

## **City Commission Workshop Meeting**

**August 26, 2020**

**6:00 p.m.**

This Commission Meeting was conducted utilizing Communications Media Technology in accordance with the Governor's Executive Order. Some Elected Officials and Staff members were present in the Commission Chambers while others were present via the Zoom application to respect the social distancing guidelines.

### **ELECTED OFFICIALS PRESENT IN CHAMBERS:**

Shirley Groover Bryant, Mayor

Harold Smith, Commissioner, Ward 1

### **ELECTED OFFICIALS PRESENT ELECTRONICALLY:**

Tambra Varnadore, Vice Mayor, Commissioner, Ward 2

Tamara Cornwell, Commissioner-at-Large 2

Jonathan Davis, Commissioner-at-Large 1

Brian Williams, Commissioner, Ward 3

### **STAFF PRESENT IN CHAMBERS:**

Mark Barnebey, City Attorney

Mohammed Rayan, public Works Director

Scott Tyler, Chief of Police

### **STAFF PRESENT ELECTRONICALLY:**

Jim Freeman, City Clerk

Todd Williams, Information Technology (IT) Consultant

Vanessa Cochran, Assistant City Clerk

Mayor Bryant called the meeting to order at 6:00 pm.

## **New Police Department Building Update**

Architect (ADG) and Construction Manager (HJ High) presented updates on the design of the Police Department Building. The presentation is a part of the minutes.

Mohammed Rayan, Public Works Director, presented the new PD Building update. He stated that 30% schematic design was completed for the first phase, and marching orders were given to the architect team and the construction manager to move into the design development phase. He expressed that the budget is slightly over the 9.3 million, and there is work remaining before the next important phase. He stated that the purpose of this update is to review what was rendered, and go over the submitted comments that were implemented.

Chief Police Tyler stated that over the past several months the team members have been conducting weekly virtual meetings to identify what the PD needs to operate 5, 20, or 30 years. He expressed that the department will perform more in-house forensics, and the new building will accommodate this task. Also, the building is large enough to store IT equipment, and some of the City's equipment. He stated that specialty investigators and extra officers will be added, and will need designated work areas. He mentioned that the officers don't spend their entire work day in the station, but in the field, so specific work areas are not necessary for all additional officers. However, larger training spaces will be necessary. Another area is property and evidence. There are strict guidelines for retention periods to hold evidence, and some is held for 100 years. Captain Tyler expressed his confidence that the new PD building will benefit the city and citizens for many years. And, he is aware that the maximum budget is 9.3 million and has reached 9.6 million, but isn't that much over. Architect Design Group's Project Manager, Fred Rambo, addressed the goals for the new PD building regarding the budget, and time line featured in the slide presentation.

Mayor Bryant asked if commissioners have any questions regarding the presentation. There were no questions.

H.J. High Construction Manager, Robert High, mentioned that their responsibility is to provide the cost information, so that they can assure when the design is completed that the project meets the budget. He discussed the summary of the estimate, which included all the divisions with completed projects and cost. He addressed the 9.6 million budget and stated that instead of letting the design proceed without any input on cost, and the final bid is over budget or significantly over budget, it is tracked along the way, so it is a schematic estimate. As ADG gets 50% completed, another estimate is done. Our goal is to keep tracking, so at the end of the process, it is going to come into budget. A copy of the summary is made a part of the minutes.

Commissioner Smith asked how long will take before the board will receive a 60% estimate. The Construction Manager responded December 2020.

Mayor Bryant asked if any other commissioners have questions. There were no additional questions.

City Clerk Freeman addressed how the project will be funded, and spoke about the list of the City's Property Available for Surplus with Sale. This list will be a part of the minutes. He also stated that the financing part will be completed by Molly Clark, Public Resource Advisory Group (PRAG). City Clerk Freeman commented that the initial marching orders were 9.3 million for the total budget project, and our task is to figure out how to pay it. It is a combination of two things, a loan and a down payment.

1. The ½ cents sales tax initially approved generated 6 million dollars toward the funding of the PD. Early this year, a modified list, based on some reallocations of funds, was voted on and passed in May for approximately 8 million dollars. All the money is not received up front, so a loan is needed. The loan will be a 12 year loan, and proceeds will be over 5 million dollars, and that money will be paid a 100% with the ½ cents sales tax fund.
2. The other portion is the down payment of approximately 4.4 million. 2 million will come from the ½ cents sales tax already collected. The second source of down payment is the Trailer Park Trust. With the commissioners' authorization, we have the ability to spend, or authorize the spending of the trust interest of approximately 700 thousand. Also, you can spend that principle with commissioners' approval.

The 3<sup>rd</sup> source for the down payment will be impact fees, and this might change before financing due to ongoing collection of the fees. At the present, we have about a quarter million dollars in Law Enforcement Impact Fees, and this is an eligibility activity type that we would want to use these funds for. If we receive more after this meeting, the number may change a little.

