

CITY OF BROOKSVILLE BUDGET WORKSHOP MINUTES

August 25, 2009

6:00 P.M.

Brooksville City Council met in workshop session with Mayor Joe Bernardini, Vice Mayor Lara Bradburn and Council Members Joe Johnston and Richard E. Lewis. Also present were Jennifer Rey, City Attorney; Janice L. Peters, City Clerk; Steve Baumgartner, Finance Director; Bill Geiger, Director of Community Development; Will Smith, Public Works Superintendent; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of the St. Pete Times and Hernando Today were present.

The meeting was called to order by Mayor Bernardini.

Election Process

Discussion of the possibility of the County Supervisor of Elections office assuming the candidate qualifying process with associated record keeping for the City of Brooksville.

City Attorney Rey reviewed the issue as presented in the memo to Council.

Council Member Johnston and Council Member Lewis indicated they are not in favor of turning the qualifying process over to the Supervisor of Elections office.

Vice Mayor Bradburn indicated she is in favor of the Municipal Elections Cooperative Agreement for many reasons such as consistency in the election process and transparency for the candidates and the public. It would eliminate potential compromising positions for staff that have occurred before and staff will be more involved in the election process than in previous years. She strongly believes the elected Supervisor of Elections is constitutionally mandated to handle elections and County taxpayers should avail to that expertise where it rightfully belongs.

City Clerk Peters noted should the candidate qualifying process be turned over to the Supervisor of Elections Office, City staff will be more involved than ever before in every other aspect such as meetings about the election and poll working procedures. The City Clerk's Office is not opting out of the election and instead will be given more direction and help with directing the candidates in the campaign process. The experience of the Supervisor of Elections Office will strengthen the City's stand for the entire election process.

Mayor Bernardini suggested putting this on hold until staff meets again with Ms. Williams to get her thoughts on the matter.

City Manager Norman-Vacha asked if Council wants the item added to the next agenda. She reiterated that the whole process is very important to the City and staff. Vice Mayor Bradburn asked for further conversations with the Supervisor of Elections since there is not a rush to get it done.

Council Member Lewis explained the issue that came up in the polling location at the last election was not due to anything the City had done and having City staff on sight to observe would be beneficial.

Council Member Johnston indicated City staff needs to coordinate with the Supervisor of Elections to ensure the City precincts are handled appropriately.

BUDGET WORKSHOP MINUTES – AUGUST 25, 2009

Consensus of Council was to move forward with meetings of staff and the Supervisor of Elections.

City Manager Norman-Vacha asked for clarification as to whether the Supervisor of Elections would handle the qualifying process of the elections, consensus is that City staff would be more involved in poll worker education and/or coordination with the Supervisor of Elections.

Council consensus was to involve staff for oversight of the entire election process.

Discussion of Analysis of Advanced Life Support (ALS) Program

Fire Chief Mossgrove asked for direction from Council on the ALS Program currently in place and gave an analysis of implementing the transport program and the cost of training. He indicated an option in cooperative efforts is becoming very popular in Florida. He pointed out within Florida there must be an ALS on duty 24 hours a day/7 days a week and cooperative efforts with Hernando County Fire Rescue would enable current staff to become certified as paramedics thus providing a higher level of service.

Council Member Johnston expressed his support of a cooperative effort with Hernando County Fire Rescue as the best cost option and provides a level of service as never before done.

Vice Mayor Bradburn expressed that she is in favor of the program and asked if Hernando County recoups expenses through ALS. Chief Mossgrove explained the County will bill the patient for transport cost and use of medical equipment during a call. The County has a collection success rate of approximately 79 percent which is in line with the State average of 80 percent; Spring Hill Fire Rescue is about 90 percent. Vice Mayor Bradburn specified this would keep a balanced cost with better service to the public. She attested there was much enthusiasm from the City firefighters to implement this program. She also pointed out the City's continuation of cooperative efforts increases service County-wide.

