

City Commission
Community Redevelopment Agency Advisory Board
Budget Workshop
August 31, 2009 5:30 PM

Elected Officials Present:

Shirley Bryant, Mayor
Tamara Cornwell, Commissioner
Mary Lancaster, Commissioner
Tambra Varnadore, Commissioner
Brian Williams, Vice Mayor
Alan Zirkelbach, Commissioner

CRA Advisory Board Members Present:

Jeff Burton, Interim CRA Administrator
Nick Costides
Betty Ann Price
Charles Smith

CRA Advisory Board Members Absent

Sia Mollanazar

Staff Present:

James R. Freeman, City Clerk
Chief Garry Lowe
Karen Simpson, Deputy Clerk-Finance
Allen Tusing, Public Works Director
Diane Ponder, Deputy Clerk-Administration

Mayor Bryant called the meeting to order at 5:30 p.m.

The agenda was amended to consider the proposed CRA Budget as the first item.

1. CRA FISCAL YEAR 2009-2010

Mr. Burton began the review of the proposed CRA Fiscal Year 2009-2010 budget by explaining that the law mandates that all CRA revenue funds must be budgeted every year or return it the originating source, but the funds do not have to be spent. He also stated that all line item expenditures are allowed under Florida Statutes.

Mr. Burton reviewed the budget by each line item, explaining the items that were included in the budget at his arrival, and the new items he is proposing. He requested approval of the change in the Administrative Assistant title to Executive Administrative Assistant and the approximate \$3,000 salary increase, citing the change in daily responsibility as the reason for the proposal. Commission concurred. During discussion, it was also determined that the funds for the 8th and 9th Streets at 4th Avenue project previously approved by the CRA Board will be reinstated into the budget once it is determined what will be new construction and what will be considered repair.

Commission did not make any changes to the proposed budget as presented, other than the two previously stated, but did suggest the following research:

- Clarify and confirm the actual rental fee for the proposed neighborhood police storefront station
- Construction of a new park in the area of the construction project in Ward 1
- Unified beautification plan for the CRA District and citywide
- Sweat equity grants for homeowners in the CRA District
- Implementation of a residential grant program
- Additional demolition funds to the budget

As a point of information, the following items were briefly discussed:

- Creation of correspondence to Manatee County to indicate the CRA's interest in possibly participating in a hotel project at the Civic Center
- City expenses paid by the CRA totaling \$1,573,794
- Funding from the CRA loan for the Ward 1 project (\$750,000)
- Transfer of unspent funds that will be transferred to fund balance for use next year (Funding from Fund Equity)

- Development of a plan of use for the revenue derived from the sale of CRA property to the School Board

Mr. Burton stated that all of the items contained in the budget will be reviewed by the CRA Advisory Board, after which the projects will be presented to the CRA Board for approvals.

Mr. Freeman stated the budget, after approved by the CRA Advisory Board, will be presented to the CRA Board for approval at the September 14, 2009 meeting, with final approval occurring in the total City budget on September 28, 2009.

The CRA Advisory Board members departed the meeting at 7:10 pm.

Mayor Bryant recessed the meeting for five minutes.

Mr. Freeman stated Version 4 of the proposed budget is balanced and is based on maintaining the current millage rate of 4.6662 mills. The General Fund is approximately \$10.4 million. With the exception of the Building Department, which will be subsidized by \$147,000 of its reserve, all enterprise funds are balanced. City wide there is a projected \$439,966 surplus, which will be added to the appropriate reserve funds.

Commission made a final review of the City budget, and commented or made revisions, as follows:

- Staff will look into purchasing computer notebooks vs. the listed computers and advise Commission of the decision regarding the funding
- The police vehicles will each be funded at \$28,000 rather than the listed \$30,000
- Determine if City mechanics can perform the routine maintenance on police vehicles
- Cover sheets updated by the Finance Department will be reviewed and "per Commission" will be removed where appropriate
- Review the Parks Department assumptions page for validity; Mr. Tusing confirmed the chemicals contained in the Parks and CRA budgets will not exceed \$12,000 and will make any necessary adjustments before September 14, 2009
- Building Department Office Supplies reduced by \$1,000
- Water Operational Cost-Office Supplies \$1,750 (new entry); staff will inform Commission of the reason for the addition

Mr. Freeman confirmed insurance has been added for the mayor's position.

Mr. Freeman announced the September 1, 2009 meeting for the alcohol ordinance begins at 5:00 p.m. Commission established a time certain end for the meeting of 6:45 p.m.


The tentative millage and budget is scheduled for September 14, 2009, with the final millage and budget scheduled for September 28, 2009.

A notice on the Hidden Lake Cell Tower will be mailed to residents surrounding the park.

Announced she asked the School Board for a press release updating the baseball fields for inclusion in the News in Brief.

Meeting adjourned at 8:05 p.m.

Minutes approved: September 14, 2009


James R. Freeman, City Clerk