



Regular City Commission Meeting Agenda

150 NE 2nd Avenue | Deerfield Beach, FL, 33441 | 954-480-4200

Mayor Bill Ganz

Vice Mayor Bernie Parness

District 1 Commissioner Michael Hudak

District 2 Commissioner Ben Preston

District 4 Commissioner Todd Drosky

Thursday

September 3, 2020

7:00 PM

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF CITY COMMISSION MINUTES

Budget Workshop Meeting Minutes

Attachment: June 22, 2020, June 23, 2020, June 24, 2020

ACKNOWLEDGEMENT OF CITY BOARD MINUTES

Community Redevelopment Agency Meeting Minutes

Attachment: May 12, 2020, June 9, 2020

Hillsboro Inlet District Meeting Minutes

Attachment: July 20, 2020

APPROVAL OF THE AGENDA

September 3, 2020

ZOOM MEETING

Join Zoom Meeting by clicking the below link:

<https://deerfield-beach.zoom.us/j/85792280440?pwd=S2oyN21sT2E1azFVVWtaRmw4dzNCdz09>

Join Zoom Meeting via telephone by dialing:

Call-in Number: (301) 715-8592

Meeting ID: 857 9228 0440#

Participant ID: #

Passcode: 256024#

For complete instructions on joining and/or participating during Public Comment, please download the agenda packet.

Attachment: Zoom Instructions

AWARDS & RECOGNITION

- 1. Proclamation presented to Two Georges at The Cove for their continued support and contributions to the Boys & Girls Club of Deerfield Beach and induction into the Boys & Girls Club Donor Hall of Fame.**

Sponsor: Commissioner Todd Drosky

BUDGET & MILLAGE PUBLIC HEARINGS

- 2. ORDINANCE 2020/ - AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, ADOPTING THE MILLAGE RATE TO BE LEVIED BY THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; STATING THE PERCENTAGE CHANGE BY WHICH THE MILLAGE RATE EXCEEDS THE ROLLED-BACK RATE AS COMPUTED PURSUANT TO SECTION 200.065, FLORIDA STATUTES; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.**

Suggested Action: Commission to vote on Ordinance and set second public hearing for September 14, 2020

Voting Requirement: Adoption requires a 4/5 vote of the City Commission

Sponsor: Department of Financial Services & Office of the City Manager

Attachment: FY21 Millage Rate

- 3. ORDINANCE 2020/ - AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.**

Suggested Action: Commission to vote on Ordinance and set second public hearing for September 14, 2020

Voting Requirement: Adoption requires a 3/5 vote of the City Commission

Sponsor: Department of Financial Services & Office of the City Manager

Attachment: FY21 Budget

- 4. ORDINANCE 2020/ - AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, APPROVING THE BUDGET FOR THE DEERFIELD BEACH COMMUNITY REDEVELOPMENT AGENCY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR FUNDING THROUGH TAX INCREMENT FINANCING AS PROVIDED FOR IN PART III, CHAPTER 163, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

Suggested Action: Commission to vote on Ordinance and set second public hearing for September 14, 2020

Voting Requirement: Adoption requires a 3/5 vote of the City Commission

Sponsor: Department of Financial Services & Community Redevelopment Agency

Attachment: FY21 CRA Budget

PUBLIC HEARINGS – SECOND READING

- 5. P.H. 2020-078: ORDINANCE 2020/ - AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, AMENDING DIVISION 9 "UNSAFE STRUCTURES AND HOUSING APPEALS BOARD" OF ARTICLE II "BOARDS, COMMITTEES, COMMISSIONS" OF CHAPTER 2 "ADMINISTRATION" OF THE CITY CODE BY CREATING SECTION 2-165 "ALTERNATE BOARD" TO PROVIDE FOR THE ABILITY TO USE AN ALTERNATE UNSAFE STRUCTURES BOARD; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.**

Suggested Action: Commission to vote on Ordinance

Voting Requirement: Adoption requires a 3/5 vote of the City Commission

Sponsor: Department of Planning & Development Services

Attachment: Unsafe Structures and Housing Appeals Board

PUBLIC COMMENT

Persons addressing the Commission shall state his/her name and address and may speak for three (3) minutes unless extended for one (1) additional minute by the Mayor. All remarks made by the public at a Commission meeting on an agenda item shall be addressed to the Commission as a body and limited to the subject matter before the Commission at that particular time. No comments shall be made related to the personal life or personal qualities of any person and no language which would offend persons of ordinary sensibilities shall be permitted. The public shall be given an opportunity to speak on any substantive agenda item, subject to the aforementioned restrictions, prior to a vote on the matter by the City Commission. The Commission shall determine the appropriate time, prior to the vote, for the public to speak. For consent agenda items, the public shall be given an opportunity to speak prior to the approval of the consent agenda. The Commission may, by majority vote, determine that public input on an agenda item be tabled to a future meeting so long as the vote on the agenda item take place at the future meeting and that the public input take place prior to the Commission making any decision.

CONSENT - AGREEMENTS & EXPENDITURE REQUESTS

- 6. Resolution 2020/ - A Resolution of the City Commission of the City of Deerfield Beach, Florida, approving an Interlocal Agreement with Broward County, Florida, for Broward County staff services in connection with hearings before the County Unsafe Structures Board; authorizing the City Manager to execute the Interlocal Agreement; providing for severability and an effective date.**

Suggested Action: Commission to vote on Resolution

Voting Requirement: Adoption requires a 3/5 vote of the City Commission

Sponsor: Department of Planning & Development Services

Attachment: Unsafe Structures Board

DEPARTMENTAL BUSINESS

- 7. Resolution 2020/ - A Resolution of the City Commission of the City of Deerfield Beach, Florida, repealing Resolution No. 2009/163 and providing for revised policies and donation of city funds to charitable and public purpose organizations; providing for conflicts and an effective date.**

Suggested Action: Commission to vote on Resolution

Voting Requirement: Adoption requires a 3/5 vote of the City Commission

Sponsor: Department of Community Development

Attachment: Revised Policies and Donation of City Funds

- 8. Resolution 2020/ - A Resolution of the City Commission of the City of Deerfield Beach, Florida, approving the ranking and award of Request for Proposals #20-37-JW for the preparation of the City's Evaluation and Appraisal Report and update to the Comprehensive Plan in an amount not to exceed \$58,500.00; authorizing execution of an Agreement with Leigh Robinson Kerr & Associates, Inc., the top ranked firm; providing for severability and an effective date. (*Funds from Account #001-1100-515-3299 - Other Contractual Services*)**

Suggested Action: Commission to vote on Resolution

Voting Requirement: Adoption requires a 3/5 vote of the City Commission

Sponsor: Department of Planning & Development Services

Attachment: Leigh Robinson Kerr & Associates, Inc.

COMMENTS BY ADMINISTRATION & LEGAL

CITY COMMISSION BUSINESS

- 9. City Manager Performance Evaluation.**

Suggested Action: Motion on decision of Commission

Sponsor: City Commission

Attachment: City Manager Performance Evaluation

COMMENTS BY MAYOR & CITY COMMISSION

ADJOURNMENT

FUTURE CITY COMMISSION MEETINGS

Special City Commission Meeting - Monday, September 14, 2020

Regular City Commission Meeting - Monday, September 14, 2020

Any person wishing to appeal any decision made by the City Commission with respect to any matter considered at such meetings or hearings will need a record of the proceedings, and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and the evidence upon which the appeal is made. The above notice is required by State Law (F.S. 286.0105). Anyone desiring a verbatim transcript shall have the responsibility, at his/her own expense, to arrange for the presence of a certified court reporter at the hearing.



**CITY OF DEERFIELD BEACH
BUDGET WORKSHOP MEETING MINUTES
Monday, June 22, 2020 at 6:00 PM**

The meeting was called to order on the above date by Mayor Bill Ganz at 6:05 p.m. via virtual electronic meeting.

ROLL CALL

Present: Commissioner Todd Drosky
Commissioner Michael Hudak
Commissioner Ben Preston
Vice Mayor Bernie Parness
Mayor Bill Ganz

Also Present: David Santucci, City Manager
Anthony Soroka, City Attorney
Samantha Gillyard, CMC, City Clerk

Absent: None

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Mayor Parness.

APPROVAL OF THE AGENDA

June 22, 2020

MOTION was made by Commissioner Preston, seconded by Vice Mayor Parness, to approve the agenda as submitted. Voice Vote:

Yeas: 5 - Commissioner Drosky, Commissioner Hudak, Commissioner Preston, Vice Mayor Parness and Mayor Ganz

Nays: 0

INTRODUCTION

David Santucci, City Manager, said over the next three (3) days staff will be presenting an overview of the proposed FY 2021 budget. This proposed budget directly represents the impacts COVID-19 has had on the economy and the City in the current fiscal year. Mr. Santucci stated that it will take community immunity to get rid of this virus and the only two (2) ways to do so, are through infection or vaccination; whereby, reports have shown that a vaccination may be available in the next six (6) months or so, but until then we are all in a position of uncertainty.

Continuing, Mr. Santucci said in FY 2020, the City was able to responsibly reduce the millage rate and the City's overall expenditures in the General Fund by \$1 million. In FY 2021, staff expects to see a reduction from that upwards of 5%, which represents a larger decrease in the general fund revenue than any period

INTRODUCTION - CONTINUED

during the great recession. The budgets being presented this year are different than what was presented last year due to the economic uncertainty; whereas, the budgets presented last year represented approximately 97% of a completed proposed budget, which is not the case this year. This year, each department will be presenting their budgets as they are today, along with difficult decisions that may be needed in order to further reduce the budget. As of today, approximately \$5 million still needs to be cut from the FY 2020 budget in order to balance. Further, Mr. Santucci explained that the Chief Financial Officer will provide a Revenue Forecast outlining expected revenues. He said the FY 2021 budget presentations include very little capital investment and do not contain many future planning expenses or operational enhancements; however, they do contain a contingency budget slide that outlines other cost saving measures that may be needed to balance the budget. He explained that the City started with a general fund budget expenditure of \$115 million, which must be reduced to around \$102.8 million.

Mr. Santucci thanked Tom Good, Assistant City Manager, Angelia Adediran, Assistant City Manager, Stephanie Tinsley, Chief Financial Officer, Allison Teslia, Budget Manager, Gilbert Hernandez, Budget Analyst, and TriMerge Consulting for their hard work and assistance in compiling the budget. Further, he outlined this evening's schedule and advised that the budget hearings will be presented in September. Lastly, the revenues being shown this evening are preliminary numbers; whereby, the ad valorem tax estimates and other estimates will be revised in the coming weeks. Thereafter, he introduced Ms. Teslia.

BUDGET 101

Allison Teslia, Budget Manager, provided an overview of the budget process to help residents understand the City's budget and requirements that must be followed.

What's in the Budget? - Ms. Teslia said the budget is a blueprint for the upcoming fiscal year which provides pertinent information to the readers per the Government Finance Officers' Association Best Practices. The budget document is broken down into sections that provide revenue and expenditure data, along with an overview of the City's financial health, strategic priority, staffing levels and management's goals for the year. In the transmittal letter, the reader will gain an understanding of the City Manager's vision, the critical issues facing the City, the recommended policy and procedural changes, as well as milestones reached during the current fiscal year.

Ms. Teslia said the introduction section provides a history of the City, an overview of its customers, its products and services, as well as a mission statement and philosophy. This section also includes a description of the budget process, budget calendar and miscellaneous statistical information. She explained that municipalities categorize revenues and expenditures into separate funds according to specific purposes. In the budgetary data by fund section, each department and division within the fund is identified, schedules of detailed revenue sources and expenditures are provided and the goals and objectives, along with performance measures for each department are outlined. The debt administration section provides an overview of the City's debt policy and gives a description of each outstanding bond issue and the City's existing debt service requirements, including future minimum lease payments.

Continuing, Ms. Teslia said the debt administration section also presents the calculation of the City's legally authorized debt limit and margin. The capital improvement summary provides a comprehensive listing and explanation of the City's capital needs for the next five (5) years and the impact of capital improvement on the current year's operating budget. The glossary provides the reader with a listing of terms and acronyms that are utilized within the budget.

What is a Balanced Budget? - Ms. Teslia said per Florida Statutes, municipalities must adopt a balanced budget which is balanced when all sources of funds equal all uses of funds.

Total Sources of Funds - Ms. Teslia said the total sources of funds include any funds left over from the prior year and new revenues expected to come in during the fiscal year. Per State Statutes, ad valorem revenues are projected at 95% of the revenue estimate. Both contracts/grants and cash carryover are typically budgeted at 100%. Certain revenues can only be used for specific purposes; for example, gas taxes can only be used for transportation purposes, fire assessment fees for fire safety and stormwater fees for

BUDGET 101 - CONTINUED

stormwater related expenditures. Due to restrictions on these revenues, most cities elect to create special revenue or enterprise funds to account for those related revenues and expenses.

Total Uses of Funds - Ms. Tesla said total use of funds include operating expenses, such as personnel and expenditures used in regular operations, capital improvements, interfund transfers and any reserves.

Why do we Budget? - Ms. Tesla said pursuant to Florida Statutes, the City is required to adopt a budget each year and must follow specific guidelines to meet TRIM compliance. Staff must follow specific dates with filing forms and providing supporting documentation which assure requirements are being adhered.

Where do the Property Taxes Go? - Ms. Tesla said the property tax rate is referred to as millage, the amount property owners pay for every \$1,000 of taxable value. She provided an illustration of how tax dollars are allocated between various governmental entities; whereby, the City only receives a portion of property tax revenue.

The Budget Process - Ms. Tesla said the City's fiscal year runs from October 1 to September 30, but the budget cycle never ends. As soon as the new fiscal year begins, preparation for next year's budget starts. In the late fall, staff reviews the strategic goals and develops a set of parameters for the upcoming budget year which may include anticipated changes in expenditures, staffing levels, tax rates and regulatory requirements. In January, budget meetings are held with departments to provide guidelines for the upcoming year. In these meetings, various topics are discussed to determine how they align with strategic priorities to ascertain what should be included in the draft budget. The revenues and expenditures to date are reviewed and any deviations that may need to be considered in next year's budget analyzed.

Continuing, Ms. Tesla said in June, the property appraiser releases the preliminary taxable property values which assist the City in budgeting for its largest source of general fund revenue, property taxes. Budget workshops are held with the City Commission for departmental presentations and recommendations for the next budget year. Final taxable property values are issued by the Property Appraiser in July; the City Commission adopts the tentative property tax rates based on those values. In mid-July, the State issues their projected shared revenues that cities and counties receive for funds related to sales tax, communication service taxes and fuel taxes. Once the rate is set, budget staff prepares the budget recommendation and capital improvement plan.

Lastly, Ms. Tesla said per the City's Charter requirements, the budget recommendation is provided to the City Commission no later than August 15th. In September, two (2) public hearings are held and the budget is officially adopted at the second public hearing and shortly after, the new fiscal year begins.

REVENUE FORECAST

David Santucci, City Manager, advised that Stephanie Tinsley, Chief Financial Officer, will provide an overview of the revenue forecast for FY 2021.

FY2021 Outlook - Ms. Tinsley explained that revenue forecasting is not simple, nor does it end once the budget is adopted. She explained that information was still being received late this afternoon; therefore, some of the slides may reveal inaccurate information but staff will continue to improve and finalize the numbers prior to final adoption. Further, she said staff looked back through the great recession period, then at the current financial aspect, and finally the financial conditions heading into the future.

Historical View: Fund Balance Over 10 Years - Ms. Tinsley said there were some low points toward the end of the great recession, then the City had a significant recovery over the last 5-6 years and continues to remain steady.

Financial Condition Heading into FY2021 - Ms. Tinsley said the General Fund Balance is healthy at approximately \$26.7 million, which includes emergency reserves of \$3.4 million and an unassigned fund balance of \$17.6 million. The fund balance target of 10% for total General Fund expenditures and transfers has been met at 17%. Lastly, Ms. Tinsley said the bond ratings are solid at AA rating from S&P and AA- from Fitch.

REVENUE FORECAST - CONTINUED

FY2021 Overall Revenue Goals & Initiatives - Ms. Tinsley outlined the FY2021 overall revenue goals and initiatives: efficiently and effectively utilize tax dollars; monitor performance through financial reporting; communicate and report progress on the comprehensive financial report (CAFR); manage performance through metrics and tracking; maintain accountability and transparency; and implement policies and procedures.

FY2021 General Fund - Major Revenue Sources - Ms. Tinsley listed the major revenue sources for the General Fund: ad valorem tax - 46%; public service tax - 8%; franchise fees - 6%; permit, fees and special assessment - 13%; shared revenues - 7%; charges for services - 8%; administrative - 8%; and non-revenues - 4%.

Millage Rates: Setting the Rate - Ms. Tinsley explained that the ad valorem tax covers operating, and debt associated with the City's General Obligation Bond (GOB). The City Manager is recommending maintaining the operating millage at the rate of 6.0018, which represents a decrease of 7.23% from the previous year's General Fund budget. Further, she said the rolled-back rate provides the same tax revenue that was levied for FY2020, which is 5.6495.

Mr. Santucci clarified that the 7.23% decrease is for the overall general fund budget, which includes the CRA portion of ad valorem tax.

FY2021 Proposed General Fund - All Sources - Ms. Tinsley said the FY2021 proposed general fund resources are \$102.8 million, whereby, the ad valorem taxes account for 43.9%; special assessment - 12.7%; sales & use, which covers public utility, communication sales and local business tax - 10.7%; miscellaneous - 8.5%; charges for services - 7.4%; intergovernmental - 6.3%; franchise fees - 5.5%; non-revenue - 4.1%; fines & forfeitures - 0.8%; and licenses & permits - 0.1%.

Revenue Description - Ms. Tinsley highlighted each revenue type.

FY2021 General Fund - Major Revenue Sources - Ms. Tinsley said there has been a slight increase in taxes throughout the years due to the uptick in value, as well as the sales in business licenses, etc.

Ad Valorem Tax Revenue History - At A Glance - Ms. Tinsley said over the last several years, the ad valorem tax has seen an increase; however, it is estimated to flatten for FY2020 and FY2021.

Ad Valorem Tax Estimate - FY2020 & FY2021 Est. - Ms. Tinsley said for FY20 the total citywide estimated tax collections is \$45.3 million and the tax increment revenue (CRA's allocation) is \$1.9 million, for a projected net general fund tax collection of \$43.4 million. The citywide estimated tax collections for FY21 is \$45.1 million and the tax increment revenue (CRA's allocation) is \$2 million, for a projected net general fund tax collection of \$43.1 million, which is a slight decrease from FY20.

Mr. Santucci stated that the City will receive the final tax values around July 1st.

Millage Rate - Historical Perspective - Ms. Tinsley said the overall millage rate has remained flat or decreased since 2017.

FY2021 Est. General Fund Revenue - \$102.8 Million - Ms. Tinsley said taxes make up more than half of the revenue sources at \$56 million; permits, fees and assessments - \$18.7 million; charges for services - \$7.5 million; intergovernmental - \$6.4 million; miscellaneous - \$8.7 million; non-revenue - \$4.1 million; and fines and forfeits - \$871,000.

Enterprise Funds - Ms. Tinsley said the City has three (3) major enterprise funds: water & sewer utility, stormwater utility and solid waste fund. Enterprise funds operate like regular business enterprises; whereby, the financial goal for enterprise funds is to charge a user fee that will be sufficient to cover the cost of providing services. Lastly, she said the charge for services represents more than 80% of the total revenue sources.

FY2021 Enterprise Fund - Major Revenue Sources - Ms. Tinsley outlined the major revenue sources for the enterprise fund: charge for services - 83%; cash carryover - 15%; and miscellaneous - 1%. She

REVENUE FORECAST - CONTINUED

explained that both operating, and capital projects are included within each enterprise fund, which is the reason behind the cash carryover. Further, she said over the last five (5) years, the City has been conservative implementing capital projects and maintaining the operating expenses; however, during the next couple days it may change, as staff continues to monitor the numbers.

Other Major Funds - Ms. Tinsley outlined other major funds: building service, senior service, insurance service trust fund, CRA, CDBG, special revenue, and other funds.

Revenue Opportunity and Enhancements - Ms. Tinsley said moving forward staff wants to improve the rates of collections and analyze user fees/full program costs recovery options.

In response to Vice Mayor Parness' questions, Mr. Santucci replied that it is anticipated that the property values will continue to increase through FY21 because they have not been impacted by the economic downturn at this time. If the economic downturn continues and becomes more substantial, it is likely property values will decrease next fiscal year. Further, he reiterated that the property values in Deerfield Beach have increased for FY21; however, the non-ad valorem sources of revenue are taking a significant loss.

In response to Commissioner Drosky's question, Mr. Santucci replied that the current year's general fund budget is \$108.4 million.

After a brief discussion regarding the difference between this year and next year's general fund budget and ad valorem tax estimates, Mr. Santucci said the current general fund budget being presented during these three (3) workshops is approximately \$108 million with a \$5 million gap remaining. Further, he explained that each department will be presenting a contingency slide, which represents programs, services, etc. that are being considered to further reduce the budget. These items are being presented, so the Commission can provide direction, should the budget need to be reduced further.

In response to Commissioner Drosky's question, Mr. Santucci replied that the contingency slides consist of items that staff is recommending should additional cuts be needed. He asked that the Commission provide feedback on those additional cuts.

Commissioner Preston said all the departments have cut their budgets and the City is still at a \$5 million shortfall; therefore, he asked if there is a way staff can reduce their budget further. He stated that he previously suggested looking into contractual services as a way to save money and asked if savings could be made if the City moved away from outsourcing.

Mr. Santucci reiterated that each department has a contingency slide, which outlines additional cost saving measures. Moreover, he said staff cannot put a hold on all expenses due to obligations on certain contractual services, i.e. BSO Police and Fire; however, discretionary spending has been halted.

Commissioner Preston said the unassigned fund balance is for a rainy day, which we are in; therefore, he asked if that could be used to make up the shortfall in FY20. He also asked about the enterprise fund account balance.

Mr. Santucci replied yes. Thereafter, he explained that there are several enterprise funds and does not currently have the balances for each but will provide later.

MAJOR FY21 BUDGET INITIATIVES & CHANGES

Angelia Adediran, Assistant City Manager, provided a brief overview of the FY21 citywide programs and initiatives.

Citywide Initiatives and Goals - Ms. Adediran said the FY21 budget is comprised of legal mandates and contractual obligations; thereafter, she outlined goals and initiatives.

MAJOR FY21 BUDGET INITIATIVES & CHANGES - CONTINUED

Draft Proposed Budget - Ms. Adediran said prior to mid-March, Deerfield Beach was well underway in its budget development cycle, whereby, departments submitted capital improvements, asset management improvements technology improvements, cost of living adjustments, merit increases and fully funded programs, staffing and personnel.

Revised Proposed Budget - Ms. Adediran said the impact of COVID-19 on the worldwide economy has not left Deerfield Beach without impact. She outlined changes based on today's and the foreseeable future's economic climate, some capital improvements may be deferred, maintaining aged equipment and facilities, consolidating existing technology and maintenance agreements, and funding staff in accordance with the deliverables being made in this climate.

Refocused Priorities - Ms. Adediran said this budget provides a fiscal plan that is sustainable in the current and foreseeable economic climate; acknowledges the existence of economic contractions and retractions impacting revenues across the board through the reduction in state shared revenue, gradual increase in local revenues and market movement in an upward swing throughout the recovery period; as well as an unchanged millage rate.

Operating Budget - Ms. Adediran said the overall proposed General Fund budget is \$102.8 million, which is a 5.3% decrease from FY20. This budget also reflects the estimated available resources based on decreases in federal, state, and local revenues. The proposed budget is a responsible approach to fiscal constraints that exist in this climate. Ms. Adediran said the City will continue to invest in the enhancement of a business-friendly community, support the residents with quality programs and services, and support the mandated and contractual obligations of the City.

Senior Services Fund Proposed Budget - Ms. Adediran said the proposed senior services fund budget is \$2.85 million, which is an 8.0% decrease from FY20. The reductions reflect the lack of ability to provide programs and services because of COVID-19, CDC guidelines and requirements for in-house services; however, the Center for Active Aging has restructured the use of staff to provide some services.

Solid Waste Fund Budget - Ms. Adediran said the proposed solid waste fund budget is \$16.2 million, which is an 8.3% decrease from FY20. This budget also reflects departmental consolidation in sanitation management, reductions in debt service, and reductions in non-departmental costs.

Utility Fund Budget - Ms. Adediran said the proposed utility fund budget is \$28.5 million, which is a 3.1% decrease from FY20. The utility fund budget consists of a conservative administrative approach based on fiscal constraints; development and activation of new billing system and meters; invests in enhancements for customer service, billing system, and payment options; and supports mandated water quality treatment for public consumption.

FY21 Key Budget Strategies - Ms. Adediran said the overall FY21 key budget strategies are based on the following principles: adaptation to shifts in global market; understanding of economic system; deliver quality public services and programs; facilitate unemployment rebound and focus on workforce investment and training for new market needs; and develop staff and infrastructure to enhance our overall community optics.

FINANCIAL AND CUSTOMER SERVICES

FY20 Achievements - Stephanie Tinsley, Chief Financial Officer, outlined the various staffing changes within the Financial Services Department this past year. Thereafter, she outlined the FY20 achievements: improved fiscal oversight by reducing findings and observations; created an SOP for procurement code; increased p-card rebates by \$11,000; increased certifications; earned the NPI Achievement of Excellence in Procurement, GFOA Distinguished Budget Presentation Award, and GFOA Certificate of Achievement for Excellence in Financial Reporting; and implementation of DMV registrations holds.

