

TAB 1

Draft Minutes
CITY COMMISSION WORKSHOP MEETING
July 26, 2010
4:30 PM

Elected Officials Present:

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

Staff Present:

James R. Freeman, City Clerk
Allen Tusing, Public Works Director
Chief Rick Wells
Sharon Jones, HR Director
Mark Barnebey, City Attorney
Deanna Roberts, Administrative Assistant

Mayor Bryant called the meeting to order at 4:34 p.m. followed by a moment of silence and the pledge to the flag.

1. UPDATE: FLORIDA LEAGUE OF CITIES (10 MINUTE PRESENTATION)

Mr. Freeman introduced Andy Hanson, the City's local representative for the Florida League of Cities (FLC). He informed Commission that FLC is presenting a refund of \$10 million to members who had their property coverage with them in 2008/2009 and who will renew their coverage. This is the third year in a row that FLC has given a refund. The City's share of the refund is about \$33,000 and should arrive around the end of November. The refund is due to the fact that there have been no catastrophic events. The Florida Municipal Insurance Trust is the most comprehensive insurance program in the industry for municipalities, and one of the largest, if not the largest. The trust has \$400 million in assets. Many programs are available to the City as part of the policy.

2. PROPOSED ORDINANCE NO. 2010-14

Annexation of 8th Avenue from 23rd St. to its northern terminus to eliminate a gap in City jurisdiction between large tracts of land currently located within the City, and as part of the ball field project.

Mr. Barnebey told Commission that once the area is annexed into the City, at some point in the future a portion will need to be vacated subject to the construction on new 23rd. Two reasons for the annexation: The City has already annexed land east and west of this property, and the City's process for vacation is faster than the County's; probably by ten months. This annexation will help meet the time frame for the construction of 23rd. On July 27, 2010, the County will consider an agreement giving maintenance of that road to the City. He has been discussing with the County attorney whether a quit claim deed should be provided to the City. Mr. Barnebey thinks it should, but they have some questions about that. The motion they will consider tomorrow seems to allow for that, but because of the question on the quit claim deed, Mr. Barnebey suggested bringing the ordinance back on August 2, 2010, instead of moving it forward to the 7:00 p.m. agenda tonight.

Following discussion, Commissioner Varnadore said that since there was a meeting the following week, she would be in favor of delaying moving it forward tonight. She asked Mr. Barnebey to remind the County attorney that the City is on a tight timetable. The longer this process takes, the longer building the ball fields drags on. There was a consensus by Commission to bring the item back on August 2.

3. PROPOSED ORDINANCE NO. 2010-13 (M. Barnebey)

Discussion of the revised ordinance relating to the sale of alcoholic beverages of Sundays. Documentation for the agenda item is located at Tab 3 of the 7:00 agenda. This item will be carried forward to the 7:00 agenda for Commission action.

Mr. Barnebey informed the Commission that this is a revised ordinance providing for the sale of alcohol except for 2:30 a.m. – 6:00 a.m. any day of the week. This was a slight change from Ordinance 2010-07 which allowed the sale of alcohol during those hours on Saturday.

Mr. Barnebey commented that he had sent a memo to the Commission regarding some of the rules issues (regarding the conduct of meetings) that came up at the last meeting. Mayor Bryant said the new rules came out of comments from the public. The meetings have gotten too lengthy. She will be looking for a group consensus on any rules of procedure that Mr. Barnebey brings forward.

Regarding the alcohol ordinance, Commissioner Varnadore thought it would be a good idea to look at the whole ordinance before proceeding with changing this one section. It's been piecemeal so far; the distance from schools and churches being the last change. Mr. Barnebey said it would be up to the Commission. Mrs. Varnadore said it would save money on advertising.

She remarked that this ordinance does not limit the businesses that can sell on Sundays so that bars, all day special events, etc. can sell too. It's not limited to package sales in stores like Publix and Sweetbay for example.

Commissioner Cornwell said the Commission has not looked at the effects this ordinance may have, and why the original ordinance prohibiting sales on Sunday had passed. She asked if there was a way to track increases in assaults and domestic violence. How will the City pay for increased patrols on Sunday? A fee might be imposed that would come back to the City and help pay for these things. She would prefer to have a workshop on the subject.

Commissioner Williams opined that this needs to be disposed of and then Commission can come back later and review the rest of the ordinance.

Mayor Bryant said some of the local businesses have expressed concern about the portable carts. She is in communication with a municipality that has an ordinance that prohibits that kind of activity.

Commissioner Lancaster said the police department can deal with noise issues. She thinks the ordinance prohibiting alcohol sales on Sunday stemmed from one establishment, Byrd's Bar, located near a church. She believes this ordinance says that the businesses that sell alcohol Monday through Saturday can now sell alcohol on Sunday.

Mr. Tusing agreed with Mrs. Lancaster that the reason for the ordinance was Byrd's Bar and when the ordinance was passed all businesses, including package stores, got lumped in with the bars. He thought the survey that went out was to allow package stores to sell alcohol and not necessarily opening bars on Sunday.

Mr. Zirkelbach asked Chief Wells if the police force was less on Sunday. Chief Wells said it is the same every day of the week. Mr. Zirkelbach said his goal is to just mirror what the rest of the County does so that our vendors are not put at a disadvantage.

Based on her research, Commissioner Varnadore said there have not been alcohol sales on Sunday since 1937. Palmetto is a small town and it might not reflect well on our image. Eighth Avenue and 10th Avenue are what people see when they drive through the City. There are a lot of empty storefronts and this might open up the potential for bars coming into the City.

Mrs. Lancaster said if there was a prohibition that far back, it was not being enforced. One day won't make a difference here, and our businesses are not making the money.

Commissioner Cornwell asked Chief Wells if the police department is going to monitor Sundays and report back to Commission. There may be a need to increase the force on Sunday based on patterns that emerge. She is concerned also with bars coming into the City. These are some things that she would like to look at before moving this forward. Church on Sunday is not her objection to the ordinance; it's noise.

Mayor Bryant asked Commissioners if they would like to move this forward to the 7:00 p.m. meeting.

Commissioner Williams said the issue of bars opening up is not what is being addressed at this meeting, and if Chief Wells thinks he needs to monitor the situation, he will. That is his job.

Three of the Commissioners were in favor of moving the item forward to the 7:00 p.m. meeting. Commissioners Varnadore and Cornwell were not in favor.

4. PERSONNEL POLICY

The review continued at page 56: Harassment Policy

Based on a question from a previous workshop, Mrs. Jones directed Commission to Page 46, #12 as the location for explanation of refusal to submit to drug or alcohol screening.

Mrs. Cornwell asked Mr. Freeman for clarification of meeting dates. Mr. Freeman said the upcoming meetings will be: August 2, 3, 9, 16, 17, 23, 24 and 30. Commissioner Lancaster said she will not be at the August 3 meeting.

Commissioner Williams suggested changing some of the "mays" to "wills." The City needs to be known as a tougher community with respect to how it will handle these things. He asked why, on page 49 under Random Drug Testing, the random testing for drugs was 50% and for alcohol 25%. Mrs. Jones said this was the state of Florida requirement. He agreed with Mayor Bryant that the City has made progress in this area. Mr. Tusing said he believes that the 50/25 is a CDL requirement. In answer to Mayor Bryant's question, he said this would pertain to about ten out of fifty-four employees. The City could tighten up the requirement and make it 50/50. There was a consensus to do so.

Commissioner Williams pointed out a gender typo on page 59, C, 5. Change to his/her on line 4. He asked Mr. Barnebey to check and see if Garrity can be used by general employees.

Mr. Williams expressed concern about the statement in Discipline, Section 5, A: Non-probationary employees may be terminated only for cause. What about layoffs for financial reasons? Mrs. Jones said this pertains only to this section. Another article covers his concern. The Mayor asked Mr. Barnebey to add something here for clarification. Mrs. Lancaster asked for clarification about Florida being an at-will state and if the Personnel Policy overrides that.

Under Section 5.02, Progressive Discipline, Mr. Williams asked if all discipline is in a personnel file, including verbal discipline. Mr. Freeman said this is a new section; it should be documented. It will be added to this section.

The Personnel Policy review ended at page 67.

5. ADJOURNMENT

Mayor Bryant adjourned the meeting at 6:00 p.m.

Minutes approved:

James R. Freeman, City Clerk

**Draft Minutes
PALMETTO CITY COMMISSION
JULY 26, 2010 - 7:00 PM**

Elected Officials Present:

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

Staff Present:

**James R. Freeman, City Clerk
Allen Tusing, Public Works Director
Chief Rick Wells
Mark Barnebey, City Attorney
Deanna Roberts, Administrative Assistant**

Mayor Bryant called the meeting to order at 7:00 p.m. followed by a moment of silence and the pledge to the flag.

