

**MINUTES OF THE CITY COMMISSION BUDGET WORKSHOP  
THURSDAY, JULY 14, 2016**

The City of Leesburg Commission held a budget workshop Thursday, July 14, 2016, in the Commission Chambers at City Hall. Mayor Pro-Tem Bone called the meeting to order at 5:32 p.m. with the following members present:

Commissioner Bob Bone  
Commissioner John Christian  
Commissioner Dan Robuck

Commissioner Elise Dennison was absent. Also present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Fred Morrison, the news media, and others.

Commissioner John Christian gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

**CIVIC FUNDING REVIEW:**

CM Minner stated the funding remains \$165,758, which is out of the gas fund. Staff's recommendation is to keep the same as last year.

Leesburg Partnership	\$14,065
Leesburg Art Festival	\$10,670
Boys and Girls Club	\$ 7,500
Leesburg Area Chamber of Commerce	\$ 5,000
Community Development Corporation	\$ 3,880
Melon Patch Player Community Theater	\$ 3,000
Leesburg High School Band	\$ 1,455
OPEN FUNDS (Kids Korner Playground)	\$28,428
Cemetery	\$91,760

CM Minner stated last year there were about four or five other organizations staff opted to not fund, which creates the Open Funds. The open funds could go to help offset the cost of the splash pad and CM Minner asked for direction from the Commission.

Commissioner Robuck stated if there is extra revenue and we are only \$100,000 from the roll back rate, he would like to see the city get there. CM Minner stated this will not help get there, as this is from the gas fund.

Commissioner Christian raised questions as to the Leesburg High School Band, because last year an asterisk was made that they would receive funds if they participated in the MLK and the Black Heritage parades. They refused to participate saying they were too busy, in concert mode, and basically said they were not going to do it.

Commissioner Robuck asked them about the same thing, and the explanation he received was that MLK is a four-day weekend and they have trouble doing stuff because so many people are out of town and because of a teacher holiday. He specifically asked about Soul Full Sundays and was told they do not do things on Sundays.

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Commissioner Christian stated he would like to see diversity in our city so even if they put on shorts, grabbed a drum, to walk the parade road, like he has seen them do, is not a hard thing to ask. If you told any band, the football team or baseball team that there is a \$1,500 check if you come out on Sunday and perform, he guarantees you they would come perform. He would like to again put an asterisk to say they get the money, but it is contingent on their participation in some City of Leesburg event.

Mayor Jay Hurley arrived at 5:36 p.m.

CM Minner stated worst case scenario, if the Commission did not fund them here and he can coerce them to participate in the parade later on, he could probably always find \$1,500 in the City Manager Contingency fund. Also, the contracts do come before the Commission for final approval, so that would be the contingency in the contract, this year the check is not cut until March, if that is how the Commission wants to proceed:

Mayor Hurley apologized for being late. He made recommendation to pull the Lake Sumter Boys and Girls Club because in the last 12 months there have been a huge amount of issues and a lot of those the City got sucked into. They started their capital campaign, we gave them \$7,500 and then they turned around and gave Freddie Williams a \$10,000 bonus. They have now backed off building in Leesburg and their focus is now Clermont. They have an audit going on for misappropriation of funds and there was supposed to be a partnership with Leesburg, but they are not holding the promises they made to the City.

Commissioner Robuck would like to see that money used for the splash pad instead of going to another group and them getting used to this money every year.

Commissioner Christian asked CM Minner if he can you talk with them.

CM Minner stated he will do that and we will two asterisks; one by the Boys and Girls Club and a double asterisk by the High School Band and that one will be performance based.

Mayor Hurley inquired if the Melon Patch still needs the money now that they can sell alcohol to generate funds.

CM Minner stated Commissioner Dennison mentioned to him that she would like to see the Melon Patch continue with the funding.

Commissioner Bone stated he would be supportive of that.

Commissioner Christian asked if a better job of advertising on LakeFront TV could be done so other people can see that Leesburg does have a fine art element in our city.

CM Minner stated absolutely and he will get with our PIO.

**GENERAL FUND:**  
\$23,439,800

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Charges for services are down about \$150,000 due to cutting credit card fees in Finance, and that program should be implemented the end of August, first of September. This is to encourage people to use their credit and debit cards via the internet and lower the burden on our customer service representatives.

