

BOARD OF COUNTY COMMISSIONERS

May 27, 2009

A meeting was held at the Murdock Administration Complex in Room 119, Port Charlotte, Florida.

Members present were: Chairman Duffy, Commissioner Loftus, Commissioner Starr, Commissioner Cummings, Commissioner Skidmore, County Administrator Baltz, County Attorney Knowlton, Minutes Supervisor Nice. The following members were absent: None

The workshop was called to order at **1:30 PM** followed by the Pledge of Allegiance.

County Administrator Baltz summarized the importance of the budget review stating this budget has been worked on for a number of weeks and matters to a lot of people; the Board has the discretion to reject or accept the proposals; many reductions are being done to achieve our budget goals for the BCC side of the operations and Parks and Recreation is an important aspect of our county operations in regards to the public use.

1. Review Performance Budgets - Kelly Shoemaker and Ray Sandrock

a. Parks, Recreation and Cultural Resources

Ms. Shoemaker stated this is one of the last budget workshops on departmental reviews; some full time positions have been converted to part time positions; 31 proposed reductions for Board direction; and a slide presentation on Core Service #1 and Mission Statement. County Budget Officer Sandrock continued slide presentation with Parks Support Service and linkage to strategic goals; the support Service has 37 FTEs all funding from general revenue with total budgeted expenditures of \$4,595,552; reviewed park mode definitions one through six as indicated on slide. **Commissioner Skidmore** questioned intermixing modes to provide additional service times in some areas and reduction in others. Mr. Sandrock indicated the park modes reflects timeline changes. Mr. Baltz referenced page 7 of the Summary which lists all parks and changes with reductions

from FY06-07 to recommended reduction for FY09-10 and flexibility in mode changes is an option. Ms. Shoemaker stated allowing for each park to be reviewed on an individual basis. Mr. Sandrock reviewed Results A through C and time allocations of which Result B (Park Planning, Design, Public Input, Construction and Administration) is critical.

Ms. Shoemaker explained Core Service #2 for Recreation/Athletics; description and linkage to strategic goals; there are 64 FTEs; the general review and expenditures total \$5,715,351; Results A through E. Mr. Sandrock commented on Core Service #3 for Cultural Resources including the description and linkage to strategic goals; there are 35.5 FTEs; the general revenues total \$3,955,822 while expenditures are \$3,950,396; and reviewed Results A and B. Ms. Shoemaker advised Core Service #4 deals with the Charlotte Harbor Event and Conference Center description and linkage to strategic goals; there are 17 FTEs; general revenues and expenditures total \$1,138,428 and Results A and B that are both critical to the facility's operation and management. **Chairman Duffy** requested the number of events held at the facility. Ms. Shoemaker offered to provide the information.

Mr. Sandrock commented on the Charlotte Sports Park Core Service #5 including the description and linkage to strategic goals; 11.8 FTEs exist; revenues and expenditures total \$996,903; reviewed Results A through C that are all local mandates; and provided some statistics regarding seat sales revenues and attendance at Devil Ray's and Stone Crab games.

Ms. Shoemaker continued the slide presentation with reductions including those from last fiscal year and balancing while reducing and eliminating services in conjunction with the needs of community organizations as well as additional revenue generation and efficiencies. Ms. Shoemaker reported staffing levels have reduced from 214 positions (168 full time and 46 part time) in October 2007 to 174.5 positions (110 full time and 86 part time) in October 2008 and 174.5 positions (112 full time and 83 part time) in May 2009. Ms. Shoemaker reviewed proposed changes including new, reduced, and converted positions exclusive of seasonal positions. **Commissioner Skidmore** questioned the addition of three administrative assistants in Business Services. Ms. Shoemaker recalled the assistants were

assigned to specific individuals and now they would be consolidated and assigned tasks as needed and pointed out the possibility of reclassifying some positions in conjunction with Human Services. **Commissioner Loftus** commented on the need for more cuts at the top end e.g. historical supervisor. Ms. Shoemaker explained some catch up is still in the process for reclassifying positions. **Commissioner Skidmore** stated he was not necessarily looking to eliminate the administrative assistants and expressed concern about managers, supervisors over one individual, and noted the reduction of only one supervisor and mail courier. Ms. Shoemaker recalled two manager positions have been eliminated. **Commissioner Skidmore** commented on overlapping of responsibilities with other departments e.g. equipment operators, maintenance staff and suggested streamlining the positions with Facilities and Public Works. Mr. Shoemaker indicated Budget staff are reviewing Public Works and Facilities custodial services and the public's level of expectation for certain services. **Commissioner Loftus** commented on the common mowing and suggested looking at out sourcing. **Chairman Duffy** recalled the contracting out of mulching for all County buildings for a \$100,000 savings. **Chairman Duffy** requested clarification of accounting specialists in Business Services and questions moving Business Services to another area. Ms. Shoemaker explained the importance of maintaining budgeting within the department at this time instead of the Fiscal Services Department. **Chairman Duffy** commented on human service positions in several departments and questioned the number of volunteers. Ms. Shoemaker offered to provide the information; commented on the Marketing Coordinator position; life guards are mostly part time; and reported on the two positions transferred to Environmental Services. **Commissioner Loftus** requested the number of volunteers in the Libraries utilized at the main desk. Angie Patterson estimated 10 hours of volunteer time and stated volunteer job descriptions are constantly reviewed.

