



CITY OF COCONUT CREEK CITY COMMISSION MINUTES

Government Center
4800 W. Copans Road
Coconut Creek, Florida

Date: August 7, 2019
Time: 9:00 a.m.
Meeting No. 2019-0807WS (Budget)

1. CALL TO ORDER

Mayor Welch called the meeting to order at 9:05 a.m.

2. PRESENT UPON ROLL CALL:

There was consensus for Commissioner Belvedere to participate in the workshop via teleconference.

Mayor Sandra L. Welch
Vice Mayor Lou Sarbone
Commissioner Rebecca A. Tooley
Commissioner Joshua Rydell
City Manager Mary C. Blasi
City Attorney Terrill C. Pyburn
City Clerk Leslie Wallace May

Mayor Welch thanked the staff for their efforts to prepare the budget for Fiscal Year 2020 (FY20).

3. OVERVIEW OF CITY FINANCES

Deputy City Manager/Chief Financial Officer Karen Brooks discussed the budget process and explained that there was one (1) major Capital Improvement Project (CIP) with regard to the \$1 million grant from Broward County. She noted that all of the other projects have previous funding.

Deputy Director of Finance and Administration Peta-Gay Lake, began a *PowerPoint* presentation and gave a financial overview of the following topics:

Property Tax Valuations

Ms. Lake noted that there was a 6.64% increase in property tax valuations for Fiscal Year 2020 (FY20). She stated two (2) components of the increase were due to reassessments and adjustments of 4.58% and a 2.06% increase due to new construction. She also noted there was an increase in homestead properties of 1.9%.

Ms. Lake advised there was an increase in taxable value due to new construction that included the completion of the following projects:

- North Broward Preparatory School
- Elite Aluminum
- Monarch Station

Ms. Lake also noted the following projects for new development:

- Phase III Warehouse (Leder Hillsboro)
- Storage Facility
- Pet Lodge
- Willis Lease
- Eden Homes

Historical Property Valuations

Ms. Lake showed a *PowerPoint* slide detailing property valuations from 2007 - 2019 for reassessments and new construction, and noted that valuations were steadily increasing since the recession.

Proposed Operating Budget Expenditures Financial Highlights

Ms. Lake explained that the proposed FY20 operating budget expenditures increased 6.5% over the previous fiscal year, which included a staffing increase of six (6) Full-Time Equivalent (FTE) positions to meet service demands, \$537,000 in program modifications and requests, \$402,750 in proposed new Capital Outlay, and the proposed investment of \$12 million dollars in capital improvements.

Proposed Rates and Fees Summary

Ms. Lake noted that the millage rate would remain the same as the FY19 rate of 6.5378 mills; the fire assessment rate would increase by 3% (\$186.79 per year for single-family and \$168.13 per year for multi-family); the solid waste collection and disposal rate would increase by 39% for single-family homes (from \$204.12 per year to \$284.04 per year). This increase includes cleaning and sanitizing service for 2 garbage bins two (2) times per year; the storm water rate would increase by 1.2%; and water and sewer rates were scheduled by ordinance to increase by 2.5% effective April 1, 2020.

She mentioned the proposed Cost-of-Living Adjustment (COLA) increase of 2.2% for general employees and Police Lieutenants, the 2% increase for Police Sergeants and Police Officers, and the health insurance premium increase of 6.7%; with the City's contribution increasing from 72% to 75%.

Operating Fund Summaries

Ms. Lake showed a *PowerPoint* slide summarizing the four (4) operating funds:

- General Fund
- Street Construction and Maintenance Fund
- Water/Wastewater Fund
- Stormwater Fund

General Fund Summary

Ms. Lake showed a *PowerPoint* slide summarizing the General Fund balance from the last two years and the proposed FY20 highlighting the following:

- An increase in property taxes of \$1.4 million, \$900,000 due to reassessments and adjustments and \$500,000 due to new construction;
- A decrease in Licenses/Permits \$317,000 due to changes in new developments, which included the Leder property, Lyon's Creek, Vista Gardens Ballroom, 7-Eleven gas station on Coconut Creek Parkway, Rain Forest Estates, and Eden Estates;
- An increase in charges for services due to the fire assessment rate and law enforcement services contracts with Broward College and North Broward Preparatory School;
- An increase in miscellaneous revenues of approximately \$400,000 due to a rise in interest rates; and
- An increase in the appropriated fund balance.

