



City of Margate

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Meeting Minutes City Commission Workshop

Mayor Joanne Simone
Vice Mayor Tommy Ruzzano
Commissioners:
Joyce W. Bryan, Lesa Peerman, Frank B. Talerico

City Manager Douglas E. Smith
City Attorney Eugene M. Steinfeld
City Clerk Joseph J. Kavanagh

Wednesday, June 3, 2015

6:00 PM

Commission Chambers

CALL TO ORDER

Present: 5 - Commissioner Lesa 'Le' Peerman, Commissioner Frank B. Talerico, Commissioner Joyce W. Bryan, Vice Mayor Tommy Ruzzano and Mayor Joanne Simone

In Attendance:

City Manager Douglas E. Smith
City Attorney Eugene M. Steinfeld
City Clerk Joseph J. Kavanagh

1) DISCUSSION AND POSSIBLE ACTION

A. [ID 14-1133](#) CITY DONATION POLICY

MAYOR SIMONE said that she wanted to have the application process once a year, with certain groups that were given to every year in the budgeted items. She felt that the policy of having people come before the Commission needed to stop. She said that applications needed to be filled out, and then a Selection Committee, such as other Cities had, would then review the applications and make a recommendation to the Commission.

COMMISSIONER TALERICO questioned who would be on the Selection Committee. He spoke about certain things that happen, and asked whether money would be set aside for might be situations, such as the teams that might be going to the Baseball World Series, Soccer Tournaments, etc.

MAYOR SIMONE replied that Coconut Creek had a Special Events Assistance Program and that Margate could implement something like that and set aside a certain amount of dollars. She noted that when those dollars were gone, they were gone.

COMMISSIONER TALERICO asked whether the money could be asked for during the year.

MAYOR SIMONE said they could not.

COMMISSIONER TALERICO questioned how the money could be asked for ahead of time. He gave the example of a student having to make a trip to Washington for doing something great in school.

MAYOR SIMONE said that would come out of a different fund.

COMMISSIONER TALERICO wanted to plan for the unexpected.

COMMISSIONER PEERMAN stated that the City had to fund for student incentives that could be obtained during the year for trips or advancing their education with band camp, etc. She said that they would still need to fill out an application and come before the Commission to ask for the money.

COMMISSIONER BRYAN said that was the plan for students; however, Commissioner Talerico was discussing other organizations.

COMMISSIONER TALERICO asked whether money could be set aside for Sports Teams and when it was gone, it was gone. He said that odds were that there would not be a team going to a World Series or Special Olympics every year, and that it was an exception thing, which the City should prepare for. He mentioned the Relay for Life that was budgeted for, because the City knew it would happen; however, other things could come up, such as wanting to make a donation for a child with a catastrophic illness. He reiterated that funds should be put away for the unexpected.

MAYOR SIMONE reiterated that Coconut Creek had a Special Events Assistance Program. She stated that an application must be submitted for the program, which was offered twice a year in March and September. She said that Coral Springs gave no donations.

COMMISSIONER TALERICO said that was because they had a Community Chest, which Margate did not want as it would create another layer of government with meetings and minutes, etc .

MAYOR SIMONE stated that most Cities did not allow people to come up and ask for donations on the fly.

VICE MAYOR RUZZANO asked what Cities did not allow solicitation from the dais.

MAYOR SIMONE said that it was most Cities that did not allow that. She explained that in most Cities it was already known that the donations would not be given; therefore, the residents and organizations already know not to come up to request a donation at a meeting.

VICE MAYOR RUZZANO felt it was an assumption that they would not get it. He liked the application portion; however, he felt the once a year plan was tough because right now there were Sports Leagues that currently did not know if they were going to the World Series. He said that they were currently playing and did not know how far they would get.

MAYOR SIMONE suggested having a Special Fund.

VICE MAYOR RUZZANO felt that a Special Fund, such as the Margate Sports Fund, would be great. He asked whether in-kinds would come into play. He mentioned that Cokesbury might want a donation one month and then want to come again to use the City property.

MAYOR SIMONE felt that this would be for asking for monetary donations; however, it was up to the Commission.

COMMISSIONER BRYAN said that she did not agree with having it once a year, because things happened and situations arose that the City needed to be flexible with. She stated that she did like the application.

VICE MAYOR RUZZANO agreed with Commissioner Bryan's comments.

