

MINUTES
FINANCE COMMITTEE- BUDGET REVIEW WORKSHOP FOR FY 2019-2020 NO.2
CITY OF ST. CLOUD, FLORIDA- CITY HALL
1300 NINTH ST., ST. CLOUD, FL 34769
CITY COUNCIL CHAMBERS-BUILDING A, 3rd FLOOR
Monday July 22, 2019
6:00 PM

Followed Immediately by
FINAL BUDGET MEETING FOR FY 2019-2020 Meeting NO. 3

Alternate/Additional Date (If Needed): Tuesday, July 23, 2019 at 6:00 pm

I. Call to Order meeting called to order at 7:13 pm

II. Roll Call:

Chairman	-	Rinehart	-	Seat 2
Vice Chair	-	Gonzalez	-	Seat 4
Member	-	Girdner	-	Seat 3
Member	-	Darnell	-	Seat 1
Member	-	Brown	-	Seat 5

All members present.

Staff Attending:

Bill Sturgeon, City Manager
Veronica Miller, Deputy City Manager
Wendy Collazo, Finance Director
Dawn Murray, Budget-Revenue & Billing Administrator
All City Department Directors or their Designee
Claudia Klockars, Executive Administrative Assistant

III. Current Business

Chairman Rinehart addressed **Protocol and Etiquette** of Members and the Meeting

Chairman Rinehart stated the budget discussion will be made on session 2 and on session 3 which will be the final meeting and will adjourn and make motions after this meeting.

Chairman Rinehart then addressed committee by saying that they should have received a Protocol and Etiquette sheet which would explain how they would make motions as noted on the protocol.

Ms. Collazo provided the presentation of the FY 2020 Proposed budget which included the 2020 outline, city budget, summary and schedule.

Ms. Collazo reviewed the proposed General Fund Budget. Member Girdner asked about state

lobbyist and what they can do to help the City. City Manager Bill Sturgeon stated that due to over 50,000 citizens in the City, there is more of a possibility of FEMA grants and water infrastructure grants. Chairman Rinehart reviewed how can we quantify the goals and that we get a return.

Member Girdner asked if we do not have a grant writer. City Manager Bill Sturgeon said that we do not currently but we outsource. Ms. Collazo stated that it requires a specialist to have grants awarded.

Chairman Rinehart stated he was looking at page increases and an increase of \$659,000 was noted. He is curious as to why it does not match up. Dawn Murray explained that the variances reported are only items that are over \$2,000 increase. The difference is reported as the prior year and current year comparison.

Member Girdner asked if any of the increased funds balanced the increase. Ms. Murray stated the variance and they are not reporting the negative in page 39 every single line item.

Chairman Rinehart does not have a total of all those accounts and if they are documenting the increases then that should give him a ballpark of the \$659,000. Ms. Murray stated page 39 is where the detailed lined items and the current budget is 7.9 million. It is not all in the \$659,000. Ms. Collazo stated that is the difference between prior budget and proposed \$1.46 million.

Member Darnell suggested moving the contingency to a different area.

Chairman Reinhart commented about the amount of budget amendments there have been in the past to which Ms. Collazo responded that the goal is to reduce the amount of budget amendments.

Member Girdner asked about a variance she observed that did not make sense to her. Ms. Collazo clarified it by stating that it should be what the paperwork is showing and that the report does not show the variance.

City Clerk had 1 budget item which was travel for the CPM for Deputy City Clerk. No comments were given in regards to this item.

Member Brown asked about a program for fixed assets software and also asked if the software is strong enough to handle the amount of information that will be input in it. Ms. Collazo stated it is strong enough and is composed of 18 subcategories.

Human Resources budget item was presented and no comments were given in regards to this item.

The Committee was advised that the Procurement department is now on its own. Chairman Rinehart asked if outsourcing the grants as we need them is something we will be able to evaluate. City Manager Bill Sturgeon stated yes and the good thing is that we only pay them as we use them.

Finance budget item was presented and no comments were given in regards to this item.

Information Technology budget item was presented and no comments were given in regards to this item.

Ms. Collazo reviewed the proposed Planning and Zoning budget. Chairman Rinehart was intrigued about the staff increase and the amount of training and books in regards to previous years. Planning and Zoning Director Andre Anderson stated that there were frozen positions that were unfrozen this year and that a lot of the budget was for maintaining the mandatory memberships for the employees.

