

City of Gainesville

City Hall
200 East University Avenue
Gainesville, Florida 32601



Meeting Agenda - Final

December 4, 2014

1:00 PM

MODIFIED AGENDA

City Hall Auditorium

City Commission

Mayor Ed Braddy (At Large)
Commissioner Lauren Poe (At Large)
Commissioner Helen Warren (At Large)
Commissioner Yvonne Hinson-Rawls (District 1)
Mayor-Commissioner Pro Tem Todd Chase (District 2)
Commissioner Craig Carter (District 3)
Commissioner Randy Wells (District 4)

Persons with disabilities who require assistance to participate in this meeting are requested to notify the Office of Equal Opportunity at 334-5051 or call the TDD phone line at 334-2069 at least two business days in advance.

CALL TO ORDER

AGENDA STATEMENT

"Citizens are encouraged to participate in City of Gainesville meetings. In general, speakers will be limited to 3 (three) minutes per agenda item. Additional time may be granted by the Mayor or by the City Commission as directed. The City of Gainesville encourages civility in public discourse and requests that speakers limit their comments to specific motions and direct their comments to the Chair. Signs or Props are not permitted in the meeting room. Citizens are encouraged to provide comments in writing to the Clerk of the Commission before meetings and/or during meetings for inclusion into the public record. Citizens may also provide input to individual commissioners via office visits, phone calls, letters and e-Mail, that will become public record. In some instances, i.e., Quasi-Judicial Hearings, these particular contacts may be prohibited."

ROLL CALL

INVOCATION

Prophet George Young

ADOPTION OF THE CONSENT AGENDA (Including both General Government and Gainesville Regional Utilities)

CITY MANAGER, CONSENT AGENDA ITEMS

[140424.](#)

Bid Award - Airport Landfill Remediation (B)

This item is a request for the City Commission to authorize the bid award to EnviroTek Environmental and Construction Services for the Airport Landfill Remediation Project for the earthwork, drainage remediation and other improvements of Phase I of the project per project plans in the amount of \$1,886,981.22.

Explanation: On October 8, 2014 the City's Purchasing Division solicited bids for the Airport Landfill Remediation Project. One (1) firm responded with a bid. EnviroTek Environmental and Construction Services was the lowest responsible and responsive bidder in the amount of \$2,818,503.70 which was above the project budget and engineer's estimate. Staff negotiated with the contractor and was successful in getting the contract price within budget and closer to the engineer's estimate. EnviroTek's revised bid amount for Phase I of the project was for \$1,886,981.22. Staff recommends that this bid be accepted.

Fiscal Note: Funding for the Airport Landfill Remediation in the amount of \$1,886,981.22 is available and allocated in the Public Works operating

budget and the City's Capital Improvement capital project accounts for the construction phase of the project.

RECOMMENDATION

The City Commission: 1) award the bid from EnviroTek Environmental and Construction Services for the Airport Landfill Remediation construction; and 2) authorize the City Manager to execute the contract and all other necessary documents, subject to approval by the City Attorney as to form and legality.

[140424_BidTab_20141204.pdf](#)

[140483.](#)

Interlocal Agreement - Go SOLAR Florida (B)

This item is a request for the City Commission to enter into an Interlocal Agreement with Alachua County for the provision of services and payment for deliverables associated with the Broward County Rooftop Solar Challenge II Grant.

Explanation: On February 21, 2013, the City Commission heard a presentation on the US Department of Energy Rooftop Solar Challenge II Grant (Legistar No. 120861). Broward County's successful completion of Phase 1 laid the groundwork to expand application, permitting, inter-connection, and fee processes for residential and commercial installations to additional areas throughout the state of Florida. The City of Gainesville agreed to participate with Alachua County in the Broward County Rooftop Solar Challenge II Grant, which if awarded, would see Broward County as the lead and mentor of Phase II, to provide leadership, guidance, and training to participating counties in order to develop a standardized online permitting application specific to each County and their municipalities. The City Commission authorized the Mayor to sign a Letter of Commitment for the City's participation with Alachua County as a sub-recipient through Broward County's Rooftop Solar Challenge II Grant application. The grant application was successful and Alachua County signed its interlocal agreement with Broward County on April 22, 2014.

Staff is requesting that the City Commission approve the draft Interlocal Agreement with Alachua County for the continued participation in the grant program and the formalization of the grant arrangement. The City Attorney's office has reviewed and approved the agreement as to form and legality. With Broward County as the lead, participating jurisdictions around the state will work to remove unnecessary solar regulatory barriers through a streamlined process, including a standardized online permitting application specific to each County and their municipalities. Alachua County serves as the lead agency for Alachua County and will coordinate all grant related issues with Broward County and the

municipalities in Alachua County. The grant program will involve a grant payment to the City Of Gainesville of \$25,000 for deliverables that the City will provide to Alachua County. These deliverables are shown in Exhibit "A" attached to the Interlocal Agreement between Alachua County and the City Of Gainesville, as shown in the backup.

Fiscal Note: The Interlocal Agreement will list the deliverables that the City Of Gainesville shall provide to Alachua County for a payment per deliverable as listed in Exhibit "A" of the agreement, up to the grant award of \$25,000.

RECOMMENDATION The City Commission approve the Interlocal Agreement with Alachua County.

[140483 Interlocal Agreement 20141204.pdf](#)

[140485.](#)

Ratification of Agreement between the International Association of Firefighters (IAFF), Local 2157, District Chiefs Bargaining Unit and the City of Gainesville for October 1, 2014 through September 30, 2017 (B)

This item is to ratify a three-year successor agreement between the City and the IAFF - District Chiefs Unit.

Explanation: This Agreement has been reached through negotiations between the IAFF, Local 2157, District Chiefs Bargaining Unit and the City of Gainesville, and was ratified by the IAFF, Local 2157, District Chiefs Bargaining Unit on October 30, 2014. This Agreement extends the current Collective Bargaining Agreement through September 30, 2017.

A copy of the Agreement is on file in the Office of the Clerk of the Commission. After December 4, 2014, the Agreement will be on file in the Human Resources Department.

Fiscal Note: There is no fiscal impact for the first year of the agreement, in that the 0% is consistent with what has been budgeted. Monies for the second year are consistent with the FY16 plan that was approved by the Commission, and the amount for FY17 is consistent with the long term (FY15 - FY19) five-year forecast.