COMMISSIONER TALERICO asked whether there would be a cap and how much would be put aside.

COMMISSIONER PEERMAN asked whether the discussion pertained to the \$6,000 that was normally given away from the Commission Fund.

CITY CLERK JOSEPH J. KAVANAGH explained that in the General Commission Fund for donations, there was typically \$5,000.

COMMISSIONER PEERMAN said the \$5,000 that was in the Commission Budget for donations was not in the budgeted line items.

VICE MAYOR RUZZANO felt that there should be budgeted line items.

COMMISSIONER TALERICO said that there were line items existing for certain organizations that always came for donations, such as Family Central and Northwest Focal Point Senior Center (NWFPS). He asked whether the \$5,000 could be increased.

VICE MAYOR RUZZANO suggested leaving the \$5,000 and make a line item for Margate Sports.

COMMISSIONER TALERICO said that they were discussing other things besides sports.

VICE MAYOR RUZZANO said that the Student's Fund already existed.

COMMISSIONER PEERMAN clarified that there was currently \$2,500 for the Students, and that \$250 was given twice maximum.

VICE MAYOR RUZZANO asked whether that amount was exceeded over the past two years.

CITY CLERK KAVANAGH said that it was not exceeded, and that was an underutilized fund; therefore, there were funds left over.

VICE MAYOR RUZZANO asked whether the money was carried over or stayed at \$2,500 each year.

CITY CLERK KAVANAGH believed there was a minimum threshold of \$500, after which it was replenished.

COMMISSIONER PEERMAN clarified that it was replenished from the Resident Fund and not from the General Fund.

COMMISSIONER TALERICO suggested making the \$5,000 a line item with a cap for \$1,000 per request; therefore, allowing for five requests.

VICE MAYOR RUZZANO asked who would be able to use that.

COMMISSIONER TALERICO said it could be used for sports.

COMMISSIONER PEERMAN said that it could be used for everybody that came in, because it could not just be for sports.

VICE MAYOR RUZZANO asked how much was given in contributions last year.

MAYOR SIMONE said that the contributions went way over Budget. She noted that \$13,000 was spent last year when the Budget was \$5,000, which was what prompted this discussion.

VICE MAYOR RUZZANO said that he agreed with the application; however, he was unsure about the one year. He felt that there should be a cap on people asking for donations, but not to put a cap on how much. He said that he did like the \$1,000 cap.

MAYOR SIMONE referred to Page 3, Dais Solicitations, and read aloud from a memorandum from Assistant City Clerk Jennifer Johnson, that research showed that most City Clerks did not encounter solicitations during the Commission meetings. This may be because they have the forms in place for requesting funds, have the Resolution in place for the listed charities or they do not have organizations requesting funds at the dais.

COMMISSIONER PEERMAN believed that applications should be filled out, though she was not in agreement of a once a year application, because things could happen throughout the year. She said if there was a once a year application and five people came in to ask for \$1,000, and they are given the money in October, the money was gone without taking into consideration unexpected items.

MAYOR SIMONE said that with an application and a Selection Committee, you already know where the money was going and when it was gone, it was gone. She noted that it worked for all the other Cities.

COMMISSIONER PEERMAN said that it did not work for all Cities, because Lauderhill got \$4,700 per Commissioner for individual discretionary accounts for charities.

MAYOR SIMONE did not like that.

COMMISSIONER PEERMAN stated that Coral Springs did it differently with a Community Chest. She said that Coconut Creek had \$25,000 in Special Events Assistance Programs, which was different than the \$5,000 the Commissioners had per year to mildly help people.

MAYOR SIMONE said that the Commission could not afford to go over Budget as it did last year. She explained that every department was asked to live within their means, and asked why the Commission was different.

VICE MAYOR RUZZANO said that was because the Commission was here to help the residents. He said that the Department Heads did a great job.

MAYOR SIMONE stated that the departments were helping the residents too.

VICE MAYOR RUZZANO agreed they were here to help the residents; however, it was their job. He stated that the Commission was to help out the City and the residents,

because they paid taxes. He felt that there were other things we could save money on. He said that this year the City was getting back \$1 million dollars from the tax roll. He suggested putting away \$15,000. He understood wanting to cut money, but suggested cutting it elsewhere.

