



## CITY OF COCONUT CREEK CITY COMMISSION WORKSHOP MINUTES

Government Center  
4800 W. Copans Road  
Coconut Creek, Florida

Date: August 15, 2022  
Time: 9:00 a.m.  
Meeting No. 2022-0815WS

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### CALL TO ORDER

Mayor Joshua Rydell called the meeting to order at 9:17 a.m.

### PRESENT UPON ROLL CALL:

Mayor Joshua Rydell  
Vice Mayor Sandra L. Welch  
Commissioner Rebecca A. Tooley  
Commissioner Jacqueline Railey  
Commissioner John A. Brodie  
City Manager Karen M. Brooks  
Deputy City Attorney Kathy Mehaffey  
City Clerk Joseph J. Kavanagh

Mayor Rydell noted that the meeting was being conducted live with a quorum physically present.

City Manager Karen Brooks provided a brief introduction, stating staff was proud to present a balanced budget, which maintained the City's existing Millage Rate. She reviewed challenges in preparing the budget in the current economic environment and discussed the City's goals and priorities. City Manager Brooks noted proposed payroll adjustments were pending the completion of contract negotiations with the Police Benevolent Association (PBA). She commended staff for their efforts in developing the plan.

### DISCUSSION – FISCAL YEAR 2023 BUDGET AND FIVE-YEAR CAPITAL IMPROVEMENT PLAN

Budget and Grants Manager Kisha Holland began a *PowerPoint* presentation and provided an overview of the agenda. She summarized the budget foundations, which included:

- Guidance from City Commission;
- Resident Request and Input; and
- Vision 2030 Strategic Plan.

Ms. Holland discussed implementation of Vision 2030 and explained the budget preparation process. She noted the budget public hearings were set for September 12 and September 22 at 6 p.m. and discussed budget and operational challenges faced by the City in its FY23 budget process, including:

- Department Requests and Capital Improvement Projects;
- Inflation;
- Public Safety Dispatch;
- Legislative Mandates; and
- Continuing Issues Surrounding COVID-19.

### Financial Highlights

Ms. Holland explained the proposed FY23 operating budget expenditures totaled \$178,331,410, which

included staffing at 505.75 positions, \$65,010 in proposed program modifications, \$6,100 in proposed capital outlay, and \$21,578,070 in capital improvements throughout the City.

### **General Fund Overview**

Ms. Holland showed a *PowerPoint* slide summarizing the General Fund balance from the last two (2) years and the proposed FY23 budget, highlighting the following:

- Total General Fund budget of \$103,500,190 (\$4.3 million increase over FY22);
- Property tax revenues increased \$2,483,840 due to reassessments and new construction;
- Franchise fee revenues increased by \$603,080;
- Intergovernmental revenues increased \$2,228,480 due to projected increases in demand-driven revenue such as the Half-cent Sales Tax, State-shared revenues, and grant funding from Broward County for the development of Oak Trails Park;
- Charges for services increased by \$503,520 due to increase in fire assessment;
- Miscellaneous revenues increased \$726,760 due to anticipated increase in interest earnings and PCard rebates;
- Transfer in from Grants Fund decreased by \$7,000,000, which related to the American Recovery Plan funding received in FY22;
- Fund balance projected to increase by \$4,750,000;
- Net operating expenditures increased \$4,350,000 due to staffing changes, salary, pay for performance, retirement, and health insurance adjustments, and other contractual increases; and
- Transfer out to Capital Improvement Fund increased by \$3,195,500.

Ms. Holland highlighted the proposed General Fund requests for FY23, totaling \$40,010, which included:

- Police Canine – \$19,290;
- Culture and Arts Walls – Recreation Complex – \$11,500; and
- Remote Survey Program – \$9,220.

### **Proposed Rates and Fees Summary**

Ms. Holland noted the Millage Rate was proposed to remain the same at 6.4463. She stated the annual fire assessment rates were proposed to increase 10% to \$257.40 for single-family, \$231.66 for multi-family, and \$128.70 for mobile homes, and the solid waste collection and disposal rate for single-family homes was proposed to increase by 4% from \$317.04 per year to \$329.70 per year.

### **Property Tax Valuation**

Ms. Holland explained there was a 9.19% increase in taxable values for FY23. She stated the figure broke down to an increased taxable value due to reassessments of \$440,473,336 (9.18%) and an increased taxable value due to new construction and additions of \$439,450 (0.01%). She briefly reviewed new construction expected to come onto the tax rolls in FY23.

