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CITY COMMISSION BUDGET WORKSHOP
MINUTES
AUGUST 06, 2019

Mayor Jones called the meeting to order at 6:32 p.m.

Invocation By: Vice Mayor Byran Williams

Pledge of Allegiance.

Roll Call: Mayor Scott Jamison – Present
Vice Mayor Linda Jones– Present
Commissioner Byran Williams- Present
Commissioner Gloria James –Present
Commissioner Nancy Lavin – Present

Staff Present:
Ed Booth, City Manager
Jenny Parham, City Clerk
Angela Stone Assistant City Clerk
Jennifer Stull, Finance Director
David Benton, Public Works Director
Damon Messina, Parks and Recreation Director
William Whitelock, Building Official
Joel Decoursey, Chief of Police
Antoine Sheppard, Deputy Chief of Police
Kristina Wright, CRA Director

PRESENTATION OF PROPOSED FY 19/20 BUDGETS FOR THE FOLLOWING DEPARTMENTS:

CITY COMMISSION

Mr. Booth gives an overview of the proposed Commission Budget. Indicating that there are not many changes. He did state that we needed to increase the training and travel.

CITY MANAGER

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Mr. Booth presented the City Manger budget advised that it has pretty much stayed the same; did add in the 2% increase for staff. He states that we slightly increased the auto allowance for the new City Manager.

Commissioner Williams questioned the increase in health insurance. Mr. Booth advised that currently you do not pay for mine but will for the next.

Commissioner Lavin questioned fuel, if there is an auto allowance. Mrs. Stull explained that is for all people in the department. Mr. Booth advised that the Executive Administrative Assistant will attend some training this year.

CITY CLERK

City Clerk Jenny Parham gave an overview of the proposed City Clerk Budget. She states everything pretty much stayed the same, except we added in the 2% increase for the staff. She advised that since it is a General Election this coming year, she is going to take \$2,000.00 from elections and move it to Human Resources to purchase training videos. She states the Human Resource budget will remain the same except for the additional \$2,000.00 from the City Clerk Budget for training videos.

Commissioner Lavin questioned the increase in Municode. City Clerk Parham explained during the Budget Amendment the money was removed from this line item for other general fund expenses, so it is not an increase from the original 2018/2019 budget.

CITY ATTORNEY

Jennifer Stull, Finance Director, states that this budget stayed the same. Commissioner Lavin questioned the \$10,000.00 in property and liability. Mrs. Stull explained that this is not an addition, it was removed during the budget amendment. She explained that it is for a deductible in case of a lawsuit.

FINANCE

Jennifer Stull, Finance Director, stated that there is really no change in this budget.

LICENSING & BILLING

Jennifer Stull, Finance Director, explained there is little change in this budget; just some minor changes. She states there is an increase in operating for postage. She stated they are working on getting the software updated so we can send utility bills by email.

IT

Jennifer Stull, Finance Director, states that there is little change to this budget; mostly just computer and software maintenance. She adds that we have some Capital Outlay items that need to be purchased. We have broken them down in High priority and Medium priority, as well as firewall and security items. She states that we must upgrade the Microsoft Office licenses.

Commissioner Lavin asked about the capital outlay of the Firewall and Security. Ms. Stull explained this will be installed on each computer.

PLANNING, DEVELOPMENT & CODES

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PLANNING ZONING

Kristina Wright, Zoning, presented the Planning and Zoning budget. She states that this year we have separated the Planning, Development and Codes budget into two. She states that we will not be using North Florida Regional Planning Council after the current fiscal year and will do everything in house.

Commissioner Lavin asked if we are not going to be part of the North Florida Regional Planning Council. Mrs. Stull stated we will still pay our dues; it is just under the Building Department and that will be moved appropriately.

Commissioner Lavin asked where the Code Enforcement employee is. Mrs. Stull states that the Codes employee in this budget is under the Police Department.

BUILDING DEPARTMENT

Commissioner Jamison asked, now that this is in two departments, how does this work. Mr. Booth explains that there will be coordination between the two departments. He explains zoning will review first for allowances.

William Whitelock, Building Official, presented the Building Department budget. He states there are not many changes from the previous budget. He explained that the State Legislature wants in place the Building Department budget with income and expenditures.

