

SPECIAL TOWN COMMISSION MEETING MINUTES  
AUGUST 6, 2018

Minutes of the Town Commission Special Meeting of the Town of Ocean Ridge held on Monday,  
August 6, 2018, at 2:00 PM in the Town Hall Commission Chambers.

**CALL TO ORDER**

The meeting was called to order by Mayor Bonfiglio at 2:00 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 Besler	x		
Mayor Bonfiglio	x		
Commissioner Coz	x		
Commissioner de Haseth	x		
Vice Mayor MaGruder	x		

**PLEDGE OF ALLEGIANCE**

Mayor Bonfiglio led the Pledge of Allegiance.

**PUBLIC COMMENT**

None

**CLOSED EXECUTIVE SESSION (SHADE MEETING)**

1. Mayor Bonfiglio announced that a closed Executive Session in accordance with F.S. Section 447.605 for the purpose of discussing PBA Collective Bargaining Negotiations will be held at 2:00 p.m. Those in attendance will include Mayor James Bonfiglio, Vice Mayor Don MaGruder, Commissioner Phil Besler, Commissioner Steve Coz, Commissioner Kristine de Haseth, Town Labor Attorney Matthew Ransdell, Town Manager Jamie Titcomb, Town Clerk Tracey Stevens, and Police Chief Hal Hutchins.

**RECESS**

The Town Commission recessed into closed executive session at 2:03 p.m.

**RECONVENE**

The Town Commission reconvened into public session at 4:00 p.m.

**BUDGET DISCUSSION**

**1. Consideration of the FY18/19 Proposed Budget (By: Town Manager Titcomb)**

Town Manager Titcomb advised that the budget has been revised since the July 2<sup>nd</sup> meeting based on the priorities that the Commission had set. All of the priority items have been placed in the budget document, with most of the items shown in the "Other Physical Environment" department. The budget was modeled at the 5.55 maximum millage amount, and the amount of money taken from reserves changes as changes are made within the budget. The current PBA negotiations requests are located on the "Contingency" page in the amount of \$113,900, and the difference from what has already been budgeted is \$83,847.

Mayor Bonfiglio stated that we currently have \$200,000 in the budget for road paving, and \$125,000 in the budget for drainage issues, and he suggested that we combine these two items, and we put the paving on a 16 year schedule instead of a 10 year schedule, which would free up some money for drainage issues that are needed. He stated that the roads with the most need were already taken care of in the past couple of years, except Bimini Cove. He suggested designating the money budgeted of \$325,000 and re-name it "Road and Drainage Repairs and Upgrades". Town Manager Titcomb stated that the Commission will need

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to determine what that number will be based on the overall priorities of the Commission and the PBA contract requests. Vice Mayor MaGruder asked if that would affect our paving contract that we have in place, and Town Manager Titcomb responded that it would not affect the contract, as the contract is based on rates per paved mile and has no requirement to spend a certain amount per year. Commissioner Coz noted that the Higgins Engineering report is going to be very important when we decide what kind of repairs to do on Bimini Cove. Town Manager Titcomb stated that once the reports are presented, the Town Commission will need to decide how much money to allocate for "Road and Drainage Repairs and Upgrades". Vice Mayor MaGruder stated that we asked the Town Engineer to give us an annual report on the priority areas for repair or upgrade and noted that a report was given to the Commission for today's meeting. Mayor Bonfiglio stated that the Town Engineer submits a report annually with recommendations on what need to be done in town. Vice Mayor MaGruder stated that he is looking to find out from the Town Engineer which of those projects in the report has the highest priority, second highest priority, etc. and the cost for each.

Commissioner Besler asked if the reserve number would go up once we decide on the PBA contract figures, and Town Manager Titcomb stated that it could if that is what the Commission directs. There are several different things that could happen such as a change in the mil rate, decreases or increases in expenses, or use of reserve funds.

