

**MALABAR TOWN COUNCIL WORKSHOP MEETING  
AUGUST 3, 2005                      7:00 PM**

This meeting of the Malabar Town Council was held at Town Hall at 2725 Malabar Road. The meeting was called to order at 7:45 pm by the Chair, Bobbi Moccia. The prayer and pledge were led by Frank Hickson.

**ROLL CALL:** MAYOR/VICE-CHAIR  
CHAIR:  
COUNCIL MEMBERS:

TOM ESCHENBERG  
BOBBI MOCCIA  
FRANK HICKSON  
BRIAN VAIL  
STEVE RIVET, excused  
PAT DEZMAN  
ED BOOTH  
DEBBY FRANKLIN

ADMINISTRATOR:  
RECORDING SECRETARY:

**DISCUSSION OF THE BUDGET FOR 2005/2006 FISCAL YEAR:**

Town Administrator Ed Booth presented brief overview of proposed budget. The overhead and the handouts do not reflect the current budget adjustment Council recently adopted. He asked Council to look at what was budgeted in 04/05 and what is proposed for 05/06. Roads, ditches, drainage, and the park have all increased in this proposed budget without growing the bureaucracy. Except in the building department. All of its money must stay there. It must support itself with the permit fees and it will with all the growth. The fire department has not experienced real budgeting. If there is a new need identified, then fire department comes to Council and they will approve or disapprove it and an amendment may be needed to the budget.

He showed an overhead of the DR420 Council approved last Monday. Malabar will be lowering its millage even at the 9.99 and reducing taxes. The County will also have to do this. The SOH clause protects current property owners from increased taxes. They can only be increased to a max of 3% (until the property sells).

TA Booth then went over the revenues. The ad valorem we have this year (04/05) has exceeded what we budgeted. He likes to be conservative on his revenues. Mobile home tax was changed to 1700. 17K was a typo. CM Vail asked about the low proposed local option revenue. We are still contesting it. We are going to calculate our population the same as Palm Bay – number of homes times the national average. (Note: We contacted the Bureau of Economic Development at the UF that establishes municipalities populations for the state revenue sharing and got their formula and will be testing that in mid August when the new figures come out.)

Subdivisions and developments will easily reach 3K. The HUD grant is still in process. The first responder is to service the low-income area. The grant is tied to low income. What is it? It is a response vehicle that can save lives because it does EMS and respond quickly to fires. It may be able to handle the situation and not require all the big equipment. The Blight study inadvertently helped with this.

Part of the money from recreational fees will pay for security cameras. He has already purchased signs and some cameras. Next week there will be a deputy there. We will do a contract tomorrow with the Brevard County Sheriff's Office. He is an off-duty deputy with a

vehicle at \$25.00 per hour for four hours. We will use the deputy for two weeks and then we will look at the need. We may need them at other areas or other times. They will be flexible with us. CM Dezman asked about the cameras. Is it on tape? It could be on DVD. Is it continuous or does it record in blocks? Depends on how it is set up. It could be set up to take shots every two seconds for instance. When is it recorded over? It is not. It will be filmed at the park and recorded at the Fire Department. Someone will have to review the tape. Chair Moccia brought the Council back to the budget.

Sales of surplus equipment. PW has a long list of vehicles and miscellaneous stuff to get rid of. We will sell only one dome at this time. Figure in budget does not include the trailer. We have to keep it until November. There are many people interested in it. Chair Moccia asked if we should add that amount to budget. TA Booth said we like to be conservative. The bottom line is we are going to be doing very well. The 04/05 revenues included a lot of grant money and so it does not truly reflect the real dollars.

TA Booth reiterated what the Mayor had stated about administrative costs. That is a municipality should not go over 35% of its budget in salaries and we are well below that threshold.

He talked about the amount budgeted per his contract for his supplemental insurance. He has USAA insurance and it is very good. He may not even need this.

