

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

**DECEMBER 10, 2018
IMMEDIATELY FOLLOWING PLANNING & ZONING MEETING
TOWN HALL * MEETING CHAMBERS**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADOPT MINUTES OF JANUARY 8, 2018**
- IV. REPORT TO THE TOWN COMMISSION ON INFRASTRUCTURE SURTAX EXPENDITURES FOR FY18**
- 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
JANUARY 8, 2018

Meeting of the Infrastructure Surtax Citizen Oversight Committee of the Town of Ocean Ridge held on Monday, January 8, 2018 in the Town Hall Meeting Chambers.

I. CALL TO ORDER

The meeting was called to order at 8:30 a.m. by Chairman Goray.

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> |
|---------------------------|-----------------|----------------|---------------|
| Chairman 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. ADOPT MINUTES OF MAY 8, 2017

Member Kosinski moved to adopt the minutes of May 8, 2017 as submitted; seconded by Member Marshall. Motion carried 7-0.

IV. REPORT TO THE TOWN COMMISSION ON INFRASTRUCTURE SURTAX EXPENDITURES FOR 2017

Town Manager Titcomb explained that this is a ministerial compliance meeting, as indicated in the report that was submitted to the Committee. The key function of the Committee is to look at expenditures that have been made under the penny sales tax program and ratify that the funds have been expended correctly according to the statute and County ordinance, and a report will be submitted to the Town Commission and any other reporting agencies as required. He noted that the Town collected \$70,141.42 in penny sales tax revenue in FY17, and to date we have collected \$90,320.11. He reported that the Town did not expend any of those funds in FY17, as we had no direction for specific expenditures. He stated that the estimated revenue over a ten-year period is \$1.2 million. He stated that there may be a desire for the Committee to have a conversation regarding recommendations for future expenditures in FY18 or beyond. He stated that the Town has been expending a great deal of time and energy on stormwater and drainage systems in the town due to problems we have been having categorically, and those among other things are areas where expenditures would qualify for the penny sales tax program.

Town Attorney Shutt explained that the duty of the Committee under state statute is to provide a report to the Town Commission to report that the funds spent by the Town comply with the county ordinance and state statute. He noted that the reason we try to get the Committee's input on expenditures at the front end is we don't want to get caught

at the end of the year expending funds, and then the Committee has a problem with the expenditures when it's time to report. He explained that the Committee can recommend how the funds will be expended, however, the Town Commission is not bound to take the recommendations. He stated that the Town Commission will take the recommendations into consideration, however, the Commission will allocate how those funds will be used through the budgeting process.

Chairman Goray asked about the first whereas clause in the county ordinance in reference to the report to the Town Commission and which expenditures qualify under the program, and Town Attorney Shutt confirmed that the information is correct in the report. He noted that the Town Manager can report to the Committee on what the Town may be using the money for. He stated that the first item for the Committee to address is to report to the Town Commission on expenditures, although we did not spend any money yet.

Member Marsh stated that it would make sense for the Committee to receive a list from staff of the priorities that can be evaluated in order to make the Committee relevant, and then make recommendations to the Town Commission. He stated that the Town is receiving the money, and we should put it toward the best use for the Town.

Member Kosinski stated that she believes Fire/EMT Services is important due to what is happening in our surrounding communities, and she would like to fit that into the priorities.

Town Manager Titcomb stated that we can piggyback these meetings with the schedule of the P&Z meetings.

Chairman Goray asked about the timing of deciding on how to spend the money, and noted that the Committee would look to Town Staff to prepare a list of priorities and set up a meeting for this committee to discuss.

Public Comment: Kristine de Haseth, 29 Sabal Island Drive, stated that \$1.2 million over a 10-year period is significant, and noted that long range planning is important. She stated that it would be good for the Town to look at what our neighboring committees are doing, and noted that Gulf Stream is talking about problems with drainage and roads, lighting, and burying utility lines. She stated that they put money in their budget for a 10-year capital improvement plan, and hired an outside consulting agency for \$48,000 to help with the process. She stated that it could be beneficial for Ocean Ridge to do the same, and have an implementation schedule. She also stated that she supports Member Kosinski's idea for the Fire/EMT services due to the increase in density and population growth in neighboring communities. She stated she would like to see the Town be proactive instead of reactionary due to what is happening in the town, and referenced a more strategic long term process.

Public Comment: Don MaGruder, Town Commissioner, 9 Ridge Blvd, stated that for the last three months, he has been submitting memos to the Town Commission regarding sea

level rise. He stated that he would like to see Ocean Ridge hire an outside consultant to come in and do a vulnerability study to see what types of structures need to be protected, and see what we can do to enhance our ability to deal with sea level rise from inside and outside. He referenced the 6-step process developed by Sarasota, as they are trying to mitigate effects of sea level rise. Member Marsh asked if other coastal towns are doing this study, and Commissioner MaGruder stated that Delray Beach has completed one. Member Marsh suggested that we look at their study as it is a public document, and stated that we cannot afford to be the pioneer in this as we don't have the resources.

