

SPECIAL TOWN COMMISSION MEETING MINUTES
AUGUST 15, 2017

Minutes of the Special Town Commission Meeting of the Town of Ocean Ridge held on Tuesday,
August 15, 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:

	Present:	Absent:	Tardy:
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.

ACTION ITEMS

1. Consideration of the FY17/18 Proposed Budget (By: Jamie Titcomb, Town Manager)

Town Manager Titcomb advised that we are holding a budget workshop today to finalize the FYI 8 budget. He noted that the maximum millage was set at 5.35 mills at the last meeting, however, that may be reduced during the budget process. He noted that the Commission asked him to include all items in the budget for consideration. He stated that in order to balance the budget and fund everything that was requested, we would need to take \$377,111 of unexpended dollars from one fiscal year to the other and transfer to the capital fund. He noted that by comparison, the town returned \$389,000 in FY15 to the general reserves, and \$450,000 in FYI 6.

Commissioner Coz asked Town Manager Titcomb what his definition of Capital projects is, and Town Manager Titcomb responded that capital items are big ticket items that are paid for from the capital fund, and generally those items are depreciated. He stated that capital items are not items such as personnel costs, etc. that are paid out of the general fund.

Town Manager Titcomb highlighted some of the changes in the budget since the last meeting.

Town Manager Titcomb explained that recommended budget amendments would take place at the end of the fiscal year. He stated that when we work on the projected budget for the new fiscal year, we use actuarials as well as estimates to project what we think the budget may be.

Vice Mayor Bonfiglio stated that the ad valorem number of \$4,877,964 needs to be corrected to \$4,876,563 which is a difference of \$1,400. He noted that the ad valorem number is 97% of the current 5.35 mil rate times the property tax base. The change will be made before the next budget proposal is submitted.

Commissioner Coz asked what the projected unexpended figure is from the current year budget, and Town Manager Titcomb confirmed that the projection is listed in the Fund Balance Unappropriated line.

Town Manager Titcomb stated that on the Statement of Revenues and Expenditures on page 3, there is a plug number that can be changed to create a balanced budget in the event that the Town Commission would like to make changes.

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Town Manager Titcomb noted that some monies were moved amongst departments to better categorize the expenses such as software costs moved from the Town Clerk's budget to General Government as the software that the Clerk's Department uses benefits the whole town, not just the Town Clerk's Department.

Town Manager Titcomb noted that the new finance software estimate was added to the General Government budget, but noted that the figure does not reflect how much money we may spend on implementation and training. Once we receive the final figures, the cost may push us into an RFP situation. He stated that our current vendor (Tyler Technologies) would give us a legacy discount and licensing break.

Town Manager Titcomb noted that the Repairs and Maintenance line in general government includes street sign replacement in the amount of \$6,000. He stated that this would be a rotational program on an ongoing annual basis to replace all of the signs.

Town Manager Titcomb explained that the Police Department includes configurations for extra patrol positions, and there are different options for the Commission to choose from. He also explained that the machinery and equipment detail list is in the back of the book and includes everything the Commission has been discussing for several meetings.

There was discussion regarding an in-house Building Official which was budgeted for under Inspection Services. Commissioner Coz asked if the ratio will be the same, and noted it looks like we may save money. Town Manager Titcomb responded that the department is budgeted at a 12% reduction. He noted that the actual numbers vs. the budgeted amount is higher because we pay on a rate card system, and even though we are budgeted at a certain rate, we are over budget because of the volume increase in building permits. He noted that having someone in house would be a fixed cost because we would pay a salary instead of a rate card fee system. He stated that because we don't know how quickly we can hire an in-house person, we may not recognize savings in the first year, but it would catch up in the next year. Mayor Pugh stated that there are benefits to having an in house Building Official as we would have an employee responsible to Ocean Ridge as opposed to a contract. Town Manager Titcomb mentioned that there are a lot of other duties the person could perform such as being a liaison to the Police Department for code enforcement and troubleshooting issues on permits, conducting pre-meetings for plans review, etc. The efficiency would provide benefits to the town other than just financial. He stated that we would use a vehicle from our current inventory for the Building Official, and then we could adjust the budget figures as that person tells us what is needed for equipment, etc. He noted that the individual we would hire needs to be certified under Florida Statutes.

Town Manager Titcomb stated that there is a 1.1087 fee increase on garbage collection with no increase in fuel costs, and we will not raise garbage rates for citizens as these are minor adjustments that can be absorbed. He noted that the new finance software may help with the garbage billing functions which are manual intensive now.

Town Manager Titcomb stated that the Other Physical Environment budget is up due to building permit plan review costs due to increase in building permit activity. Commissioner MaGruder asked why the Other Contractual Services line went down, and Town Manager Titcomb discussed the current contracts that are under that line and stated there should be no effect on intended capacity.

