

**City of DeBary
City Council Workshop
Wednesday,
August 11, 2004
7 PM**

Florence K. Little Town Hall 12 Colomba Road

MINUTES

I. Call to Order

II. Roll Call

Present: Mayor Carmen Rosamonda, Vice Mayor George Coleman, Council Member Danny Allen, Council Member Christopher Carson, and Council Member Richard Gunter

Others Present: City Manager Diamond and Assistant City Manager Maryann Courson

Mayor Rosamonda announced that the DeBary Little League Big League Girls Softball Team had won the State Championship; that they had then won the Southeast United States Region and were going to the World Series in Michigan; and that congratulations and hope for their success were offered.

III. Business

1. Discussion of Recommended Annual Operating Budget for FY 2004/2005.

City Manager Diamond discussed that he would present an overview followed by the Orlandia Heights Neighborhood Improvement District presenting their budget.

City Manager discussed that a summary of the overall Budget had been provided; that the total was at \$13.8 million reflecting a 1.6% decrease from the current year's Budget; that there were reductions to revenue and expenditures in both the General Fund and the Special Revenue Fund; that the General Fund was supported by the ad-valorem tax rate and was \$12 million or 87% of the Annual Operating Budget; that there was reduced revenue, increases to Capital Projects expenditures and funding for increases to service levels in several departments; that a proposal for financing for Capital Projects was included to maintain \$3 million in undesignated reserves; and that it was proposed to finance \$3.7 million over five years.

City Manager Diamond reviewed the Special Revenue Fund; that the fund was self supporting through assessment charges from Waste Management, Streetlighting Districts and the Orlandia Heights Neighborhood Improvement District; that a reduction in revenues of .8% from the current year was reflected; that the summary for all funds included a chart breakdown; that summaries of projected revenues and expenditures were provided; that the revenue summary showed an increase to taxes of 6.1% and might increase once property values were provided by

the Property Appraiser; that there were declines projected for some classifications; and that Special Revenue Fund declines were from reduction in revenues from Solid Waste and the Orlandia Heights Neighborhood Improvement Fund.

The total expenditures were reviewed; that total expenditures for Capital Improvement were projected at \$2.9 million; that the non-restricted reserve was projected at approximately \$3 million with \$93,000 in the Opportunity Fund; that Special Revenue showed a reduction in Solid Waste costs due to a savings in the shared contract with Deltona for recycling services; that Streetlighting was projected to increase by 45.8% based on increased development; and that Orlandia Heights showed a reduction in the unappropriated fund balance carried over.

It was discussed that funds for the Land Bank previously reflected in the Opportunity Fund Land Bank were now shown as Reserves and the Opportunity Fund was funding for job incentives.

Chris Bowman, 56 Sackett Road, and Nancy McLane, 127 Azalea Road, Orlandia Heights Neighborhood Improvement District presented the District's Budget at this time. It was discussed that revenue assessments would be \$375 for Fiscal Year 2004-2005; that it would total \$143,570; that a five-year projected budget had been prepared; that it was proposed to chipseal the remainder of the roads; that the roads would be prioritized by traffic load; and that there were some drainage issues still to be resolved.

It was also discussed that the method used for the budget had improved; that payments were being made to the City for funds advanced; that the increase was \$75 from the previous year; that the residents appeared to concur with the increase and improvements; that a map of the desired progress for each coming year was provided; and that many drainage issues had been resolved with the hard gravel surfacing.

It was further discussed that there was a request for \$500 for promotional activities; that the item had been in the budget in prior years; and that the funds had been used for community functions.

The General Revenue Fund was discussed; that details of sources and trend lines were provided; that building permit revenues were projected to decrease; that several developments were approaching buildout; that a new fee schedule had been implemented in the past year; that grants in the amount of \$291,800 were anticipated from DOT for landscaping and from Volusia County from the tree mitigation bank; that additional grants were being applied for but were not included in the figures; that interest income was projected to increase with higher interest rates; and that capital funds were invested until payments were due at year end.

It was discussed that franchise fees for cable were going to the communications tax; that revenues from Florida Power & Light for the additional property were reflected under ad valorem taxes; and that Animal Control revenue from fines was reduced by rebates to encourage inoculations.

