



# CITY OF COCONUT CREEK CITY COMMISSION WORKSHOP MINUTES

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

**Date: August 7, 2024  
Time: 9:00 a.m.  
Meeting No. 2024-0807WS**

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## **CALL TO ORDER**

Mayor Welch called the meeting to order at 9:05 a.m.

## **PRESENT UPON ROLL CALL:**

Mayor Sandra L. Welch  
Vice Mayor Jacqueline Railey  
Commissioner Joshua Rydell  
Commissioner John A. Brodie  
Commissioner Jeffrey R. Wasserman  
City Manager Sheila N. Rose  
City Attorney Terrill C. Pyburn  
City Clerk Joseph J. Kavanagh

Mayor Welch asked all to rise for the Pledge of Allegiance. She noted that the meeting was being conducted live with a quorum physically present.

## **DISCUSSION – FISCAL YEAR 2025 BUDGET AND FIVE YEAR CAPITAL IMPROVEMENT PLAN**

Finance and Administrative Services Director Peta-Gay Lake began a *PowerPoint* presentation and reviewed the agenda for the presentation of the proposed Fiscal Year 2025 (FY25) budget. She outlined the three (3) clear priorities guided by community input and identified by the Commission at its March 14, 2024, workshop, including Fire Station 113, Police Department renovations, and the MainStreet development.

Budget and Grants Manager Veronica Munoz reviewed the budget foundations, which included:

- Guidance from City Commission
- Resident Requests and Input
- Vision 2030 Strategic Plan

Ms. Munoz discussed implementation of Vision 2030, advising that the Strategic Plan continued to serve as the foundation for driving the City's initiatives, programs, projects, and services. She noted Vision 2030 influenced the City's budgeting process by providing goals and objectives that guide the implementation of the City's full range of services and serve as a roadmap to achieving the City's high standards with a focus on continuous improvement through the five (5) key areas of focus. Continuing, Ms. Munoz reviewed the budget preparation process, including ongoing evaluation of needs and resources. She noted the budget public hearings were set for September 12 and September 26, 2024.

## **Financial Overview**

Ms. Lake discussed budget and operational challenges faced in the FY25 budget process, including:

- Department requests;

- Capital Improvement Projects;
- Increased costs due to inflation;
- Competing priorities; and
- Legislative mandates.

Ms. Lake explained that the proposed FY25 operating budget expenditures for all City funds totaled \$222,742,330, which included a proposed investment of \$19,520,880 in capital improvements throughout the City, a proposed increase in staff from 510.75 to 516 full time employees, \$717,380 in proposed programming modifications, and \$705,500 in proposed capital outlay.

### **Proposed Payroll Adjustments**

Ms. Lake reviewed the proposed cost of living adjustments (COLA) included in the budget, as follows:

- Four (4) percent for General Employees
- Four (4) percent for Police Lieutenants, Sergeants, and Officers (per PBA agreement)
- Four and a half (4.5) percent for Police School Resource Officers (SRO) (per contract)
- Four and half (4.5) percent for Elected Officials (per City Code of Ordinances)
- TBD for Fire Personnel (pending ratification of the collective bargaining agreement)

Ms. Lake stated health insurance premiums were scheduled to increase five (5) percent across all plans. She noted proposed plan changes, including a minor change in deductible and an additional \$1,000 Health Savings Account (HSA) contribution for general employees enrolled in the high deductible medical plan and an increase in the City contribution on family and dependent plans from eighty-one (81) percent to eighty-two (82) percent. She reviewed the Florida Retirement System (FRS) contribution updates briefly, as follows:

- Increase from 32.67 percent to 32.79 percent for Public Safety (Special Risk);
- Increase from 13.57 to 13.63 percent for General Employees; and
- 58.68 percent for Elected Officials.

### **General Fund**

Ms. Lake shared the General Fund summary for FY24 and the proposed FY25 budget, highlighting the following:

- Total General Fund budget of \$131,719,620 (\$19.23 million increase over FY24);
- Property taxes increased \$4,780,070 due to reassessments and new construction;
- Franchise fees increased by \$372,900 primarily due to anticipated increase in electric franchise fees and utility taxes;
- Licenses and permits were projected to increase by \$798,570 due to permit fees associated with several developments, including MainStreet and Strada Self Storage;
- Charges for services increased by \$3,731,060 due to anticipated receipt of engineering fees for developments and an increase in the fire assessment fee; and
- Fines and forfeitures increased by \$1,334,030, largely due to projects related to the School Zone Safety program to be implemented in FY25.

