



## *City of Miami Springs, Florida*

The Miami Springs City Council held a **WORKSHOP MEETING** in the Council Chambers at City Hall on Monday, August 5, 2013, at 6:00 p.m.

### **1. Call to Order/Roll Call**

The meeting was called to order at 6:09 p.m.

The following were present:

- Mayor Xavier M. Garcia
- Vice Mayor Michael Windrem
- Councilman Billy Bain
- Councilman George V. Lob
- Councilman Jaime A. Petralanda

Also Present:

- City Manager Ronald K. Gorland
- Assistant City Manager/Finance Director William Alonso
- Chief of Police Peter G. Baan
- Administrative Specialist II Leah Cates
- Comptroller Alicia E. González
- Human Resources Director Loretta M. Boucher
- Human Resources Specialist Noemi Darías-Sanfiel
- Planning and Zoning Director James H. Holland
- Elderly Services Director Karen Rosson
- I. T. Director Jorge Fonseca
- Professional Services Supervisor Tammy L. Romero
- City Clerk Magalí Valls
- Deputy City Clerk Suzanne S. Hitaffer

### **2. Invocation: Vice Mayor Windrem offered the invocation.**

**Salute to the Flag:** The audience participated.

### 3. Workshop on Proposed Fiscal Year 2013-2014 Budget

#### I. Opening Remarks by City Manager Ronald K. Gorland

City Manager Ronald K. Gorland stated that he was originally going to show Council a number of ways that the City can balance the budget for FY2013-2014, but the information that was drafted has changed dramatically and Assistant City Manager/Finance Director Alonso will discuss this issue. The Administration is trying to set a millage rate that will generate the same ad valorem revenues that the City received in 2004, and that is part of what was provided to Council in the budget book. He thanked Mr. Alonso for his hard work.

City Manager Gorland commented that the Administration has met with each Department and each Council member and they have a good idea of what Council is interested in and the detail level that they want to reach. He had asked each Department Head to bring their detailed worksheets because a lot of the information Council may want will be included in those worksheets.

City Manager Gorland noted that pages 1-1 through 1-4 are critical to success and everything listed on those pages is important. One section on page 1-4 is particularly important in which he read into the minutes:

*"Please note that we have not added to our reserves since FY2009, our reserves have actually declined during the past three years from \$8,421,317 at the end of FY2009 to \$4,394,465 at the end of FY2012. The projected fund balance is expected to decrease to approximately \$4 million at the end of FY2013. The Administration strongly recommends that the City begin re-building reserves and that a \$100,000 surplus to reserves be included in the FY2013-14 budget."*

City Manager Gorland stated that Council had been given an analysis of the change in reserves over the last few years. Everything that is being discussed is online with the exception of an explanation that Council is about to hear from Mr. Alonso.

Assistant City Manager/Finance Director Alonso commented that last Friday, the Administration received information from the Tax Collector advising that the ad valorem tax collections were not going to hit budget this year. He called the Tax Collector's office to confirm what he heard and he was informed that all municipalities and counties are probably not going to make budget for their ad valorem revenue. In the City's case, the ad valorem budget was \$5.8MM and as of today, the City has collected approximately \$5.4MM.

Mr. Alonso said that based on what the City received last year and from property owners that make quarterly payments, the City will hopefully receive another \$200,000. That would leave the City with a deficit of approximately \$200,000 to \$300,000 in ad valorem tax revenue this year. The Tax Collector is working on the numbers and making calculations for the municipalities, but he is currently focusing on the County. He will have more reliable numbers in a few days.

Mr. Alonso stated that the City is running at the same collection level as last year, which is currently 93%. During the last two months of the year is when the City gets funds for tax certificate sales. Until the Administration receives more accurate numbers, the City is probably looking at a \$200,000 to \$300,000 shortfall in ad valorem taxes this year.

City Manager Gorland clarified that if the City comes up short this fiscal year, it would carry over into the FY2013-14 budget. It is very important that the Administration explains to Council in detail each department's budget. There are two workshop meetings scheduled, plus two regular Council meetings which totals four meetings for budget discussions.

