

CITY OF MADEIRA BEACH
Board of Commissioners Workshop Minutes
Wednesday, July 27, 2011

A Workshop Meeting of the Madeira Beach Board of Commissioners was held on Wednesday, July 27, 2011 in the City Hall Auditorium, located at 300 Municipal Drive, Madeira Beach, Florida.

Mayor Travis Palladeno called the workshop to order at 5:03 p.m. All commissioners were present.

1. TOPICS:

A. DISCUSSION OF THE FY 2011-2012 BUDGET

Interim City Manager Bill Mallory said that the handouts distributed, contained some background information of the last two Strategic Planning Meetings in Madeira Beach; this information was requested by the Commission during last meeting.

Commissioner Robin Vander Velde inquired about the authority of the city manager to change duties and positions; she believed that it was only reserved for the Commission as stated in the City Charter. Commissioner Nancy T. Oakley asked was a budget amendment needed in order to have the funds in place for transferring positions. City Attorney Thomas J. Trask read portion of City Charter Section 5.4 regarding city manager's powers and duties. He clarified that city manager or acting city manager has the power to move job functions from one department to the other. Upon the request of Commissioner Vander Velde, City Attorney Trask read City Charter Section 4.7, and explained that the Commission has the right to make "departmental changes", but not over specific employees. He said that if the Commission wanted to transfer funds, they could do it either in the way of an ordinance or resolution.

Interim City Manager Mallory specified that it was unnecessary to do a budget transfer if the personnel who were transferring from one department to another were currently funded in the budget; the only change was that their salaries would be coming out of different departments. He stated that if a budget transfer was required, it did not have to be done before the transfer of the position, since salary accounts got reconciled at the end of the fiscal year. Commissioner Oakley disagreed, and said that Interim City Manager Mallory should wait after August 3rd, until the Commission has made a budget amendment to transfer the funds from city manager's account to the Clerk/Commission. She did not feel it was right for Interim City Manager Mallory to transfer an employee to be the city clerk's assistant prior to a budget amendment. City Attorney Trask said that under Section 5.4 Interim City Manager Malloy has the right to move the employee since the money was already in the budget.

Discussion shifted to the public works department. Commissioner Vander Velde asked why accounts such as ICMA 401(a) Plan, Group Insurance and Worker's Compensation have been consistently over-budgeted. Interim City Manager Mallory explained that ICMA contributions were calculated as 9% of the projected salaries, meanwhile, vacant positions and employees' length of service also resulted in the over-budget of the ICMA account. Commissioner Vander Velde requested that the city clerk make copies to the Commission of a handout that recaps the city's budget since FY 2008-09. Interim City Manager Mallory said he would check to see if all the expenses associated with public works director position have been removed from the proposed budget.

Commissioner Oakley requested to cancel the \$175 newspaper subscription for the public works department. Interim City Manager Malloy suggested moving the audio/visual employees' overtime

salaries from public works department to the Clerk/Commission budget. Commissioner Vander Velde recommended reducing account-5100 regarding replacing of the five year old All-in-One printer from \$500 to \$300. Upon the discussion of ice machine rental, Community Services Director Mike Maxemow said he would check out the cost for owning instead of renting an ice machine. Commissioner Vander Velde asked was \$3,000 enough for account-4650 to cover the streets maintenance; Community Services Director Maxemow said it should be enough as most of the maintenance has been done during current fiscal year. Community Services Director Maxemow said that the city might need to purchase a new bucket truck to replace the 21-year-old one within a few years, whereas the new truck would cost about \$8,500 and not in the proposed budget so far.

Interim City Manager Mallory stated that he would like to focus on two topics at the next budget meeting: the Vehicle Replacement Plan and the Capital Improvement Plan. Commissioner Vander Velde wanted to include a discussion for a Computer Replacement Program.

Commissioner Lister requested putting aside some money for purchasing welcome banners to put up on the bridges entering Madeira Beach. Community Services Director Maxemow said he would check into that.

Upon the discussion of fires/emergency department, Interim City Manager Mallory said that the lieutenants were expecting to spend \$1,500-\$1,800 purchasing some equipment to make a beach rescue truck from an old pickup truck. Beginning July 1st, firefighters got 3% cutout from their pension. Mayor Palladeno asked the city to make-up for that 3% gap. Interim City Manager Mallory stated that he would bring the estimate figures at the next meeting. Considering that the gap would be between \$15,000 and \$20,000 Commissioner Vander Velde said she would prefer to think about it and not to make the final decision tonight.

With regard to the revenues for the fire department, Interim City Manager Mallory said that \$12,000 might be a conservative number to stay with. Regarding the web, Interim City Manager Mallory explained that by having a separate website for fire department, he was able to customize, update and manipulate the website in a timely manner. Commissioner Vander Velde was concerned it would make the city appears to be fractured by having a separate website for the fire department. Commissioner Oakley asked would it be possible to make the city website having the same flexibility as the website for the fire department, Interim City Manager Mallory said it would be one of the goals to accomplish considering that it was going to be time consuming as lots of difficulties would be involved.

