



PORT ORANGE CITY COUNCIL WORKSHOP

Council Chambers

Tuesday, January 26, 2016 @ 6:30 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. Pledge of Allegiance
2. Silent Invocation
3. Roll Call
4. Rules of Procedure

DISCUSSION ITEMS

5. Florida League of Cities Government 501
6. Order of Business and Local Rules of Procedure
7. Financial Report - December 2015
8. Utility Billing Guidance
9. Fluoride
10. White Acres Utility Improvements

ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED.

NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO 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, WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE; IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 1-800-955-8771.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 01/26/2016

Consent item: No

SUBJECT: Florida League of Cities Government 501

DEPARTMENT: City Manager

GOAL: 6 - Organizational Excellence

OBJECTIVE: 8 - Enhance management capabilities

RECOMMENDED MOTION:

SUMMARY: The City requested a presentation to discuss the basics of local government constructs within Florida and beyond. Lynn Tipton, Director of Florida League of Cities University volunteered to provide this presentation to the City of Port Orange.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Local Government 501	Port Orange presentation 2016.pptx
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Fenwick, Robin
Rosen, Alan
Johansson, M. Jake

Created/Initiated - 12/14/2015
Approved - 01/14/2016
Final Approval - 01/21/2016

City of Port Orange Municipal Charter Discussion January 26, 2016

Lynn Tipton

Director, FLC University



Municipal Governments in FL

- Cities, towns and villages – all municipalities
- All powers are the same – FL Constitution Article VIII, Section 2
- Every municipality has a charter in FL – not true of all states
- 411 municipalities



Charter Contents

- Focus on Legislative Body: size, terms, details
- Form of Government: powers; chain of command
- Frame of Organization – but not details (that is for policies, ordinances)
- Amendment process

Legislative Body

- Council or Commission: fairly interchangeable in FL
- Range in sizes: from 3 to 19
- Non-partisan by tradition
- Staggered terms is most common
- Term lengths: fairly well split between 2, 3 and 4 years

Types of Councils/Commissions

- All at-large: either a rotational mayor, elected by council or directly-elected mayor; varies widely in populations 50,000 or less
- Single-member district: usually has at-large mayor seat, too
- Seated but at-large: reside within an area, but all voters elect the full council (ward, seat number)
- Mixed: some seats SMD and some AL

Term Limits

- Less than half have a limit on number of terms in FL
- With elected officials being 'volunteer' in many cities – not as great a desire for limits
- Increased with implementation of state and a few county term limits in 1990s; latest elections have shown mixed results

Forms of Government

- Mayor-Council: no centralized administrative position; power of mayor on scale from 'weak' to 'strong' (ex.: Jacksonville, Tampa)
- Commission: has largely gone away; each commissioner runs 1 or more departments and selects all staff (ex.: South Pasadena)
- Council-Manager: most prevalent in FL and in U.S.

More on Forms:

- Hybrid – about 5 in FL defy categorization; usually a mix of M-C with varying mayor/chair powers
- Key C-M elements: Manager hires/fires all positions; prepares budgets; recommends policies

Florida Forms Summary

- Council-Weak Mayor: original form in U.S., brought over from British system +/- 100
- Council-Strong Mayor: mayor usually non-voting and full-time administrator +/- 30
- Commission: less than 3
- Council-Manager or Commission-Manager: between 270 and 280
- Hybrid: about 5

Charter Reviews

- Some cities: left to council to determine how often
- Some cities: citizen request process
- Some cities: set calendar of 3, 5, 10 or 15 years
- Most elements require referendum for amendment

Port Orange Comparisons

	A	B	C	D	E
1	Municipality (and county)	Population/Co Size	Form of Gov't	Notes	
2	Weston (Broward Co.)	65,672 - 5	C-M		
3	Kissimmee (Osceola Co.)	64,365 - 5	C-M		
4	Delray Beach (Palm Beach Co.)	62,700 - 5	C-M		
5	Daytona Beach (Volusia)	62,622 - 7	C-M		
6	North Miami (Miami-Dade Co.)	61,912 - 5	C-M		
7	Tamarac (Broward Co.)	61,270 - 5	C-M		
8	Nort Port (Sarasota Co.)	60,295 - 5	C-M		
9	Wellington (Palm Beach Co.)	59,136 - 5	C-M		
10	Ocala (Marion Co.)	57,494 - 6	C-M	non-voting mayor	
11	Port Orange (Volusia Co.)	57,467 - 5	C-M		
12	Jupiter (Palm Beach Co.)	57,263 - 5	C-M		
13	Sanford (Seminole Co.)	55,509 - 5	C-M		
14	Margate (Broward Co.)	55,417 - 5	C-M	mayor rotates/year	
15	Coconut Creek (Broward Co.)	55,319 - 5	C-M		
16	Doral (Miami-Dade Co.)	52,889 - 5	C-M		
17	Pensacola (Escambia Co.)	52,758 - 9	C-SM	size transition 2016	
18	Sarasota (Sarasota Co.)	52,584 - 5	C-M	mayor rotates/year	
19	Bradenton (Manatee Co.)	51,148 - 6	C-SM and C-WM	hybrid charter	
20	Pinellas Park (Pinellas Co.)	50,352 - 5	C-M		
21	Palm Beach Gardens (PB Co.)	50,067 - 5	C-M		

Questions and Discussion





CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 01/26/2016

Consent item: No

SUBJECT: Order of Business and Local Rules of Procedure

DEPARTMENT: City Manager

GOAL:

OBJECTIVE:

RECOMMENDED MOTION:

SUMMARY: The Port Orange City Charter, in Section 3.06(b), provides that, "The council shall determine its own rules and order of business. . . ." Attached is a document entitled "Port Orange City Council Rules of Procedure". With the update of these Rules, Resolution No. 01-36 - Public Participation Policy will also be updated to coincide with Council's direction on the Local Rules.

Based on previous Council Member's input we have added proposed verbiage that states what a Council Meeting should be and what it should not be. We have added some different options on citizen involvement in the policy process that are common among municipalities across the nation. Other options can also be discussed. Attached you will find the current set of rules and a proposed set of rules for comparison.

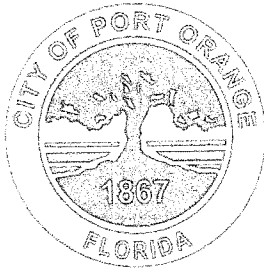
Project Funding Account
No.: No.:

ATTACHMENTS:

1.	Current Local Rules dated 12/2/14	12-2-2014 - 2-25-2015 - PORT ORANGE CITY COUNCIL RULES OF PROCEDURE - LOCAL RULES.pdf
2.	Proposed Local Rules	City Council Local Rules - 1-2016 CC.pdf

Fenwick, Robin
Johansson, M. Jake

Created/Initiated - 01/21/2016
Final Approval - 01/21/2016



CITY OF PORT ORANGE

CITY CLERK'S OFFICE
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
TELEPHONE (386) 506-5563
FAX (386) 756-5290

PORT ORANGE CITY COUNCIL **RULES OF PROCEDURE**

I. GENERAL PARLIAMENTARY RULES.

The general parliamentary procedure to be followed by the City Council of the City of Port Orange, Florida, except as otherwise modified by the City Council or as modified or amended herein, shall be in accordance with the rules of parliamentary procedures entitled "Robert's Rules of Order", being the reprint of the 1907 edition.

II. LOCAL RULES.

A. The following Local Rules of Procedure shall be applicable to the organization and conduct of business, as well as preparation and publication of agendas, of the City Council of the City of Port Orange, Florida. To the extent these Local Rules shall modify or conflict with the standard "Robert's Rules of Order" as adopted above, these Local Rules shall prevail to the extent of their conflict or inconsistency with "Robert's Rules of Order". In addition to these local rules, rules for quasi judicial proceedings shall apply to proceedings which require quasi judicial hearings.

1. Regular meetings of the City Council shall be held on the first and third Tuesdays of each month, with the exception of the months of July, November, and December and any Port Orange municipal election dates, at 6:30 p.m., in City Hall. During the months of November and December only, the regular City Council meetings shall occur on the first and second Tuesdays at 6:30 p.m. at City Hall. There shall be no regular City Council meeting on the date of a Port Orange municipal election. A meeting that would otherwise have been scheduled for such date shall be held on the Wednesday immediately following the election at 6:30 p.m. at City Hall. The July meeting schedule may be amended at the direction of the Port Orange City Council in consideration of the Fourth of July Holiday.
2. Workshop meetings of the City Council shall be held on the fourth Tuesday of each month at 6:30 p.m., except that there shall be no regular workshops in the months of November and December.
3. All regular City Council meetings shall be held in the City Council Chambers at City Hall, unless otherwise designated by the City Council. All workshop City Council meetings will typically be held in the Second Floor Conference Room, Lakeside Activity Center, the Adult Activity Center, or the Council Chambers at City Hall, as

determined by the City Manager. All meetings of the City Council shall end by 11:00 p.m. unless extended beyond 11:00 p.m. by a motion of the City Council pursuant to Section 3.06(b) of the City's Charter. Thereafter, the meeting shall end upon the conclusion of each hour (12:00, 1:00, etc.), unless extended by a motion of the City Council pursuant to Section 3.06(b) of the City's Charter for each hour. Any unfinished business shall be considered at a time and place set by the City Council.

4. There may also be special workshop meetings at such other times as so designated in advance by the City Council for the purposes of holding joint meetings with City boards, commissions, etc., to include receiving annual reports and presentations from the City's boards, committees, agencies and authorities, or for such other purposes as may be deemed necessary or desirable by the City Council.
5. Special meetings shall be called at the request of the Mayor or any two Council Members in accordance with the provisions of the City Charter and the Code of Ordinances.
6. To the extent compatible with the conduct of business, all workshop meetings shall be held on an informal basis. The applicability of the City's general rules shall not be strictly applied. Public comments after presentations will be limited to three (3) minutes at the Mayor's discretion or by consensus of the City Council. Presentations made at workshop meetings shall be limited to fifteen (15) minutes, unless the Council, by consensus, agrees to extend the time. In the event there is a special meeting agenda during a workshop meeting, public comment on only the special meeting agenda items, not to exceed three (3) minutes per person in total, shall be allowed prior to the start of the special meeting agenda.
7. The City Manager shall be responsible for organization and placement of items on the City Council Agenda; however, the Agenda and Agenda packets shall be prepared by the City Clerk. If the Council or any of its members wish to place an item on an agenda, any such request or inquiry shall be directed to the City Manager's office for disposition as opposed to any Council member contacting any City officer or employee who is subject to the direction and supervision of the City Manager.
8. With regard to the agenda for regular City Council meetings, the following shall apply:
 - a. To the extent possible, the City Administration shall group all matters by subject area, and shall place as many as possible on the consent portion of the agenda. Those items of a controversial nature or those that need explanation will not be placed on the Consent Agenda.
 - b. The agenda format shall be generally as follows: A call to order, pledge of allegiance, invocation, roll call, public hearings, presentations, if any, public comments and inquiries from the floor, City Council Comments, the consent agenda to include formal approval of minutes, the regular agenda, first readings of ordinances, and resolutions, followed by items not specifically on the published agenda from the City Manager and the City Attorney.

