

TRUE COMMISSION
POLICIES AND PROCEDURES MANUAL

Adopted July 20, 2004

Revised ~~May 1, 2006~~ Month XX, 2017

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Comment [BF1]: Pull in the information from Marc's goals.

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INTRODUCTION

These policies and procedures are instituted as guidelines to assist the TRUE Commission (the Commission) in accomplishing its mission. The policies and procedures are subordinate to the Commission's charter and by-laws.

Comment [BF2]:

Review of Audits

Comment [BF3R2]: Reference back to who we are and what we do. Write a brief history of who we are

I. Distribution of Audits Audit Committee Areas of Focus

I.

1. Under Chapter 57.105 the Commission acts as an advisory body to the City concerning fiscal policy. In order to maintain an effective advisory role, the TRUE Commission is charged with reviewing the City Council Auditor Reports (the "Reports").
2. The Audit Committee will meet on a monthly basis, at a recurring time and place set by the Audit Committee Chair Person on an annual basis.

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II. Report Review

1. ~~City Council Auditor reports~~ Reports are distributed to the Commission on regularly scheduled meeting dates in advance of the monthly Audit Committee meeting via email from the JEFF's TITLE.

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1.

- a. ~~Auditor reports are mailed to absent commissioners on the next business day following regularly scheduled meetings.~~ The Audit Committee Chair Person will delegate review responsibility of each report distributed to committee members.

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- i. The responsible committee member will complete the prescribed form (see attached) to present at the audit committee meeting.

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- ii. Any Commissioner may review additional Auditor Reports not assigned to them.

2. At the Audit Committee meeting the assigned Commissioner will present the reports and recommend the Audit Committee propose one of the following actions to the Commission:

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- a. Accept audit with no comment.

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- b. Accept audit with comment.

- i. If a comment is suggested, the language should be drafted and agreed-upon by the Audit Committee for proposal to the Commission.

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- c. Accept audit pending post-audit review.

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- 2.3. With a simple, majority vote the Audit Committee may propose the Commissioner's recommendation to the Commission.

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H-III. Disposition of Audits

1. ~~Each commissioner will review distributed audits and make note of any concerns or questions~~ The Audit Committee will present the review of the Reports at the next scheduled Commission meeting following the Audit Committee review, following the outline on the prescribed form, presenting the agreed-upon recommendation from the Audit Committee for the Report.

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2. ~~Questions or concerns regarding any particular audit may be presented at the next meeting following distribution of audits. The Commission will discuss the recommendations of the Audit Committee for each Report.~~
3. ~~Upon a simple majority vote, a committee may be formed by volunteers or appointed by the Commission Chair to further review any particular audit.~~
4. ~~Any individual commissioner may request permission to review an audit on his/her own.~~
- A. ~~For any Report audit and with a simple majority vote, the Commission may dispose of said audits including but not necessarily limited to the following by:~~
 3. ~~- B.a. _____ Accept audit with no comment.
 - C. Accept audit with comment.
 - b. _____
 - D.c. _____ Accept audit pending post-audit review.~~

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Comment [BF4]: Create a new form and reference. Document a way for follow up on what the final opinion from the city council/GC offers.

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Comment [BF5]: Documentation of who is already looking at it and a decision tree of where it goes.

Create a decision tree.

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IV. ~~Committee Review of Audits~~ Post – Audit Review

III.

1. ~~Upon assignment, volunteer or appointed review committee will conduct further review.~~
2. The Commission Chair shall appoint review committee chairs.
3. Committee review methods are at the discretion of the committee.
- A. Methods of review may include, but are not limited to, the following:
 3. ~~- B. Among review committee members only.
 - a. _____
 - C. With audited department heads and/or key personnel.
 - b. _____
 - D.c. _____ With Council Auditor's Office personnel.~~
4. Upon the commencement of a review the responsible review committee chair will communicate to the Commission at each scheduled meeting of the Commission;
 - a. The method of review to be completed
 - b. The anticipated timing of the follow up
 - c. Progress-to-date
- 4.5. ~~Upon completion of committee review, the review committee will document findings and recommendations and report back to the full Commission.~~
 5. ~~The review committee may invite audited department head or key personnel to appear before the full Commission.~~
 - a. ~~- a. The Commission Chair shall be notified of invitations to appear before the full Commission by committee chairs.
 - i. _____~~
6. ~~Disposition of committee's review will be by the full Commission on a simple majority vote, and may be:~~

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Comment [BF6]: Add the legal opinion allowing us authority ... [6]

Comment [BF7R6]: Add goals ... [7]

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- a. Accept audit further review with no comment.
- b. Accept audit further review with comment.