Commissioner Coz stated that his goal is not to keep the 5.55 mil rate. Commissioner Besler stated that if we stay at the 5.55 mil rate, it would be a 12% increase for taxpayers in dollar values.

Commissioner Besler asked how we estimate revenues, and Town Manager Titcomb explained that we look at trending in revenues over the past several years.

Commissioner Coz stated that the interest revenues are projected up based on Commissioner Besler's suggestion at the last meeting. He stated he would like to discuss bank fees as well. Town Manager Titcomb explained that he is running into problems with the Treasury programs that Commissioner Besler told us about, but he is currently researching other programs such as the Florida Prime Account, the Florida Education Investment Trust Fund, and a program through Florida League of Cities to generate more interest revenues. He stated that he will bring the details back to the Commission over the next several months and bring forth an Investment Policy as well. Vice Mayor MaGruder asked which banks we currently do business with, and Town Manager Titcomb stated that the majority of town funds are in Bank of America, but we also do business with Wells Fargo. Town Clerk Stevens stated that we also have funds in BB&T and Sun Trust accounts. Vice Mayor MaGruder echoed Commissioner Coz's thoughts that if we have a great deal of money in the bank, we should have leverage on the bank fees and interest.

Commissioner de Haseth asked about the increase in the miscellaneous revenue line and asked which items are included in that line (360.000), and Town Clerk Stevens stated that the breakdown is listed on page 2 at the bottom of the page. Town Manager Titcomb noted that page 3 is a summary of all of the items on pages 1 and 2. He stated that the increase in miscellaneous revenue is from the interest projected increase.

Commissioner de Haseth asked if we didn't have E&O insurance for the Town Commission last year, and Town Manager Titcomb responded that we did have the insurance, but it was included in another line item last year.

Commissioner de Haseth commented that the Commission needs to adjust the Town Manager's salary and perform his annual evaluation.

Commissioner de Haseth asked if we pay a monthly accounting and auditing fee, and Town Manager Titcomb stated that we do not.

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Commissioner Coz asked about the increase in office supplies and operating supplies and Town Manager Titcomb noted that we are tracking upward in those areas so we asked for an increase. He stated that the office supplies line in General Government is for all departments in Town Hall lumped together. The Police Department is separate.

Town Manager Titcomb stated that we are getting a good deal on our fire services contract, as the County is currently at 3.4, and we are at 1.1 millage equivalent for fire services. He stated we are in year 2 of a 12 year contract, and the contract price typically increases around 4% per year. He stated that a lot of other towns in the county are already near the 10 mil cap, so when things like fire services increases it has an adverse affect on the community.

Town Manager Titcomb stated that the Building Department expenses are at a decrease from last year, and we may want to look at changing the Building Department into an enterprise fund in FY20, after we stabilize the department during FY19.

Vice Mayor MaGruder stated we should work on getting back the Briny Breezes police services contract, and Town Manager Titcomb stated that we have been actively working on that. Chief Hutchins stated that they may be going out to bid next year.

Vice Mayor MaGruder stated that the Commission approved projects at the last meeting and the amount for TeleVac South was \$165,000. He asked about iguana control, and Town Manager Titcomb responded that he has spoken to several different companies, and we may be able to piggyback on the county's contract with one of the vendors. He stated that the Commission voted on \$16,000 for the program for next year which was based on half the cost of an annual program. He stated that he is speaking to a vendor regarding a pilot program for a portion of the year in the most affected areas of the town as opposed to an ongoing annualized program.

Commissioner Coz stated that the Commission is currently discussing expenses for projects in the amount of \$435,000, and in order to fund that we have to increase the tax rate up to 12%. If we want to keep the current tax rate of 5.25, we need to reduce expenses by \$289,000. He suggested paring down the amounts in the project lists.

