



**Minutes  
Town of Lake Park, Florida  
Regular Commission Meeting  
February 20, 2008 7:40 p.m.  
Town Commission Chambers, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, February 20, 2008 at 7:40 p.m. Present were Mayor Castro, Vice-Mayor Daly, Commissioners Balius, Carey, and Osterman, Attorney Thomas Baird, Town Manager Maria Davis and Town Clerk Vivian Mendez.

Vivian Mendez led the Invocation.  
Commissioner Osterman led the Pledge of Allegiance.  
Town Clerk Vivian Mendez performed the Roll Call.

**ADDITIONS/DELETIONS/APPROVAL OF AGENDA**

Discussion of Design Institute was added to the Agenda.

**Motion: A motion was made by Commissioner Carey to approve the Agenda as modified; Commissioner Osterman made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

**PROCLAMATIONS**

2007 Employee of the Year Kimberly Ann Alexander

**Motion: A motion was made by Commissioner Balius to approve the Proclamation to the 2007 Employee of the Year Kimberly Ann Alexander; Vice-Mayor Daly made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner			

Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

Mayor Castro thanked Ms. Alexander for her hard work in the Public Works Department. He read the Proclamation.

Ms. Alexander thanked Town staff and the Public Works Department for all of their hard work.

Proclamation Honoring Patricia Barnes

**Motion: A motion was made by Commissioner Balius to approve the Proclamation to Patricia Barnes; Vice-Mayor Daly made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

Mayor Castro thanked Ms. Barnes for her work in the Town's Library. He read the Proclamation.

Ms. Barnes thanked everyone for her Proclamation.

**PUBLIC and OTHER COMMENT**

None

**COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY**

**Town Manager Maria Davis** announced the second monthly Sunset Party at the Marina on February 29, 2008. There will be food, beverages and entertainment. On March 1, 2008 an Arts and Crafts Festival will also take place at the Marina. She also announced an open house to

introduce sporting events available for children on March 5, 2008 in the Town's Mirror Ballroom. Free pizza and soda will be served. She asked residents to contact Recreation Director Greg Dowling at 881-3338 for additional information. She announced that the Town's Election will be taking place on March 11, 2008. She stated that there will be two referendum questions on the ballot. The first referendum is for the renovations of the alleyways in the CRA District. She explained the recent Supreme Court Ruling whereby that requires an approval from residents to fund a CRA project. She stated that the project would not cost taxpayers any extra dollars. She explained that the funds were coming from the properties within the CRA District which were business districts and industrial areas. She stated that the second referendum question was to abolish the merit board system. She gave a history of the merit system and its functions. She explained why it was no longer necessary. She urged residents to vote yes to abolish the merit system.

She wished Mayor Castro farewell. She thanked him for hiring her and stated that it was good working with him over the last year.

**Town Attorney Thomas Baird** stated that Town Manager Maria Davis did a good job of explaining the two referendum questions.

He also thanked Mayor Castro for hiring him and he thanked him for the service he provided as Mayor to the Town.

**Commissioner Carey** stated that his newborn daughter, Eva Elizabeth was doing fine.

**Commissioner Balius** requested an agenda item for the next Commission Meeting regarding the Marina. He recommended a tiki hut or awning on the deck at the Marina.

He stated that it was a pleasure working with Mayor Castro over the last six years.

**Mayor Castro** stated that it was everybody's Town even if they were not actively involved in the community.

**Vice-Mayor Daly** stated that he had been reading a lot of articles regarding Amendment One. He stated that the politicians and Governor Crist sold the state a bad bill of goods with regards to the property tax amendment.

**Commissioner Osterman** stated that she was pleased with the renovations at Ilex Park.

**Mayor Castro** thanked everyone for their support during his term as Mayor.

#### **CONSENT AGENDA:**

1. Ilex Park – Notification of Change Order Expenditures
2. Resolution No. 12-02-08 Library Accounting Clerk
3. Resolution No. 13-02-08 Library Assistant II
4. Purchase of a 2008 Ford E-450 25- Passenger Starcraft Mini Bus
5. American Public Works Association (APWA) Dinner

Items 4 and 5 was pulled from the Consent Agenda for discussion.

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Commissioner Balius to approve the Consent Agenda with the exception of items 4 and 5; Commissioner Osterman made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

**Purchase of a 2008 Ford E-450 25- Passenger Starcraft Mini Bus**

Commissioner Osterman stated that the bus that the Town wanted to purchase was a 25 passenger bus and in the past there were more than 25 children in the programs. She asked for assurance that the Town would not have to rent a supplemental bus.

Town Manager Maria Davis stated that she spoke with Recreation Director Greg Dowling and he explained to her that the children are shuffled by age and shifts when taking bus trips.