Member Girdner asked if the books and training for all the new positions also goes in with that \$7,000.00 they are speaking of. Mr. Anderson stated that a lot of the trainings are National and they need to budget for the employees who will be attending.

Member Brown asked about the budget line that show they need to fill several vacant positions. Mr. Anderson stated there were over time vacant positions and that the department needs more employees because of the growth of the City. The budget implemented 2 positions that were budgeted for because of that need.

Building Maintenance budget was presented and no comments were given in regards to this item.

Ms. Collazo reviewed the proposed Police Department budget. Chairman Rinehart stated the overtime percentage is extremely high and asked for clarification. Captain Dave Pierson stated he agrees with the large increase and a lot of it is because of the union contract which changed overtime hours from 70 to 85 hours every two weeks and due to the addition of new position as the service and growth needs calls for overtime.

Chief Peter Gauntlett stated the City should have 119 officers and the City has 95 and adding to that are school resource officers who have required us to use and be able to have that staff available. Chief Gauntlett also stated to be aware that when the City has events, overtime is used for the personnel utilized to cover.

Chairman Rinehart stated he would like to know what the overtime rate is for City of Kissimmee to which Ms. Murray stated she would look into it. Chairman Rinehart requested to look at the comparison at the next meeting in October.

Ms. Collazo reviewed the proposed Fire Department budget. Member Girdner observed a \$210,000 increase on special pay to which City Manager Bill Sturgeon responded it was a new structure on the union contract and is in an annual adjustment.

Member Girdner asked if it was it in the budget elsewhere last year, to which City Manager Bill Sturgeon responded yes and that they get an incentive.

Ms. Collazo reviewed the proposed Public Works budget.

Member Girdner commented that the budget for vehicle maintenance doesn't really explain itself thoroughly and shows they need more money. Ms. Murray responded the department was trying to cover for those unexpected events and the age of the vehicles require maintenance. Member Girdner also stated they need a better description of why they are asking for additional funds.

Ms. Collazo reviewed the proposed Parks and Recreation budget.

Chairman Rinehart inquired about the future of Parks and Recreation and if the City is setting money aside to be able to upgrade some buildings. He also stated Parks and Recreation is doing a great job and offers wonderful services to the community. City Manager Bill Sturgeon stated there is a master plan in place and the City is looking into upgrading some buildings.

Ms. Collazo reviewed the proposed Utilities budget.

Member Brown spoke about outsourcing the part for water utilities and contracts which has to be budgeted for. Ms. Collazo responded by saying the City is looking at the benefits obtained if it is outsourced.

Chairman Rinehart showed concern about the overtime to which City Manager and Ms. Murray clarified that it is mostly for the overtime worked when reconnections take place. Chairman Reinhart requested to please have the numbers looked at again to see if it is a scheduling issue. Ms. Murray stated she would talk to the department to try to resolve the issue.

Ms. Collazo reviewed the proposed Wastewater Treatment budget.

Member Girdner showed concern about the overtime rate and asked if they are going to need an increase for next year. Kevin Felblinger from Public Services responded by saying there have been a lot of increases in salaries because of the salary studies and there is also a contract to clean out the City's basins due to the staff not being able to do it based on the difficulty of the project.

Chairman Reinhart noticed a lot of the budget for the department did not seem accurate. Ms. Collazo responded once the department appoints a Director, she will assist the department with the budget in the future.

Ms. Collazo reviewed the proposed Sewer Lines budget.

Chairman Rinehart wanted clarification about maintenance repairs being so high. Mr. Felblinger responded it is due to having to go back to make repairs to lift stations due to the citizens complaining about the smell.

Administration

Member Darnell asked about the warehouse employee working overtime to which Ms. Murray responded he had to be there at all times to issue all warehouse items and that it could be a distribution change from last year's budget.

Ms. Collazo reviewed the Collections.

Member Girdner stated she knows many of these departments are overworked and that the City is growing. Mr. Felblinger stated there are too many houses being built and we need to work the employees more but also cautious not to overwork them.

