PRESENT:

City Commission: Mayor Julie Ward Bujalski, Vice-Mayor Heather Gracy, Commissioners Deborah Kynes, Bruce Livingston and John Tornga.

Also Present: City Manager Robert DiSpirito, City Attorney Thomas J. Trask, City Clerk Denise M. Kirkpatrick, Deputy City Manager Doug Hutchens, Director of Communications Courtney King, Communications Senior Technical Assistant Justin Catacchio, Interim Director of Finance Jeff Streder, Budget Manager Allison Broihier, Accounting Manager Katherine Oster, Accountant/Financial Analyst Jason Miller, Director of Human Resources/Risk Management Theresa Smalling, Director of Parks and Recreation Vince Gizzi, and Library Director Phyllis Gorshe were in attendance.

CALL TO ORDER

Mayor Bujalski called the meeting to order at 10:00 a.m.

NEW BUSINESS

1. RESOLUTION 15-30, YEAR END BUDGET AMENDMENT

City Attorney Trask read Resolution 15-30 by title only and noted a Blue Sheet was just distributed changing item 11 of Resolution 15-30 from $4,279,019 to $1,507,927, which he expected to be explained in the staff presentation.

MOTION: Motion was made by Commissioner Livingston and seconded by Commissioner Kynes to adopt Resolution 15-30.

Budget Manager Allison Broihier advised:

This Budget Amendment provides for the appropriation of both revenues and expenses to facilitate the necessary adjustments to ensure a balanced budget and expenditures do not exceed our budget for FY 2015. Florida Statute 166.241(4) provides for a municipality to amend its budget at any time during the fiscal year or within 60 days following the end of the fiscal year.

The City elected to omit the projected ending fund balance compared to the Reserve Policy for this particular budget amendment, because it is past the end of our Fiscal Year and the comparison assumes that the full appropriations for each fund has been expended. We know that is not exactly the case so Finance felt it would be misleading to put that information out there knowing those are the not correct numbers. Instead, staff is focusing on providing preliminary (unaudited) ending FY 2015 fund balances to the Commission as soon as they are available.

Each fund affected has been listed. On the right usually a matter of setting up a system of looking at this impact on the fund balance Proprietary and Internal Service Funds which would be the Waste Water, Stormwater, Marina, Fleet Facilities and Risk Safety, those changes are not actually impacting the Fund Balance; most of the transactions included
there are transferring fixed assets from an Internal Service Fund, so the increase seen is an increase to the net assets of the Enterprise Fund.

Accounting Manager Katherine Oster explained when transferring an asset from Internal Service Funds to Enterprise Funds they become long term assets; so they do not affect working capital. Working capital is current assets when it is current liability and working capital are the numbers they crunch to figure out the available funds for current operating.

Ms. Broihier advised the net impact of this budget amendment on fund balance is summarized below.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Impact on Fund Balance</th>
<th>Fund</th>
<th>Impact on Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>$ (27,200)</td>
<td>Stormwater</td>
<td>$ 10,455</td>
</tr>
<tr>
<td>Library Coop</td>
<td>$ (42,691)</td>
<td>Marina</td>
<td>$ 20,912</td>
</tr>
<tr>
<td>Stadium</td>
<td>$ (1,200)</td>
<td>Fleet</td>
<td>$ 67,653</td>
</tr>
<tr>
<td>Parks Impact (LDO)</td>
<td>$ (10,627)</td>
<td>Facilities Maint.</td>
<td>$ (4,279,019)</td>
</tr>
<tr>
<td>Parks &amp; Rec. Capital</td>
<td>$ (58,649)</td>
<td>Risk Safety</td>
<td>$ (32,888)</td>
</tr>
<tr>
<td>Penny</td>
<td>$ (87,078)</td>
<td>Health Benefits</td>
<td>$ (60,000)</td>
</tr>
<tr>
<td>Water/Wastewater</td>
<td>$ 1,283</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ms. Broihier noted Interim Finance Director Streder pointed out a correction in the narrative of the Commission Memo in the Stadium Fund description it says that we are increasing expenditures $45,190, that figure should be $1,200; Resolution 15-30 and the table are correct. The $45,190 is the actual expenses incurred.

