



**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 18, 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 6:00 pm. Those in attendance were, Deputy Mayor Jeff Starkey, Councilman Bill Phillips, Councilwoman Judy DeBella Thomas and Councilman Chopper Davis.

Also in attendance were City Manager Debbie Manns, City Clerk Judy Meyers, Finance Director Crystal Feast, Development Director Lisa Fierce, Fire Chief Chris Fitch, Technology Solutions Director Bryan Weed, Human Resources Manager Bernie Wharran and Assistant to the City Manager Martin Murphy.

**DISCUSSION ITEMS**

**2**      **Review of Proposed FY18 Department Budgets - Page 2**

City Manager Manns introduced the item to Council. She stated the purpose of the work session was to present the proposed budget for the upcoming fiscal year. Municipal budget as presented provides sufficient funding so that same level of service can be made. She thanked staff for the preparation of the budget document and to Council for their commitment to the community. Ms. Manns stated that property values increased by 1.79%, the proposed millage would be 8.9950 and the balance in the general fund is \$21,448,550. She then introduced Finance Director Crystal Feast who then made a presentation to Council.

Ms. Feast began her presentation by stating the proposed budget totals \$57,564,110. The general fund revenue total expenditures, budgets and transfers totals \$19,452,790 with additional misc expenditures which exceeds revenue. Carryover balance of \$990,670 which is estimated based on where we are with the audit. Ms. Feast then broke down the different categories that make up the general revenue fund sources. Public Works, Police and Fire make up most of the expenditures. The proposed budget does include new positions for Recreation & Aquatics and Public Works. At the conclusion of Ms. Feast's presentation, the following

departments then made their presentation to Council for the upcoming fiscal year: Human Resources, Fire Department, City Manager/Council/Clerk, Assistant to the City Manager, Development Department and Technology Solutions.

The following is a summary of each department/division budget:

Human Resources:

- 31-11 labor attorney services decreased due to ongoing union negotiations
- 31-99 pre-employment drug and background screenings stay at current amount
- 49-15 advertising increase to cover advertising costs
- 34-13 employee support increase to launch employee suggestion and award program
- 45-11 45-21 45-22 45-23 insurance account increases of 5% per policy. Only minimal in health insurance rates.

Councilwoman DeBella Thomas asked for clarification on the new employee suggestion program. City Manager Manns stated that the program will allow employees to submit suggestions which if result in a savings to the city they can be rewarded for them.

Development Department:

- reduction in wages by moving inspector to the Fire Department
- taken on p/t receptionist.
- 31-81 professional services for planning reduced \$15,000
- 49-52 slight increase in housing CDBG
- 64-11 increase to refurbish lobby chairs and tables and finance area
- 64-18 increase to improve Adobe software

Councilman Phillips stated in regards 34-99 contract services he thought we were out for some additional contracting services to deal with permitting elements as well as an up tick in development and if we get favorable news from our economic development director at some point in the next year wouldn't it be prudent to or are we going to use contingency funds Ms. Manns. City Manager Manns asked for clarification on the question. Councilman Phillips then stated he thought last year we were going through some contractual services to deal with our permitting process and one of the major things we hear on a collective basis is the relationship that our customers have when they come into Development or for projects. So one is the contractual services we need to expedite or improve that level of service. He is anticipating that we have had an up tick in the number of businesses that are coming in and different services are being asked for and if we happen to see an up tick with some positive news from the Marine District, are we going to fund any costs out of the contingency budget or would it be prudent for us to at least have dollars in this account to deal with what may come with those positive steps forward. City Manager Manns stated she believes that we have budgeted appropriately for the permitting process and fund services through the Development Services budget and not on the contingency. Councilman Phillips asked that before we go to final budget could we highlight what some of those additional improvements are going to be in the Development Department as it relates to processing and interaction with public. He stated he just wanted to make sure that they can tell their constituents that in this budget we are allocating funds so that we can further enhance that department. City Manager Manns replied that yes that can be done before we get to final budget.

City Manager:

- increase in 40-11 will cover ICMA this year in October and September 2018. All other expenses with exception at same level. Operating supplies reduced by \$500

City Council:

- professional services reduced to \$5,000 as not spending as much in that category or in

50-11 and computer operating supplies.

Councilman Phillips asked about the settlement agreement as he thought it was close to complete. City Manager Manns replied that this is the final year of the Allen agreement payment. Councilwoman DeBella Thomas asked what all was in Professional Services and City Manager Manns replied an example would be the facilitator that was brought in for the strategic planning session.

City Clerk:

- 40-11 increase to go forward to obtain Municipal credentials and
- 51-11 for filing cabinet.

Councilman Phillips asked for the City Attorney to look at the ordinance regarding the city clerk's position to make sure that we were not in violation by combining the two positions.

Assistant to the City Manager:

- only adjustment in personnel due to full year of employment.
- 40-11 increase
- decreased 7-99 51-11 52-31 52-43
- 54-11 increased

Fire Department:

Division 71

- budget stayed consistent
- 12-99 increase due to addition of f/t residential rental administrative assistant
- 13-11 p/t eliminated
- 22-13 pension went up due to actuary
- 34-99 contractual services increased for reporting software annual support
- 40-11 increase for new assistant fire chief training opportunities
- 41-34 data lines slight increase
- postage increase due to mailing out inspection notices
- 46-23 eliminated as copier is rental
- computer operating supply to purchase new computer
- memberships for new membership rates

Councilman Phillips asked that what CAD does in the trucks and what liability it protects us from. Chief Fitch stated that all police and fire vehicles are dispatched through CAD and if they loose internet capabilities then they will loose information to the call. Councilwoman DeBella Thomas asked about the increase in postage and if they could coordinate inspections with a notice on water bills. Chief Fitch replied that fire inspections are only on commercial properties. City Manager Manns stated that letters are mailed to schedule inspection. Councilman Phillips asked to look into private ambulance service how can we be self sufficient.

Division 73

- budget stayed consistent with previous years
- 13-14 dropped by average of what was actually used in years past
- 14-13 overtime for the two inspectors
- 22-13 increase by the actuary
- 46-49 maintenance and repair increased to cover accessories for new radios
- fuel increased increased due to residential rental inspectors
- bunker gear decreased as it is anticipated ordering one less set of gear
- clothing for new residential inspectors
- purchase new computer in fire station

Councilman Phillips asked if whether in the next twelve months we can come to some kind of understanding on what the actual levels of service needs are so we can move that project along in CIP and is there a truck unit/equipment that is out there that would serve better or as good as not running our large fire truck on Main Street for calls on US19. Chief Fitch replied that the problem if not run Class A engine then we lose availability if another call comes in and the vehicle needed is not available. There are a lot of back to back calls. Need all EMS and extrication equipment for calls on US19. Difficult to go to a smaller vehicle. City Manager Manns stated that there are a number of variables still under consideration before we can make a recommendation on CIP questions the first has to do with annexation study which is currently under consideration and the level of service demands would change with annexation. We want to continue with the same ISO level. She truly expects it to be in short term for recommendation and assured them that it is a priority project and we will identify funding source.

3           Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 6:49 pm.

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

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

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

Judy Meyers, City Clerk