

Palmetto City Commission
September 15, 2004 4:00 PM

Elected Officials present:

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

Staff and others present:

Attorney Michele Hall
J. E. Free, Jr., City Clerk
Chief Garry Lowe
Chris Lukowiak, Public Works Director
Diane Ponder, Administrative Assistant

Mayor Bustle called the meeting to order at 4:05 pm. A moment of silence was observed for military personnel serving overseas, especially those who have made the supreme sacrifice, followed by the pledge of allegiance to the United States Flag.

Diane Ponder administered the Oath of Office to Commissioner-elect Tambra Varnadore.

1. APPROVAL OF WORKSHOP AGENDA

MOTION: Mrs. Lancaster moved, Mr. Williams seconded, and motion carried 5-0 to approve the September 15, 2004 4:00 agenda.

2. FISCAL YEAR 2004-2005 BUDGET

Mr. Free informed Council that based on the current 5.1645 mills per \$1,000, the distributed revised budget shows a surplus of \$61,964. He also distributed a reconciling worksheet listing eliminations from the budget initially presented August 6, 2004 with a \$210,000 deficit.

Commission discussed the proposed budget, requesting the deletion of the Chief Building Inspector position and the reinstatement of the \$3,000 contribution to the Tomato Festival \$1,500 to the multi-cultural festival. Council discussed the fact they would like to see free admittance into certain areas of the Tomato Festival, which Ms. Cornwell volunteered to discuss with the Manatee River Fair Board. They also discussed the City's participation in a multi-cultural fair should not occur if a for-profit business was sponsoring the event. Mr. Free will determine if \$3,000 was contributed to the Tomato Festival during this fiscal year.

Mr. Williams opined that when an amount is approved in the budget with no line item description the Commission should be made aware of what the expenditure entails. Mr. Free stated that when a budget change is made between cost centers or when a personnel change is made, the item is brought to the Commission for approval by resolution. When there is a capital expenditure for an item not included in the itemized detail, the Commission will be advised and an explanation provided. Mr. Free confirmed the Commission generally designates the recipient of funds within the 8212 account in the CRA budget.

Commissioner Williams broached the subject of a \$100 monthly expense allowance for the Commissioners and \$300-\$400 per month for the Mayor. Some Commissioners expressed their agreement the allowance was justified while others voiced concerns regarding documentation of expenses, how the allowance would be paid and how it would be reported to the IRS. They also discussed submitting expense reimbursement requests rather than receiving an automatic

expense allowance; Mr. Williams explained his stance that the reimbursement request would require additional staff time to prepare, process and maintain. Mr. Free stated he would individually discuss how each Commissioner wished to handle tax reporting issues. He also confirmed the budget contained a three percent salary increase for the elected officials.

Discussion ensued on an increase in the Mayor's salary; with the passage of the Charter referendum the position may become more of a full-time position. Mr. Williams mentioned a salary of \$30,000 for fiscal year 2004-2005, plus a \$5,000 increase each year for the next four years. He stated the expense account should exclude the Florida of Cities conference and any training seminars the Mayor attends. Discussion ensued on whether or not a full time mayor should be provided benefits. Mayor Bustle stated he would not be requesting any benefits, but if the City intended to go to a city manager form of government, that is an expense the City will incur. Mr. Free inquired how the \$3,400 contained in the budget for Mayor Bustle's cell phone should be handled. Mrs. Lancaster stated Mayor Bustle should advise the Commission of the amount necessary to allow him to attend the functions he should attend on behalf of the City. Mayor Bustle stated \$400 per month was a reasonable amount and a \$30,000 salary was not out of line.

Mr. Ball stated he was in favor of the general concept but the Commission lacked the information necessary to make a decision regarding the monthly expense issue. Ms. Varnadore stated she did not wish to vote on her own allowance because she had no idea yet what expenses she would incur. She further opined a raise for Mayor Bustle should be called a raise, not an expense, he should continue to submit expenses as they are incurred; he should be given the tools necessary to promote the City.

Mr. Free suggested leaving in the \$100 per month for the Commission and he and Attorney Hall would research any possible problems for giving an expense amount to the Mayor. He suggested the Commission could decide what the Mayor's salary should be and on October 4, 2004, presuming there is still a surplus, the budget can be amended after approval.

Attorney Hall stated there may be statutes that apply to a monthly expense. She also suggested that an expense amount may cut the process time but verification of expenses will have to be submitted. She will further research the topic and forward the information to the Commission.

The Trailer Park Trust Fund was briefly discussed. Mr. Free advised \$600,000 can be drawn from the trust fund, but is part of the unrestricted \$2.5 million General Fund balance.

Mayor Bustle confirmed with Mr. Free that to fund the fiscal year 2004-2005 budget there is no requirement to increase the millage from last year's rate of 5.1645 mills per \$1,000.

It was consensus of the Commission to approve the tentative budget as presented and defer the \$61,000 surplus into the City Clerk's account for future allocation by a budget resolution.

MOTION: Mr. Williams moved, Mr. Ball seconded and motion carried 5-0 to amend the order of the agenda by moving item four up to item number three.

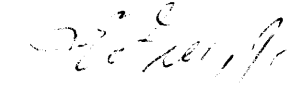
3. LOCAL MITIGATION STRATEGY

Robert Day, Hazard Mitigation Planner for Manatee County, explained the City has been involved in the development of the Hazard Mitigation Plan, with Risk Manager Ron Koper sitting on the board. Mr. Day informed the Commission FEMA has deemed the plan DMA2K compliant, which allows the adoption of the plan for an additional five years. The City has submitted its Capital Improvement Plan for addition to the Local Mitigation Strategy to assure additional points in grant applications. If the City wishes, it may add its approved floodplain management plan as an appendix to the LMS. He discussed the fact that if the City does not adopt the LMS the City may

be ineligible to receive FEMA funds. He discussed the two grants the City recently received to provide shutters for the central stores building and wastewater treatment plant. Adoption of the LMS will also provide City residents a twenty percent savings in flood insurance rates. It was consensus of the Commission to adopt the LMS by resolution at a subsequent meeting.

Meeting adjourned at 5:55 pm.

Minutes approved: October 4, 2004



J. E. Free, Jr.
City Clerk