



# City Commission Work Session Minutes

July 20, 2020 at 3:30 p.m.

Virtual Meeting

## Present

Mayor Steve Leary  
Commissioner Marty Sullivan  
Commissioner Sheila DeCiccio  
Commissioner Carolyn Cooper  
Commissioner Todd Weaver

City Manager Randy Knight  
City Clerk Rene Cranis

## Meeting called to order

Mayor Leary called the work session to order at 3:30 p.m.

## Fiscal Year 2021 Budget

Commissioner Sullivan asked about the millage rate. Mr. Knight stated the tentative millage rate will be set in the July 22<sup>nd</sup> meeting. The budget was developed with the same rate as the last 13 years. This was discussed further after department presentations.

## Department Budget Presentations

### Water and Wastewater:

Director David Zusi reviewed the department's mission statement, program summary, service area and facilities. He summarized key performance indicators which exceed industry standards. He explained that the operations budget was increased to purchase new water meters. He reviewed the organizational chart and level of service of each division. Completion of automatic meter system technology and ERP integration, continued infrastructure improvements and completion of GIS field mapping data collection are some of the goals for FY 21. He highlighted projects completed in FY 20 including solar panels at Aloma water treatment plant and ongoing upgrades of pipe. Strategic items include continued infrastructure improvements and reorganization of meter services. The pandemic/recession caused a reduction in commercial utility revenue but an increase in residential revenue. He provided an update on water disconnects and payment arrangements.

### Electric Utility:

Director Dan D'Alessandro reviewed the department's mission and program summary. He summarized key performance indicators including service average interruption duration, which is the lowest in the state, undergrounding, rates and debt service. Accomplishments in FY 20 include completion of Fairbanks Avenue undergrounding and other projects that were accelerated due to reliability issues, beginning GIS mapping of the system, development of storm plan and new technology. He addressed the spending summary stating that the budget reduction is largely due to negotiation of bulk power contracts with a 55% reduction in KW charges since 2009. Goals for FY 21 include 5 miles of undergrounding, completion of GIS mapping and update of processes, policies and technology. He reviewed the status of

undergrounding projects and cost of service study. Standardizing decorative LED streetlights will be considered as undergrounding moves toward completion. As a result of the pandemic/recession, contractors and the city have changed how they work in groups with city staff required to wear a mask and work on a two-person team.

#### Public Works:

Director Troy Attaway reviewed the department's divisions and responsibilities. Among the accomplishments for FY 20 were management of the Library and Events Center project, completion of the golf course parking lot, several drainage and road projects, St. Andrews trail design, Ward Park trail system, implementation of the train Quiet Zone, Ward Park trail system and facilities improvements. He reviewed the reasons for increases in the stormwater division budget for FY 21. Some capital projects for FY 21 are the Library and Events Center, paving, traffic signal interconnection, Ward Park stormwater pond, 17-92, and Fawsett and Kings Way drainage. Strategic items include continued maintenance of lakes, storm drains, roads and sidewalks, and traffic signals. He said the city continues to look at opportunities to save money through contractors.

#### Information Technology:

Director Parsram Rajaram reviewed the department's mission statement, responsibilities and key performance indicators for uptime and fiber installation. He summarized accomplishments for FY 20 relating to network infrastructure, security, compliance, enterprise resources, GIS, website and virtual work environment. He reviewed the spending summary, organizational chart and level of service. Goals for FY 21 will address technology infrastructure, smart city initiatives, virtual work environments and innovation and implementation. Major projects for FY 21 include expansion of fiber network, Commission chamber audio visual system, expansion of GIS capabilities and conversion to new utility billing software. The pandemic/recession required enabling and organizing remote environments for meetings and city staff members. He summarized the importance of IT services, infrastructure and security.

#### Building and Permitting:

Director George Wiggins reviewed the mission, program summary and key performance indicators for inspections and plan review. FY 20 accomplishments include new permitting software and phone call routing systems, virtual inspections, renovated office space and updated applications and forms. He reviewed the spending summary which shows an anticipated reduction in personnel costs, the organizational chart and level of service. Goals for FY 21 include continued training, implementation of Energov and 2020 Florida Building Code, and update the Sustainability Action Plan. The pandemic/recession resulted in accelerated movement to electric submittal and review of permitting documents, remote inspections and minor reduction in permits with a more significant reduction in value/permit. However, major construction projects are planned for Edyth Bush Foundation, Winter Park Hospital, and office and retail at Ravaudage.

Mayor Leary left the meeting at 5:16 and Vice Mayor Cooper led the meeting. She declared a recess until 5:32 p.m.

### Questions/Answers

Vice Mayor Cooper asked that staff make a humanitarian effort to avoid service disconnects to its customers. Mr. Zusi stated the city is working with customers to develop a repayment plan to avoid service disconnection. He responded to questions explaining meter replacement and well head protection.

Commissioner Sullivan asked for clarification on the monthly electric charge. Mr. D'Alessandro stated that charge covers cost of doing business and that rates will be reviewed and likely increased after the cost of service study is completed. Mr. Knight stated that there are no rate changes proposed for FY 21. Commissioner Sullivan said he feels the fixed charge should not be increased.

Commissioner DeCiccio asked about the budget shortfall. Mr. D'Alessandro said staff anticipates that the shortfall can be absorbed within the budget. Mr. Knight explained that part of the shortfall is due to the fuel recovery cost that was returned to customers in one month (due to COVID19) rather than over a 12-month period and that the savings from the bulk power agreements will help to rebuild the cash shortfall from FY 2019.

