

**MALABAR TOWN COUNCIL BUDGET WORKSHOP**  
**AUGUST 9, 2007                      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 7:40 pm by Mayor Eschenberg. The prayer and pledge were led by Council Member Pat Dezman.

**B.     ROLL CALL:**

MAYOR/CHAIR

TOM ESCHENBERG

VICE-CHAIR:

CHUCK McCLELLAND

COUNCIL MEMBERS:

NANCY BORTON

BRIAN VAIL

BOBBI MOCCIA

PAT DEZMAN

TOWN ADMINISTRATOR:

BONILYN WILBANKS-FREE

DEPUTY TOWN CLERK:

CINDI KELLEY

We have officially hired a Building Official, starting on Monday August 13, 2007; his name is Roger Cloutier.

**C.     ADDITIONS/DELETIONS/CHANGES: None**

**D.     DISCUSSION OF PROPOSED 2007/2008 BUDGET:**

Mayor Eschenberg asked Mrs. Wilbanks-Free to go over the budget from the last meeting. The revenues have not been changed. Bonnie gave an overview of the budget from the last meeting. The revenues have not been changed. The changes have been made to each line item that was requested by Council. The Utility, Utility Trust Fund and Miscellaneous funds did not change.

Mayor Eschenberg reviewed the amounts to the Legislative budget; he we were shorting the travel and per diem. We added the IEMO conference in the budget; a total amount of \$2,000, which will allow three people to attend. We clarified that the newsletter should come out of this budget; we made changes as it showed in two places for the postage and the set-up costs. Mrs. Moccia stated that while on vacation in the north, Shelton and Derby Connecticut put out newsletters every other month; the last two pages are dedicated to the area businesses, which pay for the newsletter; the town pays nothing. At the end of the year, a newsletter summary is provided with pictures. Mrs. Wilbanks-Free stated this should be looked at and discussed.

The tapes for Council have been placed in legislative; as it is a cost for the Council meetings. With the new server, the back-up tapes did increase in the budget cost. There is also an understanding that the monthly back-up tapes will not be recorded over; we will retain it as State record. This has already been implemented. Everything else in this budget is the same.

There were no changes to the Executive-Town Administrator's budget with the exception of the 4% increase in salaries.

The Executive-Town Clerk/Treasurer's budget, the newsletter postage has changes, Check 21 has changes. We only split the cost between the Building and Treasurer's departments; some of the cost should come out of the Utility fund; this department will be using the equipment as well. It was not a good move to lease the equipment; it would be \$600 at the end of a two year lease. Discussion of the positives were spoken about; the safety issues and the pros of using this machine. There will be no more runs to the bank, no more cash taken in; checks can be shredded after running through the machine as an ACH. This is better employee protection. Mrs. Dezman agrees with taking no cash; however the older people in the town are set in their ways of how they pay their bills. There was discussion of the cost of using the machine. This information will be provided to Council in an FYI. Mrs. Moccia stated it's a good idea where we are going with this machine; it fixes the funds with no bounced checks.

Mrs. Dezman stated, with regards to the overtime, that we are going to have an issue. Mrs. Wilbanks-Free stated she cannot guarantee the overtime; there is no action plan regarding Mrs. Kabana at this time. Mrs. Moccia asked if she felt we need to put more funds in this item. Mrs. Dezman stated she didn't understand the difference in the salaries of the Clerk and the Deputy Clerk. Mrs. Wilbanks-Free stated that cross training is taking place amongst staff. It was stated that there should be some level of factor in this when cross training is happening and making it work for the Town. Mrs. Borton stated is shows in the 4% increase in salary. Mrs. Wilbanks-Free stated that she is trying to implement a time analysis with the Clerk and the Deputy Clerk to see what the outcome of the time management is. Until Mrs. Kabana comes back with her plan of action and her hours; Mrs. Kabana should come to Council and advise Council and advise of her plans. Council would need to make a decision of how to handle the situation. If she is working part-time, her salary is \$52,000; Council could take from her salary at 10% and give it to Ms. Kelley, making her salaried. Mrs. Dezman stated we should be proactive and not reactive. Mrs. Wilbanks-Free stated we can't be proactive without knowing what is happening with Mrs. Kabana. Mrs. Moccia stated we should highlight this portion of the budget; if funds are available we can put it here. Mayor Eschenberg stated that budget adjustments can be made. Mrs. Dezman stated she will not be here on some Monday evenings due to classes; she wants to be able to be involved in this issue. Mrs. Wilbanks-Free stated that she should tell when this happens to tell her and she will hold off on the discussion at Council meetings until such time that Mrs. Dezman is here. Mr. McClelland stated we could hire a part-time person to get us through this time. Mrs. Wilbanks-Free stated that Mrs. Kabana, for six months, you have half a person; she is busy closing the books and getting ready for the audit from September through December. There was discussion of the work load. Mrs. Wilbanks-Free asks to let things work out because we are not there in hiring another person.