Town Manager Titcomb explained that the Public Works reduction is due to the Woolbright detention one-time fees being removed from the budget.

There was a discussion regarding the employee salary and benefits sheet. Commissioner Coz asked about the 17 Calc_Rate column, and Town Manager Titcomb stated that those numbers represent the salary amounts currently in our payroll system and/or the amount that will be obtained through raises in the current

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fiscal year based on anniversary dates. He noted that the FY 18 figure is a projected rate based on the salary for the current year plus the anniversary date plus up to 5% merit raise based on the amount of months they may receive that in the new fiscal year based on their anniversary date. He stated that new positions are shown in yellow. Chief Hutchins explained the openings in the Police Department and the proposed new positions.

Mayor Pugh asked if the certification of taxable value number that we sent to the State is correct, Vice Mayor Bonfiglio confirmed that it is correct according to his calculations. Town Manager Titcomb stated he believes the \$1,400 shortfall in ad valorem may be due to a rounding error on the Excel spreadsheet.

Commissioner MaGruder asked if the telephone system and security system upgrades that are on the regular meeting agenda are coming out of the current year budget, and Town Manager Titcomb confirmed that they are.

Public Comment: Kristine deHaseth, 29 Sabal Island Drive, asked if there is an overage based on the 5.35 mil rate, and Mayor Pugh responded that there is no overage projected in the proposed budget; there is an overage projected in the current fiscal year that would be returned to the Town. Ms. deHaseth asked if there is any money proposed to be put into our reserve fund, and Town Manager Titcomb responded that we don't know that number yet because we are still working in the current fiscal year. Ms. deHaseth stated that we cannot afford not to put money in the reserves each year. Vice Mayor Bonfiglio stated that we used to fund for emergencies and that was zeroed out in years past due to the recession, however, he is going to propose that we have money budgeted for emergencies this year. He noted that the Commission needs to make decisions on whether or not we will be funding a license plate recognition system, Tasers, etc. and noted that the Commission may remove some of those items. Ms. deHaseth stated that she does not see an expenditure related to the \$108,000 we will receive from Palm Beach County for the penny sales tax revenue, and Town Manager Titcomb stated there is a transfer to capital number that needs to be transferred from the general fund into the capital fund to pay for all of the proposed capital expenditures.

Commissioner MaGruder suggested that the Membership and Education line be increased by \$500 in the Town Commission budget for attendance to the League of Cities conference, etc. There was no change to the budget at this time for that item.

There was discussion regarding the website upgrade being removed from the budget, and Town Clerk Stevens noted that we need a new website due to problems we have had uploading data to it in large volumes, and noted if we don't move forward with a new website, we could be faced with the dilemma of not being able to provide certain items on the website in the future such as the Town Commission packages. There was a discussion of website vs. finance software vs. town computer server system. Town Manager Titcomb stated that we may have funds in the current budget for a new website. There was consensus of the Commission to direct the Town Manager to bring website proposals to the next Town Commission meeting as an action item.

Public comment: Kristine deHaseth, 29 Sabal Island Drive, asked if we are confident that we will have less in legal expenses next year and expressed that we should not budget less than last year, and Mayor Pugh responded that he is confident in the budget number. Vice Mayor Bonfiglio noted that our insurance will pay some costs related to lawsuits next year. Mayor Pugh stated that we spent a lot this year on code amendments. Town Manager Titcomb noted that we added \$70,000 to this year's budget based on volume, and stated that the Attorney has looked at the cmTent year numbers and is confident this will be enough.

Mayor Pugh asked about hiring an additional dispatcher and officers, and Chief Hutchins explained that the Dispatch Manager is also serving as the police records manager, and stated that if we hire an additional dispatcher, we anticipate that we will not need to staff dispatch with Officers in the future. He noted that

