



Minutes
Town of Lake Park, Florida
Final Public Hearing on the Budget Meeting
Tuesday, September 15, 2015, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of the Final Public Hearing on the Budget Meeting on Tuesday, September 15, 2015 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager John O. D'Agostino, Town Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Mayor DuBois led the pledge of allegiance.

PUBLIC HEARING(S) Opened:

Town Manager D'Agostino explained that this was the Final Public Hearing on the Budget for fiscal year 2015-2016. He stated that the operating budget was fashioned in a collaborative manner with a finance team. He stated that the budget team consisted of Finance Director Blake Rane, Human Resources Director Bambi Turner, Community Development Director Nadia DiTommaso, Administrative Assistant to the Town Manager Janet Perry, and himself. He stated that the first presented proposed budget was over the millage rate. He explained that the first presented budget had been submitted with all the department initiatives to give a sense of what each department needed to function. He explained that as staff worked through the budget they trimmed approximately \$560,000 from the initiatives. He stated that the departments were asked to resubmit their budgets in a manner in which they would still be able to maintain the current level of service. He explained that the budget team met with the Commissioners individually to discuss the budget. During the individual meetings, they discussed the necessity to build capacity in each department. As a result, of the meetings, the budget establishes one full-time employee it upgrades some existing personnel to take on more duties and responsibilities to establish that capacity. He stated that the Public Works Department was being reorganized by taking a tier of reporting that was going directly to the Director and would then report to an assistant operations person, which was an existing employee. He explained that the intent was to conduct business on a day-to-day basis in the absence of key personnel. He used the Marina Director position as an example of how an interim was appointed to fill the position until a Director could be hired. He stated that an assistant position was not necessary at this time for the Marina.

He stated that the budget has the millage rate that was approved at the First Public Hearing on the Budget, which was 5.3474 with the estimated revenue earnings of \$2,664,003.00. The Operating Budget would be approximately \$12 million, which included the Enterprise Funds. He explained that Resolution 30-09-15 was to adopt the millage rate. The millage rate was properly advertised in the Palm Beach Post, which shows a reduction in the millage rate from 8.805 to 5.3474 as a result of the Municipal Service Trust Unit (MSTU). He explained that although the millage rate shows that it

declined since last year, the millage rate has not increased or decreased. It had been separated out to show exactly what was covered by the MSTU.

Finance Director Blake Rane explained that the advertisement was approved by the State. He explained to the staff at the State that the Town was participating, for the first time, in an MSTU and wanted to verify that the advertisement was done correctly. The State verified that the advertisement was correct.

Commissioner O'Rourke stated that it does not appear as though the budget has decreased since last year, but instead it appears as though it has increased significantly. He stated that with the increase in property values the Town has received addition funds. He recapped the General Fund, which looks as though the Town Commission budget goes down; the Town Manager's budget had an increase due to the Administrative Assistant position being placed back in that budget; Human Resources budget increased due to the Administrative Assistant position. Town Manager D'Agostino explained that the Administrative Assistant position salary and responsibilities would not be split between the Human Resources Department and Recreation Department. Commissioner O'Rourke stated that it looks as though the Public Works department budget has decreased. Finance Director Rane explained that there are four (4) Divisions in Public Works. He explained that the Public Works Administration budget increased from \$95,000 to \$112,000. Grounds Maintenance budget increased from \$360,000 to \$390,000. Facility Maintenance budget increased from \$286,000 to \$307,000, caused by the initiatives of repairing the Mirror Ballroom doors, and upgrading the doors around Town Hall. Vehicle Maintenance budget increased from \$82,000 to \$122,000, which was to fund another mechanic. Commissioner O'Rourke explained that the parking meters were being removed from the budget. He explained that he was highlighting these items because he would like the public to understand what was occurring with the budget and why changes were being made. He stated that the Recreation Department budget looks as though it had decreased minimally. Town Manager D'Agostino pointed out that there would be two (2) Event Coordinators working in the Recreation Department to manage events, rentals, and the Sunset Celebrations. Commissioner O'Rourke stated that unfortunately it looks as though the Library budget did not increase.

Commissioner Rapoza commented that she agrees with the budget.

Commissioner Flaherty asked if Information Technology (IT) was keeping up with current technology to keep the Town up-to-day and running smoothly without procuring additional Professional Services expenses in consulting fees. He realizes that there were many computers purchased this fiscal year and wondered why there was an increase in the upcoming budget for the consultant. Town Manager D'Agostino explained that there are several challenges in the IT Department. He explained that when looking at the integration of technology in the delivery of services and how to best deliver those services in a more efficient manner, it requires us to upgrade systems. When systems are upgraded then the hardware needs to be upgraded. He explained that they are looking at moving the current Finance package out of a DOS base to Windows base. He stated that as hardware and software are upgraded and provided to those employees in the field, capacity in the IT Department would be necessary to support the upgrades, or contract those services out. He stated that over the next few years there would be move forward

with creating strategies to update the hardware and software. He stated that there was a server that needed to be replaced. He pointed out that the IT Department was functioning in an effective way with only one person, making sure that all of the systems are up and running across the entire Town. He stated that different departments are looking to increase the hardware and software they need to operate their departments efficiently, which would cost additional funds. He stated that all these decisions are designed to put the information in front of those employees to make the most informed decisions possible for the Town. His vision would be to have the Town be a data driven decision making organization. Finance Director Rane explained that the Town has taken a small steps to keep up with technology.

