



**MINUTES OF THE CITY COUNCIL WORK SESSION**  
**CITY OF NEW PORT RICHEY**

**NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS**

**5919 MAIN STREET, NEW PORT RICHEY, FLORIDA**

**July 31, 2017**

**6:00 PM**

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**ORDER OF**  
**BUSINESS**

1 Call to Order - Roll Call

The meeting was called to order by Mayor Rob Marlowe at 6:01 pm. Those in attendance were, Councilman Bill Phillips, Councilwoman Judy DeBella Thomas and Councilman Chopper Davis. Deputy Mayor Jeff Starkey was excused.

Also in attendance were City Manager Debbie Manns, City Clerk Judy Meyers, Chief of Police Kim Bogart, Finance Director Crystal Feast, Economic Development Director Mario Iezzone, Public Works Director Robert Rivera, Library Director Andi Figart, Parks and Recreation Director Elaine Smith Fire Chief Chris Fitch, Technology Solutions Director Bryan Weed, Assistant Parks and Recreation Director Chris Bornfleth, Assistant Finance Director Crystal Dunn and Assistant Public Works Director Barret Doe.

**DISCUSSION ITEMS**

2 Review of Proposed FY18 Department Budgets - Page 2

City Manager Manns introduced the item to Council. She stated that the purpose of this work session was to continue the department presentations for the upcoming fiscal year's budget. The following departments then made their presentation to Council for the upcoming fiscal year: Technology Solutions, Police Department, Recreation and Aquatics, Public Works, Economic Development, Finance and the Library. The following is a summary of each department/division budget:

Technology Solutions

- Remains consistent with last year with the exception of two lines
- 34-99 contractual services increase broken down \$22,000 technical support services \$18,000 for 24x7 firewall monitoring service and \$12,000 for Tyler integration
- 44-29 increase for Tyler and Sungard annual maintenance
- Councilman Phillips asked when the sunset will be for Sungard and Mr. Weed replied this next fiscal year. Councilman Davis asked if it is it an annual contract and Mr. Weed

replied yes and we would want to keep a year to make sure that everything in Tyler was converted correctly.

- Councilman Phillips stated that we want to migrate audit reports but if it was inadequate information why migrate it then clean it up. Mr. Weed responded that the data brought in from Sungard was from 2013. The challenging years was the 2014-2015 fiscal data. Ms. Feast stated that the Finance Department worked with Technology Solutions to determine how many years they wanted to go back. Once that was determined the data was cleaned before putting it into Tyler. Mayor Marlowe stated the frustration is once you are off of Sungard you have no access to it so need to make sure everything is correct. Mr. Weed stated that we would be upgrading servers as well
- 64-13 expansion for servers and data storage devices
- Councilman Phillips noted the generator line item and suggested that be put into place for this calendar year. Mayor Marlowe agreed that it should be installed now.
- 64-18 balance of Tyler roll forward
- 64-31 to upgrade the cameras in the chambers

#### Police Department

##### Police Supervision

- 49-72 police training decrease due to not anticipating additional/specialty training
- 52-25 software license new CAD and records management software
- Councilman Davis clarification for contractual services 34-99. Chief replied all administrative services and maintenance items. Councilman Phillips state he did not see anything for physical improvements to the police building. Chief responded that different areas have been reconfigured to accommodate staff. Plans he found stated there is room for expansion.
- Lexis-Nexis software for citizens to use to look at crime statistics in their neighborhood. Councilman Davis asked if there would be an additional cost for maintenance. Chief replied he would look into that and report back.
- 64-18 Councilman Phillips asked if this was purchase of software. Ms. Feast stated yes.

##### Support Services

Councilwoman DeBella Thomas asked if it is normal to have a chaplain that is involved. Chief replied that there are several religious leaders in the Pasco County Sheriff's Office. He has been approached by members of the community but has not found someone who he thought could represent best. He stated this position would be a volunteer position.

- 46-21 reduced due as not used typically
- 52-43 reduced as things are done more electronically
- 52-99 supplies that are required to seal and store evidence. Most arrests need more supplies.
- 64-31 reduced due to software installation. Funds will be used for cameras in the evidence room.

##### Community Services

- Reductions are due to moving positions to other departments
- 64-17 Councilman Phillips asked is there are maintenance costs with communication equipment. Chief replied the communications equipment purchases were for the items the County did not cover.
- 15-26 Councilwoman DeBella Thomas asked if that is an uptick in court time and Chief replied yes.
- 40-11 increase for specialized training for detectives. Sometimes the training is covered by the State.

