

Minutes
Town of Lake Park, Florida
First Public Hearing on the Budget Meeting
Wednesday, September 13, 2017, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of the First Public Hearing on the Budget meeting on Wednesday, September 13, 2017 at 6:30 p.m. Present were Mayor Michael O'Rourke, 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.

Town Clerk Mendez performed the roll call and Mayor O'Rourke led the pledge of allegiance.

PUBLIC HEARING:

Mayor O'Rourke opened the public budget hearing.

Town Manager D'Agostino explained that the Commission has held two (2) budget workshops and reviewed an overview of the proposed millage and proposed budget. He explained that the proposed millage rate has not changed from last years, which is 5.3474 with the combined Municipal Service Taxing Unit (MSTU) for Fire Rescue at 3.4581 mills making it a combine millage rate of 8.8055, which is the same from the past two (2) years. The Final Public Hearing on the Budget presentation to be held on September 20, 2017.

He explained the following increases to the budget over the previous fiscal year budget: He stated that an increase of \$219,505 was for the taxable value properties in the Town. The balanced budget grew at a rate of 2.8%. There were also salary rate increases at 4%; health insurance increases of 10%; and law enforcement services at 3%. The law enforcement increase includes taking a patrol deputy and moving to a motor unit, which will increase visibility throughout the Town. He anticipates that increase in moving violations, parking fines, and other patrol associated fines to be issued, which will in turn increase revenue.

He explained the two (2) major initiatives that are proposed to be funded as follows:

- 1) Redevelopment Management Associates (RMA) to complete the US-1 Mixed Use Corridor project.
- 2) Grant initiatives that would be funded through the Operating Budget for Non-Profit and Profit Organizations to conduct Town wide initiatives. He stated that funds were reallocated to allow for this grant initiative.

The following adjustments were made to the budget:

He explained that an adjustment was made to the Half-Cent Sales Tax revenue; Business Tax revenue; Plan review fees; advertisement as it relates to bus shelters; increased the parking violation Code; and the Crown Castle Cell Tower rental, which is located on the Town Hall property.

He explained how they were able to allocate \$25,000 in the budget: They reduced overtime in the Finance Department by \$10,000; Half-Cent Sales Tax revenue by \$1,693; Palm Beach County Business Tax by \$2,487; Plan review fees by \$1,000; Bus Shelter by \$600; parking violations by \$7,000; and the Crown Castle cell tower rental by \$2,220.

He explained that the third initiative was under the Streets and Roads Division where they are proposing to take \$60,000 and begin an aggressive sidewalk refurbishment program. The \$30,000 a year for the past two (2) previous years that were not used to fix sidewalks throughout the Town have carried forward and included in Fiscal Year 2017/2018 budget with a total of \$90,000 to fund this project.

He explained that the Marina budget was balanced with the department's initiatives. The budget includes a Florida Inland Navigational District (FIND) grant of \$55,000 and the Marina has budgeted \$50,000 for the Lake Park Harbor Marina Boat Lift Installation (Design Build) project. This project was bid twice. The first bid came in at \$132,000 and the Town could not accept that bid because the Town was in litigation with the bidder. The second time the bid came in too high at \$180,000, not allowing the Town to move forward with this project. He explained that the Town was going to request that FIND hold the \$55,000 and the Town would apply for a Grant B. If allowed by FIND it would allow the Town to move forward with the project. The Town anticipates the need of \$100,000 - \$110,000 plus the matching funds the Town has for the project. The increase in boat rental revenue was estimated at \$32,000 a year.

The Stormwater Fund initiative included the videoing of stormwater drains lines to identify system failures and improvements to the system for \$103,000. A storm drain survey to prepare digital atlas for storm drain system data for \$15,000. The VanCom truck would be refurbished at \$90,000 to extend its life for three (3) years. The completion of the Erman River Outfall project for \$125,000.

The Sanitation budget was proposing a replacement to the second clamshell truck at \$140,000. In order to make the purchase \$90,000 from Fund Balance would be used to achieve the purchase. No additional rate increase was proposed.

