

**CITY OF PALMETTO
CITY COMMISSION WORKSHOP MEETING
December 2, 2013
4:30 PM**

Elected Officials Present:

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

Staff Present:

Mark Barnebey, City Attorney
Jeff Burton, CRA Director
Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Deanna Roberts, Administrative Assistant

Mayor Bryant called the December 2, 2013 workshop meeting to order at 4:30 p.m.

1. 2030 COMP PLAN UPDATE

The documents related to this item have been provided in the previous workshop agendas. A copy of this information is on file in the City Clerk's Office

Mr. Burton said he has been rewriting and reformatting the Downtown Commercial Core Guidelines to make it more of a code and less of a guideline. He will be adding definitions and engineering schematics to specify the character of the area.

Commissioner Williams pointed out that some of the properties behind the bank are not in the GCOM. Two homes on the river in the GCOM should be included in residential, and the library and the Woman's Club should be public facility.

Mr. Williams questioned the boundaries of the Downtown Commercial Core. He said the CRA office will be moving, so that property may go back to residential. He asked if the vacant property next to the CRA should be designated public property. Should the property behind the old Shell station be designated parking for the boat ramp?

Commissioner Smith asked how the boat ramp upgrades will affect people who park there to run and use the pier for walking and fishing. Will the entrance be the same for boats and runners/pedestrians? Mr. Burton opined that the boat ramp is a huge vehicular use in a pedestrian area which is a problem. He said CRA will use grant money for some unique solutions and some preliminary engineering drawings will come to Commission in January. Mr. Burton said the question requires an in-depth answer and the answer is on the way.

Mr. Burton said the ownership of the Woman's Club needs to be firmed up. He suggested a title search. He believes it should be designated an historic site.

Mr. Burton said we will always have two main streets: 10th Avenue which has wide walkways and is pedestrian friendly and 8th Avenue with more vehicular traffic that serves as a corridor though the City.

Mr. Williams suggested another designation for the northeast area. He asked if a defined area would help in obtaining grants. Mr. Burton said there is an Economic Development (ED) grant based on job creation. A hotel would be a perfect engine for that. Sooner or later the City will get one of those grants. Mr. Burton informed Commission that the Enterprise Zone Development Agency (EZDA) will be changing. Rivera Dunes will no longer be in the EZDA by 2015.

Commissioner Cornwell asked about the hurricane response team mentioned on page 65. Mr. Freeman said the City has a whole separate document for that. Mayor Bryant asked that it be referenced.

Commissioner Cornwell pointed out that some deadlines are outdated. Mr. Tusing told her he would update the pages that she has marked, as some of those dates have been changed.

Mr. Burton reiterated that the commercial property in front of Riviera Dunes won't be in the EZDA in a couple of years, so now is the time to work with the owner.

Commissioner Williams asked about relocation and affordable housing in the Downtown Commercial Core. Mr. Burton explained that if there is a residential property, CRA wants it to be commercial and incentivizes the owner to go commercial. There is a relocation plan in the CRA Plan.

Mr. Williams asked how the affordable housing policy in the Comp Plan correlates with the City ordinance on affordable housing. Mr. Burton said with the downturn in the economy, most properties became affordable and the City has a healthy stock. He said that Palmetto is still designated agriculture because of the packing houses. The City could take advantage of U.S. Department of Agriculture (USDA) and Housing and Urban Development (HUD) funds to use for affordable housing. He said he would target duplexes to upgrade them through public/private partnerships if the City goes after those funds.

Commissioner Williams opined that there may be a lot of the housing element that the City may not want in the Comp Plan as it will require changes in ordinances.

Commissioner Smith said there is a serious cry for decent affordable housing in the City. He receives numerous calls.

Mr. Freeman said he will provide a revised and updated Comp Plan to the Commission.

2. 5 YEAR CAPITAL IMPROVEMENT PLAN (CIP) DISCUSSION

Mr. Freeman presented the five-year Capital Improvement budget. The total budget for the five years is \$17.2 million. The FY 2014 budget is \$5.5 million and is fully funded. He said the funding sources are the new loan, current revenues, fund balance, grants, impact fees and assessments.

Commissioner Varnadore asked Mr. Freeman to elaborate on the proposed new loan and asked where funding will be coming from in subsequent years. He explained that a lot of the improvements are related to utilities, and the funding will come from the rate increase Commission approved.

Finance Director Karen Simpson explained that of the \$2.9 million new loan, \$1.7 million is divided into two pieces: \$1.25 million is part of the new loan and \$500,000 is for the ASR well and is coming from the trailer park trust fund, which will be paid back. The loan will be, at the most, 4% over fifteen years. The rest of the \$2.9 million is connected to the equalization tank and is not scheduled to be used until 2016.

Mr. Tusing reminded Commission that the loan is a bridge to help until the rate increase kicks in.

With respect to the \$250,000 for the 13th Avenue paving project, Commissioner Williams asked Mr. Tusing if the homeowners are okay with an assessment. Mr. Tusing said they have not yet been contacted. Notices will have to be sent and public hearings scheduled once Commission approves the budget. He anticipates the residents will be assessed one-third of the cost, if an agreement is reached.

Mr. Williams asked for a timeline or monthly reports on the Infiltration and Intrusion (I&I) testing. Mr. Tusing will provide that information and informed Commission that it will take about a year to complete.

Commissioner Williams asked to have staff look into a City Center and the cost of one facility versus three buildings. Mr. Tusing said not all of Public Works could be housed at a City Center, as there will always be a need for a Public Works yard.

The Five Year CIP Plan will be moved to the 7:00 p.m. agenda.

3. PERSONNEL POLICY DISCUSSION

A copy of the current personnel policy is on file in the City Clerk's Office. This will be discussed at a future workshop.

4. REGULATION OF PORTABLE STORAGE STRUCTURES

Commissioner Varnadore asked about the fifteen-day limit. She opined that it is too short for non-construction purposes.

Commissioner Smith directed a comment to the City Attorney. He was concerned that there had been no diverse representation on the Personnel Committee. Mr. Freeman stated that all departments were represented. Mayor Bryant asked Mr. Smith to meet with Mr. Barnebey and the Human Resources Director to discuss his areas of concern.

Discussion continued on non-construction portable storage structures. The consensus was to approve a maximum of 120 days in one year (60 days twice a year, not consecutive). This will move forward to first reading.

The meeting was adjourned at 5:57 p.m.

Minutes approved: January 6, 2014

James R. Freeman

James R. Freeman, City Clerk