

**CITY OF BROOKSVILLE**  
**BUDGET WORKSHOP & SPECIAL MEETING**  
**COUNCIL CHAMBERS**  
201 Howell Avenue  
Brooksville, FL 34601

**MINUTES**

**July 23, 2013**

**6:00 P.M.**

Brooksville City Council met in workshop session with Mayor Lara Bradburn, Vice Mayor Kevin Hohn, Council Members, Joe Bernardini, Frankie Burnett and Joseph E. Johnston, III present. Also present were Jim Fisher, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Jim Delach, Assistant 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. Members of the Hernando Today and Hernando Times were also present.

The meeting was called to order by Vice Mayor Hohn.

**FY2013/14 BUDGET**

**Overview and General Fund Budget Presentation**

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

City Manager Norman-Vacha reviewed the General Fund (GF) budget, with a recommended millage increase to the roll-back rate from 6.6 mills to 6.7188 mills. There is also a request for an increase in the Fire Assessment where Tier 1 would increase from .52% to .90% while Tier 2 would remain at \$71.

She also reviewed summary charts covering trends, expenditures and revenues, GF taxes and fees, the primary revenue source for the general fund, property values and staffing levels.

This budget, as far as expenditures, includes increases for retirement contributions, medical rates for employees, property, casualty and workman's comp rates. There were no proposals for increased staffing levels. However there was a recommendation for elimination of a .5 position and three requests for staffing adjustments in the Police Department. A 3% COLA increase for all employees was requested.

Additionally, included in the GF budget is a revenue transfer to the GF of \$100,000 from the Traffic Camera Fund monies.

What's not included in the proposed budget is a transfer from the GF to Multi-Capital. Monies have been provided for limited capital expenditures for Parks & Facilities of \$81,000 for repair and resurfacing of the JBCC walking park, the retaining wall behind the Police Department, carpeting for the second floor of City Hall and monies to bring the first floor restroom at City Hall into compliance with ADA. Another area where capital funding has been proposed is within the Public Works Department's Street Division to cover drainage work projects.

APPROVED BY BROOKSVILLE  
CITY COUNCIL  
ON 3/3/14 INITIALS AL

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Also not included are any transfers from the GF to the Vehicle Replacement Fund. Additionally, no money is included for Debt Services to fund a loan or bonds to implement the City's Pavement Management plan. An estimate for the entire program would be \$10,959,700 for 10 years at an interest rate of 3.072 would require an annualized payment of \$917,370. Should Council only wish to do the asphalt portion, without the sidewalks and brick street repairs, the cost would be \$8,000,000 for a loan or bond amount with a 15-year interest rate of 3.072 and would require an annualized payment of \$669,632. On the other hand, should Council be interested in bonding half the amount of the complete program, it would be approximately \$5,479,850 bonded at 15 years with an interest rate of 3.072, the annualized payment would be \$458,685. Looking at the last figures for completion of half the project, with just the dedication of millage, would require an increase of 1.23 mils. These are rough estimates that do not include fees. A mil is currently worth \$371,205 at today's estimate.

City Manager Norman-Vacha spoke briefly of the Fire Assessment, Fund 143. Staff is requesting an increase in Tier 1, improvement value, from .52% per unit number to .90% per unit. She reviewed examples of properties and the effects of the increase if approved, as follows:

	<u>Improved Value of Property</u>	<u>Change (Increase)</u>
Vacant Lots	\$ 0.00	No Change
Medium Level	\$45,998	\$17.48
Average Level	\$77,610	\$29.49
	\$150,000	\$57.00
	\$350,000	\$133.00
	\$1,000,000	\$380.00
Significant Commercial	\$5,963,271	\$2,266.00

She advised that following the workshop session, staff has provided notice for a special meeting for Council to adopt the tentative fire assessment rate for the TRIM notice. Also, if Council wishes, the tentative Millage can be adopted, thereby avoiding a special meeting next week. However, if Council would like more time for discussion or consideration, the special meeting can still be maintained.

