

**TOWN OF ST. LEO  
PUBLIC HEARING FOR 2012/2013 BUDGET  
AND REGULAR COMMISSION MEETING  
September 10, 2012 - 7:00 PM**

**INVOCATION AND PLEDGE OF ALLEGIANCE** – Mayor Hamilton

**ROLL CALL**

Donna DeWitt, O.S.B. – Mayor ProTem  
Richard Christmas – Commissioner  
William Hamilton – Mayor  
Jack Gardner - Commissioner  
Robert Courtney – Commissioner - absent

**STAFF**

Patty Petruff – Attorney  
Joan Miller, MMC  
Andrea Calvert – Assistant to the Clerk

**GUESTS**

James (Jimmy) Sutton  
Deputy Barry Arnew - PCSO

**BUDGET HEARING**

Mayor Hamilton opened the first public budget hearing.  
Each budget ordinance was read by title only and then discussed.

**AN ORDINANCE OF THE TOWN OF ST. LEO, PASCO COUNTY, FLORIDA ADOPTING THE FINAL LEVYING OF ADVALOREM TAXED AND MILLAGE RATE FOR THE TOWN OF ST. LEO, FLORIDA, FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2013; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.**

**AN ORDINANCE OF THE TOWN OF ST. LEO, PASCO COUNTY, FLORIDA, ADOPTING A BUDGET FOR FISCAL YEAR 2012 – 2013; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE**

The Mayor closed the Public Hearing.  
The Final Budget Hearing will be held on September 24, 2012 at 6:30 PM.

**MINUTES**

**MOTION: TO APPROVE THE MINUTES OF AUGUST 13, 2012.**

**MOTION BY:** Commissioner Christmas

**SECOND:** Commissioner Gardner

Discussion.

**VOTE:** Unanimous for approval – Adopted 4/0

**EXPENSES AND BUDGET REVIEW**

**MOTION: TO ACCEPT FINANCIAL REPORT DATED AUGUST 13, 2012.**

**MOTION BY:** Commissioner Christmas

**SECOND:** Commissioner Gardner

Discussion.

**VOTE:** Unanimous for approval – Adopted 4/0

Three Certificate of Deposits mature this month. The best interest rate available at both Central Bank and First National Bank of Pasco is .75%. The commission decided to leave the CD's at the current banks.

**MAYOR'S REPORT**

**Wages** Mayor Hamilton provided a list of potential wage increases for employees.

**MOTION TO INCREASE WAGES FOR THE TOWN CLERK 2.5%, STAFF AT 2.25% AND MAINTENANCE AT 1.7%, IN ADDITION PLACING A CAP ON PART TIME WAGES FOR ALL PART TIME EMPLOYEES AT \$15 PER HOUR.**

**MOTION BY:** Commissioner Christmas

**SECOND BY:** Commissioner Gardner

Discussion.

**VOTE:** Unanimous for approval – Adopted 4/0

**FLC Conference in Hollywood Fl**

Mayor Hamilton and Commissioner Gardner attended. It was very informative. One helpful take away was to remind commissioners to prepare for meetings by reading the agenda packets thoroughly. The St. Leo packets are usually emailed on the Thursday or Friday prior to the meeting date. Anyone needing assistance logging in to their email mailbox can speak to the clerk after this meeting.

**COMMISSION'S REPORT - none**

**PLANNERS REPORT**

**SLU** A Temporary Certificate of Occupancy (45 Day – TOC) was granted to Saint Leo University for the soccer field/parking garage project.

**ATTORNEY REPORT –**

**National Flood Insurance Program**

The flood maps are available and information were provided to the commission. In order to join the program several steps need to be taken. Some areas of St. Leo may be impacted. There may be certain consequences for people that choose to develop or live in flood prone areas if the town does not join the NFIP. The maps do not appear to be

entirely accurate and it is uncertain that detailed mapping will occur in our area.

There are no fees to join; only inhouse administrative time/cost should be considered. The clerk and attorney were directed to create a Resolution of Intent for the October meeting.

**RFP for Building Inspector/Plan Review Service Administrator**

The attorney and clerk are working on an acceptable Request for Proposal. We plan to have this advertised prior to October 8<sup>th</sup>. Once the advertising process is underway and a contract is negotiated, the clerk can be directed to notify Dade City of cancellation of contract.

**CLERK'S REPORT**

**AUDIT** The annual town audit will occur November 5<sup>th</sup> through November 9<sup>th</sup>.

**BTX** The Business Tax Ordinance will be reviewed after completing the Code Enforcement Ordinance.

**A CUP OF ORGANIC**

A Temporary Use Application was received from Doug Torres to set up his coffee shop during the Rattlesnake Festival. If Torres supplies the additional information required by Jan Norsoph, this topic will be on the agenda in October.

**TECO FF** TECO representative Jimmy Adcock will meet with the clerk to confirm that all citizens are charged the correct franchise fee.

**EPWC** The East Pasco Water Coalition will meet at Town Hall on September 20<sup>th</sup> at 10 am.

**NEW BUSINESS**

**PCSO** Deputy Arnew - no report.

**LAKE JOVITA**

Commissioner Christmas asked that grass carp be added to Lake Jovita in the near future. He will contact Terry Schrader for assistance in obtaining the fish. There is a line item in the budget for this type of expense. Mayor Hamilton said that he would contact Mayor Newlon to see if the San Antonio would like to share the expense.

**JIMMY SUTTON**

Mr. Sutton gave the commissioners a letter to the commission stating that he remembers being granted permission during the mid 1980's to park his work vehicle on his property. He stated that he has parked his vehicle in

his neighborhood for 35 years and a recent neighborhood dispute may have resulted in this issue being reported as a code violation. Town Hall staff have researched records for supporting documentation, but none has been found. All agreed that a quick resolution to this problem is preferred rather than a code enforcement hearing. Jimmy Sutton was approved an extension until October 8<sup>th</sup> to move the vehicle. Attorney Petruff will write him a letter containing this information.

**ADJOURNMENT**

**MOTION: TO ADJOURN MEETING AT 8:15 P.M.**

**MOTION BY:** Commissioner Christmas

**SECOND BY:** Commissioner DeWitt

**VOTE:** Unanimous for approval - Adopted 4/0

Respectfully,  
Joan Miller, M.M.C.