



Minutes
Town of Lake Park, Florida
Final Public Hearing on the Budget
Wednesday, September 15, 2010, 7:00 p.m.
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Public Hearing on Wednesday, September 15, 2010 at 7:00 p.m. Present were Mayor Desca DuBois, Vice-Mayor Patricia Osterman, Commissioners Kendall Rumsey, Steven Hockman, and Jeanine Longtin, Town Manager Maria Davis, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley.

Mayor Desca DuBois led the Pledge of Allegiance.
 Town Clerk Vivian Lemley performed the Roll Call.

Discussion ensued between the Commissioners, Town Manager Davis and Attorney Baird on how to proceed with the Public Hearing and whether or not to add a Parking Meter discussion item to the Agenda.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

Mayor DuBois stated that Staff Presentation was left off the agenda and wanted it to be added in.

Motion: A motion was made by Commissioner Longtin to approve the Agenda as modified; Commissioner Hockman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Longtin	X		
Commissioner Hockman	X		
Commissioner Rumsey	X		
Vice-Mayor Osterman	X		
Mayor DuBois	X		

Motion passed 5-0

STAFF PRESENTATION:

Finance Director Anne Costello gave a brief overview of the Tentative Budget which was previously proposed to the Commission. She began the previous PowerPoint presentation titled "Town of Lake Park Brief Overview of Tentative Budgets Fiscal Year

2010-2011" (see Exhibit "A"). She reviewed and explained the slide titled "Statutory (TRIM) Requirement" (see page 2 of Exhibit "A"). She stated that the "Tentative Millage" or "Proposed Millage Rate" which was also the current millage rate would be 8.5163 and there would be no increase. She stated that the "Rolled-Back Rate" was 10.0123 mills and the "Tentative Millage" was 14.9% below the rolled-back rate. She explained and reviewed "Assessed Taxable Value" (see page 4 of Exhibit "A"). She stated that there has been a 17.5% decrease in taxable value. She showed and explained a pie chart that displayed the "Breakdown of Revenue" (see page 5 of Exhibit "A"). She explained and reviewed the "Analysis of Property Tax Revenue" (see page 6 of Exhibit "A"). She stated that "Total Proceeds" for Fiscal Year 2011 would be \$3,823,100 which was \$813,000 less in tax revenue. She explained that the revenue would not even cover the cost of police and fire services and \$741,205 must be used from other sources to cover those costs. She reviewed "Property Tax vs. Cost of Police and Fire" (see page 7 of Exhibit "A"). She gave an overview of the "General Fund Expenditures" (see page 8 of Exhibit "A"). She stated that there was a total budget cut in "General Fund Expenditures" of \$853, 210. She explained in "Expenditure Highlights" (see page 9 of Exhibit "A") that there would be no COLA or Merit Increases, a total of five furlough days scheduled, travel budgets eliminated within departments, no capital outlay and the unfunded mandate from Palm Beach County for the maintenance of the medians and sidewalks on Congress Avenue and Old Dixie Highway which would be taken from reserves. She explained and reviewed "Fiscal Year 2011 Proposed Eliminations" (see page 11 of Exhibit "A"). She explained that it was proposed to eliminate two positions which were Grounds Maintenance Crew Leader in the Grounds Maintenance Division and Administrative Assistant in the Community Development Department.

Town Manager Davis stated that direction was still needed on the Administrative Assistant position in the Community Development Department.

Commissioner Rumsey asked if the position could be addressed after the presentation.

Town Manager Davis stated yes.

Finance Director Costello continued the presentation. She explained the "Tentative Millage Rates" (see page 19 of Exhibit "A"). She stated that the "Operating Millage (Tax) Rate" would be 8.5163. She explained the "Debt Service Fund" (see page 20 of Exhibit "A") and stated that the "Debt Service Millage Rate" was 1.7000 and was up from 1.4000. She stated that this was because property values have declined and one dollar in tax generates less in tax revenue next year than it did the current year. She reviewed the "Streets & Roads Fund", "Marina Fund", "Stormwater Utility Fund", and "Sanitation Fund" (see pages 21 through 25 of Exhibit "A").

Public Hearing Open

None

Public Comment Closed.

Town Manager Davis explained her proposal for the Administrative Position in the Community Development Department. She stated that her proposal was change the

position to part-time hours in the Community Development Department and part-time hours in Parking Enforcement.

