

Palmetto City Commission
August 21, 2006 4:00 p.m.

Elected Officials Present:

Larry Bustle, Mayor
Mary Lancaster, Vice Mayor
Eric Ball, Commissioner
Tamara Cornwell, Commissioner (entered at 4:15 pm)
Tambra Varnadore, Commissioner
Brian Williams, Commissioner

Staff and Others Present:

James R. Freeman, City Clerk
Chris Lukowiak, Public Works Director
Frank Woodard, Deputy Public Works Director
Deputy Chief Mike Mayer
Tanya Lukowiak, CRA Executive Director
Karen Simpson-Deputy Clerk-Finance
Diane Ponder, Deputy Clerk-Administration

Mayor Bustle called the meeting to order at 4:04 p.m. A moment of silence was observed for our military personnel serving overseas, followed by the Pledge of Allegiance.

1. APPROVAL OF WORKSHOP AGENDA

MOTION: Mr. Williams moved, Mrs. Lancaster seconded and motion carried 4-0 to approve the August 21, 2006 4:00 pm agenda.

Mr. Freeman introduced William Harmon, the Finance Department's new senior accounting analyst.

2. PROPOSED FISCAL YEAR 2006-2007 BUDGET

The proposed FYE 2007 budget review resumed.

Code Enforcement

The major item Mr. Stollo discussed was his justification for requesting overtime vs. comp time for the code enforcement officer. He explained why code enforcement is active during special events and confirmed the department is active on Saturdays; both types of coverage are now comp time, which takes the officer out of duty during the week. Mr. Lukowiak stated he anticipates overtime decreasing if the new positions in the Public Works Department are approved. Staff was instructed to confirm if comp time must be used during the pay period in which it was earned.

No changes were made to the Code Enforcement proposed budget.

PUBLIC WORKS ADMINISTRATION

Overtime

The line item description was changed to Records Clerk II vs. Asst. Customer Service Supervisor. The change was made to reflect the position's title change.

Contract Services

Staff explained that a group of contracts were combined in this line item rather than being listed separately; many were moved out of Operating Expenses, thus its decrease.

Operating Expense

Deleted a duplicate Janitorial Services of \$5,031. Staff was instructed to review all Janitorial Services line items in the balance of the budget to ensure they were reported accurately.

ENGINEERING

Discussed the new position and its responsibilities. The position will not receive a vehicle. Staff will provide Commission a report regarding take home vehicles and how much the employee is charged for the use of the City vehicle. The report will also include the city wide total dollars involved in take home vehicle IRS expense and revenues. No changes were made to the proposed budget.

PLANNING

No changes were made.

PARKS & REC

The total of proposed new positions was correct to read four rather than five. The positions were discussed. Mr. Lukowiak was asked to supply a report listing the total City parks. No changes were made to the proposed budget.

FLEET MAINTENANCE

As a result of a July 2006 payment of \$7,000 for a tire changer, staff will confirm payment of \$8,400 for the tire changer. This item was paid for and will be reimbursed when the newest lease paperwork is completed. No changes were made to the proposed budget.

BUILDING DEPARTMENT

Mr. Lukowiak discussed the proposed reclassification of Sr. Permitting clerk to Permitting Tech II, Grade 106 – Step 1. The position is currently vacant but a new employee will be hired at the proposed grade and step. Commission requested that in future reclassification the current grade and step be included in the narrative. No changes were made to the proposed budget.

ROAD & BRIDGE

Staff was instructed to supply Commission an explanation of the revenue account, Charges for Services Provided.

Staff explained the Lot and Tree Clearing description. Staff will amend the description to include "preventative maintenance".

No changes were made to the proposed budget.

SOLID WASTE

No changes were made to the proposed budget.

WATER

The explanation for the three new vehicles will reflect the total of \$67,000 will be amortized over a four-year period.

Improvement not Buildings

Deleted the \$100,000 Backflow Installation, as it has been moved to the CIP.

CUSTOMER SERVICE

Deleted line item 4325366402 that contained no expense amount.

SEWER DEPARTMENT

No changes were made to the proposed budget.

WASTE WATER TREATMENT CENTER

No changes were made to the proposed budget.

REUSE

No changes were made to the proposed budget.

STORMWATER

Operating Expense

Staff was instructed to confirm the items contained in the \$8,500 line item; currently reads "Coffee/Call Tickets/Hepatitis Shots". No changes were made to the proposed budget.

CRA

Mrs. Lukowiak briefly discussed the proposed special events coordinator and how it differs from the Public Works facility coordinator.

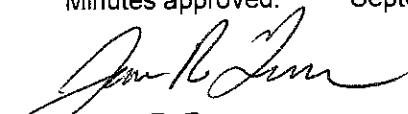
Mr. Freeman proposed revising the budget as amended for distribution prior to the August 28, 2006 meeting. Mayor Bustle stated legal services remain to be resolved and Mr. Freeman stated the proposed General Employees' Pension Plan changes also needs resolution. Mr. Williams suggested that the two items be added to the end of the 7:00 meeting, time permitting. Because of Mr. Ball's illness, he stated he would not be present at the 7:00 meeting, and would like to participate in the pension discussion.

Commission discussed the meeting schedule for September. She informed Commission the CRA Board would like a joint meeting with Commission to review the proposed budget, discuss proposed CRA plans and projects and seek Commission's input on items they feel CRA should address. The meeting was scheduled for August 28, 2006.

Commission agreed that the legal services would be added to the end of the 7:00 agenda, time permitting.

Meeting adjourned at 6:10 pm.

Minutes approved: September 12, 2006


James R. Freeman
City Clerk