



CITY OF COCONUT CREEK CITY COMMISSION WORKSHOP MINUTES

Government Center
4800 W. Copans Road
Coconut Creek, Florida

Date: August 10, 2021
Time: 9:00 a.m.
Meeting No. 2021-0810WS

CALL TO ORDER

Mayor Rebecca A. Tooley called the meeting to order at 9:06 a.m.

PRESENT UPON ROLL CALL:

Mayor Rebecca A. Tooley
Vice Mayor Joshua Rydell
Commissioner Lou Sarbone
Commissioner Sandra L. Welch
Commissioner Jacqueline Railey
City Manager Karen M. Brooks
City Attorney Terrill C. Pyburn
Interim City Clerk Marianne Bowers

Mayor Tooley noted that the meeting was being conducted live with a quorum physically present, and explained that, in light of the pandemic, accommodations were made to allow the public to provide advanced comments without the need to attend the meeting. City Attorney Terrill Pyburn explained the procedures for public participation and comment for the meeting.

Interim City Clerk Marianne Bowers stated there were no advanced public comments received for the meeting, and no one had signed in to speak.

DISCUSSION – FISCAL YEAR 2022 BUDGET AND FIVE-YEAR CAPITAL IMPROVEMENT PLAN

Budget and Grants Manager Kisha Holland began a *PowerPoint* presentation and gave a brief overview of the meeting agenda. She commented that the Fiscal Year 2022 (FY22) budget was balanced, supported maintenance and replacement of City capital improvements and infrastructure, and continued to support superior programs and services. She explained the budget foundations, which included:

- Vision 2020 Policy Statement;
- Guidance from City Commission;
- Resident Request and Input; and
- Vision 2030 Strategic Plan.

Ms. Holland discussed the new vision, mission, and core values identified through the Vision 2030 process and reviewed the budget preparation process. She noted the budget public hearings were set for September 13 and September 23 at 6 p.m. and discussed budget and operational challenges faced by the City in its FY22 budget process, including:

- Transition to Coconut Creek Fire Rescue Department;
- Transition of Public Safety Dispatch;
- Department Requests and Capital Improvement Projects;
- Legislative Mandates; and
- Continuing Issues Surrounding COVID-19.

Ms. Holland discussed the City's responses to the challenges of COVID-19, including efforts to leverage \$12.2 million in grant funding to respond, prepare, and mitigate the effects of COVID-19. She stated that additional assistance programs continued to be developed to meet the needs of residents as they enter the recovery phase of the ongoing pandemic.

Financial Highlights

Ms. Holland explained the proposed FY22 operating budget expenditures increased 7.2% over the previous fiscal year, which included proposed staffing increases of 4.75 full-time equivalents to meet service demands, \$362,290 in proposed program modifications, \$284,000 in capital outlay requests, and proposed investments of \$14,144,310 in capital improvements throughout the City.

She reviewed proposed payroll adjustments, to include cost of living adjustments of 4.1% for general employees and 2.5% for police lieutenants, sergeants, and officers. Additionally, the budget contemplated a health insurance premium increase of 5.5%, with the City's contribution increasing from 76% to 77%, and retirement contributions.

General Fund Overview

Ms. Holland showed a *PowerPoint* slide summarizing the General Fund balance from the last two (2) years and the proposed FY22 budget, highlighting the following:

- Total General Fund budget of \$99,166,830 (\$10.5 million increase over FY21);
- Property taxes increased \$898,210 due to reassessments and new construction;
- Intergovernmental revenues increased \$288,940 due to projected increases in demand-driven revenue such as the half cent sales tax and State shared revenues;
- Charges for services increased by \$1,944,630 due to increase in fire assessment;
- Miscellaneous revenues decreased \$403,150 due to lower interest rates;
- Transfer in from Seminole Mitigation Fund increased by \$800,000 to fund design of new Public Safety building, as well as police and fire costs;
- Transfer in from Grants Fund increased by \$7,000,000, which is tied to the revenue loss and public safety costs to be reimbursed by the American Recovery Plan funding;
- Fund balance projected to increase by \$400,000;
- Expenses for personnel services increased \$14,227,280, due to the creation of the Coconut Creek Fire Rescue Department, in addition to staffing changes, cost of living, and insurance adjustments; and
- Transfer out to Capital Improvement Fund increased by \$2,000,000, largely due to decreases in FY21 as a result of anticipated reductions in revenue as a result of COVID-19.