Council Member Lewis expressed his support of the ALS program although the City does not have funding for transport. He asserted Florida Statute 1651 states that the money collected for ALS and emergency transport service will be utilized specifically for each purpose. Fire Chief Mossgrove pointed out part of the funding is used for salaries for paramedics and firefighters. Mayor Bernardini expressed his concern for the number of personnel responding to a call. Chief Mossgrove explained that the nature of the call defines the need for dispatch of specific units. He reported centralized dispatch has greatly increased the level of communication for response. Vice Mayor Bradburn expressed her enthusiasm in a cooperative effort. Chief Mossgrove will start discussion with Chief Nickerson tomorrow.

Discussion and Direction for Capital Improvement Planning

City Manager Norman-Vacha covered Capital Outlay in a general format (Attachment A) stating that in the last few years the City has seen a decline in its ability to support its own infrastructure.

She indicated that over the last year staff has worked in conjunction with the County's MPO to identify needed projects and proceeded to identify areas in which the City has dollars budgeted to fund Capital Improvements as follows:

Fund 110 Impact Fees – Roads	\$1,887,675
Fund 113 Impact Fees – Public Buildings	\$ 258,763
Fund 114 Impact Fees – Parks	\$ 108,672
Fund 124 Major Storm Readiness	\$ 76,595
Fund 134 Tree/Streetscaping	\$ 91,041

BUDGET WORKSHOP MINUTES – AUGUST 25, 2009

Fund 140 FDOT US 41/SR 50 Landscaping	\$ 139,000
Fund 308 Multi-Year Capital Project	\$ 380,794
Fund 302 McKethan Capital Projects	\$50,000-60,000

City Manager Norman-Vacha would like to discuss allocation of available funds in a meaningful way that supports the vision and goals of Council. She reminded all that impact fees are paid by developers and can only be used for new construction which is necessary due to growth and development and can be designated within the entire City of Brooksville.

She pointed out impact fee collection is prevalent in the road area as indicated above. Discussion between staff and Council has been goals in the area of economic development and planning for infrastructure to recruit and retain businesses and/or light manufacturing. One such corridor slated by Council in the past has been the east/southeast corner of SR50 and SR50 bypass (Cortez Boulevard and Jefferson Street) which is an ideal area to recruit light manufacturing. Providence Boulevard has been discussed to require right of way and going forward with design to enhance values of properties in that area providing an opportunity for further development. New construction in this area would eliminate some traffic off the larger state highways and provide a means for greater development in an industrial park setting within the City of Brooksville.

Regarding impact fees of public buildings, City Manager advised there has not been discussion, since she has been here, on plans for the future. There are needs within the structure of the City where a public building is going to be very important in the future.

She next referred to impact fees for parks; this could be designated for a new park area should growth necessitate new development.

Further, special revenue funds; Major Storm Readiness funds should be utilized for generators, etc. She reminded Council those monies were obtained by the sale of BERT and cautioned commitment prior to staff finalizing research on the initial funding. There are bonds being paid back on the large generator endeavor for the City with staff putting together an inventory that denotes only a couple areas of critical need or storm readiness. Staff will go further and come back at the direction of Council.

Regarding tree/streetscaping, she indicated ongoing funds are generated from tree permits. Council has expressed implementing some type of tree or arbor plan along with maintaining the "Tree City" designation. She updated Council on the landscape and bulbout project continuing along US41 and SR50 with finalization in the Fall of this year.

Multi-year Capital Project; dollars were set aside for this year during insurance premium negotiations last year of approximately \$20,000 plus interest and this year another \$134,000 has been allocated to this fund. Projected funds for 2009/2010 are \$380,794. She asked for direction from Council as to what they would like done with these funds, which is General Fund that can be designated in any way.

