

**CITY OF BELLEVUE
WORKSHOP MEETING**

**BELLEVUE CITY HALL
COMMISSION CHAMBERS**

JULY 30, 2007

6:00 PM

Mayor TAMMY MOORE
Seat 1 MICHAEL GOLDMAN
Seat 2 KENNETH R. NADEAU
Seat 3 WILMA LOAR
Seat 4 CHRISTINE DOBKOWSKI

BUDGET:

The Clerk explained the differences in the millage calculations and stated that the City had to decide on a certification of taxable value so it could be sent in later this week. The instructions stated that if the municipality adopts a tax levy at the final hearing that exceeds the maximum tax levy. S. 200.185 F.S. requires that the municipality would lose the half-cent sales tax distribution. That would be just under \$300,000 for the COB so we need to make sure we don't lose that money.

The Clerk stated that she spoke with representatives of the Property Appraiser's Office and the Department of Revenue and they both stated that the Commission could adopt any thing up to its current year millage if they adopt it with a unanimous vote. The City would lose the sales tax on any thing over the 95% of the rolled back rate. This budget was based on 95% of the roll back rate which was 2.8905 mills. The Commission could reduce the millage at the public hearing, but it could not be increased.

The Clerk reviewed expenditures that were different from last year's budget:

1. Elections –the elections expense was moved from Administration to Commission
2. Commission Training - increased to \$1000/Commissioner because of the increased interest and a need for training at this level to be able to make informed decisions.
3. Legal Fees - increased to accommodate legal review of code revisions, development ordinances and other legal documents.
4. BCH – budgeted \$15,000 for repair and maintenance to paint City Hall.
5. Land/Code Specialist – moved salary from Administration to Land Development
6. Library Maintenance – increased \$8000 for maintenance since there was a possibility that the City would take over the old Library building for the last 4 months of the fiscal year. They anticipate that the move to the new library would be made in the spring so we have probably 3-4 months to decide what to do with the current library building.
7. Utilities – electric and telephone were adjusted to use
8. Gas and oil accounts were increased to reflect higher prices.

PERSONNEL:

Routine salary increases budgeted which includes the Social Security COL adjustment awarded in January of each year and the merit increases up to 3% awarded on the employee's anniversary date.

Pension Changes:

Police Department: defined benefit program increase from 2.0 to 3.0%; officers to contribute from 1% to 5%; PD was rolling the Insurance Premium Tax into that account;

Generals: increase defined contribution plan from 7.5% up to 10% with employees match required for the additional 2.5%.

Compensation and Classification Plan – consider using money from Fund Balance from this current fiscal year which was made up when the Dept. Heads did not fill positions as a result of the tax reform bill

Changes in employee health insurance options to be discussed at a later time.

Additional Employees for General fund Budget:
Promotion of Land Development Coordinator to Department Head level.
Addition of full time Land Development Staff Assistant.
Addition of Parks/Recreation Director
Addition of Parks/ Recreation Staff Assistant
Addition of Maintenance Worker and/or seasonal worker for the Parks and Recreation Department

Gas Tax expenditures – there was a large paving project this last year and the Clerk was instructed to have the gas tax repay the general fund so therefore there was only \$76,515.00 left for gas tax construction this year.

The Clerk stated that they were looking for \$185,741 in this budget.

Mayor Moore stated that the education for the Commission was important and it would benefit everyone; the more they learn the better. On consensus vote: the Commissioners agreed to leave in the budget.

Freedom Walk – added \$2500 divided between W&S and General Fund:
On consensus vote: the Commissioners agreed to leave in the budget

Administration:
Legal Fees increased for Code Codification:
On consensus vote: the Commissioners agreed to leave in the budget

Code revisions increased to \$5,000 for posting on line and for the Municipal Code Book.
On consensus vote: the Commissioners agreed to leave in the budget

CAPITAL OUTLAY:

Administration:

Routine Maintenance Renovation and repainting of City Hall would be divided between Administration and W&S. PWD Monroe stated there were some cracks under the stucco which could cause material damage. He had someone give an estimate and that was where the \$15,000 came from. The Clerk stated City Hall was last painted in 1995.

Commissioner Goldman stated the Commission could paint the building and get the community involved; he recently painted his building and this building was about the same size as that one.

Commissioner Loar agreed to hold off until later and Commissioner Dobkowski stated to make it a Community Project, but she wanted the cost to go down.

