



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 9, 2019

7:00 PM

**ORDER OF
BUSINESS**

1 Call to Order - Roll Call

The meeting was called to order by Mayor Rob Marlowe at 7:00 p.m. Those in attendance were, Deputy Mayor Jeff Starkey, Councilman Chopper Davis, Councilman Peter Altman and Councilman Matt Murphy.

Also in attendance were City Manager Debbie Manns, City Clerk Judy Meyers, Police Chief Kim Bogart, Finance Director Crystal Feast, Fire Chief Chris Fitch, Public Works Director Robert Rivera, Library Director Andi Figart, Parks and Recreation Director Elaine Smith, Development Director George Romagnoli, Technology Solutions Director Bryan Weed and Human Resources Manager Bernie Wharran.

DISCUSSION ITEMS

2 Review of Proposed FY2019-2020 General Fund Revenues & Departmental Budgets - Page 2

City Manager Manns introduced the item to Council. She stated the purpose of this work session was to present the preliminary budget and to review the proposed budgets for Public Works, the Fire Department, Recreation & Aquatics and the Finance Department for the upcoming fiscal year. She stated that department heads were to keep their budgets within 1-2% of last year's budget.

Public Works Director Robert Rivera began his presentation by stating there was an increase in the maintenance and repairs equipment in the public works supervision budget. He then moved on to the streets right of way division where he stated a landscaper 1 position be added back into the budget. In the stormwater utility division he noted a change from part-time to full-time position for the admin clerk. There was also a request for a miniature street sweeper. There is also a request for a hydraulic pump on the water truck. In the water production water treatment division the only increase was in trash removal due to an increase in the solid waste assessment fee. In the capital purchases there were some misc purchases for the water plant. There was also

some special purpose equipment purchases. In the facilities maintenance division there was an increase in the contractual HVAC/Air due to failure of older systems. Mr. Rivera stated as we move along and replace some units the dollar amount should decrease. There was also an increase in contractual services and janitorial supplies. In the reclaimed water division there is a request for two new positions. Capital purchases included a truck with a liftgate. In construction services the only increase was the request for an additional project manager. In the grounds maintenance division there is a request to make the two part-time positions to full-time in order to devote the proper attention to all of the city's parks. Mr. Rivera stated that with all of the improvements to Sims Park it takes away from the other 8 parks. There is also a request to replace the club utility cart. In the reclaimed water production division the lab test was reduced as the samples have been completed. Under capital projects both water tanks are going to be painted. There is also a request for a golf cart. In the water pollution control division there are line items added due to the Orangewood system utility. These items should only be temporary. Capital purchases included a replacement of two scum pumps and one lift station pump. The aeration tanks will also be painted. In the sewer collection division basically stayed the same. Capital purchases included a service truck and a compact excavator. There were also communications systems upgrades. In the central garage division there were not a lot of changes. There was an increase in software licensing due to new scanners. Capital purchase was a gas powered mule vehicle.

Fire Chief Chris Fitch began his presentation by stating there was an increase in Workers Comp. There is no contribution to the pension fund this year. There was an increase in utilities. There is also a request to replace the current computers. There is no capital requests for fire supervision. In the firefighting division, the largest increase was in overtime wages due to increase daily manning from 5 to 6. There was a slight increase in travel and training. There was an increase in computer supply as the computers in each of the fire stations are going to be replaced. Capital purchases included SCBA equipment, defibrillators and auto extrication equipment.

Parks and Recreation Director Elaine Smith began her presentation by stating that there were no personnel increases. City Manager Manns stated that currently the marketing position is split between recreation and CRA. The recommendation is to make the position part-time and would be strictly paid out of recreation. Capital purchases new sanding of the basketball courts, a new sound system and lighting replacements in the gym. There is also a request for a replacement as the truck they have is very old. In the aquatics division, there were no new requests for personnel. There was a slight increase in overall operating expenses for maintenance items. Under capital purchases, there is a request to upgrade to LED lighting on the pool deck. There is also a request for four automatic water level control packages.

Finance Director Crystal Feast began her presentation by stating that there are no requests for new personnel. In operating costs, the professional services was decreased due to only needing a consultant for special assessments. There was a slight increase in travel and training. There was an increase in the computer and operating supply for two new computers. Under billing and collections there is a request for a new part-time meter technician position. There was an increase in debt recovery. There was a decrease in credit card charges. There was an increase in computer and operating supply due to the replacement of computers. Capital purchase includes a new truck for the new meter technician.

Mayor Marlowe congratulated Ms. Feast on having a CAFR available. He thanked her for her hard work in getting it done early.

