

MAYOR
Hal J. Rose

DEPUTY MAYOR
Stephen Phrampus

COUNCIL MEMBERS
Diana Adams
Pat Bentley
John Dittmore
Daniel McDow
Andrea Young



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CITY COUNCIL WORKSHOP

MINUTES

May 2, 2023

1. CALL TO ORDER

Mayor Rose called the workshop to order at 5:00 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: Mayor Hal Rose, Deputy Mayor Stephen Phrampus, and Council Members Diana Adams, Pat Bentley, John Dittmore, Daniel McDow, and Andrea Young.

Also present: City Manager Tim Rhode, Assistant City Manager Tom Bradford, Police Chief Gregory Vesta, Finance Director Candice Blake, Human Resources Director Jennifer Curran, Systems Administrator Christian Arsenault, City Clerk Cynthia Hanscom, and members of the public.

4. BUDGET WORKSHOP – REFINE STRATEGIC CITY COUNCIL PRIORITIES

Council reviewed the priorities established at the previous workshop. Each Council Member was asked to prioritize by placing up to 10 stickers next to the priority of their choice. Below is the result of the exercise. No additional priorities were added to the list.

- 6 Improved communications to local businesses and residents
- 6 Continue focus on low taxes and maintain healthy reserve
- 6 Investigate alternative funding sources for potential fire department
- 5 Future parks improvements/major park upgrades
- 4 Gym and/or senior center or replace VMC Building
- 4 Council Chambers and Building Department
- 4 Space Coast Field of Dreams capital improvements

- 4 Improve landscaping along Minton Road
- 4 Continue focus on flood risk reduction
- 4 Sidewalks for tennis courts
- 3 Improve landscaping along U.S. 192
- 2 Paths to schools (Wingate, Florida, anyplace without light)
- 2 Street sweeping alternative for Hollywood Estates and other neighborhoods without curbs
- 2 Parking at Clements Wood Park
- 2 Marketing/branding as growth continues
- 2 Consider planning to reach Class A biosolids at sewer plant
- 1 Handicap parking at Park house
- 1 Fixed speed signs on existing sign posts
- 1 Possible kitchen for City Hall
- 1 Playground additions
- 1 Include public safety
- 1 Consider painting bike paths a different color to improve safety along roadways
- Yellow blinking crosswalk signs
- Crosswalk flags
- Replace City Hall carpet
- Building Department staffing (less use of private contractors)
- Salaries/Benefits (focus on lower paid employees)
- Improve parking at Tallwood Park
- Audio crosswalks near Hammock Landing
- Consider increasing minimum wage from \$15.00 to \$17.50
- What can be done to attract arts
- Long-term financial planning/ revenue streams (P corporations)

5. BUDGET WORKSHOP - INITIAL PROJECTION OF FISCAL YEAR 2023-2024 REVENUES

City Manager Rhode reviewed the expected revenues for the 2023-2024 fiscal year. He noted that local government revenues lag economic conditions, which provides time for the City to respond to economic downturns. Currently, the City has accumulated substantial revenues to allow the City to provide and maintain services.

The total revenues are projected to increase 14.7 percent with the general fund revenues increasing 3.2 percent. Of that increase in general fund revenue, it is predicted that 2 percent of the increase is coming from ad valorem revenue. He reviewed the other revenue streams and their expected increases and/or declines. He highlighted the expected increases in franchise revenue because of expected increases in garbage collection fees and electrical costs. He also noted that there would be an increase in interest earnings because of rising interest rates. City Manager Rhode said there was a strong housing market in Brevard County with an expected slight increase.

Mayor Rose asked about the ad valorem revenue. Finance Director Blake indicated it was expected to increase because of increased property values. City Manager Rhode stated they were not proposing any change in the millage rate.

Council Member Adams asked about insurance and FEMA reimbursements. City Manager Rhode noted insurance reimbursements are difficult to predict and FEMA reimbursements for disasters were usually a few years behind.

Council Member McDow asked how predictions were made. Finance Director Blake indicated 6 months of data was available from the FY 2022-2023 budget year, which was used to come up with a 12-month prediction.

Council Member McDow asked about funds assigned as restitution. City Manager Rhode indicated it was money received for damages to City equipment and facilities.

City Manager Rhode noted that the City continues to be successful in obtaining grants but it is difficult to predict that kind of revenue from year to year.

