

Palmetto City Council
October 1, 2001 7:00 PM

Elected Officials Present:

Pat Whitesel, Mayor
Shirley Bryant, Vice-Mayor
Tamara Cornwell, Council Member
Donna Keefer, Council Member
Mary Lancaster, Council Member
Brian Williams, Council Member

Staff and others present:

Alan Prather, City Attorney
Karen A. Conlon, City Clerk
Chief Kenny Bright Palmetto Police Department
Mike Hickey Public Works Department
Margaret Tusing, Planning & Zoning Director
Diane Ponder, Administrative Assistant

Chief Bright gave the invocation followed by the pledge of allegiance to the United States flag.

Don Madio of Grubbs Emergency Services updated Council on the progress of debris removal associated with Tropical Storm Gabrielle. Mr. Madio estimated the cleanup will be completed in 2.5 days. Grubbs Emergency Services will make a second pass through the city. Residents who have downed trees that pose a public threat may be eligible for public assistance in the removal of fallen trees from their property. FEMA will determine eligibility on a case-by-case basis. The city's building official will be invited to participate in determining possible eligibility. All debris must be storm related.

Attorney Prather discussed the Permit and Declaration Right of Entry, Hold Harmless and Non-Duplication of Benefits form. Mr. Prather stated the first step the city should undertake is the determination of "imminent threat to the general public" on an individual case. Attorney Prather recommended amending the form to include the city in the Hold Harmless section as well as including the city in the Non-Duplication of Benefits section. The city clerk will amend the form and have it available for the public at City Hall.

MOTION: Ms. Bryant moved, Mrs. Keefer seconded and motion carried unanimously that Building Official Roger Titus by the person responsible for making the determination of eligibility.

**Palmetto City Council
October 1, 2001**

1. 1st READING 7 APPROVE FOR ADVERTISING – ORDINANCE NO. 01-716

Ordinance No. 01-716 was read by title.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALMETTO, AMENDING ORDINANCE NO. 387, THE ZONING ORDINANCE OF THE CITY OF PALMETTO, FLORIDA, TO CHANGE THE ZONING OF THE PROPERTY DESCRIBED IN SECTION 1 OF THIS ORDINANCE FROM CG (GENERAL COMMERCIAL) TO RS-4 (SINGLE FAMILY RESIDENTIAL 5,000 SQ. FT. LOT); PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE (A0102/DAVID P. LEWIS, 16TH STREET WEST)

MOTION: Mrs. Keefer moved, Ms. Bryant seconded and motion carried unanimously to approve Ordinance No. 01-716 for advertising and schedule a public hearing October 15, 2001.

2. PUBLIC HEARING – ORDINANCE NO. 01-714

Ordinance No. 01-714 was read by title.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALMETTO, FLORIDA APPROVING A GENERAL DEVELOPMENT PLAN AND ELEVATIONS FOR THE WINGATE INN AT RIVIERA DUNES, PARCEL 12A, ATTACHED HERETO AS EXHIBIT “A”, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE (WINGATE INN AT RIVIERA DUNES)

Mayor Whitesel opened the public hearing. There was no public comment; the public hearing was closed.

MOTION: Mrs. Keefer moved, Mr. Williams seconded and motion carried unanimously to adopt Ordinance No. 01-714.

3. RESOLUTION NO. 01-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALMETTO, FLORIDA, APPROVING THE PIPELINE CROSSING AGREEMENT WITH CSX TRANSPORTATION, INC.

MOTION: Ms. Bryant moved, Mr. Williams seconded and motion carried unanimously to adopt Resolution No. 01-09.

4. CONSENT AGENDA

The September 22, 2001 Budget Workshop minutes referencing the Longevity Plan was discussed. Ms. Bryant stated it was her understanding the Longevity Plan was left in the budget at the budgeted amount, but the plan was to come back to Council for review and final approval before implementation. The September 22, 2001 minutes will be amended to reflect this correction.

Mrs. Conlon informed Council Chief Bright asked she bring to Council his request to raise his administrative assistant one step; from step seven at \$31,810 to step eight at \$32,670. Also, Mr. Hickey's administrative assistant, who actually is titled as an administrative supervisor, should be at a grade 10. In order to make her fit the pay plan, this will place her at \$200 less than what she will be in the new step or moved up approximately \$1,000. Discussion ensued on job descriptions and titles for the administrative assistants in the city. Mrs. Conlon will develop accurate descriptions and titles for each position, with input from Chief Bright and Mr. Hickey, and bring them to Council October 15, 2001.