For clarification, Mayor Bradburn advised a special meeting had been scheduled after the workshop so that requests from the Property Appraiser for numbers can be met as soon as possible. She apologized for the confusion on the starting time for the workshop.

Mayor Bradburn indicated she would like to proceed department by department through review of the budget.

Council Member Bernardini asked for clarification that the Fire Assessment rates are increasing because the transfer from the GF are decreasing. City Manager Norman-Vacha advised it is proposed that Council continue to utilize the vehicle put in place last year to fund the Fire Department by increasing the amount to fund more of the Fire Department, which does in turn decrease the supplement provided through the GF.

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## **Page 14 General Government**

Council Member Bernardini noted increases in Repair & Maintenance from \$1,700 to \$10,000; Advertising from \$690 to \$1,200; Other Current Charges from \$12,000 to \$16,000; Books & Publications from \$400 to \$1,200 seemed out of proportion.

City Manager Norman-Vacha advised these costs are 2012 actual versus the proposed 2013 budget costs.

## **Page 15 City Council**

Council Member Burnett referenced the amount of \$86,714 versus the proposed budget amount of \$118,851, asking how much of that could be allocated to doing something for volunteers and waivers of fees. City Manager Norman-Vacha advised that for volunteers, there is Promotional Activities on page 26 under Human Resources in the amount of \$1,000. For Council's budget, Special Events (fee waivers) \$7,000 has been allocated. Additionally, a \$20,000 proposal has been included for Council consideration for the Florida Blueberry Festival. Under Personal Services a 3% COLA for Council salary has been added for Council consideration. This would require an ordinance change. Further, City Manager Norman-Vacha noted the increase in Health Insurance, going from \$29,000 to \$35,000 and retirement contribution going from \$4,600 to \$10,000.

Discussion of fee waivers ensued. Council consensus was to separate the \$7,000 under Special Events and the suggested \$20,000 under Promotional Activities in Council Division. The \$1,000 for volunteers was left under Human Resources.

Council Member Johnston was in favor of the COLA for staff but not sure about the COLA for Council.

## **Pages 19-21 City Manager's Office**

City Manager Norman-Vacha advised \$10,000 has been budgeted for uncapitalized equipment, which historically has been utilized for replacement of computers.

## **Page 26 - 28 Human Resources**

Mayor Bradburn, regarding Legal Services, noted there was nothing allocated. City Manager Norman-Vacha advised if it is an employee lawsuit it would involve the insurance companies.

## **Pages 29 - 31 Business Development**

Council Member Johnston asked if there is any sort of means testing for this department as to what it has accomplished for the \$55,000 spent last year. City Manager Norman-Vacha advised city-wide performance standards are being worked on. This division includes responsibility for redoing the City's website, working with the Ambassador of Commerce and Employment to capture business development data. Time is spent visiting new businesses and promoting downtown. Currently promotional monies are spent for retention purposes and working with

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existing businesses. City Manager Norman-Vacha advised measurable goals for all departments is in the works. Council Member Johnston advised the University of Florida has developed a new tool that is modeling for future growth and business growth with hundreds of variables.

### **Pages 32 - 34 Development Department**

Council Member Burnett recommended adding another staff person within the next three years. City Manager Norman-Vacha advised Other Contractual Services is the Building Department.

### **Pages 35 - 37 Finance Department**

Council Member Johnston asked what Funds 501 and 609 are. City Manager Norman-Vacha advised 501 is Fleet Management and 609 is the HRA. Council Member Johnston asked that those be added in parenthesis for clarification. Contractual Services is the Auditors. City Manager Norman-Vacha advised the contract with Oliver & Company is expiring and a bid is going out for a new contract.

### **Pages 38 - 41 Police Department**

Council Member Johnston referencing transfers out on page 39, requested notations as to the fund names.

Vice Mayor Hohn asked if the detectives drive unmarked cars. Police Chief Turner advised yes and that no additional car would need to be purchased for the new detective. Chief Turner reviewed staffing and time.

