



City of Venice

401 West Venice Avenue
Venice, FL 34285
www.venicegov.com

Meeting Minutes City Council

Wednesday, June 29, 2016

8:30 AM

Council Chambers

Budget Workshop

CALL TO ORDER

Mayor Holic called the meeting to order at 8:32 a.m.

ROLL CALL

Present: 7 - Mayor John Holic, Council Member Kit McKeon, Council Member Jeanette Gates, Council Member Bob Daniels, Council Member Deborah Anderson, Council Member Richard Cautero and Council Member Fred Fraize

ALSO PRESENT

City Clerk Lori Stelzer, City Manager Ed Lavallee, Recording Secretary Mercedes Barcia, and for certain items on the agenda: Police Chief Tom Mattmuller, Utilities Director Tim Hochuli, Finance Director Walter Pierce, Controller Linda Senne, Public Works Director John Veneziano, Interim Airport Director Heather LeDuc, Information Technology Director Jeff Bolen, Director of Administrative Services Alan Bullock, Assistant City Manager Len Bramble, Director of Historical Resources James Hagler, and Fleet Manager Peter Lilholt.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Daniels.

I. AUDIENCE PARTICIPATION

No one signed up to speak.

II. PRESENTATIONS

Ms. Senne provided a handout and spoke on budget workshop notes taken from the June 27, 2016 workshop to include fire, stormwater, and engineering departments.

Discussion continued on parking line items and allocation of funds, budget spent for parking project, budget cuts and incoming revenues, concern on items already voted on by council, previous meeting on the one cent sales tax and capital expenses, and suggested budget cuts for the different departments.

Mr. Lavallee commented on funding suggestions and recommendations provided by council.

Discussion continued on line items to be cut from the proposed fiscal year (FY) 2017 budget, pension budget deficit, city finances, funding spent on parking lot improvements, using funds from the one cent sales tax, placing FY 2016 budget items on next agenda for discussion, new pension figures previously provided at the capital improvement projects (CIP) meeting in April, delivering a balanced budget, and fire pension deficit and loss in reserves.

[16-2065](#)

Fire - Chief Shawn Carvey

This item was discussed on June 27, 2016.

[16-2066](#)

Stormwater & Engineering - City Engineer Kathleen Weeden

This item was discussed on June 27, 2016.

[16-2067](#)

Public Works - Director John Veneziano

Discussion continued regarding the public works business manager position, contract for cleaning of city hall, suggestions for contractor bidding, cutting utility services, budget set aside for lighting services and repairs to chiller, budget line items with an increase request for funding, reducing expenses for office supplies, completion of dumpster project, city hall landscaping maintenance and work orders, adoption of parks program for FY 2017, and use of sheriff work crews for maintenance of parks.

Discussion ensued on adoption of parks and placing item on the next agenda.

Mr. Veneziano responded to council questions to include street light repairs and removing responsibility from the city in the future, replacement of lights, deficiencies in construction of the community center building, repair costs, Sarasota County roof inspections, interlocal agreement with Sarasota County, prior taxation lawsuit where Sarasota County was responsible for maintaining parks, and future discussions with council and Sarasota County.

Discussion continued on raising money for a new fountain at Fountain Park, fencing repairs and replacement at Hecksher and Chuck Reiter parks, replacement of playground equipment at Hamilton Building, temporary library, and Mundy Park, cost of playground equipment repairs included in the one cent sales tax budget, and placing items on next agenda for discussion.

Discussion continued regarding the boardwalk at Service Club Park to include repairs, non-compliance with American with Disabilities (ADA) standards, risk of deterioration if no action is taken, approval of funding from the one cent sales tax, and leasing versus replacement of mower.

Mr. Veneziano responded to council questions regarding increase in budget expenses for city hall maintenance, Sarasota County taking over service maintenance of traffic signals, upcoming lighting repairs, parks maintenance, professional services for parks master plan, Wellfield Park drainage, improving drainage around community center building, reducing consultants, memorandum about deficiencies in Venice inspections regarding parks, and follow-up quarterly inspections.

Discussion continued on cleaning of roof stains, tile safety hazard at city hall, and fixing of downtown clocks.

Discussion continued on the increase of wages for each department, obtaining equipment depreciation schedules, creating a maintenance fund, legal recourse for building and equipment deficiencies, and warranties on defective equipment.

Mr. Veneziano responded to council questions on solid waste and recycling services to include cost of services provided by the city, outsourcing of services, and roll-offs for solid waste services.

Discussion ensued on contractor bidding to include "use of City of Venice roll-offs" and charging of services.

Discussion ensued on bidding and cost of outsourcing solid waste and recycling services, and rate increase protection to citizens.

Mr. Veneziano responded to council questions regarding the budget to include a decrease in curbside revenue, rate study by consultant, stakeholders coming forward to council, and information technology (IT) expenses.

