

TAB 1

Palmetto City Commission
June 16, 2008 4:00 PM

Elected Officials Present:

Larry Bustle, Mayor
Tambra Varnadore, Vice Mayor
Eric Ball, Commissioner
Tamara Cornwell, Commissioner
Mary Lancaster, Commissioner
Brian Williams, Commissioner

Staff and Others Present:

James R. Freeman, City Clerk
Chris Lukowiak, Public Works Director
Tanya Lukowiak, CRA Executive Director
Mike Mayer, Deputy Chief
Bob Schmitt, Planning Supervisor/Zoning Administrator
Karen Simpson, Deputy Clerk-Finance
Diane Ponder, Deputy Clerk-Administration

Mayor Bustle called the meeting to order at 4:00 p.m., followed by a moment of silence for military personnel serving in Afghanistan and Iraq and the Pledge of Allegiance.

1. AGENDA APPROVAL

MOTION: Mrs. Lancaster moved, Ms. Cornwell seconded and motion carried 5-0 to approve the June 16, 2008 4:00 pm agenda.

2. DISCUSSION: ESTUARY PARK DEVELOPMENT PLAN

Mrs. Lukowiak discussed the Mayor and Commission's comments concerning the different aspects of what they would like to see at the Estuary Park. She stated that in an effort to address some of the comments, Mike Fernandez, the architect that conceptually developed the park in the early developmental stages of Riviera Dunes, was contacted and asked to refresh his original plan.

Mr. Fernandez briefly reviewed the history of the park and then presented a conceptual master plan for the long-term development of the park. Commission spoke of the most recent plans for the park and the immediate needs that are necessary; walkways that strollers and wheelchairs can navigate, paved shoulders, walkways over mosquito ditches, green spaces, etc.

Mrs. Lukowiak spoke of the projects in the park that have been completed, as well as the current plan that is currently funded. She stated she was looking for consensus of a long-term plan, as grant funds are available. She suggested that Commission should decide what they want to see at the Park so that when grants are submitted the projects are compatible with a master plan.

3. DISCUSSION: ATTAINABLE HOUSING

Mrs. Lukowiak discussed her appearance before Commission several months ago to discuss the need to revisit the attainable housing ordinance, which resulted in directions to meet with Manatee County concerning their attainable housing ordinance. She reported Manatee County's program is incentive based; the attainable housing level of \$201,600 has not changed.

Staff discussed the issue and decided that if developers are made to build the homes they would not sell because of the number of housing units available in the price range. MLS listings for zip

code 34221 revealed there are 184 homes listed under \$200,000; specific to city limits there is currently 74 homes available vs. 6 when the attainable housing ordinance was developed. Given this information, staff is questioning whether the City should now move to the voluntary basis provided for in the attainable housing ordinance, which will still allow the use of the matrix if a developer wishes to utilize the benefits. Commission discussed the options available to trigger a review of the ordinance; housing price level and residential unit availability.

The following portions of the ordinance were identified as needing review:

- The type of trigger that can be used to mandate a review of the mandatory and voluntary period provision, i.e. a set percentage vs. a statement regarding the adjustable level based on market value.
- The mandatory 45 business day response to a review of incentives. (Staff confirmed the time frame was adequate.)
- Clarification of the language regarding Certificates of Credit to state that when a certificate owner sells a portion of earned credits, a new Certificate of Credit is issued to all involved parties and the original Certificate of Credit becomes null and void. (Only Pelican Bay has applied for a certificate, which has not yet been issued.)
- The redemption period of ten years for Certificates of Credit received during a voluntary period.
- The Mayor and Commission are to be notified of any review of modification to a development order, as well as an issued stop work order.
- The 90-year term of the restrictive covenant on an Attainable Housing Unit. Staff was asked to research the term.

Mrs. Lukowiak stated she did not run the number of homes available as a percentage of what is available in the market. Mrs. Lancaster opined that with the number of foreclosure homes that are available, if the market went up, the number of available attainable housing units would decrease. Mrs. Lukowiak agreed, again stating it is staff's opinion the period should be voluntary rather than mandatory, because of the inability to sell the unit.

Mrs. Lukowiak requested that Commission give staff direction on the following questions:

1. Should the period be declared voluntary?
2. Should use of the incentive matrix be allowed?
3. What should be done about the term (30, 60 90 years) of the deed restrictions on the property?

Mr. Williams and Ms. Varnadore did not support going into a voluntary period. Mr. Williams questioned where money could be put into Palmetto; low interest loans for refurbishment of low income areas. Discussion ensued on the cash in lieu provision, and whether or not now is the time to remain in a voluntary period with the City choosing to receive the cash payment in lieu of constructed units. This option would require the developers' payment for chosen incentives and allow the City to determine the best use of the funds for the betterment of the entire city.

Mrs. Lukowiak confirmed that direction to staff was to review the following options:

Mandatory period

Commission decides whether incentive payment is cash in lieu or construction

Availability of a housing trust fund for affordable and attainable housing

A new breakdown of percentages, including low-income properties

City's recourse if low interest loans are made available and a default on the loan occurs

Attorney Hall confirmed Sanctuary Cove established its presence before the attainable housing was adopted, but they have agreed to supply a number of attainable housing units close to what would be required under the ordinance. Since the City has amended the general development plan for Sanctuary Cove, Attorney Hall was instructed to determine whether or not Sanctuary Cove would have to abide by the ordinance.

4. FY 2008-2009 BUDGET

In preparation for the budget workshops beginning June 23, 2008, Mr. Freeman reviewed current data from the FY 2008 budget and FY 2009 preview and assumptions that have been made for the 2009 budget.

General Fund FY08 revenues are projected to be lower than budgeted and expenditures are also projected to be under budget, excluding the Building Department from both categories. The Building Department is also projected to have lower than budgeted income and expenses, but will still see a larger than anticipated deficit. For all other funds, revenues are expected to be lower than expected, and expenses are expected to be lower than expected, with the exception of the Solid Waste department.

General Fund FY09 ad valorem revenues are expected to increase, while all other revenues are expected to be lower. The initial submissions by the departments of the City have resulted in a deficit position, with the 3% COLA, employee step increase and escalating health insurance contributing in large part to the deficit. Mr. Freeman also briefly discussed the assumptions that have been loaded into the proposed budget.

Commissioners made general comments concerning the data, with some offering suggestions of different areas and programs that should be considered for additional cost savings.

Mr. Freeman announced the first budget meeting is scheduled for June 23, 2008 at 5:00 pm.

Meeting adjourned at 5:50 pm.

Minutes approved:

James R. Freeman
City Clerk

Palmetto City Commission
June 16, 2008 7:00 PM

Elected Officials Present:

Larry Bustle, Mayor
Tambra Varnadore, Vice Mayor
Eric Ball, Commissioner
Tamara Cornwell, Commissioner
Mary Lancaster, Commissioner
Brian Williams, Commissioner

Staff and Others Present:

James R. Freeman, City Clerk
Chief Garry Lowe
Chris Lukowiak, Public Works Director
Tanya Lukowiak, CRA Executive Director
Bob Schmitt, Planning Supervisor/Zoning Administrator
Karen Simpson, Deputy Clerk-Finance
Diane Ponder, Deputy Clerk-Administration

Mayor Bustle called the meeting to order at 7:02 p.m., followed by a moment of silence for overseas military personnel and the Pledge of Allegiance.

Persons planning to address Commission were sworn in.

PUBLIC COMMENT:

Shavonda Bailey, president of Active Concerned Citizens, requested that Commission approve a Special Function Permit for an event scheduled for June 28, 2008 at the Palmetto Youth Center, wherein she was requesting the City provide security at no cost to the organization. Tim Vining, a partner in Sanctuary Cove, committed to sponsor the security for the event.

1. AGENDA APPROVAL

MOTION: Mr. Ball moved, Mrs. Lancaster seconded and motion carried 5-0 to approve the June 16, 2008 7:00 agenda.

2. CONSENT AGENDA

- A) Minutes: June 2, 2008
- B) May Check Register
- C) Special Function Permit: Brewers & Waiters Family Reunion
Amazing Grace Church of God in Christ

Attorney Hall removed the minutes from the Consent and Ms. Cornwell removed the Special Function Permits.

MOTION: Mr. Ball moved, Ms. Varnadore seconded and motion carried 5-0 to approve item B of the June 16, 2008 Consent Agenda.

Attorney Hall read the corrections she was requesting for the June 2, 2008 4:00 minutes and the June 2, 2008 7:00 minutes. Attorney Hall confirmed that statutes do not mandate utilities must be provided to an annexed property within five years. Commission concurred with the corrections, which will be incorporated as stated.