Expenditures were discussed; that expenditures included 50% for capital improvements and reserves, 24% for Law Enforcement and Fire Services; that proposed figures showed a reduction in the City Council budget of 35%; that Growth Management and Development Services showed

a reduced figure due to changes in rates; and that Parks and Recreation had increased by 64% with two proposed budgets. It was discussed that pages needed to be numbered and charts combined with detail.

The City Council's budget was discussed; that some events held by civic groups could be combined with the City's annual event to save costs; that the proposal could be discussed with those groups; it was discussed that estimates for WAV might need to be increased due to new information; that holiday decorations would be installed on the new light poles; that there was still a delay in receiving cost information for shutoff of the cobra street lights; that the City would be charged whether there was a temporary or permanent shutoff; that a cost estimate for the second phase of the new light poles had not been received; and that a revised joint participation agreement for the DOT funds would come up for approval in order to expend funds for the balance of the beautification project.

It was discussed that the contract for the holiday decorations was for a three-year term; that next year the contract would be up for review; that there was a 30-day cancellation clause; that it should be considered to purchase the decorations and pay only for storage and installation; that power sources on the lights should be checked; that travel and per diem budgets should include Volusia Days in Tallahassee; and that it was included under the conference section of budget.

It was discussed that the emergency generator maintenance was \$900 per year; that testing was done and billed quarterly; that the cost would be investigated; and that the communications, telephone and internet service for the City Council Members were paid based on the services available in their area.

It was discussed that the City Manager's budget was proposed at \$608,000 for personnel services for City employees at an increase of 1.9%; that document imaging and codification were included; and that a capital outlay of \$3,300 funded an enclosed trailer and portable generator for CERT services. Figures for City employee salaries were discussed; that increases up to 5% were calculated in the budget; that overtime wages for hourly employees were included; that a payroll service was utilized due to time constraints and was more cost effective; that phone costs included lines for fax, Reverse 911 and the Town Hall and were due to increase; and that the rental costs for the postage meter should be reviewed.

Legal Services costs were reviewed; that it was based on costs for the current year; that amounts were included for court reporters and other litigation costs; that there might be additional costs for some ongoing cases; and that some costs would be covered by Florida League of Cities.

Law Enforcement Services were discussed; that an additional Deputy was being added; that funds might be considered for a vest for the K-9 officer at approximately \$600; that an after-hours outside telephone for emergency should be placed at the Sheriff's Substation; that the vest would be added under operating supplies; that the telephone information would be brought back for Public Hearing; and that a direct line to dispatch should be considered. Fire Services was discussed; and that one full time position had been added to allow three per shift.

Contract services were discussed; that contracts with Volusia County had been reviewed at a previous workshop. Parks and Recreation was discussed; that the first option proposed to continue contract services adding a full time maintenance person and an office assistant as well as vehicles; that the contract bids had not been received and would increase the budget by approximately 64.1% for a total of \$668,000; and that the clerical position would need to be full time. It was discussed that the utility costs were reduced due to new waste removal services; that there was a separate insurance policy for coverage for Park's vehicles; and that the current maintenance contract for Bill Keller and Community Parks was \$122, 700.

The second option for Parks was discussed; that five full-time and one part time employee would be needed with no contract for services; that an additional employee might be needed for recreation services; that the recreation specialist or programmer should be a full time position also; that Community Park would be under construction for up to a year; that all employee positions might not be necessary until that Park was complete; and that employee services versus contract services was a cost savings to the City.

There was additional discussion of substituting a recreation position for one maintenance position for a total of four for the current year and that a full complement could bring the rest of the City Parks into better repair.

Patrick Fulton, 145 South U.S. Highway 17-92, discussed that he felt that the contract services should be retained; that vehicles, equipment, storage and building costs might be at higher costs than estimated. It was discussed that those costs had been included in the budget option. Mr. Fulton discussed that changing maintenance contracts from County to private contracts had incurred additional costs to the City; that unexpected costs of in-house services should be considered. It was discussed that various options had been pursued over the years; that any services would be dependant on supervision; that contracts did not allow for additional services that might be needed and could be performed by an employee staff; and that, in the past, there had not been sufficient staff to address issues.

It was also discussed that an additional recreation person could also assist with committees, civic events and other services. Parks and Recreation Administrator Anthony Gonzalez discussed that a recreation coordinator would be very helpful; that a full maintenance staff could be kept active with numerous duties at all of the parks; that Gateway Park could be kept better; that there was daily and weekly maintenance that could not always be completed now; and that the addition of other parks would require the personnel.

