

TOWN OF PALM BEACH

Office of The Town Clerk

SPECIAL TOWN COUNCIL MEETING HELD ON MAY 8, 2006

I. CALL TO ORDER AND ROLL CALL

The Special Town Council meeting of Monday, May 8, 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
President Denis P. Coleman
President Pro Tem Richard M. Kleid
Council Member William J. Brooks
Council Member Susan Markin
Council Member Allen S. Wyett - *Arrived at 2:40 p.m.*

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

Town Manager Peter B. Elwell
Deputy Town Manager Thomas G. Bradford
Assistant Town Manager Sarah E. Hannah
William Amador - Fire Marshall
Jay Boodheshwar - Recreation Director
Paul Brazil - Public Works Director
Alan Brown - Recreation Department Supervisor
Eric Brown - Public Works Assistant Director
Paul Castro - Zoning Administrator
Veronica Close - Director Planning, Zoning & Building
Andrew Cox - Assistant Fire Chief
William Crouse - Human Resources Director
Rod Gardiner - Recreation Department Supervisor
Lisa Gorman - Police Department Planner
Edward J. Moran - Fire Rescue Chief
Jim Palmer - Information Systems Analyst
Michael Reiter - Police Chief

STC Mtg. 5-8-06

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Gary Sallenbach - Support Services Major
Spencer Wilson - Information Systems Manager
Amy Wood - Accounting Supervisor
Susan Eichhorn - Town Clerk

II. PLEDGE OF ALLEGIANCE

President Coleman led the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Motion made by Council Member Brooks, seconded by President Pro Tem Kleid to approve the Agenda. On roll call, the motion carried 4-0, as Council Member Wyett was absent.

IV. PRESENTATIONS REGARDING THE ORGANIZATION AND OPERATIONS OF TOWN DEPARTMENTS

Town Manager Elwell conveyed that Council Member Wyett would attend the meeting later, and noted that the presentations would be valuable in preparing for the review of the proposed FY07 budget in the summer. Half of the departments would provide presentations today, and the remaining half in June. The Office of Information Systems was not a Town department, but an internal organization of the Town Manager's department, which provided services for the entire organization.

A. Office of Information Systems

Information Systems Manager Spencer Wilson provided an overview in which he discussed the following:

- Mission Statement
- Goals and Objectives

- Organizational Structure
- Functions and Responsibilities

Responding to President Coleman, Mr. Wilson indicated that:

- The installation of WiFi Town wide would be very expensive, but that he could provide him with information;
- Linux Operating System was up and coming and more diverse than Windows and Microsoft, which would not be the powerhouse that it used to be; and
- The key- entry system used by Fire-Rescue and other departments could be expanded to commercial and residential establishments if it were organized correctly by the appropriate personnel.

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

- A disaster recovery plan for data was in place;
- The consultant that was hired for the Town's study specialized in public safety and government applications;

Mr. Wilson's responses to President Pro Tem Kleid were:

- Code enforcement issues were transmitted through radio communications, back to the dispatch center, and over to Code Enforcement. New software would provide integration into the existing computing system for the police, via a work order, an email, or a hot button to direct the information to code enforcement.

Mayor McDonald congratulated Mr. Wilson on his preparedness for a disaster recovery.

Mr. Wilson affirmed Council Member Wyett's comment that:

- Technology was in existence for police officers to track illegally parked vehicles.

B. Fire-Rescue Department

Fire Rescue Chief Moran provided an overview of his department and discussed the following:

- Types of Services
- Emergency Management Planning
- Fire Prevention and Life Safety
- Department's Divisions
- Disaster Response
- FY2007 Budget Submittal:
 - Needed Capital Expenditures
 - Proposed Staffing
 - Consideration of Enhanced Level of Protection
 - Future Needs
 - Upcoming Community Events

Responding to Council Member Wyett regarding the bird flu virus, Fire Chief Moran replied that the Emergency Medical Service (EMS) Chief and Training Chief recently attended a presentation provided by the Palm Beach County Emergency Operations Center (EOC), and met with Assistant Town Manager Hannah regarding a presentation for Town employees. The Department purchased gloves, additional masks, and developed alternative working schedules.