Ms. Cornwell confirmed with staff that the two Special Function Permits were submitted for park rentals. She requested that staff confirm the correct rental amount for the Waiters permit.

MOTION: Ms. Cornwell moved, Mr. Williams seconded and motion carried 5-0 to approve items A and C of the June 16, 2008 Consent Agenda.

3. PUBLIC HEARING ORDINANCE NO. 08-972

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, PROVIDING FOR FINDINGS OF FACT; AMENDING ORDINANCE NO. 387, THE ZONING ORDINANCE OF THE CITY OF PALMETTO, TO DESIGNATE THE ZONING OF THE PROPERTIES DESCRIBED IN EXHIBIT "A" AS PDMU (PLANNED DEVELOPMENT-MULTI-USE); AMENDING THE ZONING MAP OF THE CITY OF PALMETTO PERTAINING TO THE PROPERTIES DESCRIBED HEREIN; APPROVING AN AMENDED GENERAL DEVELOPMENT PLAN FOR THE PROPERTIES DESCRIBED HEREIN; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE (GDP 05-08 Sanctuary Residential Partners, LLC/Sanctuary Development Partners East, L.L.C./Sanctuary Development Partners, L.L.C./Manatee Island Partners, LLC, PID # 1015725159, # 1015725259, # 1015725209, # 2607800159, # 1016400359, and # 1016400409, approx. 225.22 acres).

Mayor Bustle stated that items three, four and five on the agenda dealt with the same project; therefore, he would simultaneously open the public hearings for each ordinance. All three ordinance titles were read. Staff corrected the total acreage on Ordinance 08-972 to read 225.22 acres.

Mayor Bustle opened the public hearing on Ordinances 08-972, 08-973 and 08-974.

Caleb Grimes, attorney for Sanctuary Cove, informed Commission the distributed general development plan contained the setbacks as discussed at the June 2, 2008 workshop presentation. He also confirmed that notification of the two emergency access sites will be provided to the North River Fire District and Manatee County.

Attorney Hall stated for the record that the distributed staff report was the same report that was part of the June 2, 2008 workshop agenda packet.

With no further public comment, Mayor Bustle closed the public hearing.

MOTION: Mrs. Lancaster moved, Mr. Ball seconded and motion carried 5-0 to adopt Ordinance No. 08-972.

4. PUBLIC HEARING - ORDINANCE NO. 08-973

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, PROVIDING FOR FINDINGS OF FACT; AMENDING ORDINANCE NO. 387, THE ZONING ORDINANCE OF THE CITY OF PALMETTO, TO DESIGNATE THE ZONING OF THE PROPERTIES DESCRIBED IN EXHIBIT "A" AS PDMU (PLANNED DEVELOPMENT-MULTI USE); AMENDING THE ZONING MAP OF THE CITY OF PALMETTO PERTAINING TO THE PROPERTIES DESCRIBED HEREIN; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE (Z0803, Sanctuary Development Partners, L.L.C. PID # 2607800159, approx. 1.15 acres).

MOTION: Mrs. Lancaster moved, Mr. Ball seconded and motion carried 5-0 to adopt Ordinance No. 08-973.

5. PUBLIC HEARING - ORDINANCE NO. 08-974

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, PROVIDING FOR FINDINGS OF FACT; AMENDING ORDINANCE NO. 387, THE ZONING ORDINANCE OF THE CITY OF PALMETTO, TO DESIGNATE THE ZONING OF THE PROPERTIES DESCRIBED IN EXHIBIT "A" AS PDMU (PLANNED DEVELOPMENT-MULTI USE); AMENDING THE ZONING MAP OF THE CITY OF PALMETTO PERTAINING TO THE PROPERTIES DESCRIBED HEREIN; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE (Z0802, Sanctuary Development Partners East, L.L.C. and Sanctuary Residential Partners, LLC, PID # 1016400359 and # 1016400409 respectively, approx. 8.44 acres).

MOTION: Mrs. Lancaster moved, Mr. Ball seconded and motion carried 5-0 to approve Ordinance No. 08-974.

6. APPROVAL: SANCTUARY COVE FINAL PLAT

Attorney Hall advised Commission that a final site plan approval does not require a public hearing. Staff meets with the applicant and confirms the plan meets with all the provisions of the Code. She stated in the future she will ask that site plan approvals be put on the Consent Agenda.

MOTION: Mr. Ball moved, Mrs. Lancaster seconded and motion carried 5-0 to approve the Sanctuary Cove Final Plat.

7. PUBLIC HEARING: CONDITIONAL USE PERMIT - MCDONALD'S

Mr. Schmitt stated McDonald's is making application for a conditional use permit to allow its existing 80'+/- existing pole sign to remain in place at the site through the demolition of the building and construction of a new restaurant. He advised that the draft minutes of the June 9, 2008 P&Z Board meeting had been placed at each Commissioner's place on the dais.

Mr. Schmitt stated that in his professional opinion he had to make a recommendation, and he recommended the conditional use permit be approved because the registration process of the sign could not be confirmed, the amortization schedule was not followed and the City has allowed the illegal nonconforming sign to remain in place for the last 15 years.

Mayor Bustle opened the public hearing.

McDonald's representative Kim Binkley-Seyer addressed Commission concerning the application for the conditional use permit and the reasons McDonald's felt the permit should be approved.

Leighann Lavelle, selected as a spokesperson for a group, requested that Commission approve the application.

Pam Johnson, representing Oakmont Capital Resources, stated she represented an adjacent landowner to Mc Donald's who had sent a letter to Commissioner Williams, and read a letter from landowner Shaw Rickman concerning the application. Ms. Johnson stated Mr. Rickman had asked that she request Commission approve the application.

After no further public comment, Mayor Bustle closed the public hearing.

Mr. Williams divulged that he had had a phone conversation with Ms. Binkley-Seyer regarding the issue; he had received no information during the conversation that was not stated during the public meeting; and he had received the letter from Mr. Rickman that was read into the record.

MOTION: Mr. Williams moved to approve Conditional Use Permit 0802 to McDonald's Restaurants of Florida, Inc.

Motion died for the lack of a second.

MOTION: Mr. Ball moved and Ms. Varnadore seconded to deny the Conditional Use Permit to McDonald's Restaurants of Florida, Inc.

Discussion: Mr. Ball distributed a picture of the McDonald's at I75 and US 301 and stated he reviewed the McDonald's at I75 and State Road 70, both having signs of the anticipated height in the upcoming sign ordinance. He stated the allegations McDonald's cannot be supported without a 70' sign does not support the facts, referring to the McDonald's mentioned and the new restaurants adjacent to the McDonald's under discussion. Mr. Schmitt confirmed 30' is the maximum and he will not propose changing that height without a conditional use permit.

Ms. Varnadore opined it was premature to approve any conditional use permits at this time due to the upcoming sign ordinance. She further suggested the City should look into enforcing the amortization schedule or establish a legal mechanism for enforcement. Ms. Varnadore called attention to Mr. Moore's comments contained in the draft minutes from the public hearing held before the Planning & Zoning Board.

Mrs. Lancaster stated the sign has not made McDonald's; it's the local residents that know and frequent the restaurant.

Mr. Ball spoke of US 41 being the main corridor when the sign was erected, and acknowledged it was critical for the business at that time. He spoke of I75 opening in 1980, which has now become the main travel corridor. He opined that at this time not many people using US41 would be shocked to see the McDonald's sign.

Ms. Cornwell spoke of her tenure on a telecommunications board and the knowledge she garnered concerning the impact a pole that height would have on surrounding properties. She inquired of Mr. Schmitt if the existing pole would collapse upon itself if it fell. Mr. Schmitt could not comment on the structural aspect of the existing pole, but stated research confirmed the pole had been permitted in 1980. He stated that visually the pole appears to be substantial, but he did not know if it would collapse upon itself. Ms. Cornwell stated that for the welfare of the City's citizens, she will not support the issue until she finds out the information she has requested.

Mr. Williams rebutted each Commissioner's comments: 1) I75 provides signage for local restaurants, US 41 does not; 2) Mr. Burton's comments in the draft minutes of the Planning and Zoning Board concerning anyone's ability to apply for a conditional use permit; 3) Establishment of a time limit for a conditional use permit issued to McDonald's. Mr. Williams also commented on Mr. Woods' comment that the store cannot be rebuilt with a time limit on the sign, stating that if that is in fact the case, McDonald's should state that at this time, and as far as he was concerned, the topic could be voted down.

Mayor Bustle reopened the public hearing on the proposed conditional use permit.

