



# TOWN OF MELBOURNE VILLAGE

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## Special Commission Meeting

Tuesday May 16, 2023

6:30 PM, Town Hall

### Minutes

- I. Call to Order: 6:31
- II. Pledge of Allegiance: Led by Mayor Ditty
- III. Roll Call: Present were Commissioners Foster, Jones, Muzzone, Ingram, Mayor Ditty and excused were Commissioner Anderson and Vice Mayor Calenda
- IV. New Business
  - a. Budget Review (documents at table)

Heather presented the 6-month March 31, 2023, budget to actual and noted the recommended expense adjustments were reviewed and approved at the prior finance committee meeting held May 15, 2023.

Below are the transaction line items recommendations from Finance Committee:

			October 1 to March 31, 2023	FYE 2023 Budget	Delta	Proposed Budget Change	Revised Budget	Notes
46	EXPENSES							
47		General Government						
49	512-45-10	Liability insurance	30,799	16,200	(14,599)	26,250	42,450	Tie to annual billings
54	512-31-01	Legal	2,250	9,000	6,750	(2,000)	7,000	Tie to contract
55	512-49-10	Commission expenditures	1,473	1,000	(473)	1,000	2,000	Increase due to over budget
58		Contingencies	-	175,000	175,000	(40,150)	134,850	Offset to balance budget
61		Administration						
67	512-24-01	Worker's Comp - Admin	3,907	1,530	(2,377)	300	1,830	Reallocation of WC between departments
69	512-32-01	Accounting and Auditing	-	20,000	20,000	(8,400)	11,600	Tie to contract
79	512-54-01	Dues & Subscriptions	738	500	(238)	300	800	Increase due to over budget
83		Public Safety						
87	521-52-02	Gasoline Costs - PS	45	3,350	3,305	(2,500)	850	Decrease due to usage
92		Public Works						
93	530-12-01	Payroll - Public Works	39,480	79,130	39,650	2,600	81,730	Increase for CEO
96	530-21-01	Employer-Paid FICA - P/W	1,183	6,054	4,871	200	6,254	Increase for CEO
100	530-31-10	Professional Services	8,195	25,000	16,805	(5,000)	20,000	Tie to contract
105	530-46-04	Tree Maintenance	2,125	3,000	875	5,000	8,000	Increase due to need
127		TRANSFERS FROM OTHER FUNDS						
128		Payment on loan	-	(11,200)	(11,200)	(22,400)	(33,600)	Increase due to need of three payments to transfer

Special Commission Meeting May 16, 2023, minutes continued:

Commission Foster a made **MOTION** with Commissioner Jones as a second to accept the finance committee 6-month March 31<sup>st</sup> budget to actual recommendations with an additional increase in the tree budget of \$5,000 (added to the \$5,000 that was proposed), for a total of \$13,000 tree budget for the year, decreasing the contingency by the same \$5,000. All were in favor, **MOTION passed**.

V. Old Business

- a. Finalize CEO job description

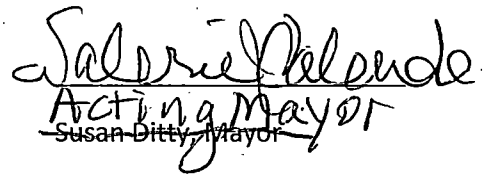
Commission Jones made a **MOTION** with Commissioner Foster as a second to accept the Code Enforcement Officer Job Description as presented. All were in favor, **MOTION passed**.

VI. Adjourn: 7:02

ATTEST:



Heather Roberts, Town Clerk



Acting Mayor  
~~Susan Ditty, Mayor~~