

MAYOR  
Hal J. Rose

DEPUTY MAYOR  
John Dittmore

COUNCIL MEMBERS  
Daniel Batcheldor  
Pat Bentley  
Adam Gaffney  
Barbara A. Smith  
Andrea Young



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## CITY COUNCIL WORKSHOP

### MINUTES

May 5, 2020

#### 1. CALL TO ORDER

Mayor Rose called the workshop to order at 5:30 p.m.

#### 2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENT MEDITATION

Mayor Rose led the Pledge of Allegiance followed by a moment of silence.

#### 3. ROLL CALL

Attending in person: Mayor Hal Rose, and Council Members Andrea Young and Adam Gaffney.

Attending remotely: Deputy Mayor John Dittmore, Council Members Pat Bentley, Barbara Smith and Daniel Batcheldor.

Also present in person: City Manager Scott Morgan, City Attorney Morris Richardson, Police Chief Rick Wiley, Information Technology Director Tom Bradford, City Clerk Cynthia Hanscom, and members of the public.

Also attending remotely: Deputy City Manager Keith Mills, Finance Director Margi Starkey, Public Works Director Mark Piccirillo, Jacobs Maintenance Supervisor Mike DeBerry, and Human Resources Director Kimberly Gale.

Mayor Rose read a statement on the Governor's Executive Order No. 20-69, suspending all Florida Statutes that require a quorum to be present in person at local government public meetings or require a local government body to meet at a specific public place, and allowing the City to conduct meetings utilizing communications media technology. He noted that consistent with Centers for Disease Control social distancing guidelines, attendance in the City Council Chambers will be limited to ten (10) people. Up to ten (10) additional people will be accommodated in an adjacent overflow room in which the meeting will be broadcast live.

Mayor Rose asked that, pursuant to Section 12.1 of the City Council's Meeting Rules and Order, a motion be made to temporarily suspend our local meeting rules requiring that a quorum be physically present and governing remote participation.

*Council Member Young moved to temporarily suspend our local meeting rules requiring that a quorum be physically present and governing remote participating. Council Member Gaffney seconded the motion, which passed unanimously.*

#### **4. BUDGET WORKSHOP – REFINEMENT OF CITY COUNCIL STRATEGIC PRIORITIES AND REVIEW OF INITIAL PROJECTION OF FISCAL YEAR 2020-2021 REVENUES**

City Manager Morgan presented a refinement of the City Council strategic priorities and review of initial projection of fiscal year 2020-2021 revenues.

City Manager Morgan stated it was difficult to forecast revenue projections in the COVID-19 era. Given the unknown severity of the economic crash and not knowing how soon the economy will recover, there was no consensus among economists on the shape of recovery. He stated the ICMA had presented results from a survey of what other cities are thinking as they prepare for reduced revenues. Seventy percent thought that the recovery would be in a “V” shape with a deep trough with recovery beginning this fall and continuing through 2021. He noted that many cities were considering measures such as suspending/deferring capital improvement projects, not filling position vacancies, deferring non-recurring purchases, using accumulated reserves, pay freezes, and service reductions. City Manager Morgan reminded Council that municipal revenues are lagging economic indicators, particularly in regards to property taxes. He was predicting a steep fall in development-related revenue and a modest fall in sales tax-related revenue. He stated the largest risk was the possible changes in state funding if they were to reopen the state budget.

City Manager Morgan stated that the City has been pursuing capital improvement grants and there would be \$3.85 million in the coming year. He noted that looking at revenue as a whole, there would be a 13.4% decline if the grant revenue is excluded.

Council Member Bentley stated that it would be prudent to predict a decline in property tax revenue. Mayor Rose stated that he would recommend that the City work with a rolled-back rate scenario when preparing the budget.

Council Member Smith commented that the decrease in revenues for licenses and permits was primarily from the building department. Reserve funds are available that can be used to fund departmental activities during the downturn. Therefore, she did not believe this should be included as it would not impact the general fund and showed a much darker picture of revenues than actual. City Manager Morgan agreed and stated that the loss in revenue would not mean a reduction in building department staff.

City Manager Morgan reviewed the priorities as presented at the previous workshop.

