

CHARTER REVIEW COMMITTEE
Relationship with City, Budget & Finance
Subcommittee

Date: Tuesday, July 24, 2007
Time: 6:00 PM
Place: Rail road Depot Room, 2nd Floor, Sanford City Hall,
300 N. Park Avenue, Sanford, Florida 32771

Present: Chris McLeod
Stephen Coover

Attorney: Kenneth W. McIntosh, Assistant City
Attorney
Janet Dougherty
James Poulalion

Absent: Dennis Stewart

Call to Order

Mr. McLeod called the meeting to order at 6:10 PM.

Approval of Minutes of July 10, 2007

Mr. Coover moved to approve the Minutes. Seconded by Mr. McLeod and carried by a vote of the Relationship with City, Budget and Finance Subcommittee as follows:

Stephen Coover	Aye
Chris McLeod	Aye

Discussion of final Verbiage for approval

There was discussion with Mr. James Poulalion, Finance Director, regarding proposed language for Section 5.04 as follows:

Section 5.04. Budget.

The budget shall provide a complete financial plan of all city funds and activities for the ensuing fiscal year and, except as required by law, or this charter, shall be in such form as the city commission may deem desirable. In organizing the budget, the city manager shall utilize the most feasible combination of expenditure classification by fund, organization unit program, purpose or activity, and object. The budget shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicate the proposed property tax levy, and detail all proposed expenditures, including capital outlays, and debt

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service for the ensuing fiscal year. The budget shall indicate in separate sections:

Mr. Coover moved that Section 5.04 that was approved at the last meeting be further amended on the recommendation of the Finance Director that in the 4th line from the bottom of that proposed paragraph after the word "year" put a period and delete everything to the next period.

Seconded by Mr. McLeod and carried by a vote of the Relationship with City, Budget and Finance Subcommittee as follows:

Stephen Coover	Aye
Chris McLeod	Aye

Mr. Coover moved that in the 3rd sentence of Section 5.04 of the amendment already approved remove the words "cash and revenue in hand" on the recommendation of the Finance Director and add the word "and" in front of the words "debt service". Seconded by Mr. McLeod and carried by a vote of the Relationship with City, Budget and Finance Subcommittee as follows:

Stephen Coover	Aye
Chris McLeod	Aye

There was discussion with Mr. James Poulal ion, Finance Director, regarding proposed language for Section 5.04 (3) as follows:

Section 5.04. Budget.

(3) Anticipated net surplus or deficit funds for the ensuing fiscal year of each Community Redevelopment Agency (CRA) and public utility owned or operated by the city and the proposed method of its disposition; subsidiary budgets for each such CRA and public utility, giving detailed income and expenditure information, shall be attached as appendices to the budget.

Mr. Coover moved not to change Section 5.04 (3). Seconded by Mr. McLeod and carried by a vote of the Relationship with City, Budget and Finance Subcommittee as follows:

Stephen Coover	Aye
Chris McLeod	Aye

Mr. Poulal ion concurred with the subcommittee's recommendation to vote against the proposed language in Section 5.05 (2).

There was discussion with Mr. James Poulal ion, Finance

Director,

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regarding proposed language for Section 5.05 (4).

Section 5.05. Capital program.

(4) A list of all capital reserve funds and/or anticipated to be expended by the end of the current fiscal year or extended into the new fiscal year; and,

Mr. Coover moved that the proposed Section 5.05 (4) be rejected. Seconded by Mr. McLeod and carried by a vote of the Relationship with City, Budget and Finance Subcommittee as follows:

Stephen Coover	Aye
Chris McLeod	Aye

There was discussion with Mr. James Poulalion, Finance Director, regarding proposed language for Section 5.05 (6).

Section 5.05. Capital program.

(6) The city manager shall provide the commission with an annual year end comprehensive financial report of the city's income and expenditures during the budget year that shall comply with the reporting requirements of state law. The year end report shall contain numerical values for the income and expenditures of the city and shall include visual displays of city expenditures by commission district.

Mr. Poulalion stated in proposed Section 5.05 (6) the last sentence, that this would be cumbersome, expensive to maintain, and you'd have to approve an extra hundred thousand dollars in the city's budget to comply with it. He stated as an example if you were paving a piece of street that crossed one district into another, you'd have to go out and draw a line, sit there and do the math and figure out how much was in each district.

There was discussion with Mr. James Poulalion, Finance Director, regarding proposed language for Section 5.10.

Section 5.10 Bids, Contracts and Purchasing.

The city shall not discriminate as defined in Section 1.07 in the awarding of any city business operations, contracts or purchases. The city shall place all contracts for external services, supplies or equipment for public bid in compliance with general state laws. The commission shall review and select a vendor from such bids as required by law. The commission shall review and approve a purchasing process for lesser expenditures of external supplies and services necessary to conduct the city's business.

Mr. Coover moved that Section 5.10 as proposed be rejected. Seconded by Mr. McLeod and carried by a vote of

the Relationship with City,

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Budget and Finance Subcommittee as follows:

Stephen Coover	Aye
Chris McLeod	Aye

Mr. McLeod suggested Mr. Poulalion review Sections 2.11, 5.07 (b) and 10.2 and email Joyce Kent any recommendations. Mr. Coover stated he wants Mr. Poulalion's recommendations on the proposed changes whether they are acceptable or whether the existing language is acceptable or if he recommends any changes to the existing language.

Mr. Coover stated the Subcommittee already agreed that all reference to the Civil Service Board be removed from the charter. He stated the Subcommittee suggested asking the City Attorney to design a recommendation from them to the City Commission, not a charter amendment, which would do away with the Civil Service Board. Mr. Coover stated the Civil Service Board hasn't been called into action for 20 months because they are advisory only and the current situation has the City Manager acting as the appeals level. He stated the consensus of the Subcommittee is to set up a process where from the City Manager's decision; an employee could go to a professional third party arbitrator. Mr. Coover stated it is like the collective bargaining agreements where the losing party would pay for the arbitrator and either party could appeal that decision to the circuit court.

The Relationship with City, Budget and Finance Subcommittee concurred to ask the City Attorney to create a process that would be appropriate as a recommendation.

Establish Meetings

The Subcommittee concurred no more meetings were necessary.

Adjournment

The meeting was adjourned at 7:03 PM.

Attest:

CHAIRMAN

Secretary

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