

**CITY OF BROOKSVILLE
BUDGET WORKSHOP
MINUTES**

August 24, 2010

6:30 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 Jennifer Rey, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Steve Baumgartner, Finance Director; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Richard Radacky, Interim Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief.

The meeting was called to order by Mayor Bradburn followed by an invocation and Pledge of Allegiance.

FY2010/11 BUDGET REVIEW

Review and discussion of Budget for FY2010/11.

City Manager Norman-Vacha indicated changes made since the initially proposed budget was documented on the first page with supplemental information.

Vice Mayor Lewis pointed out the charts on Pages 12 & 20 should be changed from 9/10 to 10/11.

Council Member Burnett referred to Page 20 and commented on the significant savings by outsourcing of services. Mayor Bradburn also noted that along with better service, outsourcing has eliminated \$1.2 million in potential fines of software rights. City Manager Norman-Vacha indicated staff is continually working on surplus and consolidation of equipment.

Council Member Bernardini referred to Page 2 of 2, number 16, and questioned whether or not there was a Fund 501. Mayor Bradburn pointed out it is actually Fund 502. City Manager Norman-Vacha clarified Fund 502 is the Vehicle Replacement Fund in total; Fund 501 is Internal Services for Fleet Management and staff will make that more clear on the document. Council Member Bernardini also referred to Page 117, Fleet Maintenance, and stated he would also like staff to clarify the funds on the graphed pages.

Council Member Bernardini questioned reclassifications of the Police Department stating Council consensus was that there would be no raises of any type.

City Manager Norman-Vacha indicated the Mercer Plan and administration of the plan was approved and adopted by City Council in 2006. She stated it is a point factor evaluation system which takes into consideration internal parity and external equity to devise a pay and classification plan by establishing factors and rank points for each position. She stated the Mercer Group also performed a Market Evaluation by identifying comparable-sized governmental entities and local markets. The pay and classification plan provided hiring up to mid-range and recommended an annual COLA adjustment based on a regional and/or urban wages CPI and to continue to remain competitive with external entities by providing employees with an annual 5% merit increase. She did an historical review from 2006 of actual Council implementations of the plan. She pointed out there have been recommended reclassifications adopted in the Finance Department, Police Department and Department of Public Works. She indicated Council has chosen not to follow the COLA and merit increase as initially recommended. She stated it is time for Council to review the minimum classifications of the pay plan for the next budget year to keep current with the market and she provided Council with the CPI increase of the state and federal governments for employment wages. She further elaborated on the procedure, purpose and importance of updating the pay and classification system.

APPROVED BY BROOKSVILLE
CITY COUNCIL
ON 2/7/11 INITIALS JP

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Mayor Bradburn pointed out that in the past employees were permitted to write on their job descriptions resulting in inappropriately large increases in a year while some employees received no increase. She agreed it is time to re-evaluate the plan to address these concerns and others.

Council Member Bernardini stated he does not support reclassifying some positions and not all; nor does he support changing job titles to give pay raises. Council Member Burnett agreed that all employees should be fairly treated and he does not support reclassification to give pay raises.

Council Member Johnston pointed out the Mercer Plan failed to address the perception of favoritism while recommending unrealistic pay increases in today's economy.

Council Member Burnett stated the reclassification of some positions and not all was necessary in order to compensate those employees who were not properly classified in their job title.

City Manager Norman-Vacha stated historically the City has established a career-ladder and the goal is to eliminate levels I, II, III within a position title as all will be required to function equally.

Council Member Bernardini requested to see the difference in job descriptions between Police Officer I, II and III. Chief Turner elaborated on several differences of duties between the three (3) levels of Police Officers including experience, training and responsibilities. He pointed out that the employee is not reimbursed by the City for specialized training required to be a Police Officer. City Manager Norman-Vacha stated the tuition reimbursement program is intended for higher education such as Bachelor and Master Degrees when it is statutorily required of a position.

Mayor Bradburn stated the Police Officers trust the integrity of the Police Chief on his promise to be treated fairly.

Police Chief Turner advised he strives to keep current employees and recruitment is difficult with the inadequate entry level pay structure.

Council Member Johnston pointed out reclassification of the Police Department is not listed on the changes listed on pages 1 and 2 and was listed in the original budget. He agreed to have one (1) classification of Police Officers with a probationary period for new hires.

