

**CITY OF PUNTA GORDA, FLORIDA
REGULAR CITY COUNCIL MEETING MINUTES
WEDNESDAY, JULY 11, 2018, 9:00 A.M.**

COUNCILMEMBERS PRESENT: Cummings, Keesling, Matthews, Prafke, Wein

CITY EMPLOYEES PRESENT: Sharon Knippenberg, Finance; Rick Keeney, Public Works; Tom Jackson, Utilities; Phil Wickstrom, Human Resources; Joan LeBeau, Urban Design; Pamela Davis, Police; Ray Briggs, Fire; City Attorney Levin; Acting City Manager Simeone; City Clerk Smith

Mayor Keesling called the meeting to order at 9:00 a.m.

Invocation was given by Mr. John Burrage, followed by the Pledge of Allegiance.

PRESENTATIONS/PROCLAMATIONS

Dedication Day of Trabue Cottage

Mayor Keesling presented the proclamation, which was accepted by Ms. Margaret Bogardus, Punta Gorda Historical Society.

Introduction of Board/Committee Member Nominees

None.

CONSENT AGENDA

A. Citizen Comments - Consent Agenda Items

None.

Councilmember Prafke **MOVED** approval of the Consent Agenda, **SECONDED** by Councilmember Matthews.

MOTION UNANIMOUSLY CARRIED.

B. Legal Department

1. Invoice of Persson & Cohen, P.A. for services rendered in June 2018
2. Invoice of Allen, Norton & Blue, P.A. for legal services rendered through May 31, 2018

C. Urban Design Division

1. A Resolution of the City Council of the City of Punta Gorda, Florida, as Local Host Agency for the Charlotte Harbor National Estuary Program, authorizing receiving cooperative agreement funding from the Southwest Florida Water Management District for Fiscal Year 2018; authorizing the City Manager to sign the Cooperative Agreement and administer the funding on behalf of the City; appropriating funding award; and providing an effective date.
2. A Resolution of the City Council of the City of Punta Gorda, Florida, as local host agency for the Charlotte Harbor National Estuary Program, authorizing

submission of a grant application to the Mosaic Company; authorizing the City Manager to sign the grant application and administer the grant on behalf of the City; appropriating grant award; and providing an effective date.

Citizen Comments – Regular Agenda Items Only.

None.

BUDGET

Fiscal Year (FY) 2019 Budget Status Update for the Sanitation, Building and Gas Tax Funds

Ms. Kristin Simeone, Interim Finance Director/Acting City Manager, provided a PowerPoint presentation, as delineated in the agenda material, first displaying the Sanitation Fund Proforma FY 2019-2023. She pointed out \$475,000 in financing revenue in FY 2022 for planned capital outlay as well as an increase in operating expenditures in the same year based on assumptions similar to those used in General Fund budgeting. She further noted \$150,000 in capital outlay in FY 2019 for a clam shell loader, which was needed to avoid delays in service. She announced a \$.60 increase in the recycling fee, proposing a Single Family Residential (SFR) fee of \$22.60.

Mayor Keesling questioned the timeframe of the current recycling contract.

Ms. Simeone replied the contract was in the final year of a three year contract, which provided for automatic renewal. She concluded with a review of the Sanitation Division's Vehicle and Equipment Program for FY 2019 to FY 2023, tentative rate changes based on the recycling contract and 5 year capital outlay needs.

Councilmember Prafke requested an update on implementation of the recycling program with the City's new "tipper" trucks, stating reports had been inconsistent.

Mr. Rick Keeney, Public Works Director, stated the Sanitation Division was currently short staffed, partly due to the loss of employees to higher paid positions at other agencies.

Discussion ensued regarding trash collection issues.

Ms. Simeone then spoke regarding the City's Building Fund Proforma FY 2019-2023, reporting the Fund was balanced, and there was no proposed change in fees. She stated the FY 2019 Paving Program, as outlined in the agenda material, would be funded with 5 Cent Gas tax revenues of \$281,000 and General Fund Ad Valorem Transfer funds of \$459,000.

Councilmember Matthews noted the City continued to perform both paving and bricking, questioning the reason for the latter as brick streets were problematic. She pointed out Booth Street was in particularly poor condition.

Mr. Keeney replied although brick was more costly initially, a brick street would last 100 years; however, per City Council direction, Booth Street would be paved with asphalt. He opined the newer brick streets held up very well due to improved construction methods.

Councilmember Cummings opined the brick streets were of great importance to the City's historic nature, adding a promise was made to the community to continue street bricking.

Discussion ensued regarding the positive aspects of bricked streets.

Ms. Simeone noted the Five Year Paving Program for FYs 2019-2023 was provided in Council's agenda material. She concluded her presentation with a review of the Six Cent Gas Tax Fund Proforma, noting the balance of expenditures for FY 2019 through FY 2023 would be funded with reserves.

Councilmember Matthews **MOVED** approval of the Funds and fees as presented, **SECONDED** by Councilmember Prafke.

MOTION UNANIMOUSLY CARRIED.