Chairman Reinhart asked if the City can just hire more employees instead of having overtime to

which City Manager Bill Sturgeon responded that there is an ongoing study at this time which includes a matrix to see how many we will need in the future which also includes fire and police departments.

Ms. Collazo stated the budget is a training process and that her goal is to sit down with the departments and go over the items to benefit the City and the employees.

Ms. Collazo reviewed the proposed Building Department budget.

Chairman Rinehart stated the budget for training is very high and inquired if the amount of training is necessary and why now. City Manager Bill Sturgeon clarified that he directed the staff to be better trained due to the bad reputation the City has had with customer service.

Building Deputy Official Joe DuPriest stated the department has had an increase in staff due to the growth and when you have an increase in staff you have an increase in education. There is also going to be more training in 2020 since the Building Code will change and the employees will need to learn it.

City Manager Bill Sturgeon stated the building department fund is a separate fund and if they can only spend the money within that department then he needs them to be highly trained.

Chairman Rinehart asked if there are any questions or comments.

IV. Review/Discussion: ALL REVENUES/ALL FUNDS

a.	General Fund	001	
b.	County Gas Fund	100	To Include Expenses
c.	Utility Tax Fund	110	To Include Expenses
d.	One Percent Surcharge Fund	120	Expenses are in each Division
e.	St. Cloud / OUC Interlocal Fund	150	To Include Expenses
f.	Debt Service Fund	200	To Include Expenses
g.	Governmental Capital Projects Fund	300	To Include Expenses/ Cap. Projects
h.	Traffic Improvement Impact Fee Fund	310	To Include Expenses
i.	Recreation Impact Fee Fund	320	To Include Expenses
j.	Public Safety Police Impact Fee Fund	330	To Include Expenses
k.	Public Safety Fire Impact Fee Fund	340	To Include Expenses
l.	Mobility Fee Fund	350	To Include Expenses
m.	Water Fund	420	To Include Expenses
n.	Sewer / Wastewater Fund	430	
o.	Sanitation Fund	440	
p.	Storm water Utility Fund	450	
q.	Building Permit Fund	460	
r.	Water Impact Fee Fund	470	
s.	Sewer Impact Fee Fund	480	
t.	Motor Pool Fund	510	
u.	Self Insurance Health Fund	520	

- v. Self Insurance Worker's Comp Fund 525
- w. Economic Development Fund 630
- x. Community Redevelopment Agency 645

Review/Discussion All Budgeted Funds—Includes the Expenditures of Committees/Personnel Changes/Operating/Capital Equipment/120 Equipment and Capital Projects)

(*Note: *PSA* is Public Services Administration and *Pub. Safety Admin-* is Public Safety Administration)

V. PSA-PUBLIC WORKS DEPARTMENT -GENERAL FUND 001

(Personnel Changes/ Operating/Capital Equipment)

- a. Review/Discussion Civil Engineering Division #7010
- b. Review/Discussion Streets & Drainage Division #7020, and Fund 100 for Utility Street Lighting
- c. Review/Discussion Traffic Control Division #7030, and Fund 100

VI. PSA-PUBLIC WORKS DEPARTMENT-STORMWATER UTIL. FUND 450

(Personnel Changes/Operating/Capital Equipment)

- a. Review/Discussion Operating -Streets & Drainage Division #7063

VII. PSA-PUBLIC WORKS DEPARTMENT - MOTOR POOL FUND 510

(Personnel Changes/Operating/Capital Equipment)

- a. Review/Discussion Vehicle Maintenance Division #7040

VIII. PSA-PUBLIC WORKS DEPARTMENT – SANITATION FUND 440

(Personnel Changes/Operating/Capital Equipment)

- a. Review/Discussion Refuse Collection Division #7071
- b. Review/Discussion Landfill Division #7072
(Includes the Transfer Station)

IX. PSA-ENVIRONMENTAL UTIL. DEPARTMENT - WATER FUND 420

(Personnel Changes/Operating)

