



CITY OF COCONUT CREEK CITY COMMISSION MINUTES

Government Center
4800 W. Copans Road
Coconut Creek, Florida

Date: August 6, 2018
Time: 9:00 a.m.
Commission Budget Workshop

CALL TO ORDER

Mayor Rydell called the meeting to order at 9:00 a.m.

PRESENT UPON ROLL CALL:

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

City Manager Mary Blasi welcomed all in attendance and announced that the City's Budget was balanced with the same ad valorem tax rate as Fiscal Year 2018 while adding 18 new positions and a robust Capital Improvement Program. She thanked City staff for their work on the proposed budget.

OVERVIEW OF CITY FINANCES

Karen Brooks, Deputy City Manager / Chief Financial Officer, began a *PowerPoint* presentation and gave an overview of the following topics:

Property Tax Valuations

Ms. Brooks noted that taxable values for Fiscal Year 2019 (FY19) increased by 6.3% and explained that it represented a 5.4% increase due to reassessments and a 0.9% increase due to new construction. She stated that 44 acres of Seminole Tribe property went into trust, which would be removed from the City's total taxable values of approximately \$66 million, but noted that the City would receive revenues of equal amount to the property taxes from the Seminole Tribe through a Mitigation Agreement for municipal services.

Historical Property Valuations

Ms. Brooks showed a *PowerPoint* slide detailing property valuations over the past ten years for reassessments and new construction, and noted that valuations were steadily increasing since the recession.

Proposed Rates and Fees Summary

Ms. Brooks noted that the proposed FY19 operating budget expenditures represented a 4.1% increase from the previous fiscal year and that it proposed over \$11 million in capital improvements throughout the City. She discussed the following proposed rates for FY19:

- Millage Rate - 6.5378 mills, remains the same as FY18;
- Fire Assessment Rate – a 2% increase, \$181.35 per year for single family and \$163.23 per year for multi-family;
- Solid Waste Collection and Disposal Rate - single family properties would increase by the Consumer Price Index (CPI) at a rate of 2.9%;
- Water and Sewer Rates - a 2.5% increase by Ordinance, beginning April 1st; and
- Stormwater Rate – a 4.2% increase.

She explained that the proposed budget included a staffing increase of 18.25 Full-Time Equivalent (FTE) positions to meet service demands primarily in the Police Department, a 3.5% Cost-Of-Living Adjustment (COLA) for general employees, a 2% COLA for bargaining units, and a 4.4% increase in health insurance costs.

Operating Fund Summaries

Ms. Brooks showed a *PowerPoint* slide summarizing the four operating funds:

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

General Fund Summary

Ms. Brooks showed a *PowerPoint* slide summarizing the General Fund balance for the last two fiscal years and proposed for FY19. She noted that building permit revenue was proposed to decrease slightly and highlighted the increase in Charges for Services as a result of the Seminole lands going into trust. City Manager Blasi noted that \$500,000 of Seminole Mitigation funds would be transferred to the General Fund every year for public safety expenditures in the MainStreet area. Ms. Brooks explained the appropriated fund balance.

Ms. Brooks highlighted several of the proposed expenditures for FY19, including:

- An increase in personnel services due to new positions and increases in COLA and pay-for-performance;
- An increase in Capital Outlay, which funding included a new showmobile and equipment for the Public Works Department; and
- An increase in contingency to account for possible increases to the Fleet and Fire contracts.

Streets Fund Summary

Ms. Brooks 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 FY19.

Water/Wastewater Fund Summary

Ms. Brooks noted that there were no significant variances to the Water/Wastewater Fund and reiterated that staff anticipated being able to rescind the annual 2.5% rate increase for FY19.

Stormwater Fund Summary

Ms. Brooks stated that there were no significant variances to the Stormwater Fund and current funding covered both capital improvement projects and ongoing maintenance.

