

**CITY OF DEBARY
SPECIAL CITY COUNCIL MEETING**

**Monday
July 23, 2003
6:00 PM**

Florence K. Little Town Hall
12 Colomba Road DeBary, Florida 32713

MINUTES

I. Call To Order

1. Invocation
2. Flag Salute

II. Roll Call

Present: Mayor Carmen Rosamonda, Vice Mayor George Coleman, Council Member Danny Allen, Council Member Christopher Carson, and Council Member Richard Gunter.

Others Present: City Manager Richard Diamond, Assistant City Manager Maryann Yaskanich, and Financial Administrator James Seelbinder

III. Public Participation For Any Issues Not On The Agenda

IV. Approval of Minutes - None

V. Strategic Planning Reports - None

VI. Presentations/Workshop

1. 10 Year Anniversary Celebration Committee

This presentation was heard at a later time.

VII. Public Hearings

1. Resolution No. 03-11

City Manager Diamond read Resolution 03-11 by title. It was discussed that the maximum millage rate had to be set at this time; that it could not be lowered during the budgetary process; that there were substantial capital projects being planned by the City; that the current rate of 2.50746 mils was low compared to other communities; that the rate could be rounded to a flat 2.50 mils which would be a small reduction; that the rate could be lowered at a later time during the budget process; that proposed capital projects and improvements would require additional expenditures; and that the budgetary process was still underway. Mayor Rosamonda entertained a motion to adopt Resolution 03-11, leaving the millage rate at 2.50746. Motion was made by Council Member Gunter. Council Member Carson seconded. It was discussed that the figure calculated could be clarified and discussed at a future date. The motion carried unanimously.

City Manager Diamond noted that the date had to be announced for the first Public Hearing for the Budget; that the first Hearing could be on September 3, 2003 at the Regular City Council Meeting and Second Hearing at a Special Meeting on September 17, 2003; and that a Workshop should be held prior to the Public Hearings on August 20, 2003. There was discussion of a Charter Amendment to change the date for the preliminary Budget to be presented to the Council; that Revenue figures were not always available in time from the State; and that City Attorney Ardaman could be consulted on the procedure to make that change.

VIII. Old Business

1. Portable Concession Trailer

City Manager Diamond noted that an estimate had been obtained for a prefabricated trailer that would meet the Standard Building Code; that the base estimate was \$19,459, a hood for a standard cooking range would total \$19,809; and that the charge for a 6' commercial exhaust vent which necessitates substantial fabrication modifications total \$25,854. It was discussed that 125-amp electric service was specified; that the Little League's electrician had been consulted and he believed the 125-amp electric service was adequate; and that an additional amount to increase the amperage could be approved in the event that it would be needed. Mayor Rosamonda entertained a motion to approve the Concession Building with the commercial exhaust hood for \$25,854 plus up to \$500 for increased amperage for electrical service. Motion was made by Council Member Gunter. Vice Mayor Coleman seconded. It was also discussed that a new septic drain field might be required; that once the current trailer was moved, the current septic drain field should be usable. The motion carried unanimously.

2. Needs Assessment for Expanded City Facilities

City Manager Diamond discussed that part of the Goals and Objectives was to submit an RFP to conduct a Needs Assessment for expanded City facilities; that a draft Space Needs Study was being submitted that was conceptual in nature; that the architect required input from the City Council to complete the Needs Study.

Bill Starmer with Starmer, Rinaldi Planning and Architecture, discussed the process for the draft development of the document; that the goal was to obtain feed back from the Council; that City staff had been interviewed to determine job requirements and tasks; that the desire for a community center had been communicated; that the Sheriff's Department had been interviewed as to their needs; that a summary had been provided with a conceptual diagram depicting space and location of the facilities including green space, parking, drainage and etc.; that based on initial estimates, approximately a site of 4.8 acres would be needed; that an ideal scenario included a community center with a City Hall and a City services building with central courtyard or gathering area, plus room for growth and expansion; and that such a scenario would require approximately a 7-acre site. Mr. Starmer noted that the space needs were based on realistic and necessary requirements of 30,000 square feet in two buildings requiring 5 to 7 acres of land and providing for future needs. It was discussed that a two-story traditional building would fit Gateway Corridor Standards and might require less property; that there should be sufficient office space for future expansion; that the building area for the Sheriff's

Department needed to be refined; that it might be difficult to find larger parcels in downtown DeBary; that an area other than on the U. S. Highway 17-92 corridor could be considered; that a single building rather than two separate buildings could be considered, but that the uses were not necessarily compatible; that additional storage area should be considered; that combining City Hall with a community center was suggested because an adequate facility was not currently available in the City; that obstacles for that mixed use might be congestion and traffic in the building; that a community center area could be converted to office space in the future if needed; that the Fire Department could be housed in the same building with Law Enforcement; that the two-story concept was the most desirable for expansion purposes; that the current City Hall space could be a multi-purpose area; that a holding area in the Sheriff's Offices was included off of the corridor area from the garage; that the current Town Hall property had restrictions on any sale and conversion to a community center might be feasible since major improvements have been completed; that the County was planning on rebuilding the Fire Station; that it would have to be coordinated with the County to purchase parcels surrounding the current area; and that the size of the current area might not be sufficient.

