

CITY OF ST. AUGUSTINE

City Commission Special Meeting
Thursday, August 23 2018

The City Commission met in formal session Thursday, August 23, 2018 at 9:00 A.M. in the Alcazar Room at City Hall. The meeting was called to order by Mayor Nancy Shaver, and the following were present:

1. Roll Call: Nancy Shaver, Mayor/City Commissioner
Todd Neville, Vice Mayor/City Commissioner
Leanna S. A. Freeman, City Commissioner
Nancy Sikes-Kline, City Commissioner
Roxanne Horvath, City Commissioner

John Regan, City Manager
Timothy A. Burchfield, Assistant City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
David Birchim, Director, Planning and Building
Jim Piggott, General Services Director
Mike Cullum, Director, Public Works
Todd Grant, Deputy Director, Public Works
Reuben Franklin, Manager, Mobility Program
Mark Litzinger, Director, Financial Services
Meredith Breidenstein, Director, Budget & Performance Management
Paul K. Williamson, Director, Public Affairs
Barry Fox, Police Chief
Carlos Aviles, Fire Chief
Candice Seymour, Recording Secretary

2. General Public Comments

The Commissioners heard comment from the following members of the public:

- Gina Burrell
- B.J. Kalaidi

Commissioner Neville expressed concerns that specific requests from the April 19, 2018 meeting to reduce expenditures 5% to 10% had not been met by staff and felt that the budget should not be reviewed until the request had been satisfied.

Mayor Shaver agreed that there were requests that had not yet been met;

however, she felt that the meeting should continue to provide additional feedback.

Meredith Breidenstein responded to Commissioner Neville's concerns stating that during the April 19, 2018 meeting she had understood the request was to decrease operational expenses. She noted that the General Government Operational Expenses had decreased by 11%.

After further discussion, Commissioner Freeman felt that the concerns were a matter of presentation and that the work requested may not have been reflected in the Budget Book as presented. She said she looked forward to continuing the

meeting to learn the details of how staff came to the proposed budget.¹

Commissioner Sikes-Kline felt that Commissioner Neville's request may reflect a desire to see the budget with cuts made so the Commission could make the recommendations to add certain items back into the budget rather than asking staff to cut items. She felt the meeting should continue.

John Regan observed that redundant processes and underperformers were management issues and that regardless of staff cuts, vacant positions would continue to be budgeted. He noted that underperformance was addressed in the staff evaluation process.

3. Presentation of and discussion regarding FY 2019 proposed budget and action items.

Meredith Breidenstein, Budget and Performance Management Director, presented the FY 2019 proposed budget. She recommended that the Community Redevelopment Area (CRA) detail be reviewed prior to the general budget overview because the consultant for the CRAs was present.

Ms. Breidenstein reviewed the Historic Area CRA Budget and the Lincolnville CRA Budget

Tony Brown, appointed administrator for the Historic Area and Lincolnville CRAs, reviewed the Lincolnville CRA budget noting a communication line-item to allow for a regularly published newsletter mailed to residents, a \$700 increase to purchase equipment for meetings which was currently borrowed from the City and other organizations, and an increase in professional services to initiate two new programs: the Land Trust program, and the Opportunity Zone Program. He also noted that the Fix-It-Up program was up 40% percent.

¹ Commissioner Neville departed at 9:13 a.m.

There was discussion regarding the following topics relative to the Lincolnville CRA Budget:

- Funding for the Trinity Church repairs
- High costs of print communications
- The Fix-It-Up program
- Retaining long-term residents
- The Land Trust Program

Ms. Breidenstein continued her presentation of the FY 2019 proposed budget starting with the Strategic Plan.

In the course of discussion regarding the Strategic Plan, there was consensus to make resiliency a separate action item.

There was a brief discussion regarding the concept of enhancing Entry Gateways.

Ms. Breidenstein continued her presentation with a review of items that had both positive and negative effects on the budget.

Discussion ensued regarding reduction in the cost of health benefits and possibility of offering benefits to part-time employees for an additional cost.

