AGENDA MINUTES
CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET
THURSDAY, SEPTEMBER 14, 2023 5:30 PM

1. CALL TO ORDER

The City of Leesburg Commission held a special meeting on Thursday, September 14, 2023, at Leesburg City Hall. Mayor Burry called the meeting to order at 6:10 p.m. with the following members present:

Commissioner Allyson Berry
Commissioner Jay Connell
Commissioner Mike Pederson
Commissioner Alan Reisman
Mayor Jimmy Burry

Also present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Grant Watson, the news media, and others.

INVOCATION

The invocation and Pledge of Allegiance were given at the Carver Heights/Montclair Area CRA meeting held prior to this meeting.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. PUBLIC COMMENTS:

There were no public comments offered.

3. PUBLIC HEARINGS AND NON-ROUTINE ITEMS: COMPREHENSIVE PLAN INFORMATION SIGN-UP SHEET (YELLOW) AVAILABLE

A. Public Hearing on the Proposed millage and Proposed budget for Fiscal Year 2023-24.

1. Announce the name of the taxing authority, the rolled back rate, and the millage rate to be levied.

Budget Manager (BD) McDaniel stated the name of the Taxing Authority: The City of Leesburg, Florida, The proposed millage rate of 3.4752 is 0.00% higher than the current year's rolled back rate of 3.4752.

The millage rate to be levied: 3.4752 mills per $1,000

2. Discuss the proposed aggregate millage rate.

BD McDaniel said that on July 10th, the commission approved the tentative millage rate of 3.4752 mills per $1,000. This is a decrease from the prior fiscal year. Whereas, the proposed budget was developed using 3.4752 mills per $1,000. Therefore, the tentative millage rate of 3.4752 mills per $1,000 represents a 0.00% increase from the current year's rolled back rate, and is not a tax increase under TRIM guidelines.

3. Request comments from the public regarding the millage rate.

Mayor Burry requested comments from the public regarding the adoption of the tentative millage rate.

CM Minner commented about the proposed millage rate. The current millage rate was 4.0192. There has been a lot of discussion on the fire assessment fees and that type of stuff. The strategy here was to increase the fire assessment fees and unilateral decrease in the millage rate so the average house would see a net neutral impact, so they changed the taxing mechanism. Then they had some discussion on whether to go with the super cut of 3.4252. However, during the budget hearings they decided to come up. It is still a considerable cut, but they decided to stay with the rollback rate of 3.4752. That is what is being considered this evening.

4. Resolution of the City Commission of the City of Leesburg, Florida tentatively adopting 3.4752 mills as the Fiscal Year 2023-24 millage rate for the City of Leesburg, Florida, representing the current year proposed aggregate millage rate of 3.4752 which is 0.00% more than the current year rolled back rate; and providing an effective date.

ADOPTED RESOLUTION 11,687

Commissioner Reisman introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Reisman made a motion to adopt the resolution and Commissioner Pederson seconded the motion.

Mayor Burry requested comments from the commission and the audience. There were none. He continued to say that with the physical numbers, they are going down and, because we have more residents, they will be equal net revenue. That is what the zero rate basically means and it will be good for the citizens of Leesburg.

The roll call vote was:

Commissioner Connell	Yes
Commissioner Reisman	Yes
Commissioner Pederson	Yes
Commissioner Berry	Yes
Mayor Burry	Yes

Five yeas, no nays, the Commission adopted the resolution.

5. Request comments from the public regarding adoption of the tentative 2023-24 budget.

Mayor Burry asked if there were any comments from the public regarding the tentative 2023-24 budget. There were none.

6. Resolution tentatively adopting the Fiscal Year 2023-24 budget.

ADOPTED RESOLUTION 11,688

Commissioner Reisman introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Reisman made a motion to adopt the resolution and Commissioner Pederson seconded the motion.

Mayor Burry requested comments from the Commission and the audience.

CM Minner said the first thing they do is adopt the millage rate and then they adopt the budget. They are done separately. They are now considering the budget. The budget has not changed too much since their budget workshop discussions. The millage rate is the proposed 3.42. We have addressed the salaries with a new matrix to get the salaries up. That was implemented early for the employees. They also approved new CBAs for the fire and police unions, which have openers in years two and three. The fleet lease remains at 75%. They increased the fire assessment fee, which will bring in more revenue. Doing that allowed them to bring down the millage rate. The health insurance for employees and retirees remains the same. That is a significant benefit for the employees. The educational programming that was adopted a few years back is still in the budget. They had an increase in property and liability insurance. They were proposing an increase to appropriate the budget over the summer when it had around $170,000 in the black and by shifting the police back to the general fund, they had to shift some stuff around. By doing that, it made a better mechanism to fund police moving forward. There were a few changes to the personnel: the utility technician supervisor (customer service) and administrative assistant (purchasing). We added two police service aides and two crime scene investigators (police). There was the addition of a groundsman (electric). The special events manager and the special events coordinator (GLCRA) were quasi-approved through their CRA function and there was one building project manager position (building permits). The total budget is two hundred and eighteen million dollars. As always, the lion's share of that is the electric fund, which is almost ninety million dollars. That is about forty-five percent of the entire budget. Of that ninety million, about sixty million dollars of that is the bill for FMPA. In capital improvement projects, there are various roofing improvements throughout the community and DST monies will be used for the security improvements to city hall, the municipal operation center and the resource center. There will be improvements made at Corinne Williams Park and John L. Johnson Park and by moving those to the DST fund it will help spread money around the CRAs to fight blight. There are maintenance items needed at the splash pad. Those were the capital Improvement items. Those projects will be mixed with ARP monies for the Susan Street project, on the diamond and rectangle fields, the marina, and Pine Street. There are a number of other projects that exist with ARP monies and those are being tackled. In the Downtown CRA there will be different improvements they talked about as the year moves forward that will set the stage for FY 2024-25.

