

City Council  
Special Meeting  
August 17, 2004

The City Council of the City of Titusville, Florida met in special session in the Council Chamber of City Hall, 555 South Washington Avenue, on Tuesday, August 17, 2004.

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Mayor Swank called the meeting to order at 6:33 p.m. Present was Vice-Mayor Ken Ward. Members Chris Broome, Conrad Eigenmann, and Jeff Rainey were absent. Also in attendance were City Manager Tom Harmer and Finance Director Bob Erickson.

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Mayor Swank asked for a moment of silence, and then led the entire assembly in the Pledge of Allegiance to the Flag.

Mayor Swank commented on power restoration following Hurricane Charley and debris removal. He commended employees for their dedication and stated he had received numerous telephone calls from citizens thanking city employees for their assistance.

City Manager Harmer thanked the citizens for their patience over the past few days following Hurricane Charley. He felt it was a good exercise for the city emergency management team and thanked the employees for their hard work and dedication. He then introduced City Emergency Management Director Rick Talbert who gave an update on the status of city operations. Mayor Swank announced that due to Chief Talbert's efforts in emergency management, his presence was requested at the state level in Tallahassee, which illustrated his value to the city. Mayor Swank commented on the importance of having an emergency fund in the city budget. City Manager Harmer concurred and commented on the importance of having reserves and good plans in place.

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City Manager Harmer began the meeting with an overview of scheduled budget workshops and public hearings for the proposed city budget for Fiscal Year 2004/2005. He outlined the budget workshops were scheduled for August 17, 2004 and August 26, 2004 and public hearings were scheduled for September 14, 2004 and September 28, 2004. He also outlined the format of the workshop and that he would present an overview of all funds with Executive Leadership Team members available to address specific questions that pertained to their respective divisions.

City Manager Harmer outlined the format of the proposed budget as a working document and reviewed his responsibility in the budget process as outlined in the city charter. He stated the budget foundation was based upon city strategic issues and council's areas of emphasis that were identified in past goals workshops. He then addressed the balanced corporate and departmental scorecards and highlighted issues with primary focus being that of, positioning our Community

for quality growth, fostering a positive work environment, and sustaining financial wellness. He then outlined challenges faced by other local governments.

City Manager Harmer outlined the development of a multi-year budget. He highlighted the general fund budget gap and efforts taken that resulted in excess funds in the individual gaps on an annual basis. He highlighted city wide cost drivers, tax base benchmarking, and the 2003 Florida Municipal Ad Valorem tax profile and how tax revenues were distributed. He then gave the city-wide budget strategies as maintaining current service levels; applying a balanced scorecard approach; using a multi-year planning model; enterprise operating and capital business plans; the implementation of action plans to sustain financial wellness; emphasis placed on debt collection; maintaining of a 2.5 million emergency contingency reserve; the consolidation of the facilities budget; and the sunset of Ordinance No. 30-1999.

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City Manager Harmer gave an overview of city organization and staffing, which included an operational comparison of past, current, and proposed budget years of full-time employee support, personnel services cost, and operating costs.

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City Manager Harmer addressed the general fund including general fund revenue highlights for budget year 2004/2005. Major points addressed included ad valorem taxes at 5.8504 mills, 3.12% above the rolled back rate; a seniors exemption that would decrease revenue; user fees in the second year of a cost recovery study implementation period; 911 emergency fee being zero; cost allocation recovery; transfer of funds from Solid Waste due to a 50% sunset of Ordinance No. 30-1999.

He highlighted general fund revenue major points for budget year 2005/2006 including ad valorem taxes at 5.8504 mils; senior's exemption plus new eligible homesteads; and user fees. He also outlined general fund expenditure highlights for both years that included personnel services that reflected a 4% pay raise; health insurance costs; capital improvement plan funding; current service level requests, and other program enhancements.

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City Manager Harmer then gave individual department presentations that were standard and included accomplishments from fiscal year 2003/2004; scorecard highlights for fiscal year 2004/2005; operational comparisons on full-time employee support; personnel services costs; and operating costs.

