



PORT ORANGE CITY COUNCIL WORKSHOP

Council Chambers

Tuesday, May 26, 2020 @ 6:00 PM

WORKSHOP AGENDA

Pursuant to Section 3.06 of the Charter of the City of Port Orange, the Mayor has called a **Workshop** of the City Council to be held for the following purposes:

OPENING

1. Silent Invocation
2. Pledge of Allegiance
3. Roll Call

DISCUSSION ITEMS

4. Budget Visioning and Guidance

ADJOURNMENT

NOTICES – PURSUANT TO SECTION 286.0105 OF THE FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT THIS PUBLIC MEETING OR HEARING, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, SUCH PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY DOES NOT PREPARE OR PROVIDE SUCH A RECORD.



FOR SPECIAL ACCOMMODATIONS, PLEASE NOTIFY THE CITY CLERK'S OFFICE (PHONE: 386-506-5563) AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING OR HEARING DATE.



HELP FOR THE HEARING IMPAIRED IS AVAILABLE THROUGH THE ASSISTIVE LISTENING SYSTEM RECEIVERS CAN BE OBTAINED FROM THE CITY CLERKS' OFFICE.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, CITYCLERK@PORT-ORANGE.ORG, AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING OR HEARING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 7-1-1 or 1-800-955-8771.

UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.

ANY INVOCATION THAT IS OFFERED BEFORE THE OFFICIAL START OF THE CITY COUNCIL MEETING SHALL BE THE VOLUNTARY OFFERING OF A PRIVATE PERSON, TO AND FOR THE BENEFIT OF THE CITY COUNCIL. THE VIEWS OR BELIEFS EXPRESSED BY THE INVOCATION SPEAKER HAVE NOT BEEN PREVIOUSLY REVIEWED OR APPROVED BY THE CITY COUNCIL OR THE CITY STAFF, AND THE CITY IS NOT ALLOWED BY LAW TO ENDORSE THE RELIGIOUS BELIEFS OR VIEWS OF THIS, OR ANY OTHER SPEAKER. PERSONS IN ATTENDANCE AT THE CITY COUNCIL

MEETING ARE INVITED TO STAND DURING THE OPENING INVOCATION AND PLEDGE OF ALLEGIANCE. HOWEVER, SUCH INVITATION SHALL NOT BE CONSTRUED AS A DEMAND, ORDER, OR ANY OTHER TYPE OF COMMAND. NO PERSON IN ATTENDANCE AT THE MEETING SHALL BE REQUIRED TO PARTICIPATE IN ANY OPENING INVOCATION THAT IS OFFERED. A PERSON MAY EXIT THE CITY COUNCIL CHAMBERS AND RETURN UPON COMPLETION OF THE OPENING INVOCATION IF A PERSON DOES NOT WISH TO PARTICIPATE IN OR WITNESS THE OPENING INVOCATION.

PUBLIC PARTICIPATION INSTRUCTIONS

Due to the Novel Coronavirus Disease 2019 (COVID-19) and Federal, State, County, and the City's Declarations of State of Emergency, and City of Port Orange Executive Order 9, the City of Port Orange will be calling meetings only when necessary, and conducting public meetings using communications media technology until the Local State of Emergency has concluded. Those wishing to attend meetings are encouraged to join the meeting through electronic means.

The May 26, 2020 Special City Council Meeting will be conducted physically in Council Chambers at City Hall, 1000 City Center Circle with an opportunity to participate virtually. Access in Council Chambers will be limited in order to comply with the safety instructions relating to COVID-19.

To view and/or participate in the Special City Council meeting on May 26, 2020, which begins at 5:30 p.m., you have the following additional options:

1. Watch the meeting online, but not participate:

You may watch the meeting via Spectrum Channel 498 or through the City's YouTube Channel:
<https://www.youtube.com/channel/UCTYNmc7tZVRrB2NH5-Oj7hg>

2. Watch the meeting online and provide public comment prior to the meeting:

You may watch the meeting as listed above, and also provide written comments by emailing City Clerk Robin Fenwick at least three (3) hours prior at cityclerk@port-orange.org, regular mail at 1000 City Center Circle, Port Orange, FL 32129, or place it in the Drop Box at the front door of City Hall. Please include your full name, city of residence, and comments by the deadline and your comments will be read into the record. There is also a form located on the City's website at: www.port-orange.org/publiccomments which can be submitted electronically. Time limits will be enforced so written comments must be limited to no more than 3 minutes.