With civic funding, they made a change to that once they decided to take over the special events. The Partnership's contribution is no longer required. They now have the grant funding for the Boys and Girls Club, so their civic funding is no longer required. The contributions then become the arts festival, the chamber of commerce, the community development corporation, the melon patch and the high school. That will save about forty thousand dollars. They also have a cemetery allocation of $161,000 and that money comes out of the solid waste fund. With those changes, they are putting about forty thousand dollars back in the black on the solid waste fund. **Commissioner Reisman** questioned the Leesburg High School contribution. He thought that one was pulled. **CM Minner** stated he stood corrected, they did have that conversation and they did not catch that. That one will be taken out before the second reading. That will add $1,455 on top of the $38,710. **Commissioner Pederson** asked if the CDC money was for the Black Heritage Festival. **CM Minner** replied yes. **Commissioner Reisman** asked if they were requesting that because they originally pulled it. **CM Minner** stated that Mr. Christian came before the body at the last meeting asking for $9,800. However, today he received an email from him requesting to withdraw that request. That request was for the Men of Distinction. He was satisfied with the civic funding. **Commissioner Reisman** asked for clarification on whether they originally pulled the high school and the CDC. **CM Minner** answered that he did not remember the CDC funding being pulled, but they did have a conversation. **Commissioner Reisman** said they talked about it because he made a comment on the $750,000 they received. **Mayor Burry** said if they recalled they were going to pull it and Commissioner Berry suggested not pulling it until they found out what that money was going to be used for. He came and explained that to them and the consensus was that they felt like it was proper funding. **CM Minner** added that after the budget is approved the civic funding still comes back before the commission and they vote on the funding for each individual grant agreement. They will have another bite of the apple about where the money goes. **Commissioner Pederson** said just so people do not think they are picking on the high school. The high school came before the commission about three or four years back on a one-time request and somehow it has stayed in the budget. **Commissioner Reisman** pointed out that they never received last year's funding.

The roll call vote was:

Commissioner Reisman	Yes
Commissioner Pederson	Yes
Commissioner Berry	Yes
Commissioner Connell	Yes
Mayor Burry	Yes

Five yeas, no nays, the Commission adopted the resolution.

7. Announce the tentatively adopted millage rate.

BD McDaniel stated the tentatively adopted millage rate to be levied is 3.4752 mills per $1,000.

8. Establish and publicly announce the date, time and place for the public hearing to finally adopt the millage rate and the Fiscal Year 2023-24 budget.

BD McDaniel announced that the date to finally adopt the millage rate and the fiscal year 2023-24 budget is scheduled for Monday, September 25, 2023, at 5:30 p.m. in the City Commission Chambers at City Hall.

B. Resolution of the City Commission of the City of Leesburg, Florida, relating to the provision of Fire Protection Services, facilities and programs in the City of Leesburg, Florida; imposing Fire Protection Assessments against assessed property located within the City for the Fiscal Year Beginning October 1, 2023; approving the rate of assessment; approving the assessment roll; and providing for an effective date.

ADOPTED RESOLUTION 11,689

Commissioner Reisman introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Reisman made a motion to adopt the resolution and Commissioner Pederson seconded the motion.

Mayor Burry requested comments from the Commission and the audience.

CM Minner stated this was an increase in the fire assessment fees.

Finance Director (FD) Williams announced that this was a public hearing for anyone who wanted to discuss the fire assessment fees. **Mayor Burry** asked if there was anyone in attendance who wished to make comments concerning this item. There were none.

The roll call vote was:

Commissioner Pederson	Yes
Commissioner Berry	Yes
Commissioner Connell	Yes
Commissioner Reisman	Yes
Mayor Burry	Yes

Five yeas, no nays, the Commission adopted the resolution.

