

Special Meeting of the Town Commission of the Town of Ocean Ridge, Florida held on July 19, 1999 at 5:01 PM in the Town Hall Meeting Chambers

The meeting was called to order by Mayor Aaskov and roll call was answered by the following:

Commissioner Bingham	Commissioner Bridges
Commissioner Kaleel	Commissioner Stamos
Mayor Aaskov	

Pledge of Allegiance

1. Consideration of the 1999-2000 proposed budget

Town Manager Dunham explained that over the past years, the town's fund balance has increased at the end of the year due to the revenues being greater than the expenditures. He stated that the 1999/00 budget focuses on stormwater drainage analysis, supplemental fire suppression services, town beautification projects, Y2K upgrades to the computer system, comprehensive plan amendments, and maintaining the town's current level of service for public safety and maintenance.

Town Manager Dunham explained that the maintenance for the landscaping installed with the bridge project will not be the responsibility of the town until the 2000/01 budget which will give the staff an opportunity to evaluate the needs of this landscaping and other projects within the town.

Town Manager Dunham explained that the budget does not include any funds for stormwater drainage improvements and that dependent on the analysis received, the staff may later recommend a budget amendment for that purpose.

Town Manager Dunham stated that the highlights to the budget are the supplemental fire suppression, other contractual services to include engineering, grant writing and comprehensive plan amendments, selective exotic tree removal from town right-of-ways, 3% across the board cost of living increase, long term disability insurance, public safety capital outlay which includes equipment replacement and two police cruisers, and Y2K upgrades.

Town Manager Dunham explained that the anticipated revenues for the town have increased and, with \$390,764 in unappropriated funds, should balance the budget while keeping the property tax levy at the rolled back rate of 3.5408 per \$1,000 of assessed valuation.

Town Manager Dunham explained that the main items increasing the expenditures for the budget this year are supplemental fire suppression services and professional services for stormwater drainage analysis.

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Town Clerk Hancsak explained that the consolidated statement on page 1 of the budget reflects actual figures for FY 1997/98 and an estimate for FY 1998/99.

Regarding the statement of estimated revenues, Town Clerk Hancsak explained that while the budget reflects revenues based on the rolled back rate of 3.5408, as in previous years, the staff was proposing 4.0000 to be passed in the motion at this meeting as the rate could always be lowered.

Town Commission

Town Manager Dunham explained that this budget decreased slightly due to the decrease in Florida State Retirement contributions due.

Town Manager

Town Manager Dunham explained that this budget has increased only slightly. He advised that he has budgeted \$5,000 for possible assistance from interns to do work for the various boards in town.

Comm Kaleel stated that when Town Manager Dunham accepted the position in Ocean Ridge, he took a pay cut to do so. He commented that he feels Mr. Dunham has done a great job for the town and suggested that his salary be more on the level with other coastal communities. He suggested that the salary be increased to \$63,000 which would be the same as the manager of Manalapan.

Comm Stamos stated that he did believe the Town Commission intended to reevaluate the salary of the town manager and agreed that he should be paid a salary commensurate with the neighboring communities.

Comm Bingham agreed with the salary increase for the Town Manager, but stated that she was concerned that the proposed Cost of Living Allowance (COLA) is higher than the national average. She advised that she would rather see the salary tables re-addressed than approve inconsistent COLAs. Town Clerk Hancsak explained that the step plan for employee salaries was approved by the Town Commission in 1992. Comm Kaleel stated that the town did a salary survey a couple years ago and that all of the positions were in line with other municipalities.

Comm Bridges stated that he agreed that the town manager's salary needed to be increased. He added that he did not want to have the COLA set at 3% every year. Town Clerk Hancsak explained that the COLA has not always been 3% and has fluctuated over the years.

Comm Kaleel moved to increase the town manager salary to \$63,000 with an increase in all appropriate personal costs, seconded by Comm Bridges.

Motion carried – yea 5.