Renovation for Back Building: Commissioner Nadeau asked what the total cost would be and the Clerk stated they budgeted \$30,000 to renovate that back building into offices. The Clerk agreed with Mayor Moore that if they go forward with the 484 project then the PD and PW would be down there and the City could use PD's building for offices.

On consensus vote: Commissioners agreed to put the renovations on hold.

Lease Vehicle Purchase from Police Department:

The Clerk stated that PD was purchasing 2 vehicles: an Explorer and another vehicle and Administration wanted to sell the old Cruiser and keep the Explorer. Chief Strickland stated the intention was that new Administration Sergeant would get his vehicle and he would get another one. The Clerk stated PD was keeping one vehicle and increasing the fleet by one vehicle and the Chief stated they also had a spare.

On consensus vote: the Commissioners agreed to leave in the budget

Land Development

Activities for Legal and Land Development by \$2500:

Legal review fees for Developers' Agreements and for advertisement were raised because of the increased commercial activity. Commissioner Nadeau stated it shows by the many things the Commission was voting on for Comprehensive Plans and Zoning Changes. The Commissioner stated we need that extra person there and the Clerk stated that the codes were specific land related codes. On consensus vote: the Commissioners agreed to leave in the budget

Office Supplies: \$1,000 for the new Development Services Department. Mr. Shrum mentioned the map software for \$15,000 would enable the City to utilize the data with the County, but the City had to pay an annual renewal fee which was calculated in the amount. On Pg. 53 Commissioner Dobkowski stated there was \$400 under fees for services and the Clerk stated that the software was on Pg. 52 under Contractual Equipment Maintenance which was included in the \$630.

Mayor Moore stated the Land Development Director's promotion to a Department Head: On consensus vote: all the Commissioners agreed.

Staff Assistant – \$42,000 included salary and all the benefits and \$6000 for office setup which included computer and software. Mr. Shrum stated that this position would save time from many of the other staff positions that were helping him on a day to day basis. Commissioner Dobkowski asked what the actual salary was and Penny Byrd, Payroll/Benefits Coordinator, stated \$37,092 for salary and benefits; the Clerk stated approximately \$25,900 for salary which comes to \$12.45/hr.

Commissioner Goldman asked about the qualifications for this position and Mr. Shrum stated he would train this person because this salary would not bring in many applicants with a professional degree in planning or permitting. They had to at least understand the structure of government, but the training could be done in-house. Commissioner Goldman asked when they would see a return on their investment and Mr. Shrum stated immediately.

On consensus vote: the Commissioners agreed to leave in the budget

IT Department:

IT Coordinator Towne stated that the software was 5 years old and it needed to be upgraded. Commissioner Nadeau stated that was extremely important and Commissioner Loar agreed. Commissioner Goldman asked what the capital outlay for \$3500 was for and Mr. Towne stated it was for backup servers. IT Coordinator Towne stated he was putting \$17,000 away for replacement of the hardware and probably needed to put something away for software as well. Mayor Moore stated it was \$17,000 and up that to \$17,500.
On consensus vote: the Commissioners agreed to leave in the budget.

Wifi Study – IT Coordinator Towne stated he was asking for money in the budget to proceed with the Wifi Study. A team of people come in and look for ways to fund it. They go out into the community to see if the citizens would like to see it happen. Mr. Towne stated this firm was more of a marketing firm and that was what they do, but there were other third parties that would come in to set up the physical technology. Mr. Towne stated they would give us an unbiased opinion and this would be the way to go.

Mayor Moore stated she had some people discuss this with her and they wanted to go forward with this. Commissioner Nadeau stated he would like to review the proposal for setting up and running to see if it was cost effective. The Commissioner suggested putting this on the back burner for now because we were trying to find \$185,741 in our budget. The Commissioner stated that filling the cracks in the building was a more pressing need than WIFI system. IT Coordinator Towne stated that the Commission needs to understand that there was legislation in the State of Florida attempting to stop governments from doing this; all the phone companies were trying to stop it so if a municipality implemented this system they would be grandfathered in.

Commissioner Loar stated she did not understand the fees for someone to come in and discuss it with the citizens and then we pay those people. IT Coordinator Towne stated they would come in and look to see if we could pay for it and if the citizens wanted it in this area. Then a feasibility study would be done and they would look at the layout of the City to see if they were lined up at sight and depending on the number of trees if this system would work or not. That was what the \$8000 was for. The feasibility study in the City of St. Cloud was \$50,000 for 43 sq. miles which was their City limits.

