

**Budget Workshop
Palmetto City Council
September 20, 2001 5:30 PM**

Elected Officials Present:

**Shirley Bryant, Vice-Mayor
Tamara Cornwell, Council Member
Donna Keefer, Council Member
Mary Lancaster, Council Member**

Elected Officials Absent:

**Pat Whitesel, Mayor
Brian Williams, Council Member**

Staff and others present:

**Karen A. Conlon, City Clerk
Capt. Kenny Bright, Palmetto Police Department
Mike Hickey, Public Works Director
Allen Tusing, Public Works Department
Karen Simpson, Finance Director
Diane Ponder, Administrative Assistant**

Council discussed the job descriptions for administrative assistants.

Mrs. Conlon advised Council the administrative assistant for Public Works was promoted to administrative supervisor in February 1999, but the city has no position or job description for an administrative supervisor.

Chief Bright discussed the three clerical positions in the proposed budget vs. the original 2.5 positions. The city's Personnel Board recently reinstated an employee to the police department after hearing an employee's appeal hearing.

Two clerk-typist part time positions in the police department should be in the public works budget. Mrs. Conlon will correct.

Discussion ensued on the administrative assistant position to Mayor and Council. Mr. Hickey and Chief Bright briefly described responsibilities of their assistants.

Vice Mayor Bryant recessed the meeting at 5:55 p.m., announcing the meeting would reconvene at approximately 7:00 p.m.

Vice Mayor Bryant reconvened the meeting at 7:00 p.m.

The majority of Council agreed to place the position of administrative assistant to Mayor Council in the budget as advertised, fill the position with a beginning salary of \$27,000 and place the position at the first step of the grade in the pay plan. The

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job description will remain as an administrative assistant until additional descriptions and pay ranges are received from Florida League of Cities.

Mr. Hickey stated all his issues have been addressed.

Chief Bright recapped his department deletions of two vehicles and lights to outfit the vehicles and one officer. Chief Bright stated most of the vehicles have been serviced well and are operating. Any drive trains replaced carry a one-year warranty. If it becomes necessary to replace additional drive trains, the vehicle maintenance account will fund the repairs.

Mr. Tusing informed Council \$60,604 for repair and maintenance of water lines had been rolled over because that amount was spent in the 97-98 budget.

The proposed pay plan currently amounts to \$389,039. Mrs. Conlon informed Council she had looked at the plan to ensure each employee received a cost of living increase. Also included in this amount is a cost of living increase, for discussion purposes, for the department heads.

The Heritage Park account will be revised after a conversation with the Chairman of the Historical Commission.

Vice Mayor Bryant advised it was at the discretion of Council to accept public comment because of the meeting being a workshop. Comments concerning the pay plan were accepted from Lt Hannaford, Sgt. Gillium, Kerri Belzer, Corp. Ahler, Corp. Tyler and Karen Simpson. During the discussion with each individual, Chief Bright recommended an error be corrected and Corp. Ahler be raised a step.

Mrs. Simpson began a review of the funds.

General Fund transfer last year was approximately \$3 million. Currently the transfer will be \$1.4 million with the possibility of further reducing the transfer to \$761,000. The projection for General Fund is \$2.5 million in revenue.

In the General Fund, Public Works accounts for \$2 million of \$6.5 million. Mrs. Simpson explained the possibility of shifting of funds to an enterprise fund thereby reducing the necessity to transfer funds. She stated this would not reduce the overall deficit but it would eliminate the numerous transfers.

Mrs. Simpson spoke of the budget process this year vs. last year, the growth of the city, the way the city is working together to be more efficient, and how the city can afford a pay plan over the next few years. She also spoke of the storm water projects that will be reimbursed from the SRF loan as well as revenue that will be realized with the recent adoption of the reuse and sewer fees. Discussion ensued on

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whether the city should use construction loan funds to expand reuse or set a budget each year for the reuse expansion.

Mrs. Conlon spoke about the items that have been removed from the auditor's Management Letter, both from the staff level and Council's directives that have been instituted.

The self-insurance fund was not budgeted correctly. Mrs. Simpson advised Council approximately \$70,000 left in the internal service fund will be moved to the self-insurance fund.

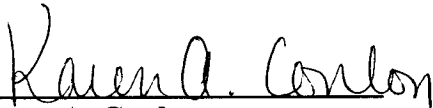
As recommended in past audits, enterprise sub funds will be consolidated.

It was consensus of Council to schedule a Saturday morning workshop beginning at 9:00 a.m.

Chief Bright asked that the longevity plan be considered at the next meeting.

Meeting adjourned at 9:00 a.m.

Minutes approved: October 1, 2001


Karen A. Conlon
City Clerk