Mr. Alonso noted that the Tax Collector explained that the reason for the shortfall was due to backlogs in value appeals.

Mayor Garcia clarified that the shortfall is for this budget year; not for what is being budgeted for next year.

Councilman Lob asked when the Tax Collector will be up to date and Mr. Alonso replied that in speaking with the Tax Collector, due to their new computer system, this will be the worst year and they are hoping that by next year there would not be an issue.

Vice Mayor Windrem asked if the appeals are from commercial buildings that the City collects taxes from or if it is county-wide and Mr. Alonso replied that it affects everyone.

Vice Mayor Windrem asked if the \$300,000 for appeals is from within the City of Miami Springs and Mr. Alonso replied in agreement. The City budgeted \$5.8MM; by law the City must budget 95% and out of that 95%, \$5.8MM will probably end up being \$5.6MM. Normally the City hits the mark, but this is going to be the first year that the City will not make budget for ad valorem revenue.

Councilman Bain asked if these monies were going to be paid from the reserves and Mr. Alonso said that the City's reserves are projected at \$4MM and now the projection is approximately \$3.8MM.

City Manager Gorland clarified that the result of the fourth quarter of the fiscal year is unknown. If the expenditures are less than expected, then it is possible that it would not require use of the reserve funds.

To answer Councilman Bain's question, Mr. Alonso responded that he has no way of knowing what is going to happen in the fourth quarter. He would have to go back and work on the numbers from the previous years in order to make an estimate.

Mayor Garcia asked where the City would get the funds if they do not come from reserves and City Manager Gorland replied that the funds would come from increased revenues or reduced costs in the fourth quarter.

Councilman Bain said that the bottom line is that whatever funds have to be made up will come from reserves.

Mayor Garcia stated that the funds that the City budgeted would not cover expenses if there is a \$300,000 deficit.

## II. City Council

Assistant City Manager/Finance Director Alonso stated that City Clerk Valls created Council's budget that begins on page 2-3. The proposed budget shows a decrease of approximately \$1,000 from this year.

Mr. Alonso explained that he provided the key budgeted costs included in the promotions line item which is the largest expense at \$34,550. He noted that there is a list of events that the City normally funds every year. He added that \$11,000 is included in Rentals and Leases for the monthly rental of the historical museum, which is a decrease of \$1,000 from the current year subsidy.

Mr. Alonso referred to the budget on page 2-4 and the detailed breakdown for line items on pages 2-5 and 2-6. He said that City Clerk Valls is present if there are any questions.

Councilman Bain commented that in order to be able to save funds some of the listed programs should be cut. He suggested cutting the car shows, the Optimist cook-off and the fishing tournament.

City Manager Gorland agreed that Council and the Administration should look hard and consider whether or not the City should continue to fund some of the programs.

Mr. Alonso clarified that the Gazebo directory line item should be \$6,000 instead of \$5,000 as shown in the budget book.

City Manager Gorland stated that the Gazebo directory is \$10,000 over a two-year period and \$5,000 payments are made each year and that is why it is shown as \$5,000.

Councilman Bain asked if Council should consider putting the Gazebo directory out for bid. He also suggested that if no one is going to attend the Miami-Dade County League of Cities Installation Dinner then the funds should not be included in the budget.

Mayor Garcia said that all donations towards events can be considered part of the event money and that the "Circle events" should be changed to "City events".

Councilman Bain asked if the car shows, the Optimist barbeque cook-off and the fishing tournament were supposed to be within the \$10,000 and Mayor Garcia replied that those items were additional.

Councilman Bain suggested that there should be \$10,000 for City events and the programs he mentioned should be removed.

Councilman Lob commented that there is \$11,000 included for other events outside of the \$10,000 for City events.

To answer Councilman Petralanda's question, Mr. Alonso replied that only \$3,000 had been used out of the \$10,000 in City events.

Mayor Garcia stated that other than the Christmas event at the Circle, events are not held by the City; the events are hosted by other organizations and it seems like a good opportunity to try to get organizations to pay if they want to host an event in Miami Springs. The gentleman that hosts the car shows gets paid to have his car shows at other locations.

