



City of Crescent City

3 NORTH SUMMIT STREET
CRESCENT CITY, FLORIDA 32112-2599

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MINUTES

City Commission Regular Meeting

September 8, 2016 - 7:00 p.m.

Present. Mayor Joe Santa; Commissioner Harry Banks; Commissioner Marcus Hardy; Commissioner Barbara Scholl; Commissioner Judy West; Jay Asbury, Esq., City Attorney; and Patrick Kennedy, City Manager.

The regular meeting of the City Commission was held September 8, 2016 at City Hall. A quorum being present, the meeting was called to order at 7:00 p.m. by Mayor Joe Santa.

Approval of Minutes. Motion by Commissioner Banks, second by Commissioner West, to approve the Minutes of the City Commission Meeting of August 11, 2016. Roll call vote – all ayes.

At this time Lucia Valdivia Sanchez from the Putnam County Farmworker Career Development Program presented information on their curriculum. Adult ESL (English as a second language) and civic classes were highlighted as an advantage both to the adults and their children in school. The program is sponsored by federal funding, St. John's State College, US Department of Labor and the government of Mexico. Seasonal workers and their families are eligible for participation.

Approval of Debbi Peacock as Finance Director. Pursuant to the Charter, Patrick Kennedy presented Debbi Peacock to the Commission for the position of Finance Director . Mr. Kennedy recommended that she be appointed Finance Director and be awarded a merit bonus of \$5,000 in recognition of the work she has performed to date.

Motion by Commissioner Scholl, second by Commissioner Banks, to promote Debbi Peacock to the position of Finance Director and award a \$5,000 bonus. Roll call vote – all ayes.

Engagement Letter for Auditing Services with Moats & Associates. Patrick Kennedy reported that the Moats & Associates Auditing Services Renewal included the standard audit with no increase in the standard audit fee and a minor increase in the single audit. Staff recommended renewal with competitive qualification bids next year.

Motion by Commissioner Banks, second by Commissioner West, to retain the Auditing Services with Moats & Associates this year. Roll call vote – all ayes.

Resolution 16-07 Adopting the Millage for Tax Year 2016. Resolution 16-07 adopts the millage rate of 8.5914 mills per \$1,000 of taxable value regarding Ad Valorem Taxes. This represents a 0.44% decrease over the 8.6294 rolled back millage rate.

Motion by Commissioner Scholl, second by Commissioner West, to approve setting the millage rate of 8.5914mils. Roll call vote – all ayes.

Ordinance 16-02. (First Reading) An Ordinance Providing for, Approving and Fixing the Budget; Setting the Millage Levy at 8.5914; Allowing for General Operations of the City and Its Various Departments; Approving and Fixing the Budgets for Special Funds and Debt Service; for the Fiscal Year Beginning October 1, 2016 and Ending September 30, 2017. Patrick Kennedy pointed out that the body of this ordinance is the Budget Summary. This includes our General Fund; Special Fund which includes the CRA and Better Place Plan; and Enterprise Fund for water, sewer and gas. There is a significant amount of money in the Enterprise Fund due to the upcoming contract with DOT for the second phase of the gas relocation project at Dunn's Creek Bridge area. DOT is funding the entire relocation in this section.

There have been two significant changes to the original budget. First, the Water Department finished repaying a 2006 meter replacement loan. The funds previously budgeted for loan payments is being earmarked this year for repair and maintenance, equipment needs and meter replacement. Secondly, the CRA revenue was overstated in the first workshop but was corrected in the CRA Budget Resolution.

The second reading for Ordinance 16-02 is scheduled at City Hall on Thursday, September 15, 2016 at 5:15 p.m.

Commissioner Banks pointed out that each Commissioner has already reviewed the Budget line by line prior to this meeting.

Brett Peterson, 315 Chestnut Street did not see a line item for Police Training. Patrick Kennedy responded that memberships and training have been consolidated into one line on page 11, line 298.

Linda Delaney, 240 S. Prospect Street requested clarification of line 375, Parks and Recreation. 2014 & 2015 had a zero budget but 2016 shows \$20,800. Patrick Kennedy explained that prior to 2016 landscape services were contracted out and listed included in line 382. This year an employee has been hired in lieu of contracted services creating in an increase in line 375 and a decrease in line 382.

Michael Frank, 83 Lake Shore Drive complimented the Commissioners and City Manager for their fiscal responsibility. He would like consideration to roll back the millage rate to the level of 2013 especially since the budget shows reserves of approximately \$900,000. Patrick Kennedy explained that reducing the millage rate is always a goal but difficult to achieve when property values remain unchanged. The reserves shown were achieved by a land easement sale to FPL, salary lapses from unfilled vacancy times, fluctuating cost of fuel and frugal spending.

