

## CITY COUNCIL BUDGET WORKSHOP MINUTES

Monday August 3, 2015

### CALL TO ORDER

Council President Dowless opened the workshop meeting at 9:15 a.m.

The following attendance is noted by City Clerk Meeks:

#### **Attendees:**

Ray Bagshaw, Mayor  
John Dowless, Council President  
Mike Hendrix, Council Member  
Neil Powell, DDS, Council Member  
Pam Henley, Council Member (Teleconference)

#### **Absent:**

Dan Drummond, Council Member (family emergency)

#### **Staff:**

Bea L. Meeks, City Clerk  
Chris Francisco, Chief  
Shannon Patterson, Police Clerk/Accreditation

#### **Other Attendees:**

Bonnie Bagshaw  
Bob Olsen  
Lee Chotas  
Janie Drummond

Council President Dowless reminded everyone to not mention names but only positions as they discuss the draft budget. Council President Dowless referred to Mayor Bagshaw to begin the budget discussion.

Mayor Bagshaw said before he gave his comments on the budget, he wanted Chief Francisco to bring Council up-to-date regarding a robbery that occurred at an Edgewood business on Sunday.

**BUDGET:**

Mayor Bagshaw explained the Projected Change in Cash Position of City of Edgewood 2015/2016 worksheet that was provided to Council. The Mayor said that Council may want to establish a minimum reserve because there is not a minimum requirement; only a maximum requirement. The Mayor said the budget has been prepared with no red light revenues or expenses in the draft budget. The Mayor noted that the transfer from money market will change based on the approved millage rate. Mayor Bagshaw referred to the history of millage rates and comparison of revenues, and summarized the loss of revenues the City incurred because of the decrease in the millage rate over the years and decreased value in homes. Mayor Bagshaw provided a spreadsheet to show the comparison of the City's police department to other Orange County municipalities' police departments. Chief Francisco explained what some of the other Orange County municipalities are doing to help retain their staff. Mayor Bagshaw referred Council to the following statement provided in their packets:

*"The major difference between the cities compared is the large transient population due to our commercial/industrial districts. We also are the only city that has to patrol a major FDOT or County road with the traffic volume we have."*

<b>POLICE DEPARTMENT</b>
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Council President Dowless noted there is a \$108,000 increase salary difference in the police department from the 14/15 FY budget, and the salary difference in City Hall is a \$6,000 increase.

Mayor Bagshaw said the draft budget will show increases in the police department for computers, holiday pay, the addition of one patrol car, the addition of one police officer in the current fiscal year, increase in the City's contribution for the Florida State Retirement System (FRS), building renovation, Court time and accreditation. Chief Francisco explained the officers' holiday pay according to the City's agreement with the officers (CBA). In response to Council Member Henley, Chief Francisco said there are twelve paid holidays. Council Member Henley said she would like for the reserve pay to be shown separate from full-time officers on the

budget. Chief said that both of the Police Clerks' salary is increased based on Council agreeing last year to give half of the proposed increase in 14/15, and the other half in the FY 15/16 budget.

Council Member Henley reminded Council that the part-time police clerk was hired to help with finger printing. Subsequently, the position became full-time because of red light cameras. She said now the police department is proposing another part-time position to handle the finger printing. Council Member Henley said she feels the police department needs to restructure their services. Chief Francisco said he is willing to do whatever Council wants but the convenience and the revenues exceed what is expended.

In response to Council President Dowless, the Mayor said the City provides a "fit for duty" physical. City Clerk Meeks was asked to find out from the City Attorney why the City has to pay for a fit for duty physical when employees are provided insurance, and would there be any liability to the City if the fit for duty reports are provided to the City.

In response to Council President Dowless, Chief Francisco explained accreditation and the liability that can be associated with non-accreditation.

Mayor Bagshaw explained that he requested that the F-150 truck be sold, which will help reduce some of the costs for the purchase of a new police vehicle. Chief Francisco said he may still have issues with vehicles, even with the approval of another vehicle. The Chief said he planned on the purchase of two cars a year to maintain a rotation of vehicles. He said the number 58 car will cost \$2200 to repair so it will not be fixed. The Mayor said the purchase of cars needs to be spread out so that the City can get into a proper rotation. He recommended expending the \$2200 to repair the pool car to help get into a rotation. In response to Council Member Henley, Mayor Bagshaw said that there were mechanical reviews done on some cars however; there is no guarantee that they will make it through the next year. **Resident Bob Olsen said that he thought the 24/7 use of patrol cars does not compare to the normal use of a car. Mr. Olsen said he wanted to bring that to Council's attention because of the capital outlay shown in the budget.**

Council President Dowless noted that Information Technology is separated out from the previous budget. Mayor Bagshaw pointed out the City's IT person is very good at responding remotely to IT problems.

<b>CITY HALL</b>
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Council Member Henley said she has a concern with the salaries in City Hall. Council President Dowless asked the Mayor to summarize City Hall's budget.