MOTION: Ms. Bryant moved, Mrs. Keefer seconded and motion carried unanimously to approve the Consent Agenda, with corrections as noted.

5. DEPARTMENT HEAD REPORTS

Chief Bright

Requested permission to hire a dispatcher at grade 3, step 3 at \$23,320.00, based on her qualifications and experience.

MOTION: Mr. Williams moved, Mrs. Keefer seconded and motion carried 4 to 1 to allow Chief Bright to hire a dispatcher at grade 3, step 3. Mrs. Lancaster voted no.

Informed Council he had received a letter from the Mayor giving him instruction to assign specific areas to patrol effective October 1, 2001. Chief Bright stated he had not been given the opportunity to explain what the police department did so he would do so at this time. In addition to reading into the record a memo dated September 30, 2001 from Lt. Hannaford, he distributed several memos addressing programs of the department. A copy of each memo is attached hereto as Exhibit A, and made a part of these minutes.

Karen Conlon

Property owners of a historic building have approached the city about the historic property tax exemption. Council granted permission to allow Mrs. Conlon to call a meeting of the Historic Preservation Board to begin the process of developing forms associated with the application of tax exemption.

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Public Work's sludge trailer that was involved in an accident has been declared a total loss and the city has received \$9,900. The city wishes to use the trailer as salvage, but Council must dispose of the property according to the ordinance in order to complete the required paperwork.

MOTION: Mrs. Lancaster moved, Ms. Cornwell seconded and motion carried unanimously to declare the sludge trailer as salvage.

Referred to the memo from CRA Director Tanya Lukowiak regarding the grants administration program and the fact it is an item on the auditor's Management Letter. This item was placed on the October 8, 2001 agenda.

Mrs. Conlon will research the pros and cons of the Sister City Program and report back to Council.

Regarding the 3rd Street Drive Kaddatz property, processing has been completed by Planning and Zoning on the vacation. This topic will be discussed at the next department head meeting.

Mike Hickey

Complimented staff involved in the debris removal process.

6. INDIVIDUAL COMMENTS

Ms. Cornwell

Commented on Council approving the expenditure of overtime for debris removal if FEMA had not contacted the city by 5:00 p.m. Tuesday and the fact cleanup did not begin until Thursday. Ms. Cornwell discussed the need to better prepared in the event of a future situation now that the city knows it does not have to wait for FEMA approval. Ms. Cornwell also inquired about cleanup for the city cemeteries.

Inquired if the city had discharged during the storm and if the paperwork had been completed. Mr. Hickey will provide the information.

The International Round Table is scheduled for October 18, 2001. Mrs. Keefer will attend.

The Enterprize Zone In-Fill Grant meeting is Tuesday at 5:30 p.m.

Commented on not receiving notification the event honoring the September 11th event was cancelled.

Requested the media be notified the application for debris removal is available to city residents.

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Mayor Whitesel announced a Planning & Zoning and Council Workshop at 4:00 p.m.

Meeting adjourned at 9:25 p.m.

Minutes approved: October 15, 2001



**Karen A. Conlon
City Clerk**

PALMETTO POLICE DEPARTMENT
MEMORANDUM

TO: All Sworn Personnel

FROM: Lieutenant Rex Hannaford

DATE: October 1, 2001

SUBJ: OVERLAP SHIFT - SQUAD E

The following plan has been developed to create an overlap shift, and will go into effect on November 7, 2001.

Squad A - Sergeant Greer, Corporal Smith, Officer Mcneil, Officer Joel

Squad B - Sergeant Stinson, Officer Kauffman, Officer Vidioli, Officer Kiwacz

Squad C - Sergeant Himes, Corporal Waiters, Officer Eckert, Officer Johnston

Squad D - Sergeant Taylor, Corporal Ahler, Officer Frangioni, Officer Filipiak,

Squad E - Sergeant Gillum, Officer Gregoire, Officer Kelly

Squads A thru D will remain on 12-hour shifts.

Squad E will work a 10-shift (1600to 0200). They will work Wednesday thru Saturday, and their RDO's will be Sunday, Monday, and Tuesday. Squad E will handle the late and early calls for the regular squads. They will also work narcotic cases, and special assignments. The squad will not be in the regular call rotation, but will be subject to calls.

