

**MINUTES
LONGBOAT KEY TOWN COMMISSION
SPECIAL WORKSHOP MEETING
JUNE 15, 2011 - 9:00 A.M.**

Present: Mayor Jim Brown, Vice Mayor David Brenner, Commrs. Jack Duncan, Lynn Larson, Phillip Younger, Pat Zunz

Also Present: Town Manager Bruce St. Denis, Town Clerk Trish Granger

Not Present: Commr. Hal Lenobel

CALL TO ORDER

Mayor Brown called the Special Workshop Meeting to order at 9:00 a.m., in the Town Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida.

2. Other Business

Mayor Brown noted the meeting schedule for June 16, 2011, and advised Commissioners that there would be no available time to take a lunch break.

1. Discussion Regarding Fiscal Year (FY) 2011-2012 Preliminary Budget

At the June 15, 2011 Special Workshop Meeting the Town Manager and Finance Director will review and discuss the FY 2010-2011 Preliminary Budget. Recommended Action: Pending discussion, provide direction to Manager.

Town Manager Bruce St. Denis noted Charter requirements to submit the preliminary Budget to the Town Commission by June 1, 2011, and noted the document had been submitted.

Finance Director Tom Kelley gave a PowerPoint presentation on the Preliminary Budget for FY 2011-2012. Mr. Kelley explained the rollback rate and issues to be considered. Discussions were held with Town Manager St. Denis, Finance Director Kelley, Police Chief Al Hogle, Public Works Director Juan Florensa, and Fire Chief Paul Dezzi on the following topics/issues:

- relationship with PRM (Public Risk Management) and property/casualty insurance
- application of \$53,000 pension credit for FY 2011-2012
- unfunded liability in pension funds
- number of patrol cars (with less than 100,000 miles) being retained by the Police Department/number of miles on cars to be sold or traded
- options to utilize patrol vehicles longer (extend mileage to 125,000)/amount of miles registered on vehicles yearly
- cost of maintenance versus replacing vehicles
- funding for patrol cars from the Infrastructure Surtax fund
- lack of coverage for Fire Department relating to radio communications
- replacement boat for Fire Department/WCIND (West Coast Inland Navigational District) grant
- breakdown of equipment costs (\$30,000) for new Fire Department boat

1. Discussion Regarding FY 2011-2012 Preliminary Budget - Continued

- estimated number of gravity sewer lines to be sliplined or replaced/age of lines
- percentage of lines completed to date (45,000 miles of pipes with approximately 20% completed)
- life expectancy on newly lined pipes (estimated 50 years)
- funding source for slipline work/balance in Utility Fund to accelerate work
- funding expended for repairs to pipes that fail/costs of emergency repairs
- amount of debt financing available to expand/accelerate the sliplining project
- estimated miles expected to be completed at end of five years and cost to complete entire system relining
- breakdown of Five-Year Capital Plan
- grants from WCIND for operating costs
- amount of uninsured, co-pays, and non-Medicare patients non-reimbursed fees for EMS (Emergency Management Services) service transport
- estimated payments received for EMS services (approximately \$190,000)
- Preliminary Budget versus comparison to millage rate increase options
- impact of the reduced taxable property values to an increase in the millage rate
- line item transfers to identify the use and funding source
- provide a transfer breakdown on a quarterly basis to the Finance Committee
- salary allocations to reflect any interdepartmental charges
- identification of staff salaries that are charged to more than one department
- automobile allowance allocation for Department Heads and vehicle take-home policies
- average cost per property if millage rate is adjusted upward versus not adjusted
- correspondence from Town Attorney David Persson relating to legal fees
- current encumbered balances through March 31, 2011/legal fees expended to date for outside services
- cost allocations for legal fees for pension issues and pension administrative costs
- costs expended for "bunker gear" (fire fighters personal equipment)
- accounting process for drugs administered to patients and determination of ALS I and ALS II
- breakdown of items allocated to "Grants and Aids" (Account 8200 - Longboat Key Transit Route 18 {Trolley} funding)
- increase in Small Tools and Equipment (Account 5210)
- Depreciation Expense (Account 9901)/Commission Contingency Expense

Mr. Lenny Landau, Fair Oaks Lane, commented on the preliminary budget and supported expenditure reductions in the following areas:

- Account 4301 - Electricity
- Account 5204 - Fuel and Oil
- Account 4603 - R&M Automotive Equipment
- Account 4604 - R&M Hydrant/
- Account 4601 - Travel/Conference/Training
- Account 4701 - Printing and Forms
- Account 5401 - Books/Publications/Subscriptions/Membership Dues

1. Discussion Regarding FY 2011-12 Preliminary Budget - Continued

- Account 3101 - Professional Services/Engineering
- Account 3104 - Professional Services/Other

Discussion ensued on the following topics/issues:

- areas to be reviewed for additional savings/reduced expenditures
- adoption of tentative millage rate and final budget approval
- timeframe for review of suggestions made on expenditure reductions
- Commissioners Summer schedule and availability for additional Budget Workshops
- review of Department 3000, Account 9901
- review of Department 5400, Account 9910
- presentations from the Department Heads on increases/decreases to their budgets
- Tennis Center lessons

Mayor Brown requested and Town Manager St. Denis advised that he would address as many issues as possible at the Commission's Regular Workshop on June 16, 2011, in the time provided.

ADJOURNMENT

Mayor Brown adjourned the June 16, 2011, Special Workshop Meeting at 10:35 a.m.

/s/ Trish Granger
Trish Granger, Town Clerk

/s/ James L. Brown
James L. Brown, Mayor

Minutes Approved: 07/11/2011