- c. Any items received during the public comment portion of the regular agenda may, at the discretion of the Council, be discussed by the City Council at the time of such presentation, may be directed by the Council to the City Manager for action or resolution, or may be added to a subsequent workshop agenda if a member of the City Council so specifically requests.
 - d. Votes taken on ordinances and resolutions shall be by roll call and shall be recorded by the City Clerk. The roll call shall be by District with District 1 voting first, District 2 voting second, etc. with the Vice Mayor always voting fourth and the Mayor voting last.
 - e. All public comment on agendaed or non-agendaed items shall be limited to not more than three (3) minutes, in total, per person at regular Council meetings and at workshop meetings subject to an extension of such time upon the formal approval by a majority vote of the City Council members present and voting on such request for extension of time. Public comment on quasi-judicial items and items that have been set for a formal public hearing shall only be allowed when those items are specifically heard by the Council. All public comments must be addressed to the Council as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Council shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Council is granted by a vote of the Council members.
 - f. The Mayor shall have the authority to limit immaterial, unnecessary, or redundant presentations or requests unless permission to continue is granted by majority vote of Council.
9. The City Council of the City of Port Orange is committed to maintaining civility in public and political discourse and expects the public to do the same. All comments by members of the Council, advisory board members, and/or the public shall:
- a. Respect the right of all citizens in our community to hold different opinions;
 - b. Avoid rhetoric intended to humiliate or question the wisdom of those whose opinions are different from ours;
 - c. Strive to understand differing perspectives;
 - d. Be truthful, not accusatory and avoid distortion; and
 - e. Avoid violence, prejudice and incivility towards citizens, employees, and officials of the City of Port Orange.

III. CITY BOARD/COMMISSION/COMMITTEE APPOINTMENTS.

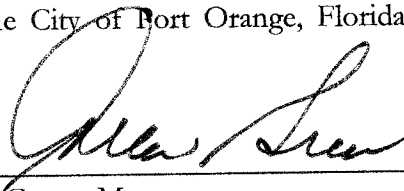
- A. All appointments to city boards, commissions, and committees whose members are not subject to appointment by other entities, and in accordance with any applicable restrictions by State Statute, shall be made in accordance with the following procedures, unless otherwise stated in the Ordinance/Resolution establishing a particular board, commission, or committee:

1. All vacancies subject to appointment to such city boards, commissions, and committees shall be made on a nomination basis by each of the members of the City Council. This nomination shall be construed to be a Motion to Appoint. The Council shall follow the voting requirements pursuant to Section 3.06(c) of the City's Charter
2. Roster lists and volunteer applications for City boards, commissions, and committees shall be established and maintained by the City Clerk's office.
3. Appointments for vacancies occurring on a board wherein the particular member has, for whatever reason, not fulfilled their entire term of membership on that particular board, commission, or committee, shall be to complete the unexpired term only, unless the unexpired term is for a period of time less than six (6) months. In that event, the appointed member shall then be allowed to serve the following full regular term without reappointment.
4. These rules, when adopted, shall supersede any other general rules or local rules which are inconsistent herewith, to the extent of such inconsistency.

IV. CITY MANAGER/CITY ATTORNEY ANNUAL REVIEW.

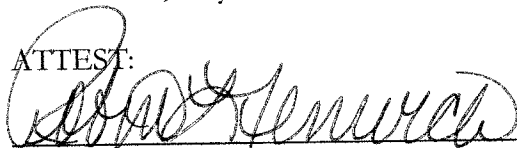
The City Council shall annually, in the month of May, conduct a performance evaluation and salary review of the City Manager and City Attorney.

Approved and adopted by the City Council of the City of Port Orange, Florida, at the Regular City Council Meeting held on December 2, 2014.



Allen Green, Mayor

ATTEST:



Robin L. Fenwick, CMC
City Clerk



CITY OF PORT ORANGE

CITY CLERK'S OFFICE
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
TELEPHONE (386) 506-5563
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PORT ORANGE CITY COUNCIL **RULES OF PROCEDURE**

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A. The following Local Rules of Procedure shall be applicable to the organization and conduct of business, as well as preparation and publication of agendas, of the City Council of the City of Port Orange, Florida. To the extent these Local Rules shall modify or conflict with the standard "Robert's Rules of Order" as adopted above, these Local Rules shall prevail to the extent of their conflict or inconsistency with "Robert's Rules of Order". In addition to these local rules, rules for quasi-judicial proceedings shall apply to proceedings which require quasi-judicial hearings. The approval of these Rules shall take place at the first meeting held in January of each year, or as soon as possible thereafter.

1. Regular meetings of the City Council shall be held on the first and third Tuesdays of each month, with the exception of the months of July, November, and December and any Port Orange municipal election dates, at 6:30 p.m., in City Hall. During the months of November and December only, the regular City Council meetings shall occur on the first and second Tuesdays at 6:30 p.m. at City Hall. There shall be no regular City Council meeting on the date of a Port Orange municipal election. A meeting that would otherwise have been scheduled for such date shall be held on the Wednesday immediately following the election at 6:30 p.m. at City Hall. The July meeting schedule may be amended at the direction of the Port Orange City Council in consideration of the Fourth of July Holiday.
2. When needed, City Council Workshops shall be held on the fourth Tuesday of each month at 6:30 p.m., except that there shall be an attempt to avoid workshops in the months of November and December. City Council

workshops may also be scheduled at other times as determined necessary by the City Council.

3. All regular City Council meetings shall be held in the City Council Chambers at City Hall, unless otherwise designated by the City Council. All City Council workshops will typically be held in the Second Floor Conference Room, Lakeside Activity Center, the Adult Activity Center, or the Council Chambers at City Hall, as determined by the City Manager. All meetings of the City Council shall end by 11:00 p.m. unless extended beyond 11:00 p.m. by a motion of the City Council pursuant to Section 3.06(b) of the City's Charter. Thereafter, the meeting shall end upon the conclusion of each hour (12:00, 1:00, etc.), unless extended by a motion of the City Council pursuant to Section 3.06(b) of the City's Charter for each hour. Any unfinished business shall be considered at a time and place set by the City Council.
4. There may also be special meetings or workshops at such other times as so designated in advance by the City Council for the purposes of holding joint meetings with City boards, commissions, etc., to include receiving annual reports and presentations from the City's boards, committees, agencies and authorities, or for such other purpose as may be deemed necessary or desirable by the City Council.
5. Special meetings shall be called at the request of the Mayor or any two Council Members in accordance with the provisions of the City Charter and the Code of Ordinances.
6. To the extent compatible with the conduct of business, all workshop meetings shall be held on an informal basis. The applicability of the City's general rules shall not be strictly applied. Presentations made at workshop meetings shall be limited to fifteen (15) minutes, unless the Council, by consensus, agrees to extend the time.
7. The City Manager shall be responsible for organization and placement of items on the City Council Agenda; however, the Agenda and Agenda packets shall be prepared by the City Clerk. If the Council or any of its members wish to place an item on an agenda, any such request or inquiry shall be directed to the City Manager's office for disposition as opposed to any Council member contacting any City officer or employee who is subject to the direction and supervision of the City Manager.
8. With regard to the agenda for regular City Council meetings, the following shall apply:
 - a. To the extent possible, the City Administration shall group all matters by subject area, and shall place as many as possible on the consent portion of the agenda. Those items of a controversial nature or those that need explanation will not be placed on the Consent Agenda.

- b. The agenda format shall include but is not limited to: A call to order; pledge of allegiance; invocation; roll call; reading of a portion of these Rules; agenda approval; public hearings; presentations, if any; public comments; City Council Comments; the consent agenda to include formal approval of minutes and resolutions; the regular agenda, to include first readings of ordinances; followed by comments from the City Manager and City Attorney and Council Committee reports. The agenda format may change at the discretion of the City Manager or consensus of Council.
- c. Citizens wishing to discuss a Consent Agendaed item must fill out the appropriate form and present same to the City Clerk prior to the start of the meeting. The Mayor may allow the citizen up to one (1) minute to discuss their request with Council. Council will then decide by majority vote whether or not to remove an item from the Consent Agenda for further discussion.
- d. Any items received during the public comment portion of the regular agenda may, at the discretion of the Council, be discussed by the City Council at the time of such presentation, may be directed by the Council to the City Manager for action or resolution, or may be added to a subsequent meeting/workshop agenda if a member of the City Council so specifically requests.
- e. Votes taken on ordinances shall be by roll call and shall be recorded by the City Clerk. Each roll call vote shall be in order of district with District 1 voting first, District 2 voting second, etc. The Vice Mayor will always vote fourth and the Mayor last.
- f. The agenda provides an opportunity for appropriate public participation. Citizens can be given the opportunity to address the Council on subjects of interest. Occasionally, City Council is criticized for limiting the time allotted for public comments during Council meetings, but it should be remembered that the Council meeting is a business meeting to conduct the City's business and not a public forum. Limiting the public comment period is not a violation of the First Amendment. (This is not to be confused with a public hearing in which formal public comment is received on a particular issue.)
- g. An important consideration in making the agenda manageable is keeping things off of it that don't belong. The formal Council agenda is the place for formal actions on the part of the governing body. In general, every regular meeting agenda item should include an instrument for Council action. Items that are solely for the information and advice of the Council should be provided outside the formal agenda process. When the agenda process is well-managed, it provides for a smooth flow of information to the governing body and of policy decisions from them.

This makes the entire operation of government run more smoothly and saves a great deal of valuable time.

- h. All public comment on agendaed or non-agendaed items shall be limited to not more than three (3) minutes per person per topic at any Council meeting (regular or special) or workshop subject to an extension of such time upon the formal approval by a majority vote of the City Council members present and voting on such request for extension of time. Public comment on quasi-judicial items and items that have been set for a formal public hearing shall only be allowed when those items are specifically heard by the Council. All public comments must be addressed to the Mayor or Council as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Council shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Council is granted by a majority vote of the Council members.

