

**CITY COMMISSION WORKSHOP MEETING
SEPTEMBER 26, 2011
4:30 PM**

Elected Officials Present

Shirley Groover Bryant, Mayor
Alan Zirkelbach, Vice Mayor, Commissioner-at-Large 1
Tamara Cornwell, Commissioner-at-Large 2
Mary Lancaster, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3 (entered at 4:35)

Staff Present

Mark Barnebey, City Attorney
Jeff Burton, CRA Executive Director
Jim Freeman, City Clerk
Allen Tusing Public Works Director
Diane Ponder, Deputy Clerk-Administration

Mayor Bryant called the meeting to order at 4:32 p.m. She requested that the order of the agenda items be reversed. Commission concurred.

2. DISCUSSION: ORDINANCE NO. 2011-19

In 2009 Commission adopted Ordinance 09-985 creating the CRA Advisory Board, which was charged with making recommendations on all matters to be considered by the CRA Board. Attorney Barnebey explained that after discussion with the Mayor and CRA Executive Director, it is now an appropriate time to amend the functions of the CRA Advisory Board.

As drafted, the proposed ordinance will allow the CRA Advisory Board to focus on policy rather than individual program funding requests. The board's duties would be to:

1. Review and recommend the CRA Capital Improvement Program (CIP)
2. Recommend changes to the CRA's work programs
3. Develop and recommend projects and CRA programs
4. Assist the CRA as requested
5. Review and make recommendations on the CRA budget

Mayor Bryant explained that the proposed ordinance eliminates the dual review and approval of storefront grants. She commended the CRA Advisory Board on its work on the CRA Plan and programs.

Discussion ensued on the CRA CIP and the City CIP. Mayor Bryant assured Commission that the funding, structure and development of programs will stay with the CRA Advisory Board.

Attorney Barnebey acknowledged that language in Section 11-84 Powers and duties may be redundant, but it can pertain to capital work matters and also programs. Mayor Bryant stated she does not want to lose the comprehensive scope the language provides. Attorney Barnebey will review the language.

CRA Executive Director Burton agreed that if a project is on the City CIP and it is removed and given to the CRA, the project cannot be funded by the CRA for three years. Mayor Bryant suggested that it may be advantageous for the CRA Advisory Board to review the City CIP to determine if there are projects that should be funded by the CRA. Mr. Burton assured Commission that the City budget aligns with the CRA

Plan. It was suggested that the CRA Capital Improvement Program be differently named to recognize that the program is for capital projects.

Attorney Barnebey explained that the ordinance as proposed will eliminate the CRA Advisory Board's review of contracts relating to a CRA program and/or a CRA project.

1. DISCUSSION: COMMISSION QUASI JUDICIAL RULES & PROCEDURES

Attorney Barnebey opined that procedures need to be implemented regarding the City's public hearings, particularly quasi judicial hearings. The procedures will also provide for the documents pertaining to the public hearing that shall be included in the City's records. Attorney Barnebey stated that he will continue to bring rules and procedures to Commission that he thinks is in the best interest of the Commission to adopt.

Attorney Barnebey confirmed that Roberts Rules would rule in the matter of a tie vote. Currently on a tie vote, no additional action can be taken unless a member on the prevailing side brings it up for reconsideration.

Attorney Barnebey will develop language that prohibits individuals relinquishing their two minutes of public comment time to more than one person. He will also make sure that it is clear in the rules that the Mayor makes the determination to the extent of time granted for comment, but the Commission can overturn that decision.

The rules and procedures will be amended to incorporate Commission comments and be brought in the near future.

Mayor Bryant and Attorney Barnebey will make a list of primary issues they feel need to have rules and procedures adopted and submit them to Commission at a later date.

Meeting adjourned at 5:25 p.m.

Minutes approved: October 3, 2011

James R. Freeman

James R. Freeman
City Clerk