Ms. Lake highlighted several of the proposed expenditures for FY20, including:

- An increase in personnel services due to new positions and pay-for-performance, COLA, health insurance, and pension increases;
- An increase in operating expenditures by \$1.9 million due to a rise in costs with the City of Margate's contract for Emergency Medical and Fire Rescue services as well as other repairs and maintenance contracts; and
- A decrease in the capital outlay by \$700,000.

Streets Fund Summary

Ms. Lake explained that the Streets Fund included funding for the Community Bus System and day-to-day street maintenance. She noted that there were no major variances for the Fund for FY20.

Water/Wastewater Fund Summary

Ms. Lake noted that there were no significant differences to the Water/Wastewater Fund and the 2.5% rate increase was included for FY20.

Stormwater Fund Summary

Ms. Lake stated that there were no significant changes to the Stormwater Fund. The increase is approximately 1.2% and the fee increase would change from \$3.87 per month to \$3.92.

Other Funds Summary

Ms. Lake showed a *PowerPoint* slide summarizing the other funds in the budget and the services funded with each of the funds.

Budget Process

Budget and Grants Manager Kisha Bolden explained that the City's 2020 Vision Statement and strategic initiatives were the basis for developing the budget. She showed a *PowerPoint* slide outlining the budget preparation process:

- Program budgets were developed to support strategic initiatives;
- Departments were given target amounts;
- Finance staff reviewed all budget submissions;
- City Manager/Department meetings were held;
- Commission requests were reviewed and incorporated, when possible; and
- Proposed Budget was prepared.

Ms. Bolden reviewed the dates for the adoption of the proposed FY20 Budget. She showed a series of *PowerPoint* slides highlighting a list of accomplishments and goals of each department.

New Items for FY20

Ms. Lake showed a series of *PowerPoint* slides listing the program modifications and capital outlay for FY20 and noted that each program request would be discussed during the review of the FY20 proposed operating and capital projects portion of the presentation.

The Commission took a five-minute recess, and the meeting reconvened at 10:13 a.m.

4. REVIEW OF CITY'S FISCAL YEAR 2020 PROPOSED OPERATING AND CAPITAL BUDGET

Ms. Brooks began a review of the FY20 Proposed Budget and Five Year Capital Improvement by department.

- City Commission

Ms. Brooks advised that funding for Vision 2030, the City's ten-year strategic plan, was included in the proposed FY20 Budget and noted that the City Commission budget did not include any major variances. She discussed funding for organizations that were included in the proposed FY20 Budget:

- Area Agency on Aging of Broward County
- Early Learning Coalition
- Broward 211
- Women in Distress of Broward County, Inc.
- Junior Achievement
- Broward League of Cities Scholarship

Consensus was given to provide funding to an Arts & Literature guild in the amount of \$500 and to Do The Right Thing Coconut Creek in the amount \$5,000. Discussion ensued with regard to contributions for other organizations, and consensus was given to add \$5,000 dollars to the proposed budget to cover additional contributions.

Mayor Welch inquired about donating used city computers to the Sophia Seniors Program and discussion ensued.

- City Attorney

Ms. Brooks noted there were no major variances in the City Attorney budget. City Attorney Pyburn stated outside counsel fees were not expected to exceed \$20,000 by the end of year. She noted that actual expenses were expected to be under budget in light of the hiring of Deputy City Attorney Mehaffey in April 2019.

- City Manager/Community Relations

Ms. Brooks noted that there were no major variances in the City Manager budget. Discussion ensued with regard to the Marketing Specialist position.

- City Clerk

Ms. Brooks advised there were no elections slated for FY20. Ms. Brooks noted the proposed elimination of the passport service. She explained that a staff assistant would be required to continue the program, and it would be cost prohibitive because the fees are set and cannot be increased. She noted that the majority of customers were not Coconut Creek residents. There was consensus to eliminate the passport services program from the budget.

- Finance and Administrative Services

Ms. Brooks noted there were no major variances. She spoke about the position for a contracts analyst to ensure and maintain compliance. She mentioned the Capital Improvement Project for Automated Meter Readings had been postponed to ensure that the implementation provides valuable customer service to the residents.

- Information Technology

Ms. Brooks noted Information Technology was actively addressing the issues of cyber security and ADA accessibility. Discussion ensued with regard to cyber security.

- Human Resources

Ms. Brooks noted that there were no major variances.