All persons intending to address City Commission were duly sworn.

Public Comment: None

1. CITY COMMISSION AGENDA APPROVAL

Motion: Commissioner Cornwell moved, Commissioner Zirkelbach seconded, and motion carried unanimously to approve the July 26, 2010 7:00 p.m. agenda with the deletion of agenda item #5 and replacing it with the confirmation of the PACE grant application.

2. APPROVAL: PROPOSED AGGREGATE MILLAGE RATE (J. Freeman)

MOTION: Mr. Zirkelbach moved, Mrs. Lancaster seconded, and motion carried unanimously to approve a proposed aggregate millage rate of 4.9162 and to schedule a public hearing to adopt a tentative millage rate and tentative FY 2010-2011 budget with public hearings scheduled for September 13 and 27, 2010.

Following discussion, Commissioners agreed to a proposed aggregate millage rate of 4.9162. All expressed the intent to keep the millage rate at 4.6662, but they agreed with the Mayor and Mr. Freeman that it was prudent to take this action to provide a safety net. The rate can go down later, but it could not go up. Staff will try to keep the millage as is and still balance the budget. There are still challenges in the General Fund. Mr. Freeman commented that even with a quarter mill increase, the City will not collect more taxes as property values are down.

September 13, 2010 is the proposed tentative budget hearing date and September 27, 2010 the public hearing for the final adoption of the budget. These dates must be submitted to the Property Appraiser's Office along with the proposed millage rate.

On August 2, 2010, Mike Towns, the City's insurance agent, will appear before Commission to discuss ways to save money on the health plan. He has already negotiated the renewal rate down from 29% to 20%.

Mr. Freeman commented again that even with a quarter mill increase, the City will not be collecting any more revenue than last year due to declining property taxes. Some residents would still see a reduction in their property taxes.

3. 1st READ & ADVERTISING APPROVAL: ORDINANCE 2010-06 (J. Freeman)

AN ORDINANCE OF THE CITY COMMISSION FOR THE CITY OF PALMETTO, FLORIDA AMENDING THE COMPOSITION OF AND CLARIFYING AND ADDING DUTIES TO THE PLANNING & ZONING BOARD; DELETING PROVISIONS RELATED TO A "PLANNING COMMISSION"; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION: Commissioner Lancaster moved, Commissioner Zirkelbach seconded, and motion carried unanimously to approve Ordinance No. 2010-06 for advertising and schedule a public hearing August 16, 2010.

4. 1st READ & ADVERTISING APPROVAL: ORDINANCE NO. 2010-13 (M. Barnebey)

AN ORDINANCE OF THE CITY COMMISSION FOR THE CITY OF PALMETTO, FLORIDA, AMENDING THE PALMETTO CODE OF ORDINANCES; PROVIDING FOR AMENDMENT OF THE TIMES ALLOWED FOR THE SELLING OF ALCOHOLIC BEVERAGES WITHIN THE CITY LIMITS; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION: Commissioner Lancaster moved, Commissioner Zirkelbach seconded, and motion carried 3-2 to approve Ordinance No. 2010-13 for advertising and schedule a public hearing August 16, 2010. Commissioners Cornwell and Varnadore voted nay.

Discussion: Commissioner Cornwell remarked that the Commission needed to discuss concerns that had been brought up at the workshop before scheduling this for a public hearing.

Commissioner Williams suggested a timeframe in which staff will bring further recommended changes to the ordinance. Commissioner Varnadore interjected that it would be prudent to do that prior to adopting this ordinance. Her concern was that this ordinance includes all businesses for Sunday sales. The Commission would have to come back at a later time and perhaps prohibit some.

Mr. Barnebey said he will get with the new planner, Lorraine Lyn, and come back with a timeframe for reviewing the alcohol ordinance. He thinks it could be done prior to the end of September. The Mayor then asked Mr. Barnebey to bring back information provided by Mr. McCollum, the former planner, to the meeting next Monday before estimating a timeframe.

Mr. Barnebey said the direction he thought he got from Commission was to drop requirements on restrictions on sales except for the hours between 2:30 a.m. and 6:00 a.m. Mr. Zirkelbach said it would be like every other day of the week.

Mr. Barnebey clarified for Mrs. Varnadore that any establishment can sell alcohol on Sunday under this ordinance except for the excluded hours.

5. PACE GRANT APPLICATION: (Mayor Bryant)

Mayor Bryant reported the City of Palmetto joined in an application with the Town of Lantana to get grant funding through an Environmental Protection Agency grant. Fourteen local governments are participating. The grant awards will be posted on October 15, 2010. There is no cost to the city. The grant funding would help businesses move towards becoming green businesses. Mr. Barnebey commented that the letter the Mayor sent supported the application, but participation was contingent upon entering into an Interlocal Agreement, as the City has not yet seen the terms of the grant.

MOTION: Commissioner Zirkelbach moved, Commissioner Varnadore seconded, and motion carried unanimously to confirm the letter of support for the grant application submitted by Mayor Bryant to join in the PACE Grant application to the Environmental Protection Agency.

6. COMMISSION PARTICIPATION BY TELEPHONE (M. Barnebey)

City Commission must determine if Commissioners will be allowed to attend City Commission meetings and/or City Commission workshop meetings by telephone because of an acceptable absence.

Mr. Barnebey told the Commission that it had an existing policy of participation by phone for Commission: Policy No.09-04 It states that the request must be in writing and taken up at the subject meeting. The Commissioners can vote by phone, but it will not count for a quorum.

Following discussion, it was agreed the request should be made in writing. Commissioners can send an email to Jim Freeman, Mark Barnebey or the Mayor, and they can even email other Commissioners as long as they do not reply.

Mr. Barnebey said it is up to the Commission as to what constitutes "extraordinary circumstances." Commissioner Varnadore opined that as long as the privilege is not abused, she saw no need to set criteria. Mr. Williams concurred, and said each should be taken on a case-by-case basis. Commissioner Cornwell said that Commissioners can ask for items of interest to be tabled to another meeting. She was nervous about the potential for abuse.

The consensus was to take each request on a case-by-case basis.

Mr. Zirkelbach reminded Commission that he will be on vacation August 2, but he saw nothing he needed to vote on and he was not requesting to call in.

No changes will be made in the policy at this time. No action was taken.

7. 23rd STREET REALIGNMENT UPDATE/BASEBALL FIELD UPDATE (A. Tusing)

Mr. Tusing said this project has become a complex project with land swaps and dealing with multiple entities. Bidders had asked for more time to prepare bids, and Mr. Tusing has offered an additional two weeks. It shouldn't be a problem as the job cannot start until the land transactions are complete.

Mayor Bryant interjected that the City would have to be in control of the property in order to accept any the grants.

Mr. Zirkelbach asked if the fields could be constructed partially; just build two to start. Mr. Tusing said it would be dangerous to have kids playing on those fields while the road is being built.

Mr. Tusing said the fields will not be done by February. The land swaps have slowed down the process.

Commissioner Varnadore said the City can't move forward. The City has no money without grants and doesn't own all the land. The process has taken a great deal of time.

Mayor Bryant commented there were public hearings required by the various entities on the land trades, rezones had to done, and everything had to go to DCA. The road had to be moved.

Mr. Barnebey commented the numbers have increased, the amount of land increased which changed some of the conditions, but he thinks the City is close to contract level, and a lot should happen in the next month. He has talked to the County about doing two fields if we can. The project may have to be phased due to funding. We are looking for grants. The County and the School Board have agreed to try to do what they can to assist. Right now they don't have the funds either.

Mayor Bryant said she is still working on a grant through the Rays. The County had to fill out the grant application as they will be doing operations and maintenance. She has since gotten the grant back to review and finish.

Mr. Barnebey said the land acquisitions should be complete by late December or early January at the earliest.

Mr. Williams said the County currently is only committed to operations and maintenance of the fields.

MOTION: Commissioner Williams moved, Commissioner Varnadore seconded, and motion carried unanimously to prepare a letter for transmittal to the County Commission and County Administrator, requesting they address dollars to be spent in Palmetto for Little League fields in their current budget.

Mr. Barnebey suggested, and Mr. Zirkelbach agreed, that an amount should be included in the letter. Mrs. Cornwell suggested including a range of funds that might be required. Mr. Williams said the City has land that has been donated and some funds to contribute. Mrs. Cornwell suggested that the letter be presented by the Mayor at a County Commission meeting.

Regarding the two-week extension for bids that Mr. Tusing discussed earlier, Mr. Williams commented that the extension must be approved by Commission.

MOTION: Commissioner Williams moved, Commissioner Lancaster seconded, and motion carried unanimously to extend the sealed bid submittals by two weeks.

