

**CITY OF BROOKSVILLE  
BUDGET WORKSHOP  
MINUTES**

July 27, 2010

6:00 P.M.

Brooksville City Council met in workshop session with Mayor Lara Bradburn, Vice Mayor Richard E. Lewis and Council Members Joseph E. Johnston, III, Joe Bernardini and Frankie Burnett present. Also present were Thomas S. Hogan, Jr., City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Steve Baumgartner, Finance Director; Richard Radacky, Interim Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of the Hernando Today and Hernando Times were also present.

The meeting was called to order by Vice Mayor Lewis.

**FY2010/11 BUDGET**

**Streets & Drainage Division, Public Works Department Presentation**

Presentation of division's budget and operations.

Richard Radacky, Director of Public Works, reviewed the Streets and Drainage budget. He commended city employees Mike McQuown, Sanitation Division and Joe Nelson, Streets and Drainage Division.

Joe Nelson reviewed the duties of the Streets and Drainage Division.

Mr. Nelson next updated Council regarding no crosswalk on Broad Street and Chatman Boulevard. Florida Department of Transportation indicated there are no ADA ramps and he will be reviewing plans to determine the reason for this design. He surmised it may be to limit pedestrian traffic across a six-lane roadway.

The issue of the countdown light for pedestrians at this intersection was discussed. Council would like the countdown to be automatic without the button having to be manually pushed. Joe Nelson indicated he will meet with David Bland, who owns a sign and signal shop, to resolve this issue. Council requested the City Manager submit a letter to FDOT to construct a crosswalk in a manner compliant with ADA standards. Mayor Bradburn asked staff to move forward with reviewing the plans.

Council Member Burnett asked about the placement of stop signs as some are in a blind spot. Joe Nelson indicated there is a uniform code book for the placement of stop signs but there are also easement and private property issues. He pointed out he has been proactive in working to resolve these issues by as installing "Stop Ahead" signs and trimming trees.

Mayor Bradburn asked what the plans are for the brick streets. Mr. Nelson indicated he is currently looking to purchase a milling machine for brick restoration which is a goal in 2011. He pointed out the bricks were laid over clay in the 1920's which is not practical for today's heavy-duty vehicles. Mayor Bradburn indicated two (2) issues exist; removing asphalt from paved roads and upkeep of unpaved brick roads. She recommended handling the project on a rotation system and indicated she is pleased with the improvements planned at Bell and Fort Dade Avenues. Mr. Nelson advised the "cattlegate" grates are being made in the shop at this time and will be installed soon. Vice Mayor Lewis stated he is not in favor of the milling process and suggested utilizing the Fire Department hoses and water to lift up the asphalt and asked if the City is still contracting with the County for street patching. Mr. Nelson replied both the City and County do street patching and filling potholes, adding that the milling machine suggested is narrow and more manageable.

Joe Nelson stated the budget reflects replacement of a backhoe and a dump truck that needs a new transmission.

Council Member Johnston requested an added goal for 2011 be sidewalk planning needs to eventually

APPROVED BY BROOKSVILLE

CITY COUNCIL

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institute a sidewalk installation program.

Discussion continued of culverts, drainage and septic tanks.

Joe Nelson pointed out the neglected ditches have been prioritized and addressed. He plans to address the rest in quadrants starting with the northwest, northeast, southwest and southeast which will take about a year. He pointed out there is a culvert wall on Arnold Avenue that needs repairs. Mayor Bradburn advised there is a culvert wall on Fernwood Drive that also needs repair.

Mayor Bradburn stated the City has approved development and not required additional drainage which has had adverse impact on private property.

Vice Mayor Lewis stated property at 624 Fort Dade Avenue has a septic tank and he has previously asked why the property owner has not been required to connect to the sewer line. Council Member Burnett pointed out the same issue exists at two (2) properties on the corner of Crawford and Highway 50.

Council Member Burnett referred to Page 58 and asked that Capital Outlay for Streets be budgeted and to begin planning for the future. Director Radacky referred to number seven and indicated a pavement priority management program is needed and staff is working in conjunction with Hernando County's pavement program. He pointed out two (2) Capital projects planned for next year; Community Development Block Grant for water and sewer lines on Easy and St. Francis Streets and replacement of water lines and fire hydrants from Brooksville Avenue to Jefferson Street and from Martin Luther King Jr. Boulevard to Russell Street. City Manager Norman-Vacha indicated that other than shared programs with Hernando County the City has not earmarked any monies for streets or sidewalks.

Vice Mayor Lewis asked the balance on Road Impact Fees. City Manager Norman-Vacha replied the Road Impact Fees will be discussed at the next budget meeting on August 10<sup>th</sup>. Finance Director Baumgartner stated the balance exceeds a million dollars.