Mr. Sandrock enumerated the 31 recommended reductions paralleled on slides and packet information for a total value of \$1,444,971 or 11.9%.

Mr. Baltz stated recommendation #6 is to stop maintenance on 16 parks that are scattered geographically throughout the County. Ms. Shoemaker enumerated the parks. **Commissioner Skidmore** questioned if maintenance would be stopped completely. Ms.

Shoemaker stated all of the parks except the one over the bridge to Highland Park would be maintained. **Commissioner Cummings** questioned the type of parks. David Milligan explained generally mowing is provided; Audubon Pennington Park maintenance would be taken over by the society; Hyde Park grounds would be bush hogged periodically; GC Herring Park would have the bridge removed; and summarized maintenance services to be eliminated at the remaining parks. Ms. Shoemaker stated the 16 parks comprise approximately 70 acres. **Commissioner Loftus** expressed concern about pool closures and recalled the County took over some pool maintenance from the School Board and commented in support of continuing operation of the Port Charlotte Beach pool.

Commissioner Cummings stated repairs of the existing mid-County pool needs to be funded. **Commissioner Starr** stated \$300,000 plus \$100,000 to repair and maintain the pool is tough. **Commissioner Cummings** recalled the libraries book selection are not what they use to be especially when need for students research; expressed concern about reducing maintenance at athletic fields since the public has invested a good sum of money in the fields and it would cost more in the long-term to maintain them; referenced the one-time cut (for one year) in athletic field equipment and the impact in future years; commented on the importance of complying with Tippecanoe permitting requirements and permit conditions. **Commissioner Skidmore** expressed dissatisfaction with maintenance and operations at Oyster Creek Park. **Commissioner Cummings** recalled this department has received the largest cuts over the last two and three years; taking more positions away will not help the economy; referred to the impacts of reduced positions and funding to libraries and parks to the levels of service.

COMMISSIONER LOFTUS MOVED TO APPROVE STAFF'S RECOMMENDATION FOR \$1,342,178 AND FOR \$102,793 LESS THAN STAFF'S RECOMMENDATION; NOT INCLUDING ITEM #12 POOL CLOSURE, SECONDED BY CHAIRMAN DUFFY

Michael Koenig, Business Service Manager, explained why impact fees are not reflected in this budget and pointed out impact fees are not sufficient to off set library costs. **Commissioner Cummings** pointed out the library impact fees would have to be increased. **Commissioner Skidmore** requested verification that the West County library is not to be built. Ms. Shoemaker

recalled the project was put on hold indefinitely and use of the impact fees would further delay construction of the West County library. Mr. Sandrock indicated historically impact fees would be used for this purpose and outlined the use of impact fees. **Chairman Duffy** verified impact fee collections could be allocated to library services. **Chairman Duffy** stated parents with children in athletic programs have requested to be allowed to provide assistance with field maintenance. Ms. Shoemaker indicated volunteers have been unable to provide maintenance services due to timing or the lack of knowledge for equipment use and explained staff is working on coordinating volunteers. **Chairman Duffy** questioned the number of people needed to staff the Event Center and requested the budget next year based on the \$1.4M in reductions proposed this year. Ms. Shoemaker stated 110 events have been held in five months and 109 events are booked from this time forward. **Chairman Duffy** referenced slide 43 on the increase from 110 to 112 full time positions. Ms. Shoemaker explained two part time positions were converted to full time positions at the Stadium and they were budgeted full time positions.

Commissioner Starr noted \$38,000 in over time is in the budget. Ms. Shoemaker stated the overtime is a result of work done at the Stadium and next year that will change to seasonal positions. **Commissioner Starr** questioned the \$123,000 increase in positions at the Beach Complex pool. **Chairman Duffy** recalled the possibility of outsourcing last year. **Commissioner Starr** stated facilities maintenance increase of \$23,000. Ms. Shoemaker stated most of that is attributed to the Event Center and Stadium including security for the Devil Rays. **Commissioner Starr** questioned why \$18,156 is being spent for travel and per diem; the \$96,662 telephone bill; the \$200,000 + increase in IT. Mr. Sandrock explained software costs and final expenditures will be under budgeted costs.

