



## CITY OF COCONUT CREEK CITY COMMISSION MINUTES

Government Center  
4800 W. Copans Road  
Coconut Creek, Florida

Date: August 10, 2016  
Time: 9:00 a.m.  
Commission Budget Workshop

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### CALL TO ORDER

Mayor Belvedere called the meeting to order at 9:06 a.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

### OVERVIEW OF FINANCIAL INFORMATION

Karen Brooks, Director of Finance and Administrative Services, noted that the proposed FY 2017 Budget was a program budget that includes input from the Commission, staff, and the public. She gave a *PowerPoint* presentation that covered the following:

#### **Vision 20/20 Policy Statement**

Ms. Brooks noted that the Vision 20/20 Policy Statement was the guide in preparing the budget. She explained that the programs included in the budget focus on maintaining a high quality of life and current levels of services; fostering economic development; promoting environmental preservation; and providing educational, recreational, and cultural opportunities.

#### **Outlook**

Ms. Brooks showed a *PowerPoint* slide highlighting the FY 2017 financial outlook of the City as follows:

- Coconut Creek's 50<sup>th</sup> Anniversary;
- Solid increases in taxable valuations due to reassessments;
- More development projects in progress;
- MainStreet activity and economic development; and
- Completing CIP projects in progress.

### **Property Tax Valuations**

Ms. Brooks showed a *PowerPoint* slide outlining an overview of property tax valuations as follows:

- 9.8% increase in taxable values for FY 2017:
  - Increased taxable value due to reassessments of \$286,309,309 (8.7%); and
  - Increased taxable value due to new construction and additions of \$36,343,920 (1.1%).

### **Historical Property Valuations**

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

### **FY17 Budget Preparation**

Ms. Brooks noted that budget preparation was a nine to ten month process that begins around January. She showed a *PowerPoint* slide outlining the following steps taken in preparing the proposed budget:

- Program budgets were developed to support strategic initiatives;
- Departments were given target amounts; justifications provided for request exceeding target amounts;
- Finance staff reviewed all budget submissions;
- City Manager's Office and Finance met with each department providing opportunity for further explanation and justification of requests;
- Reviewed and incorporated Commission requests when possible; and
- Proposed Budget prepared.

### **Operating Funds**

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 Balance Review**

Ms. Brooks showed a *PowerPoint* slide charting the General Fund balance for the last three years. She pointed out that the balance was about 33% of the City's budget, which was appropriate because of the City's location in a hurricane prone area and the need for reserves in case of an emergency.

### **General Fund Summary**

Ms. Brooks showed a *PowerPoint* slide summarizing the General Fund FY 2015 Actuals, FY 2016 Budgeted, and FY 2017 Proposed funds. She reviewed variances in proposed revenues, including an increase in property taxes for FY 2017; however, the millage rate decreased. She added that homesteaded properties in the City would not see a property tax increase as a result. She explained that license and permit revenues were projected to decrease but that it was not reflective of a decrease in activity. She stated that there was an increase in “Charges for Services” that primarily included fire assessment and administrative fees, but that there was no proposed increase for fire assessments. She added that staff was finalizing the fire assessment rate study update to ensure that assessments were commensurate with expenditures. On the expenditure side, she noted that there were no major variances. Ms. Brooks explained that even though “Personnel Services” had the largest variance it was still relatively low primarily due to a number of retirees. She noted that “Operating Expenses” included increased contractual obligations, and the bulk of the “Capital Outlay” increase was for a new fire truck and alerting system at Fire Station 94.

### **Streets Fund Summary**

Ms. Brooks showed a *PowerPoint* slide summarizing the Streets Fund. She noted that the City had been able to leverage dollars in the Streets Fund with millions of dollars in grant funding for roadway improvements, including the Education Corridor and median beautifications. She added that, as a result of all the projects, the funds had been depleted. She explained that recurring revenues from the local option gas tax would cover the Fund operating expenses but no new capital improvement projects (CIP).

### **Water/Wastewater Fund Summary**

Ms. Brooks showed a *PowerPoint* slide summarizing the Water/Wastewater Fund. She noted that they were finalizing a water/wastewater rate study to ensure revenues were covering the CIPs and operating expenses. She mentioned that water and sewer rates had a built in preauthorized five percent annual increase, with the next one scheduled for April 1, 2017. Going forward, she anticipated that a two and half percent increase would be enough to cover expenditures based on the findings of the rate study and that they should be able to rescind the five percent increase for the lower rate.