### **Assessment Comparisons**

Ms. Holland shared slides detailing the fire assessment of neighboring communities, noting the proposal would maintain Coconut Creek's position among the lowest in the area. She also reviewed the Solid Waste Assessment rate, which illustrated a 4% increase from FY22. Ms. Holland then reviewed the impact of the proposed assessments on homesteaded residents, utilizing an example based on a single-family residence with an assessed value of \$267,978 less a \$50,000 homestead exemption, noting the example household would see an overall increase on City taxes and assessments of \$6.42 per month.

### **Street Construction and Maintenance Fund**

Ms. Holland showed a *PowerPoint* slide summarizing the Street Construction and Maintenance Fund. She explained the proposed budget increased the fund by \$527,830 over FY22. She stated the balance was funded by fuel taxes, State-shared revenues, and transportation surtax funding. She noted the net increase in operating costs was due to increased maintenance costs and changes in capital needs.

Ms. Holland reviewed new requests for the fund, including:

- Capital Outlay
  - Concrete Planer
- Capital Improvement Program
  - Street Maintenance Program; and
  - Parking Lot Rehabilitation Program.

### **Water and Wastewater Fund**

Ms. Holland showed a *PowerPoint* slide detailing the Water and Wastewater Fund, which was budgeted at an increase of \$959,630 over FY22. She explained the balance was funded by Water and Wastewater Rates, which were scheduled by ordinance to increase by 2.5% or December inflation effective April 1, 2023. She stated the net increase in operating costs was due to increased water and water meter fees paid to Broward County, contractual and professional services costs, maintenance costs, and changes in capital needs.

Ms. Holland reviewed new requests for the fund, including:

- Capital Improvement Program
  - Recurring Infrastructure Maintenance;
  - Sabal Pines Park Yard Retrofit; and
  - Copans Road Wastewater Transmission System Improvements.

### **Stormwater Management Fund**

Ms. Holland showed a *PowerPoint* slide detailing the Stormwater Management Fund and highlighted an overall increase to the fund of \$498,380 over FY22. She explained the Stormwater Rates would increase by \$0.44 from \$4.15 to \$4.59 per month per ERU and discussed the net increase in operating costs due to increased maintenance costs and changes in capital needs.

Ms. Holland reviewed new requests for the fund, including:

- Capital Improvement Program
  - Comprehensive Street Improvement Program; and
  - Recurring Infrastructure Maintenance.

### **Other Funds Summary**

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

## **American Rescue Plan Update**

Ms. Holland provided a brief update regarding the use of American Rescue Plan Act (ARPA) funding as follows:

- Small Business Stabilization Grant Program and Technical Assistance - \$810,500;
- Food Distribution/Meal Assistance - \$203,000;
- Mental Health Programming and Assistance - \$60,000;
- Assistance to Housing Facilities - \$20,000;
- Job Training Opportunities - \$110,000;
- Community Engagement Software - \$50,000;
- COVID Cleaning/PPE - \$150,000; and
- Future Activities and Programs TBD - \$193,960.

She noted that drive-thru food distribution events were planned for September 17 and December 10 from 9 a.m. to noon in partnership with The Pantry of Broward, Inc.

## **Donations**

Ms. Holland reviewed the donation requests for FY23, explaining staff was recommending funding donation requests totaling \$105,970 as follows:

- Area Agency on Aging of Broward County - \$37,600;
- Early Learning Coalition - \$25,690;
- Family Central - \$6,000; and
- Other Donations TBD - \$36,680.

Ms. Holland reviewed the organizations funded in FY22 but not budgeted for FY23.

Commissioner Tooley asked for clarification on the donations as listed. City Manager Brooks explained the City had only received three (3) requests, but past information was provided for discussion purposes. She discussed the use of donations from the City to leverage additional funding for local non-profits.

Commissioner Welch shared regarding Warriors Affiliated, a non-profit organization started by a local teacher to support young people in the community. Mayor Rydell suggested a potential partnership with the Education Foundation.

Discussion continued regarding the allocation, and it was determined to add the following donations:

- Women in Distress of Broward County, Inc. - \$8,000;
- Broward 211 - \$10,000;
- Big Brothers/Big Sisters/Big in Blue - \$7,500;
- Do the Right Thing Coconut Creek - \$7,500;
- Broward League of Cities Scholarship - \$500;
- Rise As One - \$500;
- Warriors Affiliated - \$500; and
- Other donations to be determined - \$2,180.

Consensus was to remove the Coconut Creek Multicultural Circle from the list, as the City provides in-kind services for the annual event hosted in partnership with the organization.

Commissioner Tooley asked that the Commission receive an update on the progress of Rise As One. Mayor Rydell stated he would send a presentation to staff.

## **Review of City's FY23 Proposed Operating and Capital Budget**

Ms. Holland began a review of the FY23 Proposed Budget and the Five (5) Year Capital Improvement Plan by department.