Commissioner Skidmore questioned recommendation #13 on Event Center travel. Joanne Lawson stated travel was for Jim Finch to attend a Manager's conference. **Commissioner Skidmore** questioned the reduction in over time. Ms. Shoemaker stated closure hours were extended to Sunday and Monday and scheduling allowed opening on Tuesday including part time employees to reduce over time. **Commissioner Skidmore** questioned the \$129,000 reduction relative to staff for BMX and other facilities e.g. closure as

of October 1, 2009. Ms. Lawson indicated those are directly related to staff reductions but Requests for Proposals are to be put out for next fiscal year. Ms. Shoemaker commented on bringing back options to operate these facilities e.g. Tallahassee is looking at alternative for a skate park. Ms. Shoemaker pointed out Budget & Administrative Services is still working on consolidating positions. **Commissioner Loftus** questioned if **Commissioner Skidmore** would be more comfortable with excluding \$129,089 and \$40,000. **Commissioner Skidmore** suggested Support & Maintenance Workers be moved into Facilities and eliminate the supervisor and move the Business Service Manager over to Budget; there are a lot of supervisors in this department that can be eliminated and avoid duplication of services.

RECESS: 3:12 PM - 3:25 PM

Mr. Baltz recalled discussion about moving forward with the motion and pointed out the recommended reductions include Event Center staffing to allow flexibility for events. County Attorney Knowlton recalled discussion last year during the budget process on a Florida Supreme Court case from 2005 on revenues derived by local governments from public restrooms, concessions, and parking at Englewood Beach whereas two conflicting issues now exist with the case law versus Florida Statute requirements and suggested no life guard signs should be posted with possible once daily or weekly changes to FDEP notices due to budget constraints. **Commissioner Loftus** commented on a missing pole that should be replaced at the Englewood beach area as a safety hazard.

Chairman Duffy recalled the Board voted against charging for little league play; commented on the Port Charlotte Beach pool charging for aerobic classes and admission to the pool following the classes as well as parking. **Commissioner Loftus** noted the availability of a yearly pool pass for about \$80 to \$85 and an annual parking pass. **Commissioner Skidmore** stated notice is posted at Englewood and Port Charlotte Beach kiosks to call Parks & Recreation and suggested parking passes be made available at beach facilities and he is interested in revenues from vending machines at the beaches e.g. suntan lotion, passes and a vending machine at the dog park. Ms. Shoemaker offered to provide a list of what staff is currently considering. **Chairman**

Duffy suggested looking at what is being charged for aerobics classes for a price break. **Commissioner Cummings** pointed out slides one through 52 have been considered out of 76 slides and the impacts of recommended reductions should be considered; expressed concern about the steady stream of cuts being done and the Board becoming more frustrated because the cuts have eliminated services instead of providing efficiencies; and requested staff input on impacts on cuts prior to a vote.

Commissioner Skidmore acknowledged citizens have voted in sales tax extensions and anticipate certain levels of service but suggested a public/private partnership with the Chambers of Commerce for cost and revenue sharing to reduce staff requirements at certain facilities. **Commissioner Skidmore** stated the original motion has been amended. **Commissioner Loftus** eliminated the reduction on the pool for \$102,793, \$129,089, and \$40,000 (items 19, 20, and 12 would be eliminated from the reductions and put back into the budget). **Commissioner Skidmore** commented in support of moving support services to the Budget Office and equipment staff to Public Works. **Commissioner Loftus** indicated eliminating 12, 19, and 20 from the recommended reductions for \$1,173,089. Attorney Knowlton confirmed the motion on the floor is staff's recommendation less #12 for the Beach Complex.

MOTION CARRIED 3:2. COMMISSIONER STARR, COMMISSIONER CUMMINGS OPPOSING.

COMMISSIONER SKIDMORE MOVED TO APPROVE TRANSFER OF THE BUSINESS SERVICES MODEL OVER TO THE BUDGET OFFICE AND TO NOT FUND THE TWO ADMINISTRATIVE ASSISTANTS LEVEL 1 POSITIONS, SECONDED BY COMMISSIONER STARR

Mr. Baltz explained budget process has included recommendations and the Board has discretion to accept, reject or change recommendations. Mr. Baltz offered to re-evaluate what **Commissioner Skidmore** has proposed and bring back additional information. **Commissioner Cummings** stated it is irresponsible to make wholesale changes during this budget workshop and he will have no part of it.

Commissioner Loftus expressed concern about the motion on the floor and suggested Mr. Baltz bring back additional

recommendations. **Chairman Duffy** indicated support for all budget staff under one roof but suggested Mr. Baltz re-evaluate the cost effectiveness; and opposed the motion. **Commissioner Skidmore** pointed out very few middle management cuts have been done but it will take a radical change and suggested looking at middle management salaries and cuts. **Chairman Duffy** stated \$14M in ad valorem and \$19M in other revenues. Mr. Sandrock stated about \$20M out of other funds. **Chairman Duffy** acknowledged the need for cuts but reasonableness needs to be shown.

