

**CITY OF BROOKSVILLE
BUDGET WORKSHOP
COUNCIL CHAMBERS
201 HOWELL AVENUE**

AGENDA

AUGUST 12, 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 Thomas S. Hogan, Jr., 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; Will Smith, Utilities Superintendent; George Turner, Police Chief and Tim Mossgrove, Fire Chief. A represent from the Hernando Times was also present.

The meeting was called to order by Mayor Pugh.

FY2008/09 BUDGET

Review of preliminary budget projections for FY2008/09.

City Manager Norman-Vacha distributed replacement pages for the previously distributed budget. The changes were reviewed by Assistant Finance Director Jim Delach and City Manager Norman-Vacha.

Council Member Lewis, referring to line item 8 on page 36 of the previous budget packet, thought it should be \$40,071 instead of \$4,071. Jim Delach indicated it should be \$40,710.

Special Revenue Funds - Pages 1-24

Page 4

Council Member Bernardini indicated the asterisks on column 4 need to be clarified.

Page 22 CDBG Commercial Revitalization Grant

Vice Mayor Burnett asked if the amount is just moved forward each year. Steve Baumgartner, Director of Finance, indicated it is part of a loan the Community Redevelopment Agency owes to the City and is therefore booked as a receivable.

Total Capital Projects Fund

Page 25

Council Member Bradburn suggested taking the \$40-45,000 left in the fund to put toward a new A/C unit. This was discussed and a recommendation made of putting 1 mill in reserves for capital improvements, specifically in fund 306 with a designation.

Page 36 Enterprise Fund

Water, Sewer & Solid Waste

Finance Director Baumgartner gave an overview of rates, pointing out that there are resolutions that govern increases, which he felt could be 4-5% based on the revenue stream the City is getting today. Discussion followed

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CITY COUNCIL

ON 10/20/08 INITIALS AP

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which included bond covenants. Mayor Pugh requested Finance check with legal counsel concerning the covenants.

City Manager Norman-Vacha indicated Council would have to take action during a regular meeting to not go forward with the adopted resolutions and ordinances which automatically takes the Tampa Bay Metropolitan Statistical Area (MSA) and applies the CPA. The revenue Council is seeing today does not apply that 4-5% Consumer Price Index (CPI). She guessed the 5% last year would suggest a 6-7% this year with the price of fuel and consumables. She requested direction from Council.

Council Member Bradburn advised she would not be in favor of a rate increase at this time due to the economy. Council Member Lewis requested staff supply CPI comparisons with projections.

Utilities Supervisor Will Smith gave an overview of the expenses in this budget, which includes a 5-year plan on page 43.

Contract Labor Services

Director Pierce advised that the contract labor services could be replaced with regular employees in utilities and sanitation due to the private labor companies getting lax with background checks. City Manager Norman-Vacha elaborated on the subject and the liabilities associated with the services.

Vice Mayor Burnett commended the Public Works Department on supplying the 5-year plan.

Council Member Bradburn asked for the difference between the Construction Project Manager and the Inspector/Technician, which Director Pierce explained.

Referring to Crew Leaders, Vice Mayor Burnett requested a breakdown of multiple salaries for the same titles. City Manager Norman-Vacha indicated it could reflect turnovers versus long-time employees. Director Pierce will provide an explanation.

Page 37 Public Works

Line 61

Council Member Bradburn asked about the reduction of connection supplies. Utilities Superintendent Smith indicated it reflects fees from new connections which are down, which City Manager Norman-Vacha elaborated on.

Lines 40-41

Council Member Bernardini asked about the projected increases in repair and maintenance and sewer apparatus. Utilities Superintendent Smith elaborated and will provide breakdowns to Council.

Line 18 Unemployment Compensation

Council Member Lewis asked about the increased amount from \$0 to \$10,869. City Manager Norman-Vacha reviewed the issues related to unemployment.

