

MALABAR TOWN COUNCIL BUDGET WORKSHOP
August 5, 2008 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 7:30 pm by Chair, Mayor Eschenberg. The prayer and pledge were led by Mayor.

B. ROLL CALL:

MAYOR/CHAIR	TOM ESCHENBERG
VICE-CHAIR:	CHUCK McCLELLAND
COUNCIL MEMBERS:	NANCY BORTON
	BRIAN VAIL
	JEFF MCKNIGHT
	PAT DEZMAN
TOWN ADMINISTRATOR:	BONILYN WILBANKS-FREE
ACCOUNTANT:	AUGUST TORRES
TOWN CLERK/TREASURER:	DEBBY FRANKLIN
BUILDING PERMIT CLERK:	DENINE FUSCO-SCARBRO

Staff Present: Roger Cloutier, Building Official; Joe Gianantonio, Fire Chief, Carl Beatty, Public Works Manager, not present.

C. Review projected revenues and expenditures for 2008/2009 FY Budget

Note: This was scheduled at RTCM of July 21, 2008. Town Administrator BWF had distributed proposed budget to Council on 8/04/08.

BWF introduced Denine Fusco-Scarbro to Council. She will take summary minutes of workshop meeting while Franklin operates the overhead. Chair asked BWF to start. Dezman wanted all pages numbered before starting. They added the revenue summary pages, replaced the revenue pages and changed the fire dept pages and numbered all.

BWF explained that in the budget workshop process the first budget is never balanced. They have used the projected revenues and listed the proposed expenditures. She reviewed the summary revenues and expenditures. She met with the Building Official and he took off 60% from the last year's anticipated revenues. When the budget is done it will go up on the website and she wants it to be understandable. She has included a definition page to help residents and staff know where the expenditures are being made.

Regarding Fines and Fords, BWF is asking Clerk of Court to review collection method for Malabar and audit our numbers. The revenue should be more.

The budget numbers are real numbers; they reflect the cost of doing business. All numbers have been checked. Dezman asked about her Discretionary line item. She has spent \$550.00? Yes. Franklin explained that they did not review every receipt on the Discretionary funds; she knows Council directed more to be spent but did not have time to review all the minutes. Also not all expenses were correctly charged. McKnight had earlier stated that his discretionary money could be given to the road line item. He now suggested that it go towards meeting the shortfall in the budget. If the rest of council also did the same it could be \$ 6,000.00

Vail also suggested lowering the amount in the next budget. Dezman wanted to hold off on any reduction.

Reviewed Executive budget and explained classes and certifications. Only increased car allowance for Building Official. Dezman asked if the budget reflected on Page 8 included cost of living (COLA)

increases? No. Franklin handed out separate calculation if each person were given increases of various percentages.

BWF also explained the increase in her fund was due to Human Resource requirement to take those responsibilities over and fund the operating costs.

Then went through Finance and Administration: Election expenses- pays for Supervisor of Elections and newspaper ads.

Contractual Service: Auditing and Accounting- \$ 24,000.00 approx. and \$20,000.00 with 75% coming from here and 25% from utility fund. Iron mountain- Municode, additional 15K to update code. She referred to code book review that was done in 1998 that was never incorporated.

Dezman asked about machinery. BWF: Replacing Deputy Clerk's computer. Borton asked about where Susan K stands as employee. Does Town pay any further expenses? BWF: Not paying for any more benefits at this time – No \$. Franklin confirmed we got a reimbursement for premiums paid on LTD insurance. Dezman said we have hurt her by not taking the step to terminate employment. She must wait three months to apply for SSI.

Chair brought Council back to topic.

Legal Budget:

514: Professional services

Attorney Karl Bohne \$125.00 to \$150.00 per hour increase requested by attorney. Council discussed flat fee and retainer options. They also mentioned long term and only \$5.00 increase previously. Dezman mentioned his commitment to town. Retainer fee- review of agenda keeps hourly costs down. Vail: Ask about retainer vs. hourly fee? Will he be on budget this year? He will be over at his current charges. BWF: Labor attorney charges a \$ 500.00 retainer. Dezman stated we must consider the years of service. Borton said his increase barely covers cost of fuel.

515: Comprehensive Plan Cost is \$ 33,000.00+/- Broken up in payments over three years; plus 10K for other required updates to Comp Plan. Borton asked about Keith Mills charges. His costs are for day to day planning review.

519 Budget- general government.

BWF went down expenses for fund: engineer is covered here and in water dept, and Building Dept.

Architect- we have signed contract for Phase 1 work for this amount.

Surveyor- fees for general items.

Pest control- Town Hall

BD – expenses to decrease. Building Department due to move back into Town Hall in late August.

Mayor- Asking about netDirective total amount? BWF explained that amount was originally charged incorrectly on the invoice. Mayor: Computer company getting approx \$15,000.00

Dezman pointed out how they showed up here during fires in May 2008. BWF stated they have donated so much to the Fire Department. They provide all service and virus protection to the town computer server system and all computers. They also provide great response via the phone if they are not in the area.

Borton asked about the postage and office supply line item in each Department. BWF explained the different costs per department and by breaking it down it lets taxpayers and Council know where expenses are going. She did not budget anything in for Building improvements, but suggests insulated ceiling panels for Town Hall to decrease heat.