McDonald's project manager Verlyn Woods stated signage is crucial and wherever the possibility exists, McDonalds will try to get the largest signage possible. He stated the existing store is in a very aging location. He opined that rebuilding the store is something the City would want to happen. He stated that if business continues as it is today a decision will have to be made concerning the store. He asked that Commission reconsider placing any type of timeframe on the sign, opining that is basically a denial. He also voiced his opinion the investment cannot be recouped if a time limit up to ten years is placed on the sign.

Mayor Bustle closed the public hearing.

Motion on the floor to deny the Conditional Use Permit carried 4-1. Mr. Williams voted no.

8. APPROVAL: FINANCIAL POLICIES

RESOLUTION NO. 08-19 (DEBT POLICY)

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, TO ESTABLISH A POLICY PERTAINING TO THE ISSUANCE OF DEBT FOR PURPOSES OF ENSURING THE FINANCIAL STABILITY OF THE CITY.

Mr. Freeman informed Commission the Finance Team definition was amended to add any other parties deemed necessary by the City Commission.

MOTION: Mr. Ball moved and Ms. Varnadore seconded to adopt Resolution No. 08-19.

Discussion: Commission made the following amendments to the resolution:

- The addition of a statement that financing must be secured prior to the execution of any contract.
- Page 5, #7: Amendment of the lead sentence to reflect that debt capacity shall be maintained in all of the generally accepted benchmarks as determined in the latest CAFR.

Motion on the floor carried 5-0.

9. APPROVAL: CPA ASSOCIATES CONTRACT

As part of Amendment #1 to the SRF Stormwater Loan, an audit is required to submit a project-specific report for the loan related revenues and expenditures. Attorney Hall commented on the ownership of the working papers and their availability in the event of a public records request. Mr. Freeman compared the working papers for the audit to the working papers for the annual audit. Attorney Hall stated she would ascertain the working papers under Chapter 119.

MOTION: Mr. Ball moved, Ms. Cornwell seconded and motion carried 5-0 to approve and authorize the Mayor to execute a letter of agreement with CPA Associates for the audit of SRF Loan #SW120863010, in an amount not to exceed \$6,500.

10. CONTRACT APPROVAL: CHAZ EQUIPMENT COMPANY, INC.

I&I Program rehabilitation of 25 manholes located within lift station #1 basin and rehabilitation of wet wells in lift station #10 and #5 as part of the CIP.

MOTION: Mr. Ball moved and Ms. Cornwell seconded and motion to approve and authorize the Mayor to execute the Chaz Equipment Company, Inc. contract, based on the unit prices competitively bid and awarded to the City of Delray Beach, in an amount not to exceed \$82,000.

Discussion: Mr. Lukowiak confirmed that Chaz Equipment is the company previously used to reline manholes. Discussion ensued on piggy-backing on a contract rather than going out to bid. Mr. Lukowiak stated that when the company was initially used, piggy-backing on Delray Beach, the bid prices were the best they found at that time. Mr. Woodward explained the prices for this project will hold at last year's levels.

Mr. Woodard confirmed that since the initial relining of manholes in the first basin there has been a reduction in infiltration. Mr. Ball requested that the data be provided to Commission.

Staff discussed the reasons for a three-year contract, so that work orders, approved by City Commission at the time of the work order's submission, can be assigned to the prices in the contract rather than having to create a new contract each year. Attorney Hall discussed the differences in contracts and the ability to assign future work orders.

Motion on the floor carried 5-0.

11. APPROVAL: MILLER PIPELINE CORPORATION CONTRACT

I&I Program rehabilitation of 3,967 linear feet of 8-inch sewer line located within lift station #1 as part of the CIP. Mr. Lukowiak explained the pipe leads to the WWTP, has been videoed and is badly in need of repair at this time, which will extend the life of the pipe.

MOTION: Mr. Ball moved and Mrs. Lancaster seconded to approve and authorize the Mayor to execute the Miller Pipeline Corporation contract, based on the unit prices competitively bid and awarded to the City of North Miami and the City of Orlando, in an amount not to exceed \$120,000.

Discussion: Mr. Woodard explained this is the first year the City will use the services of Miller Pipeline. In the past, Insituform was the company that performed this service, but there were difficulties mobilizing the company and Miller Pipeline would be hired by Insituform to perform the actual work. Discussion ensued on bidding out services rather than piggy-backing on existing contracts. Mr. Williams opined this project should be put out to bid.

Mr. Lukowiak discussed the intent of bidding and securing construction services companies much like the different engineering firms have been contracted. Attorney Hall explained it would be an approved bidders list that the City could draw from for different projects.

Motion on the floor carried 4-1. Mr. Williams voted no.

12. APPROVAL: WARD I PHASE II INFRASTRUCTURE PROJECT

Ratification of Commission approval granted at the March 3, 2008 workshop meeting for funding the engineering of the Ward I Phase II Infrastructure Improvement Project.

MOTION: Mr. Ball moved, Mrs. Lancaster seconded and motion carried 5-0 to authorize the CRA to begin the design component of the Ward I, Phase II Infrastructure Project, in an amount not to exceed \$400,000.

13. RESOLUTION NO. 08-21

Budget amendment to reduce grant revenues and expenses.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, AMENDING RESOLUTION NO. 07-39, WHICH RESOLUTION ADOPTED THE BUDGET FOR FISCAL YEAR 2007-2008, AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION: Mr. Ball moved, Mrs. Lancaster seconded and motion carried 5-0 to adopt Resolution No. 08-21.

14. EDENFIELD PROPERTY

Pursuant to Resolution 04-19, Commission is requested to provide direction on whether to act upon a reverter clause, transferring ownership of the property back to the City from the CRA, or leave the property undeveloped and retain a certified engineer to develop a plan to properly identify and secure the site. Commission indicated the property should remain with the CRA.

MOTION: Ms. Varnadore moved, Mrs. Lancaster seconded and motion carried 5-0 to retain the services of a certified engineer to develop a plan to properly identify and secure the Edenfield Property, in an amount not to exceed \$2,000.

15. APPROVAL: MPO GRANT APPLICATION

Authorization to seek MPO grant funding for the construction of imprinted crosswalks.

MOTION: Ms. Varnadore moved, Mr. Williams seconded and motion carried 5-0 to authorize the submittal of an MPO grant application to fund the construction of imprinted crosswalks, in an amount not to exceed \$26,820.

16. HISTORIC PARK PROPOSED IMPROVEMENTS

Annual improvements the Historic Commission is requesting at the Historic Park. CIP includes a budget for these improvements.

MOTION: Mr. Ball moved, Mrs. Lancaster seconded and motion carried 5-0 to authorize the improvements to the Historic Park as presented, in an amount not to exceed \$41,268.

17. DELEGATION OF FLORIDA LEAGUE OF CITIES ANNUAL CONFERENCE VOTING DELEGATE

MOTION: Mr. Williams moved, Mrs. Lancaster seconded and motion carried 5-0 to elect the Mayor, and in his absence the Vice Mayor, as the Voting Delegate to the Florida League of Cities, Inc. 82nd Annual Conference.

18. DEPARTMENT HEADS' COMMENTS

Attorney Hall

Confirmed with Commission that she is directing outside Counsel Wendy Smith to research and develop procedures, forms, etc. that will require background screens for new hires, existing employees and commissioners. Mr. Williams suggested it may be beneficial for Ms. Smith to review the draft Personnel Policy. Ms. Cornwell suggested that the cost should be reduced for individuals that are continually screened, i.e. commissioners, police officers, etc. Ms. Smith will be alerted to the topic under discussion. Mrs. Lancaster stated that if a policy is implemented to check all employees, no one should be exempt. She again stated her opinion Commission should also hear from an attorney representing employees. Deputy Chief Mayer stated the Police Department may be able to perform the screenings, given a reasonable amount of time. Attorney Hall stated she will request Ms. Smith to offer an opinion on performing the screenings in-house vs. outside.

Deputy Chief Mayer

Palmetto Elementary and Lincoln Middle are holding summer school and crossing guards are being provided.

Commended all agencies involved in the recent I75 incident.

Mr. Freeman

In the recent tax deed sale, the City purchased the Palmetto Palms tract for its credit bid of \$100.

He provided a memo updating Commission on the insurance reserve account, which is running below budget by approximately \$100,000; a funding option will be brought forward in July. Monitoring of reinsurance claims has revealed one individual has exceeded the amount. The City is also working to resolve issues with the third party administrator which may result in additional credits back to the City. An addendum allowing some re-pricing by the administrator may be coming forward in the near future.

Informed Commission the new website has been launched and requested he be notified with comments and suggestions so changes can be made as appropriate.

Mr. Lukowiak

The hurricane books have been distributed.