It appeared to be the consensus of the City Council to elect Option B with six full time and one part-time employee; that providing services to citizens and children in the community was an asset. It was discussed that the summer camp program generated the highest amount of revenue; that disseminating information to the community was essential about the program; that there should be research to reduce transportation costs; that additional \$5,000 of additional funds should be made available for field trips and bus costs; and that it would only be used if necessary. It was also discussed that sufficient funds for training of Park employees was included; that a superintendent would attend conferences and seminars; and that the recreation person should also attend pertinent conferences.

The General Fund contingency was discussed; that customarily \$100,000 was added for unplanned expenses to the City; that the Annual Capital Budget was implementing the first year of the five-year capital improvement projects; that \$2.9 million was projected at an increase of \$183,000 over the current year; that debt service was included for proposed financing of \$3.7 for land acquisition costs and construction projects; that projects included City Hall and Law Enforcement Operations buildings, re-development of Community Park and acquisition of property for a southwest active park; and that continuing maintenance of drainage infrastructure, road re-surfacing and sidewalk construction was included.

It was discussed that \$100,000 for sidewalk construction might be reduced for the coming fiscal year; that the right turn lane for Highbanks might be delayed for one to two years; that less road re-surfacing might be needed; and that the budget for Bill Keller Park lights was greater than the figure given. It was discussed that some re-surfacing had not been completed this year; that road re-surfacing was under a five-year plan based on inspection and was necessary; that costs had increased due to the oil in the composition of the asphalt; that mast arms could not be completed until the turn lane was completed at Highbanks; and that engineering was already underway.

It was discussed to reduce sidewalk construction by half this year; that the turn lane was needed; that funds from sidewalks could be applied to the lights for Keller Park; that Capital Projects should be reviewed regularly to control costs in the future; and that drainage projects and studies were in the current budget. It was discussed that it was proposed to finance some projects to retain reserves; that debt service costs were included in the budget in the event other funding was not available when payments were not due; that it was estimated at 5% over 5 years; that some projects might not start even in the current fiscal year; that projects should be phased in to prevent finance costs; and that a line of credit could only be used if necessary.

It was further discussed that a selection for City and Law Enforcement facilities had not been made; that other options were being pursued for County parcels that had become available.

Solid Waste expenditures were discussed; that the proposed budget was \$853,300 with a decrease of 3.5%; that the \$49,000 for County administration of contracts was excluded; that it was proposed that the City could provide its own administration; that it was being studied whether DeBary could join with Volusia County and Deltona for residential enforcement; that Volusia County would continue enforcement for commercial collection; that Special Revenue from recycling customarily went to Park improvements; and that the contract would call for a 50/50 split of revenues. It was discussed that street lighting was proposed at \$277,770; that the reserve balance was \$219,000 for the next fiscal year in the event of increases; that it was required that approval of non-ad valorem tax assessment rolls was required by September 15, 2004.

It was discussed that the Public Works Road and Bridge included grading of Fort Florida Road; that residential construction in the area had prevented rebuilding the base; that flooding had become a recurring issue; that grading should be done twice per week; that part of the road was now paved; that drainage improvement was in the budget for that road; that the total would increase to \$40,000; that the open drainage ditches on the side caused washouts on the road that

grading would not resolve; that further recommendations should be brought back by City Staff; and that the \$80,000 in the budget was earmarked for drainage.

There was discussion of the total expenditures and revenues including carryover totaling \$12,083; that it was not clear where financed income was included; that it appeared that capital improvements could be funded while maintaining \$3 million in reserves; that it appeared that the debt service of \$100,000 could be removed from the budget; that Staff would review the budget figures; that it appeared that funding would not have to be financed at this time; and that various capital improvements might not be implemented in the coming fiscal year. There was further discussion of the figures in the Capital budget; that the acquisition of property was included in the figures as spread out over the five years; and that the expenditure was reflected in the budget but the loan amount did not appear to be reflected in the revenues.

It was discussed that beginning in Fiscal Year 2005-2006, capital improvement costs would be at \$3 million; that the funds would not have to be borrowed for the 2004-2005 Fiscal Year; and that the acquisition of property would become an asset for the City.

IV. Adjournment: The meeting adjourned at 9:35 PM.

**APPROVED October 6, 2004
CITY OF DeBARY
CITY COUNCIL**

Carmen Rosamonda, Mayor

ATTEST:

Maryann Courson, City Clerk