

TERRILL L. HILL  
MAYOR-COMMISSIONER

TAMMIE McCASKILL  
COMMISSIONER

WILL JONES  
COMMISSIONER

JUSTIN R. CAMPBELL  
COMMISSIONER

RUFUS J. BOROM  
COMMISSIONER



DONALD E. HOLMES  
CITY MANAGER

LAUREN R. SHANK  
FINANCE DIRECTOR

JASON L. SHAW, SR  
CHIEF, POLICE DEPT.

CHRIS TAYLOR  
CHIEF, FIRE DEPT.

VALERIA BLAND THOMAS, ESQ.  
CITY ATTORNEY

SUNNI L. KRANTZ  
INTERIM CITY CLERK

Regular meeting 2<sup>nd</sup> and 4<sup>th</sup> Thursdays each month at 6:00 p.m.

**MINUTES  
CITY OF PALATKA  
Budget Workshop  
July 21, 2022**

The minutes of the proceedings of a special called workshop of the Palatka City Commission held on July 21, 2022, at 4:30 PM at Palatka City Hall, 201 N. 2nd St., Palatka, FL 32177.

The meeting begins at 1 hour 31 minutes 22 seconds on the YouTube recording: <https://www.youtube.com/watch?v=vbRB8zHy6cc> In accord with the State of Florida's retention schedule, this link will expire after two years.

**I. CALL TO ORDER** at 4:30 PM

**a. Roll Call**

Mayor Terrill L. Hill – Present  
Commissioner Tammie McCaskill – Present  
Commissioner Will Jones – Not Present, excused absence  
Commissioner Justin Campbell – Present  
Commissioner Rufus Borom – Present

Also present: Don Holmes, City Manager; Valeria Bland Thomas, City Attorney; Lauren Shank, Finance Director; Sunshine Neely, Planner; Also present via telecommunications technology: Sunni Krantz, Interim City Clerk; Alonzo Mulberry, City Chaplain; Lisa Walsh, Planning Director; Eddie Cutwright, Community Affairs Director; Virginia Jones, Human Resources Generalist; Kayla Wylie, Water Treatment Plant Superintendent; Jonathan Griffith, General Services Director

**II. PUBLIC COMMENTS - (Speakers limited to three minutes - no action taken on items)**

Floor was opened to public comment. Hearing none, the floor was closed to public comment.

**III. Agenda Items**

**1. PRESENTATION & DISCUSSION - Summary of Fiscal Year 2021-2022 and Discussion of Expenses for Fiscal Year 2022-2023**

Ms. Shank presented the decision units, of these the Jenkins Gymnasium, Comprehensive Plan, and positions of Public Information Officer and Assistant City Manager were given the go-ahead at the last Budget workshop.

Ms. Shank advised all personnel have been budgeted for a 5% cost of living increase.

Public Works sub-departments:

Ms. Shank presented the Facilities Maintenance Budget. Staff is proposing an operating budget for the facilities maintenance department, so we can run facilities maintenance costs through this budget.

Ms. Shank presented the Cemetery budget. Mayor Hill and Commissioner McCaskill asked concerning the restroom status and creating office space and covered area space at Oak Hill East cemetery. The Public Works department is working on making the area useable. Mayor Hill advised we need more than \$2,000 in building maintenance and asked Mr. Griffith to provide a 2 - 3 year plan for the cemeteries. Manager Holmes advised Ms. Turbeville, from Public Works has been successful in collecting past due balances at the cemetery. Manager Holmes and Mayor Hill discussed meeting with the local funeral homes to determine their needs.

Ms. Shank presented the Streets Department budget. The Department did increase by \$112,000, the majority being in salaries. The increase in salaries, is partly due to the 2 part-time Supervisors of the inmate work crew becoming full-time. Mayor Hill spoke of the plan in the coming year to create a criteria program to hire the inmate work crews after they exit the Department of Corrections. Ms. Shank advised Staff has added more money into the paving materials line. Mr. Griffith advised historically, we have not budgeted for stormwater maintenance. Recently, we had to move funds to repair a culvert at Lee and Jackson Streets. We presently do not have a person operating the backup vacuum truck. Commissioner Borom spoke of a couple flooding issues in the City. At this time, we do not have the staff for the stormwater maintenance as we pull workers from other areas to assist. Mr. Griffith recommended \$50,000 - \$70,000 for stormwater repairs. Mayor Hill requested a \$50,000 placeholder in the budget for stormwater maintenance. Manager Holmes requested to put an operator position in a decision unit.

Ms. Shank presented the Parks Department budget. There is a typographical error in the salaries line, which will be corrected. One of the Department of Corrections Work squad supervisors is budgeted in the Parks department. We have a supervisor and two workers in this department. Ms. Shank advised she added \$4,000 for repairs to Hank Bryan Park playground equipment. Commission discussion commenced concerning parks and potential ideas for maintenance and new parks. Mayor asked that when we spread out funding for maintenance of parks we look at Hank Bryan and Shaw Buck parks. Mayor Hill and Commissioner Borom asked for another \$15,000 to redo the basketball court at Shaw Buck park. Mayor Hill spoke of the possibility of a pickleball court with American Rescue Plan Act (ARPA) funding. He asked the numbers be brought back to the Commission allocating more funding for park maintenance.

Police Department:

Ms. Shank presented the Police Department budget. We have had funding for animal control officer, it is within the amount for "other salaries". Mr. Holmes spoke regarding the status of a potential partnership with the County for animal control. Staff has added funding in professional services for a quote for Verizon GPS for the vehicles. Staff has increased fuel up to \$150,000. There is \$20,000 towards the officer recruitment program. The 5-year capital plan expenses were itemized in the budget backup. There is a typographical in radar/laser units for 2026 it should be \$6,000.

**IV. Adjourn at 5:20 PM**

**Closing comments:**

Ms. Shank advised for on-going expenses we will be balanced. For certain expenses we may use reserves. Mayor Hill asked us to look at minimizing the dip into reserves to \$0.

**Ms. Shank is requested a 3rd workshop in August. Mayor Hill amenable to scheduling in the last week in August.**

ANY PERSON WSHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105 PERSONS WITH DISABILITIES REQUIRINGACCOMMODATIONS IN OROER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERKS OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REOUEST ACCOMMODATIONS.