

CITY OF APOPKA

Minutes of a City Council Budget Workshop held on July 20, 2016, at 1:00 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
Dale Fenwick, The Apopka Voice

CALL TO ORDER/PLEDGE OF ALLEGIANCE - Mayor Kilsheimer called the Budget Workshop to order at 1:00 p.m. and led in the Pledge of Allegiance.

DISCUSSION

Mayor Kilsheimer said it was incumbent upon the Council to get through the proposed budget and make decisions providing guidance to staff. He affirmed they will be required to convene as City Council to set the tentative millage rate prior to August 1, 2016.

Pam Barclay, Finance Director, said she would like to address the concerns regarding the GFOA best practice and the unrestricted fund balance. She stated the GFOA best practice is to keep no less than two months of unrestricted fund balance of regular expenses. She affirmed that two months was 16.7%. Also, unrestricted fund balance includes assigned, committed, and unassigned as indicated on page twenty in the CAFR. The fund balance is broken down into five categories, non-spendable, restricted, committed, assigned and unassigned. The logic and reason behind this is that committed and assigned for the criteria of spending is set by the Council and management. Those can be rescinded relatively easily. Restricted funds are externally driven. At the end of 2015, in the CAFR, there was \$10,828,328. She said by using just the unrestricted amount, it brings us to 21.5% for the fund balance to expenditures.

Commissioner Bankson said he totally agreed with the statement in the "Conclusion" of the July 13, 2016 letter in the budget workbook that states *"Although economic indicators point to a recovery, history shows it could be a slow recovery process. This year we should continue to focus on economic development, sustainability and keeping our community safe..."* He stated that responsibility falls on the Council and he tends toward the conservative side. He said we are playing catch up from several years of a bad economy.

Mayor Kilsheimer said that Mr. Irby was very clear yesterday when he said this was not sustainable and we cannot continue to spend more than we take in. At the same time, there are items that are must haves and things that we want to have. He stated that they need to strike a

balance between doing the things we have to do and then also taking responsibility for the quality of life in our community.

In response to Commissioner Bankson's inquiry to replenish reserves, Mr. Irby advised revenues coming in cover our operating costs only. He said that operating costs do not take into account new employees and new equipment required in order to do their job. It does not include the replacement of capital equipment. He affirmed there is not a plan to replenish, as a plan cannot be formulated based on the revenues coming in and projected for the future. He pointed out that some of the funds are restricted funds and the use is limited.

Police Department

Chief McKinley gave a PowerPoint presentation in order to provide Council with information to be able to make an informed decision about the Police Department. He said they talked about accreditation yesterday, and said accreditation is not equivalent to an ISO rating. He explained accreditation makes sure policies and procedures are proper and evaluates security of facilities and makes sure it is up to date on best practices. He stated the closest thing they found that would compare to an ISO rating for a law enforcement agency would be the ratio of officers per 1000 residents. He said you do not want to rely totally on per-capita, as you need performance measures as well. He reviewed the growth of Apopka over the last twelve years and the number of officers that have been allocated over the same time frame, pointing out that it has remained steady until this fiscal year where they were authorized seven additional officers. He reviewed the officer ratio for local agencies along the I-4 corridor, advising the average ratio is 2.46 and the Apopka Police Department's ratio is 2.08 officers per 1000 residents. He said for fiscal year 2016/2017 they are requesting five officers, and this request brings the per-capita rate to 2.14, which is still well below the Florida average. He declared it would take twenty officers in order to bring them to a per-capita of 2.5. Based on this, they looked at how to get there over the next five years. He reviewed projected growth of Apopka over the next five years and what it would take to maintain officer ratio. He declared if they do not begin to plan now for increased growth, it is likely they will not be able to catch up with growth in a responsible and prudent manner in the future. He stated it needs to be realized that future budgetary considerations must include civilian support personnel, change in equipment and technology needs, and significant capital improvements in order to provide the services our community will expect and deserves. He said they are requesting to fund five new officer positions (\$358,580) so they may work towards the 2.5 officer per-capita ratio. They also request funding of two civilian traffic enforcement officers (\$99,465) to administer the traffic intersection safety program. This will allow sworn officers to be put back on the streets. He reviewed the equipment and operating expenses for five new officers. He explained these positions were cut and they are requesting they be put back in the budget. He went on to explain they have an aging fleet and they were trying to implement a replacement program, stating thirty-nine of their vehicles have over 100,000 miles and are all over five years old. They do have the take home vehicle program and although it is recognized as a benefit to the police officers, it is also a benefit to the City of Apopka and the residents. He reviewed support services being requested to include a LASER Mapping System. Vehicles being requested come to \$219,000 and Support Services \$199,000. A copy of the PowerPoint is on file in the Clerk's office. He declared the things they have outlined today are needs to keep this community safe and bring the department into the 21st Century with technology. He pointed out that \$2.8 million of their budget is for a communication tower in the north end of the city. This

tower is for everyone in the city that needs to have communication to the north end of the community. The total of what they are requesting be put back in the budget is \$1,122,040.