FY21 Goals - Ms. Tinsley outlined the FY21 goals: improve financial close and year end audit process; collaborate with HR to implement payroll best practices; develop/execute action plan to Auditor General outlining the audit results; increase vendor participation by exploring various sourcing methods; implement pay stations capital upgrade program and many others.

FINANCIAL AND CUSTOMER SERVICES - CONTINUED

Operating Budget - Ms. Tinsley said Financial and Customer Service incorporates six (6) different divisions, whereby, five (5) are from the General Fund and one (1) is from the utility fund, which is Customer Service. The divisions included in the General Fund are split between administration, which is finance, budget, purchasing and public safety, which includes parking authority and crossing guards. The overall budget is \$3.9 million, which is a decrease of \$481,882.

Finance - Operating Budget - Ms. Tinsley said the personal changes are due to defunding the part-time cashier (\$26,000) and other salary savings due to turnover and vacancies (\$64,000). Operating expenditures has a \$500,000 decrease from the elimination of the ERP system; for an overall FY21 budget of \$1.8 million, which is a 21.1% decrease.

Purchasing & Contract Administration - Operating Budget - Ms. Tinsley said the reduction in personal services is due to insurance services and the reduction in the operating expenditures is from the annual vendor outreach and office supplies; the overall FY21 budget is \$437,196, which is a 3.5% decrease.

Budget & Performance - Operating Budget - Ms. Tinsley said the reduction in personal services is due to intern program hours, insurance services and the reduction in operating expenditures from other contractual services for ADA remediation and travel & training; for an overall budget of \$283,183, which is a 6.5% decrease.

Parking Authority - Operating Budget - Ms. Tinsley outlined the reduction in personal services due to employee turnover, the increase in operating expenditures is due to banking charges and capital outlay consists of pay station upgrades through CALE's current contract, which will be done during a five-year period to absorb costs; for an overall budget of \$741,304, which is a 12.5% increase.

Crossing Guards - Operating Budget - Ms. Tinsley said operational expenditures covers contractual services for the crossing guards, whereby, half are city employees and the others are contracted out; for an overall budget of \$267,472, which is a 0.4% decrease.

Utility Billing & Customer Service - Operating Budget - Ms. Tinsley said the operating budget for utility billing and customer service is \$379,601, which is a 0.2% decrease.

Future Considerations Beyond FY21 - Ms. Tinsley outlined the future considerations beyond FY21: long term economic recovery and growth; revenue enhancements by mitigating fine schedule; unfunded mandates; new ERP and other automation and upgrades through pay stations, lobby kiosks, etc.; OpenGov financial transparency tool; and continuous process improvements and internal controls.

Contingency Budget - Additional 10% Reduction Goal - Ms. Tinsley outlined the contingency budget: bank charges - \$169,750; other contractual services - \$75,000; interactive voice response (IVR) - \$30,000; office supplies, printing, other - \$24,375; dues and memberships - \$1,700; travel and training - \$14,100; and salaries, clothing allowance - \$9,000.

Annual Credit Card Sales - Ms. Tinsley stated that mobile app payments are increasing and is hopeful they will continue to increase, which will result in the City having less hardware to maintain.

Annual Credit Card Transactions - Ms. Tinsley reiterated that the mobile payment is slowly ticking up and there is a downward slope in card transactions.

Coin Transactions Trend - Ms. Tinsley said the coin transactions are on a downslope and although there is no transaction fee, this form of payment does cost the City money, whereas, the money is picked up from City Hall regularly.

In response to Commissioner Preston's question, Ms. Tinsley replied that the 11% reduction in the overall operating budget is prior to the contingency budget.

In response to Commissioner Hudak's question, Ms. Tinsley replied that the ERP system is challenging; nevertheless, staff is working on ways to fund a new ERP system which is difficult with the cuts being proposed.

FINANCIAL AND CUSTOMER SERVICES - CONTINUED

David Santucci, City Manager, said planning for an ERP system can take between 12 - 18 months, whereby, the City did not have a CFO for a few months and that position is instrumental in overseeing implementation. Thereafter, he provided a brief overview of the process.

Commissioner Hudak said he understands the process is lengthy, but the challenges and issues were brought up last year, so he was under the assumption that the process had not only begun but that staff was ready to move forward with a new system. Thereafter, he presented other questions regarding the budget.

Ms. Tinsley replied that the total banking charges for FY21 is \$400,000, which is an increase of \$100,000. Additionally, the consulting firm will be done by August 2020.

In response to Mayor Ganz's question, Ms. Tinsley replied that the total cost for an ERP system is upwards of \$3 million.

Mayor Ganz advised that he was also under the impression that a new system was in the works and asked if the delay was solely due to the change in CFO's.

Mr. Santucci replied that the City not only changed CFO's but hadn't had one since September. Additionally, dollars could have been allocated towards a consultant to begin the process but because of revenue shortfalls it was taken off the table so staff could regroup and begin an RFP process internally.

Mayor Ganz said it would be helpful to know what we are losing by not having an ERP system moving forward, as he thought this was a priority; therefore, he reiterated that it would be helpful to know what is being lost with this cut.

Mr. Santucci said the approach staff would like to take is procuring the solution holistically and look into financing a system over a period of five (5) years through a bank loan.

Mayor Ganz said his concern with that is the systems are extremely antiquated, whereby, he does not want the City paying for something down the road that will be outdated before it's even paid off.

In response to Mayor Ganz's question, Mr. Santucci replied that CALE is the parking meter system, which is different than the ERP system. Further, he said there are issues with the displays on the meters; whereby, the plan is to replace several meters at a time and over five (5) years replace the entire system.

Mayor Ganz reiterated his concerns with paying for technology systems over time, whereas, he does not want to pay for something that is antiquated. Further, he would like more clarification on the effects of not having an ERP system in place.

Ms. Tinsley reiterated that the ERP implementation typically occurs within 12 - 18 months but the system stays in place for a long period of time because it is extremely labor and time intensive; therefore, if a well-known product or brand is chosen, the City will be investing in a product that will be around for 10 - 15 years.

Commissioner Hudak said he understands that the implementation of a system is extremely time consuming, but he thought a system had at least been chosen based on the comments last year and the issues that are still occurring. He said choosing a system takes at least 17 - 18 months and asked if one had been chosen because not only is the current system costing the City money and time, but reports are being lost and/or provided late, etc.; therefore, he asked where staff is with a new system.

Mr. Santucci replied that staff was looking into the Tyler ERP system but due to the change, then vacancy in the CFO position, staff decided not to move forward with the product, as it is important that there is buy in across all departments to ensure the system works for everyone. He said the system is still on the table and an existing contract can be reviewed but if that system is not the right fit, going through an RFP process is recommended.

INFORMATION TECHNOLOGY SERVICES

FY20 Achievements - Ron McKenzie, Chief Information Officer, outlined the FY20 achievements: obtained and deployed Darktrace which is an analytical tool; replaced end of life firewalls and backup equipment; replaced internal storage; maintained employee awareness and training; migrated maps from ArcGIS Server to Esri Online; mobility; business continuity; as well as many others.

FY21 Goals - Mr. McKenzie outlined the FY21 goals: increase cyber security awareness and resources; business continuity services; cleanup existing geospatial data to ensure its reliability and easy access for various city systems; implement 2-factor authentication for all city critical applications and others.

Operating Budget - Mr. McKenzie said the reduction in personal services is due to removal of one (1) GIS Specialist - \$49,200; removal of one (1) IT Intern - \$13,480; and adding an IT Security Analyst - \$70,000; for a total of \$1,222,207, which is a 5% decrease. Currently, the GIS Specialist and Intern are vacant.

Continuing, Mr. McKenzie said when new equipment is procured, there is maintenance for three (3) years, which reduces the amount being paid per year; therefore, the operating expenses are \$902,602, which is a 19% decrease. Capital outlay is being reduced by \$125,000 due to new equipment being purchased, whereby, the remaining cost of \$20,000 is to replace switches; for an overall budget of \$2,144,809, which is a 15.7% decrease.

Future Considerations Beyond FY21 - Mr. McKenzie outlined the future considerations beyond FY21: ERP replacement; new access control throughout the City; paperless environment; centralize city phone system; and interactive voice response system.

Contingency Budget - Mr. McKenzie outlined the contingency budget: switches and routers Smartnet - \$10,000; Zoom subscription - \$12,400; travel and training - \$25,000; part-time salaries - \$27,478; furlough 10% of regular salaries for staff that make over \$50,000 - \$76,623; employee training - \$15,000; and Gartner Professional Services - \$50,000.

IT Services - Mr. McKenzie said their system BoSSDesk tracks the number of incidents/issues that IT staff provides support for: hardware, software, GIS, network, general support, etc.

In response to Commissioner Preston's question, Mr. McKenzie replied that the cuts outlined in the operating budget have already been considered; however, the contingency budget contains additional cuts if needed.

Commissioner Preston commented on the security breach that took place in Rivera Beach and the importance of having cyber security and properly trained staff.

In response to Commissioner Hudak's question, Mr. McKenzie replied there are currently 12 IT personnel.

Commissioner Hudak said it is extremely difficult to not only find knowledgeable staff, but to retain them; therefore, he disagreed with the 10% cut and suggested that other options be sought.

There was a brief discussion regarding the difference between reductions in the departments overall operating budget and the additional cuts in the contingency budget.

HUMAN RESOURCES

FY20 Achievements - Amanda Robin, Chief Human Resources Officer, outlined the FY20 achievements: implemented workers compensation procedure; continued online safety training program; 25% increase in employees who earned monthly wellness incentives; implemented emergency paid sick leave and emergency family medical leave and others.

FY21 Goals - Ms. Robin outlined the FY21 goals: create an employee communication plan; develop a new risk management manual; continue to analyze and assess the City's employee benefits programs; improve employee on-boarding and off-boarding; convert to paperless personnel files, etc.

HUMAN RESOURCES - CONTINUED

Human Resources - Operating Budget - Ms. Robin said the reduction in personal services is due to a decrease in insurance services and the hiring of staff at a salary less than projected in the FY20 budget; for a total of \$520,012, which is a 3.3% decrease. There is a slight decrease in the operating budget; however, there were items increased within this budget, i.e. scanning services for paperless personnel files. The total operating budget is \$262,495, which is a 3.2% decrease; for a total overall budget of \$782,507, which is a 3.3% decrease.

Risk Management - Operating Budget - Ms. Robin said the increase in personal services is due to the timing of merit increases; for a total of \$198,428, which is a 1.4% increase. The operating expenditures decreased due to the increased stop-loss deductible, as well as the reduction in employee health claims for a total of \$10,222,398, which is a 5.3% decrease. The operating expenditures for retirees have decreased due to reduced enrollment, aging out of subsidy and increase in equivalents; for a total of \$1,242,000, which is a 35.4% decrease. She explained that there was a 23.2% increase in operating expenditures for COBRA due to attrition; for a total operating budget of \$11,745,926, which is a 9.6% reduction.

Future Considerations Beyond FY21 - Ms. Robin outlined the future considerations beyond FY21: COVID-19 and the new normal work environment, i.e. virtual job interviews, telecommuting, etc.; other post-employment benefits; Patient-Centered Outcomes Research Institute (PCORI) fee back for self-insured programs; and Supreme Court Issues Ruling: Title VII Prohibits Discrimination Against LGBTQ Employees.

Human Resources Contingency Budget - Ms. Robin outlined the Human Resources contingency budget: NeoGov - \$9,500; service awards - \$12,000; employee appreciation party - \$22,600; paperless files project - \$10,000; and citywide training - \$28,000.

Risk Management Contingency Budget - Ms. Robin outlined the Risk Management contingency budget: the Gehring Group - Liability Brokerage Services - \$60,000; HealthWell Solutions - \$17,600; COBRA & retiree billing administration - \$70,000; BenTek - \$35,000; contingency budget that covers large liability claims - \$250,000; and stop loss for health - \$936,000.

Mayor Ganz asked if the stop loss for health is something that is done for one (1) year only and reinstated the following year.

Ms. Robin replied that it could, but staff would have to review the contract terms to see what it would entail. She is also unsure what the impact would be if we ended up with large claims over the year; whereby, we may be hit with a higher premium than what is already in place.

In response to Commissioner Preston's questions, Ms. Robin replied that there are seven (7) employees total within Human Resources and Risk Management; whereby, contractual services could be brought back inhouse but would result in a loss of service for many other operations performed. Thereafter, she provided a brief example of how eliminating contractual services would have a negative impact on services. Further, she said some of the expertise comes in contractual services. Thereafter, she provided a brief overview of staff's responsibilities and duties.

PUBLIC AFFAIRS & MARKETING

FY20 Achievements - Rebecca Medina-Stewart, Public Information Officer, outlined the FY20 achievements: added a city resource page to the website; designed new themed pole banners; rebuilt the underwater camera network system; live streaming and virtual events; created COVID-19 web page; increased number of followers and views on social media and others.

FY21 Goals - Ms. Medina-Stewart outlined the FY21 goals: complete the DFB dive page; redesign and audit of the City website; work with Parks to explore potential for city radio station; stabilize repairs and maintenance of the underwater camera; and replace the underwater camera platform.

Operating Budget - Ms. Medina-Stewart said there was a reduction in the operating budget due to eliminating travel and training, award entries and city/county events expenses, for a total of \$489,846, which is a 2.9% decrease.

PUBLIC AFFAIRS & MARKETING

Future Considerations Beyond FY21 - Ms. Medina-Stewart outlined the future considerations beyond FY21: enforced restrictions and regulations; more video and animated graphics; additional underwater camera options; and funding for an e-commerce merchandise shop.

Contingency Budget - Ms. Medina-Stewart outlined the contingency budget: social media consultant - \$25,000 and underwater camera - \$20,000.

OFFICE OF THE CITY CLERK

FY20 Achievements - Samantha Gillyard, City Clerk, outlined the FY20 achievements: superior records management; serves as Supervisor of Elections; timely responsive and accurate public information; liaison between departments & general public; specialized training & development; revitalized the agenda management software; implementation and updates to Civic Clerk and adaptation of virtual meetings.

FY21 Goals - Ms. Gillyard outlined the FY21 goals: paperless environment & electronic records access; enhance advisory boards by providing training and educational material to the members; remediation of city's website; revamp municipal candidate process by providing all documents on a thumb drive and encourage electronic completion of forms and continued employee training and development on records management and public records.

Operating Budget - Ms. Gillyard said there is a 13.8% reduction in personal services due to the elimination of the receptionist position. Although there is a slight decrease in operating expenditures, there is an increase of \$30,000, which will be split amongst all departments for ADA document remediation; for a total operating budget of \$538,146, which is an 11.2% decrease.

Election Budget - Ms. Gillyard said the election budget for FY17 totaled \$123,321, but the City only paid \$114,000. She explained that the Supervisor of Elections Office provided an estimate of \$102,000 for the 2021 city-wide election; however, due to the cost of the 2017 city-wide election, she is recommending a budget of \$139,950.

Future Considerations Beyond FY21 - Ms. Gillyard outlined the future considerations beyond FY21: online public records payment portal; campaign financing software to assist with ADA remediation, etc.; changing the municipal election from March to November; city facility to house records; and online notarization.

Contingency Budget - Ms. Gillyard outlined the contingency budget: travel and training - \$4,100; programming and software - \$46,400; and personal services - \$1,000.

In response to Commissioner Drosky's questions, Ms. Gillyard replied that the previous figures provided were incorrect and have since been revised; whereby, the figures displayed are correct and an updated presentation will be provided to the Commission electronically.

PUBLIC INPUT

There were no public comments.

ADJOURNMENT

MOTION was made by Commissioner Hudak, seconded by Vice Mayor Parness, to adjourn the meeting at 9:08 p.m. Voice Vote:

Yeas: 5 - Commissioner Hudak, Commissioner Parness, Commissioner Preston, Vice Mayor Drosky and Mayor Ganz

Nays: 0

BILL GANZ, MAYOR

Samantha Gillyard, CMC, City Clerk



**CITY OF DEERFIELD BEACH
BUDGET WORKSHOP MEETING MINUTES
Tuesday, June 23, 2020 at 6:00 PM**

The meeting was called to order on the above date by Vice Mayor Bernie Parness at 6:07 p.m. via virtual electronic meeting.

ROLL CALL

Present: Commissioner Todd Drosky
Commissioner Michael Hudak
Commissioner Ben Preston
Vice Mayor Bernie Parness

Also Present: David Santucci, City Manager
Anthony Soroka, City Attorney
Samantha Gillyard, CMC, City Clerk

Absent: Mayor Bill Ganz - Excused

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Mayor Parness. Thereafter, Commissioner Preston commented on a firefighter who had recently passed away and asked for a moment of silence in his remembrance.

BUDGET RESPONSES

David Santucci, City Manager, answered various questions posed by the Commission from the June 22nd Budget Workshop. The FY20 utility fund budget is approximately \$29.4 million, the overall net position for the water and sewer fund is a little over \$76 million and has an unrestricted balance of \$26.1 million. The solid waste fund budget is a little over \$18 million, with a total net position of negative \$7.4 million and an unrestricted balance of negative \$11.5 million. The stormwater utility fund had a budget of approximately \$2.1 million and has a total net position of \$886,000 and an unrestricted balance of \$314,000.

Additionally, Mr. Santucci clarified the contingency budget slide represents approximately 10% of the General Fund Balance. The contingency items are being brought forward as another option to close the gap; however, he asked for suggestions if the Commission does not agree. He explained that the General Fund budget is around \$102.8 million, and there is a \$5 million gap to close; whereas, the contingency items are meant to provide opportunities and options.

Lastly, Mr. Santucci congratulated Tom Good, Assistant City Manager, Allen Fathi, Assistant Director of Utilities Maintenance, and Water Plant staff for receiving the Most Improved Water Treatment Class A Plant for 2019 from the Florida Section of the American Water Works Association. Additionally, the Government Finance Officers Association has awarded the City with the Distinguished Budget Presentation Award for the 2019-2020 budget year. Thereafter, he introduced Environmental Services staff.

ENVIRONMENTAL SERVICES

ROAD & BRIDGE/STORMWATER

FY20 Achievements - Priscilla Cygielnik, Assistant Director of Engineering and Operations, outlined the FY20 achievements: South Florida APWA Stormwater Project of the year; completed drainage improvements to SE 8th/9th Terrace; installed new sidewalk on Military Trail and in Carver Heights neighborhood; improved safety along FEC corridor with fence project; as well as others.

FY21 Goals - Ms. Cygielnik outlined the FY21 goals: completion of the stormwater master plan and identification of critical infrastructure needs; drainage improvements at City Hall; construction of surtax funded pedestrian lighting and the design of FAU Research Boulevard., SE 2nd Avenue, and rehabilitation of SE 13th/15th Avenue bridges; condition assessment of all streets and sidewalks for ADA compliance to capitalize on available surtax funds.

Road & Bridge Fund - Operating Budget - Ms. Cygielnik said there was a 2.9% reduction in personal services and a slight increase in the operating expenditures due to the pavement condition assessment. There was a reduction in capital outlay due to projects being done through grant funding, whereby, over \$3 million will be received from the Broward County Surtax, for an overall budget of \$5,195,176.

Stormwater Fund - Operating Budget - Ms. Cygielnik said there was a 4.2% reduction in personal services and a slight increase in the operating expenditures due to the inspection and condition assessment of the City's pipes. There is an 11.8% increase due to annual stormwater improvements, underground storage tank closure, one (1) vehicle replacement and bladders. Lastly, she said the City will receive \$483,000 in grant funds for the city hall drainage improvements, for a total operating budget of \$2,155,519.

Future Considerations Beyond FY21 - Ms. Cygielnik outlined the future considerations beyond FY21: underground utility improvements should be considered with road reconstruction; streetscape elements create a sense of place but have impacts to capital and operational budgets; city bridges are being maintained however, future replacement is needed. Finally, flood prone areas will require significant investment above current allocations.

Contingency Budget - Ms. Cygielnik outlined the contingency budget for the road and bridge fund: professional services - \$120,000 and defer vehicle - \$45,000. The contingency budget for the stormwater fund: professional services - \$50,000; other contractual services - \$130,000; and defer vehicle - \$45,000.

CONSTRUCTION/FACILITIES MANAGEMENT

FY20 Achievements - Ms. Cygielnik outlined the FY20 achievements: the completion of the West Community Center Phase II and Lifeguard Tower, main beach restroom renovation and RFQ for Johnny Tigner Center and City Hall. Also, city facilities were prepared to respond to COVID-19 and continue efforts to ensure public safety, as well as others.

FY21 Goals - Ms. Cygielnik outlined the FY21 goals: Pioneer Park dock repair and placement; Arboretum Phase II opening; award the design build contracts for the Center for Active Aging, Johnny Tigner Center and City Hall; aquatic center pool and building improvements; and implement new strategies for preventative maintenance.

Operating Budget - Ms. Cygielnik said there are no changes in personal services, but there is a slight increase in operating expenditures due to the replacement of Fire Station 111 and roof assessment services. There are a few items in capital outlay that are critical: Pier Café air fresh, aquatic center roof replacement, Fire Station 66 life safety improvements, and Pioneer Park dock, pile, and railing replacement; total operating budget of \$2,433,523.

Future Considerations Beyond FY21 - Ms. Cygielnik outlined the future considerations beyond FY21: master plan for public safety and other city facilities to program improvements; phased improvements to replace the Pioneer Park dock system; beach bollard lighting; and future projects should support climate change policies and initiatives currently underway in the City.

ENVIRONMENTAL SERVICES - CONTINUED

CONSTRUCTION/FACILITIES MANAGEMENT - CONTINUED

Contingency Budget - Ms. Cygielnik outlined the contingency budget: aquatic center roof - \$110,000; Pier Café air fresh - \$45,000; custodial services - \$24,000; services, i.e. plumbing, pest control, AC maintenance, etc. - \$38,750; and material, i.e. electrical, plumbing, etc. - \$3,000.

UTILITIES FUND

FY20 Achievements - Allen Fathi, Assistant Director of Utilities Maintenance, outlined the FY20 achievements: South Florida Water Project of the Year for the accelerator rehab; east water treatment demolition phase 1; 1-million-gallon elevated water tower rehab; citywide leak detection west of I-95 and others.

FY21 Goals - Mr. Fathi outlined the FY21 goals: replacement of wastewater station 25; raw water well 19 mechanical and electrical rehab; west wellfield raw water wells rehab; advanced metering infrastructure; east water treatment plant demolition Phase II; and west water treatment plant chlorine gas conversion.

Utilities Fund - Operating Budget - Mr. Fathi listed the utility accounts: engineering/administration, water plant, utilities maintenance, wastewater and water & sewer renewal & replacement, for a total overall budget of \$21,373,200, which is a 6.4% decrease.

Engineering & Administration - Operating Budget - Mr. Fathi said the 11.8% reduction in personal services is due to insurance costs and the 5.5% reduction in operating expenditures is due to travel and training. Capital outlay has a 90% reduction since only one (1) graphic plotter and scanner is being replaced, for a total operating budget of \$1,602,805 which is a 16.1% decrease.

Water Plant - Operating Budget - Mr. Fathi said the 8.2% reduction in personal services is due to the deletion of the Facilities Operations Administrator position.

Environmental Services Position Control - Tom Good, Assistant City Manager, explained that he was originally the Director of Environmental Services, which is funded through the administration budget; however, he was reassigned as the Assistant City Manager, which is funded through the city manager's office account, as well as several enterprise funds. Due to the vacancy, he recommended that Mr. Fathi become the Environmental Services Director which would be funded through the water plant. Currently, Ms. Cygielnik is the Assistant Director of Engineering and Operations; however, she will be reassigned as the City Engineer. Funding for both positions come from the administration budget. He explained that as the City Engineer, she will now manage engineering, streets, stormwater, and capital projects to include the bond projects. The title change and reassignment will allow for better alignment to the many references in the City's Code.

Continuing, Mr. Good said the Facilities Operations Administrator is currently funded from the water plant and utilities budgets; however, that position will be reassigned as the Assistant Environmental Services Director, which is also funded from the water plant and utilities. These changes vacate the need for a facilities operations administrator.

Water Plant - Operating Budget (Continued) - Mr. Fathi said the 0.4% reduction in operating expenditures is due to a reduction in discretionary expenses. It is important to note that operating expenses do include some non-discretionary expenses, i.e. chemicals, electricity, well water, etc. he also outlined a slight 9.8% increase in capital outlay for a total operating budget of \$6,064,271, which is a 4.5% decrease.

Utilities Maintenance - Operating Budget - Mr. Fathi said the 13.3% reduction in operating expenditures is from the non-discretionary items, i.e. electricity, water system, etc. There is a 27.1% reduction in capital outlay; however, money is budgeted for the rehabilitation of manholes, replacement of automotive equipment, and leak detector equipment; for a total operating budget of \$3,530,496, which is a 9.1% decrease.

ENVIRONMENTAL SERVICES - CONTINUED

UTILITIES FUND – CONTINUED

County Wastewater Services - Operating Budget - Mr. Fathi said Broward County wastewater services increased by 4.2%; whereby, the County advised that they have another increase in 2021 but have not disclosed the amount.

Water & Sewer Renewal & Replacement - Operating Budget - Mr. Fathi said there is a 13.4% reduction in the renewal and replacement budget; however, money is budgeted for advanced metering infrastructure, water main rehabilitation, plant security improvements, as well as other projects, for a total operating budget of \$4,720,000.

Future Considerations Beyond FY21 - Mr. Fathi outlined the future considerations beyond FY21: develop funding strategies to address master plan recommendations for long term sustainability; condition assessment and replacement program for aging infrastructure; and address climate change impact on water and wastewater systems.

