



PORT ORANGE CITY COUNCIL

SPECIAL MEETING

Council Chambers

Thursday, September 3, 2020 @ 6:00 PM

SPECIAL MEETING AGENDA

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

OPENING

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

ACTION ITEMS

4. Budget Recap of CIP and General Fund

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

City Council Special Meeting/Workshop

September 3, 2020

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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 September 3, 2020 City Council Special 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 City Council meeting on September 3, 2020, which begins at 6:00 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 no less than 3 hours prior to the meeting time by emailing City Clerk Robin Fenwick 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 attend virtually and speak during the meeting, you must complete the Request to Speak form prior to the start of the meeting 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 24 hours prior to the meeting date/time. Once the form is received, the meeting link and 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.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 9/3/2020

Consent item: No

SUBJECT: (4) Budget Recap of CIP and General Fund

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION:

SUMMARY: General Fund Budget Presentation

Maximum Millage of 4.6989 per \$1,000 of taxable value will generate Ad Valorem revenues of \$16,614,500. Other General Fund revenues of \$24,661,223 will bring total General Fund revenues to \$41,275,723.

General Fund expenses are \$41,275,723, for a Balanced Budget for FY 2021.

Operating Millage is proposed at 4.6989 and Debt Millage of 0.2519 equal a combined FY 2021 Millage of 4.9508. This is an increase over the prior year of 0.1529 Mills or 3.19%

Also presented are Capital and other one-time expenditures that may be funded from General Fund Balance, per Council General Fund Balance Policy.

Project No.: Funding Account No.:

Presenter: Scott Neils

ATTACHMENTS:

1.	Budget Presentation 9-3-20 Workshop Final	Budget Presentation 9-3-20 Workshop Final.pptx
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Robin Fenwick
Lupe Reyna-Coffin
Scott Neils
Jake Johansson
Robin Fenwick

Created/Initiated - 8/25/2020
Approved - 8/27/2020
Approved - 8/27/2020
Approved - 8/28/2020
Final Approval - 8/28/2020



Proposed FY 2021 Budget Discussion

**For City Council Workshop
September 3, 2020**



Purpose / Agenda

- **Purpose:**

- Update City Council on FY21 Proposed All Funds Budget

- **Agenda:**

- Discuss Budget and General Fund millage for 1st Public Hearing



Hearing Dates

Max Millage was set at 4.6869

PUBLIC HEARINGS

First Public Hearing –

Wednesday, September 9, 2020

6:30PM

Second Public Hearing and Budget Adoption

Wednesday, September 23, 2020

6:30PM



Proposed FY 2021 Budget General Fund Discussion

**For City Council Workshop
September 3, 2020**



Property Tax Summary

Value	Description
3,769,010,129	2020 Taxable Value
(26,479,020)	Eastport CRA
(20,543,351)	Town Center CRA
3,721,987,758	2020 Taxable Value excluding CRAs
3,535,888	Value of 1 mil @ 95%
353,589	0.1 mil
176,794	0.05 mils
88,397	0.025 mils
44,199	0.0125 mils