OR

- (h. All public comment shall be limited to not more than four (4) minutes at any Council meeting (regular or special) or workshop subject to an extension of such time upon the formal approval by a majority vote of the City Council members present and voting on such request for extension of time. During this four minute period citizens may comment on any or all topics on the agenda or any other such topic of their choosing, prior to Council Comments. Public comment on quasi-judicial items and items that have been set for a formal public hearing shall only be allowed when those items are specifically heard by the Council. All public comments must be addressed to the Mayor or Council as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Council shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Council is granted by a majority vote of the Council members.)
 - i. The Mayor shall have the authority to limit immaterial, unnecessary, or redundant presentations or requests unless permission to continue is granted by majority vote of Council. Special interest groups are encouraged to select a representative to speak for them in order to conserve time and avoid repetition. If a representative is selected, a list of the names and addresses of all concerned citizens who are present may be given to the City Clerk for inclusion in the record.
9. The City Council of the City of Port Orange is committed to maintaining civility in public and political discourse and expects the public to do the same. All comments by members of the Council, advisory board members, and/or the public shall:
- a. Respect the right of all citizens in our community to hold different opinions;

- b. Avoid rhetoric intended to humiliate or question the wisdom of those whose opinions are different from ours;
 - c. Strive to understand differing perspectives;
 - d. Be truthful, not accusatory and avoid distortion; and
 - e. Avoid violence, prejudice and incivility towards citizens, employees, and officials of the City of Port Orange.
10. Council, citizens, and staff should be respectful of the business meeting and are asked to silence all cell phones during the proceedings.
11. Failure to abide by these Rules of Procedure will result in the Mayor requesting a recess.

III. CITIZEN PARTICIPATION

- A. The City Council acknowledges the need for citizen participation and encourages citizens to participate at all public meetings. This participation shall follow the Citizen Participation Policy as amended by City Council from time to time. City Council will not take action on public comments during the meeting; however, direction may be provided to the City Manager by Council.
- B. Citizens may discuss all items listed on the agenda during the citizen participation time slot. Council Members may choose to discuss consent agenda items further by pulling the items off of consent.
- C. Citizens may provide back-up materials so that Council Members may review the materials in advance of the meeting discussions. These materials should be provided to the City Clerk no later than one week prior to the agenda distribution, but will be accepted at anytime.
- D. Citizens attending a council meeting may choose to either hold a sign or place a sign along the rear wall during meetings of city council. Signs shall not be placed or held in any manner which obstructs the view of other audience members or obstructs the access to and from Council Chambers. Signs shall not be waived or lighted in any manner that causes distraction to the city council members or members of the audience during a city council meeting. Signs shall not be affixed to the walls or other surfaces within Council Chambers.

IV. CITY BOARD/COMMISSION/COMMITTEE APPOINTMENTS.

- A. All appointments to city boards, commissions, and committees whose members are not subject to appointment by other entities, and in accordance with any applicable restrictions by State Statute, shall be made in accordance with the following procedures, unless otherwise stated in the Ordinance/Resolution establishing a particular board, commission, or committee:

1. All vacancies subject to appointment to such city boards, commissions, and committees shall be made on a nomination basis by each of the members of the City Council. This nomination shall be construed to be a Motion to Appoint. The Council shall follow the voting requirements pursuant to Section 3.06(c) of the City's Charter.
2. Roster lists and volunteer applications for City boards, commissions, and committees shall be established and maintained by the City Clerk's office.
3. Appointments for vacancies occurring on a board wherein the particular member has, for whatever reason, not fulfilled their entire term of membership on that particular board, commission, or committee, shall be to complete the unexpired term only, unless the unexpired term is for a period of time less than six (6) months. In that event, the appointed member shall then be allowed to serve the following full regular term without reappointment.

V. CITY MANAGER/CITY ATTORNEY ANNUAL REVIEW.

Following the first evaluation pursuant to employee contracts, the City Council shall annually, in the month of May, conduct a performance evaluation and salary review of the City Manager and City Attorney.

VI. ADOPTION

These rules, when adopted, shall supersede any other general rules or local rules which are inconsistent herewith, to the extent of such inconsistency.

Approved and adopted by the City Council of the City of Port Orange, Florida, at the Regular City Council Meeting held on _____, 2016.

Allen Green, Mayor

ATTEST:

Robin L. Fenwick, CMC
City Clerk



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 01/26/2016

Consent item: No

SUBJECT: Financial Report - December 2015

DEPARTMENT: Finance

GOAL:

OBJECTIVE:

RECOMMENDED MOTION:

SUMMARY: The December 2015 Financial Report is attached.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Financial Report	Monthly Financial Report DEC- 15 - Final.pdf
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Fenwick, Robin
Riehm, Tracey
Johansson, M. Jake

Created/Initiated - 01/18/2016
Approved - 01/21/2016
Final Approval - 01/21/2016



**The City of Port Orange
Finance Department**

MEMORANDUM

TO: Michael H. Johansson, City Manager
FROM: Tracey Riehm, Finance Director
DATE: January 20, 2015
SUBJECT: **Highlights of the December 2015 Financial Report**

Attached are interim financial reports and highlights of activity for the City's five major funds for the period ending December 31, 2015, which represents 25% of the fiscal year. Also attached are the financial reports from Cypress Head Golf Course and the YMCA. Detailed reports for all funds are available on the City's website at: http://www.port-orange.org/finance/?p=budget_and_financial_reports. Highlights of these funds are as follows:

GENERAL FUND (Fund 001)

Revenues: During the first quarter of the current fiscal year, the General Fund received a total of \$13,119,335 in revenues, of which \$12,715,735 reflected operating revenue and \$403,600 account for contributions from the enterprise funds. These revenues include \$9,476,739 or 88% of the annual estimated ad valorem tax revenue. The majority of ad valorem taxes are collected in the first quarter of the fiscal year. General fund revenues are 39% of the budget compared with 38% at this point last year, however after allowing for the budgeted use of appropriated equity, the percent collected increases to 41%. Ad-valorem taxes account for approximately 80% of the overall increase in revenue of \$832,342 compared with this time last year.

Expenditures: The first quarter operating expenditures amounted to \$7,194,578 or 21% of the estimated expenditures for the year, with an additional encumbered amount of \$1,509,357. Actual expenditures are \$140,382 higher than at this time last year.

Please also see the attached financial statement for additional detail.

BUILDING SPECIAL REVENUE FUND (Fund 109)

Revenues: During the first quarter of the current fiscal year, the Building Special Revenue Fund received \$256,929 in operating and non-operating revenues, inclusive of transfers. This equates to 18% of the annual budget, and is \$19,282 (8.1%) more than last year. Revenues in this fund are typically received in a sporadic nature.

Expenditures: Year-to-date expenditures in the Building Special Revenue fund are \$238,224 or 17% of estimated expenditure for the year. On a percent of budget basis, year-to-date expenditures are 5% lower than this time last year; with actual expenditures \$16,272 higher than this time last year.

Year to date, the Building Special Revenue Fund's net position has increased by \$18,705.

Please also see the attached financial statement for additional detail.

WATER & SEWER FUND (Fund 401)

Revenues: The Water and Sewer Fund collected \$4,831,269 in operating revenues during the first quarter, which is 19% of projected revenues for the year. This is \$246,839 higher than last year and \$504,866 less than in 2014.

Expenses: The first quarter operating expenses excluding depreciation amounted to \$3,166,272 or 21% of estimated expenses for the year, with an additional \$2,114,601 encumbered. Non-operating activity reports a net loss of \$28,844, which is comparable to the net loss of \$28,850 reported at the same time last year. Currently, the water and sewer fund is reporting an income of \$1,636,153, but after transfers the fund is posting a loss of \$835,039 which is \$18,603 less than this time last year.

The attached financial statement provides additional detail.

SOLID WASTE FUND (Fund 410)

Revenues: The Solid Waste Fund's total operating revenues for the first quarter were \$1,312,828, which is 19% of the annual budget and \$33,744 less than this time last year.

Expenses: The Solid Waste Fund's first quarter operating expenses excluding depreciation total \$1,144,747 or 17% of estimated expenses for the year, with an additional encumbered amount of \$4,964,080. The Solid Waste Fund currently is reporting an income before transfers of \$172,498 and a change in net position of \$121,392 after allowing for transfers. The change in net position is \$43,616 less than at this time last year.

The attached financial statement provides additional detail.

DRAINAGE UTILITY FUND (Fund 412)

Revenues: The Drainage Utility Fund's first quarter operating revenues amount to \$3,131,498, or 79% of the annual budget and \$11,624 higher than this time last year. Revenues in this fund represent the collection of Drainage fees by the non-advalorem method.

Expenses: For the first quarter, operating expenses totaled \$342,088 which is 19% of the annual budget and \$30,592 less than last year. An additional \$838,632 is encumbered. After allowing for non-operating expenses, transfers in lieu of taxes and

debt service payment transfers, the Drainage fund is reporting an increase in net position for the first quarter of \$1,926,954 which is \$248,058 less than at this time last year.

The attached financial statement provides additional detail.

YMCA REPORT

The financial reports for the period ending November 30, 2015 for the YMCA are attached.

GOLF COURSE REPORT

The financial report for the period ending December 31, 2015 for the Cypress Head Golf Course is attached. Detailed statements are available in the Finance Department.

IN SUMMARY:

As appropriations lapse at the end of each year, City Council re-appropriates funding for open purchase orders and existing funded projects. Total budget projections as they are presented in the attached reports incorporate current year appropriations plus prior year carryover pertaining to open and in process projects. Available liquid equity has been evaluated and is adequate to meet or exceed revenue policies as established by City Council.

Should you have any questions as they relate to this report or its attachments, please feel free to contact me.

