



**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 16, 2019  
5:00 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 5:00 p.m. Those in attendance were, Deputy Mayor Jeff Starkey, Councilman Peter Altman and Councilman Matt Murphy, Councilman Davis entered at 5:07 p.m.

Also in attendance were City Manager Debbie Manns, Deputy City Clerk Joyce Haasnoot, Police Chief Kim Bogart, Assistant Finance Director Crystal Dunn, Fire Chief Chris Fitch, Economic Development Director Charles Rudd, 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 Departmental Budgets - Page 2**

City Manager Manns introduced the item to Council. She stated the purpose of the work session was to review the proposed budgets for City Council, City Manager, City Clerk, Human Resources and Technology Solutions. She stated that some revenue numbers still have not been received by the State in regards to their funding sources. So far the City has received revenue numbers for the Local Government Sales Tax and it is a 4.1% increase. The Local Option Gas Tax, the first is indicating 4.9% increase and the second tax is indicating a 5.7% increase. Funds remaining to be released are the Local Discretionary Sales Tax, Municipal Revenue Sharing and Communication Service Taxes. They are the largest funding sources for the City and the release has been delayed by the State.

City Manager Manns began her presentation by stating that the overall budget is lower from the previous fiscal year. This is due to 30% of the City Manager and City Attorney salaries being funded through the CRA funds. Deputy Mayor Starkey asked how it will be received by the County and Commissioners if we pay salary out of the CRA budget. City Manager Manns

confirmed that she conferred with the City Attorney and there is no expected issues. Councilman Altman asked if this will result in a deduction of what is transferred from the CRA to General Fund. City Manager Manns said there will be a transfer from the CRA to General Budget and it is not expected to be as high as previous years, however, the percentage of the salaries will not be reflected in the transfer. Councilman Davis discussed questions brought up at an FRA conference in regards to cities using CRA for salaries he suggests we stay aware in case the city is looked at in that regard.

Moving on to the City Clerk's budget City Manager Manns stated that the budget this year is approximately \$1,000 additional from the last fiscal year. There was a decrease in legal advertising and an increase in elections by \$2,000.

Moving on to the City Council budget, City Manager Manns stated there is an increase in professional services and travel and training. City Manager Manns stated the City Attorney salary is reduced as it will be partially funded from the CRA budget. A new appropriation was added to this year's budget for the Environmental Committee in the amount of \$5,000. An appropriation of \$20,000 is recommended for the Cultural Affairs Committee. The printing budget is reduced as the cost of the newsletter printing has been transferred into the Library budget. The special events appropriation is recommended for \$65,000, which is \$10,000 over last year's budget. Councilman Davis inquired as to where the payment comes from for conferences he has attended. City Manager Manns stated the travel and training line item is used for those expenses. Councilman Davis requested a list indicating how travel and training was used last fiscal year. Deputy Mayor Starkey asked if Councilman Davis can clarify, does he want a breakdown of what amount was used by each Council member. Councilman Davis confirmed that is what he would like to see. Councilman Altman discussed special events. He stated that the Cultural Affairs Committee and Environmental Committee were designed to advise the City. Chasco Fiesta, 4th of July fireworks and the Christmas Parade are 3 events that are actual events and not committees. The funding for those events should not change and funding should primarily be used for those events. Councilman Altman suggested the CRA should be tied into the big events as far as contributing to their funding. Councilman Davis asked if there is a large amount of in-kind services for these events. City Manager Manns clarified that her recommendation of \$65,000 is for in-kind services to the events. Councilman Starkey said he does not remember ever using CRA funds towards an event and the city needs to be cautious. Councilman Altman felt it would be alright and in discussions he has had with County Commissioners he feels they are alright with it as well. City Manager Manns stated she will look further into CRA Plan as she is not certain those expenses are contemplated in the plan. Councilman Altman reiterated he wants to be sure the Chasco Fiesta, 4th of July and Christmas Parade are all funded events and Mayor Marlowe agreed.

Human Resources Manager Bernie Wharran began her presentation by stating that there are no personnel changes or capital projects presented. Human Resources Manager Wharran stated the labor attorney costs decreased due to Fire being the only department due for negotiations this year. The Employee Assistance Program was decreased as the City will rely on some services through our medical coverage. The Miscellaneous Services was increased for the upcoming pay and classification study which is expected to cost \$15,000. Travel and Training was increased for additional staff education and continuing education credits. Insurance, liability and insurance rates all have increased. The City is a member of Public Risk Management and all members have seen an increase. The City increase was 9% through all the accounts. Computer and Operating Supplies was increased, both computers in Human Resources need upgrades. The health insurance plan has not received any final rates yet. City Manager Manns stated the reason for delay in presenting is due to some catastrophic claims the City had this year and United Healthcare didn't embrace the City as they should, so we are currently comparing costs of other insurance.