The 4<sup>th</sup> source of down payment was previously discussed. It is the sale of potential city property that is currently owned, and would no longer be need, or want to sell for redevelopment purposes. Mr. Freeman discussed that depending on the timing of the sale of City property, we may need to do something on a shorter term basic, so we can fund that amount and repay it. One example is the Trailer Park Trust. We can do a loan to ourselves from that trust with commissioners' approval for the 1.25 million and pay ourselves back to the trust as property sells. A list of properties that the city currently owns list the estimated value based on the current property appraisal's numbers. This doesn't mean that we will get that amount because it could be less, or we may not need to sale all the properties, or none of the properties. City Clerk Freeman expressed that he believes we may have to sale some to make up that additional 1.2 million.

City Clerk Freeman stated that the parcel 10 is the portion of the old elementary school that we did not need, and wanted to put back on the tax roll to sell for redevelopment, and get a nice project there. We are estimating at least a million dollars. If we sold it for a little more, it would be the only property to sell to make up the 1.25 million. The second property is the current PD. When the new PD is built, we will have that property available, which is not currently on the tax roll. The other properties available are Riverside parking lot down on 10<sup>th</sup> Avenue West, FFA parking lot, 2 armories' parking lots, and 3 parcels off 10<sup>th</sup> Street West.

City Clerk Freeman explained that when you look at the total financing plan, the 1.2 million could be pushed to the end of the project because it will probably be a year before the last draws are needed as construction ends. The project starts in March 2021 and won't finish until 2022, so we have some time. If not, we need to loan ourselves the money through the Trailer Park Trust and replay it as the property sells.

Also, the staff applied for a grant through the CDBG Mitigation Program for approximately 900 million dollars. The grant consultant indicated PD does qualify, so the city has an application that will be finalized probably in mid-September. We hope the decision will be made before the end of the calendar year and before the construction phase. What the City did, as a part of the application process recommendation, was use a million dollars leverage to show good faith. We put in 9.3 million for a grant, so if we get this, it will be funded through the grant. If the grant isn't approved, we can consider the other mentioned options.

Molly Clark, Public Resource Advisory Group (PRAG), went over the Series 2021 Loan overview, and the presentation will be a part of the minutes. She stated that the cost of the project is 9.3 million, and reduced by approximately 4.2 million regarding the City's down payment, and leaves the loan amount approximately 5.1 million. The loan will fund the balance of the cost of constructing and equipping the new PD building, and the cost of issuing the loan. The loan will be secured by the ½ cents sales tax revenue, and the ½ cents sales tax revenue will be used to pay the debt service on the loan. The 8 million dollars in sales tax revenue will go toward the project that consist of 2 million toward the down payment, and 6 million used over the life of the loan to pay the annual debt service payment.

She also stated that after the loan amount and details are received, we will send our proposal to the regional and national banks presenting the financing request, and request the proposals be returned to us and the City with a proposal interest rate. When the banks' RFP responses are received, we will evaluate them and work toward finding the best loan structure for the PD building. Regarding the closing of the loan, we will be working with the City's bond counsel, the bank counsel, the City's attorney, and the City's financial advisor.

Mayor Bryant asked if there were any questions. There were no questions.

City Clerk Freeman added that we will work with the financial advisor from now until the 1<sup>st</sup> quarter of 2021 to review the options and present the financial recommendations to the board.

Construction Manager, Robert High, discussed the schematic design schedule, and this schedule is a part of the minutes.

Commissioner Varnadore questions the outside of the building design and whether or not it is historic enough to match other buildings in the area.

Architect, Fred Rambo, responded that it is only a concept.

Commissioner Varnadore stated that she did not care for the concept because it looks like the 1950 or 1960 building. Also, she requested that the time period the commissioners could have input on the architectural design.

Architect, Rambo, stated that the commissioners could have input now. However, usually it is done when the design development is launched.

Mayor Bryant asked if there were any other questions.

Commissioner Cornwell commented that she agreed with Commissioner Varnadore regarding the design. She stated that it looks out of date rather than a modern police building.

Commissioner Smith requested that more modern designs be submit to City Clerk Freeman.

Mayor Bryant asked Commissioner Varnadore if she had any more questions.

Commissioner Varnadore added that we definitely want the inside to be modern, but we have to be cognizant to the fact that this is going to be in the downtown historical area, and it needs to flow with that theme. And, I would like to see more options regarding it.

Commissioner Williams addressed a question to Molly Clark, PRAG, of contacting the banks and sending the RFP. He stated that he reiterated this to the City Clerk Freeman that he wants to make sure that we did not forget to send the RFP to the Florida League of Cities.

City Clerk Freeman responded that he did take note of the request earlier and will communicate it. He also mentioned that Molly Clark, PRAG, was on the call, and she may speak to it as well.

Molly Clark, PRAG, stated that she will get the RFP out to the Florida League of Cities.

Mayor Bryant asked if there were any additional questions.

Commissioner Cornwell added that she dislike the outside appearance of the building with a square look. She further stated that when you look at the parks and the other facilities, these designs have a rounder look than a sharp square look.

Chief of Police stated that he heard Commissioners Varnadore and Cornwell, and he has a couple ideas and will definitely have more to bring back to the next meeting.

Mayor Bryant thanked Molly Clark and others that worked on the project and expressed that the project is really coming together.

Mayor Bryant adjourned the workshop at 6:52pm

MINUTES APPROVED: SEPTEMBER 14, 2020

*JAMES R. FREEMAN*

JAMES R. FREEMAN  
CITY CLERK