



**Minutes
Town of Lake Park, Florida
Regular Commission Meeting
March 21, 2007 8:05 p.m.**

Town Commission Chambers, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, March 21, 2007 at 8:05 p.m. Present were Mayor Castro, Vice-Mayor Daly, Commissioners Balius, Carey, and Osterman, Town Manager Maria Davis, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Vivian Mendez led the Invocation.
Mayor Castro led the Pledge of Allegiance.
Town Clerk Vivian Mendez performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

None

Motion: A motion was made by Commissioner Balius to approve the Agenda; 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.

RESOLUTION NO. 23-03-07

A RESOLUTION OF THE TOWN COMMISSION OF LAKE PARK, FLORIDA, CERTIFYING THE RESULTS OF THE GENERAL ELECTION HELD ON MARCH 13, 2007 FOR THE OFFICE OF COMMISSIONER.

Motion: A motion was made by Commissioner Carey to approve Resolution 23-03-07; Commissioner Balius made the second.

Vote on Motion:

Commission	Aye	Nay	Other

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

Motion passed 5-0.

Honorable Judge Eissey Swearing in Ceremony

Mayor Castro thanked Judge Eissey.

Judge Eissey swore in Commissioner Carey.

Judge Eissey swore in Vice-Mayor Daly.

Commissioner Carey thanked his voters and his wife.

Vice-Mayor Daly thanked residents for not running against him.

Appointing of a Vice-Mayor

Motion: A motion was made by Commissioner Osterman to appoint Ed Daly as Vice-Mayor; Commissioner Carey 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.

PUBLIC and OTHER COMMENT

Roselyn Giordano, 211 E. Ilex Dr. – announced that she would be running as Mayoral Candidate in 2008. She stated that her home was currently being renovated and would be

moving back in as soon as it was done.

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Commissioner Osterman

Commissioner Osterman stated that the Kelsey Irish Fest was great and it was nice to see everybody out. She stated that she received an e-mail from Earl Stewart of Stewart Toyota requesting a meeting to present a proposal. She announced to residents that they could e-mail her with their recommendations and concern with regards to Earl Stewart's proposal.

Commissioner Balius

Commissioner Balius recommended two proclamations for Finance Director Cynthia Sementelli, one as Finance Director and the other as Interim Town Manager.

Mayor Castro

Mayor Castro read a statement from the Florida League of Cities regarding property tax. He stated that there would be a change regarding property taxes in July. The Florida League of Cities and the local Palm Beach County League of Cities were working together to change the minds of local legislators. The tax burden was falling on local governments and that it was unfortunate.

He stated that he would like to give Finance Director Cynthia Sementelli a proclamation for her work as Interim Town Manager. He stated that he would like her to know what an outstanding job she did as Interim Town Manager and her efforts had secured 3.4 million dollars in reserve. He asked the Commission for a consensus to give Finance Director Cynthia Sementelli two proclamations.

He expressed concern over the impact to homes and traffic surrounding the proposed North Palm Beach condominium project. He requested that the project be placed on the agenda for discussion at the next Commission Meeting.

Commissioner Carey

None

Town Manager Maria Davis

Town Manager Maria Davis stated that she wanted to give a presentation at the April 4, 2007 Commission Meeting that would discuss various options that Tallahassee was looking at with regards to property tax reform.

She wished Finance Director Cynthia Sementelli a farewell and stated that she enjoyed the short period of time she worked with her. She introduced Bill Underwood as the Interim Finance Director until a permanent Finance Director is found. She presented a copy of his resume to the Commission for their review.

She announced and invited the Commission and the Public to the Special Call Lake Park Harbor Marina Board Meeting that would discuss and address their ideas for the future of the Marina. She stated that the drawings were complete for the Alleyway Project and it would go out to bid within the next two weeks. The drapes have been installed in the Mirror Ballroom. The doors were installed with the wrong color drapes but would be corrected. Electrical work was also done in the Mirror Ballroom. The irrigation has begun at the 10th St. landscaping project. The picnic tables were in at the Marina. Proper notification was placed on Channel 18 regarding the Village Shops Project. She stated that they were in the process of obtaining a CD from the county with address labels to send a personal notification to the residents.

She congratulated the Recreation Department for their work on the Kelsey Irish Fest and stated that she was impressed.

She stated that she received a contract from FPL for the first phase of lighting which would encompass the southern boundary of Silver Beach Rd., the northern boundary of Park Ave., the eastern boundary of Lake Shore Dr. and the western boundary of 6th St. There would be 42 poles that would be upgraded in the first phase at a cost of \$4,700.00. The 6th St. pump station had been cleaned up.

She stated that a thorough analysis of 37 municipalities in Palm Beach County regarding the powers and duties of the Town Manager with regards to the hiring and firing of department heads at will had been done.