Mayor Rose stressed the importance of the City “living within their means” and asked about reserves funds.

6. RECESS

Council recessed the workshop at 5:43 pm and reconvened to the Regular City Council meeting at approximately 6:00 p.m.

CITY COUNCIL REGULAR MEETING

AGENDA

May 2, 2023, at 6:00 p.m.
City Council Chamber

7. CALL TO ORDER

Mayor Rose called the regular meeting to order at 6:00 p.m.

8. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENT MEDITATION

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

9. ROLL CALL

Attending: Mayor Hal Rose, Deputy Mayor Stephen Phrampus, and Council Members Diana Adams, Pat Bentley, John Dittmore, Daniel McDow, and Andrea Young.

Also present: City Manager Tim Rhode, Acting City Attorney Cliff Repperger, Assistant City Manager Tom Bradford, Police Chief Gregory Vesta, Finance Director Candice Blake, Human Resources Director Jennifer Curran, Systems Administrator Christian Arsenault, City Clerk Cynthia Hanscom, and members of the public.

10. PUBLIC HEARING

Water Rate Increase Postponement. City Manager Rhode reported that the public hearing for the water rate increase would need to be postponed until June 6 so that notification could be sent to utility customers.

Council Member Adams moved to postpone the public hearing for the second reading of Ordinance No. 2023-10, increasing water consumption rates, until June 6, 2023, in order to notify residents. Council Member Bentley seconded the motion, which passed unanimously.

11. PUBLIC FORUM

There were no comments from the public.

12. CONSENT AGENDA

Council Member Dittmore moved to approve the following consent agenda. Council Member Young seconded the motion, which passed unanimously.

- Approve the Regular City Council minutes for Tuesday, April 18, 2023.
- Approve the fiscal year 2023-2024 law enforcement dispatch services agreement in the annual amount of \$133,790.10, and authorize the City Manager to execute the agreement on behalf of the City.

13. ACTION AGENDA

New Building Department Building with Council Chambers and Optional Second Story. City Manager Rhode indicated that preliminary drawings had been received for the City Hall Annex building. He introduced Greg Tsark with Tsark Architecture, who presented plans for the annex of City Hall. Council reviewed renderings of the façade as well as floor plans. The design included area on the first floor for Council Chambers as well as office space for the Building Department. A second floor would not be finished but would be available for future expansion. He reviewed the floor plan showing public access to the front lobby and areas designated for offices and meeting rooms. Mr.

Tsark reminded Council that this was a high-level concept plan and the layout of the offices could be changed.

Council discussed the security of the building and access by the public. They also discussed the possibility of a metal detector at the entrance. Mr. Tsark presented an estimate of the costs with 65 percent being paid by the building department revenue and 35 percent from the general fund. The estimates provided should only be used to guide the City with a more formalized and specific budget developed. City Manager Rhode noted that funding could be discussed at a future meeting. A decision would need to be made on whether or not the additional cost for the second story would be justified for the future need.

Council discussed the space between the two buildings and the different outdoor uses. It was noted that it would not provide direct access from one building to another.

Council commented on the design with agreement that the round structural front was more appealing than the first rendition.

Council also brought up the issue of parking and whether or not the additional seven parking spaces would be adequate.

Mr. Tsark provided examples of the design process so that costs would be realized early on. He noted there was a design-build, construction manager at risk, or the design-bid process for construction.

Council unanimously agreed the City should move forward with the concept for the City Hall annex for the Building Department with the Council Chambers and the optional second story, asking that staff proceed to look at financing.

Classification and Compensation Study Results. Human Resources Director Curran provided a background on the Classification and Compensation Study completed by Evergreen consultants. She introduced Kristen Gilley, Senior Consultant with Evergreen Solutions.

Ms. Gilley reviewed the process for the study including the data collection and market analysis. The recommended implementation option was to move toward market with a 2 percent minimum percentage adjustment. This would improve the market positions of employee salaries that are currently below the market midpoint and utilize employee tenure to vary positions with the range.

Council Member Dittmore moved to accept the Classification and Compensation Study as presented by Evergreen Solutions, LLC. Deputy Mayor Phrampus seconded the motion.

Deputy Mayor Phrampus commented on the need for the City to be more attractive for employees. The City should be at the 60th percentile rather than the 50th percentile.