Tax recommendation, this is the first year now since 06, 07 that we have actually seen the tax base start to regrow, so this is the first year we actually have a roll back rate consideration. This year going with the current tax rate of 4.2678 is a tax increase and if going with that millage rate taxes will increase about \$120,000.

Ad Valorem Taxes:

Option 1 (staff recommendation):

- Current rate 4.2678
- Change from 15-16 to 16-17 + \$119,478
- Reduce electric rate by \$0.20 per 1,000 Kwh (residential)

Option 2

- Rolled-back rate 4.2334
- Difference from Current Rate & Rolled back + \$36,585

CM Minner stated there could be an Option 3 where we stay with the roll back rate and reduce the electric rate, and then could tweak the transfer numbers in the Communications fund.

Staff will bring the DR 420 to the Commission at its July 25<sup>th</sup> meeting which establishes the maximum taxing rates. For the TRIM process the DR 420 says the maximum potential tax rate is going to be 4.2678 versus the roll back rate of 4.2334. You can always go up to the number you advertise, but cannot go above that.

## EXPENSES

Major changes:

- 1) Proposing a 3% COLA for employees and those numbers are already weaved into the personnel numbers.
- 2) Customer Service Representatives is the danger area this year as they are on the bottom end of the competitive market. Our reps can leave their current position to an Administrative Assistant II position to earn more money; so we need to make those positions equivalent to the Admin II positions.

## CITY COMMISSION

Commissioner Robuck would like to see the COLA stop applying for the Commission. CM Minner believes that is a charter provision. The Commission could vote not to give itself a raise and he does not think that would be challenged.

## PUBLIC OUTREACH / LAKEFRONT TV

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This number is up for two reasons:

- 1) Brought all the expenses into the General Fund
- 2) Brought on a PIO position

Mayor Hurley asked where the PIO falls with LakeFront TV.

CM stated he envisions the PIO will be the ultimate Manager, reporting to him, on LakeFront TV.

#### ADMINISTRATION (CITY MANAGER)

Change:

Shifted Budget Manger, Brandy McDaniel, from Finance to Administration

#### CITY CLERK / ELECTIONS

Mayor Hurley asked about help in the Clerk's office.

CM Minner thinks there are ways to get some part time assistance from our Customer Service staff. In his opinion, he does not think this is a full time position, so before he recommends to bring on another person, he thinks we can better utilize our existing personnel.

Mayor Hurley asked what happened to Ms. Betty's position. CM Minner stated Andi is in Betty's position and Andi's position was eliminated and reticulated into other savings in the general fund.

Commissioner Christian stated he loves the great savings, but asked if we compensated her from moving from her position to basically doing two jobs. CM Minner stated probably not as high as we should and if the Commission would like him to take care of that, he can do it administratively. Commission consensus was yes.

Commissioner Christian stated that is his question on Customer Service, are they leaving going to other areas of the city because of the money or because of the environment or work load. Are exit interviews being done to try to figure out why they are leaving?

CM Minner stated all of the above and that is what the exit interviews will reveal.

#### CITY ATTORNEY

#### MISCELLANEOUS

Includes:

Vacation buy back

Sinking fund of about \$181,000

Debt service of about \$525,000

Transfer to capital projects of \$300,000.

#### FINANCE

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Accounting  
Customer Service  
Procurement  
Warehouse

Commissioner Robuck stated his question for all the departments, how do we come up with utility numbers because some departments went down and some stayed the same.

Budget Manager (BM) Brandy McDaniel stated every year it is a big spread sheet that recalculates, so some departments are based on charges for services.

#### HUMAN RESOURCES

CM Minner stated one issue to point out is that Jakki Perry has submitted her resignation to retire effective August 5, 2016. That date is actually not too far off, so we will be looking shortly for a replacement and how we will move forward.

Commissioner Robuck asked how the position was budgeted for. CM Minner stated it was budgeted the same, so there should be some savings there.

#### INFORMATION TECHNOLOGY (IT)

Commissioner Robuck asked about the repair and maintenance of equipment increase.