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Comm Kaleel questioned who a Commissioner would speak to if they are unhappy with the amount budgeted for a position or if they would make the changes during the budget hearings. Town Manager Dunham explained that the management presents and regulates the salaries presented in the budget, but that it is the decision of the Town Commission to approve the budget. Interim Atty Spillias explained that there are two different questions involved with one being the budget approval and the other being hiring authority. Comm Kaleel advised that he would discuss the issue with the Town Manager at another time.

Comm Kaleel questioned if the \$3,000 in the travel and per diem account included funds for travel for grant approvals and applications to which Town Manager Dunham replied that it did.

Town Clerk/Finance

Town Manager Dunham explained that this budget has decreased mainly due to the elimination of the full-time position and request for a part-time position. He explained that the decrease was allowed due to the fact that he does a lot of his own computer work and the elimination of the building department.

Town Clerk Hancsak explained that in all of the personal departments, there is a significant decrease in the amount budgeted for retirement.

Town Attorney

Town Manager Dunham explained that the operating expenses include a \$15,000 increase which he feels is a realistic reflection. He added that the previous attorney had not requested an increase in several years and was less expensive than most other municipal attorneys.

Comm Stamos questioned the town's arrangement with the attorney. Interim Atty Spillias explained that the billing is done on an hourly rate with a cap that the blended cost per hour can be no higher than \$150 even though his personal rate is \$175 per hour. Comm Kaleel stated that he felt the town was getting more appropriate service now and that the town should consider flat fees for certain services and re-evaluate the billing. Interim Atty Spillias stated that there are several methods that could be discussed including re-evaluations every six months. It was also stated that this account also included special counsel fees.

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Appointed Boards

Town Clerk Hancsak explained that the budget had decreased slightly due to the elimination of postage costs.

Comm Stamos questioned what the professional services account would be used for to which Town Clerk Hancsak explained that it would be used if any of the boards wanted an engineer, architect or professional opinion or advice other than legal on an issue.

General Government

Town Manager Dunham explained that budget included \$45,000 in the professional services account to assist with grant writing, engineering and comprehensive plan amendments and \$15,000 for Y2K upgrades. Comm Kaleel questioned if the professional services would include engineering for drainage improvements to which Town Manager Dunham replied that it would.

Comm Kaleel asked if the computer contract with Waldec was complete and if all of the new equipment was working to which Town Clerk Hancsak replied the contract was complete and all new equipment was running. Comm Kaleel questioned the \$15,000 for Y2K upgrades to which Town Manager Dunham explained that it is for the equipment which was not replaced two years ago such as the equipment used in connection with the Sheriff's department.

Comm Kaleel stated that he would like to see if the town could start to pay off their loan debt early after future expenditures are analyzed.

Town Manager Dunham stated that if the Town Commission were to remove the \$100,000 in the law enforcement account for supplemental fire suppression, he would like to add it to the general government professional services account. He advised that after discussions with the Army Corps of Engineers, he believed that the needed services for the stormwater drainage analysis will cost approximately \$230,000 of which the town will be responsible for half.

Law Enforcement & Fire Control

Town Manager Dunham outlined the capital outlay items which include two police cruisers, police vehicle replacements including an ultra violet light attachment and one siren, four fire extinguishers, computer printer, S&W 9mm with nightsite, and various fire equipment including 1200' of fire hose, nozzles, foam systems and tubes.

Comm Kaleel questioned if the staff investigated purchasing sport utility vehicles instead of police cars for use in cases of flooding. Director Hillery stated that the two pickup trucks are going to be outfitted with flood packages courtesy of the Department of Public Safety Support Group and he felt this would provide a better solution. Town Clerk

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Hancsak reminded the commission that auctioned vehicles (\$10,600 this year) assist in offsetting the cost.

Comm Stamos questioned the difference between the overtime and vacation pay, special pay and holiday pay accounts. Town Clerk Hancsak explained that the special pay account is state-mandated incentives for officers for classes they have taken and the holiday pay is comparable to a sixth day worked during a holiday week. She stated that the overtime and vacation account is an estimate of the overtime for the year plus each employee can take up to one week of vacation in pay each year.