Attorney Thomas Baird

Town Attorney Thomas Baird congratulated Vice-Mayor Daly and Commissioner Carey on their appointment to the Commission. He stated that he enjoyed the Kelsey Irish Fest.

CONSENT AGENDA:

1. Regular Commission Meeting Minutes of March 7, 2007
2. Revised job description for Personnel Director position.

Public Comment Open.

None

Public Comment Closed.

Motion: A motion was made by Commissioner Balius to approve the Consent Agenda; 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.

PUBLIC HEARING(S)

RESOLUTION 22-03-07 – Finance Director job description

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF FINANCE DIRECTOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Mayor Castro asked for clarification on the salary for a new employee.

Personnel Director Bambi McKibbon-Turner stated that it was customary for department heads to start at the mid-range of the salary.

Motion: A motion was made by Commissioner Balius to approve Resolution No. 22-03-07; Commissioner Carey 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.

RESOLUTION NO. 24-03-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO ESTABLISH AND CLASSIFY THE POSITION OF GRANTS WRITER; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN

EFFECTIVE DATE.

Public Comment Open:

None

Public Comment Closed

Commissioner Carey asked if the grant writer job description could be set up to where the employee would get rewarded for obtaining a grant.

Town Manager Maria Davis explained that incentives could not be set up for grant writers legally. She stated that the only tool would be to monitor the performance and set up the expectations up front and if the expectations are not met she would deal with the employee accordingly.

Commissioner Osterman recommended advertising the position as a temporary position pending funding. She stated that ideally the grant position should pay for itself through grant money. She stated that she had concerns about adding additional positions and increasing the budget.

Mayor Castro recommended waiting until August to see what would happen with the property tax reform.

Commissioner Osterman stated that the Town was going to need grants.

Town Manager Maria Davis stated that the Town was missing out on a lot of grant money because they do not have the staff to obtain all of the grants that are available.

Vice-Mayor Daly stated that the Town has not received much in grant money over the past five years.

Mayor Castro stated the different grants that the Town had received over the past five years.

Town Manager Maria Davis stated that she did not think there was any specific time frame to think about with regards to hiring a grant writer. She stated that there were different types of grants with different cycles.

Commissioner Osterman recommended that the qualifications for the grant writer position include communications and English credentials.

Motion: A motion was made by Commissioner Osterman to approve Resolution No. 24-03-07; Commissioner Carey 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 4-1.

RESOLUTION NO. 06-01-07 - Lodestar

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A LICENSE AGREEMENT BETWEEN THE TOWN OF LAKE PARK AND LODESTAR TOWER NORTH PALM BEACH INC., A DELAWARE CORPORATION DOING BUSINESS WITHIN THE STATE OF FLORIDA, FOR THE INSTALLATION, OPERATION, MAINTENANCE AND REPAIR OF THE TOWN'S COMMUNICATIONS FACILITY, INCLUDING THE TOWN'S ANTENNA STRUCTURE, CONDUIT, CABLING, PIPES, AND RELATED EQUIPMENT FOR THE TOWN'S COMMUNICATION FACILITY ON THE AMERICAN TOWER SITE; AND PROVIDING AN EFFECTIVE DATE.

Public Comment Open:

None

Public Comment Closed.

Commissioner Carey asked if Nextel was paying for the transfer.

Town Manager Maria Davis stated that Nextel was paying for the transfer.

Motion: A motion was made by Commissioner Balius to approve Resolution No. 06-01-07; 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.

RESOLUTION NO. 16-03-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A SPECIAL EXCEPTION FOR A 2,600 SQUARE FOOT STORAGE/WAREHOUSE USE AND A SITE PLAN

FOR A 2,600 SQUARE FOOT STORAGE/WAREHOUSE BUILDING, SUBJECT TO CONDITIONS OF SITE PLAN APPROVAL, TO BE LOCATED ON .48 ACRES OF PROPERTY, OWNED BY 1313 GROUP AND LOCATED AT 1313 SOUTH KILLIAN DRIVE; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Community Development Director Patrick Sullivan stated that he and the applicant had taken before and after pictures of the project.

Mayor Castro requested a presentation in the future to show the audience the changes that have been made.

Community Development Director Patrick Sullivan stated that the applicant added tile accents to the roof line, awnings over the back doorways, a stripe along the top of the building and landscaping.

Commissioner Osterman stated that she would like to see more interesting architecture and was concerned that it was being done in a piece meal way rather than through an architectural board and in a fair and equitable manner.

Mayor Castro stated that they were doing the project in a fair and equitable manner but not by code. He recommended that staff be directed to provide code provisions for renovations.

Commissioner Balias stated that he would like to see a revised color paint pallet.

