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**TOWN OF LAUDERDALE-BY-THE-SEA**  
**TOWN COMMISSION**  
**SPECIAL BUDGET MEETING**  
**AGENDA MINUTES**  
Jarvis Hall  
**4501 Ocean Drive**  
**Tuesday, July 24, 2012**  
**5:30 P.M.**

**1. CALL TO ORDER, MAYOR ROSEANN MINNET**

Mayor Roseann Minnet called the meeting to order at 5:30 p.m. Vice Mayor Scot Sasser, Commissioner Stuart Dodd, Commissioner Chris Vincent, and Commissioner Mark Brown were present. Also present were Town Manager Connie Hoffmann, Town Attorney Susan Trevarthen, and Town Clerk June White.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. PUBLIC COMMENTS**

Mayor Minnet opened the meeting for public comment.

John Boutin commended the Town Commission and staff for their hard work. He stated fire protection was important.

With no one else wishing to speak, Mayor Minnet closed the public comment portion of the meeting.

**4. ITEMS FOR DISCUSSION AND/OF ACTION**

**a. Resolution 2012-30: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, RELATING TO THE PROVISION OF FIRE PROTECTION SERVICES, FACILITIES AND PROGRAMS IN THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA; DESCRIBING THE METHOD OF ASSESSING FIRE PROTECTION ASSESSED COSTS AGAINST ASSESSED PROPERTY LOCATED WITHIN THE TOWN'S GEOGRAPHICAL BOUNDARIES, KNOWN AS FIRE PROTECTION ASSESSMENT AREA – TOWNWIDE; ESTABLISHING THE ESTIMATED RATES FOR FIRE PROTECTION SERVICES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012; DIRECTING THE PREPARATION OF AN ASSESSMENT ROLL FOR FIRE PROTECTION ASSESSMENT AREA – TOWNWIDE; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE**

Town Attorney Trevarthen read Resolution 2012-30 by title only.

Mayor Minnet opened the meeting for public comment. With no wishing to speak she closed the public comment portion of the meeting.

Vice Mayor Sasser wanted clarification that the fire assessment rates were to be evaluated in the future but were to remain at the current rate for this year.

Town Manager Hoffmann stated for the following year's evaluation, the Commission decided to will consider whether to go to a straight square footage assessment for commercial properties or keep the tiers for commercial property.

Commissioner Brown referred to the chart prepared by staff that showed the Town had among the lowest assessment rates for commercial property in the County.

Commissioner Dodd expressed satisfaction that the Town was able to keep its fees low while still maintaining a high level of service and commended Town staff for their efforts. He advised that overall tax increase borne by taxpayers would come from County taxes, the school board and other entities.

Mayor Minnet thanked staff for their hard work in keeping taxes down, especially in light of what was happening in other communities.

Commissioner Dodd made a motion to adopt Resolution 2012-30. Vice Mayor Sasser seconded the motion. The motion carried 5-0.

- b. Resolution 2012-31; A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, ADOPTING A PROPOSED MILLAGE RATE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012, AND ENDING SEPTEMBER 30, 2013; STATING THE PERCENTAGE AMOUNT OF THE PROPOSED RATE DOES NOT EXCEED THE ROLLED BACK RATE; ANNOUNCING THE DATE, TIME AND PLACE OF THE FIRST PUBLIC HEARING TO CONSIDER THE PROPOSED MILLAGE RATE AND THE TENTATIVE BUDGET; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE**

Town Attorney Trevarthen read Resolution 2012-31 by title only.

Mayor Minnet opened the meeting for public comment. With no wishing to speak she closed the public comment portion of the meeting.

Mayor Minnet commended Finance Director Tony Bryan and his staff for the hard work on preparing the budget.

Finance Director Bryan reviewed budget highlights through a PowerPoint presentation. The Town proposed the millage rate at the roll back rate of 3.9312. Sewer rates were going to be adjusted for those living south of Pine Avenue to provide for a more equal table distribution of rates. Most customers will experience a reduction in their sewer fees. Water rates for residential usage would be capped at 10,000 gallons. Garbage rates will be going down due to a reduction in tipping fees. Expenditures for the Capital

Improvement Fund for the Town's infrastructure include Bougainvillea Drive drainage, beautification of Commercial Boulevard, repairs to the sewer infrastructure, and storm water drainage in Bel-Air for a total of \$5.6 million. This could be done without incurring any additional debt.

Finance Director Bryan referred to a chart that showed the Town's millage rate was only 20% of the total tax bill. Compared to other cities in the County, the Town's tax rates was among the lowest charged. Parking revenues for 2012 were expected to exceed the budget by approximately \$586,000. Revenue in 2013 will be affected by the reconstruction of the A1A lot and the Commercial Boulevard projects. The first public hearing on the budget and final fire assessment is scheduled for September 12<sup>th</sup>. The second and final budget hearing will be held on September 24<sup>th</sup>.

