



Minutes

Town Commission Workshop Meeting

Tuesday • August 12, 2014 • 6:30 pm

1. Call to Order: 6:30 pm
2. Invocation & Pledge of Allegiance to Flag
3. Roll Call:
Commissioners Attending:
 - Joseph Aufmuth Absent with notice
 - Michael Berkowitz Present
 - Virginia Mance, Mayor Pro-Tem Present
 - Richard Shutterly, Mayor Present
 - Mike Roberts Present

 - Debbie Gonano, Town Administrator Present
 - Stephen Lee, Town Attorney Present
 - Patty Polk, Deputy Town Clerk Present
4. Consent Agenda Approval:
 - A. Agenda Approval
Motion made and seconded (Mance/Berkowitz) to accept the consent agenda as submitted; passed 4-0
5. Fiscal Year 2014-2015 Budget/Millage Workshop
 - A. Tentative Millage Rollback Rate 8.2545 mills
 - B. First proposed Public Hearing Date for Millage Rate is Monday, September 8, 2014 @ 6:30 pm
 - C. Second (final) proposed Public Hearing Date for Millage Rate is Monday, September 22, 2014 @ 6:30 pm

Town Administrator Gonano presented an overview of the tentative budget for FY 2014-2015:

- Rollback Rate is 8.2545 mills and historically the Town has never increased its millage over 8 mills, so 8 mills was used in this budget estimate. If you would like to consider a millage rate reduction each millage point reduced will take about \$26,000 out of the budget.
- Complying with our Charter advertising requirements, advertising the budget with *Alachua County Today*, which has been approved by TRIM, will save a substantial amount of money. This is an affordable alternative to advertising in the Gainesville Sun. Our Charter requires that we advertise the budget in a newspaper of general circulation. Additionally, we will post the budget on our website, bulletin boards, email, direct mail to property owners, and have copies available at town hall.
- Fire Contract renewed at the same rate as last year.
- Utility billing is close to the same rate as last year. (Solid Waste is less than last year)
- Civil traffic fine income is estimated much higher than last year.
- Rental income and expense reimbursement from the Library is estimated at about \$7600.
- Interest income is estimated substantially more from last year, as we have moved some money around.
- Insurance reimbursements will not occur this year as our FMIT insurance premiums will be higher.
- Insurance asset survey; we may want to self-insure some of our assets, as suggested by our CPA. This can be done by adding a line item to the budget and a vote from the Commission.
- Friends of the Library Tutor Program donation – Leave it as a line item and wait for a request, if needed.
- Engineering – leave it in the event we need it.

- Utilities – electric and water for the Museum is included, but will be discussed at our next meeting.
- Telephone – has been reduced substantially due to Ms. Gonano’s diligence.
- Capital Outlay – \$30,000 to make improvements to the outdated town hall office. Upstairs restrooms may be a possible line item that we can allocate funds to, if needed.
- Fire Department budget was planned with Chief Modican and Commissioner Roberts. The Chief is satisfied with the planned upcoming budget. The Town receives money from Alachua County Fire Rescue each year which offsets a large part of our fire department expense.
 - Don Duer inquired if any money is in the budget for clearing fire hydrants and painting them. He suggested a reflective strip that can be placed on the pavement marking hydrants in the dark.
- Salary increases for the Town staff were presented: \$1/hour for Public Works Manager, \$.50/hour for Public Works Employee, \$1/hour for Deputy Town Clerk. Employee management is at the discretion of the Town Administrator and it is the Commission’s responsibility to manage the Town Administrator.
- Possible changes to the Water operator expense is on the following regular meeting agenda for discussion.
- Utility Services – Tank cleaning, repair, and painting is a set expense.
- Streets payroll - Reallocating the Public Works Manager to a 50/50 split between water and streets and Public Works Employee to 100% streets. This will help with street reserves.
- Mayor Pro-Tem Mance recommended that the Town Administrator’s compensation be increased to \$50,000 as she has brought organization, a sense of team work to the Town staff, and has worked diligently to correct things that needed work in the office. This was just to name a few of the Town Administrator’s accomplishments. Commissioner Mance thanked the Administrator for all you do. Town Administrator to adjust the budget for this increase, and it will be discussed at the first budget meeting.

Public comment:

- Layton Glenn, Division St, inquired about the advertising for our Millage & Budget notice in the *Alachua County Today* newspaper.
Motion made and seconded (Berkowitz/Mance) to mail the FY 2014-2015 Millage & Budget notices to property owners; passed 4-0
- Julie Penrod-Glenn, Division St, suggested written evaluations for employees using this method to assess raises. Mrs. Glenn insisted that personnel evaluations are excluded from Florida Sunshine Law; however, Attorney Lee refuted this comment and proved it untrue.
- Additionally, Mrs. Glenn questioned the handling of excess money in the budget. Ms. Gonano answered that any projected excess funds have been classified as capital improvements.
- Finally, Mrs. Glenn voiced her opinion that the source and location of surplus money should be explained in the budget.

6. Adjourn: 7:32 PM

MINUTES APPROVED:

As submitted _____ as amended _____ at Town Commission Meeting _____

Richard Shutterly, Mayor

Patty S. Polk, Recorder