

**MALABAR TOWN COUNCIL WORKSHOP MEETING**  
**March 11, 2009                      7:30 PM**

This meeting of the Malabar Town Council was held at Town Hall at 2725 Malabar Road.

**A.     CALL TO ORDER:**

The meeting was called to order at 7:35 pm by Chair, Mayor Eschenberg. The prayer and pledge were led by Brian Vail.

**B.     ROLL CALL:**

MAYOR/CHAIR	TOM ESCHENBERG
VICE-CHAIR:	PATRICIA DEZMAN
COUNCIL MEMBERS:	NANCY BORTON
	BRIAN VAIL
	STEVE RIVET
	JEFF MCKNIGHT
TOWN ADMINISTRATOR:	BONILYN WILBANKS-FREE
TOWN CLERK/TREASURER:	DEBBY FRANKLIN
BUILDING OFFICIAL:	ROGER CLOUTIER
FIRE CHIEF:	JOE GIANANTONIO
DEPUTY TOWN CLERK:	CYNTHIA KELLEY

**C.     WORKSHOP ACTION:**

**1.     Review Current 2008/2009 FY Budget for consideration of State Forecasted Reduced Revenues and Evaluation of Expenditures**

Mayor Eschenberg gave a brief opening statement regarding the purpose of the current budget review. Mayor stated that Council will still have to either cut the budget or take that additional amount from reserves.

Also, the funds received from Harris Corporation for the first year's payment on the ladder truck needs to be put back into the Fire Department's budget as this is where the payment was made from. BWF asked when the negotiations were taking place, if Harris Corporation stated these funds are to go to the Fire Department budget. Mayor Eschenberg stated that nothing was said but he feels since the payment was made from their budget, it should go back and this is where he stands on this issue. Dezman asked if the payment for the truck was made before the funds were received from Harris; the answer was yes. BWF explained that these funds go into the revenue fund as a donation and a budget revision will be prepared for the next Council meeting. She also reminded Council that there was a shortfall in the Fire Department's budget for maintenance and fuel for the ladder truck. The budget did allow for the niceties for the ladder truck. Staff has prepared a listing of all the open POs, by department; the Fire Department has open POs of committed funds just under \$25,000, Streets & Roads is committed to \$1,000 and the Building Department is committed to \$179.

Mayor Eschenberg stated the budget issues cannot be solved tonight. Council needs to look at the budget and discuss some things this evening. BWF stated she would like some direction regarding Eva Lane. This road is so bad; Mr. Rivet discussed having this road paved next; it was skipped over and another road was paved. We have \$37,000 in the budget for paving and capping the roads. With the stimulus package being presented; it was suggested that we get a

contractor on board as quickly as possible because once the projects are lined up a contractor will not be available. With the stimulus package, the projects need to be completed within 180 days. Council needs to look at the roads and make changes to reduce the paving and capping funds. Also, per our code, we have a requirement for two advertisements for RFPs. The cost for the advertisements is very expensive; BWF made a suggestion that Council look at the ordinance and consider making a change to the number of advertisements required. We have ways to contact the vendors for RFPs; we have, in the past, rolled advertising together with other municipalities to save funds. If Council considered making that one change, a great deal of funds could be saved in advertising costs. BWF asked Council to give direction on the big items that will be reviewed. Dezman made the suggestion that we work from the bottom line and go backwards.

McKnight stated he averaged the five months and then added the last month to his projections. This made a big difference the whole way around. Dezman asked McKnight if he could give Council some ideas of where cuts need to be made. McKnight stated he could not at this time.

Mayor suggested that Council put his and BWF's figures side by side so they can see the differences. Historically, the Town receives more in ad valorem taxes than is budgeted. BWF stated that we don't budget at 100%; we budget at 95%. Dezman asked, based on the history with where we are in the economy, can we count on these funds coming in. Vail stated, with the foreclosure issues, we will eventually get our funds but it may not be in this fiscal year. BWF stated that she and Franklin are notified by the State when the revenues are to be reduced. Since we don't budget at 100%; she took the 12% the State said to reduce by and reduced our revenues by 7% because of the 95% budget process we use. Rivet stated we need to be conservative with the revenues.

Rivet suggested he would like to go through the expenses and start with making cuts; we can make some progress there. We can work on the revenue side. BWF stated that a notice is sent once a month; the revenues are easy to update. Dezman asked if Council is in agreement with this process. Mayor Eschenberg stated Council needs to look at the big number items.

