

1 **MINUTES OF THE REGULAR MEETING** of the City Council of the City of Orange City, Florida,
2 held on Tuesday, March 24, 2020 at 6:30 p.m. in Council Chambers, 201 N. Holly Avenue, Orange City.

3
4 **CALL TO ORDER**

5
6 The meeting was called to order at 6:30 p.m. by Mayor Blair and roll call was taken.

7
8 **ROLL CALL**

9
10 **Physically present:** Mayor Gary A. Blair, Council Members Martin Harper, and Jeff Allebach

11 **Telephonically present:** Vice Mayor Bill O'Connor, Council Members O. William (Bill) Crippen, Jim
12 Mahoney, Kelli Marks; City Attorney Bill Reischmann; City Manager Dale Arrington; City Clerk Gloria
13 Thomas.

14
15 Mr. Reischmann stated for the record that three Council Members were physically present and four
16 Council Members were telephonically present. He noted this is allowed by the recent Executive Order
17 #2069 signed by the Governor, which waves the physical presence legal requirement.

18
19 **INVOCATION/PLEDGE OF ALLEGIANCE**

20
21 The Invocation was given by Council Member Harper followed by the Pledge of Allegiance.

22
23 **1. ABSENCES:** None at this time.

24
25 **2. PRESENTATIONS/PROCLAMATIONS:**

26
27 A. Audit

28
29 Tammy Campbell, Representative of McDirmit Davis, provided a PowerPoint presentation (a copy of
30 which is attached and becomes a permanent part of these minutes.) She discussed the results of the 2019
31 Annual Financial Audit Report. Ms. Campbell reported that the audit opinion was found to be unmodified
32 and advised that the City has received a Certificate of Achievement for the past 18 years.

33
34 Ms. Campbell reported on the citywide assets, liabilities, deferred outflows, revenues and expenditures,
35 undefined fund balance, liquidity and utility funds. Ms. Campbell stated that the City's financial condition
36 monitoring, performed as required by the Auditor General, showed that Orange City's ratios are favorable
37 compared to the benchmark cities. Ms. Campbell noted that Orange City also has a very small amount of
38 governmental long-term debt when compared to the benchmark cities.

39
40 Ms. Campbell stated that overall the report showed positive financial results.

41
42 A question and answer forum ensued between Council and staff.

43
44 **Council Member Allebach moved to accept the 2019 Financial Audit as presented,**
45 **seconded by Council Member Marks, the motion passed by a 7/0 roll call vote of the**
46 **City Council.**

47
48 Ms. Arrington noted that all presentations noted have been provided in paper form to the City Council.
49

1 B. Development Services

2
3 Becky Mendez, Development Services Director, provided a PowerPoint presentation, (a copy of which is
4 provided and becomes a permanent part of these minutes) that gave an overview of the Development
5 Services Department. She noted that the department is comprised of the Planning and Building Divisions.
6

7 Ms. Mendez explained the organizational chart and introduced department staff.
8

9 Ms. Mendez discussed actual revenue and expenses for FY 2019/20. She noted the 2019 accomplishments
10 for the Planning Commission, Historic Preservation Board, and the Technical Review Committee, as well
11 as results for permits issued in 2018/19. Ms. Mendez concluded her presentation by discussing the
12 department's accomplishments for 2019 and goals for 2020.
13

14 C. Fire

15
16 Fire Chief Ronnie Long referred to a PowerPoint presentation (a copy of which is attached and becomes
17 a permanent part of these minutes) that described the duties and responsibilities of the Fire Department.
18 He noted that fire services to the City of DeBary and unincorporated county were included. Chief Long
19 reported the organizational chart of the Fire Department. He discussed the daily staffing, life safety
20 responsibilities, performance measures, statistical data, community outreach, 2019/2020 annual budget,
21 accomplishments, focuses and challenges of the Fire Dept.
22

23 A question and answer forum ensued between Council and staff.
24

25 D. Finance

26
27 Christine Davis, Finance Director, provided a PowerPoint presentation (a copy of which is attached and
28 becomes a permanent part of these minutes.) Ms. Davis discussed the Finance Department's
29 organizational chart, budget, functions, operations, challenges and projects. She stated the challenges and
30 projects that the Department is working on included providing quality customer service and support,
31 FEMA, Enterprise Resource Planning (ERP), and meeting new and changing reporting requirements.
32

