AGENDA
CITY COMMISSION MEETING
VENETIAN CENTER, 1 DOZIER COURT
MONDAY, DECEMBER 20, 2021 5:30 PM

1. CALL TO ORDER

INVOCATION

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

2. PROCLAMATIONS:

A. None

3. PRESENTATIONS:

A. None

4. PUBLIC COMMENTS:
This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Issues brought up will not be discussed in detail at this meeting. Issues will either be referred to the proper staff or will be scheduled for consideration at a future City Commission Meeting. Comments are limited to three minutes.

5. CONSENT AGENDA:
Routine items are placed on the Consent Agenda to expedite the meeting. If the Commission/Staff wish to discuss any item, the procedure is as follows: (1) pull the item(s) from the Consent Agenda; (2) vote on remaining items with one roll call vote, (3) discuss each pulled item and vote by roll call

A. CITY COMMISSION MEETING MINUTES:

1. Regular meeting held December 13, 2021

B. PURCHASING ITEMS:

1. None

C. RESOLUTIONS:

1. **Resolution of the City Commission of the City of Leesburg, Florida authorizing applying for and accepting, if awarded, a grant from the Florida Department of Health for the purchase of one (1) high-fidelity patient simulator; and providing an effective date.**

2. **Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to apply for, and, if awarded accept the Hazard Mitigation Grant Program (HMGP) through the Florida Department of Emergency Management for the purpose of hardening critical infrastructure; and providing an effective date.**

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

A. SECOND READING OF ORDINANCES:

1. **None**

B. FIRST READING OF ORDINANCES:

1. **None**

C. NON-ROUTINE ITEMS:

1. **None**

7. INFORMATIONAL REPORTS:
The following reports are provided to the Commission in accordance with the Charter/Ordinances. No action required.

A. None

8. CITY ATTORNEY ITEMS:

9. CITY MANAGER ITEMS:

10. ROLL CALL:

11. 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.

AGENDA MINUTES
CITY COMMISSION MEETING
VENETIAN CENTER, 1 DOZIER COURT
MONDAY, DECEMBER 13, 2021 5:30 PM

1. CALL TO ORDER

The City of Leesburg Commission held a regular meeting on Monday, December 13, 2021, at the Venetian Center. Mayor Christian called the meeting to order at 5:30 p.m. with the following members present:

Commissioner Jimmy Burry
Commissioner Jay Connell
Commissioner Dan Robuck
Commissioner Mike Pederson
Mayor John Christian

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

INVOCATION

Mayor Christian called for a moment of silence in honor of former City Attorney, Fred Morrison, who suddenly passed away last week. Followed by the Pledge of Allegiance to the Flag of the United States of America.

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

2. PROCLAMATIONS:

A. None

3. PRESENTATIONS:

A. <u>Employee Service Award Recognitions:</u>

Five Years: Timothy Thomas, Electric
Ten Years: Dusty Matthews, Library; Brandon Smith, Gas
Fifteen Years: Stephen Brooker, Gas; Gregory Homrich, Police; Charles Ketchum, Police; Christopher Kuharske, Fire; Dianne Pacewicz, Planning & Zoning; Robert Watson, Fire

Twenty Years: Brandon Brinkman, Police
Twenty-Five Years: James Dunagan, Police; Thomas Horton, Fire; Derrell Meeks, Fire

HRD Arriaga and **CM Minner** provided service awards to each employee in recognition of their years of service with the City of Leesburg. **Mayor Christian** congratulated the employees on their accomplishments. He appreciates their hard work.

4. PUBLIC COMMENTS:

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Issues brought up will not be discussed in detail at this meeting. Issues will either be referred to the proper staff or will be scheduled for consideration at a future City Commission Meeting. Comments are limited to three minutes.

There were no public comments.

5. CONSENT AGENDA:

Routine items are placed on the Consent Agenda to expedite the meeting. If the Commission/Staff wish to discuss any item, the procedure is as follows: (1) pull the item(s) from the Consent Agenda; (2) vote on remaining items with one roll call vote, (3) discuss each pulled item and vote by roll call

Items pulled for discussion: 5.C.3, 5.C.5,and 5.C.6

5.C.3 = Resolution authorizing approval of the American Recovery Act fund grant award for Facci Bella;
5.C.5 = Resolution approving the Downtown Redevelopment Grant Program;
and
5.C.6 = Resolution authorizing approval of the Leesburg CDC American Recovery Act Grant Project List; authorizing the City Manager to disburse funds pursuant to project commencement.

Commissioner Robuck moved to adopt the Consent Agenda except for 5.C.3, 5.C.5 and 5.C.6, and Commissioner Burry seconded the motion.

