

Palmetto City Council
July 23, 2001 4: 00 PM

Elected Officials Present:

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

Staff and others present:

Alan Prather, City Attorney
Karen A. Conlon, City Clerk
Chief Kenny Bright, Palmetto Police Department
Mike Hickey Public Works Department
Allen Tusing, Public Works Department
Mary Jean Forrester, Deputy City Clerk
Karen Simpson, Finance Director
Bill Hawthorne, CPA Associates
Diane Ponder, Administrative Assistant

Mayor Whitesel opened the meeting by discussing the flooding that resulted from the heavy rains received over the weekend and reviewed photographs taken by Council Members. Jeff Siewert, Jones Edmunds & Associates reviewed projects that have been completed by the city, stating they accomplished what they were designed to accomplish. The areas of concern were discussed. Mr. Tusing advised Council of the maintenance schedules Public Works has established for the city's drains and ditches. Mr. Tusing further stated he felt there were several projects the city could do in-house. A list of the projects and associated costs will be developed for review at a later date.

1. DISCUSSION ORDINANCE NO. 01-704 AN ORDINANCE AMENDING THE MASTER UTILITY SYSTEM REGULATIONS TO PROVIDE FOR A MONTHLY RATE FOR RECLAIMED/REUSE WATER

Mr. Prather summarized the proposed ordinance. Discussion ensued on the proposed ordinance. It was consensus of Council that the ordinance be amended as follows:

Section 29-31 (c) was deleted.
Sewer Rate Schedule will reflect the First 3,000 minimum charge as \$16.65.
Customers with one water meter that serves more than one unit will be charged \$14.76 per unit per month.
Single-family and duplex customers will pay \$5 per month for reuse.

**Palmetto City Council
July 23, 2001**

Customers located within a common area residential unit will pay \$2 per month for reuse.

A scrivener's error will be corrected in Section 29-34 (a).

Mr. Prather was instructed to prepare an amended version of the ordinance for Council's review.

2. REVIEW OF PROPOSED FISCAL YEAR 2001/2002 BUDGET

Mrs. Conlon opened the review stating the draft budget reflected changes made to accommodate the GASB 34 accounting method. The draft contains actual projections of revenue and estimates of expenses and contains no roll-overs. Last year revenue was projected at \$20,000,000 vs. \$12,000,000 for the next fiscal year.

Mr. Hawthorne, CPA Associates, advised Council the figures for the Police Officers' Pension and the General Employees' Pension had been switched. He noted that while these funds are not revenue to the city, they are contained in the budget process. The correction was noted by staff. Council discussed the balance of the revenue accounts with no further corrections.

Mrs. Conlon stated the Salary Plan was a new tool to the city. The steps and grades were prepared based on information gathered from Florida League of Cities and 17-18 cities of comparable size and the Municipal Advisers, Inc. Class Evaluation System Manual and Guide Chart. The step and grade plan was prepared with the help of Sharon Jones, with input from various employees and Council Members. Mrs. Conlon explained how the plan was developed.

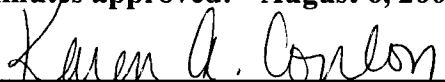
Discussion ensued on the lower paid employees and the projected raises they would receive under the proposed step and grade plan. It was consensus of Council that Mrs. Conlon develops an alternate plan incorporating more steps and grades without being top heavy.

The benefits to the department heads were discussed as related to take home vehicles. Mrs. Conlon was instructed to determine the total dollar benefit a department head receives from a take home city vehicle.

The fact the Risk Manager/Safety Director was housed at Public Works with the budget for the position under the responsibility of the city clerk was discussed. Also discussed was the fact the individual in the position is currently being paid in excess of the salary range.

Meeting adjourned at 7:15 p.m.

Minutes approved: August 6, 2001


Karen A. Conlon, City Clerk