Ms. Lake reviewed estimated increases to General Fund expenditures, as follows:

- Personnel Services - \$4,058,060;
- Operating Expenses - \$1,212,260;
- Capital Outlay - \$1,229,840;

- Non-operating Expenses - \$100,000;
- Transfer Out Capital Improvement Fund - \$8,094,240;
- Contingency - \$1,240,730; and
- Resources Available - \$3,300,000.

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

Ms. Lake noted the millage rate was proposed to increase by 0.4525 mills to 6.8988 mills. She stated that in accordance with the fire assessment study, the annual fire assessment rates were proposed to increase seven (7) percent to \$302.96 for single-family, \$272.67 for multi-family, and \$151.48 for mobile homes. She explained the solid waste collection and disposal rate for single-family homes was proposed to remain the same at \$342.89 per year.

Ms. Lake reviewed the impact of the proposed budget on homesteaded residents, explaining the total City taxes and assessments on a single-family home with an average taxable value of value of \$265,000 would increase approximately \$194.58 per year or \$16.21 per month.

### **Property Tax Valuations**

Ms. Lake explained there was a 7.22 percent increase in taxable values for FY25. She stated the figure broke down to an increased taxable value due to reassessments of \$409,761,332 (7.20 percent) and an increased taxable value due to new construction and additions of \$1,334,810 (0.02 percent). She added that Save Our Homes would increase by three (3) percent and briefly reviewed new construction expected to come onto the tax rolls in FY25.

### **Assessment Comparisons**

Ms. Lake shared the City Millage Rate history from 2010 through 2025, as well as a comparison of millage rates and fire assessment rates with municipalities throughout Broward County, briefly discussed the solid waste assessment rate, and noted that the proposed millage rate would maintain Coconut Creek's position as comparable to those cities with a similar makeup of residential and commercial properties. Vice Mayor Railey asked if the comparison included 2025 rates, and Ms. Lake explained the rates were those proposed for FY25. Commissioner Wasserman inquired as to whether the increase in taxable value due to pending developments would allow the City to eventually bring the millage rate back down. Ms. Lake outlined the Broward County Tax Appraiser's process for setting assessed values and stated a change would be a factor in evaluating the rate in the future.

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

Ms. Lake summarized the Street Construction and Maintenance Fund, explaining the proposed budget increased by \$280,760 over the FY24 budget. She stated the expenses were funded by fuel taxes, shared revenues, and transportation surtax funding for the Community Bus program. She noted the net increase in operating costs was due to increased maintenance and electric utility costs, as well as minimal increase in personnel services due to salary, retirement, health insurance, and pay-for-performance adjustments. Ms. Lake reviewed new requests for the fund, including:

- Capital Outlay
  - Dump Style Asphalt Heater Box

### **Water and Wastewater Fund**

Ms. Lake summarized the Water and Wastewater Fund, which was budgeted at an increase of \$709,590 over FY24. She explained the balance was funded by Water and Wastewater Rates, which were

scheduled by ordinance to increase by two and half (2.5) percent or inflation effective April 1, 2025. She stated the net increase in operating costs was due to increased water and sewer fees paid to Broward County, increased maintenance, inventory and contractual service costs, and changes in capital needs, as well as a minimal increase in personnel services due to salary, retirement, health insurance, and pay-for-performance adjustments. Ms. Lake reviewed the Capital Improvement Program projects for the fund, including:

- Recurring Infrastructure Maintenance;
- Lead and Copper Rule Compliance Program;
- Relining of the Hilton Road Water Storage Tank; and
- Rehabilitation of NW 39 Avenue Force Main.

### **Stormwater Management Fund**

Ms. Lake summarized the Stormwater Management Fund, highlighting an overall increase to the fund of \$1,017,570 over FY24. She explained the Stormwater Rates would increase by \$0.17 from \$4.91 to \$5.08 per month per ERU and discussed the increase in operating costs due to increased contractual costs and capital needs, as well as a minimal increase in personnel services due to salary, retirement, health insurance, and pay-for-performance adjustments. Ms. Lake reviewed the Capital Improvement Program projects for the fund, including:

- Stormwater Drainage Improvement Program;
- Concrete Curbing Program;
- Canal and Lake Bank Restoration Program; and
- MainStreet Infrastructure Expansion.