Vice-Mayor Glas-Castro stated that she had received a similar question from a resident. She stated that one person was frustrated on how long it took to upgrade the Library computer system this summer. Town Manager D'Agostino explained that he was equally frustrated with the process this summer. He stated that the system that was installed runs better, faster, more efficient, and has a great network capability. However, capital funds need to be invested in the Library so that when there are power surges, or lightning strike (which happens frequently this time of year), the system does not completely go down because there are no backup power generators to power up the Library. He explained that when the upgrade was taking place each of the 24 computers were being established individually and creating a mirror imagine of each other so that they were running off of one main type server. He explained that during that process there was a lightning strike, power was lost, and the entire system was corrupted and had to be rebuilt, which resulted in another week with no computer service at the Library. He stated that it was just one example of how the Town has not invested in the infrastructure that was needed to protect our information base. He stated as a result the system was working well and has not gone down since.

Mayor DuBois asked if the only position that was vacant was the mechanic in the Public Works Department. Town Manager D'Agostino stated that the position was laid off several years ago. Mayor DuBois clarified that there were other position that were in the budget in the past, but had not been funded and are now being funded. Town Manager D'Agostino stated one of the departments that he was most concerned about was the Town Clerk's Office because there was no support in that department. He stated that since there has been no support the Town Clerk has had to work nights and weekends and sometimes on days off to get the work completed. He stated that the position of Deputy Town Clerk has been funded and they are working at filling that position for the first time in several years. He stated that it would give some continuity of service because if you hire that position as an assistant, that person does not have the statutory authority to do many of the duties that the Clerk would do. However, the Deputy, in the absence of the Clerk has the statutory authority, so an uninterrupted level of service was important to achieve, which was why there was an increase in the Town Clerk's budget. He stated that there was also an increase in technology in the Town Clerk's budget for five (5) licenses so that other departments could research documents that are stored in the Laserfiche system. This would allow departments to directly access the Laserfiche system and obtain the information they need to increase efficiency.

1. Resolution No. 30-09-15 adopting the Final Millage Rate for Fiscal Year 2015-2016.

PUBLIC COMMENT:

None

Motion: Commissioner O'Rourke moved to approve Resolution No. 30-09-15; Commissioner Rapoza seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

2. Resolution No. 31-09-15 Adopting the Budget for Fiscal Year 2015-2016.

PUBLIC COMMENT:

None

Motion: Commissioner O'Rourke moved to approve Resolution No. 31-09-15; Commissioner Rapoza seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0

Public Hearing Closed:

PUBLIC COMMENT:

None

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D'Agostino had no comments.

Commissioner O'Rourke thanked staff and everyone for their work on the budget.

Commissioner Rapoza had no comments.

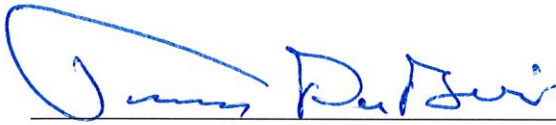
Commissioner Flaherty thanked staff for their work on the budget.

Vice-Mayor Glas-Castro had no comments.

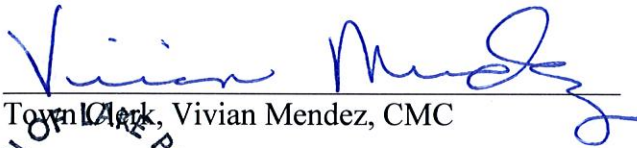
Mayor DuBois thanked staff for a great job on the budget.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner O'Rourke, and by unanimous vote, the meeting adjourned at 7:08 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



FLORIDA

Approved on this 7 of October, 2015



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Final Public Hearing
On the Budget Meeting

Tuesday, September 15, 2015, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
.....		
John O. D'Agostino	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, CMC	—	Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. CALL TO ORDER/ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC HEARINGS

****OPEN PUBLIC BUDGET HEARING****

- A. Staff Report
- B. Public Comments
- C. Commission Deliberation

1. Resolution No. 30-09-15 Adopting the Final Millage Rate for Fiscal Year 2015-2016

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A FINAL MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016; 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

Tab 1

VALOREM TAXES ON ALL TAXABLE REAL AND TANGIBLE PERSONAL PROPERTY IN THE TOWN OF LAKE PARK FOR FISCAL YEAR 2015/2016; PROVIDING FOR AN EFFECTIVE DATE.

2. Resolution No. 31-09-15 Adopting the Budget for Fiscal Year 2015-2016

Tab 2

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, 2015, AND ENDING SEPTEMBER 30, 2016, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

******* CLOSE PUBLIC BUDGET HEARING*******

D. PUBLIC COMMENT:

This time is provided for addressing item that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

E. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

F. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, September 16, 2015