

MINUTES
CITY COMMISSION MEETING

JUNE 25, 2012

The City Commission met this date in special session in the Commission Chambers. A quorum being present, the meeting was called to order at 6:00 PM with the following in attendance.

Mayor	:	John B. Arnold, Jr.
Commissioners	:	Heyward H. Strong, Jr.
	:	Diane Kelley
	:	Kay Hamilton
	:	Joe Morgan
City Clerk	:	Tammy Johnson
City Administrator	:	Carl Scott
Police Chief	:	Joe Hart
Fire Chief	:	Mark Norris
Librarian	:	David Weatherford
Recorder	:	Beth Millsaps

Others in attendance: (not inclusive) James Butler (Cameraman), Del Lessard (Bay Beacon), Tony Shipley, Martha Woodcock, Don Caverly

After calling meeting to order, Mayor said there are four proposed ordinances. The commission passed Ordinance 621 a while ago that created a new zoning district as public institution with subcategories. The Ordinance rezoned 13 acres from C1 ((limited commercial) to public institution with subcategories as elementary school. The proposed four Ordinances are a result of that action. This will be the first reading of the Ordinances with the second reading being at the regular commission meeting July 9, 2012.

1. Ordinance No. 629 Amend LDC

Mayor Arnold conducted the first reading of Ordinance No. 629 an Ordinance amending chapter 114, article IV, section 114-118 of the City of Valparaiso code of ordinances and providing for (1) findings, (2) repeal of conflicting Ordinances, (3) severability and (4) an effective date.

Mr. Scott asked if the Mayor would like to tell him what Ordinance No. 629 would actually be doing. The Mayor and Comm. Morgan said yes. Mr. Scott said Ordinance 629 amends Ordinance 619 eliminating the subcategories so that we have a real public institutional zoning district. We have to have 629 to move forward. Listed on the Ordinance on page 2 is a list of what public institutional zone can have: public educational facilities, public buildings and grounds, parks, playgrounds, libraries, museums, art galleries and auditoriums, gymnasiums, sports complex, swimming pools, or civic center and anything else that would be considered by the commission in the future would be under conditional use.

Ordinance
629 Amend
LDC

2. Ordinance No. 630 Amend FLUM

Mayor Arnold conducted the first reading of Ordinance No. 630 an Ordinance Amending its adopted comprehensive plan; providing for a purpose; providing for a land use change to 13.29 acres MOL; providing for future land use map amendment, and providing for an effective date. This Ordinance is reverting that property back to the C1 zoning. Mr. Scott said we have to modify the FLUM to be able to rezone property, essentially that is what Ordinance no. 630 and 631 do for us.

Ordinance
630 Amend
FLUM

3. Ordinance No. 631 Rezone Valparaiso Elementary School to C-1

Mayor Arnold conducted the first reading of Ordinance No. 631 an Ordinance amending its zoning map; providing for a purpose; providing for a zoning change to 13.29 acres MOL of land from P/I public institutional, elementary school E/S to C-1 commercial district limited; providing for zoning map amendment, and providing for an effective date.

Mr. Scott said this Ordinance actually changes the zoning map back to limited commercial (C1). Ordinance No. 630 is for the FLUM and 631 is the actually zoning map.

Ordinance
631 Rezone
Valparaiso
Elementary
School to
C-1

4. Ordinance No. 632 Rezone Valparaiso Elementary School to PI

Mayor Arnold conducted the first reading of Ordinance No. 632 an Ordinance Amending its zoning map; providing for a purpose; providing for a zoning change to 13.29 acres MOL of land from P/I public institutional, elementary school E/S to P/I public institutional; providing for zoning map amendment, and providing for an effective date.

Mayor recognized Mrs. Martha Woodcock of the Planning Commission. She said that the zoning change was brought before the Planning Commission, they voted to change property from P/I public institutional with subcategories to P/I public institutional eliminating the subcategory of elementary school. That was the recommendation unanimously made by the planning commission.

Mayor said he heard that the original motion was to change to C1 that was voted down 3 to 2 and after that failed it was a 5 to zero vote to change to P/I with no subcategories.

