

# **FINANCE AND BUDGET REVIEW COMMITTEE**

## **MINUTES**

**May 3, 2012**

**2:00 p.m.**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

### **PRESENT:**

Joanne Melodayo, Chairman  
Jack Samorajczyk, Member  
Alan Johnson, Member  
Sandi Lyman, Member  
Jeff Munford, Member

### **ALSO PRESENT:**

Elaine Edmunds, Finance Director  
Rebecca C. Haynes, City Clerk

#### **1. Changes to Agenda**

Finance Director Elaine Edmunds requested that the minutes of July 18, 2011 and July 19, 2011 postponed until the next meeting. There were no objections.

#### **2. Audience Comments**

There were no audience comments.

#### **3. Approval of Minutes**

- a. July 18, 2011 (postponed)
- b. July 19, 2011 (postponed)
- c. October 27, 2011

**Member Samorajczyk made a motion to approve the October 27, 2011 minutes, as written. The motion was seconded by Member Munford and unanimously approved by a roll call vote.**

**4. Actions Items**

a. Election of Chairman

**Member Samorajczky made a motion to nominated Joanne Melodayo as Chairman. The motion was seconded by Member Lyman and unanimously approved by a voice vote.**

b. Selection of Department for Budget Review

Member Lyman volunteered to review the City Commission, City Manager, City Clerk and Community Development budgets.

Member Samorajczky volunteered to review the Fire and EMS budgets.

Chairman Melodayo volunteered to review the Information/Technology, Recreation, Finance and Library budgets.

Member Johnson volunteered to review the Police budget.

Member Munford volunteered to review the Public Services budget.

c. Scheduling Future Budget Committee Meetings

The Committee agreed to meet on July 16th, 17th and 18th of 2012, at 2:00 p.m., to review the FY 2013 budget.

d. Requests for additional information to be provided by staff

There was no additional information requested.

**5. Items for Discussion**

a. Review of 2011 Comprehensive Annual Financial Report

Auditor Pete Schatzel gave an overview of the 2011 Financial Report and answered questions. A copy of the Financial Report is on file in the Finance Department.

b. Review of Six Month Period ending March 31, 2012

Finance Director Elaine Edmunds reported that the utility tax revenue is approximately \$10,000 lower than what was collected last year and parking meter revenue is doing very well.

Finance Director Edmunds gave an update on grants and Police Department off duty over time that was required for the filming of a movie in the City, which she advised is reimbursable from the movie company. She also reported that the Recreation revenue is doing well, however the instructor fees decreased because the dance instructor is no longer at the Community Center. She advised that the parking ticket revenue was down compared to last year.

Finance Director Edmunds explained that most department expenditures are in line with what was projected and there is a \$50,000 appropriation request, for extra legal fees, going before the Commission for consideration. She stated that the Police overtime is 97% expended and will most likely require an appropriation before the end of the year.

Finance Director Edmunds explained that the Fire Department overtime costs, for fire inspections was not budgeted, but it generates revenue from the inspection fees to offset the costs. She reported that overall the General Fund revenues and Wastewater revenues are higher than what was collected last year and the Reclaimed Water fund is lower, due to repairs made to the system.

c. Overview of upcoming FY 2013 Budget

Finance Director Edmunds gave a power point presentation regarding the FY 2013 preliminary budget projections and pointed out that there is a decrease of \$278,000 in revenue and property values will remain the same as last year. She explained that the grant for a police officer expired and the City will need to budget the costs for the officer; there is an increase in EMS funding, Recreation revenue and the Board of Adjustment fees. She explained that parking and court fines are being decreased, based on last year's experience.

Finance Director Edmunds stated that the millage rate is project at 2.8569.

Finance Director Edmunds reported there are no proposed changes in personnel costs, and \$200,000 is proposed for extra legal fees. She advised that there is an estimated increase in insurance costs of 10% and that holiday decorations and fireworks are included in the budget. She stated that retirement contributions are being increased.

Finance Director Edmunds pointed out that the Police Station will be paid off in FY 2013 and reviewed the Capital Improvement Projects, Expenditures, Enterprise Funds, Revenues, and unfunded items. She advised that the General Fund has an estimated shortfall of \$939,600, for FY 2013.

Finance Director Edmunds reported that Fire Chief Graves obtained a \$700,000 FEMA grant to purchase a new fire truck and the City will only be required to fund an additional \$35,500.

Member Munford suggested sending a one page survey to the residents to inquire if they want to cut services or increase taxes.

Finance Director Edmunds stated that the City Manager was directed by the City Commission to seek a proposal from the Pinellas County Sheriff to provide police services for the City.

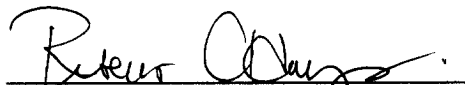
6. Reports

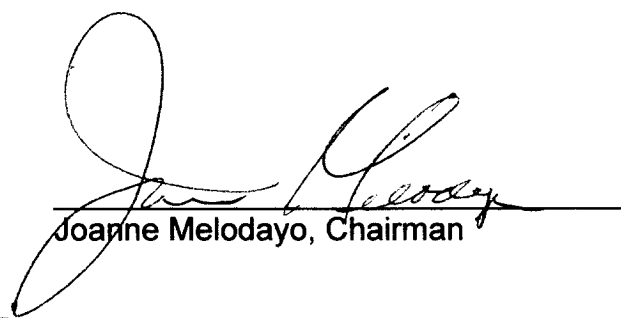
There were no reports given.

7. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:47 p.m.

Attest:

  
Rebecca C. Haynes, City Clerk

  
Joanne Melodayo, Chairman

Minutes approved on: 7-16-12