



# City of Venice

401 West Venice Avenue  
Venice, FL 34285  
www.venicegov.com

## Meeting Minutes City Council

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Tuesday, June 20, 2017

8:30 AM

Community Hall

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### Budget Workshop

#### CALL TO ORDER

Mayor Holic called the meeting to order at 8:30 a.m.

#### ROLL CALL

**Present:** 7 - Mayor John Holic, Council Member Kit McKeon, Council Member Jeanette Gates, Council Member Bob Daniels, Council Member Deborah Anderson, Council Member Richard Cautero and Council Member Fred Fraize

#### ALSO PRESENT

City Attorney Dave Persson, City Clerk Lori Stelzer, City Manager Ed Lavallee, Recording Secretary Mercedes Barcia, Finance Director Linda Senne, Controller Joe Welch, Airport Director Mark Cervasio, Property Administrator Heather LeDuc, Director of Administrative Services Alan Bullock, Development Services Director Jeff Shrum, Utilities Director Javier Vargas, Utilities Department Office Manager Stacy McKenzie-Grant, and Assistant City Manager Len Bramble.

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Bolen.

#### I. INTRODUCTION BY CITY MANAGER ED LAVALLEE

#### II. PRESENTATIONS

[17-2759](#)

General Fund

This item was discussed on June 19, 2017.

[17-2760](#)

Fire - Chief Shawn Carvey

This item was discussed on June 19, 2017.

[17-2761](#)

Stormwater & Engineering - City Engineer Kathleen Weeden

This item was discussed on June 19, 2017.

[17-2762](#)

Public Works - Director John Veneziano

This item was discussed on June 19, 2017.

[17-2763](#)

Information Technology - Director Jeff Bolen

This item was discussed on June 19, 2017.

[17-2764](#)

Police - Chief Tom Mattmuller

This item was discussed on June 19, 2017.

[17-2765](#)

Airport - Director Mark Cervasio

Mr. Cervasio spoke regarding staff reorganization and positions, projects, grant applications, airport enhancements, and revenues.

Discussion followed regarding operating and capital expenditures, reserves, projects, Mobile Home Park, fiscal year (FY) 2018 rate increases, airport, miscellaneous, and festival ground revenues, northeast drainage improvements, grant funding, circus property, fire fee impact to the Mobile Home Park, attracting other (avionic) businesses, and advertisement.

Discussion took place on considering the airport grounds for fire station no. 1., Mr. Cervasio communicating with the fire chief, administrative costs, staff tower, airport additions and security, and primary runway.

[17-2766](#)

Administrative Services - Director Alan Bullock

Mr. Bullock spoke on FY18 goals and objectives to include employee training, arbitration, relationship with the union, employee wellness program, recruitment lead time, coordination with the police department for driver training, working alongside employees from various departments, benefits representative meeting with all city employees, making minimum of one contact with each union representative each month, job fairs, exit interviews, development of a "one city" employee focus program, employee satisfaction survey, maintain and add "healthy workplace" designations, soliciting bids for property and liability insurance, and worker's compensation claims.

Discussion followed on insurance claims, employee and city benefits cost share, health care and general fund, impact of three percent increase to the general fund, reallocation of funds among departments general and enterprise funds, sharing services with other municipalities, American Federation of State, County, and Municipal Employees (AFSCME) contract, inspector position shortage, flexible spending benefit, leadership backups, budget for inspectors, and prescription

discounts.

Recess was taken from 9:58 a.m. until 10:15 a.m.

[17-2767](#)

Building, Planning, Code Enforcement - Development Services Director  
Jeff Shrum

Mr. Shrum spoke regarding the building and planning department's challenges with staffing, inspector shortage, fill-in inspections, multi and single trade inspectors, enterprise fund, state level requirements, and discussing topic on a regional level.

Mr. Shrum continued to speak regarding purchase of permit tracking software system and number of department vehicles.

Discussion followed regarding take home vehicles, added staff positions, contractual services, inspector overtime, licensing and permit revenues, proactive code enforcement services, review staffing levels, working with the county, building permit fund total revenues, timing of applications, providing council with a monthly report of all permit activities, increasing licensing and permit rates, inspection timeframes, permit costs, expired permits, zoning issues, department's action plan, and inspection tracking.

Mr. Shrum spoke on planning and zoning challenges, planning manager position, work and project volume, land development code (LDC) budget, timeframe for land development regulations (LDR) being provided to council, GIS instrument, updating zoning code and project timeframe, planned unit developments (PUD), The Bridges property, joint planning area (JPA) conversation with the county, and planning department's vision.

Mr. Shrum spoke regarding code enforcement supervisor position, providing tracking services, and updating city manager and city council on activities.