Mayor Minnet opened the meeting for public comment. With no wishing to speak she closed the public comment portion of the meeting.

Mayor Minnet recapped the proposed rollback rate was 3.9312.

Commissioner Dodd asked if someone would be billed if they had a water leak that resulted in going over the 10,000 gallon cap. Finance Director Bryan explained the 10,000 water cap was related to the volumetric portion of the sewer bill. The billing assumes anything over 10,000 gallons went to irrigation and was not factored into the volumetric portion of the bill.

Vice Mayor Sasser asked for clarification that once the millage rate was set it could not be exceeded. Mayor Minnet confirmed.

Mayor Minnet proposed the Commission review the line item justifications and discuss them individually.

Mayor Minnet referred to Dept. 511 which included a salary raise to the Commission of 5%. She asked whether the Commission wanted to give themselves a raise or move those funds into contingency.

Commissioner Brown favored the raise. He suggested, if the Commission was uncomfortable giving themselves a raise, a citizen review committee could make such a recommendation.

Commissioner Dodd favored a 5% increase as it represented the cost of living increase for the past several years that he Commission did not give itself a raise.

Commissioner Vincent did not favor the increase. He did not expect compensation for the position as he felt it was a public service.

Vice Mayor Sasser did not think any Commissioner served the public for the money. It was a public service to serve on the Commission and therefore, he was against an increase.

Mayor Minnet said she had never favored an increase and did not favor it now.

Commissioner Brown made a motion to include the 5% salary increase. Commissioner Dodd seconded the motion. The motion failed 2-3. Mayor Minnet, Vice Mayor Sasser and Commissioner Vincent voted no.

Town Manager Hoffmann noted Dept. 519-General Government had two parts: 1) marketing and business development and 2) business expenses.

Commissioner Brown commented that he was in favor of the 3.9990 millage rate. He wanted to set aside \$150,000 to use as an incentive for contractors to finish the Commercial Boulevard projects in a timely fashion and minimize disruptions to business and traffic. To accomplish this he proposed to move \$150,000 from the General Contingency Fund to the Capital Improvement Contingency Fund.

Finance Director Bryan stated the difference in revenue between the 3.9990 and 3.9312 millage rate was \$133,433.

Mayor Minnet asked the Town Manager if moving \$150,000 from the General Contingency Fund to the Capital Contingency Fund would necessitate a change in the rollback rate.

Town Manager Hoffmann said it would not require a change assuming there were no other plans for the General Contingency Fund.

Mayor Minnet asked Commissioner Brown if he wanted the General Contingency Fund kept at \$250,000 and the \$133,433 to be made up with a higher tax rate.

Commissioner Brown said the difference was \$37,000. He indicated the \$150,000 number was a 5% of the estimated project costs.

Commissioner Vincent said the budgets for the projects were conservative and had 10% contingency built in. He would rather give contractors the balance of the budget for completing the project on time. He would also rather use liquidated damages to insure contractors finished the jobs on time.

Vice Mayor Sasser agreed with Commissioner Vincent on the use of liquidated damages to ensure the timely completion of the projects. Using money for incentives as a reason to increase the millage rate would not be his strategy.

Mayor Minnet noted that Dept. 521 showed an increase for BSO. She then turned to Dept. 523, emergency services with AMR.

Vice Mayor Sasser asked the Town Manager if the agreement with AMR was to be kept at the current rate until a new contract was negotiated, which he presumed would be a lower rate.

Town Manager Hoffmann clarified that AMR agreed to forgo their 4% increase next year. However, that agreement has not been received in writing and negotiations on a new contract have not yet begun. She clarified that AMR's current contract runs through September 30, 2013 and they would be negotiating the terms of extending that contract.

Vice Mayor Sasser stated they hadn't voted on the AMR contract yet. It was presumed that it would stay the same and the Commission could direct further negotiations.

Mayor Minnet continued with Dept. 524 for Development Services.

Town Manager Hoffmann explained the Development Services budget increased significantly due to the hiring of a private company to provide plans review and inspections. Previously the County performed these services, collected all the revenue and then paid the Town 10% of collected revenue. Now the Town collected all of the revenue, which offsets the increase in expenses.

Mayor Minnet asked the Town Manager to identify the revenues collected.

Town Manager Hoffmann explained that the net difference between building revenues and building services expenditures was expected to double from \$42,000 to \$90,000.

Mayor Minnet summarized the Development Services budget stating that there were increased expenses, but there were increased revenue as well, and staffing had decreased.

In regards to Dept. 541 Municipal Services Public Works Division, Commissioner Vincent inquired of line 544.644, which called for replacing a 1998 Ford F150 with a 2012 F150. He was under the impression that two vehicles were being purchased.

Municipal Services Director Don Prince confirmed that two new vehicles were being purchased. In addition to the 1998 Ford truck, the Dodge Durango was being sold and replaced.

