

CITY OF BELLEVIEW
REGULAR COMMISSION MEETING
AGENDA

BELLEVIEW CITY HALL
COMMISSION CHAMBERS

Mayor TAMMY C. MOORE
Seat 1 MICHAEL J. GOLDMAN
Seat 2 KENNETH R. NADEAU
Seat 3 WILMA C. LOAR
Seat 4 PAUL B. ANDERSON

July 18, 2006

6: 00 PM

IF A PERSON SHOULD DESIRE TO APPEAL ANY DECISION MADE BY THE BOARD OR COMMISSION A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED MAY BE NEEDED. IT IS YOUR RESPONSIBILITY TO HIRE A COURT REPORTER TO MAKE A VERBATIM TRANSCRIPT, OR A TAPE OF THE MEETING CAN BE PURCHASED FOR \$5.00/TAPE AT THE CITY CLERK'S OFFICE. THE CITY IS NOT RESPONSIBLE FOR ANY MECHANICAL FAILURE OF RECORDING EQUIPMENT

This meeting has been properly noticed PD

AGENDA:

07/17/06 Budget Workshop @ 6:00 PM

07/19/06 Budget Workshop @ 6:00 PM

08/02/06 Budget Workshop @ 6:00 PM - Cancelled

08/03/06 Budget Workshop @ 6:00 PM - Cancelled

08/04/06 Budget Workshop @ 6:00 PM - Cancelled

**CITY OF BELLEVUE
WORKSHOP MEETING
MINUTES**

BELLEVUE CITY HALL
COMMISSION CHAMBERS

July 19, 2006

Mayor TAMMY C. MOORE
Seat 1 MICHAEL J. GOLDMAN
Seat 2 KENNETH R NADEAU
Seat 3 WILMA C. LOAR
Seat 4 PAUL B. ANDERSON

PRESENT: MAYOR MOORE; COMMISSIONERS: ANDERSON; GOLDMAN;
LOAR; NADEAU; CITY CLERK MC KAMEY; DEPUTY CITY CLERK
DeGENNARO

BUDGET WORKSHOP

Mayor Moore stated the budget was presented as balanced and asked if the Commission had any specific items they wanted to go over.

Commissioner Nadeau stated other than the City Manager issue which needs to be resolved the only other area he wanted to explore would be the Police Department revenues and the revenues for the recreation parks; the rest of the budget was fine.

Commissioner Goldman stated he had concerns regarding the City Manager and with the IT Coordinator requests which he would need to see a plan showing the projections for future needs.

Commissioner Anderson asked what the Commission thought the tax payers were looking for when we have \$200,000 in revenues. Commissioner Anderson stated the when citizens have been told that growth would pay for itself and they would see a reduction by either a tax break or let the millage stand as is, or do we want to go through the budget.

Commissioner Loar stated she was content to keep the same millage. She thinks that the public would be satisfied to have the millage stay the same.

Mayor Moore stated she asked the Clerk to get a comparison with the percentage of increase: last year was 18%; 04-05 was 5%; 03-04 10%; 02-03 - 5% and this year we were looking at 6% difference from last year budget to this year's budget. If we remove the capital outlay request, we were back to last year's budget. The Mayor stated lets go through the capital outlays one by one and decide on those and then go the City Manager/Planner and resolve that.

Commission: Sound System – Pg. 16, Kevin Towne, IT Coordinator stated that would help with eliminating feed back and the knobs were always getting changed by people so he would like to include a container to secure the sound system so the settings could not be altered.

On a Consensus vote:

Commissioners Loar, Nadeau voted yes

Commissioners Goldman, Anderson and Mayor Moore voted no

IT Department: Exchange Server Replacement Kevin Towne, IT Coordinator stated that the \$5500 was a designated Fund Balance everything else was a new request. The PC rotation occurs every 3 years as scheduled but it was changed from 3 years to 4-5 years. That would be the PC and service as well.

Commissioner Goldman stated the difference from the \$99,000 to \$127,101 was the capital outlay items. Mr. Towne stated \$14,000 was for a new server. The Clerk stated that last year the IT Department's needs were put on the backburner. Commissioner Goldman stated that there was roughly a 30% increase in the budget from one department. Mr. Towne explained how the system would save the City money.