Lastly, the Ad-Valorem Tax Rate would remain the same as proposed, with a 2% Cost of Living increase, and a 2% Merit increase for Town employees. There will be no additional employees in the new fiscal year. During the last workshop, the Commission came to consensus to increase the Human Resources Directors salary for additional responsibilities as Assistant Town Manager at 10% (or \$8,000). The budget includes moving the Grant Writer from part-time to full-time for an additional \$22,000, which was taken from the remaining funds that were allocated for the Human Resources Director at \$30,000.

1. Resolution No. 75-09-17 Adopting the Proposed Millage Rate for Fiscal Year 2017-2018

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A PROPOSED MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018; 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 2017/2018; PROVIDING FOR AN EFFECTIVE DATE.

Motion: Vice-Mayor Glas-Castro moved to approve Resolution No. 75-09-17 setting the operating millage rate at 5.3474 mills and the debt millage rate at .6675 mills for the Fiscal Year 2017-2018; Commissioner Michaud 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	X		

Motion passed 5-0.

Mayor O'Rourke opened the floor for discussion of the Commission. Commissioner Michaud asked if the surplus items had a timetable as to when to sell. Interim Public Works Director Richard Scherle explained that as part of the Regular Commission meeting agenda there was a Resolution for a co-utilization with Palm Beach County (PBC), which could be the best opportunity for the Town to sell the property material. If the Resolution were approved, the first PBC auction would be held in November.

Commissioner Flaherty asked how the grants were coming along. Town Manager D'Agostino explained that grants were slow due to the grant cycle. The Town has already obtained a Library Technology Grant. He stated that securing a full-time Grant Writer would bring in about 3-times their salary in grants for the Town. He stated that the Grant Writer would be working closely with the Lobbyist in preparing for State funding initiatives that the Commission has approved for staff to move forward.

Vice-Mayor Glas-Castro asked if the grant funds allocated for the boatlifts; would the Town increase the match required in the proposed budget. Town Manager D'Agostino explained that grant need has not been identified yet. Staff would review the Operating budget of the Marina before the Final Hearing of the Budget to identify the funds. If no funds were identified, the Town would put the funds forward so we do not lose the grant.

He explained that a budget amendment would come before the Commission if necessary. Mayor O'Rourke asked if there was an alternative to the bid process since the boatlift bids were so substantial in price. Town Manager D'Agostino explained that we would need to go out to bid again for this project if FIND holds the grant until the next fiscal year. Mayor O'Rourke expressed concern with the cost involved with the project. He asked if the bid could be modified to four boatlifts instead of five. Town Manager D'Agostino stated that the bid could be modified, but the grant documents would need to be reviewed to ensure that we would still be eligible to receive the funds. He stated that there was also the option of not doing the project at all. Vice-Mayor Glas-Castro asked if DemandStar was used to advertise Town bids. Town Manager D'Agostino stated "yes".

Vice-Mayor Glas-Castro asked for clarification on the sidewalk repair project. Town Manager D'Agostino stated that additional funds are allocated for the new fiscal year to repair sidewalks. Additional sidewalks would be identified and repaired later in the year.

Vice-Mayor Glas-Castro asked if the surplus equipment sold would offset the fund. Town Manager D'Agostino stated "yes". He explained that the funds would be allocated to the surplus fund the equipment was in. If the equipment were in the General Fund, then it would go back to the General Fund. Vice-Mayor Glas-Castro asked if enough funds were being placed in the Sanitation budget for the replacement of equipment we need. Town Manager D'Agostino explained that over the past few years the vehicle replacement schedule was not feasible to follow. Interim Public Works Director Scherle stated that in 2014/2015 there was a vehicle replacement schedule that was submitted with the rate increase. One of the bids for the refurbishment of the vehicle came in significantly over budget, so the refurbishment of the vehicle was rolled into this budget. He explained that the fleet was aging and as the vehicles are refurbished, it would decrease the maintenance cost significantly. Commissioner Michaud asked if there were a contingency plan if the vehicles do not sell. Interim Public Works Director Scherle shared that there was always a risk that the vehicles do not sell. He explained that there was a higher chance of selling the vehicles using the Palm Beach County Surplus option.

Mayor O'Rourke asked for clarification about the Laserfiche initiative for \$25,000. Town Manager D'Agostino explained that the Laserfiche initiative remained in the budget. Mayor O'Rourke supported Laserfiche. Town Manager D'Agostino clarified that physical documents were still necessary, but not in the same quantity as we currently have in the storage room. He explained that the records would be readily available to staff. He stated that PBSO has agreed to help staff with the conversion process.