Vice-Mayor Daly stated that the Pool Barrier property was the best looking one in the area.

Town Manager Maria Davis stated that she felt it was unfair to expect staff to make an applicant to do something without having a code for renovations set in place.

Mayor Castro stated that staff should inform applicants when things have been done differently than the code so that they were aware of those issues. He stated that there were no standards and that it needed to be addressed.

Town Manager Maria Davis stated that guidelines needed to be set in place. She stated that in cities she worked for in the past they had architectural boards which came up with design criteria and paint pallets for commercial properties.

Mayor Castro stated that it was not up to staff to tell an applicant what to do.

Town Manager Maria Davis stated that the applicant was clear on what the Commission wanted and they provided adequate modifications in line with what the Commission had requested.

Mayor Castro recommended keeping the building as is with the proposed landscaping.

Vice-Mayor Daly recommended the air conditioning units on the roof be covered in the future.

Commissioner Osterman stated that she felt that the building was well maintained and did not want the owner to have the impression that the Commission was not in favor of the expansion.

Mayor Castro passed the gavel to Vice-Mayor Daly and made the following motion:

Motion: A motion was made by Mayor Castro to approve Resolution No. 16-03-07 as provided in the original plan; 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 retained the gavel.

William Kryda, owner of Pool Barrier stated that it was important to set standards uniformly. He stated that the by the Commission discussing the changes at the last meeting, it cost him \$1,800.00 because of a lack of direction to the engineers and architects. He stated that the new changes were going to cost him \$16,000.00. He stated that the Commission needed to be clear on what they were asking for.

Mayor Castro stated that the architect needed to ask the Commission to be more specific and ask for what they were looking for.

William Kryda stated that he was receiving misdirection from the Commission and that every time he gets misdirection he has to pay the engineers thousands of dollars to redo the plans.

Mayor Castro stated that the Commission requested him to improve the façade of the building not the landscaping. He stated that the landscaping needed to be changed according to code requirements.

Commissioner Osterman stated that the Commission had a responsibility to have clarity and provide that to business owners and residents.

William Kryda stated that the air conditioning units were placed up high on the building according to Palm Beach County Building Code.

Mayor Castro requested that architectural standards for commercial buildings and a color palette be created for single-family homes.

Motion: A motion was made by Commissioner Balius to create architectural standards for commercial buildings and a color palette for single family homes; 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.

ORDINANCE NO. 07-2007

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN BUDGET FOR FISCAL YEAR 2006-2007 AS PREVIOUSLY ADOPTED BY ORDINANCE NO. 9-2006 ; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Town Attorney Thomas Baird read Ordinance 07-2007 by caption only.

Motion: A motion was made by Commissioner Balius to approve Ordinance 07-2007; 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.

General Approval of Item:

Upgrade of sound system in Commission chamber

Mayor Castro passed the gavel to Vice-Mayor Daly and made the following motion:

Motion: A motion was made by Mayor Castro to approve the upgrade of the sound system in the Commission Chamber; 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.

Public Comment Open.

None

Public Comment Closed.

Town Manager Maria Davis stated that the mikes for the sound system would sit flat on the dias and would have on/off switches so the Commission would have the opportunity to turn their mike off. She stated that the new sound system would upgrade the current one dramatically.

Chief Information Technician Hoa Hoang stated that the sound system would not interfere with the computer.

Commissioner Osterman asked what the range of pick up would be for the mikes.

Chief Information Technician Hoa Hoang stated that he did not know how far the range of pick up would be for the new mikes. He stated that he could have a representative for the sound system explain.

Town Manager Maria Davis stated that a design could be created for the flat mikes.

Chief Information Technician Hoa Hoang stated that he could set up a test for the sound system.

Mayor Castro retained the gavel.

Discussions and Possible Action

Parking on Lake Shore Drive fronting the Harbor Marina

Town Manager Maria Davis explained the changes that were made to the parking spaces at the Lake Park Harbor Marina. She stated that she relocated the parking spaces on the northbound lane from the east side to the west side. She stated that you could not turn on the south end without doing a three point turn which was a safety hazard.

Commissioner Carey asked if the end parking space could be removed because it was up against a curb which was a danger.

Vice Mayor Daly stated that the layout of the parking lot was presented and approved by the Commission. He stated that he was at the Lake Park Harbor Marina and observed that a turn could be made with ease and without any backing up.

Mayor Castro stated that there was no curb to protect pedestrians.

Vice-Mayor Daly stated that there was no situation at the entry where vehicles had to back up. He stated that the lay out of the parking lot was the original plan approved by the Commission.

Town Manager Maria Davis stated that she saw the parking situation as a safety hazard and liability. She apologized for taking action without the Commission's approval.