Commissioner de Haseth stated that the drainage issues have been exacerbated over a number of years based on decisions that have been made in the past. Commissioner Coz stated that some of the drainage problems we were having recently were due to a maintenance problem, and also cement that went into the drain system by a contractor. He stated that we are allotting a lot of money toward drainage infrastructure that we don't even know that we need yet. He stated that the Town Manager has attacked these drainage problems successfully by doing required maintenance on the systems. Town Manager Titcomb responded that because we are now doing maintenance, we are finding the problems that need to be fixed. Commissioner Coz stated that the maintenance that we are doing is actually making the systems work as they were designed. Commissioner Besler suggested listening to Mr. Higgins' report and the Town Engineer's reports before we make a decision on how much to spend on drainage next year. Town Manager Titcomb responded that the moving pieces need to be decided on so we can balance the budget before the September public hearings. Commissioner Coz commented that we have a lot of money allocated to drainage in the proposed budget and we don't even know if we need it or not yet.

Commissioner Coz opined that iguana control is not going to work and he thinks homeowners need to take care of their own properties. He noted that the recent reports show that iguana feces is not going to cause anymore disease than pet feces. He stated he would be open to iguana control on town owned property.

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Commissioner de Haseth asked out of the \$68,000 per year we spend on noseem spraying, what percentage of the spraying is for town owned properties, and Town Manager Titcomb responded that we treat in three different varieties such as barrier/backpack spraying, truck spraying along town roadways, and larvicide treatment in wetland areas. He stated that the barrier spray/backpack spray is sprayed over 1.52 public acres and 9.59 private acres, and the truck spray is sprayed over 189 acres, while the larvicide is sprayed over 3 acres in the town. Commissioner de Haseth stated she is trying to ascertain how much public funds we are using for noseem spraying on private property vs. public property, and stated that we are getting private property pest control with town funds, and if she was in agreement with Commissioner Coz, we shouldn't be using town funds to spray individual properties. If the idea is that we shouldn't be using public funds for private property, then she would like to be able to compare apples to apples. Mayor Bonfiglio noted that we added the Zika virus spraying to the program a couple of years ago and stated there have been four confirmed cases of Zika virus in Palm Beach County in 2018. Town Manager Titcomb stated that the noseem spraying and iguana control are two different programs, and with the noseem spraying, you are spraying a chemical over a wide area that needs to include both public and private areas and the model is based on gaining permission from private property owners to enter their property. Commissioner de Haseth suggested that we budget \$68,000 and use a portion for noseem spraying and a portion for iguana control in the spirit of compromise. Commissioner Besler clarified that he gave Clarke permission to enter his property in order to gain access to the mangrove areas for noseem spraying, however, he hires his own pest control company to take care of his properties. Vice Mayor MaGruder stated that residents in certain portions of the town are inundated with iguanas and it will not bode well if the Commission decides not to do anything about it.

Public comment: Zoanne Hennigan, 91 Island Drive South, stated that the Commissioners represent the whole town. She stated that iguana control, noseems, and flooding issues are all town-wide issues. Some residents don't have problems with drainage, but they pay taxes that go toward drainage issues. She stated that iguana control is a town-wide issue and we need to find solutions to the problems. She stated she would like to know what the Palm Beach County iguana control contract looks like so we can understand the process, and thinks we need to allocate funds for the issue. She stated that iguanas are not necessarily on just public areas; they are on private property and public property so it is not necessarily a homeowner issues. Commissioner Coz responded that he disagrees and stated we need to set a line between what the town is responsible for and what the homeowners are responsible for, and it keeps getting murkier and murkier as the mil rate rises. Mrs. Hennigan stated that she has been eradicating the iguanas on her property, but more keep coming back as there are vacant lots next to her. She stated she can control the amount of pet feces that go on her yard by use of a fence, but she cannot control the iguana feces on her yard and deck.

Mayor Bonfiglio stated that the Commission decided on \$16,000 for a pilot program for the iguana control issue at the last meeting, and after the pilot program is completed, would evaluate the program to see how effective it is and would re-visit the issue with possibly extra funding. He stated the noseem spraying helps with quality of life and health of the residents and that's what we are all about. He stated we also need to look at the iguana control issue.

