

23718 W US HWY 27
High Springs, Florida 32643



Telephone: (386) 454-1416
Facsimile: (386) 454-2126
Web: www.highsprings.us

CITY COMMISSION BUDGET WORKSHOP
MINUTES
AUGUST 21, 2018

Mayor Jamison called the meeting to order at 6:32 p.m.

Invocation By: Commissioner Byran Williams

Pledge of Allegiance.

Roll Call: Mayor Scott Jamison – Present
Vice Mayor Linda Jones– Present
Commissioner Byran Williams- Present
Commissioner Gloria James –Absent
Commissioner Nancy Lavin – Present

Staff Present:
Jenny Parham, City Clerk
Angela Stone Assistant City Clerk
Jennifer Stull, Finance Director
David Benton, Public Works Director
Rodney Hoffman, Public Works Supervisor
Kristina Wright, CRA Director
J.C. Lazo,

PRESENTATION OF PROPOSED FY 18/19 BUDGETS FOR THE FOLLOWING DEPARTMENTS:

CRA

Kristina Wright CRA Director gave an overview of the CRA Budget.

Commissioner Lavin stated that we need to have in this budget the lease money that will be collected for the use of the building purchased with CRA Funds. Mrs. Stull advised that CRA Director Wright brought this to their attention this morning. She advises that a lease will be drawn up by the Attorney's Office.

Commissioner Lavin stated that she has contacted a realtor that will give us the local commercial rental rate. Mrs. Stull states that she has a few things regarding utilities that she has to look into.

WORKSHOP MINUTES

AUGUST 21, 2018

PAGE 2 OF 4

Mayor Jamison asked for explanation on the Workforce and Affordable Housing.

CRA Director Wright states they are looking to partner with the Community Land Trust Group and other agencies within the County.

Commissioner Lavin stated that in speaking to Alachua County Commissioner Hutchinson about the Outreach Program, he mentioned that there is County funding available.

FARMER'S MARKET

CRA Director Wright stated that there is not much change.

Commissioner Lavin stated that it appears we have cut the hours of the Farmer's Market Manager. She questioned the promotional advertisement funds not really being used; what happens to this money if it is not used. Mrs. Stull states we have grant funds that have been used for these type of things. She adds that the budgeted amount, if not used, stays within the Farmer's Market.

FIRE

Chief Gillingham advised that there should be 9 full time positions reflected and 0 part-time, the money is correct just the identified number of employees is incorrect. He states that this budget is with BLS services, but with the additional Full-Time employees. He states that we ran into a little bit of a brick wall with the County in regards to the ALS, but Mr. Booth is working with them to get this rectified. He adds that while that is going on, we thought that it was best to present the budget with the BLS services, and then we can come back if we can get things worked out mid-year with the County.

Mr. Booth advised that we are working with the County on the ALS. He states that everyone agrees that it is a good idea, but they were talking 19/20 and we were thinking 18/19.

Mayor Jamison asked about overtime. Chief Gillingham explains built in overtime and regular overtime.

Mayor Jamison asked about the hiring process. Chief Gillingham stated it has been posted in house and goes in the paper Thursday. He states that the full-time people should be on board by the end of October.

CEMETERY

Mrs. Stull states this is for the selling of the cemetery lots. She states there is a transfer to the General Fund for the administration work.

Jenny Parham, City Clerk, states expansion of the cemetery would be hard because the land we have has high rocks and large trees and would be costly to make the land available and usable for burials.

Mayor Jamison asked, if we run out of spaces to sell, how do we pay for the maintenance. Mrs. Stull states that it would come from fund balance; but there is also an ordinance that states we have to maintain a certain fund balance.

WORKSHOP MINUTES
AUGUST 21, 2018
PAGE 3 OF 4
IMPACT FEE

Mrs. Stull states we are looking to have quite a few connections for the coming year. She states that the contingency will be used towards the bond payment, which you will see in the sewer budget.

PUBLIC WORKS

1) WATER

Mrs. Stull stated they have bumped up some of the revenue.

Mrs. Stull stated that, in the past, operating supplies included all the testing that has to be done on the water. She adds that in this budget we have separated out those charges to a separate line item; this is so citizens can see we are doing all the testing. She states there is no transfer to the sewer fund. She adds that there is \$149,000.00 in contingency. She speaks of getting in the new meters to help with revenues by having working meters.

Commissioner Lavin asked how many meters do we currently have to replace. Mrs. Stull stated 900 of the manual reads and another 500 old radio reads. Rodney Hoffman, Public Works Supervisor, states that meters start to not work about every five years, but we stay on top of meters that seem to not be working. Mr. Hoffman stated that the new meters are easier to use, requires less training.

Commissioner Lavin asked if the meters get replaced with the water line project. Mrs. Stull replied that they do not.

Mr. Hoffman stated they just had their three year inspection by DEP today, and there were no discrepancies.

2) SEWER

Mrs. Stull states you will see the transfer in from the Impact Fees; she explains that we can pay the 2009 bond payment with impact fees. Mayor Jamison asked what the bond was paid with before. Mrs. Stull stated water fund transfer and general fund transfer.

Mrs. Stull stated that we bumped up the revenues because we have Camp Kulaqua connected, but we were still conservative on the revenues until we get others on line.

Mrs. Stull stated that the connections went down because the grant is paying for those.

Mayor Jamison asked about Sewer Repairs. J.C. Lazo, Sewer Department, states repairs are different depending on the damage. He speaks of citizens putting rags into the grinder system and how damaging that is to the grinder pump.

Mrs. Stull stated that the sewer has \$170,000 in contingency.

3) SOLID WASTE

WORKSHOP MINUTES

AUGUST 21, 2018

PAGE 4 OF 4

Mrs. Stull stated we have more customers and we had a commercial increase that is annualized in this budget. She states that the staffing pattern is the same. She states WCA will be coming to the first meeting in September regarding their contract. She said one thing she and Mr. Booth would like to add to the new contract is a penalty if the company does not pick up on time. She stated we have not had to raise residential rates in six or seven years.

Mayor Jamison asked if we identify homes that are not paying for garbage service. Mrs. Stull replied that we do; it is a continual quarterly process.

Mrs. Stull stated one other thing we would like to add to the contract is, that if there is an issue with something set out to be picked up, the company needs to tag it and let us know it is out of compliance, so we can contact the account holder. She adds that if the company does not notify us of the non-compliance the company will receive a penalty.

Commissioner Lavin spoke about Commercial Pick-Up and Commercial Accounts not being able to have recycle and yard debris (like hedge cuttings) pick up.

Mrs. Stull states that at the September 13th meeting the Commission will have all the changes to the budget discussed.

Commissioner Lavin asked about the Parks position discussed the last budget workshop. Mrs. Stull stated that we would get the Parks and Recreation Director administrative help when he needs it for projects. Mr. Booth adds that we will use someone from another department to assist him with the project until it is completed.

Mayor Jamison stated we need to make sure Mr. Basford, Parks and Recreation Director, is okay with that. He adds that if we hit a bump in the road we need to have a contingency in place for that.

Motion Commissioner Lavin to adjourn.

Mayor Jamison adjourned the meeting at 7:35 p.m.