

SPECIAL TOWN COMMISSION MEETING MINUTES  
JULY 13, 2016

Minutes of the Special Town Commission Meeting of the Town of Ocean Ridge held on Wednesday, July 13, 2016, at 6:00 PM in the Town Hall Commission Chambers.

The meeting was called to order by Mayor Pugh at 6:00 p.m.

Town Clerk Stevens led the roll call, which was answered by the following:

Commissioner Aaskov	Commissioner Bonfiglio
Commissioner Coz	Commissioner Lucibella
Mayor Pugh	

Mayor Pugh led the Pledge of Allegiance.

**ACTION ITEMS**

1. **Consideration of the FY16/17 Proposed Budget** By: Jamie Titcomb, Town Manager

Town Manager Titcomb presented the FY16/17 proposed budget to the Commission. He distributed an errata explanation sheet and explained that there were some items in the budget that needed to be changed after the packages were distributed such as the percentages column which was confusing, the law enforcement current roster of officers, and a recent law change prohibiting us from charging for business tax receipts which will impact revenues in the amount of \$16,500.

Town Manager Titcomb also explained that a five-year capital investment worksheet was included in the budget; however, the Commission will need to decide which items on the list to fund.

Town Manager Titcomb distributed the adjustments sheet for millage based on increments and explained that the Commission will be voting tonight on a maximum millage rate. The sheet shows the official rolled back rate, which would generate the same amount of revenue to the Town if it were applied to this year's valuation. The current millage rate of 5.3500 and two other variations and the differences of revenue that each would generate are also listed on the sheet.

Commissioner Lucibella asked what the significance is of using 97% of the budget, and Town Manager Titcomb explained that using this percentage provides a safety cushion for the Town. The actual collection rate is between 98-99%, as there are people who are delinquent in paying their taxes. Value Adjustment Board adjustments are made throughout the year as well. By law, we can go as low as 95%; however, we use 97% in Ocean Ridge.

Commissioner Lucibella asked what the significance of the 4.9891 figure is (rolled back rate), and Town Manager Titcomb explained that the rolled back rate generates what we consider a no tax increase in the amount of revenues that are raised compared to last year's revenues.

Commissioner Aaskov asked about the new law pertaining to business tax receipts, and whether we can still register businesses to work in the Town, and Town Manager Titcomb explained that we can still register businesses, but we cannot charge a registration fee. Town Clerk Stevens noted that we are still going to require commercial vehicle decals and will be looking at the fees associated with them as well as building permit fees since we have not raised them in many years.

Commissioner Lucibella asked what our current millage rate is and Town Manager Titcomb responded that it is 5.3500, and the recommendation is to remain at the flat millage rate of 5.3500, which represents a 7.23% increase in valuation based on the Town's increase in valuation this year.

## SPECIAL TOWN COMMISSION MEETING MINUTES JULY 13, 2016

Commissioner Lucibella stated he could not yet comment on the substance of the budget because it is too soon in the process, but commended Town Manager Titcomb on the new budget format.

### 2. **Certification of Rolled Back Rate for Millage for FY16/17** By: Jamie Titcomb, Town Manager

Town Manager Titcomb explained that we need a motion to certify the rolled back rate which is certified by the Property Appraiser on the DR-420 form at 4.9891.

Commissioner Coz moved to certify the rolled back rate at 4.9891 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 Commissioner Aaskov. Motion carried 5-0.

### 3. **Set Maximum Millage Rate for FY16/17** By: Jamie Titcomb, Town Manager

Commissioner Bonfiglio mentioned that he would be comfortable with a 5.3500 maximum millage rate, but would like to set the rate at 5.4500 mils because the Commission can come down from that rate, but cannot go up in the event of an emergency in the next couple of months. Commissioner Lucibella stated we have enough in the reserves to cover an emergency and setting the rate higher is a slippery slope. He is confident that the 5.3500 rate is enough. Mayor Pugh also disagreed and noted that we collected extra revenues during the last fiscal year, so we have enough of a cushion. Commissioner Coz noted that if we burn through all of the surplus, that means we have had such a devastating event that \$100,000 isn't going to make a difference anyway.

Commissioner Lucibella moved to establish the maximum millage rate for FY2016-2017 at 5.3500 mils 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 Commissioner Aaskov. Motion carried 5-0.

### 4. **Set Budget Meeting Dates** By: Jamie Titcomb, Town Manager

#### A. **Special Meeting/Budget Workshop in August to Discuss the Proposed Budget for FY16/17**

There was consensus of the Commission to have the Town Clerk poll the Commission members regarding availability for a budget workshop meeting in August, and place an item on the August 1<sup>st</sup> Town Commission Regular Meeting Agenda.

Commissioner Bonfiglio mentioned that he will be available for a budget workshop on the following dates: August 15, 18, 19, 22 & 23.

#### B. **Public Hearing Date for Adoption of Tentative Budget for FY16/17**

Commissioner Bonfiglio moved that the first public hearing to consider the budget for the fiscal year 2016-2017 be held at 5:01 p.m. on Monday, September 12, 2016 in conjunction with the Regular Town Commission Meeting 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 Commissioner Aaskov. Motion carried 5-0.

SPECIAL TOWN COMMISSION MEETING MINUTES JULY 13, 2016

**C. Public Hearing Date for Adoption of Final Budget for FY16/17**

Commissioner Bonfiglio moved that the second/final public hearing to consider the budget for the 2016-2017 fiscal year be held at 5:01 p.m. on Thursday, September 21, 2016; seconded by Commissioner Aaskov. Motion carried 5-0.

Mayor Pugh thanked the staff for all their hard work in preparing the budget.

Meeting Adjourned at 6:37 p.m.

Minutes prepared by Town Clerk Stevens, and adopted by the Town Commission on August 1, 2016.

---

Mayor Pugh

ATTEST:

---

Tracey L. Stevens, CMC, Town Clerk