

MINUTES
FINANCE COMMITTEE- FINAL BUDGET MEETING FOR FY 2019-2020 NO.3
CITY OF ST. CLOUD, FLORIDA- CITY HALL
1300 NINTH ST., ST. CLOUD, FL 34769
CITY COUNCIL CHAMBERS-BUILDING A, 3rd FLOOR
Monday July 22, 2019
6:00 PM

Alternate/Additional Date (If Needed): Tuesday, July 23, 2019 at 6:00 pm

I. Call to Order Meeting called to order at 11:06 pm

II. Roll Call:

Chairman	-	Rinehart	-	Seat 2
Vice Chair	-	Gonzalez	-	Seat 4
Member	-	Girdner	-	Seat 3
Member	-	Darnell	-	Seat 1
Member	-	Brown	-	Seat 5

Were all present

Staff Attending:

- Bill Sturgeon, City Manager
- Veronica Miller, Deputy City Manager
- Wendy Collazo, Finance Director
- Dawn Murray, Budget-Revenue & Billing Administrator
- All City Department Directors or their Designee
- Claudia Klockars, Executive Administrative Assistant

III. Current Business

Chairman Rinehart addresses **Protocol and Etiquette** of Members and the Meeting

Chairman Reinhart spoke about his concern regarding the overtime throughout the City, reinforcing the overtime being paid in the Police Department. Recommendations on training. It is also recommended to set a percentage of overtime to set a threshold. This would help to be clear and know what is acceptable and as a department what is the course of action. Suggested things to consider to control overtime by doing a flat rate vs. a time and a half.

Ms. Collazo stated the City has to justify why there is such a high amount of overtime which is something she will be discussing and there will also be trainings with the department Directors to educate them on the budget process.

City Manager outlined the importance of the staffing matrix which will help analyze what are the accurate levels. Tipping points will be analyzed by reviewing all positions are correct and that those levels are correct for the needs of the City. City Manager outlined a structurally imbalanced budget with a goal to get out of that situation.

Member Girdner stated she has seen 4 different Finance Directors so far and is completely impressed and agrees with the approach Ms. Collazo has had with this process. Member Girdner advised that divisions are not spending their entire budget. She would like to fine tune with those departments and align them more appropriately. Member Girdner would like to recommend seeing the Public Works department look at the division more in depth.

Chairman Rinehart stated he is trying to make everyone accountable and show transparency and also praised Ms. Collazo on her performance thus far. Member Girdner suggested to look over and adding the increase percentage so that Council gets a cleaner result.

Chairman Rinehart asked for a motion. Motion was presented by Vice Chair Gonzalez with recommendation of approval with mentioned comments. Second was received by Member Brown. Motion passed (5-0)

Chairman Rinehart reminded everyone that the presentation of Donna Miller's Retirement watch would be occurring and members were encouraged to attend.

Monday the 29th of the month Chairman Rinehart will review the budget recommendations to council. He suggested to the members to attend if they can.

IV. Discuss/Vote: ALL REVENUES/ALL FUNDS

a.	General Fund	001	
b.	County Gas Fund	100	To Include Expenses
c.	Utility Tax Fund	110	To Include Expenses
d.	One Percent Surcharge Fund	120	Expenses are in each Division
e.	St. Cloud / OUC Interlocal Fund	150	To Include Expenses
f.	Debt Service Fund	200	To Include Expenses
g.	Governmental Capital Projects Fund	300	To Include Expenses/ Cap. Projects
h.	Traffic Improvement Impact Fee Fund	310	To Include Expenses
i.	Recreation Impact Fee Fund	320	To Include Expenses
j.	Public Safety Police Impact Fee Fund	330	To Include Expenses
k.	Public Safety Fire Impact Fee Fund	340	To Include Expenses
l.	Mobility Fee Fund	350	To Include Expenses
m.	Water Fund	420	To Include Expenses
n.	Sewer / Wastewater Fund	430	
o.	Sanitation Fund	440	
p.	Storm water Utility Fund	450	
q.	Building Permit Fund	460	
r.	Water Impact Fee Fund	470	
s.	Sewer Impact Fee Fund	480	
t.	Motor Pool Fund	510	
u.	Self Insurance Health Fund	520	
v.	Self Insurance Worker's Comp Fund	525	