Mr. Elwell commented that a regional planning organization was participating in that effort, and Assistant Town Manager Hannah was the Town's representative on the committee.

Council Member Brooks thanked Fire Chief Moran for his presentation.

Fire Chief Moran responded to President Coleman that there was a clear delineation between the Fire-Rescue and Police Departments' responses.

President Coleman encouraged Chief Moran to provide monthly information of the operations of the department in order to assist him in justifying additional positions when determining the budget.

C. Human Resources Department

Human Resources Director Crouse introduced his staff. Mr. Crouse provided an overview of his organization and discussed seven primary areas:

1. Recruitment and Selection
2. Compensation and Classification
3. Benefits Administration
4. Employee Relations
5. Legal Compliance
6. Policy and Procedures
7. Medical Clinic

D. Police Department

Police Chief Reiter provided an overview of his department and discussed the following five major functions:

1. Patrol
2. Investigation
3. Traffic
4. Parking
5. Ocean Rescue

Police Chief Reiter's responses to the Town Council were:

- Code enforcement was in the area of the Patrol responsibility;
- That in the Department's monthly or annual report, the code enforcement violation activities were included in self-initiated reports, but were not identified specifically as code enforcement;
- Regarding the times of the shift changes, there were many different times of shift changes that overlapped and were staggered;
- That response times were tracked during shift changes;
- Regarding late night noise control, that the Planning, Zoning, and Building Department was working with "Club Y" to reduce noise, but the calls were often from the patrons leaving bars, which was the responsibility of the proprietor, rather than the police department.
- That the Department was cognizant of individuals' right to privacy, however, the installation of cameras in public places had decreased crime in the Town.

E. Recreation Department

Recreation Director Jay Boodheshwar provided an overview of his organization and discussed the following:

- Mission Statement
- Organizational Commitment
- Department Facilities
- Recreation Programs and Events
- Palm Beach Golf Course
- Tennis Services and Facilities
- Department Assessment

Recreation Director Boodheshwar responses to the Town Council were:

- That the Department was tracking the usage of the facilities of Town residents, Town employees, and non-residents, which would be provided in the annual report;
- That the Department publicized activities through the annual program brochure, the *Shiny Sheet*, and the Town's website. In a survey to the residents, the Department had requested feedback regarding the best forms of communication;
- That the ratings for today's presentation were ascertained from the business plan update from last year, using the evaluation tool at end of programs, events, tennis, and golf;
- That there was an annual pass program for golf, which a small amount of people utilized, and semi-annual passes were offered to residents, at a reduced fee, and to non-residents; and
- That the playing fields adjacent to the Recreation Center were the property of the Town, and agreements were in place with the Palm Beach Day School and the public school for use of the fields.

Mr. Elwell noted that a portion of the baseball field was public school property.

President Coleman suggested that the teen programs be scheduled between 7:00 p.m. and 11:00 p.m., to provide teen recreation during those hours.

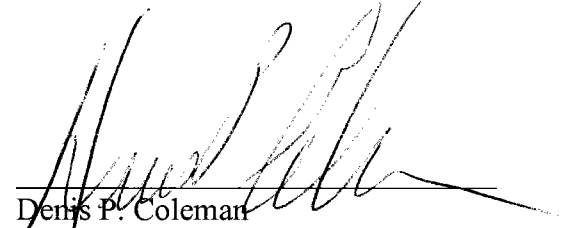
V. ANY OTHER MATTERS

There were none.

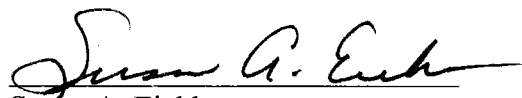
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VI. ADJOURNMENT

There being no further business, the Special Town Council meeting of May 8, 2006, was adjourned at 4:45 p.m.


Denis P. Coleman
President

ATTEST:


Susan A. Eichhorn
Town Clerk