FY 2019 General Fund Budget Status Update

Ms. Simeone displayed a PowerPoint presentation, as delineated in the agenda material, reviewing changes made based on Council direction provided at their previous meeting on July 3, 2018. She described revenue increases and expenditure increases and decreases, confirming the addition of various positions had been eliminated for a net change in expenditures of \$123,950. She summarized the use of operating reserves had decreased \$459,530, reporting revised estimated ending reserves totaled \$1,719,130. She displayed a list of FY 2019 unfunded items, pointing out a gap was already foreseen for FY 2020. She listed the following FY 2019 unfunded items: building security systems, Public Safety bargaining and command staff pay plan; Master Plan; Information Technology unfunded project needs; City Hall/Annex renovations; staff position requests.

Councilmember Wein observed an increase in ending reserves of approximately \$300,000 and approximately \$614,000 in unfunded projects; thus, reserves would actually decrease if the latter projects were accomplished.

Ms. Simeone then projected increases in revenues and expenditures in FY 2020, leaving a gap of \$512,270. She reviewed unfunded/unresolved items for FY 2020, as delineated on page 8, recommending the following: set aside portion of available reserves to balance FY 2020; purchase 3 patrol vehicles for School Resource Officers (SROs); 2 patrol vehicles for community engagement unit. She further noted pending

legislation for increased homestead exemption would reduce ad valorem revenue by approximately \$450,000.

Mayor Keesling pointed out almost \$1 million was needed for the FY 2020 budget.

Councilmember Prafke commented Council must seriously consider whether or not to implement an assessment in order to continue to provide the services desired by City residents.

Mayor Keesling spoke regarding one-time expenses such as the Master Plan and security enhancements/upgrades, stating same would have to be paid out of the General Fund and eventually repaid.

Councilmember Wein interjected some of the proposed City Hall refurbishment actions were more required than desired, citing a damaged, rotted window as an example.

Councilmember Prafke contended a complete analysis of City Hall was needed, pointing out the structure was historic. She noted there were a number of deficiencies, perhaps due to a lack of maintenance over a number of years. She opined the building must be raised to proper standards, acknowledging costs would be significant.

Mayor Keesling asked if a plan was in place.

Ms. Macalle Finkle, Paralegal/Executive Assistant, explained the structural issues became apparent during inspections conducted in preparation for the refresh of City Hall, adding staff was seeking an appropriation to finish the flooring in Council Chambers and the Mayor's Conference Room and then to obtain an independent inspection of the entire building. She mentioned the steps needed to ensure Americans with Disabilities Act (ADA) accessibility to the restrooms and water fountain were still planned.

Councilmember Wein opined all cosmetic work should be postponed until after completion of any structural repairs and ADA work.

Councilmember Matthews suggested work could be spread over two to three years to lessen the financial impact.

Ms. Simeone re-displayed the list of unfunded items, asking if Council wished to include any in the FY 2019 and/or FY 2020 budgets.

Discussion ensued with a consensus to include the building security systems and Master Plan.

Councilmember Matthews requested a breakdown of items included in the security systems.

Ms. Simeone then inquired if Councilmembers were amenable to using \$512,270 in reserves to assist in balancing the FY 2020 budget, acknowledging the figure was a

placeholder and subject to change. She mentioned Council had taken similar action each year since FY 2014.

A lengthy discussion ensued regarding reserves with a consensus to set the funds aside.

Councilmember Wein commented Council must remain aware and be willing to make some unpopular decisions in the near future, thanking Councilmember Prafke for raising the issue.

Mayor Keesling confirmed the three patrol vehicles for the SROs remained unfunded.

Councilmember Wein commented the ratio of City staff per thousand in population was approximately 20% less than that seen in 2006 before a number of positions had been eliminated due to an economic crisis. He inquired how a similar crisis would be handled at the present time, requesting a future discussion of formation of a proactive plan. He commended City staff on their performance, asserting there were simply no additional employee-related areas to cut.

Ms. Simeone concluded her presentation by displaying a table depicting the effect of an increased millage rate on homestead residential properties. She then requested Council's authorization to issue a purchase order by the end of August 2018 for purchase of Police Department vehicles which were budgeted in FY 2019, explaining doing so would result in a significant cost saving. She clarified the vehicles would not be received and payment would not be made until FY 2019.

Councilmember Prafke **MOVED** approval, **SECONDED** by Councilmember Wein.

MOTION UNANIMOUSLY CARRIED.

A Resolution adopting a proposed millage rate for the City of Punta Gorda, Florida, for Fiscal Year 2018/2019 and setting a date, time and place of public hearing to consider the adoption of the tentative millage rate and proposed budget.

City Attorney Levin read the resolution by title.

Ms. Simeone presented a proposed millage rate of 3.1969. She explained the calculated roll back rate was 3.0360, making the proposed millage rate 5.30% over the rolled back rate.

Councilmember Matthews **MOVED** approval, **SECONDED** by Councilmember Prafke.

VOTING AYE: Keesling, Cummings, Prafke and Matthews.