3. Watch the meeting online and provide public comment during the meeting:

Request to Speak instructions:

To request to speak virtually during the meeting, you must complete the Request to Speak form to be placed on a list. You may access the form by visiting www.port-orange.org/publiccomments. You must fill out all required information for the form to be submitted. Forms are due to the City Clerk no later than twenty-four (24) hours before the meeting. Once the form is received, the meeting instructions will be provided to you via email.

For additional information or for special assistance prior to the meeting, please contact Robin Fenwick, City Clerk, cityclerk@port-orange.org or (386) 506-5563.



BUDGET VISIONING AND DISCUSSION

MAY 26, 2020



Purpose

- Present Council with Impact of COVID-19 pandemic
 - FY 2020 Budget
 - Preliminary Budget Impacts for FY2021 and FY2022
- Receive Council Direction for FY2021 Budget preparation.



General Fund Revenues

As of April 2020

Ledger Account	Original Budget	Amended Budget	Actuals & Encumbrance	Budget Remaining	Budget (%)
Taxes	23,558,513	23,558,513	17,727,311	5,831,202	75.25%
Permits, Fees and Special Assessments	3,595,429	3,600,519	1,342,409	2,258,110	37.28%
Intergovernmental Revenue	6,746,953	6,756,953	3,373,828	3,383,125	49.93%
Charges for Services	3,041,047	3,041,047	1,478,145	1,562,902	48.61%
Judgments, Fines & Forfeitures	201,799	201,799	44,923	156,876	22.26%
Miscellaneous Revenues	1,132,645	1,133,645	359,020	774,625	31.67%
Total revenues	38,276,386	38,292,476	24,325,636	13,966,840	63.53%

Goal 58.33% (7/12)

General Fund Cost Center Report as of YTD April 2020



Cost Center	Original Budget	Amended Budget	Actuals (MTD)	Actuals (YTD)	Commitments	Obligations	Actuals & Encumbrances	Budget Remaining	Budget Used (%)
Police	\$ 14,511,987	\$ 14,613,587	\$ 802,145	\$ 6,957,947	\$ 7,905	\$ 125,883	\$ 7,091,734	\$ 7,521,852	48.53%
Fire Services	9,874,588	9,982,198	557,761	4,864,448	7,663	37,483	4,909,594	5,072,604	49.18%
Parks and Recreation	4,434,575	4,648,146	207,572	2,106,211	29,495	260,954	2,396,660	2,251,486	51.56%
Public Works	2,990,781	3,008,332	170,826	1,401,447	9,343	525,075	1,935,865	1,072,467	64.35%
Nondepartmental - Other General Government	2,671,423	2,461,698	32,261	1,240,797	0	212,154	1,452,950	1,008,748	59.02%
Finance	1,321,479	1,392,537	99,052	755,592	308	6,948	762,848	629,689	54.78%
Development Services	1,243,800	1,383,689	88,671	639,797	0	27,130	666,927	716,762	48.20%
Interfund Transfers	646,385	846,385	0	223,193	0	0	223,193	623,193	26.37%
Legal Services	728,992	793,501	47,480	391,381	1,768	82,971	476,120	317,381	60.00%
City Manager	616,707	765,001	1,136,418	1,486,504	0	5,642	1,492,147	(727,146)	195.05%
Human Resources	568,017	599,292	32,179	268,595	3,694	5,770	278,059	321,233	46.40%
Code Enforcement	457,675	467,688	23,844	235,602	0	5,151	240,752	226,936	51.48%
City Clerk	370,689	370,887	21,069	192,718	1,331	38,664	232,714	138,173	62.75%
Mayor and Council	210,032	251,032	10,326	145,509	0	6,667	152,176	98,856	60.62%
Total	\$ 40,647,130	\$ 41,583,973	\$ 3,229,603	\$ 20,909,741	\$ 61,506	\$ 1,340,492	\$22,311,738	\$ 19,272,234	53.66%
Report as of: 05/14/2020 05:54 PM									



