



CITY OF COCONUT CREEK CITY COMMISSION MINUTES

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

**Date: August 2, 2017
Time: 9:00 a.m.
Commission Budget Workshop**

CALL TO ORDER

Mayor Tooley called the meeting to order at 9:04 a.m.

PRESENT UPON ROLL CALL:

Mayor Rebecca A. Tooley
Vice Mayor Joshua Rydell
Commissioner Lou Sarbone
Commissioner Mikkie Belvedere
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, Assistant City Manager/Director of Finance and Administrative Services, welcomed all in attendance and began a *PowerPoint* presentation. She explained that the proposed FY18 Budget included input from the public, the Commission, and City staff. Ms. Brooks highlighted the following FY18 priorities: 1) increased public safety; 2) economic development; 3) investment in capital projects and infrastructure maintenance; and 4) improved operational efficiency. Deputy Director of Finance and Administrative Services Peta-Gay Lake gave an overview of the following topics:

Property Tax Valuations

Ms. Lake noted that taxable values for FY18 increased by 10.4% and explained that the increase represented a 9.1% increase due to reassessments and a 1.3% increase due to new construction. She discussed several of the projects that contributed to the new construction increase including new townhome developments, the North Broward Preparatory School Wellness Center, Cooper's Hawk, and the Mercedes Benz expansion.

Historical Property Valuations

Ms. Lake 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. She commented that the increases could be attributed to both the economy and also staff efforts. She spoke about the ballot referendum that would increase the homestead exemption, if passed by voters, and noted that it would have a direct impact on City revenues of approximately \$1 million.

Proposed Rates and Fees Summary

Ms. Lake noted that the proposed FY18 operating expenditures represented a 7.3% increase from the previous fiscal year and discussed the following proposed rates for FY18:

- Millage Rate - 6.5378 mills, a 6.5% increase from FY17 to generate funding for in-house 911 dispatch services;
- Fire Assessment Rate – no increase;
- Solid Waste Collection and Disposal Rate - single family properties would increase by the Consumer Price Index (CPI) at a rate of 2.4%;
- Water and Sewer Rates - a 2.5% increase by Ordinance, beginning April 1st;
- Stormwater Rate – a 2% increase; and
- Capital Improvement Projects – a \$22.5 million investment.

She explained that the proposed budget included a staffing increase of 11.95 Full-Time Equivalent (FTE) positions to accommodate the increased service demands, a 2.8% Cost-Of-Living Adjustment (COLA) for general employees, and a 2% COLA for bargaining units.

Operating Funds

Ms. Lake 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. Lake showed a *PowerPoint* slide summarizing the General Fund balance for the last three fiscal years and proposed for FY18. She explained that surplus funds from FY15 and FY16 have allowed the City to purchase land during the current fiscal year to increase park space and recreational opportunities.

General Fund Summary

Ms. Lake highlighted several of the proposed revenue increases for FY18, including:

- \$3.7 million increase in property taxes as a result of increased taxable values and the proposed increase to the millage rate;
- An increase in License/Permit fees due to new development; and
- An increase in Charges for Services due to contractual obligations and administrative fees.

She spoke about the fire assessment rate study that was completed this year and stated there would be no increase in the fire assessment rate for FY18 based on the study results; but she noted that revenues were anticipated to increase due to new development. Ms. Lake went on to highlight several of the proposed expenditures for FY18:

- An increase in personal services due to new positions and increases in COLA and pay-for-performance;
- An increase in operating expenses due to contractual increases, including the Interlocal Agreement with the City of Margate for emergency medical and fire protection services;

- A decrease in Capital Outlay, which funding includes a backhoe loader and defibrillator upgrade for the Fire Department;
- A decrease in the Transfer Out Debt Service Fund due to the scheduled pay-off the of the 2003 CIP Revenue Note; and
- An increase in the Transfer Out Capital Improvement Fund for new CIP projects.

Streets Fund Summary

Ms. Lake explained that the Street Construction and Maintenance Fund is primarily funded through fuel taxes and State revenue-sharing. She noted that the City has been able to leverage those funds with grant funding and the recurring revenues would cover the Fund operating expenses, but no new CIP projects.