Mr. Starmer stated he would be suggesting four options for a Master Plan which includes different configurations; that they could then be fit into more than one site if needed. It was also discussed that the campus-style layout would probably require close to five acres, but might be less with two-story buildings; that future expansion had to be considered; that with the campus-style layout a gathering area would be provided; that an in-house City attorney might be required in the future; and that an area for growth management might be needed in the future.

Gene Stump, 106 Birkwood Court, discussed that he was in favor of a City Center with reservations; that he felt there was sufficient space in the current area and adjacent property could be purchased; and that the Fire Station could be relocated and the current property utilized.

It was discussed that Mr. Starmer would develop more defined concepts; that discussion of possible building sites would occur in the future; that the Master Plans would include a stand-alone City Hall, a City Hall/Community Center combined, a City Hall/Community Center with Sheriff's Operations and include one and two-story options; and that their report would provide information to determine site size requirements.

Presentations Item 1 was heard at this time.

Patrick Fulton, Chair of the 10 Year Anniversary Committee, requested that the funds that had been approved for this FY 2002/2003 be carried over to the next fiscal year's budget; that there were contracts ready for review by the City; that \$100,000 was already included in the draft Budget; that County Council approval was anticipated for a three-day event at Gemini Springs Park; and that the Committee had requested a workshop with the City Council to gather their input on activities they would like to see at the event. It appeared to be the consensus of the Council that a workshop could be held at this time.

Chairman Fulton discussed that the Committee was interviewing promotional agencies and could contract their services to provide a lineup of professional entertainers such as musical groups; that all contracts would be presented to the City for review and approval; that

Committee Members were also discussing activities such as musicians, magicians and storytellers for the children; vendors, a carnival at Gemini Springs that would include rides and games; that overflow parking would be an issue at Gemini Springs and Votran would have to be contacted for off-site parking and transportation; that food vendors was an issue due to Health Department but local restaurants were being contacted; and that there would not be fireworks.

It was further discussed that there were more presentations that the Committee needed to consider and then proposals would be presented to the City; that costs for entertainment would depend on what the Committee was able to provide and then what would be requested of a promoter to provide; that the carnival provider would cover their own costs and then pay the City based on a percentage of attendance; that spaces would be rented to vendors; that sales of advertising and community involvement were being solicited; that the News-Journal would provide an insert for advertising to be offset by the ad sales; that the budgeted funds would be to cover the initial costs and as much as possible would be recouped; that the Governor and other State officials would be invited; that there would be an opening event on Friday evening with cannon firing at City Hall and a VIP dinner held at DeBary Mansion; that the carnival would also open on Friday evening; and that a parade did not appear to be feasible.

It was discussed that the event was five months away and that the Committee was confident of their timeline; that the carnival would have food vendors; that a cook-off had been considered but would require individual Health Department permits; that it did not appear that the entire budget would be required; that there was not an appropriate venue available for fireworks; that radio stations had made presentations and plans were being finalized; that the contracts for entertainers needed to be finalized to get advertising underway; that it was at the discretion of the City Council whether alcohol would be allowed; and that it appeared to be the consensus of the City Council that a beer vendor could be contacted, which would be a source of revenue. The availability of power supply at Gemini Springs was discussed; that the carnival vendors would provide their own generators; that a breakfast, a golf tournament, a 5K and 10K run was under consideration; that a 60 to 90 day lead for advertising would be best; that there were contracts ready for review to be given to the City Manager to be placed on the Council's agenda; that a Special Meeting could be held if necessary; that the Committee would review final presentations before submitting additional proposals; that proposed announcement letters to be mailed to state officials had been emailed to the Council for review; and that there was not yet a final figure for the per-plate cost for the VIP dinner.

There was discussion of meeting dates; that short special meetings could be held prior to Council workshops if needed to approve contracts; that the carnival would be held two and one-half days; that there were plans to have two to three stages with various music style performers; and that professional promotional organizers were being interviewed who would provide information on what entertainers would be available for a specific budget price. It was also discussed that previous employees and Council Members should be invited to the ceremony at City Hall; that radio stations could do advertising and live feeds and provide sponsorship; that promotional agencies were being interviewed to provide entertainment; and that radio personalities could be "Mayor for a Day." The Committee was commended by the Council for its efforts.

IX. New Business - None

X. For the Good of the Order (Routine Recurring Business)

1. Board/Committee Reports
2. Board/Committee Appointments
3. Member Reports/Communications
 - A. Mayor and Council Members
 - B. City Attorney
 - C. City Manager

XI. Adjournment. The meeting adjourned at 8:40 PM.

**APPROVED September 3, 2003
CITY OF DeBARY
CITY COUNCIL**

Carmen Rosamonda, Mayor

ATTEST:

Maryann Yaskanich, City Clerk