Mayor Bonfiglio stated that the \$125,000 for drainage infrastructure and \$200,000 for paving is the biggest area we can look at to cut expenses, however, we need to address the drainage issues that have been put off for years. Vice Mayor MaGruder agreed that we need to address the drainage issues.

Commissioner de Haseth stated that we are at a disadvantage right now because we have not heard from Mr. Higgins and the Town Engineer regarding drainage. She stated that it is not her goal to get back to the 5.25 millage rate, and she thinks the reduction from 5.35 to 5.25 last year was short sighted. Commissioner Coz stated the goal should be to get back to the 5.25 millage rate.

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Vice Mayor MaGruder stated that the Commission originally looked at allocating \$62,000 for the Higgins recommendations, so if we reduce it by \$12,000, we could apply that money elsewhere. He stated it does not cover Bimini Cove roadway though, so if we combine that, it would cost around \$125,000 to do the Higgins work and the street. Commissioner Coz stated that if the maintenance on Spanish River Drive does not solve the problems, then that is correct.

Mayor Bonfiglio noted that most of the budget is comprised of expenses that we need to pay and we cannot adjust those. There is very little in the budget that we can adjust.

Vice Mayor MaGruder stated that Televac still hasn't put a camera through the pipes in the detention area, so we don't know if the pipes are clogged or not. He opined that the system is not working properly.

Mayor Bonfiglio noted that we can stretch the maintenance out over a few years; we don't need to do all of the maintenance projects in this budget. Commissioner Coz stated that we need to do the areas that have problems first.

Town Manager Titcomb recommended that the Commission listen to the Higgins report and finish the PBA contract negotiations, and then we can finalize the budget figures.

Commissioner de Haseth asked about the contingency amounts, and Town Manager Titcomb stated that the contingency line is for additional projects and emergency repairs etc. throughout the year. Commissioner de Haseth asked if the money in the contingency line is returned to reserves if it is not expended, and Town Manager Titcomb confirmed. Commissioner Coz stated that the contingency line is another area that we can cut if we wish to do so.

Commissioner Coz noted that there are different goals from Commissioners. He stated that we are funding a lot of projects that are increasing the mil rate. He would like to look at the areas that were inflated over last year. Mayor Bonfiglio stated that we need to deal with the PBA contract and infrastructure that needs attention that hasn't been taken care of over the years.

Vice Mayor MaGruder stated that we need to bring everything up to the standard that it should be because maintenance was not addressed over a number of years. He noted that we still need to address the PBA contract as well.

Commissioner de Haseth discussed the changes in mil rate and how much that would increase a tax bill. She handed out a comparison sheet. Commissioner Besler noted that the figures on the sheet that was handed out need to be doubled due to the valuation increase. Commissioner de Haseth thanked Commissioner Besler for his input, and noted that sheet was handed out as a talking point for future discussions on the mil rate.

Commissioner Besler summarized that the Commission is going to hear reports from Mr. Higgins and the Town Engineer, we are going to combine the paving and drainage project lines into one category, and Town Manager Titcomb is going to put together a priority project list for next year and eventually over the next several years, and we will be in good shape at the next budget workshop to discuss how we should craft the budget.

**Commissioner de Haseth stated that she would like to see a separate detail sheet for line 503.400 on page 15, and note what was already allocated in the budget and what we still need to budget for. Commissioner Coz stated that we can build on the project list that Town Clerk Stevens provided, and there was consensus of the Commission to do so.**

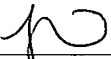
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**ADJOURNMENT**

Meeting Adjourned at 5:19 p.m.

Minutes prepared by Town Clerk Stevens, and adopted by the Town Commission on September 6, 2018.

  
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Mayor James A. Bonfiglio

ATTEST:  
  
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Tracey L. Stevens, Town Clerk