

**CITY OF BELLEVIEW
WORKSHOP MEETING**

**BELLEVIEW CITY HALL
COMMISSION CHAMBERS**

August 11, 2004

6:00 P.M.

MAYOR STEVE BAIRSTOW
Seat 1 COMMISSIONER ABSHIER
Seat 2 COMMISSIONER NADEAU
Seat 3 COMMISSIONER CHAFFIN
Seat 4 COMMISSIONER ANDERSON

PRESENT: MAYOR BAIRSTOW; COMMISSIONERS: ABSHIER, ANDERSON, CHAFFIN, NADEAU; PWD MONROE, IT COORDINATOR TOWNE, CITY CLERK MC KAMEY, DEPUTY CITY CLERK DeGENNARO

PW BUDGET REVIEW AND GENERAL FUND BUDGET

Commissioner Chaffin turned the Budget Workshop over to Clerk McKamey who gave a brief overview of the budget. The Clerk stated that the General Fund was out of balance by \$263,655.00 and that was based on the current millage rate of 4.0272.

The City did not annex int a lot of property in 2003, but the ad valorem tax was \$3,600 which came from the four parcels on N. Highway 441; Wendy's, Counsell and Cooper properties on 55th Ave Road. Future developments that are in the process include Diamond Ridge, Cobblestone 2 and Chicken Ranch and annexation pending for Cobblestone North.

The Clerk stated that the City would bring forward only half the cash balance forward that it did last year. Wages were based on 2.8% COLA which was the average of various cost of living data and 0-3% merit. The Clerk stated that she was also asking that the General Fund Pension be increased this year by half percent from 7.5% to 8% that was halted last year because of budget restraints. The Police Department's figure will automatically increase based on the actuary report and the City will contribute 7% to the Defined Benefit Plan for the officers this year.

The employee bonus was increased fro full time from \$100 to \$250; for part time from \$75 to \$125 which would cover the taxes that are now being taken out of the bonus. The account number was changed from #4900 to #501225 reimbursable account in the personnel section. Also included in the reimbursable account in the personnel section were items i.e. telephones and cell phones which are taxable.

The Clerk stated that the budget this year had a tremendous decrease in Workers' Compensation from an exp. Mod of 1.55% to .91% which resulted in a savings to the City of \$55,000.

The Attorney requested that the City pay for his health insurance coverage which would costs the City \$2,870 and there was an increase to cover the first year of GASB which was approved at the Commission meeting on 8/3/02.

The Clerk stated that the Water/Sewer Fund was in balance as per the rates the Commission tentatively approved when the rate study was done.

Proposed New Employees: f/t Community Development Coordinator for Administration; f/t Technician for Streets and Park/Rec; p/t cashier to f/t in Water & Sewer.

Commissioner Abshier stated that the numbers are through July so there are three more months that would be included and the Clerk stated that was correct.

The Clerk stated that this year all routine expenses for the Commission were split out between the General Fund and Water & Sewer.

General Fund Capital Outlays:

7 Laptop computers for Commission, Attorney, and the Deputy Clerk, projector, display cabinet for artifacts comes to \$20,600.

Commissioner Nadeau entered the meeting at this time.

IT Coordinator Towne explained that the software license and the software come to \$3,600; the laptops are split out \$1,800 from W&S and the rest came out of General Fund. The projector for the Commission Room was \$4,000.

Commissioner Abshier asked about the \$4,000 for the cabinet for the artifacts which was important to the City. On consensus vote: YES: Abshier, Chaffin, Nadeau, Anderson
NO: Bairstow

Commissioner Anderson stated to split the \$4,000 in half and use \$2,000 for the cabinet and \$2,000 for a good projector. Commissioner Abshier stated to leave the money there and if the IT Coordinator does not use it for the laptops, then use it for the cabinet. Mayor Bairstow suggested to use the money first on the projector, then on the computers, and then on the cabinet.

Mayor Bairstow discussed the training for the Commission that was budgeted. The Clerk stated that the Florida League of Cities keeps money in training so the Commission can go to the annual conference.

Commissioner Anderson stated under operations the Commission is being charged \$250 maintenance on the building. The Clerk stated that operations account has \$3,200 which was split between the General Fund and Water & Sewer. Commissioner Abshier stated that years ago we asked the Clerk to identify the department that uses the money and at that time the general fund was paying rent to tent the fire hydrants. That should never have been done because the City was using general fund money to subsidize W&S. The Clerk stated that the IT Coordinator worked to set up the maintenance and repair accounts for the Commission room so that it could be budgeted. We spent over what we budgeted last year for repair and maintenance and we can now allocate it properly. The Clerk stated that there are repair and maintenance throughout the budget so we can allocate what it cost to run each department. Mayor Bairstow

stated that should come out of both General Fund and Water & Sewer. Commissioner Chaffin stated before it was there last year under General Fund, but it was there. The Clerk stated it was allocated to the departments that use the funds so you need to look in Administration, Police Department, Parks & Recreation.

Commissioner Chaffin stated that she feels these expenses should be split and Commissioner Abshier, Nadeau and Mayor Bairstow were in agreement. The Mayor stated that should have been done in the past as well. Commissioner Anderson stated he was not in agreement because for three years the W&S was not charged for office supplies. Commissioner Chaffin stated it was charged, but in General Fund not in W&S. The Mayor stated it was in the City budget in the years past, but in different locations. It is in W&S now, because it should have been in the past.