The roll call vote was:

Commissioner Connell	Yes
Commissioner Robuck	Yes
Commissioner Burry	Yes
Commissioner Pederson	Yes
Mayor Christian	Yes

Five yeas, no nays, the Commission adopted the Consent Agenda, as follows:
(Each item has its coordinated resolution number listed below the header)

A. CITY COMMISSION MEETING MINUTES:

1. Regular meeting held November 22, 2021

B. PURCHASING ITEMS:

1. None

C. RESOLUTIONS:

1. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to apply for, and if awarded, accept the Assistance to Firefighters Grant (AFG) from FEMA, for the purchase of public education safety trailer; and providing an effective date.

ADOPTED RESOLUTION 10,982

2. Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute Airport Rescue Grant Agreement, No. 3-12-0042-029-2022, between the City of Leesburg and the Federal Aviation Administration; and providing an effective date.

ADOPTED RESOLUTION 10,983

4. Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to enter into a Facility Use Agreement with the Boys & Girls Clubs of Central Florida, Inc.; and providing an effective date.

ADOPTED RESOLUTION 10,984

7. Resolution of the City Commission of the City of Leesburg, Florida amending the Fiscal Year 2020-21 Budget for the General, Capital Projects, Electric, Wastewater, Airport, and Health Insurance Funds for the Fourth Quarter; and providing an effective date.

ADOPTED RESOLUTION 10,985

8. Resolution of the City Commission of the City of Leesburg, Florida authorizing the renewal of a Highway Maintenance Agreement with FDOT for maintenance of US 441 and US 27 right of way in Leesburg; and providing an effective date.

ADOPTED RESOLUTION 10,986

9. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement in Favor of the City of Leesburg, granted by VGP Leesburg 1, LLC, for the purpose of permitting the City to install and maintain utility services within the easement; and providing an effective date.**

ADOPTED RESOLUTION 10,987

10. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement in Favor of the City of Leesburg, granted by Jesse A. Folker and Christine Folker, for the purpose of permitting the City to install and maintain utility services within the easement; and providing an effective date.**

ADOPTED RESOLUTION 10,988

11. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement in favor of the City of Leesburg, granted by Jugle E. Smith III and Dianne H. Smith, for the purpose of permitting the city to install and maintain utility services within the easement; and providing an effective date.**

ADOPTED RESOLUTION 10,989

12. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement in favor of the City of Leesburg, granted by Florida Spa & Pool, Inc., for the purpose of permitting the City to install and maintain utility services within the easement; and providing an effective date.**

ADOPTED RESOLUTION 10,990

13. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement in Favor of the City of Leesburg, granted by C. Ryan Bernard and Leah S. Bernard, for the purpose of permitting the City to install and maintain utility services within the easement; and providing an effective date.**

ADOPTED RESOLUTION 10,991

14. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement in Favor of the City of Leesburg, granted by T5 Leesburg, LLC, for the purpose of permitting the City to install and maintain utility services within the easement; and providing an effective date.**

ADOPTED RESOLUTION 10,992

3. Resolution of the City Commission of the City of Leesburg, Florida authorizing Approval of the American Recovery Act Fund Grant Award for Facci Bella; and providing an effective date.

ADOPTED RESOLUTION 10,993

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

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

Mayor Christian requested comments from the Commission and the audience.

Commissioner Robuck stated he did not want to draw this out since he made most of his comments at the last meeting. This is not a reflection of Facci Bella and the job that they do; LakeFront TV is great. However, it is entirely inappropriate for the city to pick one business out of every other business in the City of Leesburg and give them fifty thousand dollars of COVID grant money. He will be voting against this. **Commissioner Connell** wanted to clarify that the reason he is doing that is because it is a privately owned business. **Commissioner Robuck** answered yes.

The roll call vote was:

Commissioner Robuck	No
Commissioner Burry	Yes
Commissioner Pederson	Yes
Commissioner Connell	Yes
Mayor Christian	Yes

Four yeas, one nay, the Commission adopted the resolution.

5. Resolution of the City Commission of the City of Leesburg, Florida approving the Downtown Redevelopment Grant Program; and providing an effective date.

ADOPTED RESOLUTION 10,994

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

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

Mayor Christian requested comments from the Commission and the audience.