FY21 MAX MILLAGE

4.6989

ADDITIONAL
\$613,500

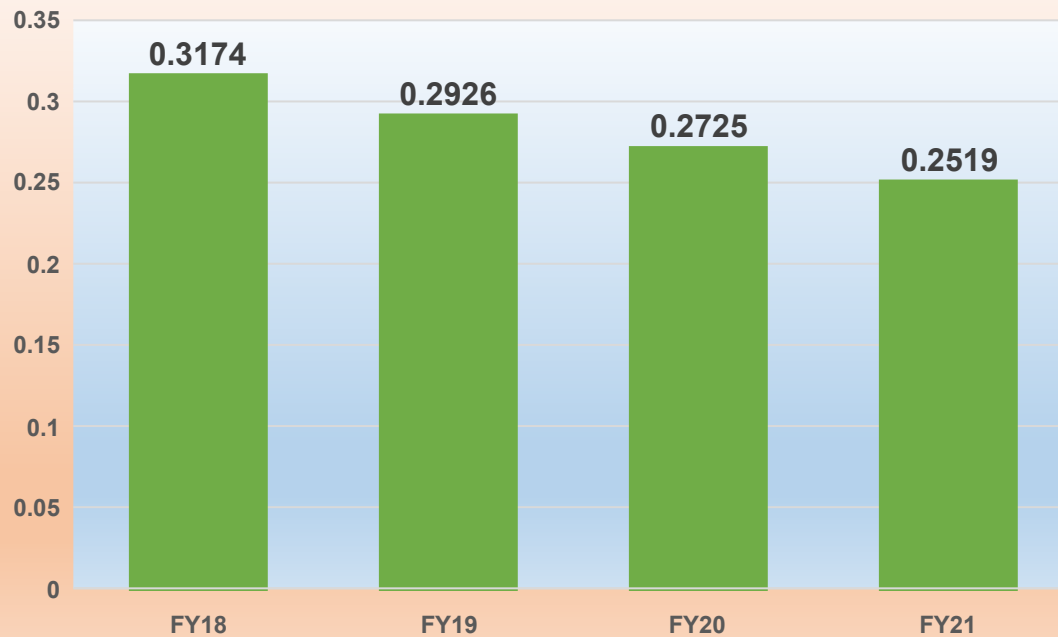


Proposed Budget Max Millage

	Proposed 4.5254	Max Millage 4.6989	Change 0.1735
Total GF Revenues	\$40,662,223	\$41,275,723	\$613,500
Total GF Expenses	<u>40,662,223</u>	<u>41,275,723</u>	<u>613,500</u>
Revenue Less Expense	\$0	\$0	\$0



Debt Millage



FY21 DEBT SERVICE

Principal	\$520,000
Interest	381,119
Other Fees	750
Total	\$901,869

An FY 2021 Debt Rate of 0.2725 mills will generate revenue equal to our FY 2021 Debt Service Payments



Millage Rates

Change in Current and Proposed Millage Rates

Rate	FY 20 Adopted	FY 21 Max Millage	Change	% Change
Operating	4.5254	4.6989	0.1735	3.83%
Debt	0.2725	0.2519	-0.0206	-7.56%
Total	4.7979	4.9508	0.1529	3.19%



General Fund Unrestricted Balance

	Amount	Policy %
Ending GF Unrestricted Balance (FY19)	\$14,403,097	37.9%
Expected Net Change for FY20	<u>795,000</u>	
Est. GF Unrestricted Balance FY20	15,198,097	39.2%
Less: Minimum Policy Balance	<u>11,669,000</u>	30.0%
Available for Use	\$3,529,097	

FY21 - FUND 317 PROPOSED PROJECTS FOR FUNDING WITH FUND BALANCE

Priority	Project Description	Dept	Fund	Amount
I-Imperative	City Hall HVAC	Public Works	317	300,000
I-Imperative	City Hall Repurposing - Phase I	Public Works	317	140,000
I-Imperative	Gear Extractors and Dryers*	Fire	317	44,000
I-Imperative	PW Workshop	Public Works	317	35,000
I-Imperative	PD Surveillance System	Information Tech	317	32,000
I-Imperative	PW Fence Replacement**	Public Works	317	10,000
II-Essential	Riverwalk Park-South	Community Dev	317	500,000
II-Essential	PW Admin Bldg. HVAC	Public Works	317	200,000
II-Essential	Police Lot Impound & Metal Bldg.	Public Works	317	50,000
II-Essential	City Center Tunnel Project Design	Public Works	317	20,000
II-Essential	Down Under Revitalization Design	Community Dev	317	2,000
III-Important	Ball Field Lamp Replacement	Parks and Recre	317	332,000
III-Important	Resurface Parking Lots-City Parks	Public Works	317	202,000
III-Important	Resurface Parking Lots-City Facilities	Public Works	317	70,000
IV-Desirable	I-95 Gateway Signage	Community Dev	317	4,000