Member Kosinski stated that we can't afford not to, as we must be strategic and forward-thinking. She asked if there is a date certain that the money must be spent or can we bank the money, and Town Attorney Shutt responded that he's not sure there is a date certain, however, the statute indicates the parameters on what the money can be spent on, and noted that we could run into issues if we don't spend it within the 10-year period or shortly after that.

Public Comment: Kristine de Haseth stated that it costs less than \$3,000 for a vulnerability study. She noted that they do a GIS study to see which areas would be intruded by water, and overlay the assets such as Town Hall, beaches, etc. to see what is vulnerable, and then how you mitigate is up to you. She stated that other towns are doing studies and some best practices are coming out of those such as raising the minimum height of seawalls from six to eight feet. She stated it is good to know what other communities are doing, but things may be specific to the geographical area so we should keep that in mind.

Member Marshall stated she would like to see a punch list of priorities from the Town to see what is most pressing, and stated we will continue to have a watchful eye. She noted that drainage and flooding is a pressing issue in Town currently.

Member Kosinski stated she would like to see the long term Fire/EMT services on the list.

Member Walker stated he would like to hold out for something that may become important in the future, and noted that we should consider something that affects the entire town. He stated that drain maintenance affects the entire town and is significant.

Member Hutchins stated he would like to make sure we are spending the money wisely, and would like to see the Town Manager prioritize what would be most critical for the Town. He stated he likes the idea of emergency services, but would like to see the money used wisely. He does not necessarily agree with hiring a consultant because the costs go up for a project. He would like to see the Town Manager's list before he decides on projects.

Member Leming stated that sidewalk maintenance is a small threat to public safety. Town Manager Titcomb explained that sidewalks on A1A are the jurisdiction of FDOT.

Member Marshall asked what the Town's responsibility is vs. FDOT in regards to paving roads, and Town Manager Titcomb stated that FDOT is responsible for A1A and Ocean Ave, the County is responsible for Woolbright Rd, and the town maintains town streets.

Chairman Goray noted that the license plate recognition (LPR) system may be an important safety item to consider.

Member Marshall stated we should learn from our neighboring towns before we proceed on the LPR system and see how it could benefit us. Member Marsh stated that the Chief could make a short presentation to us on this item.

Chairman Goray summarized the meeting: Town Attorney Shutt and Town Manager Titcomb will prepare a formal program on when we meet tied into the P&Z meeting schedule, Town Manager Titcomb will develop a priority list to submit to the Committee, and we will get the information that we can from surrounding communities studies which may help us define a list, and the input from this Committee will be added to the list.

Member Kosinski asked which communities adopted the LPR's, and Kristine de Haseth responded that all of the surrounding communities adopted them, and we did not.

V. ADJOURNMENT

Member Kosinski moved to adjourn at 9:18 a.m.; seconded by Member Marsh. Motion carried 7-0.

Minutes prepared by Town Clerk Stevens and adopted by the Infrastructure Surtax Citizen Oversight Committee at its meeting on December 10, 2018.

Chairman Goray

Attest:

Tracey L. Stevens, MMC, Town Clerk

Agenda: December 10, 2018

Town of Ocean Ridge, Florida

Agenda Memorandum

Office of the Town Clerk/Treasurer

Subject: Annual Report to the Town Commission on Infrastructure Surtax

Background:

Last year, the Town Commission appointed all Members of the Planning and Zoning Board inclusive with its Alternates to be seated together as part of a larger committee for the purpose of serving as a required Local Penny Sales Tax Infrastructure Oversight Committee.

According to Palm Beach County Ordinance 2016-032, Section 7 (d), the committee shall provide an annual report to the Town Commission detailing the revenue received for the infrastructure surtax and the corresponding expenditures.

The revenue and expenditures of the fund are as follows to date:

| | | |
|---------|------------------|-------------------|
| Revenue | FY17 \$70,041.42 | FY18 \$138,895.77 |
|---------|------------------|-------------------|

| | | |
|--------------|----------|----------|
| Expenditures | FY17 \$0 | FY18 \$0 |
|--------------|----------|----------|

Balance in the fund as of September 30, 2018 (FY18) \$208,937.19

While it is not the committee's responsibility to identify how infrastructure surtax money is spent (that is the responsibility of the Town Commission during the budget process), we invite input on any projects under the eligible criteria according to the County Ordinance that the committee may recommend to the Town Commission for the next fiscal year beginning on October 1, 2019. The committee may also recommend to not spend any of the funds at this time and continue to accumulate the funds across many years to spend on a larger project in the future.