

**CITY OF BROOKSVILLE  
BUDGET WORKSHOP**

**AGENDA**

AUGUST 5, 2008

6:00 P.M.

Brooksville City Council met in workshop session with Mayor David Pugh, Vice Mayor Frankie Burnett and Council Members Joe Bernardini, Lara Bradburn and Richard E. Lewis. Also present were Jennifer Rey, City Attorney; T. Jennene Norman-Vacha, City Manager; Karen M. Phillips, City Clerk/Director of Administration; Janice L. Peters, Deputy City Clerk; Steve Baumgartner, Finance Director; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Emory Pierce, Director of Public Works; Lt. Rick Hankins, Police Dept. and Tim Mossgrove, Fire Chief.

The meeting was called to order by Mayor Pugh.

FY2008/09 GENERAL FUND BUDGET

Review of preliminary General Fund projections for FY2008/09.

City Manager Norman-Vacha and Steve Baumgartner, Director of Finance, reviewed the proposed general fund budget. Director Baumgartner presented Council an overview of the budget by Power Point presentation. (Attachment A)

Parks Revenue

Council Member Bernardini asked why revenue is going down for the Parks. Mike Walker, Director of Parks & Recreation, indicated this is due to the fact that during the first 3 years of The First Tee some large grant dollars were received as well as a drop in revenues of other Parks areas.

Communication Revenue

Council Member Lewis asked how the Department of Revenue knows when our boundaries expand to include services. Steve Baumgartner indicated there is a semi-annual report the City submits to update that information.

Public Service Tax

Council Member Lewis asked if anyone is exempt from this tax. Director Baumgartner indicated the postal service and county entity is exempt. City Manager Norman-Vacha will check into the matter.

Building Permits

Council Member Bernardini asked how much the City was previously paying the County. Director Baumgartner advised it was the same, 80%. Bill Geiger, Director of Community Development, advised the County also kept a portion of the impact fees for administrative costs, which PDCS does not.

Council Member Lewis expressed concern that the City is not collecting all the taxes it is due.

Council Member Bernardini asked why the County was charging the City a percentage of collecting the building permits if municipalities are not supposed to make a profit. Director Geiger reviewed the Building Divisions contract relating to revenue, which was discussed.

City Manager Norman-Vacha gave a PowerPoint presentation on the General Fund from a historical perspective over the last 10-years. (Attachment B) The importance of not relying on ad valorem taxes was discussed.

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Capital Outlay projects were discussed, during which City Manager Norman-Vacha advised that she has asked staff to put together capital outlay projects for Council to consider. She advised that part of the money the Property Appraiser's office pays the City for rent should be put aside for maintenance on the building, which is 40 years old.

Council Member Bradburn thanked City Manager Norman-Vacha for putting together the presentation.

A 5-minute recess was taken.

Council Member Lewis asked if the City is in the process of working with the Enrichment Center for moving to the JBCC. City Manager Norman-Vacha indicated the issue is on the next agenda.

Council Member Bradburn brought up the issue of having a list of charities to which the City will waive fees for the use of the JBCC, which was discussed. Mayor Pugh advised he is leary about having an actual list. City Manager Norman-Vacha offered to bring back a report on the entities who request this and the amounts for the next budget workshop.

### Page 5      General Fund Revenue

#### Brooksville Housing Authority PILOT

Council Member Lewis asked if the City is collecting any back money owed the City by the Brooksville Housing Authority. City Manager Norman-Vacha advised steps are being taken to resolve this with a new PILOT Agreement, which she and Attorney Jennifer Rey are working on with the Brooksville Housing Authority Board Chairman.

#### Hydrant Fees

Council Member Lewis pointed out that the Hydrant Fees for Contractual Services with the County has decreased from the time it was instituted; meanwhile, his personal water fees have increased. He suggested reevaluating the number of hydrants, especially relating to Township 22.

Director Baumgartner advised that those fees are only for maintenance as the fees for water are in Water and Sewer. The revenue is split, based on the Interlocal Agreement, between General Fund and Water and Sewer.