Councilman Bain commented that he would rather budget \$12,000 for City events and use the funds accordingly for the car shows, golf tournament, etc. He would like to know why the budget includes \$3,000 for the City employee holiday dinner because he remembers paying \$1,500 from his own pocket for the employee luncheon.

Mayor Garcia clarified that the Christmas luncheon that Councilman Bain and Grace Bain previously hosted at the Lion's Club is the same event that the City held at the County Club last year. He said that the City should try to bring in some sponsorship dollars. The hard part is having someone to coordinate the event. He explained that Councilman Bain and Mrs. Bain graciously stepped up and sponsored the employee luncheon for \$1,500 in the past.

Councilman Bain stated that the employee luncheon was his idea and he thought that it was a good thing. In the last budget that he was a part of as the former Mayor, he suggested that the City include funds in the budget so that the luncheon would continue to be an event for the employees. Originally, he and his wife distributed food to each department for that particular day and he would like to understand why the cost is now \$3,000.

Mr. Alonso commented that last year, the employee holiday dinner cost \$3,150 to hold it at the Country Club. The dinner actually ended up costing \$2,000 after ticket sales were collected for those who brought guests and other people that donated additional funds.

Councilman Lob asked what \$3,100 covered and Mr. Alonso responded that the dinner was contracted with Mr. Santana based on a certain price per person for the food and activities that night. He believes it was approximately \$20 per person, plus tax and tip, and there were a little over 100 people who attended.

Councilman Lob agreed with Councilman Bain regarding the budget of \$12,000 for City events and eliminating the other programs that were mentioned.

Mayor Garcia stated that when the real estate market was doing great, Council had said yes to those people who asked for funding. Once the economy went down, those people expected Council to continue donating money.

To answer Mayor Garcia's question, Mr. Alonso replied that the total budget amount for Council promotions is \$35,000.

Mayor Garcia suggested reducing the promotions line item to \$25,000 regardless of what events are included.

Councilman Bain agreed with Mayor Garcia's suggestion to change the promotions line item to \$25,000 regardless of what the funds will cover.

City Manager Gorland said that the total amount is broken down by events so that the Administration knows which ones are approved and the different organizations will be aware of the funds that they will receive.

Councilman Bain stated that the names of the organizations can stay on the list; the promotions budget will remain at \$25,000 and when the organizations request the funds then Council can vote on the individual requests.

Mayor Garcia said that he spoke with staff and asked them to come up with some type of requirements for people who wish to rent the Circle. A lot of the events that occur at the Circle have been a detriment to the businesses in the area and this is something that needs to be looked at closely. He said that once Council gets past the budget process, this item can be put on an agenda for a regular meeting.

### III. City Clerk

Assistant City Manager/Finance Director Alonso stated that the proposed budget for the City Clerk is approximately \$47,000 or 14.5% less because 2014 is not an election year. The budget for capital expenditures includes a new replacement color printer. This budget was prepared assuming that a new City Clerk will be hired effective October 1<sup>st</sup> and the salaries include this position. The total budget is \$277,173 and City Clerk Valls is present to answer any questions.

City Manager Gorland stated that the budget does not show that \$90,000 could be saved if Council decides not to hire a new City Clerk from outside the City.

Mr. Alonso commented that page 1-10 shows the savings that could be made by not replacing the City Clerk and making the Deputy City Clerk the City Clerk.

To answer Councilman Bain's question, City Manager Gorland responded that Magali Valls would act as a consultant and would not be on the books as a part time employee. The City Manager's Secretary would also assist the City Clerk's office.

Mayor Garcia asked if a decision should be made and City Manager Gorland responded that decisions cannot be made at Workshop meetings, but Council can give the Administration an indication of what they would like to do so that changes can be made to keep track of the budget savings.

Councilman Bain noted that Council could make a decision but it cannot be voted on.

Mr. Alonso advised Council that they could provide direction as to what cuts they would like to make so that he can adjust the budget numbers for each department and present Council with revised numbers.

