

Ray Bagshaw
Mavor

Lee Chotas
Council Member

Pam Henley
Council Member

John Dowless
Council President

Neil Powell
Council Member

Susan Fortini
Council Member

CITY COUNCIL AGENDA
Workshop
City Hall – Council Chamber
405 Larue Avenue, Edgewood, Florida
Wednesday, August 10, 2016
6:30 p.m.

City Council Workshop meetings are for information gathering and discussion purposes. The City Council will not vote on any issues at Workshop meetings. The Council reserves the right to discuss additional items or delete items from the tentative agenda.

PLEASE SILENCE ALL CELLULAR PHONES AND PAGERS DURING THE WORKSHOP MEETING.
"THANK YOU" for participating in your City Government.

CALL TO ORDER

PRESENTATIONS

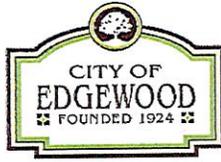
1. FY 16/17 Proposed Budget

ADJOURNMENT

UPCOMING MEETINGS: (All meetings begin at 6:30 p.m. unless noted otherwise)

August 16, 2016.....City Council Regular Meeting
August 22, 2016.....City Council Budget Workshop #3
September 6, 2016.....City Council Special Meeting

In accordance with the American Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, he or she should telephone the City Clerk at (407) 851-2920 or email at bmeeks@edgewood-fl.gov 48 hours prior to the meeting.



From the desk of the City Clerk....

Bea L. Meeks, MMC, CPM, CBTO

TO: Mayor Bagshaw, Council President Dowless, Council Members, Powell, Henley, Fortini and Chotas
DATE: August 4, 2016
RE: Proposed Budget Revision

Enclosed you will find the second *draft* budget for the 2016/2017 fiscal year. This *draft* is also based on 4.9500 mills, as was the first proposed budget. This *draft* budget reflects the following changes per your direction in the August 1, 2016 budget workshop:

1. Security cameras were moved from "Alarm System" into Capital Outlay. The budget amount is \$25,000.
2. Water and power utilities for City Hall and the Police Department have been separated out, and a budget for these expenditures has been placed in each department's respective budgets.
3. Insurance rates reflect the renewal rates provided to the City by Florida Municipal Insurance Trust (received after the budget workshop).
4. Janitorial services were reduced from \$15,000 to \$13,000.

Other Comments:

This proposed budget reveals a transfer of funds from reserves to the General Fund so that the City has a balanced budget.

Also, based on discussion held in the August 1, 2016 budget workshop, Council Member Henley requested that McDermit-Davis (MD) provides the following:

1. Create and run a monthly report with the columns- current year budget and variance with budget.

2. Obtain proposed budget from City staff, and MD will enter proposed amounts into Peachtree.
3. Create and run from Peachtree a report with the following columns – 2015 budget, 2016 proposed budget variance.
4. Create and run from Peachtree a report showing the following:
 - a. 2016 proposed budget using the 2015 millage rate.
 - b. 2016 proposed budget using proposed 2016 millage rate.
 - c. Variance in the two budgets.
5. As part of the entry/review of the above reports, and information provided by city Staff, MD will consider the following:
 - a. Identify any budget lines with large variances from the prior year.
 - b. Identify any 2015 budgeted items with no corresponding 2016 budget.
 - c. Verify budgeted red light revenues equal red light expenditures.
 - d. Provide average annual income for red light program, and include in footnote to budget schedule.
 - e. Identify the amount of reserves to be used in proposed budget, and any resulting budgeted deficit.

I provided McDermit-Davis with a copy of the revised budget on August 4, 2016.

Lastly, pursuant to discussion regarding off duty work and workers' compensation, I have emailed Medley Johnson at Florida League of Cities with the concerns expressed in the August 1, 2016 budget workshop. I did not have a response at the time of this memo.