Technology Solutions Director Bryan Weed began his presentation by stating that personnel costs remain the same however they anticipate some overtime so the budget was increased slightly for that. The budget for contractual services was increased for GIS and Tyler work. Data

lines increased due to cost of services. Software rent increased due to adding different accounts and enhancements required to the computer programs. Tyler Technologies has a \$103,000 license fee, as the City moves away from Sunguard he hopes to spend less than what is budgeted. Capital projects are software deployment, security enhancements that allow for 24 hour monitoring downtown, data migration in the Recreation and Aquatic Center and Fire Department is changing their software platform. Special purposes is expansion of VOIP into the Public Works complex which is the final department to be upgraded. Mayor Marlowe asked if security will protect from crypto attacks, Technology Solutions Director Weed stated it will. Councilman Davis asked about the about downtown cameras and where is the full funding coming from. City Manager Manns stated money is programmed into the Capital Improvement Program to install cameras and that budget will be presented at a later date. Deputy Mayor Starkey inquired about staffing levels at the Police Department if we install additional cameras. He wanted to know if it will require additional staff to monitor them. Police Chief Bogart answered that currently the dispatchers monitor the cameras and would be responsible for monitoring any additional. City Manager Manns stated they do not believe additional staff is necessary but will vet before the final budget.

Councilman Altman inquired about adding an additional agenda item for general budget discussions at the end of meetings similar to communications. Councilman Altman also wanted to follow up on Deputy Mayor Starkey's comments that we protect the CRA fund. Councilman Altman agrees that we need to be careful with the CRA fund however, look at what we can use to help businesses, downtown streaming is an example of an improvement the CRA could fund as it is an improvement to the downtown businesses. Look at what budget items could be funded by CRA. Councilman Davis asked if anyone from the public had comments and none came forward.

3 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 5:47 p.m.

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

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

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

Joyce Haasnoot, Deputy City Clerk

# Revised

## TECHNOLOGY SOLUTIONS

001024					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY16-17	FY17-18	FY18-19	FY18-19	FY19-20
41112	Division Head Salaries	78,642	79,997	11,953	79,800	82,600
41210	Regular Exempt Salaries	24,368	58,791	86,877	49,590	50,840
41299	Regular Full-Time Wages	68,159	69,483	54,821	72,950	74,780
41311	Part-Time Wages	-	2,460	11,609	15,600	15,600
41411	Overtime Wages	5,075	4,234	3,419	1,910	5,000
41511	Employee Incentives	150	220	-	-	-
42111	Social Security Matching	13,016	16,113	12,704	16,450	17,100
42211	Florida Retirement System	12,740	17,811	13,812	16,820	18,470
42311	Health Insurance	21,025	22,544	16,337	23,740	24,930
42312	Life Insurance	62	87	58	270	290
42313	Accidental Death & Disab Insurance	8	11	8	110	120
42426	Workers Comp - Clerical (8810)	346	483	343	500	580
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 223,591</b>	<b>\$ 272,234</b>	<b>\$ 211,941</b>	<b>\$ 277,740</b>	<b>\$ 290,310</b>
43499	Contractual Services - Misc	19,765	38,346	3,180	20,000	25,000
44011	Travel & Training	6,911	4,743	3,411	4,200	4,200
44121	Telephone - Local	10,886	15,325	5,501	12,200	12,200
44134	Data Lines	15,475	24,755	18,431	26,000	27,000
44211	Postage	16	46	-	50	50
44429	Rent - Software	134,414	268,747	224,816	282,330	369,620
44621	Maintenance & Repairs - Equipment	23,174	13,689	-	11,400	11,400
44625	Maintenance & Repairs- AV Equipment	-	-	-	1,500	1,500
45111	Office Supplies - General	1,265	3,554	15,167	200	200
45211	Fuel	20	-	-	-	-
45231	Clothing & Apparel	-	-	-	300	300
45243	Computer/Operating Supply	12,831	9,788	8,488	10,000	10,000
45253	Operating Supplies - Train Rm	1,105	17	74	500	500
45411	Dues & Memberships	475	-	-	500	500
45431	Subscriptions/Newspapers	46	-	-	-	-
45461	Books & Publications	-	-	-	50	50
<b>TOTAL OPERATING</b>		<b>\$ 226,383</b>	<b>\$ 379,010</b>	<b>\$ 279,068</b>	<b>\$ 369,230</b>	<b>\$ 462,520</b>
46413	Data Processing Equipment	9,193	50,629	94,422	108,500	10,000
46418	Software	178,275	486,265	111,277	138,000	46,990
46431	Special Purpose Equipment	46,604	-	-	-	33,240
<b>TOTAL CAPITAL</b>		<b>\$ 234,072</b>	<b>\$ 536,894</b>	<b>\$ 205,699</b>	<b>\$ 246,500</b>	<b>\$ 90,230</b>

**TOTAL EXPENDITURES**    **\$ 684,046**    **\$ 1,188,138**    **\$ 696,708**    **\$ 893,470**    **\$ 843,060**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM TECHNOLOGY SOLUTIONS

EXP CODE	CLASSIFICATION	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
46413	<i>Data Processing Equipment</i>					
	Server Upgrades and Replacement	10,000	-	-	-	-
	<b>TOTAL</b>	<b>10,000</b>	-	-	-	-
46418	<i>Software</i>					
	Network Monitoring Software	31,900	-	-	-	-
	Installation of ActiveNet software	10,000	-	-	-	-
	Installation of Fireworks software	5,000	-	-	-	-
	<b>TOTAL</b>	<b>46,900</b>	-	-	-	-
46431	<i>Special Purpose Equipment</i>					
	Public Works Voice Connect	33,240	-	-	-	-
	A/V Camera Improvements to Council Chambers	-	28,740	-	-	-
	City Hall Access Control System	-	27,730	-	-	-
	<b>TOTAL</b>	-	<b>56,470</b>	-	-	-
<b>DIVISION TOTAL</b>		<b>\$ 56,900</b>	<b>\$ 56,470</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>