

**TAB 1**

**DRAFT  
CITY OF PALMETTO  
CITY COMMISSION WORKSHOP MEETING  
October 15, 2012  
4:30 PM**

Elected Officials Present

Shirley Groover Bryant, Mayor—(Entered the meeting at 4:31 p.m.)  
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  
Javier Vargas, Public Works Superintendent  
Amber Foley, Assistant City Clerk

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

1. CONTINUATION OF HOUSING AUTHORITY DISCUSSION

Mr. Freeman introduced Wenston DeSue, Executive Director of the Housing Authority for the City of Bradenton, and Robert Rogers, Executive Director of the Housing Authority for Manatee County. Mr. DeSue and Mr. Rogers were invited to attend the workshop to provide an overview on the logistics, and the benefits and disadvantages of running a housing authority.

Mr. DeSue explained that Bradenton's Housing Authority has been in operation since 1950. Funding for the housing authority comes from the federal government, rent collected, and development initiatives. Individuals who have a Section 8 voucher have the ability to move from one city to another and not experience any problems. The City of Bradenton monitors the voucher program and a person can have a voucher from the City of Bradenton but is not required to live in Bradenton. Mr. DeSue recommends that the City of Palmetto put out a Request for Proposal to hire a consultant to help the City get started with a housing authority.

Commissioner Williams questioned the salaries for board members and employees. Mr. DeSue explained that the seven board members are not paid. There are eighteen employees and nine housing authority employees, each with different levels of pay. The board does have some say over the salaries.

Mr. Rogers stated that Manatee County's Housing Authority has been in operation since 1969. Manatee County mostly deals with Section 8 vouchers. The U.S. Department of Housing and Urban Development (HUD) is pushing for regional authorities instead of each city or county having their own housing authority. Mr. Rogers explained that if the City of Palmetto created a housing authority, the County would need an inter-local jurisdiction agreement to keep serving the people who live in the City. The City of Bradenton and the City of Sarasota currently have an inter-local agreement with Manatee County.

Mr. Freeman informed Commission that he spoke with Jose Cintron, Director of the Miami HUD office. Mr. Cintron explained that there is no vested right to receive funding when creating a housing authority. Each housing authority works with the federal government to apply for an Annual Contributions Contract (ACC). If the City were to create a housing authority and apply for the ACC contract, they would have to show evidence of financial commitment. The City would have to prove to HUD that they have the

resources to administer the program. Mr. Cintron stated that typically the City would work to create the administrative body and provide resources to start the housing authority.

In regard to transferring Section 8 vouchers, Mr. Rogers explained that, if this were to occur, the County would lose the administrative portion of \$47 per unit per month which is currently used to fund the administrative operations of the County's HUD program

Commissioner Smith asked that Mr. Freeman look into having someone from the Hillsborough HUD office come and talk to Commission about the process of starting up a housing authority.

Commissioner Cornwell questioned how the County advertises Section 8 vouchers in the City of Palmetto. Mr. Rogers explained that the County has a website which advertises when the waiting list is open. This list is only open for two to three weeks at a time.

Commissioner Cornwell asked how people who have a voucher are held accountable. Mr. DeSue explained that if someone were to break the law, the vouchers can be terminated. If the person is found guilty the voucher is automatically terminated. There is a hearing process if the person requests it.

With respect to the option of consolidating a housing authority with Manatee County's Housing Authority, Attorney Barnebey explained that, when establishing the housing authority, the City can employ the County's staff and they can act as the staff for the City with an agreement in place. This could also work if the City of Palmetto wanted to partner with the City of Bradenton's Housing Authority.

Mayor Bryant departed the meeting at 5:41 p.m.

Mayor Bryant returned to the meeting at 5:42 p.m.

Commissioner Smith asked that Mr. Barnebey research federal law and guidelines on establishing a housing authority, such as courtrooms and petitions, that have been presented to city commission and governments on the Fair Housing Act and provide him with that information.

Mr. Burton stated that he will work with Mr. Barnebey to put together a resolution and a timeline to help Commission understand how to move forward with establishing the housing authority. He will bring this to the next workshop meeting.

## 2. CONTINUATION OF CITY COMMISSION POLICY BOOK DISCUSSION

This item will be placed on the November 5, 2012 workshop agenda.