City Manager Norman-Vacha stated prior to 2006 the Police Officers have been presented as one classification and staff has gone back to that method in this budget. She indicated her goal is to fix what is wrong and go forward.

Council Member Bernardini suggested pay increases are included during the budget process, such as an employee moving from a Police Officer II to a Police Officer III, otherwise it is an unfunded mandate. Council Member Johnston suggested department heads advise City Council six (6) months into the budget cycle by submitting a report listing employees who could be eligible for reclassification.

Council Member Burnett stated Council failed to give the approved 5% increase every year since 2006 causing the City's pay plan to be behind the suggestions of the Mercer Plan. He pointed out Florida Statute states an employee must be paid according to their duties if performed for more than six (6) months. Mayor Bradburn pointed out during the last budget cycle the City had to correct that same situation where temporary status employees were being used illegally.

City Manager Norman-Vacha explained when Council approves a job title in the budget it can only be changed mid-year by reclassification approved by City Council. She pointed out tonight the request is about reclassifications and positions identified in the budget where employees are functioning out of class.

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City Attorney Rey advised eliminating an entire class is preferred over adjusting the minimum or maximum range which does not affect the overall validity of the methodology or structure.

Consensus was to allow the reclassification of the Police Officers.

Medical Health Insurance

City Manager Norman-Vacha reviewed the changes in the employee medical and dental coverage. She indicated there was a zero percent increase on medical coverage for the FY2010/11. She provided Blue Cross and Blue Shield's three (3) alternate options for reducing health care costs as well. She indicated the dental rate was reduced by ten percent.

She also recommended providing long term disability insurance coverage through Assurant for employees which would take effect ninety (90) days after the start of a disability, up to two (2) years. Employees could buy-up to be covered until age sixty-five (65). She indicated short term disability is effective after thirty (30) days of an illness, accident or disability which would shorten the gap for a long term disability policy. Mayor Bradburn spoke of the importance of short term and long term disability insurance.

Council consensus was to allow employees access to the proposed insurance coverage.

Mayor Bradburn noted the City Manager has, for the last two years, negotiated no increase in premiums for medical insurance.

Council Member Johnston is in favor of the revised renewal with no increase.

City Manager Norman-Vacha pointed out three (3) years ago the plan design was changed to allow for copayment for doctors visits which stabilized claims.

Fire Assessment vs. Millage Rate

City Manager Norman-Vacha provided Council Members with verbatim transcribed minutes excerpt regarding Fire Assessment. She also provided further information regarding the rolled back rate of 6.069; the staff proposed budget of 5.1921; and the current 6.8690 millage rate. The Fire Assessment revenue is projected at \$686,029. There have been some phone calls regarding TRIM notices with errors in the Industrial Warehouse category which calculated the rate to land unit square footage as opposed to building square footage; and has been reviewed, corrected and reissued by the Property Appraiser. The Fire District budget numbers will be adjusted accordingly.

Council Member Johnston indicated that in calculating the Fire Assessment of \$686,029 based on the current valuation and the millage value and to reduce taxes by the equivalent dollar amount would be about 5.366 mills putting total revenues at \$2,239,788.

Mayor Bradburn felt comfortable with the 5.8690 rate to keep reserves stabilized which is still below roll-back and last year's millage rate. She said it is closer to the equivalent.

Vice Mayor Lewis, Council Member Burnett and Council Member Bernardini favored 6.0690 mills with additional funds going to Reserves or the Vehicle Replacement Fund due to a projected shortfall by the Property Appraiser.

Council majority was 6.0690 mills maintaining the current rate. Staff will move forward with 6.0690 millage rate for the September 8th Budget Hearing and will make suggestions for Vehicle Replacement Fund and Reserves.

City Manager Norman-Vacha thanked Council for their direction resulting in a good budget going forward.

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Council Member Bernardini advised Mark Browning called about a pack of coyotes in his back yard. Police Chief Turner advised them to call 911 Emergency.

Council Member Burnett asked if the school area is being patrolled with the start of school. Police Chief Turner confirmed the school zones are being patrolled along with school bus stops to be sure vehicles are not passing.

ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 9:40 p.m.

Attest: Laurel Bealbauer
Mayor

[Signature]
City Clerk