### **Stormwater Fund Summary**

Ms. Brooks summarized the Stormwater Fund. She noted that the stormwater rates had a built in preauthorized rate increase, which would be six cents per month for the next year. She stated that the Utility and Engineering Department’s would be embarking on several large capital projects over the next two years, and as a result, there were no new major projects scheduled for the Stormwater Fund other than regular maintenance.

### **Other Funds Summary**

Ms. Brooks showed a *PowerPoint* slide summarizing the other funds in the budget:

- Community Improvement Fund
- Affordable Housing Fund
- Community Development Block Grant Fund
- State Housing Initiative Partnership Fund
- Seminole Mitigation Fund
- Debt Service Fund
- Parks Improvement Fund
- 2017 Capital Projects Fund
- 2009 Capital Projects Fund
- Utility Underground Fund
- Public Safety Fund
- Capital Improvement Program Fund
- Federal Law Enforcement Trust Fund
- Water/Sewer Capital Improvement Fund

Ms. Brooks showed a series of *PowerPoint* slides highlighting the accomplishments and goals of each department followed by new program modifications and related capital outlay:

**Administrative Departments – City Manager, City Attorney, City Clerk, Finance, Human Resources, and Information Technology**

**Accomplishments**

- Conducted resident survey to assess satisfaction with programs and services; maintained a 96% overall satisfaction rating with quality of services.
- Partnered with NSU Lifelong Learning Center to host monthly Cultural Series on a variety of topics such as wellness, history, and art.
- Initiated City-wide file code index system for records management.
- Developed and implemented an all-inclusive grant policy that focuses on actively seeking and pursuing new grant opportunities.
- Completed Fire Assessment and Utility Rate Updates.
- Created a quarterly customer service newsletter to improve communication with customers and provide valuable updated information.
- Developed Security Awareness Program.
- Implemented a standardized curriculum for field-workers' general safety awareness training and completed quarterly fire and safety inspections.
- Engaged in cooperative collective bargaining procedures with the three police employee units.

**Goals**

- Conduct employee survey to assess overall satisfaction and maintain a minimum 90% overall satisfaction rating.
- Plan, promote, and execute programs and initiatives for the City's 50th Anniversary.
- Complete an inventory of all digital records and develop a process for the disposal of records meeting retention.
- Implement Interactive Voice Response (IVR) pay-by-phone system to enhance customer service.
- Utilize technology to enhance financial transparency.

- Develop and implement a safety recognition program for departments that work injury-free for extended periods.

### **Sustainable Development**

#### **Accomplishments**

- Developed a plan to revitalize Hillsboro Corridor.
- Created online application for E-Permitting.
- Developed a Commercial Property Unit within the Code Compliance Division.

#### **Goals**

- Pursue the location of a high quality, organic grocery store in the City such as Whole Foods, Trader Joes, Lucky's, or Fresh Market.
- Develop and implement a Public Art Program.
- Complete north area Hillsboro Ranches Land Use Analysis.
- Launch E-building electronic submittal, routing, and issuing of permits.

### **Police and Fire**

#### **Accomplishments**

- Launched the Florida Law Enforcement Accreditation process.
- Implemented a C.A.R.D. (Creek At Risk Database) computer database that contains information on individuals deemed at risk by loved ones.
- Implemented full-time enforcement at Broward College.
- Implemented an educational program to teach Junior Achievement and Little Learners students.

#### **Goals**

- Develop and launch *Do the Right Thing of Coconut Creek, Inc.* to reward Coconut Creek youth for good decisions, actions, and accomplishments.
- Develop process alternatives to enhance efficiency in routing customer calls received via the Coconut Creek Police Department non-emergency phone lines.
- Monitor the average Fire Rescue response time for emergency calls (in minutes) on a monthly basis to help reach contractual response time targets.
- Enhance agency intelligence-led policing by utilizing technology to analyze crime trends through interfaced mapping.