### **Other Funds Summary**

Ms. Lake summarized the other funds in the budget and the services funded with each. Mayor Welch asked for clarification on the Underground Utilities fund and how it related to the MainStreet project. Ms. Lake stated it was an obligation of the developer to complete all undergrounding in the MainStreet area, and the City would be completing a small portion by Lakeside Park.

### **Donations**

Ms. Lake reviewed the donation requests for FY25. She advised the process had been amended in FY25 to suspend the Special Events program and transition donations to a more comprehensive non-profit donation program designed to facilitate all requests that directly impact Coconut Creek residents. She stated requests this year totaled \$318,380, and staff was recommending funding donation requests totaling \$124,410 as follows:

- Area Agency on Aging of Broward County - \$44,380
- Early Learning Coalition - \$29,250
- Women in Distress of Broward County, Inc. - \$10,000
- Family Central - \$6,000
- Broward 211 - \$10,000
- Big Brothers/Big Sisters (Bigs in Blue) - \$7,500
- Do The Right Thing Coconut Creek - \$7,500
- Broward League of Cities Scholarship - \$500
- The remaining balance of \$9,280 to be determined by the Commission

Commissioner Rydell asked for clarification on shifting organizations that had previously received special

events funding to the new model and how the deficiency would be made up. City Manager Rose outlined the staff perspective on reimbursement and in-kind services for non-profit organizations. Discussion ensued. Commissioner Rydell inquired as to the Special Event budget per year. Community Relations Director Yvonne Lopez advised the budget had been \$25,000 per year in addition to staff time. Commissioner Brodie recused himself from the conversation, stating he serves on the Board of Directors for Tomorrow's Rainbow. City Attorney Pyburn suggested Tomorrow's Rainbow be separated out to allow Commissioner Brodie to participate in the rest of the conversation.

City Manager Rose pointed out that the FY24 numbers included American Rescue Plan Act (ARPA) funds. She noted some of the agencies had matching Federal grants based on the City contribution. Discussion ensued regarding the amounts requested year-over-year, special event funding, and proposed donation amounts to individual organizations.

Commissioner Wasserman suggested maintaining the total amount proposed by staff, but reallocating donation amounts based on FY24 funding and requests. Discussion continued.

Commissioner Brodie expressed apprehension in donating to Little League, noting there were two (2) leagues in Coconut Creek. He pointed out Little League fundraises on its own. Commissioner Rydell stated only one (1) league had made a request, and supporting youth organizations was important.

Consensus was to approve the donations as follows:

- Area Agency on Aging of Broward County - \$39,000
- Early Learning Coalition - \$29,000
- Women in Distress of Broward County, Inc. - \$8,000
- Family Central - \$6,000
- Broward 211 - \$5,000
- Big Brothers/Big Sisters (Bigs in Blue) - \$7,500
- Do the Right Thing Coconut Creek - \$7,500
- Broward League of Cities Scholarship - \$500
- Coconut Creek Multicultural Circle - \$780
- SOS Children's Village of Florida - \$3,330
- South Florida Academy of Learning - \$4,500
- Women's Club - \$5,980
- Friends of North Regional Broward County Library - \$690
- Coconut Creek Little League - \$1,500
- To be determined - \$2,130

Consensus was to fund Tomorrow's Rainbow at \$3,000. Commissioner Brodie recused himself from the discussion and consensus.

*The Commission took a brief recess at 10:27 a.m., and the meeting reconvened at 10:44 a.m.*

### **Review of City's FY25 Proposed Operating and Capital Budget**

Ms. Lake began a review of the FY25 Proposed Budget and the Five (5) Year Capital Improvement Plan by department. She highlighted that each department's goals and objectives were aligned with the strategic plan and thanked each department for working hard to continue providing services while navigating challenges and unanticipated increases in costs.

### City Commission

Ms. Lake noted there was a request for a program modification in the City Commission budget of \$2,500 for teacher appreciation to provide recognition during Teacher Appreciation week.

Commissioner Rydell commented that the City Commission should not be taking a higher Cost of Living Adjustment (COLA) than the rest of City staff and recommended it be reduced to four (4) percent. Consensus was to adjust the COLA as suggested.

