

## CITY OF APOPKA

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### **Minutes of a City Council Budget Workshop held on July 17, 2017, at 3:00 p.m., in the City of Apopka Council Chambers.**

**PRESENT:** Mayor Joe Kilsheimer  
Commissioner Billie Dean  
Commissioner Diane Velazquez  
Commissioner Kyle Becker  
Commissioner Doug Bankson  
Glenn Irby, City Administrator  
Pam Barclay, Finance Director

**PRESS PRESENT:** John Peery - The Apopka Chief  
Reggie Connell, The Apopka Voice

**CALL TO ORDER/PLEDGE OF ALLEGIANCE** - Mayor Kilsheimer called the Budget Workshop to order at 3:00 p.m. and led in the Pledge of Allegiance.

### **BUSINESS**

Mayor Kilsheimer said the goal by the end of this week is to come to a resolution to the proposed budget and establish a tentative millage rate.

Ms. Barclay advised they would be reviewing special revenue funds and enterprise funds today. She stated these funds had nothing to do with the millage rate or general revenue.

#### Streets Division

Jay Davoll, Public Services Director, said this division maintains the roads and rights-of-way. There are approximately 182 miles of streets that equates to 960,960 feet of roads. Last year 9,730 feet, or 1%, of the roads were repaved. He said this year's budget shows an overall increase of 7%. The majority of this increase is a transfer to the general fund. He stated they need two arrow boards at \$10,000 that were pulled put back in the budget. He said there were four different items pulled and it is very important to stay in compliance with federal guidelines coming into place. He spoke of the reflectivity on signs and said he would like to have \$30,000 put back in. Streets has a need for landfill fees to dispose of items such as tires and requested \$31,500. He requested \$27,500 for signal maintenance. He asked for additional funding for street lighting.

Commissioner Becker asked if the City paid the entire cost and the HOA's offset that expense by revenue reimbursed to the City.

Mr. Irby responded in the affirmative. Ms. Barclay added this was a pass through fee and we were not reimbursed the full amount.

Discussion ensued regarding decorative street lighting and agreements with the subdivisions.

It was the consensus to add \$27,500 to the 4600 account for signal maintenance, and \$10,000 for two arrow boards.

Mr. Irby passed out a report regarding facility maintenance.

#### Inmate Program

The Inmate Program was reviewed and discussed. No changes were made.

#### Stormwater Fund

Stormwater Fund was reviewed and discussed.

Mr. Davoll said the stormwater funds collected go into this fund to help maintain and clean our stormwater system. He proposed the addition of two leaf and litter vacuums at \$4,000. He proposed the \$4,000 be taken from the 6300 account for the two leaf blowers.

#### Utility Administration

This division put into place the new iWorQ program. He said the operating funds did decrease. There was a total of \$821,000 transferred to the General Fund from this division. He did request \$14,149 back for repair, maintenance, and training.

It was the consensus that \$12,000 be added for repair and maintenance, and \$1,900 for training.

#### Water Plant (potable)

Mr. Davoll said this shows an increase of \$246,000. This is attributed to the replacement of wells at Mt. Plymouth and Grossenbacher. Mr. Burgess advised this was a condition of our consumptive use agreement.

It was the consensus to put \$7,000 back in for fuel in the 5250 account, and to place \$15,000 back in the 5220 account for the Water Conservation Incentive Program.

#### Wastewater Plant

The Wastewater Plant was discussed and reviewed.

Mr. Davoll said they were in the process of expanding and construction was well underway.

It was the consensus to add \$5,875 back to the 5250 account for fuel.

Council recessed at 4:17 p.m. and reconvened at 4:30 p.m.

#### Utility Construction

Mr. Davoll said Utility Construction installs a lot of the in-house water, sewer, and reclaimed water lines. This year has been focused on reclaimed lines due to being reimbursed from SJRWMD. He advised there is an overall decrease of 37%. They requested the funding for fuel be placed back in the budget, as well as vehicle/equipment maintenance.

Ms. Barclay said that based on the trends it would not be recommended to add this back in.

### Water/Utility Maintenance

Water Maintenance was reviewed and discussed. Mr. Davoll advised there has been a lot of meters that were in need of replacement. Mr. Burgess added that in 2007 every meter was retrofitted and had a ten year warranty, making this the final year of the warranty.

Mayor Kilsheimer said at this point the City did not have a systematic program to replace the aging water meters. He stated Commissioner Bankson had previously brought up a point that this is the one program that generates funds. He said the City needs to embark on a program of systematically replacing our water meters on a regular and routine basis to prevent having aged meters that are not reading properly.

Commissioner Bankson said he had an issue with his own meters that affected his utility bill.

Mr. Davoll requested one position that was cut for a utility service worker be added back in at \$39,554. It was the consensus that this be included.

Mr. Davoll said they were requesting trucks to be replaced. They are requesting a change so that the F350 is back in the budget and take out one of the F150 trucks. It was the consensus that this change be made.

Mayor Kilsheimer recapped that the consensus of Council is to add in the Utility Service Worker (\$39,554), add funding for the meter repairs, fuel and gasoline, tapping machine, and F350, taking out the F150.

### Utility Billing

Ms. Barclay said accomplishments include transition to the new billing software, implemented remote deposit, and they implemented remit central which is a time savings. They also updated the Sensus meter reading system. This update came with a tool called Sensus Analytic that shows the number of meters that are not being transmitted. She advised a meter reader would go out and check on the meters that were not transmitting. She stated they plan to add IVR for credit card payments over the telephone. They plan on completing the Municode (MCCI) bill print system. They are requesting two positions, one being a meter reader rather than using a temporary service. The other position is an additional customer service clerk. She said they have gone from 14,000 to 29,000 customers.

It was the consensus to add in the position of Meter Reader and Customer Service Clerk.

### Wastewater Maintenance

This division decreased overall by \$1.5 million due to a new Utility Plant Maintenance division being created. The Wastewater Maintenance division was reviewed and discussed.

It was the consensus of Council to add the funding for training back in the 5500 account.

### Restoration

The Restoration division was reviewed and discussed.

Mr. Davoll said there is an overall decrease for this division, but a slight increase in operations.

Utility Plant Maintenance

Mr. Davoll said this was a new division created partially because of the new wastewater plant. The lift stations are brought in under this division.

Mr. Burgess explained the positions that are being transferred from Sewer Maintenance and Wastewater Plant to this division. They are requesting a new maintenance supervisor to coordinate this division. Other new positions being requested are mechanic, instrument technician and two more lift station mechanics for a total of 11 positions in this division. He said our system is growing and we need to put more focus strictly on maintenance. By consolidating into this division, he said they can gain better control and tracking.

Design Engineering

Mr. Davoll explained this division does the utility and roadway internal designs. He said there has been no overall change and there has been a decrease.

Mayor Kilsheimer asked Council to review the Facility Maintenance report that was handed out.

**ADJOURNMENT** - There being no further discussion, the workshop adjourned at 5:49 p.m.

\_\_\_\_\_/s/\_\_\_\_\_  
Joseph E. Kilsheimer, Mayor

ATTEST:

\_\_\_\_\_/s/\_\_\_\_\_  
Linda F. Goff, City Clerk