

**SPECIAL TOWN COMMISSION MEETING MINUTES  
MAY 22, 2017**

Minutes of the Special Town Commission Meeting of the Town of Ocean Ridge held on Monday,  
May 22, 2017, at 4:00 PM in the Town Hall Commission Chambers.

**CALL TO ORDER**

The meeting was called to order by Mayor Pugh at 4:00 p.m.

**ROLL CALL**

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

	<u>Present:</u>	<u>Absent:</u>	<u>Tardy:</u>
Commissioner Aaskov	x		
Vice Mayor Bonfiglio	x		
Commissioner Coz	x		
Commissioner MaGruder	x		
Mayor Pugh	x		

**PLEDGE OF ALLEGIANCE**

Mayor Pugh led the Pledge of Allegiance.

**BUDGET WORKSHOP**

1. Presentation of the Preliminary FY17/18 Budget Data and Determination of Town Commission Fiscal Priorities

(Note: Items to be acted upon by staff are listed in bold and underlined.)

Town Manager Titcomb explained that the purpose of this budget workshop is to go over the early budget figures and get the Commission's direction on some of the big ticket capital items. He noted that HB7105 may extend additional homestead exemptions on properties which could affect our tax base if it passes referendum in the fall. He stated that he spoke with the Property Appraiser's office, and based on our proposed additional value exempted and the current millage rate of 5.35, the estimated reduction in ad valorem taxes is approximately \$75,628. He stated that the first projections of ad valorem rates will be given to us this coming week, and the Property Appraiser's office indicated single digit increases. Between the two, it may be a wash for the Town as far as revenues. The rates will be set by the Property Appraiser by July 1<sup>st</sup>. The millage rate remains the same for now in the budget document submitted for today's meeting, as we do not have the accurate figures yet. He also noted that we will not receive new contract prices or insurance rates until July or August. He stated that the majority of the town budget is semi-fixed when you look at salaries and benefits, contract obligations, etc. Today, we are requesting consensus/direction from the Commission on the list of big ticket projects, and ask that a priority list is developed for those items. We would like to know what the Commission wants to invest in. When we receive the ad valorem numbers on July 1, we will have a better understanding of how much money we will be able to invest in the priority list items.

Commissioner Bonfiglio asked where we are with the FY16 budget so we can determine how close we were with the line items last fiscal year. The Preliminary Revenue/Expenditure and Trial Balance Reports were handed out to the Commission for this meeting. Referring to an email exchange between himself and Town Manager Titcomb, Commissioner Bonfiglio asked why the Commission was not notified about an accounting software glitch, and asked what the conflicts were, and how it was resolved. Town Manager Titcomb explained that during our month end process, the append process was interrupted and caused some data loss for March 2016. He noted that the data needed to be forensically studied and recovered to ensure that whatever was lost was fully restored. He stated that we worked with Tyler Tech (our software vendor) to recover the data, however, not all of the data was able to be restored to the General Ledger program so we also worked with a data recovery specialist and CPA, Rick Hartley. There was a discussion regarding

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the data recovery process and fees associated with that, and how the data loss occurred. There was also a discussion regarding backups for our data, our dated finance software and IT network upgrades, and it was determined that we should look into both for our future needs, however, our network upgrades have been determined to be a bigger priority at this time.

Commissioner Bonfiglio asked if Town Manager Titcomb had reached out for any help with the financials or budgeted for outside help, and Town Manager Titcomb responded that nothing in the budget changed for those items from last year. He responded that he does his own budget and finance directing work.

Town Manager Titcomb went through the budget line by line with the Commission.

Commissioner Coz asked about the interest line on page 9 of the budget and stated we may want to look at our investments for a higher return. Town Manager Titcomb explained the Town's cash flow and the needs of the budgeting cycle. He also mentioned that we have already reached out to a member of the Investment Solutions Team for our bank, Bank of America, to speak with them regarding our investment options.

Commissioner Coz asked about the 60 day window for the Town Manager's contract renewal, and Town Manager Titcomb stated the contract automatically renews on October 1 each year unless either party decides to make changes, with a 60 day notice by either party which would be July 31<sup>st</sup>.

Terry Brown, Harbour Drive South, asked what the total budget is for the Town Manager's department, and Town Manager Titcomb responded the total is \$146,439.

Mayor Pugh asked about the breakdown for salaries in the Town Clerk's department, and Town Manager Titcomb stated he has a spreadsheet that lists all of the salary and benefits multipliers for each employee of the Town if the Commission is interested in reviewing it. **Mayor Pugh asked that if there is an increase in a budget line item from one year to the next, that it is explained in the narrative.**

Mayor Pugh asked about the line item for the website upgrade, and Town Manager Titcomb responded that our current website is Front Page based which is archaic and problematic and is in need of updating. He stated that this would be the initial cost to revamp the website and then next year that cost would reduce to only the annual maintenance fee, and explained that we need to upgrade our systems due to the rapid changes in technology.

