

**MINUTES
CITY COUNCIL WORKSHOP
CITY OF ARCADIA
TUESDAY, MAY 22, 2012
5:30 PM**

CALL TO ORDER, ROLL CALL

The workshop session was called to order at approximately 5:30 PM.

Arcadia City Council

Mayor Keith Keene
Deputy Mayor Alice Frierson
Councilman Robert Heine

Councilman Joseph E. Fink
Councilman Robert Allen

Arcadia City Staff

City Administrator Lawrence Miller
Assistant City Administrator Judi Jankosky
City Recorder Virginia S. Haas
Finance Director Jorge Santana

DISCUSSION:

Mr. Santana reviewed the dates and times of the upcoming budget workshops. Mr. Santana reviewed revenues and reminded that the County's taxable values will not come in until July 1, 2012. He stated that revenues were adjusted according to the first six months and different taxes have decreased. The ½ cent sales tax is fluctuating. He also adjusted charges for services in garbage services and the golf course. The mobile home park revenue decreased by 20% and cemetery lot availability is low. He stated that the Finance Department is mailing monthly notices attempting to collect over \$40,000 in unpaid cemetery lots. Mr. Santana will present the findings in another month after the accounts are analyzed.

1. General Government Budget

a. Legislative

Mr. Santana reviewed the legislative budget. He added \$1,000 for tolls and travel reimbursement. Telephones and associated costs were reduced as some Council turned in phones and laptops. Printing and binding costs decreased because there will be limited purchasing of Council business cards. Councilman Fink stated the City purchased his first set however the second set he purchased himself using a different vendor. \$1,500 was maintained for costs associated with memberships. \$4,900 was requested to codify ordinances from 2008 to 2011. The total requested legislative budget is \$51,301.

b. Retirement Council

Mr. Santana stated retirement budget remains the same with two retired Council in the amount of \$4,800.

c. Executive

Dr. Miller outlined the executive budget stating the budget is essentially the same with the exception of additional overtime for the City Recorder position in the amount of \$3,245, FICA \$201 and Medicare, \$47 for a total of \$3,493. The total executive budget is \$295,011. Mr. Frierson asked about professional services and memberships. Dr. Miller responded that professional services will be limited and memberships reduced. Deputy Mayor Frierson asked about the increase in telephone. Mr. Santana responded that the number is based on actual figures from the last financials. Dr. Miller stated that he turned in his city cell phone.

d. Financial and Administration

Mr. Santana noted that the health insurance increased in January and future figures will not be realized until July or August. He explained that contractual services have been reduced which consists mainly of computer services from Klene Corp. He also reduced line items for cell phones, postage and repairs and

maintenance. He added \$2,500 under furniture and fixtures for two new printers. Mayor Keene asked if we could look locally for computer services. Dr. Miller stated yes and he would look into some local services.

e. Legal Counsel

Mr. Santana explained that \$36,000 is the base amount for attorney fees and requested direction from Council for additional services not covered within the \$36,000. He reviewed associated attorney costs out side the base amount from the past three years. He suggested an additional \$7,000 to cover out of normal requests. Council agreed to increase contractual services to \$43,000. Council agreed to maintain the \$500 for court reporter fees. The total Legal Counsel budget is \$43,500

f. Comprehensive Planning

Mrs. Jankosky explained that \$30,000 for the Central Florida Regional Planning Council (CFRPC) was moved from general government and placed under comprehensive planning to better reflect the services provided. She included costs for postage, advertising and a new computer. Finally she requested \$25,000 for codification of the new land development code. She noted if there are budget restraints the code could be scanned and placed on the website until funds become available to codify. The total requested comprehensive planning budget is \$59,700.

g. General Government

Mr. Santana stated \$30,000 was removed from contractual services into planning. Dr. Miller reminded that the Florida League of Cities will also be conducting the telecommunications audit which may result in some savings. Mr. Santana continued that the general government budget is reduced approximately \$100,000 due to discontinuing bonuses, removal of CFRPC and insurance refund. Dr. Miller stated that he is still working with DeSoto Insurance regarding city buildings that may need additional insurance coverage. Mr. Santana responded to Mr. Frierson that the maintenance contract is paid once per year for the Munis software program.

h. Elections

Mr. Santana reported that according to 2012 election costs he placed \$7,271 in the elections budget. He stated that he spoke to the Supervisor of Elections and should the city change election dates to coincide with Federal and State elections the city could see a significant decrease in associated election costs.

Mayor Keene reported the next budget meeting is scheduled for May 29, 2012 at 5:30 p.m. to review Public Safety Budget.

PUBLIC COMMENTS

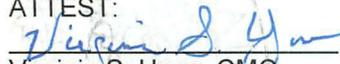
Mr. Frierson asked if the City would shop the health insurance this year as they did in the past. Mayor Keene responded that the City request quotes for health insurance each year.

COUNCIL MEMBER COMMENTS - NONE

ADJOURN

Having no further business, the workshop was adjourned at 6:40 PM.

ATTEST:


Virginia S. Haas, CMC
City Recorder

APPROVED THIS 5th DAY OF June, 2012

By:



Keith Keene, Mayor