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City Manager Harmer gave an overview of departments including past accomplishments, long-term financial strategies; citywide employee recognition; and future planning and public

visioning meetings. He gave scorecard highlights and proposed budget for fiscal year 2004/2005 as \$62,424, which reflected a decrease from the previous year.

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The budget for the department of the city manager included past accomplishments, focus on strategic and long term planning; implementation of an intern program; and meetings with Parrish Medical Center staff on cooperative ventures. City Manager Harmer gave scorecard highlights and proposed budget for fiscal year 2004/2005 as \$314,997, which reflected an increase from the previous year due to increased personnel services costs. Executive Assistant Karen Hood was present for any questions.

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The budget for the department of the community relations included the citizen's academy; speaker's bureau; city manager update video programs; and Internet initiatives. City Manager Harmer gave scorecard highlights and proposed budget for fiscal year 2004/2005 as \$221,929, which reflected an increase from the previous year due to increases in personnel services and operational costs. Community Advocate Jim Thomas was present for any questions.

Mayor Swank asked for clarification of the personnel services costs increase. Mr. Thomas clarified the increase was due to technological services. Mayor Swank then asked for an update on city relations with Bright House. Mr. Thomas replied relations were good and discussions were on-going to broadcast Brevard County Commission meetings live. Vice-Mayor Ward asked if the city would incur any costs in the live broadcasts. Mr. Thomas felt the costs would be minimal.

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The budget for the department of the city attorney included proposed program enhancements with an addition of an assistant city attorney and related equipment and supplies. This resulted in a proposed budget for fiscal year 2004/2005 of \$303,846, which was an increase from the previous to reflect the proposed personnel addition. City Attorney Dwight Severs was present for any questions.

Mayor Swank supported the addition of an assistant city attorney. City Attorney Severs commented on additional workload, which has created the need in order to provide better service to the city.

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The budget for the department of the city clerk included past accomplishments of improved public notification; staff liaison to the Riverfront Acquisition Referendum Committee; and improved records management initiatives. City Manager Harmer gave scorecard highlights and proposed budget for fiscal year 2004/2005 as \$370,045, which reflected a decrease from the previous year. Interim City Clerk Wanda Wells was present for any questions.

Vice-Mayor Ward asked for an overview on future initiatives for establishing a paperless agenda process. Mrs. Wells outlined computer hardware and software options for future consideration. Mayor Swank felt a paperless agenda process would streamline the agenda process.

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The budget for the department of the law enforcement included past accomplishments in the areas of selective traffic enforcement, crime prevention, the development of special services and other programs. City Manager Harmer gave scorecard highlights and proposed budget for fiscal year 2004/2005 as \$7,369,774, which reflected a decrease from the previous year. Chief of Police Tony Bollinger was present for any questions.

Mayor Swank asked if the "COPS" Grant could be used for more than one School Resource Officer. Chief Bollinger felt only one School Resource Officer was required, but the addition of a second School Resource Officer in the future would be considered. Mayor Swank then asked Chief Bollinger to address allegations of unfair traffic enforcement practices by his department. Chief Bollinger invited those who complained to visit him to discuss their concerns.

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The budget for the department of the fire and emergency services included past accomplishments in city-wide advanced life saving capability; having fifty trained volunteer members of the community emergency response team (C.E.R.T.); and the receipt of many grants and partnerships. City Manager Harmer gave scorecard highlights and proposed budget for fiscal year 2004/2005 as \$4,539,140, which reflected a decrease from the previous year while adding an additional full-time employee. Fire Chief Rick Talbert was present for any questions.

Mayor Swank asked if any C.E.R.T. members were active during the events following Hurricane Charley. Chief Talbert replied that many members were active and gave a brief overview of some actions taken by C.E.R.T. members, which included the Amateur Radio Club.

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The budget for the department of the public works included past accomplishments for the repaving of six miles of roads; repair of sidewalks; and establishment of a monthly street sweeping program. City Manager Harmer gave scorecard highlights and proposed budget for fiscal year 2004/2005 as \$3,550,157, which reflected an increase from the previous year due to the addition of three full-time employees and increased personnel services and operational costs. Public Works Director Jim Herron was present for any questions.

