

**TOWN OF GRANT-VALKARIA, FLORIDA
TOWN COUNCIL WORKSHOP MEETING
WEDNESDAY, JULY 21, 2010 AT 7:00 P.M.
TOWN HALL BUILDING, 4240 HIGHWAY US1, GRANT VALKARIA, FL 32949**

The Town Council Workshop Meeting of July 21, 2010 was called to order at 7:00 p.m. by Mayor Yonts, followed by the Pledge of Allegiance led by Council Member DeMott, and roll call to the Council Members with the following present:

Mayor – Del Yonts	Town Administrator Richard Hood
Seat No. 1 – Joe Hackford	Town Clerk Susanne Krueger
Seat No. 2 – Lisette Kolar	
Seat No. 3 – Pat Bryan	
Seat No. 4 – Jason Mahaney	
Seat No. 5 – Dan Faden	
Seat No. 6 – Cathy DeMott	

WORKSHOP ITEM

1) Discussion Of Fiscal Year 2010/2011 Budget

Vice Mayor Kolar stated that she would like Council to think of long-term goals like town hall, resurfacing Old Dixie Highway, and radios, and also setting money aside for matching grants when reviewing the budget. Town Administrator Hood stated that the budget follows the five-year plan, is in sound financial condition, and although he is not promoting using reserves the town has one full year of revenues in reserves. Mr. Hood stated that Council needs to decide how much they would like to maintain in reserves; the \$1 million in impact fees is not in the budget due to uncertainty if we will receive it, but if we do it will be put in a special account and can only be used for designated purposes like trails, bike paths, etc. and Council can have a meeting about that later in the year. Denni Burr stated she would like some money put aside for matching grants to improve business faces and signs.

Town Administrator Hood proceeded to briefly review the revenue section of the proposed budget with the following comments:

- **TAXES**
 - Budget will use the same 1.0 millage as last year and not increase millage though some may get a reduction in their taxes because of the decrease of property values
 - This year the town has lost \$50 million in property values thus decreasing the anticipated revenue by \$50,000
 - Total expected revenues from taxes will be decreased
- **LICENSES AND PERMITS**
 - No change in expected revenues from last year
- **STATE SHARED REVENUES**
 - Nothing budgeted
- **INTERGOVERNMENTAL REVENUE**
 - Will be receiving the municipal revenue sharing and 1/2 cent sales tax from the state this year – last year the town did not receive these monies from the state
- **SERVICE CHARGES**
 - Increase over last year due to zoning review fees for permits

- FINES AND FORFEITURES
 - Slight increase over last year due the town receiving monies from tickets issued within town limits
- MISCELLANEOUS REVENUES
 - Actual amount received this year is substantially higher than budgeted due to Waste Management reimbursed the town for administrative fees and county charges for placing garbage pickup on the tax bill
 - This year will be slightly more than was budgeted for last year
- PHYSICAL ENVIRONMENT
 - Anticipated decrease in revenue next year from garbage/solid waste
 - Whatever revenues received from garbage/solid waste are sent to Waste Management
- Grand Total of anticipated revenues for fiscal year 2010/2011 will be \$1,658,687 which is a 13.09% increase over last year's revenue, mostly from municipal revenue sharing and 1/2 cent sales tax from the state

Town Administrator Hood proceeded to briefly review the expenditure section of the proposed budget with the following comments:

- LEGISLATIVE
 - No change over last year in anticipated expenditures
- EXECUTIVE
 - Town Administrator salary is budgeted for a 0-6% possible merit increase on hire date anniversary
 - Town Clerk salary – after researching the Florida League of Cities salary survey he determined that Town Clerk Krueger was brought in at a wrong salary scale; with her experience she should be at \$55,000 with a 0-6% possible merit increase on hire date anniversary
 - Administrative Assistant salary – currently at part time at \$13.25 per hour; after researching the Florida League of Cities salary survey he determined that if this position was full time it should be at \$15.00 per hour with a 0-6% possible merit increase on hire date anniversary
 - Mayor Yonts expressed he had a problem with giving step increase and merit in the same 12 months; inquired if we have the money in this year's budget do we want to go ahead and give it now. Town Administrator Hood responded that budget-wise it is affordable this year. Council Member Mahaney stated that if we are putting the administrative assistant position full time we have a need now, so then we should bring her onto full time when she is available; he is in agreement with the increase and then the merit on her hire date anniversary. Denni Burr inquired if the salary survey was from comparable cities and if Mr. Hood could justify the increases. Town Administrator Hood responded that he checked each position and population base and that the town clerk is being paid at the very bottom at entry level salary; he stated that it is his job to bring to Council's attention what is not factored into her salary. It was Council consensus to bring Town Clerk and Administrative Assistant salary up this current fiscal year and include 0-6% possible merit increase in next year's budget. It was also Council consensus to bring line item transfers to accomplish this back for Council approval. Town Administrator Hood stated that when the administrative

