

**Palmetto City Council
March 25, 2002 4:00 PM**

Elected Officials Present:

**Larry Bustle, Mayor
Mary Lancaster, Vice Mayor
Shirley Bryant, Council Member
Tamara Cornwell, Council Member
Charlie Grace, Council Member
Brian Williams, Council Member**

Staff and others present:

**Alan Prather, City Attorney
Karen A. Conlon, City Clerk
Chief Garry Lowe, Palmetto Police Department
Mike Hickey, Public Works Director
Diane Ponder, Administrative Assistant**

Pastor Dennis Tabor, Tenth Street Baptist Church, gave the invocation followed by the pledge of allegiance to the United States flag.

Mayor Bustle presented Kristen Howard a Certificate of Appreciation from the Parks Department for her involvement in the Estuary Park's replanting event held March 16, 2002.

1. BUDGET DISCUSSION

Mr. Bill Hawthorne of CPA Associates, the City's accounting firm, discussed with Council the timeframe of events the City should consider when developing next year's budget. Mr. Hawthorne suggested the Council should develop a format of how they wished the budget be presented. He recommended the development of performance actions for each department and backup documentation that completely describes budgetary revenues and expenses. Mr. Hawthorne will bring Council samples of different budget formats for consideration.

2. CITY PARK FEES

The proposed City of Palmetto Facility Use Fees schedule was discussed and amended. Discussion ensued on Resolution No. 02-03, and the Historical Commission's request to prohibit the waiver of any fees.

MOTION: Mrs. Lancaster moved, Mr. Williams seconded and motion carried unanimously to accept and adopt the resolution, incorporating a prohibition waiving any use fees.

3. INTERNAL PROMOTION-PAY GRADE CLASSIFICATION

Mr. Hickey discussed the administration of the pay plan as it relates to promotions, suggesting an employee being promoted should receive at least a five percent increase or the next step that coincides with the percentage. Ms. Conlon discussed the initial instruction from Council, wherein an employee being promoted would move to the first step of the new position. If the department head wished to grant a higher pay increase they would have to seek Council's approval. She also discussed the possible ramifications of changing a policy mid-year, rather than reviewing the plan during the budget process.

MOTION: Ms. Cornwell moved, Ms. Bryant seconded and motion carried unanimously to move employee 960 from grade 1 step 4, making \$21,800 to grade 3 step 3 making \$23,320.

4. DIAZ CONDEMNATION REPORT FROM CRA

Mr. Grace discussed CRA's position on the Diaz condemnation, referring to the memo from the CRA Executive Director, a copy of which is attached hereto and made a part of these minutes. Mr. Prather discussed CRA's notice to exercise eminent domain, but information in City files does not reflect Council's approval of condemnation proceedings. Mr. Prather stated the memo and information concerning the Diaz property should be sent to Mr. Galvano. Ms. Cornwell also suggested the CRA should notify Mr. Diaz by mail they have no intention of condemning the property.

5. DEPARTMENT HEAD REPORT

Mike Hickey, Director of Public Works

Manatee County Solid Waste Department has complimented the City for its organization during the Tropical Storm Gabrielle clean up. A meeting is scheduled April 4, 2002 at 1:30 on the topic.

Chief Lowe, Palmetto Police Department

The department is working an unusual death in Tropic Isles.

Karen Conlon, City Clerk

Mrs. Conlon had no report.

6. MAYOR'S REPORT

Complimented city hall staff during recent renovations.

Discussed legislation passed on billboards, stating Florida League of Cities has provided a sample letter to municipalities, asking them to contact Governor Bush encouraging him to veto the legislation.

**Palmetto City Council
March 25, 2002**

MOTION: Mrs. Lancaster moved, Ms. Bryant seconded and motion carried unanimously to send a letter to Governor Bush encouraging him to veto legislation on the billboard.

Discussed the need to consider impact fees in the City.

Stated Council needs to decide what they are going to do about the odor control problem at Tropic Isles.

The ACCORD issue has reached the point where Council needs to endorse it so the next phase of developing inter-local agreements can begin. Council also needs to discuss the appointment of a representative to the joint planning commission and the City's definition and development of the urban exclusion zone. This topic was placed on the April 8, 2002 agenda.

A report from the State's Attorney on the former chief should be forthcoming by the end of the month.

7. INDIVIDUAL COMMENTS

Mrs. Lancaster

Inquired of Mr. Hickey if the paving on 4th is still scheduled for April. He replied in the affirmative.

Inquired of Mr. Hickey if the signs in Jackson Park had been replaced. He replied in the affirmative.

Thanked Mr. Hickey for the Carr Drain follow-up.

Ms. Bryant

Cars are still parking in the park area of Sutton Park. Chief Lowe reported letters had gone to the patrol units concerning the issue.

Commented on the classes available to employees through Open Campus at MCC. Will bring back a report after the April 4, 2002 Workforce Development Committee meeting.

Ms. Cornwell

Thanked Council and staff for bringing in the accountant to discuss the budget process.

Inquired when 7th Street will be paved.

Thanked Mr. Hickey for bring up how promotions should be handled in the pay plan and the need to develop a policy on the topic.

**Palmetto City Council
March 25, 2002**

Mr. Grace

Commented on the Challenge Day, a sensitivity training for students at Palmetto High School.

Discussed the Project Flame program in the Oakridge community and its lack of funding in the future. CRA is funding \$10,400 for the balance of the year. Ms. Cornwell discussed the PASS program at Lincoln Middle and the possibility the two programs could link.

CRA is going to get a written agreement for the billboard.

CRA is interested in helping the City with its infrastructure, such as the flashing lights, but wants to know how children are getting across 8th Avenue.

Requested a survey of City sidewalks.

Mr. Williams

Indicated in discussion the suspense log needs to be updated with more current information and completion dates.

Expressed his appreciation to Mayor Bustle in getting item #8 removed from the ACCORD.

The Historic Commission needs to be included in the budget process.

Advised Carnegie Library has some air-conditioning duct work that needs repair. The tree on the library grounds needs to be trimmed.

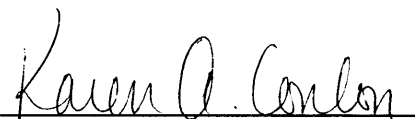
Commented on the fact Council has not recently reviewed the Capital Improvement Plan.

Commented on the pay plan being a two to three year process and his opinion the next phase should be a short-term/long-term disability benefit for the employees.

There was no public comment.

Meeting adjourned at 7:00 pm.

Minutes approved: April 1, 2002



**Karen A. Conlon
City Clerk**