COVID-19 IMPACT

- COVID-19 PROJECT ZEM020 EXPENSE TO DATE
 - \$32,500 –CLEANING AND PPE SUPPLIES, TELECOMMUTE SUPPLIES
 - DOES NOT INCLUDE INITIAL STAFF TIME TO SET UP PROJECT
 - NO EXTRA COST FOR STAFF TO MONITOR AND IMPLEMENT PROTECTIVE MEASURES DURING EMERGENCY
- DATA NOT IN YET – STATE REVENUE SHARING LAGS 45+ DAYS, E.G. MARCH ACTIVITY RECEIVED IN LATE MAY
- CITY SERVICES
 - NO LAYOFFS OR FURLOUGHS -
 - POLICE – CUTBACK ON SOME SERVICES, E.G. VIPs, FINGERPRINT, VIN VERIFICATION
 - FIRE – FULL SERVICE
 - PUBLIC WORKS/PUBLIC UTILITIES – FULL SERVICE
 - PARKS AND REC – CANCELLATION OF MOST ACTIVITIES
 - COMMUNITY DEVELOPMENT – SOME CUTBACK ON INSPECTIONS
 - FINANCE – NO CUSTOMER SERVICE WINDOW
 - OTHER DEPARTMENTS – FULL SERVICE, MOSTLY REMOTE
- COUNCIL MEETINGS – VIRTUAL AND MINIMAL IN CHAMBER PARTICIPATION



IMPACT FY2020

WHERE ARE WE NOW?