Other Funds Summary

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

- Community Improvement Fund
- Affordable Housing Fund
- Community Development Block Grant Fund
- State Housing Initiatives Partnership Fund
- Seminole Mitigation Fund
- Debt Service Fund
- Parks Improvement Fund
- Capital Projects Financing Fund
- 2009 Capital Projects Fund
- Utility Underground Fund
- Public Safety Fund
- Capital Improvement Program Fund
- Water/Sewer Capital Improvement Fund
- Federal Law Enforcement Trust Fund

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 showed a *PowerPoint* slide that illustrated the FY19 Budget starting target amounts, department requests, adjustments, and final proposed budget amounts. Discussion ensued regarding the ability to make mid-year adjustments for positions in response to changes to services. Ms. Bolden reviewed the dates for the adoption of the proposed FY19 Budget. Finance and Administrative Services Deputy Director Peta-Gay Lake showed a series of *PowerPoint* slides highlighting the accomplishments and goals of each department:

New Items for FY19

Ms. Brooks showed a series of *PowerPoint* slides listing the program modifications and capital outlay for FY19 and noted that each program modification and capital outlay request would be discussed during the Budget Document review. She showed a *PowerPoint* slide that listed new capital improvement projects, including:

- Fire Station #113

- Motorized Room Dividers
- Art Walk
- State Road 7 Median Beautification
- Rowe Center Improvements
- Security Camera Installation

The Commission took a ten-minute recess, and the meeting reconvened at 10:07 a.m.

REVIEW OF CITY'S FISCAL YEAR 2019 PROPOSED OPERATING AND CAPITAL BUDGET

Ms. Brooks began the review of the FY19 Proposed Budget and Five Year Capital Improvement Program document.

- City Commission

Ms. Brooks distributed a handout listing the agencies that requested contributions from the City for FY19. She discussed those agencies that were included in the proposed FY19 Budget:

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

Discussion ensued regarding contributions for other agencies. Consensus was given to provide funding to Do The Right Thing Coconut Creek in the amount of \$5,460 and Junior Achievement in the amount of \$5,000.

Ms. Brooks noted that the City Commission budget did not include any major variances. Vice Mayor Welch requested hiring an intern in support of the Coral Springs Regional Chamber of Commerce Education Committee DECA Program, and consensus was given to add \$1,300 for the internship program.

- City Attorney

City Attorney Pyburn noted that she was requesting an additional Assistant Attorney and stated that the funding for the new position would be offset with a reduced budget for outside legal counsel. Discussion ensued regarding funding amounts, and consensus was given to increase the salary funding for the new position.

- City Manager/Community Relations

City Manager Blasi noted that there were no new personnel proposed for the City Manager's Office or Community Relations Division. She noted that they would be looking to revamp the Coconut Creek Lifestyle publication and the City's mobile website. Discussion ensued regarding web accessibility and Citizen Request Management (CRM) response times.

- City Clerk

Ms. Brooks commented that there were no program modifications or major variances for the City Clerk budget. City Clerk May spoke about the position reclassifications in the department as a result of personnel changes.

- Finance and Administrative Services

Ms. Brooks stated that there were five (5) new positions proposed for the Finance Department and explained that three (3) positions would be funded through the Water and Wastewater Fund. She spoke about the increase to contractual services for billing and customer service related to meter reading services.

- Information Technology

Ms. Brooks noted that there were no new requests for the Information Technology Department.

- Human Resources

Ms. Brooks noted that there was over a \$400,000 cost savings for worker's compensation and property insurance premiums. Commissioner Belvedere spoke about the leadership development series provided by Human Resources (HR) and suggested incorporating the Toastmasters International Program into the training. Vice Mayor Welch suggested that HR speak about government positions during City Government Week at the local schools.

- Sustainable Development

Assistant City Manager / Sustainable Development Director Sheila Rose noted that they were requesting two (2) new positions for a Senior Project Manager to address transportation issues and an E-Services Specialist to address electronic business processes. Discussion ensued regarding electronic building permitting requirements. Ms. Brooks spoke about additional proposed changes in the department, including the reclassification of a part-time permit technician to a full-time position and two (2) program modifications for E-Bike Services and the Utility Box Wrapping Program. Discussion ensued regarding biking education programs and increased code enforcement in areas of the City without homeowners' associations and weekend coverage. It was suggested to provide private communities the opportunity to contract with the City for utility box wrapping in their neighborhoods.