### **Discussion and Consensus on FY25 Proposed Assessments and Millage Rate**

Commissioner Rydell suggested that the Commission discuss the special assessments and millage rate before individual department budgets, as the rates would impact the funds available. He stated if there was no consensus to raise the millage rate, tough conversations would be necessary. Mayor Welch provided a brief background on commitments made in 2018 to build a permanent fire station as part of standing up the Coconut Creek Fire Rescue Department.

Ms. Lake advised the proposed Solid Waste Assessment rate was \$342.89, which represented no change over FY24 rates. She advised there had been mixed feedback on the bin cleaning component of the rate, and stated if the Commission direction was to remove that service, the savings would be \$30.41. Consensus was to reduce the Solid Waste Assessment to \$312.48 by removing the cleaning component. Ms. Lake advised the contract required 90 days' notice to cancel the service.

Ms. Lake stated the City had undergone a Fire Assessment rate study in 2021 and adopted the fire rates at an eighty-three (83) percent recovery rate, with a ten (10) percent increase each year to move toward a higher recovery. She explained the proposed rate for FY25 represented a seven (7) percent increase, at \$302.96 for single-family, \$272.67 for multi-family, and \$151.48 for mobile homes. She stated this rate would bring the City back to one hundred (100) percent recovery, cover annual increases in costs to provide services, as well as providing for the collective bargaining agreement.

Commissioner Rydell asserted the City was very well served by its first responders and stated he was fine with the slight increase in assessment. Mayor Welch highlighted the decreased response times in transitioning to an in-house fire department and Coral Springs dispatch services. She stated the City could not do enough to support public safety, and the assessments had paid dividends. Consensus was to move forward with the seven (7) percent increase, as proposed.

Ms. Lake reviewed the proposed millage rate briefly. She stated during the Commission strategic planning workshop that public safety and the need to prioritize funding for Fire Station 113 and the Police Department renovations were a top priority. She advised these projects were essential for enhancing public safety and strengthening emergency response capabilities; and given the cost of these initiatives, proactive financial planning was imperative. She highlighted the civic node of the MainStreet development as an additional consideration, and advised that the recommendation was to increase the millage rate by 0.4525 mills to a millage rate of 6.8988 mills to generate adequate revenue for these expenses.

Mayor Welch reiterated that she felt the City had a long term obligation to build a permanent fire station in the center of Coconut Creek. She discussed the potential methods for funding the top obligations and asserted the decision was not taken lightly.

City Manager Rose commented that, from a staff perspective, this was an investment in infrastructure and these types of capital projects were not anticipated again for many years. She noted the Police Department facility was 30 years old and could not meet the City's needs, as well the temporary Fire Station was in disrepair.

Commissioner Rydell noted the decisions of previous Commissions related to dispatch and fire services, and highlighted the cost control the City had with its own Fire Rescue Department. He noted the millage rate had been reduced six (6) times since he had been on the Commission, but they had to act now in support of public safety. He pointed out more than half of the City's residents would see an increase of less than \$200 annually and discussed debt service.

Commissioner Wasserman stated this had been a hot topic on social media, but what needed to be understood was that it also affected the Commissioners and their own households. He asserted that public safety was among the most important services to the residents, and the first responders should be provided with the best environment possible. He commented that the Commission and staff were here for the people and trying to find ways to not break the bank. He advised that while he supported funding public safety, he was not sold on funding MainStreet. City Manager Rose advised that staff was working aggressively on a development agreement with the MainStreet developer where the cost share to the City would be minimized. She noted some of the infrastructure was required for the roads to accommodate the new Fire Station, but there was opportunity to realize some savings. She commented that if the City finds that it had a surplus as a result of new development, the rate could be reduced next year.

Commissioner Rydell pointed out that the Broward County Sheriff's Office had been interested in bidding on the fire service and building the fire station needed but wanted a 20-year contract from the City in return.

Commissioner Brodie commented that he did not like the idea of taking money from the residents' pockets, but the increase was necessary to make sure police and fire were funded. He commented that items should come out of the FY25 budget, and the millage rate should be reconsidered in the FY26 budget process.

Vice Mayor Railey agreed that safety of the residents was the most important thing, but the City also had to be responsible. She stated residents in Homeowners Associations (HOA) and Condominium Associations (COA) were hurting after years of stagnant fees. She noted the City was not exempt from increased costs, and if taxes were not raised this year, it would cost the residents more in the long run.

