

**CITY OF ANNA MARIA  
CITY COMMISSION MEETING  
PRE-BUDGET WORKSESSION  
MEETING HELD AT ANNA MARIA COUNCIL CHAMBERS  
10005 GULF DRIVE – ANNA MARIA, FL  
TUESDAY, APRIL 7, 2008  
11:00 A.M.**

**CALL TO ORDER**

Chair Quam called the meeting to order at 11:00 a.m.

**PLEDGE TO THE FLAG**

**ROLL CALL:** Mayor Fran Barford, Commissioner Jo Ann Mattick, Commissioner Dale Woodland, and Chair John Quam.

**ABSENT w/excuse:** Deputy Chair Christine Tollette and Commissioner Duke Miller.

**Staff present:** City Clerk Alice Baird, Deputy City Clerk/Director of Finance Diane Percycoe, Public Works Director George McKay, and Building Official Bob Welch.

**Press present:** None.

**1. Discussion – Proposed New Budget format.**

*Mayor Barford* informed that she had met with the Department Heads and Finance Director relating to a new budget format. The City's Auditor agreed that for audit purposes the proposed is a better format and much more effective for accountability. The new format was one used by Mayor Barford while serving as Mayor in Temple Terrace that proved to be an excellent tool.

*Deputy City Clerk/Director of Finance Diane Percycoe* explained budget work sheets would be distributed to each Department Head for their completion. Mayor Barford will be working on the proposed salaries and will forward them to the Department Heads for inserting into each of their budgets.

The new budget format was referenced and explained in detail by Ms. Percycoe. Backup will be provided for each line item for the Commission and Public's review. She informed that the proposed format is the same as that used in Bradenton Beach.

Ms. Percycoe explained that each department would be responsible for estimating their own budgets. The Sheriff's Department would include office supplies, etc. along with the cost of utilities for use of the City's office space. The Planning Department will include contract fees for the City Planner. Attorney fees will be split by a percentage throughout each department. The City Attorney will be asked to specify charges by department/description on his invoices. City Engineer Wilcox will be assisting with budgetary costs for the stormwater management budget.

**2. Discussion – Proposed Salary Range/Step Plan.**

*Deputy City Clerk/Director of Finance Diane Percycoe* presented a proposed salary study based on information she obtained for Florida cities using Wikipedia, the Florida League of Cities Salary Survey, and by contacting various cities. Ms.

Percycoe presented a spreadsheet based on the information she obtained, which includes each position title and an average salary determined for each position – minimum, median and maximum, an exhibit illustrating the breakdown for each position by each city compared to Anna Maria, and a draft step plan using the minimum/maximum ranges used from the study with a 3% step increment for each step. She suggested a further analysis may be needed to include job descriptions in order to determine if Anna Maria's job positions are similar or not to that of other cities.

Ms. Percycoe explained how she arrived at the salary comparison chart. Minimum, medium and maximum salary ranges were averaged from various similar size communities. She said the purpose of the salary range/step plan was not for the purpose of salary increases at this time, however, to get an indication if the Commission would like to pursue that type of salary system. Policies will be needed to determine the step an employee would begin, etc. She suggested if the Commission agreed to adopt the plan that it be resurveyed and updated every couple of years.

It was noted that the City of Holmes Beach did not include the COLA in the step plan. Upon receiving the COLA each year, it is added into the current program and each step is adjusted accordingly. Holmes Beach also has a longevity program over and above the step program that begins at five years of service.

*City Clerk Baird* informed that the City of Bradenton Beach formally had a step plan that had failed because for years there had been no additional increases in each step along the way.

Discussion followed relating to where a current employee would be placed on the proposed step plan. *Mayor Barford* stated she felt an employee's longevity was important.

*Commissioner Mattick* said she would like to see an employee's salary based on the length of service rather than a cost of living increase. In addition, experience should be taken into consideration when hiring a new employee. She liked that with a step program it would be easier to budget for all salaries each year. Commissioner Mattick suggested rather than adding a cost of living increase over and above the step each year that a merit increase, based on performance is considered instead.

Ms. Percycoe suggested current employees be placed at the step they would be at based on length of service.

*Chair Quam* felt an employee's performance should be the justification for an increase rather than length of service.

*Mayor Barford* stated that once the Commission agreed on how they would like to precede then a policy would be drafted for their consideration.

*Commissioner Woodland* pointed out that the proposed salaries were only based on government salaries and he would like to see small private industry salaries included.

Mayor Barford suggested using the Public Works Director and Finance Director's positions to compare them with private industry.

Mayor Barford summarized that the Commission had primarily voiced agreement with merit type and longevity increase allowances. She said based on Commission discussion, staff would again review the proposal and bring their recommendations back for the Commission's consideration.

Discussion followed as to an employee capping out their length of service on the step program. Ms. Percycoe informed that some employees at the City of Holmes Beach have or will be capped out, however, the City has indicated they would soon be updating their salary study.

The Commission then discussed what the employee's salary increase percentage had been in the past in Anna Maria.

Commissioner Woodland said since he had been in office annual increases had never been under 5%. He pointed out that the City has now been faced with reduced revenues. He stated the differences between private industry and government is that government salaries keep increasing; therefore, he was interested in private industry's salaries since private industry is more sensitive to what's going on business wise.

Commissioner Woodland voiced concern that recurring expenses are outpacing the revenue increases, which in turn causes the infrastructure to suffer.

Ms. Percycoe felt the continuity among the Anna Maria employees was very good right now. She stated it was important to maintain employee continuity and keep current employees from moving onto other outside positions. The cost of hiring and training new employees was high. She stated if salaries were frozen in the City, employees would look elsewhere because some outside companies pay more than many of the cities do.

Commissioner Mattick agreed that the loss of an employee causes for productivity decreases.

**Public Comment on Agenda Items Only – None.**

**Press Comment – None.**

**Adjournment.**

**On motion made by Chair Quam and seconded by Commissioner Woodland, the meeting was adjourned at 12:07 p.m.**

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**Alice Baird, CMC, City Clerk**

**Minutes Approved:** \_\_\_\_\_