Thank you,

Tracey Riehm
Finance Director

TR/lb

City of Port Orange Revenue Comparison - General Fund (001) Period Ending: December 31 (25% of the Fiscal Year)									
Sub Activity	2014			2015			2016		FYTD16 % of Budget
	FYTD Actual	Audited Annual Receipts	FYTD14 % of Total	FYTD Actual	Unaudited Annual Receipts	FYTD15 % of Total	FYTD Actual	Total Current Budget	
ADVALOREM TAXES	8,560,049	10,360,132	83%	8,812,990	10,443,031	84%	9,476,739	10,807,883	88%
SALES & USE TAXES	0	717,597	0%	0	736,939	0%	0	717,597	0%
UTILITY SERVICE TAXES	905,159	5,002,091	18%	869,586	5,145,954	17%	917,055	4,944,127	19%
COMMUNICATIONS SERVICE TX	167,021	1,972,034	8%	164,101	1,886,648	9%	163,176	1,862,251	9%
LOCAL BUSINESS TAX	25,518	122,860	21%	24,239	113,499	21%	31,803	123,000	26%
FEES & PERMITS	277,645	3,200,700	9%	309,123	3,316,823	9%	294,420	3,510,499	8%
INTER GOVT	686,327	4,784,473	14%	722,840	5,152,711	14%	769,796	5,172,006	15%
CHARGES FOR SERVICE	537,698	2,273,583	24%	566,075	1,923,034	29%	599,783	2,348,669	26%
FINES & FORFEITS	33,172	165,185	20%	45,245	837,633	5%	122,222	137,400	89%
MISC REVENUE	304,157	1,208,274	25%	361,229	1,152,664	31%	340,741	1,066,462	32%
INTERFUND TRANSFER	0	65	0%	0	63,649	0%	0	0	0%
CONTRB FROM ENTERPRISE FD	414,093	1,656,372	25%	411,565	1,646,259	25%	403,600	1,614,401	25%
APPROPRIATED EQUITY	0	0	0%	0	0	0%	0	1,525,111	0%
INTERNAL SERVICES	0	0	0%	0	0	0%	0	0	0%
INTRA. GOV. SERVICES	0	0	0%	0	0	0%	0	0	0%
GENERAL FUND REVENUE:	\$11,910,839	\$31,463,366	38%	\$12,286,993	\$32,418,844	38%	\$13,119,335	\$33,829,406	39%

City of Port Orange Expense Comparison - General Fund (001) Period Ending: December 31 (25% of the Fiscal Year)									
Department Description	2014			2015			2016		FYTD16 % of Budget
	FYTD Actual	Audited Annual Expenditures	FYTD14 % of Total	FYTD Actual	Unaudited Annual Expenditures	FYTD15 % of Total	FYTD Actual	Total Current Budget	
NON DEPARTMENTAL	422,802	2,264,450	19%	475,567	3,770,091	13%	474,071	2,694,699	18%
MAYOR & COUNCIL	45,523	198,686	23%	41,971	202,166	21%	49,179	216,897	23%
CITY MANAGER	106,441	476,171	22%	80,134	459,041	17%	141,574	584,932	24%
LEGAL SERVICES	112,330	515,978	22%	106,758	501,110	21%	118,472	706,423	17%
CITY CLERK	56,746	255,705	22%	67,628	293,702	23%	70,628	307,967	23%
FINANCE	162,044	740,966	22%	201,116	873,561	23%	225,552	1,092,777	21%
PERSONNEL	59,444	276,184	22%	78,415	354,228	22%	83,639	345,631	24%
COMMUNITY DEVELOPMENT	311,473	1,298,459	24%	307,252	1,274,870	24%	344,625	1,471,700	23%
FIRE SERVICES	1,918,115	8,268,579	23%	1,893,836	7,677,156	25%	1,825,917	8,083,999	23%
POLICE	2,456,870	11,095,306	22%	2,785,491	11,649,372	24%	2,784,119	12,319,928	23%
PUBLIC WORKS	393,407	1,875,210	21%	437,696	1,966,384	22%	431,419	2,536,100	17%
PARKS MAINTENANCE	468,542	1,830,748	26%	373,150	1,740,246	21%	392,490	2,148,954	18%
RECREATION	126,397	684,616	18%	125,092	720,520	17%	141,052	857,343	16%
ATHLETICS	63,472	287,958	22%	78,749	312,732	25%	111,155	443,886	25%
POGTV	1,559	6,313	25%	1,341	3,133	43%	686	18,170	4%
GENERAL FUND EXPENSES:	\$6,705,165	\$30,075,329	22%	\$7,054,196	\$31,798,312	22%	\$7,194,578	\$33,829,406	21%
Excess of Revenue over(under) Expenditures	\$5,205,674	\$1,388,037		\$5,232,797	\$620,532		\$5,924,757	\$ -	

Note: minor variances in totals may exist due to rounding

CITY OF PORT ORANGE									
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE									
BUDGET AND ACTUAL - BUILDING SPECIAL REVENUE FUND (109)									
Period Ending: December 31 (25% of the Fiscal Year)									
	FY2014			FY2015			FY2016		
	FYTD Actual	Audited Annual	%	FYTD Actual	Unaudited Annual (Preliminary)	%	FYTD Actual	Budgeted Annual	%
Revenues									
Permits and fees	285,929	1,176,045	24%	237,659	1,250,378	19%	255,182	1,136,200	22%
Miscellaneous	246	83	0%		140	0%	-		0%
Total operating revenues	286,175	1,176,128	24%	237,659	1,250,518	19%	255,182	1,136,200	22%
Expenditures									
General government:									
Planning and community development	190,474	863,069	22%	221,952	988,771	22%	238,224	1,389,621	17%
Total operating expenses - w/o depreciation	190,474	863,069	22%	221,952	988,771	22%	238,224	1,389,621	17%
Operating income (loss)	95,701	313,059	31%	15,707	261,747	6%	16,958	(253,421)	-7%
Non-operating revenues (expenses)									
Interest earnings	0	3,180		(12)	9,047		1,747	7,000	
Other income (expense)									
Interest and amortization expense									
Total nonoperating revenue (expenses)	-	3,180	0%	(12)	9,047	0%	1,747	7,000	0%
Income (loss) before contributions and transfers	95,701	316,239	30%	15,695	270,794	6%	18,705	(246,421)	-8%
Appropriated Fund Balance								246,421	
Transfers									
Transfers in					2,613				
Transfers (out) - In Lieu of Tax									
Transfers (out) - Debt Service									
Change in net position	95,701	316,239		15,695	273,407		18,705	-	

Note: minor variances in totals may exist due to rounding

CITY OF PORT ORANGE									
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE									
BUDGET AND ACTUAL - UTILITIES OPERATING FUND (401)									
Period Ending: December 31 (25% of the Fiscal Year)									
	FY2014			FY2015			FY2016		
	FYTD Actual	Audited Annual	%	FYTD Actual	Unaudited Annual (Preliminary)	%	FYTD Actual	Budgeted Annual	%
Operating revenues									
Charges for services:									
Water sales	2,386,201	10,957,095	22%	1,992,981	11,274,678	18%	2,040,376	10,984,280	19%
Hydrant rentals	10,902	35,235	31%	26,605	36,164	74%	35,776	46,010	78%
Sewer charges	2,648,311	12,893,433	21%	2,389,115	13,650,986	18%	2,579,342	13,058,784	20%
Connections service, and cut-off charges	255,360	937,684	27%	169,156	795,298	21%	169,092	891,308	19%
Other revenues	35,361	309,840	11%	6,573	59,104	11%	6,683	36,253	18%
Total operating revenues	5,336,135	25,133,286	21%	4,584,430	25,816,230	18%	4,831,269	25,016,635	19%
Operating expenses									
Personal services	1,413,896	5,696,318	25%	1,415,088	5,684,752	25%	1,360,520	6,395,260	21%
Contractual services (Professional & Other)	69,557	2,230,218	3%	201,027	981,098	20%	240,547	1,494,564	16%
Utilities	304,958	1,349,753	23%	336,148	1,321,225	25%	298,843	1,411,503	21%
Maintenance and repairs	86,034	1,933,414	4%	52,193	420,325	12%	74,963	737,225	10%
Other supplies and expenses	989,550	2,906,828	34%	902,291	4,804,077	19%	1,191,399	5,010,393	24%
Total operating expenses - w/o depreciation	2,863,995	14,116,531	20%	2,906,746	13,211,477	22%	3,166,272	15,048,945	21%
Operating income (loss)	2,472,140	11,016,755	22%	1,677,684	12,604,753	13%	1,664,997	9,967,690	17%
Non-operating revenues (expenses)									
Interest earnings	(941)	53,444		(217)	51,414		20,052	54,500	
Other income (expense)	(57,434)	445,747		(28,633)	(9,620)		(48,896)	(1,693,428)	
Interest and amortization expense	(3,728)	(1,361,091)		-	(154,398)		-	(259,793)	
Total nonoperating revenue (expenses)	(62,103)	(861,900)	7%	(28,850)	(112,604)	26%	(28,844)	(1,898,721)	2%
Income (loss) before contributions and transfers	2,410,037	10,154,855	24%	1,648,834	12,492,149	13%	1,636,153	8,068,969	20%
Appropriated Fund Balance							-	1,815,798	
Capital Contributions					1,115,281				
Transfers									
Transfers in	44,499	-		-	5,397,353		-	-	
Transfers (out) - In lieu of tax	(319,029)	(1,276,118)		(315,136)	(1,260,543)		(306,351)	(1,225,404)	
Transfers (out) - debt service ¹	(2,437,340)	-		(2,187,340)	(8,749,359)		(2,164,841)	(8,659,363)	
Change in net position	(301,833)	8,878,738		(853,642)	8,994,881		(835,039)	-	

¹ Proprietary Debt Service transfers zero out as part of the year-end funds consolidation process.