### City Attorney

Ms. Holland briefly reviewed the accomplishments of the City Attorney's Office in FY22, along with goals for FY23. She noted there were no new requests in the City Attorney budget for FY23.

Mayor Rydell commented on the line item for outside legal services, complimenting the department for keeping outside counsel costs low and noting there is a large cost savings by keeping the department in house. Discussion continued.

### City Manager

Ms. Holland briefly reviewed the accomplishments of the City Manager's Office in FY22, along with objectives for FY23. She noted there were no new requests in the City Manager budget for FY23.

Mayor Rydell confirmed that changes to the City Manager's budget had to do with reclassification of the senior staff assistant position. Ms. Holland stated that was correct.

### Community Relations

Ms. Holland briefly reviewed the accomplishments of the Community Relations Division in FY22, along with goals for FY23. She noted there were no new requests in the Community Relations budget for FY23.

### City Clerk

Ms. Holland briefly reviewed the accomplishments of the City Clerk Department in FY22, along with goals for FY23. She noted there were no new requests in the City Clerk budget for FY23.

Mayor Rydell asked for clarification on the budgeted election costs. City Clerk Joseph J. Kavanagh explained, and stated discussion with the Broward County Supervisor of Elections regarding the expense was ongoing.

### Finance and Administrative Services

Ms. Holland briefly reviewed the accomplishments of the Finance and Administrative Services Department in FY22, along with goals for FY23. She noted there were no new requests in the Finance and Administrative Services budget for FY23.

City Manager Brooks provided an update on plans to conduct a pilot program for the replacement of water meters throughout the community and customer service efforts to address increased bills under the new system. Discussion ensued regarding the advantages of the improvements and surrounding issues and outreach.

### Information Technology

Ms. Holland briefly reviewed the accomplishments of the Information Technology Department in FY22, along with goals for FY23. She noted there were no new requests in the Information Technology budget for FY23.

Vice Mayor Welch inquired regarding an open Cyber Security Manager position. City Manager Brooks provided an update on Information Technology hiring.

Mayor Rydell asked whether there were any significant plans to increase the City's cyber security. Chief Information Officer Francisco Porras replied briefly.

#### Human Resources and Risk Management

Ms. Holland briefly reviewed the accomplishments of the Human Resources and Risk Management Department in FY22, along with goals for FY23. She noted there were no new requests in the Human Resources and Risk Management budget for FY23.

Mayor Rydell stated the Commission was looking for implementation of significant mental health programs for City staff in FY23, not just first responders. Discussion continued and there was a consensus to move the plan forward.

City Manager Brooks noted when staff provided an update, the Commission would see that the City had many of the pieces of the program in place already. Commissioner Tooley asked that a workshop be scheduled for the discussion.

Commissioner Railey asked about the City's emergency preparedness plan and incorporating the mental health programming into that plan. City Manager Brooks provided additional detail on the emergency plan and explained plans to inform residents on programs available.

Mayor Rydell inquired regarding Workers' Compensation expenses. Risk Manager Sanjeev Bissessar explained claims and the factors involved in setting the cost.

#### Sustainable Development

Ms. Holland briefly reviewed the accomplishments of the Sustainable Development Department in FY22, along with goals for FY23. She noted there were no new requests in the Sustainable Development budget for FY23.

#### Police

Ms. Holland briefly reviewed the accomplishments of the Police Department in FY22, along with goals for FY23. She discussed the current staffing needs of the Police Department and discussion ensued briefly.

Ms. Holland reviewed a new request for the Police Department as follows:

- Police Canine-Bloodhound
  - Tracking missing persons;
  - Emotional support canine; and
  - School functions and community events.

Ms. Holland noted the dog was donated, and explained the costs associated. Mayor Rydell asked for additional detail on the donation. Police Chief Arenal explained the puppy would come from an organization that places dogs with organizations. Consensus was to approve the Police Department request for the new canine.

Commissioner Tooley stated her wish for the Police Department was a SWAT vehicle and asked whether grant funds were being pursued. Police Chief Arenal provided an update on funding. He

stated that the City's crime statistics did not warrant receipt of a previous grant applied for, but additional options were being pursued.

Ms. Holland noted additional work toward public safety funding by the City's lobbyists. Police Chief Arenal added comments regarding co-response partnerships in other communities and forthcoming proposals.

*The Commission took a 14-minute recess, and the meeting reconvened at 11:09 a.m.*

### Fire Rescue

Ms. Holland briefly reviewed the accomplishments of the Fire Rescue Department in FY22, along with goals for FY23. She noted there were no new requests for Fire Rescue in FY23.