City Manager Gorland said that he has spoken with the Deputy City Clerk and she is ready and willing to move into the position and the Administration is also supportive of the decision.

Mayor Garcia stated that Council would consider the Administration's recommendation.

Mayor Garcia said that there are no funds budgeted for an election next year. He asked if it would be smart to budget half of the amount next year and the other half the following year as opposed to a \$40,000 expense in one year. He suggested that \$20,000 toward the 2015 election could be placed into reserves.

The Mayor asked for Mr. Alonso's recommendation and Mr. Alonso agreed that if there is a surplus at the end of this fiscal year, that is the time when Council would make a decision on the designated fund balance and they could set aside funds for the election.

Councilman Bain stated that if Council wanted to consider Mayor Garcia's suggestion in this budget then Council would have to go with the recommendation regarding the transfer of the Deputy City Clerk to City Clerk and the savings would be \$70,000 and not \$90,000.

Mayor Garcia said that as Council gets towards the end of the budget, based on their discussion now, they will know if they will want to designate \$20,000 in reserves in order to plan for an election the following year.

Councilman Petralanda asked how much the City pays for internet access in total and Councilman Lob responded that he believes it is \$21,000.

Mayor Garcia noted that the total for internet access is divided amongst each department.

To answer Councilman Petralanda's question, Mayor Garcia said that the decrease in advertisement and promotions line item depends on the amount of advertising and the budget fluctuates. The amount is lower since there are no elections.

Mr. Alonso commented that the budget for internet access with Comcast is \$31,800 a year.

Councilman Petralanda asked if the City could find a better deal and Councilman Lob replied that \$31,800 is a great deal.

To answer Councilman Petralanda's question, City Clerk Valls stated that it is difficult to estimate the overtime amount because it depends on the number of advisory board meetings. There is no way to plan for the meetings that are going to be cancelled.

City Manager Gorland stated that a recommendation was made for Council to consider reducing the number of advisory board meetings. The savings would be approximately \$3,000 if meetings were held quarterly for those boards that are not required to hold a monthly meeting. The Administration has found that there are more cancelled meetings and the cost is related to secretarial services and the transcription of the minutes.

City Manager Gorland said that the boards would meet only by direction of Council. Quarterly meetings would be adequate and most of the boards are moving in that direction.

Mayor Garcia commented that if Council still has the ability to request meetings during the quarter then he would be in favor of the recommendation.

By consensus, Council agreed to the recommendation of advisory boards meeting quarterly or at the direction of Council.

Councilman Lob would like for the Board members to be advised of the steps in place to request a special meeting if they have an item that they would like to address and City Manager Gorland agreed that the City Clerk's office can create a recommended process.

#### IV. City Manager

Assistant City Manager/Finance Director Alonso stated that the City Manager's proposed budget is approximately \$11,320 higher than the current year. This is because the budget includes \$45,000 for the City Lobbyist and \$10,000 for annexation. The total budget request is \$349,583 and it is basically the same budget as the current year with the exception of the annexation related costs.

City Manager Gorland noted that \$10,000 is recognized in marketing expenses and fortunately annexation is far enough in the process to have the related expenses. There is a lawsuit coming up in which a number of cities will have to come together and handle.

Councilman Bain asked what is the monthly cost to publish the City Manager's Report and City Manager Gorland responded that he was uncertain, but that it takes his Secretary approximately six to eight hours a month.

Councilman Bain commented that it is eight hours of work and in his opinion the report is based on events that have already occurred. He suggested using those eight hours for a better purpose.

City Manager Gorland explained that the report is done for transparency. He would be happy to bring back numbers to Council with an alternative solution.

Councilman Petralanda asked if the City is getting \$45,000 worth of services from the City Lobbyist and City Manager Gorland replied that the City is getting approximately \$100,000 from the lobbyist's services.

## V. Human Resources

Assistant City Manager/Finance Director Alonso stated that the proposed budget for Human Resources is \$2,163.00 or 1.1% higher than FY 2012-2013. There is a breakdown of the budget totaling \$189,503 on page 5-4. The biggest line item besides salary is professional services totaling \$24,430.