Total 317 Fund Requests - No Millage Requirement
\$ 1,941,000

Note: Total I - Imperative is \$561,000

Note*: May be funded through CARES ACT

Note**: PW Fence Replacement total is \$30,000 shared equally by funds 311, 317, and 401

FY21 A LA CARTE REQUESTS				
FINANCE	Item/Project	Cost	Millage Needed	Possible Fund Bal
Finance	1 new desktop computer	\$ 1,000	0.0003	XX
Finance	Employee Training - CGFM Certification	\$ 780	0.0002	XX
	Total Finance	\$ 1,780	0.0005	
FIRE	Item/Project	Cost	Millage needed	
Fire	System for spare ambulance - (\$35,500, installation \$6,000)	\$ 41,500	0.0117	XX
	Total Fire Services	\$ 41,500	0.0117	
PARKS	Item/Project	Cost	Millage needed	
Parks - Personnel	Recreation Manager (9 months - \$69,350 annual)	\$ 52,000	0.0147	
Parks	Two (2) new Maintenance Trucks	\$ 60,000	0.0170	XX
Parks	Amphitheater Lights - LED (safety issue)	\$ 16,000	0.0045	XX
	Total Parks	\$ 128,000	0.0362	
POLICE	Item/Project	Cost	Millage needed	
Police	Sergeant Exams	\$ 12,000	0.0034	XX
Police	Anticipated Law Enforcement Reform Training Mandates	\$ 9,600	0.0027	
Police	Smart Board - (electrical and mount)	\$ 4,500	0.0013	XX
Code - Personnel	Reclassification Request - Staff Assistant to Administrative Assistant (Pay Grade 12 to Pay Grade 14)	\$ 2,395	0.0007	
Code	Mobile and Portable Radios Repairs and Maint	\$ 500	0.0001	
Code	New Copier	\$ 3,050	0.0009	XX
	Total Police	\$ 32,045	0.0091	
Fund 503 -Vehicle Maint (GF Portion)	Tire mount/dismount machine (replacement for existing equipment) (\$25,000 @ 65%)	\$ 16,250	0.0046	XX
TOTAL GENERAL FUND		\$ 219,575	0.0621	
Total Possible Fund Balance (XX)		\$ 155,080		XX
Total Possible Millage		\$ 64,495	0.0182	
Fund Balance Millage Savings			0.0439	



A La Carte Requests

Fund Balance - \$155,080

Millage - \$64,495

Millage Req - 0.0182



NON-GENERAL FUND A LA CARTE REQUESTS

NON-GENERAL FUND	Item/Project	Cost	
Fund 401 - PU- Personnel	Cross Connection Program Coordinator	\$ 44,495	
Fund 401 PU	Truck for CC Program Coordinator	\$ 32,000	
Fund 412 PU - Personnel	Equipment Operators (2) (\$40,685) to operate street sweepers	\$ 81,369	
Fund 412 - Drainage	Street Sweepers - 2 @ \$262,500 ea.	\$ 525,000	
Fund 412 - Drainage	35' Trailer to haul heavy equipment to job sites and other large equipment.	\$ 20,000	
Fund 412 - Drainage	Mower deck for the Kaiser	\$ 18,000	
Fund 420 - Forestry Management	Tractor for maintenance of Shuntz Road area	\$ 60,000	
Fund 503 -Vehicle Maint (GF Portion)	Balance - Tire mount/dismount machine (replacement for existing equipment) (\$25,000 @ 35%)	\$ 8,750	-
	Total Non GF Requests	\$ 789,614	-
GRAND TOTAL OF ALL REQUESTS		\$ 1,009,189	



Council Comments / Guidance