Note: minor variances in totals may exist due to rounding

CITY OF PORT ORANGE									
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE									
BUDGET AND ACTUAL - SOLID WASTE OPERATING FUND (410)									
Period Ending: December 31 (25% of the Fiscal Year)									
	FY2014			FY2015			FY2016		
	FYTD Actual	Audited Annual	%	FYTD Actual	Unaudited Annual (Preliminary)	%	FYTD Actual	Budgeted Annual	%
Operating revenues									
Charges for services:									
Waste Disposal Fees	1,456,693	6,943,255	21%	1,340,548	7,036,746	19%	1,311,319	6,982,050	19%
Other revenues	4,682	41,749	11%	6,024	14,769	41%	1,509	67,100	2%
Total operating revenues	1,461,375	6,985,004	21%	1,346,572	7,051,515	19%	1,312,828	7,049,150	19%
Operating expenses									
Personal services	48,871	226,705	22%	53,164	220,596	24%	55,380	236,419	23%
Contractual services (Professional & Other)	933,695	4,805,927	19%	952,072	5,782,795	16%	953,087	5,981,244	16%
Utilities	44	1,014	4%	190	858	22%	206	890	23%
Maintenance and repairs	708	6,843	10%	-	1,970	0%	-	2,250	0%
Other supplies and expenses	102,931	1,414,561	7%	127,672	563,466	23%	136,074	523,725	26%
Total operating expenses (w/o depreciation)	1,086,249	6,455,050	17%	1,133,098	6,569,686	17%	1,144,747	6,744,528	17%
Operating income (loss)	375,126	529,954	71%	213,474	481,829	44%	168,081	304,622	55%
Non-operating revenues (expenses)									
Interest earnings	196	6,580		3	13,809		4,417	14,000	
Other income (expense)								(114,197)	
Interest and amortization expense									
Total nonoperating revenue (expenses)	196	6,580	3%	3	13,809	0%	4,417	(100,197)	-4%
Income (loss) before contributions and transfers	375,322	536,534	70%	213,477	495,638	43%	172,498	204,425	84%
Appropriated Fund Balance									
Transfers									
Transfers in					888		-	-	
Transfers (out) - In lieu of taxes	(48,495)	(193,978)		(48,469)	(193,875)		(51,106)	(204,425)	
Transfers (out) - debt service									
Change in net position	326,827	342,556		165,008	302,650		121,392	-	

Note: minor variances in totals may exist due to rounding

CITY OF PORT ORANGE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - STORMWATER OPERATING FUND (412)
Period Ending: December 31 (25% of the Fiscal Year)

	FY2014			FY2015			FY2016		
	FYTD Actual	Audited Annual	%	FYTD Actual	Unaudited Annual (Preliminary)	%	FYTD Actual	Budgeted Annual	%
Operating revenues									
Charges for services:									
Drainage Fees	3,035,868	3,805,631	80%	3,119,874	3,860,256	81%	3,131,498	3,978,063	79%
Other revenues		127	0%	-	218	0%	-		0%
Total operating revenues	3,035,868	3,805,758	80%	3,119,874	3,860,474	81%	3,131,498	3,978,063	79%
Operating expenses									
Personal services	177,935	721,017	25%	180,881	719,521	25%	173,838	929,554	19%
Contractual services (Professional & Other) ¹	7,137	613,143	1%	9,445	105,965	9%	10,949	144,002	8%
Utilities	-	-	0%	-	-	0%	-	-	0%
Maintenance and repairs	16,905	93,595	18%	39,764	141,756	28%	17,855	118,191	15%
Other supplies and expenses	146,478	65,509	224%	142,590	574,911	25%	139,446	615,434	23%
Total operating expenses (w/o depreciation)	348,455	1,493,264	23%	372,680	1,542,154	24%	342,088	1,807,181	19%
Operating income (loss)	2,687,413	2,312,494	116%	2,747,194	2,318,320	118%	2,789,411	2,170,882	128%
Non-operating revenues (expenses)									
Interest earnings	1,498	20,586		1,112	22,783		647	26,700	
Other income (expense)	(70,739)	500,000		(65,352)	(313,010)		(432,712)	(2,277,361)	
Interest and amortization expense	-	(460,404)		-	(20,054)		-	(42,686)	
Total nonoperating revenue (expenses)	(69,241)	60,182	-115%	(64,240)	(310,281)	21%	(432,064)	(2,293,347)	19%
Income (loss) before contributions and transfers	2,618,172	2,372,676	110%	2,682,954	2,008,039	134%	2,357,346	(122,465)	-1925%
Appropriated Fund Balance								1,844,034	
Transfers									
Transfers in					847,500		0	0	
Transfers (out) - General Fund					(63,649)		0	0	
Transfers (out) - In Lieu of Tax	(46,569)	(186,277)		(47,960)	(191,841)		(46,143)	(184,572)	
Transfers (out) - debt service ¹	(369,881)	(83,520)		(459,982)	(1,839,926)		(384,249)	(1,536,997)	
Change in net position	2,201,722	2,102,879		2,175,012	760,123		1,926,954	-	

¹ Proprietary Debt Service transfers zero out as part of the year-end funds consolidation process. The remaining balance of Transfer (Out) - Debt Service represents governmental debt.

Note: minor variances in totals may exist due to rounding

Financial Reports
for period ending
November 30, 2015
Provided by
YMCA

Statement Of Activities Report
Interim Statements - Subject to Audit
Volusia Flagler Family YMCA
11/01/2015 - 11/30/2015
Port Orange Family YMCA

Account Group	Account Group Name	Period 11 November 2015					Year to Date 2015				
		Actual	Budget	\$ Variance	Last Year	\$ Variance	Actual	Budget	\$ Variance	Last Year	\$ Variance
Revenue											
01	Contributions	50	5,500	-5,450	226	-176	78,181	68,800	9,381	65,851	12,330
03	Special Events	305	10,000	-9,695	9,645	-9,340	28,898	27,900	998	23,842	5,056
08	United Way	3,466	3,411	55	3,466	0	38,127	37,851	276	37,797	330
10	Grants	3,036	2,240	796	2,370	666	34,228	28,255	5,973	32,210	2,018
11	Membership	107,621	120,201	-12,580	119,438	-11,817	1,223,770	1,417,145	-193,375	1,384,727	-160,957
13	Program Fees	49,506	36,112	13,394	47,181	2,325	579,262	586,853	-7,591	565,278	13,984
14	Other - Merchandise/Vending	656	5,000	-4,344	1,453	-797	13,667	15,200	-1,533	10,719	2,948
16	Late Fees/Misc Income	1,062	0	1,062	0	1,062	2,789	0	2,789	0	2,789
19	Release from Restriction	0	0	0	0	0	-5,077	0	-5,077	0	-5,077
Total Unrestricted Revenue		165,702	182,464	-16,762	183,779	-18,077	1,993,845	2,182,004	-188,159	2,120,424	-126,579
Total Revenue		165,702	182,464	-16,762	183,779	-18,077	1,993,845	2,182,004	-188,159	2,120,424	-126,579
Expenses											
21	Salaries & Wages	70,360	67,944	-2,416	69,144	-1,216	828,501	853,128	24,627	823,018	-5,483
22	Employee Benefits	4,984	4,545	-439	4,767	-217	53,783	54,840	1,057	46,719	-7,064
23	Payroll, Taxes & W/C	6,777	7,148	371	6,833	56	74,781	89,636	14,855	77,081	2,300
24	Contract Services	2,831	3,901	1,070	2,295	-536	43,004	52,285	9,281	48,580	5,576
25	Supplies	4,455	3,192	-1,263	3,857	-598	45,401	35,608	-9,793	45,013	-388
26	Telephone	904	1,017	113	973	69	10,394	11,970	1,576	11,409	1,015
27	Postage & Shipping	0	83	83	4,150	4,150	75	917	842	9,134	9,059
28	Facility Costs	38,499	38,734	235	29,502	-8,997	437,175	461,064	23,889	447,960	10,785
29	Equipment Costs	5,286	5,652	366	6,269	983	50,838	65,772	14,934	63,848	13,010
30	Program Expenses	4,459	5,515	1,056	4,980	521	67,707	70,237	2,530	75,140	7,433
31	Marketing & Promotion	49	100	51	1,419	1,370	631	1,250	619	2,213	1,582
32	Travel & Mileage	138	144	6	13	-125	329	1,681	1,352	691	362
33	Conference & Training	285	25	-260	134	-151	1,780	1,090	-690	3,140	1,360
34	Fundraising Expense	179	0	-179	0	-179	690	0	-690	236	-454
35	National & Other Dues	2,505	2,505	0	2,201	-304	27,693	28,369	676	25,208	-2,485
37	Financing Costs	0	33	33	0	0	0	363	363	0	0
38	Insurance	2,465	2,244	-221	4,299	1,834	24,908	24,687	-221	42,919	18,011
39	Miscellaneous Expense	5	0	-5	0	-5	5	0	-5	201	196
40	Depreciation & Amortization	2,106	2,372	266	2,833	727	23,917	26,089	2,172	31,291	7,374
48	Metro Services	26,549	26,549	0	26,612	63	317,482	317,482	0	308,966	-8,516
Total Unrestricted Expenses		172,836	171,703	-1,133	170,281	-2,555	2,009,094	2,096,468	87,374	2,062,767	53,673
Total Expenses		172,836	171,703	-1,133	170,281	-2,555	2,009,094	2,096,468	87,374	2,062,767	53,673
Change in Net Assets		-7,134	10,761	-17,895	13,498	-20,632	-15,249	85,536	-100,785	57,657	-72,906

Financial Report
for period ending
December 31, 2015
provided by
Golf Course

The Golf Club at Cypress Head
Comparative Income Statement
For the Three Months Ending December 31, 2015

	MTD Prior Year	YTD Prior Year	Audited Prior Year	Percent of Total	MTD Actual	YTD Actual	Annual Budget	Percent of Total
REVENUES								
Green Fees & Cart Fees	82,378	233,495	714,869	33%	97,965	212,201	1,023,426	21%
Merchandise	3,939	15,070	53,694	28%	4,454	11,516	61,281	19%
Other Pro Shop	378	1,091	10,198	11%	720	1,247	10,769	12%
Range	1,701	6,586	16,885	39%	3,173	6,230	35,044	18%
Food and Beverage	34,156	88,037	182,967	48%	0	0	0	
Membership Initiation Fees	0	0	750		0	0	0	
Other Operating Revenues	2,996	8,551	24,901	34%	3,481	7,393	35,106	21%
Other G&A Income	0	0	(866)		0	0	0	
TOTAL REVENUE	125,548	352,829	1,003,396	35%	109,794	238,586	1,165,626	20%
COST OF SALES								
Merchandise	2,133	10,392	44,543	23%	4,004	10,081	33,672	30%
Food & Beverage	11,693	36,464	72,592	50%	0	0	0	
TOTAL COGS	13,826	46,855	117,135	40%	4,004	10,081	33,672	30%
COGS - Merchandise %	54.1%	69.0%	83.0%	83.1%	89.9%	87.5%	54.9%	159.3%
COGS - Food %	34.5%	41.7%	39.8%	104.8%				
PAYROLL								
Course and Grounds	24,966	70,808	291,280	24%	30,861	91,009	302,225	30%
Carts, Range, Starters, Etc.	5,638	15,219	39,741	38%	7,204	17,253	73,469	23%
Pro Shop	4,620	13,904	33,566	41%	5,508	15,856	53,508	30%
Food and Beverage	15,555	44,686	94,245	47%	0	0	0	
General and Administrative	10,519	30,394	126,613	24%	11,746	31,545	127,761	25%
Marketing	4,761	13,292	45,103	29%	4,480	12,426	45,604	27%
TOTAL PAYROLL	66,058	188,302	630,548	30%	59,800	168,088	602,567	28%
OPERATING EXPENSES								
Course and Grounds	10,832	59,206	220,151	27%	16,165	52,378	194,632	27%
Carts, Range, Starters, Etc.	8,333	26,488	113,365	23%	8,368	22,872	85,831	27%
Pro Shop	409	2,440	10,087	24%	0	574	11,155	5%
Food and Beverage	3,787	13,000	30,128	43%	0	185	0	
General and Administrative	22,542	59,464	182,159	33%	19,678	55,522	197,717	28%
Marketing	910	5,404	29,588	18%	1,893	16,784	39,686	42%
TOTAL OPERATING EXPENSES	46,814	166,002	585,477	28%	46,104	148,315	529,021	28%
TOTAL EXPENSES	126,697	401,160	1,333,159	30%	109,908	326,484	1,165,260	28%

