

**CITY COMMISSION BUDGET WORKSHOP
JULY 19, 2011
5:30 PM**

Elected Officials Present

Shirley Groover Bryant, Mayor
Alan Zirkelbach, Vice Mayor, Commissioner-at-Large 1
Tamara Cornwell, Commissioner-at-Large 2
Mary Lancaster, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3

Staff Present

Jim Freeman, City Clerk
Karen Simpson, Finance Director
Allen Tusing, Public Works Director
Chief Wells
Jeff Burton, CRA Director
Deanna Roberts, Administrative Assistant

Mayor Bryant called the July 19, 2011 meeting to order at 5:30 p.m.

1. FISCAL YEAR 2011-2012 BUDGET

Mr. Freeman provided a handout with a list of City vehicles listing the age and mileage, and a list of vacant positions and how long they have been vacant. This information was being provided based on Mr. William's request. Mrs. Simpson commented that some of the vacant positions listed are actually new positions.

Mr. Williams asked about the five police vehicles. Chief Wells said he has requested five new vehicles for the Citizens' Patrol. They will be purchased by the CRA.

Mr. Freeman reminded Commission that he is expecting the new insurance numbers on Thursday, and the tentative millage will have to be set; a decision is needed by the end of the month.

Mr. Freeman said he had been before the CRA Advisory Board and received approval for his sub-plan for Code Enforcement for an amount slightly less than \$40,000. He believes that there is a potential for \$200-300,000 in the sub-plans (justification for funding from CRA for participation in the CRA Plan).

Mrs. Varnadore asked when the final figures will be available. Mr. Tusing commented that he has to justify positions that go over and above regular city services, and it is sometimes difficult. Mayor Bryant said she will meet with Jim Freeman, Jeff Burton and Allen Tusing, then give Commission what they propose to take before the CRAAB. This should give a good estimate.

Mr. Tusing informed Commission that he is in the range of \$170,000 - \$190,000 that he thinks he can justify. He said building and the enterprise funds cannot be funded by the CRA. He is in the process of revising some job descriptions to require some certifications. Deputy positions are being retitled and will not be administrative positions. Mayor Bryant commended Public Works for maintaining its level of service, even though it has gone from 67 positions to 51 since FY 2008-2009; a 24% reduction.

Commissioner Cornwell suggested hiring officers from other areas, or our own department, to work overtime and eliminate the need for the new vehicles. Overtime would be cheaper than new vehicles, in her opinion. Mayor Bryant asked to discuss this with her at another meeting.

Mr. Freeman said there is a \$750,000 shortfall in the General Fund that the City must make up, either through additional revenues or reduction in expenses to balance the Fund. With previously discussed CRA funding, that leaves about \$500,000. He advised Commission they will have to take a hard look at the rollback rate this year. He is still hopeful that the health insurance will be less.

Chief Wells directed the Commission to the vehicle list. The non-CRA vehicles are: 644, 642, 645, 643 and 612. There are issues with mileage and with service; they don't stand up well for police purposes. The new purchases

will be police packages so they respond appropriately in emergency situations. They need rear-wheel drive which will mean either a Dodge Charger or a Chevy Caprice.

Commissioner Williams asked if the CRA can contribute to the financial software. Mayor Bryant stated it could work, but the City doesn't yet know what system or what cost it's looking at. He asked the Chief if he had to have six vehicles. Mayor Bryant asked to discuss this further at a later time.

Commissioner Varnadore asked about the status of the COBAN system, stating the City made a huge investment, and the program has been wrought with problems. Chief Wells reported that the USB ports are breaking down. Repairs cannot be made in the state of Florida; the systems have to be sent to Texas for a long period of time, and at a cost. He wants to get away from that type of system and phase in laptops. The COBANs are still being used, but they are being phased out. Mrs. Varnadore asked for a report on how much the City has spent on the system, including the IT work. Mr. Williams asked for the total cost to replace a COBAN system on one vehicle. Chief Wells will email that information to the Commissioners.

Mr. Freeman said he will provide DR420s at the next meeting with a couple of examples to compare. At the August 1 meeting, they will need to vote on the tentative millage.

Commissioner Cornwell asked if there is a formula for funding through CRA funds. Mr. Burton said the Police Department and Code Enforcement will be easy to measure. If there is a reduction in crime in the CRA, and a reduction in slum and blight, the funds are justified. Funds can be used for enhanced patrol. He offered to meet with each Commissioner to go over the law he is using to justify the CRA funds.

Commissioner Cornwell asked if there was a plan to provide skills for people; a way to prevent crime and offer an alternative. Mr. Burton said, as an example, the CRA Plan encourages a permanent MTI in the CRA District and promotes training for medical related jobs.

Commissioner Varnadore questioned Code Enforcement liens shown on page 19 of the budget. She thought the City should have collected more money than shown. Ms. Miller and Mrs. Simpson explained the accounting process and said they will submit a report.

Mrs. Varnadore questioned the amount transferred into the Trailer Park Fund. Mrs. Simpson said she has done a history, and the amount fluctuates yearly based on investments – the reason for the difference in the amounts shown for 2010 and 2011.

Commissioner Cornwell questioned the account Funding from Equity for Ward I, Phase 2. After discussion, Mrs. Simpson suggested she refer to pages 89-90 of the budget, which contain a report on the project showing a summary of revenues and expenses. This might help with any confusion.

Mrs. Lancaster asked how to determine in the budget how much CRA gave the departments. Mrs. Simpson said it is designated as CPIP/CRA funded.

2. ADJOURNMENT

The meeting adjourned at 7:00 p.m.

Minutes approved: August 1, 2011

James R. Freeman

James R. Freeman
City Clerk