The Administrative budget shows the auditor's fees. We will have a letter of engagement; the utility should carry it's own portion of the audit. These fees have been split between administrative and utility. Last year GASB 34 was in place; Mrs. Kabana needed to be trained with this, which made the expense go up. We need a letter of engagement to show the breakdown between the general fund audit and the utility fund audit. The auditors will spend less time with the changes that have been made to the budget process. Mr. Vail asked about the final costs of the audit and if we are finished paying the fees; the reason we had a \$4,000 increase. Mrs. Wilbanks-Free stated within the engagement letter, most auditors will give themselves a three to five percent increase; when the letter is signed for the contract, this information is in there. We have

requested this information from the auditor. Mrs. Wilbanks-Free recommends that we do an RFP for the auditor to get competitive bids.

Within the Legal budget, Mr. Bohne has funds available for code enforcement. The funds for Ford/Harrison have been increased; they will be looking at the employee manual for us. .

The Comp Plan-\$60,000 is for the planner; we did not increase this amount. This came down from \$70,000; everything else remains the same. Mrs. Wilbanks-Free stated that Mr. Bohne has prepared the contract for the planner; it has been reviewed with the Mayor and will go out to the planner tomorrow. Keith Mills does work with us on different issues.

General Government-page 16 has had no change. Mayor Eschenberg has a question on page 15 with regards to the figure in line 519.450. We will look at this.

Fire Department-the part-time firefighters salaries have been bumped up to \$28,000; we have added a part-time secretary (\$12,480/year @ \$8.00/hr.); we have added the Fire Marshal as this is his classification. bumped up to \$28,000 for fire fighters; added part-time secretary; added the Fire Marshal, as this is his classification. Chief Gianantonio stated he would like the secretarial position at 20 hours and the other funds as a stipend for the two officers. It was stated that the secretarial position is needed; it will be hard to hire a part-time person at 20 hours a week at \$8.00. The hiring base will not be there.

Mr. Welton came to the podium to address Council. He stated that there are key people that put in a lot of administrative hours; a crew mans the station. Could we take the 10 hours from the secretary position and split it with key crew as a stipend? Mrs. Wilbanks-Free stated that FRS took a big jump; Fire Marshal had to be added, this is the reason for the increase. We had to include the two part-time firefighters with FRS as well. The question was raised if we do what the Chief is asking, will FRS be reduced? Mr. Abernathy is going over to assist the Fire Chief; with his classification, FRS is \$2,700.

It was stated that if the firefighters are paid a salary, they cannot be called to volunteer; could they be paid a stipend? Mrs. Wilbanks-Free stated a call to the labor attorney would be place; she needs an opinion from their office regarding this information. Anything that is changed in the budget; we need to find the funds to do so.

The secretary position is to maintain all the records, applications received for processing, monthly reports for the state and inputting data into the computer. A place to advertise for this position would be the Mailboat. Mrs. Moccia stated we should start with what we have in the budget; try to get a person for 20-30 hours a week and then take the additional funds if available and disperse where needed. Mr. Rowan made the comment of paying a secretary's position more than the Chief.

