

**CITY OF ANNA MARIA
SPECIAL CITY COMMISSION MEETING MINUTES
MEETING HELD AT ANNA MARIA COMMISSION CHAMBERS
1005 GULF DRIVE – ANNA MARIA, FL
WEDNESDAY, JUNE 20, 2007
10:00 A.M.**

CALL TO ORDER

Chair Quam called the Special City Commission Meeting to order at 10:00 a.m.

PLEDGE TO THE FLAG

ROLL CALL: Mayor Fran Barford, Commissioner Jo Ann Mattick, Commissioner Dale Woodland, and Chair John Quam.

ABSENT w/excuse: Deputy Chair Christine Tollette, and Commissioner Duke Miller.

Staff present: City Attorney Jim Dye, City Clerk Alice Baird, Deputy City Clerk/Finance Director Diane Percycoe, and Public Works Director George McKay.

PRESS: Sun and Islander.

The Pledge of Conduct was read by Chair Quam.

1. Outsourcing Building Official Duties/Review of M.T. Causley Proposal.

Mayor Barford introduced Steve Gilbert, Building Official representing M.T. Causley. Mayor Barford said pending approval of the M.T. Causley proposal, Public Works Director George McKay would be giving Mr. Gilbert a tour of the City.

She explained that an additional Building Official, Omar Shepard, from M.T. Causley would be sharing services with Mr. Gilbert.

City Attorney Dye informed that Mayor Barford had approached him regarding the ability of the City to outsource the Building Official. A proposal had been received from M.T. Causley to provide the services to the City.

The proposal as presented outlines the services, along with the compensation requirements. City Attorney Dye informed that a draft contract prepared by him was included for the Commission's consideration. The contract adopts the information in the proposal as far as the compensation, duties, hours, etc., and then adds certain administrative issues such insurance requirements, indemnification, and administrative functions.

City Attorney Dye pointed out that the City of Bradenton Beach currently has a contract relationship with M.T. Causley and he has been informed it is working well for them.

He stated if the Commission agrees on the proposal, he will continue with negotiating the contract and having it executed.

Mayor Barford stated that as a result of the State Legislature property tax issues and rollback, it became very apparent for protecting the Anna Maria citizens to

look at managing the Building Department's in-house responsibilities. She said she began to look at opportunities for providing a timely use of outsourcing to meet the Building Department needs for the City.

Mayor Barford referred to a fact sheet she had prepared pointing out that with the upcoming budget review the Commission needs to know the details relating to the Building Department. Details of the report were presented by Mayor Barford in recommending the City contract with the M.T. Causley firm for the Building Department services.

Mayor Barford pointed out that contracting a part-time Building Official/Inspector through M.T. Causley would save the City \$40,000 annually through elimination of the full-time salary and benefits costs of an in-house Building Official, while still delivering a comparable level of service. Though it would be a change in the City's tradition and the way the City had been performing the Building Department services, she felt it was a real opportunity for the City to move forward.

Commissioner Mattick asked what the compensation would be when the Building Official would be required to attend a noticed meeting. She questioned if the fees would be incorporated into the 20-hours or would they be billed separately.

Mayor Barford answered that an in-house Building Official, either Mr. Gilbert or Mr. Shepard, would work for the City 20-hours per week and depending on when the scheduled meetings occurred, that time would be an additional cost.

In answer to Commissioner Mattick's question relating to the set 20-hours per week, Mayor Barford explained she and the City's Planner would be working with Mr. Gilbert and Mr. Shepard to determine the appropriate hours they would be working.

Commissioner Mattick addressed the issue of the City's turnaround relating to the Building Permit review and completion. She said she just recently received a couple of calls from Contractors informing they had provided all required Building Permit information to the City two weeks ago and had still not been notified of the approval of their permit.

Commissioner Mattick asked if the City would be taking advantage of using other individuals for the City's positions who have a lesser fee for their services.

Mayor Barford said she would like to start with the Building Official position and is still anticipating utilizing the services of Alan Garrett, the City's present City Planner.

Commissioner Mattick suggested a maximum amount be established in the contract relating to the need for additional personnel required to perform construction plan review and inspection services in the event of a natural disaster (lodging, travel, etc.)

Mayor Barford said she would look into that issue, however, some of those fees may be reimbursed by FEMA.

Chair Quam asked for clarification on the job description of the Building Inspector as outlined in the contract.

Mayor Barford explained that the Building Department is being reconfigured similar to like that of the City of Bradenton Beach, which has been very successful. The City Clerk will provide the administrative oversight for the Codes Enforcer and Building Department Administrative Assistant. The Building Official will be reporting directly to the Mayor.

Chair Quam voiced concern relating to the weekly compensation covering a 20-hour per week period and asked if the required work could be accomplished in a 20-hour time frame.