RECOMMENDATION The City Commission ratify the Agreement between the IAFF, Local 2157, District Chiefs Bargaining Unit and the City of Gainesville, extending the Agreement through September 30, 2017.

[140485A IAFF-DC 2014-2017 underline-strikethrough \(FINAL\) 20141204.pdf](#)

[140485B IAFF-DC 2014-2017 clean \(FINAL\) 20141204.pdf](#)

[140485C Changes to 2014-17 IAFF-DC Agreement 20141204.pdf](#)

[140499.](#)**2014 National Society Daughters of the American Revolution Grant (NB)**

This item is to request City Commission approval for the Department of Parks, Recreation and Cultural Affairs (PRCA) to submit a grant application in the amount of \$3,000 to support the historic Evergreen Cemetery conservation of cemetery monuments and gravesites.

Explanation: The City of Gainesville Parks, Recreation and Cultural Affairs (PRCA) Department will submit an application to the National Society of the Daughters of the American Revolution on December 31, 2014 for funding to support the conservation of cemetery monuments. PRCA recommends the conservation treatment to the historic monuments to preserve them for future generations as well as permit the Department to be good stewards of the public trust. In the "Old Yard" some of the earliest interments have headstones that are leaning or have fallen over, and the cleaning of headstones and monuments have accrued dirt and mold. This grant would provide funds to clean and reposition some of these headstones.

Fiscal Note: There is a required one-to-one match for the grant funds requested. The matching funds requirement of \$3,000 will be met with funds from the department's cemetery budget.

RECOMMENDATION

The City Commission: 1) approve the submission of a grant application to the National Society of the Daughters of the American Revolution for funding to support the conservation of cemetery monuments; 2) authorize the City Manager to execute the application; and 3) if awarded, authorize the City Manager or designee to execute the grant award agreement and other grant related documents, subject to approval by the City Attorney as to form and legality.

[140504.](#)**FEMA Assistance to Firefighters Grant (AFG) Program (NB)**

This item requests City Commission authorization for submittal of a regional application to the 2014 Federal AFG Grant Program for the purpose of Station Alerting.

Explanation: On November 3, 2014, the US Department of Homeland Security began accepting applications to the Assistance to Firefighters Grant Program; applications are due by December 5, 2014. The program helps fire departments obtain critically needed equipment and resources to protect the public and emergency response personnel from fire and related hazards. Priority is given to initiatives targeted at reaching compliance with national response standards published through the National Fire

Protection Association (NFPA).

In 2013, the City and County combined efforts to develop a strategy and an application for funding to enhance station alerting to fire stations. Our system continues to experience a six to forty-two second delay in notifications of multiple units when city and county forces are needed. This delay has the potential to allow fires to grow and to prolong the arrival of emergency services to victims. Technology is available to resolve this alerting delay, thereby creating the capability of simultaneous notification of a full alarm assignment regardless of their location or affiliation. In an effort to resolve this delay, thereby meeting benchmarks established in NFPA 1710 and NFPA 1221, a grant was submitted with Gainesville Fire Rescue serving as host agency for this application in partnership with Alachua County Fire Rescue. The agreement involves all purchasing to be accomplished by the City with property transferred compliant with FEMA guidelines.

The City is requesting permission to resubmit this grant for a funding total for the two-year period of up to \$1,774,628.

Fiscal Note: If awarded, a 10% cash match of \$177,462 is required. Match calculations for the City and County will be based upon the specific equipment to be received by each agency. The match for system components to be housed within the Combined Communications Center (CCC) will be divided equally by the City and County. Estimated match for the City is approximately \$69,000. Available Capital Improvement Project (CIP) funding is available pending notice of award anticipated by end of the first quarter of 2015.

RECOMMENDATION

The City Commission: 1) authorize staff to apply to the Assistance to Firefighters Grant Program; 2) approve the request to accept the grant if awarded, from the US Department of Homeland Security, and 3) if the grant is awarded, authorize the City Manager or designee to execute the grant award agreement and other grant related documents, subject to approval by the City Attorney as to form and legality.

[140510.](#)

Reallocate Capital Improvement Plan Funds to Purchase and Install a new Security Access Control System (NB)

This is a request for the City Commission to authorize the City Manager to reallocate funds that were previously allocated in the Capital Improvement Plan (CIP) for the City Hall basement waterproofing. The Facilities Management staff is requesting to use the CIP funds to purchase and install a new Security Access Control System for City Hall and the Old Library building.

Explanation: CIP funds in the amount of \$144,290 are available to waterproof the basement of City Hall; however, our water proofing consultant estimated the cost to repair the basement at approximately \$267,000. Due to the aging sub-deck membrane above the basement there is still a long term need to complete the repairs to the basement, but the basement water leaks have been contained by Facilities Management staff until additional funding can be identified. Staff will request funding for the entire project in the CIP funding at a later date.

At this time, staff feels that there is a more immediate need to use the \$144,290 in the CIP fund to replace the security access system for City Hall and the Old Library building. The existing system is believed to have been installed around 1996 and is seriously outdated. The repair parts and swipe cards used for the aging system are nearly impossible to procure with increasingly less vendors available. Staff recommends replacing the existing system as soon as possible to avoid extended and possible permanent outages.

The new security system will be integrated with the existing systems that are in use at the Public Works Facility and the new Centralized Fleet Garage. The system will still be a separate system from the one used at GPD facilities, but will utilize the same type of access card allowing an employee's card to be programmed into both systems to eliminate redundancy. This will also allow staff to expand our security access controls to the Old Library Building to obtain better control of who is able to access the facilities.

Fiscal Note: The total estimated cost of the project is \$135,000. Staff is requesting approval to reallocate Capital Improvement Plan funds in account 302-910-M410-5190 in the amount of \$144,290 to cover the cost of the project, as well as project management cost and contingencies.

RECOMMENDATION

The City Commission authorize the City Manager to reallocate Capital Improvement Plan funds to be used to purchase and install a new Security Access Control System for City Hall and the Old Library building.

GENERAL MANAGER FOR UTILITIES, CONSENT AGENDA ITEMS

[140519.](#)

Amendment to Contract for Temporary Services (B)

Explanation: The City Commission approved a contract for temporary personnel services for City departments on November 20, 2008 with Career Center, Inc. d/b/a Temp Force (Temp Force). The provisions of the contract provide for a five-year extension of the contract.

