

**CITY OF BROOKSVILLE
BUDGET WORKSHOP
COUNCIL CHAMBERS
201 HOWELL AVENUE
BROOKSVILLE, FL 34601**

MINUTES

August 13, 2013

6:00 P.M.

Brooksville City Council met in workshop session with Mayor Lara Bradburn, Vice Mayor Kevin Hohn, Council Members, Joe Bernardini 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, Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of Hernando Today and Tampa Bay Times were present.

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

FY2013/14 BUDGET

Overview of Funds Other than General Fund Presentation

Discussion by Council on all City funds Other than General Fund Revenues and Expenditures, with overall direction.

City Manager Norman-Vacha advised this is discussion of Funds other than General Fund, which is not inclusive of ad valorem taxes. She reviewed upcoming workshops.

She called attention to Fund 308, Multi-capital, advising most of those funds have come through Fund 128, the Photo Traffic & Safety Fund (red light cameras citations). There are other dollars within Fund 128 that Council may want to discuss. To date, there is a cash balance forward of around \$468,000 with a reserve level of approximately \$600,000. Other than that there is the Capital Plan within the Utilities Department which covers the larger sections.

Mayor Bradburn pointed out that Other Funds are separate from General Fund, which is generated by the Millage Rate.

The budget was then reviewed as follows:

Page 4 Fund 104 Police Special Education

Council Member Johnston asked why funds from Fines and Forfeiture are more. City Manager Norman-Vacha advised current year funds are being adjusted from what has been collected over the last year.

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Page 5 Fund 108 Local Option Gas Tax

Council Member Johnston why the Local Option Gas Tax is exactly the same as previous year. City Manager Norman-Vacha advised it is a shared item with Hernando County. She thinks this is an estimate and is waiting on the final numbers. Further, she advised that this is the number that comes into the General Fund that helps fund the street maintenance.

Page 6 Fund 109 Law Enforcement Investigative Trust

Council Member Johnston asked why the drop in the operating expenditures for Law Enforcement Investigative Trust, Fund 109. City Manager Norman-Vacha asked Chief Turner to elaborate. He advised they took around \$65,000 for computer upgrades, weapon upgrades and vehicle equipment.

Page 7 Fund 110 Road Impact Fees

Council Member Bernardini asked where we are with Impact Fees. Director Geiger advised the County adopted an ordinance that established August 14, 2013, as the day they will be re-implementing the Impact Fees. The City opted into the County's fee structure. Incentives, fees, transportation, and projects were discussed. Mayor Bradburn asked that staff contact the Florida League of Cities to see if they have a composite list of what other cities and counties are charging for impact fees. City Manager Norman-Vacha advised she will find out.

Page 8 Fund 112 Law Enforcement Impact Fees

Council Member Bernardini asked why the Special Assessment amount changed. City Manager Norman-Vacha advised this is based on an estimate of impact fees that are being re-implemented.

Page 9 Fund 113 Public Building Impact Fees

Mayor Bradburn asked what the \$197,000 in Capital Outlay was spent on. City Manager Norman-Vacha advised that is the John Gary Grubbs Boulevard rehabilitation with the repaving of McKethan Park and the Enrichment Center building parking lots.

Vice Mayor Hohn asked how we're using impact fee funds for this. City Manager Norman-Vacha advised this project is for new and expanded use due to growth.

Council Member Johnston, regarding the Special Assessment discussed on page 8, asked for clarification of difference in amounts. Director Geiger advised the overall fee is for anticipated development.

Page 10 Fund 114 Fire/EMS Impact Fees

Vice Mayor Hohn asked if there is a plan to use those impact fees. City Manager Norman-Vacha advised there have been no plans but anticipates the need for additional equipment. Staff will be reviewing projects for possible use.

Page 12 Fund 116 Law Enforcement Trust

Mayor Bradburn asked about the increased amount projected. City Manager Norman-Vacha advised this is an estimate of revenues from sales of confiscated equipment.

Page 14 Fund 120 Good Neighbor Trail

Mayor Bradburn advised she would like to see recycling cans and waste bins added to the trail. Council consensus was to add \$400 to that line item from reserves.

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Page 16 Fund 123 Police Grants & Donations

Mayor Bradburn asked how donations are coming in for the canine unit. City Manager Norman-Vacha advised they do get some through donations from people who want to help but the primary source of revenue is through a Wal-Mart grant.

Page 18 Fund 127 Cost Recovery

Council Member Bernardini asked if that ordinance can be eliminated. City Manager Norman-Vacha indicated this has been done but there are still actual costs carrying over from 2010/11. The line item will disappear when there is zero in the fund.