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the job is becoming more and more specialized with certifications and we have our own training facility which drives the need for an additional position. Mayor Pugh asked if we would have more Officers on the road if they are not in dispatch covering, and Chief Hutchins explained that we currently assign personnel where we need to utilize them. Mayor Pugh asked if we still need two additional officers, or are we over-hiring, and Chief Hutchins explained that we are not over-hiring; the activity levels we are seeing in law enforcement are increasing every day due to outside forces we cannot control, and we are expecting exponential growth within a block of this building that needs to be addressed. He noted that the Commission asked him to address beach issues and traffic issues, and based on his calculations and looking at what is going on in Lantana and Boynton for growth which will impact us, now is the time to get ready and be proactive. He stated there is a desire by most of the Commissioners and a large number of residents that feel we need to increase patrol officers especially on the day shifts. Vice Mayor Bonfiglio stated that one of the reasons we are hiring additional Officers and a Dispatcher is to reduce overtime, and asked why we are increasing the overtime line from \$65,000 to \$75,000. He also stated that if we are hiring two additional officers and a dispatcher, the \$49,000 holiday pay line number should be increasing. He noted that retirement contributions stayed the same and should increase if we are hiring new officers. Chief Hutchins explained that the regular salaries and wages includes his calculations for new officers. He stated that overtime will be reduced over time. He stated that it was impacted this year due to a hurricane event, court costs, etc. and stated that the projection due to activity this year for mandatory overtime costs should go up next year. He stated it may be less, but traditionally we have expended our overtime budget, and we are trying to get a full picture of the Police Department at full staffing. Vice Mayor Bonfiglio asked if we need an additional vehicle if we are adding more officers, and Chief Hutchins explained that we retained our vehicles instead of trading them in this year at the direction of the Commission.

Vice Mayor Bonfiglio asked about the communications line going up \$10,000, and Chief Hutchins explained the costs for internet, telephone, air cards for the cars, and the projection on what we will need to pay for services.

Vice Mayor Bonfiglio asked again about the retirement contributions, holiday pay etc. in the Police Department budget and Town Manager Titcomb responded that it is a proportional budget for next year, and noted that the total in regular salaries will be disbursed if the new positions are approved. He stated that the capacity exceeds the aggregated total for total number of officers that is being proposed. Vice Mayor Bonfiglio noted that some positions were not filled this year. Chief Hutchins explained that vacation payouts are not usually fully expended because not everyone takes advantage of that benefit, but we need to budget for it based on town policy. He noted that the holiday pay line is similar; employees are allowed to take holiday pay per town policy or bank it to use as vacation. He stated not everyone takes it, but we need to budget for it as per town policy.

Commissioner Coz stated that there is a wish list sheet that needs to be discussed, and the Commission discussed the items. Mayor Pugh asked if we are still waiting for answers on the license plate recognition system, and Chief Hutchins explained that he is still working with Delray, Boynton, the State, etc. at this time. Chief Hutchins explained that we may be forced to use body worn cameras in the future.

Commissioner MaGruder stated he would like to see money budgeted for a study on sea level rise so we can forecast the amount of money we may need to spend in future years for drainage, etc. There was no action taken on that at this time.

Public Comment: Kristine deHaseth, 29 Sabal Island Drive, stated she realizes that we need to address the population growth, but asked if a reserve officer would be enough to handle the influx of population growth for FY 18, and asked if the savings from that as opposed to hiring two additional Police Officers could be used on traffic calming and other things. She also asked the Commission not to dismiss the license plate recognition system (LPR's) so quickly which is widely supported by residents, and a valuable tool for law

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enforcement. Commissioner Coz stated that he agrees that the LPR's would be a good tool, but the timing is not right at this time, as the state policy has not gone into effect yet that would make it easier and cheaper for the Town to implement. Mayor Pugh stated that Chief Hutchins recommended bypassing the LPR's this year, and the Commission looks to him as the expert. He stated we should remove that item from the budget this year and use the money elsewhere and then the Commission can re-visit it next year. Ms. deHaseth stated that if the overarching goal is to deal with the influx in population, then the LPR's are a great tool. Mayor Pugh noted that he agrees, but it may save money for the Town if we do it in the future as opposed to now and possibly piggyback off another system. Ms. deHaseth asked for the information on why it would be cost beneficial to wait, and Chief Hutchins explained that time and circumstances are changing. He stated he is trying to be forward-thinking to save the Town money. He stated he would be happy to meet with residents individually to explain his reasoning. Chief Hutchins also explained that his recommendation is to not use Reserve Officers at this time, as he is having trouble recruiting qualified Reserves and having them commit to being here when we need them. He stated that if we hire a full time employee, he can dictate the schedule.

The items that were removed from the budget by consensus of the Commission are: license plate recognition system, Tasers, and body worn cameras. It was the consensus of the Commission to fund two additional full time Police Officers and one additional full time Dispatcher.

Town Clerk Stevens asked for clarification if we are going to go with an in-house Building Official or not, and Mayor Pugh stated that the proposed budget shows funding for the in-house Building Official, and we have not decided to remove it.

There was consensus of the Commission to move forward with the final budget workshop on August 22, 2017 at 4:00 p.m.

ADJOURNMENT

Meeting Adjourned at 5:56 p.m.

Minutes prepared by Town Clerk Stevens, and adopted by the Town Commission on September 19, 2017.



Geoffrey A. Pugh, Mayor

ATTEST:

Tracey L. S

MC, Town Clerk