Ms. Broihier advised if adopted, Resolution 15-30 will amend the FY 2015 City of Dunedin budget as follows:

**General Fund**

Within the General Fund, a transfer-in of restricted "tree bank" funds from the Parks Impact Fee Fund (LDO Fund) will increase restricted fund balance by $10,627.

A transfer-in of restricted Library Coop funds will increase restricted fund balance by $42,691.

A transfer-in of restricted Parks & Recreation Capital funds will increase restricted fund balance by $30,622.

Restricted revenues of $5,000 in the General Fund from the Dunedin Youth Guild first year of the five year grant will be appropriated to offset a portion of the cost of the Weaver Park Shade Structure project. The remaining $20,000 in expenses will be appropriated from unassigned fund balance in FY 2015 and repaid to the General Fund through a grant over the next 4 years in FY 2016 through FY 2019.
Restricted revenues of $11,004 from a bequest will be appropriated for the purchase and installment of trees. Increased expenditures of $2,300 will be appropriated from unassigned fund balance to cover higher than anticipated healthcare costs in the City Commission’s budget. Staff attempted to address this on August 20; however, she was a little off on her calculations; therefore, this small increase.

Increased expenditures of $5,300 will be appropriated from unassigned fund balance to cover higher than anticipated salary and overtime costs in the City Manager’s budget.

Within the Public Works Department’s Streets program, $1,100 will be appropriated from unassigned fund balance for additional contractual services related to tree trimming and removal.

Increased expenditures of $3,500 will be appropriated from unassigned fund balance to cover higher than anticipated operating supplies in the Library Department. Each year the Library estimates the funding that will come in from the Friends of the Library and the Foundation. This year they estimated receiving $25,000 from the Friends and the actual number that came in was $21,500 so the $3,500 is just that difference.

City Manager DiSpirito acknowledged the $11,004 for purchase and installment of trees was a bequest from Clark Carey and expressed appreciation on behalf of the City.

Library Coop Fund

Within the Library Coop Fund, a transfer-out of $42,691 into the General Fund’s restricted fund balance will enable staff to close-out the fund.

Stadium Fund

Within the Stadium Fund, increased expenditures of $1,200 will be appropriated from unassigned fund balance for higher than anticipated interest payments on debt.

Ms. Broihier advised staff will be reviewing the debt schedule to make sure that does not happen again.

Parks Impact Fee Fund (LDO Fund)

Within the Parks Impact Fee Fund, $10,627 will transfer-out to restricted General Fund balance. These “tree bank” funds are collected in lieu of replacement when existing trees are removed, and are not for the acquisition or expansion of parks.

Parks & Recreation Capital Fund

The budgeted transfer-in from the Penny Fund will be decreased by $28,027 to reflect only funds expended in FY 2015. Excess monies will remain in the Penny Fund for future capital project funding.

A transfer-out from the Parks & Recreation Capital Fund of $30,622 into the General Fund’s restricted fund balance will enable staff to close-out the fund. Compliance with the intent of the fund will be integrated into the annual budget process.

Ms. Broihier noted there is a standing ordinance for the Parks & Recreation Capital Fund that was put in place because currently the debt payment for the Community Center is covering the
monies that should be spent with the intent for that ordinance. As part of the budget guidance and policies she will be writing into the budget policies insuring compliance with the of intent ordinance to make sure to honor the Commission intent making sure those funds are available for maintaining, updating and providing new capital and facilities projects.

**Penny Fund**

A transfer-out to the Parks & Recreation Capital Fund will be decreased by $28,027 to reflect only funds expended in FY 2015. Excess monies will remain in the Penny Fund for future capital project funding.