Temporary personnel services are required on an as-needed for General Government and GRU departments during job vacancies, extended absences or other personnel circumstances. The contract allows departments to supplement its staff when necessary. The

majority of positions required under this contract are staff support positions for departments in the process of filling a position on a permanent basis.

An established hourly "wage rate" for each temporary position is provided by the City's Human Resources department which is equal to 85% of the City employee wage rate for the position. An "all inclusive multiplier" is applied to the wage rate to make up the billing rate for screening applicants based on job requirements, payroll, administrative costs, etc. Beginning January 1, 2015, in order to comply with the Patient Protection and Affordable Care Act (ACA), a fee of \$0.29 per hour will be added as a separate charge to cover the cost of providing this coverage as required by law. The fee may be adjusted based on actual enrollment and costs.

Temp Force, a local, small, woman-owned business has delivered excellent service to the City, providing qualified staff as needed. Temp Force has maintained the same multiplier rate since the beginning of the contract and has agreed to the same multiplier in the future.

Fiscal Note: Funding for these services has been included in the FY 2015 budget and will be requested in subsequent year budgets as needed.

RECOMMENDATION

The City Commission: 1) authorize the interim General Manager, or her designee, to negotiate and execute an amendment to the contract with Career Center, Inc. d/b/a Temp Force for a five-year period, subject to approval of the Utilities Attorney as to form and legality; and 2) approve the issuance of purchase orders for these services in amounts not exceeding budgeting amounts for each fiscal year, pending final appropriation of funds for each fiscal year.

[140519 TEMPFORCE 2009-004 Contract 20141204](#)

[140519 TempForce Amendment Draft 20141204](#)

[140521.](#)

Finley Woods, Phase IA, Water and Wastewater Oversizing Reimbursement (NB)

Executive Summary:

Reimbursement of \$167,726.00 to Finley Woods Development, LLC for the oversizing of water and wastewater infrastructure associated with the Finley Woods Phase 1A, a single family sub-division.

Explanation: Finley Woods, Phase 1A, a 29 unit single family residential sub-division located at 4900 SW 62nd Ave, is installing a new lift station and 7,680 feet of wastewater force main in order to provide wastewater service to the proposed development. The minimum sized pipe required to provide

service to the development is a 6" diameter force main, and an eight (8) foot diameter lift station. In order to meet the future development service needs within the lift station service area, GRU is requesting that the lift station size be enlarged to a ten (1) foot diameter and the force main be over-sized to a 12" pipe. In addition, GRU is requesting that the Developer extend the 12" diameter potable water line an additional 109 feet in order to provide access to future adjacent development.

Fiscal Note: Wastewater \$133,517.00
 Lift Station \$5,110.00
 Force Main \$128,407.00
 Water Main \$26,222.00
 Engineering Fees \$7,987.00
 TOTAL \$167,726.00

Funds for oversizing are available in the Fiscal Year 2015 Water and Wastewater Capital Improvements Budget.
 Oversizing costs will be recovered through Water and Wastewater Connection Charges

RECOMMENDATION The City Commission authorize the General Manager, or her designee, to negotiate and execute an agreement for reimbursement to Finley Woods Development, LLC, for the construction of wastewater lift station, force main, and water distribution main oversizing associated with Finley Woods Phase 1A, in an amount not to exceed \$167,726.00, subject to approval of the City Attorney as to form and legality.

CITY ATTORNEY, CONSENT AGENDA ITEMS

[140495.](#)

TEXT AMENDMENT - FIRE PREVENTION AND PROTECTION CODE (B)

Explanation: The City of Gainesville Fire Chief requests to amend the Code of Ordinances to supplement the State of Florida's newly adopted Fire Prevention Code. The State of Florida engages in triennial adoption of the latest edition of the Fire Prevention Code, which encompasses NFPA Fire Code 1 and NFPA Life Safety 101. Due to the State adoption of the new Fire Prevention Code, the City's Fire Prevention Code requires update. Associated with this process is the opportunity for the City to memorialize any desired amendments that afford a greater level of fire and life safety protection. Historically, the City of Gainesville has maintained an elevated standard related to ensuring an adequate water supply for critical firefighting, fire alarm reduction, open burning and assembly occupancy safety. The requested revisions to Chapter 10 of the Code of Ordinances will maintain these standards.

RECOMMENDATION The City Commission authorize the City Attorney to draft and the Clerk of the Commission to

advertise an ordinance amending the City's Fire Protection Code and Appendix A. Schedule of Fees, Rates and Charges - Fire/Rescue of the City of Gainesville Code of Ordinances to provide for local enhancements to the State of Florida's newly adopted Fire Prevention Code.

[140495A Proposed Revisions to Fire Code 20141204.pdf](#)

CLERK OF THE COMMISSION, CONSENT AGENDA ITEMS

[140503.](#)

City Commission Minutes (B)

RECOMMENDATION

The City Commission approve the minutes of September 18, October 2, October 8, October 16, October 21, October 22, October 30, November 6 and November 18, 2014.

Legislative History

11/20/14 City Commission Continued

[140503 minutes 20141204.pdf](#)

[140523.](#)

Resignation of James Fliess from the Regional Transit System Advisory Board, Joe Lowry, Sr. from the Pension Review Committee, William Massey from the Public Recreation and Parks Board and Meagan Standard from the Development Review Board (B)

RECOMMENDATION

The City Commission accepts the resignation of James Fliess, Joe Lowry, Sr., William Massey and Meagan Standard, effective immediately.

EQUAL OPPORTUNITY DIRECTOR, CONSENT AGENDA ITEMS

COMMITTEE REPORTS, CONSENT AGENDA ITEMS

AUDIT, FINANCE AND LEGISLATIVE COMMITTEE, CONSENT

[140450.](#)

Review of General Fund Forecasted Revenues and Other Sources of Funds for the Fiscal Year Ending September 30, 2015 (B)

Explanation: In accordance with Section 12(a), Budget Reviews, of Commission Resolution 970187 and our Annual Audit Plan, we have completed an audit of General Fund revenue estimates for the fiscal year ending September 30, 2015. The objective of our review was to evaluate the

ADOPTION OF THE UTILITIES REGULAR AGENDA (Read if any, each item added or modified)**UTILITY-RELATED CITIZEN COMMENT (not to exceed 30 minutes in length)****GENERAL MANAGER FOR UTILITIES**[100576.](#)**Request for Proposals for Transportation and Reuse or Disposal of Dewatered Biosolids (B)****Executive Summary:**

GRU must discontinue its current biosolids reuse program and implement a new program by February 2016 to meet regulatory requirements. Staff will present the process for developing a request for proposals to select a vendor to receive, transport, and reuse or dispose of biosolids from GRU's water reclamation facilities starting on or before February 2016.