Ms. Gilley stated the proposed plan would place the midpoints for employees at the 55th percentile. She noted that the higher midpoints would attract new employees.

Council Member Phrampus asked how the increase would be addressed. Human Resources Director Curran indicated they were asking for a budget amendment, as well as two recommendations for an adjustment in the pay plan as of May 14 with another adjustment as of October 1, 2023. Deputy Mayor Phrampus noted that he would be in favor of continuing to use the performance review process as the basis for increases in October.

Council Member Adams stated that it was important to insure employees were being informed throughout this process. She also suggested that positions may need to have different levels of expertise. Ms. Gilley indicated the study looked at career progression and was pleased that the City had included that in some positions. In addition, the City was diligent about hiring within. Council Member Adams said it was important to communicate career paths to employees.

Council Member Bentley noted that only 36 employees are being paid below market and yet all employees were being provided a 2 percent adjustment. City Manager Rhode stated that it would help with compression, especially for those who are closer to midpoint.

Mayor Rose commented on the starting pay and the need to attract employees typically at the lower end of the plan. Ms. Gilley recommended that the City continue to review the job descriptions to insure that pay is equitable.

Mayor Rose commented on the vacant positions and the need to attract candidates. Human Resources Director Curran indicated that bonuses for signing was not considered as part of this plan but staff would continue to work hard recruiting.

Mayor asked about the new police structure. City Manager Rhode explained that the two police Captain positions were folded into one Commander position.

Council then voted on the motion to accept the plan, which passed unanimously.

Council Member Adams moved to adopt Resolution No. 2023-05 to amend the budget to include the “move to market” solution as proposed by the consultant. Council Member Dittmore seconded the motion, which passed unanimously.

Council Member Young moved to adopt Resolution No. 2023-06 effectuating the proposed pay plan effective May 14, 2023. Deputy Mayor Phrampus seconded the motion, which passed unanimously.

Deputy Mayor Phrampus moved to adopt Resolution No. 2023-07 effectuating the proposed pay plan increasing the minimum wage to \$16.00 hourly effective October 1, 2023. Mayor Rose seconded the motion, which passed unanimously.

14. MANAGEMENT REPORTS

2022 Analysis of Fire Services Alternatives Follow Up. City Manager Rhode reported he had reached out to the county to talk about building a facility and then leasing it back but did not have a meeting until the following week.

Council Member Dittmore moved to table further discussion until the next meeting. Mayor Rose seconded the motion, which passed unanimously.

15. CITY COUNCIL REPORTS

Deputy Mayor Phrampus reported he had attended the IEMO II class and training with the Melbourne Chamber on how to address negativity in customer service.

Council Member Dittmore reported he had also attended the IEMO II class and a town meeting in Malabar.

Council Member Bentley announced there would be a farm share event on May 5 at West Melbourne Community Park. He reported he had bagged his debris from the recent storm and delivered it to Keep Brevard Beautiful for use in their composting program. Lastly, he reported that the City had received additional state appropriations for \$1.2 million.

Council Member Young reported that she had attended the IEMO II and appreciated working with this Council. She also spoke about the recent hail storm and asked about cleaning out the trash in the drains along U.S. 192. City Manager Rhode stated he believed the debris had floated to the drains from the surrounding businesses and the drains were clogged because of the hail.

Council Member McDow reported attending a meeting where the County Manager had provided an update. He also attended a meeting with a realtors group and expressed kudos to Chief Vesta for starting the Seniors and Law Enforcement Together (SALT) program.

Council Member Adams reported she had attended IEMO II and also had a greater appreciation for City staff and the leadership in the City. She also reported on New Life Mission in Melbourne that serves homeless women with children. She noted that it was small business week and teacher appreciation week.

Mayor Rose reported he had attended an elementary school appreciation breakfast for the teachers. He reported on a police ride fundraiser where there were hundreds of police on motorcycles. He also reported on a new ham radio location at the fire training facility in Melbourne. He commented on the recent hail storm where there was a lot of debris.

16. RECESS TO CLOSED SESSION

Council adjourned to a closed session in accordance with Florida Statutes Section 447.605 (1) to provide authority to the employer negotiator in labor negotiations with employees represented by the Coastal Florida Police Benevolent Association.

17. ADJOURNMENT

There being no further business, the meeting adjourned at 8:06 p.m.