Council Members spoke about the proposal for a hiring freeze. Council Member Young stated she would prefer the Police Department remain intact and fully manned. Council Member Gaffney agreed. Both asked that they hear from Chief Wiley on the issue. Chief Wiley spoke on the attrition rate with Police Officers and the amount of time that it takes to get an officer fully through the hiring process and the Field Training Officer program. He noted that it can easily be 6-9 months before the officer is fully trained. He stated the recruitment and retention of the officer is a major concern. Council Member Smith stated that because of the length of time it would take to get an officer on the street, she felt strongly that she would not want to risk the safety of the residents by decreasing the number of officers.

Mayor Rose asked about the Sherriff's office taking over the School Resource Officer program. Chief Wiley noted that three of the School Resource Officers were in public schools. If that were to happen, the department could continue providing officers in the private schools by contract.

## **5. RECESS**

*Council recessed the workshop at 6:35 p.m. and reconvened to the Regular City Council meeting at approximately 6:40 p.m.*

## **CITY COUNCIL REGULAR MEETING**

### **MINUTES**

May 5, 2020

## **6. CALL TO ORDER**

Mayor Rose called the meeting to order at 6:40 p.m.

## **7. ROLL CALL**

Attending in person: Mayor Hal Rose, and Council Members Andrea Young and Adam Gaffney.

Attending remotely: Deputy Mayor John Dittmore, Council Members Pat Bentley, Barbara Smith and Daniel Batcheldor.

Also present: in person: City Manager Scott Morgan, City Attorney Morris Richardson, Police Chief Rick Wiley, Information Technology Director Tom Bradford, City Clerk Cynthia Hanscom, and members of the public.

Attending remotely: Deputy City Manager Keith Mills, Deputy Chief Rich Cordeau, Planning Director Christy Fischer, Finance Director Margi Starkey, Public Works Director Mark Piccirillo, Jacobs Maintenance Supervisor Mike DeBerry, and Human Resources Director Kimberly Gale.

Mayor Rose welcomed and thanked those attending and noted that this was the second of the West Melbourne City Council since Governor DeSantis declared a state of emergency in Florida due to the COVID-19 pandemic. Mayor Rose read a statement on Governor's Executive Order No. 20-69, suspending all Florida Statutes that require a quorum to be present in person at local government public meetings or require a local government body to meet at a specific public place, and allowing the City to conduct meetings utilizing communications media technology. He noted that consistent with Centers for Disease Control social distancing guidelines, attendance in the City Council Chambers will be limited to ten (10) people. Up to ten (10) additional people will be accommodated in an adjacent overflow room in which the meeting will be broadcast live.

Mayor Rose asked that, pursuant to Section 12.1 of the City Council's Meeting Rules and Order, a motion be made to temporarily suspend our local meeting rules requiring that a quorum be physically present and governing remote participation.

*Council Member Gaffney moved to temporarily suspend our local meeting rules requiring that a quorum be physically present and governing remote participating. Council Member Young seconded the motion, which passed unanimously.*

## **8. PRESENTATIONS/PROCLAMATIONS/INTRODUCTIONS**

**Introduction of New Employees.** Police Chief Rick Wiley introduced new Police Officers Thomas Galonsky, Michael Kaplan, and Tarin Radig, all who started with the City on April 24, 2020.

## **9. PUBLIC FORUM**

There were no comments from the public.

## **10. CONSENT AGENDA**

Mayor Rose asked about the replacement body armor for the strategic response team and if funding could be used from grants or forfeiture funds. City Attorney Richardson stated that grant money could not be used but forfeiture funds could. City Manager Morgan noted that forfeiture funds would not cover the cost of the vests.

*Council Member Young moved to approve the following consent agenda. Council Member Bentley seconded the motion, which passed 7-0 in a roll call vote.*

- Approve the City Council meeting minutes for Tuesday, April 21, 2020.
- Receive the Second Quarter FY2019-2020 Budget Status Report.
- Authorize the purchase of replacement body armor for our Strategic Response Team (SRT), from DANA Safety Supply Company using NASPO Contract #2016-183, for \$20,100.