Contingency Budget - Mr. Fathi outlined the contingency budget: advanced metering infrastructure - \$2,250,000; west water treatment plant chlorine gas conversion - \$2,000,000; utility maintenance consulting services, water plant consulting services, Arc Flash Study and risk communication consulting - \$205,000; and increasing rate to recover from the county wastewater fee adjustment - \$221,408.

In response to Commissioner Drosky's question, Mr. Good replied that many of the capital projects have been identified; however, more funding will be needed in order to get the projects accomplished.

Commissioner Drosky asked that the speed bumps not be reduced or eliminated as there is a major issue with speeding in the City and residents appreciate the traffic calming devices.

Ms. Cygielnik stated that speed bumps have not been reduced; whereas, they are funded under road & bridge as a traffic calming item.

In response to Commissioner Preston's questions, Ms. Cygielnik replied that 17 people work under her. She advised that her salary comes out of utilities under administration and the total cost for personal services is not just salary alone but includes insurance, FICA, etc.

Mr. Good said other employees are included in administration personal services as well, project engineers, engineering technicians, etc.

PLANNING & DEVELOPMENT SERVICES

FY20 Achievements - Eric Power, Director of Planning & Development Services, outlined the FY20 achievements: implemented the plastic straw ban; created the Post Disaster Redevelopment Plan; created the historic preservation ordinance; secured traffic review services for outside traffic studies; code compliance customer service improvements; completed department wide customer service training; and virtual inspections for residential properties.

FY21 Goals - Mr. Power outlined the FY21 goals: evaluation and appraisal report (EAR); launch Gov-Easy; create the neighborhood improvement program and expand the Shady Street Tree Program; and seek grant opportunities and educational partnerships for redevelopment study and planning activities.

Operating Budget - Mr. Power said the Planning & Development Services overall budget is being reduced by 17.9%, for a total of \$7,382,433.

Planning & Zoning - Operating Budget - Mr. Power said there is a 7.5% reduction in personal services; notwithstanding, he recommended keeping the planner position that is currently vacant as he would like to fill it in the future. He is also proposed eliminating the Planning Technician title to create the Assistant Planner title due to job functions. The 23.5% reduction in operating expenditures is due to a decrease in business

PLANNING & DEVELOPMENT SERVICES - CONTINUED

recruitment/retention, contractual services, etc., for a total operating budget of \$1,308,755, which is a 7.8% decrease.

Building Services - Operating Budget - Mr. Power explained that building revenues are usually impacted last during a recession, and when the economy begins to improve, building revenues are last to see those improvements. He explained that development will continue in the next 2 - 3 years, regardless whether the COVID-19 recession becomes long-term; whereas, the numbers may slightly decrease, but will be above expectations. Further, Mr. Power said since 2006, the average building revenue has been \$2.8 million; thus, being above \$4 million in permit revenue should be considered a successful year of development.

Code Compliance - Operating Budget - Mr. Power said code compliance services will not change next year because the contract is not being amended; however, next year's budget will be offset by \$56,400 due to the Interlocal Agreement with the County for COVID-19 emergency order enforcement and the remaining \$75,200, that is part of the agreement, is being offset in FY20. Further, the nuisance abatement program is not part of this budget as the General Fund has offset the cost for these services; however, next year, funds will not be requested from the General Fund because the abatement fund will be utilized.

Future Considerations Beyond FY21 - Mr. Power outlined the future considerations beyond FY21: county/city zoning changes; transportation tax; development/redevelopment of city owned property; and future development/redevelopment.

Contingency Budget - Mr. Power outlined the contingency budget: consultant services - \$63,000; vehicle and lights - \$34,395; intern position - \$13,739; tree inventory - \$12,000; travel & training - \$6,000; and office supplies - \$2,000.

In response to Commissioner Hudak's question, Mr. Power replied that there are two (2) separate contracts for building and code compliance services. Currently, staff is in negotiations with CGA for building services, not code.

In response to Commissioner Drosky's question, Mr. Power replied that the additional code compliance officer that oversees illegal dumping will remain and has been very successful.

David Santucci, City Manager, clarified that the officer that oversees illegal dumping is funded out of the solid waste fund.

In response to Commissioner Drosky's questions, Mr. Power replied that the expansion of the Shady Tree Program will have to be decided by the Commission and will be brought forward at a later date.

In response to Commissioner Preston's question, Mr. Santucci replied that both contracts will be reviewed thoroughly to ensure cost savings.

Thereafter, there was a brief discussion regarding the contracts for building and code compliance services.

In response to Commissioner Hudak's question, Mr. Power replied that the budget was created based on current contracts; whereby, if negotiations are successful, additional savings may be included.

Vice Mayor Parness commended the code compliance officer who oversees illegal dumping.

OCEAN RESCUE

FY20 Achievements - Mike Brown, Ocean Rescue Chief, outlined the FY20 achievements: customer friendly service; most elite and competitive operation; replaced aged wave-runner for response in rough surf conditions; educated over 500 children in ocean safety; established United States Lifesaving Association Deerfield Beach Chapter and many others.

FY21 Goals - Chief Brown outlined the FY21 goals: create an educational video to share with local hotels and tourists about safety and hazards specifically related to Deerfield Beach; provide customer service

OCEAN RESCUE - CONTINUED

training for staff; create a critical stress debriefing program to assist lifeguards after responding to serious emergencies; help full-time staff become certified personal watercraft operators.

Operating Budget - Chief Brown said the 3.8% reduction in personal services is due to the vacancy of two (2) full-time lifeguard positions, which will remain frozen to help with costs, as well as the elimination of four (4) part-time lifeguard positions; those hours will be covered by will-call employees. Operating expenditures decreased by 7.6%; however, there is an increase in capital outlay due to the replacement of a vehicle. The total operating budget of \$2,044,828, which is a 2.5% decrease.

Future Considerations Beyond FY21 - Chief Brown outlined the future considerations beyond FY21: capital replacement schedule includes wave runner - FY20, truck - FY21, and ATV - FY22; permanent daylight savings state mandate; new ocean rescue headquarters/fire station 75; and lifeguard tower placement and additional tower on the north side of the beach.

3 Year Stats - Chief Brown listed the number of water rescues, medical responses and boat/vessel intrusions from FY18 - FY20 estimate. He said for FY20, the number of water rescues and medical responses decreased dramatically due to COVID-19; however, the amount of boat/vessel intrusions have increased.

Contingency Budget - Chief Brown outlined the contingency budget: vehicle replacement - \$40,000; daylight savings shift - \$22,099; and personnel - \$153,009.

In response to Vice Mayor Parness' question, Chief Brown replied that all rescues were successful.

In response to Commissioner Preston's question, Chief Brown replied that there is not a critical debriefing program currently in place.

Commissioner Preston expressed the importance of having such a program; thereafter, he provided a brief example of his time as a firefighter.

Commissioner Hudak agreed with the importance of having a critical debriefing program. Further, he said a couple of the buoys washed ashore and asked who oversees the maintenance.

David Santucci, City Manager, replied that staff is aware that a maintenance schedule is needed; however no funds have been appropriated in the Ocean Rescue or Coastal Management budget. Additionally, staff has discussed ways on how to maintain the buoys in the short-term but a maintenance schedule is needed for the long-term.

Commissioner Hudak said he does not support the reduction of staff in any of the departments, whereas, our employees are the most important assets.

Vice Chair Parness agreed and asked that funds be found elsewhere.

BSO FIRE RESCUE

FY20 Achievements - Matt Pellitteri, District Fire Chief, outlined the FY20 achievements: accomplished ISO 1 Rating, Commission Fire Accreditation International (CAFI) and Commission on Accreditation of Ambulance Services (CAAS); 100% completion of fire inspections & fire plan reviews; fire hydrant testing; distribution of P-25 radios to operational staff; secured contracts for P-25 compliant alerting system; public education; and others.

FY21 Goals - Chief Pellitteri outlined the FY21 goals: continue higher education & training on monthly and annual basis; maintain ISO 1 Rating, CAFI and CAAS Accreditations; 100% completion of fire inspections; implement cancer/COVID-19 presumptive procedures and protocols; implement technological advancements for training and performance objectives for all firefighters and paramedics to practice all pre-

BSO FIRE RESCUE - CONTINUED

hospital medical protocols; evaluate CERT Program to increase volunteerism and activity; and decommission five (5) vehicles.

Operating Budget - Chief Pellitteri said there is a 4.5% increase in operating expenditures due to laundry/gear - \$54,700; gas/oil/lube - \$133,900; hurricane supplies - \$3,000; fire prevention books - \$709; and fire hose - \$4,500. There is a decrease in capital outlay; however, some items were budgeted, machine equipment; two (2) thermal imagers; and VOIP, for a total operating budget of \$28,975,372, which is a 1.7% increase.

Future Considerations Beyond FY21 - Chief Pellitteri outlined the future considerations beyond FY21: partner with the City to create a master plan for fire stations to address building deficiencies; fleet replacement schedule for emergency rescue fleet and fire engine fleet; assess the fire assessment rate study; policies regarding cache of PPE/WMD supplies; and changing technologies in life saving services.

Contingency Budget - Chief Pellitteri outlined the contingency budget: fire engine - \$862,000. Thereafter, he outlined a myriad of items that were included in the Fire Rescue budget but were removed as funding was provided elsewhere.

Annual Calls & Service - Chief Pellitteri listed the number of calls for service, building inspections, hydrant testing and plan review from FY18 - FY20, which all remain steady.

Fire Rescue - Chief Pellitteri outlined revenue from the services provided by Fire Rescue: fire assessment fees - \$11,287,453; fire plan review - \$190,535; fire inspections - \$375,000; Hillsboro Beach contract - \$803,114; and EMS transports - \$2,918,951; totaling \$15,656,102 for the General Fund, which is 50% of the requested budget.

In response to Commissioner Preston's question, Chief Pellitteri replied that there is currently 3 - 4 BSO fleet reserved engines. Thereafter, he provided a brief overview of what would happen if there aren't engines available within the City.

David Santucci, City Manager, explained that the costs outlined are in the fire services contract; whereby, there isn't much flexibility since fire services are not in-house service. However, Chief Pellitteri has done a great job with controlling costs. Further, staff has worked together to devise a capital replacement schedule to systematically replace the fleet over time, which has been successful over the last three (3) years. Mr. Santucci commented on regionalism; whereas, the county has assisted by providing an engine.

In response to Commissioner Preston's comment, Chief Pellitteri provided the status for the current vehicles.

Commissioner Hudak suggested having City staff partake in the Stop the Bleed Program. Further, he said BSO has a fleet services program that other cities participate in that rents out their vehicles. He asked why the City has not taken that program into consideration, so the City does not have a huge outlay of funds.

Mr. Santucci said the City does lease purchases on large dollar capital expenses; therefore, depending on what the banks will allow, the items are either leased or purchased over a period of 5 - 7 years.

Chief Pellitteri provided a brief example of how BSO's fleet service program works and suggested that it be brought up during the City's negotiation of the Letter of Understanding (LOU) with BSO for fire rescue services.

Mr. Santucci said the City is using the same contract as BSO for purchasing vehicles, whereas, there have been instances BSO purchased vehicles and the City piggybacked off those purchases during the quoting process.

Chief Pellitteri said the Stop the Bleed Program was offered to city employees and was well attended.

Commissioner Drosky said every other department has made cuts in order to decrease their budgets, but fire rescue has a 1.7% increase and asked for clarification.

BSO FIRE RESCUE - CONTINUED

Chief Pellitteri said cuts were made where possible, but some of the operating expenses increased, which were out of his control.

Commissioner Drosky suggested reevaluating the budget for additional cuts to make it fair across the board; however, he does not want services that affect public safety to be cut.

Chief Pellitteri said the increase in personal services was a part of the contractual obligation with BSO and the local unions; wherein, some monies were retro'd to the employees because of overlapping years of negotiations and the arrival of the new sheriff. Further, he said any additional cuts would have to be through the services being provided.

Vice Mayor Parness said most fire rescue services are from EMS calls; therefore, cutting services is not an option.

Commissioner Preston agreed with both Commissioner Drosky and Vice Mayor Parness, as every department should be looking at decreasing their budgets, but cutting emergency services should not be an option. Further, he said the Fire Department brings in revenue and is not 100% dependent on city revenue; thereafter, he outlined the duties and responsibilities of the Fire Department and their value to the City's residents.

BSO LAW ENFORCEMENT

FY20 Achievements - Captain Rodney Brimlow, BSO District X, outlined the FY20 achievements: significant reduction in crime; reduction in traffic-related fatalities; opened operational & tactical intelligence center (OTIC); nearly 36,000 traffic & parking citations; and over 2,000 persons arrested.

FY21 Goals - Captain Brimlow outlined the FY21 goals: expand OTIC capabilities by increasing retail and commercial partnerships and strategic deployment of license plate reader network; enhance community involvement through a community advisory panel, walk the city and expand the community outreach resource and education unit to integrate with community organizations; and increase youth and teen interactions by floating school resource officers, providing mentoring programs, etc.

By the Numbers - Captain Brimlow said due to COVID, there was a reduction in service calls; however, staff is projecting a slight increase by the end of FY20. The number of crashes, citations and arrests are projected to be lower than FY19. Furthermore, he outlined part 1 crimes, i.e. aggravated assault, auto theft, burglary, robbery, etc. which are also projected to decrease by 15%; whereas, part 1 crimes have decreased 25% in the past two (2) years. Lastly, he said there are seven (7) part-time parking staff who issue citations and fines; but, due to COVID there will be a slight shortfall of revenue.

Operating Budget - Captain Brimlow said personal services, operating expenditures, capital outlay and transfers and OPEB reserves have all increased. The largest increase is from the transfers and OPEB reserves due to consolidated costs, which include aviation, marine patrol, etc. Deerfield Beach District X's personal costs are 85% of the total budget, which is in line with other typical law enforcement agencies. Additionally, the number of allocated personnel for the City's crime rate density is just below average when compared to other municipalities. He explained that the personal services increase is mostly due to contractual obligations. Lastly, Captain Brimlow said the increase in operating expenditures is due to the P25, which are in the second year of the 3-year installments, for a cost of \$226,261; PPE/preparedness - \$93,540; and communications - \$80,697.

Future Considerations Beyond FY21 - Captain Brimlow outlined the future considerations beyond FY21: increase in volume, types and complexity of intel, requiring additional training and staff with specific skills; role of law enforcement vis-à-vis certain calls, i.e. homelessness, mental health, civil matters, etc.; infrastructure of law enforcement headquarters; and policing in the age of pandemics.

Contingency Budget - Captain Brimlow outlined the contingency budget: traffic management, message trailer and analyzer - \$20,189; beach patrol vehicles - \$23,293; license plate reader and speed board - \$48,350; fixed license plate reader deployment - \$67,880; SRO Reorganization - \$306,000; and negative personnel expenditures - \$760,847 (based on previous six (6) quarters).

BSO LAW ENFORCEMENT – CONTINUED

David Santucci, City Manager, explained that every quarter the City receives vacancy credits from BSO - Law Enforcement, for vacant positions that are not filled; whereby, the City has received \$760,847 over the last six (6) quarters. He explained that this is not a reduction in service levels or deputies but outlines the true cost of the personnel services. Further, Mr. Santucci said staff met with Principal Marlow last year and it was decided that Deerfield Beach High School (DBHS) needed two (2) SRO's but unfortunately the budget had already been solidified; therefore, he asked that staff incorporate the additional SRO within the FY21 budget.

Captain Brimlow explained that as a result of MSD, SRO's have been transformed into security guards, resulting in a loss of engagement and mentoring with the youth; therefore, staff is recommending reorganizing the program so there are two (2) SRO's at DBHS, one (1) at the middle school along with two (2) SRO's and the community outreach team acting as floaters to cover the five (5) elementary schools. Captain Brimlow said the purpose of this recommendation is to engage the youth and have a broader understanding of what is going on in the community. He explained that the schools would not lose security because the School Board would still have to provide a guardian. Also, motor units would still monitor traffic with responses from the zone deputies as needed. Lastly, he said the schools are not losing anything from this reorganization, which has a cost savings of \$306,000.

Additionally, Captain Brimlow explained that staff has met with the elementary school principals who were understanding of the reorganization and agreed that there has been a disconnect with the SRO's and youth. Further, he said the School Board is also aware of the reorganization and know that their responsibilities remain the same, i.e. providing a guardian at no cost.

In response to Commissioner Hudak's questions, Captain Brimlow replied that the number of calls, crashes, charges, etc. are calendar based. The reorganization of the SRO's will not impact the vacancy credit received by the Sheriff's Office.

Commissioner Hudak said the Broward County School Board receives a larger portion of ad valorem taxes and it is their responsibility, not the City's, to provide the SRO's; therefore, he encouraged residents to express their frustrations to the School Board.

Commissioner Drosky agreed and said the City lobbied at the local level, but was unsuccessful, and had moderate success at the state level; whereas, nothing will get done until the State demands it. He encouraged residents to contact their state representatives who can force the School Board to be more involved. Thereafter, he commented on budgetary increases from FY19 thru FY21 - and asked how it is sustainable over time without raising taxes.

Unfortunately, Mr. Santucci replied that there is a limited ability to control the costs with the Broward Sheriff's Office; no matter the service, costs will continue to go up. Therefore, he suggested that an analysis be done within the next couple years to determine potential cost savings, if any.

Captain Brimlow said the City of Dallas has more than 6 million people and 62% of their budget is spent on public safety and jurisdictions that have their own police services are spending 55% - 68% of their budgets. He said based on the international conference call he was on today, municipalities around the world are experiencing budgetary issues.

Commissioner Drosky said he understands but wanted clarification for the taxpayers. Further, he stated that he is on the CARES Task Force, and Broward County has allotted up to 30% of their allocation \$102 million, to the cities as reimbursements for eligible COVID costs. Currently, there is no clarity on what an eligible cost is, so the Task Force is seeking guidance from the U.S. Treasury Department. Thereafter, he provided a brief overview of what has been discussed thus far but advised that it is an ongoing dialogue.

In response to Vice Mayor Parness' questions, Captain Brimlow replied that staff has referred many COVID cases to the BPR, as they follow up with local establishments who have violated any orders. BSO District X has two (2) pending cases, and there is ongoing discussion on how they will be handled. Lastly, he said there are two (2) officers currently on quarantine within District X.

BSO LAW ENFORCEMENT – CONTINUED

Mr. Santucci advised that an emergency order is forthcoming that will allow code enforcement and most likely law enforcement to close establishments who are violating orders for a period of 24 hours.

Commissioner Preston suggested having the public more involved with these budget presentations, so the residents are more aware of the escalating costs, i.e. police and fire services.

In response to Commissioner Hudak's question, Mr. Santucci replied that he will provide the budget percentage allocated for public safety, as well as a three-year cost analysis at tomorrow's budget session.

PUBLIC INPUT

Gwyndolen Clarke-Reed, 1430 SW 6th Way, Deerfield Beach, said public safety has been an escalated cost throughout the years due to nationwide and countywide trends. She stated that the issues with the SRO's have been ongoing and advised that they must be addressed by the State; nevertheless, with this new normal SRO's may not be utilized in the manner they were before.

ADJOURNMENT

MOTION was made by Commissioner Preston, seconded by Commissioner Hudak, to adjourn the meeting at 9:08 p.m. Voice Vote:

Yeas: 5 - Commissioner Hudak, Commissioner Parness, Commissioner Preston, Vice Mayor Drosky and Mayor Ganz

Nays: 0

BILL GANZ, MAYOR

Samantha Gillyard, CMC, City Clerk



**CITY OF DEERFIELD BEACH
BUDGET WORKSHOP MEETING MINUTES
Wednesday, June 24, 2020 at 6:00 PM**

The meeting was called to order on the above date by Mayor Bill Ganz at 6:02 p.m. via virtual electronic meeting.

ROLL CALL

Present: Commissioner Todd Drosky
Commissioner Michael Hudak
Commissioner Ben Preston
Vice Mayor Bernie Parness
Mayor Bill Ganz

Also Present: David Santucci, City Manager
Anthony Soroka, City Attorney
Samantha Gillyard, CMC, City Clerk

Absent: None

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Mayor Parness.

INTRODUCTION

David Santucci, City Manager, listed the departments providing presentations this evening.

ECONOMIC DEVELOPMENT

FY20 Achievements - Kris Mory, Director of Economic Development, outlined the FY20 achievements: 409 new businesses; continued strength of commercial, industrial and office real estate transactions; business assistance; special district marketing; regional partnerships; as well as others.

FY21 Goals - Ms. Mory outlined the FY21 goals: business assistance, support, entrepreneurship development; buy local marketing; business recruitment, retention expansion; workforce development; continued focus on key economic indicators; build on existing relationships; and continued adaptation and flexibility to meet needs as they arise.

Operating Budget - Ms. Mory said there was a 1.1% reduction in personal services. There was also a 19.9% reduction in the operating expenditures, from Pioneer Grove and the Dixie Business Residential business recruitment retention (\$25,000); special events (\$6,000); travel and training (\$5,500); city marketing materials (\$5,000); and printing (\$500), for an overall operating budget of \$358,538, which is a 10.9% reduction.

Future Considerations Beyond FY21 - Ms. Mory outlined the future considerations beyond FY21: lasting effect of COVID; proliferation of entrepreneurship and home-based businesses; investment in the local workforce; and customized resources and assistance tailored to specific business districts.

ECONOMIC DEVELOPMENT - CONTINUED

Contingency Budget - Ms. Mory outlined the contingency budget: Hire DFB - \$5,000; State of the City - \$4,000; International Council of Shopping Centers Convention - \$4,000; and Deerfield Beach Economic Development Council - \$20,000.

In response to Commissioner Hudak's question, Ms. Mory replied that Publix would have consumed the entire Hire DFB incentive; unfortunately, they have not completed the application.

BUDGET RESPONSES

Mr. Santucci answered a question posed by Commissioner Hudak at the June 23rd Budget Workshop. In FY19 and FY20, 54% of the General Fund was comprised of public safety; however, by adding Ocean Rescue it increased to 56%. In FY21, 61% without Ocean Rescue and 63% with.

LEGISLATIVE AND COMMUNITY AFFAIRS

FY20 Achievements - Vickki Placide-Pickard, Director of Community Development, said staff is proposing to rename the Department to Legislative and Community Affairs to better align the department's overall functions and duties. Thereafter, she outlined the FY20 achievements: competitive grant awards of \$726,000, with \$9,163,000 outstanding; entitlement grants of \$2,303,000; Florida Legislative appropriation of \$445,150; Reading Pals; Tutormate; Civics 101 Program; completion of six (6) new affordable single family homes; improved community participation grant process; community outreach; as well as others.

FY21 Goals - Ms. Placide-Pickard outlined the FY21 goals: develop the City's state and federal legislative agenda; re-establish the Affordable Housing Advisory Committee (AHAC); continue to identify grant opportunities and increase grant funding for the City; increase community outreach and interactions with neighborhoods; and continue to build relationships with Broward County School Board district staff and representatives.

Operating Budget Breakdown - Ms. Placide-Pickard said the Legislative & Community Affairs operating budget has a 4.1% reduction; CDBG - (13.1%); and community participation - (47.4%)

Operating Budget - Ms. Placide-Pickard said there was a 0.1% reduction in personal services. There was also a 27.5% reduction in operating expenditures due to contractual services (\$7,700); professional publication (\$3,200); public outreach (\$4,930); and travel and training (\$4,900), for an overall operating budget of \$493,478, which is a 4.1% reduction.

Community Participation Request - Ms. Placide-Pickard explained that each year funding is provided by the City to charitable organizations who provide services to Deerfield Beach residents. In FY20, \$95,000 was budgeted and FY21, \$50,000. She said 10 applications were received from May 1st to May 31st, ranging from \$3,900 to \$35,000 for a total request of \$117,975. Thereafter, she provided a brief overview of the process for allocating the funding requests.

Future Considerations Beyond FY21 - Ms. Placide-Pickard outlined the future considerations beyond FY21: increase city's visibility with state and federal agencies and delegation; threat of reduction or elimination of entitlement funds; future of affordable housing development; increase grant funding; and increase collaboration with Broward County Schools to pursue other programs that may improve the overall performance perceptions of the education system in the City.

Contingency Budget - Ms. Placide-Pickard outlined the contingency budget: Reading Pals Program - \$20,000; public outreach - \$10,750; office supplies - \$500; part-time salary - \$4,950; and salary for CDBG administrative costs - \$65,211. Ms. Placide-Pickard explained that a portion of the CDBG funds is for the planning administration; however, the \$65,211 is actual funding for staff's time and will go back to the City's General Fund account at the end of the year.

In response to Mayor Ganz's question, Ms. Placide-Pickard replied that the funding has always gone back to the General Fund, but it is important that everyone be aware.

LEGISLATIVE AND COMMUNITY AFFAIRS - CONTINUED

Commissioner Drosky agreed with the development of the City's state and federal legislative agenda, as it will help promote the City's goals and ideas. He also asked about funding to pay the City's lobbyists and modeling for the community participation process.

Ms. Placide-Pickard replied that the money paid to the state and federal lobbyists is a non-departmental cost.

Regarding community participation, Mr. Santucci replied that the community participation process is a model utilized by other governmental entities that offer these type programs, but if the Commission would like to reevaluate the process, staff will bring it forward.

SUSTAINABLE MANAGEMENT

FY20 Achievements - Chad Grecsek, Director of Sustainable Management, outlined the FY20 achievements: completed coastal management draft plan; increase in code case compliance for illegal dumping and bulk violations; litter free program and local coastal cleanups; auction surplus equipment; entered into Siemens performance contract and well into construction phase; and COVID response.

