

CITY COMMISSION WORKSHOP MEETING
August 17, 2010
5:30 PM

Elected Officials Present:

Shirley Groover Bryant, Mayor (entered at 6:00 PM)
Tamara Cornwell, Vice Mayor, Commissioner-at-Large 2
Alan Zirkelbach, Commissioner-at-Large 1
Mary Lancaster, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3

Staff Present

Allen Tusing, Public Works Director
Rick Wells, Chief of Police
Karen Simpson, Deputy Clerk-Finance
Diane Ponder, Deputy Clerk-Administration

Vice Mayor Cornwell called the meeting to order at 5:33 p.m.

1. FY 2010-2011 BUDGET

Mrs. Simpson distributed a list of answers to budget questions raised at the previous meeting was distributed. A balance of \$216,000 remains to be resolved. She also distributed a memo regarding the creation of a Strategic Plan.

As an update from a previous meeting, Chief Wells will speak with Mr. Burton regarding the amount of reimbursement for police officers' duty in the CRA District. Mrs. Simpson gathered some detail on the IT Consulting line item, but stated Mr. Freeman will be better able to discuss IT Consulting when he returns.

Public Works

Mr. Tusing identified the vendors listed under Contract Services.

Line item 3421 Drug/Alcohol Screening: A more descriptive title to identify that the testing is post-accident was requested.

Line item 4212 Postage Meter: Staff was instructed to look at deleting the postage machine to remove the additional lease of \$900, plus an additional \$418 for maintenance per year.

Line item 4512: Reduced by \$2,793 because the Special Events policy was not renewed.

Line item 4599: Insurance Contingency typically populated with \$10,000 for each department head; \$5,000 will be added for Public Works and the Police Department and the \$10,000 in City Clerk will be reduced to \$5,000.

Staff was asked to bring a brief description of Risk Management's job responsibilities. Staff was also asked to investigate the publications and technical/training associated with the Risk Manager's position to ensure they are all necessary expenses.

Line item 4751 Printing and Binding: Staff was requested to research expenses used by each department; i.e. paper, envelopes, toner, etc. to reduce costs where possible. (IT purchases toner only for City Hall.)

Line item 5215 Fuel and Lubricants: Staff will determine if the amount can be reduced.

Mr. Tusing stated that all projected Operating Expenses 2011 totals will be changed to reflect 2010 levels.

Engineering

No changes were made.

Planning

No changes were made.

Fleet Services

No changes were made.

Parks & Landscaping

Mayor Bryant stated she and staff is exploring all possible ways to reduce the costs, including the privatization of this division, but the timeframe to accomplish such an undertaking is an issue.

Line item 4634 Repair & Maintenance.: Staff will research reducing the amount.

Line item 5200 Hurricane Supplies: Reduced to zero.

Line item 5274 Ag Museum: Staff was asked to determine how long the City committed to paying the utilities for the Ag Museum.

Mr. Tusing will also research the amount for fuel to determine if, like chemicals, CRA also paid a portion of the expense. The amount in Utilities will also be researched.

Mayor Bryant requested that Mr. Koper attend a meeting to brief the Commission on what their roles will be in the event of a hurricane.

Mr. Tusing confirmed 18 positions have been cut from the Parks division in the last 18 months.

Building Department

Mayor Bryant stated options for this department are also being explored.

Comment was made on the fact that the budget is higher than it was last year. Mr. Tusing stated he will review the operating expenses proposed in the budget.

Referring to the Transfer Out-Admin Services line item amount of \$44,373, Mrs. Simpson stated the figure is justified. She further stated that the proposed budget policy will be brought back as a resolution and the transfer allocation figure will be changed to 20% vs. the proposed 10%.

Mrs. Simpson stated the CRA funding to the Police Department will be reduced because the data gathered supports the smaller calculation. Discussion ensued on how data will be gathered so that future allocations can be properly documented. The CRA budget will be reviewed with Mr. Burton.

Staff was asked to reduce two percent of their expenses for discussion at the next meeting.

Mayor Bryant very briefly commented on a history of information contained in the DR420. She opined that the ¼ mill increase should be used by the City, that even with the increase taxes are increasing. She cited unfunded mandates as a very real concern the City may have to face. Staff was asked to prepare a comparison of differently valued homes to compare the change in value and taxes.

Staff was also asked to calculate what a one-percent pay increase would cost the City.

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Meeting adjourned at 8:05 pm.

Minutes approved: September 13, 2010

James R. Freeman

James R. Freeman
City Clerk