Commissioner Coz asked about the IIMC/NEACTC Academy line item in the Town Clerk's budget, and Town Clerk Stevens responded that she can obtain more points toward her Master Municipal Clerk certification by attending the Town Clerk's Academy in New Hampshire than she can obtain by attending the Florida Association of City Clerks Conference, for almost the same amount of money (approximately \$25 more to attend NEACTC), which would save money in the long run.

Mayor Pugh asked why the legal budget is not decreasing next year, as he thought the extra legal work was coming to an end soon. Town Manager Titcomb responded that we believe some of the current projects the Town Attorney is working on will still be worked on in the next fiscal year. Mayor Pugh stated he disagrees with that assessment. **Vice Mayor Bonfiglio asked the Town Manager to produce a list of pending and threatened lawsuits and ordinance amendments that the Attorney is working on which will be helpful in determining how much to budget for in the legal budget next year.** Public comment: Terry Brown, Harbour Drive South, stated that squeezing the legal budget down is a good idea because if there is a threat of going over next year, a budget amendment can be made at that point.

**Commissioner Coz asked when the drainage loan ends, and Vice Mayor Bonfiglio asked if the reason the amount went up in this budget is because we have a variable rate. Town Manager Titcomb**

**responded that he would get the answers before the next budget meeting. Mayor Pugh stated we should know what our balances on the loans are as well.**

**Vice Mayor Bonfiglio asked about the debt service line in the General Government budget (507,200). Town Manager Titcomb responded that he believes the loan was paid off, and that he would gather the information for the Commission.**

There was a discussion regarding which model for the Building & Zoning Department is best for the Town since we have more Building Department activity at this time. Town Manager Titcomb explained the different models such as contracted work, hiring an in-house Building Official, or a combination of both. Commissioner MaGruder developed a spreadsheet regarding the costs for an in-house Building Department and distributed it to the Commission for review. There was a discussion regarding the prospect of an in-house Building Official, and Vice Mayor Bonfiglio asked what would happen if an in-house Building Official was out sick or on vacation, etc. and also how he/she would be insulated from political pressures in approving or disapproving certain projects. Town Manager Titcomb noted that infrastructure needs for an in-house building official can be absorbed in our current budget, and there is a line for contracted work to cover absences. Town Clerk Stevens explained that an interlocal agreement with another town for Building Official coverage during vacations, etc. is another option. Town Manager Titcomb stated that the philosophy is to get more for our money, provide better service, have an official on staff to attend pre-construction meetings, prepare staff reports for and attend Board meetings, trouble-shoot problems in real time, and assist in Code Enforcement. He noted that naming a Building Clerk as the official point person for building related items has already increased our efficiency and we already have good response times on permits.

Town Manager Titcomb noted there are a number of line items that are in departments that should be moved to different departments. He stated that one of the items he would like to move is the Fire contract out of the Police Department budget, and move the detention area expenses out of the Public Works department and move that to Other Physical Environment. **Mayor Pugh asked Town Manager Titcomb to create a separate sheet showing which line items he would like to move amongst departments.**

**Commissioner Coz asked where we are spraying for white fly on town property, and Town Manager Titcomb responded that he will get the answer before the next budget meeting.**

Mayor Pugh asked about our contract renewals and Town Clerk Stevens responded that a lot of our contracts are coming up for renewal in July and August.

Mayor Pugh asked about hydrant and water line replacement as to whether Boynton Beach is supposed to pay for that or not, and Town Manager Titcomb stated we own the infrastructure so we need to pay for maintenance on that.

Town Manager Titcomb handed out an amendment sheet for the Public Works department and noted there is a slight decrease in this department as opposed to an increase as previously reported due to the removal of \$19,000 for a special maintenance project at the detention area. Commissioner MaGruder asked about the Woolbright detention area monies, and suggested taking the unexpended amount in the Public Works Department line item "Road Materials and Supplies", and apply \$81,000 from the new penny sales tax and expend that money to figure out why the drainage pipes are not working properly because we still have standing water with algae on it. He suggested that we take \$108,000 from the penny sales tax revenue next year and put it toward drainage projects in other places in the town such as Bimini Cove. Town Manager Titcomb stated it will cost around \$40,000-\$50,000 to extract and repair the subterranean drain piping in the detention area. He noted we are currently trying to fix some of the problems with plantings, etc. to return it to a better functioning facility. Commissioner Coz asked if the detention area has ever worked and

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Commissioner MaGruder responded that it hasn't, however Mayor Pugh noted that our detention area is used as a model structure for other detention areas in Florida. Town Manager Titcomb stated the Palm Beach County Environmental Resources points to our detention facility as a model facility, and the town spent around \$6 million on infrastructure to drain the South end of the town. He stated the problem is that it probably was not maintained at the level it should have been over the years. Vice Mayor Bonfiglio stated the water table has risen almost two inches since we built it, and stated he does not know how to solve the problem short of adding drainage capacity. **Mayor Pugh stated we may need to take out the pipes under the ground in order to get percolation through the soil. He would like Town Manager Titcomb to get quotes for that before the next budget meeting, and have our Town Engineer write a report on the current state of the system. He also asked him to expand the description of the items paid out of the Road Materials and Supplies line in the Public Works Department to accurately reflect what is paid out of that account.**

Commissioner Aaskov left the meeting at this time (6:00 p.m.).