Mayor Welch stated she concurred with all of the previous comments and noted she appreciated Commissioner Rydell highlighting the number of times the Commission had been able to reduce rather than increase the millage rate. She advised that she supported the increase in millage rate, as well as the agreement to revisit it in subsequent years.

Commissioner Rydell asked for routine updates on moving forward with the specifications for the Fire Station and Police Station. Commissioner Brodie agreed, noting a design and requirements were needed. City Manager Rose advised the Commission had authorized staff to hire a consultant to complete conceptual drawings. Discussion continued.

### **Review of City's FY25 Proposed Operating and Capital Budget (continued)**

#### City Attorney

Ms. Lake briefly reviewed the accomplishments of the City Attorney's Office in FY24, along with goals and objectives for FY25. She noted there were no new requests in the City Attorney budget for FY25.

Commissioner Rydell highlighted the effort of City Attorney Pyburn over the past ten (10) years to keep the budget for outside counsel down. He pointed out expenses twelve (12) years ago were higher than the current budget despite an increased workload. City Attorney Pyburn summarized outside counsel needs for the year, including the new Fire Rescue Department union negotiations, Florida's Turnpike expansion, and the landfill. She noted that so far in FY24, the expense was under budget with \$17,774.36 spent.

### City Manager

Ms. Lake briefly reviewed the accomplishments of the City Manager's Office in FY24, along with objectives for FY25. She noted there were no new requests in the City Manager budget for FY25.

City Manager Rose commented on plans to strengthen long-range planning to ensure the City's tax base was stable, as well as developing a vision and plan for City-owned property through an economic development plan.

Commissioner Rydell stated the City needed to consider adding an Economic Development Manager and a Social Media Manager in future budgets due to changing roles of existing staff and increased needs.

Mayor Welch pointed out the City Manager's Office had nearly doubled its community outreach goal over the past year.

### Community Relations

Ms. Lake briefly reviewed the accomplishments of the Community Relations Division in FY24, along with goals for FY25, including:

- Sign Creation - \$10,000
  - Provide additional resources to complete print projects, including signage; and
  - Increase efficiency within the division where staff can focus on priority projects.

Community Relations Director Yvonne Lopez provided additional details on the program request, noting there had been a reorganization in the division and additional funding was needed.

### City Clerk

Ms. Lake briefly reviewed the accomplishments of the City Clerk Department in FY24, along with goals and objectives for FY25. She noted there were no new requests in the City Clerk budget for FY25.

Mayor Welch thanked the City Clerk Department for the enhancements made to the live streamed meetings and the production capabilities of meetings. City Clerk Joseph Kavanagh highlighted the hard work of his team.

City Manager Rose shared that a request had recently been received from the press for verbatim transcripts to be made available, but it had not been included in this proposed budget due to the timeline of the request.

Commissioner Rydell pointed out Mr. Kavanagh's continued commitment to increasing voter awareness and improving turnout. City Manager Rose stated an outreach plan was in place for both the November and March elections.

Commissioner Brodie commented on Mr. Kavanagh's leadership in recognizing the needs of his employees.

### Finance and Administrative Services

Ms. Lake briefly reviewed the accomplishments of the Finance and Administrative Services Department in FY24, along with goals for FY25. She discussed the department's requests for program modifications due to payroll and compliance needs related to the Fire Rescue Department, including:



- Senior Accounting Technician - \$75,680
  - Ensure compliance requirements are met in functional areas of payroll, budget, and accounting;
  - Allow for more oversight and accuracy in functional areas of payroll, budget, and accounting; and
  - Promote employee retention and professional development.

Mayor Welch asked for clarification on the increase to the line item for rentals and leases. Ms. Lake explained the rentals and leases for copiers in all departments had been consolidated under Finance and Administrative Services for increased efficiencies. She noted there were correlating reductions in the budgets for other departments.

Vice Mayor Railey asked if credit card fees were passed on to the residents. Ms. Lake advised that fees were not passed on at this time.

Commissioner Brodie recognized the difficult tasks before the department during budget season and, commended the team for their hard work and fiscal consciousness.

#### Information Technology

Ms. Lake briefly reviewed the accomplishments of the Information Technology Department in FY24, along with goals and objectives for FY25. She noted there were no new requests in the Information Technology budget for FY25.