Vice Mayor Lewis stated the current budget is constricted and there are no funds to cover Capital Outlay since the reserves are at a critical low. He referred to the 2010/2011 FY budget workshop discussions and stated he would like to be able to decrease the millage to 5.1 but is in favor of 6.06 to generate approximately \$700,000 in reserves which is about 10% of the operating budget. He agreed with Council Member Burnett and is in favor of funding Road Impact. City Manager Norman-Vacha reminded Council Road Impact Fee money is very specific in how it can be utilized; it has to be connected to growth. She stated it cannot be used to replace or repair existing road structures. Council Member Burnett clarified he did not intend of impacting the current year budget. From this point on he would like to see a change in the way of thinking in order to correct the serious problems that exist, which could be accomplished by funding the Capital Outlay budget.

City Manager Norman-Vacha stated it is critical that workshop agendas are set up so that other funds can be discussed individually aside from the General Fund which requires establishing a millage. She pointed out this procedure can be changed in the future if Council desires.

Vice Mayor Lewis requested Mr. Geiger look into stimulus funds for the reverse frontage road right of way recently acquired by the City to alleviate traffic on Jefferson and the truck bypass. City Manager Norman-Vacha confirmed Providence Boulevard is part of the Capital Outlay plan that will be brought to Council.

Council Member Bernardini asked how much is this year's Local Option Gas Tax amount that is used to repair roads. Vice Mayor Lewis pointed out \$50,000 every year is put aside for roads. Director Baumgartner indicated it is budgeted at \$258,000 this year but will be more. City Manager Norman-Vacha stated she prefers taking the Local Option Gas Tax money and transfer supplemental funds out of the General Fund for streets operations.

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Mayor Bradburn stated Council has chosen to lower taxes instead of allocating a percentage to Capital Projects but this year is a new opportunity. Council Member Bernardini stated constituents have mandated lowering taxes but he pointed out Vice Mayor Lewis suggested not to lower the millage rate. Vice Mayor Lewis stated the tax bills will be lower since the Property Appraiser has lowered the assessment. He pointed out lowering the millage to 5.1 would give \$394,000 less in reserves than if the millage rate was left at the current 6.06. He is not comfortable with only \$300,000 in reserves should the City encounter a disaster.

Council Member Bernardini suggested allocating funds for a sidewalk program from Capital Projects in five (5) years.

Council Member Bernardini pointed out a streets and drainage supervisor being added to the budget which is Joe Nelson and asked why a decrease of .25 in staff. Interim Public Works Director Radacky replied it is due to the director's position being partially funded from sewer and wastewater. Director Radacky reviewed current and requested positions being reallocated in order to be in line with their functions.

Discussion of line items was as follows:

### Decrease in FICA taxes

City Manager Norman-Vacha stated the Public Works Department complete salary line is less due to reallocation of funding and FICA is a percentage of salaries.

### Vacation and Sick Pay

City Manager Norman-Vacha stated historically the vacation and sick pay has been budgeted by many line items and has now been consolidated under salaries to simplify the process. Vice Mayor Lewis pointed out this also funds the buyback program.

### Unscheduled overtime for the Fire Department

City Manager Norman-Vacha stated the projected increase was based on accomplishing current projects but may be adjusted.

### Unemployment Compensation

City Manager Norman-Vacha stated it is reimbursed by the City and is estimated on actual loss.

### Medical Services

City Manager Norman-Vacha stated this is budgeted for newly hired employees' pre-employment screening and she anticipates the City will continue to be fully staffed.

### Other Contractual Services

City Manager Norman-Vacha stated the projected cost is for right-of-way tree removals, code enforcement mowing, and street patching and drainage assistance by the County. Joe Nelson assured Council that only dead trees are being removed. He indicated street patching includes equipment and manpower but not the material and is based on the County's rates. The cost of the City's patching material is listed at the bottom of the page. Mayor Bradburn pointed out unusual heavy rain has caused the trees to uproot and proper maintenance of the rights-of-way will alleviate this problem.

### Repair and Maintenance of Supplies

Interim Public Works Director Radacky stated the projected cost is based on the previous year expenditures.

Council Member Bernardini suggested maintenance work on the drainage ditches is started at the bottom of the hill to alleviate flooding in other areas. He commended and thanked Mr. Nelson for expeditiously addressing problems in the City. Mayor Bradburn also commended City employee Kevin Davis for his talent in coordinating vendors during city events.

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Council Member Burnett commended Joe Nelson for his upstanding work and quick response.

Council Member Johnston referred to page 59 of the budget and pointed out Streets and Drainage “Division” needs to be consistent throughout the document.