Commissioner Nadeau stated that Commissioner Anderson raises a valid point but states the same buildings were here a year ago and a large portion of the increase was homes that were built in 04-05. 50-150 homes have come into our City and were paying real estate taxes for the first time and our commercial businesses were also feeding into that figure. By keeping the millage rate the same bound to provide a certain amount of service from our City. The City was in a growth mode and so far we have been providing a good value to our residents. If people were content for the level of service to our residents then keep the same millage and people were content with that level of service but if we cut back when our City was growing by 400-500 people each year there would be people waiting for service, and there have been very few times that he had seen any great waste of revenues in this City.

Commissioner Nadeau asked the IT coordinator to review what SQL does and Mr. Towne stated that we have multiple applications running on SQL but we have the lowest version possible and we were getting to where we would have some performance and capacity issues. We would reach that capacity soon and this program would consolidate everything down. One application we were looking at was the Time Track Program. Currently, we use a time card stamp system and staff has to manually calculate everything. The time sheets would be processed electronically and payroll checks would be computed as well. Using Smart Forms we could keep track of things such as pot holes and that information would be dumped into SQL and be processed through the reports and would show the statistics and things of that nature.

On a Consensus vote: All the Commissioners voted yes.

Commissioner Nadeau stated we committed to Mr. Towne three or four years ago to go along with the technology and this would save time and work for our staff. Commissioner Goldman asked how much time would be saved in quantitative form and Mr. Towne stated that the entire Police Department was on SQL.

Police Department – Gas Metering System PWD Monroe stated this was a more modern gas system for the City and gives better tracking of fuel. The cost of the system would be split with Streets, Parks Recreation and Water & Sewer

On a Consensus vote: All the Commissioners voted yes.

Equipment Leases - Chief Strickland stated it was time to turn one vehicle in and get two new leases. The leasing portion was in the operation part of the budget and the equipment was for the new leased vehicles. Lt. Holland stated that the older cars have an old style light system and light bars. The new ones would have a strobe light inside. The new LED does not cause as many problems, with the older version resulting in the department going through a lot of alternators.

On a Consensus vote: All the Commissioners voted yes for both the equipment and the lease purchase.

Cemetery: Flag Pole and Lighting

All the Commissioners voted yes.

Street Department: Christmas Street Decorations The Mayor stated that the Staff was recommending that we lease the decorations but she was opposed to leasing and wanted to purchase the decorations. The Clerk stated it would cost \$4,540 to lease 32 decorations; leasing would include installation, removal and maintenance between installation and storage. Commissioner Nadeau stated then staff would not have to do any of that and the Clerk stated that was correct. The \$14,200 reflects 64 leased lights plus \$4,800 to install electric to the remaining 32 poles on the highway. The Clerk also stated the quotes would remain the same, it did not matter which lights we went with. Mayor Moore stated that this was a yearly project and we need to get the 32 lights up and get with the Chamber and make this a community type project. We could refurbish the old lights and put them up on C-25.

Commissioner Nadeau stated if we lease would there be a provision down the road for a buyout because he liked the concept of 64 lights and that PWD would not have to do anything with storing and maintenance. The Clerk stated by leasing we could be continually changing out. The first year includes \$4,800 to connect electric to the poles. Mayor Moore stated if we purchased, in 2 years we would own 64 lights and everything would be paid for. Commissioner Goldman stated the purchasing was a better plan: 32 this year and 32 next year but you would have to have the employees install them. Commissioner Anderson stated you pay staff regardless of what they do.

On a Consensus vote:

Commissioners Loar, Goldman, Anderson and Mayor Moore voted to buy the decorations
Commissioners Nadeau voted to lease the decorations

Mayor Moore asked about having the old decorations refurbished and possibly get the businesses to pay for the poles. Commissioner Goldman suggested getting sponsors for each pole. The Clerk stated that would cost about \$150 per pole. Commissioner Anderson stated that they would also need to do the power and light like we did the first time we had sponsors for the poles. The Clerk stated then that would cost between \$500/600 per pole. The Clerk recommended leaving the budget the way it was and if we could get the businesses to contribute fine, but there would be money there for the electric.

On a Consensus vote: All the Commissioners were in favor of having the decorations refurbished and leaving the \$14,000 in the budget.