MAYOR SIMONE said that she did not feel government's place was to go towards charity.

COMMISSIONER PEERMAN said that if the Commission put \$15,000 in a Special Events Assistance Program. She was not in agreement with the Selection Committee, because she felt it was the Commission's job and responsibility, which would be pushed off on other people. She read aloud from the Assistant City Clerk's memorandum regarding Coconut Creek, "Charities send a letter requesting donations. If approved by the Commission, they are added to the list. They have yet to delete an organization. The Special Events Assistance program is a twice a year application process. There is an annual budget of \$25,000 for the Special Events Assistance Program." She said that if the Commission put \$15,000 in a Special Events Assistance Program, she did not have a problem with doing that twice a year, which would be a line item and not the \$5,000 donation from the Commission.

MAYOR SIMONE asked whether the Commission still wanted to allow people to come up and ask for money.

COMMISSIONER PEERMAN said that she did not have a problem with that, because it was \$5,000.

VICE MAYOR RUZZANO said that he did not have a problem with it either.

COMMISSIONER PEERMAN noted that when the Commission went over \$13,000, some of that money did not come out of the basic General Fund; however, it came out of Vice Mayor Ruzzano's travel money.

MAYOR SIMONE said that should not have happened.

COMMISSIONER PEERMAN agreed, but said that it happened because the Commission said that they would find the money in our Commission Budget. She was not sure it was fair to include the Vice Mayor's travel money in the assessment of how much the Commission went over last year. She said that with regard to giving money, she felt that as a Commission they should be doing it. She added that unless there was a line item for a Special Events Assistant Program, she felt doing it once or twice a year was not realistically taken into consideration things that could happen. She said that if separating the \$5,000 from the \$15,000, the \$5,000 could remain for people to come in and ask for.

COMMISSIONER TALERICO did not think the two needed to be separated, and he suggested taking \$15,000, with \$1,000 cap on each request. He said that the Commission would decide up to \$1,000 how much would be given. He felt that would allow the \$2,500 for the students, with \$15,000 to allow for 15 groups without dipping into anybody's funds. He noted that it might not all be used, but would be available.

MAYOR SIMONE asked whether Commissioner Talerico wanted to allow people to come before the Commission.

COMMISSIONER PEERMAN noted that they would have to fill out an application.

COMMISSIONER TALERICO agreed with having an application filled out and said that criteria should be set as well, such as Margate residents.

COMMISSIONER PEERMAN questioned whether it would roll over if not used.

VICE MAYOR RUZZANO asked what happened to the travel money at the end of the year if not used.

CITY CLERK KAVANAGH said that it went back into the General Fund as a line item, and gets replenished the next Budget year.

COMMISSIONER PEERMAN said that having to fill out the application would cut down, if not eliminate, people coming before the dais.

COMMISSIONER BRYAN agreed that people hated paperwork.

MAYOR SIMONE asked whether a poll could be taken for those filling out an application, rather than having them come before the Commission.

COMMISSIONER BRYAN said that she liked seeing the people.

COMMISSIONER PEERMAN said that the students had to fill out an application, but still had to come in and ask for the money. She noted that it was hard to ask for money.

COMMISSIONER TALERICO said that the application was not a guarantee that the money was going to be given.

VICE MAYOR RUZZANO questioned how emergency situations would be handled.

COMMISSIONER BRYAN gave the example of an emergency situation when the man won a Swimming Championship. She said that things did come up that people were not aware of.

COMMISSIONER PEERMAN felt that the Commission could figure out what was an emergency situation. She said that an application could be filled out on Wednesday if coming to City Hall for Wednesday night's meeting.

VICE MAYOR RUZZANO asked where it would go from there.

COMMISSIONER PEERMAN said that it would go to the Commission.

COMMISSIONER TALERICO suggested making it a policy that an application had to be filled out or they would not receive the money.

VICE MAYOR RUZZANO questioned what would happen in the summer when the Commission was off.

COMMISSIONER TALERICO said that nothing could be done.

COMMISSIONER PEERMAN said that the best to do was that the application was a must, whether it was an emergency or not, and it still had to come before the Commission. She added that she too liked to see the people.

COMMISSIONER TALERICO asked whether the application could be placed online.

CITY CLERK KAVANAGH said that IT would make that happen.

MAYOR SIMONE recommended having it for \$10,000 rather than \$15,000.

