

**CITY OF BROOKSVILLE
201 HOWELL AVENUE
BROOKSVILLE, FL 34601**

**BUDGET WORKSHOP
MINUTES**

August 12, 2014

6:30 P.M.

Brooksville City Council met in workshop session with Mayor Kevin Hohn, Vice-Mayor Frankie Burnett, Council Members, Joe Bernardini, Lara Bradburn and Joseph E. Johnston, III present. Also present were Cliff Taylor, 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.

FISCAL YEAR 2015 BUDGET – OTHER THAN GENERAL FUND

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 introduced the funds being addressed, adding that an update will be provided on Pavement Management per Council’s instruction and the health reimbursement account will be discussed in detail. She will also review the list of items that Council previously discussed and requested to be brought back at the August 26th budget workshop.

Pavement Management

Richard Radacky introduced Alan Garman and Dale Ravencraft of GPI Engineering. Mr. Garman advised that Daniel Avenue, Chatman Boulevard, Brooksville Avenue, and portions of Bell Avenue are in the bidding process. Phase I bids are expected by August 22nd.

Mildred Avenue and Veterans Avenue had unique problems and were removed from the first group of improvements. Mildred Avenue, after additional design, should stay exempt from permitting. Veterans Avenue is still undetermined due to drainage issues and they are working with Swiftmud to resolve the problems and stay out of permitting. The plans and engineer estimates for these two streets should be completed by October 15th.

He feels the design of Hammock Road needs to be put on hold because of definite drainage issues. Staff is discussing options for additional funding with Swiftmud management.

Council Member Johnston requested the budget reflect specific amounts be delineated to phases and specific streets.

Council Member Bradburn, regarding Hammock Road, expressed concern about addressing the drainage issues upstream so the problems do not continue downstream. Mr. Garman concurred and said that it has been part of the discussions. Council Member Bradburn did not want the focus to be avoiding permitting, and would rather not do anything at all then do it halfway. She feels the same about Veterans Avenue. Mr. Garman went on to explain the plan for Veterans

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Avenue. He advised Veterans will need to be torn completely up and rebuilt. A typical road will have a couple inches asphalt, 6-8 inches of base and 12 inches of sub grade. Veterans has approximately 1 inch of asphalt, 2 inches of base and no sub grade. Council Member Bradburn was concerned that there would not be enough time to finalize a road list for the upcoming budget. Mr. Garman discussed maintaining the same master list which would adjust as funds are available. Council Member Bradburn would like to find a way to juggle things around to fulfill the promises that were made.

HRA Fund 609

City Manager Norman-Vacha, referencing page 72, advised HRA Fund 609 is being funded at 50%. She expects with the projected numbers that we will be in a deficit situation in this particular fund by the end of the fiscal year. Discussion continued with pros and cons of reducing or eliminating the benefit.

Council Member Johnston asked if the debit to the account posted at card issuance or when the funds are used. City Manager Norman-Vacha stated that it is when the reimbursement is made, and then Blue Cross Blue Shield sends us a bill as the third party administrator. She confirmed that unused money is not pulled from the fund.

Council Member Bradburn and City Manager Norman-Vacha briefly discussed the reporting details. Council Member Bradburn believes if the HRA amount is lowered you are lowering the agreed upon salary for employees. City Manager Norman-Vacha advised that it is not a mandated or promised benefit, but an added benefit that they have been able to provide.

City Manager Norman-Vacha asked for direction from Council. It was Council Member Bradburn's opinion that it is a promise to employees. Mayor Hohn did not agree, advising it is a benefit. Council Member Bradburn asked for projections showing funding at 75% with removing the convenience of the card.

Vice-Mayor Burnett does not feel employee wages are up to standards and promises were not kept in the past due to the economy. He would like to at least let things remain the same.

Mayor Hohn asked how many employees have been lost this year. City Manager Norman-Vacha will pull the numbers and provide it to Council.

Council Member Johnston briefly reviewed the history of the fund. He would prefer, if the fund is running a deficit, to take the money from special projects that grant waivers of fees to outside groups and give to our employees instead. Council Member Bernardini agreed with Vice-Mayor Burnett and Council Member Johnston.

