

Special Town Meeting of the Town Commission of Ocean Ridge held on Thursday, July 12, 2001 at 8:00 AM in the Town Hall Commission Chambers.

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

Commissioner Aaskov	Commissioner Bingham
Commissioner Bridges	Commissioner Willens
Mayor Kaleel	

1. Consideration of the 2001-2002 proposed budget

Town Manager Dunham stated that he would like to thank the Town Commission for all their support through the last year. He advised that the staff was recommending a millage rate of 4.0000 which would be an increase from the rolled back rate, but would maintain the millage rate of the previous year. He stated that if the Town maintained the rolled back rate, there would be only a \$22,000 increase in ad valorem revenues. He stated that the staff would be proposing \$102,744 to balance the budget from the reserve funds. He added that the staff was also recommending approval of one additional holiday for the employees of Martin Luther King Day.

Town Manager Dunham stated that the Town Commission had previously discussed retiring the General Obligation 1991 bond. He explained that the Town would save \$128,000 in interest if the \$575,000 principal is paid off in this fiscal year. He advised that the staff has accounted for the reduction of interest that would be earned from this payment. Town Clerk Hancsak explained that the budget still included the debt service, but that it would be eliminated altogether if the bond were paid off early. She added that this payment would also reduce the general fund balance forward for the end of FY 01-02 from \$1,836,129 to \$1,261,129.

Mayor Kaleel questioned if the Town could start earlier on projects such as drainage for Hudson Ave. if the funds are available. Town Manager Dunham stated that the permits for the drainage project would probably not be approved until the summer of 2002. He stated that the Town would be applying for State revolving loan payments until that time.

Comm Aaskov questioned if there was a problem with funding the project after it has gone out to bid to which Town Manager Dunham replied that it would be better for the Town to have the funding first.

Mayor Kaleel stated that he felt if the Town had the money now, there should be no delay in the process. He stated that he would like to keep the money in the general fund so that certain aspects of the drainage improvements could be started sooner.

Comm Willens stated that he felt the idea of paying of the General Obligation Debt was a prudent one, but that he would prefer to keep the money in the general fund for now.

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Mayor Kaleel advised that it was the consensus of the Town Commission not to pay off the General Obligation 1991 debt early.

Revenues

Town Clerk Hancsak advised that the revenue summary includes the new communications service tax which would replace the telephone and cable TV franchise tax. She stated that the staff is estimating \$2,771,267 in revenue and using \$102,744 from the fund balance to balance the budget.

Town Commission

Town Clerk Hancsak advised that there was a slight decrease due to the decrease in retirement contributions. Town Manager Dunham stated that if the Town Commission were interested in going to more events such as the Florida League of Cities conference, more funds could be budgeted in the travel and per diem account in the FY 02-03.

Town Manager

Town Clerk Hancsak advised that the Town Manager budget increased slightly in the personal costs and operating supplies.

Mayor Kaleel stated that he did not feel that the Town Manager's salary was yet in line with neighboring municipalities and suggested that it be increased to \$75,000.

Comm Willens stated that in the future he would like to see a merit increase as well as the cost of living increase for the employees. Town Manager Dunham advised that the Town currently uses a step plan where most of the current employees are topped out. He stated that he would like to see a combination merit/COLA increase schedule for the employees. Mayor Kaleel stated that Boynton Beach put out a performance evaluation and suggested that the Town Manager review it to see if it could be used in Ocean Ridge.

Comm Bingham stated that the step plan was instituted so that a low-level employee who worked in Town for many years could not make more than a senior level employee. She stated that she was not in favor of a COLA, as she did not feel it was a true figure. Town Manager Dunham stated that the COLA is based on the CPI, which was 3.6% in June. He advised that only 3% has been recommended and approved in the past and 2 ½% was approved six years ago which were below the CPI.

Comm Aaskov stated that she felt the COLA was necessary, but liked the idea of a merit increase for the employees. Comm Bridges stated that he believed more in giving merit raises than COLA increases. Mayor Kaleel questioned if the Town Commission was in agreement that they wanted to drop the COLA and change to merit increases only. Comm Willens suggested that this change be implemented next budget year as it is too late to make the change for the FY 01-02 budget. Mayor Kaleel advised that it was the

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consensus of the Town Commission to have the COLA increase in this budget, but work towards a merit increase proposal for the next budget.