VOTING NAY: Wein.

MOTION CARRIED.

NEW BUSINESS

Action Register Quarterly Report

Ms. Finkle displayed the Action Register Quarterly Report (Report), as delineated in the agenda material, providing status updates on the Strategic Plan, budget and various Council initiatives.

Mayor Keesling questioned the status of the Ponce de Leon Park re-design.

Ms. Finkle advised Council had approved the conceptual design on September 6, 2017, adding staff had been awaiting 60% design plans from Mr. Jim Herston, Herston Engineering Services Inc., since October 2017.

Councilmember Cummings interjected Mr. Jeff Weiler of Weiler Engineering had expressed willingness to take on the re-design and perform the needed services free of charge.

Discussion ensued with consensus to provide Mr. Herston one final opportunity to provide a presentation at the August 22, 2018 City Council meeting and to direct the City Manager to hold parallel discussions with the Peace River Wildlife Center due to the time sensitive nature of the latter's plans.

Ms. Finkle continued the presentation, stating the project to restrict parking on side streets within the Historic District was on hold based on Council's direction to first complete the Retta Esplanade parking project. She concluded presentation of the Report, offering to answer any questions or comments.

Mayor Keesling requested all written input regarding the Strategic Plan be provided to Councilmembers as correspondence was received.

RECOMMENDATION FROM CITY OFFICERS

CITY ATTORNEY

City Attorney Levin announced he would be attending the Florida League of Cities Annual Municipal Attorney's Conference this week.

BOARDS AND COMMITTEES

Announcement of Vacancies

Historic Preservation Advisory Board Alternate

Code Enforcement Board Alternate

City Clerk Smith announced the vacancies.

Nominations

Code Enforcement Board

Councilmember Matthews **NOMINATED** all interested parties.

POLICY AND LEGISLATION

Historical Overview and Research regarding Day versus Evening City Council Meetings

Mayor Keesling stated a citizen had suggested Council meetings be held in the evening, adding she had asked the City Clerk to research the history of Council's current schedule of meeting at 9:00 a.m. on the 1st and 3rd Wednesdays of the month. City Clerk Smith provided a historical overview of discussions related to City Council meeting dates and times, noting applicable resolutions as well as excerpts of a number of Council meeting minutes had been provided in the agenda material.

Mayor Keesling announced a survey of five surrounding municipalities was conducted relative to meeting dates/times, providing a brief review of those results, as delineated in the agenda material. She questioned Councilmembers' thoughts regarding holding the second meeting of each month at a later time, acknowledging same was a burden on staff. She further proposed holding a workshop in addition to the two regular meetings, the former specifically for discussion only items.

Discussion ensued with consensus to hold quarterly workshops, the first to be held on October 10, 2018, at 5:00 p.m.

Mayor Keesling confirmed the Action Register Quarterly Report would be presented at the workshop.

Discussion of Date Change for September 19, 2018 Regular Meeting and Budget Hearing

Councilmember Wein requested Councilmembers consider rescheduling the September 19, 2018 Regular Meeting and Budget Public Hearings, explaining he would be unable to attend due to a conflict with Yom Kippur.

Councilmember Cummings **MOVED** to establish a policy to not hold Council meetings on Yom Kippur, **SECONDED** by Councilmember Wein.

MOTION UNANIMOUSLY CARRIED.

Councilmember Wein **MOVED** to reschedule the September 19, 2018 Regular Meeting and Budget Public Hearing, at 9:00 a.m. and 5:01 p.m., respectively, to Monday, September 17, 2018, at the same times, **SECONDED** by Councilmember Cummings.

MOTION UNANIMOUSLY CARRIED.

CUMMINGS: Recommended establishment of an Assistant City Manager position as part of the ongoing succession planning.

Councilmember Wein commented favorably on Councilmember Cumming's suggestion; however, he proposed Department Directors be cross-trained with the idea of potentially assuming the position of City Manager.

Mayor Keesling pointed out Department Directors already had a heavy work load. Discussion ensued with consensus to discuss the issue at the August 22, 2018 City Council Meeting.

CITIZENS COMMENTS

Ms. Kelly Liscum, Marina Park Business Manager/Smuggler's Enterprises Vice President, expressed appreciation for the additional 41 parking spaces constructed around the Laishley Park Marina businesses. She opined morning meetings were more conducive to business owners, adding she personally found evening meetings difficult to attend.

Mr. Charlie Council opined the Sanitation Division tipper trucks were inefficient.

Ms. Wendy Mueller maintained business owners would attend a meeting regardless of the time if there was a desire or need to do so, adding she was not in favor of Council meetings held after 4:00 p.m. She spoke in opposition to balancing the budget through the use of reserves. She opined existing staff could fill the position of City Manager.

Ms. Kathy Getz commented the City Manager's position was unique and should be filled with an individual who had been educated in that field. She opined the abovementioned sanitation issue could be resolved through citizen education.

The meeting was adjourned at 11:09 a.m.

Mayor

City Clerk