

CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
MAY 31, 2016

THE CITY COUNCIL WORKSHOP of the City of Port Orange was called to order by Mayor Allen Green at 6:30 p.m.

Pledge of Allegiance

Silent Invocation

Roll Call:	Present:	Councilman Bob Ford Councilman Donald Burnette Councilman Scott Stiltner Vice Mayor Drew Bastian Mayor Allen Green
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Also Present:	Jake Johansson, City Manager Margaret T. Roberts, City Attorney Robin Fenwick, City Clerk
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Portions of the Rules of Procedure as approved by City Council on May 3, 2016 were read by Robin Fenwick, City Clerk.

DISCUSSION ITEMS

5. Records Management

Robin Fenwick, City Clerk, provided information regarding the current records management system within the Clerk's Office, as well as the current needs for complying with public records laws and meeting the needs of our citizens. Council supported the recommendation as presented.

6. Financial Report

Tracey Riehm, Finance Director, provided details of the financial report for the month of April.

7. Water & Storm-water Billing Guidance

Ms. Riehm discussed the issues with the current billing practices for water and stormwater and requested guidance from Council. She requested a new definition of impervious surfaces to match the Volusia County Property Appraiser excluding wood decking. Council agreed to move forward with the change. Ms. Riehm asked Council to

consider billing churches monthly to provide consistency as the majority are charged monthly. Council agreed to monthly billings for churches.

Councilman Stiltner asked what the best practice is for billing stormwater fees as it relates to multi-family (over 10 units). Branford Adumuah, Public Works Director, said there are several different methodologies for billing. Councilman Burnette wants to be consistent and competitive with other east coast communities. Ms. Riehm provided details of area city's stormwater fees and credits available, if any. The methodology is not being changed; only the definition of what is included. Ordinances will come back to Council for final approval based on this discussion.

Ms. Riehm advised of a new charge from the County to bill and process the stormwater fees collected on the yearly tax bill.

Ms. Riehm discussed billing irregularities and requested guidance relating to back billing and over charging, specifically relating to the previous discussion on 855 Christy Drive. Council agreed to refund all monies due to a customer and agreed to charge 855 Christy Drive current hook up rates.

Ms. Riehm asked for Council's direction regarding deposits held on accounts. Council agreed to refund the deposit after five (5) years but require another deposit should they default.

Ted Nofall, citizen, asked why commercial customers are not being included. Council asked Staff to focus on residential customers who are owners (not renters) at this time.

Guidance was requested by Ms. Riehm regarding sewer availability fees and whether exemptions should be limited in time and subject to renewal. Council agreed to charge the availability fees and encourage citizens to move away from septic tanks. Council also agreed to limit the time and require renewal of the exemptions.

Guidance was also requested by Ms. Riehm regarding water availability fees. Council agreed to continue charging the availability fees but wants consistency.

Mr. Nofall pointed out that FP&L does not charge for power just because the lines pass a house or business.

Newton White, citizen, is concerned with the impact on abandoned or vacant properties.

Ms. Riehm discussed issues with conflicting policies regarding pool fills. Council agreed to a 12-month rolling average or the smart meter read if it provides a more accurate read. Ms. Riehm will bring back a resolution for Council approval.

Write-off authority requested for \$50.00 or less in delinquent accounts. Council agreed to allow the Finance Director (or designee) the authority to write off accounts less than \$50.00. A resolution will be brought back to Council to include a reporting requirement.

Ms. Riehm asked Council to change the restore service guidelines regarding past due charges. She recommended not requiring the current month's charges be paid to restore service. She believes it is a burden and the past due amount plus the service charge is sufficient. Council agreed to discontinue requiring the payment of the current bill to restore service.

Sarah Jones, citizen, asked if a public health issue is created by shutting off a customer's water.

Prem Boaz, Port Orange Presbyterian Church, is concerned with the implementation of the stormwater charges. They have a lot of green space and believe they are being overcharged. Mayor Green asked Mr. Boaz to work with Staff. Mr. Johansson advised that Staff would look at the methodology as directed by Council.

Mr. Noftall asked what the policy is for requesting a credit for stormwater fees. Ms. Riehm read from the ordinance stating the procedure and the forms that have been placed on the website.

8. CAFR Briefing

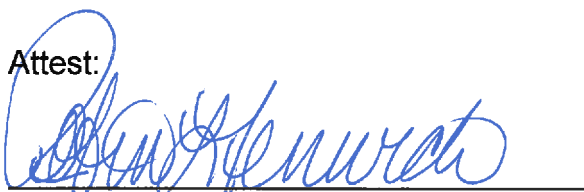
Ms. Riehm provided information relating to the audit comments and what she and her staff are doing to address the comments. Council asked Ms. Riehm to request the resources she needs to move forward in the Finance Department.

Mr. Noftall expressed his concerns with the audit comments and the retention of Finance staff.

Tom Menocal, citizen, sees great progress with the Finance Department.

ADJOURNMENT: 9:11 p.m.

Attest:



Robin Fenwick, CMC
City Clerk



Mayor Allen Green