### **Public Works**

#### **Accomplishments**

- Extended bus operational hours by one hour.
- Replaced playground equipment at Sabal Pines Park.
- Began installing benches at bus stops without shelters.
- Began replacing water fountain with water bottle filling stations.
- Installed fencing to increase security at Oak Trails Park.

#### **Goals**

- Implement the Faster Service Center on Coconet to allow drivers to track the status of their vehicle maintenance.

- Complete route analysis based on Community Transportation Study and input from the Commission and residents.
- Complete locker room renovations at Recreation Complex.

### **Utilities and Engineering**

#### **Accomplishments**

- Completed Utility Master Plan Update.
- Finalized design upgrade of the two million gallon Hilton Road Storage tank/Re-Pump Operations Building to harden infrastructure.
- Maintained and repaired sidewalks, guardrails, roadways, potholes, traffic markings and signage throughout the City.
- Repaired stormwater outfalls and headwalls around Serko Boulevard.

#### **Goals**

- Construct traffic signals on Lyons Road at Winston Park Plaza.
- Begin construction of the Utilities and Engineering Administration Building Expansion.
- Initiate Comprehensive Street Improvement Plan Phase I.
- Begin construction of the Hilton Road Storage Tank Building.

### **Parks and Recreation**

#### **Accomplishments**

- Developed an Aftercare Program for middle school aged children at the Recreation Complex (Creek Club).
- Developed and implemented Creative Movement, Creative Arts, and Circle of Rhythm as part of the Special Needs Program for participants age 3 to seniors.
- Developed and implemented Park Ranger Nature Program.

#### **Goals**

- Plan and host 50th Anniversary themed events to include Butterfly Festival, Farmer's Market, and Concerts in the Park.
- Plan and host Butterfly Planting and Gardening, Family Movie Social, Family Social Dance and Adaptive Sports as part of the Special Needs Program.

### **New Program Modifications**

#### **General Fund**

- Public Relations Contract
- Lyons Road Express Bus Service
- Retiree Insurance Billing & Administration Contract
- Police Service Aide
- Part-time Permit Technician
- Planning Intern
- Crime Scene Investigator (reclassification)
- Records & Telecommunications Specialist (reclassification)
- Senior Project Manager (reclassification)
- I.T. Training Specialist (re-title)

**Street Maintenance Fund**

- Lyons Road Express Bus Service

**Capital Outlay**

**General Fund**

- Folder/Sealer for Checks
- Fire Station Alerting System Upgrade
- Fire/Rescue Truck
- Radio Base Station and Repeater Maintenance
- Pressure Cleaner
- Foldable Partition Wall at the Recreation Complex
- Outdoor Movie Screen, Projector Stand & Audio/Video Mixing Board
- Gymnasium Wall Padding at the Community Center
- Stackable Washer & Dryer at the Community Center
- Security Partition Wall at Sabal Pines for Employee Safety
- Cornhole Sets (3)
- Upper Body Krankcycle for Cardio Fitness
- Rowe Center Renovation
- Toro Infield Groomer
- Brush Chipper
- 2-Toro Workman Utility Vehicle

Vice Mayor Rydell commented on the addition of cornhole sets. Ms. Brooks clarified that they were permanent cement fixtures.

**Utility Operations Fund**

- Mini-Excavator
- Sewer Camera

**Stormwater Management Fund**

- Reversible Plate Compactor

Ms. Brooks showed a series of *PowerPoint* slides enumerating the completed, in-progress, and recurring capital improvement projects:

**Projects Completed**

- Completed Phase I of the Government Center Rehabilitation
- Completed Phase I of the Fiber Optic Backbone project
- Installed entrance gates at Oak Trails Park
- Installed athletic field lights at Gerber Park
- Recreation Complex Gym Renovations (ceiling, lighting fixtures, and insulation)
- Completed exterior painting of Recreation Complex and Community Center
- Completed design of Utilities and Engineering Administration Building Expansion
- Fire Station #94
- Copans Road Median Landscape & Irrigation
- Lyons Road from Coconut Creek Parkway to Copans Road-Lyons Road Section IV
- Coconut Creek Parkway Pedestrian Signal and Crossing

- Planned and designed traffic signals at Winston Park Plaza
- Coordinated with Florida Power and Light (FPL) and AT&T for the removal of 15 utility poles

