

**CITY COMMISSION WORKSHOP MEETING
MAY 2, 2011
4:30 PM**

Elected Officials Present

Alan Zirkelbach, Vice Mayor, Commissioner-at-Large 1
Tamara Cornwell, Commissioner-at-Large 2
Mary Lancaster, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3

Elected Officials Absent

Shirley Groover Bryant, Mayor

Staff Present

Mark Barnebey, City Attorney
Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Rick Wells, Chief of Police
Diane Ponder, Deputy Clerk-Administration

Vice Mayor Zirkelbach called the meeting to order at 4:30 p.m.

Commission amended the order of the agenda to first consider the FY2012 Budget Strategic Planning topic.

1. FY2012 BUDGET STRATEGIC PLANNING

Karen Simpson, Deputy Clerk-Finance, referred to the budget document that was submitted to FGFOA. She narrated a presentation on the strategic planning process. She announced that budget packets will be distributed to departments next week.

Staff was asked to include an environmental section to the list of questions, and distribute the questions to the P&Z Board and CRA Advisory Board to garner their thoughts on their focus for the City.

Mr. Freeman explained that the strategic plan is a long-term plan for where the City could be at the end of five-years, possibly broken down into operation and capital projects. Discussion ensued on the types of information Commission could supply staff to assist them in developing the FY2012 budget. Mr. Freeman explained how the submitted information could be used to develop the strategic plan. Staff was instructed to supply Commission with the standard formulas used regarding green space requirements.

2. CITY COMMISSION RULES & PROCEDURES

Attorney Barnebey began the discussion with Reconsideration of Tie Votes. An alternative to the document as written is that a commissioner would have to be on the prevailing side to bring an item back for reconsideration. An absent commissioner would not be able to bring an item up for a vote. On a tie vote there can be another motion at the same meeting for reconsideration.

Attorney Barnebey confirmed the document allows an attorney to request a continuation if the attorney has concerns regarding the topic.

Discussion ensued on a commissioner's ability to ask that an item not be heard in their absence. Language will be added to the document that in the event a commissioner is going to be absent from a meeting, that commissioner may submit a written request asking for a one-time continuance if it is not a

time sensitive item. The rules and procedures would then allow for the continuation to be granted. It was suggested the request should be submitted to the Mayor, City Clerk and Attorney.

Discussion ensued on automatically moving an item forward to the next agenda for a revote in the event of a tie vote [when one commissioner is absent from the meeting]. Attorney Barnebey recommended leaving the Reconsideration language as written; there will be a denial unless someone moves to reconsider. He also opined that as a practical matter, most items can come back. Also, any commissioner can ask for a continuance of any item. If there is a material fact or error, an item can be brought up for reconsideration at any time.

Attorney Barnebey stated that based on comments, he will change Roberts Rules to prevail if the rules and procedures do not directly address a matter.

Discussion ensued on submitted exhibits for the agenda packet. The attorney may give direction on the relevancy or acceptance of exhibits.

Attorney Barnebey stated he recommended the adoption of rules and procedures to better protect the City in the event of litigation.

Discussion ensued on the ability of an entity to request a continuance until a full commission is available. Commission suggested that language be added to require that any expense associated with the applicant's request shall be the responsibility of the applicant. Attorney Barnebey suggested that the Request for Full City Commission be deleted, and the items be taken on an individual basis.

Language will be added that maps are required to be included in the agenda packet.

A final draft will be brought to the next workshop meeting.

Meeting adjourned at 5:55 p.m.

Minutes approved: May 16, 2011

James R. Freeman

James R. Freeman
City Clerk