Council Member Johnston pointed out there is no increase in workman's comp insurance. City Manager Norman-Vacha will take a look at it. Discussion continued of staff, time and overtime.

### **Pages 42 - 45 Fire Department**

Vice Mayor Hohn advised he cannot see supporting a Fire Department within this budget at 23% of the budget. Compared to not having any money in the budget for roads or other infrastructure, he felt this to be a duplication of services in that County Fire is housed in the same building. He believed the County could probably take over and hire our firefighters as well.

City Manager Norman-Vacha advised the \$1,556,118 is the entire Fire Department budget, which is inclusive of Fire Assessments and the GF supplement of \$908,720.

Council Member Bernardini advised he is not happy with the Tier amounts. He felt \$71 for a vacant lot is too much.

Council Member Burnett stated he would never vote for getting rid of the Fire or Police Departments. He didn't feel any money would be saved and services would go down. Due to the economy, he would be in favor of the Tiers remaining the same. He indicated he would be in favor of increasing the millage by 1 and dedicating that money to infrastructure only.

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Mayor Bradburn asked Fire Chief Mossgrove to explain some of his staff's roles and how many are in drop. He advised the District Chiefs and himself are certified to do inspections and there is one person in the drop program. Mayor Bradburn asked for statistics on how many inspections were done this year, as well as call volumes. City Manager Norman-Vacha advised staff has provided these numbers which she will provide to Council. It was Mayor Bradburn's request to budget for the Consultant to see that all entities are paying into the Fire Assessment as directed by Council. She said having routine inspections of high-hazard businesses should be done annually. She was not in favor of doing away with the Fire and Police Departments either.

### **Pages 46 - 49 Park & Facilities**

Council Member Johnston asked how the \$75,000 breaks down on the improvements to the repairs to the retaining wall at the Police Department, walking trails and carpeting. City Manager Norman-Vacha advised JBCC Bike and Skate Trail \$22,000; Police retaining wall, \$25,000; City Hall ADA restrooms \$10,000; carpeting \$15,000 and \$3,000 for the adult field irrigation improvements. All are estimates.

Regarding Fund 54600 and 55223, Mayor Bradburn asked what these funds were. One is for services and one is for supplies for repair and maintenance.

Council Member Burnett asked for an explanation of the .5 person, which City Manager Norman-Vacha explained.

### **Page 50 - Cemetery**

Mayor Bradburn asked about costs for monuments. City Manager Norman-Vacha advised this is costs for green burial resale.

### **Page 54 - Recreation**

Council Member Bernardini asked what does the Recreation Leader III do. Director Walker reviewed these functions, which include running the 1st Tee program, Adult Softball League, Special Events, facilitating Operation Backpack, etc. The YMCA now runs the summer programs.

Mayor Bradburn, referring to the JBCC, asked what it would cost to do a thorough cleaning of that facility, interior mostly. Director Walker will look into.

### **Pages 57 - 60 Department of Public Works**

#### **Streets Division**

Council Member Johnston asked what Other Contractual Services includes as it's been running between \$80-90,000 the last three years. City Manager Norman-Vacha advised the majority (\$58,000) is the prison crew guard but also consists of tree trimming, and the contract with Hernando County that includes street patching and utilization of some of their equipment for drainage. He also noted that operating supplies went up from \$2,500 to \$15,000.

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City Manager Norman-Vacha advised this now includes repair and maintenance supplies and cold patch for asphalt.

Referencing page 58, Council Member Bernardini inquired of the \$0-50,000 cost for Improvements Other Than. City Manager Norman-Vacha advised it is drainage projects and should be Other than Buildings.

Mayor Bradburn asked what is being set aside this year for paving of roads. She referenced last year's \$100,000 transfer from the red light cameras, which she thought was being carried over because no roads were paved. City Manager Norman-Vacha advised this will be addressed in discussions of Other Funds, this is not a part of the GF allocations.

