



City of Venice

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

Meeting Minutes City Council

Thursday, June 30, 2016

8:30 AM

Council Chambers

Budget Workshop (If Necessary)

CALL TO ORDER

Mayor Holic called the meeting to order at 8:31 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, and for certain items on the agenda: Finance Director Walter Pierce, Controller Linda Senne, Development Services Director Jeff Shrum, City Engineer Kathleen Weeden, and Assistant City Manager Len Bramble.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. McKeon.

I. AUDIENCE PARTICIPATION

No one signed up to speak.

II. PRESENTATIONS

[16-2065](#)

Fire - Chief Shawn Carvey

This item was discussed on June 27, 2016.

[16-2066](#)

Stormwater & Engineering - City Engineer Kathleen Weeden

This item was discussed on June 27, 2016.

[16-2067](#)

Public Works - Director John Veneziano

This item was discussed on June 29, 2016.

[16-2068](#) Information Technology - Director Jeff Bolen

This item was discussed on June 29, 2016.

[16-2069](#) Police - Chief Tom Mattmuller

This item was discussed on June 29, 2016.

[16-2070](#) Archives - Director James Hagler

This item was discussed on June 29, 2016.

[16-2071](#) Airport - Interim Director Heather LeDuc

This item was discussed on June 29, 2016.

[16-2072](#) Administrative Services - Director Alan Bullock

This item was discussed on June 29, 2016.

[16-2073](#) Utilities - Director Tim Hochuli

This item was discussed on June 29, 2016.

[16-2074](#) Building, Planning, Code Enforcement - Development Services Director Jeff Shrum

Discussion followed on future changes to the budget to include highlighting important line items with significant increases, obtaining collective input from council, priority listing of items, adding council's thoughts on important line items to the agenda, providing consolidated content at the beginning of the proposed budgets, providing perspective on use from reserves, providing reflection of current year variances, providing council with budget packets one week earlier for review, scheduling budget workshop meetings in July, incorporating capital improvement projects (CIP), establishing budget guidelines, five year projections based on revenues, and including specific use of funds for projects.

Mr. Shrum spoke on the proposed fiscal year (FY) 2017 Building department's budget to include the enterprise fund, split between building and code enforcement, staffing changes, tracking of travel and training under other funds, and increases in the budget.

Discussion ensued on tracking travel and training under other funds being as a line item on the proposed budget for the department.

Mr. Shrum spoke on funding for new software that will assist with the permitting process, and cost and training of software.

Discussion ensued on having a county wide computer system and compatibility with Sarasota County.

Mr. Shrum noted most of the adjustments in the budget is due to an increase in staff.

Discussion continued regarding revenues for building fund, placing training and travel expense under the training line item instead of professional services, training budget for new software, allocation of staff wages, splitting the percentage of Mr. Shrum's salary between building and planning, capturing closure of building permits and providing status to city council, and educating the public about services provided by the building department.

Mr. Shrum responded to council question regarding staff preparedness on disaster and emergency responses.

Discussion continued on software costs and recurring costs, fire inspector position, increase in businesses and collection of business taxes, tree ordinance, designation of canopy streets, and expediting inspection of signed and sealed plans.

Mr. Shrum spoke on Planning and Zoning and Code Enforcement's proposed budget, increases on land development regulations (LDR) and legal services expenses, transitioning to form based codes for certain areas in the city, and zoning districts.

Discussion continued on comprehensive plan process to include, LDR updates and compliance, resident feedback, total amount budgeted, completion time frame and discussion with planning commission, sidewalk code enforcement, and cost estimate to the city.

Mr. Shrum responded to council questions on the revisions to the comprehensive plan schedule and turnaround time from state, use of right of way ordinance, and updating code.

Discussion continued on not scheduling resident meetings around the holidays.

16-2075

City Clerk - City Clerk Lori Stelzer

Ms. Stelzer spoke on the FY 2017 City Clerk's budget, audio visual software upgrade, installation of software program allowing online public access viewing of meetings and documents, new employee, and staffing.

Ms. Stelzer responded to council questions regarding staffing to include the records manager.

[16-2076](#)

City Council - City Clerk Lori Stelzer

Ms. Stelzer mentioned the increase in video taping due to longer meetings.