Mayor Castro stated that site plan modifications could not be made without the Commission's approval.

Commissioner Osterman stated that Town Manager Maria Davis changed the parking lot back to its original plans.

Vice-Mayor Daly stated that he met with the previous town manager, an engineer, and the Palm Beach County Fire Department and reviewed the plans for the Marina. He stated that it was brought to the Commission and was passed by a 3-2 vote.

Mayor Castro stated that he was concerned that the parking spaces were changed without the Commission being contacted.

Vice-Mayor Daly stated that there were many major changes made to the Marina without approval.

Mayor Castro stated that he wanted a report on all the changes that have been made to the Marina.

Town Manager Maria Davis stated that there were three to four sets of drawings of the same site at the Marina.

John Downs of Calvin, Giordano & Associates stated he was still trying to find all of the changes that were made at the Marina. He stated that as they have reviewed the plans they have not been

able to find a complete set of plans with a permit stamp.

Mayor Castro requested a brief report on the changes at the Marina.

John Downs of Calvin, Girodano & Associates stated that Town staff was responsible for some of the inspections that were done at the Marina.

Mayor Castro stated that he knew what should have been done, and it was the responsibility of the Town Manager at that time to oversee the inspections at the Marina. He stated that the plans should have been sent and reviewed by HyByrd.

John Downs of Calvin, Girodano & Associates stated that the consultant who designed the job has to certify that the job stands in conformance with the plans. He stated that it was required that the consultant have an oversight role on the job. The oversight role was cut down to a minimum. He stated that in his opinion, there was very little oversight done on the actual construction by any entity.

Commissioner Balius asked if a curb was required since the parking has been moved.

Mayor Castro asked that nothing be done to the parking spaces.

Great American Cleanup scheduled for April 21, 2007

Town Manager Maria Davis explained that the public was invited to come out to the Public Works Department for the Great American Cleanup of the Community. She stated that all volunteers were welcome.

Final discussion on Lake Shore Park renovations

Town Manager Maria Davis stated that the original drawings called for parking on the north end of Lake Shore Park. She stated that she met with the 801 and 501 building. There was a resounding no from the 801 building on the proposed parking. The 501 building did not have a direct view of the parking lot like the 801 building. The 801 building wanted the pavilions shifted south and not so close to their building. The project overall was very well received.

Vice-Mayor Daly stated that he talked to some people down at the tennis courts and they asked that their water cooler be fixed. He stated that there was a pitch along the benches that run down the middle of the tennis courts and the tennis players requested a drain be put in.

Commissioner Carey asked if there needed to be a new water fountain at the park.

Motion: A motion was made by Commissioner Balius to approve the Lake Shore Park plans; Vice-Mayor 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		

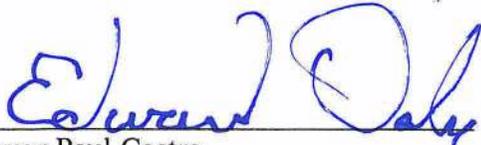
Motion passed 5-0.

Town Manager Maria Davis explained that the heart trail at the park would be done in house and that there would be several bids accepted from multiple contractors for the remainder of the renovations at Lake Shore Park.

Commissioner Osterman announced that there would be a Priorities Workshop Meeting on Wednesday, March 28, 2007 at 7:30 p.m.

ADJOURNMENT

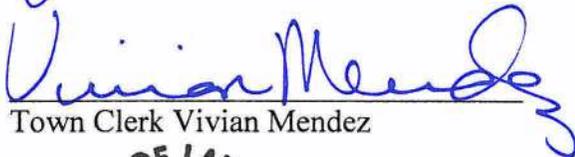
There being no further business to come before the Commission and after a motion to adjourn by Commissioner Osterman and seconded by Vice-Mayor Daly, and by unanimous vote, the meeting adjourned at 9:33 p.m.



Mayor Paul Castro



Deputy Clerk Jessica Shepherd



Town Clerk Vivian Mendez



FLORIDA

Approved on this 4 of April, 2007.

Cagey

William F. Underwood, II
840 N. E. Stokes Terrace
Jensen Beach, Florida 34957

Home: (772) 334-2288

E-mail: billandperla@adelphia.net

Statement of Qualification

Education: Nova Southeastern University at Ft Lauderdale, M.B.A - degree with honors, 1993
Florida Atlantic University; Graduate Studies, Economics
University of Missouri at Columbia; Graduate Studies, Urban Planning/Community Development
University of Missouri at Columbia, B.A – Philosophy, 1977

Professional Experience: 27 years of continuous experience in senior management service to local government:

The Government Consulting Services Company, Inc.
Independent Consultant
November, 2006 – present

The Government Consulting Services Company (GCSC) has over 27 years experience in local government financial management in Florida. As the firm's key personnel, I am providing consulting services to the Village of Wellington, Florida, for a productivity improvement, benchmarking analysis and report of the Leisure Services Department.

