

**CITY OF TREASURE ISLAND, FLORIDA  
BOARD OF COMMISSIONERS WORKSHOP MINUTES  
April 20, 2010**

The workshop was called to order at 7:30 p.m. by Mayor Minning.

**I. DISCUSSION ITEMS:**

**1. Consideration of Res. 10-35, John Levique Pirate Days Parade**

Ms. Hayduke gave a brief explanation of this item. The John's Pass Village Association has requested permission to have a parade starting at City Hall and going to John's Pass. They will follow the same procedure as they did last year. Staff is recommending that they be approved to proceed. There were no problems last year.

Commissioner Bildz asked if the Commission needed to approve this, since they are following all traffic signals. Ms. Hayduke explained that they were asking for permission to use the city hall parking lot. It would be up to the Commission if they wanted to pass a resolution for this.

Commissioner Collins stated that last year he suggested that they stay in the left lane to facilitate residents exiting the Isle of Palms and Isle of Capri. Ms. Hayduke stated that she could specify that in her resolution.

This item will move forward to the next meeting agenda.

**2. Consideration of Res. 10-36, Treasure Bay Fence Replacement**

Ms. Hayduke gave a brief explanation of this item. She contacted five different companies for quotes. Her recommendation is to award the quote to Smith Fence. Welch came in a little less, but they are not proposing to remove the existing posts. The tennis court fence would be exactly as you see it now. The playground fence would be just replacing the posts.

Commissioner Bildz stated that he didn't like several items in the proposal. Smith Fence would not be liable for damage done in accessing the site. Ms. Hayduke stated that they would be provided with access. They did work for the City of New Port Richey with minimal impact. Commissioner Bildz asked about the stockpiling of the materials. Ms. Hayduke explained that they would be in and out as quickly as possible. Commissioner Bildz asked about them not being responsible for losses due to theft of materials. Ms. Hayduke explained that we could secure the materials. Commissioner Bildz asked about what they considered normal digging conditions. Ms. Hayduke explained that there would be some compaction on the clay courts, but they shouldn't be bad. Commissioner Bildz commented on delays, and that we are not responsible for weather related delays. Ms. Hayduke stated that it would be addressed and discussed. She is hoping that it would be completed before June 14<sup>th</sup>. There is a section of damaged fence on the service road that was damaged by a resident of the Villages. Two contractors offered to replace that fence as well, so they will be discussing that also.

This item will move forward to the next meeting agenda.

**3. Consideration of Res. 10-37, JTV Sewer Gravity Main Relining Proposal**

Mr. Murphy gave a brief explanation of this item. This is to continue the work that was begun in a previous year. There is \$300,000 budgeted to continue this project. This would complete the relining of the sewer mains in the "trident" area of the Isle of Capri. We recently had to do an emergency repair in that area. The relining would go right through that repair area. Hopefully this will prevent this type of thing from happening in the future. JTV has an existing contract with the City of Gulfport through June 16, 2011, and we would like to piggyback on that contract.

Commissioner Collins asked if that meant that this job must be completed through June of 2011 to piggy back. Mr. Murphy explained that we could piggyback again as long as the contract was still in effect. Commissioner Collins clarified that we could exceed the date of June, 2011 as long as we have a contract in place. Mr. Murphy explained that this job would be completed this year, and we could piggyback again so long as we do so during the existing contract. Commissioner Collins asked that it be entered into the contract that if this job is not completed by June of 2011 they will honor the pricing. Mr. Murphy stated that they will do so.

Commissioner Bildz commented that this is all at the end of the Isle of Capri, and asked if there are other areas that we should be watching. Mr. Murphy explained that these are some of the worst areas. They are deep, and are starting to fail. If we had enough money he would have every problematic area done now, but we are doing this judiciously. Commissioner Bildz asked if he would be coming back next year for more money. Mr. Silverboard explained that we will be coming back every year from now on. It is an ongoing project.