Commissioner Rumsey asked if the pension plan would continue.

Town Manager Davis stated that the pension plan would continue for the employee.

Commissioner Rumsey asked for the titles of the position in the Community Development Department.

Town Manager Davis stated that there was an Administrative Assistant, Planner, two Code Enforcement Officers, two part-time Parking Enforcement Officers, and an Administrative Assistant to the Director.

Commissioner Rumsey asked what other departments besides the Town Manager have an Administrative Assistant to the Director.

Town Manager Davis stated that the Finance Department and the Public Works Departments.

Finance Director Costello explained that there was an Assistant to the Director and Public Works had an Administrative Assistant to the Director.

Mayor DuBois stated that she was looking for direction from the other Commissioners as to what they want to do about the Administrative Assistant position in the Community Development Department.

Vice-Mayor Osterman recommended that the position be reduced to part-time.

Commissioner Hockman stated that he had a couple of questions regarding the budget. He stated that in looking over some of the numbers, there was a \$42,000 mathematic mistake. He stated that the total revenue in the CRA Budget for Expenditures and Employees Salaries, it states that it is \$288,775 then further down the Co-op's salary was listed at \$51,000. He stated that on the last sheet the total including the Co-op totals \$291,000.

Finance Director Costello stated that she would have to double check whether or not there was an error.

Mayor DuBois asked what Commissioner Hockman's discussion about the budget error had to do with the question regarding what to do about the Administrative Assistant Position in the Community Development Department.

Commissioner Hockman stated that it looked like there was a \$42,000 surplus in the CRA Budget.

Vice-Mayor Osterman asked Commissioner Hockman if he addressed his issues with the budget with Finance Director Costello prior to the meeting.

Commissioner Hockman stated that he did not because he was reviewing the budget that day.

Vice-Mayor Osterman stated that she did not think it was acceptable for Commissioner Hockman to bring up the error that night and ask Finance Director Costello questions that she was not prepared to answer. She stated that it should've been discussed prior.

Commissioner Rumsey stated that he disagreed with Vice-Mayor Osterman and stated that it was the Commission's obligation to review the budget every day until it was passed. He stated that they did not have to pass the budget that night but had until September 30, 2010 to approve the budget.

Town Manager Davis asked Mayor DuBois if they could recess for five minutes so that Finance Director Costello could analyze the budget numbers and respond to Commissioner Hockman's questions.

Commissioner Hockman asked if the contract with the Palm Beach County Sheriff's Office and Fire Rescue called for the Town to pay for the gas for their vehicles.

Finance Director Costello explained they were accounting for the gas in accordance with an audit recommendation. She stated that the Town bills them for the gas that they use plus they add a surcharge for administrative fees. She stated that they record their usages and expense because they get their gas from Public Works and they record the revenue on the revenue side when the Town bills them.

Commissioner Rumsey asked if during the break the Community Development Director pull the job descriptions for the Administrative Assistant and the Administrative Assistant to the Director and their pay level.

Town Manager Davis stated that she would like for the Human Resources Director to pull those job descriptions.

Mayor DuBois recessed the meeting at 7:22 p.m.

The meeting reconvened at 7:38 p.m.

Finance Director Costello stated that there was not a mistake in the CRA Budget. She explained that the salaries and benefits for the Co-op were including in the operating expenses line item. In total the numbers were correct. All monies were accounted for correctly in the budget and there was no surplus. She stated that she offered to sit with Commissioner Hockman individually after the meeting or tomorrow to go over the mechanics of her spreadsheet with him so that he was comfortable with it.

Commissioner Hockman stated that he agreed to sit with Finance Director Costello to

go over the spreadsheet.

Commissioner Rumsey thanked Human Director Bambi McKibbon-Turner and Town Manager Davis for pulling the two job descriptions.

Community Development Director Sullivan explained the two positions in the Community Development and their job descriptions.

Commissioner Rumsey stated that upon looking at the job description for Administrative Assistant, permitting was not mentioned. He read the description out loud and stated that he did not see anything regarding permits.

Town Manager Davis explained that positions evolve and unfortunately many times Administration doesn't get around to changing a job description. She stated that she believed that the position mentioned evolved into a permit clerk position and the job description had not been updated to include all of the job duties.