Commissioner Pederson believes this is a great program, but as he was reading through it, one thing jumped out at him. Even though he likes the scoring, he wants to be sure that we have some protection so all the money does not go to one person. It does state first come first serve. However, he does not think we will let that happen. **CM Minner** replied that he cannot guarantee one person because there is a clause that says one grant for one building. Within that city box there are eight to ten buildings. **Commissioner Pederson** pointed out that we would be subjected to a lot of criticism if all the money went to one person. Other than that, it is a great program. **CM Minner** pointed out that more than one person owns more than one building in that box. **Commissioner Pederson** remarked that some people know more about this program than others. With it being a first come first serve, he wanted to be sure that everyone got a fair shake. As long as everyone gets a chance to submit. We can look at it based on how it is scored and so forth; that would be great. He loves seeing the money go into the downtown. **Commissioner Robuck** inquired if each applicant would still come back to the commission. **CM Minner** agreed they would. **Commissioner Connell** wanted to know how much they could get in total. **CM Minner** replied that the maximum is two hundred and fifty thousand dollars. **Commissioner Connell** said he expressed his concerns at the last meeting, but he wanted to bring them up again. There should be some type of timeframe attached to how long they need to own the buildings once the improvements are made. If not, we could get flippers here who will take this money, put in the improvements and we will have a for-sale sign on the building. They will try to double their money and we will not get the redevelopment that we are trying to get. We will still have a bunch of vacant buildings with for-sale signs in front of them. **Commissioner Pederson** wanted to confirm that there was a match requirement. **CM Minner** replied that there is not a match persay, but there is a point increase if there is additional private investment. **Commissioner Robuck** wanted to go on the record saying if someone comes in for a grant and there are no matching funds from them, he would vote against it. They have to have some skin in the game for sure. **Mayor Christian** asked if there was concern about them asking for a match or if that would complicate it. **CM Minner** responded that is a given and they would review each building on a case by case basis. Each building has varying needs for what needs to be done to get up to code. There will be some judgment call from the city in each case. There may be a building that only needs some HVAC work, then there may be a building that needs more significant work. We are going to see each of these case by case. He does not suspect if an improvement is only a hundred grand, that it would be fifty/fifty. He believes they will want to look at these case by case as they come. The private sector is well aware that they need to contribute. **Commissioner Robuck** stated that it was his understanding that some of the improvements they are hoping are made would actually end up benefiting other building owners in the area due to infrastructure improvements like water and electricity. **CM Minner** agreed. **Commissioner Robuck** then said if it is going to impact a whole block or two and one person is going to take that one, the match he would want would be less than if that was going to just impact them directly. **Mayor Christian** remarked the staff would bring all that information when they came back with the presentation. **CM Minner** agreed all that would come into the presentation. He also included a draft agreement in the packet to get a flavor of what we would be looking for. With each one of these, not a penny goes out until it is approved by the commission. **Commissioner Pederson** asked if they would communicate with every property owner that is eligible for this program because some know about it and some do not. He would like to see the city notify everyone so that everyone gets a fair shot. **CM Minner** stated staff would notify them and get an advertisement up on the city website. **Commissioner Pederson** remarked that with there only being a few buildings, could the city personally deliver letters or get letters out right away? **CM Minner** answered we could write to the owners if that is the commission's wish. **Commissioner Pederson** continued to say that he wanted to make sure everyone downtown was aware of this. He also wondered if the Leesburg Partnership could help out with this.

The roll call vote was:

Commissioner Burry	Yes
Commissioner Pederson	Yes

Commissioner Connell	No
Commissioner Robuck	Yes
Mayor Christian	Yes

Four yeas, one nays, the Commission adopted the resolution.

6. Resolution of the City Commission of the City of Leesburg, Florida authorizing approval of the Leesburg CDC American Recovery Act Grant Project List; authorizing the City Manager to disburse funds pursuant to project commencement; and providing an effective date.

ADOPTED RESOLUTION 10,995

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

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

Mayor Christian requested comments from the Commission and the audience.