Starting from Page 1 at the first line item, the following changes were made to the expenditure side of the budget:

**Legislative Budget Expenses:**

**511.4000** – reduce to \$2,000 from \$2,300; \$300 taken from this line item.

**511.4010** – reduce to \$2,088 from \$6,700; \$4,612 taken from this line item.

**511.4100** – no change made.

**511.4700** – no change made.

**511.4800** – no change made.

**511.4900** – no change made at this time; may be reviewed at a later date.

**511.4910** – no change made at this time; may be reviewed at a later date.

**511.4920** – no change made at this time; may be reviewed at a later date.

**511.4930** – no change made at this time; may be reviewed at a later date.

**511.4940** – McKnight donated his discretionary funds to Streets & Road at a previous Council meeting.

**511.4950** – Dezman donated her discretionary funds to Finance & Admin for archiving purposes after reviewing this line item in Franklin's portion of the budget.

**511.5200** – no change made.

**511.5400** – no change made.

**Executive Expenses:**

**512.1100** – no change made.

**512.1200** – no change made.

**512.1400** – no change made – Franklin explained that when the revenue shortfalls started last year, all over-time was stopped; no over-time is permitted without the approval of BWF and Franklin.

**512.2100** – no change made – BWF stated this is based on salary and cannot be changed.

**512.2200** – no change made – BWF stated this is based on salary and cannot be changed.

**512.2300** – no change made.

**512.2400** – no change made.

**512.4000** – no change made – BWF stated that she has forgone the Winter Institute and ICMA conference.

**512.4010** – no change made.

**512.4100** – no change made.

**512.4900** – no change made – BWF explained that HR background checks, which was not done in the past, comes from this line item; we have also added physicals to the budget. These items cannot be reduced.

**512.5100** – no change made.

**512.5200** – no change made.

At this time, BWF stated that Council should concentrate on the line item numbers beginning with 4000 and go from there. The numbers prior to the 4000 is in regards to salaries, insurances, FICA taxes, FRS, etc.

Dezman stated that Council has gained \$4,912 from the Legislative budget; \$4,612 from travel & per diem and \$300 from the Mayors travel & per diem. Bonnie stated any changes made to the line items will be dropped in the budget tomorrow and Council should have the new pages by the evening.

**Finance & Admin:**

Under this budget, Borton asked about 513.1300 and 513.1400. Franklin explained that these two line items pay for the part-time person who fills in when someone is out for a period of time. The over-time is there to pay hourly staff that takes care of board meetings.

It was decided by Council to make the following changes in this budget:

**513.1300** – reduce to \$600 from \$1200; \$600 taken from this line item.

**513.1400** – reduce to \$2,000 from \$2,500; \$500 taken from line item.

**513.3100** – reduce to \$1,000 from \$3,000; \$2,000 taken from line item.

**513.3200** – no change made.

**513.3400** – no change made.

**513.4000** – reduce to \$4,200 from \$5,510; \$1,310 taken from this line item.

**513.4100** – no change made.

**513.4700** – BWF and Franklin to review; if archiving a requirement by State Statute, the funds will remain, if no requirement line item will be reduced by \$3,000.

**513.4900** – no change made.

**513.5100** – reduce to \$2,000 from \$3,000; \$1,000 taken from this line item.

**513.5200** – reduce to \$1,200 from \$2,200; \$1000 taken from this line item.

**513.5400** – no change made.

**513.6400** – reduce to \$1,100 from \$1,500; \$400 taken from this line item.

**Legal:**

**514.3100** – no change made.

**514.3110** – no change made.

**514.3120** – no change made

**514.3130** – no change made.

McKnight made a recommendation to Council that Bohne should leave the meetings when he is no longer needed; this will save funds that are paid for hourly meeting attendance. Vail and Dezman stated this is not something Council should consider; he is here to answer questions and simplify things. Borton stated we could save on the legal fees by getting the codes prepared correctly.

**Comp Planning:**

**515.3100** – reduce to \$42,000 from \$44,000; \$2,000 taken from this line item.

**515.3110** – no change made.

At this time, Dezman stated Council has reduced the budget by \$14,132; possibly \$17,132 as we go forward.

**General Government:**

**519.3100** – no change made.

**519.3120** – this line item is over and a budget adjustment needs to be made. Dezman stated that we need to account for the overage of \$700. Franklin stated this is due to a Town survey that was needed. Vail asked where these funds would come from; Franklin stated it should come from Calvin Giordano in 515.3100.

**519.3400** –no change made.

**519.3410** – Council asked BWF to contact Netdirectives and see if they will reduce the remainder of year by 10% in costs. If they are not in agreement with this, then we need to prepare and RFP and have competitive bidding done. It is possible that this line item will be reduced to \$9,000 from \$10,000 with \$1,000 taken from here.

**519.3420** – no change made.

**519.3430** – reduce to \$584 from \$1,384; \$800 taken from this line item.

**519.3440** – no change made.

**519.3450** – no change made.

**519.3460** – no change made.

**519.4100** – reduce to \$3,200 from \$5,200; \$2,000 taken from this line item.

**519.4110** – reduce to \$2,200 from \$3,200; \$1,000 taken from this line item.

**519.4300** – no change made.

**519.4400** – no change made.

**519.4500** – no change made.

**519.4600** – no change made.

At this time, Dezman suggested we get through budget for 519 and take a five minute break.

