

Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, June 15, 2016, 7:37 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, June 15, 2016 at 7:37 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, Administrative Assistant Shaquita Edwards, and Town Clerk Vivian Mendez.

Administrative Assistant Edwards performed the roll call and Mayor DuBois led the pledge of allegiance.

SPECIAL PRESENTATIONS/REPORTS

1. Chili Cook-off Wrap-up

Robert Trepp and John Ench presented Commissioner O'Rourke with the Official Chili Cook-off Award Plaque. Commissioner O'Rourke thanked Mr. Trepp and Mr. Ench for the award and acknowledgement. Mr. Trepp thanked the Commissioners for allowing the Chili Cook-off to be held in the Town of Lake Park. Mr. Trepp informed the Commissioners that his organization was officially sanctioned by the International Chili Society to host the Florida State Championship for next year. Mr. Ench thanked the Town of Lake Park and the Commissioners for working with Kawanis over the years, and informed them that all funds received from the Chili Cook-off are primarily used at Lake Park Elementary for various activities and events.

PUBLIC COMMENT:

None

CONSENT AGENDA:

2. Regular Commission meeting minutes of June 1, 2016.

Motion: Commissioner Flaherty moved to approve the consent agenda; Commissioner O'Rourke 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.

NEW BUSINESS:

3. Budget Initiatives for Fiscal Year 2016-2017.

Town Manager D'Agostino explained the item (see Exhibit "A").

He explained that he would appreciate the Commissioners input and comments in consideration of the budget initiatives. He also explained that (Exhibit "A") is a list of proposed initiatives and that those with great need would be given priority when the Town becomes aware of its budget.

Town Manager D'Agostino explained the budget initiatives of department 100 (Town Commission) and department 104 (Town Manager). Mayor DuBois asked if there was an accommodation for budget initiative one, Tuition Reimbursement in department 104 (Town Manager). Town Manager D'Agostino answered "yes" and that the accommodation is listed in the Employee Handbook and that reimbursement is based on the letter grade received by the employee. Mayor DuBois asked if this item required the Commission's approval. Vice-Mayor Glas-Castro explained that the item must be budgeted.

Commissioner Flaherty asked if an item is approved during a Commission Meeting is it considered budgeted. Town Manager D'Agostino answered "no" and explained that the items were initiatives and that only becomes a part of the budget if the Town receives enough funds. Vice-Mayor Glas-Castro asked why tuition reimbursement was budgeted in the amount of \$6, 500.00. Town Manager D'Agostino explained that he budgeted that amount based on the Tuition Reimbursement initiative for the Administrative Assistant to the Town Clerk (department 106). He also explained that the amount could be reduced based on coursework and that the Town of Lake Park has an employee who is currently a recipient of the tuition reimbursement program provided by the Town.

Commissioner Flaherty asked if the employee would be required to provide a list of school expenses. Town Manager D'Agostino explained that the employee would have to provide their letter grade for each course and that reimbursement is completed according to the policy. Commissioner Lynch asked if the amount provided was based on full-time attendance. Town Manager D'Agostino answered "no", and explained that the proposed number is projected tuition over the fiscal year to include fall, spring and summer semesters. He suggested that the projected amount listed under tuition reimbursement could be reduced. Administrative Assistant Edwards explained that tuition would be based on the amount per credit hour charged by the institution attended and the degree of study. She also explained that for a Master's Degree that the price per credit hour would exceed or fall just below \$300.00 and that credit hours range from three to four per course and that the price of one course could be close to \$1,100.00.

Town Manager D'Agostino continued to explain initiative number two of department 104 (Town Manager). Vice- Mayor Glas-Castro asked should the ratio for a grant writer be two or three times of the budgeted amount. Town Manger D'Agostino explained that it could be five times the budgeted amount. He explained initiative three of department 104 (Town Manager). He explained a downloadable software application called Click-Fix.

Commissioner Flaherty asked if people would be able to pay their business tax and citations online. Town Manager D'Agostino explained that online payments were a separate issue because the Town of Lake Park has a small population but that it is in consideration.

Town Manager D'Agostino explained the budget initiatives (see Exhibit "A"). Mayor DuBois asked if there was another insurance group available for Town employees to join. Town Manager D'Agostino answered "yes", and explained that the Town seeks to reduce costs and deductibles and increase the amount of coverage for its employees. Vice-Mayor Glas-Castro asked Town Manager D'Agostino if he would like direction for the previously explained initiative. Town Manager D'Agostino answered "yes". Commissioner O'Rourke questioned the budgeted cost of budget initiative one of department 105 (Human Resources). Commissioner O'Rourke also questioned why the Town wants to pay employees not to have insurance coverage. Town Manager D'Agostino explained that the Town does not aim to encourage its employees not to have insurance but to pay the employee to join another plan. Mayor DuBois asked if the amount of \$330.00 would be paid to employees monthly or bi-weekly. Town Manager D'Agostino explained that the amount of \$330.00 would be paid per month divided equally into two payments. Town Manager D'Agostino continued to explain budget initiative one of department 105 (Human Resources). Commissioner Flaherty asked if this plan was currently in operation. Town Manager D'Agostino answered "no" and explained that the Town would pay some of its employees not to have the Town's coverage in an effort to save money.