assistant position goes full time staff will take over the newsletter, website, Grant-Valkaria Day, and Christmas tree lighting.

- FINANCIAL MANAGEMENT
 - Leave money in for accountant to review on a quarterly basis
- LEGAL COUNSEL
 - Slight reduction due to not needing Town Attorney as much as expected.
- COMPREHENSIVE PLANNING
 - Comprehensive plan almost completed; will soon be having public hearing transmittal
- OTHER GENERAL GOVERNMENT SERVICES
 - Anticipates 4 newsletters per year commencing on January 1st ; it was Council consensus that if there is money in this year budget to go ahead and purchase a microphone system for meetings; it was Council consensus to have staff purchase accounting software with training and a new server this fiscal year and have Town Administrator Hood come back for Council approval for line item transfers
- PROTECTIVE INSPECTIONS
 - The town provides the code enforcement officer with a cell phone and after reviewing his travel history over the past several years he has been averaging about \$80 per month for mileage; therefore, Mr. Hood proposes to give code enforcement officer an \$80.00 per month vehicle allowance rather than keeping exact mileage. It was Council consensus to agree with the \$80.00 per month vehicle allowance with the condition that if code enforcement calls decrease so will his stipend.
- EMERGENCY/DISASTER RELIEF SERVICES
 - George Wolfe will be getting him some information regarding obtaining 3 to 4 walkie-talkies.
- SOLID WASTE COLLECTION
 - Amount actually collected for solid waste was less than what was budgeted for this fiscal year; therefore, this next fiscal year will be budgeted for less.
- FLOOD CONTROL/STORMWATER MANAGEMENT
 - Proposing to budget \$100,000 towards the master stormwater plan
- ROAD AND STREET FACILITIES
 - Most of the road and street budget is the same as this fiscal year with the exception of street improvements which will be decreased because we have no railroad crossings to have maintenance by Florida East Coast Railways.
- RECREATION/BEAUTIFICATION
 - Keeping the budgeted amounts the same as last year.

Town Administrator Hood stated that the total amount of expenditures for the new fiscal year is 5% less than this current fiscal year; as of the end of May there is about \$952,468 in unencumbered funds; he would like Town Council to discuss how to spend or budget the unencumbered funds on certain projects at the last meeting in August; he would like Town Council to make a determination as to what amount they wish to have in reserves but suggested at a minimum they should have \$500,000 which is one-half of the fiscal year budget.

Mayor Yonts stated that he has received a letter from Alf Strandgard resigning from the Planning and Zoning Board/Local Planning Agency as Alternate Member #1 and read his letter for the record. Mayor Yonts requested staff notify past applicants and residents of the opening, and that Council look at a method of when alternate members votes and in what sequence.

Mayor Yonts requested staff check into how the City of Melbourne paved Strawbridge Avenue with stimulus money.

Town Administrator Hood stated that road improvements at a pipe crossing on Grant Road and one on Old Dixie Highway are scheduled for this fiscal year; finally obtained the name from Ranger regarding their portion of the railroad spur; a warning letter was sent to the mowing contractor regarding poor work performance.

Royce Stifflemire stated that according to Sheriff Jack Parker the Brevard County Sheriff's Department will lose 31 Deputies using the current MSTU, according to the comprehensive plan they are 70 Deputies short and he is recommending everyone email the County Commissioners to raise the MSTU at their meeting tomorrow night.

Motions by Council Member Bryan, second by Council Member Hackford, and vote unanimous to adjourn the meeting at 10:00 p.m.

(signature on file)

Del Yonts, Mayor

ATTEST:

(signature on file)

Susanne R. Krueger, Town Clerk