- w. Economic Development Fund 630
- x. Community Redevelopment Agency 645

Discuss/Vote All Budgeted Funds–Includes the Expenditures of Committees/Personnel Changes/Operating/Capital Equipment/120 Equipment and Capital Projects)

(*Note: *PSA* is Public Services Administration and **Pub. Safety Admin-** is Public Safety Administration)

V. PSA-PUBLIC WORKS DEPARTMENT -GENERAL FUND 001

(Personnel Changes/ Operating/Capital Equipment)

- a. Discuss/Vote Civil Engineering Division #7010
- b. Discuss/Vote Streets & Drainage Division #7020, and Fund 100 for Utility Street Lighting
- c. Discuss/Vote Traffic Control Division #7030, and Fund 100

VI. PSA-PUBLIC WORKS DEPARTMENT-STORMWATER UTIL. FUND 450

(Personnel Changes/Operating/Capital Equipment)

- a. Discuss/Vote Operating -Streets & Drainage Division #7063

VII. PSA-PUBLIC WORKS DEPARTMENT - MOTOR POOL FUND 510

(Personnel Changes/Operating/Capital Equipment)

- a. Discuss/Vote Vehicle Maintenance Division #7040

VIII. PSA-PUBLIC WORKS DEPARTMENT – SANITATION FUND 440

(Personnel Changes/Operating/Capital Equipment)

- a. Discuss/Vote Refuse Collection Division #7071
- b. Discuss/Vote Landfill Division #7072
(Includes the Transfer Station)

IX. PSA-ENVIRONMENTAL UTIL. DEPARTMENT - WATER FUND 420

(Personnel Changes/Operating)

- a. Discuss/Vote Customer Service Division #7050
- b. Discuss/Vote Water Treatment Division #7051
- c. Discuss/Vote Water Lines Division #7052
- d. Discuss/Vote Water Administration Division #7055

X. **PSA-ENVIRONMENTAL UTIL. DEPARTMENT – SEWER-WASTEWATER FUND 430** (Personnel Changes/Operating)

- a. Discuss/Vote Wastewater Treatment Division #7061
- b. Discuss/Vote Wastewater Lines Division #7062
- c. Discuss/Vote Wastewater Administration Division #7065

XI. **UTILITIES, PUBLIC WORKS AND GEN. GOV'T.-CAPITAL PROJECTS-FUNDING SOURCES** (Discuss/Vote) (Impact Fees)

- a. Capital Projects- Funding Source-WATER FUND-#420
- b. Capital Projects- Funding Source-SEWER FUND-#430
- c. Capital Projects- Funding Source-STORMWATER FUND-#450
- d. Capital Projects- Funding Source-GENERAL GOVERNMENT-#300

XII. **GENERAL FUND-001** (Personnel Changes/Operating/Capital Equipment and Capital Projects)

1. **CITY MANAGER DEPARTMENT - GENERAL FUND-001**

(Operating)

- a. Discuss/Vote City Council Division #1000
- b. Discuss/Vote City Manager Division #3010
- c. Discuss/Vote Assistant City Manager Division #3015

2. **CITY CLERK DEPARTMENT- GENERAL FUND-001**

(Operating)

- a. Discuss/Vote Legal Services Division #2010
- b. Discuss/Vote Administrative Support Division #2030
- c. Discuss/Vote City Clerk Division #3016

3. **HUMAN RESOURCES DEPARTMENT- GENERAL FUND-001**

(Operating)

