

# City of Davenport Commission Budget Workshop of July 5, 2022

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Minutes of the Budget Workshop of the City of Davenport, Florida, held Monday, July 5, 2022 at 5:30 p.m. in the Commission Room after having been properly advertised with the following members present: Mayor HB Robinson and Vice-Mayor Brynn Summerlin. Commission Members: Commissioner Bobby Lynch, Commissioner Tom Fellows and Commissioner Jeremy Clark. Also present was City Manager Kelly Callihan. Absent and excused was the City Attorney.

Mayor Robinson declared a quorum present and opened the meeting.

## **BUSINESS**

### **1. PROPOSED FY 2022-2023 BUDGET**

The City Manager announced that the budget was prepared with an emphasis to manage the City's growth of the last several years. The budget added necessary funding to maintain current level of service to its residents and to support city staff in an environment of rising costs. He drew the Commission's attention to the Budget Message, which reflected the proposed budget balanced at the millage rate of 7.5000 mills in the amount of \$36,766,660.

The proposed Budget includes:

- 5% COLA
- Continuation of 4% merit increase.
- Continuation of tuition reimbursement program.
- Funding of the General Employees and Police Officer/Firefighters pension plans.

New Positions Included:

- Marketing/Communication Specialist
- Detective Sergeant
- Two Patrol Officers
- Fire Inspector
- Two Service Worker I
- Wastewater Plant Trainee
- Assistant City Manager - The City Manager explained that the proposed plan is to promote the current Code Enforcement Officer to this position. This position will continue to perform the duties required by Code Enforcement as well as assist the City Manager. The cost of this change is \$17,785

The City Manager explained that the Parks & Recreation Department found it difficult to fill their summer camp position because of the budgeted rates of pay. This budget reflects an increase to the hourly rates of pay.

The total number of City positions is now at 93 full time and 3 temporary part-time in the Fire Department and 5 seasonal employees in Parks and Recreation.

## Capital Projects Include:

- Second Bay at Fire Station 2
- Design and construction of Building and Planning facility
- Street Resurfacing Program
- Five Police cars (three for the new officers and two replacements).
- Walking trail around North Lake (grant funded)
- Way finding signs
- Alternative Water project
- Completion of sludge Treatment Process Project
- Completion of Wastewater Phase 2 construction
- Reuse Master Plan
- Wastewater Phase 3

Moving onto Reserves, Donald noted that since they had received their budget staff had included and changed the Reserves to reflect the inclusion of a portable stage in the amount of \$125,000 and a WMPF Study at \$8,000. He noted that there was no overall change to the budget but pointed out that the Reserves had changed to reflect this. The City Manager informed them that the budget reflected a surplus of \$1.6 million to increase the fund reserves to almost \$8.5 million.

The City Manager drew their attention to their long-term debt and their Budget calendar pointing out their first Public Hearing on September 8<sup>th</sup> and second Public Hearing on September 22<sup>nd</sup>.

The Commission proceeded to review the Budget by Department with Donald announcing that Revenues were in line historically of what they have seen. Donald drew their attention to Building Permits and noted that staff had reduced them significantly based on what they have seen lately. He noted the 40% increase in the tax value.

The Vice-Mayor asked if the Recreation Membership fees were a realistic number. Donald responded that this was a good number and added that they were already trending to get this amount this year.

Commissioner Lynch questioned Recreation Grants. The City Manager responded that this was the CDBG grant.

## **COMMISSION**

Donald noted that the only change was the reduction of the \$10,000 contribution to the EDC but pointed out that they had added the \$40,000 to Retail Strategies LLC to Contractual Services in General Government.

## **CITY MANAGER**

- Increase in salaries due to Marketing/Communication Specialist and Assistant City Manager positions
- Increase to Vehicle Allowance due to rising cost of gas.

Commissioner Clark suggested looking at the option of the Assistant City Manager not doing Code Enforcement, but the EDC part instead. Then they could look at bringing in another Code Enforcement Officer. He felt that they needed to focus on getting commercial into the City. The City Manager responded that they had talked about Steven Hunnicutt continuing with his duties this year then next year phase it out; or if it was their wishes to put money in the budget for a Code Enforcement Officer then staff could certainly do this.

Commissioner Lynch voiced his hesitancy since they truly hadn't given the company time to do something and felt that they should wait to see what they were going to produce and let Steven continue to do what he's been doing.

The Vice-Mayor suggested that they look at this in 6 to 8 months and see what the company accomplishes then if they see the need for a Code Enforcement Officer, look at placing money in the budget to hire them at that point.

The Mayor also suggested waiting to see what happened.

Commissioner Fellows felt that everybody would agree that they were going to see some downturn in the future, but they didn't know how much. He agreed with Commissioner Clark that when this firm came on board and brought them commercial business then they would need someone. At that time they could use Reserves to hire someone.

## **FINANCE**

- Increase to salaries due to the positions and COLA.

## **LEGAL**

It was noted that the number would depend on the workload.

## **CITY CLERK**

- Reflects normal operating expenses.

The City Clerk noted that she was checking into a piece of equipment that would help count the mail-in ballots and the Election line item would be increased to reflect that cost.

## **GENERAL GOVERNMENT**

- Increase of \$140,000 due to claims and increase due to additional staff and pay increases. Donald noted that their Mod factor had gone from .880 to 1.17.
- No major piece of property was added this year
- Increase to Christmas Decoration Program to replace some decorations.
- Includes the \$40,000 for the Retail Strategies consulting firm.
- Noted change of “Community Center Utilities” to “Peter Rust Civic Center”.
- Includes \$50,000 contingency fund

## **POLICE DEPARTMENT**

Addressing the Vice-Mayor, Chief Holden informed him that he would be looking at uniforms as he had suggested to help deter the heat. The Chief proceeded to note significant changes and/or increases to his budget. These included:

- Increase to salaries
- Increase to gas line item
- Vehicles for the additional positions

In answer to the Vice-Mayor’s question, staff noted that Capital Items included; vehicles, radios, FF&E for the Police Station expansion and a fence for a secure compound.