Vice-Mayor Daly recommended rules for maintaining the new bus mechanically.

Recreation Director Greg Dowling stated that he spoke with Paul Mathis in Public Works and they agreed that they would keep a watchful eye on the new bus and maintain the bus by washing it once a month and enforcing rules for the children who ride on the bus.

Vice-Mayor Daly asked if there would be bus trips for the seniors again.

Recreation Director Greg Dowling stated that the bus trips for seniors would be reinstated.

**Public Comment Open.**

*None*

**Public Comment Closed.**

**American Public Works Association (APWA) Dinner**

Commissioner Osterman stated that a Sheriff or Deputy needed to present anytime alcohol is

served at an event. She stated that she did not see that a Sheriff or Deputy was retained for the APWA Dinner.

Town Manager Maria Davis stated that she was not aware that it was a rule to have a Sheriff or Deputy present at events where alcohol is served. She stated that she would provide one for the APWA Dinner if necessary.

Mayor Castro stated that public officials would be attending the dinner and that it was not necessary to have a Sheriff or Deputy present.

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Commissioner Carey to approve items 4 and 5 of the Consent Agenda; Commissioner Osterman made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balias	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

**PUBLIC HEARING(S)**

**RESOLUTIONS**

**RESOLUTION NO. 14-02-08**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA SETTING FORTH THE TOWN COMMISSION'S INTENT TO USE THE UNIFORM METHOD FOR COLLECTION OF A SPECIAL ASSESSMENTS TO BE LEVIED UPON CERTAIN REAL PROPERTIES AS MORE PARTICULARLY DESCRIBED IN SECTION 2 OF THIS RESOLUTION, TO FUND THE INSTALLATION OF A STORM WATER MANAGEMENT SYSTEM AND RELATED IMPROVEMENTS; STATING A NEED FOR SUCH LEVY; PROVIDING DIRECTIONS TO THE TOWN CLERK TO PROVIDE AN EXECUTED COPY OF THIS RESOLUTION TO THE PALM BEACH COUNTY PROPERTY APPRAISER, THE PALM BEACH COUNTY TAX COLLECTOR, AND THE STATE OF FLORIDA DEPARTMENT OF REVENUE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Manager Maria Davis explained that at the December 19, 2007 Commission Meeting the Commission approved the establishment of a storm water utility. She stated that Resolution No. 14-02-08 provides for the Town to collect fees for the storm water utility through a non Ad-Valorem assessment. She stated that the Resolution would allow the assessment be placed on the tax bill.

Mayor Castro asked what the assessment would cost taxpayers.

Town Manager Maria Davis stated that it would cost taxpayers approximately \$3 to \$5 per month.

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Commissioner Balius to approve Resolution No. 14-02-08; Commissioner Osterman made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

**QUASI-JUDICIAL HEARINGS**

**RESOLUTION NO. 15-02-08**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, DENYING A REQUEST BY PALM BEACH FOOT & ANKLE, INC., FOR A WAIVER FROM THE SIGN CODE REQUIREMENTS OF TOWN CODE SECTION 78-70(p)(1)(k), FOR AN EXISTING NON-CONFORMING MONUMENT SIGN LOCATED ON A .02870 ACRE PARCEL OF LAND, OWNED BY HENRY STARK AT 701 PARK AVENUE (CORNER OF PARK AVENUE AND 7<sup>TH</sup> STREET) IN THE TOWN OF LAKE PARK, FLORIDA, AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk Vivian Mendez swore in all witnesses.

Ex-parte communication was declared as follows:

Mayor Castro – none  
Vice-Mayor Daly –none  
Commissioner Balius – none  
Commissioner Osterman – none  
Commissioner Carey – none

Community Development Director Patrick Sullivan explained that the owner of Palm Beach Foot and Ankle was requesting a waiver for a non-compliant sign in the Park Avenue Downtown District. The sign has been on the property for approximately 20 years. The Planning and Zoning Board and staff recommended that the Commission not approve the waiver because the sign is inconsistent with what they are trying to do in the Park Avenue Downtown District. The sign is very large and is located at the gateway of the Park Avenue Downtown District. The sign does not fall within the pedestrian scale that the Commission had requested for the Park Avenue Downtown District.

Mayor Castro stated if the Commission approved the waiver, other business owners should not expect to be able to put up the same kind of sign. He stated that the sign was very large and when it was installed there were four lanes with no stop sign. The sign has outlived its time in terms of aesthetics and the Town has made a large investment in the area where the sign is located.

Commissioner Balius stated that in 1997 an ordinance was passed giving business owners in the Park Avenue Downtown District five years to take down non-conforming signs.

