

DeFuniak Springs City Council

Workshop Session

April 22, 2010

The DeFuniak Springs City Council met in Workshop Session at 5:30 PM with the following members present: Mayor C. Harold Carpenter; Mayor Pro-Tem James Huffman; City Council Members: Don Harrison, James Coffield, Henry Ennis, and Wayne Graham; City Manager Kim Kirby; Finance Director Sara Bowers; and Deputy Clerk Vanessa Mitchell.

Mayor Carpenter called the meeting to order and announced the topic of discussion would be Smart Growth and the purchasing policy.

Greg Scoville introduced Cliff Long, Emerald Coast Realtors & Assoc. Peggy Fowler, Land Design Innovations, and explained this is the photo montage and follow-up to previous workshops.

Mr. Long said this is the preliminary display of what they have been working on. He said this is an exciting time for DeFuniak Springs and growth will happen. He explained they put together something they think will be quiet interesting. Mr. Long said this is the preliminary presentation and it will get better. He explained he had written a grant to show DeFuniak Springs and its community how they could grow. He said he chose DeFuniak because he had come from a small community and because (of the presence of) all of you here, and the community that's here.

Mr. Long discussed Smart Growth, and explained you can't stop the growth but you can decide how you will grow. He gave examples on what a community can do to manage the growth. Mr. Long gave a presentation and showed the powerpoint.

Peggy Fowler discussed the disconnect of Hwy 90 from the character of downtown DeFuniak. Mr. Long continued with the powerpoint presentation.

Mr. Huffman asked what obstacles there may be to get a median put onto Highway 90. Mr. Scoville said it was long process just to get permits and designs approved by FDOT.

Mr. Long reiterated that we can grow this community and not lose the community, the look and feel of it. Medhat Elmesky, Design Arts Studio, discussed the compatible mixed use/ infill development concept. Mr. Long said he wants to give them the final montage/presentation to have something in their hands that they can go out into the community and beyond and show them. Mr. Huffman asked if we will also have a plan to tell them. Mr. Long said yes, he will give them a step by step. Ms. Fowler added these things could be worked into their strategic plan. Discussion followed about the median in the highway.

Mayor Carpenter called a five minute break.

Mayor Carpenter called the meeting back to order.

Ms Kirby gave a history of how the purchasing policy came about and introduced Paula Arnold, Quest Management Consulting. Ms. Kirby said staff, Department Directors, the auditors and legal has looked at with comments being addressed and some incorporated.

Ms. Arnold discussed the purchasing policy. She recommended repealing our existing Ordinance and adopt it as a policy. She said this will give them more flexibility. Ms. Arnold briefly went over the purchasing policy. Mr. Graham asked about receiving and inspection, and having one individual receiving. Ms. Arnold said it didn't have to be one designated individual. Mr. Graham said he would like to see one person doing the receiving and inventory. Ms. Kirby said that was similar to what was wanted in the purchasing agent, this is a step in making sure that our policy is in place and we will have a basis to build upon. Mr. Huffman asked about surplus. Ms. Arnold explained there would be a list that would be brought to the Council and then they would vote on if it was

surplus, and give direction on how it would be disposed of. Ms. Kirby referenced Policy 11. Mr. Huffman requested the clarification to be in the definition. Ms. Arnold said she would add 'as deemed by the City Council'. Mr. Harrison asked about gratuity and said it should be for staff and employees and not cover Elected Officials, because that is covered by state law. Discussion continued. Ms. Arnold assured the Council she was happy to make any changes and said she would work on that wording. Mr. Harrison commented that a 25 page purchasing policy was a little much. He suggested splitting the policy in two parts, contractual services and supplies and goods, and added a table of contents would be nice. Ms. Arnold recommended keeping it all in one document and then train staff on those parts that pertain to them. Ms. Kirby informed the Council of staff's thought to not make the policy effective until June 1. She said she wants there to be training and for people to get familiar with the policy.

Mr. Harrison asked for clarification for the use of the word 'shall' when referencing the Council ratifying purchase orders. Ms. Bowers stated that unless it is ratified before the Council then no check will be written. Discussion followed. Ms. Arnold said she will make that change.

Mr. Huffman said we have had the auditors comment about purchase orders and asked Ms. Bowers if this policy would take care of that. Ms. Bowers said yes. Mr. Harrison asked about the changes in purchasing levels. Ms. Bowers explained. Mr. Harrison said he would like the Council approval level at \$10,000. Ms. Kirby said they could make that change and reevaluate later if needed. Mr. Huffman requested noting the requirements, such as 3 written quotes, next to the purchasing levels. Ms. Arnold said she will include it.

Mr. Harrison asked about local preference. Discussion followed about percentages and points during an RFQ. Ms. Arnold said she would work on this wording.

Discussion followed about the concept of piggy backing. Mr. Harrison said he felt there were several places in the policy where the Council gave up their responsibility to look after the interests of the City, referring to assigning to the City Manager the responsibility to hire consultants, etc. He discussed these places. It was clarified that it would be limited to the City Manager's signature authority. Ms. Arnold said she would make a change in the wording.

Mr. Graham suggested making the changes discussed tonight and calling another workshop.

Discussion followed on \$10,000 and \$20,000 thresholds for purchases.

Ms. Kirby said she will look at May for a proposed date for another workshop.

There being no further business, Mayor C. Harold Carpenter adjourned the meeting.

ADOPTED this 26 day of April, 2010

C. Harold Carpenter
C. Harold Carpenter, Mayor

ATTEST:
Vanessa Mitchell
Vanessa Mitchell, Deputy City Clerk