

MINUTES VILLAGE OF TEQUESTA

BUDGET WORKSHOP

July 16, 2018



CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:02 A.M. A roll call was taken by Village Clerk, Lori McWilliams. Present were: Mayor Abby Brennan, Vice-Mayor Tom Paterno, Council Member Vince Arena and Council Member Kristi Johnson. Council Member Laurie Brandon was absent.

1. Review and Discuss FY 2018/2019 Annual Budget

Council decided to go thru the budget, one department at a time. Manager Couzzo revealed that the revenue numbers were not finished, and some other items were still pending. There was a 3% place holder inserted in the IAFF category, and there was no reserve set aside for contributions. Mayor Brennan noted several anomalies within this year's budget, which included the increase pension for fire, a pension for the police department and an additional salary for the future Water Department Director.

The Managers current salary, which included the Water Department Director salary was discussed and it was revealed that the budget included Manager Couzzo's salary thru December 2018 as seen on the preliminary draft.

Assistant Village Manager/Human Recourses Director, Ms. Merlene Reid explained the function of the Employee Recognition Program and how it encompassed department events as well as important life events.

Mr. Brad Gomberg, IT Director, explained that the computer account budget was split across multiple departments because of the shared use of the services or equipment.

Ms. Merlene Reid explained that the contractual services line item under the Human Resources Department encompassed a backlog of imaging and filing for the department. Human Resources documents dealt with personnel files which involved different training than the building department would need. Ms. Reid further explained that the compensation study for non-unionized employees had just been performed and the findings supported the Village's current salaries for the most part. She further explained that the salary increase for HR encompassed her own salary and also that of Kathy Hannon, who was needed in more of a supervisory / exempt position. Additionally, Kathy would be able to step into Ms. Reid's role when she was away.

Village Clerk Lori McWilliams explained that her department was in need of moving a clerical employee, Mary Ann Grieser, to a Deputy Clerk position as she had been working at a higher level than she was being compensated for. Ms. McWilliams stated the computer equipment line item actually should have been lowered to \$26,000 from

\$44,000. She noted that the laserfiche system that was currently used, had been in place for a decade and was nearing the end of its usefulness.

Mr. Chris Quirk, Finance Director, indicated the raise in salaries for his department was based on the 3% increase. There was a \$15,000 one time purchase expense that was tied to the HR department for integration services between Bamboo and BSA software.

There was a difference in legal expenses of \$20,000 due to a decrease in fees. Vice Mayor Paterno felt that some of Attorney Davis' responsibilities should fall upon the new Village Manager going forward.

Manager Couzzo revealed that during the next year there would be additional legal costs due to two union contract negotiations. He mentioned that several other law firms worked with the Village regarding labor contracts.

Community Development Director Nilsa Zacarias, had made some adjustments within her contract to assist with bringing costs down. Her contract would automatically renew unless changes were made. Council Member Arena recommended the building department handle issues such as fences, trees and various "smaller items" and let Community Development Director, Ms. Nilsa Zacarias' firm manage the larger projects. Ms. Zacarias explained to Council that Mr. Lance Lily was her employee who was situated on site to assist residents with zoning issues, not building department matters.

The General Government category was representative of shared expenses such as special events.

Mr. Brad Gomberg, Director of IT, revealed that there were several large projects, including the revamping of Council Chambers included in the budget. Mr. Gomberg explained that he had been promoted to Director and now had a full time employee, William Davis, working for him. There were also firewall replacements and splits among several departments for equipment. Council asked for a detailed report showing all IT projects and their costs projected as a total. Vice Mayor Paterno asked for assurance that all employees were using the software that had been purchased. Additionally, residents needed to understand that there was software available for their utilization.

Police Chief Gus Medina addressed Council about his increased budget for education and training within the police department. There was an increase in travel and per diem and also a utility cost increase, due to an underestimate from the prior year. Chief Medina was hoping to have at least one person on staff during every shift, who would be able to operate the marine unit. There were salary increases due to additional staff and the need to have someone detailed to confiscation funds thru Homeland Security. Chief Medina felt that the relationship created with other government agencies thru Homeland Security was invaluable.

Mr. Quirk stated that there was a vacant position due to the prior K-9 Officer Robinson leaving.

The Police Department vehicles were discussed and Manager Couzzo felt that the vehicles were in good shape, had lower mileage and no issues. Extended warranties were recommended as they aged. Chief Medina believed that phasing the police vehicles out, a couple at a time, was a good idea. The pension was the main portion of the budget for the police department.