Finance Director, Blake Rane explained that the Town offers a health savings account that has a maximum of \$2,400.00 per year but an employee does have the opportunity to purchase with an outside vendor. He also explained that the Town would like to offer options to its employees because some are veterans and are already covered. Finance Director Rane explained that Town Manager D'Agostino has information that details the various types of coverage available to employees.

Town Manager D'Agostino continued to explain the budget initiatives (see Exhibit "A"). Vice-Mayor Glas-Castro suggested that budget initiative one for Laserfiche maintenance of department 106 (Town Clerk) was necessary. Vice-Mayor Glas-Castro asked how budget initiative two tuition reimbursement in department 106 would assist the Town's objectives. Town Manager D'Agostino explained that budget initiative two was included to generate the start of a succession plan for department 106. Mayor DuBois suggested that very few individuals take advantage of the established tuition reimbursement program offered by the Town. Vice-Mayor Glas-Castro asked if the Administrative Assistant seeks a Bachelor's Degree. Town Manager D'Agostino answered "no" and explained that the Administrative Assistant seeks a Master's Degree. Vice-Mayor Glas-Castro asked why does an Administrative Assistant need a Master's Degree. Town Manager D'Agostino explained that if the individual would like to become a manager of a municipality, a department head, advance further in the Town of Lake Park or in government they would have the opportunity to do so. Vice-Mayor Glas-Castro asked if the job description of an Administrative Assistant required a Master's Degree. Town Manager D'Agostino answered "no". Vice-Mayor Glas-Castro suggested that if an advanced degree is not in the job description it is unnecessary. Mayor DuBois explained

that he believes it is great to have educational funds available to Town employees. Vice-Mayor Glas-Castro suggested that educational funds need to be used in job related courses and not for personal advancement of an individual's resume so that they may seek employment elsewhere once they have received an education. Mayor DuBois suggested that educational funds should be available to employees of the Town in job related coursework. Mayor DuBois asked if the Town Manual specified the term for which a recipient of the tuition reimbursement program is retained. Town Manager D'Agostino answered "yes" and explained that there is an established agreement between recipients of the program and the Town of Lake Park that specifies the term they would be retained. Town Manager D'Agostino suggested that there is a tremendous amount of benefit in having well-rounded educated individuals in any position of government. He also explained that he has two Master's Degrees, one in Human Resources and the second in Public Administration. Town Manager D'Agostino explained that his Masters in Human Resources was not in direct relation of his job duties and responsibilities. He also explained that there are times when the responsibilities of his title requires him to act and make decisions in the realm of a Human Resources Director. Town Manager D'Agostino asked if budget initiative number two should be removed. Commissioner Lynch stated that she would like to see a general education fund.

Commissioner O'Rourke suggested that the Town Manager D'Agostino continue the presentation and that all Commissioners save their questions and comments upon the close of the presentation. Town Manager D'Agostino continued the presentation. Finance Director Rane elaborated on budget initiative number eight of department 110 (Information Technology) and explained the need to replace the broken camera in the Commission Chamber so that audiences would have a clear view of the Commissioners.

Town Manager D'Agostino continued the presentation. Vice-Mayor Glas-Castro asked the objective of budget initiative one in Finance (Department 150). Finance Director Rane explained that he would like to create a succession plan and that the pay scale mentioned in budget initiative one needs to increase in order to accommodate the succession plan. Vice-Mayor Glas-Castro questioned the need for a procedure manual and asked if the Town of Lake Park copies a neighboring municipalities procedure manual. Finance Director Rane answered "no", and explained that the Town of Lake Park does not copy a procedure manual because the auditor would disregard it, and that the manual must be specific to the Towns accounting system. Finance Director Rane explained his goal to reduce the number of comments by the auditor at least one per year. Mayor DuBois asked if a third party would be willing to write a procedure manual. Finance Director Rane answered "yes" and explained that in prior years he has solicited third parties for various prices.

Town Manager D'Agostino continued the presentation of (Exhibit "A"). Vice-Mayor Glas-Castro asked what initiative of Public Works is most important. Town Manager D'Agostino explained the importance of reliable equipment and support personnel. Mayor DuBois questioned the need for an additional grounds maintenance crew. Public Works Director David Hunt explained the need for an additional maintenance crew and equipment in effort to improve the department and its level of service. Commissioner Lynch asked Public Works Director Hunt if the old equipment caused a safety issue.

Public Works Director answered “yes”, and that he has implemented a replacement program for out dated equipment to prevent failure of all equipment at once.