- Sustainable Development

Ms. Brooks spoke about changes in the department due to several retirements in Code Enforcement. She noted that the Code Enforcement Division name was changed to Community Enhancement and was now managed by the Community Enhancement Manager/Planner Dan Nelson. She also advised that the Planning Division name was changed to Urban Design and Development.

Discussion ensued regarding the Marketplace at Hillsboro shopping plaza and the Banner Program. Assistant City Manager/Director of Sustainable Development Sheila Rose provided a brief background of the Banner Program and advised that the program included reimbursement for the construction of the poles, and the estimated cost was \$750 per

installation of three (3) banner poles. She noted the plaza owners were responsible for the costs of the banners. It was suggested to market and rebrand the Banner Program to increase participation.

Police Department

Police Chief Albert “Butch” Arenal discussed the three (3) new positions requested for the FY20 proposed budget: Senior Staff Assistant, Records Technician, and Police Canine. Discussion ensued regarding the process for records requests.

Police Chief Arenal discussed projects for the FY20 Proposed Budget, including the following:

- National Instant-Based Reporting System (NIBRs)
- Technology Enhancements – Intra Logic Camera System

Discussion ensued regarding the camera systems. Staff explained that the infrastructure created in the last four (4) years had improved data storage and backup. There was discussion regarding body cameras and storage issues.

City Manager Blasi spoke about the agreement regarding the regionalization of E-911 dispatch services. She noted there were some changes requested by the City of Coral Springs that included a HUB system for better communication. She advised that the proposed FY20 budget for the services was \$1.2 million dollar for capital items, hiring staff, and training. Discussion ensued regarding 911 dispatch services.

The Commission took a twenty-minute recess, and the meeting reconvened at 12:26 p.m.

- Fire Department

Ms. Brooks noted the large variance was due to staffing of the temporary Fire Station #113. Ms. Blasi addressed issues with regard to negotiations with the City of Margate for Fire/EMS contractual services. She noted the proposed FY20 budget included a five percent (5%) increase and \$500,000 for Fire Service Reserves for the temporary Fire Station #113. Discussion ensued with regard to Fire Services with the City of Margate.

- Parks and Recreation Department

Parks and Recreation Director Wayne Tobey discussed the FY20 program modification for Youth NFL Flag Football and Cheerleading Leagues. Mr. Tobey explained that the City’s administration of both programs would provide enhancements that promote sportsmanship and team work. Discussion ensued with regard to the City’s sports fields and open play sports. Discussion ensued regarding tackle football.

Mr. Tobey provided an update on the Farmers Market and noted staff was working with the Township Plaza. The Farmers Market would take place every other Saturday beginning on November 2nd at the Township Plaza from 9 a.m. to 1 p.m.

- Public Works Department

Ms. Brooks noted that they were requesting a reclassification of a supervisor position to a superintendent and a new Maintenance Service Worker I position for irrigation. Discussion ensued regarding the bus shelters. Ms. Rose advised that four to five additional bus shelters would be added as part of the Lyons Road Mobility Project in coordination with Broward County. Ms. Brooks advised funding to wrap the City buses was included in the Proposed FY20 Budget. There was discussion regarding solar lighting for the bus shelters.

- Utilities and Engineering Department

Ms. Brooks advised there were no major variances in Utilities and Engineering.

Discussion ensued with regard to the traffic light on Lyons Road. Mr. Elshami spoke about the water tank on Hillsboro Boulevard and Johnson Road. He advised that a treatment plant was installed at the water tank, which would minimize water main flushing.

The Commission took a five-minute recess, and the meeting reconvened at 1:32 p.m.

5. REVIEW OF CITY'S PROPOSED FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

Ms. Brooks lead the discussion on the following CIP projects:

