# Finance & Budget Review Committee Meeting

155 Corey Avenue

7/7/2010
2:00 P.M.

Call to Order
Pledge of Allegiance
Roll Call

## REGULAR MEETING

1. Changes to the Agenda

2. Audience Comments

3. Approval of Minutes
   a. November 14, 2008

4. Action Items
   a. Establishment of procedure to record budget recommendations

5. Items for Discussion
   a. Discussion of Revenues
   b. Discussion of City Commission Budget
   c. Discussion of City Clerk Budget
   d. Discussion of City Manager Budget
   e. Discussion of City Attorney Budget
   f. Discussion of Planning Division Budget
   g. Discussion of Building Services Division Budget
   h. Discussion of Finance Division Budget
   i. Discussion of Library Division Budget
   j. Discussion of Parking Enforcement Division Budget
   k. Discussion of Police Department Budget
   l. Discussion of Fire Department Budget

## 6. Reports

## 7. Adjournment

**APPEALS**

If a person decides to appeal any decision made at this Meeting, they will need a record of the proceeding and, for such purpose, may need to ensure that a verbatim record of Meeting is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. 286.0105) the city does not furnish verbatim transcripts; interested parties should make the necessary arrangements for verbatim transcripts.

Agenda Material is available for review at City Hall on the Friday preceding the Meeting. In accordance with the American's with disabilities Act and F.S. 286.26, persons with disabilities needing special accommodations to participate in this Meeting should contact Connie Kest at (727) 363-9243 no later than four (4) days prior to the Meeting for assistance.

FINANCE & BUDGET REVIEW COMMITTEE

MINUTES

July 7, 2010

**CALL TO ORDER**

The Meeting was called to order by Chairman Pete Uebelhoer at 2:00 pm.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENT**

John Phillips, Sr.
Joanne Melodayo
John Samorajczyk
Thomas Gadacz
Pete Uebelhoer, Chairman

**ALSO PRESENT**

Karl Holley, Director of Community Development
Elaine Edmunds, Finance Director
Mike Bonfield, City Manager
Phyllis Ruscella, Library Administrator
Theresa McMaster, City Clerk
David Romine, Chief of Police
Dan O'Connor, Administrative Services Supervisor

1. **Changes to the Agenda**

None

2. **Audience Comments**

None

3. **Approval of Minutes**

**A motion was made that the Minutes of November 14, 2008 meeting be approved. The motion was seconded by Dr. Phillips and unanimously approved.**

## 4. Action Items

### a. Establishment of procedure to record budget recommendations.

Elaine Edmunds reminded the Board that in the past, if they had discussed something that they wanted to make a formal recommendation on, a motion was made and approved, then Elaine would report it. It was suggested that in order to better interface with the Commission, the Chairman of this Board should make an appearance at the Commission Workshop Meeting to more fully detail the recommendation that was being presented. The suggestion was approved by the Board members.

## 4. Items for Discussion

### a. Discussion of Revenues

Ms. Edmunds presented a report on revenues and gave a total projected decrease in the general fund of $459,636.00, the target number that has to be cut out of the budget. She also gave a brief report on expenditures.

Ms. Edmunds asked the Board if they could go to the Community Development budget next and the Board was in agreement.

### f. Planning Division Budget

Ms. Melodayo gave a brief report on this budget. There are no changes in personnel.

### g. Building Services Division Budget

Dr. Phillips stated that are there also no changes in Building Services.

Chairman Uebelhoer asked Karl Holley what was "duplicating" under paragraph 54-70. Mr. Holley explained that this was permits for vehicles to be on the beach.

Another question was asked relating to 55-29 regarding identification badges for taxi drivers and solicitors; is it currently a requirement that any solicitor that comes to the door wear a badge? Mr. Holley explained that this is a requirement of the current ordinance and that recently the Commission also added vehicles and drivers of "Free Ride", which are public conveyances, must also be licensed under the current ordinance.

Chairman Uebelhoer asked Mr. Holley where does his budget for Building Services overlap the facility maintenance that is charged to other departments. Mr. Holley explained that they do not charge themselves for permits although they do issue themselves permits for inspections and conduct inspections, which is an "off the books" transaction.