Mr. Welton has done research; paid firefighters cannot volunteer at the station. Mrs. Wilbanks-Free stated this is correct; there was abuse happening and the FLSA put a stop to this. The labor attorney will know this information. Mayor Eschenberg asked what the difference is between a stipend and a pay per call; legally, does it make a difference? The question was asked of the total roster, how many firefighters are from Malabar. Mr. Welton stated 1%; a total of five people. It was stated that the people of the town should apply for the part-time positions and be considered. There is a possible

way for revenues to come into the Fire Department. After a call, we can provide the insurance company with the license plate number; the customer is billed for the services provided. Mrs. Dezman asked that the amounts be broken out for each position on line 522.120.

At this time, Mayor Eschenberg called a five minute break at 9:15 pm. The meeting resumed at 9:20 pm.

Protective Services-with regards to the part-time Building Official, Norm Smith received a \$300 car allowance; propose we do the same for the new Building Official. Mr. Cloutier accepted the position at \$35,000; he would be evaluated at six months; his computer skills are not there. Mr. Cloutier asked if the Town provides a car for his use around town. If we pay the \$300 car allowance to him, it's a savings to him and there are not insurance issues. Mayor Eschenberg stated that this person lives in Palm Bay; how many miles is he really going to use a month? We are paying .445¢ a mile; is it better to pay the car allowance or mileage? Mrs. Wilbanks-Free asked about a \$200 car allowance; a flat rate per month or mile as we are paying \$35,000 in salary. The car allowance would be less hassle. He will be attending required meetings, comp plan issues, representing us with issues having to do with St. John's and plan reviewing. Council stated that a \$200 car allowance will be paid; he is to keep his mileage and at six months, this will be evaluated to see the best way for him to be paid for his traveling. Staff needs to add a line item for the car allowance. The budget will be \$3,200; if it is used fine, if not, the funds were already in place. Leave the budget as is at \$41,000 and add the line item for the car. Drop the salary to \$37,800.

Mrs. Dezman asked if there are any funds in all the departments to play with. Mrs. Wilbanks-Free stated that we should not have more 5% overage in the departments. We are adding two computers to this department as well; we have added \$600 for training.

Public Works – this budget was increased by \$40,000 to show the 4% increase in salaries. This is the only change.

Streets/Roads – we have added paving/capping at \$37,885. the directions of the street names have been added to the list of the road and have been broken out as capped versus pave. Mr. Beatty was asked to look at the mileage; if more than ¼ of the way, it is to be moved to a "D". The roads that are deteriorating need to have millings; we are making "C & D" ratings into a "B" rating. We will be servicing the "B" roads and bringing the other roads up to par. Mrs. Wilbanks-Free stated that millings cannot be dropped off at a site and let the residents spread them around the roads. It was asked if we have enough dollars for this. Mrs. Wilbanks-Free stated this line item represents the Local Option Gas Tax of \$87,885 for auditing purposes.

Parks/Recreation – in line 572.640, fencing for the Fern Creek Crossing and Disc Golf Parks have been added. We also need handicapped signage for the Disc Golf Park as well.

Miscellaneous Funds – the \$94,000 in this line item can only be used for things that qualify with TIFT funds.

Utility Fund – the only addition to this budget is the Check 21.

Mrs. Dezman asked if there is any money in the budget for the maintenance of this building. This is in the General Government budget under maintenance. The line item has \$7,000 to be used for cost of a/c; painting; change out windows to assist with the a/c issues. It was suggested that we invest in high-impact hurricane windows. We are okay with the windows we have; they have not been validated against object. If a window is purchased today, it comes with a hurricane shutter. We need to get a cost for all the windows and see what maintenance needs to be done first.

**E. ADJOURNMENT:**

There being no further discussion, **MOTION: Borton/Moccia to adjourn meeting.**

**VOTE: All Ayes.** This meeting adjourned at 9:50 pm. Mrs. Dezman advised that she will not be in attendance on the 20<sup>th</sup> of August. Mrs. Moccia stated she would be here.

BY: \_\_\_\_\_  
Mayor Thomas Eschenberg, Chair

ATTESTED BY:

\_\_\_\_\_  
Cindi Kelley, Deputy Town Clerk

\_\_\_\_\_  
Date