- a. Review/Discussion Customer Service Division #7050
- b. Review/Discussion Water Treatment Division #7051
- c. Review/Discussion Water Lines Division #7052

d. Review/Discussion Water Administration Division #7055

X. **PSA-ENVIRONMENTAL UTIL. DEPARTMENT – SEWER-WASTEWATER FUND 430** (Personnel Changes/Operating)

a. Review/Discussion Wastewater Treatment Division #7061

b. Review/Discussion Wastewater Lines Division #7062

c. Review/Discussion Wastewater Administration Division #7065

XI. **UTILITIES, PUBLIC WORKS AND GEN. GOV'T.-CAPITAL PROJECTS-FUNDING SOURCES** (Review/Discussion) (Impact Fees)

a. Capital Projects- Funding Source-WATER FUND-#420

b. Capital Projects- Funding Source-SEWER FUND-#430

c. Capital Projects- Funding Source-STORMWATER FUND-#450

d. Capital Projects- Funding Source-GENERAL GOVERNMENT-#300

XII. **GENERAL FUND-001** (Personnel Changes/Operating/Capital Equipment and Capital Projects)

1. **CITY MANAGER DEPARTMENT - GENERAL FUND-001**
(Operating)

a. Review/Discussion City Council Division #1000

b. Review/Discussion City Manager Division #3010

c. Review/Discussion Assistant City Manager Division #3015

2. **CITY CLERK DEPARTMENT- GENERAL FUND-001**
(Operating)

a. Review/Discussion Legal Services Division #2010

b. Review/Discussion Administrative Support Division #2030

c. Review/Discussion City Clerk Division #3016

(Operating, 120 Fund Equipment and Capital Projects)

- a. Review/Discussion Information Technology Division #4510 and 120 Fund
- b. Review/Discussion GIS Division #4512
- c. Review/Discussion Media Services Division #4516

9. PLANNING/ZONING DEPARTMENT- GENERAL FUND 001

(Personnel Changes/Operating)

- a. Review/Discussion Planning/Zoning Division #5410

10. PLANNING/ZONING DEPARTMENT-ECONOMIC DEVELOPMENT FUND 630

(Personnel Changes/Operating)

- a. Review/Discussion Economic Development Division #5512

11. PLANNING/ZONING DEPARTMENT-COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND 645

(Personnel Changes/Operating)

- a. Review/Discussion Community Redevelopment CRA Division #6450

12. BUILDING PERMIT FUND 460

(Personnel Changes/Operating)

- a. Review/Discussion Licensing/Permitting Division #5510
- b. Review/Discussion Building Maintenance Division #5520-GENERAL FUND 001 (Personnel Changes/Operating)

13. PUBLIC SAFETY ADMIN--POLICE DEPARTMENT-GENERAL FUND 001

(Personnel Changes/Operating/Capital Equipment and 120 Fund Equipment)

- a. Review/Discussion Law Enforcement Division #6010, 120 Fund and 330 Fund

- b. Review/Discussion Police Communications Division #6012 and 120 Fund
- c. Review/Discussion Police Division #6015-EOC-Disaster Relief
- d. Review/Discussion Code Enforcement Division #6020

14. **PUBLIC SAFETY ADMIN - FIRE DEPARTMENT- GENERAL FUND 001**

(Personnel Changes/Operating/Capital Equipment and 120 Fund Equipment)

- a. Review/Discussion Fire Control Division #6510 and 120 Fund, 340 Fund
- b. Review/Discussion Emergency Medical Svc. Division #6520 and 120 Fund

15. **PARKS & RECREATION DEPARTMENT-** (001, 100, Personnel Changes Operating/Capital Equipment, 120 Fund Equipment and Capital Projects)

- a. Review/Discussion Turf & Landscape Division #7035 and Fund 100
- b. Review/Discussion Parks Division #7510 and 120 Fund
- c. Review/Discussion Recreation Division #7520
- d. Review/Discussion Pool Division #7530

PARKS & RECREATION DEPARTMENT- (001, 100, Personnel Changes Operating/Capital Equipment, 120 Fund Equipment and Capital Projects) **(Continued)**

- e. Review/Discussion Landscape Maintenance (Beautification) Division #7540
- f. Review/Discussion Special Recreation Facilities/Marina Division #7550
- g. Review/Discussion Special Recreation Facilities /Restaurant/Banquet Division #7560

XIII. Adjournment of Budget Workshop. The Final Budget Review finalizing and voting on recommendations to the City Council will be held immediately following this Workshop.

Adjourned at 10:52pm

Date Approved

David Rinehart, Chairman