Mayor Bryant adjourned the meeting at 6:01 p.m.

Minutes approved:

James R. Freeman  
City Clerk

**DRAFT  
CITY OF PALMETTO  
CITY COMMISSION MEETING  
AND SPECIAL CRA BOARD MEETING  
October 15, 2012  
7:00 PM**

Elected Officials Present

Shirley Groover Bryant, Mayor  
Brian Williams, Vice Mayor, Commissioner, Ward 3—(Entered at 7:07 p.m.)  
Tamara Cornwell, Commissioner-at-Large 2  
Charles Smith, Commissioner, Ward 1  
Tambra Varnadore, Commissioner, Ward 2  
Alan Zirkelbach, Commissioner-at-Large 1—(Entered at 7:07 p.m.)

Staff Present

Mark Barnebey, City Attorney  
Jeff Burton, CRA Director  
Jim Freeman, City Clerk  
Javier Vargas, Public Works Superintendent  
Rick Wells, Chief of Police  
Bob Marble, CRA Strategic Planning Specialist  
Amber Foley, Assistant City Clerk

Mayor Bryant called the meeting to order at 7:02 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 Cornwell moved, Commissioner Smith seconded, and the motion carried 3-0 to approve the October 15, 2012 Agenda. Commissioners Williams and Zirkelbach were absent for the vote.**

2. CONSENT AGENDA APPROVAL

A. City Clerk's Office:

1. Minutes: September 24 and October 1, 2012
2. Special Function Permits: Palmetto High School Homecoming Parade  
MLK Parade
3. Manatee River Fair Association License Agreement for Exhibitors
4. Resolution No. 2012-34-Budget Amendment
5. Bryant Miller Olive Legal Billing

B. Public Works

1. Renewal of engineering contracts: Lombardo, Foley, & Kolarik, Inc.  
Atkins  
Wade Trim  
Jones Edmunds

**Motion: Commissioner Varnadore moved and Commissioner Cornwell seconded a motion to approve the October 15, 2012 Consent Agenda.**

In regard to the Bryant Miller Olive legal bill, Mr. Freeman stated that there is one month left in the billing from the last fiscal year. The total year to date for the combined legal billings from Bryant Miller Olive and Blalock Walters that are related to PBA union negotiations is \$85,877.

Commissioner Varnadore questioned the encumbrances that are being carried forward from 2011. Mrs. Simpson stated that some purchase orders are left open and carried forward to pay for any outstanding invoices pertaining to the order. Commissioner Williams would like to have a list given to him of all open purchase orders from years 2011 and earlier, and the reason why they are still open.

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

Commissioner Cornwell asked that Mr. Freeman advise the Friday's on Fifth participants of the homecoming parade.

**3. DISCUSSION BROWNFIELDS DESIGNATION**

Mr. Burton explained that the CRA is ready to send out a mailer to about 1100-1200 residents advising them of the designation of most of the CRA District as the "Palmetto Economic Enhancement District." The designation will give property owners the potential to be eligible for grants, tax credits, loan guarantees, and other benefits that are not currently available. There will be two public hearings for the proposed resolution designating the CRA District as a brownfields area. The first public hearing will be November 19 and the second public hearing will be on December 3.

Mr. Marble discussed the maps showing the candidate area that will be designated as the "Palmetto Economic Enhancement District." These maps are attached to and made a part of these minutes.

Mr. Burton stated that this will be a test area. After the CRA District is designated as a brownfields area, then the process can begin on designating different areas in the City as brownfields. Mr. Burton will email Commission the Florida Statute that explains the reasons why the CRA is designating the CRA district as a brownfields area first. Mr. Marble stated that individual property owners can come forward and request that the City designate their property as brownfields.

Mayor Bryant stated that she will be attending a brownfields revitalization conference at the end of October and will provide Commission with more information at that time.

**4. DISCUSSION: PROCEDURES FOR THE CITY COMMISSION MEETINGS**

Attorney Barnebey has made a few changes to the procedures for Commission meetings since the last meeting. He has added participation in board meetings by telephone and rules of procedure for agenda and public appearances before City Commission.

Discussion ensued regarding participation in board meetings by telephone. Consensus of the Commission was to make this paragraph broader by:

- Removing the statement requiring the board member to provide a written request to participate by telephone.
- Language should be written to say that the board member would notify the mayor and/or members of the board.
- Removing the need for the present board members to vote on allowing the board member to participate by telephone.