Community Development Director Patrick Sullivan stated that it was a condition in the code but not all of the business owners were originally notified. He stated that he had come to the Commission one year ago with regards to the notification and the Commission had directed him to notify all of the business owners with non-conforming signs in the Park Avenue Downtown District. He stated that he has given two notifications to business owners.

Commissioner Osterman thanked Community Development Director Patrick Sullivan for the staff report he provided to the Commission.

Vice-Mayor Daly stated that there needed to be consistency with regards to the non-conforming signs in the Park Avenue Downtown District.

Henry Stark owner of Palm Beach Foot and Ankle Inc. stated that he expressed his concerns at a previous meeting. He stated that part of his job was to protect residents and patients. The majority of his patients are elderly and they sometimes forget where the office is despite the large sign. He stated that removing the sign would make it more confusing for his elderly patients. He stated that he was unaware that he would have to meet 11 criteria for waiver of sign code requirements. He stated that he wanted to protect his patients and the residents of the Town.

Commissioner Carey stated that the Commission was striving to be fair and set a standard for all business owners in the Park Avenue Downtown District.

Commissioner Balius expressed his concerns over not having the signs removed five years ago when they were supposed to be removed. He stated that code enforcement officers needed to

commence enforcement of the signage regulations.

Commissioner Osterman stated that revitalization of the downtown district needed to commence.

Mayor Castro stated that the sign was very large in comparison to the building.

**Mayor Castro passed the gavel to Vice-Mayor Daly.**

Discussion ensued between the Commission regarding the waiver of sign code requirements.

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Mayor Castro to deny Resolution No. 15-02-08 Waiver Request by Palm Beach Foot & Ankle, Inc.; Commissioner Balius made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

**Mayor Castro took back the gavel.**

**Discussion and Possible Action**

**Amendment to Town Manager's Employment Agreement**

**Motion: A motion was made by Commissioner Balius to approve the Amendment to the Town Manager's Agreement; Commissioner Osterman made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner			

Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

**Town Manager’s Annual Performance Evaluation and Possible Merit Increase**

Discussion ensued between the Commission, Town Attorney Thomas Baird and Town Manager Maria Davis regarding the review of the Town Manager’s Evaluations (see Exhibit “A”).

Commissioner Balius stated that Town Manager Maria Davis was the best Town Manager that the Town has had since he has lived in the Town for 24 years.

Commissioner Osterman stated that Town Manager Maria Davis has far exceeded her expectations.

**Motion: A motion was made by Commissioner Balius to approve a 5% merit increase in Town Manager Maria Davis’ salary; Vice-Mayor Daly made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

Town Manager Maria Davis expressed her gratitude to the Commission.

**Security Measures at the Marina**

Commissioner Balius stated that there were complaints regarding Marina security. He discussed several of the security issues at the Marina.

Mayor Castro stated that he was at the Marina the previous week and there was an incident where the door on the 2<sup>nd</sup> floor was open and a group of people were unable to lock it after a meeting. He stopped the security officer to get assistance in locking the door but the guard was not cooperative. He expressed his concerns with security issues at the Marina.

Vice-Mayor Daly recommended giving direction to the security firm contracted for services at the Marina.

Discussion ensued between the Commission regarding security issues at the Marina.

Commissioner Osterman asked if the Security Manager and Marina Manager could come to a Commission Meeting to discuss the security issues at the Marina.

The Security Measures at the Marina item was deferred to the next Commission Meeting.

### **Projected Impact of Constitutional Amendment Property Tax Initiative**

Finance Director Anne Costello gave a Power Point presentation (see Exhibit "B") on the projected impact of the Constitutional Amendment Property Tax Initiative.

Town Manager Maria Davis discussed the benefits of using parking meters as an alternate revenue source for the Town. She discussed other options for making up the difference in the funds received by the Town (see Exhibit "B"). She stated that the Town collected 5.1 million dollars in Ad Valorem taxes. Police and Fire Services cost the Town approximately 5 million dollars.

Discussion ensued between the Commission regarding Ad Valorem Taxes and Millage Rates.

### **Design Institute**

Mayor Castro stated that he spoke with Maria York at a legislative breakfast and she expressed interest in conducting a design institute study in the Town of Lake Park. He asked Town Manager Maria Davis for her recommendation.

Town Manager Maria Davis recommended the Park Avenue Downtown District as the location for the design institute study.

Commissioner Osterman gave her location recommendations for the design institute study. She recommended 10<sup>th</sup> St. and the U.S. Highway One corridor.

Discussion of the Design Institute concluded.

Mayor Castro stated that he was disappointed that two of the three Mayoral candidates were not present at the Commission Meeting.