In response to Commissioner Bankson, Chief McKinley said their first priority would be the sworn officers, but they cannot do their job without the equipment and vehicles. He stated they would like the eight new vehicles that were cut back in due to the aging fleet.

In response to Commissioner Becker with regards to what impact adding officers would have on the station, Chief McKinley said they can manage the growth in the current building and advised they have been working to develop impact fees for Police and Fire. Discussion ensued regarding the need for pool vehicles.

Commissioner Dean said he wanted it to be noted that the \$70,000 in the budget for Apopka Begins and Ends with "A" should be designated to the Police Department budget.

Discussion was held regarding the red light camera program. Chief McKinley advised our contract is through July 2017.

Police Chief's Office – discussed and reviewed.

Police Field Services – discussed and reviewed.

It was the consensus to try and find a way to add in the five new police officers, as requested on page 212, as well as the associated vehicles and equipment on page 225.

Police Support Services – discussed and reviewed.

The Traffic Citation Specialists will be restored as listed on page 229. Items 5, 6, 7, 8, and 9 will be added back as listed on page 242.

Crossing Guards – discussed and reviewed.

Chief McKinley advised the crossing guards have an hourly rate of \$8.50 an hour and the going rate on a recent market study showed the rate at \$10.87 an hour. This was added in to the budget.

Dispatch – discussed and reviewed.

Discussion ensued regarding the cell tower for the northern area of the city and Chief McKinley advised they are losing communication with officers and firefighters in that part of the city and this is a safety issue. This tower will also provide communication for other services of the city.

Park Rangers – discussed and reviewed.

Discussion was held regarding Park Rangers. Chief McKinley said there are four part-time Park Rangers and if the full-time position was approved, they were going to utilize one of the aging vehicles for this position and he would be showing a presence at all facilities. He advised they could take one of the part-time positions and change it to full-time. The consensus was to make one of the part-time positions full-time and keep three part-time positions for Park Rangers.

The Council recessed at 3:47 p.m. and reconvened at 3:58 p.m.

Fire Department

Chief Carnesale said the Fire Department's budget was very similar to last year, with the exception of Fire Station 5.

Fire Chief's – discussed and reviewed.

Fire Suppression – discussed and reviewed.

Discussion was held regarding building Fire Station 5, furnishing, and staffing. Chief Carnesale advised they received the second floor plan update today and they will start working on the site plan. There is an estimated completion date of June or July 2017. The staffing is for the last quarter of the fiscal year.

In response to Commissioner Velazquez, Mr. Irby advised the Fire Impact Fee Study should be completed within the next few days.

Discussion was held regarding funding for and the need for Fire Station 6 next year.

Chief Carnesale reviewed a map where the stations are located. He affirmed that Station 2 on Welch Road covers everything to the north and Station 5 will cover the very north end once it is completed. He explained that Station 2 is exceeding the normal or average response time just to get to the back of Rock Springs Ridge. He declared this was more than just an ISO issue, it was also EMS, stating a person in cardiac arrest has maybe four minutes and it is taking almost double that to get to the very north areas.

In response to Commissioner Bankson regarding funds from last year's budget that has not been used, Ms. Barclay advised that would be in the first budget amendment of next year to carry forward.

Ms. Barclay explained that with page 174, Account 5550 has off-set revenues for the public relations programs.

Chief Carnesale explained on page 177, Account 6400, Item 3 was eliminated to balance the budget. He reported they received an email from Dr. Jackson that Senator Nelson called and the AFG \$10,000 grant has been received for this item. Ms. Barclay explained this will be moved under grants.

Emergency Medical Services – discussed and reviewed.

Chief Carnesale said on personnel costs, line item 1225, explaining that proficiency pay for Paramedic is an additional \$8,000 a year. Over the past couple of years, they kept the budgeted number of \$408,000 and it had been reduced to \$344,004. He advised they have eight firefighters in paramedic school and the \$8,000 will be needed for each, bringing this amount to \$416,000 for this year. Ms. Barclay advised this would be an additional \$72,000.

In summary, Ms. Barclay advised we are right at \$1,373,395 to be added back to the budget.

ADJOURNMENT - There being no further discussion, the workshop adjourned at 4:00 p.m.
p.m.

ATTEST:

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Joseph E. Kilsheimer, Mayor

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Linda F. Goff, CMC, City Clerk