Town Manager D’Agostino continued the presentation. Library Director Karen Mahnk provided clarification for budget initiatives for department 700 (Library). Commissioner Lynch asked Library Director Mahnk how she arrived at the number for increased revenue. Library Director Mahnk explained that she reached the increased revenue amount by assessment of the developed services that libraries provide to communities. She also explained the importance of additional staff and salary variations of Library Assistants. Town Manager D’Agostino asked Library Director Mahnk if library hours would be extended due to the addition of staff. Library Director Mahnk explained that the component of additional hours has not been included but would be considered. Vice-Mayor Glas-Castro asked if additional programs and services provided by the Library would require additional funds. Library Director Mahnk explained that with additional staff the Library would be able to dedicate time to fund-raising and seek additional funds through community outreach.

Town Manager D’Agostino continued the presentation. Mayor DuBois asked if sidewalks were budgeted. Town Manager D’Agostino asked Public Works Director Hunt for clarification of the amount specified for sidewalks. Public Works Director Hunt verified the amount and explained that sidewalk funds were previously budgeted. He also explained that there was an estimated cost of a twenty-year program for milling and overlay for streets as well as sidewalk replacements.

Town Manager D’Agostino continued the presentation. Vice-Mayor Glas-Castro asked for clarification of the Sanitation Fund projected cost. Public Works Director Hunt explained that projected costs have been previously budgeted. Mayor DuBois asked Town Manager D’Agostino what the next step is of the budget process. Town Manager D’Agostino explained that once the Town is made aware of its budget in July the Town would proceed with the budget process.

4. Award of Bid 102-2016 Repair to Town Hall Air Conditioning Chiller System.

Motion: Commissioner O’Rourke moved to approve the award of bid 102-2016 repair to Town Hall air conditioning chiller system; 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.

5. Amendment for State Aid to Libraries Grant Amount.

Motion: Commissioner O'Rourke moved to approve the amendment for State Aid to Libraries Grant amount; 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.

6. Resolution No. 23-06-16 First Amendment to the Town Manager Employment Agreement between the Town of Lake Park and John O. D'Agostino

Motion: Commissioner O'Rourke moved to approve Resolution No. 23-06-16; 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.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird announced that he has provided a litigation status report to the Commissioners and suggested that they contact him with questions.

Town Manager D'Agostino announced that the band Whisky Six would be performing at the Lake Park Sunset Celebration on Friday, June 24, 2016. He also announced that the Town of Lake Park would have a Korean Delegation visit at the Library on Friday, June 24, 2016 from 11:00 a.m. until 12:30 p.m. and that Commissioners are invited to attend. He announced that there would be a reception for the Korean Delegation after a tour of the Lake Park Town Hall. He announced that the railroad crossing closure at Silver Beach Road and Old Dixie Highway would be closed from June 14, 2016 until June 15, 2016. Town Manager D'Agostino also announced that the Town of Lake Park stands in solidarity with the City of Orlando in wake of events that had taken place on Sunday, June 12, 2016. He announced that the Town of Lake Park was featured in the Atlantic Current Circular.

Commissioner Lynch had no comments.

Commissioner O'Rourke announced that on Thursday, June 23, 2016 he would be performing at the Lake Park Brew House Gallery and extended an open invitation.


Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro congratulated newlywed Commissioner Flaherty, she also congratulated Commissioner O'Rourke on winning the Chili Cook-off. She announced that the Palm Beach County League of Cities monthly meeting would be held on Wednesday, June 22, 2016 at Bear Lakes Country Club, and that the topic of discussion would be hurricane preparedness. She announced that the Annual Florida League of Cities Conference would be held in Hollywood, Florida. She recommended the attendance of the Commissioners to meet the 4-hour ethics requirement for the year.

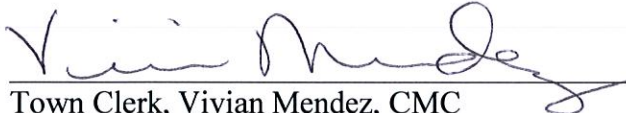
Mayor DuBois had no comments.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Flaherty and seconded by Vice-Mayor Glas-Castro, and by unanimous vote, the meeting adjourned at 9:37 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



Administrative Assistant, Shaquita Edwards



FLORIDA
Approved on this 6 of July, 2016

Exhibit "A"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 15, 2016

Agenda Item No. Tab 3

Agenda Title: Budget Initiatives for Fiscal Year 2016-2017

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager

John O. D'Agostino

Date:

6-8-16

John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$2,014,434 Funding Source: General Fund Acct. # <i>various</i> <input checked="" type="checkbox"/> Finance <i>BKR</i>	Attachments: <ul style="list-style-type: none"> • Schedule V Budget Initiatives by Department.
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 JOD Please initial one.

Summary Explanation/Background: This year, Town staff has decided to present departmental initiatives in advance of the operating budget. The purpose is for the Commission to focus on departmental needs. The total budget initiative requests total \$2,014,434 from all Departments including Enterprise Accounts (Sanitation, Storm Water and Lake Park Harbor Marina).