City Manager Manns stated this was a very preliminary presentation and most likely there will be changes before the final budget is presented. She assured Council when new positions are

requested they are aligned with the City's goals and objectives.

Mayor Marlowe started communications by highlighting an email from a resident complimenting Public Works. He also passed out information from the Sierra Club about communities going completely renewable. He will be attending the meeting and will report back next week.

Deputy Mayor Starkey stated he has gotten feedback about the dog waste container at Jasmin Park and City Manager Manns stated the station will stay in place. He liked the economic video that was done but is concerned that the City doesn't have a plan to market it. He stated we need to pay to boost videos on Facebook. Councilman Davis stated that he has been asking for this for six years. Councilman Altman stated that business needs to be promoted and the CRA is being used for facades and that a discussion should take place as there is an increase in revenue. He would like to see the CRA take an active part in the marketing role. City Manager Manns stated that the first step in economic development is to have something that tells the story of the community. We want something to play on the video screens in Sims Park. Deputy Mayor Starkey stated we should look into advertising on Bay News 9 or ABC. Councilman Murphy stated he agreed but we need to have a plan in place. Mayor Marlowe stated that NPRMS had a breakfast this morning where the FRLA did a presentation and it was his understanding that there are three committee meetings tomorrow. They are trying to get their committees back in order. He stated to have a position and a budget for them to do what they need to do is important. Councilman Davis stated he wanted a full-time position for years and this is a baby step with creating a part-time position.

Councilman Davis stated he would like to see some kind of aquatics specials for the residents of the new apartments. City Manager Manns stated that conversations with both property owners are taking place.

Mayor Marlowe stated that employees of city businesses can get the resident rate for recreation center services. Councilman Davis suggested sending information about the Rec Center out with the BTR's.

3 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 8:48 p.m.

Approved: _____ (date)

_____ (signed)

Initialed: _____

Judy Meyers, CMC, City Clerk

** Revised **

FIRE SUPERVISION

001071 EXP CODE CLASSIFICATION		ACTUAL FY16-17	ACTUAL FY17-18	ESTIMATE FY18-19	AMENDED BUDGET FY18-19	BUDGET AMOUNT FY19-20
41111	Dept Head Salaries	77,856	82,356	81,580	81,580	84,030
41112	Division Head Salaries	71,212	75,010	75,860	75,860	77,750
41299	Regular Full-Time Wages	42,317	44,604	33,530	33,530	34,360
41311	Part-Time Wages	11,922	2,162	37,460	37,460	38,390
41411	Overtime	-	309	-	-	-
41413	Overtime - Residential Inspection	-	194	-	-	-
41511	Employee Incentives	200	200	-	-	-
41522	Education Incentive Pay	650	575	600	600	1,200
41523	Cleaning Allowance	1,000	1,550	1,300	1,300	1,300
41525	Paramedic Incentive Pay	1,491	1,800	1,800	1,800	1,800
41532	Inspector Incentive Pay	1,344	2,400	2,400	2,400	2,400
41533	USAR Incentive Pay	247	288	300	300	300
42111	Social Security Matching	15,551	16,075	17,990	17,990	18,500
42211	Florida Retirement System	3,949	4,119	2,630	2,630	6,020
42213	Firefighters Pension Fund	29,135	41,376	42,000	42,000	-
42311	Health Insurance	17,395	14,276	15,830	15,830	16,620
42312	Life Insurance	61	74	160	160	170
42313	Accidental Death & Disab Insurance	8	9	70	70	70
42423	Workers Comp - Firemen/Chief (7704)	6,950	5,191	5,640	5,640	10,510
42426	Workers Comp - Clerical (8810)	85	158	170	170	190
TOTAL PERSONNEL SERVICES		\$ 281,373	\$ 292,726	\$ 319,320	\$ 319,320	\$ 293,610
43499	Contractual Services - Misc	5,148	18,738	20,000	20,000	20,000
44011	Travel & Training	1,843	3,217	4,000	4,000	4,000
44121	Telephone - Local	968	1,175	3,060	3,060	3,060
44134	Data Lines	7,005	7,692	9,000	9,000	9,000
44136	Data Lines - Residential Rental Inspection	37	-	2,000	2,000	2,000
44211	Postage	626	192	400	400	400
44221	Freight Express Charges	-	36	200	200	200
44311	Electric - City Facilities	11,385	12,150	10,000	10,000	12,000
44341	Gas - Natural/Propane	989	1,009	1,000	1,000	1,000
44351	Water & Sewer - City	5,188	4,214	3,300	3,300	7,000
44373	Street Light Fee	64	69	150	150	150
44381	Stormwater Assessment	269	280	470	470	470
44534	Police-Fire AD & D Insurance	-	2,294	-	-	-
44611	Maintenance & Repairs - Bldg & Grounds	765	591	2,000	2,000	2,000
44631	Maintenance & Repairs - Central Garage	450	1,170	300	300	300
44799	Printing & Binding - Misc	2,758	2,745	4,000	4,000	4,000
45111	Office Supplies - General	898	1,526	1,750	1,750	2,000
45211	Fuel	2,803	2,767	3,600	3,600	3,600
45231	Clothing & Apparel	165	231	1,500	1,500	1,000
45243	Computer/Operating Supply	1,318	1,068	2,500	2,500	7,000
45289	Automotive Parts	516	1,435	1,650	1,650	1,650
45411	Dues & Memberships	500	824	800	800	800
45461	Books & Publications	424	331	750	750	500
TOTAL OPERATING		\$ 44,119	\$ 63,754	\$ 72,430	\$ 72,430	\$ 82,130
46299	Building Improvements	-	5,725	-	-	-
46418	Software	11,364	-	-	-	-
TOTAL CAPITAL		\$ 11,364	\$ 5,725	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 336,856	\$ 362,205	\$ 391,750	\$ 391,750	\$ 375,740