Ms. Holland highlighted the proposed General Fund requests for FY22, totaling \$548,290, including:

- Program Modifications
 - Public Records Request Software;
 - Annual Simunitions De-Escalation Training Program;
 - Two (2) School Resource Officers (Broward College);
 - Facilities Attendant; ;
 - Recycling Drop-Off Center (North);
 - Reuse Center;
 - Culture and Arts Program; and
 - Neighborhood Enhancement Grant Program.
- Capital Outlay
 - Canine Replacement;

- IAPro Software Update;
- Police Equipment
- Fuel Island Upgrade.

Proposed Rates and Fees Summary

Ms. Holland noted the proposed millage rate of 6.4463 represented a 1.4% decrease from the FY21 millage of 6.5378. She explained the decrease was designed to offset property value increases on Homesteaded properties, so those properties would not see a change. Ms. Holland stated the annual fire assessment rates were proposed to increase to \$234 for single-family and \$210.60 for multi-family, and the solid waste collection and disposal rate for single-family homes was proposed by staff to decrease by 2.3% from \$324.44 per year to \$317.04 per year.

Property Tax Valuations

Ms. Holland explained there was a 5.33% increase in taxable values for FY22 which included reassessments of \$214,871,134 (4.68%) and new construction and additions of \$29,704,170 (0.65%). She briefly reviewed new construction expected to come onto the tax rolls in FY22.

Assessment Comparisons

Ms. Holland shared a *PowerPoint* slide detailing the fire assessment rates of neighboring communities, including the rates adopted in FY21 and those proposed for FY22, as follows:

- Margate - \$300
- Tamarac - \$350
- Coral Springs – FY21 \$234 / FY22 proposed \$249.72
- Pompano Beach - \$220
- Parkland - \$250
- Deerfield Beach - \$235
- Coconut Creek – FY21 \$196.13 / FY22 proposed \$234

Ms. Holland reviewed the changes to the proposed solid waste assessment, which represented a two percent decrease and provided an example detailing the impact of the proposed assessments on homesteaded residents.

Street Construction and Maintenance Fund

Ms. Holland showed a *PowerPoint* slide summarizing the Street Construction and Maintenance Fund. She explained the proposed budget included a decrease in the fund by \$107,100 over FY21. She stated the balance was funded by fuel taxes, State shared revenues, and transportation surtax funding. She noted the net decrease in operating costs and capital costs was due to changes in capital needs.

Water and Wastewater Fund

Ms. Holland showed a *PowerPoint* slide detailing the Water and Wastewater Fund, which was budgeted at a decrease of \$4,256,180 over FY21. She explained the balance was funded by Water and Wastewater Rates, which were scheduled by ordinance to increase by 2.5% or inflation effective April 1. She stated the net increase in operating funds was due to increased water meter and sewer fees paid to Broward County, infrastructure, and maintenance costs.

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

- Capital Outlay
 - Solar-Powered Arrow Board;
 - Wastewater Line Camera; and
 - Forklift.
- Capital Improvement Program
 - Recurring Infrastructure Maintenance;
 - Sabal Pines Park Yard Retrofit;
 - Copans Road Wastewater Transmission System Improvements; and
 - Water Quality Improvements.

Stormwater Management Fund

Ms. Holland showed a *PowerPoint* slide detailing the Stormwater Management Fund and highlighted an overall increase to the fund of \$154,470 over FY21. She explained the Stormwater Rates would increase by 5.1% from \$3.95 to \$4.15 per month per ERU and discussed the net increase in operating costs due to increased professional services expenses.