Mr. Bolen provided clarification for IT expenses in the public works budget.

Discussion continued on solid waste roll-off, recycling, and landfill hours of operation.

Discussion continued on solid waste revenue transfer and reserves, staff numbers, proposal to add new supervisor, problems with training new employees, and liability issues with the department.

Mr. Veneziano responded to council questions regarding recycling

percentage and setting goals, reclassification of staff within the department, wages of higher classified personnel, and pay cuts within the department.

Discussion continued on depreciation and low mileage of vehicles.

Mr. Lilholt responded to council questions to include the development of replacement plans and schedules, vehicle mileage, and vehicle equipment.

Mr. Lavallee spoke on depreciation schedule based on life expectancy, vehicle type, and age criteria.

Mr. Lilholt spoke on vehicle replacement schedule to include asset list, fleet inventory based on different departments, current and estimated future replacement costs, fuel costs by department, purchase price of fuel, and fuel usage from previous fiscal years.

Discussion continued on overall fuel use and data collection for the various departments, and concern with the amount of new vehicles seen in the community.

Mr. Lilholt responded to council question regarding GPS tracking on vehicles.

Discussion continued regarding funding for the new fire engine and annotation of vehicles that are funding the fleet fund.

Mr. Lilholt responded to council questions regarding auctioning of items, and profit of auctioning versus selling of items.

Discussion continued on fire truck purchase funded by the one cent sales tax fund, revenue from vehicle auctions allocated to the general fund, tracking of funds used from the one cent sales tax by departments, and funding amount for FY 2018.

Mr. Lilholt responded to council question regarding leasing versus purchasing of equipment.

Discussion ensued on starting depreciation expense funding in 2018 and addressing acquisition on the one cent sales tax fund.

It was noted that the city does not pay state taxes on fuel.

[16-2069](#)

Police - Chief Tom Mattmuller

Chief Mattmuller provided an update on the police department to include accreditation and training priorities, hiring of officers and support staff,

unfilled positions, service aides, staffing issues, special investigation traffic enforcement (SITE) team, Florida Department of Law Enforcement (FDLE) grant received, agreement with Sarasota County School Board for school resource officers (SRO), consolidation of dispatch, FY 2017 goals and upgrades, iphone purchase for officers and costs, improving work flow of paperwork, software capability for high school students to text SRO, software updates, digital evidence collection, maintaining accreditation, recruitment of candidates, improve traffic flow and pedestrian safety, and traffic and criminal software (TraCS) program.

Discussion ensued on partnering with the Sarasota County Sheriff's department to include TraCS program, software system and new officer trainings, and increase in communication.

Discussion continued regarding the police academy working with the detectives bureau, and having discussion with Sarasota County regarding the county's process for collecting taxes and distributing revenues.

Chief Mattmuller responded to council question regarding distribution of patrol vehicles to officers and discussion ensued on fleet maintenance and personal use of vehicles.

Discussion continued on officer retainment. Chief Mattmuller responded to council questions to include communication with different law enforcement agencies, officer training and certification, and adjusting pay scale for certified and experienced officers.

Discussion continued on instituting incentive type payments for jobs, automatic steps, and funding for training.

Chief Mattmuller commented on having a performance based advancement system.

Discussion continued on additional funding of \$160,000 for incentives, overtime, the need for more police officers, closure of the union contract, obtaining more control over assignment of police vehicles, problems and issues with union contract, loss of police officers after being trained, and finding a resolution on losing trained officers.

Ms. Anderson requested a workshop be scheduled on this item.

Mr. Lavalley explained council's role in the proposed allocation of money to the police department and timing for the budget.

Discussion continued on the condition of the police station's roof and

expenses that can be reduced if referendum fails.

Chief Mattmuller noted the police station's roof was patched.

Discussion continued on providing footnotes showing variations on previous budget and estimated proposed budget in the future.

Recess for lunch was taken from 12:23 p.m. until 1:47 p.m.

16-2068

Information Technology - Director Jeff Bolen

Mr. Bolen spoke on the installation of Google Analytics on the city's website, search engines on website, traffic sources on page views, See.Click.Fix program which allows citizens to communicate concerns in the city, functionalities and cost of the program, and kickoff time frame.

Mr. Bolen responded to council questions regarding system tracking.

Discussion ensued on partnering with the county's network and difference in costs.

Mr. Bolen noted there is currently no connection with Sarasota County, and responded to council questions regarding increase in budget for machinery, equipment, professional services, and operating supplies.

Mr. Bramble commented on the introduction of new software on the county's webpage.

Discussion continued on averaging staff wages, increase in department budget, and data center location.

Mr. Bolen spoke on the issue with no fiber connection to the county data center, cost of fiber connection, current locations of primary and backup centers, and use of space at fire station 3 for data center.

