

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

Minutes of the Special Town Commission Meeting of the Town of Ocean Ridge held on Tuesday,  
August 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 4:03 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 several changes were made based on Commission direction from the last meeting, and explained the changes such as workers comp and general liability insurance expense reallocation, the removal of the license plate recognition system, Tasers, and body worn cameras, the capital fund inter-fund transfer, an increase in the contingency line to account for emergencies, and the adjusting fund balance unappropriated number.

Commissioner Coz asked if the vacation pay and associated benefits for the new Police Officer positions were moved out of the salary line, and Town Manager Titcomb confirmed that it is fixed.

Town Manager Titcomb noted that currently we have \$3.3 million in reserves (unrestricted fund balance) which is about 59% of town funds.

Mayor Pugh asked Town Manager Titcomb to explain what our procedures are in the event of an emergency such as a hurricane, and Town Manager Titcomb explained that the town has executed contracts for debris removal and recovery services as well as relocation contracts if we need to be up and running in a remote location. He stated that if there is an eminent event, the Town Commission declares an emergency which gives us certain powers during an emergency situation in order to recover from it. He noted that we have healthy insurance coverages, FEMA, State and County requirements and ultimately reimbursement standards. He noted that we would use reserve funds if we do not have a line item in the budget specifically for emergencies. Vice Mayor Bonfiglio asked if the emergency declaration authorizes the Town Manager to spend money out of the reserves in the event of an emergency, and Commissioner Coz asked if the Town Manager can only spend up to \$10,000 in the event of an emergency due to our current Finance Policy, and Town Manager Titcomb responded that the emergency declaration gives the Town certain additional powers during the emergency period. Town Clerk Stevens also clarified that the Town Manager does not have check signing authority; only the Treasurer, Deputy Treasurer, and Town Commission do, however, we do have increased petty cash and the use of Town credit cards to use during the natural disasters for food and supplies. Chief Hutchins also explained the emergency management procedures and forecast technology. Mayor Pugh noted that most of the time, our emergency declarations are modeled according to the Governor's declaration regarding time frames. Town Manager Titcomb explained that if we do have an emergency, the emergency declaration authorizes us to spend money on an emergency needs basis, and

## SPECIAL TOWN COMMISSION MEETING MINUTES AUGUST 22, 2017

then we would do a budget amendment at the end of the year to reflect the emergency expenditures, along with any revenues received from our insurance carrier and/or FEMA. Commissioner Coz asked if we are not reimbursed by FEMA, would the budget amendment show that we are expending the funds from our fund balance, and Town Manager Titcomb confirmed that it would show we are expending the funds either from contingency or the fund balance.

Mayor Pugh stated that at the last meeting, we had \$377,000 in the fund balance unappropriated line, and we now have \$188,675 in that line item due to the revisions, and the difference between those two figures is \$188,772. He asked if that is the figure that will be coming back into the reserves at the end of the year, and Town Manager Titcomb cautioned that it is not a straight line calculation from what was there before until now. Town Clerk Stevens noted that we do not know yet how much money will be returned to the reserves, and that number is an estimate; we will not know that figure until the end of the fiscal year.

Mayor Pugh stated that we may be in the position to drop the millage rate to 5.30 or 5.25, and Town Manager Titcomb responded that if you drop the millage rate to 5.25, that would reduce the revenue to the Town by \$89,776. Mayor Pugh asked if we could use a portion of the fund balance unappropriated figure to accomplish that, and Town Manager Titcomb noted that those figures are unrelated. He stated that the fund balance unappropriated number is unpredictable and he does not know if we would have the money available. Mayor Pugh stated we could take \$89,000 out of reserves to balance the budget, and Town Manager Titcomb confirmed.

Mayor Pugh asked when the last time the Chief received a raise, and Town Manager Titcomb responded that he has proposed an additional \$4,500 onto the Chief's contract separate from the merit raise process, based on the extensive load he has carried over the past several years.

Vice Mayor Bonfiglio asked for clarification that the additional \$50,000 in the contingency line is for emergency funds, and Town Manager Titcomb confirmed.

Mayor Pugh noted that the Town Manager will present the budget at the September 11th public hearing with the new mil rate as consented to by the Commission, and we should know by then a better estimate on how much money will be returned to the reserve account by the end of the year.

Commissioner MaGruder asked about the possible homestead exemption changes, and Town Manager Titcomb stated any possible changes in the law won't affect revenues until 2019 if a referendum passes, however, he has heard that it might not even make it to the referendum process. He stated that if it passes, it will affect our revenues as we have more of the high end properties here.

Commissioner MaGruder asked about the difference between an ATV and LSV, and Chief Hutchins explained that ATV's are used for beach patrol, and the LSV is road ready and designed for patrolling neighborhoods and to use for the Old Ocean Blvd increased patrols.

Commissioner MaGruder moved to reduce the mil rate to 5.25; seconded by Vice Mayor Bonfiglio. Vice Mayor Bonfiglio amended the main motion to include that we will use reserves to balance the budget if needed. The amendment was accepted by the main motion maker, Commissioner MaGruder, and seconded by Commissioner Coz. Motion as amended carried 5-0.

There was consensus of the Commission to leave \$50,000 in contingency for emergency expenditures.

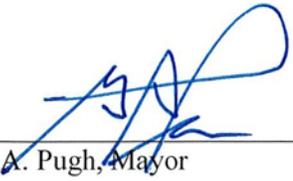
Commissioner MaGruder asked if we could take the fire expense out of the law enforcement and fire control department, however, there was no desire by the Commission to do that at this point since the fire control expense has its own line item within that department.

SPECIAL TOWN COMMISSION MEETING MINUTES AUGUST 22, 2017

**ADJOURNMENT**

Meeting Adjourned at 4:55 p.m.

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



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Geoffrey A. Pugh, Mayor

ATTEST:

Tracey L. StevC, Town Clerk