Town of Davie, Broward County, Florida; 4 years
Director of Budget and Finance
March, 2003 – February, 2007

Davie is located immediately southwest of Ft. Lauderdale. The Town's permanent population is 82,579 with additional seasonal daily population of about 40,000 to 50,000 attending the higher educational institutions. The Town annexed two new areas, effective September 2006, with an approximate population of 7,500, bringing the permanent population to about 90,079. The Town has 859 employees and a \$127 million operating budget within five funds.

The position is responsible for the following divisions: Finance, Budget, Purchasing, Fleet Management and Customer Service.

City of Stuart, Martin County, Florida; 10 years
Director of Administrative Services
November, 1993 – March, 2003

Stuart is the seat of Martin County government. The City's permanent population was 14,677 with an additional seasonal population of approximately 4,000. The City had 230 employees and a \$36 million operating budget with six operating funds.

As the Director of Administrative Services for the City, I was responsible for the direct oversight of the following divisions: Finance, Budget, Human Resources, Purchasing, Risk management, and Safety management, Management Information Systems, Geographic Information System and Customer Service.

City of Belle Glade, Palm Beach County, Florida; 14 years
Director of Administrative Services
June 1979 – November, 1993

Belle Glade is located on the southeast shores of Lake Okeechobee in western Palm Beach County. In 1993 its population was 17,084. The City employed 252 and had a \$16.3 million operating budget with five operating funds.

As the Director of Administrative Services for the City, I was responsible for the administration of the Finance, Budget, Human Resources, Purchasing, Information Systems, Airport Manager, Customer Service, and Licensing Divisions.

Duties and Responsibilities:

My duties and responsibilities for each government has been at a minimum to prepare, recommend, and administer both the annual operating and capital budgets. Additionally, I have always been tasked with developing policies and procedures for fiscal, operational and internal controls functions for human resources, purchasing, management information systems, financial management activities, debt, fleet management, and risk retention.

Accomplishments/Achievements:

- Created and implemented a Fiscal Policy used in the preparation and management of the annual budget that since is used as a model by many communities throughout the State of Florida.
- Created and implemented a legislatively adopted undesignated unreserved fund balance policy for the Town of Davie.
- Created a debt service policy that was approved by the Budget Advisory Committee and it is currently awaiting legislation to adopt the policy for the Town of Davie.

- Created and implemented a budgeting program unique to the City of Stuart in its use as a zero based like budgeting and reporting tool.
- While at the City of Stuart, I assisted in the creation of a five year revenue and expenditure projection model used in the annual budget process to forecast future trends.
- During my employment at both the City of Belle Glade and the City of Stuart, I created and implemented their respective purchasing departments, policies and procedures.
- Analyzed and reported on the "Indianapolis Plan" for City of Belle Glade Police Department. The analysis indicated the City would not achieve cost efficiencies by providing take home vehicles for officers versus maintaining the "hot seat" methodology.
- As the Airport Manager in Belle Glade, I managed the acquisition and integration of private, state and city contributions for the airport's 4,500-foot runway construction project. The position also negotiated and provided ground leases to various users including fixed base operator.
- While at the City of Stuart and Town of Davie, I negotiated and implemented government purchasing cards with no finance charges and an annual cash rebate of 40 to 50 basis points for all purchases made by the government in both the Stuart and Davie.
- My office managed the expenditure of a \$6 million Urban Development Action Grant for the construction of low to moderate income rental housing units. The grant was used in conjunction with federal, state, and county funds at the City of Belle Glade.
- While I was in Belle Glade, I implemented a low income housing program based on a \$1 million state grant for farm worker housing and the City Commission's stated objective; we developed policy, procedures, and processes for the City to act as a mortgage institution. Instrumental to achieving the goal was to create a consortium of lenders that would assist the City in financing homes. To this end I met with many financial institutions, to develop required documents to guarantee their payments. This enabled the City to leverage the grant to about a 1.75:1 ratio.
- At the City of Belle Glade I recommended, implemented and managed six debt issues for water and sewer system improvements, while guiding the City in three other debt issues using the "covenant to budget and appropriate" technique to secure the bonds prior to today's common use.
- While at the City of Stuart recommended, implemented and managed the process of leading the City Commission and staff in the City's first debt issue since 1973 in 1994. In a subsequent bond issue, we were able to achieve the City's first investment grade bond ratings.
- Guided and achieved the Town of Davie's first bond rating of "A+" from Standard and Poors, "A1" and "A2" from Moody's and an "A" from Fitch Ratings 2006 while implementing (\$41.5 million) for Fire and Open Space Acquisition, a \$10 million covenant to budget and appropriate bond issue for various miscellaneous capital projects, guided Town in a \$24.75 million conduit financing for a 501(c) 3, refinanced its 1992 Water & Sewer Bonds eliminating restrictive bond covenants realizing in excess of a \$2 million present value savings.
- I worked closely with the City of Belle Glade's labor attorney as he led my management negotiation team at sessions with both the Police and Fire bargaining units. At both the City of Stuart and Town of Davie, I provided fiscal and operational analysis to the legislative body, labor attorneys, and the management negotiation team.
- Guided city staff and Commission to create personnel manual and pay plan that greatly enhanced City of Stuart and Belle Glade personnel management. Human resources policy and procedure manuals were established and adopted for both the City of Belle Glade and Stuart.

