

Palmetto City Commission
August 13, 2007 4:00 p.m.

Elected Officials Present:

Larry Bustle, Mayor
Eric Ball, Vice Mayor (entered at 4:05 pm)
Tamara Cornwell, Commissioner
Mary Lancaster, Commissioner
Tambra Varnadore, Commissioner
Brian Williams, Commissioner

Staff and Others Present:

James R. Freeman, City Clerk
Chief Garry Lowe
Chris Lukowiak, Public Works Director
Frank Woodard, Deputy Director-Project Management & Engineering
Tanya Lukowiak, CRA Executive Director
Diane Ponder, Deputy Clerk-Administration

Mayor Bustle called the meeting to order at 4:00 pm, followed by the Pledge of Allegiance to the United States Flag.

Mayor Bustle reminded Commission that to accommodate the Planning and Zoning Board meeting, the budget workshop would have a time certain end of 6:00 pm.

1. AGENDA APPROVAL

MOTION: Mrs. Lancaster moved, Ms. Varnadore seconded and motion carried 4-0 to approve the August 13, 2007 agenda.

Budget review commenced with the Public Works Department.

Mr. Lukowiak informed Commission that his budget was prepared using a projected 20% increase in insurance premiums. Since the preparation of the budget, insurance premium quotes have been received and they have decreased. Each department will be adjusted to reflect the decrease once the premiums have been properly allocated.

Public Works Administration

The vacant Office Assistant PT has been deleted from the budget. The vacant Customer Service Rep I will be retained in the budget. The balance of the department's budget was discussed, with no changes made by Commission.

Engineering

The Project Manager was reclassified as a result of additional supervisory responsibilities. The IT Department will explore the feasibility of purchasing small printers/scanner vs continuing a lease payment for a commercial copier/scanner. The balance of the department's budget was discussed, with no changes made by Commission.

Planning

Mr. Lukowiak justified the proposed base salary increase for the Planning Supervisor/Zoning Administrator to \$74,504 from \$55,614 by the deletion of the estimated \$100,000 expense of updating the Land Use Code. He is proposing that consultant Bob Schmitt be hired to fill the position, because he has the knowledge and expertise to undertake and complete the update. The position will not be provided an automobile. Mr. Lukowiak was asked to provide Commission the consulting fee Mr. Schmitt currently receives from the City and the current year-to-date figure

that has been expended. The balance of the department's budget was discussed, with no changes made by Commission.

Fleet Maintenance

The Equipment Mechanic II will be reclassified. The individual currently filling the position is the only licensed and certified mechanic in the department. The balance of the department's budget was discussed, with no changes made by Commission.

Parks

Mr. Lukowiak confirmed two Service Worker I positions have been deleted from the budget and one Service Worker II was removed and reassigned to the Sewer Department. Mrs. Simpson explained the Service Worker II line item position was removed from the budget.

Two foreman positions will be reclassified by promotion to Supervisor positions. The promotion will eliminate overtime for the two positions. Both individuals affected are aware the positions are salaried and that overtime will no longer be earned.

Commission requested updated information for the July 4th celebration showing total expenses and revenues. Mrs. Simpson stated a budget resolution is forthcoming amending the budget line item from \$15,000 to \$41,000 to properly record all expenses and revenues.

Clarification of the expenses associated with the Historic Cemetery was requested.

Commission discussed if budget proposals have been considered by staff based on what may happen as a result of the referendum in January. Mayor Bustle stated that regardless of the vote in January, the impact will not be faced by municipalities until the 2009 budget year. Ms. Varnadore suggested it may be wise to delay major purchases until the City knows the outcome of the January vote. Mr. Freeman stated that all operational expenses will be looked at across the board. He also stated that additional construction coming on line affects the budget.

The balance of the department's budget was discussed, with no changes made by Commission.

Building

The reclassification of the Plans Examiner to Deputy Building Official was justified because of the new rules and regulations of the Florida Building Code giving power to the Deputy Building Official. Mr. Lukowiak stated the individual is fully certified to fill the position.