REVENUE – KEY ASSUMPTIONS

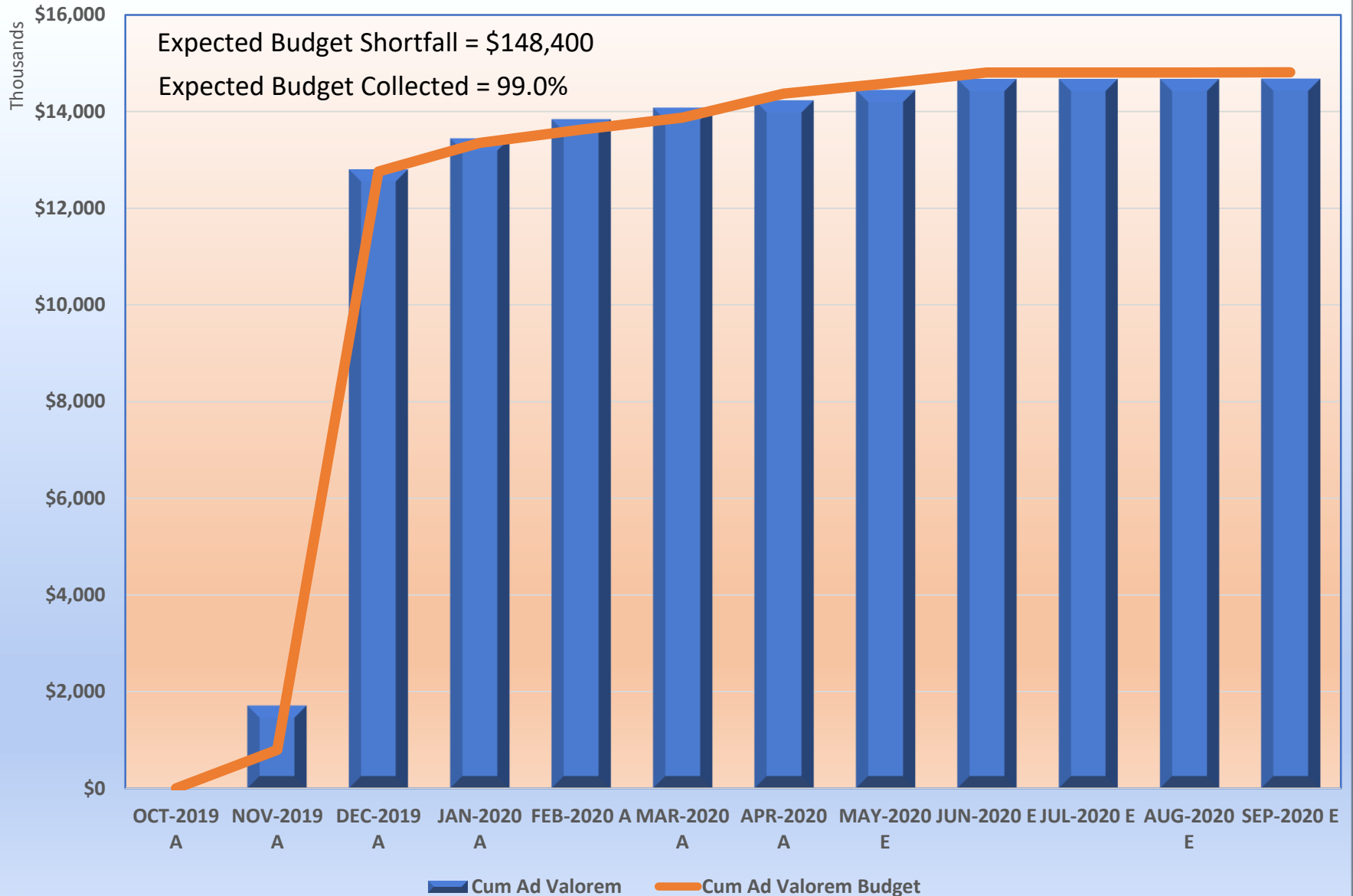
- FY20 YTD APRIL AD VALOREM RECEIPTS AT 98.7% OF BUDGET
- FY20 BALANCE INTERGOVERNMENTAL- ESTIMATED DOWN 30% FROM BUDGET BASE - **(\$1,078,000)**
- MINIMAL OR NO SUMMER PROGRAM REVENUES - OFFSET BY REDUCED OPERATING EXPENSE – ESTIMATE DOWN **\$60,000**
- ACTIVE COMMUNITY DEVELOPMENT - INCREASED FEES \$200,000 ABOVE BUDGET BASE