Explanation: Biosolids are a by-product of the water reclamation process. GRU has been beneficially reusing biosolids as a fertilizer and soil amendment at Whistling Pines Ranch (WPR) for over 30 yrs. However, changes in Alachua County and state regulations make continuation of the existing program into the future impractical. In February 2011 the City Commission approved a settlement agreement and consent order with Alachua County that would allow GRU to continue to land apply biosolids under its current program at WPR until February of 2016, after which time GRU cannot continue with its current program.

There are a variety of alternatives that can be considered for future biosolids reuse. The selected approach was to construct biosolids dewatering facilities and issue a request for proposals for vendors to receive and reuse or dispose of GRU's biosolids. In May of 2014, the City Commission approved the construction of biosolids dewatering facilities which are necessary for all of the biosolids reuse alternatives. In August a request for information was issued in order to obtain information on potential vendors and processes that may be available. A public meeting was held on October 15, 2014 to obtain additional input from the community.

The anticipated schedule for issuing the request for proposals and implementing the new biosolids program is as follows

December 2014 - Issue Request for Proposals

March 2015 - Evaluate proposals and select proposed vendor

December 2015 - Start new biosolids program and phase out existing program

February 2016 - Regulatory deadline for discontinuing current program

Fiscal Note: The new biosolids program will affect the operation and maintenance

budget for the wastewater system. The cost will depend on the pricing obtained from the selected vendor.

RECOMMENDATION

The City Commission authorize the Interim General Manager, or her designee, to:

1. Issue a Request for Proposals for vendors to receive, transport, and reuse or dispose of dewatered biosolids produced by GRU's water reclamation facilities;

and

2. Evaluate proposals based on the following criteria and weighting:

50% - Annualized operating cost

20% - Risk

20% - Flexibility

5% - Enhanced environmental benefits

5% - Local preference (per City ordinance)

Legislative History

12/2/10	City Commission	Referred to the Regional Utilities Committee
1/21/14	Regional Utilities Committee	Placed on File

[100575&100576_DwightAdams_20101202.pdf](#)

[RUC Item 100576 Biosolids Update 2-27-12 Mtg.pptx](#)

[100576 Biosolids RFP Presentation 20141204](#)

[100576 Proposed Criteria for Evaluating Proposals for Biosolids Reuse or Dispc](#)

140525.

Introduction of GRU Connecting with Customers Campaign (B)

Explanation: Customer satisfaction research indicates lower trust ratings for GRU and this component has led to declining scores in the overall value ratings for GRU. Staff has worked with a local company, Liquid Creative Studio to develop a campaign to address four strategic priorities from the FY15 Business Plan; Improve customer trust ratings, Adapt to customer's changing demands, Reduce revenue requirements and Improve employee engagement. Part of our strategy to reach these goals relies on promoting products and services to help make life easier for customers and reduce costs for GRU by way of our best asset, our employees - their friends and neighbors, while secondarily showing potential employees in our community some of the great opportunities for careers at GRU. The campaign includes print ads, an online component and Facebook ads.

Design of materials and campaign management are provided under GRU's FY15 professional services agreement with Gainesville-based marketing agency Liquid Creative Studio, LLC for marketing and communications consulting services. Liquid Creative also designs and

manages ads for five additional GRU campaigns: Customer Self-Service Options, eBill, Storm/Public Safety, Residential Conservation and Environmental Stewardship.

The effectiveness of the campaign will be measured through FY15 Customer Value Survey scores and analytics from gru.com and social media. Improving customer trust and satisfaction is important to fulfilling GRU's mission and achieving the goals of GRU's 2015 Business Plan.

Fiscal Note: Funds are included in the approved FY15 budget. The campaign budget is \$30,000, including \$23,000 for media placement and the remainder for campaign design and management.

RECOMMENDATION Hear presentations from staff and a representative from Liquid Creative Studio

[120525 Connecting w-Customers Presentation 20141204](#)

[140544.](#)

Update on Recent Gainesville Regional Utilities Bond Ratings (NB)

Explanation: Gainesville Regional Utilities (GRU) expects updated ratings and reports from the three financial rating companies will be available prior to the December 4, 2014 City Commission meeting. Staff will update the Commission at that time.

Fiscal Note: None

RECOMMENDATION The City Commission hear an update from staff outlining recent ratings from Moody's Investors Service, Standard & Poor's Financial Services LLC, and Fitch Ratings, Inc.

UTILITY COMMITTEE REPORTS (Pulled from Consent)

UTILITY ADVISORY BOARDS/COMMITTEE REPORTS. Reports must be placed on the agenda by Charter Officer, through staff liaison after approval by Board/Committee

UTILITY-RELATED ITEMS FROM OUTSIDE AGENCIES. Must be submitted by a Charter Officer. Update limited to ten (10) minutes.

UTILITY-RELATED ITEMS FROM MEMBERS OF THE CITY COMMISSION

UTILITY-RELATED COMMISSION COMMENTS (if time permits)

GENERAL GOVERNMENT ITEMS OF A TIME-SENSITIVE OR IMPORTANT NATURE OR PULLED FROM CONSENT. MUST BE SUBMITTED OR PULLED BY THE MAYOR, A CITY COMMISSIONER OR A CHARTER OFFICER.