Ms. Breidenstein continued, facilitating the discussion regarding the following:

- Slight decrease in Worker's compensation and liability costs
- Utility (Water and Sewer) rates
- No proposed increases on storm water, solid waste, or parking rates

Reuben Franklin, Mobility Manager, spoke regarding parking rate optimization and new technologies being implemented.

Ms. Breidenstein reviewed and facilitated discussion regarding budget items that would have a negative impact on the budget including:

- Increase in resurfacing budget
- Three new personnel requested

- Assistant Archeologist
- Office Assistant for the Police Department
- Heavy Equipment Mechanic
- Personnel Compensation including:
 - Merit increases
 - Fourth year of compression
 - Cost of Living Increase (COLA) of 2.6% based on Consumer Price Index for the region
- Transfer of \$400,000 to the General Fund Reserves in anticipation of additional Homestead Exemption impacts
- Increase in spending for Waterworks Building Grant Match

There was consensus that the \$400,000 proposed for transfer to the General Fund Reserves was properly allocated and further discussion regarding the allocation of the additional \$435,000 for the remaining items listed above.

There was brief discussion regarding additional staff.

David Birchim, Director of Planning and Building, described the necessity of creating the Assistant Archeologist position to assist in the proper cataloging of artifacts as well as additional help in the field. He gave an overview of the position's duties, and facilitated discussion.

There was consensus to allow the Assistant Archeologist position with an additional duty of public outreach and education.

Police Chief Barry Fox described the necessity of creating the Office Assistant position to allow for current members of the police force that have been performing administrative duties to return to the street. He gave an overview of the position's duties, and facilitated discussion.

There was consensus to approve the Police Department Office Assistant.

Jim Piggott, General Services Director, described the necessity of creating the Heavy Equipment Mechanic position to assist in maintaining and increasing the longevity of vehicles such as garbage trucks and fire apparatus among others without the additional costs and staff time to bring them to outside mechanics. He gave an overview of the position's duties and facilitated discussion.

Carlos Aviles, Fire Chief, spoke in favor of the position, citing a 90 day stretch earlier in the year wherein fire apparatus were down 71 days.

Mayor Shaver expressed a desire to see data regarding the depreciation of equipment in the future.

There was consensus to approve the Heavy Equipment Mechanic position.²

Ms. Breidenstein and Mr. Birchim facilitated discussion regarding the Waterworks Building grant.

There was general consensus to support the grant with Mayor Shaver opposing.

Discussion ensued regarding the proposed COLA of 2.6%, the possibility of an additional performance-based bonus program, and the future re-working of evaluations tied to merit bonuses.

There was Commission consensus to approve COLA as proposed.

Discussion ensued regarding street resurfacing and the potential of adding an additional \$100,000 in funding to accelerate the process if possible.

Ms. Breidenstein reviewed the Peer City's Comparison and Unrestricted Reserves in each fund.

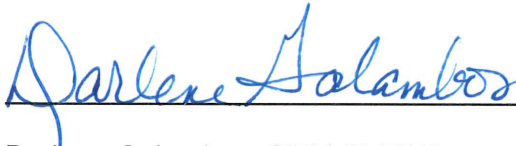
² There was a brief recess from 11:08 a.m. to 11:15 a.m.

4. Adjournment

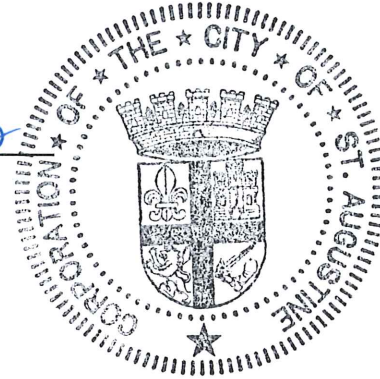
There being no further business, the meeting was adjourned at 11:55 A.M.³



Nancy Shaver, MAYOR



Darlene Galambos, CITY CLERK



³ Transcribed by Candice Seymour