Accomplishments/Achievements (continued):

- Produced significant savings by creating and implementing with the assistance of others a safety program that reduced employee time loss, claims experience, and insurance premiums in Stuart and the City of Belle Glade.
- Analyzed, recommended and followed legislative policy directives establishing benefit levels for both the City of Belle Glade and the City of Stuart employees.
- While I was at the City of Stuart, I was the alternate voting member of the TRICO local government insurance pool (LGIP) that provides insurance coverage's for general liability, automobile, worker's compensation, wind, and other risk exposures.
- New revenue streams were developed at the City of Stuart, where I guided the creation, implementation and legislation necessary to implement a telecommunication tax until the State replaced this tax with the communication services tax.
- The national award for "Excellence in Financial Reporting" from the Government Finance Officers Association of the United States and Canada were received for the first time while at the City of Belle Glade and City of Stuart.
- While at the City of Stuart, I analyzed, recommended and implemented one of the first single sheet, single folded, sealed, and mailed community newsletter regarding items of interest to the citizens about happenings of their city government that also included the citizens' utility bill and we achieved recognition for innovation from the Florida League of Cities.
- During my employment with the City of Belle Glade, we implemented a management information system to replace manual, semi-automated, and automated accounting systems. Also integrated and expanded use of information management system to planning and zoning, public works, City garage and administrative departments.

Certifications:

- Certified Governmental Finance Manager (CGFM # 4532) - November 1996
- Certified Government Finance Officer (CGFO # 12) - November 1992
- Certified Licensing Official (CLO) - January 1990
- Certified Data Processor (CDP # 841709) - May 1987

Professional Affiliations:

- International City Managers Association (ICMA)
- Florida City/County Managers Association (FCCMA)
- International Personnel Managers Association (IPMA not active)
- Florida Public Personnel Association (FPPA not active)
- Risk Insurance Managers Society (RIMS not active)
- Public Risk Insurance Managers Association (PRIMA not active)
- Government Finance Officers Association of the United States and Canada (GFOA)
- Florida Government Finance Officers Association (FGFOA), President 1997

Governmental Appointments:

- Appointed to the Governmental Accounting Standards Board (GASB) Task Force on Pension Accounting Research.
- Appointed to the Auditor General of the State of Florida's Task Force on Auditor Selection.
- Appointed to the Government Finance Officers Association of the United States and Canada Committee on Retirement and Benefit Administration since 1998.
- Investment Advisory Committee member to a Local Government Investment Pool (Florida Municipal Investment Trust). Recommends investment policy on an \$850 million Investment Pool used by many municipal governments in the state.
- Florida Retirement System Advisory Work Group Committee – State of Florida. This workgroup was comprised of Florida House and Senate members, local school board, State, county and municipal representatives along with others. The objective was to arrive at consensus regarding various pension assumptions, and make recommendations to change the structure of the State's retirement funding and offerings that affects in excess of 600,000 members of the Florida Retirement system.
- Volume Based Task Force - Palm Beach County Solid Waste Authority. Studied waste stream flows for Palm Beach County and recommended action to SWA Board to reduce the amount of waste going into Palm Beach County landfills. The efforts of the group impacted all Palm Beach County residents to extend the life of landfill sites.