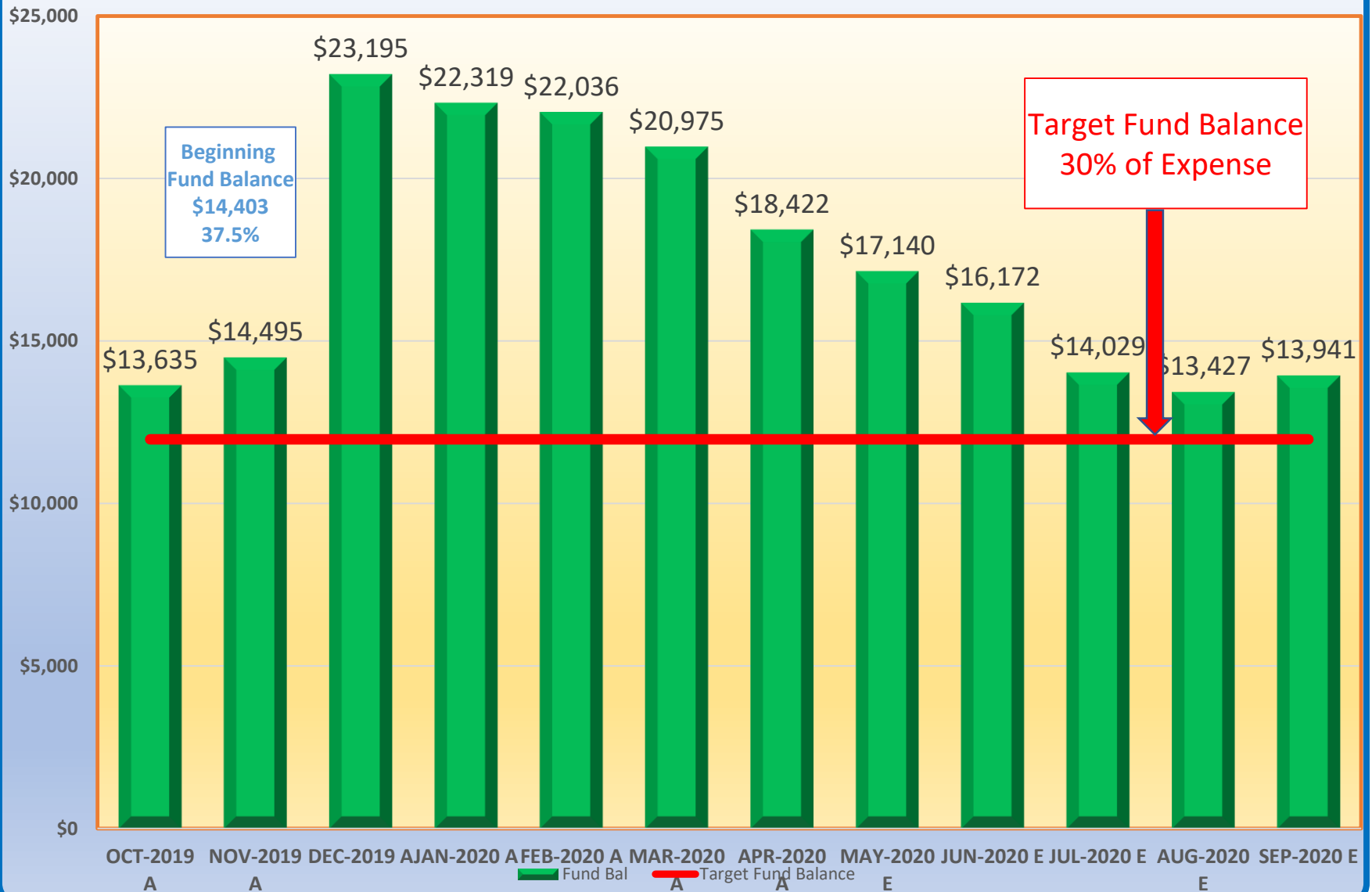
EXPENSE – KEY ASSUMPTIONS

- Frozen Personnel - 600K Savings
- Frozen programs
 - City signage at I-95
 - Parks and Rec projects
 - ADA master plan phase II
 - ACE 2000 closed caption machine
 - Some IT projects
- Project Savings
 - Some GF projects came in under budget