FY21 Goals - Mr. Grecsek outlined that FY21 goals: solid waste fund sustainability; closure of aging fuel sites; obtain multi-year beach nourishment permit; and leverage grant monies to initiate city-wide sustainability planning.

Operating Budget - Solid Waste Fund - Mr. Grecsek said in FY20 the solid waste fund included Recycling & Solid Waste and sanitation. The Sanitation Division was created in FY15 to address litter throughout the City, but was expanded the following year to address beach litter, removal of garbage/recycling at the beach, special events, etc. For FY21, staff is recommending redistributing those services into funds that are more appropriate, i.e. beach and special events to Parks & Recreation, canal cleaning to stormwater and litter control/bus and park routes to recycling and solid waste, for an overall budget of \$12,674,707, which is a 9.5% reduction.

Recycling & Solid Waste Operating Budget - Mr. Grecsek said there is a slight increase in personal services due to overtime - \$42,000 and moving positions over from sanitation, crew leader - \$65,730; two (2) sanitation workers - \$73,377; and two (2) driver collectors - \$116,337. The 6.5% increase in operating expenditures is due to the solid waste code officer that currently unfunded - \$110,000; recycling processing increases - \$339,000; and disposal increases - \$365,000.

Sustainable Management Operating Budget - Mr. Grecsek said Fleet Management and Coastal & Sustainable Management is operated out of the General Fund, the operating budget is \$1,107,259, a 2.5% reduction.

Fleet Management Operating Budget - Mr. Grecsek said there is a 20.5% reduction in personal services due to two (2) vacant positions, mechanic and senior mechanic - \$87,504 and recommended reclassifying the inventory coordinator to administrative assistant - \$14,025. The 23.8% increase in operating expenditures is due to the monthly fuel storage and tank inspections as well as maintenance - \$15,000 and waste oil disposal - \$10,000; for an overall operating budget of \$746,212, which is a 16.1% decrease.

Coastal & Sustainable Management Operating Budget - Mr. Grecsek said there are no changes in personal services; however, the increase in operating expenditures is due to the multi-year beach nourishment permit - \$200,000. The overall budget is \$361,047, a 45.9% increase.

Future Considerations Beyond FY21 - Mr. Grecsek outlined the future considerations beyond FY21: long term sustainability of the Solid Waste Fund through a financial and rate sufficiency study, residential solid waste property tax billing and recycling program; ongoing fleet management personnel changes; coastal management; and city-wide sustainability planning.

SUSTAINABLE MANAGEMENT - CONTINUED

Contingency Budget - Mr. Grecsek outlined the contingency budget from the Solid Waste Fund: route collections - \$254,000.

Contingency Highlight - Mr. Grecsek said the bulk routes are currently front loaded, so most of the City is serviced on a Monday and Tuesday, resulting in a significant strain on operations, increased capital, etc. Staff is proposing a new program which will eliminate three (3) collection routes per week, potentially reduce future capital equipment, reduces strain on fleet garage and maintenance costs and improve service levels.

Contingency Budget - Continued - Mr. Grecsek continued outlining the contingency budget: eliminate holiday collections - \$200,000; modified recycle program - \$300,000; drop off center and HHW collection - \$80,000; and equipment rental - \$50,000. The items outlined for the contingency budget in the General fund are beach nourishment permit - \$200,000 and fleet administrative assistant - \$45,000.

Commissioner Hudak said \$980,712 will be eliminated from the solid waste fund due to the elimination of the Sanitation Division and wants to assure that it will be reflected in the receiving department's budget.

Mr. Santucci said the reallocation of those costs have all been reflected into the appropriate department's budgets.

Commissioner Hudak spoke in support of eliminating the holiday collections, whereas, only Monday pickups would be affected.

In response to Commissioner Hudak's question, Mr. Grecsek replied that the savings from Siemens have occurred as the City is 50% into the construction of the project; whereby, energy efficient lighting has already been completed throughout the City, energy efficient HVAC systems have been installed in many of the facilities, as well as water conservation efforts and a host of other programs.

In response to Commissioner Preston's question, Mr. Santucci replied that the Siemens performance contract mechanism was financed through a bank loan.

In response to Vice Mayor Parness' request, Mr. Grecsek said staff will work with Master Management to add additional recycling signage to the dumper areas around Century Village.

Mayor Ganz agreed with the elimination of the holiday collections but would like to see additional backup material in the future outlining the cost savings.

CENTER FOR ACTIVE AGING

FY20 Achievements - Donna DeFronzo, Director of Active Aging, outlined the FY20 achievements: added Saturday community bus shuttle services for DFB 1; leveraging the use of the transportation surtax to fund operating and capital costs; secured letters of support and ongoing advocacy for funding for the Alzheimer's Day Care Center and the Preschool Redevelopment Project; expanded computer technology program for seniors; as well as others.

FY21 Goals - Ms. DeFronzo outlined the FY21 goals: minimize the impact on operations and service delivery for the Center for Active Aging during construction; adapt and adhere to CDC guidelines and precautions with regard to COVID-19; replace two (2) buses for the community shuttle service using surtax funding; and strategic plan implementation.

Active Aging Operating Budget - Ms. DeFronzo said the operating budget includes: administration, center for active aging, Alzheimer's day care, childcare center and transportation, for a total overall operating budget of \$2,589,542, a 14.0% decrease.

Revenue Estimates - Ms. DeFronzo said there has been a revenue loss due to COVID-19 but staff is working on securing CARES funding from the Department of Elder Affairs and The Area Agency on Aging. Thereafter, she outlined anticipated revenues: intergovernmental revenue - \$832,827; fees for service - \$220,000; miscellaneous - \$200,000; and general revenue - \$1,600,000; for a total of \$2,852,827.

CENTER FOR ACTIVE AGING - CONTINUED

Administration Operating Budget - Ms. DeFronzo said there is a 13.6% decrease in personal services due to the vacancy of the administrative support specialist - \$41,638 and office assistant - \$14,511. The operating expenditures has a 49.0% decrease in services and programs as a result of COVID-19, for a total operating budget of \$646,117, which is a 12.9% decrease.

Center for Active Aging Operating Budget - Ms. DeFronzo said there is a 35.1% reduction in personal services due to the vacancy of the following positions: outreach coordinator - \$15,411, two (2) recreation leaders - \$18,433 and a health support manager - \$56,247. The operating expenditures has a 12.2% decrease in services and programs as a result of COVID-19, for a total operating budget of \$327,829, a 31.6% decrease.

Alzheimer's Day Care Services Operating Budget - Ms. DeFronzo said the 0.9% reduction in personal services is based on a decrease in insurance costs. The 9.7% decrease in operating expenditures is due to the reduction of services and programs as a result of COVID-19, for a total operating budget of \$782,864, which is a 1.0% decrease.

Child Care Center Operating Budget - Ms. DeFronzo said the 2.0% reduction in personal services is based on a decrease in insurance costs and the 2.5% decrease in operating expenditures is due to the reduction of services and programs as a result of COVID-19, for a total operating budget of \$230,644, which is a 2.0% decrease.

Transportation Operating Budget - Ms. DeFronzo said there is a 20.9% reduction in personal services due to the vacancies of one (1) full-time bus driver - \$34,762 and three (3) part-time bus drivers - \$65,178; operating expenditures has a 24.0% decrease in services as a result of COVID-19. There is a 100% increase in capital due to the Broward County Transit surtax funding, which will support the replacement of two (2) community buses, for a total operating budget of \$602,088, which is 21.3% decrease.

Future Considerations Beyond FY21 - Ms. DeFronzo outlined the future considerations beyond FY21: potential federal, state and county government funding cuts; increase in the aging population with increasing needs; daily operations based on the uncertainty of COVID-19; limited space and programming concerns based on construction of a new facility; possible expansion of community bus shuttles with cost recovery from surtax funding; and collaboration and partnering with Parks and Recreation.

Contingency Budget - Ms. DeFronzo outlined the contingency budget: preschool center - \$190,644; Center for Active Aging services - \$15,940; adult day care services - \$24,925; and transportation services - \$21,667.

Mr. Santucci said due to the construction of the center, there was a plan to move services/activities from building to building for continuity; however, due to COVID-19 and the uncertainty of what's to come, the items mentioned in the contingency budget are a temporary measure for consideration. Further, he said once the new building is completed, staff will have the ability to provide a full level of service and hopefully COVID will be behind us.

In response to Commissioner Hudak's question, Ms. DeFronzo replied that the preschool center has a license for 50 children; however, the capacity is only for 20 and before COVID-19 there were 16 children but it had to be reduced to nine (9) to adhere to CDC guidelines.

In response to Commissioner Hudak's question, Mr. Santucci replied that the reduction in insurance costs includes salary and FICA only, but he will confirm. Further, he advised that insurance services costs have decreased across the board, so any decrease in personnel services will show a decrease in insurance costs.

Mayor Ganz asked that additional information regarding the reduction in transportation services and the impacts it is having on the routes and residents utilizing the routes be provided at a later time.

CENTER FOR ACTIVE AGING – CONTINUED

Ms. DeFronzo said the community bus shuttle for all ages will continue, as well as Express I and II, but seats are limited to adhere to the CDC guidelines; furthermore, the CDBG will have limitations as it relates to special events and activities.

In response to Mayor Ganz's question, Ms. DeFronzo replied that the Saturday routes have been temporarily suspended because staff is trying to save money for FY20; however, staff applied to Broward County requesting route coverage for Express I and II on Saturday.

In response to Vice Mayor Parness' question, Mr. Santucci replied that the Center is currently not open to the public, but if services were being provided, they would be on a first come, first serve basis based on registration.

PARKS & RECREATION

FY20 Achievements - Preston Pooser, Director of Parks & Recreation, outlined the FY20 achievements: landscape enhancements of the beach, installation of turtle fencing under pier; installation of monument signs; pickle ball court; created waterfront walking club; Constitution Park survey; increased special event sponsorship; completed strategic plan; as well as others.

FY21 Goals - Mr. Pooser outlined the FY21 goals: increase special event sponsorship; rollout of new registration software; parks and recreation community input meetings/surveys; Embrace community-wide inclusive programs and events; expand online/virtual programming; ensure program compliance with CDC guidelines; beach maintenance enhancements and others.

Parks and Recreation Operating Budget - Mr. Pooser said the Parks and Recreation budget includes: administration & community events, recreation, summer camps, parks maintenance, athletics and aquatics, waterfront operations and cemetery, for a total overall operating budget of \$11,771,329, which is an 8.5% decrease.

Administration & Community Events Operating Budget - Mr. Pooser said the 13.8% reduction in personal services is due to one (1) vacant parks & recreation manager 1 position - \$44,272. The 16.4% decrease in operating expenditures is due to a reduction in other contractual services and programming and software - \$13,500, and a reduction in special event funding - \$73,000, for a total operating budget of \$1,187,097, which is a 14.8% decrease.

Recreation Operating Budget - Mr. Pooser said the 11.6% reduction in personal services is due to the following vacancies: one (1) part-time recreation leader - \$14,511, one (1) part-time parks & recreation manager 1 - \$44,272 and one (1) superintendent of recreation - \$68,946. There is a 35.6% decrease in operating expenditures due to a reduction in program levels - \$39,900, combined events - \$45,550 and reduction in equipment and supplies - \$15,000, for a total operating budget of \$1,786,555, a 15.6% decrease.

Summer Camp Operating Budget - Mr. Pooser said two (2) camp counselor positions will be reclassified to camp bus drivers, which will allow for an 8.8% reduction in contractual transportation services - \$10,000. The total operating budget is \$373,630, a 4.7% decrease.

Parks Maintenance Operating Budget - Mr. Pooser said the 3.5% increase in personal services is due to the transfer of the sanitation staff, one (1) full-time operations manager - \$86,911, one (1) full-time crew leader - \$61,237 and one (1) sanitation worker - \$41,728. Other changes in personal services include, two (2) vacant part-time park rangers - \$36,918, one (1) lead park ranger - \$52,818, four (4) vacant part-time maintenance workers - \$74,696 and one (1) vacant full-time maintenance worker - \$37,134. The 3.1% decrease in operating expenditures is due to the reduction in citywide mulching and sod, for a total operating budget of \$6,148,032, which is a 3.6% decrease.

PARKS & RECREATION - CONTINUED

Athletics and Aquatics Operating Budget - Mr. Pooser said the 9.6% reduction in personal services is due to one (1) vacant part-time recreation leader - \$15,511 and two (2) vacant part-time water safety instructors - \$35,456. There is an 11.2% decrease in operating expenditures due to the reduction in other contractual services - \$13,500, deferred programs (adult basketball, fall soccer, etc.) - \$16,500, travel and training - \$4,000 and merchandise for resale - \$3,000, for a total operating budget of \$1,352,208, which is a 10% decrease.

Waterfront Operations Operating Budget - Mr. Pooser said the 18.7% reduction in personal services is due to four (4) vacant part-time pier attendants - \$61,860 and one (1) vacant part-time maintenance worker - \$18,513. There is a 16% decrease in operating expenditures is due to the reduction in equipment/tools/hardware - \$16,800 and the reduction in the Department of Natural Resources (DNR) lease - \$5,000, for a total operating budget of \$489,985, which is an 18% decrease. Additionally, Mr. Pooser said fees may be increased to offset some of the expenses; however, the proposed FY21 budget will result in positive revenue for waterfront operations.

Cemetery Operating Budget - Mr. Pooser said there was a 33.2% reduction in operating expenditures due to the removal of purchasing plot markers - \$11,500, for a total operating budget of \$433,822, a 9.8% decrease.

Future Considerations Beyond FY21 - Mr. Pooser outlined the future considerations beyond FY21: new operation guidelines in light of COVID; CAPRA accreditation; parks and recreation system master plan has not been updated in 16 years; parks and facility improvements; citywide median landscape plan approval and funding; Marty Popelsky Park development.

Contingency Budget - Mr. Pooser outlined the contingency budget: modify pier operation hours and reduce staffing for overnight pier operations - \$18,500; service to maintain (maintenance) - \$103,000; reduce frequency of citywide median landscape by contractor - \$278,000. Furthermore, he advised that by not having summer camp the City can save \$260,872 which will impact parents. If after care/break camps were cancelled, the City would lose eight (8) recreational leaders at a sum of \$149,988; however, the projected revenue is \$108,457 resulting in a savings of \$40,531. If eliminated, parents would need to find the service elsewhere. Other contingencies include: Q1 events cancelled - \$109,000; increase pier entry fees for sightseeing to \$2 per person for non-residents - \$97,250; increase summer camp fees instead of heavily subsidizing whereas the break-even would be approximately \$1300 per child which maybe unaffordable. The same can be said for after care fees.

Mayor Ganz asked for a list of all events that have been cancelled and the justification behind the cancellations to assure the right events are being cancelled based on the City's return on investment. He asked for clarification on the DNR lease.

Mr. Pooser replied that City has a lease with DNR for \$25,000; whereby, the City pays them each year for Pier licensing.

Commissioner Preston said city residents are very passionate about how the cemeteries are handled and suggested that upgrades and additional maintenance be discussed in the future. Thereafter, he provided a brief explanation of a call he received regarding flowers being taken off someone's grave.

In response to Commissioner Drosky's question, Mr. Pooser replied that community events are large scale events, i.e. Fourth of July, Big Buck, etc. and the recreation events are smaller events and include Easter, Halloween, Christmas, etc. in each district; whereby, staff is proposing combining the recreation events into one (1) event as a cost saving measure.

Commissioner Drosky asked that the cost savings from combining these events be provided, as many of the small events have become larger; whereby, the Winter Wonderland at Villages of Hillsboro Park moved to Quiet Waters to accommodate the crowd.

In response to Commissioner Drosky's question, Mr. Pooser replied that the CAPRA accreditation takes about five (5) years to achieve. Thereafter, he provided a brief overview of the process and what it entails. Further, he said this accreditation does provide leverage on grant opportunities.

PARKS & RECREATION - CONTINUED

Commissioner Hudak said the events create a sense of community throughout the City, so before anything is cancelled it needs to be discussed in detail. Further, he said there are other opportunities to increase revenues, i.e. renting out the pavilion at Sullivan Park, etc. and asked if it had been discussed.

Mr. Pooser said other suggestions to increase revenues will be brought before the Commission when the fee schedule is amended.

Vice Mayor Parness asked that staff research ways on how the City can recoup costs when it comes to large-scale events.

Mayor Ganz disagreed with increasing summer camp and after care fees.

PUBLIC INPUT

Gwyndolen Clarke-Reed, 1430 SW 6th Way, Deerfield Beach, asked for clarification on the elimination of the mechanic position in Sustainable Management, as there have been issues with maintaining the vehicles. She also asked for clarification on the long-term sustainability of the solid waste fund through residential solid waste property tax billing.

Mr. Grecsek replied that eliminating the position would have a negative effect on fleet availability; nonetheless, the position is currently frozen, and it could change before the budget is approved. Currently, residents are billed for their solid waste service through the utility bill; however, there is an opportunity to have that charge put on the tax bill as an assessment, which would be paid as part of a mortgage payment. He stated that the City would receive a great deal of money toward the beginning of the fiscal year, but there would be a discount that would impact what is being paid.

Ms. Clarke-Reed asked if that decision would go before the voters.

Mr. Santucci replied that it would not, but it would have to be decided by the Commission.

In response to Ms. Clarke-Reed's question, Mr. Grecsek replied that staff is proposing ten (10) holidays, which can be provided at a later date.

Ms. Clarke-Reed asked if the legislative agenda could incorporate the addition of air conditioning repairs or replacements into the CDBG programming. She also asked if there are other ways information is getting out into the community besides the City's website.

Ms. Placide-Picked replied that the addition of AC units is an allowable item under the current CDBG, SHIP and HOME programs. Due to COVID-19, it has been difficult finding ways to get information out, but prior to COVID, staff provided information at all the community centers, reached out to churches, etc.; nonetheless, she welcomed suggestions.

Ms. Clarke-Reed suggested that the events be thoroughly reviewed as people look forward to them.

Richard Rosenzweig, 97 Farnham E, Deerfield Beach, thanked staff for their presentations; it gives the residents an opportunity to see what's coming. He asked that staff be prepared for the overload should it be decided to do away with holiday pickups. Due to COVID-19, all honor flights have been cancelled; however, he is going to see if something can be done virtually. He thanked Mr. Pooser for his assistance with the Kiwanis Club. Lastly, Mr. Rosenzweig said he does not foresee the costs for public safety decreasing but increasing and said staff must be prepared.

Mr. Santucci clarified that the only major community event staff was looking to remove was the Big Buck, as it did not occur last year. The other major events were only a reduction in resources in relation to what staff is dealing with, but if it is not the desire of the Commission, adjustments can be made elsewhere. The smaller events were not only proposed due to the financial impacts but to also look at bringing a special event into each district per holiday to attract the entire community to that event.

PUBLIC INPUT - CONTINUED

Commissioner Hudak agreed with having events in different districts to bring the community together and asked that it be brought forward at a later time.

Commissioner Drosky suggested that the budget process and budget presentations be revamped and welcomed ideas from the new CFO or adding it onto a future agenda for discussion.

Mr. Santucci said the goal of these workshops is so staff can receive feedback and work individually with each commissioner to address any questions, then following back up in a public forum to discuss the changes.

Commissioner Drosky said this was his fourth budget session, and these presentations were the same as the last three (3) years. He said this is an opportunity for the new city manager to take it into a different direction.

Commissioner Hudak agreed. He said in order for the Commission to do their due diligence and ensure they are representing the City fairly and honestly, the information should be provided ahead of time.

Mayor Ganz said this budget workshop deserved to be looked at differently because of the deficits we are looking at next year as there are cuts that would not normally occur.

ADJOURNMENT

MOTION was made by Vice Mayor Parness, seconded by Commissioner Hudak, to adjourn the meeting at 8:40 p.m. Voice Vote:

Yeas: 5 - Commissioner Hudak, Commissioner Parness, Commissioner Preston, Vice Mayor Drosky and Mayor Ganz

Nays: 0

BILL GANZ, MAYOR

Samantha Gillyard, CMC, City Clerk



Meeting Minutes Community Redevelopment Agency

Tuesday, May 12, 2020

7:00 PM

Virtual Meeting

CALL TO ORDER AND ROLL CALL

The meeting was called to order on the above date by Chair Bill Ganz at 7:26 p.m., through virtual electronic meeting connection.

Present: 5 - Mr. Todd Drosky
Mr. Michael Hudak
Mr. Ben Preston
Vice Chair Bernie Parness
Chair Bill Ganz

Also Present: 3 - City Manager David Santucci
City Attorney Anthony Soroka
Assistant City Clerk Heather Montemayor

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

APPROVAL OF MINUTES

Community Redevelopment Agency Meeting Minutes

MOTION was made by Vice Chair Parness, seconded by Mr. Preston, to approve the March 10, 2020 minutes as submitted. Voice Vote:

Yeas: 5 – Mr. Drosky, Mr. Hudak, Mr. Preston, Vice Chair Parness and Chair Ganz

Nays: 0

APPROVAL OF COMMUNITY REDEVELOPMENT AGENCY AGENDA

May 12, 2020

MOTION was made by Mr. Preston, seconded by Vice Chair Parness, to approve the agenda as submitted. Voice Vote:

Yeas: 5 – Mr. Drosky, Mr. Hudak, Mr. Preston, Vice Chair Parness and Chair Ganz

Nays: 0

GENERAL ITEMS

1. CRA Resolution 2020/003 - A Resolution of the Community Redevelopment Agency of the City of Deerfield Beach, Florida, confirming that Bernie Parness shall be Vice Chair of the Board of the Deerfield Beach Community Redevelopment Agency; providing for an effective date.

The Resolution was read by title only.

There was no discussion amongst the Board.

Chair Ganz opened the public hearing; however, there was none to speak and the public hearing was closed.

MOTION was made by Mr. Hudak, seconded by Mr. Preston, to approve Item 1, adopted CRA Resolution 2020/003.
Voice Vote:

Yeas: 5 – Mr. Drosky, Mr. Hudak, Mr. Preston, Vice Chair Parness and Chair Ganz

Nays: 0

2. Presentation by Bermello Ajamil regarding the Hillsboro Boulevard Bus Stop Relocation Project.

Kris Mory, Director of Economic Development, explained that Joshua Rak, Bermello Ajamil, will provide a brief overview of the design improvements around the area of the Royal Blues Hotel, as well as Hillsboro Boulevard. Although this is just an update, she advised that staff is seeking board direction on the design of the bus shelter. Thereafter, she introduced Mr. Rak.

Mr. Rak explained that he has been working with CRA staff, the City and Broward County Transit to analyze the feasibility of relocating the bus stop currently located at N.E. 20th Terrace, which is one (1) block south of Hillsboro Boulevard and the beach. This project will allow creation of new streetscape features and facilitate the safe movement of individuals, as well as identify new areas for on-street parking or mitigate any on-street parking loss as a result of moving the bus stop. The project will also allow for the identification of new pedestrian connections, sidewalks and crosswalks to provide better safe passage; improvements made have been done with ADA accessibility in mind.

Continuing, Mr. Rak said a full planning level analysis was performed on the land uses, so they could have a better understanding of the type of uses bringing people to this area. Vehicular access was studied to understand how cars move in and around the area, and where they are parking, stopping and dropping off. Mr. Rak said public connectivity was also studied to better understand how buses are accessing the area and to find out how pedestrians move around. Thereafter, a brief PowerPoint presentation was displayed.

Proposed Pedestrian Mobility Improvements - Mr. Rak stated that the map displayed outlines the 4-5 areas that have been identified from the preliminary analysis; whereas, moving the bus stop to the new area opens the door for other improvements for pedestrian mobility. Box A outlines the existing bus stop, which is a single post sign in the paved shoulder with limited to no landscaping or pedestrian protection. He said this area serves as bus queuing, so one (1) bus will pull up, and the other will queue thereafter. Further, he said by relocating the bus stop, other features were introduced to the streetscape, to include five (5) new parking spaces, addition of new landscape bulb-outs with street trees and a new six (6) foot sidewalk.

Mr. Rak said the relocation of the bus stop is outlined in Box B & C, which is just west of the Royal Blues Hotel. He said Broward County Transit has been helpful with providing the standards for placement of size for the bus bay. Originally, there was discussion of adding accommodations for a double bus bay but because of the size and decrease in parking spaces it was not an option; therefore, only (1) bus bay is being proposed. Box D represents the existing 10 parallel parking spaces along the northside of east Hillsboro Boulevard; whereby, once the requirements for the bus bay and shelter are accommodated, six (6) of those parking spaces will be lost; however, five (5) of them will be relocated along NE 20th Terrace, for a total loss of one (1) parking space. Lastly, Box E represents an entrance area to the beach that is currently a swale area that consists of matted grass due to parked cars; therefore, this project will include curbing of a landscape swale along the sidewalk, additional street trees, canopy street trees, and improve sidewalks on the southside of the street.

GENERAL ITEMS - CONTINUED

Option 1: Pergola Structure - Mr. Rak said the scope of work included drafting up concepts for a uniquely identifiable bus shelter for the new bus bay. Currently, Broward County Transit uses a kaleidoscope shelter; however, staff wanted more of an iconic, identifiable architecture structure to match other facilities on the beach, i.e. the pier. Further, Option 1 consists of an open pergola structure with metal columns and timber wood, along with a shutter enclosure; nonetheless, staff was not in favor of this option due to the Florida weather and bird nesting.