**ADJOURNMENT**

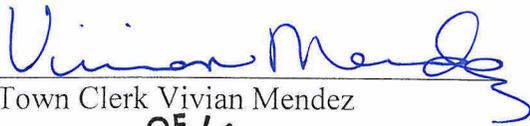
There being no further business to come before the Commission and after a motion to adjourn by Commissioner Balius and seconded by Commissioner Carey, and by unanimous vote, the meeting adjourned at 9:17 p.m.



\_\_\_\_\_  
Mayor Castro



\_\_\_\_\_  
Deputy Clerk Jessica Shepherd



\_\_\_\_\_  
Town Clerk Vivian Mendez



Approved on this 12 of March, 2008.

**TOWN MANAGER TWELVE-MONTH PERFORMANCE EVALUATION MATRIX**  
**For the Evaluation Period of 2/1/07 to 2/1/08**

<i>Mayor/ Commissioner</i>	<i>Management Style/Professional Skills</i>	<i>Fiscal Management</i>	<i>Personal Skills/Communications</i>	<i>Relations with Town Commission</i>	<i>Community Relations</i>	<i>Overall Ratings</i>
Mayor Paul Castro	4.52	4.58	4.69	4.60	5.0	4.68
Vice Mayor Ed Daly	4.82	4.67	5.0	5.0	5.0	4.9
Commissioner G. Chuck Baius	5.0	5.0	5.0	5.0	5.0	5.0
Commissioner Jeff Carey	5.0	5.0	5.0	5.0	5.0	5.0
Commissioner Patricia Osterman	4.82	4.5	5.0	5.0	4.44	4.75
<b>Total Overall Ratings</b>	<b>4.83</b>	<b>4.75</b>	<b>4.94</b>	<b>4.92</b>	<b>4.89</b>	<b>4.87</b>

Evaluation Scale

- 5 Outstanding Consistently achieves and exceeds all standards/objectives of work performance
- 4 Very Effective Regularly meets and frequently exceeds standards of work performance
- 3 Effective Regularly meets standards of work performance
- 2 Marginally Effective Often fails to meet standards of work performance
- 1 Ineffective Clearly and consistently fails to meet standards of work performance



# Town of Lake Park

## PERFORMANCE EVALUATION FORM

### TOWN MANAGER

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provides for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments.

TOWN MANAGER

Paul Costa

Evaluator

EVALUATION PERIOD

2/19/08

Date

### EVALUATION SCALE

- |   |                      |   |
|---|----------------------|---|
| 5 | Outstanding          | Consistently achieves and exceeds all standards/objectives of work performance. |
| 4 | Very Effective       | Regularly meets and frequently exceeds standards of work performance.           |
| 3 | Effective            | Regularly meets standards of work performance.                                  |
| 2 | Marginally Effective | Often fails to meet standards of work performance.                              |
| 1 | Ineffective          | Clearly and consistently fails to meet standards of work performance.           |

### 1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 4 Maintains open and informative communications with the City Commission
- 5 Knowledgeable of current developments affecting the local government management field.
- 4 Effectively implements and enforces Town policies and procedures
- 5 Demonstrates a capacity for innovation and creativity

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS (Continued)

5 Anticipates problems and develops effective approaches for solving them.

4 Maintains a work atmosphere conducive to productivity and efficiency

5 Takes responsibility for staff actions.

4 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations

5 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving

5 Properly controls the Town's operational and functional activities and motivates others to maximum performance

3.5 Effectively recruits professional staff

49.75  
~~49.75~~

3.5  
4

COMMENTS:

*3.5 was only due to the public works issue. The 4 portion includes the fact that you decisively took action to remedy your observations. Overall, very good job in this area.*

2. FISCAL MANAGEMENT

4.5 Possesses knowledge of governmental accounting/budget procedures

5 Prepares a balanced budget to provide services at a level directed by the Town Commission

5 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

5 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting

4 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

4 Expenditures are made within budget limitations according to established policy

27.5

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. PERSONAL SKILLS/COMMUNICATIONS

375

- 5 Willing to commit time necessary to complete required tasks
- 5 Demonstrates high concern for ethical behavior
- 5 Skillful in verbal communication
- 4.5 Skillful in written communication
- 3 Informs the Commission of current issues and administrative developments
- 5 Encourages a positive attitude regarding the Town
- 3 Receptive to constructive criticism and advice
- 5 Manages stress effectively

COMMENTS:

---



---



---



---

4. RELATIONS WITH THE TOWN COMMISSION

23

- 4 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
- 4 Carries out the directives of the Commission as a whole, rather than those of any one member
- 5 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
- 5 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
- 5 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

