

A workshop meeting of the City Commission was held on May 7, 2013 at 5:00 p.m. in the Commission Chamber at the Municipal Administration Building. The meeting was called to order by Mayor Michael S. Carter.

COMMISSIONERS PRESENT: Christopher Lutton; Betty Wojcik; Terry Howell; Jonathan Thornhill; Mayor Michael S. Carter; and Mayor Elect Eugene Fultz

COMMISSIONERS ABSENT:

CITY REPRESENTATIVES PRESENT: Dorothy Ecklund, Interim City Manager; Clara VanBlargan, City Clerk; Jacquie Hawkins, Deputy City Clerk

[Meetings are recorded but not transcribed verbatim]

Agenda Item 1. Roll Call

Agenda Item 2. City Commission to Provide Budget Priorities for FY 2013'14

Interim City Manager Dorothy Ecklund reviewed Agenda Item 2.

Ms. Ecklund said she would like the Commission to tell her what priorities they would like set so staff is not basing things on presumption as they work through the budget process. She announced that the first budget workshop is scheduled for June 18th

Commission priorities are as follows:

WORKSHOP AGENDAS

Commissioner Howell said she thought the best way for the workshops would be to have one department discussed at each budget workshop as was done last year so that all the directors do not have to be present at each of them.

CIP PROJECTS

- **Equipment:** Commissioner Howell said she did not want necessities such as equipment, and especially those dealing with safety, to be pushed back again like they have been in the past. If it is something a department needs in order to function properly she would rather have them listed. The Commission can work from there.
- **Phasing In:**
Commissioner Wojcik said the planning, engineering and construction of a CIP item cannot be done in the same year so the construction should be budgeted the next year rather than not getting finished and having to budget it again the following year.

Commissioner Lutton agreed that there should be phasing in of CIP projects because it isn't possible to design and construct in the same year.

- **Strategic Plan:** Commissioner Lutton said departments should look at the CIP Strategic Plan goals when working on their budgets
- **Water & Sewer Replacement:** Commissioner Lutton said a high priority was for the execution of water and sewer line replacement in the older parts of the city, and find ways to raise the funds needed.

CIP PROJECTS CONTINUED

- **CIP Worksheets:**

Commissioner Lutton said that when CIP worksheets are turned in they need to have accurate titles and description of each item so the Commission knows what they are for and can make valued decisions.

- **Gym:**
Commissioner Thornhill would like to get the renovations to the Kirkland Gymnasium completed so it can be used to its fullest potential.
- **Austin Center:**
Commissioner Thornhill would like the kitchen renovated in the Community Center.

MAINTENANCE

- **Needed Items:**
Commissioner Wojcik said she would like maintenance needs, equipment items and improvements listed for them to look at. She wanted them to budget things that they need to do but also those that reasonably can be done.

Commissioner Thornhill said department heads should not push-back equipment if there is a great need for it. If we don't take care of them they will just get worse. Our police, fire and utility departments have to have what they need to do their jobs.

- **Database:**
Commissioner Wojcik said that Mr. Slaton worked on a database which listed equipment, the age of it and when it will most likely need to be replaced, which will help the city to operate more efficiently.
- **Inventory Study:**
Commissioner Wojcik asked where they were on the study to identify the age of pipes and whether they are clay pipes or galvanized pipes, and if they prioritized the greatest needs.

Public Works Director Tom Moran said the inventory spreadsheet is complete. They know where the pipes are and have prioritized them.

Utilities Project Administrator Sarah Kirkland said they are listed on the 5-year CIP and they are in the budget.

Commissioner Wojcik said that the Commission needs to know if project revenues are coming from the county or state.

EMPLOYEES

- **Furloughs:**
Commissioner Wojcik said furloughs should only be as a last resort.

Commissioner Lutton agreed that there should be no furloughs

Commissioner Thornhill agreed that there should be no furloughs.

Mayor Carter agreed to no furloughs

- **Layoffs:** Mayor Carter did not want any layoffs.
- **Hours:** Mayor Carter said there also should be no cut-back in hours.

