

## CITY COMMISSION WORKSHOP MINUTES

August 9, 2018

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Mayor Joe LaCascia called the meeting to order at 7:00 p.m.

Those present recited the Pledge of Allegiance led by Mayor Joe LaCascia.

**ROLL CALL** – Assistant to the City Manager Sheandolen Dunn

**Present** Mayor Joe LaCascia, Commissioner Mike Blethen, Commissioner Don Kimsey, Commissioner Randy Carroll and City Manager Patricia Jackson

**Absent:** Vice Mayor Wanda Harris, City Attorney Thomas Cloud

### **ORDER OF BUSINESS**

#### **Discussion of Fiscal Year 2018-2019 Budget**

City Manager Jackson discussed the highlights of the Proposed FY 2018-2019 Budget of which a copy is available in the City Manager's Office (see attached)

Discussed employees going back to a 40-hour work week, Monday-Friday  
Transitioning with Utilities and adding more employees

As of the last meeting, the budget would be based on 7.4877 millage.

#### **The Budget includes:**

- 1- Library Clerk – Part-Time
- 1- Code Enforcement – Part-Time
- 1- Utility Billing Clerk – Full-Time
- 1- Public Works – Full Time
- 1 - Water Wastewater starting on September 4 already budgeted – Full Time
- PCSO - \$28,288 for Special Detail - 14 hours per week will begin October 1
- Andrew Laver transitioned to Water and Wastewater
- Capital Outlay projects in the Roads and Streets Department, Water Department, and Wastewater Department totaling \$537,126
- Removing trees along Citrus Grove Boulevard in an effort to do the sidewalk replacement project.

### **REVENUES**

Budget for the coming year will increase \$1,373,481

-Ad Valorem has increased since Polk City remained with the current millage rate because of the growth. There was an increase in Communication Service Tax, Permits, Inspections, Impact Fees and Polk City's charges for services will increase as well.

In the Enterprise Fund, there will be an increase in Impact Fees for Water and Wastewater and the new connections and charges for services.

### **EXPENDITURES**

- Budgeted all employees for 40 hours
- Professional Services will increase in the Building Department because of inspections
- PCSO Special Detail of 14 hours

### **Capital Outlay**

- Repairs/Maintenance for the Polk City Government Center (carpet replacement)
- Public Works - purchase two 60" zero turn mowers
- Aluminum truck bed for the F-150 truck
- Attachment for John Deere to be able to move tree limbs and be prepared for storms

### **ENTERPRISE**

- Reorganizing in Public Works and Utilities – Chasity will be moving to Public Works
- Capital Outlay Project – replace two Hydromatic water tanks - \$130,000 (using Cash Carryover and money in Reserves that can be used that won't hurt Polk City)
- Jeter (trailer mounted pressure washer) to be used daily at the Wastewater Plants and sewer lines
- Purchase two trucks for Water and Wastewater Department - \$30,000 each
- Sludge Box for Cardinal Hill WWTP – \$38,400 budgeted for Sludge Hauling. Once this system is in place beginning October; and in January the cost will decrease to \$16,000 for one full year. Republic Services can haul for \$.03 per gallon. Polk City hauls approximately 40,000 gallons every two months. We can save approximately \$22,000 per year hauling with Republic Services. This hauling requires strict EPA guidelines and licenses and would not be cost effective for Polk City to haul.
- Making repairs at three water plants
- Installing hook ups at some of the plants for generators
- Increase in new meter installs because of the growth
- Phase two painting of Cardinal Hill will take place. Phase one will take effect next week.

Commissioner Carroll inquired about employee overtime.

City Manager Jackson responded overtime is budgeted.

Commissioner Blethen inquired the method used to determine wage scales.

City Manager Jackson responded everything was based on 36 hours and is now based on 40 hours. The City Manager's pay was included in the 40-hour calculations. Her contract would have to be amended to reflect the additional 4 hours (working on Friday). The 4 hours is budgeted for if the City Commission approves it.

The budget is currently based on the 7.4877 millage rate.

Mayor LaCascia discussed the possibility of the millage decreasing to 7.25 mills.

The current millage is 7.4877 = \$759,176.

If Polk City goes to a Millage rate of 7.25, it would be \$735,076 which is a reduction of \$24,100 in the budget.

**Recommendation by Mayor LaCascia** to lower the Millage Rate to 7.25 and adjusting the budget accordingly.

City Manager Jackson would have to reduce the budget and expenditures and provide an updated copy of the Budget.

In the event the exemptions are more than anticipated, Polk City's roll back rate would be a little less than the current millage rate proposed. If the exemptions are more than anticipated, the roll back rate could be more than the millage rate of 7.25.

Mayor LaCascia stated the revenue estimates are conservative enough that there would not be a problem.

The City Commission provided consensus to amend the budget to reflect the millage rate of 7.25. Once this is done, the new millage rate will be presented at the next regular meeting for final approval.

Another Workshop has been scheduled for two weeks from tonight if the Commission feels it necessary to review proposed changes.

Commissioner Blethen inquired about what the budget is based upon.

City Manager Jackson provided a thorough explanation on how the budget is created.

Commissioner Carroll inquired about Polk City's Code Enforcement Process.

City Manager Jackson responded Polk City budgeted for a Code Enforcement Officer for 24 hours per week. Provided detailed explanation on the Code Enforcement process for Polk City. Funds have been budgeted for the Special Magistrate.

Commissioner Kimsey inquired if we are on track with saving money after the take back Utilities.

City Manager Jackson responded that we are pretty much broke even, saving, but putting back into the operation of Water and Wastewater for Polk City.

Commissioner Kimsey commented on the good job City Manager Jackson is doing.



Mayor LaCascia expressed compliments on the budget as well.

Commissioners expressed no other Workshops are necessary.

City Manager Jackson will email Commissioners regarding Thursday, September 6 meeting for the first reading of the budget and the second and final reading will be on Tuesday, September 18.

City Manager Jackson discussed the 2011 Bonds – wants to give an overview on the process at a later date.

**CITY MANAGER ITEMS**- None

**CITY ATTORNEY ITEMS** - None

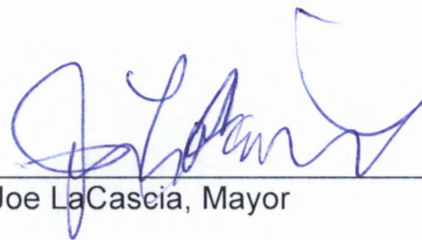
**COMMISSIONER ITEMS** - None

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 7:47 pm



Patricia Jackson, City Manager



Joe LaCascia, Mayor