FIREFIGHTING

001073					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY16-17	FY17-18	FY18-19	FY18-19	FY19-20
41112	Division Head Salaries	152,883	217,313	212,110	212,110	215,630
41299	Regular Full-Time Wages	888,514	937,204	935,540	935,540	977,190
41314	Part-Time Firefighter Wages	36,024	28,467	49,470	49,470	49,470
41411	Overtime Wages	79,307	27,279	35,000	40,000	60,000
41412	Overtime - SNAP Reimbursement	193	-	-	-	-
41413	Overtime - Residential Rental Inspection	12,426	22,573	15,000	40,000	30,000
41414	Overtime - Special Events	-	699	5,000	5,000	4,000
41511	Employee Incentives	1,400	1,400	-	-	-
41522	Education Incentive Pay	5,550	3,715	4,320	4,320	4,320
41523	Cleaning Allowance	9,750	13,650	13,650	13,650	13,650
41525	Paramedic Incentive Pay	27,535	30,225	32,400	32,400	30,600
41530	Coordinator Incentive	2,250	1,910	2,040	2,040	2,040
41532	Inspector Incentive Pay	9,957	12,150	13,200	13,200	12,000
41533	USAR Incentive Pay	2,904	2,275	2,700	2,700	2,100
42111	Social Security Matching	91,934	94,693	96,690	96,690	100,140
42213	Firefighters Pension Fund	282,512	304,503	280,000	280,000	-
42217	Fire Pensions - State Funds	120,266	115,153	125,000	125,000	125,000
42311	Health Insurance	155,151	191,529	126,590	126,590	132,930
42312	Life Insurance	390	465	870	870	910
42313	Accidental Death & Disab Insurance	46	54	360	360	370
42423	Workers Comp - Firemen/Chief (7704)	54,024	40,480	41,750	41,750	78,130
TOTAL PERSONNEL SERVICES		\$ 1,933,016	\$ 2,045,737	\$ 1,991,690	\$ 2,021,690	\$ 1,838,480
43132	Physicals - FF & Reserves	13,751	16,670	17,000	17,000	17,000
43499	Contractual Services - Misc	4,800	800	2,400	2,400	2,400
44011	Travel & Training	4,799	1,824	3,000	3,000	3,500
44212	Postage - Residential Rental Inspection	10	1,199	2,800	2,800	3,500
44611	Maintenance & Repairs - Bldg & Grounds	15	-	-	-	-
44621	Maintenance & Repairs - Equipment	7,491	4,468	7,000	7,000	7,000
44624	USAR - Specialized Technical Equip	115	-	2,000	2,000	1,000
44626	Maintenance & Repairs - MSA Equipment	12,223	4,444	2,500	2,500	2,500
44631	Maintenance & Repairs - Central Garage	15,030	28,215	10,800	10,800	10,800
44641	Maintenance & Repairs - EMS First Aid Eq	7,844	6,650	3,700	3,700	3,700
44643	Maintenance & Repairs - Fire Hose	-	4,524	5,000	5,000	5,000
44649	Maintenance & Repairs - Radio Equipment	3,007	-	-	-	-
44998	Other Current Charges - Res. Rental Insp	789	812	1,000	1,000	1,000
45111	Office Supplies - General	2,306	883	1,500	1,500	1,500
45141	Small Tools & Implements	1,241	1,252	8,000	8,000	5,000
45211	Fuel	30,624	30,441	39,000	39,000	39,000
45221	Chemicals	1,000	-	-	-	-
45231	Clothing & Wearing Apparel	12,146	10,084	15,000	15,000	12,500
45233	Clothing - Auxiliary	878	-	-	-	-
45235	Bunker Gear	8,102	8,748	8,000	8,000	8,000
45237	Clothing - Residential Inspec	1,322	138	1,000	1,000	1,000
45243	Computer/Operating Supply	1,148	2,201	6,000	6,000	7,670
45247	First Aid Supplies	24,598	20,345	26,500	26,500	25,000
45254	Training Supplies - General	1,524	1,710	3,500	3,500	3,500
45289	Automotive Parts	33,640	44,968	40,000	40,000	37,000
45295	Community Education	892	-	2,000	2,000	1,500
45299	Operating Supplies - Miscellaneous	8,672	3,203	10,000	10,000	8,000
45398	EMT/Medic License Report	1,366	-	-	-	-
45411	Dues & Memberships	100	-	100	100	100

