3rd - BUDGET WORKSHOP MEETING OF LAKE BUTLER, FLORIDA

August 8, 2024

 5:00PM

City Hall Lake Butler

200SW 1st Street

 Lake Butler, Florida 32054

AGENDA – Fiscal Year 2024-2025 3rd - Budget Workshop

1. **Call to order – Roll Call, Opening Prayer, Pledge of Allegiance.**
2. Admin Content *If a person decides to appeal a decision made with respect to any matter at this neeting or hearing, he or she will need a record of the proceedings and may need to ensure that a verbatim record is made.*

Mayor Hendrix called the meeting to order at 5:00pm.

In Attendance:

City Commission –Commissioner Redman, Commissioner Stephenson, Commisioner Sirmones, Vice Mayor Huggins, Mayor Hendrix,

City Staff –City Manager Hayes, Finance Director Mecusker, Administrative Assistant Evernden.

Absent: City Attorney Maines

Opening Prayer was led by Commissioner Redman.

Pledge of Allegiance was led by Mayor Hendrix.

1. **City Commission Discussion on 2024-2025 Annual Operating Budget (FOR CITY COMMISSION DISCUSSION ONLY).**

Special City Commission Meeting. Discussion of 2024-2025 Annual Operating Budget.

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Finance Director Mecusker started on page 3 and discussed with the Board the City Manager the General Fund breakdown. Commissioner Stephens asked what the OPS meant on the budget and Finance Director Mecusker explained that it is Other Personal Services a position hired to do a specific task, and the position is NOT to exceed 6 months and has no benefits. Mayor Hendrix explained there can be a gap in the OPS positions. Commissioner Redman asked what the “old number code” meant and Finance Director Mecusker explained that it was connected to the old finance system but that would fall off on the final budget. This is there for accounting purposes. Mayor Hendrix questioned the conferences not being budgeted for and Finance Director Mecusker explained that there is $1000 under Travel, $3000 under Conferences and the Board has a separate fund for their conferences.

Finance Director Mecusker explained what was included and excluded in the budget this year.

Mayor Hendrix reminded the board members that when it comes to Attorney Fees when we are writing emails, text messages, phone calls and we include the City Attorney we are being charged for it. Mayor Hendrix explained that the board needs to be mindful of that. Finance Director Mecusker explained that we pay The City Attorney a flat rate of $800 a month and then anything else we are charged for. There will be a slight increase this year in the City Attorney fees.

Commissioner Redmean asked Finance Director Mecusker how the breakdown on insurance was. Finance Director Mecusker explained that it is broken down by departments.

Finance Director Mecusker was explaining the Law Enforcement/Fire/Rescue part of the budget and Commissioner Redman asked about the Interlocal Agreement with Union County for these services we pay Union County for, and Mayor Hendrix explained that with previous

Administration the Interlocal Agreement had been terminated and that when it was reinstated there was a possible additional $20,000 error and it needs to be investigated. If it is overpayment from the City of Lake Butler, it will be addressed also.

Finance Director Mecusker discussed with the Board that a bid for our insurance carrier has also been put out to see if the City of Lake Butler can get better rates.

Finance Director Mecusker explained the increase in the Crossing Guards salary is due to the increase in hourly pay from $14 an hour to $15 an hour.

City Manager Hayes stated that there is a category now created for “Repair in Maintenance” in the budget to code expenditures too.

Commissioner Stephenson questioned Finance Director Mecusker about the Street and Roads Fund. Finance Director Mecusker explained there is money in the budget for that and it will be discussed later in the budget.

Finance Director Mecusker discussed the board’s restricted funds and funds being set aside to purchase a vehicle for the city. Commissioner Stephenson asked to explain the board restricted fund and Finance Director Mecusker explained that any purchase utilized out of this fund would have to go before the board to be approved prior to utilizing.