The Clerk budget is broken out – it is more than enough for one position – but not enough to pay for two fulltime positions. CM Dezman asked about the two jobs – should Council consider funding for two fulltime positions? The Mayor asked secretary what the break down was between finance and Clerk duties. Franklin stated it was 60% finance and 40% Clerk at this time. That changes at certain times. During elections, there is more involved on the Clerk side. During budget periods, more finance. CM Dezman asked if Franklin really wanted to go back to the Building Department. Franklin stated that she felt she could best serve the citizens in that department. She was originally asked to go back there to fill in during Danielle's maternity leave because she was the most knowledgeable. She has a great working relationship with the Building Official and can answer most citizens questions about land use and zoning and feel assured that they leave with the correct information. We had gone through a period for about two or three years when we had much employee turnover in that department and some of the repercussions of that are still being discovered. CM Dezman asked if Franklin was a chief and not an indian? Absolutely not. We are all workers here. There are no slackers. Everyone works and cross works. We all do what it takes to get the job done. Franklin has enjoyed working up front, is well versed and had been the Deputy Clerk.

Mayor asked about what would happen in October? Franklin will only be gone for three weeks and staff will handle the day to day operations. Franklin explained that Cindy is taking online accounting and showing us her grades and is doing very well. She has attended the Florida Association of City Clerks Annual Conference in June and is signed up to start her formal Municipal Clerk certification in October. It is a three-year process. We have enrolled her as a member of the Brevard County Clerk's Association (BCCA), the Florida Association of City Clerks (FACC) and the International Institute of Municipal Clerks (IIMC). Cindi is thankful for the opportunity that the Town Council has given her. She has ambition and is willing and ready to take on new tasks. She is working with Franklin on preparing the election packages and is getting a lot of hands-on education. There is much to learn in how to deal with the public, the media, public records, sunshine law

requirements, etc. Franklin desires to continue her education as well; both in maintaining her certification as Certified Municipal Clerk (CMC) and in the Building Department. It is important that the Town support these educational pursuits. Rose Futch is going through certifications in the Building Department and will be going to classes on Code Enforcement. Right now there is no back up for Franklin. Mayor stated it was fortunate that she could step in when Susan Kabana took leave. Franklin needs a back up. TA Booth is working on that. He will be meeting with Kabana next week to discuss this situation. He doesn't want to extend any offer until he has spoken to her. Franklin may be able to fill the Clerk position and her position in the Building Department. Back to the budget. TA Booth proposes no additional people in the administrative department. Council concurs to leave the Clerk/Treasurer figures as presented.

Miscellaneous general revenue expenses. Eagle Corp is a very important organization. Their presence helps keep the crime rate down. The Blight Study showed an increase, but if you look at the details a lot of those offenses were from DUIs and those types of crimes. TA Booth attributes the low crime rate in Malabar to the Eagle Corps presence in driving around. He wants to get them a police type car. That is the 11,500K. They will then have two vehicles on the road. He is buying a command vehicle under the State program in Tampa. He is going to upgrade them. They no longer close the parks. He has hired someone to close parks and bathrooms.

Code Enforcement is 9K to pay part of Rose's salary.

Park expenses have gone up considerably. However, the park is being used. We also have been approached by blue grass musicians to play at trailhead. It will be very nice. CM Vail said maybe the park board would be interested in building a larger pavilion with an elevated area for a sound stage.

The Christmas revenue is to buy another four foot section for the tree, until we get to 35'. There is money for the slide, the shed and the bridge for the butterfly park. The chemicals are needed to maintain the grounds. Much of what Park Chair Kemmler wants cannot be executed within this year. Cameron Preserve is listed because he sends in the chipper to clear trails.

Mayor asked about the 6K for computer hardware. A lot of that will get PW online with our server. CM Dezman asked how many computer had Windows XP. Franklin responded that three of them did. CM Dezman said the new computers should go into this building and these computers should go to PW. They have already been tested and proved to work with the server.

Legal expenses. Gentile issue will come out of general fund. Increase legal to 40K.

14K in beautification. That was supposed to pay Brad Smith. TA Booth said it then changed to 65K when Smith said it couldn't be funded at 100%. He told Smith to put it on hold. CM Kickson has told him that other communities get 100% funding. He is going to relay that to Smith. Take the 10K from beautification and put it towards legal. We will leave 4K for the butterfly park.