FIREFIGHTING

001073 EXP		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
CODE	CLASSIFICATION	FY16-17	FY17-18	FY18-19	BUDGET	AMOUNT
					FY18-19	FY19-20
45461	Books & Publications	171	415	500	500	500
	TOTAL OPERATING	\$ 199,604	\$ 193,994	\$ 218,300	\$ 218,300	\$ 207,670
46415	Trucks & Trailers	-	3,063	850,000	850,000	-
46431	Special Purpose Equipment	3,301	16,404	101,310	101,310	231,530
	TOTAL CAPITAL	\$ 3,301	\$ 19,467	\$ 951,310	\$ 951,310	\$ 231,530

TOTAL EXPENDITURES \$ 2,135,921 \$ 2,259,198 \$ 3,161,300 \$ 3,191,300 \$ 2,277,680

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM FIREFIGHTING

EXP CODE	CLASSIFICATION	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
46431	<i>Special Purpose Equipment</i>					
	SCBA Equipment	179,530	-	-	-	-
	Defibrillator	32,000	32,000	32,000	-	-
	Auto Extrication Equipment	20,000	-	-	-	-
	TOTAL	231,530	32,000	32,000	-	-

DIVISION TOTAL \$ 231,530 \$ 32,000 \$ 32,000 \$ - \$ -

RECREATION

001092		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY16-17	FY17-18	FY18-19	FY18-19	FY19-20
41111	Dept Head Salaries	82,321	84,776	83,500	83,500	85,990
41112	Division Head Salaries	94,898	66,757	54,520	54,520	55,890
41210	Regular Exempt Salaries	25,025	24,349	-	-	-
41299	Regular Full-Time Wages	91,027	117,650	160,620	160,620	162,070
41311	Part-Time Wages	128,531	165,873	228,830	228,830	241,300
41321	Temporary Wages	36,453	49,451	55,000	55,000	52,580
41411	Overtime Wages	1,417	2,315	2,320	2,320	2,340
41511	Employee Incentives	750	605	-	-	-
41522	Education Incentive Pay	1,040	260	-	-	-
42111	Social Security Matching	34,727	38,842	45,030	45,030	45,910
42211	Florida Retirement System	35,833	43,073	45,250	45,250	50,190
42311	Health Insurance	41,240	46,136	59,340	59,340	58,160
42312	Life Insurance	135	140	410	410	460
42313	Accidental Death & Disab Insurance	16	17	170	170	180
42426	Workers Comp - Clerical (8810)	81	79	80	80	90
42428	Workers Comp - Parks (9102)	9,959	14,217	15,740	15,740	17,850
TOTAL PERSONNEL SERVICES		\$ 583,453	\$ 654,540	\$ 750,810	\$ 750,810	\$ 773,010
43443	Contractual Services - Instructors	32,045	32,586	30,000	30,000	35,000
43474	Security Services	434	645	400	400	1,800
43499	Contractual Services - Misc	78,658	1,039	-	-	-
44011	Travel & Training	2,715	3,571	3,000	3,000	2,500
44121	Telephone - Local	4,777	7,198	7,000	7,000	7,000
44134	Data Lines	5,817	4,446	5,000	5,000	5,000
44143	Cable	-	-	1,800	1,800	6,800
44211	Postage	188	263	300	300	300
44221	Freight Express Charges	45	-	100	100	100
44311	Electric - City Facilities	119,421	125,807	125,000	125,000	125,000
44341	Gas - Natural/Propane	1,443	1,890	1,500	1,500	1,500
44351	Water & Sewer - City	4,924	7,293	6,240	6,240	6,240
44373	Street Light Fee	776	749	760	760	760
44381	Stormwater Assessment	4,365	3,341	4,400	4,400	4,400
44419	Rent - Equipment/Software	4,259	2,613	2,800	2,800	7,000
44463	Lease - Automobile	-	1,947	7,500	7,500	7,500
44611	Maintenance & Repairs - Bldg & Ground	638	621	2,000	2,000	2,000
44621	Maintenance & Repairs - Equipment	574	654	4,030	4,030	4,000
44623	Maintenance & Repairs - Copiers	1,420	1,562	3,800	3,800	3,800
44631	Maintenance & Repairs - Central Garag	330	330	720	720	720
44961	Special Events - City Hosted	9,365	22,404	13,000	13,000	8,000
44962	Recreation - Donation	-	-	1,000	1,000	-
44963	Recreation Trips	4,554	6,121	5,000	5,000	5,000
44965	City Sponsored Programs	29,731	32,880	35,000	35,000	38,000
44999	Other Current Charges - Misc	5,888	4,029	6,000	6,000	5,000
45111	Office Supplies - General	23,512	1,906	1,200	1,200	1,200
45141	Small Tools & Implements	1,618	168	6,999	6,999	1,000
45211	Fuel	3,113	2,760	2,000	2,000	2,000
45231	Clothing & Apparel	1,339	1,863	2,300	2,300	2,500
45234	Swim/Recreation Accessories	964	1,370	2,000	2,000	1,000
45236	Concession Stand Supplies	4,189	7,223	5,000	5,000	-