8. DEPARTMENT HEADS' COMMENTS

Allen Tusing- No comments

Jim Freeman – No comments

Chief Wells - Police Department is going through recertification for accreditation. The inspectors will be here for three days. Everything is going well; he doesn't foresee any problems

Mark Barnebey –No comments

9. MAYOR'S REPORT

Mayor Bryant encouraged Commissioners to look at the Florida League of Cites legislative agenda that her office will be sending to them. It contains some important items that will affect municipalities.

10. COMMISSIONERS' COMMENTS

Commissioner Lancaster - Thanked Chief Wells for increased patrols.

Commissioner Cornwell- Congratulated Commissioner Varnadore on the impending birth of her granddaughter.

Commissioner Zirkelbach – No comments.

Commissioner Varnadore - Asked Mr. Barnebey the status of the modular buildings at the First Baptist Church. Mr. Tusing said the buildings had been approved by the DRC and permitting. Mr. Zirkelbach interjected that it has been in a SWFWMD permit since making application to the DRC. SWFWMD has not cleared the permit yet.

Commissioner Williams – Commented that the Building Department should not have had the authority to permit the buildings to sit there temporarily. Mr. Barnebey said they anticipated they would get the

permitting. Temporary use could be tightened up in the Codes. Mr. Williams asked if the City could require them to paint the buildings to make them look nicer for the neighborhood. Mr. Zirkelbach commented that the SWFWMD permit application triggered other things which created the delay, but he thinks they will have the permit within thirty days. The church had anticipated using the buildings this summer. He will ask the church to put the stairs back on the buildings and paint the buildings. Mrs. Varnadore said the buildings have created an eyesore.

11. PUBLIC COMMENTS FOR CITY COMMISSION

None

12. ADJOURNMENT

The meeting was adjourned at 8:34 p.m.

Minutes approved:

James R. Freeman, City Clerk

CITY COMMISSION BUDGET WORKSHOP
August 3, 2010
5:30 PM

Elected Officials Present:

Shirley Groover Bryant, Mayor
Tamara Cornwell, Vice Mayor, Commissioner-at-Large 2
Mary Lancaster, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3

Elected Official Absent:

Alan Zirkelbach, Commissioner-at-Large 1

Staff and Others Present:

Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Chief Wells
Mark Barnebey, City Attorney
Deanna Roberts, Administrative Assistant



Mayor Bryant called the meeting to order at 5:30 p.m.
A discussion of the new budgetary policy continued from the August 2 meeting.



Discussion of the budgetary policy continued at page 7: Carried forward POs.

Mrs. Simpson said that unless there is a valid reason to carry an encumbrance forward, such as being tied to a contract or a grant, it will be liquidated

Commissioner Williams asked Mrs. Simpson for a timeline of when the new policy will be in writing, and where the performance measurement information will come from. Mrs. Simpson said there are classes online if Commission is interested. She is still formulating a performance measurement plan. She hopes to have a detailed plan in place by mid 2011.

Commissioner Williams asked for a report of end of year encumbrances. Mrs. Simpson said she would provide that when it became more firm and less static, probably mid-September. Mrs. Varnadore asked for the same information to see why POs that have been open for a long time would need to be carried forward. Mrs. Simpson said there are some blanket orders that may be open, but they are drawn upon all year. She will try to identify and break out POs and put them in a spreadsheet. Mrs. Varnadore said if a blanket PO was not used up in one year, there may be a mad dash to use it. It's possible if it wasn't used, it's not needed, and there might not be a need for such a large encumbrance in the next year. Mayor Bryant asked Department Heads if they held off until the end of the year to see if the budget would allow purchases. Mr. Tusing said he did. Mr. Williams said he would like a report of monies being spent prior to the close out on September 3. Mrs. Simpson said she will begin including an open PO report in the quarterly budget review.

Mr. Williams asked about budget amendments. Mrs. Simpson commented those only come to Commission when money is being transferred between cost centers; not within cost centers.




Regarding Section J on page 9, Administrative Service Fee, Mrs. Simpson said this is a way of regulating fees that could be assessed in any cost center; limited to 10%. This is new to the budget policy. If the current budget does not reflect this, the budget would be in conflict. She would like whatever number goes into the policy to be reflected in the current budget.


Mrs. Cornwell asked to leave a reference to the Building Department out in line 5, and just say ...and any other fund. Also, factor in where some cost centers are other than 10% and cover it for this budget. Mrs. Simpson said typically the Building Department is separated out, because it has its own reserves which funds operations. They are assessed administrative fees even though they're in the General Fund. She will look at rephrasing that sentence.


In response to Mrs. Lancaster's questions about Building Department funds, Mr. Tusing explained that the Building Department funds are governed by State Statutes. Their revenues have to be used only for the Building Department, but since they don't have anyone to do their finances, the City can assess fees for that service.

Following discussion, since not all parts of the policy can be implemented right away, the question was asked if the title could be changed to Budget Policy Goals. Mrs. Simpson said she will take that into consideration.


 Page 10. Mrs. Cornwell suggested deleting sentences two and three in Section E. Grants. It is too specific. Finance will review. Mrs. Simpson said the next policy she will be bringing forward is a grant policy.

Regarding page 10, Section D, Revenue Optimization (c), Mrs. Varnadore said she will not support a rate increase at this time. Mrs. Simpson said Storm Water is still being subsidized and is within this budget policy.

 Page 11 C. Mr. Williams asked to add that the Mayor will be notified if budget transfers are done within a project and she can notify Commission.

 Page 12, Section 6A. Mrs. Cornwell asked about the City's mission as referred to on page 12. Mrs. Simpson said that refers to the City's mission statement. She asked why the financial plan is for three to five years. Mrs. Simpson said this is considered to be long-term planning and in best practices for financial planning they advise a long-term strategic plan. The length of time can be determined by Commission.

Based on this discussion, Mrs. Simpson will send out a track changes updated version to Commission.

 1. FISCAL YEAR 2010-2011 BUDGET
Commission and Staff to discuss the budget.

Commission received a budget surplus handout (surplus based on the change in pension methodology), and a budget summary as of August 3, 2010.

Storm Water and Reuse fund balances are in negative amounts currently, but Mr. Freeman expects in a couple of years they will be in the positive range.

Mr. Freeman reviewed the budget assumptions page.

- ✓ Ad valorem revenues are down about \$730,000 vs. last year
- ✓ Ad valorem revenues are budgeted at 95% of estimated values
- ✓ All other revenues are based on projections from the State or the County web sites for the taxes the City receives
- ✓ TIF monies from CRA have been reduced 27%, or \$458,000, based on information from the Property Appraiser's Office

- ✓ General fund revenues include a 100% return of TIF from the CRA in the form of reimbursements – TIF dollars are used for budgeted positions
- ✓ No increases to utility user fees – there is money budgeted for a rate study and he recommends it
- ✓ Storm Water subsidy – over the past couple of years the City has subsidized about \$300,000 from Road and Bridge and Water and Sewer – the subsidy was reduced by \$50,000 this year
- ✓ Building Department and General Fund are in a deficit
- ✓ CRA is in a surplus position at this time; still evolving
- ✓ No step and no COLA in salaries
- ✓ No new positions added to the budget, but one upgrade from part time to full time
- ✓ Five unfunded vacant positions remain in the budget; leave or remove to be discussed
- ✓ Ten vacant positions remain funded in the budget (since this report a Planner and two Public Works employees have been hired)
- ✓ Health insurance is close to the amount budgeted
- ✓ Unemployment funds are budgeted as benefits have been extended
- ✓ Premiums for property casualty and liability- no increase
- ✓ Worker's Comp reduced by 20%, as it is typically over-budgeted
- ✓ Pension costs – 19% for Police Department and 23% for General Employees – new methodology is a percent of payroll and is reflected in this budget
- ✓ Salaries paid by CRA are based on the percentage of time worked in the CRA district – methodology being refined
- ✓ Revisions will be coming in the CRA budget
- ✓ Maintenance costs have increased on leases; some are expiring and are budgeted for appropriately
- ✓ Looking at a change in phone system to save money
- ✓ Three police cruisers are budgeted to be purchased through a capital lease
- ✓ Pointed out changes in object codes in the budget for Commissioners to keep in mind when reviewing the budget
- ✓ Clean air energy grant will be used towards IT server hardware
- ✓ Will see reduction in banking fees due to the change to BB&T

Commissioner Lancaster asked if CRA will get documentation for their money for salaries for auditing purposes. Mrs. Simpson said they are working towards putting a work order in the system.

Chief Wells commented that the Police Department is compiling statistics to show patrol hours in the CRA for salaries and will provide monthly reports.

2. ADJOURNMENT

Mayor Bryant adjourned the meeting at 7:13 p.m.