---



---



---



---

5. COMMUNITY RELATIONS

- 5 Effectively addresses and accommodates citizen complaints
- 5 Shows a sensitivity to and appreciation of diversity of the Town's population
- 5 Responsive to issues of both commercial and residential populations
- 5 Takes a "hands-on" approach when necessary
- 5 Maintains an effective working relationship with other local governments
- 5 Takes a diplomatic approach to problem solving
- 5 Projects a positive image on behalf of the Town of Lake Park
- 5 Provides management support to Town Boards
- 5 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

45

COMMENTS:

*Great Job!*

---



---



---

ADDITIONAL SUMMARY COMMENTS:

*You have been outstanding for the town. I am truly sorry I will not be here to see you shine through the tough times. I wish you sincere success... of course.*

OVERALL RATING:

- 5 - Outstanding
- 4 - Very Effective
- 3 - Effective
- 2 - Marginally Effective
- 1 - Ineffective

*[Signature]*  
 \_\_\_\_\_  
 EVALUATOR NAME

*2/19/08*      *4.68*  
 \_\_\_\_\_  
 DATE

*39*  
~~182.75~~  
 182.75 = 4.68



# Town of Lake Park

## PERFORMANCE EVALUATION FORM TOWN MANAGER

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provides for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments.

TOWN MANAGER – Maria V. Davis

Ed Daly, Vice-Mayor

Evaluator

EVALUATION PERIOD

02/01/07 – 01/31/08

Date

### EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
3	Effective	Regularly meets standards of work performance.
2	Marginally Effective	Often fails to meet standards of work performance.
1	Ineffective	Clearly and consistently fails to meet standards of work performance.

### 1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 5 Maintains open and informative communications with the City Commission
- 5 Knowledgeable of current developments affecting the local government management field.
- 5 Effectively implements and enforces Town policies and procedures
- 5 Demonstrates a capacity for innovation and creativity

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS (Continued)

- 4 Anticipates problems and develops effective approaches for solving them.
- 4 Maintains a work atmosphere conducive to productivity and efficiency
- 5 Takes responsibility for staff actions.
- 3 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- 5 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 5 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 5 Effectively recruits professional staff

COMMENTS:

---

---

---

---

2. FISCAL MANAGEMENT

- 5 Possesses knowledge of governmental accounting/budget procedures
- 5 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 5 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 4 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 5 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town
- 4 Expenditures are made within budget limitations according to established policy

COMMENTS:

---

---

---

---

### 3. PERSONAL SKILLS/COMMUNICATIONS

- 5 Willing to commit time necessary to complete required tasks
- 5 Demonstrates high concern for ethical behavior
- 5 Skillful in verbal communication
- 5 Skillful in written communication
- 5 Informs the Commission of current issues and administrative developments
- 5 Encourages a positive attitude regarding the Town
- 5 Receptive to constructive criticism and advice
- 5 Manages stress effectively

COMMENTS:

---

---

---

---

### 4. RELATIONS WITH THE TOWN COMMISSION

- 5 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
- 5 Carries out the directives of the Commission as a whole, rather than those of any one member
- 5 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
- 5 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
- 5 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

---

---

---

---

5. COMMUNITY RELATIONS

- 5 Effectively addresses and accommodates citizen complaints
- 3 Shows a sensitivity to and appreciation of diversity of the Town's population
- 5 Responsive to issues of both commercial and residential populations
- 5 Takes a "hands-on" approach when necessary
- 5 Maintains an effective working relationship with other local governments
- 5 Takes a diplomatic approach to problem solving
- 5 Projects a positive image on behalf of the Town of Lake Park
- 5 Provides management support to Town Boards
- 5 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

---



---



---



---

ADDITIONAL SUMMARY COMMENTS:

---



---



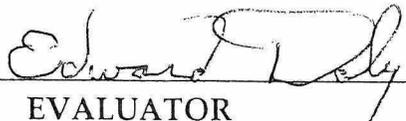
---



---

OVERALL RATING:

- |                    |                          |
|--------------------|--------------------------|
| 5 - Outstanding    | 2 - Marginally Effective |
| 4 - Very Effective | 1 - Ineffective          |
| 3 - Effective      |                          |



EVALUATOR  
Ed Daly, Vice-Mayor

2-19-08

DATE

I find it difficult to give any one a perfect score when doing an evaluation as no one is perfect. But it is difficult in the case of Maria Davis because Maria has been extremely effective in all categories.

Over the past number of years Lake Park has been ineffective when it came to town managers, we are now enjoying fore the first time a manager that is not only able to work with the commission but staff as well. Maria, I feel is making the commission aware of information regarding many possibilities that we need to take Lake Park in the right direction.