Commission discussed the Building Department's projected deficit for the year and how continued deficits would eventually deplete the balance. Mr. Freeman estimated the fund balance for the department will be approximately \$900,000 at the end of fiscal year 2007; a projected deficit of \$250,000 for FYE08 will further reduce the fund balance. Mr. Freeman also commented on the allocation from the department that has been reduced. Referring to the deficit, Commission questioned the need for two inspectors. Mr. Lukowiak explained that the department continues to perform 700 – 750 inspections per month for permits that have already paid fees.

Mr. Lukowiak advised Commission an ordinance addressing re-inspections is being drafted. He also stated he has requested Burton and Associates to compare the City's building fees to surrounding municipalities.

The balance of the department's budget was discussed, with no changes made by Commission.

Road and Bridge

Mr. Lukowiak requested that Commission consider reinstating the currently vacant Sign Maintenance Tech position to the budget. He informed Commission the City can make the signs

but no one is certified to hang signs. Mrs. Simpson confirmed there are sufficient funds in the budget at this point of review for the position. Mr. Lukowiak stated that if the position is not reinstated another employee will have to be trained, which will require a salary adjustment during the year. Commission discussed training someone for the position rather than reinstating the positions. It was suggested that the Tuition Reimbursement line item could defray some of the costs of the training.

Ms. Varnadore requested an update on the Verizon locates, stating she did not recall the program lasting more than a year at an expense of \$25,000. Mr. Lukowiak informed Commission there have been issues with the locates and he intends to schedule a meeting with Verizon.

The balance of the department's budget was discussed, with no changes made by Commission.

Solid Waste

Mr. Lukowiak informed Commission there were no changes in this department. He did advise Commission he will bring forward a pass through increase from Manatee County of \$3 per ton.

Mr. Ball stated that he would like to have discussion on the sick-leave buyback funding included in the budget.

Water Department

Mr. Freeman discussed the increase in water penalties. Mr. Lukowiak confirmed one Service Worker I had been deleted from the budget.

The balance of the department's budget was discussed, with no changes made by Commission.

Mrs. Simpson confirmed the Enterprise Summary reflected an amendment to the projected budget totals for impact fee revenues. She opined it is good practice to amend the budget when significant changes have occurred in the budget.

Sewer

Mr. Lukowiak will confirm the number of positions that have been deleted in this department.

The balance of the department's budget was discussed, with no changes made by Commission.

WWTP

Commission made no changes to the proposed budget.

Stormwater

Commission made no changes to the proposed budget.

Reuse

Commission discussed the transfers in from the Road & Bridge and General Fund funds. Mr. Lukowiak stated a proposed rate increase will be brought to Commission at a future meeting. Commission made no changes to the proposed budget.

Mr. Lukowiak confirmed the safety program expense is balanced among the funds. Mrs. Simpson confirmed the depreciation is posted in all the Enterprise Funds.

Customer Service

Mr. Freeman stated the Bank Service Charges associated with the credit card on-line payment program contributed to the increase in the budget. The information Commission requested at a previous meeting is being compiled. Mr. Williams and Mrs. Lancaster again voiced reservations about funding \$14,000 to cover the cost of the program.

The balance of the department's budget was discussed, with no changes made by Commission.

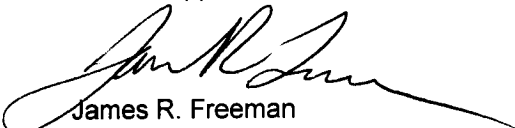
Mr. Freeman advised that as the Public Works assumptions stated, the debt service expenses for the \$5.6M CIP have been included in the budget. Discussion ensued on the level of debt the City should carry. Mayor Bustle stated the only affect the CIP has on the budget is the allocation of the debt service. Mr. Lukowiak confirmed the CIP has been presented but it has changed since its presentation.

Ms. Varnadore informed Commission she would **not be available for the August 14, 2007** budget workshop meeting and requested the CIP discussion be postponed until the next budget meeting. **Commission concurred.** She also suggested an updated version of the budget to review before CIP would be beneficial. Mr. Freeman stated he will revise the budget and shortlist the outstanding items for final review.

CRA budget will be discussed Tuesday, August 14, 2007. Mrs. Lancaster requested that Mrs. Lukowiak be prepared to justify the Facilities Coordinator and Special Event coordinator positions.

Meeting adjourned at 6:00 pm.

Minutes approved: Corrected and approved September 10, 2007



James R. Freeman
City Clerk