Mayor Hohn pointed out that the fee waiver budget would not cover the expense.

General consensus of Council was to continue with the HRA.

Fee Waivers

Council Member Bernardini would like to see fee waivers for building usage only. Council Member Johnston agrees that buildings should be treated differently and will discuss it when it is brought back before Council.

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Vice-Mayor Burnett believes in giving back to the community for worthwhile causes, but also felt Council should stick to the budgeted amount.

Mayor Hohn requested monies to be budgeted based on policy to promote fairness and to retain successful downtown events.

Council Member Bradburn recommended adding proof of rejection from other venues to encourage people to raise their own money or use another available facility rather than using JBCC because it's the free choice.

Council Member Johnston, referencing the TDC program, recommended a deadline to apply for funds.

City Manager Norman-Vacha confirmed that Council is interested in continuing to fund the \$500 benefit for employees. If funded at 100% for 125 employees, the projected budget would be \$65,771, or \$34,521 additional to fund above what is budgeted. She will also come back with alternatives.

Page 3 Council Member Bradburn, referencing Reserves, asked if the 2.47 million is earmarked. City Manager Norman-Vacha explained that they are not earmarked but can only be spent for the designated purpose of each fund.

Page 5 Local Option Gas Tax – Council Member Bradburn asked why a static number is shown on Intergovernmental Revenue when other jurisdictions are showing a decrease. City Manager Norman-Vacha advised there has been a decrease since 2011 and they are working from the state's projected numbers.

Page 6 Law Enforcement Investigative Trust - Council Member Bradburn asked why revenues for Fines and Forfeitures are cut in half. Chief Turner discussed, advising there is no change in law or policy. City Manager Norman-Vacha will provide more information on August 26th.

Expenditures – Council Member Bernardini asked about funds being used for things other than official investigations, such as fee waivers. City Manager Norman-Vacha confirmed the money is used to offset Police Department costs and the fund description should be updated.

Page 7 Road Impact Fees – City Manager Norman-Vacha advised these are adopted by the Hernando County Board of County Commissioners and they are based on projections of permitting. Council Member Bradburn asked if the Reserves are earmarked. City Manager Norman-Vacha stated that the funds are not earmarked but will be used for road impact projects. Director Geiger anticipated using them for construction projects in the near future. Discussion continued about use of the funds. The 7-year limit on expenditures was reviewed.

Mayor Hohn requested a schedule of the funds for impact fee accounts.

Page 8 Law Enforcement Impact Fees – Council Member Bernardini pointed out the description that can be utilized for page 6.

Page 9 Public Building Impact Fees - Council Member Bradburn asked for a new equipment shed to be considered. Discussion continued about previous use of the money.

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Page 10 Fire/EMS Impact Fees – Council Member Bradburn asked if this money could be used toward the roof project. City Manager Norman-Vacha advised it could not be used because the roof problem is a maintenance situation.

Page 14 Good Neighbor Trail – Council Member Bradburn provided an update on the Good Neighbor Trail and asked how this money will be tracked going forward. City Manager Norman-Vacha explained the fund and pointed out that there is no money to spend; it is related to property. Council Member Bradburn discussed route alternatives for the Governor's allocation, advising Hernando County submitted an alternative route without input from trail users, the GNT Committee or the public.

Council Member Johnston, referencing the 2014 budget for Reserves, asked if it was actual money. City Manager Norman-Vacha went over the cash that is available from previous contributions to the fund. She stated that a budget amendment will be presented at the next Council meeting to remove that money from this fund.

Council Member Johnston pointed out that historical conversations about the trail did include connecting the Suncoast Parkway section to the Withlacoochee Trail and then to State Road 50.

Page 18 Cost Recovery – Council Member Bernardini asked why money is not associated with this fund and when it can be removed. City Manager Norman-Vacha advised that it can be taken out next year.

