

COMMISSION WORKSHOP MEETING MINUTES  
2747 Sunset Blvd, Belleair Bluffs, FL 33770  
Monday April 10, 2017 6:00 PM

The Belleair Bluffs City Commission held a meeting Monday, April 10, 2017 at 6:00 p.m. in Community Room B. The following answered roll call: Mayor Arbutine, Commissioner J. Barkley, J. Nazario, T. Shimkus, S. Sofer, Attorney Trask, PCSO Deputy Rosado, CPO Tony DeAngelo, and City Clerk Debra Sullivan. The invocation was led by Attorney Trask.

**DEPARTMENTAL REPORTS**

Mayor –Discussions are on the agenda.

Administration/Finance Vice-Mayor Sofer reported the Bluffs Wine Walk was a huge success.

D. Sullivan reported they are planning on another Wine Walk in October. The Commission requested representation from the Bluffs Business Association to report on the event that was held prior to approving the next one.

PCSO – Deputy DeAngelo reported on the code violations.

Fire Department – Fire Chief will report at the regular meeting

Public Works Department - Commissioner Barkley stated all staff members are working overtime in both departments in their diminished state, but everything is getting done. Commissioner Barkley reported the City is protected by the ordinance we passed regarding rental properties. The legislature is attempting to remove that local home rule authority.

**Proclamation**

Pay It Forward Day

April 28, 2017

*Consensus was given to approve the proclamation*

**PRESENTATION OF FISCAL YEAR 2015-2016 AUDIT** – John Houser of Wells, Houser, Schatzel P.A.

*A motion was made by Commissioner Barkley and seconded by Commissioner Nazario to approve the Fiscal Year 2015-2016 Comprehensive Annual Financial Report.* This report included the award of the Government Finance Officers Association of Certificate of Achievement of Excellence in financial reporting. There is a lot more information including a transmittal letter to the readers and the management's discussion which summarizes the report. Internal control and compliance showed no items for inclusion in this report and no significant deficiencies, no material weaknesses and no instance of noncompliance that could affect the financial statement.

Commissioner Barkley stated it showed great capability and professionalism to the administrative staff for presenting an audit and CAFR that has no deficiencies.

Roll Call: AYE: Arbutine, Barkley, Nazario, Shimkus, Sofer NAY: None

*Consensus was given to approve the February 13, March 13 and March 20, 2017 Commission meeting minutes as written.*

*Commissioner Sofer motioned to move Item #5 to this point on the agenda. Consensus was given.*

**Discussion to revise code regarding vehicles on property**

Attorney Trask read from City Code 102-96 which was modified to allow for certain exceptions for domestic equipment to be allowed for a period of 7 days of 30. The discussion led to the parking of domestic vehicles behind the fence if it is reasonably screened from public view 80%. Mayor Arbutine tasked Deputy DeAngelo to compile a list of these issues, how many will be effected in the city and come back with a report.

**Commission Departmental Assignments**

*A motion was made by Commissioner Sofer to approve the assignments as appointed by Mayor Arbutine as follows: Administrative Commissioner Sofer, Sheriff Commissioner Nazario, Public Works Commissioner Barkley, Fire Commissioner Shimkus which was seconded Barkley.*

Roll Call AYE: Barkley, Nazario, Shimkus, Sofer, Arbutine NAY: None

**Resolution 2017-07 Supporting Home Rule Powers**

*A motion was made by Commissioner Barkley which was seconded by Commissioner Sofer to approve Resolution 2017-07.*

The state legislatures are attempting to eliminate home rule regarding this issue.

Roll Call:        AYE:    Nazario, Shimkus, Sofer, Arbutine, Barkley        NAY:    None

**Ordinance 2017-02 An Ordinance of the City of Belleair Bluffs, Florida increasing the public service tax by 5% and providing for an effective date**

Mayor Arbutine explained that after complaints from a commissioner and a fire firefighter stating that some of the roads on the east side of the city are in horrible condition. He is presenting a proposal from the city engineer to do an intensive study on the east side of the road at an approximate cost of \$10,000. He wants to be sure the funding is available to aggressively make the repairs that will be recommended from this study. Several residents spoke out against the increase.

This item will be placed on the agenda of the April 24, 2017 regular meeting.

**Permission to apply for the 2017 FRDAP Grant for playground enhancement.**

*Consensus was given to apply for the 2017 FRDAP Grant.*

**Purchasing Card Policy**

Vice Mayor Sofer recommends the policy approval of the credit card and the policy. The city has moved some funds to USAmeriBank which offered much better banking rates and perks.

*A motion was made by Commissioner Sofer to approve the purchasing card policy which was seconded by Commissioner Barkley.*

*Consensus was given unanimously.*

**Staff Position**

*A motion was made by Commissioner Barkley to allow Debra Sullivan to hire a general staff position supervised by City Clerk which was seconded by Commissioner Sofer.*

Mayor Arbutine stated historically there have been 3 full time personnel in the administration department. When the last full time person left, Debra hired a part time finance position with no benefits which has been a huge cost saving factor. This left a hole in the department which Mary Ellen and Debra covered. Vice Mayor Sofer reminded the Commission that at most times there are only two employees and at unique times there may be only one or in an emergency possibly no one. She recommends hiring an administrative staff person.

Commission discussion ensued to the process and the need for an employee for the city. It was determined that a person is necessary to fill the requirements of the duties and the lack of staff at the current time.

Commissioner Nazario stated Debra Sullivan has taken over the duties of the Public Works Director without any compensation. He suggests a bonus for the work she is doing. He wants the Commission to discuss what they have planned for her compensation. Mayor Arbutine suggests an increase going forward and will discuss this issue along with the Largo public works proposal on a future agenda. Commissioner Nazario suggests that the method of compensation should be determined by the Commission and Debra together.

Roll Call:        AYE:    Arbutine, Barkley, Nazario, Shimkus, Sofer        NAY:    None

**Personnel Discussion**

This item will be moved to a future agenda.

The meeting adjourned.

Respectfully Submitted,

Debra Sullivan, City Clerk