



Wednesday, March 1, 2017
Special Joint Meeting with Utilities Commission and City Commission

Meeting Minutes

5:00 PM – Utilities Commission, Deberry Room, 3rd Floor, 200 Canal Street, New Smyrna Beach, Florida 32168

I. CALL TO ORDER

Having been duly advertised as required by law, a special joint workshop meeting between the City Commission of the City of New Smyrna Beach, Florida and Utilities Commission, New Smyrna Beach, was held on Wednesday, March 1, 2017, at the Utilities Commission, Deberry Room, 3rd Floor, 200 Canal Street, New Smyrna Beach, Florida 32168.

Vice Mayor Jacob Sachs called the meeting to order at 5:05 p.m. Mayor James W. Hathaway arrived at 5:21 p.m.

Attendee Name	Title	Status	Arrived
Jason McGuirk	Commissioner	Present	
Jim Hathaway	Mayor	Late	5:21 PM
Judy Reiker	Commissioner	Present	
Jake Sachs	Vice Mayor	Present	
Randy Hartman	Commissioner	Present	

Also present were members of the Utilities Commission

Chair William Biedenbach, Members Jack Holcomb, James Davenport, Lee Griffith, and Bernadette Britz-Parker

Also present were members of the Utilities Commission and City Staffs

City Manager Pamela Brangaccio, Utilities Commission Chief Executive Officer William Mitchum, City Attorney Frank Gummey, Utilities Commission Attorney William Preston, Assistant City Manager Khalid Resheidat and City Clerk Johnny Bledsoe

II. DISCUSSION TOPICS

1. Discussion of City Capital Improvement Plan and Utilities Commission Capital Improvement Plan - the Establishment of Parameters for U.C. determined mutually beneficial projects.

Commissioner Holcomb commented on Utilities Commission process to align Capital Improvement Projects and discussions with representatives of the City in order to determine how both entities worked together. He felt the Utilities Commission should be notified sooner of the processes of projects and Utilities Commission resources that would be needed. Commissioner Holcomb commented on the Islesboro Project and felt the Utilities Commission could have been notified sooner of the proposed project. He felt there was a need for each entity to be good partners.

Commissioner McGuirk questioned how the City could improve. Commissioner Holcomb commented on the need to identify projects and document all agreements made. Commissioner Reiker commented on the need to improve staff to staff communications. Commissioner Holcomb restated the need to inform the Utilities Commission sooner of upcoming projects and plans.

Commissioner Britz-Parker felt projects could be more productive if the City and Utilities Commission worked together on projects, in order to avoid untimely delays. She felt the Utilities Commission should have a seat at the table regarding City long range planning regarding the elimination of septic systems. She also felt the Utilities Commission should also be allowed to work with other entities on long range goals.

Chairman Biedenbach felt joint meetings should be held semi-annually, beginning in October and every six months afterward. He commented on the importance of the meetings as related to capital projects. Commissioner Holcomb restated the importance of the Utilities Commission being notified sooner of future capital projects.

Commissioner McGuirk clarified that Commissioner Holcomb wanted a more timely notification procedure. Commissioner Britz-Parker wanted a long range plan on the elimination of septic tanks. As such, Commissioner McGuirk felt it was necessary to direct each entity to assign liaisons to attend each entity's meetings in order to improve the exchange of information.

City Manager Brangaccio commented on past meetings held where information was not relayed to leadership. She also commented on past joint meetings and past requests for assistance regarding plans to eliminate septic systems.

Commissioner McGuirk clarified the proposed procedure that the Utilities Commission CEO would be given notice of a project being placed under consideration; and, the Utilities Commission CEO would then advise the Utilities Commission at its next meeting of the proposed project/action, with a Utilities Commission Liaison attending City Commission meetings regarding the issue. Commissioner Britz-Parker commented on the importance of liaisons attending meetings.

Mayor Hathaway commented on a court reporter present at the meeting and questioned the reasoning and purpose. Utilities Commission CEO Mitchum clarified the purpose of a court reporter and commented on past joint meetings where audio recordings of those meetings were not made available. Commissioners Davenport and Britz-Parker had not been made aware of the presence of a court reporter.

Commissioner Britz-Parker commented on the type of staff member she felt should serve as a liaison to attend meetings.

Motion:

Commissioner Britz-Parker moved to assign a Utilities Commission representative to attend City Commission meetings. Commissioner Davenport seconded the motion.

Chairman Biedenbach had a problem with the motion and felt that if the City Manager and CEO did their part, all Commissioners and the Mayor, would all be notified of future matters in a timely manner. He could not support the motion. Mayor Hathaway supported a notification process.

Commissioner Britz-Parker amended her motion to, approve having the Utilities Commission decide whether to attend City Commission meetings upon receipt of notification of possible future projects. Commissioner Davenport's second held and the motion carried the Utilities Commission unanimously.