Minutes approved:

James R. Freeman, City Clerk

DRAFT
CITY COMMISSION WORKSHOP MEETING
August 16, 2010
4:30 PM

Elected Officials Present:

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

Staff Present:

Allen Tusing, Director of Public Works
Rick Wells, Chief of Police
Sharon Jones, Human Resources Director
Karen Simpson, Deputy Clerk-Finance
Diane Ponder, Deputy Clerk-Administration

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

1. PERSONNEL POLICY

Mrs. Jones stated that annual leave in the manual is considered vacation time.

Discussion ensued on a leave of absence, which requires approval of the Mayor, and is for something other than a "qualifying event". The City has the ability to deny a leave of absence extension. Family Medical Leave is a maximum of twelve weeks, and is not normally extended. Attorney Barnebey will look at adding language regarding any extension of a Family Medical Leave period.

It was suggested that standards for limited light duty should be established.

It was consensus to leave the possibility of sick-leave buy back in the manual, even though the buy back is not a budgeted item.

Comment was made on a discharged employee not being eligible for rehire for a minimum of ten years and the fact Commission has discussed the item. A process regarding resignation prior to termination has been put in place.

Questions and revisions will be addressed. A final revised policy back as soon as possible.

2. FY 2010-2011 BUDGET

Staff was asked to begin each meeting with the amount necessary to achieve a balanced budget. The \$267,000 from the last meeting will be reduced by the position Mr. Tusing eliminated in the Parks Department, bringing the amount to approximately \$210,000-215,000.

IT Department

Detailed discussion was deferred until Mr. Freeman's return.

Staff was asked to provide an Office Supplies amount for each department in City Hall.

City Attorney

No changes were made.

Finance Dept.

No changes were made. Staff is negotiating the cost of single audits that will be required because of stimulus grant receipts.

Human Resources

No changes were made. Staff was asked to provide an explanation for the increase in Operating Expenses and Publications at the next meeting.

Code Enforcement

Comment was made on the need to bring forward the ordinance on abandoned/foreclosed homes; Code Enforcement maintains a list of 100 homes falling into the two categories.

Staff was asked to bring back an explanation for the increase in Operating Expenses, which is thought to be the license fee for the new software and, if so, why the amount is not in the IT Department.

Staff was asked to bring back information as to why there is no line item for demolition expense.

Police Department

Offices Supplies: Was reduced to \$8,500.

The next review begins with the Public Works Department.

Meeting adjourned at 6:00 p.m.

Minutes approved:

James R. Freeman
City Clerk

DRAFT
PALMETTO CITY COMMISSION
AUGUST 16, 2010
7:00 PM

Elected Officials Present:

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

Staff Present:

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

Mayor Bryant called the meeting to order at 7:00 p.m., followed by a Moment of Silence and the Pledge of Allegiance.

Proclamation: Women's Equity Day, August 21, 2010

Swearing-in of all persons intending to address City Commission or the CRA Board.

Public Comment (non-agenda items): None

1. CITY COMMISSION AGENDA APPROVAL

MOTION: Commissioner Zirkelbach moved, Commissioner Cornwell seconded and motion carried 5-0 to approve the August 16, 2010 7:00 PM Agenda.

2. CITY COMMISSION CONSENT AGENDA

Mayor Bryant requested that a Noise Exception Permit be added as Item F.

- A) Minutes: July 26, August 2 and 9, 2010
- B) July Check Register
- C) Kirk Pinkerton Special Litigation Billing
- D) Special Function Permit: Follow the Flag
Boy Scout 100 Year Anniversary-Palmetto Historic Comm.
Halloween Social-Palmetto Historic Commission
- E) Family Resources Interagency Agreement
- F) Noise Exception: 5th Quarter - Church on the Rock

Mayor Bryant removed the July 26, 2010 Commission minutes. The July check register and all the Special Function Permits were removed for discussion.

Items 2A and C

MOTION: Commissioner Cornwell moved, Commissioner Zirkelbach seconded and motion carried 5-0 to approve the August 2 and 9, 2010 minutes and the Kirk Pinkerton Special Litigation Billing.

Item 2B

MOTION: Commissioner Cornwell moved, Commissioner Zirkelbach seconded and motion carried 4-0 to approve the July Check Register. Commissioner Varnadore was absent for the vote.

Item 2D

Dick Pack, Palmetto Historical Commission, stated the commission is the sponsor of the Follow the Flag event, rather than Bob Holmes who signed the application; therefore, the commission will supply the necessary insurance. Mr. Pack reviewed the plans for the event.

MOTION: Commissioner Williams moved, Commissioner Zirkelbach seconded and motion carried 5-0 to approve the Follow the Flag event.

MOTION: Commissioner Cornwell moved, Commissioner Zirkelbach seconded and motion carried 5-0 to approve the Boy Scout 100 Year Anniversary event.

MOTION: Commissioner Cornwell moved, Commissioner Zirkelbach seconded and motion carried 5-0 to approve the Halloween Social

Item E

Chief Wells stated the Family Resources Interagency Agreement will renew a partnership with the organization that has been in place for several years. Attorney Barnebey stated he has no legal objection to the agreement.

MOTION: Commissioner Zirkelbach moved, Commissioner Varnadore seconded and motion carried 5-0 to approve the Family Resources Interagency Agreement.

Item F

Pastor Tad Matthews and Youth Pastor Shelly Riker described the 5th Quarter as a youth outreach event that will be held after three of the Palmetto High School home football games, concluding at midnight.

MOTION: Commissioner Zirkelbach moved, Commissioner Williams seconded and motion carried 5-0 to approve the Noise Exception Permit for Church on the Rock.

3. 2ND PUBLIC HEARING FOR THE CDBG ECONOMIC DEVELOPMENT GRANT

Public hearing continued from August 2, 2010. Commission will accept public comment regarding the City's application for a CDBG Economic Development Grant up to \$750,000. If awarded, the grant will assist the City in funding the 10th Avenue extension from 17th Street to 23rd Street.

Mayor Bryant reopened the public hearing continued from August 2, 2010. There was no public comment.

MOTION: Commissioner Varnadore moved, Commissioner Zirkelbach seconded and motion carried 5-0 to continue the meeting to the August 30, 2010 Special Commission meeting, at 7:00 p.m. in these chambers.

4. PUBLIC HEARING: ORDINANCE NO. 2010-06

AN ORDINANCE OF THE CITY COMMISSION FOR THE CITY OF PLAMETTO, FLORIDA, AMENDING THE COMPOSITION OR CLARIFYING AND ADDING DUTIES TO THE PLANNING & ZONING BOARD; DELETING PROVISIONS RELATED TO A "PLANNING COMMISSION"; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Bryant opened the public hearing.

Attorney Barnebey informed Commission that since the last meeting, the ordinance has been amended to eliminate the two vacant seats expiring in January 2011 that were filled by non-city residents. This amendment is suggested to eliminate the possibility of the board not having a quorum at future meetings.

MOTION: Commissioner Cornwell moved, Commissioner Williams seconded and motion carried 5-0 to adopt Ordinance No. 2010-06.

5. PUBLIC HEARING: ORDINANCE NO. 2010-11

AN ORDINANCE OF THE CITY COMMISSION FOR THE CITY OF PALMETTO, FLORIDA, AMENDING THE PALMETTO CODE OF ORDINANCES; AMENDING THE LIST OF APPOINTED OFFICERS AND THEIR DUTIES; AMENDING PROVISIONS RELATED TO MEMBERSHIP IN THE CITY'S GENERAL EMPLOYEES' RETIREMENT PLAN; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Bryant reopened the public hearing continued from August 2, 2010. After no public comment, Mayor Bryant closed the public hearing.

MOTION: Commissioner Zirkelbach moved, Commissioner Lancaster seconded and motion carried 5-0 to adopt Ordinance No. 2010-11.

6. PUBLIC HEARING: ORDINANCE NO. 2010-13

AN ORDINANCE OF THE CITY COMMISSION FOR THE CITY OF PALMETTO, FLORIDA, AMENDING THE PALMETTO CODE OF ORDINANCES; PROVIDING FOR AMENDMENT OF THE TIMES ALLOWED FOR THE SELLING OF ALCOHOLIC BEVERAGES WITHIN THE CITY LIMITS; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Bryant opened the public hearing and announced that comment is limited to two minutes.

The following individuals spoke in support of adopting the proposed ordinance:

Jeff Gravely, Bruce Body, Harry Blenker, Joe Kennedy, Michele Tankersley, and Jeff Stephenson.

The following individuals spoke in opposition of adopting the proposed ordinance:

Pastor Tadd Mathews and Rev. Joel Tillis

Mayor Bryant closed the public hearing.

MOTION: Commissioner Lancaster moved and Commissioner Zirkelbach seconded to adopt Ordinance No. 2010-13.

