

**TAB 1**

**DRAFT  
CITY OF PALMETTO  
CITY COMMISSION WORKSHOP MEETING  
July 2, 2012  
4:30 PM**

Elected Officials Present

Shirley Groover Bryant, Mayor  
Brian Williams, Vice Mayor, Commissioner, Ward 3  
Tamara Cornwell, Commissioner-at-Large 2 (Arrived 4:37 p.m.)  
Charles Smith, Commissioner, Ward 1  
Tambra Varnadore, Commissioner, Ward 2  
Alan Zirkelbach, Commissioner-at-Large 1 (Arrived 4:37 p.m.)

Staff Present

Scott Rudacille, Chief Assistant City Attorney  
Jeff Burton, CRA Director  
Jim Freeman, City Clerk  
Allen Tusing, Public Works Director  
Rick Wells, Chief of Police  
Amber Foley, Assistant City Clerk

Mayor Bryant called the meeting to order at 4:31 p.m.

Jeff Burton briefed Commission on the July 4<sup>th</sup> event. He explained that Commission will be invited on stage at 6:45 p.m. to lead the Pledge of Allegiance, followed by the National Anthem. At 7:00 p.m., Three Dog Night will take the stage, to end around 8:30 p.m. giving a 30 minute break before fireworks begin at 9:00 p.m.

Parking at the Woman's Club along with the Baptist Church on 11<sup>th</sup> Avenue will be available. The Methodist Church located on 11<sup>th</sup> will have parking, but it will be parking by donation only. There is a map of parking for the public to view on the City website. The Celebration Center will be open for VIPs. If there are any problems, please call Mr. Burton or Chief Wells.

Mayor noted that there will be a CRA table set up during the event for the public to come and get information. Mr. Burton informed Commission that there will be more vendors at this year's event than past years.

Mr. Burton updated Commission on the 5<sup>th</sup> Street project. He noted it has been delayed some because of the rain. In some areas the project is ahead of schedule and in some areas it is behind. The pavers should be starting anytime this week.

Commissioner Zirkelbach noted that during the rain from last week, 5<sup>th</sup> Street was a dry street. Mayor Bryant discussed how it is the first green street in Manatee County, if not the state.

Mr. Burton advised that SWFWMD has discussed possibly doing a video to promote 5<sup>th</sup> Street.

Regarding grants, Mr. Burton advised Commission that, come December, discussion can start on which projects should be done next. Commissioner Williams would like to bring the CRA project plan to a workshop meeting for re-evaluation.

Commissioner Cornwell thanked staff for their diligent work on 5<sup>th</sup> Street and the July 4<sup>th</sup> event.

1. Discussion: Fiscal Year 2012-2013 Budget

Mr. Freeman advised Commission that the budget presented before them is a first draft and there will be several meetings over the next few weeks to further discuss the budget. He is expecting a revised budget book will be provided to Commission by the end of July.

Mr. Freeman advised that the budget has been entered with the assumption of the current rollback rate of \$5.2171 mills which allows for the collection of the same amount of taxes as last year.

Mr. Freeman reviewed two graphs regarding property taxes and values and millage rates. These graphs have been attached and made part of these minutes.

Commissioner Cornwell requested information regarding the millage rate and the impact it will have on a homeowner. Mr. Freeman will put that together for the next budget workshop as well as a comparison to the other municipalities.

Mr. Freeman reviewed the Assumptions for the 2013 Budget:

- General Fund ad valorem revenues are approximately \$3.2 million
- Revenues are budgeted at 95% of what the City expects to collect
- TIFF monies from the City to CRA and the County to the CRA are down this year
- Reimbursement from CRA to the City to support programs in the General Fund is down 14% compared to last year.
- Utility fees remain unchanged with no increases being proposed in current year; staff recommends a rate study be performed in FY 2013
- Subsidy to Stormwater from Road and Bridge and Water and Sewer has been reduced by \$40,000.00 to \$160,000.00.
- Building Department is in a deficit and will use reserves to balance the budget again this year.

Commissioner Varnadore requested that Allen Tusing provide Commission with information regarding how many building inspections and permits have been done over the past year.

- There will be no COLA or step increases again this year.

Commissioner Cornwell requested a cost of living report be done.

- Cost for health insurance decreased by 10% for the same level of benefits when compared to last year. There will be an addition of an HMO option this year.
- There are currently 140 funded positions with 116 full-time, 18 part-time, and 6 Elected Officials.
- Currently there are 8 vacant positions funded in the budget
- Personnel changes include the removal of the Project Manager position from Public Works and the Equipment Operator moved to Road and Bridge fund
- Property Casualty and Worker's Comp premiums have been entered at the same rate as FY 2012, still awaiting final numbers from FLC this month.