### Street Lighting

City Manager Norman-Vacha referred to page 62 and pointed out street lighting electrical is separate from traffic light signals for a clearer view of the costs. Mayor Bradburn requested a comparison of costs to purchase the lights. City Manager Norman-Vacha stated Public Works employee Tom Dampman has been mapping street lights since Progress Energy has not been able to provide a listing until recently. She pointed out there was an increase in funds the City received from the Florida Department of Transportation for state roads due to a recent audit and is a work-in-progress.

### **Parks, Facilities and Recreation Department Presentation**

Presentation of departmental budget and operations.

City Manager Norman-Vacha reviewed the Parks, Facilities and Recreation Department budget and key projects this year including:

- The Enrichment Center will begin construction on August 1<sup>st</sup>.
- The mining community is excited for the possibility of having a mining museum in Brooksville.
- The lighting retrofit project has brought in rebate checks from Progress Energy and decreased utilization. Mayor Bradburn asked why the line item increased when the retrofit project has reduced the cost up to forty percent. City Manager Norman-Vacha replied utilization has decreased while the fuel and rate charges have increased resulting in a slight increase. She pointed out the projected electric cost for the new Enrichment Center will be budgeted within a separate fund according to the contract. Vice Mayor Lewis requested a comparative analysis on Kilowatt-hour usage to show actual savings. City Manager Norman-Vacha stated she would provide a report to Council.
- The Employee Wellness Program will continue this fall with new ideas.
- Median landscaping was outsourced by Paff Landscaping which ends this calendar year and Council will decide on whether or not to maintain in-house.
- City Hall has been beautified with revived plants from Wal-Mart. The nursery at the cemetery has planted clippings to refurbish plants. Mayor Bradburn commended City employees Mike Hughes and Rich Howard, and volunteer master gardener Jamielove Miller for their efforts.
- City Manager Norman-Vacha stated the kiddy park has been refurbished with major repairs and landscaping. The park will be refitted to accommodate Americans with Disabilities Act over the next year.
- The Tom Varn Walking Trail was scheduled to be paved within the next month with grant funds and “green” lighting will be installed to reduce lighting cost. Mayor Bradburn indicated the Metropolitan Planning Organization approved funds for the trail.

Council Member Burnett reminded Council of the intersection at Union Street and entrance to Brooksville Housing Authority was left in disarray after completion of the work for the Good Neighbor Trail and he requested installation of fencing or a wall to enhance that area. Council Member Bernardini pointed out a new wall was installed this afternoon. City Manager Norman-Vacha stated Parks staff maintains the trail within city limits.

Council Member Burnett referred to page 46 and asked what is covered under Capital Outlay line item. City Manager Norman-Vacha replied it is for replacement of a 1989 pickup truck which is not included in the Vehicle Replacement Fund.

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Council Member Bernardini referred to the Parks Division, Repair & Maintenance Services and asked why the increase of \$10,000. City Manager Norman-Vacha replied this includes additional security, replacement of air conditioning units, flooring and fencing which has deteriorated.

Council Member Bernardini stated he is pleased with the Crape Myrtle trees recently planted in the park area and he would like to see more plantings where there are gaps. City Manager Norman-Vacha pointed out in the other funds there is a Tree Replacement Fund that could be utilized for this purpose.

Council Member Bernardini asked about increases in Health Care for the Cemetery. City Manager Norman-Vacha stated the numbers will be rechecked and she explained that Health Care cost is funded at 100% for eligible positions.

Council Member Burnett asked if landscaping at the Fire Department is budgeted. Fire Chief Mossgrove indicated all plants have been allocated from the nursery. City Manager Norman-Vacha pointed out the nursery is rehabilitating plants from Wal-Mart and have made clippings to grow more plants.

Discussion of a lack of a place for golf carts ensued. City Manager Norman-Vacha indicated the current mobile home that houses the golf pro shop cannot be moved without it coming apart.

Jim Delach, Assistant Finance Director, stated there is a budget request for two brand new eighteen-horsepower mowers and indicated \$10,000 of the total cost will be from the equipment replacement fund and the remainder will be directly from the department's budget.

Council Member Johnston referred to Page 42 and pointed out Parks Department should be Parks Division.

### **Finance Department Presentation**

Presentation of departmental budget and operations.

Steve Baumgartner, Director of Finance, reviewed functions of the Finance Department as well as the department's budget, staff and efficiencies; such as the Microix Payroll, Budgeting and Accounts Payable System and performance measures.

Council Member Bernardini asked how often the red light camera vendor is paid. Director Baumgartner indicated monthly but it was noted that the state requires weekly payment based on paid citations.

Mayor Bradburn asked if the City pays a fee for credit card use, which Director Baumgartner indicated the City does and this fee will be discussed and proposed to be collected as part of the water and sewer rates.