To answer Councilman Bain's question, Human Resources Director Loretta Boucher said that the amount for professional services includes all background checks for hiring, volunteer coaches, and employees for the summer program. The City uses the Florida Department of Law Enforcement for fingerprinting and LexisNexis for the background checks.

Councilman Bain asked if the City could use the Police Department and Human Resources Director Boucher replied that by law the City is not allowed to use the Police Department for background checks.

City Manager Gorland stated that there was also a request for a change in pay grade.

Human Resource Director Boucher commented that she is proposing to upgrade the Human Resources Specialist position because of the additional responsibilities and duties. The pay grade would be 5% more than what the employee is currently earning.

Mr. Alonso explained that the proposed position would be pay grade 31 and the title would be Human Resources Specialist II.

Ms. Boucher clarified that the current salary for the Human Resources Specialist I is \$38,732.00.

City Manager Gorland stated that Ms. Boucher is in the Deferred Retirement Option Plan (DROP) and part of the succession planning is to upgrade those critical positions to the person who is most likely to be promoted into the position.

Mayor Garcia asked if the \$2,800 increase in salaries is for the upgrade and Mr. Alonso replied in agreement.

## VI. Senior Center

Assistant City Manager/Finance Director Alonso commented that the proposed budget for the Senior Center is approximately \$32,000 or 8.2% lower than the current year. The majority of the decrease comes from catering costs. The Director is requesting \$2,800 for a steam table. The total budget is \$354,699, which means that \$140,000 is projected to come from the General Fund to subsidize the operation. Elderly Services Director Karen Rosson is present to answer any questions.

Mayor Garcia asked why the janitorial services had decreased by \$3,000 and Ms. Rosson responded that the City has a new janitorial company and their costs are lower.

To answer Mayor Garcia's question, Ms. Rosson said that the catering company is the same and the cost would increase which is calculated into the budget. It is based on the current attendance and the fact that there is an even flow of the participants. As a result, the catering costs are based on the meals that are currently being served.

Ms. Rosson explained that as a result of the sequestering, the Senior Center has already experienced an approximate \$9,300 reduction in this year's budget. She just received notification to anticipate an additional cut this year from the other funding source which is the Nutrition Services Incentive Program (NSIP). The program is based on a federal fiscal year but the grant funding that the Senior Center receives from the Older American's Act is based on a calendar year.

Ms. Rosson said that next year there is anticipation of another \$12,000 cut that will be added to the cut that the Senior Center received this year. Council is already subsidizing \$140,000 to the Elderly Services budget and if she loses \$12,000 more next year, she is uncertain how to prepare for that loss in the budget.

Mayor Garcia stated that is important to know the amount of the subsidy and that is why Council should look at the possibility of putting more funds into the reserves.

## VII. Finance

Assistant City Manager/Finance Director Alonso commented that the Finance Department is divided into two sections. He will explain the Administrative section and Professional Services Supervisor Tammy Romero will explain the Professional Services division.

Mr. Alonso explained that the proposed Finance Department budget is approximately \$6,000 lower than the current year. The total budget request is \$535,456, which includes \$40,000 under Professional Services for actuarial and legal work related to the P.B.A. pension negotiations next year.

To answer Councilman Bain's question, Mr. Alonso replied that the attorney fees related to the P.B.A. negotiations are included in the Finance budget. They were also included in the Finance budget this year.

Mr. Alonso commented that the Professional Services proposed budget is approximately \$9,600 higher than the current year. The increase is mainly due to a request for \$5,000 towards the purchase of a photo shop printer and software package in order to prepare a more professional newsletter that is distributed quarterly to the residents.

Professional Services Supervisor Tammy Romero distributed a sheet showing what the cost is to distribute the newsletters on a quarterly basis. She explained that she color coded the sheet so that Council could see the breakdown. The newsletters are currently an eight-page brochure that is published on a quarterly basis that is translated into Spanish. The translation cost per newsletter is approximately \$550 which is \$2,200 for all four in total. The total cost per newsletter is approximately \$3,750 and on a quarterly basis it would be approximately \$15,000 annually.