4. ROLL CALL:

Commissioner Connell commented that, by being an ex-employee, he could attest that city employees go through a rigorous evaluation process annually where evaluations are done three times a year. One is ninety days, another one at six months and then the annual twelve-month review. Then the whole process starts over again. He said he spoke with another ex-employee who wanted to know why the city manager did not get evaluated like every other employee in the city. He agreed when it was brought up to him that they should do an evaluation. **CM Minner** responded that he does get an annual evaluation every year in December. **Commissioner Connell** wanted to know by whom. **CM Minner** answered it was done contractually and he would ensure that this December the forms go out so the commission can review the city manager. **Commissioner Connell** said he did not remember reviewing anything from his contractual agreement. **CM Minner** said that was correct. He will ensure they receive it this year. His work is done at their pleasure. He asked if he would like him to get the forms out now or wait until December? **Commissioner Connell** answered that he could go ahead and get them out now, so they had time to look at it. **CM Minner** wanted to clarify if he wanted those to go out now or in December? **Commissioner Connell** said if he provides the forms to them now, it will allow them time to review and prepare. **CM Minner** inquired about how much time is needed to review before it comes to the commission. **Commissioner Connell** responded he could give them about a month. **CM Minner** wanted to verify if he sent the forms out now. Would he want this on the agenda in October? **Commissioner Connell** said he could email it to them. **CM Minner** asked if they would like to do the review in October or December? **Commissioner Connell** said he was fine doing it in October. **Commissioner Pederson** asked if he was referring to the commission filling out a form that evaluates the city manager. **CM Minner** answered yes, there is an evaluation form. **Commissioner Connell** remarked that they had never done one. **Commissioner Pederson** stated he was completely happy with the city manager and he did not feel like spending time on that report. **Commissioner Connell** pointed out that was not how government works. They do not just say he is doing a good job. It would take a tremendous amount of pressure off every supervisor in the city if they did not have to do fifty evaluations a year. **Commissioner Pederson** said he is doing an outstanding job and the city manager has a lot on his plate. He is very happy. However, it sounded like he was not. He would need to make a motion on that.

Commissioner Connell made a motion that the commission give the city manager an evaluation on his job performance since they have never done one and every other employee gets two, if not three, of them a year, and Commissioner Berry seconded the motion.
Commissioner Berry said she seconded it because she wanted to know if this was a standard that has not been done. **CM Minner** said it has been done, but it has not been done for some time. When the commission employed him in December of 2013, they did one on a regular basis. For the most part, the commission has been happy with his performance, so they have not done them regularly. There has not been one done since Commissioner Connell has been on the commission. They are typically done in December. He does not have a problem with them reviewing him. Now that Commissioner Connell has asked for this review, he will get the forms out to them tomorrow. He will put this on an agenda in a month to allow them time to review the forms. It will be put on the second meeting agenda in October. **Commissioner Pederson** commented that is if it gets approved tonight. **CM Minner** said this was a contractual obligation and it is in writing. Past commissions have not required it, but if one commissioner wants to do it, then it should be automatic. He will get the forms out and get it on the agenda. That way they can have a public discussion about it at the second meeting in October. **Commissioner Connell** commented that every employee gets reviewed on their job performance. The commission could make the argument that they are reviewed when they run for office. The commissioners are reviewed by the public when they cast their vote. However, everyone gets an evaluation of their job performance.
Commissioner Pederson wanted to remind the commission that last year, at the end of his term as mayor, he had the city manager and human resources survey the market on the city manager's salary range. As a result of the excellent work he had done, they found that he was not in the correct range. At that time, they gave him a significant bump to put him into that range. He then got a five percent increase. For him, that was the commission saying he had done an outstanding job for the city. **Commissioner Berry** asked if this was something they did in a workshop? **CM Minner** answered no, it is done at a regular meeting. It is handled in the sunshine. However, the only correction he would make to Commissioner Connell's comment is that employees are not reviewed three times a year. When new employees come in, they have a probationary period. At the end of that ninety-day probationary period, they are reviewed. After that, it is done on an annual basis. **Commissioner Connell** said after the first annual evaluation is done, they should set up another plan to be reviewed in ninety days. They have to go through that plan with the employee at ninety days and then there is a mid-review and annual review. **CM Minner** said they are done annually after the first year. **Commissioner Connell** wanted to know if they are not done like that anymore after the first annual review? **CM Minner** said it has not been done that way since he has been here. **Commissioner Connell** disagreed. **CM Minner** said the reviews are done at entry, then post ninety days and then annually. **Commissioner Connell** said they have to set up a plan for every year. **CM Minner** stated that no motion is required on this item. He will get the forms out to them and they can either send them back or turn them in at the meeting in October.

Commissioner Reisman had no further comment.

Commissioner Pederson mentioned that he would miss the September 25th commission meeting. He complimented the budget director and the city manager for doing a great job on the budget.

Commissioner Berry said ditto with the budget director.

Mayor Burrry had no comment tonight.

5. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.

With a motion by Commissioner Reisman and a second by Commissioner Pederson, the meeting adjourned at 6:30 p.m.