Page 20 First Tee – Council Member Bradburn, referencing the part-time instructor, asked if it's seasonal or hourly for the year. City Manager Norman-Vacha confirmed its hours per work all year long. Council Member Bradburn asked about the number of sessions and time frame for an instructor. Mayor Hohn stated there were at least six one week sessions this summer with six week fall sessions beginning shortly after school starts. Director Walker confirmed the new instructor works up to twenty hours per week, if program is needed, and programs will be available to the community all year.

Page 22 Enrichment Center Maintenance – Council Member Bradburn asked about the elevator cost. City Manager Norman-Vacha advised it is the maintenance agreement. The elevator has to be serviced on a regular basis.

Page 23 FDOT Projects – Council Member Bradburn asked if a design is available and if irrigation will be included. City Manager Norman-Vacha stated that irrigation is not reimbursable and it is not currently budgeted as there is no money.

Council Member Johnston pointed out a correction in the footnote.

Page 26 Fire Department Budget – Overtime hours were discussed. Council Member Bradburn asked if the new communication system was in this budget. City Manager Norman-Vacha advised it is within the uncapitalized equipment.

Page 28 Brownfields Assessment Grant – Council Member Bradburn asked if the 2013/2014 money paid was for the consultant. City Manager Norman-Vacha explained that 2014 is a projected number representing monies that allow us to complete processes with EPA. Having attended many of these meetings, she believes that Director Geiger and staff have done the bulk of the work thus

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far. She felt the real cost will be in the property assessment. Council Member Bradburn would like to see details on payments to the consultant as to what we are actually paying them for.

Council Member Johnston pointed out a correction to the footnote.

Page 31 Fund 201 – Council Member Bradburn confirmed we are paying separate on the 2006 USDA and asked about payoff. City Manager Norman-Vacha advised it would be paid off in 2032. Council Member Bradburn, referencing reserves, asked if it would be beneficial to pay more each month. Mayor Hohn advised if there was more reserves it might be feasible to do so.

Page 36 Fund 308 – Council Member Bradburn, referencing the footnote about culvert and draining work, requested a list of those projects. City Manager Norman-Vacha advised it would include Candlelight, Southway Villas and Liberty Street culverts. Director Radacky provided details about the Candlelight drainage project to replace an existing line. Council Member Bradburn and Mayor Hohn expressed concern about silt clean up in the Candlelight ditch. Director Radacky advised there are no plans to remove the silt at this time.

Vice-Mayor Burnett advised you have to be at the site to see the flow of water during a downpour to see where the problems are.

City Manager Norman-Vacha and Director Radacky advised issues at the State Road 50 main pumping station has been addressed.

Page 41 Bond Settlement Fund – Council Member Johnston, referencing the 2015 budget, questioned the Prior Year Carry Forward. City Manager Norman-Vacha explained that money remains from the 2013 Actual even though they projected spending it all.

Page 43 Water and Wastewater Summary – Council Member Bradburn asked for an explanation of the water and sewer impact fee rate analysis. City Manager Norman-Vacha explained that these fees are collected for growth and the analysis helps to keep the rates regulated. Discussion continued about the difference between the impact fees and collection fees.

Council Member Bradburn asked if the Connection Fees Reserves would be used for the plant expansion. City Manager Norman-Vacha said this collection of money is used to run lines wherever they are necessary for business and residential growth.

Page 44 Water and Sewer Summary – Council Member Bradburn asked for an explanation of the Hydrant Fees. City Manager Norman-Vacha advised that the Hydrant Fees in the Fire Department Budget are those paid to us by the Hernando County Fire and Rescue District where we maintain and flow their hydrants. The Hydrant Fees related to utilities are where we maintain the function of the hydrants.

Council Member Bradburn asked about the Miscellaneous Revenues listed for \$22,000. City Manager Norman-Vacha will come back with additional information.

Page 46 Water and Sewer Summary – Council Member Bradburn asked for an update on Hernando Oaks. City Manager Norman-Vacha stated there have been preliminary discussions on reuse. Director Radacky discussed the participation of Swiftmud.

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ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 8:44 p.m.

Attest:  _____
Mayor


City Clerk