

TAB 1

**COMPREHENSIVE PLAN AMENDMENT WORKSHOP
SUMMARY
PALMETTO CITY COMMISSION
AND
PLANNING AND ZONING BOARD
JOINT WORKSHOP MEETING
June 8, 2009 – 6:15 PM**

516 8th Avenue West
Palmetto, FL 34221

www.palmettofl.org
941-723-4570

Elected Officials Present

Shirley Bryant Mayor
Brian Williams Vice Mayor - via-telephone
Tamara Cornwell Commissioner
Mary Lancaster Commissioner
Tambra Varnadore Commissioner
Alan Zirkelbach Commissioner

Planning and Zoning Board Members Present

Michael A. G. Burton, Chair
Robert Smith, Vice Chair
Ed Bennett
Barbara Jennings
Jon Moore
Christopher Moquin
Charlie Ugarte
Eric Gilbert, Alternate
Jim Pastor, Alternate

Staff Present

Tom McCollum, Interim City Planner
Scott Rudacille, Legal Council
Linda Butler, Planning Tech
Ken Hawkins, Planner I

Mayor Bryant called the meeting to order at 6:15 p.m. A moment of silence was observed, followed by the Pledge of Allegiance.

Mayor Bryant stated Commissioner Williams requested to join the workshop via telephone. It was the consensus of all to allow the telephonic conference.

ORDER OF BUSINESS:

1. DISCUSSION: COMPREHENSIVE PLAN REVISIONS:

Section 1 – Future Land Use Element:

- ❖ **Page 1-9 Land Use Table** Under the Maximum Density/Intensity column FAR (floor area ratio) should read “1.00.”
- ❖ *Mr. McCollum will provide more information and clarity on the maximum allowable density*
- ❖ **Objective 1.14** It was the consensus of the Members to change the wording to be generic and not just specific to the School Board.

Section 2 - Transportation Element:

- ❖ **Objective 2.1** Mr. McCollum will look into removing “LOS standards.”
- ❖ **Objective 2.6** need to be enforced

Section 3 - Housing Element:

- ❖ **Policy 3.8.2** Mr. McCollum will research and report back why only two mobile home parks are listed and the other items were deleted
- ❖ **Policy 3.6.5** state distance to bus service
- ❖ **Policy 3.9.2** It was the consensus of the Members to add “The City shall encourage”.

Section 4 – Sanitary Sewer Element:

- ❖ **Policy 4.4.1** It was the consensus of the Members to remove “18-24 months” if it is allowed

Section 5 – Solid Waste Element:

- ❖ No questions or comments

Section 6 – Stormwater Element:

- ❖ No questions or comments

Section 7 – Potable Water Element:

- ❖ No questions or comments

Section 8 – Coastal Management Element:

- ❖ **Policy 8.1.8** It was the consensus of the Members to change the sentence to read” The City shall refer to the Florida Pest Plant Council Category 1.”
- ❖ **Policy 8.4.4** It was the consensus of the Members to remove “on site”
- ❖ *Mr. McCollum will research MHP Future Land Use (FLU) and Land Use (LU) designation*
- ❖ **Policy 8.7.2** It was the consensus of the Members to strike this policy

Section 9 – Conservation Element:

- ❖ **Page 9-2** would like to see isolated wetland addressed
- ❖ **Policy 9.2.1 and 9.2.2** Mr. Burton will not provided the language due to time constraint. Also strike any reference to federal rules and or guidelines. Mr. McCollum and Mr. Burton will work together to update the language.
- ❖ **Policy 9.4.6** It was the consensus of the Members to remove “Issues that need to be addressed include: Mandatory connection; Installation of backflow preventers; Installation of irrigation system; Discontinuance of existing wells of irrigation purposes; Amount of connection fee; and Fee for using reclaimed water

Section 10 – Park, Open Space, and Recreation Element:

- ❖ **Policy 10.3.1** Add a bullet for “Public transportation ability.”

Section 11 – Public School Facilities Element:

- ❖ No questions or comments

Section 12 – Intergovernmental Coordination Element:

- ❖ No questions or comments

Section 13 – Capital Improvement Element:

- ❖ **Pg. 13-8 Facilities Standards** – It was the consensus of the Members to strike Arterial Road and Collector Road from the Facility Standard list.

2. Draft Maps

Mr. McCollum reviewed the maps provided in the Members notebooks. There were questions or comments.

3. Mock up of Recommended Cover

It was the consensus of the Boards to include three different pictures in the Comp Plan.

4. Adjournment 8:35 PM

Palmetto City Commission
July 13, 2009 5:00 p.m.

Elected Officials Present:

Shirley Bryant, Mayor (entered at 5:10 pm)
Tamara Cornwell, Commissioner
Tambra Varnadore, Commissioner
Brian Williams, Vice Mayor
Mary Lancaster, Commissioner

Elected Officials Absent:

Alan Zirkelbach, Commissioner

Staff Present:

James R. Freeman, City Clerk
Chief Garry Lowe
Allen Tusing, Public Works Director
Karen Simpson, Deputy Clerk-Finance
Diane Ponder, Deputy Clerk-Administration

Vice Mayor Williams called the meeting to order at 5:00 pm, followed by a moment of silence and the Pledge of Allegiance.