### Parks and Recreation

Ms. Holland briefly reviewed the accomplishments of the Parks and Recreation Department in FY22, along with goals for FY23. Discussion ensued regarding options to share the City's history and plans to present on the history at the next Ambassador Program meeting.

Ms. Holland reviewed new requests for Parks and Recreation as follows:

- Remote Survey Program
  - Gather feedback about Parks and Recreation special events, programs, and activities.
- Culture and Arts Walls – Recreation Complex
  - Showcase a variety of local culture and art.

### Public Works

Ms. Holland briefly reviewed the accomplishments of the Public Works Department in FY22, along with goals for FY23.

Mayor Rydell asked for clarification on electric vehicle (EV) charging stations in the City. Discussion ensued regarding EV charging stations that were free and those with a cost.

Director of Sustainable Development Scott Stoudenmire noted the ongoing work toward completion of a vulnerability assessment. He stated expansion of the charging station program on City property may be a part of the result of that assessment. He noted developers were being encouraged to include EV charging stations in their development plans. Discussion continued.

Ms. Holland reviewed a new request for Public Works as follows:

- Glass Recycling Program
  - Expand Recycling efforts; and
  - Glass converted to silica grade sand.

### Utilities and Engineering

Ms. Holland briefly reviewed the accomplishments of the Utilities and Engineering Department in FY22, along with goals for FY23. Ms. Holland reviewed a new request for Utilities and Engineering as follows:

- Concrete Planer
  - Grinds down concrete surfaces; and
  - Allows for timely, proactive, and cost-effective sidewalk maintenance.

### **Review of City’s Proposed Five-Year Capital Improvement Program (CIP)**

Ms. Holland reviewed the Five-Year CIP document and explained the projects planned under each area.

Commissioner Railey asked whether all scheduled lighting replacements were planned to be LED, and Ms. Holland confirmed all lights would be LED.

Mayor Rydell stated the splash pad shade structure improvement should include additional Adirondack chairs. He asserted at least eight (8) chairs were needed.

Commissioner Tooley asked that the bridges coming in on NW 45 Avenue and NW 43 Avenue in South Creek be dressed up. Mayor Rydell noted the monument signs could also benefit from a refresh.

Utilities and Engineering Director Osama Elshami addressed the safety, design, and aesthetics of the City’s bridges, as well as plans to dive deeper on the results of the recent Florida Department of Transportation (FDOT) inspections.

Mayor Rydell asked whether plans to replace the sidewalk at the Helene Klein Pineland Preserve would include widening the sidewalk. Mr. Elshami explained why the plan was to move the sidewalk and maintain five (5) to six (6) feet in width.

Mayor Rydell asked for an update on Surtax projects. Deputy City Manager Sheila Rose explained the current priorities of the program and efforts to move forward the City’s projects. Discussion continued.

*The Commission took a 48-minute recess, and the meeting reconvened at 12:44 p.m.*

Ms. Holland continued a review of the Five-Year CIP document.

Commissioner Brodie asked about a Veteran’s monument that had previously been discussed for Veterans Park. Staff provided an update, and Mayor Rydell stated he expected the organizers to present at a September Commission meeting.

Ms. Holland closed her presentation with a discussion of how the City’s plans for FY23 aligned with the five (5) key focus areas in Vision 2030:

- Adaptable Progressive Mobility;
- Sustainable Environment;
- High Performance Government;
- Smart Growth; and
- Safety and Quality of Life.

Commissioner Tooley asked whether the Fire Rescue Department would eventually have an Explorer Program. Fire Assistant Chief of Operations Kevin Sullivan responded briefly, explaining the program was planned for the future. Ms. Holland noted funding was available for the program once the Department was ready to move forward.

Vice Mayor Welch stated she had planned to lead a discussion regarding a potential reduction in the Millage Rate, but after reviewing the full budget, she believed it was appropriate to leave the reserves in place and provide the services far beyond those other cities were still struggling with.



Commissioner Brodie commented on the process and stated staff had done a great job in answering his questions. He noted he was impressed, as it was not an easy task to come up with a responsible budget, which addressed this many moving parts.

Commissioner Railey thanked staff for an amazing job.

Mayor Rydell stated staff had received consensus and direction on outstanding issues and noted any items the Commissioners might want to consider reducing or changing should be addressed to staff prior to the first budget hearing and then discussed at that meeting.

City Manager Brooks provided brief closing remarks.

Mayor Rydell highlighted the City's efforts over FY22 to consolidate positions and work within the changing times. He thanked staff for their efforts in balancing the budget.

## **ADJOURNMENT**

The meeting was adjourned at 1:08 p.m.

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Joseph J. Kavanagh, MMC  
City Clerk

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Date