Mayor Moore stated this was just to see if the City would be a candidate for this project and she had a problem with that and felt the feasibility study could be done in-house. The Clerk stated that as the City would be creating an Enterprise Fund you would want some solid advice. This was a huge investment in the millions of dollars and we need to make sure that it would pay for itself and how soon we would see revenues. The first phase was to see if there was an interest in the WIFI system. IT Coordinator Towne stated that for the \$8,000 study they would focus in on how to generate the funds and what direction the Commission and citizens wanted to move. Then the feasibility study would be done to see if it was able to be put up in this area.

On consensus vote: Commissioners Loar, Goldman, Dobkowski, and Mayor Moore were against it.

Commissioner Goldman asked if the City should be in the internet business and the City Clerk stated this could be revenue for the City. IT Coordinator Towne stated the employees would have access to the data in their offices, in their vehicles, and out in the field.

Mr. Towne stated that 3COM 24 port Gigabit Switch was to increase the data ports to 24; the Data storage was to increase the hard drive space for data storage on the servers.

Commissioner Goldman stated he was in favor of the Badge Scanner and the Tablet PC. Commissioners Dobkowski, Nadeau and Loar were in favor of the 3COM 24 port Gigabit Switch and hard drives.

Mayor Moore stated she was against the next four items and Commissioner Goldman agreed with the Mayor. Commissioner Nadeau stated the time tracking system was for payroll and Mr. Towne stated the badge would enable each person to clock in and all the calculations would be done and then it would automatically be input to the payroll system and Personnel would only have to print the checks.

Commissioner Nadeau asked if the keyless entry was for the front doors and Mr. Towne stated that was correct. Commissioner Nadeau asked about the interactive website. Mr. Towne stated it was not only for surveys and polls, but could also be used for online building permit processing, complaints, surveys, a GIS system similar to the Marion County Property appraiser, an online payment system, access to Commission meetings dating back to 1947, police reports, ordinances and the City Code, RFP's, and advertisement to generate revenue.

The Clerk stated that the total costs for the in-house website was \$13,500 but the \$500 would come from designated cash accounts and reserves. Mr. Towne stated that \$500 dollars would replace one of our older servers.

Commissioner Nadeau stated no to the badge scanner, Tablet PC, and Keyless Entry, but was in favor of making the website more active. Commissioner Dobkowski agreed and stated she wanted the website more interactive because that would make the citizens happier and today you could pay almost every thing on line.

Mr. Towne stated that this was the layout and the base infrastructure. This was the hardware and the additional software would be needed for: building permits and tracking; on line payment would require additional software; Commission meetings could be put on line; this was the infrastructure to start doing all of these things. Mr. Towne stated that the Vista Software had been released and the City would be making the transition to VISTA. The Clerk stated that she forgot to mention that the \$3000 for the Vista software would come from the designated Fund Balance. Mr. Towne stated that would replace a PC in his office so it would come out of his reserve fund.

Commissioner Loar stated keep this one item and cut out the other three items.

Police Department:

Chief Strickland stated that SLR Digital camera was for taking pictures at crime scenes. Mayor Moore stated no to: items 1) Re-furbish radio room and -2) Routed Sign for building; Yes to Items 3) SLR Digital Camera; 4) 800 MH Radio System and 5) Lease Purchase.

Chief Strickland stated item one the \$3,000 was to refurbish the radio room to make it more user friendly. Commissioner Nadeau asked if there were liability issues with the way the radio room was set up now and Chief Strickland stated that the counter was falling apart. He had a professional come in and

this was the estimate. He stated the counter was going to be removed and they would create separate spaces for everything that was currently on the counter.

Commissioner Loar asked how many people were in the radio room at one time and the Chief stated 2-3 people. Chief Strickland stated he would let the routed sign go but he was tired of looking at those big blue letters on the front of the building.

Commissioner Goldman told the Chief he was for the digital camera and the bottom three items, but he wanted to see the plans for the radio system. It seemed like the new man hour system that they went to seems like it was working because it had cut back on the over time. The Commissioner stated he wanted to complement the Chief for implementing that system. Commissioner Goldman stated that the Chief had to save the sign for the new building.

Commissioner Loar stated she was fine with the last three items; she was not in favor of the radio room. Commissioner Dobkowski stated she was fine with everything, but the sign. Mayor Moore stated to leave the sign alone and bring back the radio room.