Information Technology Director (ITD) Tino Anthony stated electric pays for the upgrade of their software they use and it also has a smart grid component included.

#### GEOGRAPHIC INFORMATION SYSTEMS (GIS)

#### POLICE

CM Minner stated we did see a little bit of an increase on pension funding due to returns and the Police funding overall for their retirement is about 9%. All things being considered that is actually a good investment on the police side.

Commissioner Bone asked how many open positions and Chief Hicks replied six.

Commissioner Christian asked about the Emergency Dispatch II and III positions as it looks like we got rid of the II positions and added to the III. Is this simply someone internally moving up?

BM McDaniel stated the employee did whatever they needed to move up their certification and then we moved them up.

Commissioner Bone stated on that savings with the Police, since it is connected to Code Enforcement too, he would like to keep an eye on that workload; do they need more help there or can we do a better job.

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CM Minner stated the Chief did approach him and he wants to give one of the Code Enforcement officers a promotion to a Supervisory level so there can be more immediate control. It is about a \$1,500 promotion to one of our existing Code Enforcement officers and he is good with that modification; however, it is not in budget at this point. We will be modifying the budget to reflect that and this is another way the Chief feels he can use existing personnel without the expense of adding another. If he can delegate some of those supervisory command calls to one of the existing people, then we can be more efficient with what we have.

Mayor Hurley asked how many Code Enforcement officers we currently have. CM Minner stated three total, two officers and one administrative assistant.

Commissioner Bone thinks we are doing a better job with code enforcement as you can now see things are happening.

CM Minner stated if the Commission is okay with this promotion request on the code enforcement level, he would like to go ahead and implement it now or can put it on a consent agenda. He asked if the Commission has a preference. Commission consensus is okay to do it now.

Commissioner Christian commended our code enforcement and our attorney who are now moving on actually having the banks to donate these properties to the city.

#### FIRE

CM Minner pointed out in the spirit of transparency, Fire budget is up about \$400,000. Those areas are:

- 1) Overtime - increases are directly related to EMS positions where we have the paramedic / fire fighter positions. We have been short on those positions.
- 2) The Fire pension – contribution level was at 21% of salary and is now at 24%.
- 3) Also note an increase in our contractual services of about \$25,000 - the cost of revaluating the fire assessment fee on an annual basis
- 4) Fleet lease payment increase of about \$40,000.

Respectfully most of the other expenses are about the same. When the Fire sustainability plan was proposed, our first year the Fire department budget was about six million dollars, we reduced expenses substantially and our goal was to get to about five million dollars by FY 18. We beat that by about a year and a half; \$200,000 in two years, and we beat that because attrition came faster. We went back up to 5.2, so now we are like one year out of our plan to go from six to five million and then grow by three percent.

Commissioner Robuck is still concerned that Leesburg continues to operate an ambulance service and not be paid for it or barely get paid for it. He is glad the numbers are down, but thinks we need to be planning about long term on how we are going to deal with this. He does not think the current model is sustainable with having cities perform ambulance service, the county getting paid for ambulance, and we run to their areas, they never run to ours, or very infrequently.

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**PUBLIC WORKS**

Street Maintenance

Commissioner Robuck inquired as to the increases in the repair and maintenance of vehicles and non-buildings. Public Works Director (PWD) DC Maudlin stated the percentage went up this year because an extra \$10,000 was added in the sidewalk repair program and an extra \$5,000 to our street striping program.

Facilities Maintenance

Commissioner Robuck stated there is a big jump in the utilities. PWD Maudlin stated the utilities for the Community building, previously in Recreation, was moved over which is an increase of about \$12,000 and then we will be adding three bathrooms to Facilities.

Commissioner Robuck asked about the capital outlay/improvements other than buildings. PWD Maudlin stated those are HVAC replacements. Facilities has a list of four or five different facilities that we think could have HVAC problems, so money was budgeted for replacement; we wait for them to fail before replacing them.

Grounds

Commissioner Christian asked on the Maintenance Worker 1 positions if we have a low figure for what these guys are paid. PWD Maudlin stated he believes it is around \$9.98 an hour.