Option 2: Standing Seam Metal Roof - Mr. Rak said Option 2 consists of the same type roofing material as the pier and the three (3) symmetrical columns will have a nautical feel with a rounded profile. The underside is made from a wood material to eliminate the possibility of bird nesting; however, staff did express concerns with the open shelter on the sides due to sideways rainstorms.

Option 3: Hybrid Alternative: Refined based on Comments from CRA and City Staff - Mr. Rak said Option 3 consists of combining the positive elements from Options 1 and 2. Since all three (3) options are ADA accessible, he suggested incorporating the mandatory bus ramp areas into the station for a covered wheelchair area; whereby, the shelter would be pushed to the edge of the right-of-way to maximize coverage and remain ADA compliant. He stated that the cantilevered roof provides maximum protection along the sidewalk for patrons of the bus but is setback far enough from the edge of the pavement, so the bus mirrors do not clip the bus shelter.

Add Unique Bus Shelter While Minimizing Parking Loss - Mr. Rak displayed four (4) three-dimensional views of the hybrid bus shelter. The four (4) pictures depict the metal columns with timber wood structure and designed rafter tips protruding out the end of the standing seam metal roof. He explained that there is an enclosed underside that discourages bird nesting and the shutter enclosure depicted in Option 1 now includes a panel for signage; the bus bench is also a lean-to bench, rather than a full sit-down bench.

Existing Overhead Utility Lines - Mr. Rak said the CRA was directed to underground their utilities through new projects; therefore, a full detailed cost estimate was conducted for this project. Thereafter, a photograph of east Hillsboro Boulevard was displayed.

Construction Cost Estimate - Mr. Rak said the base bid cost estimate is \$422,655 and includes demolition, sitework, asphalt paving, concrete curb, concrete sidewalk, paver sidewalk, construction of new bus shelter, landscaping and irrigation. The alternate cost estimate is an additional \$524,263 for undergrounding the overhead utility lines.

Mr. Hudak spoke in favor of the hybrid option to include undergrounding the utilities; however, he suggested adding trash cans into the design.

Mr. Rak said the cost estimate does include a trash can which will have the same design character as the lean-to bench and station.

In response to Mr. Drosky's question, Mr. Rak replied that the base bid does include the regrading of the roadways and curbing on east Hillsboro Boulevard.

In response to Mr. Drosky's question, Ms. Mory replied that she included both cost options into the capital priorities for next year, which will be discussed during Items 3 and 4.

Vice Chair Parness suggested adding some type of marine décor, i.e. fish, sea gulls, etc., as the design is very plain.

Ms. Mory said staff received lots of feedback from the Royal Blues Hotel, as the bus shelter is a strong match for the hotel; therefore, staff did not want to detract from the high-quality architecture they have.

Mr. Rak said the simplicity biometric design of the bus station is a direct response to the requirements for ADA, so there are limitations within and through the stations.

Chair Ganz said the presentations seemed slanted to one (1) choice and asked what option covers the base bid cost.

GENERAL ITEMS - CONTINUED

Mr. Rak replied that the base bid cost includes Option 3 and the purpose of the presentation was to present two (2) different options; however, CRA and city staff had a preliminary meeting to vet those two (2) options and it was decided to include this hybrid option into the presentation.

Chair Ganz opened the public hearing; however, there was none to speak and the public hearing was closed.

MOTION was made by Mr. Hudak, seconded by Vice Mayor Parness, to move forward with the hybrid design option to include undergrounding the utilities. Roll Call:

Yeas: 5 – Mr. Drosky, Mr. Hudak, Mr. Preston, Vice Chair Parness and Chair Ganz

Nays: 0

3. Presentation by staff regarding the Mid-Year Accomplishments.

4. Presentation by staff regarding the FY2019 Annual Report.

Kris Mory, Director of Economic Development, presented Items 3 and 4 together. Thereafter, a PowerPoint presentation was displayed.

Total TIR Budget - Ms. Mory said the tax increment revenue (TIR) budget is \$6.3 million, with 43% going directly into capital improvement projects; 18% is debt service, which is an annual expense; and 17% goes into professional services to support the design projects.

Total CRA Budget - Ms. Mory explained that this is the last year the CRA is spending bond money, which is going into the construction of the Kirk Cottrell Pavilion; therefore, with the addition of the bond money, the total CRA budget is \$7.6 million with a small portion allocated to staffing.

Capital Projects - Ms. Mory outlined the FY20 capital projects: Kirk Cottrell Pavilion; Sullivan Park Phase II; LED porthole and enhanced signage and wayfinding at the pier; pier observation deck expansion; Ocean Way signage updates; S-Curve undergrounding utilities; art in the park; public art; Ocean Way holiday; community policing; landscaping; advocacy; and production of the annual report.

Projected FY 2021 Tax Increment Revenue - Ms. Mory outlined FY 2021 tax increment revenue: projected rollover from FY 2020 [\$2.9 million]; new tax increment revenue [\$4.2 million]; projected FY20 available funding [\$7.1 million]; debt service (\$1.1 million); normally funded programs and expenses (\$524,000); and agency overhead (\$399,000); therefore, the projected tax increment revenue available for capital projects is \$5.1 million.

Potential Funding Priorities - Ms. Mory said the S-Curve lighting upgrades are in the design phase and will cost approximately \$1,750,000; therefore, the remaining balance to be allocated to specific projects is \$3,375,947. Further, she said the construction of the bus shelter and utility undergrounding is \$524,000, which is achievable. Currently, the Sullivan Park facility project is in the request for qualifications process; whereas, staff plans to bring a recommended design consultant to the June meeting. From then on, the consultant would work with the Board on the design; unfortunately, it is difficult to determine the cost of the project at this time.

Continuing, Ms. Mory reminded the Board that the Kirk Cottrell Pavilion is underway and another undergrounding project that will begin in 2021. As such, she suggested setting aside funds for the Sullivan Park facility in the CRA Five-Year Capital Improvement Plan beginning in 2021-2022.

City of Deerfield Beach CRA Five-Year Capital Improvement Plan (CIP) 2021-2025 (PROPOSED) - Ms. Mory outlined the projects in the CIP: FY2021 - bus shelter with the option to underground utilities (\$947,000). Upon completion, the Board can begin setting money aside for the Sullivan Park facility. In 2021, the Board can begin with designing and permitting; the total project will likely be \$3 million and completely funded in 2022. If it costs more than \$3 million, it would need to be funded in 2022 and 2023, but that is unlikely. Further, Ms. Mory said the purchase of the island entryway properties is under parking improvements and has been in the CIP for a while.

GENERAL ITEMS - CONTINUED

In response to Mr. Hudak's questions, Ms. Mory replied that the bollards are not a part of the mid-year accomplishments but will be outlined in the future accomplishments; nonetheless, the funding for the bollards will be encumbered by the end of this fiscal year. Also, the bollards for the Kirk Cottrell Pavilion have been approved by the Florida Fish and Wildlife Conservation Commission (FWC), and although they are not the ones the Board desired, staff has been assured they will be brighter. Further, she explained that the contractor installing the two (2) new crosswalks requested an additional two (2) weeks, so the new completion date is roughly July 10th. She explained that contractors are running into issues with their orders being delayed from manufacturers due to COVID.

Chair Ganz opened the public hearing; however, there were none to speak and the public hearing was closed.

In response to Mr. Drosky's comment, Ms. Mory clarified that the bus shelter project is \$422,665, whereby, undergrounding the overhead utilities is an additional \$524,263, for a total project cost of around \$950,000.

Mr. Drosky spoke in favor of the bus shelter project with undergrounding the utilities and then banking the remaining funds for the Sullivan Park expansion project. Further, he does not want to lose sight of potentially acquiring the motel properties at the island entryway but does not think it is a priority at this time.

Chair Ganz agreed. Further, he said acquiring the properties may be more feasible with the changes in the environment and the new reality; therefore, he said it may be worth looking into, if possible.

Ms. Mory said staff will look into it. Additionally, she explained that the Board previously budgeted funds to help support the Fourth of July Event, which has been cancelled; therefore, the Board may keep the money in that line item should another event take place before the end of the fiscal year. If the money is not spent, the amount rolled over into next year would increase.

5. March 2020 Community Policing Report.

Kris Mory, Director of Economic Development, said the report outlines greater compliance with the deputies staying within the CRA District; whereas, the deputies assigned to this detail must review a CRA map and familiarize themselves with the CRA boundaries. At her direction, additional community policing dollars were allocated to provide more security in the CRA area over the past couple weeks due to issues surrounding COVID.

There was no discussion amongst the Commission.

6. April 2020 Change Order.

Kris Mory, Director of Economic Development, explained that she is required to report all authorized change orders to the Board; whereby, the majority that are included in the backup are for the Kirk Cottrell Pavilion.

There was no discussion amongst the Commission.

Chair Ganz opened the public hearing; however, there were none to speak and the public hearing was closed.

PUBLIC COMMENT

There were no public comments.

ADMINISTRATION COMMENTS**DIRECTOR OF ECONOMIC DEVELOPMENT**

None.

BOARD COMMENTS**MR. HUDAK**

Special Event Funds - Mr. Hudak suggested leaving the funds allocated for the Fourth of July Event, as he is hopeful there will be some type of celebration once this is over because the City needs it.

MR. PRESTON

No report.

MR. PARNES

No report.

VICE CHAIR DROSKY

No report.

CHAIR GANZ

No report.

ADMINISTRATION COMMENTS - CONTINUED**CITY MANAGER**

School Board - David Santucci, City Manager, advised that the School Board has decided not to allow summer school activities.

Reopening Businesses - Mr. Santucci said earlier today the Broward County Commission discussed reopening businesses to a limited degree; therefore, he expects that order to come out sometime this week. Further, he said reopening of the beaches was not included in their discussions today.

CARES Act - Mr. Santucci said the CARES Act was brought before Congress and will be voted on Friday. He said as it stands now, it does include some kind of relief funding for local municipalities, as the previous disbursements did not.

CITY ATTORNEY

None.

ADJOURNMENT

MOTION was made by Mr. Hudak, seconded by Vice Chair Parnes, to adjourn the meeting at 8:28 p.m. Voice Vote:

Yeas: 5 – Mr. Drosky, Mr. Hudak, Mr. Preston, Vice Chair Parnes and Chair Ganz

Nays: 0

BILL GANZ, CHAIR

Samantha Gillyard, CMC, City Clerk



Meeting Minutes Community Redevelopment Agency

Tuesday, June 9, 2020

7:00 PM

Virtual Meeting

CALL TO ORDER AND ROLL CALL

The meeting was called to order on the above date by Chair Bill Ganz at 7:02 p.m., through virtual electronic meeting connection.

Present: 5 - Mr. Todd Drosky
Mr. Michael Hudak
Mr. Ben Preston
Vice Chair Bernie Parness
Chair Bill Ganz

Also Present: 3 - City Manager David Santucci
City Attorney Anthony Soroka
Assistant City Clerk Heather Montemayor

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chair Parness.

APPROVAL OF COMMUNITY REDEVELOPMENT AGENCY AGENDA

June 9, 2020

MOTION was made by Vice Chair Parness, seconded by Mr. Preston, to approve the agenda as submitted. Voice Vote:

Yeas: 5 – Mr. Drosky, Mr. Hudak, Mr. Preston, Vice Chair Parness and Chair Ganz

Nays: 0

GENERAL ITEMS

- 1. CRA Resolution 2020/004 - A Resolution of the City of Deerfield Beach Community Redevelopment Agency, approving the appropriation of funds remaining in the Redevelopment Trust Fund to certain projects to be carried over; approving an amendment to the Fiscal 2019-2020 Community Redevelopment Agency Budget; and providing for an effective date.**

The Resolution was read by title only.

Kris Mory, Economic Development Director, said this item reflects an audited amount that is provided every year following the publication of the City's Comprehensive Annual Financial Report (CAFR). This administrative item is meant to encourage greater transparency with the CRA and serves as a management tool to track how money

GENERAL ITEMS - CONTINUED

comes in and out. She advised that the CRA is carrying over \$2,624,136 from FY19 to FY20.

There was no discussion amongst the Board.

Chair Ganz opened the public hearing; however, there was none to speak and the public hearing was closed.

MOTION was made by Vice Chair Parness, seconded by Mr. Hudak, to approve Item 1, adopted CRA Resolution 2020/004. Roll Call:

Yeas: 5 – Mr. Drosky, Mr. Hudak, Mr. Preston, Vice Chair Parness and Chair Ganz

Nays: 0

- 2. CRA Resolution 2020/005 - A Resolution of the City of Deerfield Beach Community Redevelopment Agency, approving the Evaluation Committee's ranking of responses pursuant to Request for Qualifications #20-27-PC for Architectural Services for the Sullivan Park Facility; authorizing the CRA Director to commence contract negotiations with Bermello, Ajamil & Partners, Inc., the top ranked firm; providing for severability and an effective date.**

The Resolution was read by title only.

Kris Mory, Director of Economic Development, stated that ten (10) responses were received, all of which were from qualified firms. The Evaluation Committee consisted of five (5) individuals, four (4) from city staff and Eric Westberg, Broward County Parks & Recreation Department. If approved, she asked that the Board provide direction, so staff can move forward with negotiating a contract for the scope of services for the facility's design.

In response to Mr. Drosky's question, Ivelsa Guzman, Purchasing Manager, replied that the volume of documents created from a solicitation is exorbitant; however, should anyone wish to review the documents, they can submit a public records request or e-mail the Procurement Department directly and the documents will be provided.

Mr. Drosky advised that he wants to assure that people can request these type documents and review them prior to the items being discussed in a public setting.

David Santucci, City Manager, said aside from the large volume of documents, all documents added into the agenda backup must be ADA compliant, and the level of effort that goes into making them compliant can take staff around 8 - 16 hours or more; therefore, it is just not feasible to include into the backup. Nevertheless, all documents are readily available within the Purchasing Department and can be provided in less than 24 hours.

In response to Vice Chair Parness' question, Ms. Mory replied that the Evaluation Committee meetings are open to the public and anyone can attend and participate.

Chair Ganz opened the public hearing; however, there was none to speak and the public hearing was closed.

MOTION was made by Mr. Hudak, seconded by Vice Mayor Parness, to approve Item 2, adopted CRA Resolution 2020/005. Roll Call:

Yeas: 5 – Mr. Drosky, Mr. Hudak, Mr. Preston, Vice Chair Parness and Chair Ganz

Nays: 0

PUBLIC COMMENT

There were no public comments.

ADMINISTRATION COMMENTS**3. May 2020 Change Order.**

Kris Mory, Director of Economic Development, explained that she is required to report all authorized change orders to the Board; whereby, the change orders are associated with either the Kirk Cottrell Pavilion or the A1A crosswalk projects. She explained that the A1A crosswalk project is not a monetary change, but a change in time due to delays in procuring materials because of COVID.

There was no discussion amongst the Commission.

Chair Ganz opened the public hearing; however, there were none to speak and the public hearing was closed.

CITY MANAGER

None.

CITY ATTORNEY

None.

BOARD COMMENTS**MR. HUDAK**

Kirk Cottrell Pavilion - Mr. Hudak said the progress of the Kirk Cottrell Pavilion is tremendous and hopes it continues to stay on track.

Beach Reopening - Mr. Hudak commended staff on the reopening of the beach, as he has received a lot of positive feedback.

MR. PRESTON

No report.

MR. DROSKY

No report.

VICE CHAIR PARNES

No report.

CHAIR GANZ

Accolades - Chair Ganz thanked staff for all their hard work during this troubling time.

ADJOURNMENT

MOTION was made by Vice Chair Parness, seconded by Mr. Preston, to adjourn the meeting at 7:18 p.m. Voice Vote:

Yeas: 5 – Mr. Drosky, Mr. Hudak, Mr. Preston, Vice Chair Parness and Chair Ganz

Nays: 0

BILL GANZ, CHAIR

Samantha Gillyard, CMC, City Clerk

HILLSBORO INLET DISTRICT
Minutes of Virtual Regular Monthly Meeting, Monday, July 20, 2020

MEMBERS PRESENT:

Chairman John H. "Jack" Holland
Vice Chair Laurence Gore
Commissioner Denise Bryan
Commissioner Scott Loesel
Commissioner Hank Sarkis
Commissioner Mohamed "Mo" Tarifi
Commissioner Randy Strauss

OTHERS PRESENT:

David N. Tolces, Weiss Serota Helfman Cole &
Bierman, P.L.
Captain Woodworth R. Draughon III
Assistant Captain Alexander Cuevas
Michael Schlossberg, Health Insurance Agent
Giancarlo Zuniga, BB&T Representative
Robert M. Andrews, Accountant
Kimberly Longo, District Secretary

QUORUM PRESENT: The Secretary called the roll and established a quorum for the regular meeting. The meeting was called to order by Chair Holland at 7:30 P.M.

APPROVAL OF MINUTES: A Motion to approve the June 15, 2020 Regular Meeting Minutes was made by Vice Chair Gore and seconded by Commissioner Loesel. Commissioner Tarifi raised a concern about the procurement of the work to rehaul Inlet 1. Commissioner Tarifi proposed that the minutes in that section should read as follows: "The proposed Amendment will bring the total Contract price to \$59,350.00." The Motion to approve the minutes, as amended, was approved unanimously.

APPROVAL OF OUTSTANDING BILLS: A Motion was made by Commissioner Sarkis and seconded by Commissioner Bryan for approval of all outstanding bills in the amount of \$86,042.02. The bills were reviewed and discussed in detail. The motion was approved unanimously.

APPROVAL OF CURRENT MONTH'S EXPENSES: Motion was made by Commissioner Bryan and seconded by Commissioner Loesel to approve current month's expenses of approximately \$30,000.00. The motion was approved unanimously.

DREDGE LOG: Captain Draughon advised the Board that the District staff could not prepare a depth chart due to weather conditions at the Inlet. There were nine (9) hours of dredging time, resulting in 4,050 yd³ of sand bypassed south to Pompano Beach.

INLET STATUS REPORT: Captain Draughon updated the Board as to the status of the Inlet. The beaches are in good condition and holding up nicely. The crew upgraded the hydraulics on the dredge. There was a leak in the stainless lines along the bilge and on the bottom of the dredge. A manatee approached the dredge, which caused the crew to stop the work. That is how the leak

happened. The crew then patched the leak and welded the brackets for the water cooler. Captain Draughon advised that in the future the dredge will be safer to run, and there are no environmental issues. By upgrading the lines and seals, the dredge is even more environmentally safe.

Captain Draughon advised the Board that the workboat went into the water last week for sandblasting the top portion. Captain Draughon further advised the Board that he and Assistant Captain Ceuvas went down to the boatyard to inquire how much longer for painting, and stated that new bits are being fabricated.

Chair Holland reviewed the dredging volumes report and advised the Board that 90,000 yd³ of sand has been pumped so far this year.

NEW BUSINESS:

PROPOSED MILLAGE RATE FOR 2020-21 FISCAL YEAR: The Board discussed the proposed Budget for the upcoming fiscal year. The Board discussed the Millage Rate of 0.0985 mills. Commissioner Sarkis expressed his concerns of the millage rate due to his concerns with the Coronavirus pandemic and the uncertainty. He stated he would like the millage rate to be 0.0860 mills. The Board discussed the increase in health insurance, payroll increase for the District's crew and outstanding items that the District needs to do. Motion was made by Commissioner Bryan and seconded by Vice Chair Gore to set the proposed Millage Rate for the 2020-2021 fiscal year at 0.0985 mills. The motion was passed 6-1 (Commissioner Sarkis voted no.)

HEALTH INSURANCE RENEWAL FOR 2020-21 FISCAL YEAR: Michael Schlossberg discussed the Florida Blue health insurance renewal for the 2020-21 Fiscal Year with the members of the Board. Mr. Schlossberg advised that there is an increase of fourteen (14%) percent but that the rates were higher 18 years ago than they are today. The District has a grandfathered plan, which allows the District to continue to use this plan. He also advised the Board that he cannot estimate what COVID is going to do with the health insurance plans. Mr. Schlossberg stated that there has not been a lot of elective surgeries with the pandemic. Commissioner Sarkis provided his comments relating to his experience with the insurance provider and stated that they did a poor job with his situation and therefore is not keen on Florida Blue. Vice Chair Gore stated we do not have much of a choice and stated he has had a lot of elective surgeries. Mr. Schlossberg stated that with some issues that while there have been some issues with coverage and customer service, the insurer is doing a better job.

Motion was made by Vice Chair Gore and seconded by Commissioner Loesel to approve the Florida Blue health insurance renewal for Fiscal year 2020-2021 and for Chair Holland to process and sign the renewal documents commencing September 1, 2020. The motion was passed 6-1 (Commissioner Sarkis voted no.)

PROPOSAL FROM COASTAL SYSTEMS FOR CORAL TRANSPLANTATION MONITORING AND MODIFICATION OF COUNTY PERMIT: Attorney Tolces discussed the proposal from Coastal Systems International, Inc. ("CSI") regarding the Coral Transplantation Monitoring and Modification of County Permit for the Reconstruction of the South Jetty. Motion

was made by Commissioner Sarkis and seconded by Commissioner Loesel to table the proposal until next month's meeting. The motion was approved unanimously.

DISPOSITION OF 2007 WORK TRUCK: The Board discussed the fact that the 2007 work truck is uneconomical and inefficient. Attorney Tolces read Resolution 2020-01 into the record. Motion was made by Commissioner Bryan, seconded by Vice Chair Gore to approve Resolution 2020-01, and to donate the work truck to a non-profit corporation. The motion was approved unanimously.

OLD BUSINESS:

RATIFICATION OF PURCHASE OF TRUCK: At the June meeting, the Board authorized and passed a Motion to purchase a District truck not to exceed \$35,500.00. Chair Holland advised the Board that after the June meeting, as a result of the prior dealer having sold the truck that was to be sold to the District, and limited supply, the District staff bought a F-250 Ford Truck from Grieco Fort Lauderdale in the total amount of \$37,852.00. Motion was made by Vice Chair Gore and seconded by Commissioner Loesel to ratify the purchase of the truck for an amount of \$37,852.00. The motion was approved unanimously.

RENEWAL OF LINE OF CREDIT WITH BB&T BANK FOR 2020-21 FISCAL YEAR: Giancarlo Zuniga of Truist Bank (f/k/a BB&T) discussed the line of credit renewal for the 2020-21 fiscal year. Mr. Zuniga advised the Board that the debt will be retired on an annual basis. Motion was made by Vice Chair Gore and seconded by Commissioner Bryan to authorize the Chair to sign the line of credit commitment letter, and to renew the BB&T Line of credit for the 2020-21 fiscal year. The motion was approved unanimously. Attorney Tolces advised the Board that a Resolution authorizing the execution of loan documents will be brought to the August meeting.

COMMISSIONER COMMENTS:

Vice Chair Gore asked the Board if anyone was interested in attending the FSBPA Annual Conference in Bonita Springs, September 16-18, 2020. He stated in might be interested in attending the Conference this year.

Commissioner Sarkis expressed his concerns about the competitive bidding process. Attorney Tolces advised that any purchase for goods or services that exceed the amount of \$2,500.00 requires some form of competitive procurement. Attorney Tolces advised that he would look into procurement processes that comply with the District's Charter, including the use of Resolutions to provide specific findings and justification for the use of sole source purchases.

Attorney Tolces advised the Board that he does not have a response back yet from the U.S. Coast Guard regarding the north jetty or the trailer construction. He will follow up at the August meeting.

ADJOURNMENT

Motion was made by Commissioner Bryan to adjourn the meeting and seconded by Commissioner Loesel. The meeting was adjourned at 8:23 PM by Chair Holland.

Respectfully submitted,

Kimberly Longo, District Secretary



City Commission Meeting - September 3, 2020

DEERFIELD BEACH - YOU ARE HEREBY NOTIFIED that the **Regular City Commission** meeting will be held on **Thursday, September 3, 2020, at 7:00 PM in the City Commission Chambers located at the City Hall Complex, 150 NE 2nd Avenue, Deerfield Beach, Florida, and/or utilizing communications media technology** with elected officials and City staff participating through video conferencing.

To ensure compliance with the latest CDC recommendations, the September 3, 2020, Regular City Commission meeting may proceed utilizing communications media technology; **however, the City Commission Chambers located at the City Hall Complex, 150 NE 2nd Avenue, Deerfield Beach, will be open to the public as an additional method** for speakers wishing to speak on items with such attendees required to adhere to a temperature check, wear facial coverings and maintain social distancing. A copy of the agenda for the September 3, 2020 meeting will be available at <http://www.deerfield-beach.com/1554/Meetings-Agendas>.

Attending and Viewing the City Commission Meeting:

This meeting will be broadcast live for members of the public. There are several options available to the public to attend/view the meeting:

1. Zoom

a. Via Zoom Online - Access to the meeting will begin at 6:45 PM on September 3, 2020.

i. Use the following link below to access the meeting via Zoom:

<https://deerfield-beach.zoom.us/j/85792280440?pwd=S2oyN21sT2E1azFVZWtaRmw4dzNCdz09>

ii. The video camera display feature is disabled for public use

b. Via Zoom Telephone - Join the meeting via telephone (audio only) using the Call-in number below, followed by the Meeting ID when prompted. No computer or access code is required.

Call-in Number: (301) 715-8592, Meeting ID: 857 9228 0440#, Participant ID: #, Password: 256024#

For more information on using Zoom, please visit Zoom Support at the following link:
<https://support.zoom.us/hc/en-us>.