Mayor Bradburn agreed that the Microix system has improved efficiency and should be continue, referencing internal system improvements.

Discussion ensued regarding the City's direct deposit policy and Vice Mayor Lewis suggested the policy be changed since there are paychecks being issued.

Council Member Burnett commended the Finance Department staff under Mr. Baumgartner's direction.

### **City Manager's Office Department Presentation**

Presentation of departmental budget and operations.

City Clerk Peters reviewed staff as it pertains to departmental functions such as; the agenda procedure, records management, elections, city seal custodian, annual reporting of the City's financial disclosure requirements, maintaining the City's website, issuance of public notices, bid proposal coordination and bid opening procedures, public records requests, printing of official books, codification of the City's Code

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book, street closures process and administer administrative oaths as well as serving the general public with questions and concerns of the City's functions. She also reviewed the functions of the Human Resources Specialist duties including recruitment and selection, pay and classification, employer compliance, employment data and records and benefits and administration according to State Statutes. She next reviewed the Ambassador of Commerce and Employment functions on a voluntary basis including a mission to attract new businesses, support revitalization and provide a bridge between the business and residential communities and city government for the benefit of the entire City of Brooksville.

City Clerk Peters next reviewed objectives and goals of the City Manager's Office including; continue to provide a high level of customer service, provide for safe and efficient storage of active and inactive records and ensure the proper destruction of obsolete records, provide data and information to Council, the general public and city departments more efficiently and expeditiously, decreased response time to constituent concerns, foster cohesive inter-departmental relationships and continue to streamline departmental function in a effort to be more efficient.

Council Member Bernardini commented that in order for the agenda to go out in a timely manner, the cut-off date for the agenda needs to be adhered to. City Manager Norman-Vacha stated staff strives for completion of the agenda on time while critical deadline items make the current agenda and at times holds up the process. She indicated the agenda process has been standardized with budget notes, legal notes and a clear staff recommendation for proper Council action which all take a significant amount of time to piece together. Per Council request, City Manager Norman-Vacha stated staff will provide completed items in a timely fashion with the remaining items soon thereafter.

Council Member Bernardini referred to the hiring of a Human Resource Specialist and he would support an increase in the salary in order to hire a qualified individual.

Mayor Bradburn again requested a Council laptop.

City Manager Norman-Vacha indicated the City's cell phone provider is being reconsidered and she confirmed that cell phone use is justified for staff use.

### **General Discussion and Direction**

Discussion by Council on General Fund Revenues and Expenditures with overall direction.

City Manager Norman-Vacha stated a balanced budget has been presented at a millage rate of 5.1921 mills and she indicated there have been concerns on Reserves for Contingencies. At one point Council had indicated decreasing the millage rate equal with the Fire Assessment. The Vehicle Replacement allocation was already abstracted at the current millage rate for the General Fund only. She asked for Council direction for the final hearings in September.

### **Employee Health and Medical**

Council consensus was to keep as is.

### **Vehicle Replacement Fund Allocation**

Council consensus was to suspend the allocation for the FY2010/11 budget. Vice Mayor Lewis advised Council consider allocating this fund in future budgets.

### **Reserves for Contingencies**

Vice Mayor Lewis reiterated that if the City stays with the current millage of 6.0690 it will give the City an additional \$394,000. Council Member Johnston indicated Council agreed if the Fire Assessment was adopted the millage would be reduced so as not to increase taxes and he will not vote to go forward with the Fire Assessment otherwise.

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Millage Level

Mayor Bradburn was considering 5.7 or 5.8 mills for a balanced budget compared to the roll-back rate and how it equates to the Fire Assessment. Council Member Johnston pointed out adopting 5.8690 mills with the Fire Assessment would be about 6.08 which is less than the roll-back rate. Council Member Burnett supported adopting the 5.8690 mills. City Manager Norman-Vacha stated staff will comprise several scenarios for Council to discuss at the next budget workshop on August 10<sup>th</sup>.

Vice Mayor Lewis – proposal for

Council consensus was to change meetings on August 10<sup>th</sup>, 16<sup>th</sup> and 24<sup>th</sup> to 6:30 p.m.

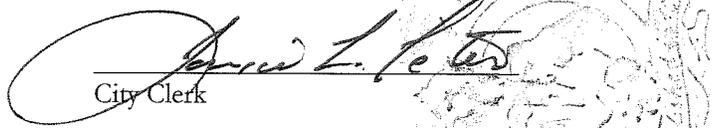
Council Member Bernardini pointed out three (3) pine trees on Ponce de Leon by The Grande property that need to be removed.

ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 10:42 p.m.

Attest:

  
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Mayor

  
\_\_\_\_\_  
City Clerk