Commissioner McGuirk commented on his support of a liaison process to exchange information between the entities, and possible problems that may occur in the future. Commissioner Holcomb wanted to be open and participate to help the community.

Chairman Biedenbach restated his desire to have two special joint meetings, in October and in March. City Manager Brangaccio suggested the City Commission should allow the Utilities staff to give their annual budget presentations at those joint meetings. Mayor Hathaway commented on how important joint meetings were, and commented on the opportunity to present the Utilities Commission proposed budget.

Utilities Commission CEO Mitchum commented on the current process and supported being allowed to give a budget presentation. He felt both Utilities Commission and City staffs worked well together. City Manager Brangaccio commented on both staffs meeting weekly regarding development, and she also felt that policy decisions required, tends to slow the process when required.

Mayor Hathaway commented on a February 6, 2017 letter. Commissioner Holcomb clarified Utilities Commission initiative to communicate with other Utilities Commissions in order to determine how they related with their respective City governments.

2. Discussion of the Final Abandonment of U.C. Operations (Fleet Maintenance) on the Swoope Site to accommodate the City's additional expansion Phases for Boat Ramp Parking

City Manager Brangaccio gave a brief presentation, which outlined the planned phases of the swoope site parking expansion. UC General Manager Mitchum reported that the Utilities Commission site had been demolished and cleared. Assistant City Manager Khalid Resheidat outlined specific parking improvements planned for the site. He highlighted that there was planned, 74 additional parking spaces.

Commissioner Holcomb questioned the status of the Utilities Commission Fleet Maintenance Facility. Mr. Mitchum reported that no set time was established to be out of the facility. Commissioner Davenport felt there would be a problem with so many parking spaces and only one boat ramp at the swoope site. Mayor Hathaway commented on the many projects ongoing throughout the City. Mr. Resheidat clarified that the location of the boat ramp at the swoope site was determined by the Florida Department of Environmental Protection. Commissioner McGuirk commented on the types of discussions that had taken place at recent meetings of the Florida Inland Navigation District.

A discussion ensued regarding the existing lease with Volusia County at the swoope site. City Manager Brangaccio outlined existing grant cycles as they related to the planned two phases of improvements at the swoope site.

3. Discussion: Utilities Commission Easement Requirements for U.S. Highway 1 Improvements

City Manager Brangaccio commented on possible plans by the Utilities Commission to upgrade U.S. Highway 1 electrical utilities. She commented on the Volusia County Trail plan, which she felt may conflict with the Utilities Commission plans. Chairman Biedenbach commented on the Utilities Commission improvement plans. General Manager Ray Mitchum clarified planned improvements the Utilities Commission was planning.

City Manager Brangaccio commented on possible trail systems plans of Volusia County, and clarified that the City wanted to be part of the planning process with the Utilities Commission. She felt there was a need for underground utilities. City Manager Brangaccio commented on citizen concerns with Washington Street underground utility needs. She then commented on efforts made by the City of South Daytona regarding underground utilities on U.S. Highway 1.

Commissioner McGuirk commented on concerns with the effect on the buildability of properties along U.S. Highway 1, such a project may have. City Manager Brangaccio commented on grant possibilities, as well as related challenges. She requested that the Utilities Commission plan for the installation of underground utilities on Washington Street.

Commissioner Holcomb commented on grant alternatives. Mayor Hathaway commented on funding challenges. Chairman Biedenbach commented on state funding available for septic systems, and advised that the City of Oak Hill was the priority.

Commissioner Reiker supported underground utilities and wanted to get started with such an initiative. Commissioner Holcomb commented on the funding of underground utilities. General Manager Mitchum outlined differences in maintenance costs for above ground utilities and underground utilities. Commissioner Britz-Parker commented on possible cost savings measures associated with underground utilities.

4. Discussion regarding the City's Vision/Long Range Plans in the Historic Westside CRA Area

City Manager Brangaccio commented on the need to sit with General Manager Mitchum in order to identify an area within the Community Redevelopment Agency (CRA) area, regarding septic systems. Mayor Hathaway commented on sewer problems experienced by a resident of Fairway Drive. Commissioner Davenport outlined similar sewer problems with properties he personally owned.

Vice Mayor Sachs commented on the number of his constituents wanting to hook up to sewer. Mr. Mitchum outlined the process that citizens had to take in order to hook up to sewer. Commissioner Griffith commented on financial opportunities associated with being on the sewer system.

Vice Mayor Sachs commented on the number of street lights out within neighborhoods on the beachside, and requested the Utilities Commission conduct an inventory. Assistant City Manager Resheidat commented on a similar problem experienced by residents on Washington Street.

III. ADJOURNMENT

As no other business was left to conduct or discuss, and no citizens wished to speak, Mayor Hathaway declared the meeting adjourned at 6:46 p.m.