Mr. Jose Rodriguez, Building Department Director, revealed that his budget reflected a decrease in legal fees and a reduced rate for Community Development. Council Member Paterno felt that the building department should handle more of the small matters, such as fences and single trees and felt Community Development could be utilized for large projects. Additionally, insurance within the Building Department had gone up because of two new hires.

Fire Chief Joel Medina explained the education reimbursement plan, which had recently changed. The intern firefighters would no longer receive education funding if they resigned, whereas they used to receive the funding, even if they had left prior to their contract end date. Building and Equipment Maintenance costs had gone up approximately \$18,000 and included several factors including an air conditioning unit, maintenance contracts and defibrillators. Salaries went up and an interim firefighter was going to be hired as full time. The pension line item was projected but could change depending on how negotiations progressed. Chief Medina stated that within the \$125,000 there was a cost for a fire tower for training and a cartridge system that would eliminate carcinogens estimated to cost \$50,000. Chief Medina suggested leasing vehicles in the future and noted that the Village would not need a new fire vehicle for another 3-5 years.

Public Works Director, Mr. Doug Chambers stated that fascia board and gutters would be replaced at Village Hall. Oak trees were to be added on Country Club Drive and irrigation was added to an area near Point Drive. There was a line item for a new truck and there were currently six trucks. The capital outlay dropped by \$300,000 due to the FEC and sidewalk projects.

Parks and Recreation Director Greg Corbitt, announced that part time employee, Ms. Wendy Schmidt, would have additional administrative responsibilities, which would affect the budget. Council asked to have more technology coming forward to keep residents updated on services and events. Council discussed signage and various ways to reach residents regarding important Parks and Rec information. Vice Mayor Paterno suggested the Parks and Recreation Department handle more of their own website updates. Manager Couzzo stated he would put together a revenue report next month for both Tequesta and Constitution Parks. Mr. Corbitt stated that Tequesta Park was unique in that it was located in Martin County, yet the Village leased and managed it. Grant money was suggested and the "less than premium" condition of the park was questioned. There was grant money that was available for Tequesta Park and it would match the Village at \$50,000. The Village had very low debt at half of one percent.

Council asked for an explanation of inner fund transfers for capital. Mr. Quirk stated that the one cent sales tax was going into the general fund revenue and then it transferred out

and into capital. Council asked for a detailed list of the projects that made up the \$378,000.

Manager Couzzo revealed that the Community Center RFP would hold a meeting later in the week to narrow the architectural engineering firms down for selection. Council then would review the rankings in order to select a firm to design a new facility and utilize the \$200,000 as a part of it. Council discussed the possible hours and intent of the proposed Community Center.

Mr. Chris Quirk believed the revenue numbers would be at approximately \$12.5-13 million dollars. Expenses were \$12.9 million.

Vice Mayor Paterno asked that Council discuss the water department so that all were on the same page. Manager Couzzo explained that there was a production, distribution and capital side to the water department. Vice Mayor Paterno advised using a new engineering firm to manage the water department. He believed that the new manager should be able to assist in this area. Mayor Brennan asked for another meeting in order to have a better understanding of the water enterprise as a whole.

Staff and Manager Couzzo exited the meeting and Council discussed the Manager's contract. Mayor Brennan reported that thru her discussions with Manager Couzzo he was willing to give up his 4 weeks of vacation leave, sick time and personal leave as long as he was paid thru his contract date of December 31, 2018. Additionally, he would not collect his car allowance past September 30, 2018. He would not be involved in any of the day-to-day operations past the end of September. Also, he would forgo the PRC (performance review compensation). Council agreed that the negotiated change to the Manager's contract was the better choice.

The meeting was adjourned at 12:18 PM

Pending Tasks:

Item:	Assigned:
Revenue report for Constitution and Tequesta Parks, by next month	Mgr. Couzzo
List of projects and estimates in CIP report 5 year projection	Mgr. Couzzo
Detailed report showing all IT projects	Brad Gomberg

Lori McWilliams, MMC
Village Clerk

Note: These summary minutes are prepared in compliance with 286.011 F.S. and are not verbatim transcripts of the meeting. A verbatim audio record is available from the office of the Village Clerk. All referenced attachments are on file in the Village Clerk's office.