Page 38 Capital Outlay

Council Member Bradburn asked for an explanation of the Capital Outlay, which Finance Director Baumgartner reviewed and indicated are broken down on page 40 and 42.

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Page 39 Flouride

Council Member Bradburn recommended not putting fluoride in the water in order to cut expenses, which amounts to just under \$7,000 for chemicals only, plus costs for distribution, monitoring and other tasks. She indicated that even the least expensive toothpaste on the market contains fluoride, which the American Dental Association advises is sufficient.

Council Member Bernardini, Vice Mayor Burnett and Council Member Lewis supported the recommendation.

Superintendent Smith advised it is a public health issue and will find out the requirements necessary to discontinue and report back. Council Member Lewis recommended Superintendent Smith submit his findings to the City Manager to run by legal. Mayor Pugh agreed it could be a potential savings and requested information on the equipment being used as to whether it is specialized and the cost.

Page 45 Solid Waste

Council Member Bradburn asked if new garbage trucks are needed. Director Pierce indicated they are. He currently has six. When a new one is acquired a spare is surplused. Finance Director Baumgartner suggested that cash be paid for one or both. The issues of rates and administrative costs were discussed.

Council Member Bradburn requested the utility trucks be touched up with paint. Director Pierce will see to it.

Page 51 Fleet Maintenance

Council Member Bradburn requested an analysis of whether three people are needed in Fleet Maintenance. Outsourcing was discussed. Director Pierce observed that the guys have to ferry vehicles and some repairs are outsourced. Normal sick and vacation times need to be covered and it is more than one person can handle. Council Member Bradburn offered that a secretary could do a lot of the coordinating and handling of services. She requested an analysis of the staffing which Director Pierce will provide.

Page 52 Health Reimbursement Account

Line 10

Council Member Lewis advised that it looks like the amount on line 10 has been moved to line 54. He asked what the amount is based on. Jim Delach advised that the \$500 per person is an average.

Page 53 Internal Service Vehicle Replacement Fund

Director Baumgartner indicated the Vehicle Replacement Fund is being split from Vehicle Maintenance (Fund 501) and \$1,250,000 is being moved into Fund 502.

Page 54 General Fund Fleet Vehicle Replacement

Council Member Bradburn asked the reason for the various life expectancies of the vehicles, which was explained by Jim Delach as it relates to whether it is paid off or not. The regular vehicles have a 7-year life.

Page 57 Solid Waste Fleet Vehicle Replacement

Council Member Bradburn asked about the life expectancy of the garbage trucks and the age of the ones being replaced. Director Pierce indicated the two being replaced are spares and are not listed. Director Baumgartner indicated that the plan is to start funding for a new truck at the end of

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10 years each time a new one is purchased. Director Pierce will bring back details on the second truck being replaced.

Page 62 Cemetery Costs

Council Member Bradburn asked what the \$300,000 in reserve is for. Director Walker indicated it is for upkeep of the cemetery once it is filled to capacity and no additional revenue is being generated.

GIS System

Council Member Bradburn, referring to the GIS system, advised the sooner it is on-line the better.

Capital Improvement Plans

Mayor Pugh would like to look at the Fire District fee assessment issue with a cost benefit, which was discussed. City Manager Norman-Vacha will bring back suggestions.

Mosquito Control

Director Pierce indicated the County comes through the City periodically and they are aware of the City's flood-prone areas. Council Member Bradburn indicated she would like to see coordination between the City and County to make the process more efficient, which Director Pierce will check into.

Solid Waste Annual Increase

Discussion followed of the annual rate increase for solid waste, which Director Baumgartner reviewed. City Manager Norman-Vacha will provide Council with a projection and sources for funding. Council Member Bernardini indicated he agrees with Council Member Lewis in that ½ mill should be taken from reserves for contingencies.

Mayor Pugh would like to see a capital improvement list then figure out how to pay for the projects with an emphasis on tax relief for citizens. Discussion continued.