Discussion: Commissioner Varnadore discussed the reasons she would not support the proposed ordinance, citing the results of the non-scientific poll, the affect it may have on the City's image and public safety. She displayed a map depicting the locations where alcohol is sold in the city and an alcohol related incidents report compiled by the Police Department.

Commissioner Lancaster discussed the reasons she would support the adoption of the proposed ordinance.

Commissioner Cornwell discussed the reasons she would not support the proposed ordinance, opining the City has not taken enough precautions to protect the safety and welfare of the citizens.

Motion on the floor carried 3-2. Commissioners Cornwell and Varnadore voted no.

Attorney Barnebey stated the adoption of the ordinance now prohibits the sale of alcohol any day of the week between the hours of 2:30 and 6:00 am.

Commissioner Cornwell read a proclamation declaring August 26, 2010 as Women's Equity Day.

Mayor Bryant turned the gavel over to Vice Mayor Cornwell.

7. PUBLIC HEARING: ORDINANCE NO. 2010-14

AN ORDINANCE OF THE CITY OF PALMETTO, FLORIDA, PROVIDING FOR FINDINGS OF FACT; ANNEXING CERTAIN REAL PROPERTY INTO THE CITY OF PALMETTO; PROVIDING FOR AMENDMENT OF CITY BOUNDARIES; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Bryant opened the public hearing. After no public comment, Mayor Bryant closed the public hearing.

MOTION: Commissioner Lancaster moved, Commissioner Zirkelbach seconded and motion carried 5-0 to adopt Ordinance No. 2010-14.

8. ECo CONSULTANTS INCORPORATED CONTRACT APPROVAL

Mr. Tusing informed Commission two quotes were received, with ECo being the lowest. He requested approval of a contract to provide continuing mitigation maintenance and monitoring services for five locations.

MOTION: Commissioner Zirkelbach moved, Commissioner Varnadore seconded and motion carried 5-0 to approve and authorize the Mayor or Vice Mayor to execute the Eco Consultants Incorporated agreement in an amount not to exceed \$11,950, for a term ending August 16, 2011.

9. DECLARATION OF SURPLUS PROPERTY

Chief Wells informed Commission that the training officer from Hillsborough has evaluated K-9 Kannon and has found that he is not aggressive enough to serve in active duty. Chief Wells requested that Kannon be declared as surplus property so that he can be adopted into a new family. The department is finalizing the process of adoption.

MOTION: Commissioner Zirkelbach moved, Commissioner Lancaster seconded and motion carried 5-0 to declare K9 Kannon, Fixed Asset #S100016, as surplus property.

10. EZDA APPOINTMENT

Appointment of Chief Wells to the EZDA Board.

MOTION: Commissioner Lancaster moved, Commissioner Zirkelbach seconded and motion carried 5-0 to approve the appointment of Chief Rick Wells to the EZDA Board.

11. APPROVAL: AGREEMENT PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR GENERAL ENGINEERING PROJECTS AGREEMENT

Mr. Tusing explained that these contracts are for the firms selected from the Request for Proposal for Engineering Services responses. Lombardo, Foley & Kolarik is the firm selected as City Engineer and Wade Trim was one of three consulting firms selected.

Commission concurred that all renewal contracts will require City Commission approval.

MOTION: Commissioner Varnadore moved, Commissioner Zirkelbach seconded and motion carried 5-0 to approve and authorize the Mayor to execute the Professional Engineering Consulting Services for General Engineering Projects Agreements with Lombardo, Foley & Kolarik, Inc. for a term of one year, with any renewal coming back to City Commission for approval.

Mayor Bryant assumed control of the gavel.

Mr. Tusing explained that Wade Trim is very knowledgeable about the City, having written its first Comprehensive Plan and performing services over the years.

MOTION: Commission Zirkelbach moved, Commissioner Lancaster seconded and motion carried 5-0 to approve and authorize the Mayor to execute the Professional Engineering Consulting Services for General Engineering Projects Agreements with Wade Trim, Inc. for a term of one year, with any renewal coming back to City Commission for approval.

12. APPROVAL: BANKING SERVICES CONTRACTS

Contracts to implement banking services with BB&T.

MOTION: Commissioner Varnadore moved and Commissioner Zirkelbach seconded to approve and authorize the Mayor to execute the contracts for banking services with BBT to include the Treasury Management, Remote Deposit, Merchant Services, and Armored Car services, subject to the City Attorney's final review.

Discussion: Karen Simpson and BB&T representative Eileen Gunther discussed the payroll card that will be made available to employees that do not have a checking account. Ms. Gunther confirmed that an employee who is a non-account holder with BB&T would normally be charged \$3.75 to cash a city check, but the charge could become part of the City's account overall analysis. Mrs. Simpson stated the City could absorb the cost of cashing payroll checks, as the compensating balance requirement for that service would be approximately \$22 per month. Ms. Gunther also confirmed that BB&T will be offering no cost checking accounts to the employees and performing training on BB&T accounts.

Attorney Barnebey stated he has approved all contracts except the Merchant's Agreement, and it will be reviewed before execution.

The motion on the floor carried 4-1. Commissioner Lancaster voted no.

13. CRA INTERIM ADMINISTRATOR'S CONTRACT EXTENSION

Mayor Bryant stated the contract's extension is being requested until there is resolution regarding the department head's salaries. As long as Mr. Burton is under contract, there will be benefits paid. The new contract establishes a 40-hour work week at \$6,167 per month.

Mayor Bryant stated the CRA Director's position was advertised and interviews held. After the department head salary issue is resolved, she would like to appoint Mr. Burton for the position.

MOTION: Commissioner Zirkelbach moved, Commissioner Varnadore seconded and motion carried 5-0 to approve and authorize the Mayor to execute the contract for Jeff Burton to serve as Interim CRA Administrator for a term to end November 16, 2010.

Mayor Bryant recessed the City Commission meeting to open the Special CRA Board Meeting.

Mayor Bryant reconvened the City Commission meeting at 9:20 pm.

14. 23rd STREET REALIGNMENT UPDATE/BASEBALL FIELD UPDATE

Mayor Bryant reported there will be a meeting on Wednesday. A report will be submitted at the next Commission meeting.

15. DEPARTMENT HEADS' COMMENTS

Chief Wells

Reported increased patrols. An arrest was made at fairgrounds. Reported on the events that are being planned in the Hispanic community in Oakridge; 25 other partners are interested in working with the department at the location. Mayor Bryant reported on the event that was sponsored by Bayside Community Church, resulting in a huge turnout. Mrs. Lancaster reported on the improved atmosphere in the area.

Attorney Barnebey

Referred to the Comp Plan comments. He discussed the possible budget impact some of the items may generate because of the inability to perform in-house during the stipulated time frame. The 10-Year Water Supply Plan can be done in-house. The Mobility Study is due June of 2011. He will have more specific information in the coming weeks on the items that are due and can be done in-house and possible budget impacts on the ones that will require outside vendors.

16. MAYOR'S REPORT

A meeting with the Latin chamber is scheduled tomorrow, regarding the establishment of a Latin chamber in this area. She and Mr. Burton will also speak with the representatives about assisting the City in creating City application to the Spanish language.

Reported we have not received finalization on the second Energy Efficiency Grant.

17. COMMISSIONERS' COMMENTS

Ms. Cornwell

Requested that the August 30, 2010 budget meeting begin at 5:30 p.m. and the Commission meeting at 7:00 p.m.

Requested that the Police Department contact the schools to offer traffic control assistance for the first day of school. Requested that Mr. Tusing also inquire if 17th Street will be complete around Lincoln Middle School.

Reported that she has looked at a scanner that is a wand and requested staff determine if that could work for scanning the historical minutes.

Mr. Zirkelbach

First Baptist has received its permit and progress should start next week. Because of the SWFWMD intervention and the delay of the permit, the applicant should request an extension of the time limit for the buildings.

Ms. Varnadore

Thanked staff that assisted in gathering the information provided for the alcohol ordinance. Mayor Bryant stated some of concerns will be implemented in the Land Development Code.

Mr. Williams

Commented that businesses support Palmetto through many ways other than just as business owners., and his decision was not based just on if the owners live in the community.

Updates on 23rd Street will be presented August 30, 2010.

Mayor Bryant distributed a recap budget sheet integrating this year's tax information.

Mr. Tusing confirmed that the curb is completed past the school, and all drives and turn lanes are fully paved at LMS.

Mr. Tusing confirmed that Riverside Dr. will be open for the September 11 Follow the Flag event.

Meeting adjourned at 9:50 p.m.

Minutes approved:

James R. Freeman
City Clerk

DRAFT
CITY COMMISSION WORKSHOP MEETING
August 17, 2010
5:30 PM

Elected Officials Present:

Shirley Groover Bryant, Mayor (entered at 6:00 PM)
Tamara Cornwell, Vice Mayor, Commissioner-at-Large 2
Alan Zirkelbach, Commissioner-at-Large 1
Mary Lancaster, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3

Staff Present

Allen Tusing, Public Works Director
Rick Wells, Chief of Police
Karen Simpson, Deputy Clerk-Finance
Diane Ponder, Deputy Clerk-Administration

Vice Mayor Cornwell called the meeting to order at 5:33 p.m.



