

Palmetto City Commission  
Budget Workshop  
July 16, 2008 5:30 p.m.

Elected Officials Present:

Larry Bustle, Mayor  
Tambra Varnadore, Vice Mayor  
Tamara Cornwell, Commissioner  
Mary Lancaster, Commissioner  
Brian Williams, Commissioner

Elected Officials Absent:

Eric Ball, Commissioner

Staff and Others Present:

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

Mayor Bustle called the meeting to order at 5:35 p.m., followed by a moment of silence for overseas military personnel and the Pledge of Allegiance.

1. AGENDA APPROVAL

**MOTION: Ms. Cornwell moved, Mrs. Lancaster seconded and motion carried 4-0 to approve the July 16, 2008, 5:30 p.m. agenda.**

2. FYE 2008-2009 BUDGET

Mr. Freeman briefly reviewed the changes to the Assumptions for 2009 Budget that were made pursuant to Commission's instructions. With a 2% COLA across the board, the budget remains balanced; Enterprise Funds' reserves were lowered slightly to reflect the salary increases applicable to each Fund. He confirmed no changes were made to transfer Building Department personnel to vacant positions.

Mr. Freeman referred to the Nextel summary that was provided for the City Hall and Public Works cell phone plan. Mr. Williams stated the walkie-talkie option is sufficient for some of the phones and opined it is not necessary for each employee carrying a cell phone to have 500 minutes and suggested having the pool of minutes allows the use of the phone beyond City business. Williams called for an audit of the last year's cell phone bills to determine the usage and long distance calls, stating the purpose of the audit is to show there is not a need for the number of pooled minutes in the plan because it allows people to use the phone indiscriminately. Mayor Bustle opined that it is not within the Commission's scope of responsibility to monitor an operational responsibility; if abuse is occurring, it is up to the department head to address the problem. Debate ensued, and ultimately resulted in direction to staff to perform the audit.

Mr. Freeman reviewed the additional information Commission requested showing the breakdown in incremental millage rate increases up to 5.16662. He reported the final medical insurance numbers have not yet been provided, but agent Mike Towns feels any changes will be minimal. Mr. Freeman informed Commission the budget does not fund any new debt. In preparation for



the CIP review during the July 21, 2008 workshop meeting, staff is determining funding that will be available for projects during the next year.

At Commission's direction, Mr. Freeman was instructed to eliminate the 2% COLA salary increase for the mayor and commissioners.

Commission began review of the 2008-2009 budget.

#### IT DEPARTMENT

0015135223: Confirmed Coban warranties were changed to \$5,000  
Confirmed USA e-forms Reporting System deletion of \$29,000  
Confirmed USA Mobil deletion of \$72,000 (both Coban items totaled \$101,000)  
The IT Specialist for PD remains in the budget.

Discussion ensued on the five vacant positions in the budget and the possibility of transferring individuals from the Building Department into the positions. Mr. Lukowiak reported he is already utilizing one of the inspectors part-time in the Project Manager position, which has been deleted. Commission suggested that the vacant Customer Service position be deleted this year and utilize one of the permit techs part-time in that position. Staff was instructed to confirm with Attorney Hall that utilization of Building Department personnel in other city positions is permissible by law. Mr. Freeman stated he will explore the possibility of sharing a Building Department employee in the Customer Service position. Ms. Cornwell suggested looking at a policy that will freeze all position as of a certain date prior to beginning the budget review.

0015136401: Deleted 1 laptop computer for PW totaling \$1,500  
Deleted 2 Laserfiche scanners totaling \$2,000  
Staff will confirm the need for six desktop computers. Mr. Freeman confirmed that as part of the COBAN, one server at \$6,500 will support the Netmotion software of \$8,700.

0015135413: Deleted 1 USA Training totaling \$600  
Suggested that staff review the entries in the account to determine if all are necessary. It was also suggested that local classes should be utilized to avoid additional travel expenses.

#### CITY ATTORNEY

The only change from last year's budget is that Litigation Fees of \$25,000, #0015143107, is now reduced by \$2,000, and moved to Operating Expenses from Litigation, #0015145223. The overall budget amount has not changed from FY 2007-2008.

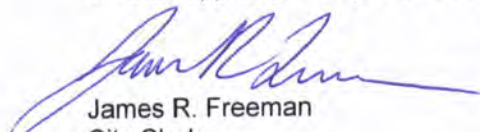
Commission requested an itemized bill from the City Attorney and a cost analysis of the savings the City realized by going to an in-house attorney. While discussing the attorney pass through fees, staff was asked to inform Commission of where the recent CDD filing fee was posted.

Staff was directed to allocate travel expenses in the account.

The next budget workshop is July 22, 2008 at 5:00 pm.

Meeting adjourned at 7:30 pm.

Minutes approved: July 28, 2008

  
James R. Freeman  
City Clerk