; the City's Land Development Code; the City's Code of Ordinances and the City's Code of Resolutions, all as may be amended; and

10.1.7 memoranda from the City Attorney directed to the City Commissioner or other City staff on that item.

10.2 Items Which Will Be Placed in the Record.

Any photographs, tapes, discs, or other recordings, documents, exhibits, diagrams, petitions, letters, or other materials presented to the City Commission in support of, or in opposition to, an item to be considered by it will be entered into the record. Where such items are in the form of handouts to be viewed by City Commissions at a Board meeting, the presenter will provide at least eight (8) copies. Additional copies may be requested where necessary. The City Commission may accept legally inadmissible items into the record for the purposes of preserving the record for appellate review, provided that City Commissions will not consider those items, or parts thereof, which are inadmissible in reaching their decision. In the event the City Commission has any questions as to the admissibility of any item presented for placement into the record, the City Commission may defer admission of the item pending an opinion from the City Attorney's office.

10.3 Custodian.

The City Clerk will be custodian of all of the documents entered into the record at any public hearing. The Community Development Department and the reviewing departments for a specific development approval application (i.e. those departments who have submitted review comments to the Community Improvement Department) will be responsible for maintaining the documents pertinent to their respective review of the development approval application.

10.4 Correction of Errors in the Record.

In the event the City Commission determines that there was an error, either of commission or omission regarding the placement of an item into the record, any member of the City Commission may move to correct such error and such act of correction will be done upon a majority vote of the members of the City Commission.

10.5 Exhibits.

Documentary paper or photographic exhibits will not exceed 11 inches by 17 inches and, if mounted on a backboard, will be removed therefrom; provided however, a digital copy of such exhibit(s) shall be submitted to the City by the applicant in order to be considered a part of the official record. If a digital copy is not submitted, such exhibit shall not be considered as part of the record of the proceedings.

SECTION 11. SUSPENSION OF RULES.

The Rules of Procedure may be waived by simple majority.

SECTION 12. AD HOC COMMITTEES.

The City Commission, by resolution, may create one or more ad hoc committees to advise the Commission on specific matters affecting the health, safety and welfare of the citizens of the City or on matters relating to the operation of the city government. Any such ad hoc committee created shall exist for a period as may be set by the City Commission. Each committee shall have a composition as determined by the City Commission with the chairperson of the committee appointed by the Presiding Officer. Each member of the Commission may nominate a member who may be a city resident to serve on any ad hoc committee, and the Commission, by majority vote, shall select the members and alternates (if any) to the committee from the list of nominees.

SECTION 13. CONFLICTS; USE OF OTHER RULES.

13.1 Conflict with Other Laws.

In any instance where a procedure established by this resolution violates or is in conflict with federal or state law, County ordinance, or a final and binding order of a court or administrative agency, or rights thereunder, the procedures established hereunder shall be inoperative to the extent of such conflict. If any portion hereof is held by a court of competent jurisdiction to be invalid, such portion shall be deemed severable from the remainder and, to the extent possible, the remainder shall be operative without the invalid portion.

13.2 Robert's Rules of Order.

In all cases not covered by these Procedures, the most current edition of Robert's Rules of Order shall be used as a general guide and may be followed by the Presiding Officer, unless the Commission overrules the Presiding Officer by a majority vote.

SECTION 14. Directions to City Attorney.

No member of the City Commission, without a vote by the majority vote of the quorum present at a workshop, special or regular meeting, shall direct, request, or require the City Attorney to undertake any legal research, prepare any written or oral opinion, draft documents, or perform any other legal services, except pursuant to direction authorized by a consensus of the majority of the City Commission at a duly noticed public meeting. The City Attorney shall take direction only from the City Commission acting as a body, and not from any individual Commissioner.

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SECTION 154. EFFECTIVE DATE.

These rules shall be in force and effect immediately upon adoption by the City Commission of the City of Treasure Island and shall remain in effect until such Rules are amended or

repealed.

The *Rules of Procedure* were originally adopted by Resolution 490 of the City Commission sitting in Regular Session on July 17, 1973 and any amendments thereto have been incorporated in these Rules.