**The Golf Club at Cypress Head
Comparative Income Statement
For the Three Months Ending December 31, 2015**

OTHER INCOME (EXPENSE)									
MANAGEMENT FEES	(7,270)	(22,009)	(66,226)	33%	(5,713)	(18,795)	(65,296)	29%	
Depreciation & Amortization	(535)	(1,605)	(9,405)	17%	(381)	(1,143)	(6,420)	18%	
TOTAL OTHER INCOME (EXPENSE)	(7,804)	(23,613)	(75,631)	31%	(6,094)	(19,938)	(71,716)	28%	
NET INCOME	(8,954)	(71,944)	(405,394)	18%	(6,208)	(107,836)	(71,350)	151%	
Paid Rounds	3,076	9,126	25,909	35%	3,080	6,783	38,507	18%	
Annual Pass Rounds	366	1,138	2,970	38%	873	1,715	4,295	40%	
Other Rounds	366	800	1,772	45%	251	467	2,819	17%	
Total Rounds	3,808	11,064	30,651	36%	4,204	8,965	45,621	20%	
Revenue/Paid Rounds	\$ 40.82	\$ 38.66	\$ 39.00	99%	\$ 35.65	\$ 35.17	\$ 30.27	116%	
Revenue/Total Rounds	\$ 32.97	\$ 31.89	\$ 33.00	97%	\$ 26.12	\$ 26.61	\$ 25.55	104%	



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 01/26/2016

Consent item: No

SUBJECT: Utility Billing Guidance

DEPARTMENT: Finance

GOAL:

OBJECTIVE:

RECOMMENDED MOTION:

SUMMARY: Staff requests utility billing guidance

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Utility Billing Guidance	Utility Billing.pptx
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Riehm, Tracey
Riehm, Tracey
Johansson, M. Jake

Created/Initiated - 01/21/2016
Approved - 01/21/2016
Final Approval - 01/21/2016



Utility Billing Guidance Workshop January 26, 2016

Finance Department
Tracey Riehm



Purpose / Agenda

- **Purpose:** Obtain guidance regarding utility billing irregularities
- **Agenda:**
 - Overview & Factors to Consider
 - Scenarios
 - 1) Deposits
 - 2) Water Availability Fees
 - 3) Sewer Availability Fees
 - 4) Sewer Connection & Consumption
 - 5) Reclaimed Water Charges
 - 6) Account Adjustments
 - 7) Staff Authority
- **Next Steps**



Overview

Billing irregularities are regularly encountered

Accurate billing is based on robust data

- Proper account set up
- Sampling and scrubbing data

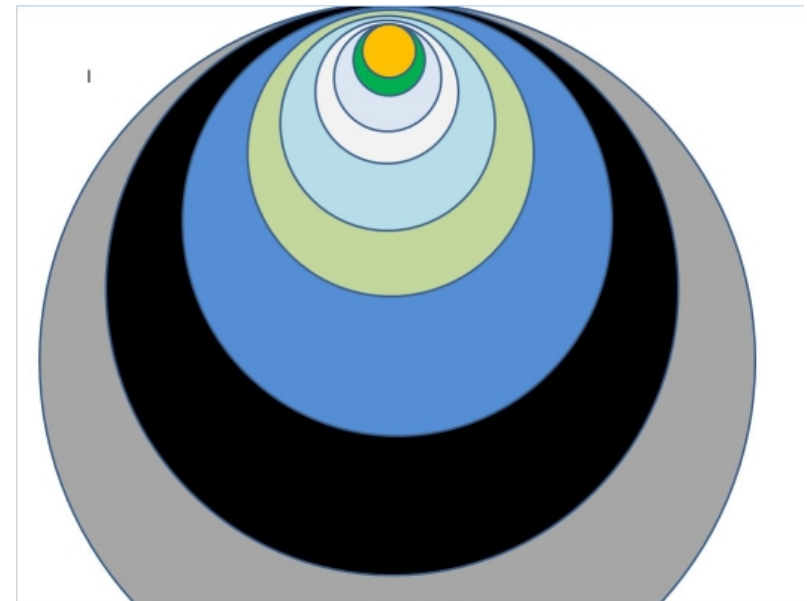
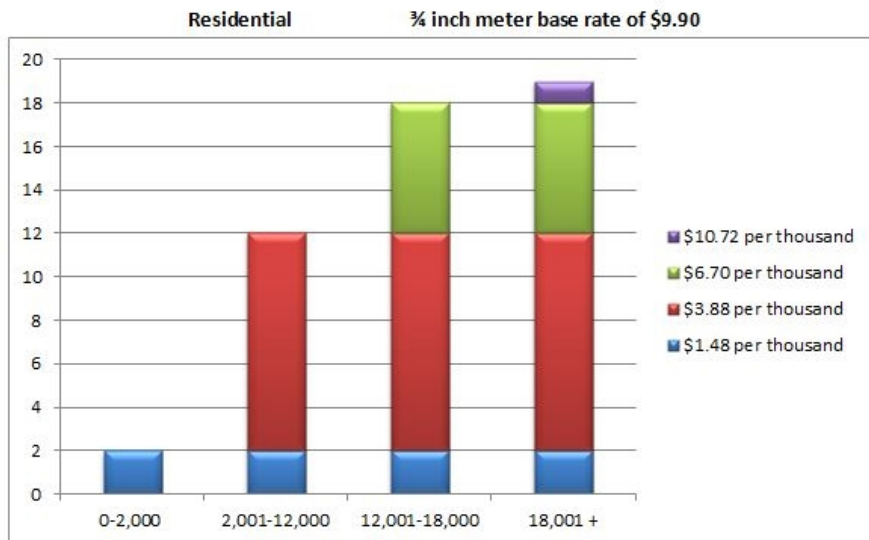
Staff requests guidance on how Council would like irregularities addressed





Factors to Consider-Rate Structure

Resolution 14-82 Structure			
	Residential	Master Meter-Multifamily & Mobile Home	Commercial
Base Rate	Flat	Flat per ELU	Tiered
Consumption	Tiered	Flat	Flat





Factors to Consider

Bond Covenants:

No free service

Duty to collect

Other:

Surrounding Agencies

Precedents

Statute of Limitations

Options: Adjustment caps, one time adjustments (1/yr, 1/two years)

Changes over time (structures demolished, parcels combined)



Factors to Consider

Definitions (not codified)

Improved property - Any property which improvements have been made, including, but not limited to, the placement of any structure that required a building permit, change of grade through filling or excavation, installation of water or sewer line, clearing of property, or any other physical alteration which has significantly disturbed the natural vegetation on the site.

Unimproved property – Any property that has not been cleared and is in its natural state, that does not have water or sewer installed, and that has not had any structure that required a building permit on it even if that structure has been removed and is no longer there.



Factors to Consider





Scenario 1: Deposits

Scenario:

Customers have requested a refund of their deposit based upon their payment history

Nominal interest is paid on deposits

Deposits vary:

older accounts have been “grandfathered” in when deposits increased

Accounts may exist without a deposit (ex no owner deposit for rental unit)

Existing Guidelines:

Section 74-33 (c): Deposit remains as long as active meter on site.

Resolution 14-82: Deposits are not refundable until disposition or demolition of structure. Deposit can be increased for poor payment history.

Resolution 15-21: Caps deposit for listing agents

Guidance Requested:

- 1) Are you interested in refunding deposits? If so, on what basis?
- 2) If a deposit was increased because of poor payment history, should it be decreased once history improves?
- 3) Deposits are driven by meter size, not utility used. Do we want a deposit for garbage (e.g. large dumpsters?)
- 4) Unless otherwise directed, the CM intends to execute Resolution 14-82 and collect deposits not previously collected.



Scenario 2: Water Availability Fees

Scenario: Potable water is available but not billed.

Existing Guidelines:

Section 74-33 (b):

A monthly minimum charge (availability charge) shall be assessed when it is determined by the city manager or his designee *that water is available* but not yet connected.

Guidance Requested:

- 1) Customer notes indicate some accounts were permitted to be closed and availability fees were suspended. Others have outstanding liens. Should we start billing availability fees? Should we change the ordinance?
2. The current CM has determined that when a multifamily property is demolished the availability fee should revert to one ELU. Do you want to consider retroactive credits?



Scenario 3:Sewer Availability Fees

Scenario:

Sewer is available but not billed

Existing Guidelines:

Florida Statue 381.00655 requires connection to sewer within 1 year

Section 74-63 & 74-64

Requires sewer connection within 100 ft. except unimproved/unused land

City Manager may grant exemption under extraordinary circumstances

Resolution 14-82

Establishes connection charges, development (impact) fees, meter deposits, & consumption charges.

Guidance Requested:

- 1) If the City Manager exempts connection, should the customer pay availability fees?
- 2) Should exemptions be limited in time and subject to renewal?
- 3) The current CM has determined that when a structure is demolished, the availability fee should revert to one. Do you want to provide a retroactive credit?



Scenario 4: Sewer Connection & Consumption

Scenario:

Sewer is available & customer is connected. No record of development (impact) fee or connection charge, therefore no billing of consumption.