Vice Mayor Cooper asked for the timeline for removal of the Spectrum poles along Fairbanks Avenue. Mr. D'Alessandro stated that Spectrum is not required to remove poles but staff is working with them to remove them quickly. She asked about using CRA funds for undergrounding within the CRA. Mr. D'Alessandro said it will be counter-productive to their current direction.

Commissioner Sullivan commented on run-off of fertilizer into lakes and enforcement of the ordinance prohibiting fertilizer near lakes. Mr. Attaway said staff will address run-off if they witness application in violation of the ordinance and he will remind staff to be aware when they are out.

Commissioner DeCiccio asked for clarification on personnel expenditures. Mr. Attaway explained that vacant positions have been funded and that two transportation positions moved to the new Planning and Transportation Department.

Peter Moore, Division Director of Office and Management and Budget, stated that some facility maintenance functions have been brought back in-house after having been performed by a contractor which resulted in an increase in personnel expenditures but was offset by a decrease in contractual services.

Commissioner Weaver asked for an update on the Arbor Park drainage project. Mr. Attaway stated the project and paving was completed last week and only landscaping needs to be replaced.

Vice Mayor Cooper asked if this resolved the flooding. Mr. Attaway said flooding is reduced and there should not be any problem in all but intense storms. Vice Mayor Cooper added that flooding occurs on the dentist property on Orange Avenue.

Vice Mayor Cooper suggested that funding for some infrastructure improvements on Orange Avenue should be in the capital plan.

Vice Mayor Cooper asked for an update on adaptive signalization. Mr. Attaway explained staff has been looking at options to improve traffic flow in the Aloma corridor between Phelps and

St. Andrews. Staff became aware of adaptive traffic signal controls but found later that FDOT had removed previously installed devices. Staff is working with FDOT to control these intersections through its traffic management center.

Commissioner DeCiccio asked whether additional IT staff is needed to ensure continued smooth operation. Mr. Rajaram said that remote work has created additional work and that he continues to discuss staffing with management. Commissioner DeCiccio expressed her concern about the impact to security.

Commissioner DeCiccio asked about staffing in Police Department. Chief Deal said the budget is sufficient but there are nine police officer vacancies. They are experiencing difficulty finding qualified applicants partially because academies have been closed due to COVID19. They are currently processing 11 candidates and have scheduled a civil service exam this week. He stated that patrol will be impacted as school resource officers return to the schools in August.

Vice Mayor Cooper asked for additional information on the vacant frozen positions. Mr. Knight stated the frozen positions are those that were vacant at the time the budget was prepared. Any of these positions may be opened and substituted for a newly vacant position that may be less critical.

Chief Deal stated that with upcoming retirements in the next few years he is preparing and mentoring staff for promotion to replace retiring lieutenants and division chiefs.

Commissioner Sullivan asked about the decrease in revenue. Mr. Knight stated there is a \$3 million budget shortfall for FY 20 and a \$1.4 million decrease going into FY 21 budget, which was significantly less than anticipated. Commissioner Sullivan stated that in order make up for the \$3 million decrease, the millage would have to be increased. Given the unknown impact of the pandemic, he feels revenues will continue to decrease. He asked for input on increasing the millage rate.

Commissioner Weaver asked whether the absence of the 15 positions equal to \$3M shortfall? Mr. Knight explained that the shortfall is met in the proposed budget partially by reducing contingency. Mr. Moore said the positions equal approximately \$500,000 in the general fund. Mr. Knight added that vehicle replacement fund was reduced by \$200,000 and will have to be accommodated in future years.

Commissioner Weaver pointed out that the tentative millage rate is actually a maximum and would not prevent the Commission from adopting a lower millage rate.

Commissioner DeCiccio asked if there is any money for traffic improvements such as turn lanes, Palmetto Avenue realignment and other improvements that will alleviate traffic on Orange Avenue. Mr. Knight advised that no money is included in 5-year capital plan for those specific projects or Progress Point; however, an increased millage rate would be a way to generate funds to complete those projects sooner.

Vice Mayor Cooper said she is opposed to raising the millage rate during the pandemic. She said there may be rollover funds available from previous years. She feels that transportation issues need to be addressed and supports a city-wide impact fee to fund improvements.

Commissioner Weaver agreed that a pandemic may not be appropriate time to increase the millage rate; however, having a higher cap on property taxes should be considered due to the

unknown impact of the pandemic. He feels it is prudent to have the option to increase the millage rate, but is not in favor of increasing taxes.

Mr. Knight stated that the millage rate set in the July 22<sup>nd</sup> meeting is tentative and the maximum and would allow time to receive estimates from the state regarding sales and gas tax revenues before setting the final millage rate in September. He pointed out that a rate above the current rate will be advertised as an increase.

Vice Mayor Cooper commented on the possibility of taxing of internet purchases. She suggested that there may be a need to extend the CRA. She asked about the financial commitment to Dr. Phillips Center. Mr. Knight said the commitment was for ten years with five or six years remaining. She said that other revenue opportunities should be considered such as commercial park usage fee, fire service fee, transportation impact fee and proportionate fair share for transportation issues.

Commissioner Cooper asked the Commission to review the OAO schedule that was distributed and provide comments. Posting this schedule will show transparency and a genuine commitment to adopt the OAO.

Mr. Knight thanked the department heads for their work on the budget and presentations.

The work session adjourned at 6:55 p.m.

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City Clerk Rene Cranis