To answer Mayor Garcia's question, Ms. Romero said that approximately three fact sheets had been prepared this year.

City Manager Gorland commented that the fact sheet that was sent to residents regarding the budget was well received.

Mayor Garcia suggested that the City could go out to bid for the newsletters. He understands that there might not be much of a savings because Ms. Romero received a good price, but there is always a chance that someone will be willing to do the work for less.

(Mayor Garcia called for a five minute recess)

### VIII. Information Technology

Assistant City Manager/Finance Director Alonso said that the proposed budget for Information Technology is approximately \$3,251 lower than the current year. The capital expenditures line item includes \$4,065 for server software and a sonic wall firewall and security system. The budget originally included funds for hiring an additional part-time employee, but the request was eliminated. The total budget is \$358,887 and Information Technology Director Jorge Fonseca is present for any questions.

Mr. Fonseca explained that the Acronis Server is software that allows imaging an entire server at one time for a faster backup. There is only one exchange server at the time and to restore the server it would take 24 hours. It would only take a few hours to restore the server using the new software. The sonic wall is a firewall that has content filtering built into the system. It is easy to work with and is very flexible. There is a sonic wall currently in the Police Department that is working very well.

Mr. Fonseca commented that the sonic wall controls what people see on the internet. It is currently open so people can use the internet freely. With this new firewall, he will be able to create groups, limit what is downloadable and decrease the amount of virus related issues.

Councilman Bain asked how long these programs will last and Mr. Fonseca replied that sonic wall is a piece of hardware and the service is based on an annual contract for approximately \$500.00.

To answer Mayor Garcia's question, Mr. Fonseca responded that the life expectancy for the hardware is ten years.

Vice Mayor Windrem asked how often backup will be done with the Acronis Server and Mr. Fonseca replied that backup will be done every night.

Mr. Fonseca clarified that the internet service is approximately \$2,100 per month. The cost used to be approximately \$3,000 for internet only and \$5,000 for the phone service per month.

#### **IX. Building and Code Compliance**

This item was not discussed.

#### **X. Zoning and Planning**

Mr. Alonso stated that the proposed budget is approximately \$3,600 higher than the current year. The increase is mainly due to a request of \$13,500 for a GIS system software, hardware and annual maintenance. On page 8-3 the total budget is \$131,039 and Planning and Zoning Director Jim Holland is present to answer any questions.

Mr. Holland explained that a GIS (Geographic Information System) is a way of dealing with data. He distributed maps to Council that were produced by GIS including a parcel map, street map, zoning map and an address map. There were no address maps when he began working with the City. There is a consultant currently under contract to prepare the Federal Emergency Management Agency (FEMA) flood maps and the information can be placed on the City's website.

Mr. Holland stated that since his initial budget request for a GIS system, he decided on a different type of system that would be a modest increase to the budget. The old system needed a dedicated server and there was an annual maintenance fee associated with the software. The new ESRI system has a \$2,500 annual subscription service that includes five users. There are also one-time charges for the installation and the software licensing from a consultant.

Mayor Garcia asked why there was a reduction in professional services and Mr. Holland responded that the budget was reduced since there are no State mandated comprehensive plan amendments for this year; there will be a mandate the following year.

To answer Mayor Garcia's question, Mr. Holland stated that the mandate will cost approximately \$5,000.

Mr. Holland commented that salaries were reduced with the transfer of the part-time clerk in the Clerk's office from 50% to 25% of the salary for the position, so there is an actual decrease in the payroll of approximately \$2,650.

To answer Councilman Bain's question, City Clerk Valls clarified that the part-time position is now full-time and the salary is 75% from the City Clerk's Department and 25% from the Planning and Zoning Department.

## XI. Police

Assistant City Manager/Finance Director Alonso said that the proposed budget for the Police Department is approximately \$208,767 or a 3.6% increase from the current year. The increase is mainly due to several factors listed in the budget. The budget includes \$100,000 for three new vehicles and Taser equipment. The budget also includes revenues and expenses related to the red light camera hearings. This activity is fully funded from the administrative fees and it does not impact the budget.