Commissioner Brodie stated he had inquired regarding the number of service tickets processed by the Information Technology Department and learned there had been 5,000 tickets processed so far this year. He commented on the large volume and wear and tear on staff. He asked if the department was properly staffed. Chief Technology Officer Eric Rupert advised staffing was adequate as of this time and noted interns had been utilized, as needed. He stated there was ongoing discussion regarding changing operational needs.

Commissioner Brodie asked if the department had enough computers on hand to swap out Police Department computers in the event of a crash. Mr. Rupert stated there were some replacement computers on hand and the stock would be refreshed under the existing budget. City Manager Rose added that staff had recently begun an audit of the Information Technology Department and its resources. Mayor Welch asked that updates be provided as available. Discussion continued.

#### Human Resources and Risk Management

Ms. Lake briefly reviewed the accomplishments of the Human Resources and Risk Management Department in FY24, along with goals for FY25. She noted there were no new requests in the Human Resources and Risk Management budget for FY25.

Mayor Welch asked whether the Behavioral Health Access Program (BHAP) was online. Human Resources Director Pam Kershaw advised the program was effective as of one (1) week prior with a focus on the Fire and Police departments, and it would be expanded at a later date.

Mayor Welch inquired about the succession planning effort. Ms. Kershaw stated the City had contracted with a consultant to implement a formalized City-wide succession planning program and discussed implementation briefly.

Commissioner Brodie asked for clarification on line items for professional services and contractual services, as well as the budgeted classification and salary study. Ms. Kershaw explained briefly.

Commissioner Brodie recommended the study be pushed to FY26 and the contingency for investigations be removed from the budget. Discussion continued.

Commissioner Rydell asked if the Gehring Group was still managing the City's insurance brokerage. Ms. Kershaw stated they were for health insurance, but not Workers' Compensation and liability insurance. Commissioner Rydell noted the City had six (6) insurance companies and premium changes were inconsistent. He asked if a sole source vendor could be used to shop the policies independently. Risk Manager Sanjeev Bissessar stated the City uses an agent. Vice Mayor Railey advised companies would only speak to one (1) agent of record. Discussion continued.

Ms. Lake sought consensus regarding the classification and salary study. Consensus was to remove the study from the budget.

*The Commission took a recess at 12:32 p.m., and the meeting reconvened at 1:15 p.m.*

### Sustainable Development

Ms. Lake briefly reviewed the accomplishments of the Sustainable Development Department in FY24, along with goals and objectives for FY25. She reviewed the requests for program modifications in the FY25 budget, including:

- Zoning Officer - \$74,860
- Staff Assistant (Part Time) - \$36,740

Sustainable Development Director Justin Proffitt discussed the increase in zoning-related requests and inquiries, as well as general zoning issues. He noted the position would be in-house. Commissioner Wasserman asked how many Zoning Officers the City had at this time. Mr. Proffitt stated there had been an officer on staff previously, but there was none at this time.

Ms. Lake advised that staff was considering the creation of a Transportation Division under Sustainable Development for the upcoming Fiscal Year. She noted they were not requesting additional funds but the current costs would be separated out under a new division. City Manager Rose provided additional detail, noting the Sustainable Development staff responsible for coordinating with the Metropolitan Planning Organization, including obtaining surtax funding for transportation projects.

### Police

Ms. Lake briefly reviewed the accomplishments of the Police Department in FY24, along with goals and objectives for FY25. She reviewed new requests for the Police Department as follows:

- Program Modifications
  - Body Worn Camera Program - \$124,040
  - One (1) Police Service Aide - School Zone Safety Program - \$168,000
- Capital Outlay
  - Two (2) Polaris All-Terrain Vehicles - \$48,000

Ms. Lake stated nearly \$1 million in grant funding had been received to offset the upfront costs of the body worn camera program.

Commissioner Rydell commented that the City had always been ahead of the curve on cameras, but he had been hesitant to implement the program as he believed it would turn into a \$1 million per year maintenance program down the road. Police Chief Fred Hofer explained maintenance costs, as well as updates and licensing, were included in the officer safety plan. Commissioner Rydell stated he was

supporting the program because the in-car camera program was being sunset. Police Chief Hofer confirmed the program was sunsetting as hardware updates and a software contract were necessary to continue. He noted the body worn camera expenditure was not only the cameras but the officer safety plan. He reviewed the officer safety plan and budget briefly. Commissioner Rydell inquired as to the potential for reimbursement of future costs through seizure dollars in the Law Enforcement Trust Fund. Police Chief Hofer advised those funds were dwindling under current trends. He noted savings to the school crossing guard program through offsets under the recently approved School Zone Safety program. Discussion continued. Mayor Welch asked if not accepting the grant would impact future grants. Ms. Lake commented that it may be a factor considered.

