

Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, June 1, 2016, 8:00 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, June 1, 2016 at 8:00 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Anne Lynch and Michael O'Rourke, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez conducted the rollcall and Mayor DuBois announced that the pledge of allegiance was conducted during the CRA Board meeting earlier in the evening.

SPECIAL PRESENTATIONS/REPORTS

None

PUBLIC COMMENT:

None

CONSENT AGENDA:

- 1. Regular Commission meeting minutes of May 18, 2016.**
- 2. Resolution No. 21-06-16 Authorizing the Mayor to Sign the Application for State Aid to Libraries Technology Grant.**
- 3. Resolution No. 22-06-16 Authorizing and Directing the Mayor to Execute the Fifth Amendment to Amended and Restated Interlocal Agreement – Northlake Boulevard Task Force.**

Motion: Commissioner Flaherty moved to approve the consent agenda; Commissioner Lynch seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:

None

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

None

BOARD MEMBERSHIP NOMINATIONS:

4. Judith Thomas – Nominated for re-appointment to the Planning & Zoning Board as a Regular Member.

Motion: Vice-Mayor Glas-Castro nominated Judith Thomas as a regular member to the Planning & Zoning Board; Commissioner Flaherty seconded the nomination.

Commissioner O’Rourke thanked Ms. Thomas for her many contributions on the Planning & Zoning Board.

Vote on Motion:

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

Motion passed 5-0.

5. Lanae Barnes – Nominated for appointment to the Planning & Zoning Board as a Regular Member.

Ms. Barnes introduced herself to the Commission and thanked them for the nomination.

Motion: Vice-Mayor Glas-Castro nominated Ms. Barnes to the Planning & Zoning Board as a regular member; Commissioner O’Rourke seconded the nomination.

Vote on Motion:

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

Motion passed 5-0.

Mayor DuBois congratulated Ms. Barnes on her appointment to the Planning & Zoning Board.

NEW BUSINESS:

6. Setting the Dates for Budget Meetings that will Review and Establish the Fiscal Year 2016-2017 Budget.

Town Manager D’Agostino explained the item (see Exhibit “A”). The Commission discussed the proposed budget meeting dates and their availability. The Commission requested that next year’s budget calendar be distributed earlier in the year to assist with

vacation scheduling. After some discussion by the Commission on the proposed budget meeting dates, the Commission came to consensus to conduct the budget meetings on the following dates:

First Budget meeting on Wednesday, July 13, 2016 at 6:30 p.m.

Second Budget meeting on Wednesday, August 10, 2016 at 6:30 p.m.

First Public Hearing on the Budget on Thursday, September 8, 2016 at 6:30 p.m.

Final Public Hearing on the Budget on Tuesday, September 20, 2016 at 6:30 p.m.

7. Replacement of Vacuum Compressor Assembly on the Stormwater Utility Vacuum Truck by Sole Source Vendor.

Motion: Commissioner O’Rourke moved to approve the replacement of vacuum compressor assembly on the Stormwater Utility Vacuum truck; Commissioner Lynch seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

8. Award of Contract to Wilson-Rowan Locksmith Co. for Procurement and Installation of New Key-level System for Town Hall with Three Electronic Locks.

Motion: Commissioner O’Rourke moved to award a contract to Wilson-Rowan Locksmith Co. for procurement and installation of a new key-level system for Town Hall with three electronic locks; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

9. Professional Services Contract for Stormwater ESU Update.

Motion: Commissioner O’Rourke moved to approve professional services contract for Stormwater ESU update; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other

Commissioner Flaherty	X		
Commissioner Lynch	X		
Commissioner O'Rourke	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

10. Revision of the Lake Park Harbor Marina Dockage Agreement.

The Commission stated that the dockage agreement items be consolidated under one motion.

Motion: Commissioner O'Rourke moved to consolidate the agenda items pertaining to the Marina Dockage and Transient Dockage Agreements into one motion; Commissioner Flaherty seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

Town Manager D'Agostino introduced Salvatore (Ted) Schiafone as the new Marina Director. Mr. Schiafone was honored to be selected to work for the Town. He apologized for reviewing the Dockage agreements so far. Mayor DuBois stated that if there were any suggested changes the item could be reconsidered by the Commission at a future meeting.

11. Revision of the Lake Park Harbor Marina Transient Dockage Agreement.

Motion: Commissioner O'Rourke moved to the Marina Dockage Agreement and the Transient Dockage Agreement; Commissioner Lynch seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

12. County Interlocal Agreement One-Cent Sales Tax Increase.

Town Manager D'Agostino explained the item (see Exhibit "B"). Mayor DuBois explained that the Town does not have the funds to perform infrastructure improvements.

The Town would need to commit to a 10 or 20-year Bond and if the funds were received in less time, the Town would need to put some of the funds aside to ensure payment.

Chief Accountant Lourdes Cariseo explained that even though the Town could receive an excess of \$2.7 million (and if the Commission were thinking of a stream of revenue for the Bond payments for 10-years) that would only mean that the Town would collect the funds in advance. She explained that the Town would set it aside in a debt service fund to make the debt payment. She stated that there would not be an issue about not collecting.