Town Manager Hoffmann confirmed and referred to the justification sheet which would be revised to state both the F-150 and the Dodge Durango where being replaced.

Mayor Minnet asked about the \$5,000 request in item 572, Recreation.

Town Manager Hoffmann responded the amount for Christmas by the Sea was \$2,500 the previous year. She had increased it to \$8,000. Discussions were needed with the Chamber about what assistance might occur for Christmas by the Sea. She expected to come back to the Commission in August or September with information on that topic.

Vice Mayor Sasser asked whether a new Christmas tree was needed.

Town Manager Hoffmann said they had discussions with various companies but she did not have a proposal to bring forward.

Mayor Minnet said discussions had already been held on Dept. 103, the Sewer Fund. Additionally, the Fire Fund had been voted on at earlier meetings.

Vice Mayor Sasser requested discussion regarding the water pump in fund 103.

Municipal Services Director Prince explained the requested pump was on the regular agenda for the July 24<sup>th</sup> meeting.

Mayor Minnet requested an explanation of the \$100,000 for parking alternatives.

Town Manager Hoffmann explained that there would be parking disruptions during the construction of the Commercial Boulevard projects. There would be the need to lease parking and run alternative transportation to the downtown businesses.

Commissioner Brown talked about alternative parking, noting that using the Holiday Inn or the Clarion was not really practical because they were not in the center of Town. He asked about leasing the vacant Minto lot on a temporary basis. Other options would be the use of the Green Hopper or expanding service of the Sun Trolley.

Mayor Minnet asked the Town Attorney to clarify how the millage rate was set and to address Vice Mayor Sasser's concern that once the millage rate was adopted, the rate was capped.

Attorney Trevarthen clarified that the Vice Mayor was correct. Once a tentative millage rate was adopted the rates could not go higher. There was the option for the rates to go lower.

Mayor Minnet asked the Commissioners to summarize their positions on the millage rate.

Commissioner Brown was happy with the Town's financial position. He preferred the higher millage rate of 3.9990. He was concerned about disruptions on Commercial Boulevard.

Commissioner Vincent was comfortable with the lower millage rate, 3.9312.

Commissioner Dodd favored 3.9312.

Vice Mayor Sasser favored 3.9312 and would like to see it go lower.

Mayor Minnet favored the 3.9312 rate. She was happy with the savings and upgrades in the community.

Commissioner Dodd made a motion to adopt Resolution 2012-31 with the Roll Back Rate of 3.9312. Vice Mayor Sasser seconded the motion. The motion carried 5-0.

Town Manager Hoffmann asked whether everyone was comfortable with staff moving forward with preparing an Ordinance to reduce the utility tax rate on water service to 5%.

Mayor Minnet said yes.

## 5. NEW BUSINESS

### a. Budget Issue: Pelican Hopper Route Extension – Community Bus Grant Application (Assistant to the Town Manager Pat Himmelberger)

Assistant to the Town Manager Pat Himmelberger stated that Broward County indicated funding may be available to extend community bus routes. She said with the upcoming disruption in parking, consideration was given to revamping the Pelican Hopper's routes. Analysis determined that, during the day, approximately 9% of the ridership went to Holy Cross Hospital so they instead looked at extending the hours of operation in the evening, limiting the route to downtown circulation. The total cost to extend the bus service in the evening hours would be \$52,000. The County and the Town would share the cost if the grant was awarded. The Town's cost would be \$28,500 and County's contribution would be \$23,500.

Commissioner Brown said the Sun Trolley was considering expanding its service to the Town. He said there would be costs involved, but did not know what those costs were. He thought a variety of alternatives should be pursued.

Vice Mayor Sasser favored moving forward with the grant application. He expressed concern that people in the north end of town had the longest walk and the night Hopper service should be expanding there.

Commissioner Dodd asked about the wrap around on the bus.

Town Manager Hoffmann explained the wrap around would go on the new bus that was scheduled to arrive within 90 days. The purpose of the wrap around was to call attention to the bus service.

Commissioner Dodd wanted to remain flexible on the scheduling of new routes and wanted records on ridership.

Commissioner Vincent asked what the current hours of operation were.

Assistant to the Town Manager Pat Himmelberger provided the schedule and explained that the ridership records were kept by the driver and it was these records Town staff had analyzed.

Mayor Minnet favored increasing the routes. In summarizing the Commission discussion, she directed the Town Manager to look into multiple travel alternatives such as the Green Hopper, the Sun Trolley, and extending the Pelican Hopper hours.

**6. ADJOURNMENT**

Commissioner Dodd made a motion to adjourn. With no further business before the Commission, Mayor Minnet adjourned the meeting at 6:45 p.m.

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Mayor Roseann Minnet

ATTEST:

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Town Clerk, June White, CMC

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Date

**DRAFT**