2. YouTube

The meeting will also be available to the public via YouTube for audio and video access; however, public participation, i.e. comments are not possible. The link to watch the meeting via YouTube will be active no later than 6:45 PM on September 3, 2020, and can be found by

clicking the camera icon in the Media column at <http://www.deerfield-beach.com/1554/Meetings-Agendas>.

Providing Public Comment:

Public participation is strongly encouraged. Your comments will be limited to three minutes per person. To participate, please choose the option best for you and remember to include your name and address for the record.

1. **Via Email** - Public comments and documents may be submitted via email to web.clerk@dfb.city. Public comments will be read aloud during the meeting and added to the record. Emails can be submitted prior to the meeting or until the public hearing session is closed.
2. **Live Zoom Video Participation** - If attending via Zoom online, at the appropriate public comment period, click “raise hand” on the bottom of the “participants” tab, and your audio will be unmuted when you are recognized.
3. **Live Zoom Telephone Participation** - If attending via Zoom by telephone, at the appropriate public comment period, press *9 to “raise your hand” and your audio will be unmuted when you are recognized.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA STATUTE 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CITY CLERK NO LATER THAN 3 DAYS PRIOR TO THE MEETING AT (954) 480-4213 FOR ASSISTANCE.

Should you have any questions, please feel free to contact the City Clerk’s Office at 954.480.4213. For additional information on the agenda items for the Commission meeting, please visit www.dfb.city.



City of Deerfield Beach

150 NE 2nd Ave
Deerfield Beach, FL
33441
954-480-4200

Face Sheet

File Number: I.D. 2020-543

Agenda Date: 9/3/2020

Status: BUDGET & MILLAGE PUBLIC
HEARINGS

In Control: City Commission

Title

ORDINANCE 2020/ - AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, ADOPTING THE MILLAGE RATE TO BE LEVIED BY THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; STATING THE PERCENTAGE CHANGE BY WHICH THE MILLAGE RATE EXCEEDS THE ROLLED-BACK RATE AS COMPUTED PURSUANT TO SECTION 200.065, FLORIDA STATUTES; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

Recommended Action

Commission to vote on Ordinance and set second public hearing for September 14, 2020

Voting Requirement

Adoption requires a 4/5 vote of the City Commission

Background/History

In accordance with Section 200.065, F.S., during the City Commission meeting of September 3rd, the first substantive issue discussed shall be the percentage increase in millage over the rolled-back rate necessary to fund the budget. During the budget hearings, the governing body shall hear comments regarding the proposed increase and explain the reasons for the proposed increase over the rolled-back rate. The general public shall be allowed to speak and to ask questions prior to adoption of any measures by the governing body. The governing body shall adopt its tentative or final millage rate prior to adopting its tentative or final budget.

Current Activity

The FY2021 proposed millage rate of 6.3560 mills represents no increase in the prior year's legally adopted millage rate of 6.3560.

The FY2021 proposed operating millage rate of 6.0018 mills represents no increase from the prior year's operating millage rate of 6.0018.

The proposed millage rate will generate a net \$46.1 million of ad valorem tax revenue which is approximately 6.2% more than the previous fiscal year's estimate of \$43.4 million.

Ad Valorem Tax Revenue History

FY21 - \$46,096,554 (Est.)

FY20 - \$43,419,035 (Est.)

FY19 - \$41,337,606

Recommendation

Staff recommends approval of the proposed millage rate.

ORDINANCE NO. 2020/

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, ADOPTING THE MILLAGE RATE TO BE LEVIED BY THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; STATING THE PERCENTAGE CHANGE BY WHICH THE MILLAGE RATE EXCEEDS THE ROLLED-BACK RATE AS COMPUTED PURSUANT TO SECTION 200.065, FLORIDA STATUTES; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, the City Commission has held all necessary budget workshops and public hearings to consider and make changes to the Annual Budget submitted by the City Manager for the fiscal year ending September 30, 2021; and

WHEREAS, the proposed Fiscal Year 2021 operating millage rate is 6.0018, which represents an increase of 6.01% over the rolled-back rate, and such percentage change is characterized as the percentage increase in property taxes pursuant to Section 200.065, Fla. Stat; and

WHEREAS, the City has provided notice and has conducted public hearings as required by Section 200.065, Florida Statutes, to consider, discuss and hear public comment regarding the millage rate for Fiscal Year 2021.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, AS FOLLOWS:

Section 1. That the millage rate hereby adopted and levied for the fiscal year beginning October 1, 2020 and ending September 30, 2021 is as follows:

Operating Millage Rate	6.0018
Voted Debt Service Millage Rate	<u>0.3542</u>
Total Millage Rate	<u>6.3560</u>

Section 2. The Fiscal Year 2021 operating millage rate of 6.0018 mills is 6.01% more than the rolled-back rate of 5.6618 mills calculated pursuant to Florida law. The voted debt service millage is 0.3542 mills.

Section 3. That the appropriate City officials are authorized to do all things necessary and expedient to carry out the aims of this Ordinance.

Section 4. All ordinances or parts of ordinances and all resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Should any section or provision of this ordinance or any portion thereof, any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof as a whole or part thereof other than the part declared to be invalid.

Section 6. This Ordinance shall take effect immediately upon its passage and adoption on Second Reading.

Section 7. This Ordinance was adopted after a second public hearing on the Fiscal Year 2021 millage rate and notice of the public hearings were published as required by the City Charter and Florida law, which public hearings were held at 7:00 P.M. on September 3, 2020 and September 14, 2020.

PASSED 1ST READING THIS 3RD DAY OF SEPTEMBER, 2020

PASSED 2ND READING THIS 14TH DAY OF SEPTEMBER, 2020

BILL GANZ, MAYOR

ATTEST:

SAMANTHA GILLYARD, CITY CLERK



City of Deerfield Beach

150 NE 2nd Ave
Deerfield Beach, FL
33441
954-480-4200

Face Sheet

File Number: I.D. 2020-544

Agenda Date: 9/3/2020

Status: BUDGET & MILLAGE PUBLIC
HEARINGS

In Control: City Commission

Title

ORDINANCE 2020/ - AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

Recommended Action

Commission to vote on Ordinance and set second public hearing for September 14, 2020

Voting Requirement

Adoption requires a 3/5 vote of the City Commission

Background/History

Budget workshops were held on June 22 - June 24, 2020. The workshops provided details into each department's and fund's budget; including revenues, expenditures, programs, and capital expenses. The workshops also provided the City Commission and the Public an opportunity to provide input and additional recommendations. Staff hereby presents for your consideration and approval the Fiscal Year 2021 Proposed Budget. The Proposed budget incorporates, to the extent possible, all of the recommendations which were discussed during the budget workshops. The Fiscal Year 2021 Proposed Budget is available on the City website for public review at the following link: <https://www.deerfield-beach.com/561/City-Budget>. Additionally, staff will present a budget overview during the budget hearing.

Recommendation

Staff recommends approval of the recommended budget.

ORDINANCE NO. 2020/

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF
DEERFIELD BEACH, FLORIDA, ADOPTING THE FINAL BUDGET
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING
SEPTEMBER 30, 2021; PROVIDING FOR CONFLICTS,
SEVERABILITY AND AN EFFECTIVE DATE**

WHEREAS, the City Manager of the City of Deerfield Beach, Florida, has submitted his annual budget report to the City Commission covering the fiscal year ending September 30, 2021 (“Fiscal Year 2021”); and

WHEREAS, the City Manager has estimated the revenues and expenditures for Fiscal Year 2021 and has determined the required millage rate for the purpose of ad valorem taxation; and

WHEREAS, the City Commission has held all necessary budget workshops and public hearings to consider and make changes to the annual budget and the City Commission has had the opportunity to review the complete proposed budget for Fiscal Year 2021; and

WHEREAS, the City Commission has passed an Ordinance adopting the millage rate for the fiscal year ending September 30, 2021.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE
CITY OF DEERFIELD BEACH, FLORIDA, AS FOLLOWS:**

Section 1. The above referenced “Whereas” clauses are true and correct and made a part hereof.

Section 2. That the City of Deerfield Beach budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021, a summary of which is attached hereto as “Exhibit A” and incorporated herein by this reference (a full copy is on file with the City Clerk and is hereby incorporated herein in its entirety by this reference), is hereby adopted, and the appropriations set forth therein are hereby made for the operation of the government of the City and for paying the annual debt service on all outstanding bonds of the City.

Section 3. That all delinquent taxes collected during the ensuing fiscal year as proceeds from levies of operating millages of prior years are hereby specifically appropriated for the use and benefit of the General Fund.

Section 4. That in accordance with Section 4.03(10) of the City Charter, the City Manager has the authority to sign contracts on behalf of the City pursuant to the provisions of this appropriations ordinance, and as may be further authorized by the City Commission pursuant to ordinance or resolution.

Section 5. That the appropriate City officials are authorized to do all things necessary and expedient to carry out the aims of this Ordinance.

Section 6. All ordinances or parts of ordinances and all resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof as a whole or part thereof other than the part declared to be invalid.

Section 8. This Ordinance shall take effect immediately upon its passage and adoption on Second Reading.

Section 9. This Ordinance was adopted after a second public hearing on the Fiscal Year 2021 budget and notices of the public hearings were published as required by City Charter and Florida law, which public hearings were held at 7:00 p.m. on September 3, 2020, and September 14, 2020.

PASSED 1ST READING THIS 3RD DAY OF SEPTEMBER, 2020.

PASSED 2ND READING THIS 14TH DAY OF SEPTEMBER, 2020.

BILL GANZ, MAYOR

ATTEST:

SAMANTHA GILLYARD, CMC, CITY CLERK

"EXHIBIT A"
CITY OF DEERFIELD BEACH, FLORIDA
RECOMMENDED BUDGET
For the Fiscal Year Ending September 30, 2021

GENERAL FUND

ANTICIPATED REVENUES:

Ad Valorem Taxes	\$46,096,554
Sales and Use Taxes	1,277,474
Public Service Taxes	8,102,223
Communications Services Taxes	1,956,633
Local Business Taxes	654,000
Building Permits and Fees	58,632
Franchise Fees	5,671,188
Intergovernmental Revenue	7,249,201
Charges for Services	8,029,735
Fines and Forfeitures	936,500
Special Assessments	13,014,824
Administrative Fees	7,827,662
Other Miscellaneous Revenue	655,408
Interfund Transfers	2,105,540
Cash Carryover	1,733,314
Capital Lease Proceeds	1,700,395
Loan Payable Proceeds	4,500,000
Total Anticipated Revenues	<u>\$111,569,283</u>

PROPOSED EXPENDITURES:

City Commission	\$401,744
City Manager	777,447
City Clerk	676,774
City Attorney	621,000
Central Services	7,381,319
Financial Services	1,807,161
Budget & Performance	280,268
Purchasing & Contract	441,310
Human Resources	723,733
Planning & Development Services	2,279,642
Information Technology Services	2,074,681
Economic Development	342,081
Legislative & Community Affairs	465,503
Public Affairs & Marketing	492,930
Law Enforcement	28,041,340
Fire/Rescue	36,179,627
Ocean Rescue	2,035,476
Sustainable Management	1,054,684
Environmental Services	2,359,824
Parks and Recreation	11,442,087
Non-Departmental	11,367,958
Community Participation	50,000
Debt Service	272,694

Total Proposed Expenditures

\$111,569,283

BUILDING SERVICES FUND

ANTICIPATED REVENUES:

Building Permits and Fees	\$5,000,000
Charges for Services	31,500
Total Anticipated Revenues	<u>\$5,031,500</u>

PROPOSED EXPENDITURES:

Planning & Development Services	\$4,912,121
Non-Departmental	119,379
Total Proposed Expenditures	<u>\$5,031,500</u>

SENIOR SERVICES FUND

ANTICIPATED REVENUES:

Intergovernmental Revenue	\$813,341
Charges for Services	216,000
Interfund Transfers	1,229,587
Miscellaneous Revenue	155,000
Cash Carryover	0
Total Anticipated Revenues	<u>\$2,413,928</u>

PROPOSED EXPENDITURES:

Administration	\$630,447
Active Aging	167,329
Alzheimer's Day Care Center	803,956
Child Care Center	0
Transportation	778,741
Non-Departmental	33,455
Total Proposed Expenditures	<u>\$2,413,928</u>

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

ANTICIPATED REVENUES:

Intergovernmental Revenue	\$690,707
Cash Carryover	254,727
Total Anticipated Revenues	<u>\$945,434</u>

PROPOSED EXPENDITURES:

Non-Departmental	<u>\$945,434</u>
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ROAD AND BRIDGE FUND

ANTICIPATED REVENUES:

Sales and Use Taxes	\$4,267,312
Intergovernmental Revenue	480,019
Miscellaneous Revenue	435,139
Capital Lease Proceeds	0
Non-Revenues	80,425
Total Anticipated Revenues	<u>\$5,262,895</u>

PROPOSED EXPENDITURES:

Infrastructure Maintenance	\$5,206,386
Non-Departmental	56,509

Debt Service	0
Total Proposed Expenditures	<u>\$5,262,895</u>

DEBT SERVICE FUND

ANTICIPATED REVENUES:

Total Misc Revenues	\$60,000
Interfund Transfers	\$6,095,144
Cash Carryover	0
Total Anticipated Revenues	<u>\$6,155,144</u>

PROPOSED EXPENDITURES:

Debt Service	<u>\$6,155,144</u>
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UTILITY FUND

ANTICIPATED REVENUES:

Charges for Services	\$24,421,242
Fines and Forfeitures	309,000
Miscellaneous Revenue	255,887
Cash Carryover	3,492,130
Total Anticipated Revenues	<u>\$28,478,259</u>

PROPOSED EXPENDITURES:

Administration/Engineering	\$1,650,008
Customer Service	382,685
Water Plant	6,068,831
Utilities Maintenance	3,560,545
Wastewater Services	5,455,628
Non-Departmental	8,341,619
Debt Service	3,018,943
Total Proposed Expenditures	<u>\$28,478,259</u>

WATER AND SEWER RENEWAL & REPLACEMENT FUND

ANTICIPATED REVENUES:

Interfund Transfers	\$1,000,000
Cash Carryover	3,720,000
Total Anticipated Revenues	<u>\$4,720,000</u>

PROPOSED EXPENDITURES:

Utilities	\$4,720,000
Total Proposed Expenditures	<u>\$4,720,000</u>

WATER AND SEWER EMERGENCY RESERVE FUND

ANTICIPATED REVENUES:

Interfund Transfers	\$250,000
Total Anticipated Revenues	<u>\$250,000</u>

PROPOSED EXPENDITURES:

Non-Departmental	\$250,000
Total Proposed Expenditures	<u>\$250,000</u>

SOLID WASTE FUND

ANTICIPATED REVENUES:

Charges for Services	\$16,859,573
Interfund Transfers	0
Capital Lease Proceeds	0
Total Anticipated Revenues	<u>\$16,859,573</u>

PROPOSED EXPENDITURES:

Solid Waste / Recycling	\$12,794,426
Sanitation	0
Non-Departmental	3,890,279
Debt Service	174,868
Total Proposed Expenditures	<u>\$16,859,573</u>

SOLID WASTE EMERGENCY RESERVE FUND**ANTICIPATED REVENUES:**

Interfund Transfers	\$50,000
Total Anticipated Revenues	<u>\$50,000</u>

PROPOSED EXPENDITURES:

Non-Departmental	\$50,000
Total Proposed Expenditures	<u>\$50,000</u>

STORMWATER UTILITY**FUND****ANTICIPATED REVENUES:**

Charges for Services	\$2,112,793
Miscellaneous Revenue	0
Total Anticipated Revenues	<u>\$2,112,793</u>

PROPOSED EXPENDITURES:

Stormwater Maintenance	\$1,678,842
Non-Departmental	303,858
Debt Service	130,093
Total Proposed Expenditures	<u>\$2,112,793</u>

INSURANCE SERVICES TRUST FUND**ANTICIPATED REVENUES:**

Miscellaneous Revenue	\$11,745,926
Total Anticipated Revenues	<u>\$11,745,926</u>

PROPOSED EXPENDITURES:

Risk Management	\$10,420,826
Cobra Health	53,100
Retirees Division	1,272,000
Total Proposed Expenditures	<u>\$11,745,926</u>

COMMUNITY REDEVELOPMENT AGENCY TRUST FUND**ANTICIPATED REVENUES:**

Tax Incremental Revenue	\$4,272,215
Cash Balance for Planned Projects	2,977,305
Miscellaneous Revenue	0
Total Anticipated Revenues	<u>\$7,249,520</u>

PROPOSED EXPENDITURES:

Operating Expenditures	\$1,456,796
Capital Outlay	4,698,543
Interfund Transfers	1,094,181
Total Proposed Expenditures	<u>\$7,249,520</u>



City of Deerfield Beach

150 NE 2nd Ave
Deerfield Beach, FL
33441
954-480-4200

Face Sheet

File Number: I.D. 2020-545

Agenda Date: 9/3/2020

Status: BUDGET & MILLAGE PUBLIC
HEARINGS

In Control: City Commission

Title

ORDINANCE 2020/ - AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, APPROVING THE BUDGET FOR THE DEERFIELD BEACH COMMUNITY REDEVELOPMENT AGENCY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR FUNDING THROUGH TAX INCREMENT FINANCING AS PROVIDED FOR IN PART III, CHAPTER 163, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

Recommended Action

Commission to vote on Ordinance and set second public hearing for September 14, 2020

Voting Requirement

Adoption requires a 3/5 vote of the City Commission

Background/History

The budget for the City of Deerfield Beach Community Redevelopment Agency (CRA) was presented to the CRA Board for its consideration on August 1, 2020. The Fiscal Year 2021 CRA budget is hereby presented along with the budgets of the other City funds in accordance with Section 200.065, Florida Statutes.

Recommendation

Staff recommends approval of the City of Deerfield Beach Community Redevelopment Agency Fiscal Year 2021 Budget.

ORDINANCE NO. 2020/

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, APPROVING THE BUDGET FOR THE DEERFIELD BEACH COMMUNITY REDEVELOPMENT AGENCY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR FUNDING THROUGH TAX INCREMENT FINANCING AS PROVIDED FOR IN PART III, CHAPTER 163, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, the Deerfield Beach Community Redevelopment Agency (the “CRA”) is considering a budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“Fiscal Year 2021”); and

WHEREAS, the CRA budget for Fiscal Year 2021 has been presented to the City Commission of the City of Deerfield Beach; and

WHEREAS, the City Commission is to approve the CRA’s budget for Fiscal Year 2021 separately from the City’s general budget; and

WHEREAS, the City Commission has reviewed and accepted the CRA’s Fiscal Year 2021 Budget; and

WHEREAS, the CRA Director recommends that the City Commission approve the CRA’s Fiscal Year 2021 Budget and authorize funding for the CRA as set forth in Part III of Chapter 163, Florida Statutes.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, AS FOLLOWS:

Section 1. The above referenced “Whereas” clauses are true and correct and made a part hereof.

Section 2. That the City Commission of the City of Deerfield Beach hereby approves the CRA’s Fiscal Year 2021 Budget, a summary of which is attached hereto as “Exhibit A” and incorporated herein by this reference (a full copy is on file with the City Clerk and is hereby incorporated herein in its entirety by this reference). CRA expenditures shall be made in accordance with the CRA’s Fiscal Year 2021 Budget and as permitted by law.

Section 3. The City Commission hereby authorizes the funding of the CRA Community Redevelopment Trust Fund pursuant to the provisions of Part III, Chapter 163, Florida Statutes, and hereby directs the appropriate governmental entities to comply with the requirement for payment of funds into the CRA Community Redevelopment Trust Fund as provided for in Section 163.387, Florida Statutes.

Section 4. That the appropriate City and CRA officials are authorized to do all things necessary and expedient to carry out the aims of this Ordinance.

Section 5. Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof as a whole or part thereof other than the part declared to be invalid.

Section 6. This Ordinance shall take effect immediately upon its passage and adoption on Second Reading.

Section 7. This Ordinance was adopted after a second public hearing on the CRA's Fiscal Year 2021 Budget, and notices of the public hearings were published as required by law, which public hearings were held at 7:00 p.m. on September 3, 2020, and September 14, 2020.

PASSED 1ST READING THIS 3RD DAY OF SEPTEMBER, 2020.

PASSED 2ND READING THIS 14TH DAY OF SEPTEMBER, 2020.

BILL GANZ, MAYOR

ATTEST:

SAMANTHA GILLYARD, CMC, CITY CLERK

Deerfield Beach Community Redevelopment Agency
Budget - Detailed Information
October 1, 2020 - September 30, 2021

ACCT	ACCOUNT DESCRIPTION	FY 2021
10 01	Regular Salary	\$ 270,068
	Tax Increment Revenue to pay for the following portion of staff salaries (Director of Economic Development 50%, CRA Project Manager 100%, CRA Administrative Coordinator 100%, City Manager 10%, Assistant City Clerk 25%)	
10 06	Automobile Allowance	\$ 6,000
	CRA's portion of the cost of one and a half (1.5) vehicles for use by CRA staff	
10 12	Sick Leave Conversion Pay	\$ 4,000
	Once a year, in December, every full-time employee who has used less than six days of sick leave during the preceding year may choose to be paid for the unused portion of those six days. The payment is calculated using the employee's base hourly rate; therefore not including any additional pay factors	
10 25	Clothing Allowance	\$ 250
11 01	FICA	\$ 21,600
	The 7.65% FICA rate is composed of two rates; a 6.2% social security tax that is applied to the first \$106,800 that an employee earns and a 1.45% Medicare tax that is applied to all earnings	
12 04	ICMA Pension	\$ 21,605
	Estimated by city pension contribution for those city employees who are participants in the ICMA defined contribution plan; the city contribution, as a percentage of salary, is 8%	
32 30	Community Policing	\$ 55,000
	Cost of BSO Deputy Detail to provide additional security in the CRA	
32 16	Landscaping Services	\$ 70,000
	Small landscaping projects within the CRA and including Hillsboro Square entrances	
32 99	Other Contractual Services	\$ 217,000
	Contractual services provided by the CRA Attorney for legal services (\$48,000), Main Beach Parking Lot Railing design services (\$30,000), Business Marketing (\$50,000), Annual Report (\$5,000), ADA Compliance Services (\$12,000), Independent Financial Audit (\$19,000) and other professional services as needed	
34-03	Cellular Phone Services	\$ 2,500
	Staff cell phone service	
35 04	Office Supplies	\$ 1,500
	Office supplies as necessary for operations	
35 09	Professional Publications	\$ -
	Funding for development and management newspapers, trade magazines and books.	
35 13	Minor Tools, Equip, Hardware	\$ 2,500
35 24	Materials and Maintenance	\$ 20,000
35 74	Special Events	\$ 175,000
	Funding for 4th of July Celebration (\$85,000), December Holiday Celebration (Event \$20,000 and Lighting \$55,000), annual showmobile management (\$7,500), and other events to be determined by the CRA Board	
35 95	Art in Public Places	\$ 50,000
	Public art project at Kirk Cottrell Pavilion and other projects as determined by the CRA Board	
36 09	Copier Lease	\$ 5,000
39 01	Travel and Training	\$ 4,000
	Mileage reimbursement for CRA Administrative Coordinator (\$4,000), attendance at seminars, workshops and regional meetings	
39 02	Printing	\$ 1,500
	Printing of brochures, hand-outs and annual report	
39 21	Advertising	\$ 2,500
	Advertising in newspapers, industry publications and exhibits	
39 27	General Admin Charge	\$ 131,645

	Payment to the general fund for the services that are provided to support the CRA Fund	
39 35	Dues and Memberships	\$ 700
	Annual professional association memberships and Special District Reporting	
39 59	Commercial Façade Improvement Loan	\$ 354,000
	Funds to partner on façade improvements to storefronts in the CRA District and past year awards	
82-32	Incentives - Aid to Private Entities	\$ -
	Public private partnerships to be determined by the CRA Board	
60 43	Office Machinery & Equipment	\$ 1,900
	Laptop replacement for CRA Staff	
63 04	Infrastructure and Capital Improvements	\$ 2,696,643
	Bus Shelter Relocation and Utility Undergrounding (\$947,000), International Fishing Pier Improvements (\$60,000), Sullivan Park Facility construction and other capital projects as determined by the CRA Board	
63 06	Beach Enhancements	\$ -
63 07	Real Estate Acquisition	\$ -
63 08	Main Beach Parking Area Improvements	\$ 250,000
	Main Beach Parking Lot Railing Treatment (\$250,000)	
63 11	Lighting	\$ 1,750,000
	S-Curve Utilities Undergrounding and Lighting (\$1,750,000)	
90 01	Transfer to General Fund	\$ 1,085,581
	Interfund transfer for debt service payments on Florida Municipal Loan Council Covenant Bonds	
90 03	Transfer to Insurance Services	\$ 49,028
	Interfund transfer for allocable portion of employee benefits funded through insurance services trust fund	
CRA Proposed Budget		\$ 7,249,520
Projected Tax Increment Revenue 2021 (TIR)		\$ 4,272,215
Total Carryover		\$ 2,977,305
Total Available TIR Funds		\$ 7,249,520

City of Deerfield Beach CRA Five-Year Capital Improvements Plan (CIP) FY 2021-2025

SIDEWALK/STREETSCAPING IMPROVEMENTS

	<u>Total Cost</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>5 Year Total</u>
ADA Sidewalks/Bus Shelter		\$ 947,000	\$ -	\$ -	\$ -	\$ -	
SIDEWALK/STREETSCAPING TOTAL	\$ 947,000	\$ 947,000	\$ -	\$ -	\$ -	\$ -	\$ 947,000

PARKING IMPROVEMENTS

		<u>FY2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>5 Year Total</u>
Purchase of Island Entryway / NE 1st St Properties	\$ 2,000,000			\$ 2,000,000	\$ -	\$ -	\$ 2,000,000
Island Entryway Improvements	\$ 1,000,000				\$ 1,000,000		\$ 1,000,000
Main Beach Parking Lot	\$ 3,000,000					\$ 3,000,000	\$ 3,000,000
PARKING TOTAL	\$ 6,000,000	\$ -	\$ -	\$ 2,000,000	\$ 1,000,000	\$ 3,000,000	\$ 6,000,000

PARK IMPROVEMENTS

		<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>5 Year Total</u>
Sullivan Park Facility			\$ 3,000,000	\$ 500,000			\$ 3,500,000
			\$ -				
PARK TOTAL	\$ 3,500,000	\$ -	\$ 3,000,000	\$ 500,000			\$ 3,500,000

LIGHTING IMPROVEMENTS

		<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>5 Year Total</u>
S-Curve Utilities & Undergrounding	\$ 1,750,000	\$ 1,750,000					\$ 1,750,000
LIGHTING TOTAL	\$ 1,750,000	\$ 1,750,000	\$ -	\$ -			\$ 1,750,000
OVERALL TOTALS	\$ 12,197,000	\$ 2,697,000	\$ 3,000,000	\$ 2,500,000	\$ 1,000,000	\$ 3,000,000	\$ 12,197,000



City of Deerfield Beach

150 NE 2nd Ave
Deerfield Beach, FL
33441
954-480-4200

Face Sheet

File Number: I.D. 2020-531

Agenda Date: 9/3/2020

Status: PUBLIC HEARINGS –
SECOND READING

In Control: City Commission

Title

P.H. 2020-078: ORDINANCE 2020/ - AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, AMENDING DIVISION 9 "UNSAFE STRUCTURES AND HOUSING APPEALS BOARD" OF ARTICLE II "BOARDS, COMMITTEES, COMMISSIONS" OF CHAPTER 2 "ADMINISTRATION" OF THE CITY CODE BY CREATING SECTION 2-165 "ALTERNATE BOARD" TO PROVIDE FOR THE ABILITY TO USE AN ALTERNATE UNSAFE STRUCTURES BOARD; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

Recommended Action

Commission to vote on Ordinance

Voting Requirement

Adoption requires a 3/5 vote of the City Commission

Background/History

The City currently has buildings that must be demolished for health and safety reasons and efforts to create a Unsafe Structures Board made up of residents of the City of Deerfield Beach have been unsuccessful as the City has been unable to locate residents who would meet the requirements necessary to fill this board. Chapter 2 of the Code of Ordinances refers to the Unsafe Structures Board as a City Board.