Comm Willens moved to increase the Town Manager's salary to \$75,000 with the increase in all other appropriate personal costs, seconded by Comm Bridges.

Motion carried – yea 5.

Town Clerk/Finance

Town Clerk Hancsak advised that the only significant increase was in the accounting/auditing budget.

Legal

Mayor Kaleel stated that based on the letter the Commission received there has been a rate increase request from Atty Spillias from \$150 an hour to \$165 an hour. Town Manager Dunham advised that the staff has been very happy with the response from the Town Atty.

Mayor Kaleel suggested that perhaps the Town would consider hiring a paralegal in the future to handle some of the small things around the office and therefore decrease the work sent through the Town Attorney's office.

Appointed Boards

Town Clerk Hancsak advised that there was an increase in the budget for advertisement costs, which are reimbursed by the applicants and shown as revenue. Town Manager Dunham stated that the professional services account has also been increased for instances when the boards would like additional representation.

General Government

Town Manager Dunham explained that \$25,000 was requested for roof repairs, \$20,000 for a document imager and \$5,000 for new computers. He explained that the staff did not want to put in for \$75,000 for a new roof when renovations were being planned for the building in the near future. He explained that the imager would save the staff time when looking up old documents. Town Clerk Hancsak advised that the repair and maintenance account includes some new software.

Comm Bridges questioned if there is a maintenance agreement for the computers to which Town Clerk Hancsak advised that it is included in the general government and law enforcement repair and maintenance accounts.

Comm Bridges questioned what brand of computers the Town would be buying and stated that in his business he has had a good relationship with Dell for their computers.

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Comm Bingham questioned what is included in the other current charges account to which Town Clerk Hancsak explained that it includes miscellaneous election costs and \$6,500 for the Town's Anniversary party.

Law Enforcement and Fire Control

Town Manager Dunham stated that there was an increase to the overtime budget as this overtime budget for this year has already been depleted.

Mayor Kaleel questioned if the Town needed to hire more personnel to which Director Hillery explained that when the pumps are needed it is a very work heavy situation. Mayor Kaleel asked if this labor could be contracted out to which Town Manager Dunham explained that it could not be done when the personnel is needed on such short notice.

Director Hillery advised that Ocean Ridge has the only Public Safety officers who become Public Works employees during storm events. He stated that during these times, he would like to pay the employees double time as opposed to the time and a half that they currently receive due to the dangerous nature of working during floods and hurricanes.

Town Manager Dunham stated that the staff is currently researching how to teach some of the residents how to help with the pumps and the liability issues that would be involved. Director Hillery stated that residents who join the Support Group would be able to help during storms.

Inspections

Town Clerk Hancsak advised that the only costs were for the building permit signs and microfilming.

Comm Aaskov questioned if the staff was looking into a way of getting rid of the building permit signs in Town to which Town Clerk Hancsak advised that Atty Spillias was researching the possibility of putting the signs up only for building permits with a zoning issue.

Civil Defense

Town Clerk Hancsak advised that the same amount was being proposed this year as had been in previous years.

Sanitation

Town Clerk Hancsak advised that the 3% increase in the expenditures would be a wash with the 3% increase in sanitation in the revenues.

Mayor Kaleel stated that he would like to return to the inspections budget and questioned if it would cost the Town if the inspections were taken back from the County. Town Manager Dunham explained that it would cost the Town as we would have to pay an inspector. Mayor Kaleel stated that previously the Town believed there were only the two options of hiring a full-time building official/inspector or going with the County for these services. He stated that he felt the Town could sub out these services as he has discovered that some of the inspections have been subbed out. Town Manager Dunham stated that some contractors in Town do sub out the inspections, but the County still has the ultimate responsibility over them and the resident pays for that service. Mayor Kaleel stated that it was the consensus of the Town Commission to research contractual services for the inspections department.

