

# TAB 1

**DRAFT  
CITY OF PALMETTO  
CITY COMMISSION WORKSHOP MEETING  
September 10, 2012  
4:30 PM**

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—Entered the meeting at 4:42 p.m.  
Alan Zirkelbach, Commissioner-at-Large 1

Staff Present

Mark Barnebey, City Attorney  
Jeff Burton, CRA Director  
Jim Freeman, City Clerk  
Allen Tusing, Public Works Director  
Karen Simpson, Finance Director  
Amber Foley, Assistant City Clerk

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

1. SMALL SCALE PLAN AMENDMENT FOR REGATTA POINTE

Jeff Burton gave a presentation on the small scale plan amendment for Regatta Pointe. This presentation is attached to and made a part of these minutes. Mr. Burton explained that, by initiating the small scale plan amendment, more incentives will be available to these properties. He noted that all properties surrounding Regatta Pointe, excluding the parking lot across the street, are already in the Downtown Commercial Core (DCOMC) plan category. The dock and water will remain in the Public Use category.

Ms. Cornwell requested that she be provided a spreadsheet to show the difference between the Public Use (PU) plan category and the DCOMC category.

Attorney Barnebey explained that in order to move from the PU category to the DCOMC category there are a number of things that have to be looked at including the lease on the Regatta Pointe property.

Mayor Bryant requested that Jeff Burton email the Commissioners a copy of the power point presentation. Commissioners Williams and Varnadore requested a hard copy be given to them.

Commissioner Williams would like to see where the downtown development guidelines would fit into the DCOMC category. He requested a list of the pros and cons for moving this property from a PU category to a DCOMC category.

Discussion ensued regarding the incentives that the CRA can provide. Mr. Burton informed Commission that the CRA does not have any incentives for any property in the PU category.

Attorney Barnebey cited Florida State Statute 163.370 which discusses what projects may not be paid for or financed by increment revenues. He stated that the only restrictions to incentives right now are the current CRA guidelines. The current guidelines do not have any incentives for properties in the PU category.

Commissioner Williams stated that this property was once in the DCOMC category. When the City was doing the Comprehensive Plan, Commission was told that this property would be better in the PU

category because it is owned by the City. He requested more information as to why this suggestion was made when now the request is to change the property back to this DCOMC category.

The consensus of the Commission was to have more information provided to them regarding this small scale plan amendment.

## 2. FY 2013-2017 CAPITAL IMPROVEMENT PROGRAM (CIP)

Mr. Freeman discussed the three changes that have been made to the CIP since it was presented to Commission at the August 20 workshop meeting. Those changes were:

- Citywide Enterprise Software is now funded through General Government Impact Fees and fund balance. A capital lease was initially proposed.
- Funding for WWTP Upgrades was reduced by \$24,000.
- Funding for Lift Station Upgrades was changed from current revenues to fund balance.

Commissioner Varnadore asked if an assessment has been done as to the cost to each homeowner for the 13<sup>th</sup> Avenue 7<sup>th</sup> to 8<sup>th</sup> Street Road Improvement Project. Mr. Tusing explained that the process hasn't been started on that. The City would have to send letters out to all the homeowners and hold public hearings. There is \$188,965 total budgeted for this project with the cost to the City being \$62,900.

Regarding the Citywide Enterprise Software, Ms. Simpson explained that the estimated cost is \$350,000 with \$175,000 to come from General Fund/Fund Balance, \$100,000 to come from General Government Impact Fees and \$75,000 coming out of Water and Sewer Fund Balance.

Discussion ensued regarding the lift station upgrades. The \$24,000 will pay for upgrades to all lift stations in the City.

Mayor Bryant adjourned the meeting at 5:54 p.m.

Minutes approved:

James R. Freeman  
City Clerk

**DRAFT  
CITY OF PALMETTO  
CITY COMMISSION MEETING  
AND CRA BOARD MEETING  
September 10, 2012  
7:00 PM**

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

Mark Barnebey, 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 7:00 p.m., followed by a Moment of Silence and the Pledge of Allegiance.

**CITIZEN RECOGNITION:** Lieutenant Scott Tyler introduced Tameka Moore and Jean Shoemaker from Suncoast Safe Kids. Rosemary Pifferetti was recognized for rescuing a two month old infant from a car in the Walmart parking lot on July 15, 2012.

Tameka Moore announced that Safety Day will be held on Saturday September 15, 2012 at the Manatee County Fairgrounds.