Allen Tusing further discussed the removal of the Project Manager position.

Commissioner Smith expressed his concerns regarding the Phase 2, Ward 1 project. There have been complaints regarding the project and Commissioner Smith feels that it is necessary to have a project manager oversee the project.

Discussion continued regarding the Phase 2, Ward 1 project.

Mr. Tusing advised that he anticipates the completion date for the Phase 2, Ward 1 project should be by the end of this month.

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Mayor Bryant requested that Mr. Freeman continue the FY 2012-2013 Budget discussion after the 6:30 Commission meeting.

Mayor Bryant adjourned the meeting at 5:30 p.m.

Minutes approved:

James R. Freeman  
City Clerk

**DRAFT  
CITY OF PALMETTO  
CITY COMMISSION MEETING  
AND CRA BOARD MEETING  
July 2, 2012  
6:30 PM  
(FIRST HALF OF MEETING)**

Elected Officials Present

Shirley Groover Bryant, Mayor  
Brian Williams, Vice Mayor, Commissioner, Ward 3  
Tamara Cornwell, Commissioner-at-Large 2  
Charles Smith, Commissioner, Ward 1 (Entered the meeting at 6:56 p.m.)  
Tambra Varnadore, Commissioner, Ward 2  
Alan Zirkelbach, Commissioner-at-Large 1

Staff Present

Scott Rudacille, Chief Assistant City Attorney  
Jim Freeman, City Clerk  
Bob Marble, CRA Strategic Planning Specialist  
Allen Tusing, Public Works Director  
Rick Wells, Chief of Police  
Amber Foley, Assistant City Clerk

Mayor Bryant called the meeting to order at 6:30 p.m., followed by a Moment of Silence and the Pledge of Allegiance.

All persons intending to address City Commission were duly sworn.

Non-agenda Item Public Comment: None

1. CITY COMMISSION AGENDA APPROVAL

**MOTION:** Commissioner Varnadore moved, Commissioner Williams seconded, and motion carried 4-0 to approve the July 2, 2012 Agenda. Commissioner Smith was absent for the vote.

2. CONSENT AGENDA APPROVAL:

**A. CITY CLERK'S OFFICE**

1. Minutes: June 18, 2012 and June 25, 2012
2. Legal Billing: Blalock and Walters Invoices Dated 5/31/2012

**MOTION:** Commissioner Varnadore moved, Commissioner Williams seconded, and motion carried 4-0 to approve the July 2, 2012 Consent Agenda. Commissioner Smith was absent for the vote.

3. PUBLIC HEARING: ORDINANCE NO. 2012-13

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, AMENDING THE PALMETTO CODE OF ORDINANCES; PROVIDING FOR AMENDMENT OF REGULATIONS RELATING TO THE PROVISION OF CITY UTILITY SERVICES TO LOTS OR PARCELS LOCATED OUTSIDE OF THE CITY LIMITS; PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor Bryant opened the public hearing.

Commissioner Cornwell expressed concerns regarding the future growth of the City and how this ordinance would affect future parcels that wanted to annex into the City.

Kevin Letch, Volunteers of America of Florida, Inc., advised Commission that he would be willing to annex into the City in the event that a property owner needed him to do so in the future in order for that property to be able to be annexed into the City.

Mayor Bryant closed the public hearing.

Discussion ensued regarding language in Ordinance 2012-13, Section 2(b).

Allen Tusing expressed concerns regarding current language in Section 2 (a)(d)i of Ordinance 2012-13, specifically regarding Orange Park and Snead Island property owners. He was concerned that if a future landowner there wished to have utilities provided; they would not be able to due to the way that the language reads in the ordinance now. Attorney Rudacille requested a brief recess to discuss potential changes to Ordinance 2012-13 with Allen Tusing.

Mayor Bryant recessed the City Commission meeting at 6:47 p.m. to open the CRA Board meeting

Minutes approved:

James R. Freeman  
City Clerk

(Reference the second half of the July 2, 2012 City Commission meeting minutes to review the rest of the Agenda items.)

**DRAFT  
CITY OF PALMETTO  
CITY COMMISSION MEETING  
AND CRA BOARD MEETING  
July 2, 2012  
6:30 PM  
(SECOND HALF OF MEETING)**

Elected Officials Present

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

Staff Present

Scott Rudacille, Chief Assistant City Attorney  
Jim Freeman, City Clerk  
Bob Marble, CRA Strategic Planning Specialist  
Allen Tusing, Public Works Director  
Rick Wells, Chief of Police  
Amber Foley, Assistant City Clerk

Commissioner Zirkelbach returned to meeting at 7:15 p.m.

