TOWN OF PALM BEACH

Office of The Town Clerk

SPECIAL TOWN COUNCIL MEETING
HELD ON JUNE 12, 2006

I. CALL TO ORDER AND ROLL CALL

The Special Town Council meeting of Monday, June 12, 2006, was called to order at 2:00 p.m., in the Town Council Chambers. On roll call, the following elected officials were found to be present:

Mayor Jack McDonald - *Absent*
President Denis P. Coleman
President Pro Tem Richard M. Kleid
Council Member William J. Brooks
Council Member Susan Markin
Council Member Allen S. Wyett

Others present for all or a portion of the meeting were:

Town Manager Peter B. Elwell
Assistant Town Manager Sarah E. Hannah
Jay Boodheshwar - Recreation Director
Paul Brazil - Public Works Director
Eric Brown - Public Works Assistant Director
Paul Castro - Zoning Administrator
Veronica Close - Planning, Zoning & Building Director
Andrew Cox - Assistant Fire Chief
Charles Langley - Public Works Assistant Director
Jonathon Luscomb - Dock Master
Edward J. Moran - Fire Rescue Chief
Jim Palmer - Information Systems Analyst
Jane Struder - Finance Director
Cheryl Somers - Assistant Finance Director
Karen Temme - Risk Manager
Lynda Venne - Purchasing Agent
Spencer Wilson - Information Systems Manager
Amy Wood - Accounting Supervisor
Susan Eichhorn - Town Clerk

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II. PLEDGE OF ALLEGIANCE

President Coleman led the Pledge of Allegiance.

III. APPROVAL OF AGENDA

President Coleman indicated that there was a request to modify the June 13, 2006, Town Council Meeting Agenda to incorporate a Time Certain of 2:30 p.m. regarding wireless telecommunications service, in order for residents to participate in the discussion.

Motion made by Council Member Brooks, seconded by Council Member Markin to approve a Time Certain of 2:30 p.m. for Item X.A.2., Wireless Telecommunications Service and Antenna Sites in the Town of Palm Beach. On roll call, the motion carried unanimously.

Motion made by Council Member Brooks, seconded by President Pro Tem Kleid to approve the Agenda. On roll call, the motion carried unanimously.

IV. PRESENTATIONS REGARDING THE ORGANIZATION AND OPERATIONS OF TOWN DEPARTMENTS

A. Finance Department

Finance Director Jane Struder provided an overview of the Department, in which she discussed the following:

- Mission
- Organization Chart
- Finance Department
- Purchasing Department
- Office of the Town Clerk
- Recent Projects

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- Future Projects

Responding to Council Member Markin, Ms. Struder indicated that:

- In addition to the web, bids for Requests For Proposals (RFP) were obtained by sending letters to an approved list of vendors, through advertisements, or by placing calls for smaller quotes;

- Purchasing cards were issued to various employees of the Town, and were used like a credit card to make purchases. A monthly bill was signed by the employee for verification, audited by the Department Head, and forwarded to the Finance Department for payment. The employee agreed to certain constraints by not using the card for personal items, food, beverages, etc.; and

- Approximately 100 employees have a purchasing card.

Responding to President Coleman, Ms. Struder indicated that:

- In addition to the Town Council Meetings, other meeting types included Medical Care Commission, Governmental Impact Review Panel (GIRP), and any other Special Town Council Meetings;

- Parking tickets could be paid over the phone via credit card, and she noted that staff was researching a payment method via the internet, which would require additional software;

Town Manager Elwell responded to President Coleman that the mechanism of obtaining video recordings of meetings was available, but in the past the Town Council had decided against it for a variety of reasons. The audio was currently available live over the internet and staff was researching how to record the meetings in a digital format.

B. Planning, Zoning and Building Department (PZ&B)

Planning, Zoning, and Building Director Veronica Close provided an overview of the Department and discussed the following:

- Department's Purpose

- Comprehensive Plan
    - Planning
    - Zoning
    - Occupational Licensing
    - Aesthetic Review
    - Construction Permits
    - Code Compliance
    - Records
    - Zoning Season
- Mission Statement

Responding to President Pro Tem Kleid regarding the function of the Building Board of Adjustments and Appeals, Ms. Close indicated that if one interpreted a Florida Building Code differently than the PZ&B Department, they could appeal it to the Board, who would review the information and then make a determination. The board had met once in probably five years.