##### Police Patrol

- 40-11 travel and training specialized training
- 44-64 vehicle used in the specialty squad

- 51-41 specialty tools Councilwoman DeBella Thomas asked for clarification Chief responded purchases include firearms and electronic equipment. He also said that there is a life span for weapons.
- Replacing laptops in vehicles and regular desktop computer
- 64-14 vehicles 6 new vehicles. Councilman Phillips stated he would like to see inventory of fleet. Stated 2 should come out of ad valorem and 2 from the CRA although he was not sure how that would do it. Community policing is covered under the CRA. He felt 8 vehicles should be bought. Mayor Marlowe asked if the new vehicles would be Explorers and Chief said yes but the vehicles have not been subject to any recall yet. Councilwoman DeBella Thomas asked what is needed to do the kind of policing for all of the new activity downtown. Chief stated implementing different work schedule and reorganizing some departments. Currently there is one officer on a regular basis patrolling downtown and the park. Councilwoman DeBella Thomas stated that we should look at purchasing multiple generators. Mayor Marlowe stated we should inventory what we have now and then go from there even if it means spreading the costs over two or three years. Councilman Davis stated that he would like to see vehicles out to 19/20.
- 64-31 equipment paid for by equitable sharing.

#### Code Enforcement

- Councilman Phillips asked if the wages should be adjusted as a new code officer would not come in at the same salary. Chief said it would be very similar. Councilwoman DeBella Thomas stated that representatives from the SPCA would like to sit down and discuss animal services as there are all new people at SPCA.
- Lift gates for the pickup trucks for the code vehicles.

#### Special Traffic Enforcement

- Councilman Phillips asked if any way to show that revenue doesn't go back into the general fund. Would like to see the revenue from police officer overtime reimbursement at the hospitals and red light revenue to see how much is really being impacted in ad valorem. Dramatically reduce the percentage off the ad valorem pie chart. He really would like to explain how those dollars are allocated. Ms. Feast stated funds are not specifically earmarked like streetlight and stormwater funds are.

#### Recreation & Aquatics

##### Recreation

- 11-12 just the assistant director
- 12-10 reflects just the recreation manager
- 12-99 increase due to new position for fitness supervisor
- 13-11 p/t slight increase marketing coordinator now p/t not full time
- 34-43 decrease due to new fitness supervisor position who can teach classes
- 22-11 Councilman Phillips asked why retirement system down. Ms. Smith responded that position changed to p/t. Ms. Feast clarified that half salary from parks the other half from economic development. Position is still full time.
- 40-11 decrease due to compensated expenses
- 41-43 increase due to new fitness equipment
- city hosted events increase due to Coteeman
- 52-41 increase due to public viewing rights for movies and concerts in Sims Park
- 62-99 roof at senior center
- 63-99 senior center and Peace Hall air conditioners, new park benches at Cotee River Park, new computers and a new vehicle. Councilman Phillips stated that we are building new expansion but no funds for new equipment. He also stated that parks and rec department should be able to address maintenance concerns. Councilman Davis stated that public works is open 24/7 and they would be better to address the maintenance

concerns. Councilwoman DeBella Thomas stated she thought the library had a special licensing for movies and asked if it could be shared. Ms. Figart stated no. Councilwoman DeBella Thomas asked where the card reading equipment is located and Ms. Smith said that was part of the construction project and that is where the funds are located.

#### Aquatics

- 12-99 half of year work 40 hours a week as aquatics supervisor other half of year will be p/t for slower months of the year

Councilwoman DeBella Thomas asked when anticipate pools to be open. Ms. Smith said they are open all year. Councilwoman DeBella Thomas asked if the fitness will be 24/7 after construction. Ms. Smith stated that there will be early entry but not necessarily 24/7.

#### Public Works

##### 101 Supervision

- adding p/t admin clerk
- 40-11 increase in certifications
- 51-11 additional supplies for new positions
- 52-31 and 52-43 increase due to new positions
- 62-99 increase for HVAC system and emergency generator
- 64-13 new server
- 64-15 R&R for public works director and assistant public works director vehicles
- 64-31 VOIP phone system to connect to other city facilities

##### 102 Street and ROW

- Addition of two seasonal p/t employees
- 40-11 for asbestos and MOT training
- 43-24 Barbara Ann Acres street light additions
- 46-11 building and grounds maintenance
- 53-21 sign materials due to new upgrade standards
- 65-15 trucks R&R for existing fleet
- 64-16 heavy equipment R&R for existing fleet
- Councilman Phillips stated that perhaps the landscape architect could be contacted about the perennial peanuts as they are not up to expectation and are underperforming. Councilman Phillips asked if R&R shows up on our audits and Ms. Feast replied this is the first year we are re-implementing R&R and balances will show from this point forward.