Mayor Bryant reconvened the City Commission meeting at 7:16 p.m.

3. PUBLIC HEARING: ORDINANCE NO. 2012-13

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, AMENDING THE PALMETTO CODE OF ORDINANCES; PROVIDING FOR AMENDMENT OF REGULATIONS RELATING TO THE PROVISION OF CITY UTILITY SERVICES TO LOTS OR PARCELS LOCATED OUTSIDE OF THE CITY LIMITS; PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

(Reference the first half of the July 2, 2012 City Commission meeting minutes to review discussion regarding Agenda Item 3)

No changes to Ordinance 2012-13 were made at this time.

**Motion:            Commissioner Zirkelbach moved, Commissioner Williams seconded and motion carried 5-0 to adopt Ordinance 2012-13.**

4. VOLUNTEERS OF AMERICA CITY UTILITY SERVICES AGREEMENT

Attorney Rudacille advised that there needs to be one modification made to the agreement for language to be added requiring the property owner to annex into the City if it were necessary for an additional property owner to annex in.

**Motion:** Commissioner Zirkelbach moved, Commissioner Cornwell seconded, to incorporate the language Mr. Rudacille just allowed for and to approve the agreement as modified for sewer system connection of properties within unincorporated Manatee County between Volunteers of America of Florida, Inc. and the City of Palmetto.

Attorney Rudacille explained that the only requirement is to petition for annexation and it's the decision of Commission to approve the annexation.

Commissioner Varnadore requested a list of properties that have annexed into the City, but do not receive sewer services.

**Motion on the floor carried 5-0.**

5. PUBLIC HEARING: ORDINANCE NO. 2012-09 (L. Lyn)

AN ORDINANCE OF THE CITY OF PALMETTO, FLORIDA, PROVIDING FOR FINDINGS OF FACT; ANNEXING APPROXIMATELY 0.8732 ACRES OF REAL PROPERTY INTO THE CITY OF PALMETTO GENERALLY LOCATED AT 409 20<sup>th</sup> STREET WEST, PALMETTO; MORE PARTICULARLY DESCRIBED IN EXHIBIT A; PROVIDING FOR AMENDMENT OF CITY BOUNDARIES; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. (AN2012-01 Applicant: Volunteers of America of Florida, Inc. PID# 2432900005/0.8732 acres)

**Kevin Letch, Volunteers of America of Florida, Inc., addressed Commission and advised that he wished to withdraw his application and thanked Commission for adopting Ordinance No. 2012-13 and approving the Volunteers of America of Florida, Inc. utility agreement.**

6 PUBLIC HEARING: ORDINANCE NO. 2012-10 (L. Lyn)

AN ORDINANCE OF THE CITY OF PALMETTO, FLORIDA, PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR A SMALL SCALE DEVELOPMENT AMENDMENT TO THE CITY OF PALMETTO COMPREHENSIVE PLAN FUTURE LAND USE ELEMENT/FUTURE LAND USE MAP BY REDESIGNATING CERTAIN LANDS FROM RES-9 (COUNTY) TO RES-10 (CITY); PROVIDING FOR APPLICABILITY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE (PA2012-01 Volunteers of America of Florida, Inc. PID# 2432900005/0.8732 acres).

**Kevin Letch, Volunteers of America of Florida, Inc., withdrew his application based on Commission adopting Ordinance No. 2012-13.**

7. PUBLIC HEARING: ORDINANCE NO. 2012-11 (L. Lyn)

AN ORDINANCE OF THE CITY OF PALMETTO, FLORIDA, PROVIDING FOR FINDINGS OF FACT; REZONING APPROXIMATELY 0.8732 ACRES OF PROPERTY GENERALLY LOCATED AT 409 20<sup>th</sup> STREET WEST, PALMETTO, FROM GC, GENERAL COMMERCIAL (County) TO RM-5, DUPLEX AND SINGLE FAMILY RESIDENTIAL (City); PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE (Z-2012-01 Applicant: Volunteers of America of Florida, Inc. PID# 2432900005/0.8732 acres)

**Kevin Letch, Volunteers of America of Florida, Inc., withdrew his application based on Commission adopting Ordinance No. 2012-13.**



8. BASEBALL FIELD UPDATE

Mayor Bryant reported that she has spoken with Ed Hunzeker with Manatee County and they are doing more sampling in the area with results coming July 24<sup>th</sup>. They are optimistic that the soil is not affected as deeply as they once thought. Mayor Bryant will send an email to Commission regarding this information.