Discussion took place on LDRs, GIS staff position, conducting LDR concurrent with the comprehensive plan, resident feedback on code enforcement, conducting proactive inspections in the downtown area, noise levels in the northeast area, downtown restaurants storing their dining tables and chairs, ADA standards, Sawgrass neighborhood rezoning, and special events.

Mr. Lavalley noted the city manager's office will be handling special events applications.

Mr. Shrum spoke on professional services expenses, transportation and environmental consultant reviews, traffic studies, and consultant billing

process.

Discussion followed regarding comprehensive plan, consultant contract fees, resident meetings, and financial implication if contract is extended.

Recess was taken from 11:45 a.m. until 1:00 p.m.

[17-2768](#)

Utilities - Director Javier Vargas

Mr. Vargas spoke on the utilities department revenues, charges for services, expenses, FY18 capital outlay, operations, debt services, utility fund to include administration, transfer to other funds, staffing, distribution, water production, waste water plant, operations, and CIP list.

Discussion followed on capital budget, bond money, department goals and accomplishments, enterprise funds for depreciation of fleet, relocation of utility lines, access to repairs, cost benefit analysis, sewer relocation project, working capital balance, providing customers with information on service provided, rate study, security, fencing improvements, solar panel installation, CIP program, strategic plan, utility and energy consumption, utilities providing information on solar panel rate of return to council, five percent water tax revenue to the general fund, franchise fee, and environmental friendly chemicals.

Ms. Anderson left the meeting at 1:34 p.m.

Discussion took place regarding septic systems, property taxes, properties without sewer connections, and areas where sewer is not available.

Ms. Anderson returned to the meeting at 1:39 p.m. and left at 1:40 p.m.

Discussion continued on sewer lines and connections.

[17-2770](#)

City Attorney - City Attorney Dave Persson

Mr. Persson spoke on budget expenses, retainer, extraordinary mitigation fees (EMF), adjustments to the flat fee, and hourly rate.

Discussion took place regarding Mr. Persson providing memorandums on responses to requests, development rights, Bert Harris Act, comprehensive plan process, and educating the public.

[17-2769](#)

City Council and City Clerk - City Clerk Lori Stelzer

Ms. Stelzer spoke on council's budget to include salary, travel and trainings, and cell phones. Mayor Holic noted Ms. Stelzer can cancel the cell phone request.

Discussion followed regarding training classes, elected official and ethics training, Southwest Florida Regional Planning Council (SWFRPC) budget, and the Charlotte Harbor National Estuary Program (CHNEP).

Ms. Stelzer spoke on the city clerk's budget, election expenses, and program for public records tracking.

Discussion followed on tracking software, placing contract record management as an objective, audio visual system, acoustics, and recording secretary position.

Recess was taken from 2:12 p.m. until 2:20 p.m.

Ms. Anderson returned to the meeting at 2:17 p.m.

[17-2771](#)

Finance - Finance Director Linda Senne

Ms. Senne spoke on finance department's goals, ACH rebates, bond issue ratings, bond issuing and closing timeframe, request for an additional customer service representative position at the cashier's office, calls received per business day at the cashier's office, professional services budget.

Discussion continued on the collection of permit fees by the cashier's office, employee direct deposits, utility billing coordinator, cashier area security, eliminating cash transactions at the cashier's office, and electronic billing, payments, and pay stubs.

[17-2772](#)

City Manager - City Manager Ed Lavallee

Mr. Lavallee spoke regarding the city manager's department goals and accomplishments, staffing, asset inventory, vendor bidding, site selection for the public safety facility, fire department and fire assessment fee, focusing on code enforcement, airport t-hangars, engineering department, EMFs, relocation of the storage facility, operations budget, increased allocation for training and professional development, and attendance at the Economic Development Advisory Board (EDAB) and the Traffic Advisory Task Force (TATF) meetings.

Discussion followed regarding the promotional activities budget and trolley service.

Ms. Senne went over the items and costs for the promotional services budget.

Discussion followed regarding the trolley service, selling advertisement, driverless vehicles, trolley purpose, route, cost, trolley commentary,

TATF's recommendation and comments, driverless vehicle study, special events, IT cards, turtle season light management plan, budgeting money for 360 shield lighting, ditch by Chuck Reiter Park, professional services budget, providing asset management project list to council, staff funding, project completion timeframes, employee take home vehicles, use of city vehicles, vehicle maintenance funding, city-wide energy consumption, lobbyist expenses, and the city manager's meeting schedule.

[17-2773](#)

All Other Funds

This item was discussed on June 21, 2017.

[17-2774](#)

City Wide

This item was discussed on June 21, 2017.

[17-2775](#)

One Cent Sales Tax

This item was discussed on June 21, 2017.

### III. AUDIENCE PARTICIPATION

No one signed up to speak.

### IV. ADJOURNMENT

There being no further business to come before Council, the meeting was adjourned at 3:45 p.m.

ATTEST:

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Mayor - City of Venice

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City Clerk