Mr. Lukowiak stated he thought the summary of the last meeting with the School Board was in the hurricane books, so he will provide it. He informed Commission there is a meeting in August and he will provide a packet. Mrs. Varnadore stated she had requested a summary of both meetings because she prefers a history of a topic. Mr. Lukowiak stated he does not keep minutes of meetings; Mayor Bustle concurred. Mr. Lukowiak stated he will provide what he has; if necessary he will add to the summary.

FDOT was supposed to resurface the Green Bridge beginning at 8pm.

The Community workshop schedule for the proposed stop signs have been forwarded to Commission, was included in the water bills, and has been posted.

Mr. Schmitt

Riverside Plaza tenants would like to share the electronic message center sign. Each tenant will flash a sign for 30 seconds, which is contrary to what Commission approved in the conditional use permit and which will require additional approval. Ms. Cornwell stated she has received complaints on the content of the large letter signage on the building. Attorney Hall state the City cannot regulate content but can regulate illegal signs. Ms. Varnadore stated she has received complaints about the banners and the signage on the pickup truck. Mr. Schmitt stated he has moved the sign ordinance to his top priority. Attorney Hall suggested that due to the time it will take to review the sign ordinance, it may become necessary to pull different provisions in the ordinance and bring them to Commission on an individual basis.

Reported Chris' Catering is still holding events and he has received no complaints. Ms. Cornwell asked that compliance with the temporary sanitary facilities be confirmed by staff.

The Scott building on 8th Avenue is being sold. The new owner has already painted the building.

Attorney Hall requested a shade meeting to discuss settlement negotiations or a strategy session related to the Heagarty case. Commission set the meeting date for June 23, 2008 at 5:00 pm. The scheduled Budget Workshop meeting will be noticed to begin at 5:15 pm.

19. MAYOR'S REPORT

Commented on the time remaining and donated his time to comments from the Commissioners.

MOTION: Mr. Williams moved to extend the meeting to a time certain end of 10:30 pm. Motion died for the lack of a second.

MOTION: Ms. Varnadore moved, Ms. Cornwell seconded and motion carried 3-2 to extend the meeting to a time certain end of 10:15 pm. Mrs. Lancaster and Mr. Ball voted no.

20. COMMISSIONERS' COMMENTS

Mr. Ball
No report.

Ms. Cornwell
Commented on the recent on-line survey forwarded by the mayor. She commented on Sarasota's survey used prior to budget preparation and suggested that Palmetto could do something similar and incorporate the results into the budget. Mayor Bustle stated that right now the survey was to get information on the website. Mr. Freeman stated the site is a work in process and can easily be updated to include any questions Commission would like to be available to the public.

Applauded all the agencies involved in the traffic control in the I75 incident.

Mr. Williams
Thanked Mr. Lukowiak for the updates on the traffic control issues.

Suggested Commission review positions that are open, positions staff thinks are necessary, and then consider freezing positions until after the budget. Mr. Lukowiak stated the position he has open will be filled by a transfer within his department.

Deputy Chief Mayer confirmed Chapter 316 governs crosswalks and confirmed traffic has to yield to pedestrians in crosswalks at intersections if not lighted. Mr. Williams commented on businesses in Georgia that purchase cones and use the cones in crosswalks. He suggested more care needs to be taken with our pedestrians. Mr. Lukowiak will look into the matter.

Requested a list of businesses visited by Mr. Schmitt and Mrs. Lukowiak. Mr. Schmitt stated the business owners were invited to attend the past CRA meeting.

Requested a list from the last ten years of CIP projects completed and the vendors used.

Stated it would have been nice if Commission had been advised of the website, suggesting some instructions on navigating the site had been provided. Mr. Freeman spoke of the presentation on April 21, 2008, stating its appearance has not greatly changed. He stated he is willing to meet with anyone with questions. Mr. Williams argued that a policy existed that required prior notice to Commission.

Requested Attorney Hall explained a commissioner's fiduciary responsibility. Attorney Hall explained that a commissioner must put the well-being of the organization first as opposed in a commissioner's own best interest. He inquired where a commissioner stands on making a financial decision that is harmful to the City. She explained there is an overlap with the conflict rule; a commissioner would be in violation of the conflict rule if an issue was decided that would benefit the commissioner or an immediate family member; would be in violation of the fiduciary responsibility if a commissioner's own interest was put before the interest of the City as a whole. Attorney Hall opined that if a harmful decision is made based on information available at the time of the decision, that is not arbitrary or made without malice, a commissioner would not be held responsible.

Ms. Varnadore

Need to bring up signage when attending the community meetings. Mrs. Lukowiak stated that at the direction of the CRA Board, the past CRA meeting was posted as a joint meeting and downtown business owners were already being called together regarding parking, stormwater, and potential development plans. Input from those downtown businesses regarding the topics was taken at the joint meeting. Input from all other businesses will be taken at additional meetings. Ms. Varnadore suggested city-wide community meetings should be scheduled regarding signage. Mr. Lukowiak asked permission to place notices of meetings in the utility bills and Ms. Varnadore suggested contacting the newspapers to see if they will run an article about the topic.

Mrs. Lancaster

Inquired if the banners on the fence at Palmetto High School are legal. Mr. Lukowiak stated the banners are not permitted, but the topic is not addressed in the Code.

Attorney Hall read City Commission Policy 05-08 regarding prior notification of items to Commission. She also read the policy adopted April 7, 2008 regarding notification prior inclusion in the utility bills.

Meeting adjourned at 10:15 pm.

Minutes approved:

James R. Freeman
City Clerk

Palmetto City Commission
Budget Workshop
June 23, 2008 5:15 p.m.

Elected Officials Present:

Larry Bustle, Mayor
Tambra Varnadore, Vice Mayor
Eric Ball, Commissioner
Tamara Cornwell, Commissioner
Mary Lancaster, Commissioner
Brian Williams, Commissioner

Staff and Others Present:

James R. Freeman, City Clerk
Chris Lukowiak, Public Works Director
Chief Garry Lowe
Karen Simpson, Deputy Clerk-Finance
Deanna Roberts, Administrative Assistant

Mayor Bustle called the meeting to order at 6:12 p.m. The scheduled meeting began late due to a Shade Meeting. The meeting began with the Pledge of Allegiance.

Prior to the meeting, Chris Lukowiak passed out four documents to Commission. They included a Summary of Palmetto Elementary School Discussion (Updated June 23, 2008); a letter to Glenn Hartmann, Verizon; a letter to Dan Schlandt, Deputy County Administrator; and, a letter to Ray D'Aiuto, Veolia. All are attached to these minutes.

1. AGENDA APPROVAL

MOTION: Commissioner Williams moved, Commissioner Varnadore seconded and motion passed unanimously to approve the June 23, 2008, 5:15 p.m. agenda.

The workshop began with a review of the "Assumptions for 2009 Budget" page. Mr. Freeman pointed out that item 9 on page 1 of the assumptions had been corrected to reflect that just one position has been removed from the budget, that being Project Manager (Engineering), and that a total of six vacant positions remain in the budget.

Mr. Freeman informed Commission that health insurance is projected to go up from \$6,300 to \$8,400 per employee, which will be an estimated increase of \$288,000 citywide. He said the insurance increase with a 3 percent COLA and STEP increase in payroll would be an increase of approximately \$630,000 to the City above last year in just those two items alone.

Page 2 of the assumptions includes a comparison of costs in different scenarios/combinations of COLA and STEP increases. Mr. Freeman also showed a chart of payroll costs citywide and how they have increased year to year since 1999 and projected into 2009. The chart is attached to these minutes.

Mr. Freeman and staff looked at a voluntary buyout provision for employees with at least ten years of service and included it for discussion and feedback. There are a total of forty-one employees on the chart qualifying under that criterion. Staff looked at the savings to the City under two different buyout scenarios. The analysis is included on page 3 of the assumptions.

Commissioner Cornwell commented that some negatives are, based on her previous experience with such a program, that some of the staff was rehired at a certain level that made the program of no use to the organization and some were too young and could not take it. Mr. Lukowiak said his intention is to rehire at entry-level salaries if he does any rehiring; some of the positions may remain unfilled. Eliminating top salary range positions with entry-level employees would be an automatic savings to the

City. Mrs. Cornwell asked for more information on the eligible employees which might give a more accurate percentage of those who might be willing to accept a buyout.

Commissioner Williams asked that the years of service be added to the buyout analysis chart.

Commissioner Cornwell wanted it made clear to any employee who took the buyout that, if rehired, it would absolutely be at an entry-level salary. Mr. Lukowiak concurred and added there would be no guarantee that there would be any position available.