Water/Wastewater Fund Summary

Ms. Lake spoke about the Water/Wastewater Rate Study that was completed during the current fiscal year. She explained that a new rate structure was developed as a result of the study, which was adopted by Ordinance and provides for a 2.5% rate increase for FY18. She added that the new rate structure covers the operating and capital expenses for the Fund so that it is self-sustaining.

Stormwater Fund Summary

Ms. Lake explained that the Stormwater rates were set by Ordinance and would increase by CPI. She noted that the only major variance for the Fund was for capital outlay to purchase a Vactor pump truck.

Other Funds Summary

Ms. Lake 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
- 2017/2018 Capital Projects 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 reviewed milestone dates for the development and adoption of the proposed FY18 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 series of *PowerPoint* slides highlighting the accomplishments and goals of each department:

Other Items

Ms. Brooks showed a *PowerPoint* slide listing the agencies that received contributions from the City for FY17 and those that had requested contributions for FY18, including:

- Area Agency on Aging of Broward County
- House of Hope
- Broward Regional Health Planning Council-Childcare Assistance Program
- Women in Distress of Broward County, Inc.
- Do the Right Thing Coconut Creek
- Broward 211
- Chamber of Commerce
- Junior Achievement
- Broward League of Cities Scholarship

Discussion ensued regarding the contributions. Consensus was given to:

- reallocate the \$2,500 contribution for *House of Hope* to *Do the Right Thing Coconut Creek* in the amount of \$2,400 with \$100 going to the *Broward League of Cities* Scholarship Program; and
- adjust the contribution for *Junior Achievement* to \$5,000, reallocating the remaining \$7,920 to *Do the Right Thing Coconut Creek*.

The Commission took a twenty minute recess, and the meeting reconvened at 11:01 a.m.

FY18 PROPOSED BUDGET

Ms. Brooks began the review of the FY18 Proposed Budget and Five Year Capital Improvement Program Book.

- **Police Department**

Police Chief Albert “Butch” Arenal addressed the Commission and noted that the Police Department’s budget requests focused on infrastructure building. He spoke about the Comprehensive Analysis of Police Services that was underway to provide an overview of the Department’s organizational structure and discussed staffing levels. Discussion ensued. Police Chief Arenal summarized the request for additional police officers and discussed several proposed community services programs. Discussion ensued regarding a volunteer program and investment in additional license plate readers (LPR). City Manager Blasi noted that the hiring of additional patrol police officers, if approved in the budget, would be after the Comprehensive Analysis study was complete. Discussion continued regarding staffing and LPRs. Consensus was given to provide one Traffic Police Officer,

one Special Enforcement Team Officer, two Community Services Police Officers, and four Patrol Police Officers with the Patrol Officers being hired after January 1st upon completion of the Comprehensive Analysis of Police Services study. Discussion ensued regarding implementation of 911 dispatch services.

The Commission took a thirty minute recess, and the meeting reconvened at 1:00 p.m.

- City Commission

Ms. Brooks noted that the City Commission budget did not include any new requests.

- City Attorney

Ms. Brooks commented that there were no major changes for the City Attorney's budget.

- City Manager/Community Relations

Ms. Brooks commented that there were no program modifications or major variances for the City Manager/Community Relations budget.

- City Clerk

Discussion ensued regarding the quantity of public records requests.

- Finance and Administrative Services

Ms. Brooks noted that the Finance budget did not include any new requests. Discussion ensued regarding accepting *American Express* as a form of payment for City services/fees.

- Information Technology

Discussion ensued regarding the reclassification of the Information Technology Senior Specialist position.

- Human Resources

Ms. Brooks noted there were no major variances in the Human Resources budget. Commissioner Sarbone requested that research be completed for next budget year to ensure the department is adequately staffed. Discussion ensued regarding the various wellness programs and health insurance claims. Human Resources Director Pam Kershaw spoke about health insurance coverage and noted that the City would be renewing the contract with Cigna for FY18 with a negotiated 9.9% increase in premiums. It was noted that the Human Resources budget included an intern position. Discussion continued regarding the intern program.