Councilman Bain asked why the expense for Workers Compensation is expected to increase and Mr. Alonso replied that it is based on salaries and claim history. The City previously had coverage for Workers Compensation with the County and changed to the Florida League of Cities. The fee is based on the City payroll; there are certain Police Officers that are under the Heart/Lung Bill that were not covered by the Florida League and the City still has to pay those claims.

To answer Councilman Bain's question, Chief of Police Peter Baan said that an officer is retiring the first of February, but the salary would not decrease because it is a Lieutenant and the Sergeant that will be replacing him will only receive a 5% pay increase. Under the P.B.A. contract, all of the other junior officers who are advancing over the year receive their merit increases and that offsets the cost.

City Manager Gorland stated that the Administration is making a recommendation not to fill the position when the Lieutenant leaves and the associated savings would be \$77,000.

Councilman Petralanda asked why there was an increase in overtime and Chief Baan replied that the increase is to accommodate the red light camera hearings but it will be offset by revenue in the same amount.

Mr. Alonso said that \$31,640 for professional services is related to the red light cameras and there is a corresponding revenue stream that will cover the costs.

Chief Baan clarified that \$90,000 for overtime is an estimated amount. The amount of overtime is difficult to predict and the expense is usually less than the estimated amount.

City Manager Gorland noted that there is also a request to upgrade the Administrative position which the Administration supports, although it is not included in the budget.

Chief Baan explained that the Administrative employee has had more responsibility for seven years and has never received an elevated salary. The reclassification request will be made at the next Council meeting.

To answer Councilman Petralanda's question, Chief Baan stated that the Department has an officer who is detached to a special task force and that employee brings in a substantial amount of money. The current balance in the Law Enforcement Trust Fund is approximately \$850,000.

Mr. Alonso explained that page 9-13 shows the school crossing guard budget that Chief Baan oversees. It is approximately \$23,376 and the City receives some county dollars to help offset the cost.

Chief Baan commented that a portion of revenues that are received from parking tickets are earmarked to pay for school crossing guards.

## **XII. Law Enforcement Trust Fund**

Mr. Alonso stated that there is a request for capital expenditures of \$142,000 for a digital voice repeater, handheld traffic citation writers and a voice recording system. The total budget is on page 10-2. Page 10-4 shows the budget for the Community Policing Office and page 10-7 shows the training for the Criminal Justice Fund.

Mayor Garcia asked Chief Baan to explain the voice repeater and Chief Baan said that every radio and handheld radio was replaced courtesy of Sprint. The reason why Sprint paid for them is because they wanted the police department's radio frequency for their cell phone service. The department was moved over to another frequency, which required different radio equipment. The downside is that the voice recorder and repeater need to be replaced for the local frequency because the current ones are analog and the new ones are digital.

## **XIII. City Attorney**

Mr. Alonso said that the proposed budget for the City Attorney is \$171,000 which is a \$10,000 increase for annexation and P.B.A. negotiation costs.

## **XIV. Debt Service**

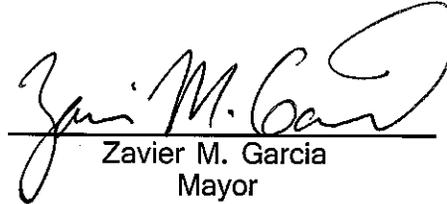
Mr. Alonso commented that the Debt Service budget is for the two outstanding notes for the Community Center and the Golf Course.

To answer Councilman Bain's question, Mr. Alonso replied that those notes are paid through the General Fund.

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4. Adjourn

There being no further business to be discussed the meeting was adjourned at 8:07 p.m.

  
Zavier M. Garcia  
Mayor

ATTEST:

  
Suzanne S. Hixaffer, CMC  
Deputy City Clerk



Approved as written during meeting of: 08-26-2013

Transcription assistance provided by Elora R. Sakal.

Words ~~-stricken through-~~ have been deleted. Underscored words represent changes. All other words remain unchanged.