1. FY 2010-2011 BUDGET

Mrs. Simpson distributed a list of answers to budget questions raised at the previous meeting was distributed. A balance of \$216,000 remains to be resolved. She also distributed a memo regarding the creation of a Strategic Plan.

As an update from a previous meeting, Chief Wells will speak with Mr. Burton regarding the amount of reimbursement for police officers' duty in the CRA District. Mrs. Simpson gathered some detail on the IT Consulting line item, but stated Mr. Freeman will be better able to discuss IT Consulting when he returns.

Public Works

Mr. Tusing identified the vendors listed under Contract Services.

Line item 3421 Drug/Alcohol Screening: A more descriptive title to identify that the testing is post-accident was requested.

Line item 4212 Postage Meter: Staff was instructed to look at deleting the postage machine to remove the additional lease of \$900, plus an additional \$418 for maintenance per year.

Line item 4512: Reduced by \$2,793 because the Special Events policy was not renewed.

Line item 4599: Insurance Contingency typically populated with \$10,000 for each department head; \$5,000 will be added for Public Works and the Police Department and the \$10,000 in City Clerk will be reduced to \$5,000.

Staff was asked to bring a brief description of Risk Management's job responsibilities. Staff was also asked to investigate the publications and technical/training associated with the Risk Manager's position to ensure they are all necessary expenses.

Line item 4751 Printing and Binding: Staff was requested to research expenses used by each department; i.e. paper, envelopes, toner, etc. to reduce costs where possible. (IT purchases toner only for City Hall.)

Line item 5215 Fuel and Lubricants: Staff will determine if the amount can be reduced.

Mr. Tusing stated that all projected Operating Expenses 2011 totals will be changed to reflect 2010 levels.

Engineering

No changes were made.

Planning

No changes were made.

Fleet Services

No changes were made.

Parks & Landscaping

Mayor Bryant stated she and staff is exploring all possible ways to reduce the costs, including the privatization of this division, but the timeframe to accomplish such an undertaking is an issue.

Line item 4634 Repair & Maintenance.: Staff will research reducing the amount.

Line item 5200 Hurricane Supplies: Reduced to zero.

Line item 5274 Ag Museum: Staff was asked to determine how long the City committed to paying the utilities for the Ag Museum.

Mr. Tusing will also research the amount for fuel to determine if, like chemicals, CRA also paid a portion of the expense. The amount in Utilities will also be researched.

Mayor Bryant requested that Mr. Koper attend a meeting to brief the Commission on what their roles will be in the event of a hurricane.

Mr. Tusing confirmed 18 positions have been cut from the Parks division in the last 18 months.

Building Department

Mayor Bryant stated options for this department are also being explored.

Comment was made on the fact that the budget is higher than it was last year. Mr. Tusing stated he will review the operating expenses proposed in the budget.

Referring to the Transfer Out-Admin Services line item amount of \$44,373, Mrs. Simpson stated the figure is justified. She further stated that the proposed budget policy will be brought back as a resolution and the transfer allocation figure will be changed to 20% vs. the proposed 10%.

Mrs. Simpson stated the CRA funding to the Police Department will be reduced because the data gathered supports the smaller calculation. Discussion ensued on how data will be gathered so that future allocations can be properly documented. The CRA budget will be reviewed with Mr. Burton.

Staff was asked to reduce two percent of their expenses for discussion at the next meeting.

Mayor Bryant very briefly commented on a history of information contained in the DR420. She opined that the ¼ mill increase should be used by the City, that even with the increase taxes are increasing. She

City Commission
Budget Workshop Meeting
August 17, 2010
Page 2 of 3

cited unfunded mandates as a very real concern the City may have to face. Staff was asked to prepare a comparison of differently valued homes to compare the change in value and taxes.

Staff was also asked to calculate what a one-percent pay increase would cost the City.

Meeting adjourned at 8:05 pm.

Minutes approved:

James R. Freeman
City Clerk

DRAFT
CITY COMMISSION WORKSHOP MEETING
August 23, 2010
5:30 PM

Commission Members

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

Staff Present:

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



Mayor Bryant called the meeting to order at 5:30 p.m.

Mrs. Simpson requested that the review of Grants be delayed until August 24, 2010. Commission concurred.

Building Department

The following changes were made:

Line item 4051 reduced to \$500
Line item 4751 reduced to \$500
Line item 5112 reduced to \$500
Line item 5215 reduced to \$1270
Line item 5223 reduced to \$2000
Line item 5242 reduced to \$300
Line item 5513 reduced to \$1500

Road & Bridge

\$24,420 will be put into line item 5302, Material, Road Repairs & Maintenance, which will be at the same level as last year.

Have applied for a safe routes to school grant; if received will place sidewalks on the same side of street as the new Palmetto Elementary. Crossing Guards will be in place at intersections of 10th St. at 8th Ave., 10th Ave. and 14th Ave. Will confirm if a crossing guard is planned for the intersection at 10th St. and 17th Ave.

Solid Waste

Mr. Tusing will look at the line item budgets for Insurance, Repair & Maintenance, Fuel & Lubricants and Bank Service Charges, and report back his findings.

Water & Sewer

The contract amount for Veolia was revised downward by \$40,000 because of an error while inputting the budget; the fund is in a surplus position.

Cross-Connect

Small Tools: Replacing test control devices; will make sure the amount is in the correct account.

Water Dept.

Line item 7305: Requested that approval be granted to add a four-year lease annual payment of \$16,800 to the budget to purchase equipment to test valves. The equipment will also serve to clean out meter boxes and assist in utility locates. Commission concurred.

Telemetry Meters: Mr. Tusing will provide a map where the telemetry meters are installed; map out what the plan is to install the meters city-wide and forecast how long it will take to complete the project city-wide. A plan to be more aggressive in the installation program, i.e. increase in budget and expansion of the planned installation area, together with projected savings in expenses, will be brought back to Commission.

Sewer

Line item 5223 Operating Expenses: Staff will confirm the software listed in the line item.

Customer Service

The following changes were made:

Bank service charges will be reviewed.
Travel & Per Diem reduced to \$600.
Technical Training reduced to \$1,000.
Communications: reduced to \$200.
Office Supplies: reduced to \$300.

Contract Services increase is for a Utility Rate Study, which is estimated to be \$20,000 - \$30,000. Staff is requesting to encumber funds in the current year and budget next year in case a rate study becomes necessary. Attorney Barnebey will determine if a rate study is necessary.

General Fund deficit is currently \$215,000 and the Building Department deficit is \$122,000.

Insurance will be discussed tomorrow. Renewal rates will increase 15-20%, making no plan changes. Staff is working with the agent to reduce benefits to lessen the impact, but employees with dependent coverage will see an increase regardless of what option is chosen. Another option to lessen the impact of the renewal is to make dental coverage voluntary, which is currently paid by the City at \$29.00 per month.

Mrs. Simpson stated she has the cost figures to implement a 1% to 2% COLA and the revenue that will be generated from implementing a ¼ mill increase. She has identified approximately 1/3 of the 2% reduction in the budget Commission suggested, but the balance will have to be identified by the department heads.

Staff confirmed they are cooperatively working with other agencies to share personnel in particular positions. Chief Wells stated there are services the Sheriff's Office already provides the City free of charge.

Mayor Bryant informed Commission the millage rates for the last 10 years are located on the Property Appraiser's site. It is also listed in the City's CAFR.

WWTP

Mr. Tusing will review Operating Expenses.

Stormwater

Overtime: Will be increased by \$1,000 (oversight that was recently identified).

Contract Services: Will confirm the amount of \$29,000.

Rental: Will reduce by \$1,000 and place in Overtime (to remain neutral at this time). Have ditches that require occasional bottom cleaning. Negotiating with Manatee County for the use of their equipment used for ditch bottom cleaning in exchange for the City's road gang cleaning some county areas.

Printing & Binding: The NPDES permit requires flyers be issued educating the public regarding debris entering the City's storm drains.

Reuse

Repair & Maintenance: Amount will be confirmed.

Emergency Hurricane: Was originally requested that this item be removed; \$2,000 will be left in the budget.

Meeting adjourned at 7:35 pm.

Minutes approved:

James R. Freeman
City Clerk

DRAFT
CITY COMMISSION WORKSHOP MEETING
August 24, 2010
5:30 PM

Commission Members

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

Staff Present:

Jeff Burton, Interim CRA Administrator
James R. Freeman, City Clerk
Cheryl Miller, Sr. Accounting Analyst
Karen Simpson, Deputy Clerk-Finance
Allen Tusing, Public Works Director
Rick Wells, Police Chief
Diane Ponder, Deputy Clerk-Administration

Mayor Bryant called the meeting to order at 5:31 p.m.