Discussion continued on upcoming upgrades to council chambers, changing charter to include an increase in council's salary and adding it to the November ballot, alluring younger people to run for office, and voting for adoption on the July 12, 2016, meeting.

Mr. Fraize left the meeting at 10:12 a.m.

[16-2077](#)

City Attorney - City Attorney Dave Persson

Discussion continued on including a ten year report into the future budget showing all of the legal fees for each department.

Recess taken from 10:25 a.m. until 10:33 a.m.

[16-2078](#)

Finance - Finance Director Walt Pierce

Mr. Pierce spoke on performing a functional analysis of each staff position in the finance department.

Mr. Fraize returned to the meeting at 10:35 a.m.

Ms. Senne spoke on the FY 2017 budget for the finance department to include an increase in travel and training and printing.

Discussion continued regarding health and life insurance increases, conducting research on outsourcing payroll services, automating payroll, and compliance with policies and wage laws.

Discussion ensued regarding automated checks and balances with an automated payroll system.

Mr. Pierce spoke on bidding out banking services and the loss in savings with SunTrust bank, since the contract expired.

Discussion continued on staff percentages allocated in the budget.

Discussion continued on electronic transfer of funds, charging of vending machines by the city, health care bidding, eliminating cash acceptance at the cashiers office, Florida Power and Light (FPL) savings, quarterly reporting of impact and extraordinary mitigation fees, county staff to discuss impact fees at a city council meeting, reporting condition of general fund reserves, finance staff member attending pension meetings, questions by residents on how impact fees work,

city's ability to achieve AAA rating, and legal changes to workers compensation.

16-2079

City Manager - City Manager Ed Lavallee

Mr. Lavallee spoke on established goals for the city, FY 2017 proposed budget, increases on advertising and marketing budgets, and budget reductions.

Mr. Bramble provided an explanation on the gateway focus group.

Ms. Weeden noted the gateway focus group provides collaborative ideas for money that has already been appropriated in the budget.

Discussion ensued on opening public forums to obtain input from staff and residents, and gateway project funding.

Discussion continued on performance measures, contractor seminars on project bidding, Venice Area Beautification, Inc. (VABI) watering plant project funding, watering of hanging plants on Venice Ave, increase in promotional budget, and reporting yearly spending amounts on non-profit special events.

Mr. Lavallee responded to council questions regarding funding expenses for FY 2017 to include infrastructure improvements to the airport festival grounds, enhancing airport revenues, airport funding, water and utility enhancements, installation of transponder by FPL, and generator gift from Verizon.

Mr. Lavallee continued to respond to council questions on the increase in budget for promotional special events and marketing, and support of operational costs for the public information officer (PIO).

Mr. McKeon left the meeting at 11:58 a.m. and did not return.

Ms. Senne commented on funds allocated for promotional activities.

Discussion continued on business safety issues and use of interns for potential hires.

Mr. Daniels left the meeting at 12:09 p.m. and did not return.

Discussion continued on obtaining available resources to help collect resident input, providing open forums for staff member and resident discussions, subsidizing non profits and government contributions to charity, issues with Brew Bash, and funding source for membership fees.

Discussion ensued on revenue ideas such as naming rights, businesses paying to use city parks, leasing assets to private entities, chalk festival funding, trolley funding, route, and services received, and lobbyist.

[16-2080](#)

Miscellaneous Items

Discussion continued on the one cent sales tax and downtown corridor enhancements.

Discussion ensued on city wide financials, employee flex spending plan benefits, general fund expenses, adding place holders for fleet in other departments, and budget and depreciation for fleet purchases.

Discussion continued regarding spending and designating Sharky's restaurant revenue for nonrecurring items.

Ms. Senne noted an ordinance adopted by city council is needed for a specific revenue fund.

Discussion continued on millage rate cuts, paying attention to department needs, pension issues, building on reserves, millage rate increase for mobile home park, items that may be cut from the proposed budget, and use of money from reserves.

Ms. Senne noted FY 2017 proposed budget does not include funding depreciation for general fund assets.

There was council consensus to have a one hour workshop before the council meeting on July 12, 2016, to discuss items proposed to be cut from the budget.

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 1:47 p.m.

ATTEST:

Mayor - City of Venice

City Clerk