Commissioner Rumsey asked if the responsibilities listed were no longer performed by the Administrative Assistant and they just did permitting.

Community Development Director Sullivan explained that the Assistant handled most or all of the responsibilities in the job description including permitting.

Commissioner Rumsey continued and asked Community Development Director if the Assistant performed each particular job duty listed on the job description.

Community Development Director Sullivan answered accordingly.

Commissioner Longtin stated that she believed that they were delving too far into the Town Manager's territory and that the employees were hers and it's not for them to micromanage that aspect of things.

Commissioner Rumsey assured Commissioner Longtin that he was not looking to micromanage anyone's position. He was just asking questions about a position that they were looking to eliminate and as a Commissioner he did have the right to look at a job description.

PUBLIC HEARING(S):

RESOLUTION(S):

RESOLUTION NO. 38-09-10 - Millage Rate

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2010 AND ENDING SEPTEMBER 30, 2011; STATING THE ROLLED-BACK RATE FOR THE TOWN OF LAKE PARK; STATING THE PERCENT BY WHICH THE TOWN MILLAGE RATE EXCEEDS, IF ANY, THE ROLLED-BACK MILLAGE RATE; AND LEVYING FOR AD VALOREM TAXES ON ALL TAXABLE REAL AND TANGIBLE PERSONAL PROPERTY IN THE TOWN

OF LAKE PARK FOR FISCAL YEAR 2010/2011; PROVIDING FOR AN EFFECTIVE DATE.

Public Hearing Open

None

Public Comment Closed.

Motion: A motion was made by Commissioner Longtin to approve Resolution No. 38-09-10; Vice-Mayor Osterman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Longtin	X		
Commissioner Hockman	X		
Commissioner Rumsey		X	
Vice-Mayor Osterman	X		
Mayor DuBois	X		

Motion passed 4-1

RESOLUTION NO. 39-09-10 - Budget for Fiscal Year 2011

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, MAKING SEPARATE AND SEVERAL APPROPRIATIONS FOR ITS NECESSARY OPERATING EXPENSES, THE EXPENSES OF THE VARIOUS FUNDS AND DEPARTMENTS OF THE TOWN FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2010, AND ENDING SEPTEMBER 30, 2011, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

Public Hearing Open

None

Public Comment Closed.

Vice-Mayor Osterman made a motion to adopt the budget as presented with the elimination of the full-time Administrative position in the Community Development Department and the creation of a part-time position in Community Development and the filling of the vacant part-time position in Parking Enforcement.

Commissioner Longtin seconded the motion.

Commissioner Longtin asked how the motion would affect the budget.

Town Manager Davis explained that the part-time position in the Community Development Department would have to be funded by Reserves.

Commissioner Longtin rescinded her motion.

The motion failed for lack of a second.

Motion: A motion was made by Commissioner Longtin to adopt Resolution No. 39-09-10 as is which included the elimination of the Administrative Position in the Community Development Department; Vice-Mayor Osterman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Longtin	X		
Commissioner Hockman		X	
Commissioner Rumsey		X	
Vice-Mayor Osterman	X		
Mayor DuBois		X	

Motion failed 3-2

Motion: A motion was made by Commissioner Rumsey to approve Resolution No. 39-09-10 with the modification of keeping the full-time Administrative Position in the Community Development Department.

Mayor DuBois passed the gavel.

Mayor DuBois seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Longtin		X	
Commissioner Hockman	X		
Commissioner Rumsey	X		
Vice-Mayor Osterman		X	
Mayor DuBois	X		

Motion passed 3-2

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Commissioner Rumsey thanked Finance Director Costello, Town Manager Davis and all department heads of the Town for their hard work on the budget. He stated that they and every member of staff have done an excellent job in putting the best possible budget together for the Town. He stated that there have been several comments that have come back to him over his stance on the budget. He stated that when he was elected to the position he made the comment that he would not be in support of any resident of the Town being laid off from their job because if they laid off a resident from the Town they would have to pick them up on the backside. He stated that he would not support a budget that would lay off a Town resident. He stated that he heard comments that he felt that some people were more important than other people. He stated that he has never said that any employee is more important than anyone else. He explained how he has strongly stood for the employees. He stated that he valued every employee in the Town and wanted to make sure that they could keep every employee they possibly can.