**PROCLAMATION:** Constitution Week, September 17 – September 23  
Accepting: Harold Crapo, Jr., Vice President  
Florida Society of the Sons of the American Revolution, Saramana Chapter

All persons intending to address City Commission were duly sworn.

Non-agenda Item Public Comment: None

1. CITY COMMISSION AGENDA APPROVAL

**Motion:** Commissioner Zirkelbach moved, Commissioner Cornwell seconded, and the motion carried 5-0 to approve the September 10, 2012 Agenda.

2. CONSENT AGENDA APPROVAL

A. CITY CLERK'S OFFICE

1. Minutes: August 20, 26, and 28, 2012
2. Correction of February 28, 2011 Minutes
3. Special Litigation Billing: Bryant Miller Olive and Blalock Walters
4. Special Function Permits: Palmetto Riverside B&B  
First Baptist Church Fall Festival  
Slick's Garage First Friday's, October 5, November 2, and December 7, 2012

Mayor Bryant removed item 2. A. 4. Slick's Garage First Friday's Special Function Permit for further discussion.

**Motion:** Commissioner Varnadore moved, Commissioner Zirkelbach seconded, and the motion carried 5-0 to approve the September 10, 2012 Consent Agenda with the removal of Slick's Garage for further discussion.

Item #2 A.4. Special Function Permit for Slick's Garage First Friday's October 5, November 2, and December 7.

Mayor Bryant discussed the problem of excessive trash being left along the street after the event on Fridays. She would like to see a caveat in the permit to state that the area needs to be cleaned up after the event. The Mayor also discussed the time the road closure starts. She would like to see if this event could start a little later than 5:00 p.m. because some businesses in the surrounding areas are still open at that time and traffic cannot travel in and out of that area when the road is closed.

Commissioner Zirkelbach and Commissioner Smith would like to see policing of this event.

Mr. Burton stated that 5<sup>th</sup> Street should be completed by the First Friday event in October.

Commissioner Smith discussed the posting on Facebook by Slick's regarding tearing up of the curb along 5<sup>th</sup> Street near their business.

Commissioner Williams questioned if other businesses are participating in First Friday's. Mr. Burton was asked to conduct a phone survey with surrounding businesses to find out if they are participating in First Friday's events.

**Motion:** Commissioner Varnadore moved, Commissioner Williams seconded, and motion carried 5-0 to delay the discussion and approval of Slick's Garage First Friday's until [Commission] has further information.

Discussion: Commissioner Cornwell noted that the homecoming parade is on November 2, 2012. The parade starts at Sutton Park and ends at Palmetto High school.

3. CITIZENS ADVISORY TASK FORCE APPOINTMENT

Mr. Freeman explained that Commission needs to appoint three members to the Citizen Advisory Task Force (CATF) to review the proposed Community Development Block Grant (CDBG) application. The CATF meeting is tomorrow at 5:00 p.m. in these chambers to allow the public to attend. The CATF will make a recommendation to the Commission at the 7:00 p.m. meeting on September 24.

**Motion:** Commissioner Williams moved, Commissioner Smith seconded, and the motion carried 5-0 to appoint Bill Belle, Joyce Kotecki, and Matt Misco to the CDBG Citizens Advisory Task Force.

4. 1<sup>ST</sup> PUBLIC HEARING FOR THE CDBG GRANT

Antonio Jenkins with Guardian Community Resource Management, Inc. gave a presentation regarding the application for the CDBG grant. This presentation is attached to and made a part of these minutes.

Commissioner Zirkelbach departed the meeting at 7:36 p.m.

Commissioner Smith discussed the City establishing a Housing Authority. He stated he has drafted a petition regarding the establishment of a Housing Authority in the City and he will be dropping that off to the Mayor next week.

Commissioner Zirkelbach returned to the meeting at 7:45 p.m.

Mr. Jenkins explained that there are two types of CDBG grants. One is for neighborhood revitalization, which is what the City is applying for now. The other is an economic development grant. He noted that you can apply for both grants at the same time.

Mayor Bryant opened the public hearing.

There being no public comment, Mayor Bryant closed the public hearing.

Mr. Jenkins clarified that all the CATF members should be residents of the City. Mr. Freeman stated that the CATF motion will need to be modified to add a new member to the CATF that is a resident of the City.

**Motion: Commissioner Varnadore moved, Commissioner Williams seconded, and the motion carried 5-0 to allow staff to proceed with the application and categories of choice.**

#### 5. CDBG 2012 FAIR HOUSING WORKSHOP

Antonio Jenkins, of Guardian Community Resource Management, Inc. gave a presentation regarding the Fair Housing Act. This presentation is attached to and made a part of these minutes.