Upon adoption and revision of these Rules of Procedure, the City Manager shall cause the rules to be placed on the city website for access and download by the public. For those ~~requiring~~ requesting a paper copy of the rules, the guidelines provided for public records shall apply.

Revisions:

Revised 6-15-2010, Resolution 10-49
Revised 2-2-2016, Resolution 16-08
Revised 8-25-2017, Resolution 17-93
Revised 5-18-21, Resolution 21-05
Revised 6-17-25, Resolution 25-10
Revised ##-##-26s~~5~~, Resolution 26-##

AGENDA ITEM NO. B.3

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 17, 2026

SUBMITTED BY: Victor Ortiz, Finance

ITEM TYPE: Presentations

AGENDA SECTION: DISCUSSION

SUBJECT: Financial Report - 1st Quarter 2026 FY

BACKGROUND: .

POLICY/PURPOSE: For information purposes only.

STRATEGIC PLAN RELEVANCE: Financial and Economic Development Goal 2: Maximize the utilization of the City's resources.

ANALYSIS/DISCUSSION:

1st Quarter Financial Report

- Revenue Performance
- Expenses projections
- Reserve balances
- Cash Flow

FUNDING: N/A

MOTION:

ATTACHMENTS:
FY2026 1st Quarter Financials.pdf

FY 2026 Financials

1st Quarter



TREASURE ISLAND
FLORIDA

Revenues

Oct-26	FY 2026 Budget	1st Quarter Actual	1st Quarter Prior Year	1st Quarter FY 2025 Total	1st Quarter 2026 Projection	Favorable / (Unfavorable) t Budget	Favorable / (Unfavorable) t Prior Year
FUND SUMMARY							
Revenues							
001 - GENERAL FUND	20,203,790	10,583,846	10,380,465	25,368,323	21,985,553	1,781,763	203,381
123 - PENNY FOR PINELLAS	1,001,600	50,000	363,189	1,702,856	1,001,600	0	(313,189)
126 - COUNTY GAS TAX	72,900	0	9,013	98,526	72,900	0	(9,013)
140 - BUILDING FUND	753,000	390,796	160,778	734,612	1,499,896	746,896	230,018
201 - DEBT SERVICE FUND	968,162	0	(709)	(14,915)	968,162	0	709
301 - CAPITAL PROJECTS FUND	2,741,384	17	141	848	101	N/A	(124)
420 - WASTEWATER FUND	6,817,000	1,730,031	1,808,956	5,650,930	5,404,379	(1,412,621)	(78,925)
430 - SOLID WASTE FUND	2,512,870	798,565	763,503	2,514,265	2,629,727	116,857	35,062
450 - STORMWATER FUND	1,534,900	442,114	426,750	1,416,031	1,467,012	(67,888)	15,364
Total	**$36,605,606**	**$13,995,369**	**$13,915,123**	**$37,489,625**	**$35,029,330**	**1,165,007**	**80,246**

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Revenues

Property Taxes and Parking

General Fund - Revenue Sources	FY 2026 Budget	1st Quarter Actual	1st Quarter Prior Year	1st Quarter FY 2025 Total	1st Quarter 2026 Projection	Favorable / (Unfavorable) to: Budget	Favorable / (Unfavorable) to: Prior Year
Property Taxes	10,507,775	8,423,830	8,806,517	11,438,700	10,941,632	433,857	(382,687)
Metered Parking	1,700,000	351,328	45,966	1,515,035	1,561,458	(138,542)	305,362
Parking Fines	300,000	119,246	23,217	197,795	476,983	176,983	96,029

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Expenses

Operating Expenditures	FY 2026 Budget	1st Quarter Actual	Prior Year	FY 2025 Total	2026 Projection	Favorable / (Unfavorable) to: Budget	Prior Year
001 - GENERAL FUND	5,278,464	1,735,255	3,039,522	9,369,036	5,348,758	(70,294)	1,304,267
140 - BUILDING FUND	982,090	138,165	284,878	988,851	614,067	368,023	146,713
420 - WASTEWATER FUND	4,695,619	543,524	889,800	4,241,733	3,627,420	1,068,199	346,276
430 - SOLID WASTE FUND	1,800,416	322,587	499,069	1,643,900	1,062,580	737,835	176,482
450 - STORMWATER FUND	305,873	43,573	100,318	428,978	193,656	112,217	56,745
Total	**$13,062,461**	**$2,783,104**	**$4,813,587**	**$16,672,497**	**$10,846,481**	**2,215,980**	**2,030,482**