### **Project in Progress**

- Recreation Complex Gym Renovations (bleachers, basketball hoops, and gym floor)
- Tree Canopy Restoration Program
- Hillsboro Boulevard Median Enhancements
- Fiber Optic Backbone Phase II
- Government Center Rehabilitation Phase II
- Windmill Park Improvements
- Entrance Signs (Lyons Road, Wiles Road, Copans Road, and Coconut Creek Parkway)
- Fire Station #50
- North Springs Improvement District and Coral Springs Interconnects
- Copans Road Wastewater Transmission System Improvements
- SCADA Telemetry System
- Utilities and Engineering Building Expansion
- Comprehensive Street Improvements Program
- Traffic Signal at Winston Park Plaza
- Reclaimed Water Project (NW 39th/Wiles Road to MainStreet)

### **Recurring Projects**

- Irrigation Pump Station Replacement
- Shade Structures
- Carpet/Flooring Replacement Program
- Exterior Painting Program
- Bus Shelter Program
- Existing Greenway Enhancements
- Sidewalk Improvement Program
- Technology Refresh Program
- Fitness Equipment Replacement Program
- Parks Improvement Program
- Vehicle Replacement Program
- HVAC Replacement Program
- Playground Replacement Program
- Concrete Curbing Program
- Traffic Calming Devices
- Wastewater Pipe Rehabilitation Program
- Water Quality Improvements
- Wastewater Force Main Isolation Valve Rehabilitation Program
- Wastewater Access Structure Rehabilitation Program
- Wastewater Pump Station Rehabilitation Program
- Electrical Control Panel Rehabilitation Program
- Water Isolation Valve Improvements
- Water Meter Connection Lines Retrofit Program
- Water Valve Replacement Program
- Stand-by Generators/By-Pass Pumps



- Water Meter and Box Replacement Program
- Stormwater Drainage Improvements

Mayor Belvedere asked staff to contact Broward County about maintaining the reflectors on the roadways.

### **Other Items**

The City's contributions to other agencies:

- Area Agency on Aging of Broward
- Broward Regional Health Planning Council-Childcare Assistance Program
- Women in Distress of Broward
- Broward 211
- Chamber of Commerce
- Do the Right Thing Coconut Creek
- Broward League of Cities

Ms. Brooks noted that *Do the Right Thing of Coconut Creek* was a new program to be implemented by the Police Department. Police Chief Arenal explained that it was a youth recognition program implemented as a non-profit organization. Commissioner Tooley asked about fundraising for the program.

Ms. Brooks spoke about a donation request from *House of Hope*. Vice Mayor Rydell suggested providing additional funding to *Do the Right Thing of Coconut Creek* in place of funding *House of Hope*. Commissioner Welch requested that *Broward League of Cities* receive \$100 for their scholarship program. Consensus was given to provide a \$100 contribution to *Broward League of Cities* and \$2,400 to *Do the Right Thing of Coconut Creek*.

Ms. Brooks noted that the one-cent surtax proposal would be included as a referendum on the November ballot as two issues:

- ½ cent Transportation Surtax (County)
- ½ cent Infrastructure Surtax (Cities)

She added that revenues from the Infrastructure Surtax were estimated at \$5.5 million annually. It was noted that the proposed FY 2017 Budget did not account for revenues from the surtax.

*(The Commission took a twenty minute recess, and the meeting reconvened at 10:41 a.m.)*

### **FY17 PROPOSED BUDGET**

Ms. Brooks lead the review of the Proposed FY 2017 Budget and Five Year Capital Improvement Program Book.

- City Commission

Ms. Brooks noted that the proposed Commission budget included a \$100 per month expense allowance increase and noted it would require a separate resolution to implement. Commissioner Welch was not supportive of the increase.

Discussion ensued regarding increasing salary rather than the expense allowance. Ms. Brooks discussed the implementation differences for each scenario, including IRS and FRS regulations. Vice Mayor Rydell requested comparison data from surrounding cities to evaluate the appropriateness of the increase. Consensus was given to proceed with a survey of area cities and a resolution to increase the expense allowance for future discussion.

- City Attorney

Vice Mayor Rydell inquired how fees for outside counsel were paid. It was noted that, depending on the subject matter, the fees come from the City Attorney's budget or other appropriate fund.