Commissioner Chaffin asked what associations we are members of and the Clerk stated we discussed paying the membership for the Economic Development Council, Florida League of Cities and Hear of Florida. Commissioner Abshier stated EDC deals with Ocala and Marion County and a huge amount of their budget goes towards trying to bring high ay into this area so we should be a member to show support for what they are trying to do for Marion County. Mayor Bairstow stated hew was opposed, because it is hard to find people to attend those meetings. Commissioners Nadeau and Anderson were in agreement with the Mayor.

Commissioner Chaffin asked the Mayor to restated how he wanted the money allocated and the Mayor stated projection equipment/system, computers, and cabinet. Commissioner Abshier stated to get a real good projector, but three screens is too much and IT Coordinator Towne stated he was envisioning two dropdown screens, one for the audience and one on the opposite side for the Commission. Commissioner Chaffin stated we will have laptops so you don't need a dropdown screen for the commission and Commissioner Abshier agreed.

Commissioner Abshier asked about account #1201 where merit increases went from \$4,000 to \$12,000 and PWD Monroe stated there were no merit raises that year just COLA, and this year we are asking for both. Commissioner Anderson asked why are we changing the bonus and Commissioner Chaffin stated that she met with the Department Heads and when the audit was done we were told that the taxes should have been taken out of the employee bonus. The City wants to take away the \$100 health insurance reimbursement which should have been taxed. We decided to take that insurance reimbursement away and add the extra \$50 to the employee bonus to make it equitable for tax purposes because after taxes they only get \$75. Ms. Byrd stated that from now on the taxes would be taken out of the bonus.

Commissioner Chaffin stated this year Workers' Compensation reduction was awesome. Mayor Bairstow stated that some kind of safety program could be devised which awards the employees for accident free days. Commissioner Anderson stated why not leave it, if the employees did not have any WC claims then you get the \$100 and this way you keep safety first, not attendance to get the money. Commissioner Anderson stated to throw out the bonus and give the employees 25% of what we saved this year for having fewer WC claims. Mayor Bairstow stated that is encouraging employees not to report accidents and that needs some thought. Commissioner Abshier stated that the City does not want to be in that position and we would be encouraging people not to report claims.

The Clerk stated that the reason the bonus was increased was because on the employee survey the health benefits were rated as the number one issue and number two was the employee bonus. Commissioner Abshier stated to raise the bonus to \$150 and leave the health insurance refund alone. Mayor Bairstow stated that only 12 employees used the employee health insurance refund so discontinue that benefit. Commissioner Nadeau was in agreement with the Mayor. Mayor Bairstow stated to raise the bonus to \$150 and Commissioner Nadeau stated to raise it to \$150 flat bonus per employee, plus a one time \$100 bonus for reduction in WC rates. Commissioner Abshier stated he agreed to make the bonus \$150, but not tie it to Workers' Compensation. The PWD stated that the Commission is considering taking away the insurance reimbursement of \$100, but the deductible is now up to \$500 so that \$100 reimbursement helped a little and it was income for 12 employees of which, he was one.

Commissioner Chaffin stated this issue will be brought back up for more discussion.

Mayor Bairstow stated account #3100 does that include the Attorney Insurance and the Clerk stated no that was under account #2300 and that was split between Administration and W&S Departments. Commissioner Chaffin asked how the City Attorney can be covered under the City's insurance when he is not a City employee and the Clerk stated he could be covered under the City's policy. Commissioner Abshier stated that the Attorney is a valuable resource and he would rather pay the insurance instead of having the Attorney charge the City more money per hour. Commissioners Nadeau, Anderson and Mayor Bairstow were in agreement with Commissioner Abshier.

Commissioner Nadeau asked the PWD why the water testing, account #503453 was 50% higher for next year than it was this year. PWD stated that the reason was because different tests are done in different years.

Commissioner Nadeau stated that last year and this year we are putting in \$100,000 in repair and maintenance reserve account for major repairs and PWD stated that at the end of the year, what was left over went into that account. The Clerk stated to look through the 504600 accounts, you see that line item 504610 had \$37,500 budgeted, but the PWD used \$48,500 so far. Commissioner Anderson stated this year you are asking for \$58,000 even though you only spent \$1,000 and the PWD stated that is correct because by the end of the year he would spend more money from that account, but the balance would go into the repair and maintenance reserve account until the balance reaches \$300,000 - \$400,000 and then we will look at that again once we reach that plateau. Mayor Bairstow stated we are moving \$4600 to reserves and Commissioner Chaffin stated that was what she thought.

Commissioner Anderson reviewed the bad debt account #4915 and asked when the last time deposits were raised. PWD Monroe stated it had been quite a while 5 or 6 years; the deposits are \$30/water;\$30/sewer;\$30/garbage. Commissioner Anderson stated to check with the other cities and see what they charge because the deposits need to be adjusted.

Clerk McKamey stated that capital purchases that are not budgeted have to come and be approved by Commission. PWD Monroe stated that he would have some savings in that capital

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outlay account because he did not clean the tanks because the company raised their price by \$3,000.

Meeting was adjourned at 8:22 PM

ATTEST:

Sandi McKamey, CMC, CPM
City Clerk/Administrator