Mayor O'Rourke asked for clarification with the increase revenue with the public facilities. Town Manager D'Agostino explained that the staff hired allow for the rental of Town facilities, which we did not have in the past. He stated that it was a tedious process. Mayor O'Rourke asked for the status update of Lake Shore Park pavilion. Town Manger D'Agostino explained that it should be available in November. He provided an update on the condition of the project after Hurricane Irma. Project Manager Pittman explained that the roof of the building on Lake Shore Drive has minor damage caused by wind. The roof on the Kelsey Park building has a major problem with the tile seal. He requested a report from the roof consultant and the consultant suggested that the manufacture view the roof

and advise the contractor of what went wrong. He was not sure how long it would take before the clay barrel tiles could be laid. Mayor O'Rourke asked if this would cause a financial impact on the budget for the project. Project Manager Pittman stated that it should not affect the next fiscal year budget because any issue with the roof is the contractor's responsibility.

Mayor O'Rourke asked if the concession stand would be available to rent once the project were completed. Town Manager D'Agostino explained the concession stand was designed to be built after the project was complete and not as part of the original project. Mayor O'Rourke recapped that the concession stand cannot be made available for facility rental. Project Manager Pittman explained that the contractor failed to lay the block in a manner where it could be easily knocked out. He further explained that the contractor did allow for the steel placement to allow the concrete block to be cut. He stated that the major cost involved with making it into a concession would be the cost of the electrical, furnishings, water heater, etc. Mayor O'Rourke clarified that it was not designed as part of the original project. Project Manager Pittman agreed. Mayor O'Rourke asked how much does the Summer Camp program really cost the Town. Town Manager D'Agostino stated he would provide that information in the coming days and it would be included as part of the presentation being provided to the Commission at the September 20th Commission meeting.

Mayor O'Rourke asked if the Town would receive any funds from the other entities related to the Erman River Outfall project. Town Manager D'Agostino explained that the issue was not the connections into the River, rather the piping failure. He stated that the second issue was that there were two businesses on Northlake Blvd that needed to pay into the Town's Stormwater maintenance fee. He stated that dredging would also be needed.

Public Comment Opened

None

Public Comment Closed

2. Resolution No. 76-09-17 Adopting a Tentative Budget for Fiscal Year 2017-2018

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, 2017, AND ENDING SEPTEMBER 30, 2018, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

Motion: Commissioner Flaherty moved to approve Resolution 76-09-17; 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	X		

Motion passed 5-0.

Mayor O'Rourke closed the public hearing on the budget.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D'Agostino explained that a final budget document would be prepared for the Commission in advance of the Final Public Hearing on the Budget meeting.

Commissioner Lynch had no comments.

Commissioner Michaud had no comments.

Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro had no comments.

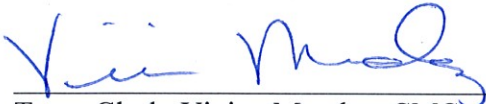
Mayor O'Rourke had no comments.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Michaud and seconded by Vice-Mayor Glas-Castro, and by unanimous vote, the meeting adjourned at 7:33 p.m.



Mayor Michael O'Rourke



Town Clerk, Vivian Mendez, CMC



FLORIDA
Approved on this 27 of September, 2017



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
First Public Hearing
On the Budget Meeting
Wednesday, September 13, 2017 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

Michael O'Rourke	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Anne Lynch	—	Commissioner
Roger Michaud	—	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 HEARING:

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

1. Resolution No. 75-09-17 Adopting the Proposed Millage Rate for Fiscal Year 2017-2018

Tab

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A PROPOSED MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018; 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 2017/2018; PROVIDING FOR AN EFFECTIVE DATE.

2. Resolution No. 76-09-17 Adopting a Tentative Budget for Fiscal Year 2017-2018 Tab

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, MAKING SEPERATE 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, 2017, AND ENDING SEPTEMBER 30, 2018, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

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

D. PUBLIC COMMENT:

This time is provided for addressing items 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:

The Final Public Hearing on the Budget will be conducted on Wednesday, September 20, 2017