Existing Guidelines:

Resolution 14-82

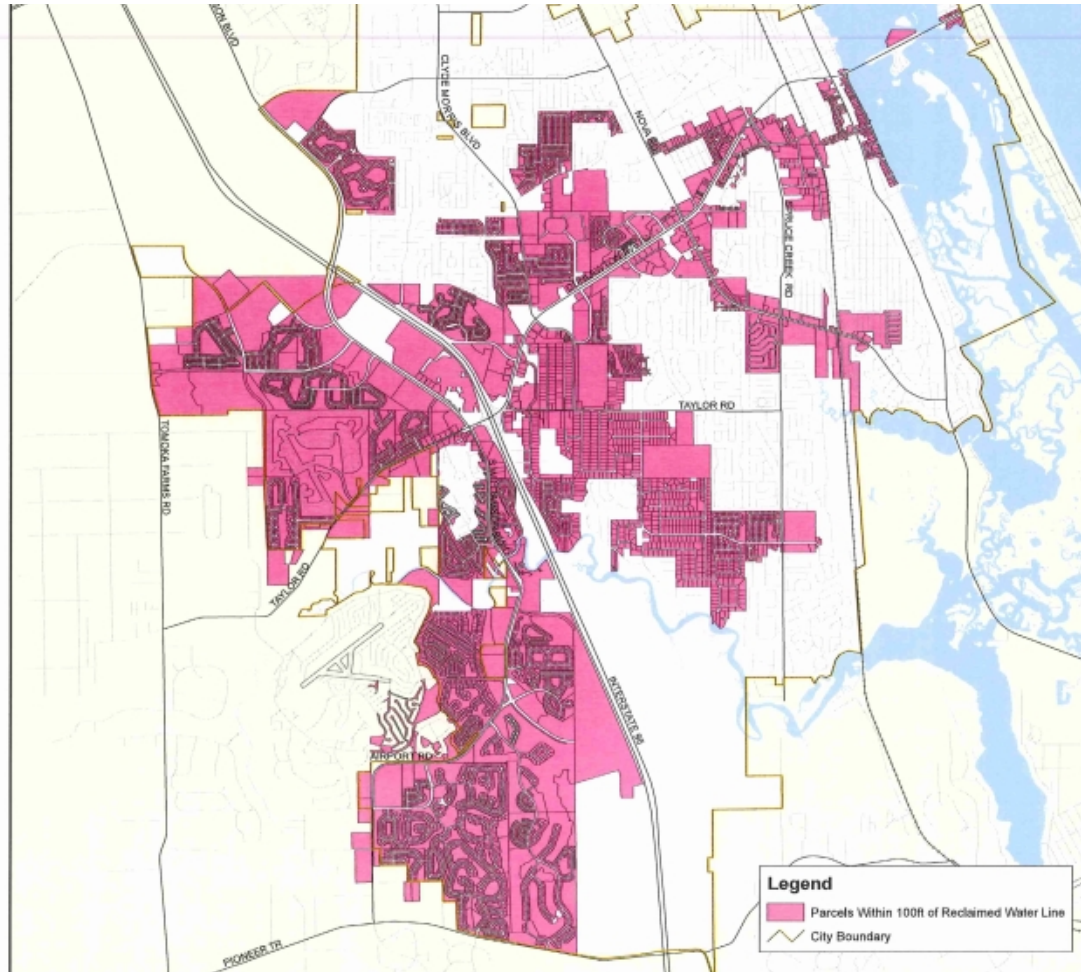
Establishes connection charges, development (impact) fees, meter deposits, consumption charges.

Guidance Requested:

- 1) Does the guidance on back-billing apply in this circumstance?
- 2) Should the customer be given terms to pay charges & fees?
- 3) Does the guidance vary if the property has changed hands since the sewer became available?



Reclaimed Water Availability Map





Scenario 5: Reclaimed Water Charges

Scenario:

Properties with reclaimed water available do not pay an availability fee unless connected

Existing Guidelines:

Section 74-184

Service availability is established by the city manager using the following criteria:

- within the city limits of Port Orange, or is owned by the city;
- Receiving sewage treatment from the city; and
- within the city's reclaimed water availability map

City may refuse to provide reclaimed water service

Resolution 14-82

Establishes connection charges, meter deposits, consumption charges

Guidance Requested:

Are you interested in exploring an availability fee for areas having access to reclaimed water?



Scenario 6: Account Adjustments

Scenario:

- 1) Customer requests **credit** in accordance with existing ordinances (ex: leak/pool fill)
- 2) City discovers account has been **over-billed** or **under-billed** (ex: crossed meters, wrong meter size, vacation status but garbage billed at full rate, sewer billed/not hooked up, sewer hooked up/not billed, backflow not billed)

Existing Guidelines:

- 1) Resolution 14-82 establishes rates, silent on adjustment timeframes
- 2) Manager Harden-verbal guidance to back-billed up to one year.
- 3) Policy passed by Council on October 6, 2015
- 4) Resolution 16-2 tabled on January 5, 2015.

Guidance Requested:

- 1) How long should a customer have to request a credit for a leak/pool fill?
- 2) If we over-bill a customer, how long should we give them back the credit?
- 3) If we under bill a customer, how far back should we charge them?



Scenario 7: Staff Authority

Scenario:

Customers make errors in processing online payments resulting in late charge (transposition, declined credit card), and request the late charge be waived

Existing Guidelines:

None

Guidance Requested:

Unless otherwise directed, the City Manager will grant the Customer Service Manager the authority to resolve customer complaints based upon her judgement.



Next Steps

Thank you.

A Utility Billing Policy Manual is being drafted which will incorporate your guidance



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 01/26/2016

Consent item: No

SUBJECT: Fluoride

DEPARTMENT: City Manager

GOAL:

OBJECTIVE:

RECOMMENDED MOTION:

SUMMARY: On October 27th and November 17th 2015 City Council received presentations on fluoridation where information was provided for their consideration. The City has been adding fluoride to the water system since 1982.

Since fluoride is not required to be introduced into the water system the decision to add fluoride is a community value-based decision.

Should the introduction of fluoride into the water system cease, Public Utilities will need to have the floursilicic acid pumped out of the tank at a cost of about \$1000 or simply use the remaining quantity and not refill the tank. Also, the City received a Florida State Health Department grant to upgrade the equipment used to add fluoride in 2013. According to the grant documents, the City is obligated to return remaining funds after amortization over 5 years. Based upon the original grant amount of \$30,800 dollars the estimate of the amount to be returned is about \$16,000.

City Council may decide to cease the addition of fluoride by majority vote or by public referendum.

The public referendum costs and procedures will be discussed with the County Supervisor of Elections on January 25, 2016. The City Clerk will be available to provide details.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

Fenwick, Robin
Johansson, M. Jake

Created/Initiated - 01/18/2016
Final Approval - 01/21/2016



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 01/26/2016

Consent item: No

SUBJECT: White Acres Utility Improvements

DEPARTMENT: Public Utilities

GOAL: 1 - Infrastructure Preservation

OBJECTIVE: 4 - Enhance the infrastructure maintenance programs in order to extend the full life of capital investments

RECOMMENDED MOTION:

SUMMARY:

The White Acres Utility Improvements project had been under design since early 2015 for wastewater collection system extension and drainage improvements. The main purpose of this project is to eliminate +40 existing septic system within the White Acres boundary. The final design is 100% complete.

The workshop is intended to provide City Council information on the final design and the financial impact it will have on the City and on the residents and seek direction on policy prior to engaging the White Acres community in the next project update meeting.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Presentation	White Acres (CC Workshop Jan 2016) rev6.pptx
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Wiggins, Julia	Created/Initiated - 01/15/2016
Wiggins, Julia	Approved - 01/15/2016
Ho, Kenny	Approved - 01/15/2016
Wilson, Rick	Approved - 01/19/2016
Neff, Andrew	Approved - 01/21/2016
Adumuah, Branford	Approved - 01/21/2016
Riehm, Tracey	Approved - 01/21/2016
Johansson, M. Jake	Final Approval - 01/21/2016



White Acres Utilities Improvements Workshop January 26, 2016

Public Utilities, Community Development, and Finance
Andrew Neff, Kenny Ho, Tim Burman & Tracey Riehm



Purpose / Agenda

- **Purpose:** Provide Project Update, Financial Impact and Land Use Issues to Council for policy direction in preparation for the next public meeting with the White Acres Community
- **Agenda:**
 - Background
 - Project Scope
 - Neighborhood Outreach
 - Project Timeline
 - Demographics
 - Costs/Financial Impacts
 - Key Issues
 - Land Use Issue
 - Recommendations
 - Next Steps



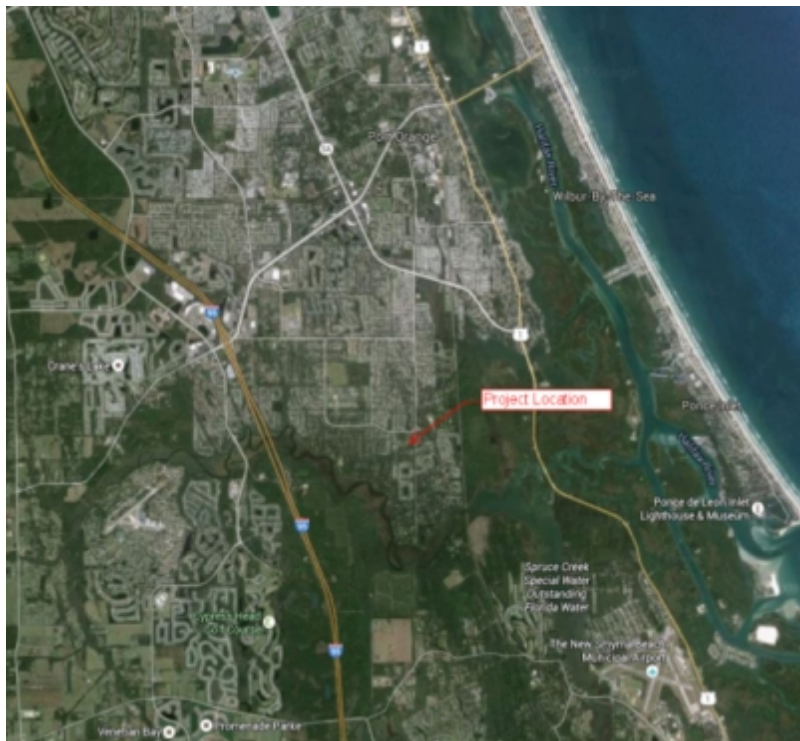
Background

- The neighborhood mainly consists of mobile homes dating from 1960s.
- Currently there are 40 parcels on septic systems (some parcels have multiple dwelling units – each parcel will receive a single service) -- goal is to eliminate all septic systems
- Spruce Creek (about a mile away) is designated an Outstanding Florida Water (OFW)—requires protection.
- Opportunity to improve drainage conveyance system and water services replacement concurrent with sewer work(no treatment).



Project Scope

The project: Connection to City sewer, drainage improvements and water service line replacements for a +/- 47 acre low and moderate income neighborhood currently on septic systems.