- City Manager/Community Relations

Ms. Brooks spoke about Government Week presentations at the high schools. Discussion ensued regarding expanding the presentations. Ms. Brooks noted that staff created an ad campaign to increase followers on the City's social media sites and that they intended to continue the efforts quarterly. She added that staff had also been working to make requested changes to the website to keep it current.

- City Clerk

Ms. Brooks noted the variance in the City Clerk budget was related to the November and March elections.

- Finance and Administrative Services

Ms. Brooks explained that a staff assistant position was added to assist with purchasing, Inspector General (IG) inquiries, and staff coverage. She added that the Department was working to expand billing and payment services. Discussion ensued regarding the software used to provide those services and the capability to use it for collecting parking citations.

- Information Technology

Ms. Brooks commented that the equipment replacement project was requested to be phased in sooner and would begin with Pentamation software upgrades to better serve the needs of the City. She spoke about the IT Governance process.

- Human Resources

Ms. Brooks commented that the Department would be formalizing an employee engagement program. She noted that insurance premiums would increase by 6.5% primarily due to trending increases and not claims. Discussion ensued regarding periodically shopping around for medical coverage providers. Commissioner Welch asked if the City's expenses were expected to vary during open enrollment if employees switch plans. Ms. Brooks stated that it is possible

but the trend had been that most employees stay in the same plans year to year. Mayor Belvedere commended the Departments for the new personnel.

- Sustainable Development

Ms. Brooks commented that staff continued to research the implementation of a bike share program. She noted that the Cullum Road/Lyons Road traffic signal study would commence in January. Commissioner Welch asked for the Coquina Homeowner's Association to be notified when the study commences. Mayor Belvedere asked about the status of the traffic signal at the new fire station. Public Works Director Jim Berkman responded that the County had begun construction, which was typically a two-month process.

Ms. Brooks noted that the design of the Winston Park Preserve Path was contingent upon grant funding, which staff would be applying for in October. She stated that Code Enforcement had a vacant position that they were working to fill. City Manager Blasi added that it was vital to ensure Code Enforcement was fully staffed as the City is aging. She proposed adding a staff assistant position to the Code Enforcement Division to handle the administrative work associated with the Special Magistrate process. Consensus was given to add the position to the budget. Discussion ensued regarding the Special Magistrate process.

Discussion ensued regarding the Tree Canopy Replacement Program. Vice Mayor Rydell asked for clarification regarding root sprawl from the types of trees that were being planted. Sustainable Development Director Sheila Rose explained that the Program had slowed down and staff had worked to find a balance between installing trees that would increase tree canopy to achieve the associated benefits and protecting infrastructure with appropriate root barriers. Ms. Brooks explained that no new funding for the Program was proposed in the FY 2017 Budget.

Ms. Rose explained that staff was working with the Climate Compact to expand tracking of greenhouse gas emissions beyond city operations to include data obtained from Broward County. She spoke about staff's efforts to actively pursue a high-quality organic grocery store and possible locations. Ms. Brooks noted that the Planning & Zoning Division would be adding an intern position and the Building Division would be adding a part-time staff assistant position. Ms. Rose explained the changes to the Code Enforcement Division with an emphasis on commercial property enforcement. She commented about engaging the Commercial Code Officer with the Chamber of Commerce.

Vice Mayor Rydell asked for clarification on the internship program. Ms. Brooks explained that interns were paid a nominal amount to keep them committed and ensure a quality workforce. Discussion ensued.

Ms. Rose spoke about evaluating new procedures for recovering outstanding code fines.

- Economic Development

Ms. Brooks noted that the Economic Development Program was funded annually

and unexpended funds were rolled over each year. She commented about a new partnership with Junior Achievement that would be funded under the Economic Development Program.

- Police Department

Ms. Brooks noted that staff would be evaluating the need for an additional patrol officer after all the vacant positions have been filled. If the need exists, the position would be included in the FY 2018 Budget; however, a Police Service Aide position was included in the FY 2017 Budget to address parking issues. City Manager Blasi commented that she would like to convert the Police Department lobby to a 24-hour, 7-day a week, x-ray teletype reception area. She commented that it would help improve the non-emergency calls and monitoring of security cameras in the parks. She stated that additional outdoor lighted signage was needed to identify the Police Department for added public safety. City Manager Blasi stated that there would be funding set aside for next year's CIP budget for renovations to the Police Department and that the renovations were proposed to be completed in phases similar to the City Hall renovations. Discussion ensued regarding security upgrades necessary to implement the changes and staffing.