RECESS**RECONVENE****PLEDGE OF ALLEGIANCE (5:30pm)****PROCLAMATIONS/SPECIAL RECOGNITIONS PLACED ON AGENDA BY
COMMISSIONER OR CHARTER OFFICER**[140543.](#)**P.K. Yonge Girls' Volleyball 4A State Championship (NB)****RECOMMENDATION**

*The City Commission recognize the P.K. Yonge
Girls' Volleyball 4A State Champions.*

**CITIZEN COMMENT (to end at a time certain of 6:30pm or at such later time as
allows for 30 minutes of citizen comment)****PUBLIC HEARINGS****GENERAL PUBLIC HEARINGS****RESOLUTIONS- ROLL CALL REQUIRED**[140524.](#)**Financing for Construction and Refunding of Certain
Outstanding Bonds; Approval of Interest Mode
Changes for Outstanding Variable Rate Bonds
(B)**

Modification - Revised power point and Exhibit B

Explanation: 2014 Series A and B Bonds: In September of 2014, the City Commission, approved GRU's Fiscal Year 2015 (FY15) operating and capital budgets. The approved capital budget included approximately \$98 million in capital projects for the electric, water, wastewater, and gas systems for FY15. Accordingly, GRU proposes to issue approximately \$46 million of new tax-exempt debt to partially fund approved capital projects. Additionally, there are opportunities to advance refund 2005 Series A Bonds and to current refund a portion of the taxable 2008 Series A Bonds with tax-exempt debt. While refunding the 2005 Series A Bonds and 2008 Series A Bonds currently is projected to result in net present value savings of more than \$1 million, those savings are sensitive to market interest rates, are subject to change, and may not be realized if market interest rates change to make the refundings uneconomical.

With respect to the new money portion of the financing, GRU staff and our Financial Advisor have determined that the bonds to be issued to finance capital projects for GRUCom are eligible to be financed on a tax-exempt basis.

With respect to the refunding portion of the financing, GRU staff and our Financial Advisor have determined that it is advantageous that \$13.130 million of the 2005 Series A Bonds be refunded through the issuance of the tax-exempt 2014 Series B Bonds. As a result of certain federal income tax considerations, however, it may be necessary to reduce the amount of the 2005 Series A Bonds of each maturity that may be refunded, so we are recommending that the General Manager be delegated the authority to determine the actual amount of the 2005 Series A Bonds of each maturity to be refunded. In addition, GRU staff and our Financial Advisor have determined that, under current market conditions, the refunding of up to \$19.915 million of the 2008 Series A Bonds will produce satisfactory debt service savings. However, since market conditions may change up until the time of the pricing of the 2014 Series B Bonds, we are recommending that the General Manager be authorized to determine (a) not to refund all or a portion of such 2008 Series A Bonds and (b) to refund such other of the City's tax-exempt or taxable Utilities System Revenue Bonds as may be refunded on a tax-exempt basis as she determines are advantageous, in either such case, so long as (1) the aggregate principal amount of the 2014 Series B Bonds does not exceed \$37 million and (2) the issuance of the portion of the 2014 Series B Bonds to be issued for that purpose produces net present value savings, on an aggregate basis, of not less than 3.0% of the principal amount of such 2014 Series B Bonds.

The issuance of the 2014 Series A and B Bonds for the purposes referred to above is scheduled to occur in December. We recommend that the City Commission adopt the attached Authorizing Resolution which approves the sale of the 2014 Series A and B Bonds and, in order to afford Utilities staff the flexibility to determine when market conditions are best for pricing the Bonds, delegates certain authority to the General Manager or her designee to determine specific details with respect to the 2014 Series A and B Bonds.

This delegation authorizes the General Manager or her designee:

(i) to determine, among other things:

(a) the respective aggregate principal amounts of the 2014 Series A and B Bonds;

(b) the maturity dates of the 2014 Series A and B Bonds and the principal amounts of the 2014 Series A and B Bonds maturing on each maturity date and, if any 2014 Series A or B Bonds maturing on a particular date are to be issued as term bonds subject to mandatory redemption to satisfy sinking fund installments, the due dates and amounts of such sinking fund installments;

(c) the interest rates or rates to be borne by the 2014 Series A and B Bonds of each maturity;

(d) certain optional redemption provisions for the 2014 Series A and B Bonds; and

(e) the underwriters' discount and the price at which the 2014 Series A and B Bonds will be sold to the underwriters;

provided, however, that:

(1) in the case of the 2014 Series A Bonds:

a. the maximum aggregate principal amount shall not exceed \$46 million;

b. the final maturity date shall not be later than October 1, 2044;

c. the maximum rate of interest that those Bonds may bear shall be 5.5%;

d. the earliest date on which those Bonds may be redeemed at the election of the City shall be not later than October 1, 2034, and the highest redemption price at which those Bonds may be so redeemed shall be not greater than 100% of the principal amount thereof, plus accrued interest to the date of redemption; and

e. the true interest cost for those Bonds shall not exceed 5.25%; and

(2) in the case of the 2014 Series B Bonds:

a. the maximum aggregate principal amount shall not exceed \$37 million;

b. the final maturity date shall not be later than October 1, 2044;

c. the maximum rate of interest that those Bonds may bear shall be 5.5%;

d. the earliest date on which those Bonds may be redeemed at the election of the City shall be not later than October 1, 2034, and the highest redemption price at which those Bonds may be so redeemed shall be not greater than 100% of the principal amount thereof, plus accrued interest to the date of redemption; and

e. the true interest cost for those Bonds shall not exceed 5.25%; and

(iii) to make such changes to the documents (other than the Authorizing Resolution and the Twenty-Sixth Supplemental Resolution) as she determines are necessary or appropriate, subject to the approval of the

Office of the City Attorney as to form and legality.

The Clerk of the Commission, the General Manager or other Authorized Officers of the City may be required to take certain other actions and hire certain other professionals to proceed with the issuance of the 2014 Series A and B Bonds. Therefore, we recommend that these officials be authorized to take such other actions that may be necessary or desirable to proceed with the issuance and closing of the bond issue in accordance with this City Commission authorization and delegation.

Variable Rate Bonds: The City previously has issued, and there remain outstanding, several series of Utilities System Revenue Bonds the interest rates on which are reset periodically and which, under certain circumstances, are subject to tender for purchase at the election of the holders thereof, including the Variable Rate Utilities System Revenue Bonds, 2005 Series C, 2006 Series A, 2007 Series A, 2008 Series B and 2012 Series B (together, the Variable Rate Bonds). The Variable Rate Bonds of each series were issued in the form of "multi-modal" variable rate debt obligations, and the Supplemental Utilities System Revenue Bond Resolution adopted by the City Commission authorizing the issuance of each such series provided for several "Interest Modes" to which the Variable Rate Bonds may be subject from time to time, including the "Daily Mode," the "Weekly Mode," the "Flexible Mode," the "Term Mode" and the "Fixed Mode."