Street Department: Holiday Lights the second half of the original order.
On consensus vote: the Commissioners agreed to leave in the budget

Paint striper & Stencils: add \$3000 and add it to last years \$5875 which comes to \$8875
On consensus vote: the Commissioners agreed to leave in the budget

Port A Potty for inmates: PWD stated his employees presented this to him because they felt it was a health issue for the employees. Commissioner Loar asked if that was discrimination and PWD stated not in this case because they use the employees restrooms. Chief Strickland stated they use and clean our restrooms.

On consensus vote: the Mayor Moore voted no
The Commissioners agreed to leave in the budget

Commissioner Nadeau asked if they could secure them by PW complex so people walking could use them as well. Commissioner Dobkowski stated she had a business and they paid \$800 -\$900 for 4 months. The Commissioner asked the PWD to check the price and bring it back.

Commissioner Goldman stated we could have the trustees clean it everyday and the PWD stated yes they could. Commissioner Loar stated just have them clean the one that they were using at PW instead of getting a Port A Potty. The Clerk stated if this was approved it would be moved to operational item not a capital outlay purchase.

Recreation: Old Belleview Library

Commissioner Goldman stated that Attorney Landt was reviewing the lease, but it was still under our insurance umbrella and it could stay as a functioning library for another 9 months and we would have to maintain it. The Clerk stated it was owned by the Belleview Library Association system not the Friends Of Library. Mayor Moore stated she would like to see it as a place for people to come in and use our old computers; a community center type building.

Commissioner Christine we need the \$8000 to keep it running until June and the Clerk stated that was just for basic electric to keep it opened for the public to use. Commissioner Nadeau stated he agreed with the utilities, but the Bellevue Library Association owned the building and they want the City to run it and pay the bills for them. The Commissioner stated he liked the concept, but he wanted to do what was necessary for the City to own the building or it should stay with the Association.

Commissioner Goldman stated the City should not take it on until we know what would eventually happen. His concern was the City would end up with a building and had to pay for reconstruction costs because of the mildew that developed after we turned off the utilities. Commissioner Nadeau stated before we consider preserving that building, we should first preserve City Hall.

On consensus vote: Commissioners Nadeau and Loar voted to take it out of the budget
Mayor Moore and Commissioners Goldman and Dobkowski voted to leave it in

Parks & Recreation: Lake Lillian Dock/Picnic tables – PWD stated that the picnic tables not been replaced for 20 years. This was for the materials for the staff to build 25 tables. The Clerk stated that this was part of the original Lake Lillian grant. The PWD stated that the dock needed restoration work also and he needed to get that figure as well. The Mayor stated to do half of the project and use \$3000 instead of the whole \$6,000. Commissioners Nadeau and Loar stated to do the whole thing not just half because it was needed. On consensus vote: Commissioners agreed to leave in the budget

P/R Staff Assistant – PWD Monroe stated that Recreation was becoming more and more of an issue and funding recreation i.e. the grants was difficult since his staff was stretched so thin that there was no time to devote to this matter. The need was there and we would need all these positions in the near future. The very least, was another staff assistant to pursue grants and keep up with the paperwork. Mayor Moore stated she was in favor of the staff assistant, but the Maintenance Worker and Director was a no. Commissioner Nadeau stated the seasonal maintenance worker and staff assistant yes; the rest no
Commissioner Goldman stated staff assistant yes; director, absolutely not.

PWD Monroe stated he was 3-4 employees short in his department and the seasonal position they did not hire because of the impact on the budget so he had not filled that position. If he had a full staff they could function with seasonal help for at least one more year. Commissioner Goldman stated you need a staff assistant, but you also need someone to do the field work. PWD Monroe stated there was a need; he was three people short right now and he was not running a very efficient department right now. Commissioner Goldman stated yes to the maintenance person.

Commissioner Nadeau asked if they had considered privatizing for the basic field work rather than having staff do that. PWD Monroe stated they went through that analysis and it was much more expensive to privatize it.

Commissioner Dobkowski stated to hire out the grant writing and the PWD stated they try to use their grant writers whenever possible, but they still had to provide the grant information and documents which took time. They use Angie Brewer and Associates whenever possible.

