

**MINUTES OF ORGANIZATIONAL MEETING  
CITIZENS ADVISORY PANEL FOR EFFICIENT GOVERNMENT (CAPEG)  
FEBRUARY 9, 2012  
6:00 P.M.**

Pursuant to Public Notice, Chair Lloyd French convened the organizational meeting of the Citizens Advisory Panel for Efficient Government on Thursday, February 9, 2012, at 6:00 p.m., in the Council Chambers. Those present were Chair Lloyd French, Patrick Gibbons, Andrew Groome, Michael Hensley, Ron Jurgutis, William Wagner, Nancy Wilberg, City Manager Michael P. Crotty, City Attorney James Beadle, Building Official John Stone, Finance Director Brenda Raver, Fire Chief Don Hughes, Police Chief Jeff Pearson, Public Works Director Allen Potter, Recreation Director Kerry Stoms, and City Clerk Leonor Olexa.

**PLEDGE OF ALLEGIANCE**

Chair Lloyd French led the Pledge of Allegiance.

**PRESENTATION OF SUNSHINE LAW AND PUBLIC RECORDS LAW BY CITY ATTORNEY BEADLE**

Mr. Beadle presented a general overview and indicated that if Panel members have questions/issues, they should/can contact him or City Manager Crotty. The following issues were addressed:

- The Sunshine Law prohibits two or more members of the same board entering into a discussion on a matter that will foreseeably come before the board for action.
- One Panel member talking with staff is not an issue that is subject to the Sunshine Law.
- When the Panel meets, be aware that you are in the Sunshine Law. He cautioned that the Shadow of the law is greater than the law itself.
- Panel members can attend a social meeting as long as there is no discussion on issues going before the Panel for a vote. There are criminal sanctions for a violation when it is concerning the Sunshine Law. There is nothing that prohibits you from putting out information. A problem could develop if you start getting communications. A Panel member cannot use a third party to exchange information to another Panel member (liaison).
- He provided the definition of a public record as defined by the State [F.S. 119.011 (12)].
- He emphasized that Panel members are considered to be the custodian of the record until it is delivered to the City Manager or the City Clerk. If you maintain records on your computer, than the public has the right to see the documents on your computer. Emails and texts are also considered public record. There is no reason why you cannot download communications to the computer at City Hall.
- City Manager Crotty stated there is a potential for the City to receive a public records request for the emails from the Panel's computers to be made available to the public. He recommended this topic to be an Agenda item for the next meeting. If we get a public records request, the City Clerk would tell the Panel member we had a request for all emails and would ask that the emails be provided to the City.

**REVIEW OF CHARTER FOR CAPEG**

The Panel reviewed the CAPEG Charter to include the following: Purpose, Objective & Scope, Composition, Access to Files, Data, Records, Access to City Employees, Reporting, Expenses and Compliance with Applicable Laws.

**ACCESS TO INFORMATION AND CITY EMPLOYEES**

- Meet with City Manager Michael Crotty, Finance Director Brenda Raver, and other Department Heads to set up access to information.
- Obtain information in its native format and send via electronic format when possible.

**DETERMINATION OF ACTION PLAN TO IMPLEMENT THE TASKS ASSIGNED TO CAPEG**

- Run all appointments through the City Clerk. The Panel will make appointments with a 24-hour notice and provide information.
- Meet with City Manager Michael Crotty on Monday and with Finance Director Brenda Raver on Tuesday.
- Provide Department Heads with an appointment time and list of information needed.
- Meetings with staff will be posted for the public on the City's website.
- Ask for clarification from City Attorney Beadle of what constitutes a public meeting requirement.

**DETERMINATION OF ROLE OF STAFF TO ASSIST CAPEG AND INFORMATION NEEDED TO UNDERTAKE ASSIGNED TASKS**

- Skills inventory – resume information
- Provide an update at the next City Council meeting.
- Request to have the skill inventory placed on the next agenda.

**OTHER ISSUES**

- Mr. Groome announced that he will be meeting with City Manager Crotty and Finance Director Raver.

**PUBLIC COMMENT**

- Chair French asked for public comments; the following individuals addressed the Panel: Lorraine Gott, Barbara Montanaro, Dominick Montanaro, Pat Sams, and Michelle French.

Chair French thanked all the Department Heads for coming out tonight.

The meeting was adjourned at 8:01 p.m.

Leonor Olexa, City Clerk