GRU staff and our Financial Advisor have determined that it may be advantageous to the Utility, in order to minimize the overall cost of maintaining the Variable rate Bonds of each series, to cause the Interest Mode to which the such Variable Rate Bonds are subject to be changed from time to time. As a result, we are recommending that the General Manager or her designee be authorized to cause the Interest Mode to which the Variable Rate Bonds of any series are subject to be changed, from time to time; provided, however, that the General Manager or such designee shall determine that any such change is necessary or desirable, and advantageous to the Utility, in order to minimize the overall cost of maintaining the Variable Rate Bonds of such series, and such determination shall be confirmed by the firm serving as the Utility's financial advisor at that time.

Fiscal Note: Issuing new money debt and refunding taxable and tax-exempt debt at currently low fixed interest rates will help manage future debt service costs, as will the ability to cause the Interest Mode to which the Variable Rate Bonds of any series are subject to be changed from time to time.

RECOMMENDATION

The City Commission:

1. Adopt the attached resolution (Authorizing Resolution), which:

(a) incorporates by reference and adopts, and authorizes the execution and delivery of, a Twenty-Sixth Supplemental Utilities System Revenue Bond Resolution (Twenty-Sixth

Supplemental Resolution), which authorizes the issuance, sale, execution and delivery of:

(i) not to exceed \$46 million in aggregate principal amount of the City's tax-exempt Utilities System Revenue Bonds, 2014 Series A (2014 Series A Bonds) in order to provide monies needed for payment of Costs of Acquisition and Construction (capital projects) that are eligible to be financed on a tax-exempt basis, and delegates the authority to determine certain matters in connection therewith; and

(ii) not to exceed \$37 million in aggregate principal amount of the City's tax-exempt Utilities System Revenue Bonds, 2014 Series B (2014 Series B Bonds) in order to refund portions of (X) the City's tax-exempt Utilities System Revenue Bonds, 2005 Series A (2005 Series A Bonds) and (Y) either (1) the City's Utilities System Revenue Bonds, 2008 Series A (Federally Taxable) (2008 Series A Bonds) or (2) such other of the City's tax-exempt or taxable Utilities System Revenue Bonds as may be refunded on a tax-exempt basis as the General Manager may determine in the manner provided herein, and delegates the authority to determine certain matters in connection therewith;

(b) in the case of the 2014 Series A and B Bonds:

(i) approves the form, and authorizes the execution and delivery, of a contract of purchase between the City and an underwriting group for which J.P. Morgan Securities LLC (JP Morgan) will serve as senior book-running manager, and delegates the authority to determine certain matters in connection therewith;

(ii) approves the form, and authorizes the execution and delivery, of a continuing disclosure certificate;

(iii) approves the form and use of the preliminary official statement and the official statement relating to the 2014 Series A and B Bonds and authorizes the execution and delivery of the official statement;

(iv) authorizes the authentication and delivery of the 2014 Series A and B Bonds;

(v) *authorizes the registration or qualification of the 2014 Series A and B Bonds under the blue sky laws of various states; and*

(vi) *authorizes certain City officials to take other actions in connection with the issuance, sale and delivery of the 2014 Series A and B Bonds; and*

(c) *in the case of the 2014 Series B Bonds, approves the form, and authorizes the execution and delivery, of an escrow deposit agreement, authorizes the deposit of 2014 Series B Bond proceeds and certain other amounts into the escrow account to be established pursuant to said escrow deposit agreement and authorizes the investment of such monies in United States Treasury Securities - State and Local Government Series.*

2. *Authorize the Clerk of the Commission, the General Manager and other Authorized Officers of the City (as defined in the Utilities Bond Resolution) to execute such documents as may be necessary to proceed with the transactions authorized above and to take such other actions as may be necessary or advisable to proceed with the issuance of the 2014 Series A and B Bonds in accordance with this City Commission authorization.*

3. *Delegate to the General Manager or her designee the authority to cause to be changed, from time to time, the Interest Rate to which the City's outstanding Variable Rate Utilities System Revenue Bonds are subject, subject to the limitations set forth herein.*

[140524 Authorizing Resolution 20141204](#)

[140524 Exhibit A PFM Letter 2014 Bonds 20141204](#)

[140524 Exhibit B GRU-26th-Supp-Resolution 20141204](#)

[140524 Exhibit C Form of Contract of Purchase 20141204](#)

[140524 Exhibit D Draft Prelim Official Statement 20141204](#)

[140524 Exhibit E Form of Escrow Deposit Agreement 20141204](#)

[140524 MOD GRU December 2014 Proposed Financings Revised 20141204](#)

[140529.](#)

Termination of Membership in Florida Gas Utility (FGU) (B)

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF GAINESVILLE, FLORIDA, AUTHORIZING THE TERMINATION OF MEMBERSHIP IN THE FLORIDA GAS UTILITY; PROVIDING CERTAIN AUTHORIZATIONS; PROVIDING AN EFFECTIVE DATE; AND PROVIDING CERTAIN OTHER DETAILS WITH RESPECT THERETO.

Explanation: Florida Gas Utility (FGU) was formed in September 1989 by Interlocal Agreement among five (5) original member utilities: The Kissimmee Utility Authority and the following Cities: Gainesville, Homestead, Sebring, and Starke for the purpose of jointly purchasing and scheduling of natural gas supply for the use of its members to take advantage of open access to transportation on the Florida Gas Transmission (FGT) pipeline. FGU currently represents twenty-five (25) municipal members consisting of both electric generating utilities and local distribution companies. In August 2006, the City Commission authorized staff to reinstate its FGU membership to allow participation in long term natural gas acquisition contracts in an effort to reduce customer exposure to volatile prices. On May 19th, 2011, the City Commission adopted Resolution 100966, at the recommendation of staff, which approved the execution of the Third Amended and Restated Interlocal Agreement to be executed among the members of Florida Gas Utility. The purpose of this was to allow GRU to participate in any subsequent natural gas acquisition contracts FGU might offer for long-term purchases.

Fiscal Note: GRU staff determined it is in the best interest of our customers to end its membership status in FGU. This is due to (a) the fact that no long term natural gas acquisition contracts are anticipated due to projected stability in the natural gas market and (b) because FGU raised their annual membership fee from \$2,500 per year to \$12,500 per year.

RECOMMENDATION

The City Commission (1) authorize and approve the General Manager for Utilities, or her designee, to terminate membership in FGU; (2) adopt the proposed Resolution; and (3) authorize the General Manager for Utilities, or her designee, to notify FGU and FGU's members by written notice of GRU's desire to terminate its participation as a member in FGU.

