



Minutes
Town of Lake Park, Florida
Budget Meeting
Monday, August 14, 2017, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Commission Budget Meeting on Monday, August 14, 2017 at 6:30 p.m. Present were Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Anne Lynch, and Roger Michaud, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Mayor Michael O'Rourke was absent.

Town Clerk Mendez performed the roll call and Vice-Mayor Glas-Castro led the pledge of allegiance.

SPECIAL PRESENTATIONS/REPORTS

1. Proposed Budget for Fiscal Year 2017/2018

Town Manager D'Agostino explained the staff direction provided by the Commission at the previous budget meeting. He explained that staff has delivered a balanced budget with some minor adjustments. The Commission had requested funds to support the Grant program for non-profit organizations. He reviewed several revenue sources and overtime cuts that produced the \$25,000 to support the grant program. He explained that increases to employee medical benefit would be funded.

Vice-Mayor Glas-Castro asked if the proposed budget supported the Laserfiche upgrade for \$35,000. Town Manager D'Agostino explained that it would be discussed this evening. He stated that the proposed budget could support Laserfiche if that was the desire of the Commission. Vice-Mayor Glas-Castro asked if it was an either/or type of situation with either a grant program or Laserfiche or a newsletter. Town Manager D'Agostino stated that the budget would support both. He explained that the funds for the grant was included in the Operating Budget. There was an additional amount of funds equaling \$35,000, which represents the customer service initiative of a window that was going to be installed in the Finance Department, which will not be installed. The funds that were allocated for the installation of the window was available and the initiative would be revisited at a future time. He recommended not funding a new Town website. He stated that other initiatives for the Commission to consider were the Social Media Consultant and a Public Relations Specialist, both equal \$33,750.

Commissioner Michaud asked if the \$33,750 was a fixed rate for the Social Media Consultant and Public Relations Specialist. He asked if the rate would reoccur each year. Town Manager D'Agostino stated that it could be reoccurring cost. He expressed concern regarding taking items that are reoccurring and taking revenue that was non-reoccurring. He suggested including Laserfiche in the budget because it was not a reoccurring expense, even though it has a yearly fee. Commissioner Michaud asked what the total expense would be to upgrade to Laserfiche. Town Manager D'Agostino stated it was about \$34,000.

Commissioner Flaherty asked if the street striping project would continue. Town Manager D'Agostino stated that the line-stripping project would continue.

Commissioner Lynch agreed that a one-time investment versus a reoccurring expense made sense.

Commissioner Michaud agreed that a one-time expense would be beneficial than a reoccurring expense.

Commissioner Flaherty explained that he did not support the increase salary of the Human Resources Director. He felt that compensation for when acting as Town Manager was appropriate, but not year round. He agreed with a five-percent increase across the board and when in the Acting role to be compensated. Vice-Mayor Glas-Castro stated that it was customary for an employee to receive a 5-10 percent increase for additional duties. She asked how the salary increase figure was determined. Town Manager D'Agostino explained that a salary survey of Assistant Town Manager in Palm Beach County was conducted and the increase represent the lower amount of the entry-level position of Assistant Town Managers. He explained the responsibilities associated with the Assistant Town Manager. He pointed out that the Human Resources Director was one of the lowest paid senior staff members and one of the lowest servicing staff member. Interim Finance Director Lourdes Cariseo explained that when the Human Resources Director steps into the role of Acting Town Manager during the Town Managers absence, the salary was calculated at the bottom of the Town Managers salary range. She stated that it was a bit more than five-percent. Commissioner Flaherty was comfortable with the current arrangement of paying a bit more than five-percent. Vice-Mayor Glas-Castro stated that she was coming from the same perspective of 5-10 percent more for additional duties.