The intent will be to have a discussion around what initiatives fulfill the mission of the Town and to provide staff with input into what initiatives the Commission would like to fund given the availability of funds. This may seem like putting the cart before the horse. In order to focus on each department's needs, we must understand what each department's priorities are. We then can match those priorities to the funds that are available. Finally, input from the Commission is critical in determining how to fund those initiatives for FY 16-17.

Recommended Motion: Move to support departmental initiatives as prioritized by the Commission given the information submitted.

TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
Town Commission (100)				
1	Invitations to Town Commission to represent the Town in their official capacity.	Provide funding for the Town Commission to attend official events sponsored by outside partners. Ticket purchases for planned events for which in their official capacity will result in better relations between the organization hosting the event and the Town of Lake Park.		\$ 12,500
Town Manager (104)				
1	Tuition Reimbursement	Tuition Reimbursement for the Assistant to the Town Manager.		\$ 6,500
2	Grants Writer	The Town is eligible for Grants, some require reimbursement others do not. But for these grants that can supplement our programs and activities we need to secure these grants to increase programs and services to our residents. A Grant Writer will work on Town wide grant initiatives, CRA grant initiatives, and Grants that may support various Festival and Special Events.		\$ 49,000
3	Website Re-design	Create an intuitive based website with multi-language capability to include the Lake Park Harbor Marina, the Library, and CRA websites, which currently have separate external website.		\$ 10,000

TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
Human Resources (105)				
1	Insurance Opt Out Payments	<p>Several regular full-time and regular part-time employees (who are eligible for the Town's insurance coverage) have refused such coverage because they either obtain medical services through the Veterans' Administration, they have insurance coverage through a previous employer, or their spouses have other insurance. The purpose of this item is to provide a payment to each employee for refusing the Town's insurance coverage, for which the Town pays 100 percent of coverage for the employee only tier of insurance. The proposed amount is \$330.00 per month. Note that the Marina Fund and the Sanitation Fund will each incur \$3,960 of expense.</p>		\$ 11,880
2	New ID Card Printer	<p>Purchase through Department 106 (schedule 5) of a new ID card printer to replace the eight year old printer that is no longer working properly. This will enable the Town to replace Town ID cards for current employees on which the dates have expired, and to more efficiently produce ID cards for newly hired Town employees.</p>		\$ 4,000
Town Clerk (106)				
1	Professional Services	<p>Laserfiche - maintenance, upgrade to Avante, total of 11 licenses</p>		\$ 25,000
2	Tuition Reimbursement	<p>Tuition Reimbursement for Administrative Assistant</p>		6,500

TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
Information Technology (110)				
1	New Voice over IP Telephone System	The existing telephone system at Town Hall, Public Works and Marina was established in 1998 by Bellsouth, and AT&T will not be supporting this equipment in the near future. In order to replace this equipment with Voice over IP (VoIP), the installation of new equipment is required. Florida Government Information System Association (FLGISA) performed a survey of other municipalities and has evaluated the following systems: ShoreTel, Acatel-Lucent, Avaya, Unify (Siemens) or AT&T by Department of Management Services (DMS) State of Florida. Staff is proposing the acquisition and installation of a VoIP system. The anticipated total cost of this project is \$50,000.		\$ 50,000
2	Disaster Recovery	Staff proposes to add the Public Works and Marina servers to the Back Up Disaster Recovery System (BDRS) that are provided by KDT Solutions, Inc. (Town Hall servers have utilized this system for the last 10 years). This will prevent loss of data and malware attack that would cause interruption in operation.		\$ 1,800
3	Work Station Management Agents and Web Protection	CyberSecurity has become a significant issue with small municipalities. Install new Work Management and Web Protection software on all computers in the domain to proactively maintain the health and security of the network, and provide web filtering on the Internet browser.		\$ 2,700
4	Purchase of new Laptop Computers	Purchase and provide new laptop computers to the following departments for day-to-day operations and to be used at the Emergency Operation Center (Palm Beach County Fire Rescue Station 68): Community Development, Human Resources, Public Works and Finance.		\$ 6,000
5	Purchase Spare Server	Purchase and add a spare server at Town Hall to serve as a back-up in the event of a break down of the existing servers. This additional server would be put in service if either of the existing servers fail and require service from manufacturer. This will prevent an interruption in service.		\$ 3,200
6	Purchase Commission Chamber Monitors	Add two large monitors in the Commission Chamber, one facing the Commission and the second facing the public for presentations.		\$ 10,000

TOWN OF LAKE PARK - ANNUAL BUDGET
General Fund (001)

PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
7	Web Streaming	Add equipment into existing LPTV channel 18 Comcast to provide Live Web Streaming Video for public meetings through Telvue.		\$ 10,330
8	Purchase LPTV 18 Camera for Commission Chamber	Replace broken adjustable video camera in the Commission Chambers		\$ 25,000
9	Purchase new Library Monitors	Replace 12 older small public access computer monitors at Library.		\$ 2,400
10	Install Free Wi-Fi in Town Hall	This will enable the general public to be able to access the internet in the Commission Chamber, front hall, and Mirror Ballroom.		\$ 2,000
11	Lambda Rail Fiber Optic	Link and connect the Town's facilities with State of Florida Lambda Rail system which is located at Palm Beach County Fire Rescue Station 68.		\$ 214,507
Finance Department (150)				
1	Job Descriptions and Pay Plan Changes	Revise the position description from "Chief Accountant" to "Assistant Finance Director" and adjust the Town Pay Plan for the Finance Department to correspond to the PEPIE Survey at the 1st Quartile. Two employees would then fall below the minimum and be adjusted up to the minimum.		\$ 8,428
2	Conversion to ADP to latest version	The Town's accounting system provider, American Data Group (ADG) has migrated the system to a web-based platform. This items is to support the transition to the current version		\$ 5,000
3	Procedure Manual	Professional fee connected to completing a Policy and Procedures manual for the Finance Department		\$ 20,000

TOWN OF LAKE PARK - ANNUAL BUDGET
General Fund (001)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
Public Works - Administration (400)				
1	Additional Staff	Hire Administrative Assistant for Public Works		\$ 40,163
2	(2) Desktop computers (1) Lap top computer	Create work station for additional position added to DPW Administration; Replace desktop computer for Project Manager; Purchase laptop (MS Surface Pro 4) for emergency management purposes.		\$ 4,500
Public Works - Grounds Maintenance (406)				
1	Replace turf mower	Start replacement of 72" mulching mowers. Purchase one (1) Toro Grounds Master		\$ 20,000
2	Upgrade irrigation controls	Purchase and install irrigation controls (variable frequency drive) at Bostrom Park. These controls will protect the submersible pump.		\$ 9,000
3	Additional Staff	Create a second grounds maintenance crew. (1) Crew Leader and (1) Maintenance Worker II. Existing truck, trailer, and equipment are available to support second crew. Split maintenance of town alleys and medians between two crews. Create a regular town-wide, tree trimming program. Start replanting material lost to age, disease, and infestations.	Crew Leader	\$ 40,604
			Maintenance Worker II	\$ 35,945

TOWN OF LAKE PARK - ANNUAL BUDGET
General Fund (001)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
Public Works - Facilities (408)				
1	Waterproof Town Hall	Prepare and execute a contract to prep, seal, prime, and paint the exterior of Town Hall.		\$ 85,000
2	Additional Staff	Add a Facility Maintenance Worker II position to the Division. Currently, little to no preventive maintenance is being performed on Town properties. Public Works is only able to fix items as they break. All facilities are in need of door and lockset maintenance, pressure cleaning, caulking and painting. Additional staff will be needed to support an expanded special events program.		\$ 41,570
Public Works - Vehicle Maintenance (410)				
1	Replace Aging Fleet	Purchase five (5) pre-owned vehicles from Palm Beach County for the replacement of the oldest vehicles in Facilities and DPW Admin. Divisions		\$ 40,000
2	Replace Aging Fleet	Alternate: Purchase two (2) half ton pick-up trucks, extend cab for Facilities Maintenance		\$ 55,000
3	Shop Tools	Misc. shop tools		\$ 3,000

TOWN OF LAKE PARK - ANNUAL BUDGET
General Fund (001)

PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost

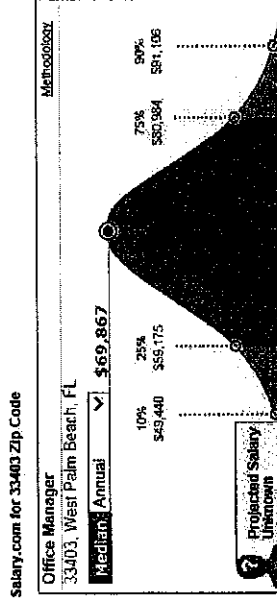
Community Development (500)

FULL-TIME OFFICE MANAGER/CODE COMPLIANCE SUPERVISOR (Exempt – benefits package included) - If treated as a promotion, existing employee (Assistant to the Community Development Director) currently earning \$19.72/hour (\$41,018 annually) would be bumped 5% or to the starting salary (\$49,440 - estimation only) of this newly created position, whichever is greater according to the employee handbook. The \$49,440 estimate is the greater option (\$23.77 per hour - see preliminary salary.com research), for an **annual increase of \$8,424**. The job description would need to be created and include a supervisory role which will serve to maximize productivity in the department (by freeing up some of the Director's supervisory time- especially as it relates to the Code Division); develop additional policies and procedures to promote productivity; all administrative-type duties; minimum high-school diploma with at least 7 years experience in the public sector, or similar combination; and supervision of the code division to ensure additional compliance and quality assurance. Account 500-12000 (Regular Salaries).