Amy Gerasi, Atlas Insurance, explained the updated information on the City's health insurance renewal.

Blue Cross Blue Shield (BCBS) had 75 plans which were reduced to 14. Through negotiations with BCBS, several optional plans were obtained. Ms. Gerasi reviewed the current plan compared to the three options with Commission, a copy of which is attached hereto and made a part of these minutes. The renewal rates for the current and optional plans are as follows:

Plan 3769 (Current plan with no changes)	19% increase for employees only
Plan 5772 (Base plan)	9% increase for employees only
Plan 5360 (Buy up plan)	16.62% increase for employees only
Plan 3559 (Predictable cost plan)	19% increase for employees only

The City subsidizes 55% of dependent care and pays 100% of an employee's dental care and life insurance at one times per an employee's salary.

Discussion ensued on the cost to provide dependent care, including the dependent care subsidy, health savings plans and providing each employee a flat amount the City would contribute toward health insurance, thereby giving the employee the ability to choose which type of insurance they would select.

Ms. Gerasi informed Commission that the legislature is looking at phasing out health savings plans. Ms. Gerasi also stated that if no changes are made and the renewal option with the 19% for employees, the plan would be "grandfathered". When changes are made to the plan, the "grandfather" status is loss; the primary reason to stay "grandfathered" would be to hold off changes that have to be made due to legislation.

If the 3-tier plan is chosen and dental coverage becomes voluntary to the employees, the City would see a savings of approximately \$90,000. If this selection is made the deficit in the budget would reduce to approximately \$145,000.

Commission asked that the employees be surveyed to see if they would prefer to keep the benefits or receive a 3% COLA. Staff is also to confirm the insurance rates to retirees.

Following a brief review of comparisons of taxable values of homes and real estate taxes, the proposed one-quarter mill increase was briefly discussed.

Mayor Bryant recessed the meeting at 7:20 p.m.

Mayor Bryant reconvened the meeting at 7:35 p.m.

Grants

Cheryl Miller, Finance Department, reviewed the budget for the grants. Commission made no changes.

Mr. Freeman and Mayor Bryant updated the Commission on the Ward 1 Phase II grant and the Energy Efficiency Grants, which when awarded will amount to approximately \$1.2 million.

CRA

Mr. Burton informed Commission the CRA Advisory Board must review the budget before it is adopted by Commission. A joint CRA Board and CRA Advisory Board meeting was scheduled for August 30, 2010.

There is a total of \$1.9 million in restricted funds; \$712,563 from the 2007 loan and \$1.256 from the sale of the property purchased for the school. The only use still available for the restricted funds is the Olympia Theater, unless an amendment to the loan is secured from the bank. The loan can also be paid in full, but that will leave only TIF funds for projects. Mr. Burton stated that if the City continues in the same policy, projects will have to be reconsidered.

Mr. Burton opined a policy regarding the allocations to Code Enforcement and Police needs to be developed because of the difficulty in justifying the funding levels by CRA.

GIS Specialist will become full time; 70% funded by CRA and the balance allocated to the departments he serves. GIS update contained in memberships is software that was input in the wrong account and will be corrected.

Staff was asked to provide the benefits the City derives from the membership in the EDC and if it is not justified, the amount should be added to the Promotional Advertising line item. A marketing plan will be developed, which may increase the amount in the Promotional Advertising line item. A job incentive program, matching the county with \$5,000 for each new job was discussed as part of a marketing plan. It was opined that Palmetto citizens should have first choice on jobs.

The utilities, postage, small tools will be considered again.

Non-Capitalized Equipment was reduced to \$1,000.

Line 8213 Tax Abatement: Properly identify Publix vs. Albertson's.

A possible Right of First Refusal program, which will assist in controlling the purchase of affordable property

Mr. Burton was asked to provide a breakdown of line 8212 for discussion Monday night. He was also asked to provide ideas of how a new FRDAP grant will be used if funded; one idea is lights at the Martin Luther King Park.

Meeting adjourned at 9:25 p.m.

Minutes approved:

James R. Freeman
City Clerk

DRAFT
CITY COMMISSION WORKSHOP MEETING
August 30, 2010
5:30 PM

Elected Officials Present:

Shirley Groover Bryant, Mayor
Tamara Cornwell, Vice Mayor, Commissioner-at-Large 2
Mary Lancaster, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3

Elected Officials Absent:

Alan Zirkelbach, Commissioner-at-Large 1

Staff Present:

James R. Freeman, City Clerk
Cheryl Miller, Sr. Accounting Analyst
Allen Tusing, Public Works Director
Rick Wells, Chief of Police
Diane Ponder, Deputy Clerk-Administration



Mayor Bryant called the meeting to order 5:34 pm



1. FY 2010-2011 BUDGET

Mr. Freeman informed Commission the \$215,000 deficit has been reduced to \$109,000, with the majority of the reduction in the deficit coming from personnel changes that are proposed in the Police Department and involve the CRA.

Chief Wells has elected to eliminate the Administrative Assistant position in his office from the budget. In addition, the employee in the Accreditation Coordinator position has tendered resignation and the job description has been modified to add the responsibility of Grants Coordinator. The employee currently in the Administrative Assistant position will be transferred to CRA by a lateral move with no change in current salary. The Accreditation/Grants Coordinator position will be posted internally.

The Evidence Custodian has indicated he will retire next April. The employee currently in the Maintenance Tech position has expressed interest in the position. It is anticipated the transfer will occur and the Maintenance Tech position will then become a part time position at 30 hours per week.

The changes as discussed will result in a net savings of approximately \$52,000.

Mr. Freeman then presented health insurance information, including coverage for retirees. Staff is proposing that dental coverage become voluntary for the employees, resulting in a savings of \$48,000, \$35,000 of which is in General Fund. A 2-tier dental plan will be available to the employees, provided there is 35% participation. The cost will be either \$23 or \$19 per month vs. \$29 per month per employee the City currently pays.

Staff also proposes that a 3-tier plan be adopted; a lower level base fund and two buy-up options. The savings from the 3-tier plan and the deletion of dental benefits will be a cost savings of \$77,773, \$57,000 of which is in the General Fund. The low cost and mid-level medical plan will result in higher deductibles and out-of-pocket maximums for all employees. This change was necessary to keep overall costs down. The employees with dependent care will see an increase in premiums due to an increase in the monthly

rate for medical insurance. The City's current 55% subsidy for dependent care will remain in place. It was consensus of Commission to grandfather the City subsidy (55%) of the medical premium currently being paid on behalf of retirees over 65. Going forward, staff recommended eliminating this subsidy to retirees over 65. The topic will be brought back to Commission for formal action.

A general discussion was held on the reserve balances as compared to the Fund Balance Policy, and whether or not they should be used to balance the budget. Suggestions were also made as to how future budgets could be reduced.

Mr. Freeman opined that finding the final \$50,000 necessary to balance the budget could be accomplished by staff. He also stated that the approved proposed $\frac{1}{4}$ mill increase is still an option Commission can consider. He did not favor using reserve balances to balance the budget.

It was consensus of Commission to make the changes to the health care as discussed and to direct staff to identify the further reductions to balance the budget.

The next budget workshop is scheduled for September 7, 2010 at 5:30 pm.

Meeting adjourned at 6:55 pm.

Minutes approved:

James R. Freeman
City Clerk

**SPECIAL CITY COMMISSION MEETING
AUGUST 30, 2010
7:00 PM**

Elected Officials Present:

Shirley Groover Bryant, Mayor
Tamara Cornwell, Vice Mayor, Commissioner-at-Large 2
Mary Lancaster, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3

Elected Officials Absent:

Alan Zirkelbach, Commissioner-at-Large 1

Staff Present:

Jeff Burton, Interim CRA Administrator
James R. Freeman, City Clerk
Cheryl Miller, Sr. Accounting Analyst
Scott Rudacille, Chief Assistant City Attorney
Allen Tusing, Public Works Director
Rick Wells, Chief of Police
Diane Ponder, Deputy Clerk-Administration

Mayor Bryant called the meeting to order at 7:00 p.m., followed by a Moment of Silence and the Pledge of Allegiance.

Swearing-in of all persons intending to address City Commission or the CRA Board.

Public Comment (non-agenda items): None

Proclamation: Patriots' Day September 11, 2010, accepted by Devin Bloom on behalf of Colonel Dick Pack. Mayor Bryant commented on the planned Follow the Flag event.