33 A question and answer forum ensued between Ms. Davis and Council.
34

35 **3. CITIZEN COMMENTS:**

36
37 None at this time.
38

39 **4. CONSENT AGENDA:**

- 40
41 A. Budget Amendment FY 2019/20 Resolution No. 998-20
42 C. Contract Award-General Civil Engineering Services for the City
43 RSQ- Q104-0-2020/DRS
44 D. 02-25-2020 Regular City Council Meeting Minutes
45

46 Council Member Marks asked that Item B be pulled from the Consent Agenda.
47

1 **Council Member Mahoney moved to approve Consent Agenda Items A, C and**
 2 **D, seconded by Council Member Allebach, the motion passed by unanimous**
 3 **voice vote of the City Council.**

4
 5 B. Insurance Requirements for Special Events Held Within Orange City

6
 7 Council Member Marks voiced her concerns in regards to the liability insurance requirements for special
 8 event vendors as well as the waiver for subrogation endorsement.

9
 10 Ms. Arrington advised that the City has contacted the insurance provider for clarity to this matter. Ms.
 11 Arrington stated that this item could be tabled until a later date after clarity is received.

12
 13 Jeremy Wiggins addressed Council Member Mark’s concerns regarding the insurance requirements.

14
 15 A conversation ensued between Council Member Marks, Ms. Arrington, and Mr. Reischmann concerning
 16 this matter.

17
 18 **Council Member Harper motioned to table this item until staff has an opportunity**
 19 **to address the concerns addressed by Council Member Marks, seconded by**
 20 **Council Member Allebach, the motion passed by a unanimous voice vote.**

21
 22 **5. ORDINANCES – FIRST READING:**

23
 24 None at this time.

25
 26 **6. PUBLIC HEARING/ORDINANCES SECOND & FINAL READING:**

27
 28 None at this time.

29
 30 **7. RESOLUTIONS:**

31
 32 None at this time.

33
 34 **8. DISCUSSION AND ACTION:**

35
 36 A. Award Piggyback Contract PB120-20, Utilities Construction Services and Purchase Order
 37 No. 15965, and Approve Budget Amendment Resolution No. 999-20

38
 39 Migdalia Hernandez, Public Works Director, stated that staff is requesting Council’s approval to award
 40 the piggyback contract to Killebrew Inc. She noted this was necessary to help the City work on water main
 41 construction projects, as needed. Ms. Hernandez requested approval of Purchase Order No. 15965 to
 42 address a leak on highway 17-92. The budget amendment Resolution No. 999-20 is needed to release the
 43 funds necessary to correct the leak.

44
 45 **Council Member O’Connor moved to approve the Award of the Piggyback**
 46 **Contract PB120-20, Utilities Construction Services and Purchase Order No. 15965,**
 47 **and Approve Budget Amendment, Resolution No. 999-20, seconded by Council**
 48 **Member Marks, the motion passed by a 7/0 roll call vote of the City Council.**

49

1 B. Orange City Action's Related to COVID-19

2
3 Ms. Arrington advised Council regarding emergency declarations, facility operations, meetings, events,
4 and city functions within each department. She also discussed the City's overall plan in maintaining
5 continuity involving services through the employee program pertaining to the new standards. Ms.
6 Arrington requested guidance from Council regarding closing the City parks due to the COVID-19 current
7 situation.

8
9 A discussion ensued between Council and Ms. Arrington regarding closing the City parks including the
10 Skate Park and playgrounds.

11
12 **Vice Mayor O'Connor moved to close the skate park and playgrounds in response**
13 **to the COVID-19 virus, seconded by Council Member Crippen, the motion passed**
14 **by a 6/1 roll call vote of the City Council with Council Member Harper voting "no".**

15
16 Ms. Arrington asked for direction from Council to reopen the Skate Park and playgrounds when the time
17 allows. It was the consensus of the Council to provide Ms. Arrington the authority to act on their behalf.

18
19 Ms. Arrington reported on City meetings and events that have been postponed or cancelled. She requested
20 Council direction that pertained to cancelling future meetings and events.

21
22 A discussion ensued between Council, Mr. Reischmann and Ms. Arrington about how to proceed.

23
24 Council agreed to keep the City Council meetings scheduled as is.

25
26 Ms. Arrington reported on the status of how each department is handling the COVID-19 procedures and
27 still providing services within the City.

28
29 Ms. Mendez reported that Florida Statute, Chapter 163 in Land Planning has changed to include new time
30 frames needed for reviewing applications for development permits and development order. She noted that
31 once the application is found complete the clock will begin again in which time the City has to take action.
32 If no action is taken the development order and development permits are approved by rite.