Vice-Mayor Glas-Castro explained that if the item were not placed on the Palm Beach County ballot due to lack of support or it does get on the ballot and it fails, Palm Beach County has agreed to do other types of financing. She explained that Palm Beach County would still do their improvements to the unincorporated areas and the Town would have no benefit. She stated that with the infrastructure sales tax everyone would receive a percentage of the surtax, which would be used for the Town's infrastructure improvements. Mayor DuBois asked if parts of the Capital Improvements Schedule that were infrastructure related had been included in the list.

Public Works Director Dave Hunt explained that a 20-year plan to overlay the entire Town was used to replace 20 percent of all sidewalks, striping, stop bars, etc., which would cost approximately \$30 million total to get the Town back on track. Town Manager D'Agostino stated that it did not include things like replacement of the roof. Mayor DuBois suggested including the Capital Improvement Schedule so that it would be on file with Palm Beach County. Town Manager D'Agostino explained that there would be a Palm Beach County review committee, Palm Beach County School Board committee, and a Local committee on how the expenditures match up to the original request. Mayor DuBois expressed concern with the Local committee being the Palm Beach County League of Cities. Vice-Mayor Glas-Castro stated that Palm Beach County League of Cities would put together a committee and was not sure that the specific criteria for the committee. Mayor DuBois asked who would assume those responsibilities, such as the Planning & Zoning Board. Town Manager D'Agostino suggested a separate body review. Mayor DuBois explained that the documentation reflected that an independent advisory board would review and make recommendations to the Commission. Town Manager D'Agostino agreed and his understanding was that the smaller communities would have the League take the responsibility. Vice-Mayor Glas-Castro shared that the Village of Palm Springs included their Capital Improvement Schedule. Town Manager D'Agostino suggested that both lists be combined into one master list.

Mayor DuBois recapped that other municipalities have stated that they do not need the funds.

Motion: Commissioner O'Rourke moved to approve the County Interlocal Agreement One-Cent Sales Tax Increase; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D'Agostino announced the June Sunset Celebration for Friday June 24, 2016, which would include an Independence Day theme, with a County Western Band. He explained that staff was anticipating a larger crowd. He asked if the venue could be moved to Lake Shore Park if the event grows. The Commission agreed to move the event to Lake Shore Park if Sunset Celebration would be larger than usual.

He announced that the Volunteer Appreciation Reception invitations were mailed out. The event would be held on Friday, June 17, 2016 at 6:00 p.m. at the Art on Park Gallery (800 Park Avenue). Mayor DuBois explained that the event allows a flow of people to come and go at will.

He announced a new Diversity Council member from Viking Yachts. There have been no summer camp vouchers issued so far. Summer Camp begins June 6 and goes through July 27, 2016 in the Village of North Palm Beach. He stated that the Bethlehem Baptist Church also had a summer camp program available for Lake Park residents at \$25.00 a week.

He would be attending the Managers State-wide meeting in Orlando on Thursday, June 2 and June 3, 2016.

Commissioner Lynch announced that Palm Beach Post reporter Frank Cerabino would be giving a lecture at the Library on June 8, 2016 at 7:00 p.m. about "How reading leads to writing".

Commissioner Flaherty referred to a discussion during the CRA Board meeting regarding prohibited parking along Park Avenue east of the clock tower. He stated that during campaigning comments were made regarding the parking restrictions. He expressed concern regarding parking on the dark streets in Town and not on Park Avenue. He asked that staff consider changing the restrictions of parking on Park Avenue. He suggested that former Lake Park summer camp attendees be contacted regarding the summer camp opportunities available. Town Manager D'Agostino stated that staff would contact former Lake Park summer camp attendees. Mayor DuBois suggested that Bridges at Lake Park be contacted.

Commissioner O'Rourke thanked Mayor DuBois for hosting the Memorial Day celebration held on Monday, May 30, 2016 at Kelsey Park.



Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 1, 2016

Agenda Item No. *Tab 6*

Agenda Title: **Setting the Dates for the Budget Meetings that will review and Establish the Fiscal Year 2016-2017 Budget**

- SPECIAL PRESENTATION/REPORTS
 - BOARD APPOINTMENT
 - PUBLIC HEARING ORDINANCE ON ____ READING
 - NEW BUSINESS
 - OTHER: _____
- CONSENT AGENDA
 - OLD BUSINESS

Approved by Town Manager *[Signature]* **Date:** 5-16-16

Blake K. Rane *[Signature]* **Finance Director**

Name/Title

Originating Department: FINANCE	Costs: \$ N/A Funding Source: N/A Acct. # N/A <input checked="" type="checkbox"/> Finance ____ BKR ____	Attachments: Proposed Town of Lake Park 2016/17 Budget Calendar
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>BKR</u> Please initial one.

Summary Explanation/Background:

Attached is a proposed Town of Lake Park 2016/17 Budget Calendar, which summarizes the schedule of dates and tasks required to prepare, present, and pass a budget for the Town of Lake Park. The proposed schedule provides for four evening meetings where the Commission and the public can come to express their views on the Proposed Budget and/or on any specific element of the Budget. Additionally, there are proposed one-on-one meetings with each Commissioner. We will provide each Commissioner with an updated binder prior to each meeting and post the Proposed Budget on the web-site prior to each meeting.