A brief discussion centered on the status of grants that the city has applied for.

Regarding the parks department, Commissioner Vander Velde asked was the \$50,000 capital outlay for parks improvements included in Capital Improvement Program (CIP). Interim City Manager Mallory said it would be in the CIP and also in the department line. He said that Special Projects Funds would be renamed to avoid any confusion. Commissioner Oakley said she did not see the need to replace Truck #90 a 1999 Dodge. The consensus of the Commission was not to purchase the new vehicle at this point in time. Community Services Director Maxemow said he would take a little bit update to the vehicle and keep it running for another year or so. Community Services Director Maxemow said \$750 budgeted under account-4000 for travel and training was a close amount needed to be set aside. Further discussion centered on reclaimed water.

Commissioner Oakley suggested dedicating an employee to take care the bathrooms in South Beach and John's Pass Village, to eliminate the contractual services fees. Community Services Director Maxemow and Interim City Manager Mallory said it would not be possible to have one employee to take on the

whole responsibility. Community Services Director Maxemow was opposed of the idea to reassign two employees from parks department to take care of the bathrooms. Interim City Manager Mallory then explained in depth why it would not be an ideal solution to address the issue.

Nancy Hodges, 506 Crystal Drive; asked about account-4340, regarding the solid waste. In response, Commissioner Oakley explained how the city arrived at the budgeted number.

Mayor Palladeno recessed the meeting for a break at 6:35 p.m. The meeting was reconvened at 6:47 p.m.

Commissioner Oakley said \$50,000 in account-6320 for parks improvements under parks department should be pulled out and put to the Parking Enterprise Funds. Commissioner Lister believed that parks and parking were different. He said he did not want parks to get pushed into "parking". Commissioner Oakley said she just wanted it to be funded out of parking. Commissioner Vander Velde suggested showing the \$50,000 in Clerk/Commission Contingency. Commissioner Lister said if it could be in Clerk/Commission Contingency, it could also be in Parks Contingency as where it should be paid out of. The consensus of the Commission was to leave it in the Parks Contingency.

Commissioner Oakley believed that there was no need to have a full time employee to take care the recreation center, and suggested having a parks employee to maintain it. Community Services Director Maxemow explained that currently the department has a very competent grounds maintenance worker who took care of everything from building maintenance to lawn mowing. In the meantime, the center also has a joint lease with the school, where this position maintains a total of 16 acres of ball fields, and lawn areas. And if this position was eliminated, additional duties would shift to the parks departments, which might become overwhelmed. Commissioner Oakley asked why there was no trade-offs between the recreation center and the school board. Community Services Director Maxemow said he would look into that. With regard to the length of the joint lease on the gym, Community Services Director Maxemow clarified that it has been about twenty years so far. In response to Vice Mayor Reynolds, Community Services Director Maxemow said that the recreation department has a part time custodian who cleans the buildings. Mayor Palladeno said he would like to keep this full time position until a new city manager comes in.

In regard to account-6400 for replacement of aging 1987 tractor under recreation department, Community Services Director Maxemow said they could pull this out of the budget since the department was going to share equipment with other department.

Commissioner Oakley said she did not think tennis courts in recreation department needed to be resurfaced. Community Services Director Maxemow stated that the tennis courts have not been repaired over the last 10 years and was in terrible shape now. Commissioner Vander Velde requested to reduce account-5218 for summer program from \$35,000 to \$24,000. Commissioner Oakley said she would like to see the last three to five years of resident and non-resident summer program involvement rates.

Commissioner Oakley suggested building a fitness center for adults and elderly people by using the \$25,000 budgeted to replace the playground equipment. All commissioners was in support of creating a fitness center. Interim City Manager Mallory said the city could start small on this project, and expand it if it was supported by the residents. Community Services Director Maxemow said there was a twenty by twenty square feet room available in recreation center that could be used as a place to start a small fitness center. But he added that there must be a budget reserved to replace the playground equipment now. The consensus of the Commission was to keep both projects. Commissioner Vander Velde requested that Community Services Director Maxemow provided the Commission with price estimates on the fitness equipment.

Commissioner Vander Velde explained a handout which illustrated a formula to calculate administrative fees. She stated that this simple formula has been used by a lot of neighborhood cities, and was a fair representation of how much time has been spent on enterprise funds. Commissioner Vander Velde thanked Indian Rocks Beach for providing her with this formula. All commissioners were in favor of using this formula, and Mayor Palladeno suggested Commissioner Vander Velde to review this with Interim City Manager Mallory and Financial Consultant Nutt.

The consensus of the Commission was to schedule additional budget workshops on August 10th, 17th, 24th and 30th at 5:00 p.m. Upon discussion, the Commission decided that City Attorney Trask would not need to attend all the budget meetings.

2. MISCELLANEOUS – None

3. ADJOURNMENT

There being no further business, Mayor Palladeno adjourned the workshop at 7:30 p.m.

Date Approved: 3/27/2012



Travis Palladeno, Mayor



Ginger Stilton, CMC
City Clerk