Governmental Appointments (continued):

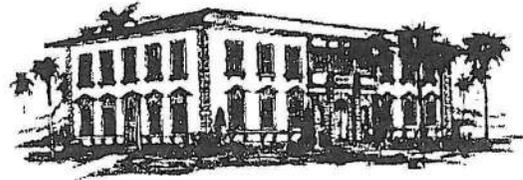
- Local Option Gas Tax - Palm Beach County. Working group to establish an inter-local agreement for the original distribution of tax. The structure of the agreement was used as the model for all municipal governments in Palm Beach County.
- Treasure Coast Regional Utilities Organization, Inc. – Treasurer. An intergovernmental organization composed of county and municipal organizations from Martin and St. Lucie Counties to deal with the removal and disposal of bio-solids from wastewater treatment plants.
- ~~Florida League of Cities Committee memberships – Legislative Policy, Utilities and Telecommunications, Municipal Finance and Taxation and Resolutions~~

Other Activities:

- Provided consulting services to the City of Lake Wales on recommendations for a water and wastewater bond issue.
- Author; American City and County Magazine, “Selecting Investment Managers for Pension Funds”; February 2001 issue
- Instructor; “Innovative Financing Techniques in Local Government” to Taiwan Finance Officers at Nova Southeastern University (1998)
- Instructor; Cash Management Course for the FGFOA Certified Government Finance Officer review
- Instructor, Palm Beach Community College and Indian River Community College at various times on various topics

Military Service:

- 1969 - 1971; Honorable Discharge; Active duty, Republic of Vietnam; Administration, Finance Section; U. S. Army, 101st Airborne Division



TOWN OF LAKE PARK

APPLICATION FOR EMPLOYMENT

The Town of Lake Park does not discriminate on the basis of any protected status including race, color, creed, national origin, religion, sex, age, marital status, or disability. The policy applies to applicants for employment as well as current employees. Questions regarding this policy, may be directed to the Town Manager or Human Resources Department. **THE TOWN OF LAKE PARK IS AN EQUAL OPPORTUNITY EMPLOYER**

THIS IS A DRUG FREE WORKPLACE

POSITION APPLIED FOR: _____ FIT ___ PIT ___

LAST NAME: UNDERWOOD, II MIDDLE NAME: Floyd

FIRST NAME: William

ADDRESS: 840 NE Stokes TERRACE

CITY: Jensen Beach STATE: FL ZIP: 34957

HOME TELEPHONE: 772-334-2288 OFFICE: _____ FAX: _____

SOCIAL SECURITY NUMBER: _____ D.L. #: 11536-926-50-345-0

EDUCATION HISTORY	
<i>Please See Resume</i>	
High School Name: _____ Address: _____ City: _____ State: _____ Zip: _____	Date Graduated: _____ Degree Received: _____
College/University Name: _____ Address: _____ City: _____ State: _____ Zip: _____	Date Graduated: _____ Degree Received: _____
Graduate School Name: _____ Address: _____ City: _____ State: _____ Zip: _____	Date Graduated: _____ Degree Received: _____
Special Training/Vocational School Name: _____ Address: _____ City: _____ State: _____ Zip: _____	Date Graduated: _____ Degree Received: _____
FOREIGN LANGUAGES: Speak: _____ Fluent: ___ Good: ___ Fair: ___ Read: _____ Fluent: ___ Good: ___ Fair: ___ Write: _____ Fluent: ___ Good: ___ Fair: ___	

ATTACH COPIES OF DEGREES and CERTIFICATES

Other Training: _____

Hobbies/Interests: _____

EMPLOYMENT EXPERIENCE	
(List All Previous Employers, Starting with Most Recent)	
Name of Employer: _____ Address: <u>Please See Resume</u> Telephone: _____ Employment Dates: From _____ To: _____ Supervisor: _____ Reason for Leaving: _____	Describe Your Duties: _____ _____ _____ _____ _____
Name of Employer: _____ Address: _____ Telephone: _____ Employment Dates: From _____ To: _____ Supervisor: _____ Reason for Leaving: _____	Describe Your Duties: _____ _____ _____ _____ _____
Name of Employer: _____ Address: _____ Telephone: _____ Employment Dates: From _____ To: _____ Supervisor: _____ Reason for Leaving: _____	Describe Your Duties: _____ _____ _____ _____ _____
Name of Employer: _____ Address: _____ Telephone: _____ Employment Dates: From _____ To: _____ Supervisor: _____ Reason for Leaving: _____	Describe Your Duties: _____ _____ _____ _____ _____
Name of Employer: _____ Address: _____ Telephone: _____ Employment Dates: From _____ To: _____ Supervisor: _____ Reason for Leaving: _____	Describe Your Duties: _____ _____ _____ _____ _____

LIST SPECIAL JOB RELATED SKILLS: _____

LIST TRADE OR BUSINESS ORGANIZATIONS: _____

MILITARY HISTORY

BRANCH OF SERVICE: US ARMY WHEN: 1970 RELEASE: 1976

TYPE: Honorable

JOB RELATED TRAINING: _____

MISCELLANEOUS: _____

Yes No

If under 18, can you provide proof of eligibility to work?

___ ___

Have you ever applied to us before?

If so, when? _____

Do you have a relative or friend employed with us?

May we contact your present employer?

Are you able to perform the duties and responsibilities of the position for which you are applying?

