

**JOURNAL OF COMMISSION WORK SESSION**  
**February 4, 2014**

City Commission Work Session  
Civic Center, Gibson Room 212

Mayor Winters presiding

**CALL TO ORDER:** 5:30 p.m.

**ROLL CALL:** City Commissioners present: Michael J. Winters, Bill Bronson, Fred Burow, and Bob Kelly. Commissioner Jones was excused.

**STAFF PRESENT:** City Manager; Deputy City Manager; City Attorney; Directors of Fiscal Services, Park and Recreation, Planning and Community Development, and Public Works; Fire Chief; Police Chief; and the Deputy City Clerk.

**1. LOCAL GOVERNMENT STUDY COMMISSION**

City Clerk Lisa Kunz provided and discussed a handout of the Local Government Review Study Commission. She noted that 2014 is a Local Government Review year.

Clerk Kunz reviewed four possible steps to the Local Government Review process: (1) adoption of a resolution calling for an election on the question of conducting a local government review and establishing a study commission; (2) at the June 3<sup>rd</sup> primary election, if a majority of the electors are satisfied with the Commission-Manager form of government established by Charter with self-governing powers, the process ends; (3) ) if a majority of the electors vote in favor of a local government review, the study commission members can begin filing declarations for nomination as a study commission candidate for the November 4<sup>th</sup> general election; and, (4) the study commission must adopt and publish its final report setting forth its recommendations, if any.

Clerk Kunz explained that at this point in the process, the focus is on the first step. The resolution must (a) specify an odd number (not less than 3) of members to be elected and (b) must include the dollar amount or number of mills that will be permissively levied to fund the activities of the study commission.

Clerk Kunz referenced expenses of prior study commissions and noted that a study commission may employ and fix the compensation and duties of necessary staff; may contract and cooperate with other agencies, public or private, that it considers necessary for assistance in carrying out the purposes for which the commission was established; and, retain consultants.

Clerk Kunz estimated expenses to be approximately \$51,000 for each of the two review years. She provided examples of mill amounts - 1.5 mills is about \$115,992; 1 mill is about \$77,328.

Commissioner Bronson reported on his experience on the seven member Study Commission from 1994-1996.

Clerk Kunz noted that the deadline is approaching for the first step in the process – adoption of a resolution calling for an election. She requested direction with regard to the number of members for the study commission and funding.

The consensus of the Commission was to propose a five member study commission and funding not to exceed \$125,000, which is equivalent to approximately 1.6 mills, in addition to all other mill levies authorized by law.

## **2. PLANNING & COMMUNITY DEVELOPMENT FEE DISCUSSIONS**

Planning & Community Development Director Craig Raymond provided and discussed a handout of proposed Planning Fees increases and a handout of Building Safety Division Fee Adjustment.

Commissioner Kelly questioned past fee reviews. He believes a consistent approach to fee reviews is needed with real-world inflation. He also believes expedited service fees could be an option.

Commissioner Bronson recommended a yearly fee review.

Director Raymond reported that plan review fees were not adjusted the last time building permit fees were increased. He noted that plan review fees pay for plan examiners to review plans for code compliance. Permit fees pay for inspections and internal service charges.

The consensus of the Commission was to proceed with adding the proposed fee increases to the agenda.

### **ADJOURN**

There being no further discussion, Mayor Winters adjourned the informal work session of February 4, 2014, at 6:13 p.m.