Increased expenditures of $31,500 will be appropriated from Penny fund balance for higher than estimated costs associated with the Douglas Avenue Corridor project.

Appropriations of $6,505,000 in revenue from debt proceeds result from refunding of Community Center bonds. Appropriations of $6,588,605 in expenditures for the purchase of 2015 series bonds for the Community Center and the cost of issuance.

**Water/Wastewater Fund**

A transfer-in of fixed assets from the Facilities Maintenance Internal Service Fund will increase net assets within the Water/Wastewater Fund by $1,283.

**Stormwater Fund**

A transfer-in of fixed assets from the Facilities Maintenance Internal Service Fund will increase net assets within the Stormwater Fund by $10,455.

**Marina Fund**

A transfer-in of fixed assets from the Facilities Maintenance Internal Service Fund will increase net assets within the Marina Fund by $20,912.

**Fleet Fund**

A transfer-in of fixed assets from the Facilities Maintenance Internal Service Fund will increase net assets within the Fleet Fund by $178,442.

Increased expenditures of $110,789 within the Fleet Fund will be appropriated from fund balance for vehicle replacements including: Planning & Development - $7,149; Fire Administration - $41,809; Fire Operations - $21,467; and Streets- $40,364.

**Facilities Maintenance Fund**

The transfer of Fire Station #61 will reduce net assets within the Facilities Maintenance Fund by $2,787,927. The reassignment of the fire station's long-term debt will also reduce net assets by $1,280,000.

A transfer-out of fixed assets to the Fleet Fund will reduce net assets by $178,442 within the Facilities Maintenance Fund.

A transfer-out of fixed assets to the Stormwater Fund will reduce net assets by $10,455 within the Facilities Maintenance Fund.
A transfer-out of fixed assets to the Marina Fund will reduce net assets by $20,912 within the Facilities Maintenance Fund.

A transfer-out of fixed assets to the Water/Wastewater Fund will reduce net assets by $1,283 within the Facilities Maintenance Fund.

Ms. Broihier explained as noted by City Attorney Trask Resolution 15-30 was amended to change the dollar amount of item 11 from $4,279,019 to $1,507,927 as it was just an arithmetic error on her part in transferring out debt.

**Risk Safety Fund**

Within the Risk Safety Fund, expenditures for contractual services, premiums, insurance claims, and workers compensation claims in the Human Resources/Risk Management Department will be reduced $520,243 and expenses will be reclassified within the program and activities that these expenses were incurred. There will be no net impact to fund balance.

A transfer-out of fixed assets from the Risk Safety Fund will reduce net assets by $32,688.

**Health Benefits Fund.**

Increased expenditures of $60,000 will be appropriated for contractual services to absorb the estimated operating costs of the Employee Health Clinic for the last two months of the fiscal year.

Ms. Broihier explained the City has not been invoiced for the services as yet; however, historically those monthly costs have been $10,000 to $13,000 and also there was approximately $25,000 in higher than anticipated claims on the health insurance which is a little high.

**Commission Questions and Comments**

Commissioner Kynes clarified with Ms. Broihier the Library Co-Op Fund is being closed out and coming into the General Fund as Restricted Revenues and the Parks & Recreation Capital Fund.

In response to the question from Mayor Bujalski regarding the standing of the Reserves, Ms. Broihier referred to the last comparison on August 20th is close; however, staff has more work to done prior to providing a number she is comfortable with and she will share that as soon as possible.

**VOTE:** Motion carried with Commissioners Gracy, Tomga, Kynes, Livingston and Mayor Bujalski voting aye. Voting nay: None.

Mayor Bujalski related an event in the city at Luken's with a visit from Curtis Jackson/FiftyCent who was promoting an item and it was very well attended.

**Adjournment**

The meeting adjourned at 10:23 a.m.
NOTE: The meeting was completely recorded and the recording is in the official file. This meeting was also broadcast by Dunedin TV.

Attest:

Julie Ward Bujalski
Mayor

Denise M. Kirkpatrick
City Clerk