This item will move forward to the next meeting agenda.

#### 4. Consideration of Res. 10-39, Jurisdiction for Variance for Accessory Structures

Ms. Rosetti explained that this was to correct a Scribner's error. In 2003 the language was streamlined. The last thing that was done was to bring up possible language to be considered, and they removed the reference to the code. Most of that language addresses accessory structures. It was not intended to change the meaning, but to streamline it. Instead of the City Commission reviewing variances to accessory structures on a limited basis it requires the Commission to review all variances to accessory structures. She is recommending that they send this back to the Planning and Zoning Board for their review and recommendations.

Commissioner Collins read an excerpt from the materials. He stated that the language seems to contradict itself. Ms. Rosetti read the reference to the section of the code that was removed. She believes that it was inadvertently removed. She explained that it was two separate sections. During the meeting a board member recommended language, and it appears that nobody noticed that the language was removed.

Commissioner Bildz stated that he watched the meeting. He asked if the City Attorney should decide whether the criteria was met. Ms. Kiefer explained that the language that the board adopted gave that authority to the City Manager. Commissioner Bildz asked how the Commission felt about that.

Commissioner Coward asked if the City Attorney was there at that meeting. Ms. Rosetti stated that he was, but he didn't catch the language. An application comes in for review, and the City Attorney is not here when it comes in. Mr. Silverboard stated that it is not normal procedure. Normally when someone files a variance it is reviewed by staff, who tells an applicant that they need a variance. Generally there is no reason why the City Attorney should be involved. The City Attorney receives a packet when the item goes before the Planning and Zoning Board for review, but it is really an administrative issue.

Mayor Minning stated that the Planning and Zoning Board will have the minutes of this meeting available to them so that they will have all comments when making their decision.

This item will move forward to the next meeting agenda.

## 5. Updated Financial Report

Mr. Keranen gave a brief explanation of this item. He has provided a report that Commissioner Coward asked for. At this point in time, at the six month period we are on track. We have had a better than the last two years' spike in tax revenues. We expect to be on track with projections. Some of the revenues that are down are anything to do with sales and gas tax revenues. The electric franchise fees and utility taxes should meet budget. On the appropriation side we are on target. Most of the costs are right around the 50% mark. A few costs need to be reclassified, but on the whole we are on target. Going to other funds, in the LOISS fund it is a sales tax revenue type source, so we may not meet budget on that. We have some projects that may not be done this year so that may help us there.

Mayor Minning asked when we get information on that fund. Mr. Keranen explained that it comes from the State by way of the County. He is projecting an approximate shortfall of \$20,000.

Mr. Keranen explained that in the enterprise funds we are more or less on target with expenditures. On the revenue side there are six cycles with Pinellas County. We should be at 33%, and we are on target there. We now use the accrual accounting method rather than a cash basis.

Mr. Keranen stated that in the future he would like to provide a summary report as the detailed report is very complicated. He is working on that now. Mayor Minning asked him to provide some narrative with it. They were given a secondary report on the gas and sales tax figures as he had to change from the cash method to the accrual method.

Commissioner Coward stated that she is very pleased to see that our revenues are in good condition and our estimates on utility taxes were good estimates. She asked about the reimbursements that we receive for fuel and where they appear on the reports. Mr. Keranen explained that they are on the third page in on the general fund, account 001-33549 titled Fuel Tax Refund. Commissioner Coward asked if that was on an accrual basis or booked when the money comes in. Mr. Keranen explained that it is booked as it comes in.

Commissioner Bildz asked where the passport revenue was shown. Mr. Keranen explained where to find it.

