

**CITY OF PALMETTO  
CITY COMMISSION WORKSHOP MEETING  
October 19, 2015  
4:30 PM**

Elected Officials Present:

Shirley Groover Bryant, Mayor  
Brian Williams, Vice Mayor, Commissioner, Ward 3  
Tamara Cornwell, Commissioner-At-Large 2  
Jonathan Davis, Commissioner-At-Large 1  
Harold Smith, Commissioner, Ward 1  
Tambra Varnadore, Commissioner, Ward 2

Staff Present

Mark Barnebey, City Attorney  
Jeff Burton, CRA Director  
Jim Freeman, City Clerk  
Allen Tusing, Public Works Director  
Scott Tyler, Chief of Police  
Amber Foley, Assistant City Clerk

Mayor Bryant called the meeting to order at 4:31 p.m.

1. CAFR AWARD FOR FINANCIAL REPORTING ACHIEVEMENT

Mr. Freeman presented the Comprehensive Annual Financial Report (CAFR) Award for fiscal year ending 2014 to Karen Simpson, Finance Director and her staff, Donna Gross, Nixa Haisley, Penny Johnston, Cheryl Miller, Matt Misco, and Pam Simmons. This is the 10<sup>th</sup> year in the row that the City has received this award.

2. CITY SALARY STUDY DISCUSSION

Mr. Freeman explained that the last classification and compensation study conducted for the City and used to establish the current step and grade pay plan was conducted in 2003. The last external market study to compare City employee pay ranges was conducted in 2007. He stated that the need for a full classification and compensation study has become necessary in order to recruit and retain top talent by bringing the City up to market value, continue motivating current employees to perform at their best, improve employee morale, address potential compression issues, and to make any other necessary changes.

Mr. Freeman has budgeted money for a salary study to be completed this year. He and staff have contacted three vendors in total and are still awaiting more information from the third. The proposed scope would include but is not limited to:

- A full on-site study of the current pay plan
- Assessment of current position job descriptions
- Comparison of City pay structure to outside market
- Evaluation of existing employees for placement within a revised pay structure including experience levels, education and certification levels.
- Exploration of a total rewards plan that could include overall compensation for benefits, pension, and paid time off.

Discussion ensued between Commission and staff regarding step and grade plans, job description revisions, and the need to evaluate and compare overall benefits (health and pension). Mr. Freeman stated he and staff will keep working on this and bring back to Commission with more information once it has been received.

3. FY 2016-2020 CAPITAL IMPROVEMENT PLAN (CIP)

Mr. Freeman explained that the project cost for the Equalization Basin and Equipment (EQ Tank) will cost more than what was originally estimated, and, because of that, some other projects had to reduce funding on the CIP. A SRF Loan from the State has been requested for the EQ Tank and additional equipment project. Discussion continued regarding the EQ Tank project and the equipment.

It was clarified that any project listed on the CIP will not be funded by the CRA.

4. REZONE OF PID#2902000005 AND #2901800009 AKA SOCCER FIELDS (DISCUSSION)

This item was not discussed-will be brought forward to the next meeting.

5. CALENDAR OF EVENTS IN THE CITY

Staff presented a calendar of events from several facilities in the City as requested. Discussion took place between Commission and staff regarding special events and the impact on the surrounding areas. It was asked that staff modify the Special Function Permit to note any events that may be going on in the area that may be impacted by the event, specifically events that require road closures.

Mayor Bryant asked Commission if anyone could volunteer to attend the Leadership Manatee luncheon at Pier 22 from 12 p.m. to 2 p.m. October 21<sup>st</sup>. Commissioner Cornwell put the event on her calendar and will get back to Mayor with a definite response.

Mayor Bryant attended the Manatee County Substance Abuse Coalition (MCSAC) meeting today at the Palmetto Library. MCSAC stated they plan to adopt the City of Palmetto as the target City to work on prevention. Topics discussed included Ordinances and training adopted by the City in the past few years to deal with substance abuse.

Mayor Bryant adjourned the meeting at 5:54 p.m.

Minutes approved: November 2, 2015

*James R. Freeman*

James R. Freeman  
City Clerk