CITY OF EDGEWOOD
 Draft Budget #2
 Revisions after August 1, 2016 Workshop

<i>Dept.</i>	<i>GL #</i>	<i>Account Description</i>	<i>FY 15/16</i>	<i>FY 16/17 (4,9500)</i>
City Hall	513620.01	Capital Outlay-City Hall Renovations	\$ 20,000	\$ 12,500
City Hall	513440.01	Office Equipment (Includes Copier Rental)	\$ 3,000	\$ 3,000
		<u>City Hall Total Operations Expenses</u>	<u>\$ 64,870</u>	<u>\$ 62,352</u>
General Fund / Governmental Operating Expenditures				
City Hall	513470.01	Printing Expenses	\$ 6,000	\$ 4,000
City Hall	531430.01	Utilities-Power	\$ 5,500	\$ 5,500
City Hall	533430.01	Utilities-Water & Sewer	\$ 2,500	\$ 3,000
City Hall	519460.01	Building Maintenance	\$ 7,500	\$ 7,500
City Hall	519150.01	Elections	\$ 3,000	\$ 20,000
City Hall	519461.01	Landscape/Beautification	\$ 12,000	\$ 10,000
City Hall	519492.01	Legal ADS-New Ordinances/Meetings	\$ 3,000	\$ 3,000
City Hall	519520.01	Recordings-Public Records	\$ 200	\$ 50
City Hall	574491.01	Donations	\$ 4,000	\$ 3,000
		<u>Total Governmental Operating Expenses</u>	<u>\$ 43,700</u>	<u>\$ 56,050</u>
		<u>Total City Hall Expenses</u>	<u>\$ 303,540</u>	<u>\$ 345,150</u>
General Fund / Police Department Personnel				
Police	521151.01	Salary Expense-Officers	\$ 728,840	\$ 741,508
Police	521130.01	Reserve	\$ 15,000	\$ 10,000
Police	521121.01	Salary Expense-PD Clerk-Admin Staff	\$ 94,831	\$ 95,743
Police	521124.01	Administrative Clerical Support		\$ 39,812

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Police	521116.01	Salary Expense-Code Enforcement Officer	\$ 39,021	\$ -
Police	521140.01	Overtime Pay (PD)	\$ 15,000	\$ 15,000
Police	521141.01	Court time	\$ 7,500	\$ 8,000
Police	521150.01	Incentive Pay-State Mandate	\$ 15,600	\$ 16,000
Police	521160.01	Holiday Bonus	\$ 4,400	\$ 4,000
Police	521152.01	Longevity Payments	\$ 18,000	\$ 19,800
Police	521210.01	Payroll Taxes-FICA	\$ 67,881	\$ 78,500
Police	521220.01	FRS Admin. Staff	\$ 10,624	\$ 12,000
Police	521221.01	FRS Officers	\$ 167,300	\$ 187,000
Police	521230.01	Health Insurance	\$ 143,450	\$ 163,907
Police	521231.01	HRA	\$ 34,000	\$ 36,000
Police	521153.01	FTO	\$ 3,000	\$ 2,000
Police	521154.01	Off Duty	\$	\$ 25,000
Police	521162.01	Holiday Pay (Per LBA)	\$ 45,572	\$ 45,000
Police	521123.01	Part-time Clerk/Ref. Red Light Cameras	\$ 12,480	\$
		Total Personnel Expenses	\$ 1,422,499	\$ 1,499,270
General Fund / Police Department Operating				
Police	521310.01	Professional Services-Testing/Evaluations	\$ 27,971	\$ 20,000
Police	521430.01	Utilities-Water/Sewer	\$ 2,500	\$ 1,000
Police	521431.01	Utilities-Power	\$ 8,500	\$ 8,500
Police	521455.01	Statutory Insurance	\$ 910	\$
Police	521541.01	Education Reimbursement	\$ 12,000	\$ 5,000
Police	521462.01	Building Renovations/Maintenance	\$ 16,900	\$ 20,000
Police	521410.01	Communications	\$ 10,400	\$ 10,400

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Dept.	GL #	Account Description	FY 15/16	FY 16/17 (4,9500)
General Fund / Information Technology				
IT	516120.01	Salary Expense	\$ 14,450	\$ 14,450
IT	516150.01	Holiday Bonus	\$ 200	\$ 200
IT	516210.01	Payroll Taxes - FICA	\$ 1,102	\$ 1,102
IT	516220.01	Florida State Retirement (FRS)	\$ 1,050	\$ 1,087
IT/CH/PD	516499.01	Computer (Consulting/Software/Network/Internet-CH & PD)	\$ 73,028	\$ 50,000
		City Hall (14,000)		
		Police (59,028)		
		<u>Total Information Technology</u>	<u>\$ 89,830</u>	<u>\$ 66,839</u>
General Fund / Grant Expense				
City Hall	521910.01	Neighborhood Partnership Grants Program	\$ 10,000	\$ 10,000
		<u>Total Grant Expenses</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Capital Outlay - Facilities				
City Hall/Police	513641-01	Security Camera	\$ -	\$ 25,000
		<u>Total Capital Outlay -Facilities</u>	<u>\$ -</u>	<u>\$ 25,000</u>
General Fund / Contract - Expense				
City Hall/Police	519490.01	Alarm System	\$ 1,000	\$ 1,000
		<u>Total Alarm Expenses</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>