Page 19 Fund 128 Photo Enforcement Traffic Safety Program

Vice Mayor Hohn would like to see \$400,000 moved into multi-capital projects for roads only. Council consensus was to transfer the money.

Council Member Bernardini asked why there is an increase in the personnel services. City Manager Norman-Vacha advised it has to do with the increased number of citations.

Mayor Bradburn felt a percentage of all incoming revenue from the red light cameras should go towards road improvements. Vice Mayor Hohn's thoughts were that this should be addressed each year during this time.

Page 22 Fund 139 The Enrichment Center Maintenance

Regarding the Enrichment Center Maintenance, Mayor Bradburn asked for clarification of those costs. City Manager Norman-Vacha advised, per the agreement with ECI, those are our portion of shared costs for utilities and maintenance.

Page 23 Fund 140 Florida Department of Transportation Landscaping

Council Member Johnston advised there needed to be footnotes for 1 and 2. City Manager Norman-Vacha explained that number 1 is revenue that could be available through the Florida Department of Transportation (FDOT) Landscape Rehabilitation Program, which is a reimbursement for new vegetation and plants. Number 2 is the expense should we be able to get approval from FDOT. This has to be landscaping on a state road and the medians that we maintain.

SPECIAL REVENUE FUNDS

Page 25 Fund 143 Fire Department Revenues

Vice Mayor Hohn referenced the Florida League of Cities book, which indicates that of the 84 cities with comparable populations only 21 have fire departments, of which several are Volunteer Fire Departments. He requested considering either eliminating the Fire Department or restructuring with a mix of full-time Firefighters and volunteers as the city currently spends 23% of its budget on funding the Fire Department.

Council Member Johnston advised the city is required to provide fire protection, whether it comes from the city or the county or some combination. Given the economic situation he felt it should be considered.

Mayor Bradburn expressed concern for staffing issues regarding part-time staff and training. She asked that funding be earmarked for the District Chiefs and Fire Captains to be certified as Fire Inspectors so they can perform annual commercial inspections.

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City Manager Norman-Vacha explained scheduled and unscheduled overtime as it relates to the Fire Department. She asked what Council would like staff to bring back regarding this, i.e., structuring, staffing levels, fire protocol, etc. Mayor Bradburn advised she will provide her list.

Discussion ensued regarding the costs associated with the Fire Department verses the Police Department and possibility of combining services with the Hernando County Fire Services.

Vice Mayor Hohn asked to break this workshop into another for this discussion.

Page 28 Council Member Johnston, regarding 2012 Actual, under legal services, \$114,305 out of a fund that was not created yet, asked why it is showing up in this fund instead of somewhere else. City Manager Norman-Vacha explained that the bill was paid after the creation, yet it was for services rendered the prior year. The auditors recommended it be booked in this fashion.

Page 30 Fund 144 Brownfields Assessment Grant

Mayor Bradburn asked if the \$400,000 had already been expended. City Manager Norman-Vacha advised it has not been spent, explaining that this is a reimbursement grant, so as we move forward it is an estimate of what is anticipated to be spent this year. Mayor Bradburn asked that an update be provided to Council.

Mayor Bradburn asked for public input.

Margaret Bloomquist thanked Council for their support of Southern Hills, stating the Police and Fire have done an excellent job as well. She urged Council to review consolidation of services with the County, due to the economy. She felt the taxation of City and County deters people from moving to their community.

Roger Elliott thanked Council for their discussions regarding the Police and Fire Departments, expressing good interactions with both. He also felt that due to the economy the City has to consider other alternatives.

Don Gilbert reiterated what the same sentiments, adding that Council has to take emotions out of the equation and make the tough decisions.

Mayor Bradburn appreciated their concerns but added that the City's ISO and response rating for Fire is better than the County's and stated the rates are less.

Council continued review of the Debt Service section of the proposed budget.

Page 33 Fund 201 Bond & Interest Sinking Debt Service (2006 USDA Revenue Bonds)

Mayor Bradburn asked why the USDA loan is still listed. City Manager Norman-Vacha explained that this fund is the 2006 USDA grant/loan that is part of the General Fund for Storm Readiness. This is a transfer in that comes from Fund 309, mobile home moneys, and is used for generators, storm shutters for City Hall.

Page 34 Fund 202 Bond & Interest Sinking Debt Service (2011 Series Revenue Note)

Council Member Johnston asked why there was a spike in reserves in 2013 to \$75,952 from the standard \$47,470. City Manager Norman-Vacha will research.