Mayor Swank asked Mr. Herron to explain the details of road projects on Park Avenue and Dairy Road. Mr. Herron outlined the Park Avenue widening project and reported the Dairy Road project was a county project.

Vice-Mayor Ward felt Public Works was less glamorous but equally important as the Police and Fire Departments during the events of the Hurricane. He also commented on obtaining a new public works facility including the location.

Mayor Swank felt the Public Works repaving schedule should be placed on the city web site. Mr. Herron acknowledged and stated he was proud of the repaving program and felt it would be completed in 2008.

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The budget for the department of the community development included past accomplishments for the conduct of four comprehensive plan and annexation plan neighborhood meetings; development of ordinance for Residential Estate (RE) cluster; and issuance of 285 new construction permits. City Manager Harmer gave scorecard highlights and proposed budget for fiscal year 2004/2005 as \$1,869,637, which reflected an increase from the previous year due to increased personnel services costs associated with the proposed addition of full-time employees. Interim Executive Director for Community Development Hugh Williams was present for any questions.

Mayor Swank appreciated the department's work and felt the department served as a "throttle" to how development within the city happened. He also felt the relocation of the Housing and Community Development department should be short term. City Manager Harmer felt there were possibilities for more room in the future and noted possible expansion of city hall and the use of other buildings.

Vice-Mayor Ward asked if new personnel positions would be enough to handle the pressures of the department. Mr. Williams felt the additional positions were within the parameters of the recently approved growth study and the department could handle the pressures of the job.

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The budget for the department of the support services included past accomplishments of the establishment of a wellness program; successfully negotiated union contracts; and the negotiation of favorable health insurance renewal rates. City Manager Harmer gave scorecard highlights and proposed budget for fiscal year 2004/2005 as \$1,624,923, which reflected an increase from the previous year due to increased personnel services costs associated with the proposed addition of two full-time employees. Interim Director of Support Services Joe Denaro was present for any questions.

Vice-Mayor Ward asked for clarification of the full-time employee increase. City Manager Harmer replied he would investigate the increase and report back to him.

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City Manager Harmer then highlighted the Special Revenue Funds that included the Community Redevelopment Agency; gas tax revenue; and impact fee revenue. The impact fee revenue included the reinstatement of commercial impact fees. It also included advanced life support

revenue, forfeiture/contraband revenue, Law Enforcement grants, community development block grant, home investment partnership program, and state housing initiative partnership program, and all related revenue. He then outlined the Debt Service Fund, which included the Multi-Purpose Revenue Bond Fund.

Mayor Swank and Vice-Mayor Ward commented on the reluctance of Brevard County to alter its current medical transport policies. Fire Chief Rick Talbert felt current policies may result in patients suffering while waiting for medical transport.

City Manager Harmer outlined the Capital Projects Funds, which included the General Construction Fund, Road and Streets Fund, Water and Sewer Construction Fund, and Water and Sewer OMR Expansion Fund, and related project estimates for each.

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The budget for the department of water resources included past accomplishments for the Area IV wellfield land rights; establishment of an automated meter reading pilot program; an assessment of water production vulnerability; and a stormwater ordinance review. City Manager Harmer gave scorecard highlights.

The update addressed proposed rate increases for water and wastewater for fiscal years 2005, 2006, and 2007. Rate increases for water were estimated at 3% per year. Rate increases for wastewater were estimated at 3% for fiscal year 2005, 1% for fiscal year 2006, and no increase in fiscal year 2007. The review included estimated rate increases for reuse water and addressed multi-family tap on fees.

The water resources proposed operational budget for fiscal year 2004/2005 was presented as \$8,706,258, which reflected an increase from the previous year due to increases in full-time employees, personnel services, and operating costs. Water Resources Director Raynetta Grant and Henry Thomas of Public Resources Management Group, Inc. were present for any questions.