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Expenses

Personal Cost	FY 2026 Budget	1st Quarter Actual	1st Quarter Prior Year	1st Quarter FY 2025 Total	1st Quarter 2026 Projection	Favorable / (Unfavorable) to: Budget	Favorable / (Unfavorable) to: Prior Year
001 - GENERAL FUND	12,097,830	2,743,272	2,591,426	11,093,925	11,743,980	353,850	(151,846)
140 - BUILDING FUND	228,580	60,250	49,239	252,882	267,779	(39,199)	(11,011)
420 - WASTEWATER FUND	386,540	91,633	98,353	417,175	388,672	(2,132)	6,720
430 - SOLID WASTE FUND	922,470	101,314	148,205	697,604	101,314	821,156	46,891
450 - STORMWATER FUND	249,590	56,405	44,715	206,661	250,690	(1,100)	(11,690)
Total	**$13,885,010**	**$3,052,875**	**$2,931,939**	**$12,668,247**	**$12,752,435**	**1,132,575**	**(120,936)**

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Budget Amendments

General Fund Reserve

General Fund Reserve

•	2025-34	Fire Rep Veh	($7,900)
•	2025-35	Roselli Park	($57,000)
•	2025-35	Cleaning Machine	(7,000)
•	2025-36	Beach Pavilion	($350,000)
•	2025-36	Treasure Bay Clubhouse	($275,000)
•	2025-36	CDD FTE	($30,000)
•	2026-04	Insurance Proceed	$386,800
TOTAL			($310,100)

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Budget Amendments

Stormwater Reserve

Stormwater Reserve

- **2025-35 Street Sweeper and Vacuum ($465,000)**

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Reserves

	General Fund	Building	Enterprise
as of September 30, 2025	11,213,466	507,670	4,859,046
Budget Amendments	310,100	0	465,000
as of December 31, 2025	$10,903,366	$507,670	$4,394,046

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Cash Flow

Bank Accounts	
4257 Accounts Payable	$0
4222 Concentration	$9,450,898
6126 Credit Cards	$0
4273 FSA Escrow	$17,785
1414 Payroll	$0
5415 Money Market	$12,715,179
4303 State Rev Loan	$4,698
4354 State Rev Loan	$1
Total Bank Accounts	**$22,188,560**
Investments	
PTMA Financial Solutions	$12,793,000
FL Safe	$6,141,650
	$18,934,650
Total Cash in Hand	$41,123,211

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AGENDA ITEM NO. B.4

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 17, 2026

SUBMITTED BY: Joan Goodrich, Administration

ITEM TYPE: For Consideration and Discussion

AGENDA SECTION: DISCUSSION

SUBJECT:

Proposed Treasure Island Local Business Employee Parking Permit Program

BACKGROUND:

Current public parking conditions and practices are harming Treasure Island's workforce, reputation, and economy.

Employees of local businesses face persistent challenges securing reliable, affordable parking near their workplaces, especially given the constantly shifting availability of public parking.

Rising public parking prices and enforcement conflicts have compelled several local business owners to ask for direct city action to craft new solutions or, in the very least, help broker new parking relationships and partnerships.

Beach communities have solved this common issue with a local employee parking permit program including Clearwater Beach, Madeira Beach, St. Pete Beach, St. Augustine, and Delray Beach to name a few.

It is a good time for Treasure Island to consider adding a local business employee permit to its parking options to address local workforce needs and support area businesses.

POLICY/PURPOSE:

The purpose of this item is to solve a long-standing, steady issue for Treasure Island's local businesses and workforce –

reliable and affordable parking.

STRATEGIC PLAN RELEVANCE:

Financial and Economic Development Goal 1:

Maximize asset utilization and effectiveness to strengthen financial health and to encourage economic development

ANALYSIS/DISCUSSION:

After studying demand and supply of municipal parking spaces in the downtown core, the city has capacity in zones 6551 and 6521 to accommodate the needs of near adjacent local businesses seeking reliable, affordable parking for its employees.