1. CITY COMMISSION AGENDA APPROVAL

Mayor requested Commission add the Special Function Permits for Veterans Day Parade and Walk for Life to the Consent Agenda, as well as the new Accreditation/Grants Coordinator job description.

MOTION: Commission Cornwell moved, Commissioner Varnadore seconded and motion carried 4-0 to approve the August 30, 2010 7:00 PM Agenda as amended.

2. CITY COMMISSION CONSENT AGENDA

- A) BB&T Resolution & Agreement for Deposit Account
- B) Special Function Permit: Walk for Life
- C) Special Function Permit: Veterans Day
- D) Accreditation/Grants Coordinator Job Description

Discussion: BB&T Resolution: Mr. Freeman asked to have Mrs. Simpson provide Commission the information requested regarding how employees who do not have checking accounts will receive their funds. The document is necessary to be able to open the City's new checking accounts with BB&T, thus it is a time sensitive matter.

Special Function Permit: Walk for Life: The organization is responsible for all associated fees.

Special Function Permit: Veterans Day Parade: The street closures have typically been only temporary as the parade passes the major intersections.

Job Description: Accreditation/Grants Coordinator job description: Lt. Tyler oversees all administrative issues for the Police Department. After discussing the title Lt. vs. Administrative Lt., no change was made to the Lt. job title.

MOTION: Commissioner Cornwell moved, Commissioner Williams seconded and motion carried 4-0 to approve Items 2B, 2C and 2D.

Item A: BB&T Resolution & Agreement for Deposit Account

MOTION: Commissioner Cornwell moved, Commissioner Williams seconded and motion carried 3-1 to approve Item 2A. Commissioner Lancaster voted no.

Commission will be provided a response to Mrs. Lancaster's questions raised at the August 16, 2010 Commission meeting.



3. FRDAP GRANT

The application submission is due between September 15 and September 30. The target for the grant funds will be Martin Luther King Park, as the 2011 CRA budget includes \$500,000 for improvements in the stormwater retention and ground development of the park. Discussion ensued on the planned presentation of the conceptual plan Kimley Horn has prepared for the park. It is possible the area will be expanded by the donation of two acres of donated from the Ware family. A playground is planned for the expansion, which will be called the Ware Playground at Martin Luther King Park, in honor of their donation of the land.

Comment was made on the lack of the public's involvement in the naming of the park. Charles Smith, CRA Advisory Board member, stated the proposed Martin Luther King Park is a safe name, and he felt naming parks after families can become controversial.

Mayor Bryant requested documentation on the ownership of the park, so the proper entity applies for the grant. Mr. Freeman stated the City acquired the property for the park through a foreclosure sale. Mr. Burton stated either the City or CRA can apply for the grant. Attorney Rudacille recommended that until the documentation is provided, both the City Commission and the CRA should approve the application for and acceptance of the FRDAP Grant.

MOTION: Commissioner Cornwell moved, Commissioner Lancaster seconded and motion carried 4-0 to authorize the Mayor to execute application documents for a FRDAP Grant in the amount of \$200,000 and to authorize the Mayor to execute the Grant Agreement documents, if funded.

Mayor Bryant recessed the City Commission meeting at 7:30 p.m. to open the August 30, 2010 Special CRA Board and CRA Advisory Board meeting.

Mayor Bryant reconvened the City Commission meeting at 9:00 p.m.



4. 23rd STREET REALIGNMENT UPDATE/BASEBALL FIELD UPDATE (A. Tusing)

A meeting was held with all the involved parties on August 25, with another scheduled for September 7, 2010. Mayor Bryant stated it is hoped site control will be obtained by September 15, 2010. Mr. Tusing reported the bid for the design build project, including 23rd St. realignment, 10th Ave. expansion and the ball field complex, ranged from a low of \$4.8 million to a high of \$6.9 million. He will provide a breakdown of the bids to the Commission and the grants writer. The grants the City is applying for amount to \$2.75 million and the City will have \$1 million to contribute to the project. Mayor Bryant stated the School Board, Manatee County and the property owner are committed to seeing the project through completion.

5. DEPARTMENT HEADS' COMMENTS



Chief Wells

Confirmed with Commission their receipt of the memo regarding the purchase of the new K9.

6. MAYOR'S REPORT



Commented on the rendition of the Lincoln Park Splash Park that will be completed by Manatee County in early 2011.

Encouraged everyone to reach out and encourage business owners to fly their flag on September 11, 2010.

7. COMMISSIONERS' COMMENTS



Mr. Williams

Commented on the League of Cities.



Ms. Cornwell

Commented on the Police Department's support during the opening day of school, especially at Palmetto High School, and during Election Day.



Mrs. Lancaster

Thanked Chief Wells for the continuous patrol in her area.

Meeting adjourned at 9: 05 p.m.

Minutes approved:

James R. Freeman
City Clerk

CITY COMMISSION WORKSHOP MEETING
September 7, 2010
5:30 PM

Elected Officials Present:

Shirley Groover Bryant, Mayor
Tamara Cornwell, Vice Mayor, Commissioner-at-Large 2
Alan Zirkelbach, Commissioner-at-Large 1
Mary Lancaster, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3 (entered at 5:35 pm)

Staff Present:

Jeff Burton, CRA Interim Administrator
Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Rick Wells, Chief of Police
Karen Simpson, Deputy Clerk-Finance
Rex Hannaford, Deputy Chief of Police
Cheryl Miller, Senior Accounting Analyst
Matt Misco, Accountant
Diane Ponder, Deputy Clerk-Administration



Mayor Bryant called the meeting to order at 5:30 pm.

1. FY 2010-2011 BUDGET

Mr. Freeman referred to a memo that was distributed to Commission answering questions raised at the last meeting regarding how BB&T will accommodate employees who are not on direct deposit. Mr. Freeman informed Commission that there are sixteen employees that are affected. Staff was asked to provide an update on #7 in the memo.

Mr. Freeman informed Commission the medical and dental insurances discussed at the last meeting have been implemented, resulting in a savings of \$80,000. The retiree over 65 medical insurance subsidy was not amended. He also discussed the other substantial changes that were made to eliminate the \$109,000 deficit, reporting that the General Fund now has a surplus of \$13,500. The total budget is approximately \$26 million, with General Fund representing \$9.2 million of the budget. Expenses were reduced by approximately \$1 million over last year's budget, a percentage reduction just under 11%. The Building Department is still in a deficit position, and will use \$115,000 of its reserve balance. Mr. Freeman confirmed the budget is based on a 4.6662 millage rate.

Discussion ensued on the change in methodology in calculating pension contributions. It was suggested that the City should consider material obtained at Florida League of Cities regarding the freezing of existing pensions and creations of new pensions for future employees. Mr. Tusing, as a long-standing General Employees' Pension Plan Board of Trustees member, stated that the Board of Trustees would consider any direction Commission gives regarding the pension plan.

Discussion ensued on the CRA budget, specifically the surplus funds of \$2 million, of which only approximately \$30,000 is unrestricted as to its use. Mr. Burton was instructed to obtain confirmation on whether or not the loan can be modified regarding the use of the surplus loan funds. Mrs. Simpson will also seek information on refinancing the loan at a fixed interest rate. The \$30,000 will be allocated to projects and a line item will be added to the budget to allocate the balance as a "debt pay down". Mr. Freeman and Mr. Burton agreed that the CRA Board has the ability to reallocate the funds in the "debt

pay down" line item to specific projects, dependent upon the removal of the current restrictions. Mr. Burton further stated that he is comfortable with the budget as presented because the city's purchasing policies will ensure that the CRA Board will review and approve proposed projects.

Discussion ensued on whether or not there would be any amendments to the department heads' salaries. Mayor Bryant opined that Mr. Tusing's was the only salary needing adjustment, but it would be difficult to make the adjustment given no other raises are proposed. Discussion ensued on the cost of a step increase for employees, which led to a discussion of the fund balances as they relate to the Fund Balance Reserve Policy. The majority of Commission and staff did not agree that reserves should be used to fund any type of operational expense, i.e. any raises, nor did Commission agree to increase the proposed millage rate by any amount to fund any pay raises.

Staff was asked to supply answers to the various questions that had been raised during the budget review that have not yet been answered. While it was consensus of Commission not to use reserves to fund pay raises, staff was asked to provide the impact a 1%, 2% and a step increase would have on the various fund using reserve balances. Department heads were told that if they can further reduce the budget to fund a pay raise, Commission will consider the expense.

Mr. Freeman explained the increase in the IT Department and Mr. Tusing confirmed he is preparing the report pertaining to the telemetry meters.

Mayor Bryant reminded everyone of the Patriots' Day events planned for Saturday, September 11th and Commissioner Cornwell commented on the Boy Scout 100 Year Anniversary event planned for September 10th at the Historic Park.

Meeting adjourned at 7:40 pm.

Minutes approved:

James R. Freeman
City Clerk