Commissioner Robuck commended the CDC on how quickly they moved on getting these projects back and that these are great projects which will really clean up some different areas. He likes how spread out they are geographically throughout the city. Great job! **Commissioner Connell** stated he had a few questions. With project number one, the convenience store. He read what it said as far as what it was being proposed to do, but he was led to believe that it was something different. He wanted more clarification of what was actually being proposed. **CM Minner** answered that for this project the existing store, located at 800 Beecher Street, is a bit of a source of blight and riff-raff. It is a resource in the community that, if owned by the right entity, could improve the neighborhood. The CDC's intent is to purchase the building and rehab it for apartments and affordable housing. That building would remain under CDC ownership. **Commissioner Connell** remarked that is not the way he read the letter. The way he read the letter was that the building was going to be rehabbed for a grocery store and a game room. Then they were going to rehab the existing upstairs apartments for more affordable housing. **Mayor Christian** stated there are four one bedroom apartments upstairs now that are currently rented out. That building is owned by Mr. Ewing-Herring, who is ninety-one years old. Mr. Herring approached the CDC about this purchase. The grocery store is currently being run by his son Ken, and the game room is managed by his other son, who is a father that resides in one of the four one-bedroom units. The CDC would rehab the apartments as one-bedroom apartments and then repurpose the gameroom. They do not think there is a need for a gameroom, so the CDC is looking at possibly putting in a small business like a barber shop or hair salon. They think the grocery store could be repurposed into something that could suit the community more. A place where people could come and get affordable fresh fruit and vegetables. The risk is finding someone to continue running the store at the CDC's standards, so the grocery store may or may not be there. That all depends on whether we can find someone to run that at their standards. Right now, it is a hangout and a place that our police department can say on the weekend brings a lot of negativity. We want to make that an immediate turn around for our community. **Commissioner Connell** asked if the CDC would purchase the property and if they would be the new owners. **Mayor Christian** answered yes. **Commissioner Connell** questioned if they would rent out the grocery store and the apartments. **Mayor Christian** replied that they could possibly run it themselves. **CM Minner** pointed out that the building would be under the ownership and perpetuity of the CDC and the CDC would manage it. **Commissioner Connell** remarked that he did not see where it said that in the letter. **CM Minner** pointed out that this goes deeper than their conversation. He feels comfortable that as long as it is under the ownership of the CDC they will not have issues. **Commissioner Connell** inquired about the purchase price. **Mayor Christian** answered four hundred thousand dollars. **Commissioner Connell** responded he assumed that four hundred thousand dollars included the purchase and renovations. **Mayor Christian** replied that the four hundred thousand dollars was just the purchase price. **Commissioner Connell** asked where the funds would come from for the renovations. **Mayor Christian** responded that the CDC has liquid assets along with cash on hand. They also have other properties that are on the market to sell. They are very confident that they will have the cash necessary to complete the renovations. **Commissioner Connell** wanted to know if they felt that was good value for that purchase price. **Mayor Christian** answered that with the condition of the building and the location, along with the negativity that has been happening there for so many years, that it was an appropriate price. Of course, the seller wanted five hundred and forty thousand. We had an appraisal done and that came back less. We met him in the middle, but that is what we have been experiencing on Pine Street with other properties. We tried to acquire in a neighborhood where sometimes the price is above what we feel the market bears. We both walked out, we made an agreement and we felt we made a good deal. **Commissioner Connell** wanted to confirm that they had an appraisal done. **Mayor Christian** responded yes and the appraisal came back around two hundred thousand. **Commissioner Connell** questioned the two hundred thousand. **Mayor Christian** responded that they thought the appraisal was low because of the neighborhood. He felt that he did not get a fair assessment of the sales figures. The seller still felt it was worth five hundred thousand and forty. They came in low and started negotiating around three hundred thousand and they ended up at four hundred thousand. **Commissioner Connell** wanted to confirm that the appraisal came back two hundred thousand and you ended up paying him four. **Mayor Christian** said yes, and there was a lot of discussion. We could have gotten another appraisal but that would have been the same thing we had already discovered on Pine Street. After paying fifteen hundred dollars for an appraisal, the owner still looks at it and says this is what I want. Either we run the deal or another investor will come in and buy it or it stays where it is. **Commissioner Connell** asked if he thought that was a good investment because that is a lot of money for one business. **Mayor Christian** responded with everything that has been transpiring throughout Carver Heights over the last thirty years. Yes. He played his first game of Ms. Pacman in that store in middle school. If you look at what has transpired around that corner from him since being in middle school to now, he does not think the price is anything that will make us fall. The negativity that has happened there at that corner, this is an opportunity for the CDC to change Leesburg and that corner. Of course, we could all negotiate the price and then look at it five years from now and say what we could have done differently. This is Mr. Herring and his family is involved. They are stuck. **Commissioner Connell** questioned when the CDC takes over ownership. Do they have any idea when they will straighten out that corner? **Mayor Christian** replied that, fortunately, this city commission had approved the purchase of the lot across the street. So, the City of Leesburg owns Berry Park on the other side of the street. On this corner, the City of Leesburg and the CDC would have total control of that whole corner except for Bible teachers. He does not think the church will have anything negative. With this acquisition, the City of Leesburg and the CDC will own that entire corner. It will be up to us to make sure that we maintain it and make sure that people do not do any negative things on our property. He does not have a problem and he does not think the CDC will have any problems with it. The City would have to maintain Berry Park and the lot across the street. The CDC does not have any problems making sure that their property stays safe and secure. **Commissioner Robuck** remarked that one hundred and twenty-five dollars a square foot for a commercial building is not unreasonable. He agrees two hundred is not a real number and this is a completely occupied space. Maybe four hundred is a little high, but one hundred and twenty-five dollars a square foot is pretty fair. **Mayor Christian** added that this is a very unique piece of property with the store and apartments along with the game room. He felt like he had given away fifteen hundred dollars on the appraisal, but we wanted something that we could talk to Mr. Herring about as opposed to just throwing a number out there. **Commissioner Connell** questioned the apartments, stating he noticed in the letter that it spoke about affordable housing. Is the CDC going to rent those directly or will the management of the convenience store/game room also have control of renting? **Mayor Christian** responded that it would strictly be the CDC. **Commissioner Connell** then inquired if they would be controlling the rates. **Mayor Christian** said they are handling that now with the Snow Apartments along with the property on Pine Street and Mike Street.

Dr. Erika Jasper commented that she is a CDC board member. She highly recommends the purchase of this convenience store and apartment building. Being a member of this community for over thirty plus years, this is where she was raised. This would eliminate a lot of blight, a lot of problems, along with a lot of noise and drug issues. That block would be totally owned by the city and the CDC. We could regulate and govern in connection with the Leesburg City Police, which would be a benefit for the entire community. She looks forward to this and she is excited about the growth opportunities for the business aspect as well as the affordable housing where the CDC will regulate and govern who will be the tenants.