EMPLOYEES CONTINUED

- **Tuition:**
Mayor Carter would like to see the tuition reimbursement reinstated

- **Personnel:**
Mayor Carter did not want additional personnel.
- **Administrative Staff:**
Commissioner Thornhill said there should be no new administrative staff except the city manager
- **COLA:**
Commissioner Thornhill said he would like to take care of the employees and give them a 2% raise if possible.

Ms. Ecklund said this budget year would be the 5th year without a cost of living raise for employees. She said that in the past the subject of COLA was put in at the tail end of the budget process. She asked if the Commission wanted a raise put into the budget up front.

The consensus was that they would like to see the cost of a 1% and 2% raise in the budget and where the money will come from for them to consider, plus also the cost of just a bonus because that is a one-time expense whereas a raise is an expense from now on. This should be recorded in separate columns, one for COLA and one for bonuses.

Ms. Ecklund said she thought it was a good idea to have it in a separate column so the Commissioners can decide if they want to leave it in or take it out.

- Mayor Carter agreed to either a bonus or COLA
- **Expansion:**
Commissioner Lutton said departments have had to be efficient after a tight year, but there is no room for expanding a department unless there is a great need.

UTILITY FEES

- Mayor Carter did not want an increase in utility fees. He said at one time a \$5 increase was discussed but that amount may be the difference between feeding their family or not and can add up over the year.
- Commissioner Lutton said he preferred leaving increases of fees up to city staff and not hog tie them, but they should explore other ways of getting money first.
- Commissioner Thornhill said it should be the Pay-as-you-Go policy.
- Commissioner Wojcik said that customers outside the city limits do not pay property taxes and maybe we should capture money from them to allow the city to provide their utilities.
- Commissioner Lutton said there used to be a bigger disparity between the utility fees for inside and outside the city limits but now the difference in fees is a lot closer than it used to be.

FUNDING

- **Debt:**
Mayor Carter wanted to continue paying off the city debt.
- **Grants:**
Mayor Carter would like grant opportunities sought aggressively especially those available from charitable organizations and foundations.

PUBLIC COMMENT

Mimi Hardman, Lakeshore Blvd., said that if we get a grant we need to do what we say we will do with it, and make sure we have the matching funds.

- **Lobbying:**
Mayor Carter would like the Commission to lobby in Tallahassee to make the City's presence and needs known to elected officials
- **Pay-as-you-Go:**
Mayor Carter would like all assets eight years or under the pay-as-you-go policy.
- **Debt Policy:**
Commissioner Wojcik said we have a debt policy to guide them so she thought they should look at each thing as it comes up.
- **Savings:**
Mayor Carter would like money set aside to pay for future needs.

WEBSITE

Mayor Carter would like the city to get a new website.

EQUIPMENT

- **Safety:**
Mayor Elect Fultz said he said his top priority was for safety in each department because you will end up paying more in a lawsuit if someone gets hurt using faulty equipment than paying to replace the equipment in the first place
- **Efficiency:**
Mayor Elect Fultz said another top priority was for efficiency because with faulty equipment you spend more hours in a day doing the job.
- **Replacement Schedule:**
The equipment should be replaced on a schedule as stated.

Mayor Elect Fultz remarked that some of the equipment he saw was falling apart, should have been replaced, and definitely needs to be replaced in the new budget. In some areas there is money already to do this.

PENSIONS

- Commissioner Lutton asked if the pensions would come to a closure before they start the budget workshops.
- Ms. Ecklund said they were hopeful it would and she gave the following update:
 - Foster and Foster is running a 30 year projection.
 - When she receives them she will meet with Commissioners individually to explain the material.
 - The General Pension Workshop will probably be the first week in June because there is no collective bargaining and negotiations.

PENSIONS CONTINUED

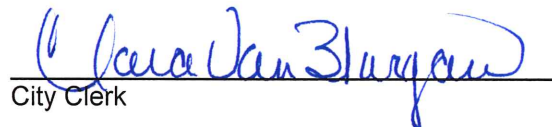
- Hopefully all of this will be wrapped up and she hopes it will be retroactive to October 2012 so the savings will be realized in this budget as well as future budgets.
- Commissioner Lutton asked if they gave the pension fund money every month or every period. Ms. Ecklund said it was every pay period and explained.

There being no further business, the meeting was adjourned at 5:37 p.m.



Mayor/Commissioner

ATTEST:



City Clerk