Personnel

1

\$ 8,424

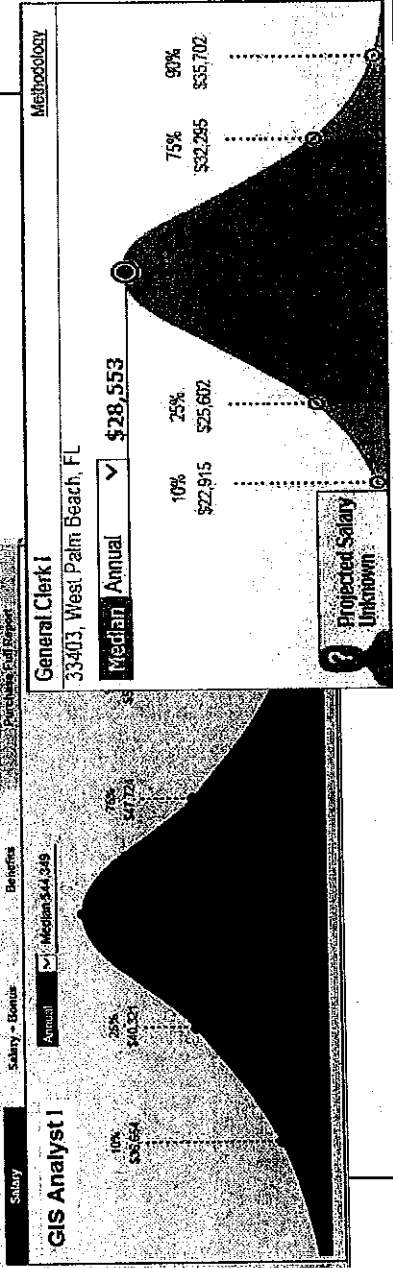


TOWN OF LAKE PARK - ANNUAL BUDGET
General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
2	Personnel	<p>PART-TIME (25 hours per week) ZONING/GIS TECHNICIAN – ENTRY LEVEL (Non-Exempt – No Benefits) - Under the general supervision of the Community Development Director, the position of Zoning/GIS Technician is a part-time, non-exempt, entry-level paraprofessional position. The Zoning/GIS Technician devotes a significant amount of time on routine administrative tasks. The Zoning Technician will work closely with the public on a regular basis to provide customer service on zoning issues. The Zoning Technician will also act as the Town's Geographic Information Systems (G.I.S.) technician (which would save consultant costs, particularly when updating maps). The actual hourly rate would need to be determined however, based on some research for a General Office Clerk and GIS Analyst I (since this position would be a combination of the two), the mean hourly rate between the two positions at the lower end of the bracket is \$14.32 per hour (\$18,616 annually at 25 hours per week). A draft job description is available, and can be provided as back-up if this initiative is approved and one is created through HR. Account 500-13000 (Part Time Salaries).</p>		\$ 18,616
		 <p>The screenshot shows two bell curves representing salary distributions. The left curve is for 'GIS Analyst I' with a median of \$40,200. The right curve is for 'General Clerk I' with a median of \$28,553. Percentiles are marked at 10%, 25%, 75%, and 90% for both. A note indicates 'Projected Salary Unknown' for the General Clerk I position.</p>		

TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
3	Personnel	<p>PART-TIME CODE COMPLIANCE OFFICER (EVENINGS/WEEKENDS - 18 hours per week with alternating days/shifts - Non-Exempt, No Benefits) - The existing full-time code officers have worked certain evenings and weekends, but with the increase in cases, recovery residences, and Code being down one Officer for approximately 3 months in FY 15/16, a dedicated part-time officer should be considered (especially for initiative #4 below). A proposal for one additional part-time code compliance officer to cover two evenings per week (4:30-9:30) and a Saturday or Sunday (on a rotating basis - 7:30-4:00 with half hour lunch), for a total of 18 hours per week is being proposed for Account 500-13000 (Part Time Salaries). The starting hourly rate is \$14.57 per hour, which annualizes (if offered at \$15/hour) to a \$14,040 increase. Currently, the Town has two full-time (primarily daytime) officers and with the amount of violations to address on a daily basis, the effectiveness of the operation would suffer if the daytime officer shifts are split to include weekly evenings and weekends. They do however, work certain evenings and weekend days as needed. With a third officer, there is also an opportunity to create rotating schedules to increase awareness between officers throughout the varying enforcement hours. Evening and weekend enforcement will likely focus heavily on work without permits; commercial vehicles; noise; and events being held without appropriate permits (as some of the main issues), along with assistance with BTR annual inspections (initiative #4 below) in order to provide flexibility on the scheduling.</p>		\$ 14,040

TOWN OF LAKE PARK - ANNUAL BUDGET
General Fund (001)

PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
4	Rental Properties (Single-Family and Duplex Properties) - Annual Inspections	<p>In an attempt to further promote the public's health, safety and general welfare, it is recommended that annual inspections are performed by Code staff on single-family, duplex and multi-family buildings that rent out 100% of their units. This initiative will only be possible if a third Code Compliance Officer is considered (see additional initiative above). This will allow for any serious interior structural issues and overcrowding issues to be addressed and will serve as an added initiative to improve our residential areas. This inspection would be listed as a requirement on the Rental Business Tax Receipt application for Single-Family, Duplex Lots and Multi-Family structures that rent 100% of their units (and included in renewal statements for those already registered with the Town). The additional inspection cost per BTR would be \$50. In reviewing our BTR software, we have approximately 108 single-family rental BTR's and over 250 duplex and multi-family rental BTR's, of which approximately 175 (70%) are likely duplex lots and 100% multi-family rental properties. If these numbers remain constant, this equates to approximately 280 BTR's requiring annual inspections at \$50 each (emphasizing the need for an additional officer), for a total annual revenue of \$14,000.</p>	\$ 14,000	
5	Housing	<p>The Housing Element of the Comprehensive Plan identifies the following Policy: <i>Policy 2.4: The Town shall coordinate with the appropriate agencies, including the State of Florida and Palm Beach County, to attempt to secure grant funds (i.e. CDBG, HOME, SHIP) to assist income-qualified households in conducting repairs to correct substandard housing conditions, and to improve the condition of the rental housing stock that is affordable to income-qualified households.</i> While not all programs require matches (CDBG is a good example), in an effort to set aside certain dollars to fund these initiatives, and possibly additional housing programs which a future Grants Writer may be tasked to seek as well, a set aside of \$20,000 is being requested. This may also enable staff to develop a local housing assistance program by ordinance; develop a local housing assistance plan and housing incentive strategy (CRA Plan can also be used as a guide); promote homeownership by securing grant funds to assist income-qualified renter households to become homeowners; amend land development regulations or establish local policies to implement the incentive strategies; form partnerships and combine resources in order to reduce housing costs; and so on.</p>		\$ 20,000

TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
6	Equipment [verified with Chief Information Technology Officer (CITO)]	Car Desk with Laptop Mount for Code Vehicles. Two (2) are required at \$300 each. Surface Pro 4 (with Windows 10 Pro; 256GB; Intel Core i7; Microsoft Office, case and keyboard) - two required for Code Officers at \$2,100 each. \$200 contingency.	\$ 5,000	
7	Zoning Certificate Applications	The Zoning Certificate is the initial process leading towards the Business Tax Receipt Application. This application reviews zoning; corporation/fictitious name papers; state/county licenses; PBC Fire Rescue and Zoning inspection coordination for nonresidential locations; and a great deal of staff follow-up. The Department averages approximately 15 per month (180 annually). The Planner alone spends at least an average of 2 hours for zoning review, coordination and inspection/site-visits (sometimes much more and sometimes much less) with Community Director involvement; and the CD Technician spends several hours on intake and follow-up. Staff is proposing to increase this fee from \$85 to \$125 per zoning certificate. If the 180 annual applications remains constant, this equates to an additional annual revenue of approximately \$7,200.	\$ 7,200	\$ -
Special Events (600)				
1	4th of July Event	Budget a half hour fireworks show for the Town of Lake Park		\$ 40,000
2	Special Events Supervisor	Salary Range: \$36,025- \$56,857		\$ 46,441
3	Events Currently Budgeted	Move from Town Commission and Recreation department budgets to Special Events Department. Holiday Tree Lighting Ceremony and Easter Egg Hunt (Recreation) and Sunset Celebration (Town Commission). (\$20,300)		

TOWN OF LAKE PARK - ANNUAL BUDGET
General Fund (001)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
Library (700)				
		Adding 3 tablet units as kiosks to main area of library		\$ 2,100
		Adding 4 tablet unit to children's room		\$ 4,000
		Add wireless printer for library users to access		\$ 2,600
		Add databases accessible to public		\$ 3,600
		Increase Librarian's salary		\$ 3,000
		Increase Library Accounting Clerk hours from 30 to 40 hours and change from part time to full time		\$ 6,900
		Increase part time Library Assistant I from 10 hours to 25 hours devoted to circulation desk in morning, afternoon/evenings (with other associated duties)		\$ 8,689
		<i>The objective is to improve efficiency, customer service and expand programs in response to library user demands. Some outcomes include improved staff efficiency, higher productivity.</i>		
		Additional part time Library Assistant I for 20 hours per week devoted to circulation desk in morning and afternoon/evenings (with other associated duties)		\$ 11,586
		Part time (quarter) Technical Assistant devoted to media maintenance and other required special technical projects.		\$ 6,900
TOTALS FOR INITIATIVES PROPOSED FOR THIS FUND			\$ 21,200	\$ 985,423