The roll call vote was:

Commissioner Pederson	Yes
Commissioner Connell	Yes
Commissioner Robuck	Yes
Commissioner Burry	Yes
Mayor Christian	Abstain

Four yeas, no nays, one abstain, the Commission adopted the resolution.

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

A. SECOND READING OF ORDINANCES:

1. An Ordinance of the City of Leesburg, Florida, further amending the City of Leesburg Retirement Plan for General Employees, adopted pursuant to Ordinance No. 03-57, as subsequently amended; amending Section 6, Benefit Amounts and Eligibility; amending Section 10, Optional Forms of Benefits; amending Section 15, Minimum Distribution of Benefits; providing for codification; providing for severability of provisions; repealing all ordinances in conflict herewith; and providing an effective date.

ADOPTED ORDINANCE 21-46

Commissioner Robuck introduced the ordinance to be read by title only. CC Purvis read the ordinance by title only.

Commissioner Robuck made a motion to adopt the ordinance and Commissioner Pederson seconded the motion.

Mayor Christian requested comments from the Commission and the audience. There were none.

The roll call vote was:

Commissioner Connell	Yes
Commissioner Robuck	Yes
Commissioner Burry	Yes
Commissioner Pederson	Yes
Mayor Christian	Yes

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

B. FIRST READING OF ORDINANCES:

1. None

C. NON-ROUTINE ITEMS:

1. Resolution of the City Commission of the City of Leesburg, Florida appointing one member to the Leesburg Police Pension Plan Trustee Board for a Two-Year term to expire December 31, 2023; and providing an effective date.

ADOPTED RESOLUTION 10,996

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

Commissioner Robuck made a motion to appoint Mr. William (Bud) Bowlin to the Police Pension Board and Commissioner Burry seconded the motion.

Mayor Christian requested comments from the Commission and the audience.

Commissioner Burry stated that we have two empty seats and we are only re-appointing one. He had talked to the City Manager about finding another appointee for the other seat. **CM Minner** questioned if that was a city employee appointee. **CC Purvis** agreed. **CM Minner** stated staff would work on getting that done.

The roll call vote was:

Commissioner Robuck	Yes
Commissioner Burry	Yes
Commissioner Pederson	Yes
Commissioner Connell	Yes
Mayor Christian	Yes

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

2. Discussion Item:
Review Leesburg Arts Center/Partnership Building Usage

CM Minner stated basically he is looking for some direction from the commission. This came up unexpectedly when Maria Stephanovic came before the commission a few meetings ago for the mural program and that leaped into a conversation about where we were going with this building. There have been rumors, hearsay and talk about keeping it, demolishing it and replacing it. Commissioner Pederson previously asked that the commission consider the item. The City Manager thought there were two pieces of information the commission needed to give directions on. That was how much we have spent in the past on this building and what we can do with the building in the future. In the past, since fiscal year 2015, the city has spent about one hundred and twenty-five thousand dollars. That is not a crazy number, but the building does continue to have some issues. The roof needs repair, there are plaster issues, the windows need to be sealed and, if we want to get fancy, we should probably look at ADA compliance issues. All in, we are probably looking at two hundred and fifty thousand dollars to five hundred thousand dollars to fix it right and to be done to make it look nice. The other option is a capital improvement project and that is up in the air because there are a million things we could do and, frankly, that could cost in excess of a million dollars. We could demolish the building and recreate the lot for parking and there are other options that we could look at. We could add some different themes to where it is a gathering place. The bottom line, he does not think we could make any capital improvements on that building for less than five million dollars. The question then becomes whether we should put it in the hopper, limp it along and when we have the money, plan a CIP or fix the building. He recommends fixing the building. Let's figure out what it needs, program the repairs and see to it that they are done. **Commissioner Pederson** pointed out that he supports keeping this building. We have two great organizations that are very happy there. It is very functional and it is well located. He would like to see us fix it now. He suggested having the Partnership and the Center for the Arts drive this repair because maybe they could renovate it cheaper. They know what it needs; a new roof, and he has talked to them about it. He does not know if we can do that, but he can guarantee they can do it cheaper than the city, so why don't we let them do it? **CM Minner** replied with all due respect, he can guarantee that they cannot do it cheaper. He would question if they have the staff to manage it and at the end of the day it is the city's building and our money. **Commissioner Pederson** remarked that he would rather see the city do it sooner rather than later. **CM Minner** replied that we could do that if that is the wish of the commission. Staff will get on it and come back in a month or so to figure out what is wrong with it. We will get some prices and we can dig into cash. **Commissioner Connell** wanted confirmation that if we move forward with these improvements, that this is not going to come back in a year or two for reconsideration to tear it down after we spent a couple hundred thousand dollars in improvements. **CM Minner** responded that it would not come up by him. **Commissioner Pederson** said he looked at the downtown master plan today and when you look at the master plan and the feedback from the community there was no talk about this building being knocked down. There was an item about reconfiguring the parking space and tying that into the former gas plant because there was clearly a need for more parking. He did not see anything in the master plan which talked about knocking this down. **Mayor Christian** said he remembers when this building was purchased by the city for about four hundred thousand dollars and it was purchased for a knockdown. As soon as we bought it, Joanie Smalley came in and said she needed it for her office, so we kept the building. It went from buying it and knocking it down for parking because at that time it was a premium to now this is a great building. This building has gone around. He thinks it is a great location and a great size. He would be hard pressed to rebuild this for five million dollars. He would love to see some numbers come back on what it would cost to make the building look nice, like a Leesburg facility in the downtown, as economical as possible, so we can continue the work of the two non-profits. **Commissioner Robuck** agrees and brought it up just so let's make sure we know what we want to do there. After talking to the City Manager about the options, there really is no other option remotely feasible from a money standpoint. He agrees we need to look at doing a major renovation. It is important and we need to start looking now, because as we go through the design process we are talking about, we are quite a way out from actually starting the project. It is important that we go through the budget processes to budget this, because for a big project like this we should not just pull it out of cash. He would be against that. We do need to get the wheels moving on this project, so hopefully, we have a set of plans by the time the next budget is approved.