McKethan Capital Projects; she stated \$30,000 was allocated toward paving the walking trail at Tom Varn Park next year. Recent notification indicated the City was not successful in obtaining the Greenway and Trails grant for a second. However, she would like another opportunity to apply late next fiscal year for other statewide grants available while working with State staff in perfecting the application process. Mayor Bernardini declared that at a past McKethan board meeting some concerned residents indicated the walking trail was deteriorating with people falling and getting hurt. City Manager Norman-Vacha indicated there are a couple concentrated areas within the project that have a liability standpoint and confirmed construction at Jerome Brown Community Center started this week. Mayor Bernardini would like the walking trail paved while the workers are there. City

BUDGET WORKSHOP MINUTES – AUGUST 25, 2009

Manager Norman-Vacha pointed out that was not part of the bid process and changing the scope of work now would not be good business. Vice Mayor Bradburn asked about just patching the trail at this time. City Manager Norman-Vacha replied a quote for patching could be sought and a current contract with Hernando County could also be priced for comparison. She also explained if the grant had been obtained staff would have gone out to bid for paving of the trail and further explained the JBCC money was allocated in this budget in conjunction with the Good Neighbor Trail bid as an alternative bid. Vice Mayor Bradburn pointed out there was a bid to pave the trail for \$43,000 which came up during a Council meeting but there were no funds available.

Council Member Lewis inquired if there have been installation of LED lighting on the Good Neighbor Trail. City Manager Norman-Vacha will check on it and indicated the cost savings in energy for the first year nearly covers the cost of replacement. Council Member Lewis asked if the antique/historic street lights on Main Street are on a meter with Progress Energy or are they charged as individual lights. City Manager Norman-Vacha affirmed the City is charged for each individual pole with a separate electric usage bill. She referenced Tom Varn Park as having the greatest number of lights, including the walking trail, which is illuminated every evening. Council Member Lewis was in favor of funding the McKethan Project fund from the Multi-year Capital Projects of \$13,000.

Council Member Johnston indicated City staff could do the patching for the safety of the public until the grant is obtained next year or allocate funds for the next year. Mayor Bernardini suggested allocating the money in this budget in case the grant does not come through. Vice Mayor Bradburn felt there are greater priorities. City Manager Norman-Vacha reported Mike Walker believes the Greenway and Trails grant would be money well spent to resurface the basketball court that is very well used by the public. In his absence, Vice Mayor Bradburn pointed out that Council Member Pugh has brought up the basketball court resurfacing several times. Council Member Lewis asked for a projected cost. City Manager estimated between \$7,000 and \$8,000, but may require additional work.

City Manager Norman-Vacha concluded staff is seeking direction from Council on allocation of these funds for presentation during the Public Hearings in September with meaningful goals for next year.

Vice Mayor Bradburn reminded all that during the last budget workshop she referenced several projects for consideration. The Storm Readiness Fund; legal use of funds from the sale of BERT has yet to be determined. She indicated the generator issue is being addressed and supports efforts thus far. She suggested using the Storm Readiness funds for drainage or mitigation in areas with potential commercial economic development such as Providence Boulevard and an area near the cemetery. She commended the City's Ambassador of Commerce for his work in recruiting companies but declared they are seeking property that has infrastructure already in place. She stated it is imperative to designate some key areas of the City for economic development and determine what infrastructure should be in place along with cost. She also expressed the importance of creating jobs to stimulate the economy and by having the properties ready for businesses.

Public Buildings

Vice Mayor Bradburn asked if funds could be used for the air conditioning units. City Manager Norman-Vacha reiterated it has to be used for new construction and cannot be for replacement or renovation with Impact Fees. She reported that staff spoke with TECO People's Gas group last week for solutions to possibly replace the City Hall unit with natural gas along with the generator and street lights. Vice Mayor Bradburn asserted a more efficient unit would pay for itself and she would like to make it a priority for this year. She also stressed the need to find a new tenant for the third floor of City Hall with the relocation of the Property Appraiser's Office. She expressed the dire need for renovation of the Public Works building, focusing on efficiency and a healthier work

BUDGET WORKSHOP MINUTES – AUGUST 25, 2009

environment. She brought up that Council Member Pugh has mentioned the need for renovation of the Parks Department office.

Mayor Bernardini asked what is taking so long on the landscaping of US 41/SR 50 project. Director Geiger indicated bids are being opened this week and will be brought to Council on September 21st.

Vice Mayor Bradburn indicated she would like to see an up-to-date list of priorities and a plan to take care of at least two (2) projects this year such as roads and sidewalks with Council Member Lewis in agreement. Vice Mayor Bradburn supports the continuation of looping of water lines to increase fire flow and sewer flow for efficiency and saving lives specifically in the area south of Broad Street with potential for commercial, social, cultural, recreational haven at the trailhead and protecting the historic homes in that area. She reiterated the need for a master drainage plan for the City. She stressed that the City needs a 5, 10, 20 year plan for infrastructure to secure a strong future.