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Page 46 Water Wastewater Detail Summary

City Manager Norman-Vacha advised this section is a summary of revenues and expenditures and general liability. Council Member Johnston pointed out corrections to footnotes.

Mayor Bradburn asked if all plants, lift stations, etc., have generators. City Manager Norman-Vacha advised no, this proposal covers additional generators but not all that is needed. Director of Public Works Radacky advised there is still work to be done at the Lamar Plant to update that generator, but all lift stations, as well as Hillside are covered. The proposed generator for Hope Hill will cover all the wells there. The generator at the Public Works has been upgraded 2 years ago to a diesel generator.

Page 51 Fund 401 Water & Wastewater Combined Budget

City Manager Norman-Vacha explained the line item for vacation costs.

Mayor Bradburn asked for an explanation of on-call beeper pay, which has doubled. City Manager Norman-Vacha advised the policy had changed for costs of on-call duty. She will clarify.

Page 52 Tags & Titles - Council Member Johnston asked for the variances. City Manager Norman-Vacha advised these are for new vehicles and no renewals are required for government vehicles.

Page 53 Capital Projects - City Manager Norman-Vacha pointed out that these are significant capital projects that have been completed as staff continues to move forward with Council direction.

Regarding the costs for over sizing sewer lines, Mayor Bradburn asked where it is anticipated this will take place. City Manager Norman-Vacha advised this references Majestic Oaks.

Mayor Bradburn, referencing line 4, replacement of the Oxidation Ditch Mixers, asked if that is for Cobb Road, and why they need replacing. Director Radacky advised the upgrade was for the reuse system. He did not think the 5 mixers had ever been replaced.

City Manager Norman-Vacha, regarding lines 11 and 12 for Majestic Oaks, stated one revenue source is through some of the refinance proceeds, with the other through sewer impact or connection impact fees.

Page 55 Sanitation Division Fund Summary

Council Member Joe Bernardini discussed contracting out sanitation services for a possible savings. Council Member Joe Johnston would be in favor only if a company with a similar level of service can be found.

Page 61 Fund 501 Fleet Maintenance Division

Mayor Bradburn asked what types of jobs they routinely do and what types of jobs they routinely don't do.

City Manager Norman-Vacha advised council they approved equipment within the past few years allowing staff to analyze the garbage trucks and avoid hauling them to Tampa for evaluation. They continue to do small repairs, tire changes, and hoses, as well as welding. All warranty work is done through the dealership.

Mayor Bradburn suggested taking the time to look at whether or not going out with Fleet maintenance would be beneficial.

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Page 75 Fund 605 Cemetery Perpetual Care

Mayor Bradburn read a story about a grazing herd of goats at Washington's Historic Congressional Cemetery being used to eliminate vines, poison ivy and weeds, while fertilizing the ground. The cemetery says the use of goats will eliminate harmful herbicides and keep invasive species from killing large trees. She asked that council do serious research on using goats throughout the city, reducing manpower and equipment costs.

Consensus was in favor of exploring the option if feasible and cost effective.

Page 78 Fund 612 Cemetery Donor Memorial Wall Trust

Mayor Bradburn asked if the Memorial Wall was full and why there is nothing in next year's budget. City Manager Norman-Vacha stated that there was a discussion last year with Council to move that money out because the cost is incurred when people pay to be on the wall.

Page 80 Fund 615 Community Redevelopment Agency

Mayor Bradburn presumed this reflected what was discussed with the Vision Foundation. City Manager Norman-Vacha confirmed this was correct.

Vice Mayor Hohn asked if \$339,315 was all we were expending next year, about 60% of the total available. Mayor Bradburn clarified that council approved the CIP plan that was multi-year, and it delineated certain projects that would happen over the next five years, with updates being made.

This completed review of the printed budget.

Mayor Bradburn, regarding \$400,000 into multi-capitol for roads, asked for the tally of next year's road expenditures. City Manager Norman-Vacha advised \$800,000 just for pavement management.

Mayor Bradburn discussed looking at the consultant's priority list based on road quality and work on roads that were not as far gone. City Manager Norman-Vacha stated that the condition of some roads pose a liability concern and should be considered when making the model. Mayor Bradburn urged Council to equalize brick roads with other roads upon re-evaluation of the priority list.

Council Member Bernardini agreed with the suggestion for re-evaluation and getting the biggest bang for the buck, but also making liability issues a priority.

Council Member Johnston stated that he agreed about prioritizing based on vehicle volume, as well as the subject of liability, and if putting brick streets on a list, there should be a comparison of roads with brick streets and roads with regular streets so the percentage of work is fair.

