



## **CITY OF COCONUT CREEK CITY COMMISSION MINUTES**

**Government Center  
4800 W. Copans Road  
Coconut Creek, Florida**

**Date: July 28, 2016  
Time: 5:30 p.m.  
Commission Workshop**

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### **CALL TO ORDER**

Mayor Belvedere called the meeting to order at 5:36 p.m.

### **PRESENT UPON ROLL CALL:**

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

### **ANNUAL PERFORMANCE REVIEW OF CITY ATTORNEY**

City Attorney Pyburn thanked the Commission for their support and expressed that it had been a pleasure working with them. She made reference to a report she previously distributed to the Commission detailing the work completed by her office over the last year, along with an evaluation form. Ms. Pyburn thanked the Commission for taking the time to complete the evaluation form and meet with her one-on-one, and welcomed questions from the Commission on her job performance.

Commissioner Tooley stated that she was in favor of giving Ms. Pyburn a 5 percent pay increase and noted that she gave her all excellent ratings on the evaluation form.

Commissioner Welch commented that the Commission had selected the right candidate in hiring Ms. Pyburn. She stated that Ms. Pyburn is very thorough in her work and has formed excellent relationships with the Commission and staff. She appreciates Ms. Pyburn's excellent communication skills and delivery and is very proud to have her as the City Attorney. Commissioner Welch was in favor of a 5 percent pay increase.

Commissioner Sarbone said he rated Ms. Pyburn as excellent throughout the evaluation form and supported approving a 5 percent pay increase.

Vice Mayor Rydell pointed out that in the past the City Attorney's Office had outsourced a lot of work, but Ms. Pyburn had contracted out only ten hours of work in the previous year. He stated that she goes above and beyond, is ethical, and is appropriate for the City. He gave her all excellent ratings on the evaluation form and supported a 5 percent pay increase.

Mayor Belvedere rated Ms. Pyburn as excellent throughout the evaluation form. She appreciated her availability and work on reviewing ordinances and resolutions, supported a 5 percent pay

increase, and thanked Ms. Pyburn for her work.

Ms. Pyburn said it was also a pleasure to work with City Manager Blasi and her staff and that it had been a team effort to bring forth changes to the Code. Vice Mayor Rydell commended Ms. Pyburn's ability to teach and mentor Assistant City Attorney Lewis over the past year.

City Manager Blasi commented that it has been a pleasure working with Ms. Pyburn. Discussion ensued regarding Ms. Pyburn's communication skills and accessibility.

Ms. Pyburn closed by thanking the Commission for their great leadership.

The consensus of the Commission was that all were in favor of a 5 percent pay increase.

*(The Commission took a ten minute recess, and the meeting reconvened at 6:02 p.m.)*

## **DISCUSSION – TRAFFIC ENFORCEMENT IN PRIVATE COMMUNITIES**

Mayor Belvedere opened the discussion on traffic enforcement in private communities. City Manager Blasi gave a timeline of events leading up to the workshop. She noted that the first Commission Workshop on traffic enforcement in private communities took place on February 11, 2016. In April, staff distributed surveys to Home Owner's Associations (HOAs), management companies, and residents via email, U.S. mail, social media, and the City's website. She provided the following breakdown of the responses to the survey:

- Fourteen HOAs responded to the survey;
- One community responded that they were not in favor of having the City enforce parking in their community.
- Thirteen of the communities were in favor of having the City enforce parking in their community:
  - Five of those were agreeable to the survey questions asking them to change their rules to be consistent with the City's Code, and were willing to contribute financially for the cost of enforcement in their communities;
  - Five were agreeable to the survey questions asking them to change their rules to be consistent with the City's Code, but were not willing to contribute financially for the cost of enforcement in their communities; and
  - Three respondents were not agreeable to changing at least one of their HOA regulations to comply with the City's Code, and were not willing to contribute financially for the cost of enforcement in their communities.