Mayor Swank asked if the city was moving toward individual water meters in each unit of apartment buildings. Mrs. Grant clarified the use of master meters versus individual meters and that presently, there was no requirement for master meters at multi-family units.

Vice-Mayor Ward asked for an update on the Area IV Wellfield. Mrs. Grant reported that the St. Johns River Water Management District staff had recommended approval of the request as submitted.

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The budget for the department of solid waste included past accomplishments for the implementation of a Business Plan with rate adjustments and the establishment of a successful program to test yard trash weekly. City Manager Harmer gave scorecard highlights and proposed budget for fiscal year 2004/2005 as \$2,617,557, which reflected an increase from the previous year due to increased personnel services costs associated with the addition of six full-

time employees. Public Works Director Jim Herron and Solid Waste Superintendent Hillary Arena were present for any questions.

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The budget for the department of the municipal marina included past accomplishments for the remodeling of the ship store; replacement of the fuel line, and the completion of a strategic plan. City Manager Harmer gave scorecard highlights and proposed budget for fiscal year 2004/2005 as \$834,360, which reflected an increase from the previous year due to increased personnel services and operational cost. Public Works Director Jim Herron and Marina Manager Joe Stone were present for any questions.

Mayor Swank commented on compliments he had received as to the type of people working at the marina. He was concerned with the possible future sale of Nelson's Boat Repair and the negative impact it would have by boat owners at the marina. Both Mr. Stone and City Manager Harmer felt a negative impact may be felt in the future and that the service Nelson's Boat Repair provided would be sorely missed.

Vice-Mayor Ward asked what percentage of residents versus transients there were at the marina. Mr. Stone felt that approximately 60% of the marina population was permanent boaters, but a number of slips were reserved for transients and foreign visitors.

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The budget for the department of the fleet management included past accomplishments for the establishment of an incentive program for mechanics based on efficiency ratings and the initiation of limited daily reporting of equipment status to major customers. City Manager Harmer gave scorecard highlights, reviewed the proposed vehicle replacement plan, and proposed budget for fiscal year 2004/2005 as \$615,011. This reflected an increase from the previous year due to increased personnel services costs associated with the proposed addition of one full-time employee. Public Works Director Jim Herron and Maintenance Superintendent Pat Moore were present for any questions.

Vice-Mayor Ward asked if the proposed budget included any "big ticketed" items. Mr. Herron clarified that one dump truck was included in the proposal.

Mayor Swank asked if a public works facility would be addressed during the next fiscal year. Mr. Herron acknowledged and reported that other sights throughout the city were being considered for acquisition.

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The budget for the department of the management information system included past accomplishments for the restructuring of service procedures to allow greater service levels to the operating departments; the implementation of RMS in support of the Fire department; and the installation of the RJM GASB 34 program in support of the Finance department. City Manager

Harmer gave scorecard highlights and proposed budget for fiscal year 2004/2005 as \$896,100, which reflected an increase from the previous year due to increased personnel services costs. Management Information Systems Director Rick Roberts was present for any questions.

Mayor Swank requested an update on the installation of the internal web server. Mr. Roberts reported installation to be completed in September 2004. Mayor Swank then complimented the department on the many network upgrades made.

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City Manager Harmer outlined actions to be taken in the budget process that included, responding to any questions and outstanding issues at the next workshop on August 26, 2004; providing council members absent a video tape of the meeting for review; finalizing council's proposed budget for public hearings; and preparation of necessary ordinances to adopt the budget and associated fee schedules.

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Petitions and Requests from the Public Present – Joan Wheeler asked whether proposed pay raises included costs of retirement benefits and social security contributions. Finance Director Bob Erickson clarified pay raise formulas used in the budget preparation. Ms. Wheeler felt future revenue from taxes would be spent on pay raises and that no all employees needed pay raises.

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There being no other citizens who desired to speak, the meeting was adjourned at 10:08 p.m.

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Ronald G. Swank, Mayor

ATTEST:

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Wanda F. Wells, Interim City Clerk