

**PALMETTO CITY COMMISSION
WORKSHOP MEETING
March 1, 2010**

Elected Officials Present:

Shirley Groover Bryant, Mayor
Tamara Cornwell, Vice Mayor and Commissioner-at-Large 2
Alan Zirkelbach, Commissioner-at-Large 1 (entered at 4:55 pm)
Mary Lancaster, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3

Staff Present:

Mark Barnebey, City Attorney
James R. Freeman, City Clerk
Garry Lowe, Chief of Police
Allen Tusing, Public Works Director

 Mayor Bryant called the meeting to order at 4:32 pm, followed by a Moment of Silence and the Pledge of Allegiance.

 1. PRESENTATION OF COMPREHENSIVE ANNUAL FINANCIAL REVIEW (CAFR)

Referring to recent inquiries and comments regarding the City's Purchasing Policy, Mr. Freeman introduced Purchasing Agent Nixa Haisley, who narrated an overview of the policy. In particular, Ms. Haisley discussed the purchasing thresholds: 1) Small Dollar Purchases are \$10,000 or less, internal practice to obtain at least two quotes; 2) Informal Competitive Quotes \$10,000-49,999, written quotes are accepted; and 3) Sealed Bids and Proposals are for purchases of \$50,000 or greater and require advertisement. Ms. Haisley also reviewed the different types of sealed proposals utilized by the City, local preference initiatives and group or state contracts, i.e. "piggyback" contracts. Ms. Haisley stated staff is developing procedures that will be implemented to prohibit one vote deciding the award of a bid. Mr. Freeman assured Commission that staff performs due diligence when purchasing for the City.

Mr. Freeman introduced Sean Gingras and LeeAnn Cross, representing the City's independent auditor, CPA Associates. Mr. Gingras has served as Audit Manager for past three years and Ms. Cross is a partner of CPA Associates.

Mr. Freeman presented an overview of the 2009 Comprehensive Annual Financial Report (CAFR), highlighting the following categories.

- Major Initiatives for the year and future
- Financial Highlights
- Governmental Funds
- Proprietary Activities
- Fiduciary Funds
- Management Letter Comments

A copy of the presentation is attached hereto and made a part of these minutes.

LeeAnn Cross stated CPA Associates issued an unqualified opinion, the highest opinion that can be granted an audit. She briefly commented on all the reports that were issued as a result of the audit.

Mr. Freeman confirmed the City has met the Fund Balance Reserve Policy's requirement, now having over four months of operational unreserved funds in the General Fund, excluding the Trailer Park Trust.

FY2009 is the last year an annual increase was made in the Stormwater Fund, based on the Utility Rate Study performed in 2004-2005. Commission made the decision to hold stormwater rates steady this fiscal year. Mr. Freeman stated his belief a rate study is necessary and

reminded Commission the study has been budgeted and will probably come forward later in the year.



2. PROPOSED ORDINANCE NO. 2010-03

The City had an inspection in November for the MS4 Stormwater Permit. Mr. Tusing stated FDEP now requires parcels one acre or larger to obtain a permit. The current ordinance currently sets the parcel size at five acres or larger. The proposed ordinance amends the language to comply with new regulations. Commission concurred with staff's request to move the item forward to the 7:00 agenda for action.



3. DISCUSSION: AMENDMENTS TO THE ELECTION QUALIFYING PERIOD

The City's election ordinance must be modified to revise the qualifying period pursuant to revisions to Florida Statutes. Staff is seeking authorization to create a revised ordinance to reflect language amendments so the Supervisor of Elections can continue to do the qualifying of candidates. Mr. Freeman explained the length of the qualifying period will not change, but the qualifying period will move forward to June of 2010.



4. DISCUSSION: ANNEXED PROPERTIES REQUIRING CITY ZONING

A review of annexed properties from 2000 forward has identified some parcels that did not complete a Comp Plan amendment or receive City zoning. One property in particular prior to 2000 has come forward, and may require attention in the near future. It was consensus of Commission to finalize the annexation process for the properties in stages rather than all at one time.

Mr. Freeman referred to the status report on 1811 8th Ave. that has been distributed to Commission. Property was annexed with no stipulations; site plan was approved with stipulations, including the requirement that no more than four cars can be located in the front lot. Violations found during an inspection in 2009 by Mr. Strollo and Mr. Titus have all been corrected. Mr. Strollo has met with the manager of the property to again review the maximum number of cars allowed on the lot.

Meeting adjourned at 5:39 pm.

Minutes approved: March 15, 2010

James R. Freeman

James R. Freeman
City Clerk