1. FISCAL YEAR 2009-2010 BUDGET

Mr. Freeman reviewed the Assumptions for the 2010 Budget. The major components of the review are as follows:

- Ad valorem revenues have been adjusted to correctly reflect an amount of \$4.15M
- General Fund revenues are down approximately \$815,000
- Responses to the health insurance RFP will be evaluated in the coming weeks; the budget reflects funding at \$8,400 per employee
- Pension expenses for General Employees at 21.44% and Police at 19.98% are funded in the budget
- TIF funds are projected to be \$1.7million vs. last year's \$2.2million; additional \$60,000 savings
- CPI rate increases for water, sewer and reuse have not been included
- PD is requesting four new vehicles, which equates to an annual lease payment of \$28,000; staff will be seeking grant funding for the purchase of one or more of the vehicles
- The current IT position and one Parks position that is currently vacant will not be funded; the Planner position, one vacant police officer and two part-time crossing positions remain funded in the proposed agenda
- Solid Waste revenue will have to be modified to correctly reflect the mid-year CPI increase by Waste Management, should there be an increase; the county tipping fee may also increase and will have to be correctly reflected

Commission requested the following information during the general assumptions discussion:

- Determine how to encumber the current and future pension costs; the actuary has indicated the study requested by staff would be outside the scope of the contract; notification to Florida League of Cities for resources concerning pension funding
- Determine if rate studies are required to warrant or extend annual increases in water, sewer and reuse; suggested staggering studies in different years

- Determine if the application of the different utility studies are current in their implementation
- Determine if the City of Bradenton has realized any savings from the 4-day work week

Mr. Freeman explained that because of declining property values, if the current millage rate of 4.6662 goes unchanged, the City's roll back rate would equate to 5.1925 mills. Should the current millage rate go unchanged, ad valorem tax revenue would equate to \$4,154,621 vs. \$4,799,930 last year.

Mr. Freeman also distributed information on a city-wide payroll reduction of one percent, which equates to a total of \$95,556 and a one-day furlough, which equates to \$33,361. Commission requested the total impact a furlough day would have on the employees pay and benefits. The department heads informed Commission they will be meeting with their employees regarding the budget shortfall.

The next budget meeting is Thursday, July 16, at 5:30 pm.

Mayor Bryant announced that Thursday, July 16 from 5:00 pm – 7:00 pm the Palmetto Business Advisory Group is having a meeting at M& I Bank, where a representative of the Small Business Administration and a bank associate from Atlanta will be speaking on Community Reinvestment.

Mr. Tusing announced that the water restrictions are still in effect but there are no restrictions on the use of reclaimed water.

Mr. Williams commended staff on the 4th of July festival. Mayor Bryant agreed.

Meeting adjourned at 6:15 pm.

Minutes approved:

James R. Freeman
City Clerk

Palmetto City Commission
July 16, 2009 5:30 p.m.

Elected Officials Present:

Shirley Bryant, Mayor
Tamara Cornwell, Commissioner
Tambra Varnadore, Commissioner
Brian Williams, Vice Mayor
Mary Lancaster, Commissioner

Elected Officials Absent:

Alan Zirkelbach, Commissioner

Staff Present:

James R. Freeman, City Clerk
Chief Garry Lowe
Allen Tusing, Public Works Director
Karen Simpson, Deputy Clerk-Finance
Diane Ponder, Deputy Clerk-Administration

Mayor Bryant called the meeting to order at 5:30 pm, followed by a moment of silence and the Pledge of Allegiance.

Commission reviewed and amended the budget meeting calendars. Staff will confirm if Mr. Zirkelbach is available for a meeting July 29 at 5:30; if not, the meeting will be scheduled for 6:00 pm.

Commission began the budget review with Mr. Freeman highlighting the major changes to each cost center, as follows:

Mayor and Commission

0015113116: Video Commission meetings for \$15,000 deleted

0015113424: Obtain a cost estimate of a city-wide election

001511411: Mr. Williams wishes to receive a cell phone. Confirm if Mr. Zirkelbach wishes to receive a cell phone. Commissioners Cornwell, Lancaster and Varnadore declined cell phones.

0015115413: Increase the FLC registration fee to \$4,500
Increase the miscellaneous training to \$750

Mr. Freeman discussed the contingency dollars that have been included in the budget and suggested that Commission could set policy to restrict the expenditure of any contingency funds.

Mr. Freeman was asked to look at the cost of providing insurance for elected officials. Discussion ensued on the need to provide a benefits package for the mayor's position. Mr. Freeman stated that \$8,400 per person would be a solid budgetary amount, but the range could fall between \$7,500 and \$8,500. Commission requested Mr. Freeman have the results of the insurance RFP available by the first week in August.

City Clerk

Corrected the entry of Agenda/Minutes Software for \$20,000 from the Police Department to the IT Department cost center. Mr. Freeman updated the entry to reduce the amount to \$8,000.

Moved the Utility Rate Study for sewer/reclaimed water for \$20,000 to the Water & Sewer account.

The following items were placed on a suspense log for further consideration:

1. Establishment of contingency fund policies
2. Research the SunCom city-wide phone service
3. Develop an RFP for banking services, considering the expense to employees who do not have bank accounts and still a receive a pay check
4. Cost of health and life insurance for elected officials

The meeting adjourned at 7:00 pm.

Minutes approved:

James R. Freeman
City Clerk