Maria Stephanovic, Executive Director of the Leesburg Center of the Arts, stated they have been around for twenty-one years and in this building for ten plus years. She is very grateful that this is up for discussion as it is their home. During their best year, which was 2019, they had roughly thirty thousand people come in and out of that building. She really appreciates the time and consideration of taking this building into the future. She is happy that it will still be there.

Joanie Smalley, Leesburg Partnership agreed. She said she was just coming off of a very hectic two months and, for her, it would be imperative that they were downtown like this. If they were separated from all their equipment, that would have been quite a challenge for them, so they greatly appreciated letting them stay in that building.

Mayor Christian thanked both of them for everything they do for Leesburg. He then asked if there were any further comments from the commission. **Commissioner Burry** commented that it is important for the Center of the Arts to have a location in the Downtown Area. He does not think we should be looking for any type of movement to other places in Leesburg. With that being said, this is an obvious great location for them. What he does want to avoid is what he would call the swimming pool phenomenon. For so many years, when the old pool was here, we kept mending it and mending it, and as long as the fix can be a fix and it is not just a bleed for the city while we decide what to do with it, he is all for fixing the building.

7. INFORMATIONAL REPORTS:
The following reports are provided to the Commission in accordance with the Charter/Ordinances. No action required.

A. None

8. CITY ATTORNEY ITEMS:

CA Vasquez had no items to address tonight.

9. CITY MANAGER ITEMS:

CM Minner stated he had a few items to address. Unfortunately, with the passing of our city attorney, Fred Morrison, he was a member of our team. He played a humongous role which was more behind the scenes than in front. He was always very stoic and elegant at these meetings and he will be sorely missed. As he said at his service, he is one of those people who are irreplaceable. What he did for us we will always remember and hold that fondly. Having said that, we do need to move forward. It will be difficult because we are moving forward without our friend of counsel. First, with the Sunnyside Landing development that was scheduled to come before the commission at its next meeting, the petitioners and developers for Sunnyside have requested a delay due to the city attorneys passing. He wanted to get that word out now because of this delay. The petitioners will be paying for the next advertisements since they want to wait until we have permanent counsel in place. Next, the city commission, as you know by city charter, hires two positions, the city manager and the city attorney. With the city attorney position now open, he had a conversation with Phil Smith from Mclin-Burnsed and, long story short, we do not have a contract with them. We have a letter of engagement which was written by Fred Morrison dated back to 1995. That letter was sent to then City Manager, Rex Taylor. Fred very eloquently wrote that letter, but his office cannot find the original contract. Mind you, this letter was from 1995 and it said that they would love to continue serving the city and we said yes. There was another record around 2013 stating there would be an hourly rate change to one hundred and fifty dollars. Those are the only two documents we have on file that tie us to Fred Morrison and McLin Burnsed for all their years of service. Now, he is not sure where McLin Burnsed is and where they want to head. He had a conversation with Phil Smith but the bottomline is this is the commission's decision to make. He suggested opening a request for proposals from law firms. We can put together a timeline based on the response tonight. He did not want to put anything out in the market place. He is willing and expects to help with the recruitment of this. Ultimately, this is something where, when the applications come rolling in, this body needs to fill out the forms and pick the next firm. Step one of that is to authorize him to put together the RFP and get that out ASAP. They should let that sit for about thirty to forty-five days, pick that back up in February to review the applicants, and interview potential firms in March. Until then, he had talked with Phil Smith, who said they were willing to provide us with an attorney. Fortunately, this comes at a time when we do not have any significant pending litigation. We do have standard operating procedures with different contracts at staff level. We may need an attorney to look at something, so we do need someone on board to keep everything rolling. His request is to go ahead and authorize him to send out the RFP. He will put together a timeline, get back to the commission through email and they can review the process of where they are at the next meeting.