Mrs. Woodcock said it actually was similar to original hearing, that Mr. Neal Shermer

Ordinance
632 Rezone
Valparaiso
Elementary
School to PI

presented 22 items to review and minutes and video of previous meetings. She said the meeting was recessed so that all the members would have time to look at the items presented for review. She said the members from the vote were a different mix than the original meeting recessed. Two of the members discussed C1 but after discussion everyone agreed to P/I (public institution). She said it would open the property up to more possibilities.

Mayor said his hat was off to the effort of the board and all members. Mayor asked if there were any resident comments and with no public input regarding the four ordinances and hopefully the second and final readings to be the July regular commission meeting.

5. REQUIREMENT FOR 5 YEAR PLAN FOR EACH DEPARTMENT

Require-
ment for
5 Year
Plan for
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Commissioner Hamilton said she was not in favor of the recent water/sewer rate change and she said she feels it is her job to talk to the people and everyone seems concerned with the structure problems, especially headed into the next budget. She said that Comm. Morgan had mentioned a five year plan and she thought it was worth looking into. She said she had several questions and didn't know where to direct them she talked to Carl and realized he doesn't have the answers. She feels like Mr. Petrey would be a good source to use in researching along term plan.

Comm. Morgan said what Comm. Hamilton was saying had a lot of merit that when he was campaigning and walking the neighborhood the people want the commission to be pro active not reactive. A five year plan is a good place to start.

Mayor stated we have the capital improvement plan that was adopted in 2009, the budget process is for operation and maintenance.

Comm. Hamilton said what about each department in each line item? As far as a physical budget always looking at reserve where you might have money left over in the budget year that follows the typical rules of accounting where it can't be used for anything other than that line item. Looking from a business perspective you would have to have that kind of structural budget when you speak to the experts that particular area, like Roy he is an excellent resource in letting us know how other cities do it. And there are typical formulas for the five year plans.

Mayor said that the capital improvement contained all and not individual.

Comm. Morgan said it was something to relook at every year to a degree for things that need to be replaced over time. He had discussed this with James about developing plan to replace vehicles, tools, supplies, etc.

Mayor said the plan is to review each year with every department. He said he is not opposed to the idea of a five year plan but is it necessary? Versus other documentation that we have, the answers are there in one format or another.

Comm. Morgan said he would like to review and defer comments until he had further chance to review.

Comm. Hamilton asked that it be taken up again next week?

Chief Hart said in the new budget for the least three years the department heads were to either keep or cut the previous years budget. Carrying forward on a five year plan is taking more away and that we do the best we can. A five year plan with limited funds would be difficult, instead of looking at what is needed each year. All of the money goes into one pot and at times one department maybe in need of more than another so other departments do with less to help the other. This might not be the best system but over the last few years it does work. I am sure if we can get some creative ideas on how to loosen up some funds I would be glad to hear it, but we are limited.

Comm. Morgan said that he feels the budgeting by department feels like ear marking and I concur with how you operate on a limited budget.

Chief Hart said what is excess is handed back to general fund.

Mayor said due to property values that have decreased money is borrowed from reserves and to budget any money left over is returned to reserves. Trying to do what we have always done but with less. Comm. Morgan said he has no dispute on how that was accomplished and executed.

Chief Hart said with a five year plan they can put down wishes and hope for the best way to fund it.

6. OVERSIGHT

Oversight

Comm. Hamilton said she can't just walk in and ask the Mayor to explain things to her. Mayor said sure you can. Comm. Hamilton said she has not asked because she is a little nervous about it. The commission forum is the only way she feels it is safe to talk about things in. Comm. Hamilton understands that we are a commission form of government is not a council but she asked who was in charge of central oversight? Who is responsible for each department? Whose position is that? She said she would've thought Carl because he is the administrator but she asked Mr. Dykes and he said to contact administrator to discuss further with them to gather more information. She said Carl doesn't have access to all that is involved with the budget. He outlined his responsibilities. Do we have management, regarding day to day activities and approving things? A central person who is managing the city activities that someone can come to and find the answers. Is there not one person because Comm. Hamilton said she does not know and asked if it was the Mayor?