Commissioner Brodie stated there were three (3) requests in the budget for Polaris All-Terrain Vehicles, and suggested Fire and Police share a vehicle for the first year, then consider an additional vehicle next year and a third in FY26. Police Chief Hofer suggested Law Enforcement Trust Funds be utilized to purchase two (2) vehicles due to a shift in SRO funding requirements. He discussed the vehicles being replaced. Mayor Welch asked if the Polaris vehicles were street legal, and Police Chief Hofer confirmed they were street legal, reviewing opportunities for their use. Consensus was to move forward with purchase of two (2) Polaris All-Terrain Vehicles, utilizing the Law Enforcement Trust Fund.

### Fire Rescue

Ms. Lake briefly reviewed the accomplishments of the Fire Rescue Department in FY24, along with goals and objectives for FY25. She discussed Fire Rescue requests, as follows:

- Capital Outlay
  - Fire Staff Vehicle - \$56,000
  - EMS Off-Road Transport Vehicle - \$55,000
  - Opticom Traffic Pre-emption System - \$14,000

Commissioner Wasserman asked about an increase to Professional Services (Other) of \$68,000. Ms. Lake explained the increase was due to an accreditation requirement to complete a community risk assessment and self-assessment.

City Manager Rose advised that a request she had made to increase funding to the Community Emergency Response Team (CERT) program was not yet reflected in the budget. Commissioner Brodie commented on needs he had identified while completing the CERT program and the need for recruitment and follow-up communication. He asked that staff look at revamping the program. Mayor Welch asked City Manager Rose to discuss the vision for the CERT program. City Manager Rose stated she had not yet put together a formal plan yet but was aware the program needed to be reinvigorated and a budget increase was necessary to meet that need. She advised that she would follow up with a clear proposal before the budget adoption, but was requesting that an additional \$7,500 be added to the FY25 Budget to support the program. Commissioner Rydell stated he supported the capital outlay for the Fire Rescue Department. He commented on the priorities of reducing response times, hiring the right people, and making sure department operations were seamless during the Fire Department's first operational years. He asserted that he understood there would be growing pains rolling out additional programming. Vice Mayor Railey agreed that if the CERT program was being promoted, people would need to know what the expectations and limitations were. Mayor Welch recognized Fire Chief Jeffrey Gary on his excellent leadership in standing up the Coconut Creek Fire Rescue Department. Discussion ensued regarding CERT program activities.

### Parks and Recreation

Ms. Lake briefly reviewed the accomplishments of the Parks and Recreation Department in FY24, along with goals for FY25. She reviewed new requests for Parks and Recreation as follows:

- Program Modifications
  - Two (2) Part-time Park Rangers to Full-time Park Ranger - \$60,930
  - Monster Mash - Day 2 - reduction of \$370
- Capital Outlay
  - Field #3 Access Gates for the Butterfly Festival (Sabal Pines Park) - \$30,000
  - Gymnasium Scoreboard System (Community Center) - \$30,000
  - 10 Portable Athletic Benches - \$24,000
  - Four (4) Bike Repair Stations - \$12,000
  - Four (4) Heavy-Duty Portable Pickleball Net Systems - \$11,500

Mayor Welch shared a question a resident had emailed, asking that a site for the tree and memorial program be considered in South Creek.

Commissioner Wasserman asked about the cost of hosting Fluffy's Foodie Food Truck Fridays. Parks and Recreation Director Wayne Tobey advised that overtime was not utilized, as staff used flex hours to work the event and noted that the food trucks paid to participate. Commissioner Wasserman stated he had heard from restaurant owners who felt they were losing business to the event. He suggested the event should be once per month rather than twice, with rotating locations. Mr. Tobey commented that staff agreed, and the plan was to stop the Sabal Pines event in August. He discussed plans for a new event combined with community concerts in various locations.

Commissioner Brodie asked whether the bike repair stations were needed. Mr. Tobey advised the item was suggested as a new amenity for residents based on the expansion of bicycle lanes throughout the City.