CM Minner stated the Chamber of Commerce breakfast is this Thursday at 7:00 a.m. with the State of the City address. He will be making his annual presentation to the chamber and he is looking forward to that. That same day, at 10:00 a.m., there will be a ribbon-cutting ceremony at the pool. The pool is not officially complete, but they felt this was the best time to do the ribbon cutting. That gets everything done before the start of the new year. We did our best to get the pool opened before winter. We wanted to have some sort of ceremony to keep everything moving before we actually open it, which should be in April.

Lastly, with the holidays before us, he will be in and out of the office this week and next week and will send out his schedule so they will know when he will be in the office. One more item, on December 14th from 11:00 a.m. to 1:00 p.m. here at the Venetian Center, will be the Annual Holiday luncheon for the city employees. Those who wish to participate are welcome to attend. The food is always good and it is a nice way to annually recognize the civic employees. They did not get to do it last year due to COVID, but they are now back and he hopes to see everyone tomorrow.

10. ROLL CALL:

Commissioner Pederson had no comment.

Commissioner Burry had no comment.

Commissioner Robuck commented that everyone should have seen the letters that the county keeps sending out regarding the joint planning meeting they scheduled. He believes it is important that we respond one way or another to what we are going to do. He feels that we should send a staff member with instructions to take notes on what they say. He has an issue with the idea that they would have five county commissioners and one representative from each city. How can anyone of us speak for all of us because we all get a vote. If you were to send him, you would only get one thing and if you sent the Mayor, you would get something different. It really is not fair, so we need to know what they are saying. Another thing, we never received a response back from the county regarding the ISBA meeting. They are the ones that requested that meeting to review the ISBA. We responded twice asking to set dates and we are open to doing that so that this body and that body could meet to discuss the ISBA. We said that we would do it, but they are not cooperating. We want to make it clear that we are open to doing that so they do not come back down the road and say we are not fulfilling our obligations. He does not know if anyone feels any differently and he is open to other ideas, but we need to let the County know what we want to do. **Commissioner Burry** remarked that in their letter they requested that we not approve certain things in those areas. He thinks that is putting the cart before the horse. If they want a meeting to talk about it, that is fine, but they have not given us that meeting. Now they are trying to tell us not to do anything. He does not think that is the direction he wants to go in. **Commissioner Robuck** stated that this was first brought up in August and we said give us some dates and let's meet. They have had five months to do that and to talk about it before having a hearing, so we would be all good. **CM Minner** commented that he would write a letter and copy the commissioners on it. Lastly, **Commissioner Robuck** mentioned this was his last meeting of the year and jokingly, said he was most unhappy about Sunnyside being postponed. He was really looking forward to it being on the next agenda when he was not going to be there. He wished everyone a Merry Christmas and a Happy New Year.

Commissioner Connell had no comment.

Mayor Christian commented that he had been battling with hiccups. He thought his neighborhood pharmacist would be able to provide him with some remedies, but he did not have any remedies. **CM Minner** commented he should try peanut butter. **Mayor Christian** said peanut butter is not working for him. His wife has been doing a very good job taking care of him. Anyone that knows him knows he does not like going to the doctors, and he has already been to two doctor's appointments this week for the hiccups; that is unbearable. He went to a doctor who kind of laughed at him like, are you really here for hiccups? He asked everyone to pray for him so that his hiccups would disappear. He wished everyone a Merry Christmas. To Joanie Smalley, thank you for another great Christmas parade and for all that you do. You do so many great things around Leesburg. He thanked the commission on behalf of the CDC. Tonight, we are looking at doing some major splashes in the City of Leesburg to fight some of the blight that has been detrimental to our city for so many years. Thank you for your vote of confidence. To the city manager and his staff he commended them on keeping the City of Leesburg moving forward. He remarked that he would talk to him later about other neighborhood grants.

11. 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.

The meeting adjourned at 6:17 p.m.

City of Leesburg
Lake Front City

Agenda Memorandum

Item No:	5.C.1.
Meeting Date:	December 20, 2021
From:	Joseph Mera, (Deputy Fire Chief)
Subject:	Resolution of the City Commission of the City of Leesburg, Florida authorizing applying for and accepting, if awarded, a grant from the Florida Department of Health for the purchase of one (1) high-fidelity patient simulator; and providing an effective date.

Staff Recommendation:
Staff recommends applying and accepting, if awarded, a grant from the Florida Department of Health for a patient care simulator.

Analysis:
The purpose of this grant project is to purchase a patient care simulator to provide in-service training for our paramedics and EMTs.

