

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday – December 17, 2019

Anyone wishing to address the Council regarding topics on the Agenda is requested to complete a request form. Present it to the Town Clerk prior to the meeting. The Town Clerk will allot a three minute limit unless other arrangements have been made. Request forms are available at the sign in podium or the Town Clerks desk.

Abbreviations:

***CM - Council Member *TA - Town Attorney *TC - Town Clerk *TM - Town Manager *VM - Vice-Mayor**

OPEN REGULAR COUNCIL MEETING: 7:00PM

FLAG SALUTE:

MOMENT OF SILENCE:

APPROVE THE AGENDA:

Motion to accept the Agenda.

ROLL CALL: Mayor DeVille; Vice-Mayor Sabin; Council Member Andrews; Council Member Taylor; Council Member Ryder; Town Manager Cooper; Town Attorney Quinonez;

RECOGNITION(S): NONE

PROCLAMATION(S): NONE

APPROVAL OF MINUTES:

- **Regular Town Council Meeting Minutes – November 19, 2019**

Motion to approve the regular Town Council Meeting Minutes dated November 19, 2019

- **4th Quarter Town Council Workshop Meeting Minutes dated November 15, 2019**

Motion to approve the 4th Quarter Town Council Workshop Meeting Minutes dated November 15, 2019

RESOLUTION(S): NONE

ORDINANCE(S): NONE

TOWN MANAGER REPORT: Town Manager

- **A Review of the November 2019 Town Manager Report**

Motion to approve the Town Manager Report for November 2019

TREASURERS REPORT: Town Manager

Review the November 2019 Treasurer's Report:

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- General Fund – 11/01/19 – 11/30/19
- Utility Enterprises Fund – 11/01/19 – 11/30/19
- Wastewater/Sewer Fund – 11/01/19 – 11/30/19
- Balances of other accounts reviewed – 11/01/19 – 11/30/19

Motion to approve the Treasurer's Report for November 2019

CONSENT AGENDA:

All matters under the Consent Agenda are routine and will be enacted by one motion and vote. Backup documents and staff recommendations have previously been submitted to the Town Council and will not be discussed unless an item is removed from the Consent Agenda and considered separately under "New Business".

REPORTS OF COMMITTEES/DEPARTMENTS: (All Pulled Reports will be considered under New Business)

- | | | | | |
|-------------|-----------------|------------------------|-------------------|--------------|
| 1. Finance | 2. Public Works | 3. CDR | 4. Human Resource | 5. Utilities |
| 6. Building | 7. Grants | 8. Planning and Zoning | 9. Security | 10. Legal |

Motion to accept Consent Agenda

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1. Pulled Reports
2. Items not on the Agenda
3. Public Participation
4. Other:

TOWN CLERK: NONE

CORRESPONDENCE: (Location of items – Listed)

November 2019:

1. Copy of Finance Committee meeting minutes dated November 18, 2019 – Finance Section
2. Copy of letter sent to Florida League of Cities (FLC) Attorney regarding T. Jones Personnel file dated November 6, 2019 – Human Resource Section
3. Copy of letter/email from FLC Attorney to FLC Claim Representative dated October 16, 2019 – Human Resource Section
4. Copy of letter/email from FLC Attorney to FLC Claim Representative dated November 22, 2019 – Human Resource Section

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5. List of Past Due Water Accounts – Utility Section
6. Copy of the Planning & Zoning Commission meeting minutes dated December 3, 2019 – P&Z Section
7. Copy of the Planning & Zoning Commission meeting minutes dated December 9, 2019 – P&Z Section
8. Copy of the Tourist Development Council (TDC) Agenda dated November 20, 2019 – Correspondence Section
9. Copy of the email from Kimberly Morgan w/TDC dated November 20, 2019 – Correspondence Section
10. Copy of the executed lease for the year 2020 from the Supervisor of Elections office dated November 19, 2019 – Correspondence Section
11. Copy of the Federal Exemption Certificate from Gate Fuel Service dated November 18, 2019 – Correspondence Section
12. Copy of letter to FLC confirming insurance information dated November 19, 2019 – Correspondence Section
13. Copy of the payment request and receipt for the Town's State revolving loan date November 6, 2019 – Correspondence Section
14. Copy of letter from the Florida Department of Revenue –Truth in Millage Certification – Correspondence Section
15. Copy of the Precinct Information Sheet for the Clay County Supervisor of Elections - Correspondence Section
16. Copy of the Annual Public Depositor Report – Correspondence Section
17. Copy of the 2020 State of the County Notice for January 7, 2020 – Correspondence Section
18. Copy of the Annual Minority Appointment Reporting Form – Corresponding Section
19. Copy of Notice that Town Hall will be closed November 28th & 29th – Miscellaneous Section
20. Copy of the Notice for the Farm City Luncheon on November 25, 2019 – Miscellaneous Section
21. Copy of the Notice the Town Hall will be closed for Veteran's Day, November 11, 2019 – Miscellaneous Section

Motion to adjourn meeting

Next regular Town Council Meeting will be held on January 21, 2020 at 7:00pm.