

**TOWN OF OCEAN RIDGE, FLORIDA
INFRASTRUCTURE SURTAX CITIZEN OVERSIGHT
COMMITTEE MEETING
AGENDA**

**JANUARY 8, 2018
8:30 A.M.
TOWN HALL * MEETING CHAMBERS**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADOPT MINUTES OF MAY 8, 2017**
- IV. REPORT TO THE TOWN COMMISSION ON INFRASTRUCTURE SURTAX EXPENDITURES FOR 2017**
- V. ADJOURNMENT**

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE INFRASTRUCTURE SURTAX CITIZEN OVERSIGHT COMMITTEE WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, HE/SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. PERSONS WHO NEED AN ACCOMODATION IN ORDER TO ATTEND OR PARTICIPATE IN THIS MEETING SHOULD CONTACT THE TOWN CLERK AT 561-732-2635 AT LEAST 5 DAYS PRIOR TO THE MEETING IN ORDER TO REQUEST SUCH ASSISTANCE. PLEASE TAKE NOTICE THAT ONE OR MORE TOWN COMMISSIONERS MAY BE PRESENT AT ANY BOARD OR COMMISSION MEETING OF THE TOWN OF OCEAN RIDGE.

INFRASTRUCTURE SURTAX CITIZEN OVERSIGHT COMMITTEE MEETING MINUTES
MAY 8, 2017

Meeting of the Infrastructure Surtax Citizen Oversight Committee of the Town of Ocean Ridge held on Monday, May 8, 2017 in the Town Hall Meeting Chambers.

I. CALL TO ORDER

The meeting was called to order at 8:30 a.m. by Town Clerk Stevens.

II. ROLL CALL

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

	<u>Present:</u>	<u>Absent:</u>	<u>Tardy:</u>
Member Goray	x		
Member David Hutchins	x		
Member Penny Kosinski	x		
Member James Leming	x		
Member Mark Marsh	x		
Member Kimberlee Marshall		x	
Member Mauro Walker	x		

Staff present: Town Attorney Brian Shutt, Town Manager Jamie Titcomb, and Town Clerk Tracey Stevens.

III. SELECT A CHAIR AND VICE CHAIR AND DISCUSS OPERATIONAL RULES OF ENGAGEMENT

Town Clerk Stevens called for nominations for a Chair.

Member Marsh moved to nominate Member Goray as Chair; seconded by Member Kosinski. Motion carried 6-0.

Town Clerk Stevens called for nominations for Vice Chair.

Member Kosinski moved to nominate Mark Marsh as Vice Chair; seconded by Member Walker. Motion carried 6-0.

Town Clerk Stevens turned the meeting over to Chairman Goray.

IV. DISCUSS INFRASTRUCTURE IMPROVEMENT PROJECTS AND DETERMINE IF THEY MEET PROVISIONS OF COUNTY SURTAX ORDINANCE

Attorney Shutt explained the legalities of the committee, referencing the county ordinance. He explained that the Town Commission adopted a resolution that created this committee in accordance with the county ordinance, and prior to December 31st of each year for 10 years, the committee will give an annual report to the Town Commission noting that the committee reviewed the expenses from the penny sales tax revenue and that all expenses comply with the county ordinance. He noted that the Town Manager will explain the projects and get approval on how we are spending the money so that at

the end of the year when the committee convenes, there won't be any issues on how the money was spent.

Town Manager Titcomb advised that this is an orientation meeting to get it up and running and explained that it is the committee's job to make sure we stay compliant with the county ordinance. He stated that the Town Commission has discussed the addition of the penny sales tax revenue for road paving programs and things associated with it. He stated the Town Commission has appropriated \$200,000 for paving this year. He mentioned that the county ordinance has a broad spectrum of options that we can use the funds for. He stated that over 10 years, it is projected we will receive approximately \$1 million; around \$100,000 per year. The Town has not appropriated funds in the budget yet for the penny sales tax expenses. The Town Commission will have a budget meeting March 22, 2017 and we will have a better understanding of what their goals are at that point.