Preliminary analysis and observations identified:

1. The usage of the recommended designated parking zones by “paid” users varies between only five to seven percent (5-7%) of total capacity (102 spaces under consideration for the proposed new program).

2. Nominal revenue for the City is collected though the ParkMobile application, including during times of expected local business peak operating hours.

The expected outcome of successful Local Business Employee Parking Program would increase the utilization of City parking zone capacity, at a nominal expense to the local business owner/employee, while addressing standardization, compliance, safety, and other potential complexities.

FUNDING:

No funding is required as current staffing and parking technology can be used. New revenue projections will be provided when the program’s guidelines and pricing are finalized.

MOTION:

Commission consensus and direction is requested.

ATTACHMENTS:
FOR DISCUSSION_Treasure Island Employee Parking Permit Program_02112026r1.pdf

Proposed Treasure Island Local Business Employee Parking Permit Program

FOR DISCUSSION V. 2/11/2026 4:48 PM

1. Purpose and Intent

The Local Business Employee Parking Permit Program is intended to support Treasure Island's workforce by providing affordable, predictable parking options for employees working within designated commercial and downtown areas, while preserving convenient parking access for residents, visitors, and customers. This program is designed to:

- Support local businesses and workforce retention
- Reduce employee parking pressure in high-demand areas
- Improve overall parking turnover and compliance
- Provide the City flexibility to adjust pricing, locations, and rules as conditions evolve

2. Program Structure

The Local Business Employee Parking Permit is a **monthly, renewable permit** allowing eligible employees to park in **designated City-managed parking areas**, subject to location-based exclusions. Permits:

- Are issued on a **month-to-month basis**
- Do **not guarantee a parking space**
- Are valid only during employees' working hours and in approved locations

3. Eligibility

To qualify, an applicant must:

- Be employed by a business located within the City of Treasure Island, within the designated permit eligibility area
- Provide proof of current employment, including **one** of the following:
    - Recent pay stub
    - Employer letter or email on business letterhead
- Provide a valid driver's license and vehicle registration
- Register the specific vehicle(s) associated with the permit

Business owners who actively work on-site may qualify using business ownership documentation.

4. Permit Areas and Restrictions

The Treasure Island Local Business Employee Parking Permits are valid only in **designated City parking facilities or zones**, as established by the City Manager or designee. Initially, parking spaces in **Zone 6551** (lots north of City Hall) and spaces north of City Hall Entrance on Park Place, **Zone 6521** are recommended for the program (see Permit Areas Map).

Permits are **not valid** in:

- Prime user corridors and high-turnover areas

- Clearly posted “No Employee Parking” zones
- Private parking facilities
- Accessible (ADA) spaces without proper credentials

The City may update eligible and excluded areas administratively to respond to demand, seasonality, or enforcement needs.

5. Permit Term and Pricing

- Permits are issued monthly
- Fees are set by ordinance of the City Commission
- Permits automatically expire at the end of each month unless renewed
- Non-payment or failure to renew will result in permit expiration without notice

6. Permit Use Conditions

Local Business Employee Parking Permits:

- Are **non-transferable**
- May be used only by the registered employee
- Are valid only during the employees’ working hours
- May only be used in designated zones
- Do not guarantee parking space, spaces available on a first-come, first-serve basis
- May not be used for overnight, valet, or visitor parking

Misuse of a permit may result in:

- Citation
- Permit revocation
- Suspension from future eligibility

7. Enforcement

The City utilizes hand-held technology devices and/or other enforcement methods to monitor permit compliance. Parking in violation of program rules may result in:

- Parking citations
- Permit suspension or revocation
- Removal from the program without refund

8. Program Evaluation and Adjustments

City staff will periodically review:

- Permit utilization rates
- Parking occupancy and turnover
- Impacts on residents, visitors, and businesses
- Enforcement effectiveness
- Program satisfaction

Based on findings, staff may recommend adjustments to:

- Pricing
- Eligible areas
- Permit caps

- Program duration or structure
- Operational procedures and administrative rules

9. Administration

The Local Business Employee Parking Permit Program shall be administered by the City's Finance Department. The City Manager or designee is authorized to:

- Establish operational procedures
- Define eligible parking areas
- Adjust administrative rules consistent with program intent

Permit Areas Map

