

Palmetto City Commission
April 20, 2009 4:30 p.m.

Elected Officials Present:

Brian Williams, Vice Mayor
Tamara Cornwell, Commissioner
Mary Lancaster, Commissioner
Tambra Varnadore, Commissioner
Alan Zirkelbach, Commissioner

Elected Officials Absent:

Shirley Bryant, Mayor

Staff Present:

James R. Freeman, City Clerk
Mike Mayer, Deputy Chief of Police
Tom McCollum, Interim City Planner
Karen Simpson, Deputy Clerk-Finance
Allen Tusing, Public Works Director
Frank Woodard, Deputy Director of Project Management & Engineering
Diane Ponder, Deputy Clerk-Administration

Vice Mayor Williams called the meeting to order at 4:30 pm, followed by a moment of silence and the Pledge of Allegiance.

Mr. Freeman recognized Whitney Ewing, who splits her time between the Human Resource and Code Enforcement Department, for successfully obtaining Code Enforcement Level 1 Certification.

Vice Mayor Williams welcomed Karen Simpson back from medical leave.

Vice Mayor Williams announced Mayor Bryant was absent from the meeting because of illness, but will be present at the 7:00 meeting.

1. HOLY CROSS GDP PRESENTATION

Tom McCollum stated the presentation is for site plan approval of a 68 unit, one bedroom, three story low income housing facility for the elderly. The proposed project is immediately west of the existing Holy Cross Manor facility, and again offers federal grant funds.

Mr. McCollum stated the only revision to the drawings were in the notes of the site plan page. He stated that in answer to questions raised by the P&Z Board, staff has confirmed the project meets the City's density requirements, and there is more open space than required by the City.

Mr. McCollum stated there was not a neighborhood meeting conducted by the City, but one resident of the mobile home park to the north commented on the project and a Mr. Cooper attended the P&Z meeting. Commissioner Zirkelbach stated he wanted to be sure residents of the mobile home park have had ample time to comment on the project.

Mr. McCollum stated DRC review resulted in no negative comments. The Fire Marshall is currently reviewing the plan, and other than a sprinkler system in the building and other fire related requirements, the plan is adequate as proposed.

Discussion ensued on the proposed landscaping plan and a 6' vinyl fence on the north side of the project. Henry Woodruff, Woodruff Corporation Architects stated that in response to comments

from the neighborhood a ten-foot landscape buffer is proposed rather than a fence. He confirmed the existing fence on the western boundary was erected by the mobile home park and will remain. Kathy Burghlaw, representative of the property manager for Holy Cross Manor I, stated Mr. Cooper, speaking on behalf of five homeowners whose property abuts the north side of the project preferred no fence.

Mr. McCollum assured City Commission the project will comply with all City standards. Chief Lowe requested that St. Tyler have the opportunity to review the landscape plan.

The project was moved forward to the 7:00 meeting for Commission action.

2. COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) PRESENTATION

Mr. Freeman narrated a high level presentation of the City's CAFR Report. He highlighted data regarding the City's major initiatives for the fiscal year and in the future, as well as financial highlights of the report. He commented on concerns for the next budget year, including required contributions to the pension plans because of the loss in each plan's portfolio.

Tommie Barrie, CPA Associates, commended the City on the award of the Certificate of Achievement for excellence in financial reporting. She commented on the financial staff's cooperation and how they have grown in their jobs.

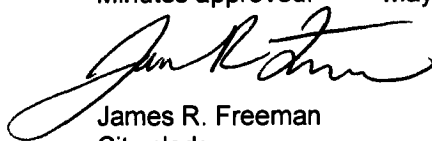
She stated her firm issued an unqualified opinion, the highest achievable concerning the financial information included in the CAFR. She commented on the required Yellow Book report addressing internal control or over financial matters, stating no material weakness was noted, nor any instances of non-compliance.

Mr. Freeman discussed the accounts receivable of the City and the aggressive efforts staff is taking on delinquent accounts.

Commission discussed with Ms. Barrie the difference between the audit from her firm conducted on the CRA vs. a compliance audit. She stated an audit could be performed based upon an agreed upon scope, and her firm is qualified to perform the audit. Ms. Barrie stated that every year during the audit a department is chosen and extra testing is performed; this year CRA was the chosen department. Commissioner Zirkelbach read the definition of the proposed CRA compliance audit, which Ms. Barrie opined is more a legal review. She stated the current contract does not include the additional cost of undertaking a compliance audit

Meeting adjourned at 5:45 pm.

Minutes approved: May 4, 2009



James R. Freeman
City clerk