

CITY COUNCIL MEETING MINUTES
Tuesday, July 29, 2019 – Budget Workshop

CALL TO ORDER & ROLL CALL

Council President Horn called the July 29, 2019 City Council budget workshop to order. Council President Horn then referred to Mayor Dowless to present the fiscal year 2019/2020 budget.

The following attendance is noted:

Council Attendees

John Dowless, Mayor
Richard Alan Horn, Council President
Lee Chotas Council Member
Ben Pierce, Council Member
Chris Rader, Council Member

Absent

Council Member Fortini

Staff

Bea L. Meeks, City Clerk
John Freeburg, Police Chief
Shannon Patterson, PD Manager
Scott Zane, IT

DISCUSSION HIGHLIGHTS

- Mayor Dowless provided a spreadsheet showing the 6-year balance of the City’s money market account and the operating account. He said in 2013, the City had 3.3 million in reserves at the year’s end; the balance is now \$2.8 million.
- Brief discussion held regarding the revenues versus expenditures of the red light citation funds.
- In response to Council Member Ben Pierce, Mayor Dowless said the “Oakwater” annexations will not occur in this fiscal year. He said there are concerns with the rights-of-way and the POA’s ability to grant an easement. The attorney for Oakwater’s POA is reviewing the matter. Mayor Dowless said the annexations are currently on hold. The Mayor said \$50,000 needed to be added to the budget for paving the streets within the Oakwater Professional Center . *It was the consensus of Council to hold adding the \$50,000 and amend budget if and when necessary.*

- In response to Council Member Rader, City Clerk Meeks explained pass-thru fees and development and land use items that pass-thru fees apply to.

City Hall Expenses

- City Clerk Meeks gave an update regarding the hydraulic spill that occurred on Harbour Island Road during the debris pickup after Hurricane Irma. She said City Attorney Patrick Brackins is working to resolve the matter.
- In response to Council Member Chotas, City Clerk Meeks said that the Pine Castle Historical Society and probably Cornerstone Charter School would receive a donation from the City. Mayor Dowless confirmed the information.

PD Expenses

- In response to Council Member Rader, Chief Freeburg explained "Holiday Pay" and the overtime budget and what the expense amount is based on.
- City Clerk Meeks said the insurance rates should be in "this week"; therefore, the budget amount for health/dental/vision/life insurance will change for City Hall and the Police Department. It is anticipated that the amount will be lower than the 8% used for the budget.
- Mayor Dowless complimented staff for being as accurate as possible in their budgets.
- In response to Council Member Pierce, Chief Freeburg explained the recycling of radios, and the effect this process has on budget when it is time to upgrade the radios ("communications").
- In response to Council member Rader, Scott Zane explained the IT salary and the budget for computer equipment/consultants/software (516,499.01). Mayor Dowless said the IT salary applies only to employee Scott Zane's work related to IT, and not as a Reserve Police Officer. Chief Freeburg said that Employee Zane also handles police grants. Employee Zane explained the anticipated expenses for 2019/2020. In response to Council Member Rader, Employee Zane explained Office 365.

Council Member Rader left the meeting for a work-related conference call

- In response to Council President Horn, Chief Freeburg explained off-duty expenses.

Insurance/Contracts/Roads&Streets

- Mayor Dowless noted that Orange County's Fire & Rescue fees increased again.
- City Clerk Meeks said the City's budget for insurance with FMIT related to general liability, property, auto and worker's comp is based on a 10 percent increase.
- Chief Freeburg said the dispatch fee is based on the maximum of the contract.
- City Clerk Meeks said that the janitorial budget included some funds for janitorial supplies.

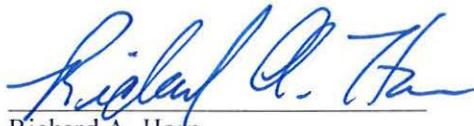
- City Clerk Meeks explained that the Local Option Gas Tax is a roads and streets revenue and is restricted for use in roads and streets. Mayor Dowless noted that the City's Capital Improvement Plan (CIP) needs to be perpetual so that the City's roads and streets are on a continued plan for maintenance and improvement. *It was the consensus of Council that the "Roads/Streets" budget should be \$125,000.* Discussion was held to move the roads and streets funds into the Center State Bank Roads & Streets account. It was agreed to speak to Tammy Campbell at McDirmit-Davis Accounting before making a final decision.
- Mayor Dowless said that Council will also be discussing banking access at another time.

10:54 a.m. Council Member Rader has returned to the workshop

- Council Member Chotas brought Council Member Rader up-to-date on Council's discussion regarding roads and streets and the roads and streets' reserve. Council Member Chotas commented that he thought the City should have \$168,000 in the new fiscal year for roads and streets.
- It was agreed that City Clerk Meeks would set up a conference call with Tammy Campbell for Mayor Dowless and Council Member Chotas, along with staff members, to answer some budget and accounting questions.

ADJOURNMENT

The City Council budget workshop adjourn at 11:46 a.m.



Richard A. Horn
Council President



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

Approved on August 20, 2019