Environmental

Town Manager Dunham advised that the account contains funds for miscellaneous Town Engineering services for various projects. Town Clerk Hancsak advised that overseeing the drainage project would be included in the contract with Shalloway, Foy, Rayman and Newell for the drainage design so these funds would not be used for that specific project.

Mayor Kaleel stated that he has heard residents complaining that certain areas of Town are not well maintained. Town Manager Dunham advised that he knows many people are unhappy with the Ridge Blvd. median, but that the residents of that street were involved in the design. He explained that Ocean Ave. is still being maintained by the DOT. He asked Mayor Kaleel if he had specific problems with any areas in Town.

Comm Bridges stated that he felt the Town's maintenance department did a wonderful job adding that his only complaint was that the entrance signs resembled tombstones.

Town Manager Dunham stated that the staff will have a maintenance plan for various landscape areas in September. Mayor Kaleel advised that the Town Commission will have high expectations for the landscape company hired by the Town to which Town Manager Dunham advised that the bids received may be higher than the \$50,000 included in this budget.

Comm Willens questioned if the budget included funds to clear the rights-of-way previously discussed to which he was advised staff did not specifically budget for ROW clearing. Director Hillery stated that the staff petitioned a bid a few years back for \$200,000 to clear a right-of-way, which had vegetation growing in it for years.

Comm Bingham questioned if there were funds included in the budget to repair the sidewalk on Coconut Lane to which Town Manager Dunham explained that it would be done in the current fiscal year.

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Public Works

Town Clerk Hancsak advised that the decrease was due mainly to the lower costs in Capital Outlay.

Director Hillery advised that the Town would be purchasing and installing red valves in the new fiscal year.

Economic Environment

Town Manager Dunham stated that the account included funds for street sign design and that he would like to use part of the \$100,000 Malnik beautification donation toward the purchase of new street signs. Comm Bridges stated that he felt the donation should be used for renovations for the Town Hall.

Town Manager Dunham stated that the account also included \$8,000 for study of water supply and treatment options.

Capital Projects

Town Manager Dunham explained that the staff was budgeting \$150,000 for drainage projects. Town Clerk Hancsak explained that there would still be \$529,000 left in the Capital Projects account after the \$150,000 is spent.

Debt Service

Town Clerk Hancsak advised that the account reflects the millage that would be needed in order to raise what is needed for the debt service for the year.

George Bierlin, 26 Hudson Ave., suggested that a dune crossover be installed at Edith St. to which Town Manager Dunham replied that it is being considered out of the beautification account. Comm Bingham suggested that an additional crossover be installed at Thompson St. Town Clerk Hancsak explained that both crossovers had been included in the budget a few years back when the permit process made the projects too expensive. She stated that the costs have decreased and possibly both projects would be completed in the next fiscal year.

Comm Bingham moved that the rolled back rate be certified at \$3.5826 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 Aaskov.

Motion carried – yea 5.

Comm Aaskov moved that the proposed millage rate for 2001-2002 be established at 4.0000 mills and that this be included on the Certification of Taxable Value form that is

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forwarded to the Property Appraiser and Tax Collector of Palm Beach County, seconded by Comm Willens.

Motion carried – yea 5.

Comm Bingham moved that the debt service millage rate for 2001-2002 be set at \$.3491 per \$1,000 and that this also 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 Aaskov.

Motion carried – yea 5.

Comm Bingham moved that the first public hearing to consider the budget for the fiscal year 2001-2002 be held at 5:30 PM on Tuesday, September 4, 2001, with the Regular Meeting immediately following, and that this date be included on the Certification of Taxable Value form that is forwarded to the Palm Beach County Property Appraiser and Tax Collector, seconded by Comm Willens.

Motion carried – yea 5.

Comm Aaskov moved that the second public hearing to consider the tentative budget for the 2001-2002 fiscal year be held at 5:01 PM on Tuesday, September 11, 2001, seconded by Comm Bingham.

Motion carried – yea 5.

Adjournment

The meeting was adjourned at 9:40 AM.

Mayor Kaleel

Commissioner Aaskov

Commissioner Bingham

Commissioner Bridges

Commissioner Willens

Attest By:

Town Clerk