

FINANCE & BUDGET REVIEW COMMITTEE

MINUTES

JULY 16, 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:

Mike Bonfield, City Manager
Rebecca C. Haynes, City Clerk
Elaine Edmunds, Finance Director
George Kinney, Director of Building Services
Don Burkhardt, Director of Information Technology
Phyllis Ruscella, Library Administrator
Jennifer McMahon, Director of Recreation
David Romine, Police Chief
Dan Graves, Fire Chief

1. Changes to the Agenda

There were no changes to the agenda.

2. Audience Comments

There were no audience comments.

3. Approval of Minutes

- a. July 18, 2011
- b. July 19, 2011
- c. May 3, 2012

Member Samorajczyk made a motion to approve the July 18, 2011 minutes, as written. The motion was seconded by Chairman Melodayo and unanimously approved by a voice vote.

Member Samorajczyk made a motion to approve the July 19, 2011 minutes, as written. The motion was seconded by Member Lyman and unanimously approved by a voice vote.

Chairman Melodayo requested that the minutes of May 3, 2012 be corrected to reflect that she will review the Information/Technology, Recreation, Finance and Library budgets; and on page three the millage rate should be corrected to read 1.8569 and the budget shortfall should be corrected to read \$939,600.

Member Johnson made a motion to approve the May 3, 2012 minutes, as amended. The motion was seconded by Member Lyman and unanimously approved by a voice vote.

4. Action Items

- a. Establishment of procedure to record budget recommendations

Finance Director Elaine Edmunds explained that as the Committee reviews each of the individual budgets and recommends any changes she will keep track of the changes.

5. Items for Discussion

a. Discussion of Revenues

City Manager Bonfield gave a brief overview of the City's revenue and pointed out that the ad valorem taxes generate 35% of the City's revenue.

City Manager Bonfield gave an overview of the City's expenditures and pointed out that the personnel costs are 65% of the City's expenditures.

City Manager Bonfield reported that there are no pay increases for the employees in the proposed budget, no changes to the health insurance costs or the City's pension contributions and the City's liability insurance costs are reduced.

b. Discussion of City Commission Budget

There were no recommended changes to the budget.

Member Lyman made a motion to approve the City Commission budget, as presented. The motion was seconded by Member Johnson and unanimously approved by a voice vote.

c. Discussion of City Clerk Budget

There were no recommended changes to the budget.

Member Lyman made a motion to approve the City Clerk's budget, as presented. The motion was seconded by Member Johnson and unanimously approved by a voice vote.

d. Discussion of City Manager Budget

City Manager Bonfield pointed out that the Human Resources Administrator position is going from a part-time to a full time position.

Member Lyman made a motion to approve the City Manager's budget, as presented. The motion was seconded by Member Samorajczyk and unanimously approved by a voice vote.

e. Discussion of City Attorney Budget

There were no recommended changes to the budget.

Member Lyman made a motion to approve the City Attorney's budget, as presented. The motion was seconded by Member Samorajczyk and unanimously approved by a voice vote.

f. Discussion of Planning Division Budget

Member Lyman recommended increasing the classified advertising account to more accurately reflect what is actually spent.

Member Lyman made a motion to approve the Planning Division's budget including increasing the legal advertising account from \$6,000 to \$9,000. The motion was seconded by Member Samorajczyk and unanimously approved by a voice vote.

g. Discussion of Building Services Division Budget

Member Lyman suggested increasing the professional and contractual account from \$10,000 to \$15,000 to cover the costs for the Special Magistrate.

Member Lyman made a motion to approve the Building Services Division's budget, including increasing the professional and contractual account from \$10,000 to \$15,000. The motion was seconded by Member Samorajczyk and unanimously approved by a voice vote.

h. Discussion of Information Technology

There were no recommended changes to the budget.

Member Samorajczyk made a motion to approve the Information/Technology budget, as presented. The motion was seconded by Member Johnson and unanimously approved by a voice vote.

i. Discussion of Finance Division Budget

There were no recommended changes to the budget.

Member Johnson made a motion to approve the Finance Division's budget, as presented. The motion was seconded by Member Samorajczyk and unanimously approved by a voice vote.

j. Discussion of Library Division Budget

There were no recommended changes to the budget.

Member Johnson made a motion to approve the Library Division's budget, as presented. The motion was seconded by Member Samorajczyk and unanimously approved by a voice vote.

k. Discussion of Parking Enforcement Division Budget

There were no recommended changes to the budget.

Member Johnson made a motion to approve the Parking Enforcement Division's budget, as presented. The motion was seconded by Member Lyman and unanimously approved by a voice vote.

l. Discussion of Recreation Department Budget

There were no recommended changes to the budget.

Member Johnson made a motion to approve the Recreation Department's budget, as presented. The motion was seconded by Member Lyman and unanimously approved by a voice vote.

m. Discussion of Police Department Budget

Member Johnson stated that he did not recommend replacing the police boat.

The Committee held a general discussion regarding the condition of the boat and the replacement of the two motors.

Member Johnson made a motion to approve the Police Department's budget, deleting \$120,000 for a new police boat and adding \$40,000 for two new boat motors. The motion was seconded by Member Samorajczyk and unanimously approved by a voice vote.

n. Discussion of Fire Department Budget

There were no recommended changes to the budget.

Member Samorajczyk made a motion to approve the Fire Department's budget, as presented. The motion was seconded by Member Munford and unanimously approved by a voice vote.

Member Samorajczyk made a motion to accept the Fire/EMS budget, as presented. The motion was seconded by Member Johnson and unanimously approved by a voice vote.

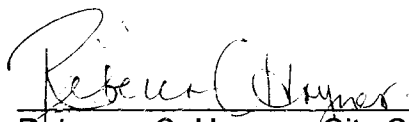
6. Reports

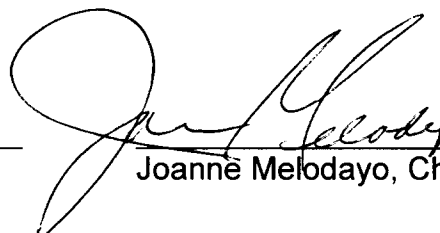
There were no reports.

7. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 4:00 p.m.

Attest:


Rebecca C. Haynes, City Clerk


Joanne Melodayo, Chairman