



MINUTES
THE TOWN OF INDIAN RIVER SHORES
6001 North Highway A1A, Indian River Shores, FL 32963

2nd BUDGET WORKSHOP MEETING

Thursday, July 27, 2017

9:00 a.m.

PRESENT: Brian M. Barefoot, Mayor
Michael B. Ochsner, Vice Mayor
Robert F. Auwaerter, Councilman
Richard M. Haverland, Councilman
Deborah H. Peniston, Councilmember

STAFF PRESENT: Robert Stabe, Town Manager
Chester Clem, Town Attorney
Heather Christmas, Treasurer
Rich Rosell, Director PSD
Laura Aldrich, Town Clerk
Jose Guanch, Building Official
Shannon Kazen, Building Dept.
Lt. Mark Shaw, Public Safety

OTHERS PRESENT: RESIDENTS Joanne Sardella, Finance Committee; Nancy Auwaerter, Ocean Colony;
Ralph McCrae & Charlie Clogston, Pebble Beach Villas; Frantz Bertin, PZV Board
(10:08); REPORTERS Janet Begley, Press Journal; Lisa Zahner, VB 32963

1. Call to Order

- a. Pledge of Allegiance & Invocation
- b. Roll Call

Mayor Barefoot called the meeting to order at 9:04 a.m. with the Pledge of Allegiance, invocation and roll call accomplished as reflected above.

2. Town Manager's Discussion

Mayor Barefoot noted the items brought forward for discussion: staffing in both the Building Department and the Town Administration offices, and the capital improvement budget. Anything else that was not discussed or that the Council desired to revisit could also be brought up.

3. Council Discussion

Building Department. (9:06-9:35) Building Official Jose Guanch had provided many more statistics regarding the volume of business his department is handling in an effort to help ensure that they fully understand the impact that renovations and new construction has on the small department's staff. He has confirmed the conditions for hiring a part-time inspector, working Tuesday, Wednesday and Thursday at an hourly wage starting next month. The possibilities of using mileage reimbursement for his personal vehicle or purchasing a new vehicle was discussed, along with the Building Department fee schedule and fund balance. Mayor Barefoot **recommended dropping the budget for the additional inspector from full-time to part time, and if possible use the mileage reimbursement** rather than purchase a new vehicle. Mr. Guanch thanked his staff for compiling the back-up data for the Council. *(Lisa Zahner arrived at 9:12, Shannon Kazen left at 9:32)*

Town Manager Assistant. (9:36-9:50) Mr. Stabe said a staffing agency was used to provide quality and qualified candidates for this position, and after five interviews, he selected Michelle Fentress to fill the position part-time beginning last week. Her assignment is for up to 90 days with the Town through the agency to reduce the risks to the Town, the monthly payment includes the hiring fee should she be retained full-time by the Town. If everything continues to work out well and with the Council's approval for a full-time position, she will begin October 1 as an employee of the Town.

Discussion about how her time is being used now and what is including in the budget (a full-time executive assistant for the Town Manager and a dedicated part-time assistant for the Town Clerk) was followed by detailing work that has been foregone or neglected, such as labor-intensive grants, stormwater drainage issues and Old Winter Beach Road, proper filing and digitizing Town documents. Mrs. Aldrich said a skill level is required to know what to do with each document that comes to the Town (contracts, agreements, RFP's, historical documents etc.) for compliance with State requirements. The Town Manager

Please Note: The Town of Indian River Shores does not routinely keep verbatim minutes. Any party interested in such an appeal relating to any decision made by the Council with respect to any matter considered at this meeting is responsible to record the meeting and include the testimony and evidence upon which the appeal is to be based.

added that this also encompasses everything being entered into a searchable database with knowledge of what could be typed in to accomplish the search.

The cost for this additional 1.5 staff members is \$44,000 more than the current 25-hour per week person. Mayor Barefoot **motioned to approve the request as budgeted**, which was supported by Councilman Auwaerter. Councilman Haverland suggested that they **amend it to one full time person to help with both positions**. The Town Clerk said this has been tried unsuccessfully in the past. Councilman Haverland recommended two half time people until there is a proven need for more. Mayor Barefoot said there is a motion on the floor to approve one full-time and one half-time person, and offered to **amend the motion to approve the budget as is, but to start with a full-time person with the Town Manager having the option to approve a part-time person if the allocation of a full-time person does not produce the results he wants**. The **amended motion** was seconded by Councilman Auwaerter, which **passed 4-1** with Councilman Haverland dissenting.

Capital Expenditures. The Mayor mentioned the Building Department purchasing a vehicle versus mileage reimbursement, and the PSD boat (in this year's budget, not next year).

In the Road & Bridge budget, the need for extensive repairs will be determined by bore samples.

PSD training expenses (9:53-10:07) were discussed by Chief Rosell. Online training can be used for fire services, but not for police training. The Chief agreed to provide an analysis of the data he had provided. Councilman Haverland was interested in knowing what is not recurring and what is ongoing, how it compares to the prior and next year, and what is critical and what is nice. The Chief said the data shows where we are with the type and amount of fire training. The law enforcement training accounts for the increase in the budget due to the minimum FDLE standards all law enforcement officers are required to achieve. A matrix covering training by rank and year, and on page 2 of the handout, eight (8) training courses an officer should endeavor to attend were detailed, with a requirement for a minimum of three (3) to be completed. Every officer should complete a tactical medic course, which should be mandatory. He has established a mandatory standard for the first 5 years an officer is employed for cultural sensitivity training. Marine Law Enforcement is another course for which two officers will become instructors, so we won't have to spend money on training for as long as these officers are employed by the Town.

Vice Mayor Ochsner asked the cost for these opportunities, which Chief said is about \$15,000. He added that Lt. Shaw has been accepted in the FBI academy with no overtime required, and this will not reoccur for several years. Vice Mayor Ochsner said we can't do enough training, and was very supportive of the Chief.

Mayor Barefoot said to **leave this as presented**, and Councilman Auwaerter agreed. Chief agreed to get the analysis for Councilman Haverland.

Use of Funds from the Sale of Surplus Property (10:08) was discussed by Councilman Auwaerter, who created a spreadsheet based on what had been expressed. Covered in this analysis were eight (8) separate items with various priorities and funding levels. An actuarial calculation is needed to determine what could be done to assist with pension funding. Another conversation centered around the emergency fund, and discussion about giving some funds back to the residents in the form of a temporary tax reduction. **Using \$1.2 million to fully fund OPEB liability and rebating another \$1 - \$2 million via a lower millage rate were supported by all.**

4. **Audience Discussion**

Reporter Lisa Zahner asked about statutory levels of approval to return the millage rate once it's lowered, which is at most a 4/5 vote. Resident Joanne Sardella asked the Council how much the tax rebate would impact their property taxes, and Councilman Auwaerter offered his calculation of \$350 on \$1 million home.

5. **Recommendation**

(See 3 above)

6. **Adjournment**

Hearing no further comments, the meeting was adjourned at 10:39 a.m.

Respectfully submitted,

/s

Laura Aldrich, Town Clerk

(Approved by the Town Council at the September 14, 2017 meeting)