Council Member Bradburn indicated she would like to dedicate a recurring amount to be set aside for capital projects, such as the rental amount paid by the Property Appraiser's Office and is looking forward to the City Manager coming up with a list of alternatives. She would like to see 10-12% in reserves.

WAIVER OF FEES

Discussion and review of fees waived by Council for various non-profit agencies.

Mayor Pugh advised he would like to see a cap on the amount allocated for waivers. Vice Mayor Burnett recommended allocating \$5,000 for that purpose. Council Member Lewis recommended allocating \$5,000 just for JBCC and \$5,000 for other activities to take place downtown.

Director Pierce advised that, with regard to the Christmas parade, the rental of billboard signs alone is around \$4,000.

Council Member Bernardini recommended a total amount be set aside that is inclusive of all requests.

Vice Mayor Burnett asked that the actual amount waived for the last few years be tallied and submitted for reference. City Manager Norman-Vacha will provide.

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ADVISORY BOARD MODIFICATION PROCESS

Discussion of term limits for City Advisory Boards with the possibility of staff taking some of the responsibilities.

City Manager Norman-Vacha indicated the report reviews staff time involved in working with the boards. Council direction was requested for expiration dates and term limits.

The requirements of having the various boards were discussed. City Manager Norman-Vacha indicated the law requires the pension boards for police and fire pension funds as well as statutes that require the City to have a Housing Authority Board. The P&Z is required unless there is a Hearing Officer. All others are advisory in nature and at the discretion of Council, i.e., Cemetery, Beautification, Parks & Recreation.

Council Member Bernardini indicated he is in favor of the same expiration for all members and is in favor of term limits only if there is a disclaimer allowing the reappointment of a member if no one else applies.

Council Member Lewis indicated he would like to see staggered term limits. City Manager Norman-Vacha recommended staggered December 31st expirations with Council to hear expirations at the 2nd meeting in December.

Council Member Bradburn indicated she supports term limits and would like to consider a hearing officer from outside the County as an alternate to the Planning & Zoning Board. Council Member Lewis agreed. Director Geiger indicated it would probably cost around \$200 per hour for a hearing officer.

Council Member Bernardini asked for information on how many meetings are cancelled because of no quorum.

Vice Mayor Burnett stressed the importance of appointing people to boards who have the knowledge to be on the boards.

Mayor Pugh stated he is in favor of staggering the term limits but not limiting terms. He stressed the importance to appointing people who are qualified to serve on the boards. Discussion continued.

City Clerk Phillips pointed out that in the report provided to Council, Attachment B is the history of the original appointment dates of all the current seated members. The report from the July 21st meeting, Attachment 2 reflects their latest appointment dates.

City Manager Norman-Vacha advised that she and staff will look at tweaking the staggering of the expiration dates and bring a policy back to Council for a final decision on term limitations and adopting policy.

ELECTION PROCESS

Discussion of the possibility of turning over the entire elections process to the County Supervisor of Elections office.

City Attorney Angeliadis briefly reviewed the item, noting the ordinance dealing with changing the verbiage to "designated election official" will be coming up for 2nd reading.

Council Member Lewis reaffirmed that he is not in favor of turning the process over to the Supervisor or Elections office.

Mayor Pugh indicated he is prepared to move forward on the issue and requested it be on the next agenda. Council Members Bernardini and Bradburn were in favor of moving forward with the item. Vice Mayor Burnett indicated he needs to further review the issue.

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FAIR ASSOCIATION FEES

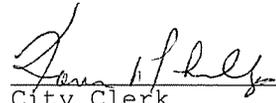
Council Member Bernardini requested City Manager Norman-Vacha send a letter to the Fair Association board reminding them of their commitment to do something different with the dumpster issue at the next fair and the possibility that the City may not be able to waive fees this year so they have ample time to make other arrangements. City Manager Norman-Vacha will follow-up.

ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 9:15 p.m.

Attest: 

Mayor



City Clerk