

**CITY OF PALMETTO
CITY COMMISSION WORKSHOP MEETING
NOVEMBER 19, 2012
4:30 PM**

Elected Officials Present

Brian Williams, Vice Mayor, Commissioner, Ward 3
Tamara Cornwell, Commissioner-at-Large 2
Jonathan Davis, Commissioner-at-Large 1
Charles Smith, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2

Elected Officials Absent

Shirley Groover Bryant, Mayor

Staff Present

Jeff Burton, CRA Director
Jim Freeman, City Clerk
Scott Rudacille, Chief Assistant City Attorney
Allen Tusing, Public Works Director
Amber Foley, Assistant City Clerk

Vice Mayor Williams called the meeting to order at 4:32 p.m.

1. CONTINUATION OF CITY COMMISSION POLICY BOOK DISCUSSION

Mr. Freeman explained to Commission the recommendations that staff has made regarding the implementation of the City Commission Administrative Policies and Executive Actions. He stated that staff is proposing that most of these policies be incorporated into the City Code of Ordinances by the adoption of an ordinance or resolution.

Commission discussed the need to review the administrative policies. Consensus of the Commissioners was to not have any deletions made at this time. They agreed that the policies could be adopted into the City's Code of Ordinances; however, they would like to see a matrix kept in the policy book to show the history and applicable adoptions.

As the appropriate policies and procedures become written into ordinances or resolutions, they will be brought forward for Commission approval.

Vice Mayor Williams adjourned the meeting at 5:15 p.m.

Minutes approved: December 10, 2012

James R. Freeman

James R. Freeman
City Clerk