



City of Venice

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

Meeting Minutes City Council

Wednesday, June 19, 2019

8:30 AM

Community Hall

Budget Workshop

CALL TO ORDER

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

ROLL CALL

Present: 6 - Mayor John Holic, Council Member Jeanette Gates, Council Member Bob Daniels, Vice Mayor Richard Cautero, Council Member Charles Newsom and Council Member Helen Moore

Excused: 1 - Council Member Margaret Fiedler

ALSO PRESENT

City Clerk Lori Stelzer, City Manager Ed Lavalley, Assistant City Manager Len Bramble, Recording Secretary Adrian Jimenez, Recording Secretary Mercedes Barcia, City Attorney Kelly Fernandez, Finance Director Linda Senne, Controller Joe Welch, Development Services Director Jeff Shrum, Building Official Greg Schneider, Permit and Systems Analyst Karen Butterworth, and Information Technology Director Christophe St. Luce.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Butterworth.

I. INTRODUCTION BY CITY MANAGER ED LAVALLEE

This item was discussed on June 17, 2019.

II. PRESENTATIONS

Mayor Holic commented on taking consensus for changing items.

[19-4022](#)

City Wide

This item was discussed on June 17, 2019.

[19-4023](#)

General Fund

This item was discussed on June 17, 2019.

[19-4024](#)

Fleet - Director of Public Works and Asset Management James Clinch &

Fleet and Facilities Manager Travis Hout

This item was discussed on June 17, 2019.

[19-4025](#)

Airport

This item was discussed on June 17, 2019.

[19-4026](#)

Utilities - Director Javier Vargas

This item was discussed on June 17, 2019.

[19-4027](#)

One Cent Sales Tax

This item was discussed on June 17, 2019.

[19-4028](#)

Public Works - Director James Clinch

This item was discussed on June 18, 2019.

[19-4029](#)

Engineering, Stormwater and Streets Capital Projects - City Engineer Kathleen Weeden

This item was discussed on June 18, 2019.

[19-4030](#)

Police - Chief Tom Mattmuller

This item was discussed on June 18, 2019.

[19-4031](#)

Fire - Chief Shawn Carvey

This item was discussed on June 18, 2019.

[19-4032](#)

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

Mr. Shrum spoke on the building enterprise funds, staffing, fee and salary study request for proposal (RFP), request for metrics to measure staff workload, planning and zoning budget amendment, state legislation restricting funds, building expansion, TRAK-iT permit system, electronic interface with customers at the new building, and third party inspections and contracts.

Mr. Schneider commented on third party inspections and contracts, union rules, and hiring process.

Mr. Shrum spoke on staff increase, generator, and new building.

Mr. Schneider spoke regarding new house bills on expired permits, restricting contractors from pulling permits, and reporting permit fees on the

city's website.

Discussion followed regarding percent of department goals completed, department maintenance, 24 hour permit turnaround time, expired permits, and permit closures.

Mr. Shrum commented on the 24 hour permit turnaround policy and addressing outstanding issues.

Discussion ensued regarding inspections and permit turnaround time.

Mr. Shrum commented on permit delays.

Discussion continued on permit delays, staffing, general fund, approving paid overtime, union contracts, staff inspections, and licenses and permits budget.

Mr. Schneider spoke on Sarasota Memorial Hospital (SMH)'s permit fees.

Discussion followed regarding third party inspections, reviewing SMH inspection reports, and hiring a fire marshal.

Mr. Schneider responded to council questions on discarding and retention of permit records.

Discussion continued regarding employee workload and turnover, customer service, staff voicemails, staffing, Economic Development Corporation (EDC), partnerships with other agencies to assist with staffing, Mayor Holic sending a letter to EDC and Council of Governments (COG) regarding staff shortage, Monster.com website, salary comparisons, the city paying relocation fees and hosting a state board test, and hiring a consultant to study permit fees.

Mr. Shrum provided an update on the RFP for a consultant.

Discussion continued regarding permits, staffing, in-house contractors, department improvements, limit on carry over expenditures, fund balances, adjusting permit rates, vacant positions, staff connecting with end users, permit turnaround time, follow-ups, tree permits, and customer focus.

Mr. Shrum spoke on planning and zoning's budget, union contractor, new senior planner, salaries, and entry level positions.