Current Activity

This code amendment would allow for an alternative board, such as the Broward County Unsafe Structures Board to serve in the capacity of the City board. The Planning & Development Services Department wishes to utilize the services of the Broward County Unsafe Structures Board. Upon approval of this code amendment, an Inter-local Agreement to use the County's Unsafe Structures Board will be brought forward for the City Commission to approve.

Recommendation

Approve the Ordinance on second reading.

ORDINANCE NO. 2020/

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, AMENDING DIVISION 9 “UNSAFE STRUCTURES AND HOUSING APPEALS BOARD” OF ARTICLE II “BOARDS, COMMITTEES, COMMISSIONS” OF CHAPTER 2 “ADMINISTRATION” OF THE CITY CODE BY CREATING SECTION 2-165 “ALTERNATE BOARD” TO PROVIDE FOR THE ABILITY TO USE AN ALTERNATE UNSAFE STRUCTURES BOARD; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE

WHEREAS, the City Code provides for an Unsafe Structures and Housing Appeals Board (the “Board”) for the purpose of hearing matters brought by the building official; and

WHEREAS, the City has been unable to appoint members to the Board; and

WHEREAS, the City has the need for an unsafe structures board, and Broward County is willing to provide these services through the execution of an interlocal agreement; and

WHEREAS, the City Commission has determined that it is in the best interests of the City to create Section 2-165 to provide for the ability to use an alternate board to hear matters brought by the building official.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, AS FOLLOWS:

Section 1. The above “WHEREAS” clauses are true and correct and are incorporated herein.

Section 2. Chapter 2 “Administration,” Article II “Boards, Committees, Commissions,” Division 9 “Unsafe Structures and Housing Appeals Board” is hereby amended by creating Section 2-165 “Alternate Board,” to read as follows:¹

Chapter 2 – ADMINISTRATION

ARTICLE II – BOARDS, COMMITTEES, COMMISSIONS

DIVISION 9 – UNSAFE STRUCTURES AND HOUSING APPEALS BOARD

Sec. 2-165. – ~~Reserved.~~ Alternate Board.

¹ Additions to existing City Code text are shown in underline. Deletions to existing City Code text are shown in ~~strikethrough~~.

Notwithstanding anything in the City Code to the contrary, as an alternative to the use of the City's Unsafe Structures and Housing Appeals Board, the City may utilize the Unsafe Structures Board of Broward County or that of another municipality located within Broward County (an "Alternate Board") pursuant to the provisions of an interlocal agreement with such governmental entity. Any reference to the "Unsafe Structures and Housing Appeals Board" or the "Board" in this Division 9 shall refer to the Alternate Board, as applicable.

Section 3. All Sections or parts of Sections of the Code of Ordinances, all ordinances or parts of ordinances, and all Resolutions, or parts of Resolutions, in conflict with this Ordinance are repealed to the extent of such conflict.

Section 4. The provisions of this Ordinance are declared to be severable, and, if any section, sentence, clause and/or phrase of this Ordinance is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance, which shall remain in effect, it being the legislative intent that this Ordinance shall stand despite the invalidity of any part.

Section 5. It is the intention of the City Commission and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the City Code of the City of Deerfield Beach, and that the sections of this Ordinance may be renumbered to accomplish such intent.

Section 6. That this Ordinance shall be effective immediately upon adoption on second reading.

PASSED 1ST READING ON THIS _____ DAY OF _____, 2020.

PASSED 2ND READING ON THIS _____ DAY OF _____, 2020.

BILL GANZ, MAYOR

ATTEST:

SAMANTHA L. GILLYARD, CMC, CITY CLERK

**CITY OF DEERFIELD BEACH, FLORIDA
NOTICE OF PUBLIC HEARING**

YOU ARE HEREBY NOTIFIED that a public hearing will be before the City Commission on **Thursday, September 3, 2020** at 7:00 p.m. in the City Commission Chambers, City Hall, 150 NE 2nd Avenue, Deerfield Beach, Florida and utilizing communications media technology with some elected officials and City staff participating through video conferencing via Zoom (virtual meeting) to consider the following:

P.H. 2020-078: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, AMENDING DIVISION 9 "UNSAFE STRUCTURES AND HOUSING APPEALS BOARD" OF ARTICLE II "BOARDS, COMMITTEES, COMMISSIONS" OF CHAPTER 2 "ADMINISTRATION" OF THE CITY CODE BY CREATING SECTION 2-165 "ALTERNATE BOARD" TO PROVIDE FOR THE ABILITY TO USE AN ALTERNATE UNSAFE STRUCTURES BOARD; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

Copies of the Ordinances are available for public inspection in the City Clerk's Office, 150 N.E. 2nd Avenue, Deerfield Beach, Florida 33441. All interested persons are urged to virtually attend the Public Hearing(s), send a representative or express their views by letter.

You may either be present in person at the Public Hearing(s) or attend online or by phone virtually utilizing Zoom, represented by counsel or letter. All interested persons take due notice of the time and place of the Public Hearing and govern yourselves accordingly.

Any person who decides to appeal any decision of the City Commission with respect to any matter considered at this meeting would need a record of the proceedings. And for such purpose, may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Any person requiring auxiliary aids and services at this meeting may contact the City Clerk's Office at (954) 480-4213 at least 24 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by using the following numbers: 1-800-955-8770 or 1-800-955-8771.

BY: SAMANTHA GILLYARD, CMC, CITY CLERK

Publish: Sun-Sentinel
Friday, August 21, 2020



City of Deerfield Beach

150 NE 2nd Ave
Deerfield Beach, FL
33441
954-480-4200

Face Sheet

File Number: I.D. 2020-523

Agenda Date: 9/3/2020

Status: CONSENT - AGREEMENTS &
EXPENDITURE REQUESTS

In Control: City Commission

Title

Resolution 2020/ - A Resolution of the City Commission of the City of Deerfield Beach, Florida, approving an Interlocal Agreement with Broward County, Florida, for Broward County staff services in connection with hearings before the County Unsafe Structures Board; authorizing the City Manager to execute the Interlocal Agreement; providing for severability and an effective date.

Recommended Action

Commission to vote on Resolution

Voting Requirement

Adoption requires a 3/5 vote of the City Commission

Background/History

The City Code provides for an Unsafe Structures and Housing Appeals Board (the "City Board") for the purpose of hearing matters brought by the building official. However, the City has been unable to appoint members to the City Board, as the City has been unable to locate residents who would meet the requirements necessary to fill the City Board. The City is desirous of utilizing the County Unsafe Structures Board to hear and dispose of cases brought by the City Building Official. The County is willing to prepare and present cases brought by the City Building Official (the "Services").

Current Activity

There are buildings in the City that are unsafe and should be demolished for Health and Safety Reasons and efforts to create a board made up of citizens of the City of Deerfield Beach have been unsuccessful. The City and County desire to enter into a interlocal agreement ("ILA") for the Services. Upon approval, the City would appropriate \$10,000 from the abatement fund to process applications to the County for demolition. The total not to exceed cost per case is \$500.00.

Recommendation

Staff recommends the City Commission approve the ILA with the County for the Services.

RESOLUTION NO. 2020/

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, APPROVING AN INTERLOCAL AGREEMENT WITH BROWARD COUNTY, FLORIDA FOR BROWARD COUNTY STAFF SERVICES IN CONNECTION WITH HEARINGS BEFORE THE COUNTY UNSAFE STRUCTURES BOARD; AUTHORIZING THE CITY MANAGER TO EXECUTE THE INTERLOCAL AGREEMENT; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, the City Code provides for an Unsafe Structures and Housing Appeals Board (the “City Board”) for the purpose of hearing matters brought by the building official; and

WHEREAS, the City has been unable to appoint members to the City Board with the required qualifications; and

WHEREAS, Section 2-165 of the City Code, as amended, provides for the ability to use an alternate unsafe structures board to hear matters brought by the City building official; and

WHEREAS, Broward County (the “County”) maintains an Unsafe Structures Board (the “County Board”) that hears and disposes of cases brought by building officials to enforce minimum standards of maintenance for occupied and unoccupied structures and adjacent properties in accordance with the Florida Building Code; and

WHEREAS, pursuant to Chapter 5 of the County Code and Section 116 of the Florida Building Code, the County Board has the authority to hear and dispose of cases brought by the City Building Official; and

WHEREAS, the City desires to utilize the County Board to hear and dispose of cases brought by the City Building Official; and

WHEREAS, the County is willing to prepare and present unsafe structures cases brought by the City Building Official (the “Services”); and

WHEREAS, the City and County desire to enter into an interlocal agreement (“ILA”), attached as Exhibit “A,” for the Services; and

WHEREAS, upon execution, the ILA will become effective immediately and terminate on September 30, 2025; and

WHEREAS, City Staff recommends that the City Commission approve and authorize execution of the ILA with the County, attached as Exhibit “A,” for the Services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, AS FOLLOWS:

Section 1. The above referenced “Whereas” clauses are true and correct and made a part hereof.

Section 2. The City Commission hereby approves the ILA with County, attached as Exhibit “A,” for the Services.

Section 3. The City Manager is hereby authorized to execute the ILA with the County, attached as Exhibit “A,” for the Services, together with such non-substantial changes as deemed appropriate by the City Manager and approved by the City Attorney.

Section 4. Should any section, provision or word of this Resolution be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof other than the part declared to be invalid.

Section 5. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2020.

CITY OF DEERFIELD BEACH

BILL GANZ, MAYOR

ATTEST:

SAMANTHA GILLYARD, CMC, CITY CLERK

Return recorded document to:
Hipolito Cruz, Jr., Director
Broward County Building Code Services Division
1 North University Drive, Bldg B, #302
Plantation, FL 33324

Document prepared by:
Maite Azcoitia, Deputy County Attorney
Broward County Attorney's Office
Governmental Center, Suite 423
115 South Andrews Avenue
Fort Lauderdale, FL 33301

INTERLOCAL AGREEMENT FOR
BROWARD COUNTY STAFF SERVICES
IN CONNECTION WITH HEARINGS BEFORE THE
UNSAFE STRUCTURES BOARD

This Agreement is made and entered into by and between Broward County, a political subdivision of the State of Florida, hereinafter referred to as "County,"

and

City of Deerfield Beach, a municipal corporation existing under the laws of the state of Florida, hereinafter referred to as "City," collectively referred to as the "Parties."

A. This Agreement is entered into pursuant to Section 163.01, Florida Statutes, also known as the "Florida Interlocal Cooperation Act of 1969."

B. County maintains an Unsafe Structures Board ("Board") that hears and disposes of cases brought by Building Officials to enforce minimum standards of maintenance in accordance with the Florida Building Code.

C. Pursuant to Chapter 5 of the Broward County Code of Ordinances, the Board is authorized to hear and dispose of cases brought by Building Officials.

D. City is desirous of utilizing the Board to hear and dispose of cases brought by the City Building Official.

E. Pursuant to Chapter 5 of the Broward County Code of Ordinances and Section 116 of the Florida Building Code, the Board has the authority to hear and dispose of cases brought by the City Building Official.

F. County is willing to prepare and present cases brought by the City Building Official ("Services") on the terms and conditions hereinafter set forth.

Now, therefore, in consideration of the mutual covenants, promises, payments, and representations herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1 - SCOPE OF SERVICES

1.1. County agrees to make the Board available to hear and dispose of cases brought by the City Building Official for violations of the Florida Building Code.

1.2. Once City Building Official determines that a violation exists, County shall be responsible for:

- (a) filing a case with the Board on behalf of City; and
- (b) noticing and conducting the hearings in accordance with laws, rules, and regulations governing hearings before the Board.

1.3. County shall perform the above-described functions through the Building Code Services Division, or any successor entity.

1.4. City shall be responsible for ensuring that the appropriate witnesses attend the hearing(s) to provide the relevant testimony and evidence and for implementing the orders and directives of the Board to cause the violation(s) to be corrected. The Parties acknowledge that County is merely performing processing functions and providing access to the Board as a vehicle for City to enforce the provisions of the Florida Building Code. Accordingly, consistent with Article 5, City retains the responsibility for filing or defending any appeal(s) of Board orders or defending legal actions arising from enforcement actions taken by City pursuant to a Board order.

ARTICLE 2 - FUNCTIONS AND DUTIES NOT TRANSFERRED TO COUNTY

It is specifically understood and agreed that all rights and powers as may be vested in City pursuant to Chapter 166, Florida Statutes, or any other law, ordinance, or Charter provision of City not specifically addressed by this Agreement shall be retained by City.

ARTICLE 3 - COMPENSATION

3.1. County shall provide Services at the rate of Eighty-five and 67/100 Dollars (\$85.67) per hour for the Code Enforcement Officer and Thirty-seven and 70/100 Dollars (\$37.70) per hour for clerical support. Included in said costs are charges for mailings, publication, photos, posting of property, and other ancillary costs. Overtime, when approved by City prior to the overtime Services being provided, shall be at one and one half the normal hourly rate. All hourly charges shall be billed in increments of thirty (30) minutes. County shall not exceed a total cost, per case, of Five Hundred and 00/100 (\$500.00) without written authorization from City. All costs shall be properly documented and such documentation provided to City with the monthly invoices.

3.2. County shall invoice City on a monthly basis for actual services provided during the preceding month. City shall reimburse County within thirty (30) days after the date of the invoice.

3.3. Fines and liens recorded against property shall run in favor of City.

3.4. The amounts set forth in Section 3.1 shall be adjusted annually by County by an amount not to exceed five percent (5%) to address increases in operating and labor costs. Notwithstanding the foregoing, County may also adjust the amounts set forth above by amounts exceeding five percent (5%) in order to address natural disasters and other unforeseen events and circumstances. No later than May 1st of each year, County shall provide City with notice of anticipated increases, if any. Any increases shall take effect on October 1st, following the May 1st notification.

3.5. City shall be responsible for the actual costs of the services delineated necessary to implement orders and directives of the Board to cause the violations(s) to be corrected. Such costs shall include, but are not be limited to, boarding up property and demolition necessary to remove the violation(s).

ARTICLE 4 - TERM OF AGREEMENT

4.1. This Agreement shall commence on the date it is fully executed by the Parties and shall continue in full force and effect until midnight, September 30, 2025.

4.2. This Agreement shall continue in full force and effect unless written notice of termination by County or City is provided pursuant to Article 8, Notices. Unless terminated as provided in Article 7, Termination, this Agreement may be renewed for successive five (5) year periods upon request of City and upon acceptance by the County Administrator.

ARTICLE 5 – GOVERNMENTAL IMMUNITY; INDEMNIFICATION

Nothing herein is intended to serve as a waiver of sovereign immunity by any party nor shall anything included herein be construed as consent to be sued by third parties in any matter arising out of this Agreement or any other contract. City and County are state agencies or political subdivisions as defined in Chapter 768.28, Florida Statutes, and agree to be fully responsible for the acts and omissions of their agents or employees to the extent permitted by law. Notwithstanding the foregoing and to the extent City presents cases before the Board pursuant to this Agreement, the Board is not an agent of County. Accordingly, City agrees to indemnify and defend Broward County and its officers, directors, agents, and the Board from any and all claims, causes of action, and demands of any nature, whether known or unknown, arising out of or in connection with the Board's disposition of any case(s) heard on behalf of City pursuant to this Agreement.

ARTICLE 6 - INSURANCE

County is self-insured in accordance with provisions set forth within Section 768.28, Florida Statutes.

ARTICLE 7 - TERMINATION

This Agreement may be terminated by either party upon thirty (30) days notice to the other party of such termination pursuant to Article 8, Notices. Within sixty (60) days of termination of this Agreement, County shall forward to City all documentation related to cases previously heard or being prepared to be heard by the Board.

ARTICLE 8 – NOTICES

Any and all notice required or given under this Agreement shall be in writing and may be delivered in person or by placing in United States mail, postage prepared, first class and certified, return receipt requested, addressed as follows:

To County:

Director, Broward County Building Code Services Division
1 North University Drive
Building B, Box 302
Plantation, Florida 33324

With copy to:

County Administrator
115 South Andrews Avenue, Suite 409
Fort Lauderdale, FL 33301

To City:

ARTICLE 9 - MISCELLANEOUS PROVISIONS

- 9.1 Public Records. The Parties shall comply with all public records requirements of Chapter 119, Florida Statutes, as may be required by law.

IF EITHER PARTY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO A PARTY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE BROWARD COUNTY

**CUSTODIAN OF PUBLIC RECORDS, BARRY BALLESTER, AT
(954) 765-4400, ext. 9803, BBALLESTER@broward.org, ONE
NORTH UNIVERSITY DRIVE, PLANTATION, FLORIDA 33324,
OR [City's Custodian].**

9.2 ASSIGNMENT: County shall perform the selected Services provided for in this Agreement exclusively and solely for City that is a party to this Agreement. Neither party shall have the right to assign this Agreement.

9.3 WAIVER: The waiver by either party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement shall not be construed as a waiver of any future or continuing similar or dissimilar failure.

9.4 SEVERABILITY: In the event any part of this Agreement is found to be unenforceable by any court of competent jurisdiction, that part shall be deemed severed from this Agreement and the balance of this Agreement shall remain in full force and effect.

9.5 ENTIRE AGREEMENT: This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein; and the Parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

9.6 INDEPENDENT CONTRACTOR: County is an independent contractor under this Agreement. Services provided by County pursuant to this Agreement shall be subject to the supervision of County. In providing such Services, neither County nor its agents shall act as officers, employees, or agents of City. This Agreement shall not constitute or make the Parties a partnership or joint venture.

9.7 MODIFICATION: It is further agreed that no modifications, amendments or alterations in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith. Amendments extending the term of this Agreement pursuant to Article 4.2 or adding or deleting services to the Scope of Services under Article 1 may be approved by the County Administrator.

9.8 THIRD PARTY BENEFICIARIES: Neither County or City intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against either of them based upon this Agreement.

9.9 COMPLIANCE WITH LAWS: The Parties shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

9.10 LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. The Parties agree that the exclusive venue for any lawsuit arising from, related to, or in connection with this Agreement shall be in the state courts of the Seventeenth Judicial Circuit in and for Broward County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in federal court, the Parties agree that the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Florida. **BY ENTERING INTO THIS AGREEMENT, CITY AND COUNTY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.**

9.11 PRIORITY OF PROVISIONS. If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in Articles 1 through 9 of this Agreement shall prevail and be given effect.

9.12 DRAFTING: This Agreement has been negotiated and drafted by the Parties and shall not be more strictly construed against any party because of such party's preparation of this Agreement.

9.13 INTERPRETATION. The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter" refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a section or article of this Agreement, such reference is to the section or article as a whole, including all of the subsections of such section, unless the reference is made to a particular subsection or subparagraph of such section or article.

9.14 INCORPORATION BY REFERENCE. Any and all Recital clauses stated above are true and correct and are incorporated herein by reference.

9.15 REPRESENTATION OF AUTHORITY. Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full and legal authority.

9.16 RECORDING: This Agreement shall be recorded in the Public Records of Broward County, in accordance with the Florida Interlocal Cooperation Act of 1969.

9.17 NO CONTINGENT FEES. County warrants that it has not employed or retained any company or person, other than bona fide employees working solely for County, to solicit or secure this Agreement, and that has not paid or agreed to pay any person, company, corporation, individual, or firm, other than bona fide employees working solely for County, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Parties hereto have made and executed this Interlocal Agreement between County and City for presentation at hearings before the Broward County Unsafe Structures Board to be performed by the Broward County Building Code Services Division of the Environmental Protection and Growth Management Department on the respective dates under each signature: Broward County, signing by and through its County Administrator, authorized to execute same by Board action on the 14th day of December, 2010, and City, signing by and through its _____, duly authorized to execute same by Commission action on the ____ day of _____, 20____.

County

WITNESSES:

Broward County, by and through
its County Administrator or designee

Print Name: _____

By _____
Broward County Administrator

Print Name: _____

____ day of _____, 20____

Approved as to form by
Andrew J. Meyers
Broward County Attorney
Governmental Center, Suite 423
115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Telephone: (954) 357-7600

By _____
Maite Azcoitia (Date)
Deputy County Attorney

INTERLOCAL AGREEMENT BETWEEN BROWARD COUNTY AND CITY OF
DEERFIELD BEACH FOR BROWARD COUNTY STAFF SERVICES IN CONNECTION
WITH HEARINGS BEFORE THE BROWARD COUNTY UNSAFE STRUCTURES
BOARD

City

City of Deerfield Beach

Attest:

By _____
Mayor-Commissioner

City Clerk

____ day of _____, 20____

By _____
City Manager

____ day of _____, 20____

APPROVED AS TO FORM:

By _____
City Attorney



City of Deerfield Beach

150 NE 2nd Ave
Deerfield Beach, FL
33441
954-480-4200

Face Sheet

File Number: I.D. 2020-555

Agenda Date: 9/3/2020

Status: DEPARTMENTAL BUSINESS

In Control: City Commission

Title

Resolution 2020/ - A Resolution of the City Commission of the City of Deerfield Beach, Florida, repealing Resolution No. 2009/163 and providing for revised policies and donation of city funds to charitable and public purpose organizations; providing for conflicts and an effective date.

Recommended Action

Commission to vote on Resolution

Voting Requirement

Adoption requires a 3/5 vote of the City Commission

Background/History

The Community Participation Grant program was established to provide financial resources to local non-profit organizations that assist the City in serving a valid public purpose. Resolution 2009/163 provides the guidance for the program and gives the City Commission the sole discretion to decide which organizations to fund and the funding amount to provide to each organization.

Current Activity

For FY 2020-2021 funds, the Community Participation Grant applications request for funding will be submitted to City staff to review and to ensure all applications submitted meet the program guidelines. The City Manager shall designate City staff to review and rank each proposal. A recommendation of proposed community organizations and funding amounts will be presented to the City Commission for approval.

Upon approval by the City Commission, funding for all grant awards is contingent on the execution of a binding agreement that outlines the grant conditions between the City and awardee. Awardees will be required to maintain detailed documentation of all grant expenditures. Failure to comply with this requirement may result in disqualification from future grant cycles. Additional information may be required at the City's discretion, based on the usage of funds.

An Exit Report will be required at the end of each grant agreement. Awardees must submit the Exit Report no later than 30 days after the grant agreement end date. Failure to submit an Exit Report may result in disqualification from future grant cycles.

Recommendation

It is recommended that the City Commission approve the proposal to allow City staff to review and rank the Community Participation Grant applications and present to the City Commission for

approval.

RESOLUTION NO. 2020/

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, REPEALING RESOLUTION NO. 2009/163 AND PROVIDING FOR REVISED POLICIES FOR DONATION OF CITY FUNDS TO CHARITABLE AND PUBLIC PURPOSE ORGANIZATIONS; PROVIDING FOR CONFLICTS AND AN EFFECTIVE DATE

WHEREAS, the City of Deerfield Beach believes that charitable and public purpose organizations (each is an “Organization”) contribute to the public welfare of the community and should be supported by the City financially to the extent these Organizations assist the City in serving a valid public purpose; and

WHEREAS, the City Commission wishes to revise its guidelines for making donations to Organizations; and

WHEREAS, the guidelines set forth herein are general and any decision to offer a contribution shall be subject to City Commission approval; and

WHEREAS, donations to an Organization shall only be made if the donation contributes to a valid public purpose and services the public interests of the citizens of the City of Deerfield Beach.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, AS FOLLOWS:

Section 1. The above referenced “Whereas” clauses are true and correct and made a part hereof.