Mayor asked if the 12K in code enf pays for Rose, isn't she paid under building dept. It could be considered extra. CM Dezman would like to see all salaries together. 7500 is going into reserves. The 12K listed in code enforcement will be moved to administrative

salaries. CM Dezman asked about the MSTU discussed Monday night. There is not a drop-dead date. The sheriff will be at the next council meeting. The sheriff agreed that if we did the MSTU for the redevelopment area we could then do an agreement for the balance of the Town. CM Dezman thought we need to look at putting money aside for a study. TA Booth explained he has run a police department. He will put a study together and have the police chief of Melbourne Beach review it. In addition, ex council member Rossman can also be asked to review it. CM Vail said the informal study would be done. It will cost Council two dinners for Melbourne Beach Police Chief and his wife.

Building Department: Building Official salary is quite a bargain. The part time inspector will be working three days soon.

We will adjust Rose Futch's building department salary and code enforcement.

The impact fees on transportation come back to Malabar. It has been increased from 1300 to 4400.

Engineer has gone up but his fees are paid for in part by applicants doing roads, culverts, subdivision, developments, etc. Some of the drainage work he is doing will be paid from the stormwater fund 105.

CM Dezman asked about Planner. Should an amount be added? They can discuss that at next council meeting.

Public Works Department. TA Booth showed his manpower break down. A copy was not in their packets. It is only on the overhead. His grader operator is the PW director. Chair Moccia said he is not capable of operating as the director. TA Booth is going to train Beatty on how to identify what the needs are, to schedule, get resources, and do it.

Everyone is going to operate a piece of equipment. In addition, he is going to do training. PW needs to clean ditches, fix roads and mow. And not do the other stuff. We are doing job descriptions. TA Booth will be working more over there. CM Dezman asked if Booth was ok with Beatty. Yes, he needs to stay focused. His intentions are admirable but he will be trained. Booth has been busy with the FD and has given Carl a lot of leeway and now he is going to train him. It is his responsibility to do this. If it doesn't work he will report to Council.

Then TA Booth showed the PW salaries for seven fulltime plus part-time employees.

We are using the surveyor a lot. He needs to be increased to 3500. Reduce to 6500 the amount to reserves.

Re: the RR crossing. He meets all the requirements and is giving the 73K bill to FEMA for hurricane related expense. It is possible that the 21K may be going away. Then it will go into the town hall fund.

The spraying of ditches will be done. The road paving will be in Fund 107 with the impact fees. The street/culvert fund has dramatically increased because they will be rebuilding all the roads. He has located some material and the first street that will be done is Glatter.

The mower is old and broken again. The state bid price is 73K. We have a number of different heads. However, they are difficult to change out. This will be used to mow the row only. When we get the new mower this one will go to them for refurbish.

#### Fire Department

Newest piece of equip will replace this (showed overhead of vehicle). This vehicle had a fire inside. They will find a suitable new vehicle under state bid. The place has been cleaned up and looks like a FD. At the meeting with the County the Fire Chief said our Fire Department was under a red flag. Since we have made changes in the last two months, they are pleased and are no longer watching us. They had considered taking that FD over.

FUND 103 has become the springiest fund. They have lots of t-shirts.

FUND 104 is FRDAP grant money. We are completing the current grant and have budgeted no money for next fiscal year.

FUND 105 stormwater – we are doing projects using this money. FEMA is also reopening Corey Road project and FEMA may pay for some of this. Mayor questioned the 20% administrative fee to collect stormwater monies. When was that sold to council? Check records.

#### FUND 400

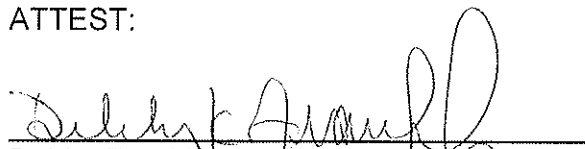
He has added funds for repairs when we have to subcontract out repairs to the lift station.

#### Adjournment

There being no further discussion on the 2005/2006 budget the Chair adjourned without objections at 10:00 pm

BY:   
Chair Bobbi Moccia

ATTEST:

  
Debby Franklin, Recording Secretary

DATE: 8/15/05