Mayor Melissa Hendrix requested that consideration be made to update the Animal Control Area specifically the pens add some type of coverage. City Manager Hayes stated we could look into building a lean-to over the pens. Finance Director Mecusker stated he will add operating supplies to the Animal Control Budget of $2000-$3000.

City Manager Hayes advised the Board that we are not under contract/agreement to spray mosquitos in Worthington Springs. Mayor Hendrix stated if we do renew that agreement, we need to increase the amount we charge. The City of Lake Butler will be spraying 2-3 nights a week in Lake Butler.

Mayor Hendrix asked if we should be budgeting for overtime in each section of the budget. Finance Director Mecusker stated that by doing that it shows staff that there is overtime budgeted. Vice Mayor Huggins stated that just showing that in each area allows for circumstances that may arise like Holidays, Storms etc. Commissioner Redman asked Finance Director Mecusker what was utilized last fiscal year in overtime, and he stated that it wasn’t broken down by category in the budget last year it was all showing under salaries. City Manager Hayes stated that we can figure that in each section of the budget for overtime and have that cushion, it doesn’t mean we have to use it.

Finance Director Mecusker stated that $3,000 budgeted for the Christmas Festivities can come out of the CRA funds. Mayor Hendrix requested that we take that $3000 out of the CRA funds since that is an option. Finance Director Mecusker stated that he would update that.

Mayor Hendrix asked if the League of City Christmas Event would come out of that fund and Finance Director Mecusker stated no it did not. Finance Director Mecusker stated that the Florida League of Cities will give $3700 for the Christmas Event. Mayor Hendrix stated that Ms. Betsy with the Florida League of Cities offered to help anyway they could so The City of Lake Butler would not have to come out of pocket.

Commissioner Stephenson asked about the Community Center fees and we need to make sure we are covering all the cost to run the Community Centers. City Manager Hayes stated we just raised the cost to the Community Centers 2 months ago.

City Manager Hayes discussed grants we have applied for if approved they will help cover the cost to the Parks and Depot Building roof.

Mayor Hendrix questioned if we had cameras at all the parks and City Manager Hayes stated that the city will be getting cameras for all 3 parks, and it has not been budgeted for yet, but they will add a GL Line for equipment.

Finance Director Mecusker discussed the Water Fund and the increases/modifications that will be on the August 20, 2024, Agenda to vote on. The wastewater rates for the Department of Corrections were discussed and the rates DOC should be paying versus what they are paying. There is an upcoming meeting in August with DOC to discuss those increases to the wastewater

Rates. Mayor Hendrix stated that the current base/rate of $4.58 ($5.05 if the board approves new proposed rate) should be the number to utilize right now and then we could always go back and do an amendment to the budget based on what happens in the meeting with DOC.

Finance Director Mecusker stated that RMC/DOC utilizes 77% of the wastewater every month.

Finance Director Mecusker explained that the grant funds on the budget are based on a 3-, 4- or 5-year grant funding.

Commissioner Stephenson asked if when we redo the water tank could we consider painting a mural on the new water tank.

Mayor Hendrix stated that at the next meeting we will discuss the wastewater budget.

Finance Director Mecusker asked if the board was ok with the way he did the overtime and City Manager Hayes stated that she would rather see the overtime in each budget category since she oversees the overtime anyways.

City Manager Hayes presented to the board to for the 2nd Public Budget Hearing September 17, 2024, at 6:00 p.m., and Mayor Hendrix stated that per City Attorney Maines we can not discuss that at this meeting we will need to discuss that at the August 20, 2024, Commissioner Meeting.

1. Workshop Adjournment:

 **IN THE EVENT THE BOARD DOES NOT COMPLETE THE DISCUSSION, THE MAYOR CAN SET A DATE AND TIME TO CONTINUE THIS WORKSHOP.**

1. Meeting Adjournment

Mayor Hendrix continued this Budget Workshop Meeting until August 27, 2024, at 5:00 pm.

Meeting completed at 6:28 pm.