Commissioner Longtin

None

Commissioner Hockman

None

Vice-Mayor Osterman

None

Mayor DuBois

None

Attorney Baird

None

Town Manager Davis

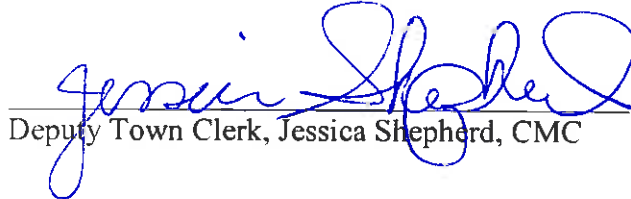
None

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Osterman and seconded by Commissioner Longtin, and by unanimous vote, the meeting adjourned at 7:55 p.m.



Mayor Desca DuBois



Deputy Town Clerk, Jessica Shepherd, CMC



FLORIDA
Approved on this 6 of October, 2010

TOWN OF LAKE PARK

**Brief Overview of Tentative Budgets
Fiscal Year 2010 - 2011**

Statutory (TRIM) Requirement

- The first substantive issue that must be discussed shall be the percentage increase in millage over the rolled-back rate necessary to fund the budget, if any, and the specific purposes for which ad valorem tax revenues are being increased (s.200.065(2)(e)1., F.S.).

TENTATIVE MILLAGE

PROPOSED MILLAGE RATE

8.5163

(current millage)

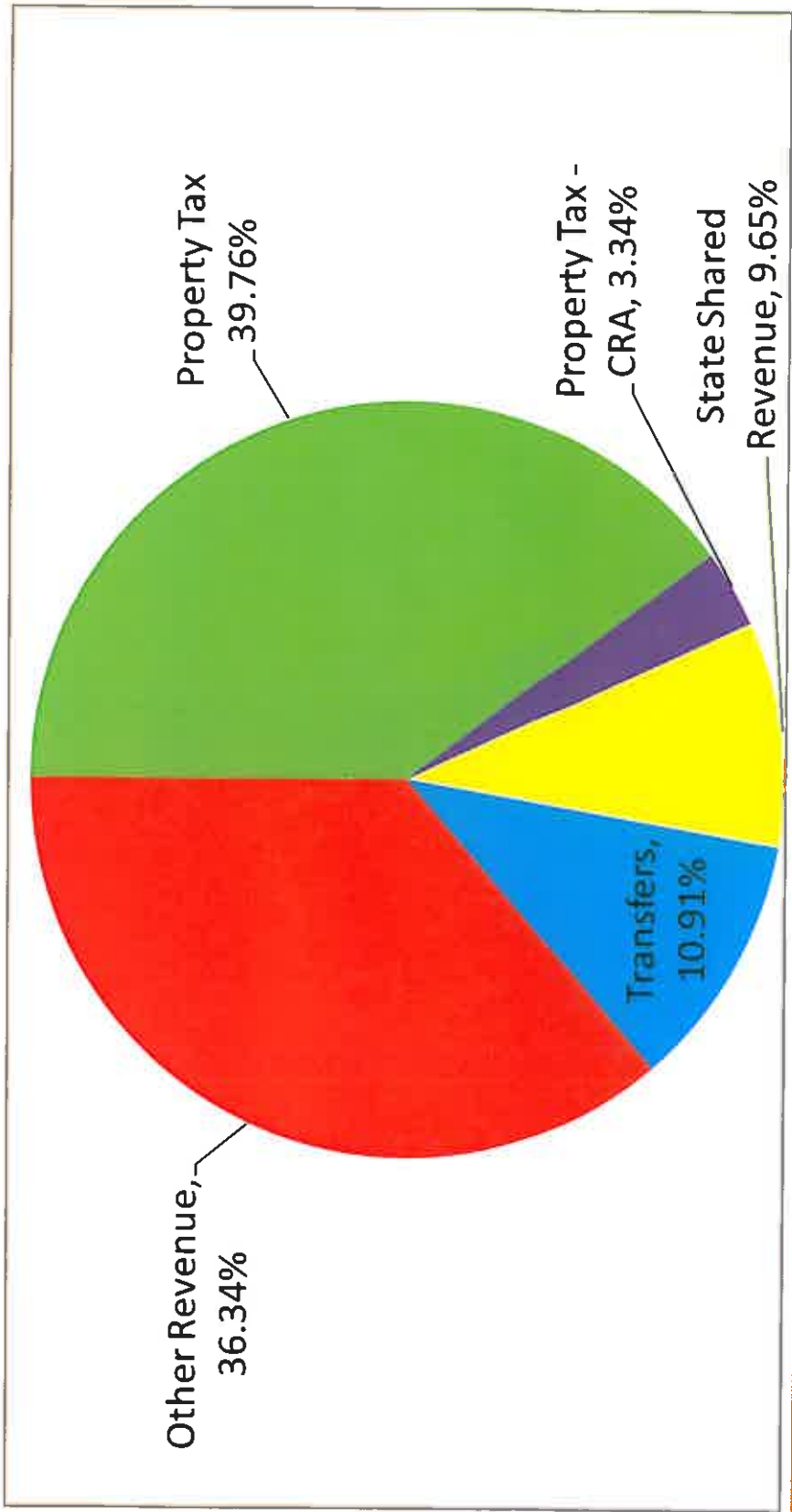
- No increase from current millage
- Rolled-back rate is 10.0123 mills
- Tentative millage is 14.94% **below** the rolled-back rate
- One mill (one tax dollar) generates \$448,915