This year without question will be the most difficult year all cities and towns are going to be facing with the tax cut the Governor has passed, It will be difficult for all town managers to create a budget that we all can live with. I feel confident Maria is capable of putting together a budget we can all live with.

It would be difficult not to give Maria high marks as she is a true leader and has an outstanding abilities to get the job done.

Evaluation Remarks

Ed Daly  
Vice Mayor  
Town Of Lake Park FL



# Town of Lake Park

## PERFORMANCE EVALUATION FORM

### TOWN MANAGER

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provides for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments.

TOWN MANAGER – Maria V. Davis

Chuck Balius, Commissioner

**Evaluator**

EVALUATION PERIOD

02/01/07 – 01/31/08

**Date**

#### EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
3	Effective	Regularly meets standards of work performance.
2	Marginally Effective	Often fails to meet standards of work performance.
1	Ineffective	Clearly and consistently fails to meet standards of work performance.

#### 1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 5 Maintains open and informative communications with the City Commission
- 5 Knowledgeable of current developments affecting the local government management field.
- 5 Effectively implements and enforces Town policies and procedures
- 5 Demonstrates a capacity for innovation and creativity

## 1. MANAGEMENT STYLE/PROFESSIONAL SKILLS (Continued)

- 5 Anticipates problems and develops effective approaches for solving them.

---

- 5 Maintains a work atmosphere conducive to productivity and efficiency
- 5 Takes responsibility for staff actions.
- 5 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- 5 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 5 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 5 Effectively recruits professional staff

### COMMENTS:

MS. DAVIS' LEADERSHIP STYLE IS ONE THAT DRAWS BOTH HER PEERS AND STAFF MEMBERS TO EAGERLY BECOME PART OF THE TEAM.

---

## 2. FISCAL MANAGEMENT

- 5 Possesses knowledge of governmental accounting/budget procedures
- 5 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 5 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 5 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 5 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town
- 5 Expenditures are made within budget limitations according to established policy

### COMMENTS:

BECAUSE OF HER KNOWLEDGE OF THE TOWN BUDGET AND THE BEST USE OF EACH DEPARTMENT'S AVAILABLE FUNDS THE STATE MANDATE TO ROLL BACK THE 2007-2008 AD-VALOREM TAXES HAD MINIMAL IMPACT ON TOWN SERVICES

### 3. PERSONAL SKILLS/COMMUNICATIONS

---

- 5 Willing to commit time necessary to complete required tasks
- 5 Demonstrates high concern for ethical behavior
- 5 Skillful in verbal communication
- 5 Skillful in written communication
- 5 Informs the Commission of current issues and administrative developments
- 5 Encourages a positive attitude regarding the Town
- 5 Receptive to constructive criticism and advice
- 5 Manages stress effectively

COMMENTS:

EXCEEDS ALL SKILLS NECESSARY TO BE AN EFFECTIVE TOWN MANGER

---

---

### 4. RELATIONS WITH THE TOWN COMMISSION

- 5 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
- 5 Carries out the directives of the Commission as a whole, rather than those of any one member
- 5 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
- 5 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
- 5 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

HAS MET OR EXCEEDED ALL GOALS AND OBJECTIVES AND HAS PROVIDED TIMELY INFORMATION AND STATUS REPORTS TO THE COMMISSION. THE INFORMATION'S PACKETS MAKE MY JOB AS A COMMISSIOR A BREEZE .

---

5. COMMUNITY RELATIONS

- 5 Effectively addresses and accommodates citizen complaints
- 5 Shows a sensitivity to and appreciation of diversity of the Town's population
- 5 Responsive to issues of both commercial and residential populations
- 5 Takes a "hands-on" approach when necessary
- 5 Maintains an effective working relationship with other local governments
- 5 Takes a diplomatic approach to problem solving
- 5 Projects a positive image on behalf of the Town of Lake Park
- 5 Provides management support to Town Boards
- 5 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

HAS AN OUTSTANDING WORKING RELATIONSHIP WITH OTHER LOCAL GOVERNMENTS, TOWN RESIDENTS AND BUSINESS OWNERS

ADDITIONAL SUMMARY COMMENTS:

MS. DAVIS IS THE MOST EFFECTIVE TOWN MANAGER THE TOWN OF LAKE PARK HAS EMPLOYED DURING MY TWENTY THREE YEAR ASSOCIATION WITH THE TOWN AS A RESIDENT AND TEN YEARS AS A COMMISSIONER AND VICE MAYOR.