CITY OF EDGEWOOD
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Dept.	GL #	Account Description	FY 15/16	FY 16/17 (4.9500)		
General Fund / Legal Services						
City Hall/Police	514310.01	Legal Counsel	\$ 60,000	\$ 60,000		
City Hall/Police	514320.01	Code Enforcement Magistrate	\$ 5,000	\$ 5,000		
City Hall/Police	514330.01	Red Light Hearing Officer	\$ 4,475	\$ 2,500		
		<u>Total Legal Services Expenses</u>	<u>\$ 69,475</u>	<u>\$ 67,500</u>		
General Fund / Contracts and Consultants						
Fire/Rescue	522400.01	Orange County Fire/Rescue Contract Fee's	\$ 565,011	\$ 592,095		
Police	521340.01	Orange County Dispatcher Fee's	\$ 73,000	\$ 70,229		
		<u>Total Fire & Rescue Expenses</u>	<u>\$ 638,011</u>	<u>\$ 662,324</u>		
General Fund / Contracts and Consultants						
City Hall	539310.01	General Engineering	\$ 35,000	\$ 50,000		Increased for NPDES
		<u>Total Engineering Expenses</u>	<u>\$ 35,000</u>	<u>\$ 50,000</u>		
General Fund / Contracts and Consultants						
City Hall	513320.01	Auditor	\$ 23,500	\$ 26,000		
City Hall	513321.01	Bookkeeping Services	\$ 35,000	\$ 35,000		
City Hall	519340.01	Payroll Services	\$ 4,000	\$ 3,000		
		<u>Total Accounting Expenses</u>	<u>\$ 73,500</u>	<u>\$ 64,000</u>		

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Dept.	GL #	Account Description	FY 15/16	FY 16/17 (4,9500)
City Hall/Police	513340-01	Janitorial Services	\$ 11,000	\$ 13,000
		<u>Total Janitorial Expenses</u>	\$ 11,000	\$ 13,000
General Fund / Contracts and Consultants				
City Hall	515310.01	Planning Fees	\$ 27,000	\$ 20,000
City Hall	515315.01	Reimbursement - Pass-Thru Fees	\$ 5,000	\$ 5,000
	515313.01	Market Analysis	\$ 13,500	\$ -
		<u>Total Planning Services</u>	\$ 40,500	\$ 25,000
General Fund/Residential				
City Hall	534130.01	Solid Waste Cost (Residential)	\$ 195,000	\$ 185,000
		<u>Total Garbage Collection Expenses</u>	\$ 195,000	\$ 185,000
General Fund / Red Light Camera				
City Hall	513670.01	Red Light Citations	\$ 486,305	\$ 440,000
		<u>Total Red Light Expenses</u>	\$ 486,305	\$ 440,000

CITY OF EDGEWOOD
 Draft Budget #2
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	15/16 FY	16/17 FY	5.2000
<u>SUMMARY</u>			
REVENUES	\$ 3,846,598	\$ 3,710,446	\$ 3,782,747
TRANSFER FROM RESERVE	\$ 301,087	\$ 350,286	\$ 277,985
TOTAL REVENUES	\$ 4,147,685	\$ 4,060,732	\$ 4,060,732
EXPENDITURES			
City Hall	\$ 303,540	\$ 345,150	
Police Department	\$ 1,703,780	\$ 1,782,770	
Insurance/IT/Grants/Contracts/Consultants	\$ 1,697,415	\$ 1,676,412	
Roads/Streets	\$ 442,950	\$ 256,400	
TOTAL EXPENDITURES	\$ 4,147,685	\$ 4,060,732	\$ 4,060,732
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