Ad Valorem FY20



FY20 Analysis of General Fund Balance

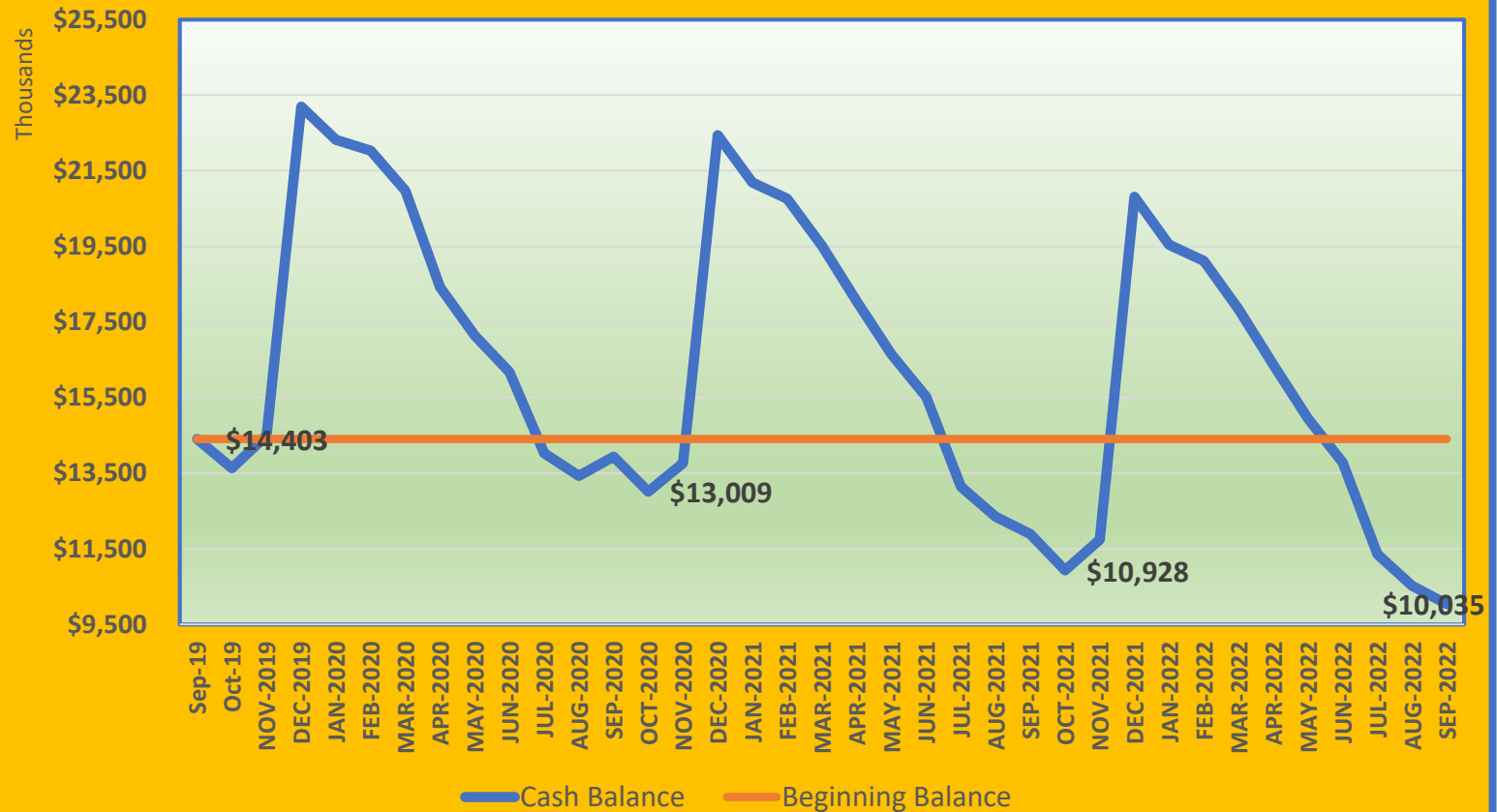




IMPACT

FY2021 AND BEYOND

General Fund - Available Fund Balance





POSSIBLE ACTIONS



FY2021 Revenue

- Property values Preliminary 5/21/20 -
 ↑ 8%
- New Property - \$55,295,000 ~ \$250,000 @
 4.5254
- State Revenue sharing –
 - FY2021 – Estimate Down 10% from base
 (\$860,000)
 - FY2022 – Estimate Down 5% from base
 (\$566,000)



FY2021 Revenue Considerations

- Millage rate
- Review allocation from Proprietary funds, e.g. PILOT fees
- Review allocations from Internal Service Funds
- Review Fees for Charges for Services and/or Fines
- Enhanced Review of Grant Opportunities



EXPENSE

TRADITIONAL ASSUMPTIONS

- PERSONNEL AT FULL STAFFING
- WAGES UP BY CONTRACT
- BENEFITS UP 7% - 10%
- PENSION CONTRIBUTION INCREASE ACTUARIAL
- OPERATING EXPENSE —
 - TURN THE PAGE - REVIEW OF AREAS FOR SAVINGS
 - INCORPORATE CONTRACT INCREASES
- NO ACROSS THE BOARD CONTROLS FOR INFLATION



EXPENSE REDUCTION OPTIONS

- SERVICES
- PERSONNEL COST
- DEFER PROJECTS
- EFFICIENCIES



Closing Remarks by CM

QUESTIONS