Council Member Lewis pointed out the engineering work has been completed on Providence Boulevard and there was contact with all the landowners with a few being hesitant. He would support potential development in this area since it is already zoned commercial. Council Member Johnston recalled after two (2) extensions on the grant the monies had to be given back because the work could not be completed. City Manager Norman-Vacha specified the funds were utilized to purchase the fairgrounds property for Governors Boulevard.

Council Member Lewis recommended renting to a tax exempt tenant for the third floor of City Hall. He asked if funds could be used to purchase an existing building. City Manager Norman-Vacha felt it could be done with impact fees as long as it is a new building the City acquires. Further, Council Member Lewis expressed the need to look at future acquisitions and to examine the Public Works facility with the possibility of building a new facility behind the existing building.

Council Consensus was to direct staff to reapply for the grant to fund McKethan Capital Projects next year but to budget it as a line item in case the grant does not go through.

Council Member Johnston felt some Capital projects could be enhanced with the red light funds. He referenced the drainage and declared the working drains need to be cleaned out or pave over the non-working drains. City Manager Norman-Vacha will inquire on his concern.

Mayor Bernardini indicated the new repaving work on Howell Avenue does not look to be up to standard. Council Member Johnston said it seems like the base was not redone so you are still getting the contours of the old paving underneath. Vice Mayor Bradburn clarified that the Mayor is referring to the parking spaces on Fort Dade. City Manager Norman-Vacha indicated she spoke with the County Engineer today about that particular area and he explained that the contour of the road does not allow for the paving to actually be done because of the road runoff. She will follow up with him further on the matter. She pointed out that Fort Dade Avenue, Howell Avenue and Main Street are all taken care of by the County as collector roads and will have them respond to Council in writing on the two (2) projects.

In closing, City Manager Norman-Vacha stated based on Council direction this evening, staff will put together preliminary numbers with budget publication for Public Hearings that begin on September 9th including suggested projects filtered in a generalized capsule.

BUDGET WORKSHOP MINUTES – AUGUST 25, 2009

Unfinished Direction/Discussion

Any unfinished direction/discussion for the FY2009/10 budget year.

Council Member Lewis would like consideration of the one-time payment of \$250.00 for full-time employees which is less than a one percent pay increase; as well as regular transfers to the vehicle replacement fund of \$143,983. Both requests would leave reserves of \$652,136 or 8.58 percent.

He indicated the money put into the vehicle replacement fund would be available should there be a major disaster. He reiterated that the city's vehicles will wear out and would like to see money in reserves.

Vice Mayor Bradburn indicated there seemed to be a consensus to provide the one-time payment to City employees but there was no consensus on when. Council Member Lewis felt the first pay period of December would be a good time which Council Member Johnston agreed with. Council consensus was to make the allocation in December.

Vice Mayor Bradburn asked for clarification on reserves for vehicle replacement. Council Member Lewis explained in case there is a major storm the City will have the funds available. Mayor Bernardini further explained Council Member Lewis wants to take the money out of reserves, which sits at 10.6 percent, to the Vehicle Replacement Fund under the General Fund. Council Member Lewis indicated this is good practice of being conservative and part of good planning strategy.

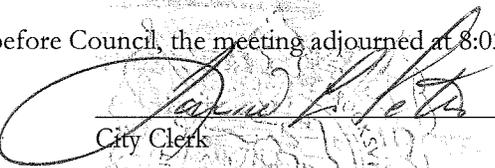
Council Member Lewis felt the air conditioning unit at City Hall to be way overdue for replacement.

Vice Mayor Bradburn announced Dave Russell and Jim Adkins supported the extra lane on Jefferson Street during the MPO meeting today. Staff has been directed to do the analysis and proceed with the project.

Adjournment

There being no further business to bring before Council, the meeting adjourned at 8:03 p.m.

Attest: 
Mayor


City Clerk