Paint striper – The PWD stated that his department does its own painting i.e. the yellow stripe in the street and this amount was just to buy the striper. Mayor Moore asked if the City does that much and the PWD stated a lot more could be done but they do not have time. Commissioner Goldman asked about the maintenance and the PWD stated they would do the maintenance.

On a Consensus vote: All the Commissioners were in favor of buying the paint striper.

Pole Saw, Chain Saws and Hedge Trimmer – the PWD stated this was normal equipment that his department needs.

On a Consensus vote: All the Commissioners were in favor of buying the equipment

Computer for PWD – the PWD stated that the lap tops had proven not to perform with the CAD system that he uses.

On a Consensus vote: All the Commissioners were in favor of buying the computer for PWD.

Mig Welder – PWD stated this would be used to maintain our all equipment.

On a Consensus vote: All the Commissioners were in favor of buying the Mig welder

FDOT – the PWD stated this was to finish installing confirmation lights. Presently, the City had the bare light fixtures with no mounting fixtures and he was recommending going with the new LED lights which costs \$250 each. Chief Strickland stated they were guaranteed. Commissioner Nadeau asked if we install them would we enforce it and Lt. Holland stated we already have enforced it.

On a Consensus vote: All the Commissioners voted yes.

Shared:

Mayor Moore stated this was for the Land purchase payment plan; concept was there and do we want to leave it there.

On a Consensus vote:

Commissioners Loar, Nadeau Goldman, Mayor Moore voted yes
Commissioners Goldman, voted no and Commissioner Anderson stated he was voting no because there was money in Fund Balance to start the payments off with.

Telephone System – The Clerk stated that \$24,000 would come from General Fund and \$8,000 from W&S. Back in 2001-02 the City purchased the existing telephone system from Sprint. Sprint does not service that telephone system any longer and this year our lines went down. Mr. Towne stated he scrambled to find someone who could service the phones and finding parts was also a struggle. The Voice Mail card went bad and he was able to refurbish the Voice Mail Card. The other problems were they had used an old main box with circuit boards to make it work. We still have problems and used \$4,500 for repairs in this building here. The Police Department and Public Works Complex also was part of the total telephone system.

Mr. Towne stated he wanted to expand system to a telephone computer based system and he had the knowledge to work on that type of system.

The Mayor asked if it would be maintained in house and Mr. Towne stated that was correct. The PWD asked who the City would buy the telephone system from. Mr. Towne stated he had 3 different quotes ranging from \$19,000 to \$48,000 with Sprint being the highest. It would cost \$32,000 to put in a good system and this system was internet based. Commissioner Goldman stated we need to budget for this each year so we were prepared instead of having it as a Capital Outlay Expense. The Commissioner wanted to see projections as to the life of the system and when it would be outdated.

Commissioner Nadeau asked Mr. Towne to research if the phone system could be leased so that the company would do the maintenance. Commissioner Anderson stated we do need to put aside some money each year for computer updates and that was why we have Mr. Towne here to keep up the computer parts; the towers were redone in our budget. Mr. Towne stated that the line item reflects that.

On a Consensus vote: All the Commissioners voted yes.

Contingency for Emergencies - The Clerk stated that the budget was presented as balanced with \$39,999 not assigned to any specific need and now \$41,000 is available since we cut the sound system. The Clerk stated she wanted to set aside money for emergencies that may arise, however other options included using the money to offset costs to hire a City Manager, or to reserve it for other projects that we might have not thought about or to turn it back to the citizens.

Mayor Moore stated to come back to this after the employees were discussed. Commissioner Anderson stated with the growth we were having and the number of homes, our tax base would increase each year.

Mayor Moore stated the Fund Balance had a total of \$1.8 million and the Clerk stated we used approximately \$300,000 to complete paving projects.

In speaking about the park budget, Mayor Moore stated that park was more of a County park than a City park and yet the County charges a tax to the COB people. Commissioner Nadeau stated that the \$17,000 grant we just got came from the County came from that fund. The PWD stated he thought it was the same old sweat equity program but over the years we received two sweat equity grants.