SEE ATTACHMENT:

OVERALL RATING:

- 5 - Outstanding
- 4 - Very Effective
- 3 - Effective

- 2 - Marginally Effective
- 1 - Ineffective

Chuck Balius

EVALUATOR

Chuck Balius, Commissioner

2-6-08

DATE

## ADDITIONAL SUMMARY COMMENTS (CONT)

~~IN THE FIRST YEAR OF EMPLOYMENT MS DAVIS HAS COMPLETED MANY TOWN PROJECTS THAT HAD LANEISHED FOR MONTHS AND YEARS PRIOR TO HER ARRIVAL. THE PROJECTS THAT WERE IN THE PLANNING STAGES ON HER ARRIVAL WERE DESIGNED, APPROVED BY THE COMMISSION, CONTRACTED OUT AND COMPLETED.~~



# Town of Lake Park

## PERFORMANCE EVALUATION FORM

### TOWN MANAGER

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provides for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments.

TOWN MANAGER – Maria V. Davis

Jeff Carey, Commissioner

Evaluator

EVALUATION PERIOD

02/01/07 – 01/31/08

Date

### EVALUATION SCALE

- |   |                      |   |
|---|----------------------|---|
| 5 | Outstanding          | Consistently achieves and exceeds all standards/objectives of work performance. |
| 4 | Very Effective       | Regularly meets and frequently exceeds standards of work performance.           |
| 3 | Effective            | Regularly meets standards of work performance.                                  |
| 2 | Marginally Effective | Often fails to meet standards of work performance.                              |
| 1 | Ineffective          | Clearly and consistently fails to meet standards of work performance.           |

### 1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 5 Maintains open and informative communications with the City Commission
- 5 Knowledgeable of current developments affecting the local government management field.
- 5 Effectively implements and enforces Town policies and procedures
- 5 Demonstrates a capacity for innovation and creativity

**1. MANAGEMENT STYLE/PROFESSIONAL SKILLS (Continued)**

- 5 Anticipates problems and develops effective approaches for solving them.
- 5 Maintains a work atmosphere conducive to productivity and efficiency
- 5 Takes responsibility for staff actions.
- 5 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- 5 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 5 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 5 Effectively recruits professional staff

COMMENTS:

---

---

---

---

**2. FISCAL MANAGEMENT**

- 5 Possesses knowledge of governmental accounting/budget procedures
- 5 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 5 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 5 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 5 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town
- 5 Expenditures are made within budget limitations according to established policy

COMMENTS:

---

---

---

---

### 3. PERSONAL SKILLS/COMMUNICATIONS

- Σ Willing to commit time necessary to complete required tasks
- Σ Demonstrates high concern for ethical behavior
- Σ Skillful in verbal communication
- Σ Skillful in written communication
- Σ Informs the Commission of current issues and administrative developments
- Σ Encourages a positive attitude regarding the Town
- Σ Receptive to constructive criticism and advice
- Σ Manages stress effectively

COMMENTS:

---

---

---

---

### 4. RELATIONS WITH THE TOWN COMMISSION

- Σ Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
- Σ Carries out the directives of the Commission as a whole, rather than those of any one member
- Σ Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
- Σ Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
- Σ Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

---

---

---

---

**5. COMMUNITY RELATIONS**

- 5 Effectively addresses and accommodates citizen complaints
- 5 Shows a sensitivity to and appreciation of diversity of the Town's population
- 5 Responsive to issues of both commercial and residential populations
- 5 Takes a "hands-on" approach when necessary
- 5 Maintains an effective working relationship with other local governments
- 5 Takes a diplomatic approach to problem solving
- 5 Projects a positive image on behalf of the Town of Lake Park
- 5 Provides management support to Town Boards
- 5 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

---

---

---

---

ADDITIONAL SUMMARY COMMENTS:

---

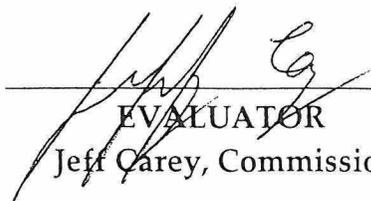
---

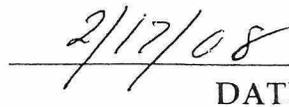
---

---

OVERALL RATING:

- |                      |                          |
|----------------------|--------------------------|
| <u>5</u> Outstanding | 2 - Marginally Effective |
| 4 - Very Effective   | 1 - Ineffective          |
| 3 - Effective        |                          |

  
\_\_\_\_\_  
EVALUATOR  
Jeff Carey, Commissioner

  
\_\_\_\_\_  
DATE



# Town of Lake Park

## PERFORMANCE EVALUATION FORM TOWN MANAGER

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provides for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments.

TOWN MANAGER – Maria V. Davis

Patricia Osterman, Commissioner

Evaluator

EVALUATION PERIOD

02/01/07 – 01/31/08

Date

### EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
3	Effective	Regularly meets standards of work performance.
2	Marginally Effective	Often fails to meet standards of work performance.
1	Ineffective	Clearly and consistently fails to meet standards of work performance.

