

Palmetto City Commission  
July 29, 2008 5:00 PM

Elected Officials Present:

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

Staff and Others Present:

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

Mayor Bustle called the meeting to order at 5:01 p.m., followed by a moment of silence for overseas military personnel and the Pledge of Allegiance.

1. DISCUSSION: FY 2008-2009 Budget

**MOTION: Mrs. Lancaster moved, Ms. Varnadore seconded and motion carried 5-0 to approve the July 29, 2008 5:00 pm agenda.**

The following actions were taken for the FY 2008-2009 budget:

Parks and Recreation

0015726401 Machinery & Equipment

Office Furniture of \$6,000 deleted  
Christmas Lights and a mower was moved to CRA

0015724051 Travel and Per Diem

Reduced to \$2,300 (verify if conferences needed annually)

Mr. Lukowiak confirmed that Fairs & Festivals was moved to CRA.

The cost of safety training and in-house training will be verified.

The following items were added to the pending list for further explanation, based on projections and last year's use:

0015724415 Miscellaneous Equipment

Miscellaneous Equipment	\$ 2,000
Port-o-let rental for	\$ 3,000

Repair and Maintenance

Misc Repairs-Facilities	\$22,000
Misc Repairs All Parks	\$22,000
Vehicle/Small Equipment Repair	\$11,000

0015725215 Fuel Oil & Lubricants

Vehicles	\$22,500
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0015725223 Operating Expenses  
Printer Cartridges (Newsletter) \$ 4,800

Building Department

Mr. Lukowiak informed Commission the part-time person in the Public Works Department administrative area will not be returning to work. He suggested that Public Works continue to fund the position, but transfer the position to City Hall. Public Works will use the Building Department personnel when necessary.

Discussion ensued on the HR Coordinator and Code Enforcement Officer position that was consolidated into the Code Enforcement Officer/Special Projects position. The new position will spend 75% of the day in code enforcement and the remaining 25% working with HR and on special projects. Mr. Freeman explained the position was not posted because he viewed it as reorganization; if posted, he would not have been able to eliminate the HR Coordinator position. The new job description will be forwarded to Commission.

The following items were added to the pending list for further explanation, based on projects and last year's use:

0015245223 Operating Expense  
Janitorial/Printer Cartridges \$ 500  
State Fee/Required Reports \$ 4,500

0015245242 Small Tools/Equipment  
Tools & Testing \$ 1,500

0015245401 Non-Capitalized Equipment  
Plan Files/Shelves \$ 1,000

0015245413 Technical & Training  
Training Seminars \$ 3,500

0015244051 Travel and per diem  
Certification Training \$ 6,000

0015245402 Office Furniture/Equipment  
Equipment as needed \$ 1,000

0015245412 Publications  
Code Publications \$ 2,000

Mr. Ball requested an explanation of how the Administrative Services transfer figure of \$92,000 is calculated.

Mr. Williams commented on the expense level of the department when no revenue is being collected; if going to retain the personnel, the department should be reviewed again. Mr. Lukowiak stated that using the projections as a guide, he will revisit the expenses.

Road and Bridge

The following items were added to the pending list for further explanation, based on projects and last year's use:

30754117401 Overtime  
Call Outs/Storms/Repairs \$ 4,750

3075414950 Locate Costs  
Verizon \$ 5,000

3075415302 Materials-Road Repairs

Mr. Lukowiak explained how this account has been utilized when unexpected problems have arisen. The entire cost center amounting to \$120,000 was added to the pending list.

Discussion ensued on the Sign Tech position. No adjustment was made to the budget. Employees earning certifications will fall under the new policy being developed that will require a set time period the employee will work after the certification.

3075416401 Machinery & Equipment

New Upgrades \$10,000

Discussion ensued on the bank service charges. Mr. Freeman explained the charges are allocated to the different funds, based on the balances maintained. Putting the banking services out to bid was briefly mentioned.

Solid Waste

Mr. Lukowiak informed Commission the presented budget does not reflect any amendments that have been discussed with Waste Management. Mr. Freeman projected the fund would be at a breakeven level at the end of the year. Mr. Williams requested the number of foreclosures; Mr. Freeman explained the ways the City would be made aware of foreclosures. Mrs. Lancaster requested a total amount of outstanding utility liens that have filed this year. Discussion also ensued on the implementation of the commercial stormwater rates and the additional expense if a solid waste rate increase is granted at this time.

The following items were added to the pending list for further explanation, based on projects and last year's use:

4035344634 Repair and Maintenance  
Repair and Maintain Vehicles \$ 3,500

4035345215 Fuel, Oil & Lubricants  
Fuel Usage \$ 5,000

Water Department

The following items were added to the pending list for further explanation, based on projects and last year's use:

4325334634 Repair & Maintenance-Vehicles

The entire cost center amounting to \$15,000 was added to the pending list.

4325334636 Repair & Maintenance-Utilities

The entire cost center amounting to \$40,000 was added to the pending list.

4325334751 Printing and Binding  
Shut Off Notices/Bulletins \$ 2,000

4325336301 Improvements not Buildings  
New Lines per Block \$ 2,500  
Replace Existing Water Lines \$ 2,500

4325336302 Improvements not Buildings  
Backflow Preventors \$40,000

Sewer Department  
No adjustments were made.

Customer Service

4325364051 Travel & Per Diem  
The cost center was reduced to \$500

The following item was added to the pending list for further explanation, based on projects and last year's use:

4325364751 Printing and Binding  
Printing and Binding \$ 7,000

WWTP

The following item was added to the pending list for further explanation, based on projects and last year's use:

4325375223 Operating Expense  
Quarterly Monitoring Wells \$35,000

Stormwater

4405384634 Repair and Maintenance  
Delete \$1,500 from the cost center

The following item was added to the pending list for further explanation, based on projects and last year's use:

4405384751 Printing & Binding  
Flyers/Notifications \$ 400

Commission discussed the effects the delay in implementing the new commercial rates would have on the budget, as well as the issue of mitigation credits.

The next budget meeting will be to discuss the CRA budget, which will be updated to reflect the expenses that have been moved to the budget.

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Deputy Chief Mayer informed Commission that K-9 Talon will be retired due to medical issues and stated he will request that he be transferred to his handler for a \$1 purchase price. The Police Department will not purchase a replacement K-9 because the Sheriff's Office provides that service to local municipalities.

Meeting adjourned at 7:03 pm.

Minutes approved: August 25, 2008



James R. Freeman  
City clerk