City Manager Blasi noted that City Attorney Pyburn drafted a template agreement with HOAs for traffic enforcement, which is required by State Statute. She explained that enforcement would be on a complaint basis and that the proposed FY17 Budget includes a program modification for a police service aide to implement the program. City Manager Blasi recommended that there be no charge to the HOAs for enforcement because there would not be full-time monitoring of the private roads. She stated that the parking tickets are \$30 and added that the County collects the fees and retains \$10 as a service charge. City Manager Blasi recommended that the program start at the beginning of the new calendar year to allow for time to notify residents of the change. Discussion ensued regarding communities that are not up to Code. City Attorney Pyburn stated that traffic signs located within the private communities would have to be brought up to Code in order for the City to provide traffic enforcement.

City Manager Blasi stated that if the Commission was in favor of the program, staff would prepare a resolution to approve the template agreement so that each HOA would not have to come before the Commission for approval to participate. Discussion ensued regarding enforcement for life safety issues within communities that do not want to take part in the program.

Vice Mayor Rydell asked about the process for issuing and tracking citations. Police Sergeant Brandi DelVecchio explained that there would be a three-step process: 1) Educate the violator of the changes; 2) Provide a written warning; and 3) Issue a citation. She commented that each incident would be documented for tracking purposes. Discussion ensued regarding educating the HOAs and residents of the changes before issuing citations. Police Chief Arenal clarified that participation in the program would include enforcement of all Florida Statutes and municipal traffic infractions, including street legal vehicles and pedestrian laws.

Discussion ensued regarding police patrolling of private communities, the appellate procedure for the citations, using the County's system for the program, and municipalities that administer their own parking citations.

Mayor Belvedere invited public comments.

Bonita Marriott, 6530 Sandpiper Drive, Coconut Creek, President of the Victoria Isles HOA, commented that they are having an issue with vehicles parking in cul-de-sacs and on swales. She noted that the HOA supports enforcement within their community. She stated that she is also the President of the Sawgrass Exchange Property Owners Association (POA), and they are having an issue with drivers using the driveway behind the Shell Gas Station to cut through to Sawgrass Boulevard. The POA is concerned because of the daycare that is located in the plaza. Police Chief Arenal responded to Ms. Marriott's concerns.

Rita Munoz, 5511 NW 50 Avenue, Coconut Creek, President of the Cypress Lake HOA, stated that they are in favor of traffic enforcement in their community. She commented that they have an issue with drivers running stop signs and speeding in Cypress Lake. Ms. Munoz added that the HOA used to have a private guard to try to curb the problem but it was ineffective. She stated the HOA is willing to be more involved with the Police Department to address the issues.

Ronnie Lee Sawyer Glance, 4334 Acacia Circle, Coconut Creek, President of the Sawgrass Village I HOA, commented that fire trucks and ambulances are having a difficult time responding to emergencies because residents are parking in the street and blocking access. She noted that the community provides guest parking at the clubhouse, but the residents are not using it. Discussion ensued.

John Smith, 4429 NW 43 Street, Coconut Creek, President of the Coquina HOA, noted that they have been dealing with a parking problem in their community since last fall. The HOA is addressing the issue by enforcing its covenants, and he thanked the Police Department for the assistance they have provided with the matter.

Jenny Hellmann, 5726 NW 49 Way, Coconut Creek, Vice President of the Shores at Victoria Isles HOA, commented that the biggest concern her community has is fear of retaliation from residents for reporting issues to the Police Department. Discussion ensued regarding making anonymous calls.

Commissioner Tooley discussed increasing the \$30 ticket fee for repeat offenders. Discussion ensued regarding the fee, enforcement of violations of handicap parking spaces, and parking across sidewalks. In response to increasing the amount of the ticket, City Manager Blasi informed the Commission that state statute allows a maximum fine of \$100 for parking tickets so the City could consider increasing the fine amount. Mayor Belvedere asked that the Commission consider a higher fine amount. She thanked all those in attendance.

City Manager Blasi requested consensus to bring a template agreement before the Commission for approval and noted that they would have an opportunity to discuss the funding of the program at the Budget Workshop on August 10, 2016. Consensus was given.

Vice Mayor Rydell asked that the City look into collecting the parking fines rather than using the County's system. Commissioner Sarbone requested further discussion be had related to charging the communities for participation in the program. City Manager Blasi noted that the discussion could occur during the approval process of the template agreement.

#### **ADJOURNMENT**

The meeting was adjourned at 6:54 p.m.

Transcribed by Marianne Bowers

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Leslie Wallace May, MMC  
City Clerk

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Dated