[140529 FGU Resolution 20141204](#)

[140529 Orig Resolution 20141204](#)

[140529 Third Amended and Restated Interlocal Agreement 20141204](#)

[140434.](#)

FINAL AMENDMENT TO THE FY 2013-2014 GENERAL GOVERNMENT FINANCIAL AND OPERATING PLAN (B)

Resolution No. 140434

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF

GAINESVILLE, FLORIDA; RELATING TO ITS GENERAL GOVERNMENT BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014; AMENDING RESOLUTION NO. 130274 AS AMENDED BY RESOLUTION NO. 130823 AND 140223, BY MAKING CERTAIN ADJUSTMENTS TO THE GENERAL OPERATING AND FINANCIAL PLAN BUDGET; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

Explanation: The purpose of this amendment is to accurately reflect and incorporate into the City's FY 2013-2014 General Government budget those transactions and activities that were not anticipated during the budget process.

Fiscal Note: All of the recommended changes are funded either by increases in revenue budgets, decreases in expenditure budgets, or decreases in appropriate fund balances.

RECOMMENDATION *The City Commission adopt the proposed resolution.*

[140434 - FY14 Amendatory Budget Resolution-Final.pdf](#)

[140434 - Attachment A- FY2014 Amendatory Final.pdf](#)

[140434 Final Budget Amendment 20141204.pdf](#)

[140451.](#)

Proposed Fiscal Year 2015 Annual Audit Plan (B)

Explanation: Resolution 970187, City Auditor Responsibilities and Administrative Procedures, Section 4 (b) requires the City Auditor to submit an Annual Audit Plan to the City Commission for approval. The process of preparing the Annual Audit Plan includes defining auditable units, obtaining input from City Commissioners and Charter Officers, evaluating information gained from previous audits and assessing the relative risks involved in different City programs and operations.

Each of the requested projects is weighed against other planned or required projects resulting in Exhibit A, which represents a compilation of proposed audits for the City Auditor's work plan for Fiscal Year 2015. Audits are classified into the following categories:

*Revenue/Cost Containment Audits
Operational Audits
Compliance Audits
Follow-up Audits
Other Projects*

We request that the Committee recommend the City Commission approve our Fiscal Year 2015 Annual Audit Plan by resolution.

RECOMMENDATION *The Audit and Finance Committee recommends*

the City Commission approve the Proposed Fiscal Year 2015 Annual Audit Plan by resolution.

[140451 - Proposed FY 2015 Annual Audit Plan.pdf](#)

ORDINANCES, 1ST READING- ROLL CALL REQUIRED

[140325.](#)

VOLUNTARY ANNEXATION - URBAN SERVICES REPORT OF CITY-OWNED & STATE-OWNED PARCELS THAT ENCOMPASS THE PAYNES PRAIRIE SHEETFLOW RESTORATION PROJECT (B)

Ordinance No. 140325

An ordinance of the City of Gainesville, Florida, adopting an Urban Services Report that sets forth plans to provide urban services upon the voluntary annexation of city-owned Tax Parcel Nos. 15672-002-001 and 16246-001-001, state-owned Tax Parcel No. 15672-001-000, and a portion of state-owned Tax Parcel Nos. 16246-003-001, 16246-001-000, 16258-042-000 and 16257-000-000, which are generally located south of Southeast Williston Road, west of the Gainesville-Hawthorne State Trail, north of Tax Parcel Nos. 16287-000-000 and 16286-000-000, and east of the intersection of South Main Street and Southwest Williston Road, as petitioned for by the property owners pursuant to Chapter 90-496, as amended, Special Act, Laws of Florida, known as the Alachua County Boundary Adjustment Act; providing directions to the City Manager, the City Attorney and the Clerk of the Commission; providing a severability clause; providing a repealing clause; and providing an immediate effective date.

Explanation: The City of Gainesville and the State of Florida submitted a joint petition for the voluntary annexation of city-owned and state-owned parcels that encompass the Paynes Prairie Sheetflow Restoration Project, located south of Southeast Williston Road, west of the Gainesville-Hawthorne State Trail, north of Tax Parcel Nos. 16287-000-000 and 16286-000-000, and east of the intersection of South Main Street and Southwest Williston Road. The Alachua County Boundary Adjustment Act requires, prior to the adoption of an annexation ordinance, the adoption of an Urban Services Report ordinance setting forth plans to provide urban services to the annexation area. Consequently, this ordinance adopts the Urban Services Report for the subject property.

The City Commission on October 2, 2014, authorized the City Attorney to draft and the Clerk of the Commission to advertise this ordinance.

CITY ATTORNEY MEMORANDUM

This ordinance requires two hearings and will become effective

immediately upon adoption.

RECOMMENDATION *The City Commission adopt the proposed ordinance.*

Legislative History

10/2/14 City Commission Approved as Recommended

[140325 Merged Petition w DEP signature 20141002.pdf](#)

[140325 petition 20141002.pdf](#)

[140325A draft ordinance 20141204.pdf](#)

[130895.](#)

TEXT CHANGE - SIDEWALK CAFES - REQUIREMENTS FOR USE OF STATE RIGHT-OF-WAYS (B)

Ordinance 130895; Petition No. PB-14-31 TCH

An ordinance of the City of Gainesville, Florida, amending the Land Development Code Section 30-121 Sidewalk cafes to add provisions required by the Florida Department of Transportation in order for the city to permit sidewalk cafes to be located in state right-of-ways; amending Appendix A - Schedule of Fees, Rates and Charges of the Code of Ordinances to add an annual license agreement fee for sidewalk cafes located in State of Florida right-of-ways; providing directions to the codifier; providing a severability clause; providing a repealing clause; and providing an immediate effective date.

Explanation: PLANNING AND DEVELOPMENT SERVICES DEPARTMENT STAFF REPORT

This ordinance amends the Land Development Code to add certain provisions that the Florida Department of Transportation (FDOT) requires if the city would like to permit sidewalk cafes to be located in state right-of-ways. Specifically, the FDOT now requires an annual fee of two dollars per square foot of state right-of-way used, requires any business using a state right-of-way to carry general liability insurance with certain minimums, and requires the city to sign a lease agreement with the FDOT for the use of any applicable state right-of-way. The city would then sublease with a business for use of that state right-of-way by executing a license agreement with the business.