Commissioner Christian stated these are the individuals out in the sun and heat cutting grass, mowing, and they are probably one of the lowest paid in our City. When talking about service work load, he just wants to make sure we are doing this city wide; he thinks this is something that needs to be reviewed.

CM Minner stated it is \$10.17 an hour and BM McDaniel stated the lowest one she finds is about \$21,798 a year.

Commissioner Robuck questioned how long they stay in that position until they would generally look at a Maintenance Worker II position. PWD Maudlin stated they do not automatically promote up; that would require a vacancy.

Commissioner Christian asked about the turnover rate. PWD Maudlin replied in some cases there is a fairly good turnover where they want to move on and then there are some where folks have been in that position for quite a while.

Commissioner Christian would really like for this to be looked into, just as we did with Customer Service, because this may be a major problem.

Commissioner Robuck asked if there is not a MWII position that these good employees could be promoted into. Say if they are good then after 90 or 120 days we may want to move them to a different number.

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CM Minner stated in the pay structure, the MW1 is a pay grade 111, with the range of \$9.87 to 15.64.

Commissioner Christian agrees with Commissioner Robuck and would like the supervisors, who know which ones who are good and retainable, not the problematic guy, be able to do something and not say, well wait until next year because then we might lose a very good worker to a private company or another city.

CM Minner stated in his opinion with organizations our size of about 500 people, and especially in the public sector, there is just not a good way to address this situation of pay because if you award or address one group without the other, there are always these organizational ripple effects. When he started here, very clearly we had some pay issues; we started in the Police department, adjusted that through the CBA, then saw it in the Electric department, and tried to address that, and now we see it in our Customer Service department. One way we could do this broadly is to take that MW1 position, which is a common position throughout the organization, and if we adjust that flat out we are going to have another equal amount of group to start complaining about compression; it is a very tenuous topic to address. If the Commissions' wish is to pay more to that MW1, he thinks everyone here is going to be sympathetic and is going to agree to that, but in doing that there is going to be a universal backlash with compression issues. His suggestion to the Commission is to go a steady course, as we have been doing organizationally, and do a comprehensive approach throughout the whole system.

Commissioner Christian understands his comments, but stated we just did it for Customer Service, gave them \$1.25, and these are individuals making \$9.87 an hour doing a very tedious job. He thinks the supervisors, who know those individuals who work really hard, should be able to say, this MW1 came in with five years' experience, knows what he is doing, let's give him a 50 or 75 cents an hour raise to keep him here and keep the organization moving. He does not think the whole city needs to know this guy just received a 75 cent raise because in any organization you have those who go above and beyond and those who just do the minimum enough to keep their jobs. He does not want people working for the city saying hey I work here, work real hard, but still have to apply for state assistance just to feed my family.

Mayor Hurley stated he understands the compression issue because that has happened here and we have experienced it. If a tier one is from 9 to 15 dollars an hour and they are in the 9 to 10 range, what is wrong with bumping them up higher in their own tier.

CM Minner stated he will take a look at the MW1 issue.

Administration

Commissioner Robuck asked about the engineering fees and PWD Maudlin answered it is for environmental assessments.

**COMMUNITY DEVELOPMENT (PLANNING & ZONING):**

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CM Minner stated at this stage we are planning to move Planning & Zoning with the same staff levels, but this may be something to revisit in a year permit activity and plan review activity are going up.

#### HOUSING

Commissioner Robuck asked about the \$100,000 in contract services and CM Minner stated it is for demolition.

#### RECREATION

##### Programs

##### MARINA:

Commissioner Robuck asked about increasing the rates and Recreation Director (RD) Travis Rima stated the budget has a five percent increase. Commissioner Robuck stated this is a good start, but in six months if still at 98%, he would like to go up another five percent and keep going up until there is some vacancy.

Commissioner Christian asked if the current rates are compatible. RD Rima stated yes and agrees with Commissioner Robuck. He did a little sheet on 5% this year and 5% next year which gets Leesburg to right about where Mt. Dora and the Fisherman's Cove is going to be. We also have a commercial entity that is starting to use more and more of our slips, so another 15% was added for any commercial entities. Looking at about a \$2,000 a month increase.

Commissioner Christian asked if staff has talked with the county on moving forward with some boat docks. CM Minner stated yes, and we will talk more about that when we get in to the CIPs.