The Mayor said he might be the person to talk to some extent. Also the department heads and commissioner over each department and unless there is some big problem things run pretty smoothly. If there is a problem the Mayor will notify the commissioners so that they are not blindsided by the press. He said looking at the charter the commissioner of each department has

absolute power but at this point are not involved in day to day activities, that was practical in 1921 when budget was less than \$100,000 not dealing with a 6 or 7 million as we have now. He said the department heads were placed in charge of personnel so that they could hire who they felt was qualified for the jobs that become available.

Comm. Hamilton asked if we were leaning away from the commission.

Mayor said that consulting with the Institute of Senior Professionals to see about a possible charter change and then have the citizen's vote on the matter. Compare the governmental style. Comm. Morgan said there are a lot of strengths in commission form of government but that it needs to be explained and used correctly, having an elected, accountable official, you cannot deny the benefit in that. Comm. Hamilton said there has been a dramatic change of style since original charter. Mayor asked if there was anything else regarding the first six items on the agenda, with no public input or questions, the Mayor recessed the special meeting and go straight to budget.

6. BUDGET WORKSHOP – POLICE, LIBRARY AND FIRE DEPARTMENTS

Chief Hart said he would need \$6,000 to increase his line item of small equipment and tools, to replace everyday equipment, radar, laptop computers things that were used everyday by officers. He said he will not ask for a new car in the budget, they have checked the mileage on the cars and he has money in this year's budget and felt like this year's car would be enough felt they were good to go for the next year. He said that was basically it, he had downgraded the motor fuel after speaking with James and James has worked real hard to manage that. Any questions he would be glad to try and answer.

Mayor said tonight would be for ideas of what they might be thinking about for the budget and that a week after next would determine what actually could be accomplished.

Chief Hart said he would like to have \$47,000 approved to add a police officer and that would cover full time wage along with benefits. Mayor made sure that that would be for a police officer not a dispatcher and Chief Hart said that would be correct.

Comm. Hamilton asked if we regularly looked into the health care costs and cross checked.

Chief Hart said that was handled by the clerk and Comm. Strong that they go out and check on rates.

Comm. Strong said the past increases were due to major expenses and that the next three years should make up for that.

Comm. Hamilton asked if we were with the League of Cities.

Comm. Strong said we insure with the League of Cities for property, liability, car insurance, health care but we do not do dental it is a separate agency because we found a cheaper plan. The league is not for profit and I am on the Board. Last year we were reimbursed \$7,000 or \$8,000. Mayor said he thought it might've been more.

Comm. Hamilton asked Comm. Strong so the League of Cities board that you are on does it look into bids from other providers to get the best rate for this group.

Comm. Strong said he is on the board of the Florida League of Cities and they look into all sorts of providers that the league does what it thinks is best and they handle all the administration and he thinks it is a good plan.

Comm. Hamilton asked if there was any info she could look at and Comm. Strong said that Mrs. Johnson has the information. Mrs. Johnson said she would get information for Comm. Hamilton. Mayor said usually things rock along without a problem unless there is a catastrophe and that we shop for insurance based on our "group" some people have 3 or 4 thousand employees, we only insure our "group". Comm. Strong said that wasn't quite right that we are in a larger group. Comm. Hamilton said that made more sense because there would be no reason to be in a League if we do not have more strength together. Mrs. Johnson said one time since she has been here we went outside the League to offer different insurance but due to Florida Statue we have to offer insurance to our retirees and most of our retirees are on the supplement and the cities can get a supplement to their policies but when we went outside the League we could not get a supplement. We had to pay the whole amount for employees and retirees and after that it really wasn't a cost savings. Comm. Hamilton asked when that was and Mrs. Johnson said she believes it was about six years ago. Comm. Hamilton asked if the city pays insurance for the employee, Mrs. Johnson said we pay 100% for employee and for employee's family 50 to 55%. Mrs. Johnson explained that if an employee has health insurance from another provider and proves they have that insurance outside of the city we pay that employee a stipend for not using our insurance.