Discussion continued on approval of budget, hiring of a consultant for security audit, and primary site for data center.

Mr. Lavalley discussed reasons for moving the data center.

Discussion continued on constituent software, adding a phone number for citizen concerns, budget reductions, removal and relocation of equipment at Wellfield, and splitting up IT staff member time between all departments and reflecting those percentages in the budget.

16-2070

Archives - Director James Hagler

Mr. Hagler spoke on plans and projects, change in city ordinance,

cleaning up of sites, museum and library, budget, maintaining exhibits, restoration of lamps, grant from Gulf Coast Community Foundation, increase in volunteers and gift shop revenue, lawn surges, and main cost is acquisition.

Mr. Hagler answered council questions regarding increase in budget but no increase in staffing, listing of volunteer's hours with staff, and increase for maintenance and repairs in the budget.

Discussion continued on the increase in staff wages for a small department, and the need for a policy decision whether to keep the department.

Mr. Lavallee spoke on his proposal to incorporate historical resources under public works.

Ms. Senne commented on the original estimated budget requested for window repairs versus quotes received for all window repair costs.

Discussion continued on donations and assistance from volunteers, option of city building archive museum with Sarasota County library, lack of funding for own museum, increase in maintenance, and replacement of windows done over a period of time versus all at once.

Mr. Lavallee noted he will communicate with the county administrator to discuss suggestions for the current budget.

Discussion continued regarding using impact fees to build a two story building for the museum and archives with the library, approaching the county with the expansion idea, window repairs, and allocation of gift shop sales.

16-2071

Airport - Interim Director Heather LeDuc

Ms. LeDuc responded to council questions regarding the proposed budget to include building of t-hangars, CIP funding, repaving of roads, staff work with the board of the homeowners association to develop a paving schedule for all roads within the park, raising of rent at the park and trying to keep expenditures low, and the investment of an electrical infrastructure system.

Discussion continued on funding air conditioning units and paving for the mobile home park, maintaining reserves available to take care of property, landscaping improvements around airport fencing, and safety concerns with the draining of the ditch.

Ms. DeLuc responded to council question regarding budget on rent and grant project funding.

Discussion continued regarding raising rents at the mobile home park, cost for maintenance of landscaping, percentage of full time residents at park, current electrical structure, obtaining more information on SHIP and SALE funds used to promote attainable housing, and land rental and community development block grants.

[16-2072](#)

Administrative Services - Director Alan Bullock

Mr. Bullock spoke on the proposed FY 2017 administrative services budget and wage analysis funding.

Discussion continued on annual employment satisfaction surveys, periodic notifications of exit interviews, review of staff wages, professional services budget increase, reporting turnover rate percentages and making comparisons with other municipalities in the area, and recommendations on turnover rates by human resources.

Mr. Bullock responded to council questions regarding reasons for turnover rates, increase in membership expenses, and location of workers compensation fees in the budget.

Mayor Holic commented on the increase in health care costs and requested Mr. Bullock provide the city's total cost for the last ten years (2007-2016) to council.

Discussion continued on surplus and budgeting of workers compensation and the increase in health care expenses.

[16-2073](#)

Utilities - Director Tim Hochuli

Mr. Hochuli spoke on the proposed FY 2017 budget items for the utilities department.

Discussion continued regarding a city wide audit of water and sewer connections, revenues, maintenance of above ground utilities, security fencing for utility plant, annual three percent rate increase, and cell tower strength.

Mr. Hochuli responded to council questions regarding water tower repairs.

Discussion continued on obtaining estimate on taxable value increase for new homes and the explanation of developer capital contributions.

Mr. Hochuli responded to council questions regarding water production, revenue for demand charges, adjustment of consumption charge to Sarasota County, sewer flowage from the county, using rate study for

county demand charge, and paving of streets.

[16-2074](#)

Building, Planning, Code Enforcement - Development Services Director
Jeff Shrum

This item was discussed on June 30, 2016.

[16-2075](#)

City Clerk - City Clerk Lori Stelzer

This item was discussed on June 30, 2016.

[16-2076](#)

City Council - City Clerk Lori Stelzer

This item was discussed on June 30, 2016.

[16-2077](#)

City Attorney - City Attorney Dave Persson

This item was discussed on June 30, 2016.

[16-2078](#)

Finance - Finance Director Walt Pierce

This item was discussed on June 30, 2016.

[16-2079](#)

City Manager - City Manager Ed Lavallee

This item was discussed on June 30, 2016.

[16-2080](#)

Miscellaneous Items

This item was discussed on June 30, 2016.

III. AUDIENCE PARTICIPATION

No one signed up to speak.

IV. ADJOURNMENT

There being no further business to come before Council, the meeting
was adjourned at 4:26 p.m.

ATTEST:

Mayor - City of Venice

City Clerk