Emory Pierce, Director of Public Works, clarified that the County pays a set amount, \$88 per year per hydrant, and the revenue amount has gone down because annexation has reduced the number of hydrants. This fee includes unlimited use of water.

Fire Chief Mossgrove added that the \$88 is broken down and allocated for parts and maintenance.

Council Member Lewis advised, and Mayor Pugh agreed, that the process needs to be re-evaluated to calculate water usage.

### Page 6      School Board - Tom Varn Park

Council Member Lewis asked about the fees charged to the schools for use of the fields. Mike Walker, Director of Parks & Recreation, indicated a cost analysis had been done and felt \$20,000 is sufficient.

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Adult Fees - JBCC

Council Member Bradburn asked why the adult fees went down from \$2000 to \$100. Director Walker thought it was in place for daily walk-ins for basketball. Gym availability is not really there right now due to increased scheduled activities.

### Page 7      CRA Service/TIF

Council Member Bradburn asked what the service fees cover. Director Baumgartner indicated it is based on the millage and the taxable values within the CRA District. Director Geiger briefly reviewed the fees. Discussion followed of TIF loans and projects it was used for.

Council Member Bradburn indicated the original CRA loan to the City was inappropriate and recommended the fund be returned to its intended use. Director Geiger reviewed the loan and what it was used for. Discussion followed.

Mayor Pugh requested detailed information on the funds. City Manager Norman-Vacha will work with staff to get a full accounting.

### Page 18      City Council

Advertising Activities

Vice Mayor Burnett asked if all meetings have to be advertised. City Clerk Phillips clarified that only public hearings are advertised.

### Page 19

Clothing/Uniforms

Vice Mayor Burnett asked about the zero balance to supply new Council Members with shirts because he thought new Council members would get two shirts upon being elected.

Training & Education

Council Member Bernardini asked if there is money for going to meetings and conferences. City Clerk Phillips indicated there is \$1,500 in Training and Education and \$1,500 in Travel and Per Diem. No increases have been made. City Manager Norman-Vacha advised it can be increased if Council wishes.

### Page 17      General Government

Machinery & Equipment (Telephones)

Council Member Bernardini asked what is wrong with the phones in City Hall. City Clerk Phillips indicated they are over 12 years old and in need of replacement. City Manager Norman-Vacha advised a new system is being considered which would encompass all extensions city-wide and eliminate extra lines.

Mayor Pugh asked for additional information as to what could be saved by replacing the system. City Manager Norman-Vacha advised she is working on a full-cost accounting with Technology Services.

### Page 6      Capital Purchases

Council Member Bernardini asked why there is so much money for copiers. City Manager Norman-Vacha explained that it is cheaper to network copiers

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and is looking at a 3-year lease opportunity through a state contract bid which includes maintenance and cartridges but not paper.

Director Walker reviewed his printer/copier expenses.

### Page 20 Administrative Dept.

Council Member Bradburn suggested eliminating two secretarial clerks and redirect the money to someone who can take on the special projects and tasks they would like to see accomplished, such as researching alternative funding and sources of revenue.

Council Member Bernardini recommended the City Manager bring recommendations to Council.

Jim Delach, Assistant Finance Director, explained the salary increases reflected in the budget, which was briefly discussed along with a review of positions.

City Manager Norman-Vacha advised that this is the projected budget, she will entertain suggestions from Council to cut back if they so wish. Council Member Bradburn requested the City Manager explore a special projects person and elaborated on the need for that person to pursue grants, etc., which was further discussed.

### Page 24 Human Resource Dept.

City Manager Norman-Vacha advised that she is planning to cut the HR Director position in light of the fact that she works with the City Attorney's office for legal services and they can handle a lot of the issues. Discussion followed.

### Page 27 Community Development

#### Other Contractual Services

Director Geiger indicated the \$214,000 directly reflects the agreement with Page Dixon Chandler Smith, LLC (PDCS) the Building Official, Code Enforcement Hearing Officer and general planning needs.

