

**CITY COMMISSION WORKSHOP MEETING
DECEMBER 6, 2010
4:30 PM**

Commission Members

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
Karen Simpson, Deputy Clerk-Finance
Allen Tusing, Public Works Director
Rick Wells, Chief of Police
Diane Ponder, Deputy Clerk-Administration

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

1. PRESENTATION: ENTERPRISE FLEET PROGRAM

This item was removed from the agenda for presentation at the December 13, 2010 workshop meeting.

Mayor Bryant passed the gavel to Vice Mayor Cornwell and departed the meeting.

2. MANATEE SCHOOL FOR THE ARTS CONDUIT BOND FINANCING PROGRAM

Attorney Susan Churuti, bond counsel for Regions Bank, briefed the Commission on the Manatee School for the Arts request for the City to serve as conduit financing for the issuance of Industrial Development Bonds in the amount of \$30 million. With the City's assistance, the school will be able to secure a bank qualified loan. She assured Commission that as in the past when the City has assisted the school in this program, the City will have no responsibility for the bonds. The financing must be secured before January 1, 2010 to be eligible for the maximum \$30 million for Manatee School for the Arts. The school will be responsible for all expenses associated with the City's involvement in the bond financing

Dr. Jones, Manatee School for the Arts, confirmed there remains 12 years in the school's charter. Attorney Churuti stated the Charter doesn't matter as to the issuance of the bonds and tax exemption.

Attorney Barnebey informed Commission the topic will be on the December 13, 2010 agenda for action.

Mayor Bryant re-entered the meeting.

3. BUDGETARY POLICY

Mr. Williams revealed he had spent several hours with Ms. Simpson reviewing the policy. Ms. Simpson addressed Commission's questions regarding the Budgetary Policy. In addition to minor typographical errors in formatting that were made, Commission made the following amendments:

Section 4:

D. Reserves for Capital Acquisitions

Language will be added to reflect that the Capital Acquisition Reserve may be increased each year “after the completion of the CAFR, or during the budgetary process”.

Section 5:

C. Budget Preparation Categories

Language will be added to reflect that budgets will be submitted based on the strategic planning process and that the level of services will be subject to the goals placed in the budgets.

E. Status of Encumbrances at Year-End

Language will be added to reflect that 1) outstanding encumbrances will be included in the quarterly budget report, and 2) encumbrances carried forward and subsequently liquidated must be reviewed by the Mayor and be included in the quarterly budget reports.

G. Authorization of Budget Transfers and Amendments

Language will be amended to reflect that only transfers associated with the personnel and inter-fund transfers accounts will require a budget resolution. City Commission will be advised of transfers from insurance, contingency, debt service or capital outlay line items.

J. Administration Service Fee/Allocations

Language will be added to reflect that all allocations will be justified during the budget process. The allocation percentage for the Building Department and non-General Funds will be replaced by language reflecting that those allocation amounts must be reasonable.

A brief discussion was held on whether or not studies are required to increase fees.

Meeting adjourned at 5:23

Minutes approved: **Corrected December 13, 2010 (in bold print)**

James R. Freeman

James R. Freeman
City Clerk