Police Chief Arenal provided an update on active killer training and noted that it could be extended to the Commissioners. Discussion ensued regarding the 24-hour non-emergency line and the regional dispatch agreement.

Ms. Brooks commented about the student participation rate in the *DARE* program. She noted that volunteer hours were provided through the Explorer program. Discussion ensued about a student education initiative for interacting with police officers. Police Chief Arenal spoke about the *Do the Right Thing of Coconut Creek* program to recognize children for good deeds.

*(The Commission took a thirty minute recess, and the meeting reconvened at 12:54 a.m.)*

- Fire Department

Ms. Brooks noted that staff was finalizing the fire contract with Margate and that there was no proposed increase to the Fire Assessment rates. She commented about changes to capital outlay, including a new fire rescue truck and an upgrade to the fire station alerting system.

City Manager Blasi expanded on the negotiations with the City of Margate, noting that the agreement would be for a three year term with a one-year financial opener. She commented that the maximum budget increase would be four percent (4%). Discussion ensued regarding the negotiations. City Manager Blasi spoke about the City's ISO rating and that staff anticipated the rating to improve next year. Discussion ensued regarding the purchase of the new fire rescue truck.

- Parks and Recreation Department

Ms. Brooks commented that the budget included additional padding in the Community Center gym and a Farmers Market as part of the City's 50<sup>th</sup> Anniversary activities. She noted that staff was researching historical pictures for the anniversary activities. She commented that staff was working to increase online registrations. Ms. Brooks noted that there would be temporary staff changes for the special needs program while the special needs programmer was out. She added that mats would be used under the spinning bikes to protect the flooring. Discussion ensued regarding the concrete cornhole sets. Parks and Recreation Director Wayne Tobey spoke about the Farmers Market beginning in November on the City's ten-acre parcel in the MainStreet area. Discussion ensued regarding local school groups providing entertainment at the Farmers Market. City Manager Blasi commented about several 50<sup>th</sup> Anniversary events that staff was developing.

- Public Works Department

Ms. Brooks noted that there were no major variances in the budget for Public Works. Discussion ensued about efforts to increase recycling. It was noted that it was not cost effective to install a solar roof at City Hall, but that staff would continue to evaluate the feasibility for other roofs needing replacement in the future.

Public Works Director Jim Berkman showed a *PowerPoint* presentation regarding the City's Bus Service and the proposed Lyons Road Express Bus program. Mr. Berkman noted that a study was completed in October 2015, which resulted in suggested changes to the City's bus service, as follows:

PROPOSED LOCATIONS TO BE ELIMINATED ON NORTH ROUTE

- The Township - still serviced by South route
- Festival Flea Market - still serviced by South route

PROPOSED LOCATIONS TO BE ADDED ON NORTH ROUTE

- Banyan Pointe Apartments
- Banyan Trails
- Sabal Pines Park
- Publix at Winston Park Plaza (curb service)
- Victoria Isles
- Grand Cypress
- Hampton Inn/Residence Inn/American Top Team
- Casa Palma Apartments
- Club Caribe
- Regency Lakes
- Publix at Westcreek Commons (curb service)
- Walmart at Hillsboro/SR7 (curb service)

PROPOSED LOCATIONS TO BE ELIMINATED ON SOUTH ROUTE

- Lakewood Shopping Center - Atlantic Blvd. & State Road 7
- Publix at Coral Landings - Coral Springs

#### PROPOSED LOCATIONS TO BE ADDED ON SOUTH ROUTE

- Publix at Coconut Creek Plaza (curb service)
- Lester's Diner
- Hebrew Academy Community School
- Abundant Life Christian Academy

#### TRANSFER POINTS BETWEEN NORTH AND SOUTH ROUTES

- Walgreens – Sample Road and NW 42 Avenue
- Target Shopping Center – Turtle Creek Drive and Creekside Drive
- Walmart – Turtle Creek Drive
- Seminole Casino

