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**Town of Ponce Inlet
Town Council
Special Meeting Minutes
July 16, 2020**

1. **CALL TO ORDER:** Pursuant to proper notice, Mayor Smith called the meeting to order at 10:00 a.m. in the Council Chambers at 4300 South Atlantic Avenue, Ponce Inlet, Florida.

2. **PLEDGE OF ALLEGIANCE:** Mayor Smith led the Pledge of Allegiance.

3. **ROLL CALL:**

Town Council:

Mayor Smith, Seat #1

Councilmember Milano, Seat #2 (via Zoom)

Vice-Mayor Hoss, Seat #3

Councilmember Perrone, Seat #4

Councilmember Paritsky, Seat #5

Staff Members Present:

Mr. Baker, Chief Building Official

Ms. Cherbano, Deputy Clerk

Mr. Disher, Assistant Director; Planning & Development

Mr. Glazier, Police Chief

Ms. French, Cultural Services Manager

Mr. Hooker, Code Compliance Manager

Ms. Hugler, Recording Secretary

Mr. Irwin, IT Manager

Ms. McColl, Finance Manager

Mr. Miller, Interim Public Works Manager

Mr. Scales, Fire Chief

Ms. Witt, Town Manager

4. **Additions, Corrections or Deletions to the Agenda** – There were none.

Councilmember Perrone moved the adopt the agenda as presented; seconded by Councilmember Paritsky. The motion PASSED 5-0, consensus.

5. **Proposed budget for fiscal year 20/21:**

Town Manager's presentation – Ms. Witt reviewed the memorandum dated July 2, 2020 (Attachment 1) outlining four fiscal years - Final FY 18/19, the Amended FY 19/20, the Proposed FY 20/21, and the Forecast FY 21/21. She stated she anticipates carrying forward \$100,000 at the end of this fiscal year into the General Fund Reserve, which is 50% or six months; the Town's policy requires this fund to be between three and nine months. She noted that \$87,000 of those funds are marked for the TPO Sidewalk project. She reviewed projects that were completed within

46 this year's budget. Ms. Witt reviewed the proposed budget for fiscal year 20/21 with a proposed
47 millage rate of 5.9, estimated at 95% to produce \$5,320,931 in ad valorem revenue. She noted the
48 Town's current millage rate is 5.9 and the rolled-back rate is (RBR) 5.7359. The proposed millage
49 rate is 2.86% above the rolled-back rate. Ms. Witt reviewed the General Fund, noting anticipated
50 revenues and operating expenses. Councilmember Perrone suggested a 1% increase in light of the
51 stimulus checks that have been provided by the federal government, and that increase could be
52 given as a salary adjustment October 1st instead of a merit. Regardless of the percentage authorized,
53 Ms. Witt expressed support for eliminating the current merit system because a merit system is
54 more suited to businesses that can differentiate the amounts they give in pay raises based upon
55 company needs, not the ½-1% differentiation that they as a government are able to make. This
56 would enable the evaluation system to just focus on the work evaluation needed, not minimal
57 differences offered in raises between average and outstanding performance. Councilmember
58 Paritsky stated she would like to see how this would impact employees and the budget; Ms. Witt
59 confirmed that she would prepare a report for the August meeting to show the impact difference
60 between the currently proposed 2% merit, vs 3 CPI adjustment scenarios: 2%, 1.5%, and 1%. Ms.
61 Witt then reviewed the Local Option Gas Tax fund, noting that the cities have had a long-standing
62 issues with the distribution formula that determines the amount of funds distributed to each city,
63 and it is possible that the Town may see a 55% decrease in revenue from both gas tax funds. She
64 noted that the Town has a debt service tied to this fund (stormwater improvements). She added
65 that this has not been finalized yet and will bring to Council as soon as it is. She continued
66 reviewing each fund, noting that the Tree Fund is a restricted fund, and that it is her goal to develop
67 a tree replacement plan for town-owned properties. Ms. Witt stated the revenues and expenses
68 Ponce's Happy Tails Dog Park is estimated at this time. She noted that the Cultural Services Board
69 suggested that Town research properties adjacent to town parks for acquisition and noted that the
70 lot adjacent to Ponce's park is for sale at \$237,000. She stated there is not enough money in the
71 Land Acquisition Fund at this time for such a purchase. There was a brief discussion regarding
72 additional costs associated with development and transferring monies into this fund. Ms. Witt
73 stated she would prepare an Ordinance for Council consideration regarding expenditures from this
74 fund. Ms. Witt continued reviewing the Funds, noting that the ambulance, approved and ordered
75 this year, will not be received and paid for until next year, therefore the budget has been setup
76 accordingly. The proposed budget contains everything we need to meet or exceed our current level
77 of services.

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79 She announced the budget hearing dates: first hearing is scheduled on September 10th and the final
80 hearing/adoption is scheduled on September 17th.

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82 **Public Comment** - James Barrow, 88 Buschman Drive - asked about the \$60,000 Watershed Plan
83 expense. Mr. Baker stated the Town has gone through its classification and qualifies to move to a
84 4. He said that before we can do that, we must have this Plan in place. Mr. Barrow then asked why
85 there is incentive pay for two employees. Ms. Witt explained that typically cities separate the Chief
86 Building Official from the Flood Plain Manager and the FPM entails a considerable amount of
87 work. She noted that there are two employees who share the \$12,500 incentive. He asked for
88 clarification on incentive pay versus giving a raise. Ms. Witt explained that the Town has identified
89 certain areas of responsibility that go beyond an employee's typical job description and the
90 employee accepts these additional responsibilities for compensation that is well below that of
91 hiring another employee to do so; this is a win for both the Town and the employee. Mr. Disher

92 added that incentive pay is primarily designed for employees who do an additional job, outside of
93 their normal scope of work. Mr. Barrow asked about the changes in Public Works, expressing
94 concerns with eliminating the janitorial service in light of the pandemic. Ms. Witt explained that
95 they are actually increasing janitorial service because of the pandemic conditions, as they are
96 assigning one full-time employee to do this every day instead of the once per week contract service.
97

98 **Town Council direction** - Council expressed support for the proposed FY 20/21 budget as
99 presented.

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101 **6. ADJOURNMENT.** Mayor Smith adjourned the meeting at 11:32 a.m.

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103 Respectfully submitted by:

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Jeaneen Witt, CMC, Town Manager/Town Clerk

107 Prepared by: Peg Hunt, Town Board Secretary