COMMISSIONER PEERMAN suggested going with \$10,000 this year and see how it happens.

VICE MAYOR RUZZANO clarified that the \$10,000 would go on next year's Budget as a line item.

COMMISSIONER BRYAN said that there would be an addendum stating that emergency applications must be submitted by Wednesday morning to the Commission, or something similar.

COMMISSIONER PEERMAN said that if someone was coming to the Commission meeting to ask for an emergency request, there was no reason why they could not fill out the application; therefore, an addendum was not needed. She stated that the Rules and Regulations would read that an application be filled out for donations.

VICE MAYOR RUZZANO asked what would happen if they did not meet the criteria of being a 501C3, such as with the Swimmer.

COMMISSIONER PEERMAN did not think that would be the only criteria required.

COMMISSIONER TALERICO questioned how an individual would be handled.

COMMISSIONER PEERMAN asked if it was being changed for only 501C3.

VICE MAYOR RUZZANO read aloud, that the organization had to be a non-profit that was in existence for 12 months.

MAYOR SIMONE felt that Commissioner Ruzzano was talking about two different things.

COMMISSIONER PEERMAN read aloud, "Organizations seeking funding from the City of Margate must complete the attached Local Funds/Charitable Requests Application. Requesting organizations must:"

VICE MAYOR RUZZANO read that it must be a 501C3 or 501C4. He asked about someone else coming up.

COMMISSIONER PEERMAN said that she would not include the page anyway, because it said, "Following review by City Staff."

COMMISSIONER TALERICO said that the page would have to be amended to include an individual.

COMMISSIONER PEERMAN read from the Request Application that submitters must provide needs, explain the public benefit, provide an Outcome Statement, demonstrate how you would evaluate your results, list other sources and amounts of revenue, and provide whether your organization received funding from the City of Margate.

COMMISSIONER BRYAN felt the application was geared towards organizations and not

individuals.

COMMISSIONER TALERICO said that it could be adjusted.

CITY MANAGER DOUGLAS E. SMITH said that the first page regarding the Committee would be amended. He suggested having a more streamlined page or possibly having a two part application for organizations and individuals.

COMMISSIONER PEERMAN questioned whether there was anywhere on the application that stated what percentage of the money was provided to the actual organization.

MAYOR SIMONE said that it was on the first page under, "Percent of annual budget spent for provision of services.

COMMISSIONER PEERMAN wanted to change some of that to, "percentage of donated money going to help the people", rather than the, "annual budget" wording, which she felt was a loophole. She noted that she did not want to know the organization's budget, but what the City was giving for that particular charity and what percentage of the \$1 went to the people. She mentioned that some organizations only get \$.7 out of the \$1 that went towards the actual people.

CITY MANAGER SMITH said that might be something that would have to be estimated. He said that if they were like Margate, the money would go into their Donation Fund and then would be budgeted out so they have the revenue side and the expense side. He said that based on how they spent their money, they could give us the estimate.

COMMISSIONER PEERMAN clarified that it was going to be \$10,000 and not over.

VICE MAYOR RUZZANO asked what to tell someone if not going over.

COMMISSIONER PEERMAN said that we had a Workshop and budgeted \$10,000, with a \$1,000 maximum cap. She clarified that not everybody would receive \$1,000.

VICE MAYOR RUZZANO assumed that the line items would remain the same.

COMMISSIONER PEERMAN said that was the next discussion.

CITY CLERK KAVANAGH asked for clarification as to whether the \$10,000 was raising the \$5,000 in the General Fund to \$10,000 or was the \$10,000 the Special Event Fund mentioned.

COMMISSIONER PEERMAN agreed that it was raising the \$5,000 to \$10,000.

COMMISSIONER TALERICO responded that it encompassed everything.

COMMISSIONER PEERMAN said that it would be a line item, Commission Donations, \$10,000 requiring an application. She clarified that it was an increase to the \$5,000 to try to come up with a better system.

VICE MAYOR RUZZANO felt that people would be happy about it once they see the application.

MAYOR SIMONE suggested calling it Special Events.

COMMISSIONER PEERMAN agreed.

VICE MAYOR RUZZANO questioned whether this included people asking to use properties.

COMMISSIONER PEERMAN said that was not monetary and pertained to the Community Redevelopment Agency (CRA).

