



# TOWN OF PALM BEACH

Town Clerk's Office

## MINUTES OF THE SPECIAL TOWN COUNCIL MEETING HELD ON MONDAY, MARCH 5, 2018

1 **I. CALL TO ORDER AND ROLL CALL**

2  
3 The Special Town Council meeting was called to order on March 5, 2018, at 1:00 p.m.  
4 On roll call, all elected officials were found to be present.

5  
6 **II. PLEDGE OF ALLEGIANCE**

7  
8 President Kleid led the Pledge of Allegiance.

9  
10 **III. APPROVAL OF AGENDA**

11  
12 **Motion was made by Council Member Araskog, and was seconded by Council**  
13 **Member Lindsay, to approve the Agenda, as printed. On roll call, the motion passed**  
14 **unanimously.**

15  
16 **IV. COMMUNICATIONS FROM CITIZENS – *None***

17  
18 **V. NEW BUSINESS**

19  
20 A. Presentation of Comprehensive Review of Town Operations Executive Summary  
21 *Kirk W. Blouin, Town Manager*

22  
23 President Kleid spoke regarding the procedure for reviewing and commenting on  
24 the items in the CROTO.

25  
26 It was the consensus of the Town Council to presume approval of each item unless  
27 stated otherwise through comment and discussion.

28  
29 Town Manager Blouin provided an executive summary and overview of the  
30 CROTO.

31  
32 Below is a summary of the action items for Tables A, B and C:

- 33  
34 1. Table A - Cost Saving Measures to be Implemented Immediately or in  
35 FY19 Budget

1 FIRE-RESCUE

2  
3 Item #3 – Reduction of Midtown Beach Lifeguard positions

4  
5 Discussion ensued regarding public safety concerns with reduced staff and  
6 possible impact to state and federal funding.

7  
8 **It was the consensus of the Town Council to place Item 3 in the “To be Determined”**  
9 **category pending further study.**

10  
11 HUMAN RESOURCES

12 Item #21 Modifications to Merit Pay System

13  
14 Danielle Olson, Director of Human Resources, provided an overview of the  
15 proposed changes to the Merit Pay System.

16  
17 Discussion ensued regarding the proposed options for employee  
18 performance pay, cost savings, impact to retaining and recruiting the best  
19 employees, staying competitive with the market, providing a lump sum  
20 bonus to employees who are “topped out”, and what the entire employee  
21 compensation package entails.

22  
23 Michael Ainslie, 202 Plantation Rd., spoke regarding the reported range of  
24 employee salaries that are not competitive to the marketplace.

25  
26 **It was the consensus of the Town Council to direct staff to present a new column in the**  
27 **Employee Compensation table, labeled C1 with the option of a .5% performance pay**  
28 **increase and to focus on staying competitive with the market. Staff was also requested**  
29 **to present a new employee compensation package to the Town Council (with a**  
30 **breakdown of the Public Safety and General Employee population) as part of the**  
31 **Long Term Budget Plan for further discussion at the Budget Workshop scheduled on**  
32 **April 9, 2018.**

33  
34 PUBLIC WORKS

35 Item #36 – Reduction of Lake Trail Sweeping

36 Item # 40 - Transfer maintenance of all 18 Town Owned Signalized traffic  
37 Intersections to Palm Beach County

38  
39 **It was the consensus of the Town Council to deny staff’s recommendation for Items**  
40 **36 and 40, listed above.**

41  
42 TOWN MANAGER’S OFFICE AND RELATED PROGRAMS

43 Item #50 – Eliminate Rotary Club Membership

44 Item #53 – Provide paperless Agenda Packet

45  
46 Anita Seltzer, 44 Coconut Row, spoke regarding the need for additional staff in  
47 the Town Clerk’s Office and requested the Town Council to reconsider their  
48 decision approving the elimination of the Administrative Assistant position. She

1 also spoke regarding the protection of email addresses.  
2

3 **It was the consensus of the Town Council to deny staff's recommendation for Items**  
4 **50 and 53, listed above.**