Director Hillery explained that the staff has been meeting with Manalapan and South Palm Beach who are both public safety departments regarding supplemental fire suppression. He stated that none of the municipalities are eligible for mutual aid and none want to spend the money for mutual aid with the county. He stated that when a group page goes out for a fire call, Manalapan and South Palm Beach each receive six responses on average and Ocean Ridge receives between seven and nine which would represent at least nineteen responses and five vehicles for a fire call. He stated that the three municipalities are currently working out communications, equipment and other issues.

Town Manager Dunham stated that both Manalapan and South Palm Beach will be presenting this plan to their commissions, however, this does not mean that there may not be an agreement between the three municipalities and the county at some point in the future.

Comm Stamos stated that he felt the town received excellent coverage in the past with Boynton Beach and that he is very concerned that now Boynton Beach and the county will not respond to the town. He commented that he felt it would be best to have a mutual aid agreement with everyone and encouraged the Town Manager to look into these options.

Comm Stamos advised that he felt the cheapest alternative would be to have one county ALS unit stationed at Manalapan with three dual certified EMS/Fire officers on duty at all times. He stated that he believed then that the town would not have to pay Boynton Beach for EMS and the county and Boynton Beach would have to give mutual aid to the town.

Comm Bridges disagreed stating that he felt the town would have to have a complete fire service to be eligible for mutual aid from the county. He stated that in order to receive mutual aid, the town would have to be prepared to give to the county the same service that it would be receiving.

Comm Kaleel stated that he has reviewed the mutual aid agreement which basically excludes all of the smaller municipalities. He suggested that mutual aid be established between the smaller municipalities and then together present a plan to the county.

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Town Manager Dunham reiterated his desire to have the \$100,000 for fire suppression services moved from the public safety other contractual services to general government professional services. He added that he was confident that an agreement for aid can be reached between the three municipalities and therefore the funds would not be needed in the public safety budget.

Comm Bridges moved that \$100,000 be moved from the law enforcement and fire control other contractual services account to the general government professional services account, seconded by Comm Bingham.

Motion carried – yea 5.

Inspections

Town Manager Dunham explained that the worker's compensation in the account has increased to cover the cost for half the salary of Officer Darville who is the town's fire inspector.

Civil Defense

Town Manager Dunham explained that this budget has not changed for several years.

Comm Bingham questioned if the town has a contract with a company for cleanup after a hurricane to which Town Manager Dunham explained that the town currently has a contract with Spyker although he was researching a new company which had done the cleanup in Key West after Hurricane Georges last season. In addition to the actual cleanup, this firm would complete any required documentation of information for submittal to FEMA with only a \$100 retainer fee.

Garbage and Solid Waste

Town Manager Dunham explained that the budget reflects a 2.3% increase from Browning-Ferris. Town Clerk Hancsak explained that the current contract allows for a CPI increase up to 3% a year.

Comm Bridges stated that he felt the town was getting bad service from the company again citing instances of trucks in town late in the evening and missing pickups. The staff advised they would contact the representative and recommended that he notify the town hall when these problems occur.

Environmental

Town Manager Dunham explained that the budget has increased due to the \$20,000 budgeted for removal of Australian Pines in the town's right-of-ways and other beautification projects.

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Public Works

Town Manager Dunham explained that this budget decreased slightly and outlined the capital outlay expenditures which included heavy equipment rental, trashpump and accessories, discharge hose, tool box for pick-up, stilts and winches. He added that an additional \$10,000 is included in the budget for storm drain maintenance.

Economic Environment

Town Manager Dunham explained that only two items were budgeted in this account and they were professional services and beautification of entrances.

Contingency

Town Clerk Hancsak explained that \$75,000 was being budgeted for the contingency account as had been done in previous years.

Capital Projects

Town Manager Dunham explained that the only money budgeted in this account was \$250,000 for land purchases.

Debt Service

Town Clerk Hancsak explained that the debt service is a set millage which refers to the water improvement bond that the town is repaying. Comm Stamos questioned if the town could save money by repaying the bond early to which Town Manager Dunham explained that the staff would be looking into that option for the future.