Procurement Analysis:
N/A

Options:
1. Approve the application and acceptance of the Florida Department of Health grant for a high-fidelity patient care simulator; or
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:
The total cost of a patient simulator is no greater than $50,000.00. The State share, if awarded, is $37,500 (75%) and the City of Leesburg match is $12,500 (25%) which is available in the current budget. If approved, a budget adjustment will be processed to add the State funds to the current budget.

Account No.	001-0000-334-2200
Project No.	FDOH22

Submission Date and Time: 12/15/2021 2:12:19 PM

RESOLUTION NO. ____________

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING APPLYING FOR AND ACCEPTING, IF AWARDED, A GRANT FROM THE FLORIDA DEPARTMENT OF HEALTH FOR THE PURCHASE OF ONE (1) HIGH-FIDELITY PATIENT SIMULATOR; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with the Florida Department of Health, for the purchase of one (1) patient simulator.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held on the 20th day of December 2021.

____
Mayor

ATTEST:

____
City Clerk

Patient Simulator Specs

These specifications are for a patient simulator/manakin used to educate and train paramedics and EMTs in the pre-hospital setting. The purpose of the simulator is to provide a physical representation of a patient that will react to various inputs from a proctor to cue the paramedic as to the correct treatment of the patient. It is vital that the simulator's physiology automatically responds and adapts to the treatments administered by the paramedic/EMT based upon any underlying medical history or conditions given to the student by the proctor through the simulator.

Specifications:

- Programmable airway that simulates: airway edema, swollen tongue, bronchial occlusion, and laryngospasms
- Realistic anatomical landmarks
- Airway allows for oral/nasal intubation, right mainstem intubation, endotracheal intubation, and cricothyrotomy
- Spontaneous breathing, bilateral and unilateral chest rise, normal and abnormal breath sounds
- Respiration modes: normal breath, sighing breath, Cheyne-stokes breath, Kussmaul-Kien respiration and Biot's respiration;
- Ability to monitor SpO2
- Ability to monitor capnography
- Chest allows for bilateral needle decompression

- CPR can be performed on the simulator, provides CPR metrics compliant with AHA, provides ECG output to a cardiac monitor
- Adequate chest compressions result in simulated circulation, cardiac output, central and peripheral blood pressures, carbon dioxide return
- Allows for defibrillation, pacing, cardioversion
- Blood pressure can be measured manually
- Pulses physiologically driven and correspond to treatments
- IV cannulations to both arms with flash
- IO access
- Simulator can detect placement of tourniquet for bleeding control
- Reactive eyes and pupils
- Secretions from mouth, nose and eyes
- Teeth that break upon poorly performed intubation
- Manikin can be placed in various positions, sitting, prone, supine
- Manikin must be a full size with all 4 limbs
- Unit must be able operate on no more that 120v AC
- Support must be provided in the form of a Train the Trainer to educate our internal Instructors on how to operate the simulator.
- Options for extended warranty, servicing, maintenance and software upgrades must be provided.
- Consumables are readily available for purchase

City of Leesburg
Lake Front City

Agenda Memorandum

Item No:	5.C.2.
Meeting Date:	December 20, 2021
From:	Joseph Mera, (Deputy Fire Chief)
Subject:	Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to apply for, and, if awarded accept the Hazard Mitigation Grant Program (HMGP) through the Florida Department of Emergency Management for the purpose of hardening critical infrastructure; and providing an effective date.

Staff Recommendation:
Staff recommends applying and accepting, if awarded, the Hazard Mitigation Grant Program from FDEM for the hardening of critical infrastructure.

Analysis:
The purpose of this grant project is for the design and installation of emergency power generators at four (4) separate lift stations, one (1) emergency generator for the Lift Stations and Wastwater Collections Operations Building on West Main, and wastewater improvements to Fire Station 64 that include removing the current septic tank and connecting to city sewer. This grant is a 75/25 matching grant with the City of Leesburg portion being 25%. The cost of the grant is not to exceed $435,725.00 with the COL portion not to exceed $108,931.25.

Procurement Analysis:
N/A

Options:
1. Approve the application and acceptance of the HMGP Grant from FDEM for the hardening of critical infrastructure; or
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:
The total cost of the hardening is not to exceed $435,725.00. The State's share, if awarded, is $326,793.75 (75%) and the City of Leesburg match is $108,931.25 (25%), which is available in the current budget. If approved, a budget adjustment will be processed to add the State funds to the current budget.

Submission Date and Time:

RESOLUTION NO. ____________

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY CLERK TO APPLY FOR, AND, IF AWARDED ACCEPT THE HAZARD MITIGATION GRANT PROGRAM (HMGP) THROUGH THE FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT FOR THE PURPOSE OF HARDENING CRITICAL INFRASTRUCTURE; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with the Florida Department of Emergency Management (FDEM), for the application of the Hazard Mitigation Grant Program (HMGP).

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held on the 20th day of December 2021.

____

Mayor

ATTEST:

____

City Clerk