

so long as all of the requirements of public notice and hearing are adhered to, as provided in this Code.

(Code 1983, § 2-310; Ord. No. 974, § 2, 9-24-02; Ord. No. 1044, § 3, 5-24-05; Ord. No. 1050, § 2, 8-9-05)

Editor's note—Ord. No. 974, § 2, adopted September 24, 2002, changed the title of § 2-82 from "Authority to institute amendments to zoning regulations" to "Authority to initiate amendments to zoning regulations and zoning boundaries." See note at § 2-81.

Sec. 2-83. Conflict of interest provisions.

(a) No member of the local planning agency shall communicate with another member of the local planning agency concerning their intent on any issue or potential issue which is or may be placed before them except at their scheduled meetings.

(b) No member of the local planning agency shall communicate with any party, witness, representative of a party, or interceding person concerning any issues except at their scheduled meetings or as otherwise specified in article I, division 2 for ex-parte communications.

(c) Failure on the part of a member of the local planning agency to comply with the provisions of this section shall constitute grounds for removal of such member from the local planning agency. (Code 1983, § 2-312; Ord. No. 974, § 2, 9-24-02; Ord. No. 1044, § 3, 5-24-05; Ord. No. 1050, § 2, 8-9-05)

Editor's note—See note at § 2-81.

State law references—Public meetings, Florida Statutes § 286.011; ex parte communications, Florida Statutes § 286.0115.

Secs. 2-84—2-100. Reserved.

DIVISION 3. RESERVED*

Secs. 2-101—2-125. Reserved.

***Editor's note**—Ord. No. 1019, § 2, adopted May 25, 2004, repealed division 3 in its entirety, which pertained to the board of adjustment and derived from the Code of 1983, §§ 2-402—2-410, 2-412, and Ord. No. 953, § 1, adopted November 13, 2001.

DIVISION 4. CIVIL SERVICE COMMISSION†

Sec. 2-126. Intent.

(a) The intent of this division is to create a civil service commission in order to review, prepare, and recommend rules for the city's personnel policies and procedures with regard to classified employees.

(b) The civil service commission shall hear grievance for classified employees who believe they have a grievance arising from their employment and render recommendations as provided in the Charter § 6.6C.6.

(c) The civil service commission members also recommend cost of living increases and employee pay adjustments to the board of commissioners for consideration.

(Code 1983, § 2-502)

Sec. 2-127. Organization.

(a) The civil service commission membership and appointment shall be as provided in Charter § 6.6B. The term of each person appointed shall be staggered so that not more than two terms expire within any one year. Any civil service commission member may be reappointed by the board of commissioners. Appointments to fill vacancies shall be for the unexpired term of office.

(b) Members of the civil service commission shall be residents of the city at the time of their appointment and throughout the term of office. Any member who is no longer a resident of the city shall be automatically removed, and that vacancy filled as provided in this division.

(c) Members of the civil service commission shall be suspended or removed for cause upon the filing of written charges by the mayor. The written charges shall be served by hand delivery or certified mail upon the member being charged. The member being charged shall have 15 days to appeal the charges to the board of commissioners. If the charges are appealed, the member of the civil service commission being charged shall be afforded a prompt public hearing on the matter.

†**Charter reference**—Civil service commission, § 6.6.

Cross reference—Personnel, ch. 50.

The member shall be retained, suspended or be removed by majority vote of the board of commissioners.

(d) The failure of any member of the civil service commission to attend two of three successive meetings without cause and without prior approval of the chairman, the civil service commission shall then declare the member's seat vacant and the board of commissioners shall promptly fill such vacancy. The failure of any individual civil service commission member to attend four meetings of the civil service commission in any contiguous 12-month period shall be cause for removal.

(e) Appointments shall be made, consistent with the Charter on the basis of demonstrated experience or interest in the subject matter.

(f) The members of the civil service commission shall, in November of each year, elect a chairman and a vice-chairman from among its members who shall be voting members.

(g) Members of the civil service commission shall meet quarterly, as necessary, or at the call of the chairman. All meetings of the civil service commission shall be public.

(h) Civil service commission members shall serve without compensation, but may be reimbursed for such travel, mileage, and per diem expenses as may be authorized by board of commissioners or as otherwise provided by law. (Code 1983, § 2-503; Ord. No. 1028, § 2, 8-24-04; Ord. No. 1075, § 1, 4-25-06)

Charter reference—Civil service commission membership, § 6.6B.

Sec. 2-128. Conduct a meeting/hearing.

(a) *Notification.* When and at such time a meeting is scheduled the city administration shall post a notice of the time and place when the civil service commission shall meet and the topics on their agenda.

(b) *Meetings/public hearing.* At the hearing of the civil service commission any interested person may be heard upon the subject matter.

(c) *Recommendations.* The civil service commission, by majority vote, shall conclude recommendations.

(d) *Written records.* Minutes shall be kept of all meetings and hearings by the civil service commission, and all hearings shall be open to the public. The board of commissioners shall provide clerical and administrative personnel as may be reasonably required by the civil service commission for the proper performance of its duties. The written record shall include the vote of each member of the civil service commission upon each question, or if absent or failing to vote, indicating such fact. The minutes of all proceedings, decisions and/or recommendations of the civil service commission shall be made public record on file in the office of the city clerk.

(Code 1983, § 2-504)

Sec. 2-129. Powers.

The civil service commission shall have the power to establish rules and regulations for its own operation not inconsistent with the provisions of this Code.

(Code 1983, § 2-505)

Secs. 2-130—2-150. Reserved.

ARTICLE IV. DEPARTMENTS, OFFICERS, EMPLOYEES*

Sec. 2-151. Generally.

(a) The administrative departments of the city shall be as follows:

- (1) City manager/administration department.
- (2) Building and zoning department.
- (3) Finance department.
- (4) Community services department—Administrative.

***Charter references**—City manager, art. V; charter officers, § 6.1; city clerk, § 6.2; city attorney, § 6.3; treasurer, § 6.4; administrative departments, § 6.5.

Cross reference—Any ordinance establishing positions, classifying employees and setting salaries, or regarding personnel policies or pensions or retirement benefits not inconsistent with this Code saved from repeal, § 1-11(7).