Vice-Mayor Glas-Castro asked questions she has received from the public. She asked for clarification of the role of the different full-time positions in the Special Events Department, such as the Special Events Director versus Special Events Coordinator versus Recreation Supervisor. Town Manager D'Agostino explained that the Recreation Supervisor was primarily responsible for summer camp and recreational programs that would need to be developed because of the position throughout the fiscal year. Having the position report to the Special Events Department provides for additional support if the events are special in nature but are still sponsored by Park & Recreation. Vice-Mayor Glas-Castro commented that now that summer camp was over could the Town look forward to programs. Town Manager D'Agostino stated "yes". He explained that with respect to the Special Events Director, that position was primarily responsible for the continuous events, such as the Sunset Celebration, and the Back-to-School Explosion. He stated that the duties and responsibilities of these positions do not overlap or are duplicated in any way. He explained that vendors that want to participate in the Sunset Celebration would begin to pay a nominal fee. Vice-Mayor Glas-Castro asked if the Town still has a Town bus. Town Manager D'Agostino stated "yes". He explained that the bus trips that were included in the budget was to charter a bus for the trips to the casino. Commissioner Michaud asked if any recreational programs would be offered to youth. Town Manager D'Agostino stated "yes" and spoke of a few programs.

Commissioner Michaud asked if staff had discussed specific types of programs that were not discussed by the Commission. Town Manager D'Agostino stated that he would request a report from staff and would report at the next Commission meeting.

Vice-Mayor Glas-Castro was questioned if the Town Manager and Community Development Director drive around Town observing for Code violations. She asked if staff drives around Town and report any violations to the Code Department. Town Manager D'Agostino explained that staff does report any violations they see to the Code Department. He gave a few examples of reports received by the Code Department and the actions taken.

Vice-Mayor Glas-Castro explained that in the Human Resources budget there was \$5,000 allocated for background checks. She asked how much turnover of staff does the Town experience in a year. Town Manager D'Agostino explained that background checks were performed for all volunteers at the Library as well as for any available employment positions.

Vice-Mayor Glas-Castro pointed out that \$6,000 was budgeted for Dropbox. She asked if it was due to the size the Town needed to maintain. Town Manager D'Agostino stated "yes".

Vice-Mayor Glas-Castro asked if any employees have take-home vehicles. Town Manager D'Agostino explained that the only take-home vehicle was to the former Public Works Director.

Vice-Mayor Glas-Castro asked if the Town's irrigation systems were on well water. Town Manager D'Agostino was not aware of wells treating the irrigation systems, which was the reason the Town uses Seacoast Utilities for water services for irrigation. He would like to get to the point where the Town could use reclaimed water, which would be very expensive.

Vice-Mayor Glas-Castro asked how many residents have applied for the Marina yearly boat launch pass. Town Manager D'Agostino stated "zero".

Town Manager D'Agostino thanked the Commission for their assistance in the budget process.

NEW BUSINESS:

2. Resolution No. 63-08-17 Authorizing and Directing the Town Manager to Renew for Fiscal Year 2018 the Employee Medical Insurance through the Florida Blue Care 59 HMO Plan and to Offer the Florida Blue PPO 03769 Plan as a Buy-up Option; to Renew the Employee Dental Insurance with MetLife; to Renew the Employee Vision Insurance with Humana; and, to Obtain Basic Life and Accidental Death and Disbursement Insurance, Short Term Disability and Long Term Disability Insurance through The Hartford.

Town Manager D'Agostino explained the item. Sean Fleming from the Gehring Group explained the increase in medical insurance expense should an employee opt to go with the PPO plan.

Motion: Commissioner Michaud moved to approve Resolution 63-08-17; Commissioner Flaherty seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

3. Resolution No. 64-08-17 Authorizing and directing the Town Manager to Obtain Property and Casualty Insurance Coverage through the Preferred Governmental Insurance Trust for Fiscal Year 2018.

Motion: Commissioner Flaherty moved to approve Resolution 64-08-17; Commissioner Lynch seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

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 7:19 p.m.



Mayor Michael O'Rourke



Town Clerk, Vivian Mendez, CMC



Approved on this 13 of September, 2017