

Special Town Commission Meeting of the Town of Ocean Ridge held on Friday, June 14, 2002 at 8:00 A.M.

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

Commissioner Aaskov
Commissioner Schulte

Commissioner Bingham
Mayor Kaleel

It was noted that Comm Willens was absent with notice.

ACTIONS AND REPORTS

1. Appointment of Town Manager

The Commission discussed a chart prepared by Atty Spillias depicting the current benefits, Ms. Dailey's current benefits and the proposed benefits. After two telephone conversations with Kathleen Dailey the following benefits were approved by both parties:

1. Starting salary \$70,000, increased to \$75,000 after six months, and \$80,000 after another twelve months.
2. A vehicle will be provided with unrestricted use within the State of Florida – all maintenance and gas provided. The Commission requested that you investigate purchasing a liability policy indemnifying the Town.
3. 100% employee health/dental/disability insurance beginning on the 1st of the month following 30 days of employment.
4. 100% of a 100,000 term life insurance.
5. Enrollment in the Florida Retirement System currently at 6.06% and 5% contribution to the ICMA for deferred compensation.
6. The Town provides a flex benefit program and provides \$50.00 per month per employee to apply to the benefit(s) of your choice. Those included are dependent health insurance, dental insurance, and extra vacation time.
7. The Commission approved two weeks vacation plus 5 floating holidays, with one week being banked on your starting date and the other week accruing through the year as opposed to the standard two weeks for the first five years of employment based on a per pay accrual. After October 2003 the vacation will increase to three weeks earned at the normal accrual rate.
8. Sick time is accrued at the rate of 3.08 hours per pay with one week being banked on your starting date. Upon termination one quarter of total accumulated time is paid to the employee based on an 80-day maximum (1/4 equaling 20 days actual pay).
9. 11 paid holidays.
10. If dependent coverage occurs the Town will pay for 50% for dependent coverage or up to \$250.00 per month for a separate policy for dependents.
11. A three-month severance salary would be paid upon termination, increasing to a six-month severance salary after October 2003.
12. Budgeting will be approved for conferences.

13. Cellular phone and lap top computer are provided and paid for by the Town.

Comm Bingham moved to appoint Kathleen Dailey as Town Manager, with the benefits listed above, to start on July 1, 2002. Comm Schulte seconded the motion.

Mayor Kaleel mentioned that the Town Manager's current vehicle is older with excessive mileage and stated that the proposed FY 2002/03 budget would reflect the purchase of a new smaller vehicle.

ADJOURNMENT

The meeting was adjourned at approximately 9:25 A.M.

Attest:

Town Clerk

Mayor Kaleel

Commissioner Aaskov

Commissioner Bingham

Commissioner Schulte