Mayor Bagshaw notes the following:

- Change due to the addition of dependent coverage for one employee. He also updated Council on the proposed Obama overtime law that looks favorable to pass. The Mayor said that the Administrative Assistant position is currently an exempt position. He said based on the law, for the Administrative Assistant to remain as an exempt employee, the salary would have to be \$50,440. He said the alternative is to put additional monies in the budget for overtime in City Hall. He said overtime would be for assistance with the farmer's market and special events, HOA meetings and other meetings held in the Council Chamber that are scheduled by residents, Planning & Zoning meetings, and meeting coverage for the City Clerk when she is on vacation, sick or other reasons. He reminded Council that the goal is for the Administrative Assistant to be promoted to Assistant City Clerk.
- He explained that donations are in a separate line item in the draft budget.
- Separated Information Technology

Council discussed options for the Administrative Assistant's time. Council Member Henley suggested the Administrative Assistant not work on Friday. City Clerk Meeks explained that over-time is paid in the payroll period that over-time is worked and if the Administrative Assistant does not work overtime during a pay period, then they are getting a free day off. Staff was asked to provide a payroll summary for the next budget workshop.

Mayor Bagshaw confirmed for Council Member Henley that the \$20,000 in capital outlay is for carpeting and lighting in City Hall. He said he is waiting on quotes.

Mayor Bagshaw noted that Council Member Hendrix has expressed an interest in having a full-time accounting person. The Mayor said having a full time accounting person will eliminate the contract with McDermitt and the part time position in City Hall. Council Member Hendrix explained his reasons for wanting a full-time accounting person. His reasons included full accounting responsibility for the city, coordinate budget process for all departments, point person for audit, relieve Mayor of certain finance functions, i.e. banking responsibilities, assist with archive project, City Hall coverage, identify cost saving opportunities and research possible governmental accounting software for future migration from Peachtree. At the conclusion of the discussion, Mayor Bagshaw said he will provide a comparison for hiring a full-time accountant versus continuing services with McDermitt.

Council Member Henley said that if a person is hired to handle the City's accounting, they need to know governmental accounting. She said that she feels Council needs to agree on the

requirements of the job, the costs associated with the position and compare to the current costs as a contractual service. Council President Dowless said that McDermitt did not do what they were supposed to in preparing the budget. The Mayor said that McDermitt cannot do the budget process. He said they can put it together but they cannot estimate the revenues and other items necessary to put the budget together.

Council President provided the following summary:

- (1) There are concerns regarding increase in pay vs. incremental increase.
- (2) Request to provide payroll summary in the next budget workshop.
- (3) Consider hiring in-house accounting; asking is it in realm of the budget.
- (4) Agree on a millage rate
- (5) Mayor Bagshaw will provide a current year forecast (YTD actual thru July 2015 and budget for remaining months) to proposed budget comparison.

Mayor Bagshaw said the funds committed for the quiet zones are in an account on hold waiting for the installation of the quiet zones. The Mayor said he will “pull” the Capital Improvement Plan.

Mayor Bagshaw confirmed for Council Member Powell that he separate out donations to show designation. He said some of the donations come from sponsorships for the City’s special events.

<b>MILLAGE RATE:</b>
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Council President Dowless asked for a copy of reoccurring expenses. Mayor Bagshaw said this will be provided.

Mayor Bagshaw said if you look at the budget without red light camera revenues and with red light revenues, you can see the difference (68% vs. 74% reserve). He said \$175,000 to \$190,000 in red light revenues can be added, which will affect the reserve and the amount of money to transfer from money market. Mayor Bagshaw again asked Council Members what the minimum reserve amount should be.

***Resident Lee Chotas complimented the Mayor and staff for the time put into the budget, in particular with the details provided. He asked how close the actual budget versus carry-over is. The Mayor said there will be a carry-over. Resident Chotas thanked the Mayor and Council***

***President Dowless for their outreach through Tri-County and Metro Plan, which he said is beneficial to the City.***

Council Member Henley and Council President Dowless said they are comfortable with the 68% as a minimum in reserve.

Mayor Bagshaw said that Council might want to consider setting a 5.2000 millage rate. He told Council that it is because “we do not know if the value of houses will be sustainable, or decrease”.

Council President Dowless provided the following summary of requests and considerations:

- (1) Provide list of “big” salary increases.
- (2) Reduce days of service for red light camera and fingerprinting.
- (3) Need response from City Attorney regarding fit for duty physical.
- (4) Further review of staffing changes and scheduling.
- (5) Provide payroll summaries with redacted names.
- (6) Review having in-house accounting staff versus contracted accounting.
- (7) Agree on millage rate.
- (8) Separate reserve police officer’s salary from full-time officer’s salary.

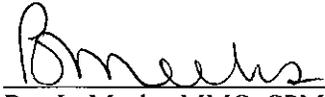
City Clerk Meeks confirmed that the next workshop is August 12, 2015 at 6:30 p.m.

**ADJOURNMENT:**

Having no further comments or discussion, the budget workshop adjourned at 11:52 a.m.

**ATTEST:**

  
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John Dowless  
Council President



Bea L. Meeks, MMC, CPM, CBTO  
City Clerk

Approved by City Council on August 18, 2015.