

**CITY COMMISSION WORKSHOP MEETING
OCTOBER 3, 2011
4:30 PM**

Elected Officials Present:

Shirley Groover Bryant, Mayor (entered 4:58 p.m.)
Alan Zirkelbach, Vice Mayor, Commissioner-at-Large 1
Tamara Cornwell, Commissioner-at-Large 2
Commissioner, Ward 1, - Vacant
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3

Staff Present:

Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Mark Barnebey, City Attorney
Lorraine Lyn, City Planner
Karen Simpson, Finance Director
Deanna Roberts, Administrative Assistant

Vice Mayor Zirkelbach called the meeting to order at 4:34 p.m.

1. FY2012 CAPITAL IMPROVEMENT PROGRAM

City Clerk Jim Freeman presented the five-year Capital Improvement Program to the City Commission. The total for the five years is \$19,892,672. He gave an overview of the current year, 2012, which began on October 1, 2011. The spreadsheet and attachments A-D are attached to the minutes.

Of the \$8.7 million identified for the current year, \$4.6 million is funded and the balance is unfunded. The funded amount includes loan funds of \$1.2 million and \$1.7 million is fund balance, impact fees or grant funding.

Mr. Williams asked about the \$63,000 encumbered for the 7th Street Extension Project. Mr. Freeman explained that it is an expense the City expects to incur in the future. Mr. Tusing said this is to continue 7th Street straight across and around the Civic Center to Haben Boulevard. Discussion ensued regarding Rivera Dunes' responsibility to extend the egress along 301. Mr. Tusing did not believe this was part of the 7th Street light. Mr. Barnebey said the City is working hard to get that roadway improvement in place. He will bring this back at a later date. Commissioner Varnadore asked for a report.

Mr. Freeman directed Commission to Attachment C. He explained that the City funds capital projects with loans or grants. Finance proposes a plan to use Fund Balance reserves when possible and still adhere to guidelines and have adequate reserves in place. The plan is explained on Attachment C. The three funds in the proposal are well within the threshold for minimum reserves.

Commissioner Cornwell asked if there were projects Road and Bridge could fund since it is well above the six-month threshold. Commissioner Varnadore suggested the 13th Street Drainage Project.

Mr. Freeman reminded Commission that the Fund Balance Policy is for unforeseen emergencies. The City needs something in reserves to handle those emergencies. This plan looks at a way to help complete capital projects without spending all the reserves.

Mr. Williams asked the Mayor to get with the county to get an economic forecast. Has the 3-6 months threshold for reserves changed in light of the current economy? Mayor Bryant said she is in favor of more

than 6 months in case of a major hurricane. Mr. Freeman said he is comfortable with the 3-6 mos. range, but he would like to stay in the middle to the upper end of the range.

Commissioner Cornwell commended Finance on its planning stating that other entities have struggled far more than the City. The City has seen tremendous gains with very little funds. She would like to see the City move forward with some of the projects, especially the ASR well.

Mr. Freeman commented that based on policies put in place, the City will soon meet the threshold in Stormwater and Reuse funds and have money available in those funds for use for capital projects. Finance may begin the process of allocating reserves as part of the operating budget. This year \$500,000-\$600,000 of Fund Balance will be allocated towards capital projects.

Mr. Freeman discussed the City's existing debt reflected on Attachment D. Commissioner Varnadore asked for a breakout of what the debt service is actually costing the City in interest.

Commissioner Varnadore asked about the debt service on the CRA loan. She would be in favor of paying it back instead of paying interest on approximately \$1 million that is just sitting there. Mr. Burton informed Commission that even though the loan is restrictive, it could be used for the Riverside Park gateway project, and he is waiting for the county to make a decision on that project. The loan criteria could be modified and the money used for that project. If it doesn't work, he will pay down the loan. Mayor Bryant informed Commission that she intends to meet with them each individually regarding the proposed gateway projects.

Mr. Burton commented that unless parking can be found for the boat ramp he would suggest removing the boat ramp. Discussion ensued on whether that would be possible.

Mr. Freeman said he will bring the CIP Plan back on the 17th for approval. Commissioner Varnadore requested that it go to workshop first, and she said she is interested in seeing if any more Road and Bridge funds could be used for the 13th Street Drainage Project, as that is a major need in her district.

Regarding the boat ramp, Mr. Tusing commented that the City owns the land, but the county installed the boat ramp and maintains it. He thinks there has to be an agreement somewhere for the installation of the boat ramp. The City maintains the parking, but the county maintains the ramp and the dock.

Mayor Bryant opined that she would really like to see the boat ramp expanded in light of the projects the river will be used for, especially rowing. She will be sending a letter to the Chair of the County Commission requesting that they perform a study to see if the boat ramp needs to be dredged. This would be the first step before approaching WCIND for funding.

Mr. Barnebey said he is doing a title search to see if the lost agreements for the boat ramp can be found.

2. CONDITIONAL USE PERMIT STANDARDS

This item was postponed indefinitely.

3. PROPOSED ORDINANCE REVISING DEVELOPMENT REVIEW PROCEDURES

Mr. Barnebey stated that Lorraine Lyn's title will be Planning Supervisor instead of Director. According to the Attorney General, the Development Review Committee (DRC) is a Sunshine Law committee. They have specific duties and can make final decisions. They have authority on certain permitting. Staff members cannot talk about a project except in public meetings. The better way to handle it is to assign the duties of the DRC to the Planning Supervisor with the assistance of staff. It will minimize the potential for Sunshine Law issues that exist currently.

Commissioner Zirkelbach said there has been a high turnover in the Planner position in the last few years. He would like to see a secondary person named in the document in the event of a planning vacancy. In the City of Bradenton, it is the City Clerk. Mr. Barnebey said he could add "the Public Works Director, or his designee."

Commissioner Cornwell asked if Mr. Barnebey had reviewed The Accord. Mr. Barnebey said he had, and this will not impact The Accord.

Currently the DRC is a public meeting, minutes must be taken and no discussion is permitted outside of the meeting. The proposed ordinance would make it a staff-level meeting. Mr. Tusing said he cannot talk to Ms. Lyn outside of the DRC meeting under the current ordinance.

Commissioner Varnadore referenced Section 4. 11-11, which says that if an item does not require Commission review, it goes to Commission within a reasonable period of time for informational purposes only. An item may be completed before Commission is even aware of it. She commented that they may want to see something way before it is approved, as constituents might call with questions and Commissioners may not have any knowledge.

Mr. Barnebey asked Commission to decide how much information it wants. Mayor Bryant asked for a comprehensive list of the types of things that should come to Commission. Mr. Barnebey will bring a list to the next workshop.

3. ADJOURNMENT

The meeting adjourned at 6:03 p.m.

Minutes approved: October 24, 2011

James R. Freeman

James R. Freeman, City Clerk