Commissioner Coward asked for an explanation of the cash adjustments on the balance sheet. It is \$186,000. Mr. Keranen explained that it was from prior years when we switched from the old system to the current system. It is to reconcile the accounts from that. Commissioner Coward stated that the audit is over and we shouldn't be making adjustments. Mr. Keranen has suggested a journal entry to clear that out, which will affect our cash balance. Commissioner Coward asked him to put that on his list of questions for the auditors. She would like to see it gone or a good explanation for why we are carrying it. Mr. Keranen stated that he can make it gone. Commissioner Coward stated that she would like an explanation from the auditors.

Commissioner Bildz asked about the revenue accounts for Madeira Beach and whether we were doing all the functions for them. Mr. Keranen explained that he set up all accounts already, but some functions were not being performed yet.

Commissioner Bildz asked why the beach pavilion was not included in the parks budget. Mr. Keranen explained that Ms. Hayduke asked to keep them separate so that the costs could be monitored.

Commissioner Bildz stated that the comparison reports were excellent.

## **II. OLD BUSINESS:**

Mayor Minning asked if we had an update on the FDOT warrant study. Mr. Silverboard explained that the equipment was set up at the beginning of April, but it did not record, so it has to be set up again and redone. It should be soon. Mayor Minning asked how long we had to wait after that. Mr. Silverboard stated that we found out that it didn't work because we asked them how long it would take. It will be a few weeks after they do the study for them to give us information on the results. They have given us no timeline.

Mayor Minning asked Ms. Kiefer to address comments on the Rules of Procedure. Ms. Kiefer suggested that they routinely adopt the rules with or without changes each time a new Commission is elected. She commented that routine administrative matters and giving direction or authority to act on behalf of the city can be addressed at a workshop. She also reminded them that they have the ability to use a consent agenda. If there is a consensus to go forward with certain things that are not controversial they can be placed on a consent agenda at the next meeting. They can vote on all of them at one time, saving them a considerable amount of time. If anyone for any reason wants to discuss an item it can be pulled from the consent agenda. She suggested that they may want to consider using this in the future. Commissioner Bildz commented that any member of the public can also remove an item from the consent agenda.

Mayor Minning asked the Commissioners to review these for comments at the next meeting.

Commissioner Caldwell suggested that moving forward an item to refer to the Planning and Zoning Board should be sent to them with our suggestions, giving them two weeks to work on it before we meet again. Commissioner Bildz stated that we will pass a resolution giving them our guidelines. It is not an official action if it is not in resolution form. Ms. Kiefer stated that it can be changed to allow them to take certain actions during their workshop. Commissioner Caldwell stated that she is not trying to expedite or cut off conversation. She is just not sure why on some things we would add two weeks to the process.

Commissioner Coward stated that for a period of time the Commission used to meet every week and things may have moved quicker. Maybe we should revisit some of this.

Mayor Minning suggested that we do a workshop item on Commission Rules of Procedure at the next workshop.

## **III. CITY MANAGER/CITY ATTORNEY REPORTS AND COMMENTS:**

Ms. Kiefer reported that Mr. Edwards resigned from the Charter Review Committee today. The Committee has asked that they keep the committee at nine and reduce the size of the quorum to five. It was agreed that this item will be placed on the regular meeting agenda for their action.

Mr. Silverboard reported that Detective David Schilt has resigned his position with the Police Department today due to a medical disability. Mr. Silverboard read a memo from Chief Casey. Detective DiGiore will remain assigned as a detective.

## **IV. REPORTS & COMMENTS BY COMMISSIONERS:**

Commissioner Coward reported that people at the Villages are very happy with the way the city repaired their sprinkler system and front area.

Commissioner Bildz reported that the Sunset Beach Civic Association annual barbeque was a very successful event. They will hold a pot luck dinner at the Beach Pavilion as their final event for the season.

Mayor Minning asked for comments on the situation regarding the foxtail palms. Mr. Silverboard read from an e-mail received from the Public Works Director and explained that the situation is being taken care of.

**V. PUBLIC COMMENTS:**

**VI. ADJOURNMENT:**

The meeting was adjourned by Mayor Minning at 8:26 p.m.