Commissioner Brodie highlighted the request for pickleball nets and asked about the portability. Mr. Tobey explained this would allow for multiple pickleball courts to be placed on the tennis court area without making them permanent structures. Commissioner Wasserman asked about usage. Mr. Tobey stated the demand was constant and leagues were full. Discussion continued.

Commissioner Brodie asked about the need for portable athletic benches and pointed out he sees the bleachers not being used. Mr. Tobey outlined the request further and advised it was based on a request from parents.

Mayor Welch sought a consensus on each item brought forward. Consensus was to keep each of the capital outlay requests in the budget. Commissioner Brodie was opposed to funding the athletic benches, bike repair stations, and pickleball nets.

Commissioner Rydell commented on the difficulty in recruiting coaches, and asked if a discount could be offered as an incentive to parents for coaching. Commissioner Brodie agreed it could encourage more people to coach. Commissioner Rydell suggested coaches' clinics with experts could also be added.

### Public Works

Ms. Lake briefly reviewed the accomplishments of the Public Works Department in FY24, along with goals and objectives for FY25. She reviewed new requests for Public Works as follows:

- Program Modifications
  - Computerized Maintenance and Asset Management System - \$90,000
  - Facility Condition Assessment (FCA) Implementation - \$45,000
  - Holiday Lights Service Contract - \$30,000
- Capital Outlay
  - Upgrade Electrical Panels and Components at Government Center - \$75,000

- Thorguard Lightning Detection Upgrade - \$80,000
- Stump Grinder - \$45,000
- L.E.D. Upgrade to City-Owned Street Lights - \$125,000

Mayor Welch commented on the return on investment from the Computerized Maintenance and Asset Management System.

Commissioner Brodie asked the cost of staff maintaining the holiday lights versus a contractor taking that over. Public Works Director Harry Mautte stated doing the work internally cost slightly more, as it takes 430 hours and requires assets such as bucket trucks. Vice Mayor Railey asked if the City would own the lights, or if the contractor would own them. Mr. Mautte explained briefly.

Commissioner Brodie highlighted the requested upgrade to the lightning detection system and asked the status of the system. Mr. Mautte advised the system was functional, but the computer modules were no longer supported due to age. Commissioner Brodie asserted this should be a top priority as it was a safety issue.

Commissioner Brodie stated he supported upgrades to the L.E.D. lights, which represented a safety issue at this time, and suggested reviewing the remainder of the proposal in FY26. Mr. Mautte pointed to energy efficiency and carbon savings, as well as maintenance time.

Commissioner Rydell noted there were three (3) private lightning detection systems in the community and suggested investigating whether there was an opportunity to share notifications. Mr. Mautte discussed operation of the systems and stated options to increase public safety would be explored as part of the upgrade. Discussion continued.

Ms. Lake confirmed consensus was to keep the line item for L.E.D. upgrades and address the critical needs first.

Mayor Welch asked about the performance indicator measuring the number of tons diverted from the landfill. She asked if the recycling drop-off centers were included in the metric. Mr. Mautte advised the recycling drop-off was not included. He suggested the number of participants be replaced in the report with a volume.

### Utilities and Engineering

Ms. Lake briefly reviewed the accomplishments of the Utilities and Engineering Department in FY24, along with goals and objectives for FY25. She reviewed new Capital Outlay requests for Utilities and Engineering as follows:

- Dump Style Asphalt Box - \$100,000

Commissioner Rydell asked for clarification on the cost of the Dump Style Asphalt Box. Utilities and Engineering Director Osama Elshami explained factors included in the cost briefly. Commissioner Wasserman noted the Dump Style Asphalt Box was necessary due to the relocation of a local supplier. Mr. Elshami confirmed the supplier had moved from one (1) mile away to 26 miles away.

Mayor Welch asked about the line item for repairs to hydrants. Mr. Elshami clarified.

### **Review of City's Proposed Five (5) Year Capital Improvement Plan (CIP)**

Consensus was to move forward with the Five (5) Year CIP, as presented.

Ms. Lake thanked the department heads, Finance Department, and budget team for their hard work in putting the proposed budget together. City Manager Rose added her thanks to Ms. Lake, Ms. Munoz, and the staff of the Finance Department.

**ADJOURNMENT**

The meeting was adjourned at 2:37 p.m.

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Joseph J. Kavanagh, MMC  
City Clerk

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Date