Mayor Moore stated expenses were \$109,000 for parks and recreation and the revenues projected were \$52,000. The Clerk stated that a portion of the money was restricted. Mayor Moore stated that the City charges \$7.00/player and from all the programs \$32,000 would be restricted for the ballpark. It was costing the City money, but we were keeping kids off of the streets and she had no problem with hiring Mr. King full time.

The Clerk stated we have been increasing revenues. Before we hired Mr. King, we received just under \$21,000. After we hired Mr. King, his first year we received \$33,000 and this year we anticipate receiving \$52,000 in revenues by the end of the year. The Clerk stated as a result, she would recommend increasing the park revenues by \$18,570.

Commissioner Goldman stated if you look at the 05-06 and 06-07 budgets, every line item goes down but Pop Warner. The Clerk stated she anticipated collecting \$33,000 and actually it would be closer to \$52,000. Commissioner Nadeau stated it would go up to \$58,000 next year and the value of Fred King's donations were not even included.

Jackie Hinerman stated that the City only spent \$21,000 at the children's softball fields at the Sports Complex. We have two state teams down there and the newspaper said you spend all this money. The City needs to look at where the money was spent. The Clerk explained that when you look at P&R budget there was more to it than Sports Complex; salaries of \$48,000 in P&R Department was split among Lake Lillian, the Sports Complex and all the other places.

Jackie Hinerman stated that the leagues spent \$10,000 to upgrade the complex and PWD Monroe stated the City got \$17,000 in grant money and \$112,000 from FRDAP.

Chad Scroggie, came forward and stated that his daughter plays softball and tournaments create revenue for Cities. Mayor Moore stated that for most big cities the biggest part of the budget was parks and recreation.

Parks and Recreation Department employees:

a) Parks and Recreation Coordinator increasing to full time

On a Consensus vote: All the Commissioners voted yes.

b) Seasonal Maintenance Worker -

On a Consensus vote: All the Commissioners voted yes.

Administration Employees:

a) Finance Clerk increasing to full time - the Clerk stated she does the accounts payable, finance tracking, asset tracking, and the GASB requirements. Commissioner Anderson asked if the new computer would relieve her or cause her more work and Mr. Towne stated it would not generate more work and it would create the process to do different tasks; this employee was already working on SQL now.

Commissioner Goldman asked why move her to full time if she would be able to do the work in less time. Mr. Towne stated this would allow her to do additional work and the Clerk affirmed that the volume of work was increasing with the City's operating budget of over \$5 million not counting the grant tracking which included two Governor's grants, FRDAP grants, Police Department grants, and major loans for the sewer treatment plant.

Commissioner Anderson stated he would recommend for her to go up to 35 hours from 30 hours per week.

Commissioner Nadeau stated that the financial record keeping business had gotten complicated and cities were looking for CPA's instead of Finance Clerks.

On a Consensus vote:

Commissioners Loar, Nadeau Goldman and Mayor Moore voted yes to increase to full time
Commissioners Anderson voted no

Land Development:

Land Development Coordinator to add this full time position – three options were detailed on Pg. 10:

- a. City Manager – hire from the outside
- b. City Manager plus City Planner – promotions from within
- c. City Manager plus City Planner – hire both from outside

Commissioner Anderson stated he wanted option A; City Manager first and then that person would bring in the Planner at a later date.

Commissioner Goldman stated he wanted option D - leave everyone the way they were and bring in a Planner because this Commission could not come to a consensus on the City Manager. Commissioner Goldman stated that it was best to bring in someone who could do the work that was bogging down the system.

Commissioner Loar stated she wanted option B and asked why does the City need a Deputy Clerk when she felt the planner would be taking some of the work and Mayor Moore stated they were separate jobs. Mayor Moore stated that right now the Department Heads were doing the Planner's work, but they were separate jobs.

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Commissioner Loar stated she would change her vote to option A, no Planner.

Commissioner Nadeau stated he would go along with either B or D. Commissioner Nadeau asked Commissioner Loar why she did not see a need for a Planner and Commissioner Loar stated she would rather see a manager come in and a planner in the next 6-8 months.

Mayor Moore stated there were two a's, one b or d, one d only and she would go for d.

Meeting was adjourned at 8:05 PM

ATTEST:

Sandi McKamey, MMC, CPM
City Clerk/Administrator