

FINANCE & BUDGET REVIEW COMMITTEE MEETING

MINUTES

JULY 12, 2017

1:30 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PRESENT:

Mary Hacker, Chairwoman
Joanne Melodayo, Vice Chair
Harold Hale, Member
Jack Samorajczyk, Member
Rebecca Lyons, Member

ALSO PRESENT:

Wayne Saunders, City Manager
Rebecca Haynes, City Clerk
Vince Tenaglia, Administrative Services Director
Jennifer Bryla, Community Development Director
Mike Clarke, Public Works Director
Betcinda Kettells, Library Administrator
Jim Kilpatrick, Fire Chief
Jennifer McMahon, Recreation Department Director

1. Changes to the Agenda

There were no changes to the agenda.

2. Audience Comments

There were no audience comments.

3. Review of Fiscal Year 2018 Proposed Budget

Vince Tenaglia, Administrative Services Director, explained the intent of the meeting to the board members and presented a PowerPoint presentation entitled "City of St. Pete Beach Proposed Budget Fiscal Year 2018."

The presentation covered the following categories:

- Process
- General Fund —~~Revenue Funds and Expenditure Funds~~
- Special Revenue Funds – Building Fund and Capital Improvement Fund
- Enterprise Funds
 - a. Wastewater Fund
 - b. Reclaimed Water Fund
 - c. Stormwater Fund
 - d. ~~Priorities~~
- Capital Improvement Plan
 - a. CIP Funding Sources
 - b. CIP Expenditures by Function
 - c. Thirty FY 2018 CIP projects
- Vehicle Replacement Plan

Committee Members determined the priority factor on criteria from the “City of St. Pete Beach, FY 2018 – FY 2022 Capital Improvement Plan” as follows:

Alley Improvements, Page 174

Public Health & Safety.....	5
Employee Health & Safety.....	5
Regulatory Mandate.....	2
Frequent Problems.....	5
Ability to Finance.....	5
Cost of Project.....	5
Generates Revenue.....	0
Generates Cost Savings.....	3
Ongoing Operation Costs.....	2
Age or Condition of Existing.....	5
Public Benefit.....	5
Public Demand.....	5
Synergy with Other Projects.....	5
Strategic Goal.....	5
Comprehensive Plan Component	2

Fire Department Dock, Page 175

Jim Kilpatrick, Fire Chief, gave information and answered questions from board members in regard to the dock and the boat lift.

Public Health & Safety.....	5
Employee Health & Safety.....	5
Regulatory Mandate.....	0
Frequent Problems.....	3
Ability to Finance.....	5

Cost of Project.....	5
Generates Revenue.....	0
Generates Cost Savings.....	0
Ongoing Operation Costs.....	2
Age or Condition of Existing.....	0
Public Benefit.....	5
Public Demand.....	3
Synergy with Other Projects.....	2
Strategic Goal.....	3
Comprehensive Plan Component	2

Fire Station 22 Improvements, Page 176

Jim Kilpatrick, Fire Chief, updated the board in regard to a fire station project of upgrades to include a fire alarm, a sprinkler system and a fire wall separating the living quarters and apparatus bay.

Public Health & Safety.....	5
Employee Health & Safety.....	5
Regulatory Mandate.....	5
Frequent Problems.....	5
Ability to Finance.....	5
Cost of Project.....	5
Generates Revenue.....	0
Generates Cost Savings.....	0
Ongoing Operation Costs.....	3
Age or Condition of Existing.....	5
Public Benefit.....	5
Public Demand.....	5
Synergy with Other Projects.....	5
Strategic Goal.....	5
Comprehensive Plan Component	3

Boca Ciega Isle Drive Stormwater Improvements, Page 177

Public Health & Safety.....	5
Employee Health & Safety.....	5
Regulatory Mandate.....	5
Frequent Problems.....	5
Ability to Finance.....	5
Cost of Project.....	5
Generates Revenue.....	0
Generates Cost Savings.....	3
Ongoing Operation Costs.....	3
Age or Condition of Existing.....	5
Public Benefit.....	5

Public Demand.....	5
Synergy with Other Projects.....	5
Strategic Goal.....	5
Comprehensive Plan Component	3

At this time there was a five-minute break.

- d. Fifteen future CIP projects
- e. Nine stormwater CIP projects
- f. Personnel by department
- g. Citywide expenditure recap
- h. Change in reserve balances

City Manager Saunders stated that the Finance & Budget Committee needed to accomplish the following:

- recommendation to the City Commission for the ad valorem rate of ~~3.15~~
- recommendation to the City Commission for the budget presented or the budget with any changes that the Finance & Budget Committee would like to recommend

Chairwoman Hacker suggested reviewing each department of the budget in detail from the "City of St. Pete Beach, FY 2018 – FY 2022 Capital Improvement Plan." The review began on Page 15 as follows.

<u>Page</u>	<u>Title</u>	<u>Discussed</u>
Page 15	General Fund Review	Admin Service Fees
Page 25	City Commission	Promotional Activities

Vice Chair Melodayo made a motion to accept the City Commission budget as presented for 2018. The motion was seconded by Member Samorajczyk and unanimously approved by a voice vote, (5 yes – 0 no).