Neighborhood Outreach

- Letter of interest and income survey were sent to residents who will be impacted (early 2015)
- City held a neighborhood meeting January 13, 2015
 - Discussed connection to City sewer system
 - General discussion of cost to homeowners (during conceptual project phase)



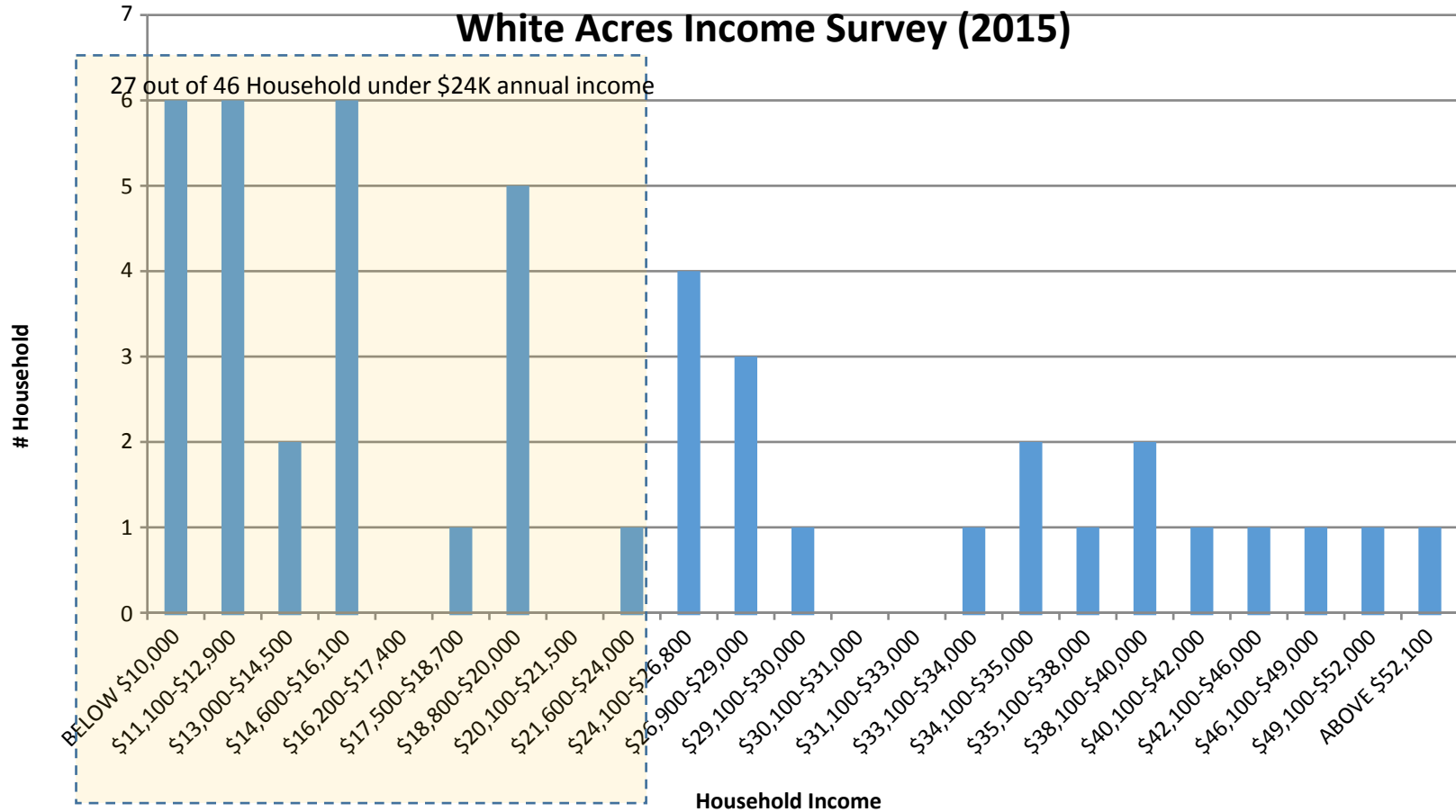
Proposed Project Timeline

- Proposed project duration: +/- 1 year
- Est. start of construction: June 2016*
- Est. project completion: June 2017*

*If City Council approved to move project forward now



2015 White Acres Income Survey Demographic





Project Cost Estimate

- Est. total project cost (sewer, water & drainage): \$1.94 mil*
- Grants (3 agencies) funding: \$1.59 mil
 - CDBG \$196,490.00
 - FDEP \$750,000.00 (\$460K is committed to drainage)
 - SJRWMD \$638,645.70
- Net direct City cost \$350K

*Final project cost may vary from estimate.



Financial Impact to Homeowners

- Sewer service Development (Impact) Fee: \$1,540.00
 - Sewer Connection Charges (est.): \$8,750.00*
 - Plumber Cost (best est.): \$1,500.00
- Est. Total Cost: \$11,790.00**

*Full cost recovery from owners (\$350k divided by 40 parcel = \$8,750.00)

- No grant funding remaining to cover homeowner cost for sewer connection
- Monthly utility bills will increase between \$20-\$40 (varies based on usage. Based on 4k gallons water usage per month)



Key Issues

Mandatory connection to sewer system one year from date of service availability (City Code 74.63 and 74.64)

Financing Policy:

- City absorbs some of the costs?

- Seek additional grant funding

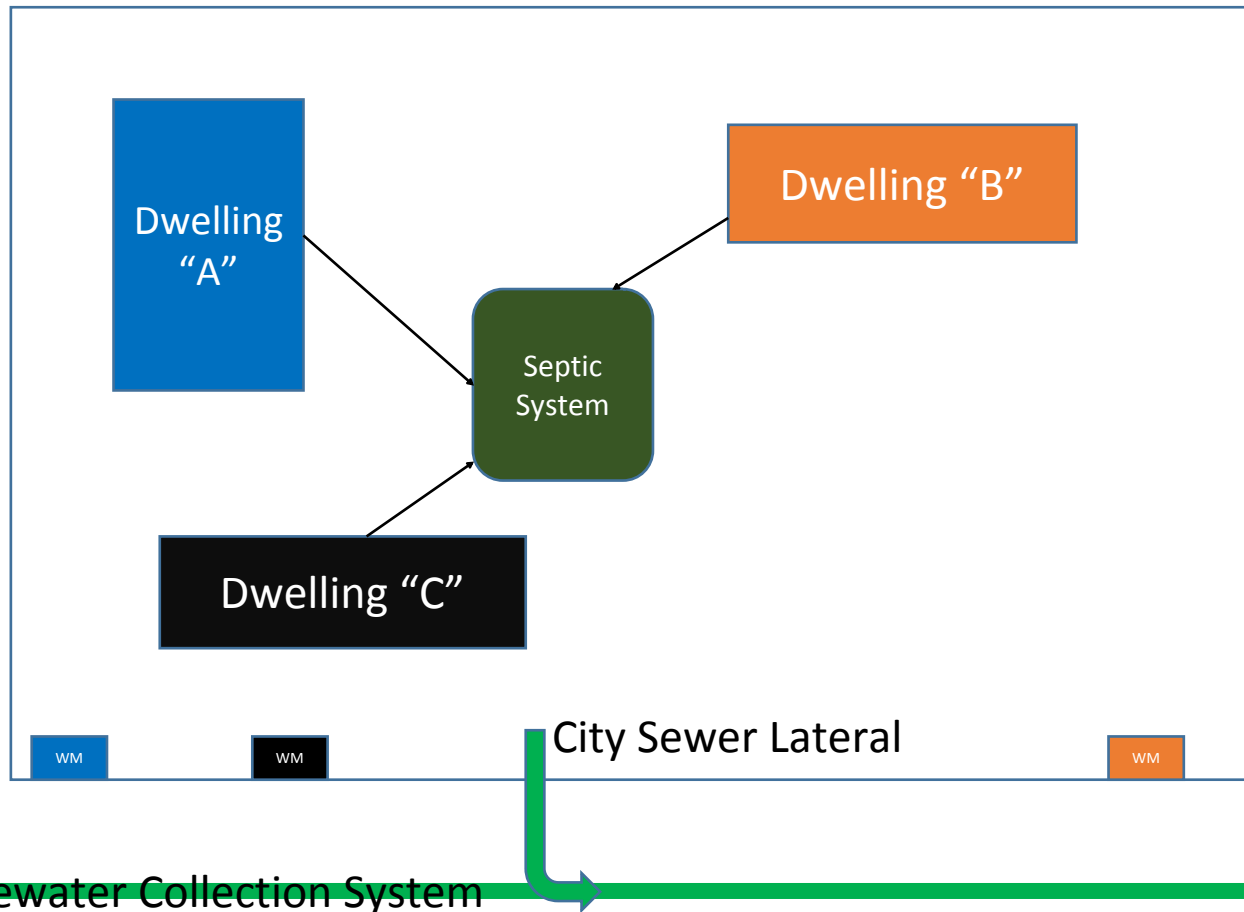
- Options for homeowners

Land Use Policy:

- Non-conforming use (multiple dwelling units on some parcels)



Non-Conforming Issue





Non-Conforming Issue, cont.

- LDC allows for 1 unit per residential parcel
 - Each parcel receives a single service
- Options for compliance with LDC:
 - Require additional units be removed, or
 - Require a minor subdivision of parcels that can meet the 75' minimum lot size prior to sewer connection
 - Minor Subdivision Application Fee: \$2,000
 - Estimated surveyor cost to prepare required documents: \$3,000
 - Estimated recording fee: \$100



Recommendations: Financial Options

1. City funding

- Partial relief—charge minimum sewer connection charges fee of \$1,400 and sewer development (impact) fee \$1,540 (precedent from Nixon Lane Project)
- Fund the \$460K drainage portion from general fund reserve (will allow grant funding to cover sewer connection and development fees)

2. Additional Grant funding

- Not guaranteed – would lower homeowner cost

3. Customer Financing

- SunTrust Loan program
- Monthly payment on Utility Bill
- Delayed payment of impact fees
- Special assessment on property tax bill (annual tax bill)



Recommendations

1. Fund the \$460k drainage portion from general fund reserve (homeowner cost limited to plumbing +/- \$1.5k),
OR
2. Charge minimum City fees (homeowner cost +/- \$4.4k):
 - A. Sewer Connection Charges fee of \$1,400
 - B. Sewer Development (Impact) fee of \$1,540
 - C. Put the above City charges on property tax bill (total \$2,940)
 - D. Future grant monies, if received, may be applied to outstanding balance.
3. Land Development Code: Eliminate non-conforming use of land by requiring the subdivision land where minimum lot size can be met and/or removal of additional non-conforming unit(s)



Next Steps

- Council policy decision on financial approach
 - ☐ General fund for drainage
 - ☐ Charge minimum City fees to homeowner
- Council policy decision on non-conforming land use issue
- Neighborhood meeting to discuss scope, timing, land use issues and financial impacts of the project.
 - ☐ Yes
 - ☐ No