

**CITY OF PALMETTO  
CITY COMMISSION BUDGET WORKSHOP MEETING  
AUGUST 19, 2014  
5:30 P.M.**

**Elected Officials Present:**

**Shirley Groover Bryant, Mayor (entered 5:58 p.m.)  
Jonathan Davis, Vice Mayor, Commissioner-at-Large 1  
Tamara Cornwell, Commissioner-at-Large 2  
Charles Smith, Commissioner, Ward 1 (departed at 6:55 p.m.)  
Tambra Varnadore, Commissioner, Ward 2  
Brian Williams, Commissioner, Ward 3**

**Staff Present**

**Jeff Burton, CRA Director  
Jim Freeman, City Clerk  
Allen Tusing, Public Works Director  
Scott Tyler, Deputy Chief of Police  
Deanna Roberts, Administrative Assistant**

**1. DISCUSSION: FISCAL YEAR 2014-2015 BUDGET (Jim Freeman)**

Vice Mayor Jonathan Davis called the meeting to order at 5:33 p.m.

Mr. Freeman presented Version 3 of the budget with a summary of changes that were made. A list of the nine changes is attached hereto and made a part of these minutes. Items 1-6 were previously discussed. Three new items 7-9 are all related to the general fund.

Items 7-8: Chief Wells has decided not to fund the lieutenant position at this time. He would like to use the funds for the vehicle associated with the position for portable radios to become compliant with the new frequency. This will allow for nine more radios, bringing the total to fourteen.

Item 9: Public Works has decided not to pursue a GIS Coordinator position. A vacant customer service position will be reclassified to a Compliance/GIS Coordinator position.

The General Fund is now balanced along with all the Enterprise Funds and the Building Department. There is even a small surplus in the General Fund for unexpected expenses.

Staff proposes a discussion of the CRA budget today, beginning on page 80.

Commissioner Cornwell asked about salary increases. Mr. Freeman reported that the budget reflects a step increase of approximately 3% for all employees, Commission and Department Heads, and a \$10,000 salary increase for the Mayor.

Commissioner Williams asked for dollar amounts associated with Items 7-9. Mr. Freeman informed Commission that they are shown on the handout provided at tonight's meeting. The handout is attached hereto and made a part of these minutes.

Regarding the reclassified customer service position, Mr. Tusing said the GIS Compliance Coordinator will support him and Mr. Vargas, as he no longer has an engineering department to do this work.

Commissioner Smith asked about the 3% increase and matching funds. Mr. Freeman explained that this is an increase in salary and the ability to contribute to a 457 B Plan. The City will match up to 10 percent of the Commissioners' salary per year in contributions to the deferred compensation plan.

Mr. Smith asked about an expense account for Commission. Mr. Freeman said the City will reimburse for business related expenses, and there is money allocated for reimbursement for mileage.

Commissioner Cornwell said in the past we were going to look at whether to continue membership dues on various boards. Following discussion it was decided to continue all memberships. The EDC was instrumental in getting It Works to come to the City. Commissioner Davis reported that the Tampa Bay Regional Planning Council keeps us apprised of impacts to the City from projects in the region. Mrs. Varnadore said it is important to have a voice on that Board. Mr. Tusing commented that it will be important to keep an eye on developments east of us and the potential impacts.

Commissioner Williams asked for a discussion of funded and unfunded positions in the budget. He asked why unfunded positions are shown. Mr. Freeman explained that the position may be needed, but it cannot be funded at the present time. At some point in the future it may come back to Commission.

Mr. Tusing gave the CIP as an example. He said he presents projects that cannot be funded, but they are needed. He said it would not be appropriate to present a CIP with only the projects that can be funded. Commission needs to know what is needed and what revenues will be needed to cover them in the future. He said unfunded positions show the staffing level at which the department feels they really need to be. Mr. Williams said he understands now.

Mr. Freeman reminded Commission that September 8 and 22 are the budget hearings. No more budget workshops are scheduled unless Commission feels a need for them. The CIP will come to Commission at the August 25 workshop.

Commissioner Varnadore asked the status of the reserves. Mr. Freeman will get the projections for her.

#### CRA Budget (Jeff Burton)

Commissioner Varnadore asked why there was an increase in the attorney fees. Mr. Burton said there was \$30,000 on this budget for litigation [Shell property]. This was a one-time increase.

Commissioner Williams asked if the \$81,000 should be reduced since the \$30,000 was for last year. Mr. Burton commented that the numbers are stale. These are not the numbers the Advisory Board approved. He said he will send a PDF to Commission as soon as possible.

Commissioner Varnadore questioned the \$50,000 for consulting. Mr. Burton said that will actually go up this year due to the multimodal project. They need funding for calculations for the LID component to go for SWFWMD grants. There is also preplanning for a community garden, updating the CRA Plan, and planning for a housing component for the CRA area. Money is also included for the redevelopment of Riverside Drive east and west this next year. All these are on the detailed spreadsheet.

Mrs. Varnadore asked about the parks maintenance plan under contract services. Mr. Burton said the CRA has taken over the maintenance of 5<sup>th</sup> Street. The CRA contracts for maintenance of specialized projects.

Mrs. Varnadore asked about the \$1 million allocation for the multimodal project in this year's budget. Mr. Burton said he expects to spend \$600,000 this year. He informed Commission that funds will carry over each year for quite some time to come. This could potentially be a \$10 million project that could span the life span of the CRA.

Commissioner Cornwell asked about the increase in travel and per diem in the CRA budget. Mr. Burton said several Advisory Board members and staff will be going through FRA certification and other courses.

Commissioner Smith asked if the insurance has been worked out for the multi-cultural festival. Mr. Freeman said staff is working with the Florida League of Cities and will report back to Commission on their research. It will be settled well ahead of the festival.

Mr. Williams asked for an accounting of page 87, line item 8214, Palmetto Utilities \$2,100. Mr. Burton said he thought it was for readiness-to-serve charges for CRA owned properties. He will check the number of properties and provide an accounting.

Mrs. Varnadore asked for overall bank charges. She opined that they are high.

Commissioner Williams noted there was nothing in the CRA budget for the fair. Mr. Burton said there will be bags provided for the fair, but the CRA will no longer fund the City booth for the fair because it is hard to justify promoting the City. It is a City booth and the CRA had ended up funding it and manning it the entire time. He said he did not want to get audited and have to answer that question.

Mayor Bryant informed Commission that she had asked organizations that are bringing their events to the City to partner with the City to add amenities to the parks.

Commissioner Varnadore asked for an update on the walking path at Sutton Park. There is no good place in the City to jog and she recalled the plan was to have the path extend into Lamb Park as well. She asked the distance of the path. Mr. Burton said he will bring the conceptual plan back to Commission and ask architect Jon Moore to brief Commission on both parks.

Mayor Bryant informed Commission that the City will be receiving forty-five trees to be planted in the parks.

Mr. Burton said there is about \$32,000 in the budget for upgrades at the Historical Park. The CRA received a \$5,000 safety grant from the Florida League of Cities for lights. The hand rails need to be redone. He has received an estimate of \$28,000 for all the planned upgrades. He would like to complete the upgrades before Christmas. He proposes to transfer funds from the contingency fund for the Sutton Park restrooms to use for the upgrades, but that will come back to Commission.

Mr. Freeman recommended cancelling the August 20 budget meeting and discussing the CRA budget at the regular workshop meeting on August 25. The first tentative budget hearings will be on September 8 and 22.

Mayor Bryant adjourned the meeting at 7:14 p.m.

Minutes approved: September 8, 2014

*James R. Freeman*

---

James R. Freeman, City Clerk