- Police Department

Ms. Brooks noted that the Police Department proposed several program modifications, and Police Chief Albert "Butch" Arenal explained that the program modifications resulted from the Comprehensive Analysis of Police Services conducted earlier in the year, including:

- Bicyclists and Motorists Safety Program
- Two (2) Bicycle Patrol Police Officers
- Crime Analyst
- Police Background Specialist
- Police Lieutenant – Patrol
- Three (3) Police Officers – School Resource Officers

- Police Sergeant – Strategic Planning
- School Resource Canine

Chief Arenal noted that there were three more positions recommended from the Comprehensive Analysis of Police Services that the Department did not include in the FY19 Proposed Budget to offset the large increase. Commissioner Belvedere suggested staff consider alternative uniforms for special events, and discussion ensued. Chief Arenal explained staffing for Bicycle Patrol Police Officers. Discussion ensued regarding the salary range for the Crime Analyst. Staff explained the requested increase for School Resource Officers (SRO), noting that the three additional SROs would increase staffing from one (1) SRO to two (2) SROs at Lyons Creek Middle School and Monarch High School and add an SRO at Atlantic Technical College. City Manager Blasi noted that North Broward Preparatory School was interested in contracting with the City to provide SROs at the school. Discussion ensued regarding filling the new positions and the School Resource Canine.

The Commission took a ten-minute recess, and the meeting reconvened at 11:32 a.m.

- Fire Department

City Manager Blasi spoke about the discussions regarding regionalization of fire and E-911 dispatch services. She noted that staff had been meeting with the City of Coral Springs and their task force assigned to analyze a four-city regionalization (Coconut Creek, Coral Springs, Margate, and Parkland). Discussion ensued. City Manager Blasi noted that negotiations with the City of Margate for the current Fire/EMS contractual services were almost completed and included a five percent (5%) increase in fees. Discussion ensued regarding the proposed new Fire Station #113 and required fire apparatus in the central part of the City. Fire Marshall Jeff Gary explained the proposed program modification for a position reclassification. Discussion ensued regarding fire staffing and alternatives to a four-city regionalization. Fire Marshall Gary spoke about the addition of “stop-the-bleed” kits in designated locations and law enforcement vehicles and noted that members of his staff would be offering training on use of the kits.

- Parks and Recreation Department

Parks and Recreation Director Wayne Tobey discussed variances in the parks and recreation budget, including two (2) program modifications and capital outlay:

- Taste of Coconut Creek food festival;
- Paddleboat Rental Service;
- Showmobile;
- Paddleboat Dock;
- Recreation Complex Fitness Center Flooring Replacement;
- Community Center Floor Resurfacing;
- Electric Utility Cart; and
- Recreation Complex Velour Stage Curtain.

Discussion ensued regarding removing the Paddleboat Rental Service and Paddleboat Dock and to add sound systems for the Community Center and Recreation Complex. City Manager Blasi spoke about potential changes to the City’s Fitness Program to increase enrollment and make it more affordable. Discussion ensued regarding staffing for the Fitness Program and for the Dog Park at Windmill Park.

- Public Works Department

Public Works Director Jim Berkman noted that they were requesting an additional Maintenance Service Worker I position and a reclassification of a part-time Facilities Attendant position to full-time to assist with part-time bus driver vacancies. Discussion ensued regarding the life cycle of various equipment. Mr. Berkman spoke about the department's requested capital outlay:

- 2-Toro Reelmaster Mowers;
- Bobcat Skid Steer Front Loader;
- Truck Mounted Water Tank;
- City Hall Lighted Bollard Pathway Lights; and
- Lyons Road Butterfly Express Shuttle Bus.

Discussion ensued regarding the implementation of a historic tour with the use of the community bus. City Manager Blasi noted that if the transportation surtax is approved in November by voters that Broward County had indicated that they would reimburse cities the cost of operating their community bus system.

- Utilities and Engineering Department

Ms. Brooks spoke about the utility rates and master plan that guides the Utilities and Engineering budget. Utilities and Engineering Director Osama Elshami explained the following program modifications:

- Engineering Inspector;
- Construction Supervisor (Reclassification);
- Utility Service Worker II (Reclassification);
- Utility Service Worker III (Reclassification); and
- Canal Maintenance and Water Quality Testing Program.