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

- Capital Outlay
 - Solar-Powered Arrow Board; and
 - Digital Message Board.
- Capital Improvement Program
 - 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.

Donations

Ms. Holland reviewed the donation requests for FY22, explaining staff was recommending funding donation requests totaling \$101,080 as follows:

- Area Agency on Aging of Broward County - \$39,780
- Early Learning Coalition - \$25,690
- Women in Distress of Broward County, Inc. - \$8,000
- Family Central - \$6,000
- Broward 211 - \$10,000
- Other Donations TBD - \$11,610

She noted the following organizations not proposed for funding in FY22:

- Big Brothers/Big Sisters/Big in Blue
- Do the Right Thing Coconut Creek
- Broward League of Cities Scholarship
- Guild for Arts and Literature

Ms. Holland noted that staff recommended utilizing American Rescue Plan Funds rather than making a donation for the following agencies due to program eligibility requirements:

- The Pantry of Broward - \$10,000
- Goodman Jewish Family Services of Broward County - \$15,000

Discussion ensued regarding the funding source for donations, community programming eligibility requirements for American Rescue Plan funds, and 501(c)3 non-profit status requirements for organizations receiving donations.

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

- Big Brothers/Big Sisters/Big in Blue - \$10,000
- Do the Right Thing Coconut Creek - \$5,000
- Broward League of Cities Scholarship - \$500
- Coconut Creek Multicultural Circle - \$500 (contingent on verification of non-profit status)
- Rise as One - \$500 (contingent on verification of non-profit status)

Grant Reimbursements

Ms. Holland showed *PowerPoint* slides summarizing grant reimbursements related to the American Rescue Plan totaling \$8.6 million from the U.S. Department of Treasury's Coronavirus Local Fiscal Recovery Funds. Ms. Holland explained \$4.3 million had been received, with the remaining balance to be distributed in May 2022. She discussed the eligible uses, identified needs of the community, and provided a breakdown of the recommended use of funding, as follows:

- Loss of Revenue - \$7,000,000
- Small Business Stabilization Grant Program and Technical Assistance - \$650,000
- Food Distribution and Meal Assistance - \$150,000
- Mental Health Programming and Assistance - \$60,000
- Assistance to Households - \$60,000
- Job Training Opportunities - \$50,000
- Community Engagement Software - \$30,000
- Other (to be determined) - \$597,460

Commissioner Welch asked for clarification on the job training opportunities and Ms. Holland explained briefly.

City Manager Brooks stated if the Commission was comfortable with the allocations, staff would put together detailed plans to work with organizations and programs within the categories. Discussion ensued regarding the individual categories, program guidelines, allocations, and avoiding duplication of efforts with County and State resources. Consensus was given to proceed with staff's proposal as presented.

The Commission took a 15-minute recess, and the meeting reconvened at 10:25 a.m.

Review of FY22 Proposed Operating and Capital Budget

Ms. Holland began a review of the FY22 Proposed Budget by department.

City Commission

Ms. Holland noted there were no new requests in the City Commission budget for FY22.

City Attorney

Ms. Holland briefly reviewed the accomplishments of the City Attorney's office in FY21, along with goals for FY22. She noted there were no new requests in the City Attorney budget for FY22.

City Manager

Ms. Holland briefly reviewed the accomplishments of the City Manager's office in FY21, along with goals for FY22. She noted there were no new requests in the City Manager budget for FY22.

Community Relations

Ms. Holland briefly reviewed the accomplishments of the Community Relations department in FY21, along with goals for FY22. She noted there were no new requests in the Community Relations budget for FY22.

Mayor Tooley shared positive feedback she had received on outreach efforts during COVID-19 and asked that the videos and promotions continue.

Commissioner Welch added that she had asked for "About Town" discussions and "Ask the Commissioner" videos to get feedback from residents.

