

**Palmetto City Council
Administrative Meeting
October 12, 2000 4: 00 PM**

Elected Officials Present:

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

Staff and other present:

**Garry Lowe, Palmetto Police Department
Mary Jean Forrester, Acting City Clerk
Mike Hickey, Public Works Director
Margaret Tusing, Planning & Zoning Director
Diane Ponder, Administrative Assistant**

Mayor Whitesel called the meeting to order at 4:00 p.m.

Building Official Frank Baxter conducted a walk-through of the proposed area of city hall that may be renovated to accommodate the planned combination of the Building, Code Enforcement and Planning & Zoning Departments. Following the visual concept of the plan, a discussion was held. Council asked for a plan that included the furniture placement in all affected areas. Council also requested Mr. Baxter to obtain the following information:

- a) Determine if a second story could be added to city hall of approximately 2,500 square feet and the associated cost**
- b) Cost of a building at 17th Street Park**
- c) Cost to attach a building to existing area at Public Works**

Mr. Williams will chair a committee to develop a plan for the combining of the Building Department. A determination by Council will have to be made as to who will be named to head this department.

DEPARTMENT HEAD REPORT

There were no reports from the department heads.

OCTOBER 16, 2000 AGENDA

**Palmetto City Council
October 12, 2000**

Mayor Whitesel advised the engineering proposal for Zoller, Najjar & Shroyer would be added to the agenda.

MOTION: Mr. Williams moved, Mrs. Keefer seconded and motion carried unanimously to approve the October 16, 2000 agenda as modified.

MAYOR'S REPORT

Mayor Whitesel advised Council a book of department head meeting minutes would be placed in Council's room for review. Mayor Whitesel asked that if Council wished to add to the minutes any input or follow-up that it all be kept in one place.

There will also be a central area designated for citizen complaints and resolution by staff. This will be a perpetual file so inquiries can be readily researched.

Council Members requested that the projects file be updated for their review.

Ms. Bryant asked that capital projects be updated at each Council meeting. Mayor Whitesel advised Council an update on the LaFitte property would be forthcoming.

The proposal from Clark Sales Display, Inc. for Christmas lights was discussed. Council Members advised Mrs. Forrester to negotiate the budget amount of \$8,500 for lighted street poles. Ms. Cornwell will chair a committee designated to address the decoration of city hall.

Human Resource Director Sharon Jones and Attorney Dick Groff address Council concerning comp time. Attorney Groff referred to Florida Statutes and the Fair Labor Standard Act, explaining city employees classified as exempt are not entitled to comp time; therefore, they could not accrue comp time. Mr. Groff further stated the City has the option of changing how it elects to pay City employees, i.e. salary vs. hourly wages. Council instructed Mrs. Jones that the payment and accrual of comp time shall cease and that all inappropriately accrued comp time shall be erased from employee records.

A workshop for the Comp Plan was set for October 30, 2000 at 4:00 p.m.

INDIVIDUAL COMMENTS

Mrs. Keefer

Captain Lowe was asked to provide Council with a report on tickets issued on 8th Avenue at the October 16, 2000 meeting.

**Palmetto City Council
October 12, 2000**

Mrs. Lancaster

Mrs. Lancaster referred to a letter from Karen Hartman concerning an event that occurred at the Enterprise Zone meeting. Mrs. Lancaster stated her displeasure of the contents of the letter, referring to verbatim minutes contradicting the statement in the letter. Ms. Cornwell suggested Mrs. Lancaster contact the CRA Board chairman about the situation.

Mrs. Lancaster commended Mr. Groover on the improvements made on the property surrounding Groover's Market.

Mr. Williams

Mr. Williams discussed the Mayor's approval of the re-hire of the Building Inspector, who previously worked for the City 10 ½ years. Mr. Williams asked that the six-month probation be waived, because the employee has been gone only since July 2000, and his salary is set at \$35,000 vs. the offered \$32,800. It was consensus of Council to follow the recommendation of the Public Works Director.

Mr. Williams requested that Human Resources Director Sharon Jones be recognized at the October 16, 2000 meeting for her recent appointment as a Florida Public Personnel Coordinator.

Mr. Williams commented about the resident complaint form, asking about the State of Florida General Records Schedule. Mrs. Ponder explained the schedule is part of the city's records management. A book for Council's review will be created to hold all complaint forms so Council can readily determine resolutions to complaints. Ms. Bryant also added that e-mail received at city hall must adhere to the General Records Schedule.

Ms. Cornwell

Ms. Cornwell stated the loose dogs around Lincoln Middle School need to be addressed. This topic needs to be discussed at the joint meeting to be scheduled with the county.

Ms. Cornwell asked an update regarding the street construction at Palmetto Elementary School be presented at the October 16, 2000 meeting.

Ms. Cornwell asked that the applicant for the administrative assistant's position to Mayor and City Council be asked to attend the October 16, 2000 meeting so Council could speak with her before the meeting begins.

Mayor Whitesel advised Council the Taylor Park Grant has been mailed.

Mrs. Keefer suggested that Council should follow the presidential debates when allowing citizens to speak, holding to the two-minute time frame established by Council. A discussion concerning parliamentary procedures was held, together with

**Palmetto City Council
October 12, 2000**

the inconsistency of Council to follow rules it has established. It was suggested that the form used by the School Board could be utilized to determine topics citizens wish to discuss with Council.

Ms. Cornwell requested that the City of Palmetto recognize the accomplishments of Curtis Johnson.

Ms. Cornwell related the success of "Hurricane Day" at Lincoln Middle School.

Ms. Bryant discussed her concerns about the administrative assistant applicant attending the meeting. Mr. Williams expressed his opinion that several of the city's job descriptions need to be addressed, along with the salary ranges. A discussion concerning job descriptions and salary ranges was held.

Meeting adjourned at 6:15 p.m.

Approved: November 6, 2000


Acting City Clerk

Audio tapes of the meeting are on file in the city clerk's office.