**TOWN OF LAKE PARK - ANNUAL BUDGET
Streets and Roads Fund (190)**

**PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17**

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Reconstruct 10th St.	Design and Reconstruct one block of 10th St. between Silver Beach Rd. and Bay Berry Dr. in conjunction with drainage improvements (See Stormwater Fund, \$50,000 allocation)		\$ 165,000
2	Replace decorative streetlight bulbs with L.E.D.	Reduce FPL billing rate on US 1 streetlights		\$ 27,500
3	Replace decorative streetlight bulbs with L.E.D.	Reduce electric bill by replacing existing bulbs with L.E.D. at Town Hall and Lake Shore-Kelsey Parks		\$ 13,500
4	Park Avenue Streetscape Renovation	Repair/replace lifted sidewalk and driveway turnout sections in the 700,800, and 900 blocks of Park Avenue (approx. \$20,000 per block)		\$ 60,000
5	Park Avenue Mill & Overlay	Mill & Overlay 800 and 900 blocks of Park Avenue (approx. \$35,000 per block)		\$ 70,000
6	Purchase towable boom lift	Eliminate the current practice of renting this equipment. Will provide more rapid response to light bulb replacement. Equipment can be used for safe access to high areas (i.e., tree trimming, painting, roof repair, etc.)		\$ 25,000
7	Purchase self-propelled line striping machine	Purchase self-propelled line striping machine along with paint and glass beads for placing roadway centerlines, crosswalks, and stop bars.		\$ 23,500
8				
TOTALS FOR INITIATIVES PROPOSED FOR THIS FUND				\$ 384,500

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TOWN OF LAKE PARK - ANNUAL BUDGET

Marina Fund (401)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Flag Pole	Purpose will be to include a new flag pole at a sizable height to be viewed from the Intracoastal. The reason being, Lake Park Harbor Marina is tucked away along the coast line. Signage and a high flag pole, with garfe and mast with a large light American flag, will provide boaters with the opportunity to see the Marina. No other marina in the area has such a visual to attract people/boaters to the Marina. (100 ft. flag pole and signage is proposed.)		\$ 20,731
2	Teak Wood Furniture	Purchase new teak wood tables, chairs and umbrellas for the Marina. Staff will be charged with maintaining such equipment. 52" tables and chairs 6 @ \$2,100/each = \$12,600 with Royal Teak umbrellas 6 @ \$300/each = \$1,800.		\$ 14,400
3	Two Full-Time Dock Attendants	Staff has been requesting additional help at the Marina for years. (2 x \$15/hr. x 40 hrs. x 52 = \$62,4000		\$ 62,400
4	Oil Remediation Follow-up	Need to construct a self-contained slab to contain oil dispenser, filters and rags. The facility needs to be fenced in and locked when the Marina is closed.		\$ 10,000
5	Marina Office Improvements & Customer Business Center	Create a semi-privatemarina manager office downstairs and a half-wall counter to service customers with a small customer waiting area. Use the upstairs manager office to create a storage area with a separate customer lounge and business center.		\$ 9,480
TOTALS FOR INITIATIVES PROPOSED FOR THIS FUND				\$ 117,011

**TOWN OF LAKE PARK - ANNUAL BUDGET
Stormwater Fund (402)**

**PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17**

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Master Drainage Plan	Prepare Phase I of town-wide Master Drainage Plan		\$ 100,000
2	Refurbish Vacuum Truck	Refurbishment of Vac-con brand truck will extend life for three years until funds have accumulated to purchase replacement		\$ 90,000
3	Outfall Replacement	Replace deep drainage structure and outfall line into Earman River. This project will likely require dredging.		\$ 90,000
4	10th Street Drainage Improvement	Design and build drainage system beneath 10th Street between Silver Beach Rd. and Bay Berry Drive. Perform work in conjunction with street reconstruct.		\$ 50,000
		Note: Funding will come from existing reserves along with a proposed stormwater utility rate increase.		
5	Lap top 'air card'	Obtain annual contract for an air card so that tablets/laptops can communicate with DPW servers from the field. Use for recording stormwater system conditions. Create reports in the field with access to office server files.		\$ 500
TOTALS FOR INITIATIVES PROPOSED BY THE DEPARTMENT				\$ 330,500

TOWN OF LAKE PARK - ANNUAL BUDGET
Sanitation Fund (404)

PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Replacement clam shell trash truck	28 cu.yd. body on a Class VII chassis (Continue with long range refurbish and replacement schedule)		\$ 160,000
2	Refurbish front loader (Veh. No. 47)	Continue with long range refurbish and replacement schedule		\$ 25,000
3	Replace cart tipppers on rear loader (Veh. No. 42)	Rear loader is back up to recycling and garbage collection operations		\$ 9,000
4	Place lift gate on pickup truck (Veh. No. 36)	Vehicle is used for transporting heavy, unwieldy loads on a regular basis		\$ 3,000
5	Laptop 'air card'	Obtain annual contract for an air card so that tablets/laptops can communicate with DPW servers from the field. Use for filing sanitation violations and tracking waste loads during emergencies.		\$ 500
6				
7				
TOTALS FOR INITIATIVES PROPOSED BY THE DEPARTMENT				\$ 197,500