



CITY COUNCIL WORKSHOP MEETING

City Hall – Council Chamber
405 Bagshaw Way, Edgewood, Florida
Wednesday, August 03, 2022 at 9:00 AM

DRAFT MINUTES

CALL TO ORDER

Council President Horn called the City Council budget workshop to order at 9:04am.

MAYOR/COUNCIL ATTENDEES

Mayor John Dowless
Council President Richard Horn
Councilmember Lee Chotas (by phone)
Councilmember Susan Lomas
Councilmember Ben Pierce
Councilmember Chris Rader

STAFF ATTENDEES

Sandra Riffle, Interim City Clerk
Brett Sollazzo, Administrative Assistant
John Freeburg, Police Chief
Shannon Patterson, Police Chief of Staff
Scott Zane, Officer/IT Department
Stacey Salemi, Code Compliance Officer
Tammy Campbell, McDirmit Davis
Lindsey Rock, McDirmit Davis

REVIEW & DISCUSSION (Provided in order of line items)

- Mayor Dowless opened the meeting by stating that Interim Clerk Riffle started the budget, and that Ms. Campbell came in to help make sure everything was set. Mayor Dowless stated that Interim Clerk Riffle has done well with her first budget.

General Revenues

- (Line 7) Mayor Dowless explained that ad-valorem has gone up, and that the local communication tax total will not be known until after the first workshop. Ms. Campbell estimated the numbers will come out sometime in August.
- (Line 25) Line item should be zero.
- (Line 55) Interest rates decreased. The amount can be reduced to \$3,000.
- (Line 78) ARPA carryforward can possibly be eliminated and added to the budget when projects are approved. Mayor Dowless stated the City has until 2026 to use them and hopes to use some for roads and streets. Councilmember Rader stated there should be a committee to decide how the funds will be used.
- Ms. Rock said most of the miscellaneous Police Department revenue came from car insurance claims.
- McDirmit Davis should know by end of October to mid-November if the City has a surplus or deficit.

City Hall

- (Line 85) Discussion of City Hall salaries included Mayor Dowless' recommendation to remove the interim status from Interim Clerk Riffle and provide a salary increase between 9%-10%. He also recommended a salary increase for Administrative Assistant Sollazzo, with a title change. With the title change, he will assume some of McDirmit Davis' administrative duties.

- (Line 99) Interim Clerk Riffle explained the budget increase for special events would include some replacement of equipment and décor.
- (Line 120) Likely to be adjusted for council computers. Chief Freeburg stated that tablets or laptops for Councilmembers were not yet added to the IT budget, and would potentially like to use ARPA funds. He will get quotes and provide a cost sheet at the next workshop.
- The park still needs power upgrades. Code Compliance Officer Salemi will get more quotes.

Police Department

- (Line 30) Councilmember Rader noted the change in fingerprinting revenue. Chief Freeburg explained that fingerprinting varies each year, and it is difficult to project the revenue.
- (Lines 180-185) Insurances were budgeted at a 3% increase. Will update to actual when final quotes for FY 2023 come in.
- Chief Freeburg said they have experienced increases but they have tried to keep costs down. Fuel, uniforms, and ammunition all went up in price. They added to building maintenance. Postage increased due to the number of code compliance cases. PD is hoping to get some grants to pay for gear.
- PD needs a Code Compliance vehicle. There are a few options including leasing, buying outright, using ARPA funds, or having Mayor turn over his vehicle. City Hall needs occasional access to a vehicle, so buying a Code car may be better option to free up Mayor's car for City Hall use.
- (Line 127) Police Department salary increases are at 3%.
- (Line 154) The vehicle maintenance budget increased by \$2,000. Council President Horn stated his preference to keep repair and maintenance as separate line items, as it is easier to keep track the cost of repairs.
- Chief Freeburg stated that all software should go into the IT budget. Officer Zane said City Hall & PD switched over to Office 365. He said the budget increased due to machines/battery packs burning out from a surge. Councilmember Lomas suggested getting Duke Energy out to look at the setup and suggest a way to protect IT equipment. Chief Freeburg stated they have done that before, but will look into having them come out again. He also stated they will look into the tablet pricing and server issue, and have it ready to present at the next workshop.

Contracts/Consultants

- (Line 24 Roads and Streets) There is a proposed 10% increase for New Horizons. Mayor Dowless stated they are doing a fantastic job and have been very flexible.
- (Lines 214, 223, 235) Ms. Campbell confirmed a new line item for in and out pass-thru fees for the consultants help cover the costs of consultants.
- (Lines 219 and 220) Original County/Fire and County Dispatch were a 3% increase. Will update the actual amounts when they come in.
- (Line 226) Auditor was increased from last FY. Will adjust to actual.
- (Line 227) Will reduce budget to reflect additional tasks incorporated by City Hall staff. Mayor Dowless said McDirmit Davis will be transferring some duties over to Administrative Assistant Sollazzo, which will decrease the budget as Ms. Rock will not need to be in City Hall as often. She will continue to do bank reconciliations, monthly reviews, and continue to help with budget, and budget amendments.

Roads and Streets

- (Line 9) FDOT agreement amount will be updated.
- (Line 13) McDirmit will update the amount to increase the fund balance by the amount calculated for storm reserve. May be reduced if ARPA funds are used for sidewalk repair.
- (Line 32) Will be adjusted to match ARPA funds from general fund line 78.
- (Line 49) Line item should be zero.
- Mayor Dowless said he will create a storm cleanup line for storm reserves.
- (Line 253) McDirmit Davis will adjust to reduce the change in fund balance for the roads and streets fund.

Other

- (Line 276) based on all of the changes above, will add more to reserves to \$50,210.00
- (Lines 291-294) McDirmit Davis will adjust for excess carryforward for storm reserve with a 2% administrative cost.

Mayor Dowless stated the next budget workshop is on August 15th. Interim Clerk Riffle stated the first hearing is on September 6th. A decision was made to have a tentative third workshop at 5:00 PM on September 6th and the first budget hearing at 6:30 PM.

ADJOURNMENT

Council President Horn adjourned the budget workshop at 10:19 am.

Richard A. Horn
Council President

Attest:

Sandra Riffle, CMC, CBTO
Interim City Clerk

Approved in the _____ Council meeting.