- Vehicle Replacement Program
- HVAC Replacement Program – Government Center Air Handlers scheduled for FY20
- Technology Refresh Program
- Sports Lighting Replacement Program – Gerber Park, Recreation Complex and Sabal Pines Park for FY19 and scheduled for Sable Pines Park FY20
- Exterior Painting Program – Government Center for FY20
- Parks Improvement Program – Sidewalk Improvements at Sable Pines Park; Water Fountains at various Parks; Sabal Pines Park Fencing; Sidewalk improvements at the Community Center scheduled for FY20
- Pedestrian Lighting - Design of new pedestrian lights on the west side of Lyons Road, from Sample Road to Copans Road and Hilton Road to Colum Road for FY20
- Irrigation Pump Station Replacement Program – Sample Road East and Sample Road West scheduled for FY20
- Sidewalk Improvement Program
- Traffic Calming Devices
- Fitness Equipment Replacement – six (6) Treadmills FY20
- Facility Lighting Improvements
- Playground Replacement Program – Coco Point Playground scheduled for FY20 funding provided through Community Development Block Grant Funding (CDBG)
- Existing Greenway Enhancements for FY20
- Bus Shelter and Bus Stop Program
- Government Center Rehabilitation – City Manager, City Attorney Suites, Breezeway and Lunchroom
- Security Camera Installation
- Facility Room Dividers – Community Center and Commission Chambers
- Fire Station #94 Door Replacement – FY21
- Artwalk

- Recreation Complex Building Rehabilitation – FY21 and FY22
- Lyons Road / Coconut Creek Parkway / Atlantic Boulevard Median Improvements
- Sabal Pines Greenway Trail – FY21 – Ms. Brooks discussed the Public Safety Complex in the Main Street area
- Enterprise Resource Planning (ERP) Solution – FY22
- Boardwalk Rehabilitation – Sable Pines Park and Country Lake Boardwalks scheduled for FY21
- Facility Roof Replacement Program
- Parking Lot Rehabilitation Program
- Lakeside Park Improvements
- South Creek Streetlight Enhancements
- Splash Pad – Ms. Brooks advised this was previously funded
- State Road 7 Median Beautification – Funding provided through the Street Fund Surtax
- Fire Station #113 – Permanent Station – Public Safety Complex in the Main Street area
- Winston Park Preserve Path to Hilton Road Greenway
- Facility Roof Replacement Program – Recreation Center – FY20
- Parking Lot Rehabilitation Program
- Fiber Optic Backbone – connection of Coral Springs - FY20
- Rowe Center Improvements – Construction for FY20
- Comprehensive Street Improvements
- Undergrounding of Aboveground Utility Lines Program – FY20
- Water Distribution System Improvement Program
- Wastewater Conveyance Program
- Electrical Control Panel Rehabilitation Program
- Standby Generator and Bypass Pump Replacement Program
- Wastewater Pump Station Rehabilitation Program
- Wastewater Access Structure Rehabilitation Program
- Wastewater Force Main Isolation Valve Rehabilitation Program
- Water Meter and Box Replacement Program
- Water Valve Replacement Program
- Water Meter Connection Lines Retrofit Program
- SCADA Telemetry System
- Copans Road Wastewater Transmission System Improvements
- Hilton Road Storage/Repump Facility Upgrades
- Automatic Meter Reading (AMR) Conversion
- Water Quality Improvements
- Sabal Pines Park Yard Retrofit
- Stormwater Drainage Improvement Program
- Concrete Curbing Program
- Complete Streets Program – Lyons Road Mobility Project
- Tree Canopy Restoration Program – Centura Park – FY20
- Hillsboro Corridor – Grant Funding from the Broward County
- Utilities and Engineering Building Expansion
- Reclaimed Water Project
- Traffic Signal Winston Park Plaza
- Coconut Creek High School Area Improvement
- Recreation Complex Gym Renovation
- Oak Trail Park Expansion
- Wastewater Master Pump Station

- Sabal Pines Restrooms
- Vinkemulder Road Improvements

Ms. Lake addressed questions from the April 30, 2019, Budget Workshop. She spoke about extended walking trails and advised that staff would evaluate opportunities to enhance the pedestrian connectivity along the Hillsboro corridor. There was discussion regarding the installation of commercial fans at the Windmill Dog Park. She also advised that there would be increased Park Ranger coverage at Windmill Park and noted that a part-time Ranger would be added on the weekends. Mr. Tobey advised there was a request for additional staffing for the Park Ranger position, and he also advised that staff was investigating Park Ranger uniforms.

Ms. Blasi announced her retirement and distributed a copy of her retirement letter, which advised that her last day would be October 3, 2019. Discussion ensued, and consensus was given for City Attorney Pyburn to negotiate a potential contract with Deputy City Manager/Chief Financial Officer Karen Brooks to serve as City Manager. Discussion ensued on a date for a workshop to discuss the contract.

6. ADJOURNMENT

The meeting was adjourned at 2:46 p.m.

Transcribed by Daphne Haynie

Leslie Wallace May, MMC
City Clerk

Dated