Mr. Barnebey was asked to check the time limits and provide more information to Commission regarding applicants' presentation, rebuttal presentation, and proponents' presentation.

Mayor Bryant stated that this item will be brought back to the next Commission meeting.

**5. SEPTEMBER CHECK REGISTER (Informational Only)**

*Mayor Bryant recessed the City Commission meeting at 8:18 p.m. to open the October 15, 2012 CRA Board meeting.*

*Mayor Bryant reconvened the City Commission meeting at 8:53 p.m.*

**6. BASEBALL FIELD UPDATE**

Mayor Bryant discussed the letter from Cindy Turner, Manatee County Parks and Recreation, to Trevor Gooby, Senior Director of Florida and Dominican Operations for the Pittsburgh Pirates. This letter comments on the \$800,000 that is being provided by the City of Palmetto and indicated that \$1.7 million is coming from Manatee County to fund the baseball fields. Manatee County is making a request for \$500,000 from the Pittsburgh Pirates to fund the development of the new Little League facility in the City.

#### 7. ASR WELL UPDATE

Mr. Vargas stated that next Monday there will be a meeting regarding assignment number one and the digging of the first three wells.

#### 8. 5<sup>TH</sup> STREET STREETScape AND SUTTON PARK PROJECTS UPDATE

Mr. Burton gave an update during the CRA Board meeting.

#### 9. DEPARTMENT HEADS' COMMENTS

Mr. Freeman—At the first meeting in November, he will be bringing forward the renewal of the contract for janitorial services. This contract expires October 31.

Mr. Barnebey—Regarding the baseball fields, he has spoken with Mr. Clague. They are working on the agreement between the County and the City.

#### 10. MAYOR'S REPORT

On Saturday she did the welcome at the Children's Summit which had a great turnout. She also judged classic cars at the Kar-B-Que Classic hosted by the Kiwanis, and she attended a ribbon cutting for the HHHT Auto Repair.

Last Thursday, the Mayor and Chief Wells made a visit to the jail at Port Manatee. They reached out to a group of inmates and tried to make a positive impact on them.

Chief Wells stated he received a letter from a mother whose son was impacted by the visit to the jail. The son is now reaching out to try to get help.

Mayor Bryant stated that the Tourist Development Council met in the Chambers this morning. Mr. Burton provided a power point presentation sharing the events that are going on in the City.

#### 11. COMMISSIONERS' COMMENTS

Commissioner Smith—Asked Mr. Vargas to find out about the sidewalks that are being replaced in Ward 1 Phase 2. Business owners are complaining that not all the sidewalks are being replaced. He asked Mr. Freeman to provide him with a list of all current vendor contracts with the City and the expiration dates.

Commissioner Cornwell—Thanked the Mayor for attending the Children's Summit on her behalf. She asked Chief Wells about patrolling during the Halloween holiday. Mr. Wells stated that he will have officers out patrolling the area, some on bicycles. She asked Commissioner Williams to provide her an update from the Fair Board meeting.

Commissioner Williams—Stated School Lunch Week is tomorrow at Palmetto Elementary School and Thursday for Palmetto High. He attended the Council of Governments meeting where Mr. Gagnon provided a lot of information regarding the School Board.

Mayor Bryant asked Commissioner Williams to speak on behalf of the City at the School Board meeting tomorrow at Palmetto High School. The School Board is seeking input about the qualities desired in a new superintendent.

Commissioner Williams asked if it was possible to use the Shell property for advertisement of the County Fair. Attorney Barnebey stated that he believes that advertisement has been placed on the property before.

Commissioner Williams would like to see an ordinance drafted to declare wells as non-potable water and to not use wells as a first priority.

He requested some cabinets or shelves be built in the Chambers so Commissioners can have storage for agenda and mail items.

Commissioner Varnadore—Asked for a time table on the completion of Ward 1 Phase 2. Mr. Vargas stated the project should be completed by the end of October.

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Commissioner Williams asked when the cost estimates will be provided to Commission regarding the phases to the Sutton Park playground. Mr. Burton explained that he should have those to Commission at the next meeting.

Mayor Bryant adjourned the meeting at 9:10 p.m.

Minutes approved:

James R. Freeman  
City Clerk