Mrs. Lancaster asked if all eligible employees were on the list. Mr. Lukowiak said he had not included his key personnel because they would have to be replaced, but he thinks that legally he could not exclude them. Commission agreed that the buyout would have to be offered to all employees who met the criteria.

Commissioner Ball commented that another downside is the people most likely to take the buyout are the best people who would have the least trouble finding another job.

Mayor Bustle asked Commission to share any ideas they might have to balance the budget. For example, the City of Bradenton is looking at a four-day workweek, and the School Board is looking at an across the board pay cut. He asked Commission to explore all options.

Commissioner Cornwell pointed out some of the options that the School Board is currently either implementing or proposing. No one has a cell phone any longer except emergency personnel, including Dr. Dearing; no take home cars; the uniform allowance is cut; it is proposed that everyone take a 1 per cent pay cut with no steps (this includes management down); no travel; limited training; no extra college classes; bus transportation is being limited; and, not filling positions.

Commissioner Ball suggested taking a look at health costs and having employees pay a portion of the premium, or increase the copay.

Commissioner Lancaster expressed concern over the level of service if employees were lost though the buyout. Mr. Lukowiak said that ultimately we will have to do more with less because of the impact of Amendment 1. Mrs. Lancaster said fees will be going up, and the level of service will be going down and he said the harsh reality is we may not be able to provide the level of service we've been providing to our residents.

Commissioner Williams was in favor of a hiring freeze. He added that historically small trucks have been used, and he would like to go back to small trucks and get rid of the gas guzzlers. He recommended adjusting the air and lights in the buildings over the weekend. Also, he is concerned with reducing employees pay and then increasing insurance. He would like to find another option; although, he said he would be open to increasing copays for office visits. He does not want to lose long-term, highly-skilled personnel. Mayor Bustle interjected that Mike Towns could work the health insurance options for the City.

Regarding adjusting the air and lights for savings, Commissioner Cornwell added that the School Board is unplugging everything at night to save on electricity. Computer monitors pull a lot of power even sitting unused.

Mayor Bustle asked staff to project millage at the same rate, look at the implications of Amendment 1 and the reductions in revenue to the City in order to see the target to hit to balance the budget. Mr. Freeman directed the Commission to page 4 which shows the projected deficits/surplus for each of the funds; General Fund, Road and Bridge, etc. These are based on the assumptions discussed today. Page 4 includes the fund balance policy which insures adequate reserves set aside in each of the funds. The projected reserves are spread out over five years.

Commissioner Williams asked staff to come back with some new figures using some of the suggestions for savings discussed in this meeting; no cell phones, no take home vehicles, etc. Mrs. Simpson will make

some of those figures available at the next meeting on June 24th. Commissioner Williams asked to see how much could be saved through the end of this year implementing some of the ideas.

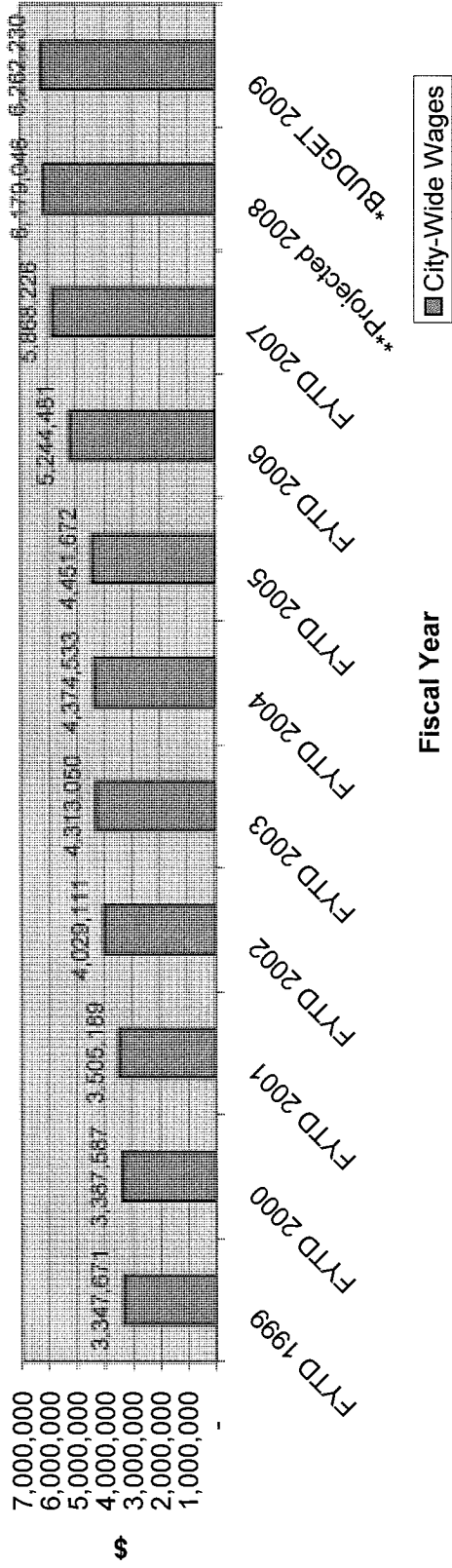
Commissioner Varnadore suggested looking at ways other than personnel costs to cut the budget. Commissioner Williams agreed and asked where in the rest of the budget could they choose to cut from?

The meeting adjourned at 7:15 p.m.

Minutes approved:

James R. Freeman, City Clerk

City-Wide Wages FY 1999-2009



SUMMARY OF PALMETTO ELEMENTARY SCHOOL DISCUSSION

Updated June 23, 2008

Mayor Bustle and Chris Lukowiak met with School Board and Boys & Girls Club representatives. Discussion included:

- Appraisals – The School Board paid Bass & Associates to perform an appraisal of approximately 9 acres, which was completed on May 19, 2008. The appraised value of 9 acres was reported to be \$783,000. This is equivalent to \$87,000 per acre. Staff was provided a copy of the appraisal report.
- Buy vs. Lease for Boys and Girls Club - \$783,000 is not sufficient funding to adequately construct the proposed little league complex, so an alternative to bring more money to the project would be the Boys and Girls Club purchasing their land from the City (approximately 1.6 acres, valued at approximately \$139,200, which could be discounted to the amount necessary to complete the construction of the complex). The Boys and Girls Club representatives will take the discussion to their Board, and will draft appropriate agreements.
- Purchase Agreement – The School Board is drafting a purchase agreement.
- Retention Pond – The School Board is paying the engineer and has been in contact with SWFWMD to ensure that the pond at Hidden Lake Park has the capacity to withstand the addition of the School property's stormwater.

Chris Lukowiak had discussion with Little League representatives, and provided them with a preliminary design for comments. Early indications are that they are happy with the design. They would like the opportunity to, at the appropriate time, to come before City Commission to explain their desire for five (5) fields.

Chris Lukowiak had discussion with Whiting Preston, who has committed to providing the real estate to the City with an engineer's certification, as approved by the FDEP, that the site is environmentally suitable for athletic fields. Until studies are complete, an exact location will not be identified.

No further discussions have been held with Just for Girls.

The School Board remains committed to buying the property the CRA purchased, and to paying for the demolition of properties on 9th Ave. W.

See attached Little League Design and updated spreadsheet.

Participation Requirements for construction of PES on 10th Street West

<u>Boys and Girls Club</u>	<u>Just for Girls</u>	<u>School Board</u>	<u>City of Palmetto</u>	<u>Manatee Fruit</u>	<u>North River Little League</u>	<u>Manatee County</u>
Consider purchase of approx. 1.6 acres in lieu of lease Would like to retain ability to remain in current bldg while constructing new facility	Extend current lease a minimum of 30 years	Purchase 9 acres of the land on 10th St. from City at appraised value (\$783K)	Sell land on 10th St. to School Board, approve CRA land transactions, accept land	Donate +/- 11 environmentally certified acres to City for Little League Complex on City-owned property	Does not want ball fields at separate locations, would like to retain all fields on same campus/site	Continue to accept O & M responsibility for North River Little League
Co-locate school facilities when possible during site plan creation	Assistance with grant funding opportunities	Provide land needed for 10th Ave. W. extension	Renew leases for youth groups & allow Grants Coordinator to assist	Receive park impact fee credits for the acreage needed to build LL field.	Design a lease that specifies the future O&M responsibilities	
Co-locate school facilities when possible during site plan creation	Co-locate school facilities when possible during site plan creation	Swap CRA .9 acres across from PES for .9 acres purchased	Construct little league complex (+/- \$775,000) on MFC property w/ \$ from sale to School Board.	Land provided gives City the needed ROW for the eventual extension of 10th Ave. W.		
Expedite the B&G Club construction schedule	Request that tennis courts stay in place	Buy remaining land in downtown from CRA	Give Manatee Fruit Company impact fee credits as appropriate			
			Tennis courts remain in place			

NOTE: This is a draft proposal at the staff level. Commission will have to approve leases, impact fee credits, land sales, land acceptance etc... (all in red above)

POINT PAPER
PALMETTO ELEMENTARY SCHOOL
APRIL 7, 2008

Issue: There are a variety of actions required by all involved participants in order to move forward with the conceptual plan for the construction of a new Palmetto Elementary School on 10th Street West. City Commission's approval of the general plan will allow for appropriate negotiation and advancement of the project. Of course, City Commission will review and approve all actual agreements that are generated as part of these negotiations.