*Sergeants are reminded that their squads are to be 10-8 within 15 minutes of the start of the shift.

This plan will not affect the upcoming 2002 patrol schedule.


Lieutenant Rex Hannaford

cc: Chief Bright
Captain Lowe

EXHIBIT A
OCTOBER 1, 2001

PALMETTO POLICE DEPARTMENT
MEMORANDUM

TO: Patrol Division

FROM: Lieutenant Rex Hannaford

DATE: September 30, 2001

SUBJ: ZONES

Effective October 1, 2001 the current Zones will be divided into two sections, with 10th street being the divider. Zones 2 & 4 will be section A, and Zones 1,3, and 5 will be section B.

The Dispatch call rotation will stay the same, but initiated activity will be limited to the section (A or B) that Officers are assigned to. Sergeants will assign Corporals and Officers to a section for a period of 3 months.

While assigned to a section, Corporals and Officers are to continue to make business and citizen contacts. All initiated activities (Traffic, FI's, Crime Prevention, etc.) will be conducted within the Officers assigned section.

Daily activity sheets will continue to be filled out, and current programs (Night Eyes, Neon, C.O.P.'s, etc.) will be followed through on. Each activity sheet should indicate the section that the Corporal or Officer is assigned to.

When the overlap squad (Posted Oct.1, 2001) starts in November, it will serve as a float squad. If a shift is short on personnel, the Sergeant is to make the adjustment for that day(s).

Every officer is still expected to back up other officers, even when they are assigned to a different section. If there are any questions or concerns about this procedure please contact me.

Thank you for your assistance in implementing this procedure.


Lieutenant Rex Hannaford

cc: Chief Bright
Captain Lowe

PALMETTO POLICE DEPARTMENT

MEMORANDUM

TO: Chief Kenny Bright

FROM: Lieutenant Rex Hannaford

DATE: March 5, 2001

SUBJ: Incorporating C.O.P.'S into the Patrol Division

During the past year we have discussed plans to incorporate the C.O.P.'S program into the Patrol Division. The following is an outline of the program.

Officers: Officer ~~JOEL~~ – Squad A Officer Ackerman – Squad B
Officer Vidoli – Squad C Officer Frangioni – Squad D

There will be 4 new Officers rotated into the program every 3 months.

Schedule: The program will start on April 1, 2001. The Officers will be assigned to the program for 3 months (1 quarter). Participating Officers will have 3 hours a shift to work closer with the community. (3hrs a shift = 126hrs a quarter. 4 Officers = 504 hrs. for the quarter), The 3 hours are to be continuous, with adjustments being made when required. Officers will set a schedule with their supervisor.

Activity: Assignments – The Officers will be given some of the following assignments - Traffic enforcement, community meetings, code enforcement issues, city ordinance violations, established problem (Zones) areas, Neon program, assist C.I.D., etc.

Initiated activity – The Officers will initiate some of the following community activities. Safety programs, security assessments, crime prevention, night-eyes, community surveys, presentations, numerous contacts (business-citizen-youth), etc.

Activity sheets : Officers are to keep separate activity sheets when they are participating in the program. This will allow the Officers and Administration to observe the progression of the program.

Incorporating C.O.P.'S into the Patrol Division

Training: Each Officer will receive training that will assist him in his daily activities as a Police Officer. The Officers will be provided with materials (POP-Problem Oriented Policing / SARA Model-Scanning, Analysis, Response, and Assessment / Etc.) that will help them better understand the C.O.P.'S concept.

Transportation: Officers will have access to the electric car, bicycles, and patrol vehicles, but foot patrol, and bicycles will be strongly recommended as their main source of transportation.

Objectives:

1. Improve communication skills.
2. Develop problem-solving skills.
3. Gain knowledge, and an understanding of the community.
4. Develop time management skills.
5. Build relationships within the community.
6. Enhance their decision-making skills.
7. Take and use the information and skills they developed in this program, and make it a part of their everyday activity as a Police Officer.

Goal: To have Patrol Division personnel go through this program, and obtain a grasp of it objectives. To have Officers understand the Community Policing concept and use it, without being assigned to a "C.O.P.'S Unit " or " Program".



