

## CITY OF ST. AUGUSTINE

City Commission Special Meeting  
Monday, January 23, 2017

The City Commission met in formal session Monday, January 23, 2017 at 3:00 P.M. at the Fullerwood Training Center, 10 Hildreth Drive. The meeting was called to order by Mayor Nancy Shaver, and the following were present:

### **1. Roll Call:**

Nancy Shaver, Mayor/City Commissioner  
Todd Neville, Vice Mayor/City Commissioner  
Leanna S. A. Freeman, City Commissioner  
Nancy Sikes-Kline, City Commissioner  
Roxanne Horvath, City Commissioner

John Regan, City Manager  
Timothy A. Burchfield, Assistant City Manager  
Isabelle Lopez, City Attorney  
Darlene Galambos, City Clerk  
David Birchim, Director, Planning and Building  
Jim Piggott, General Services Director  
Martha Graham, Director, Public Works  
Mark Litzinger, Director, Financial Services  
Meredith Breidenstein, Director, Budget & Performance Management  
Paul K. Williamson, Director, Public Affairs  
Barry Fox, Police Chief  
Carlos Aviles, Fire Chief  
Robin DiAngelis, Recording Secretary

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### **2. Discussions regarding:**

#### **A. City's financial statements through the first quarter of FY 2016-2017.**

Mark Litzinger, Financial Services Director, reported on the first quarter of Fiscal Year (FY) 2016-2017 budget, noting that hurricane expenses had been separated from the operating budget. He said that although no costs were included, there were impacts on current year operations. Highlights included:

- Property taxes were still being re-evaluated for areas most heavily hit by Hurricane Matthew.

- Parking meter fees were affected by approximately \$50,000 less fees in the month of October than in the prior year. He stated that other permits, licenses and fees were close to budget.
- Fines and forfeiture budget were less this year due to a decrease in the budget from FY 2015-2016's software upgrades for County wide dispatch.
- Miscellaneous Revenue budget decreased significantly due to the loss of National Guard rental of City Hall offices; however, revenue had increased approximately \$430,000 due to Florida Department of Transportation (FDOT) monies from the May Street intersection.

Mr. Litzinger continued with Enterprise Funds. He stated that utilities, storm water and solid waste line items were on target. The Municipal Marina and the Visitors Information Center were both impacted during the month of October by Hurricane Matthew.

Mayor Shaver asked for a written executive summary that would include details for Commission review.

Commissioner Neville said he was pleased with the report from a financial perspective.

#### **B. Commission's action items.**

Meredith Breidenstein, Budget and Performance Management Director, reviewed a summary of action items, noting that a status of red, yellow or green had been added. She said she was available to answer questions during the meeting or on a one-on-one basis at the Commissions discretion.

Commissioner Neville asked what was being done about red status items.

Mr. Litzinger and Ms. Breidenstein responded that those projects were being addressed with upcoming start dates or as part of the bidding process.

#### **C. Public works quarterly update.**

Martha Graham, Public Works Director, gave a projects update. She said that a new GIS Enterprise Management System would be implemented and a new employee had been hired. She noted that water and sewer projects, continued throughout the City and referred to a PowerPoint presentation. She said that red water complaints had been basically non-existent.<sup>1</sup> She stated that Public Works was actively working on outreach education for storm water drains into waterway practices. She gave an example where leaves or paint being flushed into the sewer would end up in the waterway.

<sup>1</sup> PowerPoint attached to original minutes.

She added that notification would also be included in City water bills. Ms. Graham also noted issues with sanitary sewer overflows and said the City was working under a Consent Order from the Florida Department of Environment Protection, and the City was meeting all compliance schedules. She said that the Public Works Department currently had 50+ projects under review for water and sewer connections or new development site plans.

Mayor Shaver and Commissioner Neville suggested looking at process work for streamlining.

#### **D. Damage assessment from Hurricane Matthew.**

Ms. Breidenstein reviewed the damage assessment report provided with the Agenda and noted that the assessment was a "living document" which would be modified as needed.<sup>2</sup> She stated that the funds that were used so far came from the City's Emergency Reserve Funds and that the City's cash levels were in order because of previous policies that were set to require specific Emergency Fund balances. She said the Emergency Reserve Funds could be reimbursed through the Federal Emergency Management Agency (FEMA), which could be up to six to eight months.

Discussion ensued regarding the Capital Improvement Plan (CIP) and possible re-assessment of some items scheduled for future improvements rather than using emergency funds.

Ms. Breidenstein stated that there were two types of FEMA mitigation grants; the first was to repair damage so that future damage would non re-occur, and the second type allowed mitigation repairs that could provide future protection, such as the sea wall.

<sup>2</sup> Brief included in Agenda packet.

Mr. Regan noted that the FEMA mitigation grant application involved an expansive financial analysis and that the City was working toward several strategic applications.

Commissioner Sikes Kline said she would like to see a report on a regular basis to be kept abreast of resources and expenses.

**E. Public Works assessment of Hurricane Matthew.**

Ms. Graham reflected on the actions taken before, during and after the hurricane to assess what was done well and what could be improved upon. She noted that a town hall meeting had been scheduled to report on fact versus fiction and receive feedback from the public. She also said that Public Works had an emergency plan, which was followed throughout the storm. She expressed appreciation for the mutual aid received from Orange County Utilities, Gainesville and Tallahassee.

Ms. Graham reviewed a PowerPoint presentation regarding City infrastructure.<sup>3</sup> She also introduced Mr. Bill Mendez and Mr. Reuben Franklin of the Public Works Department to present information regarding sewer system assessment and local mitigation strategy, task force, and grants.


**3. Public Comment**

Commissioners heard from the following:

- Ed Slavin

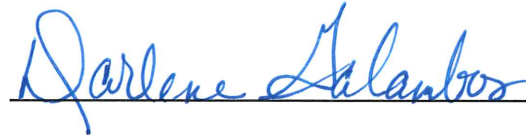
**4. Adjournment**

There being no further business, the meeting was adjourned at 4:41. P.M.<sup>4</sup>



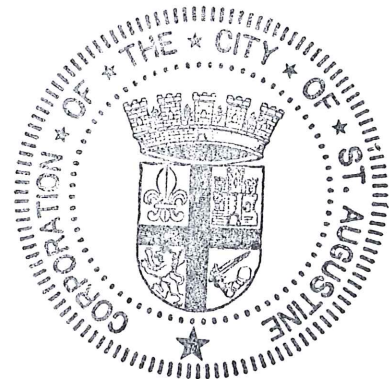
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Nancy Shaver, MAYOR



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Darlene Galambos, CITY CLERK



<sup>3</sup> PowerPoint attached to original minutes.

<sup>4</sup> Transcribed by Robin DiAngelis