33
34 Ms. Mendez stated that the Development Services Department has every intention to meet the deadlines
35 however, the City Attorney's office recommended that the City have an executive order which states that
36 if for any reason a meeting cannot be held and the City fails to meet the deadline, the City is covered
37 because there is a Local State of Emergency.

38
39 Mr. Reischmann clarified the details that Ms. Mendez reported.

40
41 Ms. Arrington reported that the Finance Department has been implementing work at home procedures and
42 have submitted all the FEMA qualifications under the emergency orders and the new electronic signature
43 procedure. She stated that utility customers will not have interrupted service during this time. Ms.
44 Arrington requested guidance from Council regarding late fee penalties.

45
46 Ms. Davis discussed and explained credit card charges, late fees and penalties regarding the utility
47 payments. Ms. Davis advised that the City's revenue from late fees generates approximately \$5,000. She
48 asked Council how they would like to proceed.

49

1 Council agreed to waive the late fees for all utility customers for the month of March.

2 Ms. Davis stated that staff requests that Council agree to waive the third party processing fee for the March
3 bill.

4
5 Ms. Arrington stated that she will waive all late payment fees due to the current situation.

6
7 Ms. Arrington discussed the City's workforce in general terms. She stated that the Fire Department, Police
8 Department and Public Works are all considered essential employees. All non-essential employees have
9 the opportunity to work from home.

10
11 Ms. Arrington reviewed the Corona Virus Response Act signed on March 19, 2020 that allows employers
12 to prepare for absences due to the virus. This expands the Family Medical Leave Act, and allows 12 weeks
13 of daycare and reimbursement of sick time for illness.

14
15 **9. REPORTS:**

16
17 **A. City Manager**

18
19 None at this time.

20
21 **B. City Clerk**

22
23 None at this time.

24
25 **C. City Attorney**

26
27 None at this time.

28
29 **10. NEW BUSINESS:**

30
31 Vice Mayor O'Connor requested a report that will explain how the City will benefit from the funds that
32 will be awarded for sewer connection, addressed by Representative Fetterhoff.

33
34 **It was the consensus of the City County to move forward with this item on a future agenda.**

35
36 **11. APPROVAL OF MINUTES:** See the Consent Agenda

37
38 **12. COUNCIL & MAYOR'S COMMENTS AND REPORTS**

39
40 Council Member Marks thanked the City Clerk's Office for delivering the agenda packets to Council
41 homes. She thanked Ms. Arrington and staff for all their hard work in dealing with the COVID-19
42 situation. Council Member Marks thanked everyone who supported the Backpack Buddies fundraiser
43 event, she reported that \$1,064 was raised. She stated that everyone should stay positive and do what they
44 can to help their neighbors through this trying time.

45
46 Council Member Crippen complimented staff for their efforts. He reminded everyone to wash their hands
47 and be as safe as possible.

48

1 Vice Mayor O'Connor stated that staff has done an excellent job through everything and he is very proud
2 of the way everything has been handled. He wished everyone well and stay safe.

3 Council Member Mahoney complimented Council Member Harper for the invocation. He thanked staff
4 for their presentations. Council Member Mahoney stated that the focus needs to be on public health first,
5 economic health second. The adverse economic health impact will be less if the focus is on public health
6 and hopefully things will get back to normal sooner than later.

7
8 Council Member Harper commented that under these uncertain circumstances the City works well. He
9 stated that more attention should be given to public information.

10
11 Council Member Allebach complimented staff for all the presentations this evening. He stated that if
12 everyone stays patient and positive we will all get through this. He reported that he is attending a TPO
13 meeting via Zoom which is a video conference service.

14
15 Mayor Blair stated that Representative Hetterhoff informed him the City would be receiving the
16 appropriation through the budget process with House Bill 2035. He attended the Volusia Mayor's
17 conference through the Volusia League of Cities. The Mayor commented that he was pleased with the
18 way the meeting was conducted this evening. He complimented staff and Ms. Arrington on an excellent
19 job with all the agenda products. Mayor Blair told everyone to stay safe and be careful.

20
21 **13. ADJOURN:**

22
23 Council Member Allebach moved to adjourn the City Council meeting, seconded by Council Member
24 Harper, the meeting was adjourned by a unanimous voice vote of the City Council.

25
26 There being no further business, Mayor Blair adjourned the meeting at 10:15 p.m.

27
28
29 **RESPECTFULLY SUBMITTED:**

APPROVED ON:

30
31
32 _____
33 Melani Beringer
34 CMC, Deputy City Clerk
35

04/28/2020
Date