Vice Mayor Hohn was in favor of the priority list being based on volume of traffic, except for instances of obvious liability.

City Manager Norman-Vacha asked if Council would like to look at the priority list put together by the consultant at the 1st Public Hearing and see how to manipulate it to address what Council has discussed. Council Member Bernardini stated he didn't think it was needed for the budget. City Manager confirmed Council was looking for it to be brought back as a work plan for approval and will produce a draft for review.

Mayor Bradburn asked what year the Storm Water Drainage plan was being incorporated into the CIP. Director Geiger advised the first part of it was in this year and is being worked on presently, with the second part in the next budget.

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Mayor Bradburn brought up that the street sweeper was not in this budget. City Manager Norman-Vacha advised that, although it was proposed by the Director Radacky, it was removed from recommendation by the City Manager due to cost and available dollars in this budget. Council Member Johnston asked the age of the street sweeper. City Manager Norman-Vacha will research it.

Direction from Council on Fiscal Year 2014 Budget, including further Workshops, Materials, Information, And Revisions.

City Manager Norman-Vacha asked if Council is interested in an additional workshop or if they are ready for the 1st Public Hearing on September 11.

Mayor Bradburn felt Council should tentatively schedule a workshop for September 3rd. The City Manager noted that date is 2 weeks away and asked what Council would like to see on that agenda.

Mayor Bradburn advised she would like information on the Fire Inspector costs. The City Manager advised that is something scheduled for the September 11 meeting.

City Manager Norman-Vacha's recommendation was to look at what other cities are doing as far as how fire and services are provided and what levels, as well as the current city rate compared to combining services with the City/County and how it would affect residents and businesses. Vice Mayor Hohn added that it should be this year's rates, not last years. City Manager Norman-Vacha advised it is quite a drop on the residential side but may be quite different on the commercial side as they charge churches and government, which means the city would be charged. If that is what Council is interested in seeing, she recommended bringing it back during the Financial Workshop in February with a full overview so that it can be done on a thorough basis. Also, if there are other areas where we want to look at privatization and service delivery, the best time to look at that is early on.

Mayor Bradburn asked, if Council proceeds with the actuary, would their report be available by the February Financial Workshop?

City Manager Norman-Vacha advised, based on the proposals and how Council wants to proceed, if you were to go ahead, there is no question we would have a report, or should have a report from them for the February Financial Workshop. Mayor Bradburn felt that would add a great deal to the discussion.

City Manager Norman-Vacha asked for clarification that there is no workshop needed on September 3rd. Council Member Johnston felt, with the minor changes to be done, the 1st and Final Budget Hearings will be sufficient for changes.

Vice Mayor Hohn would like discussions with the County about all services. Not that we would eliminate either one, but he would like to see what the County's position would be on shared services, by the February workshop. Council Member Johnston agreed.

City Manager Norman-Vacha stated she would review structure, restructure and options. What does it look like, is it full time, some mix of full time/part time, some mix of full time/volunteers? Is it a County/City structure, restructuring.... How do others do it? What are other cities doing that maybe we haven't even talked about tonight that we could come back and make other suggestions about service delivery for Fire Services. She asked for clarification

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that Council wanted to look at both Police and Fire. Vice Mayor Hohn referred to Council Member Bernardini's statement that you can't look at one without looking at the other and that is a significant part of the budget.

Mayor Bradburn stated that information is power and she has no problem looking at any alternatives and if a sweet deal comes our way it is worth considering.

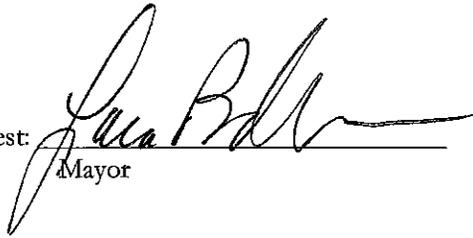
City Manager Norman-Vacha asked for clarification that another workshop is not needed on September 3rd. Mayor Bradburn confirmed.

City Manager Norman-Vacha advised that the information asked for would be incorporated into the September 11th discussions during the 1st Public Hearing.

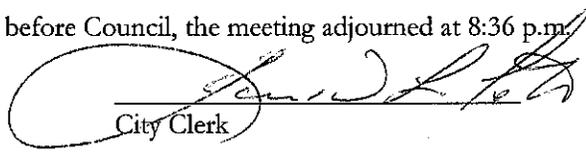
ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 8:36 p.m.

Attest:



Mayor



City Clerk