9. ASR WELL UPDATE

Allen Tusing: Nothing to report at this time. He will give Commission an update at the next workshop meeting.

10. 5<sup>TH</sup> STREET STREETScape AND SUTTON PARK PROJECTS

Updated during today's 4:30 p.m. workshop meeting.

11. DEPARTMENT HEADS' COMMENTS

Allen Tusing: Discussed the schedule for the 4<sup>th</sup> of July event, specifically regarding street closures. He presented Commission with a timeline as well as a map of the area. These are attached and made a part of these minutes. Mr. Tusing commented that there will be no shuttles this year because of the lack of public use throughout the past years. Discussion ensued regarding public parking for the event.

Jim Freeman: Stated he has been using part-time help to wrap up two grants from Haben and 10<sup>th</sup> and 10<sup>th</sup>. He's requesting the use of another two thousand dollars to help fund the completion of those grants.

Chief Wells: He will have officers on bicycles during the event on the 4<sup>th</sup> to help with traffic. He also noted that the Police Department was successful in getting the Byrne grant awarded to them last week.

Allen Tusing notified Commission that, by Monday, he will have a second in command at public works.

12. MAYOR'S REPORT

None

13. COMMISSIONERS' COMMENTS

Regarding upcoming meeting dates, Mr. Freeman advised that there will be a regular Commission meeting on July 16<sup>th</sup> with a workshop at 4:30 p.m. to address the ASR update as well as a telemetry meter presentation. There will be a special CRA Board meeting that night as well to bring back the items from tonight that needed further discussion. Tentative budget meeting dates are for July 17<sup>th</sup> and also July 30<sup>th</sup> and July 31<sup>st</sup> with times to be discussed later. He also noted that the tentative millage rate has to be set by August 4<sup>th</sup>.

Mayor Bryant offered Commission the opportunity to meet with the department heads to discuss the budget further.

Further discussion ensued regarding budget and Commission meeting dates.

There was a consensus of Commission to keep the July 17<sup>th</sup> meeting date open for the budget workshop to start at 6:30 p.m. and to keep July 30<sup>th</sup> open as a budget workshop also.

Mayor Bryant noted that she has been looking at some economic development CDBG grants. Mr. Freeman advised that the next round for CDBG applications start mid August. Staff is currently working with some grant consultants and identified the 13<sup>th</sup> Street drainage project as an area that needs improvement. They will be applying for some CDBG dollars to help enhance the drainage there as well as improve the existing sidewalks and street.

Mr. Freeman continued the budget discussion from the 4:30 p.m. Commission workshop meeting.

- Worker's Compensation rates are expected to increase by 10%. This has been accounted for in the current budget; final numbers are expected in mid July.
- Pension costs increased: The contribution to PD pension increased by 4.88% over last year and General Employees increased 4.89%

Discussion ensued regarding changing to different types of pensions to control costs. Commissioner Williams requested some information so that Commission can be more educated regarding the pension plans.

- Allocation methodology remains consistent with prior years
- One capital lease has been budgeted for approximately \$165,000.00. This is for a backhoe for the Utility funds and two new police cruisers. Lease is for four years with annual payments of approximately \$43,000.00 a year.
- One time expenditures include:
  - Mayor and Commission—New Doc Camera and Console
  - Public Works Admin—Motorola Repeater

Allen Tusing explained the need for the Motorola Repeater. FCC requiring a change in band from upper to lower. The current repeater will not function with the new bands. Discussion ensued regarding EOC.

Commissioner Varnadore requested a fact sheet regarding roles of Commission during emergency situations. Mayor advised she is meeting with Manatee County within the next few weeks and they are working on an update to the emergency plan.

- Parks—New Gator/utility vehicle
- Parks—MLK Park funded by impact fees
- Enterprise funds and CRA are balanced
- Building Department is using approximately \$128,000.00 to balance budget
- General Fund is at a deficit of approximately \$109,000.00. State revenue dollars are expected to come in this month.
- Capital budget to be presented by the end of July to be passed in conjunction with the Operating budget in September

Mr. Freeman advised that Staff strongly recommends a new enterprise system that will include modules for Accounting, HR, Code Enforcement and the Building Department. He estimates the cost to be somewhere close to \$350,000.00. This system was in the CIP last year, but was not funded.

Discussion ensued regarding the setting of the tentative millage at the end of July.

Discussion ensued regarding the MLK contracts that were presented at the CRA Board meeting.

Mayor Bryant adjourned the meeting at 8:09 p.m.

Minutes approved:

James R. Freeman  
City Clerk