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Legislative Tracking

I. Legislative Tracking Areas of Focus

1. The State of Florida Constitution, Article 7 Section states that the "governance of the influence of municipal partnerships with private, public, or non-profit industry, its impact on the private market, and metrics for equitable mutual benefit."
2. The Commission is granted under Chapter 57.105 of the City Ordinance the power to provide important information and raise public awareness of public finance issues by encouraging in-depth media coverage of these issues and by meeting with community, neighborhood, and civic organizations. The Commission has chosen to do this through the Legislative Tracking Committee.
3. The Committee's focus will be to improve: transparency, accountability and trustworthiness of best practices, policies and procedures for selecting investment partners.
4. The goals of the Legislative Tracking Committee are:
 - a. To improve transparency by
 - i. Focusing on incentive spending (development partnerships)
 - ii. Recommendation – to attend and observe negotiations and discussions
 - b. To improve trustworthiness
 - i. Intra/inter departmental relationship development
 - ii. Identify key contributors, stakeholders and partners
 - iii. Provide empirical evidence to support the Commission's recommendations
 - iv. Commission liaisons present throughout negotiations
 - c. To improve accountability
 - i. Collaborate City contract oversight best practices, policies, and procedure
 1. Review
 2. Access
 3. Recommend

The City Council meets twice a month (2nd and 4th Tuesday of the month). Deadline for introduction of bills is Wednesday at 3:00pm before the meeting has to be filed. Scanned and put in the file and disseminated by Thursday afternoon before the meeting (generally 1st and 3rd Thursday of the month). City Council Research staff forwards the information to the TRUE Commission with the bill summaries.

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Step 1: Legislative Bill Tracking Committee Chair & Members will review the Title Summary Pages and the 1st Page of the Bill sent out by the City Council Research Group. To identify any bills of interest.

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Step2: Sort Bills and forward report to TRUE Commissioner responsible for the CPAC impacted

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- Direct Neighborhood
- Indirect Neighborhood Impact
- Tertiary Neighborhood Impact

Step3: Legislative Bill Tracking Committee Meets

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- Determine Action to CPAC, Council, Mayor
- Determine Follow through Committee

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Step 4: Report out of Actions, Resolutions, and Recommendations

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The Legislative Tracking Committee should meet at noon on the second Friday of a month after bills are summarized. The monthly meeting of the TRUE Commission will address those bills that would be introduced in the second meeting of the month. In order for the TRUE Commission meeting to be effective for the bills introduced in the beginning of the month, a special meeting may be requested.

The TRUE Commission Legislative Committee Tracking Committee is not meant to provide a position or opinion, but is meant to assess the impact of this bill on the matters of revenues and spending of the City in conjunction with the authority provided through Chapter 57.

Review of Special ~~Interests~~Projects

Comment [BF8]: Interest may sound like it is more

Special interest reviews, which may come from various sources, including the commission itself, should follow the processes identified above and under the direction of the Commission Chair.

Identify where the work comes from. Repeat the section 57.105 duties.

Avoid creating a "traditional" structure.

Chair's Quarterly/Annual Report

Comment [BF9]: Ask for a Legislative Assistance? – Help with Orientation
Is this being done/
What is in the report?
Important to document what we are doing
What should be in here?
What is the purpose?

1. The Commission Chair shall provide, with the assistance of his/her designee(s), a quarterly report to the City Council Audit Committee and any other entity deemed necessary by the Commission.
2. Quarterly reports may be consolidated to form an annual report to be disseminated in like manner.

Niki will look into this.

New Commissioner Orientation

When new commissioners are appointed the Commission Chair may schedule a new commissioner orientation session for the purpose of introducing new commissioners to

the legislative authority, the policies and procedures, the by-laws, and the working processes of the commission. The orientation shall also include an overview of the Florida Government in the Sunshine and open records laws and how they apply to the work of the commission.

The Chairman of the Commission should note that every commissioner be encouraged.

Include in the orientation how the

Media Relations

Dissemination of Information for the Public

1. Any commissioner may request that information be made available to the various or desired media outlets.
2. Position statement on specified subject matter may be released to the media after a simple majority vote in the affirmative when a quorum is present.
3. The Chair shall ~~may appoint~~ be the media spokesperson who will be responsible for media contacts, or appoint a designee.
4. Should media interviews be requested, commissioners should defer to the spokesperson.
5. The spokesperson shall state the position of the Commission.
6. Any position statement on specified subject matter will be given to the Public Information Officers of both the Mayor and the City Council prior to being released to the media.
- 6.7. Policy on what happens if a Commissioner is approached at something like a CPAC meeting- More "Breaking News" rather than a full press conference being pulled.

Comment [BF10]: Gregory Rachel
Orientation is important, create a timeline of when it will happen
Is it quarterly or ad hoc. Come to 1 or 2 meetings first
Do we do it in the 60 days like Ethics?
Draft booklet/guideline about what it required.
Bring in a guest Council or others to help lay the ground work.
New Commissioner Checklist
Maybe even work through the nomination process to help the new
All Commissioners should be assigned to a sub-committee.
Create a manual of Frequently Asked Questions
How do we engage people are seeking the nomination? This could help with retention and recommendation.
Discussions about how bills go through council and the process of governmental legislation.
Training about the media contact and relations.

Comment [BF11]: Focus on processes to keep ourselves neutral.
At the same time, how do we keep the neighborhood's engaged?

Should we add process/procedures about the CPAC reporting?

Amending Policies and Procedures

Amendments

1. Amendments to these policies and procedures may be brought by any commissioner.
2. Amendments must be submitted in writing before the Commission.
3. Amendments become effective upon a two-thirds (2/3) majority vote of a quorum.

Legislative Bill Tracking Procedures

Step 1: Bills are reviewed by Legislative Bill Tracking Committee Chair & Members, upon receipt from the Legislative Assistant

Step2: Sort Bills and forward report to CPAC impacted

- Direct Neighborhood
- Indirect Neighborhood Impact
- Tertiary Neighborhood Impact
-

Step3: Legislative Bill Tracking Committee Meets

- Determine Action to CPAC, Council, Mayor
- Determine Follow through Committee
-

Step 4: Report out of Actions, Resolutions, and Recommendations