- a. Discuss/Vote Human Resources Division #3020

4. **HUMAN RESOURCES DEPT - SELF INS. HEALTH FUND #520**

(Operating)

a. Discuss/Vote Human Resources Division #3020

5. **HUMAN RESOURCES DEPT - SELF INS. WORKER'S COMP FUND #525**

(Operating)

a. Discuss/Vote Human Resources Division #3020

6. **PROCUREMENT SERVICES DEPARTMENT- GENERAL FUND 001**

(Personnel Changes/Operating and **120 Fund Equipment**)

a. Discuss/Vote Procurement Administration Division #3510 (formerly 4030)

b. Discuss/Vote Procurement Division #3515 (formerly 4030)

c. Discuss/Vote Warehouse Division #3520 (formerly 420-7055)

d. Discuss/Vote Grants Division #3535 (formerly 4035)

7. **FINANCE DEPARTMENT- GENERAL FUND 001**

(Operating)

a. Discuss/Vote City Council Division #1002 Finance Committee

b. Discuss/Vote Finance Division #4010

c. Discuss/Vote Accounting Division #4020

d. Finance/ Utility Billing will be included in Public Services/Water Fund- Customer Service 420-7050

8. **INFORMATION TECHNOLOGY DEPARTMENT- GENERAL FUND 001**

(Operating, 120 Fund Equipment and Capital Projects)

a. Discuss/Vote Information Technology Division #4510 and 120 Fund

b. Discuss/Vote GIS Division #4512

c. Discuss/Vote Media Services Division #4516

9. **PLANNING/ZONING DEPARTMENT- GENERAL FUND 001**

(Personnel Changes/Operating)

- a. Discuss/Vote Planning/Zoning Division #5410

10. PLANNING/ZONING DEPARTMENT-ECONOMIC DEVELOPMENT FUND 630

(Personnel Changes/Operating)

- a. Discuss/Vote Economic Development Division #5512

11. PLANNING/ZONING DEPARTMENT-COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND 645

(Personnel Changes/Operating)

- a. Discuss/Vote Community Redevelopment CRA Division #6450

12. BUILDING PERMIT FUND 460

(Personnel Changes/Operating)

- a. Discuss/Vote Licensing/Permitting Division #5510
- b. Discuss/Vote Building Maintenance Division #5520- GENERAL FUND 001 (Personnel Changes/Operating)

13. PUBLIC SAFETY ADMIN --POLICE DEPARTMENT-GENERAL FUND 001

(Personnel Changes/Operating/Capital Equipment and 120 Fund Equipment)

- a. Discuss/Vote Law Enforcement Division #6010, 120 Fund and 330 Fund
- b. Discuss/Vote Police Communications Division #6012 and 120 Fund
- c. Discuss/Vote Police Division #6015-EOC-Disaster Relief
- d. Discuss/Vote Code Enforcement Division #6020

14. PUBLIC SAFETY ADMIN - FIRE DEPARTMENT- GENERAL FUND 001

(Personnel Changes/Operating/Capital Equipment and 120 Fund Equipment)

- a. Discuss/Vote Fire Control Division #6510 and 120 Fund, 340

Fund

- b. Discuss/Vote Emergency Medical Svc. Division #6520 and 120 Fund

15. **PARKS & RECREATION DEPARTMENT-** (001, 100, Personnel Changes Operating/Capital Equipment, 120 Fund Equipment and Capital Projects)

- a. Discuss/Vote Turf & Landscape Division #7035 and Fund 100
- b. Discuss/Vote Parks Division #7510 and 120 Fund
- c. Discuss/Vote Recreation Division #7520
- d. Discuss/Vote Pool Division #7530

PARKS & RECREATION DEPARTMENT- (001, 100, Personnel Changes Operating/Capital Equipment, 120 Fund Equipment and Capital Projects) *(Continued)*

- e. Discuss/Vote Landscape Maintenance (Beautification) Division #7540
- f. Discuss/Vote Special Recreation Facilities/Marina Division #7550
- g. Discuss/Vote Special Recreation Facilities /Restaurant/Banquet Division #7560

XIII. Adjournment of Final Budget Meeting. Adjourned 11:30 pm

Date Approved

David Rinehart
Chairman