

CITY OF APOPKA

Minutes of a City Council Budget Workshop held on July 20, 2015, at 1:30 p.m., in the City of Apopka Council Chambers.

PRESENT: Mayor Joe Kilsheimer
Commissioner Bill Arrowsmith
Commissioner Billie Dean
Commissioner Diane Velazquez
Commissioner Sam Ruth

PRESS PRESENT: John Peery - The Apopka Chief

CALL TO ORDER/PLEDGE OF ALLEGIANCE - Mayor Kilsheimer called the Budget Workshop to order at 1:30 p.m. and led in the Pledge of Allegiance.

Mayor Kilsheimer advised this was a workshop and there will not be an opportunity at the workshops for public input. He stated the purpose is to introduce the Budget, which is a balanced budget and there has been no increase in the millage rate. He affirmed as they go through the budget, there are things they will need to do and would like to do, for example we have to expand our wastewater treatment plant. He said with needs, we need to hire more police officers and we need to build a new fire station, but we cannot do that with the millage rate as it is. He declared if we hold the millage rate to the current level, we will only do the items we have to do.

Pam Barclay, Finance Director, stated this is a workbook and it is not etched in stone. She advised she noticed some discrepancies and pointed those out stating they only deal with the charts and that they did not transfer correctly. She pointed out the total revenues for the general fund should be \$41,032,890, second line from the bottom, transfers from other funds should read \$5,882,940. Expenditures by type, on the third chart, first personal services should be \$27,934,471 and the total at the bottom \$41,032,890.

Commissioner Dean asked how much money was budgeted from the capital outlay for the north side of Apopka and the south side of Apopka to which Ms. Barclay advised the budget was not broken down in that manner.

Ms. Barclay said the department directors were asked to submit their budget requests. Once this was done, she, Mr. Irby, and Mayor Kilsheimer met with each department to go over these requests. From what was submitted, over \$6,000,000 was cut. They also cut all capital, except for what could be financed. They kept the millage at the current rate of 3.2876. There were requests for 39 additional personnel and none were added. She advised the proposed budget is 25% more than last year's citywide budget. She explained there are several large projects in the proposed budget; the sewer plant, and \$1.3 million in street repairs. She said she planned to go through each department and have the council's input for any additional cuts. If the council desires to add anything, then there will need to be revenue for those additions. Today they will

go over most of the general fund to include Mayor's Office, Legal Services, Administrative Services, City Clerk, Community Outreach, Finance, and Human Resources.

Mayor Kilsheimer said there are conflicts with the meetings for Thursday and Friday and they will need to reschedule those days. He stated if they can get through the proposed budget during these three days, then they will not need to reschedule. He asked the City Administrator for guidance on how to make decisions without a vote through the workshop process.

Mr. Irby advised if they have something to change, they can do this through a consensus. He affirmed this does not become official until after the public hearings in September. He affirmed they will need to hold a special meeting between now and the end of the month to set the tentative millage rate. He advised if they have any desire to go up on the millage, it is better to set the tentative millage rate higher and they can reduce that rate during the public hearings in September. He reiterated the budget before them is balanced.

MAYOR'S OFFICE

The Mayor's Office budget was reviewed and discussed.

Commissioner Arrowsmith suggested with regards to the National League of Cities they may want to consider the Mayor and one Commissioner attending with the Commissioners alternating.

Mayor Kilsheimer advised \$3,000 has been allocated for each Commissioner to have discretionary spending to distribute to the community as they choose. Discussion was held and it was decided to come back to this item.

LEGAL SERVICES

Ms. Barclay advised Legal Services was separated out of the Mayor's Office and they also consolidated the costs. This includes the City Attorney, and it also includes the Labor Attorney that previously was under Human Resources.

Mayor Kilsheimer reviewed the previous legal fees expended for FY 13/14 and the current FY 14/15 to date.

ADMINISTRATIVE SERVICES

In response to Commissioner Arrowsmith with regards to the difference in salaries from 2014 to 2016, Ms. Barclay affirmed the Administrative Services Manager and Secretary positions were moved to Community Outreach and position of Insurance Clerk was moved to Human Resources. She further explained the position of Administrative Services Manager was changed to the Public Information Officer position and the Secretary position changed to the Grant Writer. Another significant difference is attributed to the change in salary from the prior City Administrator to the current. The 3400 account for Other Contractual Services is the amount contracted for Richard Anderson's services.

COMMUNITY OUTREACH

Ms. Barclay advised Community Outreach is a new account setup that includes the Grant Writer/Neighborhood Services Coordinator, Public Information Officer, and Community Events Manager.

In response to Commissioner Dean's inquiry about community events, Mayor Kilsheimer said Sarah Ryan assumed this position in September 2014 and her first task was pulling together the Old Florida Outdoor Festival. He said his goal was to hold at least four major events at the Amphitheater every year to include the Old Florida Outdoor Festival, bringing back the Corn Festival in May, an Independence Day event, and a gospel related event. For the gospel event we will partner with an outside organization. He affirmed we have obtained an outside events consultant who is helping us find major sponsors. He stated Ms. Ryan has placed some other events in the budget, one being a Cinco de Mayo event, Zombie Apokalypse that would be held in October around Halloween. He said that we could do Juneteenth, but we would have to find a venue for it and he stated we have one person working on these events.

Commissioner Dean said he felt it was important. Discussion was also ensued with regards to sponsorships noting we had \$47,000 in cash sponsorships for this past Old Florida Outdoor Festival.

Mayor Kilsheimer declared we were trying to get more use out of the amphitheater and trying to present a different phase of Apopka with each of our events. He suggesting having Ms. Ryan research Juneteenth and come back with what it would take to put on a Juneteenth celebration.

Discussion ensued regarding upgrade of the City's website.

In response to Commissioner Arrowsmith regarding the \$885,429 total cost under Community Outreach, Ms. Barclay advised they also have budgeted revenues of \$700,000. Therefore, the net of this is \$185,429.

CITY CLERK

The City Clerk's proposed budget was reviewed.

Commissioner Ruth inquired about the 3400 account to which Ms. Barclay advised this item has \$24,500 budgeted for recodification of the code.

Ms. Goff advised this includes codification of the entire code book; charter, code of ordinances, and land development code.

FINANCIAL SERVICES

Ms. Barclay said they were hoping to implement a new financial software package that is in the IT Department's budget. She also has an employee that is in the DROP program and said she had hoped to hire an accounting manager that would backfill that person, however, all personnel

requests have been cut from the budget. She explained that the difference in the 2015 Estimate and the 2016 requested is the audit function having been centralized in this department.

HUMAN RESOURCES

Commissioner Arrowsmith inquired about the increase in professional services, to which Ms. Thornton advised insurance is now being handled through Human Resources, having been previously budgeted in Administrative Services.

Ms. Barclay summed up regarding the millage and pointed out the Millage and Rollback Calculations in the front of the book. Every .1000 of a mill is \$231,000, so if the millage rate was raised 1 mill there would be an additional \$2.3 million. She said this would allow the Council to gauge what type of additional items they may want included in this budget and where the money could come from.

Discussion ensued regarding reserves and in response to Commissioner Arrowsmith regarding what we should have in reserves, Ms. Barclay stated 20% and we are currently at 30%. She advised the GFOA recommends between 18-20%.

ADJOURNMENT - There being no further discussion, the workshop adjourned at 3:24 p.m. p.m.

ATTEST:

_____/s/_____
Joseph E. Kilsheimer, Mayor

_____/s/_____
Linda F. Goff, CMC, City Clerk