Motion by Commissioner Banks, second by Commissioner Scholl, to accept and approve Ordinance 16-02 providing for, approving and fixing the budget and setting the millage rate of 8.5914mils. Roll call vote – all ayes.

Resolution 16-08 Authorizing Amendment to the FY 2015-2016 General Fund Budget.

Patrick Kennedy clarified the first item for amendment is the revenue source and related expense due to the Criminal Justice Grant that was received last year. The second amendment item is the USDA Street Sweeper Grant. The funds were deposited into the General Fund but the City match disbursement was from the Better Place Plan account. This amendment will move all transactions to the Better Place Plan account.

Motion by Commissioner Scholl, second by Commissioner West, to approve Resolution 16-08 as presented. Roll call vote – all ayes.

Resolution 16-09 Authorizing Amendment to the FY 2015-2016 Gas Fund and Water Fund Budgets.

Patrick Kennedy explained the Gas Fund amendment was due to equipment needed for repairs of the new gas line in the relocation project. The new line is high-density plastic and requires different equipment than used on the old lines of steel. The DOT would not fund equipment as a part of the Gas Line Relocation Grant. This was not originally budgeted in the Gas Fund budget and needs an appropriation of Fund Balance to the repair and replacement reserves to pay for the equipment we are required to have available.

The Water Fund amendment is due to the unexpected generator failure at the Water Plant. It has been replaced with a natural gas generator for a cost of approximately \$27,000. The Fund Balance will need to be appropriated from the Water and Sewer Reserve Fund to balance the budget.

Motion by Commissioner Scholl, second by Commissioner West, to approve Resolution 16-09 as presented. Roll call vote – all ayes.

Diane Sykes, 304 Chestnut asked if the new gas line equipment requires our Gas Department to have additional training. Patrick Kennedy responded that training on the new equipment is included with the purchase.

FDOT Utility Work Agreement for Dunns Creek Gas Line Relocation Project. This is in reference to the next phase of the FDOT Highway 17 widening project. They are hoping to begin next year and have submitted an agreement identical to the previous agreement with the exception of language that now allows our use of high-density plastic.

Motion by Commissioner Banks, second by Commissioner Hardy, to approve the FDOT Utility Work Agreement authorizing the Mayor to execute the Agreement. Roll call vote – all ayes.

Putnam Health & Fitness Center Request for Financial Support. The representative for Putnam Health and Fitness was unable to attend and will reschedule.

Architectural Services Agreement for City Hall Roof. As requested, Patrick Kennedy asked if the consultants would compete based on price. Mr. Kennedy was informed that architectural consultants are first selected by qualification rankings then the price can be negotiated. State law has this provision when bidding on professional services.

A/R/C was the highest ranked of the three architectural consultants that bid on the design and oversight of the roof repair project at City Hall. A/R/C has submitted their proposal for the design, creation and review of bid documents, and review of project submittals to ensure that design requirements are met. The total amount for design and services, including construction oversight, is approximately \$15,000.

Motion by Commissioner Banks, second by Commissioner West, to approve the A/R/C proposal as presented. Roll call vote – all ayes.

Monthly Code Enforcement Report. Michael Frank reported that there currently are 26 active cases and 41 liens. In August 10 cases were opened, 6 cases closed, 13 courtesy notices issued, 8 notices of Violation/Hearing sent out and two pending abatements.

VISITOR AND CITIZEN COMMUNICATION.

Diane Sykes, 304 Chestnut Street commented that there were several dogs on the run and the county is unable to provide assistance.

At this time there was general discussion about recent crimes and Chief Damiano attending the monthly Commission Meetings and presenting a report.

Motion by Commissioner Scholl, second by Commissioner Banks, to request the presence of Chief Damiano at all Commission meetings and present a monthly report. Roll call vote – all ayes.

Brett Peterson, 315 Chestnut Street asked about a program started several years ago where the police department had quarterly workshops with citizens. Mr. Peterson suggested the program be reinstated.

Mayor Santa spoke about the CCPD's utilization of the Putnam County Sheriff's Department to assist whenever needed to enhance any investigation.

Patrick Kennedy reported that invitations to bid will be out next week for Eva Lyon Park projects.

Commissioner Scholl asked for a status on the Garbage Toter System. Patrick Kennedy replied that a survey will be inserted in the next utility bill.

Michael Frank, 83 Lake Shore Drive requested a re-evaluation of the chain link fence height proposed for the tennis court area at Eva Lyon Park.

Commissioner Hardy invited all to his "City Between the Lakes" event on October 29 at Harry Banks Park.

John Delaney, 240 S. Prospect Street asked if any funding is available from the County for abatement of derelict structures.


Patrick Kennedy will research and report his findings.

There being no further business and no other visitor or citizen communication, the meeting was adjourned at 9:20 p.m.

APPROVED this 13th day of October, 2016.



Joseph A. Santa, Mayor



Patrick Kennedy, City Manager

