

**Budget Workshop  
Palmetto City Council  
September 17, 2001 5:35 PM**

**Elected Officials Present:**

**Pat Whitesel, Mayor  
Shirley Bryant, Vice-Mayor  
Tamara Cornwell, Council Member  
Donna Keefer, Council Member  
Mary Lancaster, Council Member  
Brian Williams, Council Member**

**Staff and others present:**

**Karen A. Conlon, City Clerk  
Capt. Kenny Bright, Palmetto Police Department  
Allen Tusing, Public Works Department  
Karen Simpson, Finance Director  
Diane Ponder, Administrative Assistant**

**Mayor Whitesel called the meeting to order at 5:35 p.m.**

**Continuing the police department proposed budget, Chief Bright stated he would like to purchase four new vehicles, assigning a vehicle to each officer as a take home automobile. Discussion ensued concerning the age of the current fleet, using funds to replace transmissions and engines rather than purchase vehicles, the necessity of each officer having a take home vehicle and the possibility of one new position and the purchase of two vehicles rather than four. Chief Bright stated he would like to provide vehicles as low as his sergeants and see Council develop a policy for take home vehicles.**

**MOTION: Mr. Williams moved to authorize an amount of money equal to one vehicle plus a \$50,000 line item for drive train replacement be put in the police department budget. Motion died for lack of a second.**

**MOTION: Ms. Bryant moved to put two cars into the budget.**

**Ms. Bryant noted that an aside to her motion was that the motion was working in conjunction with Chief Bright asking for only one additional officer and, based on how Council approves the salary plan, the two cars may be reduced to one. Ms. Bryant discussed the missions Council is trying to accomplish in raising the salaries of the city's employees and still maintain the level of service in the city. Mrs. Keefer seconded the motion.**

**Mr. Williams called for discussion and questioned if funds in Equipment Repair would be used to replace drive trains in the current fleet. Chief Bright stated the**

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**funds would not be used for systematic replacement, only repair to keep a vehicle in working order.**

**Mrs. Keefer seconded the motion and motion carried 3 to 2. Mr. Williams and Mrs. Lancaster voted no.**

**Mr. Williams asked Chief Bright to break out Capital Improvements and Capital Outlay by equipment and dollar amount in the future.**

**Capital Outlay Grants was reduced by \$20,000 for a total of \$50,000.**

**Mrs. Conlon asked for direction on the education reimbursement. It was consensus of Council that the city should pay for classes only. Mr. Williams stated the Personnel Policy needs to be amended if an educational program is established. Discussion concerning changes to the proposed plan ensued, with Council suggesting certain changes. Discussion ensued on the difference between technical & training and education expenses.**

**The issue was recapped as follows:**

**A \$7,000 education line item will be established and the Personnel Policy amended  
Department Head only approval is required prior to class attendance  
The class must be job related  
The class only will be reimbursed  
Employee must pass the class with a C grade  
Form for reimbursement will include additional grant funds being received by the employee  
Program will begin October 1, 2001**

**The decision to reimburse employees who have taken classes and were not aware of the city's reimbursement will be made at the next budget workshop.**

**MOTION: Ms. Bryant moved to have another budget workshop Thursday.**

**Mayor Whitesel recommended reconvening after the City Council meeting. Meeting recessed at 6:55 p.m.**

**Mayor Whitesel reconvened the meeting at 9:15 p.m.**

**Mrs. Conlon spoke about the reserves being brought forward in the current year's budget that was shown as revenues in past years and the fact Council was seeing true revenue in the proposed budget. Mrs. Conlon discussed how the city had**

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**improved its operation this year as reflected in the \$1.6 million reserve transfer vs. the \$3 million transfer last year.**

**The salary plan provided for review proposes 15 steps and 20 grades. Comments made at the August 17, 2001 meeting were followed; no one received an increase in excess of \$5,000, no one makes less than \$20,000 except part-time, sworn officers start at \$25,000 and the total increase comes in under the established \$400,000 at \$389,927.**

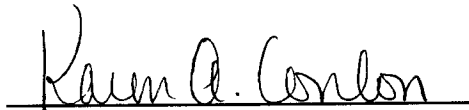
**The proposed salary plan includes two new police officers, two service worker 1 positions and a secretary/receptionist for city hall.**

**Chief Bright and Mr. Hickey advised Mrs. Conlon of changes they needed to make in their department's salary plan.**

**Discussion ensued on the administrative assistant position to Mayor and Council. Council instructed Mrs. Conlon to bring the job description for administrative assistants to Council for review before a decision is made on how to fill the vacancy.**

**Chief Bright discussed a longevity plan for the city, stating he was willing to sacrifice one officer to fund the plan. It is his estimation it will cost the police department \$8,000 and the city as a whole \$25,000.**

**Minutes approved: October 1, 2001**



**Karen A. Conlon  
City Clerk**