

Palmetto City Commission
July 21, 2009 5:30 PM

Elected Officials Present:

Shirley Bryant, Mayor
Tamara Cornwell, Commissioner
Mary Lancaster, Commissioner
Tambra Varnadore, Commissioner
Brian Williams, Vice Mayor
Alan Zirkelbach, Commissioner

Staff Present:

James R. Freeman, City Clerk
Chief Garry Lowe
Karen Simpson, Deputy Clerk-Finance
Allen Tusing, Public Works Director
Diane Ponder, Deputy Clerk-Administration

Mayor Bryant called the meeting to order at 5:48 p.m.

IT Department

After a discussion of the department, staff was instructed to look at the cost of reducing capital purchases, by researching at the use of the notebook computer and to look at reducing training expenses and office supplies.

The cost of privatizing the department was placed on the suspense log.

Discussion ensued on the City's website. Also discussed was the possibility of adding a business directory/blog, either on the City's website or a separate website, to be sponsored by the CRA.

City Attorney

No change was made to the proposed budget.

Finance Department

0015153201 Audit Services: Add \$4,000 as a result of the recently awarded RFP.

Pursuant to discussion concerning the department's staff level, staff was asked to gather staffing level information for like-size cities.

Commission decided to review the budget on an exception basis. Mr. Freeman requested that Commission delay discussion of personnel until later in the process. Chief Lowe discussed his desire to keep the Deputy Chief's position in the budget, but not fund it this year; he will internally restructure his department's duties, even possibly eliminating a lieutenant's position. He also commented on the police officer vacant position he prefers to keep in the budget, but not fund.

Pursuant to discussion concerning the City paying for tuition reimbursement for required continuing education classes to continue certifications, staff was asked to determine if other municipalities pay for this type of class.

Staff was instructed to look in every department for possible reductions in the following items:

- Uniforms, shirts and shoes, especially for administrative staff
- Training costs and per diem (CEU classes for continuation of certifications), including tuition reimbursement
- Office supplies

HR Department

Mr. Freeman confirmed that his employee in the DROP stated it would not be feasible for her to enter the DROP. Mr. Tusing stated his employees have asked what incentive the City will offer for them to enter the DROP by.

Staff was instructed to look at Consulting Services and Printing and Binding, again throughout the budget.

Code Enforcement

Add demolition costs of \$6,000 to Code Enforcement. Reduce Lot Clearing in the Parks Department by \$6,000.

Look at reducing the Training expenses. Staff was instructed that local training will always be selected over long distance training.

MOTION: Commissioner Varnadore moved and Commissioner Lancaster seconded to adjourn the meeting. Motion failed 3-2, with Commissioners Cornwell, Williams and Zirkelbach voting no.

Police Department

0015211101 Executive Salaries: If Deputy Chief's position was not funded, that would amount to \$109,830. He stated he would like to look at this position and a Lieutenant's position before making a decision.

0015211202: Chief Lowe stated that he wished to hold retired Officer McNeil's position in the budget, but eliminate the funding of approximately \$57,000, including benefits (\$37,000 position).

Discussion ensued on removing the four vehicles, which removed \$28,000. If one vehicle is purchased outright; \$28,000 will have to be added back to the budget. This topic will be brought back for further consideration.

0015211401: Mayor Bryant suggested drafting a document to be attached to Special Function Permits advising that the City will no longer provide police services for special events. Commission reduced the Overtime line item by \$30,000.

0015216401: Prisoner Partitions was reduced by \$2,000.

Funding for the vacant Crossing Guard positions will be investigated.

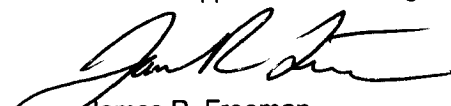
Commission authorized the dog food advertising sticker to be placed on the police vehicles so the City can receive free dog food for the K-9 units.

An updated version of the budget will be available for the next workshop meeting.

The July 29, 2009 Budget Workshop was cancelled. Mr. Freeman stated documents for the proposed millage rate will be placed on the August 3, 2009 meeting agenda. Staff is hopeful the results of the medical insurance RFP will also be available for the August 3, 2009 meeting.

Meeting adjourned at 8:20 p.m.

Minutes approved: August 17, 2009


James R. Freeman
City Clerk