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CITY COMMISSION WORKSHOP
MINUTES
JULY 12, 2016

Mayor Williams called the meeting to order at 6:31 p.m.

Invocation by Chief Joel Decoursey

Pledge of Allegiance.

Roll Call: Mayor Byran Williams – Present
Vice Mayor Gloria James – Present
Commissioner Jason Evans – Arrived at
Commissioner Scott Jamison – Present
Commissioner Sue Weller – Present

Staff Present: Ed Booth, City Manager
Jenny L. Parham, City Clerk
Joel Decoursey, Police Chief
Antoine Sheppard, Police Lt.
Jennifer Stull, Finance Director
David Benton, Public Works Director
Robert Basford, Recreation Director

PRESENTATION OF PROPOSED FY 16/17 BUDGETS FOR THE FOLLOWING DEPARTMENTS:

Mr. Booth gave a brief overview of the proposed FY 16/17 Budget. Mr. Booth explained that their needs to be a resolution to increase the Solid Waste Fees for Commercial; we are currently paying more for Commercial Solid Waste pick-up than we charge the businesses.

Mr. Booth gives an overview of positions being added to this budget, as well as Capital Outlay items such as bunker gear and a bucket truck. He explained that in the budget there is a 3% increase for employees and \$5,000.00 increase for Department Heads. He also advised that it contains an increase for the commission as well.

Mr. Booth speaks of an impact that is not included in the budget, as it is something we were made aware of today. We may have to add a Storm Water Budget if the County Commission passes the

ordinance on Storm Water Retention.

Discussion on the Storm Water Program being proposed by the County.

Commissioner Jamison asked how we are projecting the Revenues with this budget. Mr. Booth stated they did not increase the revenues from this year.

Mr. Booth advised that we did not include in the budget the possible SAFER Grant funds that we may receive for the Fire Department.

CITY COMMISSION

Mr. Booth advised this budget includes the Mayor being increased to \$850 and Commissioners to \$800.00. He added that there was a decrease in the insurance rates.

Commissioner Jamison asked what line item they use for advertising or donation. He would like a separate line item for something like that. He feels that it is separate than operating.

Consensus to drop Operating \$1,000.00 and put a line item of \$2,000.00 for Public Relations.

CITY MANAGER

Mr. Booth advised this pretty much remained the same. There is an increase in the salary for the City Manager of \$5,000.00 and the Administrative Assistant position had to be increased to cover salary of the new staff person.

Commissioner Weller stated that the commission needs to decide before the budget is finalized what we are going to do with the City Manager. Commissioner Jamison stated we need to pad it a little bit so we are not having to take from somewhere else later.

Commissioner Weller stated that if you pad it then there is an expectation. She states that before the Budget is complete we need to have what we could negotiate for.

Consensus for Mayor to meet with Mr. Booth to discuss what we could negotiate for.

FINANCIAL SERVICES-ACCOUNTING

Mrs. Stull explained that there is a reduction in Regular Salaries as she mistakenly put the new position for the Utility Billing Specialist in Finance instead of Licensing and Billing where it should be.

CITY CLERK

Mr. Booth advised that there was an increase in regular salaries.

Commissioner Jamison asked what is the increase costs for Health Insurance. Mrs. Stull advised \$50.00 per person per month.

Mr. Booth advised that the Capital Outlay is for a sound system for the commission room.

HUMAN RESOURCES

Mrs. Parham advised that the titles are incorrect they should be Personnel Director and Assistant Personnel Director, not City Clerk and Assistant City Clerk.

Commissioner Weller asked where the amount for doing a study for job descriptions is located. Mrs. Parham advised it is not in the budget this year. Commissioner Weller stated we need to have professional job descriptions. She states we need to have a line item for this. Commissioner Weller would like a company to come and do this.

Consensus to add a line item of \$10,000.00 for job descriptions.

IT

Mrs. Stull stated we may be able to go to a set contract now that we are stable. Mr. Booth advised then we may need to go out for bid.

Mrs. Stull gave an overview of the Capital Outlay items for IT.

CITY ATTORNEY

Commissioner Weller stated the contract we are currently working, under their hourly rate can go up. She states that she would like to feel comfortable that this will not happen.

Discussion on non-routine legal fees.

Commissioner Weller asked where the deductible for claims against the insurance is located. Mrs. Stull advised there is \$10,000.00, which is for one deductible.

Consensus is to increase the amount to \$20,000.00.

PLANNING, DEVELOPMENT & CODES

Mr. Booth advised there will be an additional half time position that will assist with this department and then the half time for this person will be charged to the Fire Department and this person will work with both departments.