VICE MAYOR RUZZANO said that it sounded fair, and he asked whether they could come up randomly, rather than twice a year.

COMMISSIONER PEERMAN said that they must fill out an application.

COMMISSIONER TALERICO said that it would not be held to twice a year and different groups could come once a week if they wanted, but they would only get \$1,000.

COMMISSIONER PEERMAN said that it would have to go on an Agenda.

CITY CLERK KAVANAGH questioned whether there would be a deadline.

COMMISSIONER PEERMAN stated that the Commission did not ask for a deadline.

CITY CLERK KAVANAGH asked for clarification as to if the money was budgeted for the fiscal year, would people be allowed to ask for that money up until the last meeting in September, and to fill out an application to get money for that year.

COMMISSIONER TALERICO agreed providing there was money left over.

COMMISSIONER PEERMAN asked whether they would be able to get money out of that Budget.

CITY CLERK KAVANAGH agreed.

COMMISSIONER PEERMAN said then that was the deadline for the \$10,000.

COMMISSIONER BRYAN stated that the Assistant City Clerk worked hard on this project and asked whether she had any more input, and thanked her for the hard work.

ASSISTANT CITY CLERK JENNIFER JOHNSON said that she did not.

CITY ATTORNEY EUGENE STEINFELD clarified that this would have to come before the City Commission for a formal vote at a regular meeting.

B. [ID 14-1134](#) BUDGETED LINE ITEMS (CHARITIES)

COMMISSIONER PEERMAN said that this would include the \$2,000 for Relay for Life. She added that there would also be the new Special Events line item for \$10,000. She questioned whether there were any others.

MAYOR SIMONE stated that she did not want any others.

COMMISSIONER BRYAN asked whether Women in Distress came previously.

COMMISSIONER TALERICO said that they had.

COMMISSIONER PEERMAN agreed that Women in Distress had come in previously; however, she believed it was out of the \$5,000. She noted that it was not a line item in the Budget because they don't come every year.

COMMISSIONER TALERICO said that they did come in, but there had been no consistency.

COMMISSIONER PEERMAN asked whether the City or Women in Distress were not consistent.

COMMISSIONER TALERICO said it was one or the other or both had not been consistent. He asked whether they could also go through this process.

COMMISSIONER PEERMAN agreed.

MAYOR SIMONE noted that last year Family Central had been raised from what was previously given. She said that they were given whatever they asked for, when the year before they were not. She was not sure she wanted to go ahead with the amounts.

COMMISSIONER PEERMAN said that Family Central was raised because there request was a Matching Grant Program. She noted that the amount the City gave was matched by either the State or Federal, but she was not sure which.

COMMISSIONER TALERICO noted that Family Central provided subsidized child care for residents.

COMMISSIONER BRYAN stated that Family Central did a lot.

VICE MAYOR RUZZANO asked whether they were Safer By 4.

COMMISSIONER BRYAN said that Safer by 4 was from the Department of Children and Families.

CITY MANAGER DOUGLAS E. SMITH clarified that the amounts shown were not necessarily what was requested for next year, but was presented for budgeting purposes right now; however, he would have those amounts for review during the Budget process. He said that the Areawide Council on Aging had a higher request.

COMMISSIONER PEERMAN said they request a lot of money, and asked whether some of the Areawide Council on Aging went to the Northwest Focal Point Senior Center (NWFPSC).

MAYOR SIMONE said that it did.

CITY MANAGER SMITH clarified that there was an informal agreement for that.

MAYOR SIMONE said that was the only reason she was voting on that because it all goes back. She said that she wanted to leave it with just the four organizations.

COMMISSIONER PEERMAN reminded Mayor Simone that there were five, because of the new Special Events. She agreed with keep the five organizations, because Areawide Council on Aging and the NWFPSC were basically the same. She mentioned Family Central always made a good case. She explained that they came in before Budget every time they were asking for money to make their case.

COMMISSIONER BRYAN spoke about working with the Family Central.

COMMISSIONER PEERMAN noted that only 1.64 percent went to Administration. She said that she was in agreement with keeping the five organizations.

The City Commission all agreed with keeping the five organizations.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:40 p.m.

Respectfully submitted,

Transcribed by Carol DiLorenzo

Joseph J. Kavanagh, City Clerk

Date: _____