## 11. ACTION AGENDA

**Assistance to Small Businesses Emerging from COVID-19 Pandemic Losses.** City Manager Morgan presented a resolution to provide waivers and reduction of certain fees to assist small businesses. He noted the Business Advisory Board had reviewed the proposal on April 29 and recommended approval. The resolution would:

- Provide a waiver and a reduction of certain building plan check and permit fees for business repairs and remodeling from May 6 through September 30, 2020;
- Provide a waiver of fire inspection fees for fire inspections of all existing businesses from May 6, 2020 through September 30, 2020; and
- Provide an extension, at no fee, of currently held business tax receipts of certain small businesses from their current expiration date of September 30, 2020 to September 30, 2021.

City Manager Morgan stated he expected the change would result in a reduction of \$100,000 but that some funds might be recouped through County funding received from the Federal CARES Act.

Deputy Mayor Dittmore asked if there was anything that could be done to remove the barriers for outside seating. City Attorney Richardson stated there were no prohibitions for outdoor seating for restaurants on private property. Deputy Mayor Dittmore asked if additional fees would need to be paid for additional seating. City Attorney Richardson replied there would be no additional fees.

Mayor Rose asked if there were prohibitions for alcohol for outdoor seating. Planning Director Fischer stated the restrictions were regulated by the State in regards to serving of alcohol and was not something that could be waived by the City. Deputy Mayor Dittmore stated he would not want to see any barriers to restaurants to provide service outdoors. City Attorney Richardson stated that the restaurants would need to meet State requirements but there were no barriers in the City code.

*Council Member Bentley moved to adopt Resolution No. 2020-07 providing waivers and reductions of certain fees to assist small businesses recovering from business losses due to impacts of the COVID-19 pandemic. Council Member Young seconded the motion.*

Council Member Bentley asked who would enforce the state requirements. City Attorney Richardson explained it was the local health department or state department of license and regulations.

Council Member Young asked if permit fees would be waived for homeowners who are doing repairs. City Manager Morgan stated that was the case and was included in the resolution for fence and reroofing for homeowners.

City Manager Morgan noted that he hoped that this would be carried forward throughout the County. Mayor Rose noted that the business tax receipt benefit would not take effect until the fall. City Manager Morgan explained that it would allow for an automatic renewal when the City typically sends out bills over the summer. Council Member Batcheldor noted that this would not suspend the requirement for a business license but only waive the fees; all businesses would still be required to obtain a license to operate in the City.

Mayor Rose asked if there was anything else the City can do for small businesses. City Manager Morgan explained that this is one thing that can be done now and there may be other ideas in the future.

Mayor Rose asked if the Federal CARES money would be used to cover salaries. City Manager Morgan indicated it could be used to cover personal protective equipment or possibly for employee salaries of individuals that are diverted from normal duties.

*Council then voted on the motion to adopt Resolution No. 2020-07, which passed 7-0 in a roll call vote.*

## **12. MANAGEMENT REPORTS**

**City Manager.** City Manager Morgan provided an update on City operations. He noted that he had been honored to serve as the municipal representative on the EOC policy group, which has been meeting over the past month. He reported that City Hall, the Police Department lobby, Public Works, and the Recreation offices have been reopened. Employees were wearing masks, keeping social distances and continued to hand wash and sanitize. The City has a good team of employees and they were able to work around the difficulties.

Council Member Batcheldor recommended that a plan be put in place should there be a second spike in the outbreak of COVID-19, which has been shown in some models.

**Chief of Police.** Police Chief Wiley presented the quarterly report and summarized the activities of the department, highlighting Department awards, events and the facility renovations and expansion. Mayor Rose asked if the bike patrols were currently active. Chief Wiley stated the bike patrols have been temporarily suspended.

### **13. CITY COUNCIL REPORTS**

Council Member Batcheldor expressed appreciation for the City employees and expressed his pleasure to be representing West Melbourne.

Council Member Gaffney, Deputy Mayor Dittmore, and Council Member Young had no reports.

Council Member Bentley reported on the Police Officers' Retirement Board of Trustees meeting, noting that the fund was down but had begun to recover some of the decline in market value. He stated the Board agreed to keep the same group to manage the plan and moved some money to get longer term performance gains.

Council Member Smith thanked all the employees. She stated that things continued to be challenging but they were appreciated.

Mayor Rose reported that he had participated in conference calls with other Mayors and noted that all the cities were managing as well as could be expected. He commented that there is uncertainty and it was not known what would happen in the coming weeks. He encouraged everyone to stay safe.

### **14. ADJOURNMENT**

There being no further business, the meeting adjourned at 7:43 p.m.