Council Member Bradburn advised that the University of Florida has a program that specializes in working with communities on planning needs. She indicated they have offered to visit with the City to come up with a priority list which they can help with at a reasonable cost. She requested a line-item be added to cover that.

Mayor Pugh felt this to be what the Planner was hired for, to eliminate the need for contractual services. Director Geiger elaborated on the need for prioritizing planning and finding the funds to proceed. Discussion continued of needed capital improvements and funding.

Mayor Pugh was not in favor of a line-item for added planning assistance at this time. Discussion continued of priorities.

### Page 30 & 31 Police Department

#### Administrative Specialists

Council Member Bernardini asked why the PD has two Administrative Specialists. City Manager Norman-Vacha indicated one does records, one does payroll, answers PD phones and does other activities and reallocated responsibilities.

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### Reserve Part-time

City Manager Norman-Vacha advised that \$12,000 doesn't cover 15 FTE's (Full Time Equivalents) so right now there is only one.

### Unscheduled Overtime

Council Member Bernardini asked about the increase in unscheduled overtime from \$36,500 to \$72,000. Jim Delach indicated some was transferred from the Drug-Enforcement line item. City Manager Norman-Vacha further elaborated. Discussion continued of scheduling and ammunition. Council Member Lewis requested figures on fuel pricing since officers are allowed to take home their vehicles. City Manager Norman-Vacha advised that there has been a substantial increase in cost with minimal increase in actual mileage.

### Institutional Items

Council Member Bernardini pointed out increases in Travel and Per Diem, Operation and Institutional Items, but noted that postage went down. Lt. Hankins elaborated.

The subject of a consolidated ordering of office supplies for cost efficiency was discussed.

### HRA Funding Acct.

Council Member Bernardini asked for an explanation of the HRA Funding Account. City Manager Norman-Vacha explained that it is a Health Reimbursement Account which allows each employee \$1,000 for deductible reimbursement. The dental program was explained as well.

### Page 33 Fire Dept.

Council Member Bradburn inquired of the Jaws of Life as to how much life is left on them. Fire Chief Mossgrove indicated they have two and the life expectancy is only as good as the annual testing. District Chief Stan Mettinger indicated 5-10 years. Chief Mossgrove advised MAST Medical Anti Shock Trousers are not allowed because the medical field has determined through studies that it does not really benefit the patient but that all first response vehicles have defibrillators, which Council Member Bradburn encouraged throughout the City.

Council Member Bradburn asked if the cooperative effort of the joint station is impacting the budget. Chief Mossgrove indicated not at this time.

Council Member Bradburn felt the Fire Department needs an ALS person on staff and suggested the budget reflect the cost of training, which was discussed.

### Page 35 Park & Recreation

#### Equipment

Council Member Bradburn asked if the equipment Parks has is used within the Buildings and Grounds Division. Director of Parks & Recreation Mike Walker indicated that Building and Grounds transferred from Public Works last year with their own equipment. Extensive discussion followed of the cutting of the right of ways and the use of equipment.

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Page 43      Public Works Department

Director Pierce advised that the Streets & Drainage budget encompasses the elimination of one position, the Streets Foreman, whose duties will be taken over by the Public Works Supervisor, and the downgrade of a vacant position.

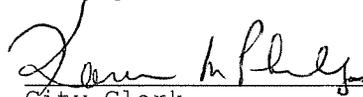
He indicated he would like to contract with the county for street patching, with his crew still doing the prep work. This will free up about 1000 hours for his crew to do other work.

He recommended one prison crew come back to Public Works to help with right-of-way mowing, advising that the weed eater is the preferred tool for them to use.

Mayor Pugh asked if the position being eliminated is currently filled. Director Pierce said yes and that individual will be able to apply to relocate within the City.

**ADJOURNMENT**

There being no further business to bring before Council, the meeting adjourned at 10:30 p.m.

  
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City Clerk

Attest:   
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MAYOR