Commissioner Lavin asked if you can use Building Department funds towards zoning. Mr. Whitelock explained that it cannot. He explained what the funds can be spent on.

Commissioner Lavin asked about charging for the original review of plats. William Whitelock, Building Official, explains that we do have fees set for that.

PUBLIC WORKS

FACILITIES

David Benton, Public Work Director, presents the Public Works Facilities Budget. Jennifer Stull, Finance Director, states that we have increased the Facilities Maintenance Worker to a .80 person (she also works the school crossing guard position), so she will be in a full-time position.

Commissioner Lavin asked about a grant for the Public Works facility. Mr. Booth stated we are still looking into this.

Mr. Booth explained we will go out for HVAC Maintenance Contract.

CEMETERY

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David Benton, Public Works Director, stated that this budget stayed the same. Mrs. Stull explained that the position is the same. She stated the position was a full position in the original budget, we made the position different in the budget amendment.

ROADS & STREETS

David Benton, Public Works Director, presents the Roads & Streets budget. He states there is very little change to the budget. He reviews the capital outlay items; he explains we need additional new mowers.

Commissioner Lavin asked about the contractual services. Mr. Benton explained that was for this year's lot clearing.

PARKS & RECREATION

Damon Messina, Parks and Recreation Director, gave an overview of the budget. He states that it is very similar to last year.

Ross Ambrose asked about the positions. Mrs. Stull explained it should be one and half (1.5) Service Worker II position.

Commissioner Lavin clarified it will 4 (four) total positions.

FACILITIES

Mr. Messina presents the Parks & Recreation Facilities budget. He states it is mostly the same.

Commissioner Lavin asked about repair and maintenance vehicles being \$5.00. Mrs. Stull explained it should be \$500.00.

Ross Ambrose asked if there was a vehicle proposed. Mrs. Stull said they did not have that in the budget. Mrs. Stull stated they inherited the Tahoe from the Police Department.

Commissioner Jamison asked if this budget works for him. Mr. Messina explains that he will make it work. Mr. Booth advised that we have come a long way.

Ross Ambrose spoke of the Parks and Recreation Budget. He spoke of how much this department has grown. Mr. Booth asked Mr. Ambrose to sit down and speak at the end of the presentation of the budget.

Commissioner Lavin asked if the A/Cs will be covered under the HVAC contract. Mr. Benton stated it will be included. He stated there are 22 units altogether.

POLICE

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Chief Decoursey and Deputy Chief Sheppard presented the Police Department Operations Budget. Chief Decoursey stated that they have made a change to the number of positions for School Resources Officer. Mrs. Stull stated it should be 3 resources officers. He explains that there are 4 reserve officers, as well. Mrs. Stull explains that the Code Enforcement employee is in this budget.

Commissioner Lavin asked about the radios. Deputy Chief Sheppard explained they are to be replaced every five years. Commissioner Lavin asked how they keep inventory. Deputy Chief Sheppard stated quarterly they do an inspection of each vehicle and this is included.

Commissioner Jamison asked about the School Resource Officers having radio communication with the Police Department. Deputy Chief Sheppard explained they have been working with the School Board on this.

POLICE COMMUNICATIONS

Chief Decoursey presented the Police Department Communications Budget. He states we do not have an exact way to calculate this budget. Mrs. Stull explains that the stability of the police department has decreased the call volume. Chief Decoursey thanked the Commission and Mr. Booth for all their support.

Mr. Booth stated the meeting can now be open for public comment.

Ross Ambrose spoke of the Parks and Recreation Budget and their needs.

Mr. Booth stated that Mr. Messina needs to come to the board and explain what he needs and the reasons for the need. He states that Mr. Messina needs to get his feet on the ground and decide what is needed and then come to the commission with his needs.

Commission Lavin asked about the Certified Playground Inspector. Mr. Booth states that we will need to have a contract when this is needed. Commissioner Lavin stated there is not money budgeted for this. Mr. Messina states his job is make sure that all Parks are safe and stable.

City Clerk Parham stated the regular City Commission Meeting is canceled for this Thursday August 8, 2019.

Motion Commissioner James to adjourn.

Mayor Jones adjourned the meeting at 7:43 p.m.