#### THE BUTTERFLY EXPRESS

- Continuous loop along Lyons Road between Windmill Park and Hillsboro Marketplace
- Approximately 50 minutes round trip (may be longer during peak traffic hours)
- Will stop at all stops along Lyons Road

City Manager Blasi stated that it was anticipated that ridership among students would increase with the Butterfly Express service. She added that the hours of operation for the express service would be extended in the evenings on weekends. Commissioner Welch asked if the bus stop signs could be refreshed, and City Manager Blasi stated that staff was looking into it. Discussion ensued regarding the express bus cost and features. Vice Mayor Rydell asked if a time certain schedule would be used for the express service. Mr. Berkman responded that it was difficult to do with express service, however, alternate options would be looked into for tracking the bus.

- Utilities and Engineering Department

Ms. Brooks noted that there were no major variances to the Utilities and Engineering budget, and department activities would be focused on CIP projects. Ms. Brooks noted that Broward County was upgrading wired traffic signals to mast arms countywide and that the County had indicated they would be upgrading the signal at Winston Park Boulevard and Lyons Road in the next two years. She commented that staff was seeking quotes to wrap the electrical boxes. Discussion ensued.

#### **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM**

Ms. Brooks listed the CIP projects for discussion:

- Computer Replacement Program – Commissioner Sarbone asked about using a cloud-based terminal system. Information Technology CIO Francisco Porras responded to his questions.
- Fitness Equipment Replacement Program – Ms. Brooks noted that treadmills were scheduled to be replaced in FY 2017.

- Parks Improvement Program – Ms. Brooks explained that, as part of aging infrastructure, the Parks Improvement Program addressed items in need of replacement in City parks. For FY 2017, projects included lighting at Lakeside Park, pavers and signage at Sabal Pines Park, kitchen remodel at the Recreation Complex, bleacher pads at Gerber Park, and funding for plans and studies as necessary.
- Vehicle Replacement Program – Ms. Brooks stated that 23 vehicles were scheduled for replacement. It was noted that code enforcement and building inspector vehicles were hybrid vehicles.
- HVAC Replacement Program – Ms. Brooks explained that the software update for the Recreation Complex would allow for remote access to the system for troubleshooting and the anticipated cost was \$20,000.
- Playground Replacement Program – Ms. Brooks commented that Lakeside Park was scheduled to receive a new playground in FY 2017 in conjunction with the Park expansion. Discussion ensued regarding surface replacement.
- Irrigation Pump Station Replacement
- Shade Structure Replacement Program – It was noted that the Community Center and Utilities and Engineering would be addressed in FY 2017.
- Painting Program – Ms. Brooks noted that no projects were scheduled for FY 2017.
- Carpet/Floor Replacement Program – Ms. Brooks commented that the FY 2017 project included the Community Center Fitness Center.
- Bus Shelter Program – Mayor Belvedere noted that new benches should include a divider. Commissioner Tooley commented that the shelters did not provide enough cover, and City Manager Blasi stated that it was being corrected. Discussion ensued.
- Existing Greenway Enhancements – Ms. Brooks noted that \$60,000 was available in the Fund for project connections and matching grants. Ms. Rose explained that south of the 69<sup>th</sup> Street Greenway the FORTS project would be constructing a pocket park as part of a connection to the 69<sup>th</sup> Street Greenway. Their requirement for a public art installation is being designed by Artist Michael Singer.
- Sidewalk Improvement Program – Ms. Brooks explained that the program was for ongoing maintenance.
- Traffic Calming Devices – It was noted that \$50,000 was budgeted for needs that arise throughout the year.