Vice Mayor Rydell asserted that something in print was also needed. He stated residents had told him the magazine was how they got information in the past, and he had ideas for a newsletter from the Commissioners.

Discussion ensued regarding ways to disseminate news and information, the cost of publication, timeliness, and content ideas.

Commissioner Railey stated whatever publication was put out, there should be a resource page with phone numbers for local agencies.

Vice Mayor Rydell suggested beta testing a format via email.

Community Relations Director Yvonne Lopez shared that the Community Outreach Advisory Board discussed the topic at their last board meeting and had advised against having a printed publication due to cost. She stated the Board had suggested sending slates of information and videos to Wynmoor for their television program and discussed additional ideas such as using QR codes, targeted ads on social media, contests to build interaction, and "how to" videos.

Vice Mayor Rydell asked if a digital news bulletin was an option Ms. Lopez saw as effective. Ms. Lopez responded briefly regarding analytics and click through rates for the City's current digital newsletter, Cocogram.

Mayor Tooley asked if the City could offer branded masks. Ms. Lopez shared research she had conducted on the options available. Commissioner Sarbone suggested engaging the Chamber regarding branded merchandise.

Ms. Holland continued with the goals for Community Relations, and stated Unity in Our Community was an area which Commissioner Welch had requested to expand during budget input sessions. She explained how staff was working toward the goal.

City Clerk

Ms. Holland briefly reviewed the accomplishments of the City Clerk Department in FY21, along with goals for FY22. She noted a request for Public Records Request Software, and explained the added efficiency and transparency provided by the software.

Finance and Administrative Services

Ms. Holland briefly reviewed the accomplishments of the Finance and Administrative Services department in FY21, along with goals for FY22. She noted there were no new requests in the Finance and Administrative Services budget for FY22.

Information Technology

Ms. Holland briefly reviewed the accomplishments of the Information Technology department in FY21, along with goals for FY22. She noted there were no new requests in the Information Technology budget for FY22.

Mayor Tooley asked if Parks and Recreation was able to access the cameras located at Windmill Park. She stated there were issues with people being let into the dog park. Chief Information Officer Francisco Porras explained access to the cameras could be requested through the Police Department for up to 30 days.

Human Resources and Risk Management

Ms. Holland briefly reviewed the accomplishments of the Human Resources and Risk Management department in FY21, along with goals for FY22. She noted there were no new requests in the Human Resources and Risk Management budget for FY22.

Vice Mayor Rydell asked if the Human Resources specialist responsible for Fire Rescue was under Human Resources or the Fire Rescue Department, and City Manager Brooks responded that the employee was a part of Human Resources.

Sustainable Development

Ms. Holland briefly reviewed the accomplishments of the Sustainable Development department in FY21, along with goals for FY22.

Mayor Tooley asked for clarification on when the charging stations would start, and how staff would keep people from plugging in and leaving for hours or overnight. Sustainable Development Director Scott Stoudenmire responded that it would be difficult, but that the situation would be monitored. He provided an update on the installation, explaining the charging stations were all permitted. He noted installation was being encouraged for private developments, as well. Discussion ensued regarding options for electric charging at residences and businesses.

Ms. Holland noted a request for expansion of the existing Neighborhood Enhancement Grant Program, noting the proposed budget for the program was increased to \$190,000 for FY22. The Commissioners and staff discussed security camera options.

Police

Ms. Holland briefly reviewed the accomplishments of the Police Department in FY21, along with goals for FY22. She reviewed new requests for the Police Department as follows:

- Program Modifications
 - Annual Simunitions De-Escalation Training Program
 - Two (2) School Resource Officers (Broward College)
- Capital Outlay
 - Canine Replacement
 - IAPro Software Update
 - Glock 35 with Red Dot Sights and Accessories

Ms. Holland explained that the Police Department was informed that Broward College would not be requesting School Resource Officers (SROs) for the upcoming fiscal year, so that program modification was no longer needed.

