

**CITY COMMISSION WORKSHOP MEETING**  
**September 13, 2010**  
**4:30 PM**

Elected Officials Present:

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

Staff Present:

Mark Barnebey, City Attorney  
Jim Freeman, City Clerk  
Rick Wells, Chief of Police  
Sharon Jones, Human Resources Director  
Karen Simpson, Deputy Clerk-Finance  
Frank Woodard, Deputy Public Works Director  
Diane Ponder, Deputy Clerk-Administration

Mayor Bryant called the meeting to order at 4:39 p.m., followed by a Moment of Silence and the Pledge of Allegiance.

She informed Commission that Item #2 will be the first item heard on the agenda, limiting it to a 15 minutes presentation.

1. CAPITAL PURCHASE OF A NEW GENERATOR FOR CITY HALL

Mr. Freeman stated that during the capital budget process last year, Commission authorized \$50,000 for the purchase of a new generator at City Hall, as the current generator is 33 years old. Manatee County EOC was contacted regarding the purchase and they recommended contacting ATP Engineering to assist with the requirements for a new generator.

Total for all 3 tasks is \$6,800. Task 1 analyzed the current system and gave an estimated cost of installation of a new generator, depending on size and fuel type chosen.

ATP Engineering performed task 1, which was an analysis of the current system. Three options were provided the City:

1. Replace current generator and leave existing electrical and connections at a cost of \$60,000-69,000; limited outlets will perform on generator power.
2. Include Commission chambers under generator power at a cost of \$79,000-\$80,000; additional electrical connections required.
3. Place the entire building under generator power at a cost of \$86,000-\$100,000; additional electrical connection required.

The additional cost will require additional CIP Funds via a budget amendment. The additional funds will be transferred from CIP project WWTP construction, which budgeted \$150,000. \$50,000 will be transferred from that project to cover the additional generator cost.

The current generator is powered by propane. Fuel options are diesel and natural gas. If a different fuel is selected the 150 gallon underground tank will have to be removed, the cost of which is included in the estimates.

Staff recommended Option 3 because the difference between task 2 and 3 is nominal. Staff also recommends the generator be converted to natural gas, because of the reduced possibility of uninterrupted service during a catastrophic event. Installation of natural gas would cost approximately \$12,000. Mr. Freeman discussed the proposed funding for the project.

Mr. Freeman stated staff is seeking authorization to proceed with tasks 2 and 3 at a cost of \$6,800, which includes over site and installation of the generator. The purchase will be obtained pursuant to the purchasing policy.

Mathew Camden and John Camden, ATP Engineering discussed the proposed generator purchase and installation and how natural gas would be provided to the generator.

Commission concurred with staff recommendation to purchase a 125kw natural gas generator and moved the item forward to the 7:00 agenda for action.

## 2 LAND SWAP CONTRACTS ASSOCIATED WITH THE LITTLE LEAGUE BALL FIELD COMPLEX

Michael Hankin, Special Counsel to the City, stated the City was given a deadline to execute the documents associated with the land swaps for the Little League ball field complex no later than September 14, 2010, which has been extended to September 28, 2010. The agreements have been reviewed by counsel, and provisions within the documents have been identified that require further discussion. Mr. Hankin requested that Commission table the item until the next meeting.

Attorney Hankin stated there is the possibility that future changes can be made to the documents.

Attorney Barnebey concurred with Mr. Hankin's comments. He discussed the two phases of the project; the relocation of the school, which will open in January, and the ball field complex. He stated there is the potential for a workshop on Monday, September 20, 2010, if discussions warrant Commission's review of the documents by that date. He further stated that the School Board and Manatee County will not consider the documents until agreement is reached by the City and the property owner.

Discussion ensued on attorney fees. The property owner's attorney has not agreed to cap the fees at this time.

Mayor Bryant stated that every effort has been made by the City, School Board and Manatee County to complete this project.

Mr. Freeman reviewed the information provided by Mrs. Simpson to respond to the questions that were asked during the budget discussions. Discussion ensued on the individual items. No changes to the budget were made by Commission. Staff was asked to schedule a workshop item for discussing agreements surrounding the Ag Museum. Staff was also asked to provide data on the stormwater fee.

Mr. Freeman referred to Commission's direction to bring back information regarding an increase to the employees. He stated that staff felt it would be difficult to find funding in the budget to fund any kind of step or COLA and staff does not support the use of reserves to fund an on-going operational expense from Fund balance.

As an option in lieu of a salary increase, he proposed the possibility of a one-time lump net payment of \$750 or \$1,000 for full time employees and one-half that amount for part time employees and less than half for crossing guards. The payment will be funded from current year surpluses, which are projected to be approximately \$650,000 in General Fund. The cost of a \$1,000 net payment to employees, excluding Mayor and Commission, is \$143,000, of which \$104,000 will be to the General Fund. The effect to the General Fund reserve will reduce the 5.5 months' surplus balance to 5.23 months of reserves for operating expenses. The City will absorb associated expenses except federal taxes, which will be the

employees' responsibility. Mr. Barnebey confirmed he is reviewing the topic to ensure City ordinances allow for such a payment.

Of the Commission that voiced an opinion, it was consensus that if the payment is legal, employees on the roster as of the end of the fiscal year who have met the probationary period would be eligible for the payment.

The topic will be brought back to Commission for final approval.

Mayor Bryant requested that Commission consider the feasibility of allowing her a car allowance rather than mileage reimbursement.

Meeting adjourned at 6:10 p.m.

Minutes approved: September 27, 2010

*James R. Freeman*

James R. Freeman  
City Clerk