**519.4800** – no change made; funds provided to Corporation for Christmas party.

**519.4900** – no change made; this has been cut and budget revisions will be completed.

**519.4910** – no change made.

**519.5100** – BWF and Franklin to review line item; if funds can be taken out, they will do so.

**519.5200** – no change made.

Dezman stated that we have taken another \$6,800 with a question of an additional \$1,000. A short break was taken at 9:40 pm. Council meeting resumed at 9:58 pm.

Before continuing, Dezman asked Council if we are going to go through 7 of 7 pages tonight. Rivet suggested that the meeting be adjourned at 11:00 pm.

**Fire Control:**

**522.1200** – no change made.

**522.1300** – no change made.

**522.1500** – reduce to \$11,000 from \$21,000; \$10,000 taken from this line item. Welton stated that we ask the volunteers to wear the proper clothing and shoes. The Fire Department provides a tee shirt only; the volunteer pays for all other clothing at approximately \$100. BWF stated that the Corporation is doing fund raisers; what is the money being used for? Welton stated that the Corporation was going to purchase uniforms but in auditing the books, the found a large sum of money missing. It is possible that some of the Corporation funds can be used for the Fire Department.

**522.2100** – no change made.

**522.2200** – no change made

**522.2400** – no change made

**522.3100** – BWF to re-evaluate this; if change can be made, it will be done.

**522.3410** – Kelley stated this invoice is approximately \$1500; Franklin researched and found it to be \$1510; reduce to \$1,600 from \$3,800, taking \$2,200 from this line item.

**522.3420** – no change made.

**522.3440** – no change made.

**522.3460** – as directed by Council, BWF will contact Netdirectives to see if a 10% reduction in billing for the rest of the year. If so, reduce to \$6,300 from \$7,000; \$700 taken from this line item.

**522.3470** – no change made.

**522.3480** – no change made.

**522.4100** – reduce to \$5,011 from \$5,211; \$200 taken from this line item.

**522.4300** – no change made.

**522.4310** – reduce to \$200 from \$800; \$600 taken from this line item.

**522.4400** – no change made.

**522.4500** – research to see if payment made; if it is, we may be able to take from here.

**522.4600** – no change made.

**522.4800** – reduce to \$0 from \$750; \$750 taken from this line item. Welton stated these funds are for Fire Prevention Week; the Corporation would probably pay for this material if asked.

**522.4900** – reduce to \$2,000 from \$4,000; \$2,000 taken from this line item. These funds are for Explorer supplies; they are very active in their fund raising. Place very well in the competition they were in a few weeks ago.

**522.5100** – reduce to \$1,295 from \$2,295; \$1,000 taken from this line item.

**522.5200** – reduce to \$46,810.00 from \$51,810; \$5,000 taken from this line item.

**522.5400** – no change made.

**522.6400** – to be increased to \$8,797 to cover the Zetron Recorder and the Repeater. Monies found from these line items will pay for these two purchases.

Dezman stated that we have found \$12,450; \$7,268 needs to be spent on Repeater. We have gained \$5,182 from the Fire Department.

**Protective Inspections:**

**524.1200** – no changes made.

**524.1210** – this was cut from the budget.

**524.1220** – reduce to \$4,300 from \$6,300; \$2,000 taken from this line item.

**524.1300** – reduce to \$2,800 from \$4,800; \$2,000 taken from this line item and FICA will be reduced with reducing salaries.

**524.1400** – no change made.

Dezman stated that Council has taken an approximate \$42,000 from the budget. Mayor Eschenberg stated that BWF's number is \$185,000 and doesn't account for moving funds into the Fire Department from Harris. Once this is in the budget, the new figure will be \$222,000. We have a very serious problem. Mayor will have suggestions to give to Council at the next workshop meeting. BWF stated that you haven't made your biggest cuts as of yet; they will come from the Streets & Roads budget.

The next scheduled budget workshop is Wednesday, March 18<sup>th</sup> at 7:00 pm. The Town Clerk will make contact with the Park Board Chair to work out a solution for the meeting conflict.

#### **D. ADJOURNMENT**

There being no further business to discuss, **MOTION:** Dezman/Rivet to adjourn meeting.

**VOTE:** All Ayes. This meeting adjourned at 11:05 pm.

By: Thomas Eschenberg  
Mayor Thomas Eschenberg, Chair

ATTEST:

*Debby K. Franklin*

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Debby Franklin, Town Clerk/Treasure

Date: Approved with corrections RTCM 3/16/09