**A motion was made to approve recommendation of the Planning Division and Building Services Division Budgets for 2011 as presented. The motion was seconded and unanimously approved.**

Ms. Edmunds asked the Board if they could do the Police Department Budget next and the Board was in agreement.

**k. Police Department Budget**

Joanne Melodayo stated that there are some changes over last year and they will lose one Administrative Services Supervisor, one Meter Maintenance Supervisor and one Community Services Officer. Administrative Services will be transferred to the Finance Department which will allow for the elimination of the Contracts & Grants Administrator position, resulting in a savings of $82,981.00. Parking Enforcement has been moved to the Finance Department under Dan O'Connor.

A question was asked regarding overtime and scheduling. Chief Romine stated that they keep a close eye on overtime but there are times when an officer must go to court and this time is in addition to his regular shift. There is no overtime needed at change of shifts due to an overlapping schedule.

**Joanne Melodayo made a motion to approve recommendation of the Police Department Budget for 2011 as presented with the understanding that there may have to be some minor adjustments based on unforeseen occurrences. The motion was seconded and unanimously approved.**

**b. City Commission Budget**

Thomas Gadacz presented a brief outline of this Budget stating that there are not a lot of changes but there are a few adjustments regarding travel and training which went up $1,000.00 and the publication membership went up a little, but basically there are not any significant changes.

Mike Bonfield was asked about the City's lobbyists in Tallahassee and his response was that, to date, the City has received one allocation of $175,000 and they are working on others but things aren't easy in Washington. Grants are getting harder to get and much of the stimulus money is earmarked to state agencies. The City committed to three years and three years would be April of next year. The contract with the lobbyists can be cancelled at any time with a thirty-day notice. Mr. Bonfield is confident that the current lobbyist is as effective as any other lobbyist would be.

Phyllis Ruscella addressed the Board and explained the activities of a professional lobbyist.

Elaine Edmunds was asked what year to date spending on office supplies was for the Commission. Supplies to date total $642.88.

Chairman Uebelhoer asked if the Commissions travel and training expense, instead of being increased, be decreased. Mr. Bonfield stated that $1,200 for each Commissioner is on the very low end compared to most of the City's neighboring communities.

**Mr. Gadacz made a motion to approve recommendation of the City Commission Budget as presented and also request that the Commission evaluate the use of our Washington Lobbyists and is the City getting their "bang for the buck" when the contract comes up for renewal in April. The motion was seconded and unanimously approved.**

**c. City Clerk Budget**

Mr. Gadacz presented a brief outline of this budget and stated that there needs to be a correction in the FY 2010 personnel. It should be 3.625. Staffing was reduced by .5; projected staffing is 3.125. Also enclosed in the budget is the 2.0% cost of living. There are no additional election costs anticipated so there is a decrease from last year of $35,000 to $20,000. The reduction in the pension contributions is due to one of the employees entering the drop program.

**A motion was made to approve recommendation of the City Clerk Budget for 2011 as presented. The motion was seconded and unanimously approved.**

**d. City Manager Budget**

Mr. Gadacz presented an outline of this Budget. There is no change in personnel other than a reduction in unemployment benefits. The citywide tuition reimbursement program for employees has been eliminated and the allocation for promotional activities has been eliminated. Operational costs are going down and there is an overall reduction in the budget of about 9%. All salaries and wages do include the 2.0% cost of living increase.

Ms. Melodayo asked if the City was going to be reimbursed the money paid for fireworks due to the fact that they didn't go off this year due to operator error and the response was yes.

**A motion was made to approve recommendation of the City Manager Budget for 2011 as presented. The motion was seconded and unanimously approved.**

**e. City Attorney Budget**

Mr. Gadacz presented an outline of this budget to the Board and stated that he felt comfortable with the $200,000 allocation for the coming year. After discussion concerning the ongoing litigation, **Mr. Gadacz made a motion to approve recommendation of the City Attorney Budget for 2011 as presented. The motion was seconded and unanimously approved.**

Chairman suggested that the remaining items on the Agenda be continued until tomorrow, July 8, 2010.

**ADJOURNMENT**

There being no further business to come before the Board, the Meeting was adjourned.

Theresa McMaster
Theresa McMaster, City Clerk

Urban Uebelhoer
Urban Uebelhoer, Chairman

Minutes approved on: 8-23-2010