Mr. Jenkins explained that this is informative only; there is no motion required.

**Action Request: Motion to accept the Fair Housing statement as read.**

**No action was required.**

**Motion: Commissioner Williams moved, Commissioner Zirkelbach seconded, and the motion carried 5-0 to reconsider item 3 and the motion that was made to appoint Bill Belle, Joyce Kotecki, and Matt Misco to the CDBG Citizens Advisory Board.**

**Motion: Commissioner Smith moved, Commissioner Zirkelbach seconded, and the motion carried 5-0 to appoint Bill Belle, Joyce Kotecki, and Jeff Burton to the CDBG Citizens Advisory Task Force.**

#### 6. PROPOSAL FOR ONE-TIME PAYMENT OF COMPENSATION

Mayor noted that there will not be a one-time payment to elected officials.

Mr. Freeman explained the criteria for employees to receive the one-time payment of compensation. Anyone who is an active employee as of November 30 is eligible, and they have to receive a two or higher on their employee review. Also, the employee cannot be on disciplinary probation. Full-time employees will receive \$1,000, part-time employees will receive \$500, and crossing guards will receive \$250 and will be payable on or about December 14, 2012. He requested to change the amount in the motion to read not-to-exceed \$171,345.

Attorney Barnebey reminded Commission that, as to the police officers, this will be subject to bargaining.

Discussion ensued regarding the criteria for review. Mr. Freeman explained that all employees will have to go through this performance review and receive a two or higher to be eligible for this one-time compensation. Attorney Barnebey noted that the criteria is state mandated.

**Motion: Commissioner Zirkelbach moved, Commissioner Smith seconded, and the motion carried 5-0 to approve Policy 2012-01 and authorize staff to proceed with a one-time payment of compensation to employees in accordance with that policy in the amount of \$171,345.00, or less, payable in December 2012 and subject to Police Department bargaining.**

#### 7. DUAL AUTHENTICATION AND SINGLE SIGN-ON FOR POLICE DEPARTMENT

Chief Wells explained that this is a requirement from Criminal Justice Information Services (CJIS) that has been mandated to be completed by 2013. This will provide a dual authentication security system that will require every user of a computer with CJIS to have a dual authentication role. There will be thumbprint and password protection on those computers at the Police Department. The reason that they have chosen Imprivata is that no other vendor can provide the one thumbprint and one password that the Police Department needs.

**Motion: Commissioner Zirkelbach moved, Commissioner Smith seconded the motion to approve and authorize staff to purchase the dual authentication/single sign-on technology from sole source vendor Imprivata via the distributor Computer Discount Warehouse Government (CDW-G) in the amount of \$29,244.**

Commissioner Williams questioned the amount of \$29,440 that was listed in the sales quote from CDW-G. Mr. Freeman stated to amend the motion to reflect the amount from the CDW-G sales quote.

**Motion:** Commissioner Zirkelbach moved to amend the motion on the floor, Commissioner Smith seconded, and the amended motion carried 5-0 to authorize staff to purchase the dual authentication/single sign-on technology from sole source vendor Imprivata via the distributor Computer Discount Warehouse Government (CDW-G) in the amount of \$29,440.

Mayor Bryant recessed the City Commission meeting to open the September 10, 2012 CRA Board meeting at 8:30 p.m.

Mayor Bryant reconvened the City Commission meeting. 9:21 p.m.

#### 8. AUGUST CHECK REGISTER (INFORMATIONAL ONLY)

#### 9. BASEBALL FIELD UPDATE

Mayor Bryant was invited to attend the County Commission meeting tomorrow at 1:30 p.m. regarding the ball fields.

Commissioner Smith would like to see a vote taken by the County regarding a time frame before the City gives any funds for the fields.

Commissioner Varnadore would like to see the funds formally requested from the County.

Mayor Bryant discussed the Palmetto Night at the Marauders. The City was able to give the North River Little League a check for \$437.00.

#### 10. ASR WELL UPDATE

Mr. Tusing noted that at the meeting on September 24 a work assignment will be brought forward for the first phase of work on the ASR Well.

#### 11. 5<sup>TH</sup> STREET STREETScape AND SUTTON PARK PROJECTS UPDATE

Discussed during tonight's CRA Board meeting.

#### 12. DEPARTMENT HEADS' COMMENTS

Jeff Burton—Informed Commission that they should have the monthly report from Allison-Gause regarding the work on Sutton and 5<sup>th</sup> Street.