Commissioner Loar yes for maintenance; no to the staff assistant and seasonal director
Commissioner Nadeau yes to maintenance; no for the seasonal worker
Commissioner Dobkowski stated yes to Staff Assistant and Maintenance Worker; no to rest

Mayor Moore recapped: 4 votes for the staff assistant; 3-2 for the maintenance worker;
5 votes to eliminate the seasonal worker and 5 votes to eliminate the director
Mayor Moore stated that PWD would be looking for a new staff assistant and a maintenance person.

Pension Revisions:

Mayor Moore stated that if the General employees put 5% into their pension, the City would match another 2.5%. Mayor Moore recapped the per/employee cost as follows: 36 employees divided into \$15,241 comes out to \$4423.36 for the year, which breaks down to \$48.14 per 40 hr week; breaks down \$.20 /hr per employee. This increase would only take place if the employee put money into the pension.

Commissioner Nadeau asked how many employees participate Ms. Byrd stated the 457B Plan had a 75% participation rate. Mayor Moore stated it takes 10 years to be fully vested – in most companies it takes 5 years maximum to be fully vested at 100%. The City wanted to make it 5 years so there would be less turn over.

Commissioner Goldman stated he was happy with the way the vesting status was now; but felt employees should be here a year before the City starting contributing to their pension.

The Clerk stated that presently the City places 7.5% of the general employees' salary in their pension plan; employees are not allowed to contribute. This would allow employees to contribute up to 5% towards their plan, and if they did the City would match with an additional 2.5%. The average Defined Contribution Plans in the state were between 10-12% from the City.

Commissioner Nadeau stated if we hired someone and they work 2 years 11 months and put in \$5000 dollars which the City matched. If that employees left before the 3 years, they could take their money out of the plan, but the City's match would stay here. The Clerk stated this was an enhancement to the pension plan and an incentive package to keep our employees.

Commissioner Dobkowski stated the Human Resource Management Compensation survey would be looking at this issue. The Clerk stated they would look at the different positions and job descriptions and compare the salaries to the positions that we had, but it was not a full blown benefit survey. Commissioner Dobkowski stated she voted no on every thing.

Commissioner Loar stated she would go along with this because more people were looking to their future since social security was not guaranteed and this was a good plan.

Commissioner Nadeau stated he was all for it because if you don't participate in your retirement, you don't get much.

Commissioner Goldman stated he was against the investment schedule; against Eligibility Service which does not need to be changed. Commissioner Goldman stated he could see the aspect of the participation merits, but the fact was we were over budgeted now and this would incur an additional \$15,000 of costs to the citizens. The Clerk stated when an employee contributed, the tax would be deferred (FICA) up to the amount contributed by the employee.

Commissioner Goldman stated he would say yes, for the time being. He would not let this go because

there were things from a Human Resources aspect that needed to be changed. The Commissioner voted no on the vesting schedule; yes on the participation levels.

Mayor Moore stated where she worked in the past before employees had to be there one year before they could start investing; after that first year you got 20% of what was in there and it took 3-6 years before you were vested 100%.

Commissioner Goldman stated he like the idea of matching, but 5 years fully vested goes against the whole idea of the statement that the City wanted people to build towards their retirement. It needed to be revised and rewritten.

Mayor Moore stated lets look at the vesting schedule and bring that back up at a regular meeting. The Clerk stated that the pension ordinance had to be approved before it went into effect.

PD Pension:

Mayor Moore stated that 15 officers were on this pension and broke it down as follows: \$1307 per officer/year; breaks down to \$.52/hour per employee. Every other Police Department and Highway Patrol was at the 3% rate. Mayor Moore stated that the officers would put in 5%. The Insurance Premiums money would roll 100% into this plan and it was a continually growing check; the first check was \$9000 and it was now up to \$54,000. The PD wanted to keep the 10 year vested program.

Commissioner Goldman stated since they put their money in the plan he was adamantly in favor of that and the vesting schedule shows they wanted to be here in Belleview. Commissioner Goldman voted yes; Commissioner Dobkowski voted no to 3%; Commissioners Nadeau, Loar and Mayor Moore voted yes to 3%

Clerk McKamey stated we now need \$59,741. Commissioner Nadeau stated to put back the \$8,000 for the paint for City Hall. The Clerk stated then we need \$67,741 to balance, using the 95% roll back rate and the radio room was still in the budget.

Meeting was adjourned at 8:30 PM

ATTEST:

Sandi McKamey, MMC, CPM
City Clerk/Administrator