MOTION FAILED 2:3.

Chairman Duffy noted Board desire to allow Mr. Baltz to bring back additional information. **Commissioner Cummings** stated he is not interested in more staff cuts. Mr. Sandrock reviewed slide numbers 63 and 64 on Revenue Opportunities totaling \$165,900. **Commissioner Skidmore** questioned the sale of library cards. Ms. Patterson explained the different cards for adults, some with graphics for children, key fob cards. **Commissioner Skidmore** questioned the need to produce a library card instead of providing information like at Winn Dixie with telephone numbers. Ms. Patterson offered to consider it for the long-term, patrons are urged to carry library cards, and pointed out library card holders can use the self-check in system. **Commissioner Cummings** stated self-checking systems are good up-front use of resources.

Commissioner Skidmore questioned how \$20,000 was arrived at dealing with revenue generation for contracts. Mr. Koenig stated it would be involved but there are a lot of possibilities for advertising; the \$20,000 is a goal but it could be expanded at the Board's direction. **Chairman Duffy** suggested caution on increasing rental fees for facilities, user fees, and electrical fees at concession stands. Mr. Sandrock requested direction. **Commissioner Skidmore** opposed taxing individuals for little league participants and questioned the methodology used to arrive at \$75,000 for electrical use at concessions. Ms. Lawson stated actual costs are utilized for each of the seven concessions. **Commissioner Skidmore** suggested offsetting inter-library loans. Ms. Patterson stated the primary sales are derived from the Friends of the Library book stores for unusable books and materials and on-line consignment sales are being utilized for some revenue. Ms. Patterson clarified inter-

library loans are done for books and materials outside of this system.

Commissioner Loftus commented in support of charging a minimum amount for sports lighting since lighting is scheduled sometimes much later than sports activities are finished. Ms. Shoemaker pointed out staff has the ability to program lights and it would be a savings to be able to turn them off earlier. **Commissioner Starr** opined rental users should be charged for necessary staff over time as well as electrical use at concession stands, and expressed support for the remaining revenue opportunities. **Commissioner Cummings** has no strong feelings on charging back over time; opposed charging more for athletic participants user fees; pointed out substantial cuts are being made in high technologies and reducing the number of books so it is not a smart thing to charge people for getting less; doesn't hurt to try to sale of vanity cards; and expanding contracts for concessions and advertising would depend on the project since there is a convenience store across from Englewood Beach. **Chairman Duffy** noted no Board consensus. **Commissioner Skidmore** suggested staff bring back options on these items. Mr. Sandrock pointed out two budget workshops in June.

Mr. Sandrock reviewed slide number 65 and 66 on Current Year Savings FY 08/09. **Chairman Duffy** questioned reduced landfill fees from recycling. Ms. Shoemaker advised all departments are charged. Mr. Sandrock pointed out the Current Year Savings FY 08/09 total \$54,707 and stated the next section deals with Outsourcing Activities. **Chairman Duffy** questioned the \$156,500 for Library materials cataloging and processing. Ms. Patterson explained the full cataloging and processing system and reported some volunteers have been utilized. Mr. Sandrock reviewed slide number 75 on Future Opportunities for Outsourcing Activities. Mr. Sandrock stated Friday's workshop will involve additional information, employee/public survey results, millage rate options, the Constitutional workshops in June, and subsequent workshops, presentations, and public hearings. Mr. Baltz indicated \$1.1M has been reduced from Parks, Recreation and Cultural Resources and expedite Business Services in other department but to bring back pros and cons relative to management personnel. **Commissioner Loftus** stated he wants to make sure to get down to bare bones on top management. **Commissioner Cummings** stated the goal should be to deliver a

better product for the same or less money which is not the same as the majority direction. Mr. Baltz stated the goal is to eliminate management staff at least in this department and he will expedite shifting 34 employees in the Support Services Section. **Commissioner Skidmore** commented on staff looking at moving Support Services to Budget in agreement with **Chairman Duffy**. Ms. Shoemaker pointed out the Administrative Assistants are responsible to the entire department. Mr. Baltz concluded shifts need to be made with staff reductions. **Commissioner Skidmore** suggested staff bring back the Event Center information with bid information since the bid opening closes at Noon tomorrow.

ADJOURNED: 4:35 PM

Signature on file in Commission Minutes
Chairman

ATTEST:

**BARBARA T. SCOTT, CLERK
OF THE CIRCUIT COURT AND
EX-OFFICIO TO THE BOARD
OF COUNTY COMMISSIONERS**

Signature on file in Commission Minutes
Deputy Clerk

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