At the First Budget Meeting the Town Commission sets a proposed (not to exceed) millage rate, and sets the date, time and place of the first public hearing.

Recommended Motion:

I move we set the date for the First Budget Meeting for July 13, 2016 at 6:00 p.m.; a Second Budget Workshop for August 17, 2016 at 6:00 p.m.;

Town of Lake Park

2016/17 Budget Calendar

<u>Dates</u>	<u>Required Budget Action</u>
May 6	Worksheets available to staff (publicshare\BUDGET FY 2016-2017)
May 20	Department Priorities schedule due back to Finance
June 1	Present Budget Calendar at the Commission Meeting
June 1	Estimate of Taxable Value received from Property Appraiser
June 8	Budgets due back to Finance for review
June 13-24	Individual budget meetings with Department Heads
June 15	Receive the Commission's Priorities at the June 15, 2016 meeting
June 28	Preliminary budget is delivered to the Commission
July 1	Property Appraiser submits Certificate of Taxable Value (DR420)
July 2 – July 10	Rework changes into the proposed budget
<u>July 13</u>	Town Commission holds a <u>Budget Meeting</u> to review the budget and at the Town Commission Meeting sets the <u>proposed millage rate</u> , any <u>other fee or rate adjustments</u> , and sets <u>the date, time and place of the first public hearing</u> (September 8)
July 15	Proposed millage rate & calculation of rolled back rate and date for first public hearing on budget due to Property Appraiser (within 35 days of receipt of taxable value)
August 8-12	One-on-one meetings with the Commission
<u>August 17</u>	Town Commission holds a second <u>Budget Meeting</u> to hear public comment, review the Fund Budgets, and discuss Town's Initiatives
<u>September 8</u>	First Public Hearing on budget at 6:30 in the Town Commission Chambers; adoption of a tentative millage rate and proposed operating budget. Subject to blackout dates from Palm Beach County Commission and Palm Beach County - School Board.
September 16-19	Run TRIM budget ad in newspaper
<u>September 22</u>	Final public hearing on budget; adoption of millage rate and 2016/17 budget. Subject to blackout dates from Palm Beach County (PBC) and Palm Beach County School District (PBCSD), which dates are not yet published.
<u>September 7</u>	PBC-School Board meeting date
<u>September 6 & 19</u>	PBC Board of Commissioners meeting dates



Exhibit "B"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 1, 2016

Agenda Item No. Tab 12

Agenda Title: County Interlocal Agreement One Cent Sales Tax Increase Update

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON _____ READING
- NEW BUSINESS
- OTHER: _____

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *J. D'Agostino* Date: 5-25-16

John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: Funding Source: General Fund Acct. # _____ <input type="checkbox"/> Finance _____	Attachments: <input checked="" type="checkbox"/> County Interlocal Agreement One Cent Sales Tax.
Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background: The Commission requested reconsideration of a new proposed sales tax agreement which, is pending acceptance from local jurisdictions in Palm Beach County. The changes include the elimination of the Arts Council/Economic Development from a share in the One Cent Sales Tax. The School Department will receive ½ cent or Fifty-Percent. The County will share in Thirty-Percent and local municipalities will share in Twenty-Percent. There is a new sunset provision that may end the surtax earlier than Ten years if the sales tax revenue if \$2.7 billion in revenue from the tax is realized sooner than Ten years. Finally, the municipalities together will decide on the composition or make-up of an oversight committee to monitor how the funds are spent. Oversight usually means that funds are spent first and then reviewed to determine if such funds were spent in accordance with each municipality's submitted infrastructure plan. Only twenty

of the 33 communities have submitted plans to date. The Palm Beach County League of Cities maybe an oversight entity considered by the municipalities.

There is NOT a claw back provision in the attached agreement if funds are not spent according to the Infrastructure Plans submitted to the Palm Beach County League of Cities.

Recommended Motion: Move to support the One Cent Sales Tax as recently amended and accepted by the School Committee and the County Commission.

Vice-Mayor Glas-Castro thanked Ms. Barnes for volunteering on the Planning & Zoning Board.

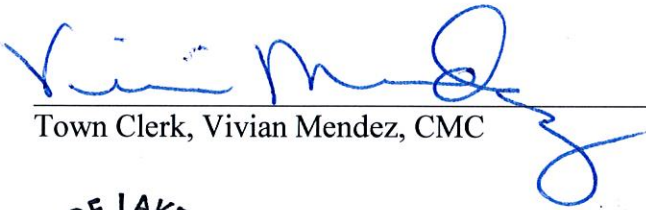
Mayor DuBois thanked staff for assisting with the Memorial Day celebration event. He announced that a Town resident, veteran Mel Clark passed away and would be missed.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Flaherty and seconded by Commissioner Lynch, and by unanimous vote, the meeting adjourned at 9:11 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



Approved on this 15 of June, 2016