

COUNCIL WORKSHOP

A Council Workshop was held on July 23, 2018 at 5:00 p.m. in the meeting room of the Zephyrhills Public Library.

President Smith called the meeting to order. Roll call was taken. Present were members Ken Burgess, Jodi Wilkeson, Alan Knight, Charlie Proctor, Lance Smith and Mayor Whitfield. City Manager Steve Spina was also present.

Staff present: Police Chief Derek Brewer, Fire Chief Brian Swartout, Utilities Director John Bostic, Public Works Director Shane LeBlanc, Building Official Bill Burgess, HR Director Sandra Amerson, Director of Planning Todd Vande Berg, Library Director Lori Brightwell, IT Director Mike Panak, Airport Manager Nathan Coleman, CRA Director Gail Hamilton, Payroll-HR Clerk Joy Murphy, Assistant City Clerk Jessica Carter and City Clerk Lori Hillman.

Public Works Director Shane LeBlanc narrated a PowerPoint presentation with visual representations of capital improvement purchases for FY 18-19. He highlighted plans to rollout automated solid waste and recycling services and discussed the construction of a concession stand at Krusen Field.

Utilities Director John Bostic narrated a PowerPoint presentation of capital improvement projects scheduled for FY 18-19 to include water line extensions, new Water Division Building, and water/sewer line replacement and maintenance programs. Mr. Bostic plans to create a Reclaimed Water Master Plan in 2020.

WORKSHOP ITEMS

1. FY 2018/2019 Draft Budget

Dr. Spina stated minimal changes were made to department operating funds from last year's budget.

Review of the Draft Budget:

1. Draft budget is based on a 6.35 millage rate (no change recommended). Based on \$18,509,079.00 in new construction, the 6.35 millage rate will generate \$4,249,234.00.
2. Employee health care benefits increased 10%; an 8% increase for the City and a 2% for employees. (This increase is based on the insurance costs, not employee salaries).
3. This draft does not include employee pay increases.
4. General Fund revenue sources include franchise fees, utility taxes, communication taxes, licenses and permits, state grants, state revenue sources, county shared funds (occupational licenses), building fees, other service fees, fines and forfeitures, interest income, miscellaneous fees and services and interfund transfers.
5. State appropriation revenues include \$1M for the Sarah Vande Berg Tennis Center, \$750,000 for the S.R. 56 Road Alignment Study, and \$5.9M for the Airport Runway Extension.
6. The City has seen a significant increase in building and impact fees based on new construction.
7. Carryover (budgeted reserves) are \$1,572,673.00.
8. This draft includes grants to the Chamber of Commerce in the amount of \$50,000 for Economic Development, \$30,000 to the East Pasco YMCA for scholarship funding, \$10,000 for local youth leagues and \$10,000 for Zephyrhills High School scholarships. A \$10,000 general donation to the Chamber was recommended but not provided in this draft.
9. Software costs (Tyler Munis, PubWorks, and CivicPlus) decreased from \$550,000 to \$313,000.
10. \$40,000 was budgeted for historic property improvements to the Jeffries House, Depot, Airport Barracks Museum and Woman's Club.
11. \$25,000 was budgeted for outside legal counsel (grievances).
12. Fathom Contractual Services were budgeted in the amount of \$593,330, a decrease of \$70,000.
13. Worker's compensation increased 11%. Casualty and property insurance rates have increased by \$50,000.
14. Animal Control is budgeted at \$105,000.

15. Funding for the police station's a/c replacement rolled over in the amount of \$160,000. Plans are to place individual units in the majority of the building and a central system for the holding cell areas.
16. ZPD will purchase four new police vehicles at \$40,000 each.
17. ZFR expenses include restroom construction (remodeling) at Station 1, construction of a new building driveway pad, and enlarging the dining area at Station 2. Renovations will expand into the old Well 1 which was housed at Station 2 and since closed.
18. IT budgeted \$100,000 for new computers and equipment city-wide.
19. Public Works will begin work on the Krusen Field concession stand in the 2019 fiscal year (funds have been carried over). The Sarah Vande Berg Tennis Center design and construction is included in Public Work's budget. Funding comes from developer prepayment of Park Impact Fees, the state appropriation of \$1M and the balance from Penny for Pasco.
20. Simons Road is being designed and engineered currently, a \$3M project. Florida Medical Clinic will contribute \$140,000 and the Links Project will contribute \$81,000 in impact fees.
21. \$50,000 has been budgeted for a stormwater study on flooding in the 5th Avenue/4th Avenue and 20th Street area.
22. CRA revenues have increased from \$72,000 to \$116,000 this year with increases in property values and development.
23. Impact fee funds show about \$3.1M in transportation fees, \$916,000 in park fees, and \$48,800 in both fire and police fees.
24. Miscellaneous issues include no funding provided for Hercules Park in this draft. Money will be added to fire engine reserves which has not been included in this draft.

Recommended Positions/Changes:

- New Code Enforcement Officer - \$35,282
- Airport PTE to FTE (Airport Operations Foreman) - \$35,591
- New IT position - \$45,424
- Upgrade Planning Administrative Assistant to Assistant Planner - \$39,239
- Assistant Finance Director - \$57,975 or continue with consultant long term
- Assistant City Manager (succession planning) \$94,000 exempt pay grade (one year position)
- ZPD – two police officers - \$43,261 each (requested 4)
- Review several department head paygrades due to duties/responsibilities.

Pay Raise Costs:

Dr. Spina outlined 2% and 3% pay raises which are not included in the draft budget.

Millage Rate Estimates:

The current millage rate of 6.35 would generate \$4,259,234;

A millage rate set at 6.4 will generate \$4,292,771;

A millage rate set at 6.45 will generate \$4,326,308;

A millage rate set at 6.5 will generate \$4,359,845.

Enterprise Funds:

Major Projects:

- Runway 1-19 extension, completion of Taxiway B construction, new fuel farm, an airfield beacon, and an automated weather observation service which are all 80/20 grants provided through FDOT. Airport revenues have increased. Utility water and sewer rates have increased from \$7.7M to \$9.2M. Sanitation rates have increased with a healthy reserve of \$1.2M.

Councilman Proctor said he appreciates the great employees in the City and would like to look at 4% to 6% raises in an effort toward retention.

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Councilwoman Wilkeson brought up the subject of WIFI access in City parks. She said currently kids sit on the wall at the Library to use the WIFI and she would like the City to provide WIFI at Clock Plaza and Zephyr Park as part of a public service.

Meeting Adjourned: 5:59 p.m.