Mr. Booth advised that in the past we would fund part of this department with the General Fund. He states that now with the Maximus Study and the increase in building we are no longer funding any of this department from the General Fund.

LICENSING & BILLING

Mr. Booth advised that this budget has the new position of the Utility Billing Specialist.

Mrs. Stull advised that the Operating Supplies increased for postage, with the mailing of the larger bills.

PARKS & RECREATION

Mr. Booth advised that there is an increase for the Director. Mrs. Stull advised that the Public Works Secretary will also be working to help the Director with paperwork, so part of that salary comes from this department.

Mrs. Stull advised that there is an increase in insurance. She added that the insurance company came in and did a study and found that we had a lot of things under or not insured.

Commissioner Weller asked how this budget addresses the issues brought forward by the Parks and Recreation Board.

Commissioner Weller asked about the lights at the parks and the utility expenses. Mr. Booth advised that he does not completely believe we should leave the park lights on all the time. He states that they did increase some. He states if there is to be practices that the Director should have a schedule and have them on for those.

Mayor Williams stated the maintenance of the parks is ridiculous. He states that Walter Howard Park is neglected. He stated that the toys need pressure washing. Mr. Booth advised we have grants to improve.

Commissioner Jamison stated if we are going to provide the parks we need to make sure it is functioning, or shut it down. Mr. Booth stated that then we need to increase the maintenance.

Commissioner Weller advised that Civic Organizations are willing to help with those kind of things.

Ross Ambrose, Chair Parks and Recreation, states that in the five-year plan there is not staff time built in for staff to build guidelines for the Parks; such as how to become a coach and policies on this. He states that the Recreation Director advised that this is an exposure issue. He states that Parks and Recreation should not be a luxury. He speaks of the need to take care of our facilities.

Commissioner Jamison asked if we have done an inventory, that way we know what needs to be done and we can estimate a maintenance cost.

Mr. Booth advised that he and Mr. Benton, Public Works Director, will go around to the parks and assess them.

Commissioner Jamison asked if there is a way that once a month an employee can do a site assessment for the parks.

Robert Basford stated once he is certified he can check the playgrounds.

Commissioner Weller advised that just adds more to one person. She states she would like to see a budget come back with a part time person to assess the maintenance of the parks.

Mr. Booth advised that he and Mr. Benton will go around and see if the equipment may be unsafe.

Commissioner Jamison states he can get the check list they use at the School Board of Alachua County to make sure it is functional or if it needs to be cleaned.

Ross Ambrose stated that once you have a checklist, then when does it get the maintenance.

CIVIC CENTER

Mr. Booth advised that this budget has pretty much remained the same.

DAYCARE

Mr. Booth advise that this budget also pretty much remained the same.

Commissioner Weller asked if the fascia that was rotting has been repaired. Mr. Booth advised that he will check on this.

FARMER'S MARKET

Mr. Booth advised this is a pass through account.

POLICE

Mrs. Stull advised that they moved an officer position to a Sgt. Position. Mrs. Stull advised that the department has savings for this year and they will be paying off their car loans, so there is a reduction in the Debit Services.

Mr. Booth advised that there are some cars that need to be retired.

Mayor Williams asked what year is the oldest car we have. Chief Decoursey advised a 2003.

Mr. Booth advised that with the officers having take-home cares the officer do a better job maintaining them.

COMMUNICATIONS

Mr. Booth advised that the Contractual Services has reduced due to the calls being decreased. Mr. Booth advised the current administration has reduced the calls, as the officers are not required to call in every time they are getting in and out of the cars. Chief Decoursey states that they have limited the calls from officers, they are not required to call when on routine patrol, as in the past.

PUBLIC WORKS

FACILITIES

Mr. Booth advised that there is an increase in the salaries as in other departments.

CEMETARY

Mr. Booth advised that there is the 3% increase for the salaries. He states that we are possibly looking to put someone in this department fulltime to not only mow but also limb cutting and such.

ROADS & STREETS

Mr. Booth advised that there is increase in the salaries.

Commissioner Weller asked about the increase in contractual services. Mrs. Stull advised that it was not previously annualized, and now it is.

Commissioner Weller asked about Repair and Maintenance. Mr. Benton advised that this is for patching and millings for some side roads.

Mr. Booth advised that we will purchase a bucket truck out of this budget.

Mr. Benton advised that Road and Sidewalk Repair is for when a water line breaks and we have to repair sidewalks and for the purchasing of lime rock.

Commissioner James asked that in the contract for the Water Project are they responsible for the repair of the roads. Mr. Booth advised that they will repair. Mr. Benton advised it is one of the last things that they will do.

Motion Commissioner Jamison to adjourn.

Second Vice Mayor James.

Mayor Williams adjourned the meeting at 8:14p.m.