522: Fire Dept.

We added two part time fire fighters and we had added the Admin Assistant for the Fire Chief. BWF explained the grant that may help pay for the physicals. That item had to increase because it is

required and it costs more than we had budgeted last year. They are hopeful that grant funds will come in for this.

BWF- replacing gas stove with electric (due to injury that occurred) McClelland- It is wired for electric and so it water heater.

Building Expense - \$900.00 cost for generator service contract @ FD Bi yearly Important EOC area.

Fire prevention week- program very helpful for child care places.

Chuck – asks about \$22,000.00 for Explorers Program – it is 4K for Explorers and 18K as our match requirement on grants.

Borton asked if we could save money by eliminating services.

Chief Joe- Explaining responding process for paramedic/ EMT. We do not transport PT.

Discussion about responses for EMS calls.

McKnight-he is not happy with increase in budget for FD. Other department cut. No cuts with FD

Vail- asked if Grant money cost share is budgeted for FD. Yes, only the part the town is responsible to match.

McClelland asked about alarm system \$7,000.00? Building Official Cloutier - Fire alarm system can be replaced with (6) smoke detectors, (2) CO detectors per Code.

Dezman asked why things were not put back into FD after hurricanes – previous Administrator made the directive on what to replace.

McClelland asked about the 24K for computers? Asst. Chief Rowan said with the six new computers they needed to add a server to handle them.

Chief Joe- Surveillance cameras for the fire department and also for the park entrance and monitors for same. Vail asked if cost of use of cameras was split between the FD & park.

Dezman- Suggests park expense for Surveillance cameras. BWF- cameras are in FD and around FD and cost should be shared with park.

Dezman thinks the money spent on computers was well spent due to Mothers Day fire 2008.

Chief Joe- good money spent for cameras, no criminal activity.

Break: 10 minute recess per Mayor - Back At 9:26 pm

524 Building Department

BWF – Department will be moving to Town Hall last week of Aug – Sept (1st Week) 2008. Moving to save money but moved up date due to mold issues and leak in roof.

BWF explained the pros and cons of leasing copiers.

Cloutier stated there will be new codes coming out that will need to be purchased to update the department.

539 Public works-

PW Manager is split with Streets & Roads 25 % charged to Public Works. Drainage cleaning

Explaining line items for public works

- Fiber optic for public works Department we have installed recently to the server to connect the computer that was purchased by Council direction in 2005.

Public works Bldg \$2,000.00 expenditures

Operating expenses

Streets & roads 75% expenditures

- \$ 10,000.00 in budget for spraying ditches so that growth is reduced accordingly. This was cut last year and it is very difficult to manage the growth with all the rain. She strongly recommended we keep this in the budget.
- repairing and maintenance of culvert replacements with the pipe bought last year.

572 – Parks

Explaining line items for park expenditures – need fence around front of golf Disc Park to separate parking area. No play ground equip in budget.

574- Special Event/ General Fund

Bonnie estimated \$4,000.00 based on history.

Mayor- Made suggestion due to hour to review staffs first and second page – budget summary of revenues versus expenditures shows a shortfall of \$500K. He has a draft budget that has a very different shortfall. He also handed out to Council a salary sheet. He doesn't know what is typical but his numbers show that 50% of the town costs are for labor.

Mayor- Review and cut dollars out of budget.

Consensus was to have the next budget workshop on the 25th as planned. We will meet at 7:00 PM for a special meeting to receive the audit report.

BWF- Review and call her for questions.

Mayor stated he can only talk to council in a public meeting and wanted to respond to the memo sent to McKnight by BWF. He thought it was inaccurate. It stated there were no financial reports after Dec 2006 and he saw them in the Clerk's office for June 2007. It also stated that the funds that Susan had set up were not correct and the Mayor checked with the Accountant and they were correct. He wanted Council to know that.

Vail asked if they don't settle on a budget at the meeting on the 25th of August should we plan on one for September 2. Yes. Franklin said the first Public Hearing is set for September 8th and we can meet all the way up to that date. Dezman also suggested another workshop on Sept 2 to review the final budget. BWF- Auditors would like to do presentation on the 25th of August 2006-2007. OK with all.

Meetings:

7:00 PM Aug 25 for Special Meeting to accept Audit for FY2006/2007.

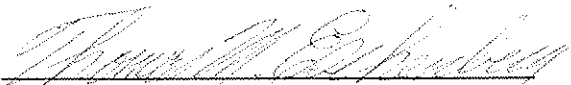
7:30 PM Aug 25 for Workshop on FY 2008/2009 Budget.

7:30 PM Sept 2 (Tuesday) for final review of Budget before Public Hearing.

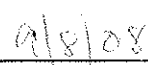
7:30 PM Sept 8 First Public Hearing on FY 2008/2009 Budget

D. ADJOURNMENT

MOTION: Dezman / Borton to adjourn this meeting. **VOTE:** All Ayes. The meeting adjourned at 10:10 PM.

BY: 
Mayor Thomas M. Eschenberg, Chair

ATTEST BY: 
Debby Franklin, Town Clerk


Date Approved