5  
6 RECREATION ENTERPRISE FUND

7 Item # 72 – Reduction in Hour of Private Security

8 Item #74 – Replace golf pull carts every other year.  
9

10 Discussion ensued regarding the importance of providing surveillance and  
11 security guards at the Town Docks and options for providing adequate  
12 indoor storage for the pull carts at the Par 3.  
13

14 **It was the consensus of the Town Council to approve staff's recommendation for**  
15 **Items 72 and 74, listed above; with the additional direction to look into acquiring**  
16 **vinyl golf cart covers in order to extend the life of the pull carts.**  
17

- 18 2. Table B – Potential Revenue Options and Other Expenditure  
19 Considerations:  
20

21 POLICE DEPARTMENT

22 Item # 6 – Reimbursement of POTUS Overtime

23 Item #7 – Add Kiosks throughout Town to Increase Parking Meter Rates  
24

25 Anne-Marie Taylor, Deputy Chief of Police, spoke regarding retention  
26 issues in the police staff and an inequity in the overtime policy for police  
27 and general employees.  
28

29 Jay Boodheshwar, Deputy Town Clerk, spoke regarding the placement of  
30 on or off-street parking kiosks, such as Parkmobile, throughout certain  
31 commercial areas and the beach.  
32

33 **It was the consensus of the Town Council to direct staff to investigate Item 6 further**  
34 **and bring it back to the Budget Workshop meeting on April 9, 2018.**  
35

36 **It was the consensus of the Town Council to direct staff to defer Item 7, pending**  
37 **further study and to report back at a Special Town Council Meeting - Workshop.**  
38

39 PERSONNEL AND BENEFITS

40  
41 Item #23 – Increase General Employee Defined Benefit Contribution.

42 Item #24 – DC Plan for new hires  
43

44 **It was the consensus of the Town Council to defer Items 23 and 24, pending further**  
45 **study.**  
46

47  
48 RECREATION ENTERPRISE FUNDS

1  
2 Item #37 – Raise non-resident differential from 15% to 25% over resident  
3 rates

4 Item #40 – Restructure existing instructor agreements

5 Item #41 – Institute a non-resident fee for community based special events

6  
7 Beth Zickar, Director of Recreation provided an overview of the fee  
8 increase for Item #37.

9  
10 **It was the consensus of the Town Council to defer Item 37, pending further study.**

11  
12 **It was the consensus of the Town Council to deny staff’s recommendation for Items**  
13 **40 and 41.**

14 OTHER FUND CONSIDERATIONS – POLICY ACTION

15  
16 Jane Le Clainche, Director of Finance, provided an overview of the items  
17 below and requested guidance on the following policy matters:

18  
19 a. The Debt Service Reserve

20  
21 Discussion ensued regarding appropriate ways to use the reserves in the  
22 debt service fund to benefit other programs.

23  
24 **It was the consensus of Town Council to utilize the reserves in the Debt Service**  
25 **Fund to lower the Town’s annual fund transfer to the Unfunded Actuarial Accrued**  
26 **Liability (UAAL).**

27  
28 b. OPEB TRUST

29  
30 **It was the consensus of the Town Council to direct staff to keep the extra funds from**  
31 **the OPEB trust in abeyance and provide a recommendation at the next Retirement**  
32 **Board of Trustees meeting.**

33  
34 c. One-Cent Sales Tax

35  
36 **It was the consensus of the Town Council to keep the funds from the one-cent sales**  
37 **tax in abeyance and provide a recommendation at a later date.**

38  
39  
40 3. Table C – Additional Options for Future Cost Savings – Not Recommended:

41  
42 **It was the consensus of the Town Council to approve staff’s recommendations for all**  
43 **of the items listed in Table C.**

44  
45  
46 **VI. ANY OTHER MATTERS - None**

1 **VII. ADJOURNMENT**

2  
3 There being no further business to discuss, the Special Town Council Meeting of March  
4 5, 2018 was adjourned at 6:25 p.m.  
5

6  
7 APPROVED:

8  
9  
10 \_\_\_\_\_  
11 Town Council President  
12

13  
14 ATTEST:

15  
16  
17 \_\_\_\_\_  
18 Kathleen Dominguez  
19 Town Clerk  
20

21  
22 Date: \_\_\_\_\_  
23  
24