## **FIRE DEPARTMENT**

Fire Chief JT provided the following highlights in his department.

- Budget reflects Fire Inspector position.
- Capital items include:
  1. A second bay at Fire Station 2
  2. Gear Dryer
  3. Inspector’s vehicle
  4. Inspector’s radio
  5. Replacement generator for Station 1
- Line items reflect increases due to economy and growth.

## **BUILDING DEPARTMENT/CODE ENFORCEMENT**

- Line items reflect increases due to economy and growth
- Reflects design and construction of new facility and FF&E items

## **GARBAGE**

The City Manager advised that the City had received three (3) bids and was in the process of negotiating a contract with Republic Services that he would be bringing back to them to approve. He informed them that the bid consisted of the residential rate at \$20.25 with

a 5% increase each year, but staff was trying to negotiate either a 2½% or 3% increase instead.

## **CEMETERY**

- Reflects the platting, site work and layout of southern acreage.

Donald noted that they would be using the \$75,000 in Cemetery Reserves to help pay for this with the balance from the General account.

## **STREETS**

- Capital items include
  1. Street resurfacing
  2. Sidewalk program continuation
  3. Handicap ramps
  4. The City Manager noted that the dump truck was carried over from FY 21/22
  5. A Wayfind sign
  6. A chipper
  7. Trailer for skid steer
  8. Truck for new personnel
  9. Two (2) mowers & trailers for mowers
- Line items reflect increases due to economy and growth

Darryl outlined his resurfacing program.

## **PARKS & RECREATION**

- Capital includes
  1. Banquet Hall garden pavers
  2. Wall padding in the gym
  3. Floor covering for the gym floor
  4. North Lake fitness trail
  5. Event stage
- Line items reflect increases due to economy and growth

## **RESERVES**

Donald noted that to balance everything out they would be adding \$1.48 million to Reserves.

Noting the time of 6:56 the Mayor entertain a motion to adjourn for the Regular Meeting.

Vice-Mayor Summerlin motioned to adjourn for 4 minutes. The second was provided by Commissioner Lynch and carried.

The Commission reconvened at 7:23 p.m. with the following members present: Mayor HB Robinson and Vice-Mayor Brynn Summerlin. Commission Members: Commissioner Bobby Lynch, Commissioner Tom Fellows and Commissioner Jeremy Clark. Also present was City Manager Kelly Callihan. Absent and excused was the City Attorney.

Mayor Robinson declared a quorum present to continue the meeting.

At this time Donald outlined the Revenue and Expenditure funds.

### **WATER/WASTE WATER FUND**

Donald drew their attention to the Revenues in this Department.

The Vice-Mayor questioned the \$72,000 for late fees. Donald responded that this was an accurate amount. Brief discussion ensued regarding online payments, with Donald providing that the City was not large enough for online payments.

Mike noted increases to line items to reflect the economy and growth. He also drew their attention to the increase in water testing due to new testing parameters and criteria.

Capital Items included:

#### **Water Plants**

- Water Plant 2 Lower Floridan Well
- Install third high service pump
- Replace scag rear discharge mower
- This Department's portion of the dump truck is carried forward from FY 21/22
- Service truck is carried forward from FY 21/22

#### **Wastewater Plants**

- Wastewater Phase 3 Design and Construction
- Drying Bed
- Composite Sample (2) and accessories
- IPS 40hp Spare Pump
- New pickup truck for new trainee
- This Department's portion of the dump truck is carried forward from FY 21/22

Mike noted that the sludge disposal and utility line items would be dramatically lower next year due to the implementation of the BCR Neutralizer System.

#### **Collections & Distributions**

Mike noted the reduction of contractual services and repair and maintenance of buildings and the increase to the gas line item.

Capital Items included:

- Water Plant 1 & 2 – 16” connector main
- Installation of three (3) 2” fiber optic conduits that will help the City connect all of the infrastructure to one server for redundancy and better communication.

The City Manager added that they would be relocating the Emergency Operations Center (EOC) to the new Building Department facility.

- Engineering and Permitting force main from 17/92 to North Boulevard with a jack and bore under the railroad
- Bypass pump, hoses and connectors
- Replace Flygt lift station panels
- Sewer lateral camera
- This Department’s portion of the dump truck is carried forward
- Service truck is carried forward from FY 21/22

### **Stormwater Fund**

Donald provided that Revenues reflect the addition of houses that continue to pay the fee and next year the revenue stream would be higher as more homes are built. He shared that this fund just now able to sustain itself.

Donald noted the change to Contractual Services from \$10,000 to \$18,250.

The Vice-Mayor questioned if they had increased the street sweeping miles. Darryl responded that they hadn’t but was sure they would pick up some miles with the new subdivision on North Boulevard. He had increased the budget anticipating a rise in cost and fuel increase.

Donald drew their attention to the Payroll Detail.

The City Manager announced that Donald would make all the changes and provide a new Budget to them.

There being no other business, a motion to adjourn was made by Vice-Mayor Summerlin and seconded by Commissioner Clark. Meeting adjourned at 8:05 p.m.

I HEREBY CERTIFY that the foregoing Minutes are true and correct.

  
Raquel Castillo, City Clerk