### 1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 5 Maintains open and informative communications with the City Commission
- 5 Knowledgeable of current developments affecting the local government management field.
- 5 Effectively implements and enforces Town policies and procedures
- 5 Demonstrates a capacity for innovation and creativity

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS (Continued)

- 4 Anticipates problems and develops effective approaches for solving them.
- 5 Maintains a work atmosphere conducive to productivity and efficiency
- 5 Takes responsibility for staff actions.
- 5 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- 5 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 5 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 4 Effectively recruits professional staff

COMMENTS:

I am consistently impressed by Ms. Davis' knowledge of so many areas.

---

---

2. FISCAL MANAGEMENT

- 5 Possesses knowledge of governmental accounting/budget procedures
- 5 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 4 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 5 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 4 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town
- 4 Expenditures are made within budget limitations according to established policy

COMMENTS:

As we go into even leaner years, we need to be cautious with contingency funds

---

---

### 3. PERSONAL SKILLS/COMMUNICATIONS

- 5 Willing to commit time necessary to complete required tasks
- 5 Demonstrates high concern for ethical behavior
- 5 Skillful in verbal communication
- 5 Skillful in written communication
- 5 Informs the Commission of current issues and administrative developments
- 5 Encourages a positive attitude regarding the Town
- 5 Receptive to constructive criticism and advice
- 5 Manages stress effectively

COMMENTS:

Excellent

---

---

---

### 4. RELATIONS WITH THE TOWN COMMISSION

- 5 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
- 5 Carries out the directives of the Commission as a whole, rather than those of any one member
- 5 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
- 5 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
- 5 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

I cannot imagine any better communication

---

---

---

5. COMMUNITY RELATIONS

- 4 Effectively addresses and accommodates citizen complaints
- 4 Shows a sensitivity to and appreciation of diversity of the Town's population
- 4 Responsive to issues of both commercial and residential populations
- 5 Takes a "hands-on" approach when necessary
- 5 Maintains an effective working relationship with other local governments
- 5 Takes a diplomatic approach to problem solving
- 5 Projects a positive image on behalf of the Town of Lake Park
- 4 Provides management support to Town Boards
- 4 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

When time permits, greater outreach to groups would be beneficial. Newsletter is greatly improved but content could be strengthened.

ADDITIONAL SUMMARY COMMENTS:

I look forward to the next year. The improvements to the town in just one year have been numerous and noteworthy.

OVERALL RATING:

- |   |                          |
|---|--------------------------|
| <input checked="" type="checkbox"/> 5 - Outstanding | 2 - Marginally Effective |
| 4 - Very Effective                                  | 1 - Ineffective          |
| 3 - Effective                                       |                          |

P. Osterman

EVALUATOR

Patricia Osterman, Commissioner

2/18/08

DATE

# Property Tax Reform

Amendment 1

Overview

# Summary of Amendment 1

- Increases the current \$25K homestead exemption by another \$25K for property values between \$50K - \$75K except for school district taxes.
- Provides a \$25K exemption for tangible personal property (TPP) applies to commercial property defined as furniture, fixtures and equipment.
- Limits the annual increase in assessed value for non-homestead property to ten percent (10%).
- Allows property owners to transfer up to \$500,000 of their Save Our Homes benefits to their next homestead when they move.

# Additional Exemptions

## Add'l Homestead Exemption for Real

### Property

Assessed Value	Taxable Value	Add'l Exemption
\$ 170,214,395	\$ 132,009,488	\$ 34,247,197

An additional 25.94% of taxable value is now EXEMPT.

## Tangible Personal Property Exemption (TPP)

Taxable Value	Exempt Value	% of Total
\$52,652,594	\$ 13,463,710	25.57%

# Current vs. Projected

	Assessed Value	Tax Proceeds
Current	\$ 733,428,871	\$ 4,707,549
Projected	\$ 649,046,521	\$ 4,156,255
Loss	\$ (84,382,350)	\$ (551,294)

Millage Equivalent of Tax Loss (1.0127)

Assumes 5% decrease in property values and 7.635 millage

# Value of One Tax Dollar (mill)

Current

\$ 616,574

Projected

\$ 544,368

Loss of Proceeds

\$ (72,206)

# Alternate Revenue Sources

- Establishment of a Storm Water Utility to offset storm water maintenance costs currently carried by the General Fund and Streets & Roads Fund.
- Installation of parking meters at Lakeshore Park, along Lakeshore Drive and at the Marina.

# Options to Consider

- Reduced hours at the Library
- Reduced recreational activities offered to the public
- Elimination of Sergeant positions
- Increase millage rate to offset shortfall