On November 13, 2013, the Community Development Committee discussed this issue, heard from stakeholders and directed staff to initiate a petition and develop a process to allow sidewalk cafes on state right-of ways in accordance with the FDOT requirements. Sidewalk cafes are currently allowed in the Central City District (CCD) and within the College Park Special Area Plan. The Community Development Committee directed staff to allow sidewalk cafes in state right-of-way in the CCD only due to safety concerns with allowing sidewalk cafes in state right-of-ways in the College Park Special Area Plan, such as

University Avenue.

After public notice was published in the Gainesville Sun on March 11, 2014, the City Plan Board held a public hearing on March 27, 2014, and recommended approval of the petition by a vote of 6-0.

CITY ATTORNEY MEMORANDUM

This ordinance requires two hearings and shall become effective immediately upon adoption at second reading.

RECOMMENDATION *The City Commission (1) approve Petition PB-14-31 TCH and (2) adopt the proposed ordinance.*

[130895E_staff report_20141204.pdf](#)

[130895F_Attach 1_Addendum to Lease_20141204.pdf](#)

[130895G_Attach 2_Application_20141204.pdf](#)

[130895H_CPB minutes_20141204.pdf](#)

[130895A_draft ordinance_2014124.pdf](#)

[130895D_COG Sidewalk Cafe License Agreement_2014124.pdf](#)

[130895B_FDOT Lease Agreement_2014124.pdf](#)

[130895C_FDOT Addendum to Lease Agreement_2014124.pdf](#)

ORDINANCES, 2ND READING- ROLL CALL REQUIRED

[140392.](#)

TEXT CHANGE - AMEND LIST OF PERMITTED USES BY RIGHT FOR THE AF ZONING DISTRICT (B)

Ordinance 140392; Petition No. PB-14-111 TCH

An ordinance of the City of Gainesville, Florida, amending Section 30-76 of the Land Development Code within the Code of Ordinances to allow hard armor systems manufacturing and assembly as a use permitted by right in the Airport Facilities (AF) zoning district; providing directions to the codifier; providing a severability clause; providing a repealing clause; and providing an immediate effective date.

Explanation: PLANNING AND DEVELOPMENT SERVICES DEPARTMENT STAFF REPORT

This ordinance amends Section 30-76 of the Land Development Code to allow manufacturing and assembly of hard armor systems as a use permitted by right in the Airport Facilities (AF) zoning district. Currently, Phalanx Systems conducts ballistic testing, engineering activities, and light kit assembly and shipping functions, which is allowed by MG-87 of the Standard Industrial Code (SIC) classification in the AF zoning district. Phalanx plans to expand its operations to include the use of

hydraulic presses to produce hard armor systems, coating for hard armor and other potential products. Additionally, the company has indicated that they will increase their cut and sew capabilities to full manufacturing levels using one or more robotic cutting machines and a bank of specialized industrial sewing machines. These additions will enable the company to produce soft goods and ballistic products in house. The use as proposed would be consistent with changes proposed in the update of the Land Development Code that move away from the SIC classification system to a more general system of classifying uses. The new Land Development Code would classify the use as "Light assembly, fabrication, and processing," which includes the assembly, fabrication, processing, or packaging of components or products that are derived from previously prepared materials.

After public notice was published in the Gainesville Sun on September 9, 2014, the City Plan Board held a public hearing on September 25, 2014, and recommended approval of the petition by a vote of 5-0.

CITY ATTORNEY MEMORANDUM

This ordinance requires two readings and shall become effective immediately upon adoption.

RECOMMENDATION *The City Commission adopt the proposed ordinance.*

Legislative History

11/20/14 City Commission Approved (Petition) and Adopted on First Reading (Ordinance)

[140392B_Staff report_20141120.pdf](#)

[140392C_CPb minutes_20141120.pdf](#)

[140392_draft ordinance_20141120.pdf](#)

PLAN BOARD PETITIONS

DEVELOPMENT REVIEW BOARD PETITIONS

SCHEDULED EVENING AGENDA ITEMS

TIME CERTAIN - 8:00 PM

[120521.](#)

NW 8th Avenue Reconstruction (B)

This item is a request for the City Commission to hear a presentation on the NW 8th Avenue Reconstruction project currently in design and provide staff with policy guidance on alternatives.

Modification -

Explanation: On December 5, 2013 the Public Works Department recommended the City Commission hear a presentation regarding the data collected during the NW 8th Avenue lane reduction trial. A motion was made for the design of Section B to consist of a two lane configuration (with current configuration to stay until construction), include raised median and plan for bike lanes. Motion carried 4-3.

Since that time staff has moved the design to 60% plans.

Fiscal Note: Approximately \$3,611,000 is available and unencumbered for the construction of this project. Construction cost estimates range between \$2.8 and \$3.1 million depending on the scope of work.

RECOMMENDATION

The City Commission: 1) hear a presentation from staff; and 2) select an option to move the project to final design and construction.

Legislative History

10/30/12	City Commission	Completed
5/2/13	City Commission	Approved, as shown above - See Motion(s)
12/5/13	City Commission	Approved, as shown above

[120521 Presentation 20121030.pdf](#)

[120521 Hudson letter 20121101.pdf](#)

[120521 citizens 20121101.pdf](#)

[120521-MOD Presentation 20130502.pdf](#)

[120521 Presentation 20131205.pdf](#)

[120521-MOD Feedback Summary 20131205.pdf](#)

[120521 MOD pics 20131205.pdf](#)

[120521A TrafficStudy 20141204.pdf](#)

[120521B 2011Report 20141204.pdf](#)

[120521C Cost Estimate Package 20141204.pdf](#)

[120521D Presentation 20141204.pdf](#)

[120521E Harvard Study 20141204.pdf](#)

[120521F OptionSlidesPowerPoint 20141204.pdf](#)

[120521D MOD-Presentation 20141204.pdf](#)

[120521 MOD 8th Ave citizen petition 20141204.pdf](#)

[120521G MOD-Cost Estimate Opt 5+6 20141204.pdf](#)

[120521H-MOD Options 5 and 6 20141204.pdf](#)

UNFINISHED BUSINESS

COMMISSION COMMENT

CITIZEN COMMENT (If time permits)

ADJOURNMENT (no later than 11:00PM - Mayor to schedule date and time to continue meeting)