Background: For several years, the School Board has been attempting to locate an appropriate site for the development of a new elementary school in Palmetto. The City Commission authorized the City staff and CRA to assist as possible, but there were a variety of obstacles that slowed the process. Together, the staffs of the School Board and the City have identified a site that appears to, finally, meet all of the required criteria. The development of this site, however, will require the cooperation and partnership of a variety of partners.

The chosen site (identified on the attached map) currently is owned by the City of Palmetto, and is home to the Boys and Girls Club, Just for Girls, the public tennis courts, and the North River Little League Fields. Attached, the spreadsheet delineates the specific participation requirements and desires of all parties, for Commission consideration.

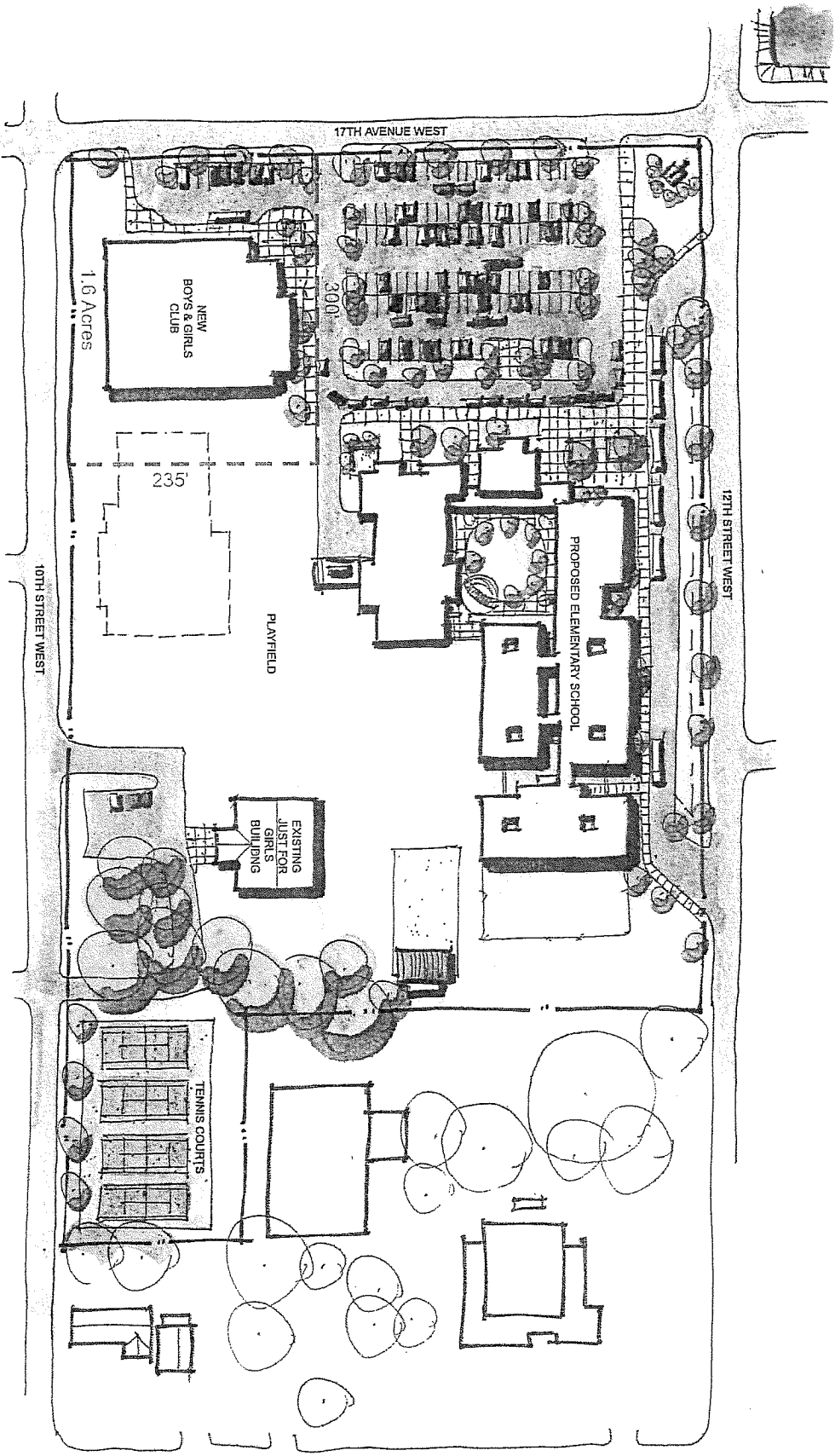
It appears that this may be a win-win:

- youth serving organizations will get improved facilities, co-located with the elementary school;
- the City and CRA will recover funds expended in land assembly efforts in the downtown;
- the City will get a new school for its students in the near future, and still get a high-quality school in the downtown;
- the school board will obtain land in a central location for no more than appraised value;
- the Little League will have a new complex with all levels of play in close proximity; and
- the City will have the ROW needed for the eventual extension of 10th Avenue West.

Alternatives: 1 - Approve conceptual participation as described for staff negotiation
2 - Approve alternate participation for staff negotiation
3 - Deny participation

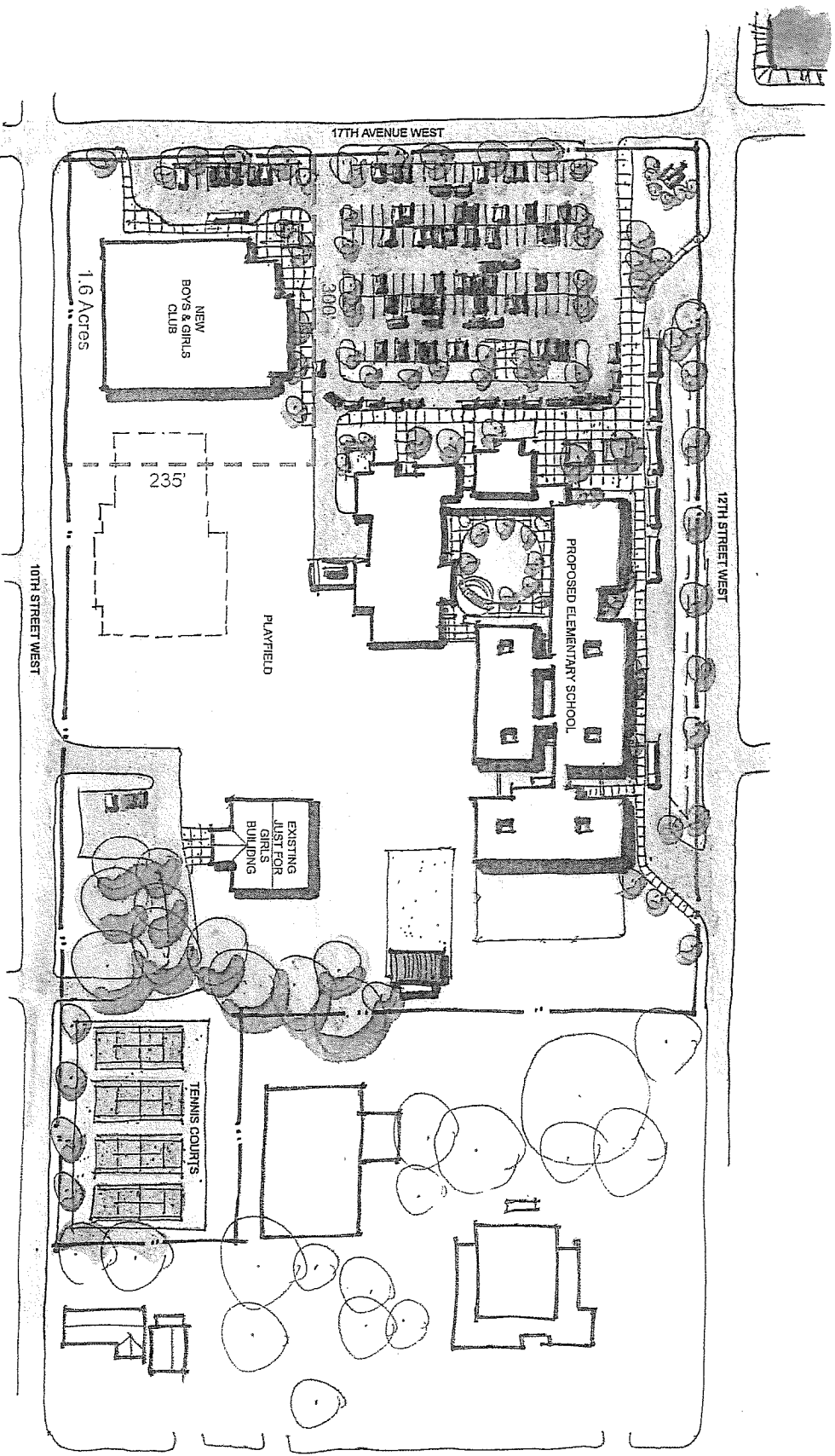
Recommendation: 1 – Approve conceptual participation for staff negotiation

Budget Impact: Expected to be minimal.