Allen Tusing—Discussed the Ward 1, Phase 2 project. Stated it should be complete by the third week in October.

Jim Freeman—Thanked Commission for the approval of the one-time compensation for City Staff. Discussed tomorrow's meetings. The Citizen Advisory Task Force will meet at 5:00 p.m. and at 7:00 p.m. the tentative budget hearing will be held.

Chief Wells—Announced the retirement of Deputy Chief Hannaford in October. Sgt. Bobby Taylor has decided to retire after twenty-three years of service. Detective Ryan Larowe has been promoted to sergeant. The Police Department hired two new people, Rebecca Evans and Chris Bowman. Deputy Chief Hannaford's position has been posted; when it gets filled the Chief will inform the Commission.

13. MAYOR'S REPORT

Informed Commission that the City has partnered with Meals on Wheels to collect one thousand pounds of food. There are barrels for food collection at City Hall, Church on the Rock, and Terra Ceia Golf and Country Club. She asked that everyone donate as much as they can to help Meals on Wheels.

14. COMMISSIONERS' COMMENTS

Commissioner Cornwell—Thanked the Mayor for giving her the opportunity to present the Teacher of the Year Proclamation on Saturday.

Mayor Bryant invited the Commissioners to the 9/11 event at Sutton Park tomorrow.

Commissioner Smith—Asked that Commission meet with Attorney Barnebey regarding the Fair Housing Authority. He also asked that no roads are blocked on Election Day due to City construction so as not to hinder anyone's ability to go out and vote.

Mayor Bryant adjourned the meeting at 9:35 p.m.

Minutes approved:

James R. Freeman, City Clerk



**Draft Minutes  
CITY OF PALMETTO  
SPECIAL CITY COMMISSION MEETING  
September 11, 2012  
7:00 PM**

Commission Members Present:

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

Commission Members Absent:

Alan Zirkelbach, Commissioner-at-Large 2

Staff and Others Present:

James R. Freeman, City Clerk  
Chief Rick Wells  
Mark Bamebey, City Attorney  
Deanna Roberts, Administrative Assistant

Mayor Bryant called the September 11, 2012 Special City Commission meeting to order at 7:00 p.m.

There was no one present in the audience to address Commission.

1. CITY COMMISSION AGENDA APPROVAL

**MOTION: Commissioner Varnadore moved, Commissioner Williams seconded, and motion carried 4-0 to approve the September 11, 2012 Agenda.**

2. PUBLIC HEARING—TENTATIVE MILLAGE RATE AND TENTATIVE FISCAL YEAR 2013 BUDGET

Mayor Bryant opened the public hearing for both resolutions and read the following statement into the record:

- We are here tonight to adopt the City of Palmetto tentative millage and budget for FY 2013 that begins on October 1, 2012.
- The current millage is \$5.1185 per \$1,000 of taxable value.
- Taxable value in the City for the FY 2013 budget is \$656,070,755 which represents a decline of 4.78% compared to the prior year.
- The rolled-back millage rate for FY 2013 is \$5.2171 per \$1,000 of taxable value.
- The City proposes to adopt a FY 2013 millage of \$5.2171 per \$1,000 of taxable value, which is equal to the rolled-back rate or a 0% increase over the rolled –back rate. The rolled-back rate is the rate that will allow the City to collect the same amount of revenues in comparison to the prior year.

There being no public comment, Mayor Bryant closed the public hearing.

A. RESOLUTION NO. 2012-24 (read in its entirety)

A RESOLUTION OF THE CITY OF PALMETTO OF MANATEE COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR THE CITY OF PALMETTO FOR FISCAL YEAR 2013; AND PROVIDING FOR AN EFFECTIVE DATE.

**MOTION: Commissioner Cornwell moved, Commissioner Varnadore seconded, and motion carried 4-0 to adopt Resolution No. 2012-24.**

Palmetto City Commission  
September 11, 2012  
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B. RESOLUTION NO. 2012-25 (read in its entirety)

A RESOLUTION OF THE CITY OF PALMETTO OF MANATEE COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2013; AND PROVIDING FOR AN EFFECTIVE DATE.

**MOTION:** Commissioner Cornwell moved, Commissioner Smith seconded, and motion carried 4-0 to adopt Resolution No. 2012-25.

5. ADJOURNMENT

The meeting was adjourned at 7:10 p.m.

Minutes approved:

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James R. Freeman, City Clerk