Chair Goray asked how many times the committee will meet, and Town Manager Titcomb responded that two to three times per year is likely.

Town Manager Titcomb stated he recommends that our estimated \$80,000 penny sales tax revenue be earmarked for the paving program. He noted that we are just beginning to receive these revenues now.

Member Marsh asked for a list of what would qualify as an expenditure. Member Kosinski followed up on that question and mentioned that the Fire/EMS department on the barrier island may be a good idea. Town Manager Titcomb stated that a study was done recently on that and it was determined that the cost would be higher than what the communities were already paying for contract services. Member Kosinski stated that the study may look different today without Highland Beach included and now that the zoning laws have changed in Boynton Beach. Town Attorney Shutt stated we may be able to use the penny sales tax for infrastructure for Fire/EMS, however, the funds sunset in 10 years. Member Kosinski stated the initial cost of the Fire/EMS department is what we need to begin with, and then the citizens would pay for fire service every year through taxes.

Town Manager Titcomb inquired about a revenue bond and Town Attorney Shutt indicated that we would not be able to do that because other entities have control over the funds we receive.

Member Walker asked if the committee's function is to be an approval body, and Town Attorney Shutt stated that staff will develop a project list that will be approved by the Town Commission. He stated it will be up to the Town Commission to approve or modify, and if this body has recommendations for the Manager to take to the Town Commission, we could do that. Town Manager Titcomb noted that this committee is looking at what is available for funding and making a determination as to whether we are compliant with the ordinance in regards to expenditure of funds. He stated that this committee is not the final authority.

V. Adjournment

Member Marsh moved to adjourn at 8:56 a.m.; seconded by Member Kosinski. Motion carried 6-0.

Minutes adopted by the Infrastructure Surtax Citizen Oversight Committee at its meeting on January 8, 2018.

Chairman Goray

Attest:

Tracey L. Stevens, CMC, Town Clerk

Agenda: January 8, 2018

Memo: Item #4

Town of Ocean Ridge, Florida

Agenda Memorandum

Office of the Town Manager

Subject: Infrastructure Surtax Citizen Oversight Committee Report

Background:

Town Resolution 2017-02 appointed the P&Z Board, including alternates, to serve as a required Infrastructure Surtax Citizen Oversight Committee to review and verify expenditures made by the Town utilizing these restricted revenues. Each year the committee must review to report expending of any eligible dollars per the state statute and county ordinance criteria.

While not the committee's responsibility to identify how infrastructure penny sales tax revenues will be spent, we invite input on any projects the committee may recommend to consider for eligible future expenditures compliant under applicable ordinances/statutes.

In the just concluded fiscal year (FY17) of this program:

- The Town of Ocean Ridge collected \$70,041.42 in penny sales tax revenue.
- To date (as of 01/02/18), we have now collected \$90,320.11.
- No Penny Sales Infrastructure Surtax funds were expended on Capital Improvement projects In FY17. Revenues to date continue to be held encumbered in Fund Balance.

FY18 Infrastructure Sales Tax Project Category List Consideration:

The enabling ordinance it states:

WHEREAS, the parties to this Agreement desire to work together in order to promote the safe, efficient, and uninterrupted provision of numerous essential public services provided by the County, the Municipalities, and the School Board, including but not limited to providing improvements to district-owned school buildings, equipment, technology and security; purchasing school buses; repairing, constructing and equipping roads, bridges, sidewalks, streetlights, signalization, parks, recreational and governmental facilities, drainage, and wastewater facilities; and purchasing public safety vehicles and equipment; and

WHEREAS, the parties to this Agreement shall each be responsible for the adoption of project lists that will be funded from the Surtax Proceeds, subject to future revisions by the governing body of each applicable entity.

The Town invites the Citizen Oversight Committee to make recommendations to consider for future expenditure under the Infrastructure Surtax eligible project categories. The Town's projected revenue collection over the 10-year program duration is estimated to be \$1,264,629.00.