PALMETTO ELEMENTARY SCHOOL
 PROPOSED SITE PLAN FOR BOYS & GIRLS CLUB SITE
 SCALE: 1" = 50'-0"

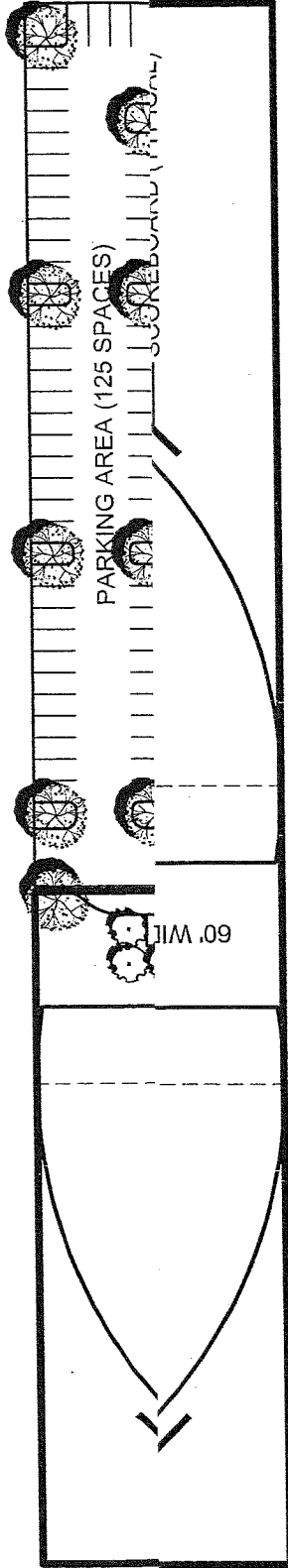




PALMETTO ELEMENTARY SCHOOL
 PROPOSED SITE PLAN FOR BOYS & GIRLS CLUB SITE
 SCALE: 1" = 50'-0"

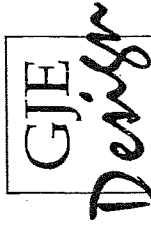
 **HOFFMAN**
 ARCHITECTS, P.A.

PALMETTO LITTLE LEAGUE

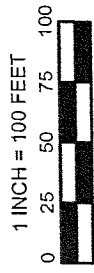


PALMETTO LITTLE LEAGUE
PALMETTO, FLORIDA

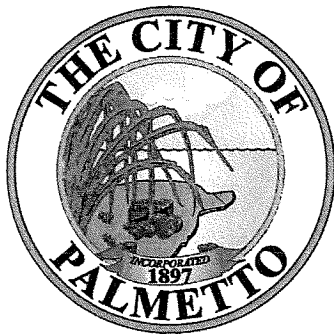
CONCEPT PLAN A



GEORGE J. EISSLER, Inc.
LAND DEVELOPMENT CONSULTANTS
3950 Elysian Woods Lane
Sarasota, Florida 34231
941-927-0806 FAX: 941-927-9369
geissler@verizon.net



1 INCH = 100 FEET
0 25 50 75 100
NORTH
04-14-08
PALMETTO LL A.dwg



Department of Public Works

600 17th Street West
Palmetto, Florida 34221
Phone (941) 723-4580 • FAX: (941) 723-4539
Suncom 599-4580

June 23, 2008

Mr. Glenn Hartmann
FTTP QA Specialist, Verizon
V8800 Adamo Drive
Tampa, FL 33619

Dear Mr. Hartmann:

Please be advised that I am prepared to recommend to the City Commission that the City of Palmetto accept the amount of \$8,404.17, as you have proposed, with the addition of appropriate costs and fees.

I will recommend that Verizon also reimburse the City of Palmetto for some of the time required to prepare and review damages and invoices, as follows:

- Four (4) hours – City Attorney @ \$175/hr = \$700.00;
- Four (4) hours – DPW Director @ \$ 39.83/hr = 159.32;
- Twenty (20) hours – Project Inspector @ \$18.45/hr = \$369.00; and
- An administrative fee of 6% of total costs listed above = \$577.95

For a total payable amount due of \$ 10,210.44.

Please note that this does not include your most recent intrusion located at 710 16th Avenue West.

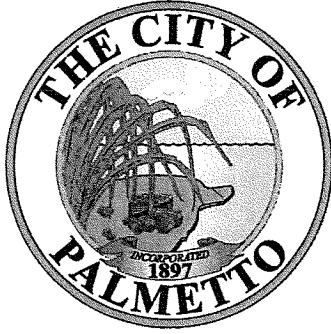
We have reviewed your response and believe that, even with your additional information, there are still a variety of incidents which can be disputed. In fact, our revised calculations indicate over \$37,000 directly attributable to the contractors. However, as the City does not have the manpower or resources to continue in our attempts to be reimbursed for all intrusions, I feel that accepting your proposal will bring a quick resolution to the dispute, and allow us to continue with City business.

I intend to submit these terms to the City Commission at the next available meeting.

Thank you,

Chris Lukowiak
Director

CL:gj



Department of Public Works
600 17th Street West
Palmetto, Florida 34221
Phone (941) 723-4580 • FAX: (941) 723-4539
Suncom 599-4580

June 23, 2008

Mr. Dan Schlandt
Deputy County Administrator
1112 Manatee Avenue West
Bradenton, FL 34205

Dear Mr. Schlandt:

I am writing to update the status of the existing City-County joint projects/issues, and request the scheduling of a meeting to follow our last joint meeting which was held on April 7, 2008.

- Erie Road Landfill - City and County Staff performed a walk-thru of the site, agreeing that all necessary improvements had been removed appropriately.
- 7th Street Extension - City and County Attorneys are now in agreement with regard to the language of the reverter clause and the project can move forward. The County's legal department is drafting the Inter-local agreement. There s a revised design that was submitted to County Engineering and DPW for final comment.
- Jackson Park – Construction is complete and we have had several rainstorms without flooding. City Attorney is completing the draft of the Inter-local Agreement, which will be considered by City Commission early in August, then forwarded to the County with an invoice as agreed.
- US 41 Median Maintenance – Still awaiting County comments.
- Blackstone Aquatic Facility – No longer being considered for the near future.

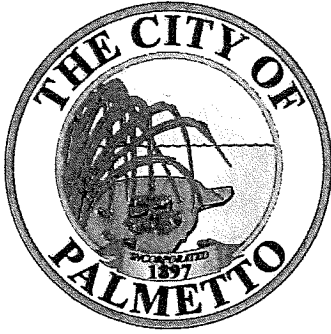
Please advise me if you believe that any issues require additional clarification, and let me know when we will be able to meet again.

Sincerely,


Chris Lukowiak
Director

CL:gj

cc: Mayor Larry Bustle
Ed Hunzeker, County Administrator



Department of Public Works

600 17th Street West
Palmetto, Florida 34221
Phone (941) 723-4580 • FAX: (941) 723-4539
Suncom 599-4580

June 23, 2008

Mr. Ray D'Aiuto
Project Manager
Veolia Water North America Operating Services
1310 28th Avenue West
Palmetto, Florida 34221

Dear Mr. D'Aiuto:

Please be advised that it is my intention to propose that the City Commission approve the contract provision authorizing a two (2) year extension of the contract with Veolia Water for the operation of the Waste Water Treatment Plant.

If this is acceptable, please advise me so that I am able to schedule our presentation to the City Commission at the next available meeting.

I appreciate your prompt response.