Discussion followed regarding job descriptions, salaries, planner position, training, entry and senior positions, demand and supply issues, hiring

qualifications, union positions, reclassifications, management levels, exemptions, and removing planners from union positions.

Mr. Shrum spoke on police officer attendance at planning commission meetings.

Discussion took place on best practices in other communities, union positions, union contract, security, resident concerns, private security services, and council chamber dais.

Mr. Shrum spoke on project updates, tree ordinance workshop, city council feedback, outside consultants, interlocal agreement termination, draft ordinance, transportation modeling contract, comprehensive plan, Land Development Regulations (LDR) update and completion time, Architectural Review Board (ARB) iPads, and Florida building code.

Discussion took place on tree permits, employee vehicle use, professional services budget, deposit fees, ARB iPads, developer and attorney special requests, council's input in the LDR process, comprehensive plan, staff overtime, process positions, growth fact sheet, tree ordinance, code enforcement follow-ups, public safety, downtown signs, sign ordinance, city arborist, and tree ordinance workshop to include requesting Public Information Officer (PIO) Lorraine Anderson to email workshop flyer to landscaping companies.

Recess was taken at 10:36 a.m. to 10:45 a.m.

[19-4033](#) Information Technology - Director Christophe St. Luce

This item was discussed on June 18, 2019.

[19-4034](#) Human Resources - Director Alan Bullock

This item was discussed on June 18, 2019.

[19-4035](#) City Attorney - City Attorney Kelly Fernandez

Ms. Fernandez spoke to budget, retainer, revising attorney agreement to increase annual retainer as the consumer price index (CPI), and tracking attorney review time for land use petitions.

Discussion followed regarding cost of attorney review time for land use petitions, pre-annexation agreements, CPI, finance providing council with a ten year spreadsheet of legal costs and including it in the budget folder, and charging applicants legal review fees.

[19-4036](#) City Council & City Clerk - City Clerk Lori Stelzer

Ms. Stelzer spoke on the elections budget and public records request program.

Discussion followed regarding FY18 and FY20 election budgets, mandatory training for sunshine law and public records, department goals, staff turnover and overtime, and public records requests.

Ms. Senne commented on charter officer raises.

Discussion took place on council's travel and training budget, changing the travel policy, p-cards for city council, Florida League of Cities conference, monthly print out of city council charges, and budget for strategic planning.

[19-4037](#)

City Manager - City Manager Ed Lavallee

Mr. Lavallee spoke on Capital Consulting making a presentation to council, personnel and operations budget, challenging department supervisors to increase performance within the organization, goals and objectives, energy and fuel consumption reduction, customer service training, promoting city departments to the community, upgrading and maintaining city infrastructures and facilities, funding for local programs and projects, and preserving the city's quality of life through planning.

Discussion followed regarding Capital Consulting's mission, process for council input on timely legislative issues, promotional activities budget, the city manager working with EDC to bring more business to the airport property, energy consumption goal, special events process, increasing general fund reserves, itemizing promotional activities, special event site selections, educating the community on hurricane preparedness, and the city's leadership quality.

Mayor Holic suggested two city representatives attend the annual American Shores and Beach Preservation conference.

Discussion ensued on enhancing partnerships with Capital Consulting and other organizations on important legislative issues.

Ms. Gates left the meeting at 12:01 p.m. and did not return.

Discussion took place on charter officer raises, comparisons with other cities, and budget public hearing.

Ms. Fiedler called in and suggested a three and a half percent increase.

Discussion continued regarding increase and CPI.

There was consensus for a four percent increase for the city manager and city

clerk for FY20.

[19-4038](#)

Finance - Director Linda Senne

Ms. Senne commented on department goals and objectives.

Discussion followed regarding finance staff, e-billing, cashier's office, security, and zero based budget.

Ms. Moore left the meeting at 12:21 p.m. and did not return.

Discussion ensued on millage rate funding Emergency Medical Services (EMS) and citizen outreach.

III. AUDIENCE PARTICIPATION

There was none.

IV. ADJOURNMENT

There being no further business to come before Council, the meeting was adjourned at 12:23 p.m.

ATTEST:

Mayor - City of Venice

City Clerk