There was a discussion regarding the Capital Fund, and Town Manager Titcomb mentioned that he had a discussion with the Sales Tax Oversight Committee to see if they wanted to invest the penny sales tax money on road infrastructure, and instead they inquired about funding a barrier island fire rescue services department. Town Manager Titcomb stated he sent the members of that committee the fire study that the town recently completed so they could review it. There was a discussion amongst Commissioners on how to spend the penny sales tax revenue, and the function of the Sales Tax Oversight Committee vs. the Town Commission. **Mayor Pugh suggested creating a line item for the expenditures related to the penny sales tax revenue in the Capital Fund. Commissioner Coz suggested that we spend the penny sales tax revenue on traffic calming and repairs to the detention area. (This item will come up for discussion at the next budget meeting).**

There was a discussion regarding ATV's and police vehicles, and Chief Hutchins stated that vehicles are cycled out every three years (75-85,000 mile cycle), and we are not considering any trade-ins this year. He stated we are looking to continue with the Ford Explorers for the fleet. **There was consensus of the Commission to fund the police car.** Chief Hutchins asked that the ATV be considered a lower priority. Commissioner MaGruder stated the ATV goes hand in hand with the beach patrols we may try to increase. Chief Hutchins responded that he is confident we can maintain the coverage with what we currently have.

There was discussion regarding the IT budget, and Chief Hutchins stated the network, hardware and basic software is approaching over three years old, and the normal life cycle is three to five years. He stated it is the backbone of the town for records. He stated a proposal was submitted for refreshing the complete network next fiscal year, however, he recommends refreshing the system over a three year period which would cost around \$27,000 per year over three years. He stated he recommends updating the Town Hall software programs because they are antiquated and the systems that are currently available may serve us better. There was a discussion regarding the possible switch from Windows 7 to 10 and the details around that.

Chief Hutchins explained the police department budget. There was discussion regarding Tasers and body worn cameras, and Chief Hutchins stated the officers prefer Tasers over body worn cameras.

There was discussion regarding salaries for new Officers and a new Dispatcher, and Commissioner MaGruder asked if personnel or Tasers and body worn cameras are a higher priority. Chief Hutchins noted that he has included figures for everything he was asked to bring to the Commission, and noted again that the Commission needs to come up with a priority list for these items. He stated that we are currently at minimal staffing in the dispatch unit and he's trying to avoid always being understaffed, while continuing

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to provide a good level of service. He stated there are things that have developed over the years in regards to records management that takes the Dispatch Manager away from other duties.

Vice Mayor Bonfiglio brought up a discussion on how much the millage may increase if we add extra positions to the Police Department, and Commissioner Coz noted that the City of Boynton Beach is investing \$65 million in infrastructure which will bring population growth to the area, and Ocean Ridge should be proactive and spend the approximate \$200,000 for extra protection. Chief Hutchins noted that it is premature to try to figure out millage at this meeting (as we don't have our figures from the Property Appraiser yet, among other things), and he asked the Commission to look at his proposals and prioritize them, keeping in mind the population growth that is coming to the area. Vice Mayor Bonfiglio recognized that there are many residents asking for extra beach patrols, and Mayor Pugh stated that investing in personnel is probably our best investment. Commissioner MaGruder asked if the Administrative Assistant position and the proposed Dispatcher position could be filled utilizing the same person, and Chief Hutchins stated that it would require that person to go through the 911 Public Safety Telecommunicator's course for 232 hours, maintain the certifications, and to stay in dispatch for more than a couple of hours. It would be hard to cross over between the two positions. Mayor Pugh asked why we have so much trouble with dispatch (high turnover), and Chief Hutchins explained that it is a high stress job and our dispatch center is unique because we require the dispatchers to complete work outside of dispatching. He also noted that we are under market value for that position locally.

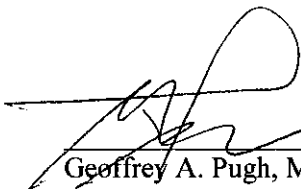
Mayor Pugh asked when our next budget meeting will be and Town Manager Titcomb stated we will be receiving our final numbers on the ad valorem on July 1<sup>st</sup>, and insurance rates and contract prices should come in the month of July and August, so we will have a better picture at that point of where we stand with the budget. Town Clerk Stevens stated there will be an item on the June 5<sup>th</sup> Town Commission meeting agenda to discuss the budget meeting schedule.

**Chief Hutchins asked if there was anything that he missed in his budget proposals, and Mayor Pugh stated everything looked good, however, he would like Chief Hutchins to report on why we should wait on the license plate recognition camera system.**


**ADJOURNMENT**

Meeting Adjourned at 7:11 p.m.

Minutes prepared by Town Clerk Stevens, and adopted by the Town Commission on June 5, 2017.

  
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Geoffrey A. Pugh, Mayor

ATTEST:

  
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Tracey L. Stevens, CMC, Town Clerk