Sincerely,

Chris Lukowiak
Director

CL:tl:gj

Palmetto City Commission
Budget Workshop
June 24, 2008 5:00 p.m.

Elected Officials Present:

Larry Bustle, Mayor
Tambra Varnadore, Vice Mayor
Eric Ball, Commissioner
Tamara Cornwell, Commissioner (arrived 5:15 p.m.)
Mary Lancaster, Commissioner
Brian Williams, Commissioner

Staff and Others Present:

James R. Freeman, City Clerk
Chris Lukowiak, Public Works Director
Chief Garry Lowe
Karen Simpson, Deputy Clerk-Finance
Geoff Campbell, IT Director
Tanya Lukowiak, CRA Executive Director
Deanna Roberts, Administrative Assistant

Mayor Bustle called the meeting to order at 5:10 p.m. The meeting began with the Pledge of Allegiance.

1. AGENDA APPROVAL

MOTION: Commissioner Ball moved, Commissioner Lancaster seconded and motion passed 4-0 to approve the June 24, 2008, 5:00 p.m. agenda.

Mr. Freeman began the workshop with a review of the "FY 2009 Summary Budget by Fund," page 1 of the provided packet (attached to these minutes). The graph shows a breakout of expenses by fund. The total expenditures, excluding CRA, are \$21million (\$21,853,618). The General Fund makes up about 52 percent of the total expenditures. Percentages for other funds are also shown. Page 3 shows a detailed line item of operating expenditures; a detailed cross reference for page 1. This detail of expenditures gives Commission a reference point to see where savings might be made in the budget, as requested at the June 23, 2008 Budget Workshop. Four of the categories specifically requested by Commission: Communications, Utility Service, Fuel, and Uniform Purchases and Cleaning expenses are shown on the chart.

Commissioner Lancaster asked how many cell phones the City pays for. Finance verified there are thirty-five city-issued cell phones. She asked if they were all necessary. Mr. Freeman said he assumed so but added that purchasing is looking at some options to save costs on the phones; for example, using them as two-way talk only.

Mayor Bustle pointed out that page 3 also is a cross reference to the departments in the budget book.

In response to Commission's request for costs associated with take-home vehicles, Finance prepared page 4. Based on listed assumptions, the total yearly cost to the City is \$25,439.

Chief Lowe informed Commission that the Police Department is looking at a surcharge of \$10-\$12.00 for each speeding ticket. The idea came from an article he read about a similar program in Holly Springs, GA. The surcharge would apply as long as gas is \$4.00 or more per gallon. The surcharge would be collected by the Clerk of the Court, and he thinks 100 percent would come back to the City. Commissioner Varnadore commented there might be an administrative fee.

Mayor Bustle reminded Commission that the COLA and STEP increases are loaded into this budget.

Mr. Freeman, Chief Lowe and Mr. Lukowiak updated Commission on the status of the buyout provision. They reported very little interest among the employees they surveyed. After discussion, Commission agreed to leave the option in the budget. Commissioner Varnadore said she is absolutely opposed to a subsidy for the taxes the employees would owe on the lump sum. Commissioner Ball and Commissioner Cornwell agreed. Commissioner Williams suggested paying a portion as an incentive. Commissioner Cornwell said she would like to see the savings based on the actual number of positive commitments to the buyout, with and without the City helping with taxes.

Mayor and Commission

Each Commissioner has been allocated travel expenses of \$500 for meals and mileage to be used for any training or events they would like to attend. An amount of \$550 has been budgeted for the Institute for Elected Municipal Officials (IEMO) training for the new Mayor and at least one new Commissioner.

Commissioner Cornwell stated her preference would be to cut the budget down to bare bones and remove the budgeted travel allowances. Each Commissioner could come before Commission for any travel requests as needed, and a budget amendment could be done on a case by case basis. She asked the Mayor to review the memberships the City is currently holding; for example, Tampa Bay Regional Planning Council and Manasota League of Cities, etc. She wanted it made clear that if COLA's were not given that it began with Commission down. Mr. Freeman said that is the assumption.

Commissioner Varnadore asked staff to use its discretion and cut this budget from \$196,000 to \$175,000; travel being one area that she saw a need to reduce. She based that number on the fact that in 2007 \$162,000 was the actual budget for Mayor and Commission, the budget for 2008 was \$188,000 and year to date actual is \$114,000. Mr. Freeman said he projects \$169,000 through the end of the year, and she commented \$175,000 would give an additional \$6,000 for the coming year. She preferred that staff make the decision, but when pressed for specifics she said she will come up with her own suggestions.

Commissioner Williams and Commissioner Cornwell wanted to take a look at the health insurance options first. Commissioner Williams opined that he is reluctant to eliminate a COLA and STEP increases and then ask employees to pick up a portion of the cost of health care.

Staff will propose cuts to the Mayor and Commission budget. Mr. Freeman will look at travel, repairs, equipment and office supplies based on comments from Commission.

Commissioner Ball interjected that there is a considerable difference between the 2007 actual budget and the proposed 2009 budget; however, \$17,000 is an increase in personnel costs and \$13,000 is election costs the City is committed to, so that only leaves \$4,000 to play with. There may be better opportunities in other areas, but there is not a lot to gain in this budget. Commissioner Williams commented it is only an increase of \$8,000 over last year's budget.

City Clerk

Mr. Freeman reported that the Tax Increment Funds (TIF) payments to the Community Redevelopment Agency (CRA) have increased, which creates an increase in his budget. If TIF payments are removed, the City Clerk budget is actually \$526.00 less in comparison to FY 2008, even after factoring in an 8 percent increase in personnel costs.

Under Non-Capitalized Equipment Mr. Freeman explained that will include a new desk for the Commission office and an umbrella requested by staff for the picnic table.

Commissioner Williams asked what portion of the funds to the CRA will be coming back to the City. He said the CRA is increasing its Community Renovation Program by almost \$500,000. Tanya Lukowiak, CRA Executive Director, said the CRA covers expenses for the City in the amount of TIF funds so that the City always recovers those funds.

Commissioner Cornwell suggested deleting the new desk for the Commission office. Commission agreed.

Commissioner Williams asked that staff look into Sun Com phone service and look for ways to save.

Information Technology

The expenses for the IT Department are up by 25 percent for 2009. Mr. Freeman explained the increase was due to \$127,000 for software for the Police Department to make the COBAN police system fully functional. Complete software upgrades and maintenance agreement for COBAN account for the increase.

Commissioner Cornwell asked for an explanation of the Disaster Recovery Program. Geoff Campbell, IT Director, explained that he is looking into putting server space in the County's new Emergency Operation Center (EOC) building. A complete redundant system would be housed there, and the City could be up and running right away following a hurricane for example. The City could hook up to the servers stored in the Manatee County facility. Otherwise, the City could lose up to one month worth of data, have to replace all servers and make sure the software could be reloaded onto the systems. His goal is to have a solid Disaster Recovery Program.

Commissioner Lancaster asked if the vacant position will be filled. Mr. Freeman said it is has been budgeted. That position will be assigned to PD but would be a citywide resource. She inquired if all IT Specialists need cell phones. Mr. Freeman said they work at different locations throughout the day and need to be accessible.

Regarding COBAN, Mr. Freeman said when the system was initially purchased, there was an understanding that it would give PD the full functionality it wanted; streaming video and report writing, the capability to keep the officer out in the field. Now, upgrades are needed to get the system fully functional.

A lengthy discussion ensued on the additional monies budgeted for COBAN. Commission felt it had been totally misled on the capabilities of the system that was purchased. Commissioner Williams wants to know what the contract says. Mr. Campbell said he will prepare a point paper for Commission.

Commissioner Cornwell asked if the \$127,000 was a one time only fee, and Mr. Campbell said there will be yearly support and maintenance fees of \$8,000 for the system.

Chief Lowe pledged to meet with Geoff Campbell, Mike Mayer and COBAN and will provide some answers to the Commissioners' questions about what they perceived was being purchased. Commissioner Varnadore opined that what Commission was shown was not what was purchased. Commissioner Varnadore and Commissioner Ball remarked that we have managed for a year with the system we have; it might be possible to manage another year. Commissioner Williams requested that someone from COBAN be brought in to brief Commission. There was a consensus by Commission to continue the discussion of the IT budget to the next workshop.

Mr. Freeman asked to schedule some additional budget workshops. Workshops were added on July 15th and 16th from 5:30 p.m. – 7:30 p.m. (These are in addition to workshops scheduled for July 22nd and 29th from 5:00 p.m. – 7:00 p.m.) Regular meetings resume July 21st.

The meeting was adjourned at 7:04 p.m.

Minutes approved:

James R. Freeman, City Clerk