Responding to Council Member Markin, Ms. Close indicated that the number of business licenses increased to about 200 from last year. Ms. Close added that there were 70 different types of licenses that were listed in a report by category.

Responding to President Coleman regarding the multiplicity of permits, Ms. Close noted that building permits can be for awning, shutters, generators, windows, and were not always applied for at the same time. An owner may have a multiple number of permits, and a large project may have building, mechanical, plumbing, and electrical.

C. Public Works Department

Director of Public Works Paul Brazil provided an overview of his department and discussed the following programs:

- Administration
- Street Maintenance
- Traffic Control
- Street Lighting
- Storm Sewers
- Sanitary Sewers
- Sewer Treatment
- Residential Garbage Collection
- Commercial Garbage Collection
- Yard Trash Collection and Disposal
- Recycling
- Beach Cleaning
- Landscape Maintenance
- Building Maintenance
- Parking Meter Maintenance
- General Engineering
- Right-of-Way Inspection
- Vehicle Maintenance
- Coastal Management

- New Challenges

  - Environmental permitting issues on Reach 8 and the North Ocean Boulevard seawall
  - Placement of Overhead Utilities Underground
  - Street Resurfacing
  - Comprehensive Coastal Management Program Review
  - Storm Preparation and Recovery

Mr. Brazil's responses to Council Member Markin were:

- The beach cleaning schedule was three days a week on the south end and five days a week on the public beaches. Town Manager Elwell interjected that the Town cleaned the beach areas that were contracted, cleaned the entire public beaches owned by the Town, and in the remaining area the rack line was cleaned, which prevented debris from getting tangled in the seaweed;

- The issuance of right-of-way permits for projects was coordinated in a logical manner in order to mitigate the disruption in traffic flow;

- The right-of-way inspector and an assistant monitored the existing projects and the number of on-street parking permits; and

- The Coastal Management Program would include the Lakeside and the Oceanside in the out years, and in the immediate future, the focus was on Reach 8, the Sand Transfer Plant, and North Ocean Boulevard seawall.

Mr. Brazil's responses to Council Member Wyett were:

- There was no requirement for the private property owners to keep their beach clean, and during sea turtle nesting season it would cause complications to do so;

- There were approximately 400 electric street lights that would be replaced with new lighting and would be provided for in the cost of undergrounding;

Mr. Brazil's responses to President Coleman were:

- The seaweed on the beach was considered a natural resource and could not be removed;

- The bicycle path was inspected every year and would be milled and resurfaced by sections each year;

- A prioritized list of roads on expanding the milling this season would be available;

- Street lights were painted bi-annually, were maintained on a regular basis, and eight to ten street lights were scheduled for replacement per year;

- Light bulbs were changed two to three times per year;

- Sodium lights were purchased due to a longer life expectancy and less electricity was used;

- At the Lakeside Park, there were two buildings on the north end of the property. The smaller building was the S1 master pump station, moved everything from the mid town area and south through to S2, which was Bradley Park, and then off the island. It was a massive underground facility, with a small building on top. It would be impractical to place the building underground because the electric controls and emergency power would be in violation of code by being below flood elevation, and it would be impractical to relocate it;

D. Town Manager's Office

Town Manager Elwell provided an overview of the Department and discussed the following functions:

- Information Systems
- Town Docks
- Risk Management
- Emergency Management

Mr. Elwell's response to President Coleman was:

- The Town's philosophy regarding purchasing insurance was that the Town was partially self-insured and purchased upper layers of insurance to protect the Town against significant losses. The Town marketed an insurance package, which yielded a savings of over half a million dollars during the first year, and savings were currently being realized through the 3rd and 4th year, as compared with the previous style of obtaining insurance.

Mr. Elwell's responses to Council Member Markin were:

- The current Master Plan for the Docks was to bring forward elements for further review based on determinations that had been made by the staff, input from the customers, and knowledge of the market;
- The purpose to create a master plan was to review the needs addressed and have the

opportunity to raise additional revenue for cost benefit analysis.

V. ANY OTHER MATTERS

There were none.

VI. ADJOURNMENT

There being no further business, the Special Town Council meeting of June 12, 2006, was adjourned at 3:30 p.m.

APPROVED:

Denis P. Coleman
President

ATTESTED:

Susan A. Eichhorn
Town Clerk