Mayor Tooley stated it was her understanding the City was down 10 police officers. She asserted she would like to see the department send three (3) people a year to the Police Academy in order to replenish the department. Police Chief Arenal clarified the department was down 10 total employees, which included seven (7) officer openings; and with recruiting efforts, there were six (6) background checks currently underway. He noted hiring had been frozen for a year due to COVID-19, so there had been a big push recently. Police Chief Arenal stated they had recently published an internal hiring notice for a police officer to send to the academy and had received feedback from a few employees. He pointed out it was a large investment to hire that way and explained the increased requirements to hire from out-of-state. Discussion ensued regarding the costs associated with sending a recruit to the Police Academy. City Manager Brooks stated Police Chief Arenal was using an abundance of tools to recruit, and asserted the City was in good shape considering COVID-19. Discussion continued regarding signing bonuses, staffing of the Police Department, and creating a culture that makes Coconut Creek attractive.

Commissioner Welch asked what happened with the SROs at Broward College. Police Chief Arenal responded there had been discussion regarding bringing those two (2) positions back, but it had fallen through. He noted the positions were in the budget as a contingency should they be needed. He discussed the specific difficulties in filling SRO positions.

Ms. Holland asked Police Chief Arenal to address the SWAT command vehicle Mayor Tooley had requested during budget discussions. Police Chief Arenal discussed van options and utilizing the aid of other jurisdictions that could respond within 10 minutes with the necessary equipment. Discussion ensued as to the needs of the SWAT team and maintenance issues.

Fire Rescue

Ms. Holland briefly reviewed the accomplishments of the Fire Rescue Department in FY21, along with goals for FY22. She noted there were no new requests for Fire Rescue. She stated Mayor Tooley had requested funding for the Fire Explorers program, and that had been included.

Parks and Recreation

Ms. Holland briefly reviewed the accomplishments of the Parks and Recreation department in FY21, along with goals for FY22. She noted a request for a Culture and Arts Program.

Public Works

Ms. Holland briefly reviewed the accomplishments of the Public Works department in FY21, along with goals for FY22. She reviewed new requests for Public Works as follows:

- Program Modifications

- Facilities Attendant
- Recycling Drop-Off Center (North)
- Reuse Center
- Capital Outlay
 - Fuel Island Upgrade

Ms. Holland explained the facilities attendant was to help manage the additional 59 bus shelters the City would be responsible for as a result of the agreement with the County.

Discussion ensued regarding contamination of recycling and whether the drop-off site should be manned or unmanned. City Manager Brooks stated the plan was to pilot the second drop-off center with monitoring but not staff, and the budget included funds to staff the facility if necessary.

Ms. Holland reviewed additional requests made by the Commissioners. She stated Commissioner Railey had requested aesthetic enhancements to improve South Creek and reported a focus on improvements in that area was included over the next few years as part of the CIP. Ms. Holland stated Commissioner Welch had requested development of a reader board to focus on recycling efforts, and staff was exploring options and incentives. She explained Commissioner Welch had also asked about addressing bulk waste and noted Public Works would be working with Republic Services and legal staff to potentially address the issue through a Code update.

Discussion continued regarding staffing and services provided by Republic Services and communicating recycling efforts with the community. Director of Public Works Jim Berkman responded to questions.

Ms. Holland stated Commissioner Sarbone had asked Public Works to explore technologies for recycling, waste, and energy, and asked that the community be a leader on this issue. She reported Public Works had proposed a Working Group to discuss the technologies, and noted potential restrictions related to ongoing efforts on the County level. Discussion ensued on the regional solid waste disposal issue and associated governing structure.

Utilities and Engineering

Ms. Holland briefly reviewed the accomplishments of the Utilities and Engineering department in FY21, along with goals for FY22. Ms. Holland reviewed new requests for Utilities and Engineering as follows:

- Capital Outlay
 - Solar Powered Arrow Board – two (2)
 - Wastewater Line Camera
 - Forklift
 - Digital Message Board

Commissioner Sarbone commented that through his analysis of the budget, 80 percent of spending had a direct impact on residents.