##### 106 Facilities Maintenance

- 34-99 increased productivity
- 41-21 increase in cellular and data rates
- 46-11 building and grounds maintenance
- 52-51 increase in janitorial supplies for city facilities
- 64-15 purchase of a service body truck

##### 110 Grounds Maintenance

- 43-11 increase in electric costs
- 52-11 increase in fuel costs
- 52-51 increase in janitorial supplies due to increased park activities
- 53-41 increase for sod and seed for Sims Park
- 64-15, 64-16 and 64-31 are all R&R funds for vehicle purchases
- Councilman Phillips stated that the costs for sod should be passed along to the event organizers for the use of the park. Mayor Marlowe stated that the majority of the damage

to the sod was from Chasco's nine day event plus the set up and take down. Ms. Manns stated that event organizers are charged for damages but perhaps it needs to be increased. Councilwoman DeBella Thomas asked if there are any other solutions we are not looking at such as a different product or type of grass. Mr. Rivera stated that to the best of his ability there was not a most cost efficient solution. Mayor Marlowe reiterated comments from the special event work session that perhaps smaller events could be moved to Railroad Square instead of Sims Park.

#### 103 Stormwater

- 52-11 increase in fuel costs
- 63-99 flood control projects
- 64-15, 64-16 R&R funds for vehicle purchases
- 64-31 sandbag station

#### Streetlight

- Revenue sufficiency study approved by Council. No changes. Councilman Phillips asked about the contingency and Ms. Feast replied it would be R&R for capital purchases and they were included in the sufficiency study.

#### 105 Water Production

- 52-61 increase due to utility purchase
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#### 107 Water and Reclaimed Water Distribution

- 40-11 increase due to asbestos, FWPCOA certifications and State licenses
- 52-11 increase in fuel costs
- 53-41 sod and seed
- 64-15 and 64-16 R&R funds for vehicle purchases
- Councilman Phillips asked about contractual services and Mr. Rivera stated that was specialized repairs to lines.

#### 109 Construction Services

- 52-11 increase in fuel costs from a housekeeping issue from last year
- 64-15 R&R funds for existing fleet

#### 111 Reclaimed Water Production

- 52-21 increase in chemical purchases for new utilities
- 64-31 R&R funds for maintenance and repair or special purpose equipment
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#### 112 Water Pollution Control

- 45-21 increase in insurance costs for building and contents
- 45-22 increase in pollution insurance
- 52-11 increase in fuel costs
- 62-99 R&R funds for building improvements
- 63-99 influent screen replacement
- 64-15 R&R funds for existing fleet and additional vehicle purchase

#### 113 Sewer Collections

- Additional Mechanic I position
- 46-21 increase to lift station panels
- 63-99 purchase of lift station panels

- 64-13 purchase laptop
- 64-15 R&R funds for existing fleet and new vehicle purchase
- 64-16 R&R funds for existing fleet
- 64-17 Scada project equipment
- 64-31 sewer lateral push camera, pole camera and multi-surface floor cleaner/sanitizer

#### 501 Fleet Garage

- 34-36 increase in painting and body repairs
- 34-38 PD cars from seizure fund
- 34-37 fire truck repairs
- 41-21 fax line installation
- 52-89 increase in purchase of auto parts
- 52-99 miscellaneous hardware for new fleet vehicles
- 64-15 R&R funds for existing fleet
- 64-31 special purpose equipment of band saw, brake and roller machine and plasma cutter

#### Economic Development

- Budget is consistent to last year's
- focus on adding to taxable values
- pursue relationships in order to seek opportunities
- focus on US Highway 19
- working on several projects now that will be significant for the city
- be more aggressive and attend more networking events
- Councilman Phillips stated he would like to see a stronger relationship with the Board of Realtors

#### Finance

##### Accounting and Budgeting

- Increase in personnel services
- 31-99 conduct departmental study
- purchase two desktop computers

##### Billing and Collections

- Increase in personnel services
- 31-99 decreased due to less use of consulting services
- debt recovery decreased to less use of outside company for debt collection
- R&R funds for meter reader truck

#### Library

- Duplicate services have been eliminated
- Eliminating two positions
- Extend hours on Friday and Saturday until 5:00 p.m.
- 34-28 decreased due to the elimination of some databases
- 34-99 decreased due to eliminating some licensing for specialty movies and a duplicate cataloging system
- 41-42 increase due to security costs
- 42-11 decrease as newsletter costs have been moved
- 44-19 increase due to annual fees
- 46-21 increase due to contracts increase
- 47-99 decreased
- 52-93 state grant aid changes each year
- 52-98 grant provided by SNAP EBT for Tasty Tuesdays
- 54-11 increase due to additional professional dues
- 66-12 decreased scaling back on some print resources

- Councilman Phillips asked about the Thursday night concert events and where the cost allocation was. Ms. Figart stated that they were under miscellaneous costs. He stated he would also like an overall shut down Saturday/Sunday cleaning by a professional cleaning company at least twice a year.

3           Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 10:15 pm.

Approved: \_\_\_\_\_ (date)

\_\_\_\_\_ (signed)

Initialed: \_\_\_\_\_

Judy Meyers, City Clerk