Mayor Bradburn advised she observed tree-trimming trucks lining up as if to do a major purge of our streets. She asked that someone make sure they do not touch the canopy streets.

Referencing page 61, Street Lighting, Mayor Bradburn noted that the budget hadn't changed. City Manager Norman-Vacha clarified that the City pays for street lighting based upon the type of pole and light, not on consumption. Council Member Johnston added that we are charged whether the light is working or not. City Manager Norman-Vacha confirmed, adding staff has been diligent about calling on non-working lights.

### **Delinquent Ad Valorem**

Vice Mayor Hohn requested an aging of delinquent ad valorem accounts going back 3 years and what legal action is taken. He also asked, since Fire Assessments weren't included in the ad valorem collection, what is the percentage of Fire Assessment collection and delinquency on those as well.

City Manager Norman-Vacha advised there is currently an uncollected amount from last year of \$104,407 or 25%. Predominately these are vacant lots within developments. Council Member Johnston advised there was recently an influx of payments for delinquent taxes for Southern Pines. He wasn't sure of the Fire Assessments, which the City Manager will check on.

City Manager Norman-Vacha advised projections for ad valorem collections are \$2,436,762, which is just under estimate. Recent collections will add to the amount presented in the budget herein.

Mayor Bradburn thanked the City Manager and Assistant Director of Finance for their work on the budget document.

### **ADJOURN BUDGET WORKSHOP**

Mayor Bradburn adjourned the workshop at 8:43 p.m. followed by a short break.

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## SPECIAL MEETING

The Special Meeting of City Council convened at 8:51 p.m. followed by an invocation and Pledge of Allegiance.

## REGULAR AGENDA

### Adoption of Current Year Proposed Millage rate for FY2013/14 Budget

Announcement of rolled-back rate and establish the budget hearings for September 11 and 25, 2013, at 6:30 p.m.

City Manager Norman-Vacha advised the proposed budget includes an increase to the Fire Assessment which allow the budget to be balanced with an increase to the roll-back rate of 6.7188. The tentative millage will go on the Trim Notice to tax payers. She reminded Council that once the tentative millage is set it cannot be raised without certified mail notification to all taxpayers. Staff recommendation was to set it to at least the roll-back rate or higher based on Council discussions.

#### Motion:

Motion was made by Council Member Burnett and seconded by Council Member Johnston for adoption of a tentative millage rate of 8 mils.

Mayor Bradburn asked for public input.

Council Member Johnston advised even the proposed roll-back rate will not fund the pavement restoration program.

Council Member Bernardini provided Council a comic strip depicting the deterioration of a city where no taxes are raised.

City Manager Norman-Vacha reminded Council that if the Fire Assessments were not increased there would be a .2595, (\$96,308 at 95%) additional mils needed from the general fund to make this up. She also reminded Council of the MSTU's with the Council for a total of .7673 mils.

Motion carried 4-1, with Vice Mayor Hohn voting in opposition.

### Adoption of Proposed Fire Assessment rate for FY2013/14 Budget

Announcement of Fire Assessment rate and establish the hearing for September 11, 2013, at 6:30 p.m. for adoption of the appropriate resolution.

Fire Chief Mossgrove referenced the request follows the same rules as for millage in that Council will not be able to go above what is tentatively set tonight.

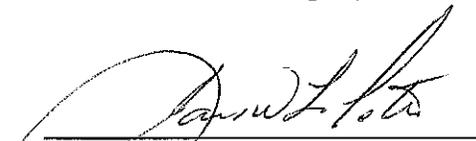
#### Motion:

Motion was made by Council Member Johnston and seconded by Council Member Burnett for adoption of the Fire Assessment at staff recommendation. Motion carried 3-2 with Council Member Bernardini and Vice Mayor Hohn voting in opposition.

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**ADJOURNMENT**

There being no further business to bring before Council, the meeting adjourned at 9:04 p.m.

  
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City Clerk

Attest:   
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Mayor