#### IMPACT FEES

CM Minner stated there is a \$25,000 transfer for Rails to Trails. Commissioner Bone asked what is being done with that. BM McDaniel stated we just have to show it on the CIP if they apply for a grant. We usually do not use it, just reflect that we have \$25,000 for rails to trails if something comes up.

Commissioner Robuck stated he attended a meeting with Mike Woods, with the MPO, and bad news is they cannot go through Center Hill at all so the trail is going way south and then straight up to Webster. There is nowhere for us to connect and then all the money for five years is going to some Wekiva trail they are working on right now.

Commissioner Bone asked if this money can be used to light the trails. CM Minner stated it has to be a new improvement and since there is not existing lighting, this would be an expansion of the recreational program, so does think lighting could be done.

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Commissioner Bone stated he would like to see the downtown trail linked better to the Carver and Berry Park areas and then potentially go out to the resource center. We may not be able to go connect to Sumter County trails, but internally he thinks we could connect our neighborhoods together in the city and make it where people feel safe with lights.

CM Minner asked for time so staff can put together some reports on those trail issues.

Mayor Hurley asked if golf carts are allowed on the trails and CM Minner replied not motorized.

Commissioner Christian stated he has a constituent who is really pushing to have golf cart access on the other side of 27 by the high school area and asked for staff to research and see what the steps would be needed. CM Minner stated he thinks it would just take an ordinance like was done for the other spots.

Commissioner Christian asked if there are any designs yet on the splash pad to bring to the Commission.

CM Minner stated yes, they actually had a meeting today and should be bringing the Commission a report on that mid-August which will have some varying levels. He thinks the original number was \$350,000 and for about another \$50,000, at about \$400,000, thinks there is a really good proposal with some different play equipment and another proposal with kind of just one all-inclusive apparatus at about \$480,000. He will also bring a proposal at about \$750,000, a Cadillac version, that will be the best splash pad and people will stop here before Disney.

Commissioner Bone stated this may be too early to talk about, but asked if the concept is still not to charge.

CM Minner stated we have not gotten there yet, but thinks in our budget proposals we did make it a pay facility as talked about and Commission feedback was to charge. His advice is not to charge and thinks that becomes a nuisance fee because we are only going to collect 25 maybe 30 thousand from that \$2 admission, and he understands every penny counts, but that is the level we are talking about. In discussion we also felt like we definitely want someone there to monitor it for safety purposes and think we can cover that pretty easily with shifting some life guards over from the Venetian Gardens pool to cover the splash pad and that cost is actually covered in the budget proposal without the fee.

Mayor Hurley stated a benefit too is if you pay is you get a bracelet, say colors of the day are red and yellow, red plays for 20 minutes, then comes out and the yellow goes in and they rotate so the same 50 kids are not in there all the time and nobody else can get in to play.

Commissioner Christian suggested doing a test to see what happens as that is his concern. Mom works so just drops off her kids to sit at the splash pad all day and they bring 10

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friends, so now its full and there are 20 kids wanting to play, but cannot get in. He did not know about the bracelets and stated that might be something to look into.

Commissioner Bone stated speaking of the recreation budget, he really would like to see the gym open after 5:00 p.m. and to be open on Saturday, at least, if not both Saturday and Sunday. He is not sure what the cost would be to open and staff it so it could be utilized more, especially when we have holidays, weekends, and our kids have nowhere to go.

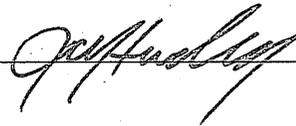
CM Minner stated staff will take a look and see what can be done.

CM Minner reminded everyone of the next budget workshop scheduled for July 26th on the general fund, Library, and the utility funds.

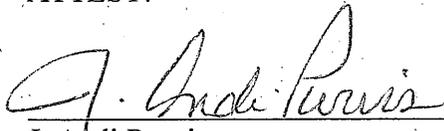
**ADJOURN:**

The workshop adjourned at 7:04 p.m.

\_\_\_\_\_  
Mayor



ATTEST:



\_\_\_\_\_  
J. Andi Purvis  
City Clerk & Recorder