Assessed Taxable Value

Fiscal Year 2010	\$ 573,052,834
Fiscal Year 2011	\$ 472,543,309
Loss of Value	\$(100,509,525)
Loss of Tax Dollars	\$ (813,200)

17.5% Decrease in Taxable Value

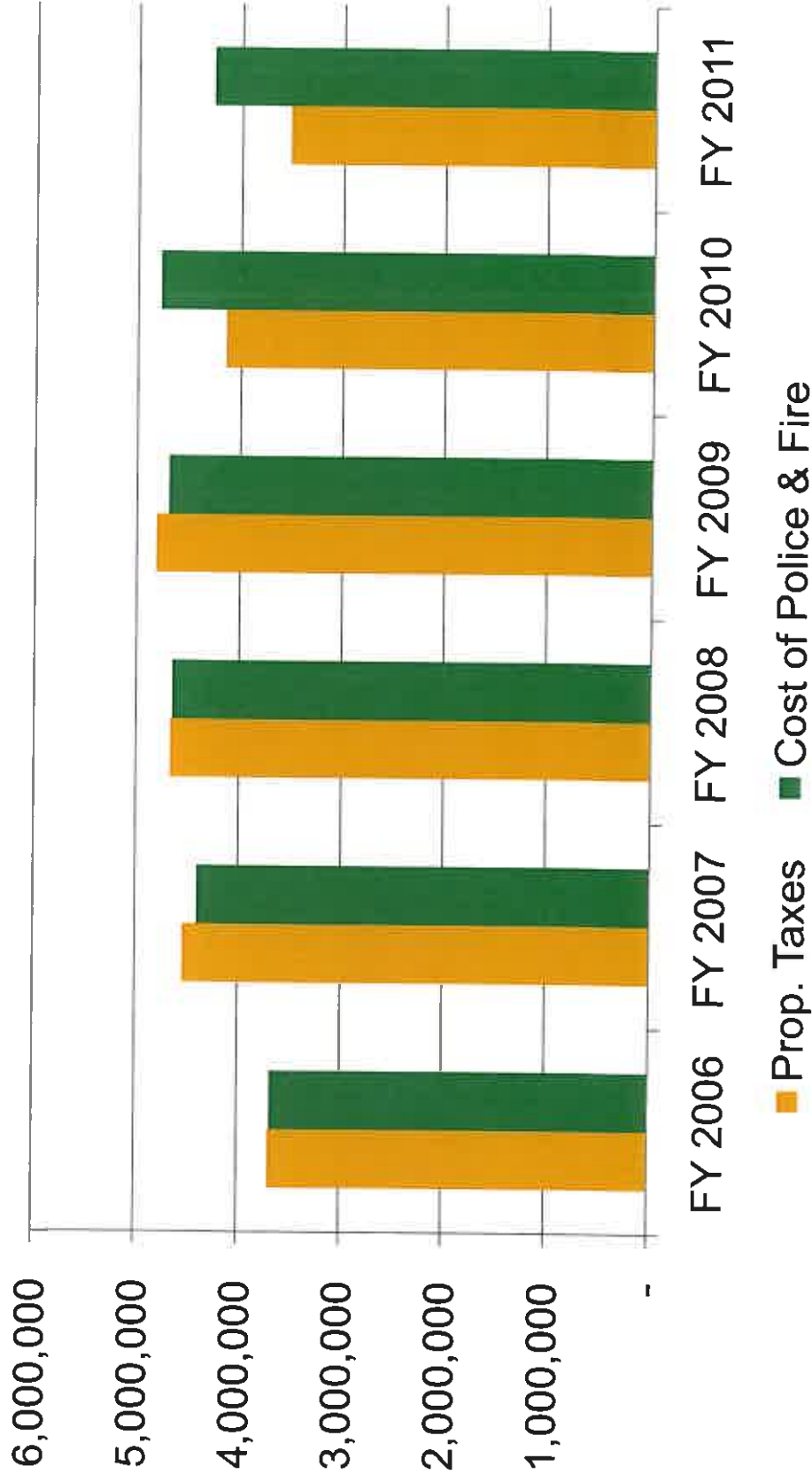
Breakdown of Revenue



Analysis of Property Tax Revenue

	Fiscal Year 2010 8.5163	Fiscal Year 2011 8.5163
PBSO Sheriff	\$2,776,550	\$2,634,120
PBC Fire Rescue	\$2,001,820	\$1,634,105
Total for Cost Police & Fire	\$4,778,370	\$4,268,225
CRA	\$491,600	\$295,900
Other Services – PW, Admin., Etc.	(\$633,695)	(\$741,025)
Total Proceeds	\$4,636,275	\$3,823,100

Property Tax vs. Cost of Police & Fire



General Fund Expenditures

	FY 2010	FY 2011	Difference
Salaries & Benefits	2,481,105	2,282,580	(198,525)
Operating Expenses	1,224,550	1,105,640	(118,910)
PBC Sheriff & Fire Rescue	4,796,295	4,399,195	(397,100)
Capital Outlay	12,000	5,000	(4,500)
Debt Service	338,425	337,365	(1,060)
Non-Departmental	872,380	741,765	(133,115)
Total	9,724,755	8,871,545	(853,210)

Expenditure Highlights

- No COLA
- No Merit Raises
- Five (5) Furlough Days Scheduled
- Eliminated Travel Budgets in Departments
- Virtually No Capital Outlay
- Unfunded Mandated from PBC from reserves

Continued...

- **FY 2011 Proposed Eliminations**
 - Grounds Maintenance Division
 - Grounds Maintenance Crew Leader