RECREATION

001092 EXP					AMENDED	BUDGET
CODE	CLASSIFICATION	ACTUAL FY16-17	ACTUAL FY17-18	ESTIMATE FY18-19	BUDGET FY18-19	AMOUNT FY19-20
45241	Licensing & ID Materials	4,007	7,043	6,500	6,500	6,500
45243	Computer/Operating Supply	6,268	8,941	7,500	7,500	8,900
45245	Recreation Supplies	8,917	10,797	12,028	12,028	12,000
45246	Advertising/Marketing Supplies	23,476	29,744	30,000	30,000	28,000
45247	First Aid Supplies	106	82	400	400	400
45248	Prizes & Awards	319	1,396	2,000	2,000	2,000
45251	Janitorial Supplies	270	676	1,000	1,000	1,000
45289	Automotive Parts	963	56	1,000	1,000	1,000
45299	Operating Supplies - Misc	7,273	8,665	8,000	8,000	7,000
45411	Dues & Memberships	544	853	850	850	850
TOTAL OPERATING		\$ 399,245	\$ 345,532	\$ 355,127	\$ 355,127	\$ 352,770
46299	Building Improvements	-	6,875	45,000	45,000	68,500
46399	Improvements Other Than Bldg - Misc	28,693	98,917	415,878	417,661	-
46415	Trucks & Trailers	-	-	-	-	30,000
46418	Software	-	2,910	-	-	-
46431	Special Purpose Equipment	-	33,486	-	-	25,000
TOTAL CAPITAL		\$ 28,693	\$ 142,188	\$ 460,878	\$ 462,661	\$ 123,500

TOTAL EXPENDITURES \$ 1,011,391 \$ 1,142,260 \$ 1,566,815 \$ 1,568,598 \$ 1,249,280

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM RECREATION

EXP CODE	CLASSIFICATION	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
46299	<i>Building Improvements</i>					
	Interior Basketball Court - Sand-down & Stripe	22,000	-	-	-	-
	Bird Netting at RAC	-	13,000	-	-	-
	Sound System - Palm Room	6,500	-	-	-	-
	Gym Sports Lighting Replacement	40,000	-	-	-	-
	Painting of Interior Gym Walls	-	15,000	-	-	-
	TOTAL	68,500	28,000	-	-	-
46415	<i>Trucks and Trailers</i>					
	Panel Van	30,000	-	-	-	-
	TOTAL	30,000	-	-	-	-
46431	<i>Special Purpose Equipment</i>					
	Park Trash Cans, Tables & Benches - Grey	25,000	-	-	-	-
	Preserve & Grand Blvd. Park	-	40,000	-	-	-
	Gym Scoreboards (2)	-	40,000	-	-	-
	TOTAL	25,000	40,000	-	-	-

DIVISION TOTAL \$ 123,500 \$ 68,000 \$ - \$ - \$ -