Comm Stamos commented that he always felt the town should live within its means. He stated that he felt the money in the surplus belongs to the residents and careful consideration should be made before using it. Town Manager Dunham explained that the staff is aware that consideration needs to be given to the surplus adding that as a result, the town may not be able to meet the rolled back rate in the next budget year (00/01).

Comm Bridges suggested that the taxes be increased for this proposed budget so that less is used from the surplus and the residents are not hit with a large increase next year.

Comm Stamos agreed stating that the taxes should be in line with the expenditures which are increasing this year.

Mayor Aaskov questioned how the Town Commission would justify a tax increase when there is so much money in the savings to which Comm Stamos advised that the residents would need to understand that there are new expenditures in the near future. Comm Kaleel stated that he felt the residents are aware of certain situations in town and what

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expenditures will be forthcoming. He stated that as long as services stay at the current level, he does not feel the residents will have any problems with an increase.

Town Clerk Hancsak explained that a millage of 4.7700 would be needed to balance the budget and would reflect a 34% tax increase. She stated that 4.0000 millage rate would be a 13% increase and only approximately \$250,000 would be needed from the surplus to balance the budget.

Comm Kaleel stated that if the Town Commission kept the 4.0000 millage rate in September, it would give the town an additional \$146,000 that they would not have to take from the residents next year. He added that he felt the residents are expecting an increase this year.

Mayor Aaskov asked if there was any comment from the public and there was none (comment or public).

2. Certification for rolled back rate for millage for 1999-2000

Comm Kaleel moved that the rolled back rate be certified at \$3.5408 per \$1,000 and that the Certification of Taxable Value form be executed to reflect this for submission to the Property Appraiser and Tax Collector of Palm Beach County, seconded by Comm Bridges.

Motion carried – yea 5.

3. Proposed millage rate for 1999-2000

Comm Stamos moved that the proposed millage rate for 1999-2000 be established at 4.0000 mills and that this be included on the Certification of Taxable Value form that is forwarded to the Property Appraiser and Tax Collector of Palm Beach County, seconded by Comm Kaleel.

Motion carried - yea 5.

4. Millage rate for debt service for 1999-2000

Comm Bridges moved that the debt service millage rate for 1999-2000 be set at \$.4418 per \$1,000 and that this be included on the Certification of Taxable Value form that is forwarded to the Property Appraiser and Tax Collector of Palm Beach County, seconded by Comm Bingham.

Motion carried – yea 5.

*Editor's Note – The millages for items #3 and #4 were transposed during the reading of the motions, however, they are correctly reflected in the minutes.

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5. Meeting Dates

A. Public Hearing date for adoption of tentative budget, 1999-2000

Comm Bingham moved that the first public hearing to consider the budget for the fiscal year 1999-2000 be held at 5:01 PM on Monday, September 13, 1999 with the regular meeting immediately following and that this date be included in the Certification of Taxable Value form that is forwarded to the Palm Beach County Property Appraiser and Tax Collector, seconded by Comm Stamos.

Motion carried – yea 5.

B. Public Hearing date for adoption of final budget, 1999-2000

Comm Kaleel moved that the second public hearing to consider the tentative budget for the 1999-2000 fiscal year be held at 5:01 PM on Monday, September 20, 1999, seconded by Comm Bingham.

Motion carried – yea 5.

6. Resolution No. 99-13; Authorizing the town manager to execute an agreement between the Town of Ocean Ridge and the United States of America for the purpose of assisting in the completion of a comprehensive floodplain management study (Phase 1) for storm water drainage.

Town Manager Dunham read Resolution No. 99-13 by title only.

Comm Kaleel moved to adopt Resolution No. 99-13, seconded by Comm Bridges.

Motion carried – yea 5.

Interim Atty Spillias advised that he would be unable to attend the regular meeting on August 2, 1999 and that his partner, Bill Capko, would be attending in his absence.

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The meeting was adjourned at 7:20 PM.

Mayor Aaskov

Commissioner Bingham

Commissioner Bridges

Commissioner Kaleel

Commissioner Stamos

Attest By:

Town Clerk