Lieutenant Rex Hannaford

cc: Captain Lowe
Corporal Tyler

PALMETTO POLICE DEPARTMENT
MEMORANDUM

TO: Chief Kenny Bright

FROM: Lieutenant Rex Hannaford

DATE: May 31, 2001

SUBJ: COMMUNITY POLICING UPDATE

On April 1, 2001, Patrol started a program that has Officers taking more of an active role in the community. The purpose of the program is to incorporate C.O.P.'S into the Patrol Division.

As you know, there is one Officer assigned from each squad to participate in the program. From the start I have noticed a change in the officer's perceptions of the community. They appear to be more positive about the community and its citizens. Some of the Officers have not been able to dedicate the allotted time (3hrs a day) to the program, but are starting to do things in their normal routines that are community related.

I have also noticed an improvement in their communications with members of the department and community. The Officers have shown a willingness to solve problems that are not in their normal scope of responsibilities.

Officer Frangioni, who was a little hesitant about taking part in this program, has since taken the lead in initiating a self-defense seminar for women. The seminar (Rape-Safe) is being held at the Palmetto Boys and Girls Club (see attached info.). The other Officers in the program are assisting him with the seminar.

Overall there is room for improvement, but I think a majority of the program's objectives are being met. With your permission, I would like to extend the Officers currently in the program for one month.


Lieutenant Rex Hannaford

cc: Captain Lowe

Officer	Shift	Felonies	Misd.	Narc.	DUI	Fl's	Sig 4	Hazard	Night eye	Pat. Req	Parking	Assists	10-50's	UTC	Writ. Warn	
Sgt. Greer	A		1				19					76	15	12	4	
Sgt. Taylor																
Sgt. Diaz																
Sgt. Stinson	B	3	2			2	5	1		2	1	44	5	5	3	
Sgt. Himes	C	1	11			3	1	2		6		24	25	24	8	
Sgt. Jones																
Sgt. Gillum	D	15	19	16	1	1				6	1	76	25	26		
Cpl. Tyler																
Cpl. Ahler	D	9	25	9		1	5			1		57	52	6	7	
Cpl. Waiters	C	1				6	4		25	4		14	25	25	8	
Cpl. Smith	A	11	27		1	2	10			71		79	37	47	23	
Off. McNeil	A	2	4			1	25	2			1	4	2	17	2	
Off. Nuwer																
Off. Makeever																
Off. Kauffman	B		1			6	18				3	6	70	68	8	
Off. Gregoire	D	4	25	2		5	3	1		3		59	95	67	8	
Off. Camacho																
Off. Alvarez																
Off. Frangioni	D	6	15		1	5	5			5		57	24	14	2	
Off. Carnegie																
Off. Vidoli	C	1	9	1		7	1	2	90	35		28	41	26	24	
Off. Kelly	D	6	13	5	1	10	7			121	1	82	45	25	8	
Off. Flipiak	C	7	7	3	1	3	9	1	35	13	3	46	68	62	23	
Off. Eckert	A	17	21	4	2	11	5	1	33	21		64	87	62	18	
Off. Ackerman	B	2	6			5	29	1		91	2	98	41	33	33	
Off. Joel	A	2	11			1	27				6	43	22	14	12	
Off. Johnston	C	2	4			10	8		155	86	1	57	43	38	20	
TOTALS		0	89	201	40	7	79	179	11	338	465	19	914	722	571	211

Correc. Card	Training Hr.	Admin. Hr.	Reports	No Reports	Initiated	Dispatched	Citizen Con.	Bus. Contacts	Bike Pat.	Foot Pat.	Miles
		121	9	120	55	61	7				2042
	32	38	35	105	62	78					1128
	6	66	13	66	37	41	22	28			964
	12	44	22	120	106	36	12		5	3	2643
	63		35	246	138	119		3			3067
	21		10	52	25	27	20	10			834
	28		54	230	137	155	244	109		58	1799
			44	446	294	211	163	204			2087
	2		29	149	112	66	94	26			1299
	13		29	224	183	69	16	20		5	2340
	10		51	222	124	151	77				4214
	61		42	331	226	135	9	15		106	2801
	11		40	483	349	183	50	3		3	3348
	34		71	480	334	217	79	78			2770
1	91		40	303	178	165	8	43		2	2939
	40		81	465	346	200	296	70		40	2433
		11	83	318	103	293	762	150			2147
	24		40	368	298	178	98	87			3119
1	448	280	728	4728	3107	2385	1957	846	5	217	41974