Mayor said ok as long as no other questions we would move onto library. We have two big hands from the library with us. David Weatherford came to the podium to speak while Tony Shipley was in the audience. Mr. Weatherford said he had given the Commissioners and Mayor a packet tonight to show the library spending and the history of the library also some information about the cooperative is in the package also discussing employee positions and various aspects of the library. If there were any questions Mr. Weatherford said he would be glad to speak with anyone. He said he has two concerns one the amount of people he has coming to the library having the supplies to take care of those people. Increase budget \$1,000 on supplies for the coming year. On capital spending he would like to increase his staff by one person, a new young lady who is part time that has her master's in library science, she is in programming and she is doing a wonderful job for us. He has also put aside "a little bit of money" for Tony a raise since he has finished his master's degree and he is the assistant director, last year this ran into some problems and doesn't

Budget
Work
Shop –
Police,
Library
and Fire
Dept

want that to happen this year. He went on to say that Tony was a “valuable employee who does a wonderful job”. Tony has also taken on the IT job of having the city computers talk to the county computers. I’m also asking for an increase in library programs of \$1500 because of the children’s program. Next thing he mentioned is their computers (18 of them); they have seen their better days. He said possible to replace 8 of them for \$400 that he is looking into partnerships to help with cost. The Mayor asked about grants regarding this and Mr. Weatherford said there are a few but not many anymore. I need \$1,000 for new chairs and tables for his little ones. The coop has cut money every year and that now we are next to the bottom library but soon will be the size of Destin, headed in the right direction and hoping when funding returns. Mayor said so total budget is \$268,000 and Mr. Weatherford agreed. Comm. Morgan said the increase from this year is about \$30,000 and if we had gotten coop money that would’ve covered it but now we have to spend \$35,000 to stay up with it. Mrs. Johnson said she didn’t believe that if we spent \$35,000 we would receive \$35,000 back from the coop.

Mayor said regarding the fire department there would be an exercise this Wednesday to show preparedness regarding a plane crash conducted at the city yard, a joint exercise with Eglin Air Force base. Mayor wanted to let everyone know about exercise so that everyone knew what was happening within the city. We have a mutual aid agreement with the base.

Comm. Morgan said he and the officers of the fire department went thru the budget all the way back to 2009. Trying to meet in the middle of the budgets from 2010 to 2012. No increase or decrease in our volunteers hours, same number hours as last year. The police department maintains the 14 radios the fire department operates. Also an increase for uniforms in the past the part time person that is working here at our department he is using his uniform from his department and we would like to pick up some cost for that. Improving the looks of the volunteer fire department, there is some flexible in that, but this is a normal and needed expense. Increase in vehicle maintenance normal expenses. Repair of machinery/equipment \$500 added for air tanks. We cut the housekeeper item unless we have large events; \$250 budgeted for those occasions. Decreased \$6,500 out of normal operating budget, increased but decreased 10 line items by \$6,275 i.e. making this a balanced budget within operation. That would conclude the budget items of this meeting. Next Monday we will meet to discuss TV Cable, Sanitation and General Fund.

Comm. Hamilton asked if we could change that because she will be out of town next Monday and would like to be here for sanitation budget. Only time scheduled to miss if not possible she understands.

Mayor said that is for next Monday and following Monday he would like a straw man budget, to give Tammy the numbers proposed.

Mayor asked if anyone had anything else. Comm. Morgan asked what had happen with the attorney stuff. Mayor said the judge asked for closing arguments to be submitted to him and he will make a decision in regard to the Bradley case.

Adjourn

Comm. Kelley said she would like to recognize Tony, Tammy, David, Chief Norris and Comm. Morgan for all the input on the website and helping to move forward and go active next week, she appreciates everyone working together and thinks this will be a great resource and serve us well. Comm. Strong said he would like to thank Comm. Kelley that he has received so many positive accolades for the library that put the library on “cloud 9”.

ADJOURN

There being no further business to be brought before the Commission, the meeting adjourned at 7:06 PM.

John B. Arnold, Jr.
Mayor

Heyward H. Strong, Jr.
Chair, VCA

ATTEST:

Tammy Johnson, CMC
City Clerk

June 25, 2012

*****The DVD labeled June 25, 2012 contains the audio and video of this meeting and will be kept as a permanent part of these minutes.*****