Mayor Barford said based on the current workload, she felt that the 20-hour workweek would be sufficient.

Chair Quam asked if Mayor Barford foresees the City Planner's hours being increased.

Mayor Barford said they might be initially increased until some of the current issues are resolved and to bring the new Consultant up to speed, however, did not see an increase of hours in the long-term.

In response to Chair Quam's questions relating to the upcoming review of the LDR's, Mayor Barford pointed out that the City Planner and Planning and Zoning Board Chair would be the ones working on the issue.

Discussion followed relating to the Building Department revenues affecting all departments in the City. Mayor Barford pointed out that the Finance Director performs the billing for the Building Department, the City Clerk will be overseeing the department, and the Building Department is utilizing office space in the City Hall. Therefore, the budget will need to be reviewed appropriately. In addition, she said she would be bringing a proposed fee schedule to the Commission very soon for their consideration.

Public Comment

Jim Conoly, N. Shore Dr., thanked Mayor Barford and the Commission for researching this issue. Mr. Conoly said he felt Mayor Barford has a handle on a situation that has been going downhill for a long time and that she would be receiving a lot of support on this change.

P&Z Chair **Doug Copeland**, 708 N. Bay Blvd, asked if M.T. Causley would be responsible for handling the variances and certain issues that come before the Planning and Zoning Board.

He was informed they would be.

Jeff Murray, CEB Boardmember, asked what the annual cost to the City was for the full-time Building Official.

Diane Percycoe, Deputy City Clerk/Finance Director answered the amount based on salary, benefits, educational reimbursements, memberships, travel expenses, etc. totals over \$91,000 annually.

Mr. Murray asked what would occur in the event the Building Permits would increase in issuance and additional hours would be required of the Consultant.

Mayor Barford said a change would then occur in the contract to reflect the increase.

Tom Aposporos, 208 Crescent Dr., acknowledged support of both the Mayor of the City of Bradenton Beach and of Mayor Barford contracting with the M.T. Causley Company. He agreed that the idea of outsourcing was important when it saves money. He urged the City to be cautious, however, in the event that building increases in Anna Maria.

Mr. Aposporos asked if an effort was made to speak with Kevin Donohue about reducing his role to part-time.

Mayor Barford said Mr. Donohue had been looking at changing jobs and a part-time position would not be feasible for him and his family. However, Mr. Donohue did offer to do consulting for the City at \$75.00 per hour. She stated that Mr. Donohue has formed a consulting company and left business cards with the City's Administration.

Mr. Aposporos said it is his understanding there is several companies who provide the Building Inspection services and asked if bids were sought prior to choosing M.T. Causley.

Mayor Barford replied they were not.

Mr. Posperous suggested for the comfort of the citizens, the City bid the services the next time.

Mayor Barford explained the reason she sought out and chose M.T. Causley was based on how well their services are working in the City of Bradenton Beach.

Chair Quam asked if it was a requirement to bid the services.

City Attorney Dye informed that neither the City's bidding procedures nor the State Statute requires the services to be bid.

Former Mayor SueLynn, Spring Ave., said she agreed with the economics of the situation. However, she voiced concern about how the process was carried out stating that Kevin Donohue had been with the City for over four years. She said Mr. Donohue had taken a disarrayed Building Department to a point of a

highly professional and functioning department that met the needs of the City. She felt the customer service in the Building Department had greatly improved. She also stated that Mr. Donohue knew the City's Codes forward and backward and felt losing him will be a loss to the City.

SueLynn further pointed out that Mr. Donohue had the required Flood Plain Certification. She asked if the City would now be losing points relating to the program.

Mayor Barford confirmed that M.T. Causley did have all required certifications.

SueLynn reiterated she felt Mr. Donohue brought a lot to the City of Anna Maria and stated she was appalled to hear that he was called in the previous Monday and had no knowledge he would be dismissed and then was offered only a two weeks severance pay.

Mayor Barford explained that the Commission were not involved in the process and that she took full responsibility. She said she understood former Mayor SueLynn's concerns, however, was very concerned that the City would soon be without a Building Official.

Mayor Barford acknowledged she had spoke with Mr. Donohue about the professionalism he had brought to the City and also the savings he had provided to the citizens.

Hearing no further public comments, the following motion was made:

MOTION: Commissioner Woodland moved to authorize the Mayor to enter into a contract with M.T. Causley for Building Official duties as per the proposed draft agreement dated June 19, 2007. The motion was seconded by Commissioner Mattick. Motion carried – All aye w/Commissioners Miller and Commissioner Tollette absent.

ADJOURNMENT

The special meeting was adjourned at 10:37 a.m.

Alice Baird, CMC, City Clerk

Minutes Approved: _____