The Commission took a one hour recess, and the meeting reconvened at 1:08 p.m.

Review of Proposed Five-Year Capital Improvement Program (CIP)

Ms. Holland led the discussion on the following CIP projects:

- New Projects

- Sound System
- Community Center Enhancements
- Electric Vehicle Charging Station Program
- Public Safety Building (Design)
- Donaldson Park Improvements (MP)
- Coco Point Park Improvements (MP)
- Sunshine Drive Park Improvements (MP)

- Completed
 - Fiber Optic Backbone
 - State Road 7 Median Beautification
 - Facility Room Dividers (Community Center and Recreation Complex)
 - Security Camera Installation (Sabal Pines Park, Recreation Complex, and Fire Station #94)
 - Rowe Community Center
 - Water Quality Improvements (Hilton Road Storage Tank)
 - Hilton Road Storage/Repump Facility Upgrades
 - Copans Road Wastewater Transmission System Improvements (Phase II)
 - Parking Lot Rehabilitation Program (Police Department)
 - Playground Replacement Program (Sabal Pines Park)
 - Sports Lighting Replacement Program (Sabal Pines Park – Fields #1 and #3)
 - Facility Roof Replacement Program (Recreation Complex and Sabal Pines Park)
 - Park Improvements (Volleyball Court at Winston Park)

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

Commissioner Welch stated based on the commitment to equity, Sunshine Drive should be prioritized. Ms. Holland explained the project was scheduled for FY23.

City Manager Brooks added that there was a grant awarded for Donaldson Park, so the plan had been written to line up with the availability of grant funding. She stated if direction was to move the Sunshine Drive project up, funding options could be explored. Discussion ensued on strategizing park improvements and the Parks Master Plan.

Vice Mayor Rydell asked for an update on the Winston Park greenway. Director of Public Works Jim Berkman explained the path was done, but there was a 60-foot section pending County approval. He stated the path was open.

Vice Mayor Rydell asked about the boardwalk rehabilitation, and the material to be used. Mr. Berkman responded and discussion ensued.

Mayor Tooley inquired regarding the Commission Chamber Project. Ms. Holland responded that \$2 million was slated in the FY23 budget.

Vice Mayor Rydell asked for consensus to light up the community where possible for breast cancer awareness in October. Mr. Berkman stated he would look into the availability of pink lights. He noted the fountains did have the ability to be pink.

The Commission and staff discussed the feasibility of a noise wall in conjunction with the Copans Road mobility project, which was a County funded project. Staff explained the reduction in the scope of the project, engineering constraints, community feedback, landscaping alternatives, and right-of-way maintenance issues with the Township Community Master Association.

Discussion ensued regarding charging stations for future Parks and Recreation electric vehicles and expanding the partnership with FPL to build additional public stations for free public use.

Mayor Tooley asked about undergrounding utilities. Director of Utilities and Engineering Osama Elshami noted that undergrounding was scheduled for Johnson Road and would be discussed with the future development of the MainStreet area in the central part of the city. Discussion ensued regarding the feasibility of cable undergrounding.

Vice Mayor Rydell commented on the tree canopy restoration program focusing on Winston Park and asked that care be taken in making requests of homeowners regarding tree replacements.

City Manager Brooks clarified that during the conversation on donations, the Guild for Arts and Literature did not meet the City's requirements. She asked that the funds be allocated to the Coconut Creek Multicultural Circle with the same caveats discussed.

Commissioner Sarbone asked for clarification on the section of the budget on debt service. He asked if the funds were spread evenly over the years, and City Manager Brooks responded that it was.

ADJOURNMENT

The meeting was adjourned at 1:57 p.m.

Marianne Bowers, CMC
Interim City Clerk

Dated