He reviewed the department's requested capital outlay:

- Electric Handheld Valve Exerciser;
- Sabal Pines Park Ice Machine; and
- Utility Truck with Lift Gate.

The Commission took a fifty-minute recess, and the meeting reconvened at 1:12 p.m.

REVIEW OF CITY'S PROPOSED FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

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

- Technology Refresh Program
- Fitness Equipment Replacement Program
- Sports Lighting Replacement Program – Hosford Park Baseball Field scheduled for FY19
- Parks Improvement Program – Community Center Lake Fountains; Outdoor Showers at Winston Park, Gerber Park, and Recreation Complex for volleyball courts; Sabal Pines Park Fencing; Sabal Pines Park Scoreboards; and Fencing at Cypress Park Playground scheduled for FY19
- Vehicle Replacement Program

- HVAC Replacement Program – Government Center Air Handlers #5 and #6 scheduled for FY19
- Playground Replacement Program – Sabal Pines Park East scheduled for FY19
- Irrigation Pump Station Replacement Program – Wiles Road West and Lyons Creek Middle scheduled for FY19
- Pedestrian Lighting – Design, permitting, and construction of new pedestrian lights on the north side of Coconut Creek Parkway from Wynmoor entrance to Lyons Road proposed for FY19
- Sidewalk Improvement Program
- Traffic Calming Devices – Johnson Road will be studied in FY19
- Exterior Painting Program
- Bus Shelter and Bus Stop Program
- Existing Greenway Enhancements
- South Creek Streetlight Enhancements
- Boardwalk Rehabilitation – Winston Park Nature Center Boardwalk scheduled for FY19
- Motorized Room Dividers – Recreation Complex, Community Center, and Commission Chambers
- Art Walk
- Recreation Complex Gym Renovations – Gym flooring resurfacing and wall padding scheduled for FY19
- State Road 7 Median Beautification
- Rowe Center Improvements
- Security Camera Installation
- Complete Streets Program
- Lyons Road / Coconut Creek Parkway / Atlantic Boulevard
- Recreation Complex Building Rehabilitation
- Coconut Creek High School Area Improvements
- Roof Replacement Program – Public Works Storage Buildings scheduled for FY19
- Enterprise Resource Planning (ERP) Solution
- Sabal Pines Restrooms
- Splash Pad
- Oak Trail Park Expansion
- Traffic Signal at Winston Park Plaza
- Fire Station #113 – Funding provided through the Seminole Mitigation Fund. Ms. Brooks discussed the revenue projections for the Fund over the next ten years.
- Sabal Pines Greenway Trail II
- Winston Park Preserve Path to Hilton Road Greenway
- Comprehensive Street Improvement Program
- Lakeside Park Expansion
- Government Center Rehabilitation – Police Department design scheduled for FY19
- Wastewater Conveyance System Improvement Program
- Wastewater Force Main Isolation Valve Rehabilitation Program
- Wastewater Access Structure Rehabilitation Program
- Wastewater Pump Station Rehabilitation Program
- Electrical Control Panel Rehabilitation Program
- Water Distribution System Improvement Program
- Water Meter Connection Lines Retrofit Program
- Water Valve Replacement Program
- Standby Generator and Bypass Pump Replacement Program
- Water Meter and Box Replacement Program

- SCADA Telemetry System
- Utilities and Engineering Building Expansion
- Hilton Road Storage/Repump Facility Upgrades – It was suggested to include landscaping at the facility
- Sabal Pines Park Yard Retrofit
- Copans Road Wastewater Transmission System Improvements – Construction scheduled for FY19
- Automatic Meter Reading (AMR) Conversion
- Water Quality Improvements
- Wastewater Master Pump Station
- Reclaimed Water Project
- Stormwater Drainage Improvement Program
- Concrete Curbing Program
- Fiber Optic Backbone
- Entrance Signs
- Windmill Park Improvements
- Fire Station #50
- Undergrounding of Aboveground Utility Lines
- Tree Canopy Restoration Program
- Vinkemulder Road Improvements

ADJOURNMENT

The meeting was adjourned at 2:39 p.m.

Transcribed by Marianne Bowers

Leslie Wallace May, MMC
City Clerk

Dated