- Complete Streets – Ms. Brooks explained that the project was a joint venture with the Metropolitan Planning Organization (MPO). She noted that sidewalks and pedestrian lighting would not be covered by MPO funding and were budgeted in the Complete Streets CIP. Ms. Rose stated that MPO funding was \$15 million. She added that the design would include public input and come before the Commission for approval. Discussion ensued regarding bike lanes.
- Fiber Optic Backbone Phase II – Ms. Brooks explained that the fiber optic installation would be for internal use and not available to the public.
- Enterprise Resource Planning (ERP) – It was noted the CIP was scheduled for future years.
- Government Center Rehabilitation
- Coconut Creek High School Area – Ms. Brooks commented that negotiations were ongoing with the School Board for an agreement to provide improvements to the area.
- Roof Replacement Program – Ms. Brooks noted that staff would continue to evaluate the use of solar when roof replacements were needed.
- Coconut Creek Parkway Pedestrian Lighting – Ms. Brooks stated that the project was scheduled for future years and would be eligible for Infrastructure Surtax funding should the Surtax be approved in November. Discussion ensued regarding eligible projects for Infrastructure Surtax funds. City Manager Blasi asked for a consensus to provide the MPO with a list of eligible CIP projects for Infrastructure Surtax funding if the Surtax were to be approved, and consensus was given. City Manager Blasi proposed a change to the Coconut Creek Parkway Pedestrian Lighting CIP to be city-wide pedestrian lighting with \$385,000 programmed annually for five years, beginning in FY 2017, with funding contingent upon grant dollars or Infrastructure Surtax funds. Consensus was given.
- Art Walk – It was noted that the project was scheduled for future funding. City Manager Blasi explained that the project would create a new linear park with public art installations on State Road 7 adjacent to the new hotel, American Top Team, and the residential developments of Club Caribe, Casa Palma, and Regency Lakes. Discussion ensued regarding proposed funding.
- Central Fire Station – Ms. Brooks indicated that the CIP was scheduled for future funding. City Manager Blasi noted that Fire Station 50 should be evaluated before planning begins on the Central Fire Station.
- Hillsboro Boulevard Median Enhancements – Ms. Brooks explained that the project was in progress and would be going out to bid again.
- Windmill Park Improvements – It was explained that the administration building second floor was intended to be used for Police and Parks staff and that it was a



federal requirement to provide a lift for the second floor. Commissioner Tooley requested additional police presence when school resumes.

- Equestrian Estates Park – It was indicated that the CIP was scheduled for future funding.
- Winston Park Preserve Path to Hilton Road Greenway – It was indicated that the CIP was scheduled for future funding.
- Lakeside Park Expansion – It was noted that the project would be financed at \$10 million and would be funded regardless if the Infrastructure Surtax is approved.
- Streets Improvement Program – Commissioner Welch inquired if the program included striping on streets that were not being repaved and it was noted that the CIP included striping only for streets being repaved. Transportation Engineer Randall Blanchette explained that the County had a re-striping program, but it did not include local roads. He said that staff inspects local roads to evaluate the need to re-stripe and added it did not include private streets.
- Undergrounding of Aboveground Utility Lines – It was noted that the next phase included a one-mile section on Johnson Road between Lyons Road and State Road 7. Ms. Brooks commented that funds from the City's Underground Trust Fund would be used for the project but project completion required additional funds.

Ms. Brooks noted the following reoccurring CIP projects:

- Wastewater Conveyance System Improvement Program
- Water Quality Improvement Program – Discussion ensued regarding water chlorination.
- Wastewater Force Main Isolation Valves 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 Generators/Bypass Pumps

- Water Meter and Box Replacement Program
- Automatic Meter Reading (AMR) Conversion – Ms. Brooks commented that using automatic readers was a customer service initiative and did not add value to operations. However, she noted that the City was in need of replacing meters because many of them were outdated and commented that it was a good time to look at replacing outdated meters with automatic readers. It was noted that the City had a contract for meter reading services that would no longer be required once all of the meters were replaced.
- Copans Road Wastewater Transmission System Improvements
- Hilton Road Storage/Repump Facility Upgrades
- SCADA Telemetry System
- Sabal Pines Park Yard Retrofit
- Northeast Water Distribution System Loop
- Wastewater Master Pump Station – It was noted that the project would improve the efficiency and operating pressure in the MainStreet area and would commence as parcels begin to be developed in the area.
- Stormwater Drainage Improvement Program
- Concrete Curbing Program – Discussion ensued regarding curbing in the area around Lyons Creek Middle School and Parkwood VI. Staff noted that the City's roadway was curbed and the areas that were not were private roads.
- Tree Canopy Restoration Program

## ADJOURNMENT

The meeting was adjourned at 2:55 p.m.

Transcribed by: Marianne Bowers

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Leslie Wallace May, MMC  
City Clerk

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Dated