 - Community Development Department
 - Administrative Assistant

Tentative Millage Rates

Operating Millage (Tax) Rate 8.5163

- Decrease of 14.94% below the Rolled-Back Rate
- Rolled-Back Rate 10.0123

DEBT SERVICE FUND

- 1997 G.O. Bond (\$4,800,000) \$ 379,450
 - Paid off in 2017
- 1998 G.O. Bond (\$5,000,000) \$ 388,650
 - Paid off in 2018
- Total Annual Debt Service \$ 768,100

Debt Service Millage Rate 1.7000

Current Debt Rate 1.4000

MARINA FUND

- Total Budget \$1,221,350
- Dockage Rate increase proposed for Annual, Seasonal and Charter
 - Annual Rate \$17.50/ft to \$19.50/ft.
 - Seasonal Rate \$25.50/ft. to \$28.50/ft.
 - Charter Rate \$19.50/ft. to \$21.50/ft.
- Utility fee increase proposed
 - \$20/mo. to \$30/mo. Covers water and garbage.

STORMWATER UTILITY FUND

- Total Budget \$ 503,000
 - Rate per Equivalent Stormwater Unit (ESU) \$6.50 per month, \$ 78.00/YR, **no increase** is proposed for next year.

SANITATION FUND

- Total Budget \$ 1,533,150
- No rate increase proposed

Public Comments

Commission Comments

Elimination of Meters

- Debt Service until 2014
- \$32,300 per year from tax dollars

\$130,000

Cost to the Taxpayers

Elimination of Meters – cont.

Effect on FY 2011 Budgets

- General Fund Deficit \$49,000
- Marina Deficit \$24,000