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## **MEMORANDUM**

TO: Mayor Chris Alahouzos  
Vice Mayor David Banther  
Commissioner Rea Sieber  
Commissioner Susan Miccio-Kikta  
Commissioner Jacob Karr

FROM: Jay Daigneault, Esq., City Attorney

CC: Mark LeCouris, City Manager

DATE: September 21, 2018

RE: Ordinance regarding change of dates of BOC meetings

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Dear Mayor, Vice Mayor, and Commissioners:

I would like to thank you for the opportunity to serve as your appointed City Attorney for the past five years. As you know, a variety of circumstances have changed recently that will require me to leave the position.

The firm has served the City well for over twenty years and would appreciate the opportunity to continue to do so. To that end, I propose and request that my partner, Thomas J. Trask, be appointed as City Attorney. I believe that all of you are acquainted with Mr. Trask, who is a Tarpon Springs native, a respected member of the community, and a long-time partner of the law firm. Mr. Trask is Board Certified in City, County, and Local Government Law and is AV rated by Martindale-Hubbell.

While I hope that you will look favorably on this change, Mr. Trask has represented the City of Oldsmar for many years and would have a conflict in meeting nights were he appointed as the City Attorney. Accordingly, I am requesting that the Board change its meeting days to the second and fourth Tuesdays of every month in order to accommodate the change, and have presented the Ordinance attached in furtherance of same.

Should you have any concerns regarding this memorandum, please do not hesitate to contact me or Mr. Trask at your convenience.

Sincerely,

A handwritten signature in blue ink, appearing to be "JD", with a long horizontal stroke extending to the right.

Jay Daigneault, Esq.  
TRASK · DAIGNEAULT, LLP

**ORDINANCE NO. 2018-26**

**AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA AMENDING CHAPTER TWO: - ADMINISTRATION, ARTICLE VII. RULES OF PROCEDURE OF THE BOARD OF COMMISSIONERS, DIVISION 3. – MEETINGS, SECTION 2-131. – TIME OF MEETINGS, SUBSECTION (a) – TIME OF MEETINGS; DURATION TO CHANGE THE DAYS OF THE REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS TO BE HELD EACH MONTH AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 8 of the City Charter requires the Board of Commissioners to meet on at least two occasions per month and establish dates and times for such meetings; and

**WHEREAS**, the Board of Commissioners has previously adopted an ordinance setting the date at time of such meetings for the first and third Tuesdays of each month; and

**WHEREAS**, the Board of Commissioners desires to change the day of the regular meetings from the first (1st) and third (3rd) Tuesday of each month to the second (2nd) and fourth (4th) Tuesday of each month; and

**WHEREAS**, the Board of Commissioners has determined that amendment to Section 2-131 of the City's Code of Ordinances is required to make such change.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS AS FOLLOWS:**

**Section 1:** That Chapter Two: - Administration, Article VII. Rules of Procedure of the Board of Commissioners, Division 3. – Meetings, Section 2-131. – Time of Meetings, Duration, Subsection (a), Time of meetings is hereby amended as follows:

(a) *Time of meetings.* The Board of Commissioners shall meet in regular session on the second and fourth Tuesdays of each month at 6:30 p.m., in the City Commission Chambers in City Hall. A simple majority of the Board of Commissioners may change the meeting day, call a special session, call a work session or open public hearing. The time for such meeting shall be set forth in the notice thereof. A minimum of 24 hours' notice shall be required before any special session, work session or open public hearing of the City Commission. Work sessions are primarily designed for information gathering and guidance, and no formal commission decision approving or disapproving an item may be made. Only staff members shall be included in the work session discussion, unless prior arrangements are made through the City Manager, City Clerk or City Attorney. An open public hearing may be called on an item or items upon which the commission seeks public input or comment. Such hearings are intended mostly for the Commission to receive public

input. Staff members and consultants hired by the city may be included in the open public hearings for purposes of making a presentation upon which the public may comment or provide input. Staff and consultants hired by the city may be called upon to answer questions of the public at an open public hearing. Open public hearings are primarily designed for public input to be received by the Commission, and no formal Commission decision approving or disapproving an item may be made.

**Section 2:** This Ordinance shall take effect immediately upon its adoption.