Page 31	City Clerk	Legal Advertising, Professional & Contractual, and Election Expenses
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Member Samorajczyk made a motion to approve the City Clerk's budget for Fiscal Year 2018 for the amount of \$232,838. The motion was seconded by Chairwoman Hacker and unanimously approved by a voice vote, (5 yes – 0 no).

Page 36	City Manager	Auto Allowance, R&M – Equipment and Employee Insurance
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Chairwoman Hacker made a motion to accept the City Manager's budget for \$521,940 for the Fiscal Year 2018. The motion was seconded by

Chairwoman Hacker Member Samorajczyk and unanimously approved by a voice vote, (5 yes – 0 no).

Page 39 City Attorney Lawsuits

Chairwoman Hacker made a motion to accept the City Attorney's budget of \$330,000 for Fiscal Year 2018. The motion was seconded by Member Lyons and unanimously approved by a voice vote, (5 yes – 0 no).

Page 44 Community Development: Salaries & Wages; Professional &
Planning Contractual

Member Samorajczyk made a motion to accept the Community Development, Planning, for 2018 at \$423,972 Year. The motion was seconded by Chairwoman Hacker and unanimously approved by a voice vote, (5 yes – 0 no).

Page 50 Community Development: Personnel, Transient Rentals,
Code Enforcement and Volunteers

Ms. Bryla, Community Development Director, updated the board about Code Enforcement.

Chairwoman Hacker requested hiring additional code enforcement personnel.

Member Samorajczyk made a motion to consider adding a code enforcement person and the associated cost of a vehicle that is necessary with the 2018 budget. The motion was seconded by Chairwoman Hacker.

There was board discussion after the second.

The motion was unanimously approved by a roll call vote, (5 yes – 0 no).

Page 56 Administrative Services: Professional & Contractual, and a
Finance Line of Credit

Vice Chair Melodayo made a recommendation to accept the Administrative Services, Finance, Fiscal 2018 proposed budget of \$376,529 as presented. The motion was seconded by Chairwoman Hacker and unanimously approved by a voice vote, (5 yes – 0 no).

Page 60 Administrative Services: Professional & Contractual
Information Technology

Member Lyons made a motion to approve the forecasted 2018 proposed budget for Information Technology, Administrative Services, in the amount

of \$292,402. The motion was seconded by Member Samorajczyk and unanimously approved by a voice vote, (5 yes – 0 no).

Page 65 Administrative Services: Parking
 Library

Chairwoman Hacker made a motion to accept the Fiscal Year 2018 budget of \$622,061 for the Library. The motion was seconded by Member Lyons and unanimously approved by a voice vote, (5 yes – 0 no).

Page 70 Administrative Services: Revenues, Increasing Parking
 Parking Enforcement Fees

Member Lyons made a motion to approve the Parking Enforcement budget as proposed for 2018 in the amount of \$612,414. The motion was seconded by Vice Chair Melodayo and unanimously approved by a voice vote, (5 yes – 0 no).

Page 73 Law Enforcement Crime, Beach Patrol, and
 Special Events

Member Samorajczyk made a recommendation to approve the Law Enforcement budget as proposed for Fiscal Year 2018 of \$3,070,080. The motion was seconded by Chairwoman Hacker and unanimously approved by a voice vote, (5 yes – 0 no).

Page 79 Fire Department Overtime, Fire Squad, and
 Fire Suppression Station 22

Jim Kilpatrick, Fire Chief, answered questions posed by the board.

Vice Chair Melodayo made a motion to accept the Fire Department, Fire Suppression, 2018 proposed budget of \$2,687,576 as presented. The motion was seconded by Chairwoman Hacker and unanimously approved by a voice vote, (5 yes – 0 no).

Page 82 Fire Department FICA, Workers Compensation
 Emergency Medical Services

Member Samorajczyk proposed to accept the FY 2018 Emergency Medical Services budget as presented at \$1,831,685. The motion was seconded by Member Lyons and unanimously approved by a voice vote, (5 yes – 0 no).

Page 109 Recreation Sprinklers, Employee Insurance,
 Professional & Contractual,
 Programs, Revenues and

Special Events

Jim Kilpatrick, Fire Chief, updated the board in regard to the sprinklers that need replacing.

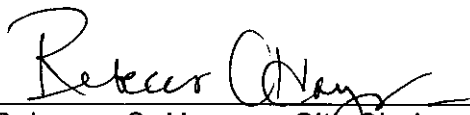
Jennifer McMahon, Recreation Department Director, answered questions posed by the board.

Vice Chair Melodayo made a motion to accept the 2018 Recreation budget at \$1,263,248 as presented. The motion was seconded by Member Lyons and unanimously approved by a voice vote, (5 yes – 0 no).

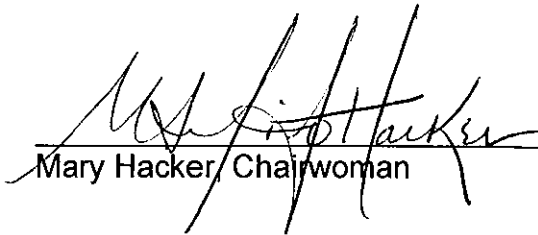
4. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 4:32 p.m.

Attest:



Rebecca C. Haynes, City Clerk



Mary Hacker, Chairwoman

Minutes approved on: 11/8/17