- Sustainable Development

Discussion ensued regarding tree canopy initiatives and the Neighborhood Enhancement Grant Program. Ms. Brooks noted that the Department was requesting an additional vehicle. Vice Mayor Rydell proposed adding a part-time code enforcement officer for

weekend coverage. Discussion ensued regarding staffing levels and scheduling. Consensus was given for the additional position.

- Fire Department

Ms. Brooks noted that the City Manager completed negotiations with the City of Margate regarding the contract for emergency medical and fire protection services, which resulted in a five percent increase in contractual fees. She added that the Fire Department was requesting capital outlay to upgrade and replace Automated External Defibrillators (AED) and to upgrade the wireless fire alarm system. Discussion continued regarding the fire contract rate increase.

- Parks and Recreation Department

Ms. Brooks commented that the Department was requesting staffing modifications. Discussion ensued regarding changes to the special needs program and the addition of a splash pad at the Community Center.

- Public Works Department

Ms. Brooks noted that the Department was requesting capital outlay for new equipment, but proposed no program modifications. Mayor Tooley commented that the fence around the Johns property in South Creek was in need of repair.

- Utilities and Engineering Department

Ms. Brooks spoke about the completion of the water/wastewater rate study. Mayor Tooley recognized the utilities field staff for their commendable customer service. Discussion ensued regarding increased coordination with Broward County regarding traffic signalization. Discussion ensued regarding the intersection at Sample Road and NW 42nd Avenue, and Utilities and Engineering Director Osama Elshami stated that staff would study the intersection for improved traffic movement.

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
- Parks Improvement Program
- Vehicle Replacement Program
- HVAC Replacement Program
- Playground Replacement Program
- Irrigation Pump Station Replacement Program
- Carpet/Flooring Replacement Program
- Bus Shelter and Bus Stop Program
- Pedestrian Lighting Sidewalk Improvement Program
- Traffic Calming Devices
- Exterior Painting Program

- Shade Structures
- Existing Greenway Enhancements
- Fiber Optic Backbone
- Sabal Pines Restrooms – Consensus was given to approve a one-story structure and reallocate the funding allotted for the second story to a splash pad at the Recreation Complex.
- South Creek Streetlight Enhancements
- Boardwalk Rehabilitation
- Government Center Rehabilitation
- Enterprise Resource Planning (ERP) Solution
- Motorized Room Dividers
- Showmobile
- Recreation Complex Building Rehabilitation
- Art Walk
- Central Fire Station #113
- Roof Replacement Program
- Coconut Creek High School Area Improvements
- Entrance Signs
- Lakeside Park Expansion
- Traffic Signal at Winston Park Plaza
- Complete Streets Program
- Comprehensive Street Improvements Program
- Windmill Park Improvements
- Community Center Splash Pad
- Sabal Pines Greenway Trail II
- Winston Park Preserve Path to Hilton Road Greenway
- Vinkemulder Road Utilities Installation
- Undergrounding of Aboveground Utility Lines
- Fire Station #50
- Wastewater Conveyance System Improvement Program
- Wastewater Force Main Isolation Valves Rehabilitation Program
- Wastewater Maintenance 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
- Water Quality Improvements
- Copans Road Wastewater Transmission System Improvements
- Hilton Road Storage/Repump Facility Upgrades
- Northeast Water Distribution System Loop
- Sabal Pines Park Yard Retrofit
- Automatic Meter Reading (AMR) Conversion
- Utilities and Engineering Building Expansion
- Reclaimed Water Project
- Wastewater Master Pump Station

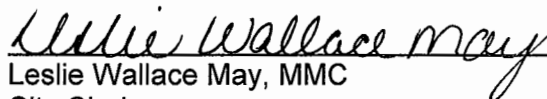
- Stormwater Drainage Improvement Program
- Concrete Curbing Program
- Tree Canopy Restoration Program
- Recreation Complex Gym Renovations
- Swale Restoration
- Coconut Creek Parkway Pedestrian Signal and Crossing
- Hillsboro Boulevard Median Enhancements
- North Springs Improvement District and Coral Springs Interconnects

Discussion concluded regarding water infrastructure in the MainStreet Project Area.

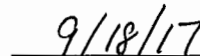
ADJOURNMENT

The meeting was adjourned at 3:13 p.m.

Transcribed by Marianne Bowers



Leslie Wallace May, MMC
City Clerk



Dated