Section 2. Resolution 2009/163 is hereby repealed in its entirety.

Section 3. The City may not appropriate more than \$20,000 directly to an Organization (in the aggregate in any one fiscal year) unless the City Commission has first held a public hearing on the donation.

Section 4. The City Commission may not donate any funds to an Organization unless the Organization has first filed a written application to the City. The written application must be in the form provided by the City and include the following information:

- a. The name of the Organization and its location;
- b. The primary purpose served by the Organization and a particular description of the activities of the Organization within the City of Deerfield Beach;
- c. The reason the funds are needed from the City of Deerfield Beach; and
- d. The specific use to which the funds will be put and how they will serve a public purpose.

Section 5. The City shall require that, at a minimum, the mandatory requirements set forth in the attached Exhibit “A” have been satisfied by the Organization. Further, the City may impose any of the “optional” conditions set forth in Exhibit “A” or any other conditions that the City deems proper under the circumstances to assure that the funds are being used for the public purpose for which they are being dedicated by the City.

Section 6. The City Manager shall designate City staff to review all grant applications received by the application deadline and make recommendations to the City Commission in accordance with the following:

- a. Determine the approximate total allocation of grant funding for the proposed budget.
- b. Rank each application based on the extent the Organization assists the City in serving a valid public purpose.
- c. Determine the number of Organizations to receive funding based on the total fund allocation and ranking.

Section 7. During the budget process, Staff shall present Staff’s rankings and recommendations to the City Commission. At a public meeting, the City Commission may approve the rankings and recommendations, or may re-rank or change the allocations of funding recommended by Staff. Approval of rankings and funding allocations must be by a majority of the City Commission.

Section 8. The Organizations approved for funding must execute a binding agreement setting forth the grant conditions specified in Exhibit “A” and any other conditions acceptable to the City. The City Commission may impose additional grant conditions, which shall affirmatively be set forth on the record by the City Commission at the time it approves the grant.

Section 9. The City Commission may waive or modify the mandatory conditions set forth in Exhibit “A” by a 4/5 affirmative vote of the City Commission. Any such waiver shall specifically set forth the reasons the City Commission is waiving the conditions.

Section 10. The appropriate City officials are authorized to take all necessary steps to implement the aims of this Resolution.

Section 11. All resolutions, or parts of resolutions, in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 12. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2020.

CITY OF DEERFIELD BEACH

BILL GANZ, MAYOR

ATTEST:

SAMANTHA GILLYARD, CMC, CITY CLERK

EXHIBIT A

GRANT CONDITION/CITY POLICY

The following condition shall be made a part of any grant of City funds to a charitable or public purpose organization (the "Organization"):

MANDATORY CONDITIONS

- The Organization shall provide a copy of its tax returns for the three most recent tax years (if the entity has existed for said period) and agree to provide a tax return for the year in which the funds are received; or
- At the City Commission's option upon approval by a 4/5 vote, an audited financial statement (for the most recent fiscal year) with audit opinion from an independent CPA or, for organizations without audited financial statements, an unaudited statement with certified statement under oath from the President and Treasurer. The statement must show the financial condition of the Organization as indicated in the financial records of the Organization. The Organization shall agree to provide a similar statement for the fiscal year during which the grant is received.
- In a written application, the Organization shall specifically state the purpose for which the funds are to be used and agree to provide documentation acceptable to the City demonstrating that the funds received are in fact used for that purpose. The application shall contain a justification of the public purpose served by the grant.
- Prior to receipt of funds the Organization shall execute a binding commitment incorporating these grant conditions, which shall include reasonable access to documentation to assure that the funds were used for their intended purpose.
- Within 30 days of the expiration of the grant agreement, the Organization must submit an Exit Report, in a form approved by the City. Failure to submit an Exit Report may result in disqualification from future grant cycles.

OPTIONAL CONDITIONS

- In the City's discretion, the City may require additional documentation to include receipts, cancelled checks, checking account statements, or other documentation which the City believes are necessary to assure that the funds are used for their intended purpose.
- The City may also require that the Organization place the grant funds in a separate account, or otherwise segregate said funds, and provide proof that the funds, as set aside, are used for the purposes set forth in the grant.

- In cases where a grant is a generalized subsidy for the operations of a particular Organization, the Organization may be required to provide a statement for the year during which the grant funds were received, delineating the total amount of funds received as income or other revenue by the Organization and the total amount of funds expended by the Organization. In such case, the Organization shall also provide a statement of the total amount of monies expended during that year and a summary, by category, of the total amount expended on capital expenditures, salaries and programs of the Organization for that year. The statement shall be under oath by the President or Treasurer.
- In cases where the grant is in excess of \$20,000 (in the aggregate in any one fiscal year) the City may request the right to conduct an audit of revenues and expenditures and the Organization shall provide all documents necessary to conduct such audit.

These conditions may be waived or modified by the City Commission by a 4/5 vote.



City of Deerfield Beach

150 NE 2nd Ave
Deerfield Beach, FL
33441
954-480-4200

Face Sheet

File Number: I.D. 2020-550

Agenda Date: 9/3/2020

Status: DEPARTMENTAL BUSINESS

In Control: City Commission

Title

Resolution 2020/ - A Resolution of the City Commission of the City of Deerfield Beach, Florida, approving the ranking and award of Request for Proposals #20-37-JW for the preparation of the City's Evaluation and Appraisal Report and update to the Comprehensive Plan in an amount not to exceed \$58,500.00; authorizing execution of an Agreement with Leigh Robinson Kerr & Associates, Inc., the top ranked firm; providing for severability and an effective date. (Funds from Account #001-1100-515-3299 - Other Contractual Services)

Recommended Action

Commission to vote on Resolution

Voting Requirement

Adoption requires a 3/5 vote of the City Commission

Fiscal Impact

Costs:\$58,500.00

Account Name: Other Contractual Services

Account Number: 001-1100-515-32-99

Background/History

On June 25, 2020, the City advertised Request for Proposal # 20-37-JW (the "RFP") seeking a qualified firm to provide professional planning services to prepare the City's Evaluation and Appraisal Report ("EAR") in accordance with Florida Statutes and prepare an update of the City's Comprehensive Plan arising from the results of the EAR and other local planning issues.

The City completed its last EAR and Comprehensive Plan update in 2014. The City is required to notify the Department of Economic Opportunity of its intention to make changes to its Comprehensive Plan by May 1, 2021.

Current Activity

On July 14, 2020 at 3:00 p.m., the due date and time for the responses, the Purchasing and Contract Division (the "Division") closed and unsealed the three proposals that were timely received, and reviewed the proposals to ensure they met the RFP requirements. On July 22, 2020, the Evaluation Committee met and recommended Leigh Robinson Kerr & Associates, Inc. as the number one (1) ranked Offeror. The contract price for the recommended firm is \$58,500.00, which is also the lowest bid of all three (3) firms that submitted a response to the RFP.

The agenda recommendation memo from the Purchasing Division and the bid tabulation spreadsheet

are attached.

Recommendation

Staff recommends the City Commission approve the award of the RFP to Leigh Robinson Kerr & Associates, Inc.

RESOLUTION NO. 2020/

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, APPROVING THE RANKING AND AWARD OF REQUEST FOR PROPOSALS #20-37-JW FOR THE PREPARATION OF THE CITY'S EVALUATION AND APPRAISAL REPORT AND UPDATE TO THE COMPREHENSIVE PLAN IN AN AMOUNT NOT TO EXCEED \$58,500.00; AUTHORIZING EXECUTION OF AN AGREEMENT WITH LEIGH ROBINSON KERR & ASSOCIATES, INC., THE TOP RANKED FIRM; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, the City of Deerfield Beach (the "City") desires to enter into an agreement with a consultant for the provision of professional planning services to prepare the City's Evaluation and Appraisal Report and prepare an update to the City's Comprehensive Plan (the "Services"); and

WHEREAS, the City issued Request for Proposals No. 20-37-JW for the City Evaluation and Appraisal Report (the "RFP") and update to the Comprehensive Plan; and

WHEREAS, the RFP was advertised in the legal notices section of the Sun Sentinel on June 25, 2020, and the notice was also sent to 331 prospective respondents via the e-Procurement Marketplace; and

WHEREAS, twenty-eight firms viewed the RFP documents; and

WHEREAS, on July 14, 2020 at 3:00 p.m., the due date and time for the responses, the Purchasing and Contract Division (the "Division") closed and unsealed the three proposals that were timely received, and reviewed the proposals to ensure they met the RFP requirements; and

WHEREAS, the evaluation committee independently reviewed and scored the responsive proposals in accordance with the weighted criteria stated in the RFP prior to the first evaluation committee meeting; and

WHEREAS, the evaluation meeting was held on July 22, 2020 to score the proposals based on the weighted criteria stated in the RFP; and

WHEREAS, following the initial ranking, the evaluation committee reached a unanimous decision to rank Leigh Robinson Kerr & Associates, Inc. ("Leigh Robinson") as the number one ranked firm; and

WHEREAS, the evaluation committee recommends that the City Commission approve the ranking and award of the RFP to the number one ranked firm Leigh Robinson, and authorize execution of an agreement with Leigh Robinson for the provision of the Services in an amount not to exceed \$58,500 (the "Agreement").

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, AS FOLLOWS:

Section 1. The above referenced “Whereas” clauses are true and correct and made a part hereof.

Section 2. The City Commission hereby approves the award of the RFP to Leigh Robinson for the Services.

Section 3. The City Manager is hereby authorized to execute an Agreement with Leigh Robinson, in an amount not to exceed \$58,500, consistent with the terms of the RFP, together with such non-substantial changes as are acceptable to the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2020.

CITY OF DEERFIELD BEACH

BILL GANZ, MAYOR

ATTEST:

SAMANTHA GILLYARD, CMC, CITY CLERK



Memorandum

TO: Eric Power, Director Planning and Development Services

FROM: Jeremin Worlds, Senior Buyer

THRU: Ivelsa Guzman, Purchasing Manager

DATE: July 27, 2020

SUBJECT: City Evaluation and Appraisal Report, RFP #20-37-JW

The Purchasing and Contract Administration Division issued a Request for Proposal for City Evaluation and Appraisal Report, RFP #20-37-JW. This formal competitive solicitation process complies with the City of Deerfield Beach procurement requirements. Details of the competitive solicitation process are as follows:

- The RFP was advertised in the legal notices section of the Sun-Sentinel on June 25, 2020. The notice was sent to three hundred and thirty-one (331) prospective Offeror's via the e-Procurement Marketplace.
- Twenty-eight (28) vendors viewed the documents of the RFP.
- On July 14, 2020 at 3:00 p.m. EST, the due date and time, the Purchasing and Contract Administration Division closed and unsealed three (3) proposals received. The proposals were reviewed by the Purchasing and Contract Administration Division to ensure the proposals met the RFP requirements.
- Subsequently, each member of the evaluation committee appointed by the City Manager received their evaluation packages that consisted of: evaluation committee policies and procedures, original RFP, addenda, submittals, and the evaluation sheets.
- Each evaluation committee member independently reviewed and scored the submittals in accordance with the weighted criteria stated in the RFP prior to the public evaluation meeting held on Wednesday, July 22, 2020, at 10:00 a.m. via Zoom due to the COVID-19 Pandemic. The Evaluation Committee consisted of: Stephen Graham, Assistant Planning Director, Planning and Development Services; Cassi Waren, Assistant Director, Parks and Recreation; and Allen Fathi, Assistant Director of Utilities Maintenance, Environmental Services
- The proposals were evaluated based on the following weighted criteria:

<u>Criteria</u>	<u>Weight</u>
Project Approach	2
Experience and Qualifications of Professional Personnel, Including their Pertinent Training, Skill and Experience in relation to the Proposed Work	2
Past Performance and Experience on Similar Projects, Particularly In Broward County, and Coastal Communities where Redevelopment is apparent (preferable Florida)	3
Respondent Ability to Meet City Timeline and Budget Requirement	3
Location of Firm, the Location of Where Work is Performed, and Ability to Effectively Communicate with City Staff	2
Recent, Current and Project Workload of the Firm	1

- The proposals were ranked as follows:

Ranking	Allen Fathi	Cassi Waren	Stephen Graham	Total	Ranking
Leigh Robinson Kerr & Associates, Inc.	105 1	96 1	108 1	3	1
Calvin, Giordano & Associates, Inc (CGA) (Calvin, Giordano & Associates, Inc)	100 2	94 2	102 2	6	2
The Corradino Group, Inc.	95 3	86 3	96 3	9	3

- Following the initial ranking, the evaluation committee concluded and was unanimous in their decision to make a recommendation to the City Commission to approve the ranking and award the contract to Leigh Robinson Kerr & Associates, Inc.
- Reference checks conducted revealed positive ratings.
- In summary, Leigh Robinson Kerr & Associates, Inc., is the number one (1) ranked Offeror. Therefore, Staff recommends the award of this contract to Leigh Robinson Kerr & Associates, Inc.
- Documentation related to this solicitation may be obtained by emailing sfrancis@deerfield-beach.com. You may contact the Purchasing and Contract Administration Division at 954-480-4381 with any questions.
- Please use this memorandum and all attachments as your backup documents to the City Manager for the August 17, 2020 Commission meeting.

Att. Tabulation Sheets, Scope of Services

c: Stephen Graham, Assistant Director, Planning and Development Services

EVALUATION AND APPRAISAL REPORT AND COMPREHENSIVE PLAN UPDATE

SCOPE OF WORK

The City of Deerfield Beach, Florida is seeking a qualified firm / team capable of providing land planning consultant services to:

1. Prepare the Evaluation and Appraisal Report (EAR) in accordance with Florida Statutes including, but not limited to, Chapters 163.3191 and 166; and,
2. Prepare an update of the City's Comprehensive Plan in accordance with Florida Statutes, arising from the results of the Evaluation and Appraisal Report and other local planning issues.

The City intends to select and hire a Consultant who has experience in preparing these documents in full compliance with the Florida Statutes. The documents will be prepared in sequence under one purchase order.

The successful Consultant will be responsible for all aspects of the preparation of the EAR and update to the Comprehensive Plan, including coordination with applicable local governments and state and regional agencies, including any updates required by Florida Statutes. All elements of the Comprehensive Plan shall be assessed, as well as an evaluation of major local issues and identification of successes, opportunities and shortcomings of key objectives and policies in the Comprehensive Plan.

The successful Consultant will be required to utilize data from the work of other firms and City departments which are currently in various stages of preparation, including, but not limited to, comprehensive storm water, water / wastewater and beach management plans. The City's GIS department will be responsible for preparing updated / new maps, although the data and analysis required for preparing these maps is expected to be supplied by the Consultant. The Consultant will be expected to coordinate with all City departments, as necessary, throughout this project.

The City will soon be undertaking a separate visioning and strategic planning process and the successful Consultant will be expected to incorporate the results and outcomes of that process in this project.

Other than Planning and Zoning Board / Local Planning Agency and City Commission meetings, which may or may not be held in person, all meetings with City staff and key stakeholders are expected to be conducted virtually rather than in person.

The City is required to notify the Department of Economic Opportunity of its intention to make changes to its Comprehensive Plan by May 1, 2021. The City completed its last EAR and Comprehensive Plan update in 2014.

Please refer to Exhibit A to review the current City of Deerfield Beach Comprehensive Plan and Future Land Use Map.

DELIVERABLES

The selected consultant must deliver the following to the City:

I. EVALUATION AND APPRAISAL REPORT

1. The Consultant must provide a sufficient number of draft copies for staff, and Planning and Zoning Board and one PDF copy on a thumb drive or flash drive.
2. Once the draft revisions are reviewed and accepted by staff and the Planning and Zoning Board (Local Planning Agency) the final draft of the Evaluation and Appraisal Report will be provided to the staff as one original unbound copy, and a PDF copy on a flash drive. The documents must be OCR searchable and ADA remediated with a full check accessibility report.
3. Attend up to five (5) public meetings, including Planning and Zoning Board and City Commission. City staff will be responsible for making the presentations to these meetings, however the consultant will be required to assist with preparation of back up materials, PowerPoint presentations and be available to answer any technical questions that may arise.

II. COMPREHENSIVE PLAN UPDATE

1. The consultant must provide a sufficient number of copies of the draft regulations for staff and the Planning and Zoning Board and one PDF copy on a thumb drive or flash drive.
2. Once the draft revisions are reviewed and accepted by staff and the Planning and Zoning Board (Local Planning Agency) the final draft of the Comprehensive Plan will be provided to the staff as one original unbound copy, and a PDF copy on a flash drive. The documents must be OCR searchable and ADA remediated with a full check accessibility report.
4. Attend up to five (5) public meetings, including Planning and Zoning Board and City Commission. City staff will be responsible for making the presentations to these meetings, however the consultant will be required to assist with preparation of back up materials, PowerPoint presentations and be available to answer any technical questions that may arise.
3. Revised reports as may be required by the Planning & Zoning Board or City Commission resulting from the State's objections, recommendations, or comments.

CRITERIA FOR EVALUATION:

1. Project approach.
2. The ability of professional personnel, including their pertinent training, skill and experience in relation to the proposed work.

3. Past performance and experience on similar projects, particularly in Broward County, and coastal communities where redevelopment is apparent (preferably Florida).
4. Respondent's willingness to meet City time and budget requirements.
5. The location of the firm and the place from which the work is to be performed, and the ability to effectively communicate with City staff.
6. The recent, current, and projected workloads of the firm.

Event Number	20-37-JW
Event Title	City Evaluation and Appraisal Report
Event Description	The City of Deerfield Beach (City) is soliciting sealed responses from an experienced and qualified firm / team with the capability of providing land planning consultant services.
Event Type	RFP
Issue Date	6/25/2020 04:52:57 PM (ET)
Close Date	7/14/2020 03:00:03 PM (ET)

Organization	City of Deerfield Beach
Workgroup	Purchasing Dept.
Event Owner	Jeremin Worlds jworlds@deerfield-beach.com
Email	
Phone	(954) 480-4415
Fax	(954) 480-4388

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Leigh Robinson Kerr & Associates, Inc.	Fort Lauderdale	FL	7/14/2020 08:29:10 AM (ET)	2	\$58,675.00
The Corradino Group, Inc.	Miami	FL	7/14/2020 12:26:51 PM (ET)	2	\$125,175.00
Calvin, Giordano & Associates, Inc (CGA) (Calvin, Giordano & Associates, Inc)	Ft Lauderdale	FL	7/14/2020 10:39:53 AM (ET)	1	\$128,400.00

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.

1	Fee proposal shall consist of an all-inclusive lump sum price for the strategic planning engagement proposed from start to final report deliverable (direct)						
	Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
							Please also refer to Section III.F under the Project Approach section for further clarification of proposed budget. Part I - EAR Report proposed budget:\$9,500.00 Part II Plan Update proposed budget:49,000.00.
	Leigh Robinson Kerr & Associate	1	Monthly		\$58,500.00	\$58,500.00	
							The following fee is proposed, and consists of an all-inclusive lump sum price for the scope of services as described in this proposal for the preparation of the City of Deerfield Beach Evaluation and Appraisal Report and the Comprehensive Plan Amendments as fully described in Tab 3, Project Approach.TaskProposed Lump Sum PriceEvaluation and Appraisal Report\$55,000.00Comprehensive Plan Update\$70,000.00Total\$125,000.00
	The Corradino Group, Inc.	1	Monthly		\$125,000.00	\$125,000.00	
							The response fee is an all-inclusive lump sum. Please find a full break down of the cost estimate in the Appendix section of the submittal.
	Calvin, Giordano & Associates, Ir	1	Monthly		\$128,400.00	\$128,400.00	

2	Proposed hourly rate for post-deliverable on an as-needed basis for services.						
	Supplier	QTY	UOM	Estimated	Unit Price	Extended	Supplier Notes
							The following are proposed hourly rates for post-deliverable on an as-needed basis for services.RoleHourly RatePrincipal\$225Senior Planner\$175Planner\$140Junior Planner\$85GIS Planner\$85
	The Corradino Group, Inc.	1	hr		\$175.00	\$175.00	

Leigh Robinson Kerr & Associate 1	hr	\$175.00	Please also refer to Section III.F under the Project Approach section for further clarification of proposed budget which includes hourly rates (175/125/100) for post-deliverable services such as plan implementation, benchmarking and \$175.00 upkeep.
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City of Deerfield Beach

150 NE 2nd Ave
Deerfield Beach, FL
33441
954-480-4200

Face Sheet

File Number: I.D. 2020-560

Agenda Date: 9/3/2020

Status: CITY COMMISSION
BUSINESS

In Control: City Commission

Title

City Manager Performance Evaluation.

Recommended Action

Motion on decision of Commission

Background/History

The City Manager's employment contract provides for the City Commission to provide him with a performance evaluation each year, including submission of a written performance evaluation and a review at a public meeting.

The City Commission previously approved a performance evaluation form to be used for the purpose of providing the written performance evaluation of the City Manager.

Per Section 3(B) of the contract, the City Commission may increase the Manager's salary in such amounts and to such an extent as the City Commission may determine desirable on the basis of performance and evaluation of the Manager, in the City Commission's sole discretion.

Current Activity

The City Manager's employment contract provides for the evaluation and review to be done by September 30 of each year of the contract. The contract provides for an evaluation format, including use of the written evaluation form approved by Resolution of the City Commission.

EXHIBIT A

CITY MANAGER EVALUATION

The following format for the yearly Evaluation is agreed to by both parties:

- * Each member of the City Commission shall publicly submit a written evaluation in the format approved by Resolution of the City Commission;
- * The Manager may publicly submit a written self-evaluation;
- * City Commissioners and Manager shall provide an oral summary of their individual evaluations during a City Commission meeting and City Commissioners may also meet individually with the City Manager for additional discussion;
- * The City Commission may jointly set improvement goals for the City Manager where necessary based on the compiled category ratings drawn from the written evaluations in addition to other relevant criteria solely determined by City Commission;

The Evaluations specified in Section 4 shall be based upon: (i) the Manager's performance of the duties specified in Section 1; (ii) the Manager's achievements of the City Commission's policy directives; (iii) the Manager's completion of appropriate professional development programs, as applicable, and (iv) the evaluation criteria approved by the Commission.

City Manager Performance Evaluation

City Manager Performance Evaluation

City of Deerfield Beach, FL

Evaluation period: _____

Governing Body Member's Name

Each member of the Dais should complete this evaluation form, sign it in the space below, and return it to **The City Clerks Office**. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature

Date

Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

_____ Diligent and thorough in the discharge of duties, "self-starter"

_____ Exercises good judgment

_____ Displays enthusiasm, cooperation, and will to adapt

_____ Mental and physical stamina appropriate for the position

_____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the score for this category _____

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the score for this category _____

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the score for this category _____

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of council
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the score for this category _____

5. REPORTING

- _____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the city are open to public scrutiny

Add the values from above and enter the score for this category _____

6. CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the score for this category _____

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the score for this category _____

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the score for this category _____

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by council
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the score for this category _____

10. COMMUNITY

- ___ Shares responsibility for addressing the difficult issues facing the city
- ___ Avoids unnecessary controversy
- ___ Cooperates with neighboring communities and the county
- ___ Helps the council address future needs and develop adequate plans to address long term trends
- ___ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the score for this category _____

Total Score for section I. _____

Rate Category I: Excellent = 225 - 250; Above Average = 200 - 224; Average = 175 - 199; Below Average = 150 - 174; Poor = 1 - 149.

II. GOAL/TARGET ACHIEVEMENT CURRENT REVIEW PERIOD (50%)

Rate Category II: Achieved = 90 - 100; Partially Achieved = 51 - 89; Not Achieved = 30 - 50;

II. GOALS FOR CURRENT REVIEW PERIOD

SCORE FOR GOAL

- A. _____
- B. _____
- C. _____
- D. _____

- A. _____
- B. _____
- C. _____
- D. _____

Comments:

Total Score for section II. _____ / **Number of GOALS** ____ = _____

Rate Category II: Excellent = 90 - 100; Above Average = 75 - 89; Average = 60 - 74; Below Average = 51 - 59; Poor = 30 - 50.

OVERALL EVALUATION (Add scores from Section I and Section II): _____

Overall: Excellent = 315 - 350; Average = 395 - 449; Below Average = 316 - 394; Poor = 1 - 315.

IV. SUGGESTED GOALS/TARGETS FOR UPCOMING YEAR

- A. _____ D. _____
- B. _____
- C. _____

City Manager's Signature _____

Date _____



Deerfield Beach City Commission
150 NE 2nd Avenue
Deerfield Beach, FL 33441

Honorable Mayor and City Commissioner,

Pursuant to my employment contract with the City of Deerfield Beach, the City Commission may increase my salary based on performance as part of the evaluation process. For the current evaluation period I am declining, without knowledge of the City Commission's intent, any increase in salary for Fiscal Year 2021. Because of the current economic condition and budget constraints, all City expenditures must be contained to the extent possible in order to weather the COVID-19 pandemic. This is not based on a self-assessment of my performance.

Sincerely,

A handwritten signature in black ink, which appears to read "David R. Santucci". The signature is fluid and cursive, with a long horizontal stroke at the end.

David Santucci
City Manager

C: Anthony Soroka, City Attorney