Have you EVER been arrested, received a notice to appear, charged, convicted, pled *nolo contendere* or pled guilty to ANY criminal violation? (Conviction will not necessarily bar you from employment.)

If applying for a position which requires driving, do you possess a valid CDL?

Is there any accommodation you would need to perform the duties of the position you are applying for?

Can you work evenings?

Can you work weekends?

Any offer of a position with the Town of Lake Park is contingent upon passing a physical, which includes a drug test. All positions carry with them a specified probationary period during which time the employee is continuously evaluated for suitability for the position. During this period, employment may be terminated at any time if performance is not satisfactory.

I certify that the information I have given is true and correct to the best of my knowledge and that falsification of this record is grounds for termination. I consent to have background checks, drug testing, reference checks and any other necessary investigations to determine my suitability for employment. I hereby release the Town of Lake Park from any and all liability for damages of any kind resulting from background record checks associated with this application.

W. J. Underwood
Signature of Applicant

3-20-07
Date

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor)

Date

EEO INFORMATION (Optional)

DOB: _____ SEX _____ ETHNICITY _____

Authority to Release Information

To Whom it May Concern:

I hereby authorize any representative of the Town of Lake Park bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my attendance, personal history, disciplinary records and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use of the Town of Lake Park to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, as employer, educational institution or consumer report agency, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name: W.F. Underwood
Signature

Full Name: William F. Underwood, Jr
Print

Current Address: 840 NE STORES Terrace

Jensen Beach, Fl. Zip Code: 34957

STATE OF FLORIDA
COUNTY OF: _____

The foregoing instrument was acknowledged before me this _____

Date

by _____, who is personally known to me or who has produced

_____ as identification and who did / did not take an oath.

_____ Notary Public, Commission #: _____

_____ Notary Name Notary Seal:

Type, Print or Stamp

112 334 2288 P. 06
Note to Employer: Remove this section upon completion of the selection process.

VETERANS' PREFERENCE CLAIM

Have you ever claimed and been employed through Veterans' Preference? Yes No

If "yes", give the name and address of employer:

IF "NO", ARE YOU CLAIMING VETERANS' PREFERENCE (in accordance with Chapter 55 A-7, Florida Administrative Code, and Chapter 295 Florida Statutes)? Yes No

IF "YES", WHAT CATEGORY ARE YOU CLAIMING? _____ (Please indicate number from Veterans' Preference categories below.)

1. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense, or
2. The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power, or
3. A veteran of any war who has served on active duty of one (1) day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America, or
4. The unremarried widow or widower of a veteran who died of a service-connected disability.

HAVE YOU EVER BEEN EMPLOYED BY ANY GOVERNMENTAL ENTITY WITHIN THE STATE OF FLORIDA? Yes No

ARE YOU A RESIDENT OF THE STATE OF FLORIDA? Yes No

NOTE: If you are claiming Veterans' Preference, you must meet the criteria and substantiate your claim by furnishing a DD214 (Certificate of Release or Discharge from Active Duty) or comparable document which serves as a certificate of release or documentation in accordance with the provisions of Rule 55A-7.013, F.A.C. Wartime periods as defined in 1.01, F.S. Veterans' Preference shall expire after an eligible person has been employed by the state or an agency of a political subdivision of the state. Under Florida law, preference in appointment shall be given by the state to those persons in categories 1 and 2 and then those in categories 3 and 4.

If an applicant claiming Veterans' Preference for a vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs, Post Office Box 31003, St. Petersburg, Florida 33731-8903. A complaint must be filed within twenty-one (21) days of the applicant receiving notice of the hiring decision made by the employing agency or within three (3) months of the date the application is filed with the employer if no notice is given.

REGULAR COMMISSION MEETING
Action Minutes from March 21, 2007



- A. **CALL TO ORDER** 8:05 p.m.
- B. **INVOCATION** Town Clerk
- C. **PLEDGE OF ALLEGIANCE** Mayor Castro
- D. **ROLL CALL** All present
- E. **ADDITIONS/DELETIONS.** None
- F. 1. Resolution 23-03-07 – Accepting Election Results Approved.
- G. Swearing in Ceremony for Commissioners Conducted by the Honorable Judge Eissey.
- H. Appointment of a Vice-Mayor Vice-Mayor Daly re-appointed.
- I. **PUBLIC and OTHER COMMENT**
This time is provided for audience members to address 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. *Roselyn Giordano*
- J. **COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER.**
- K. **CONSENT AGENDA:** All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located in the rear of the Chambers and give it to the Town Clerk. Cards must be submitted before the item is discussed.
2. Regular Commission Meeting minutes of March 7, 2007.
3. Revised job description for Personnel Director position. Approved.
- L. **PUBLIC HEARING (S)**
Resolution(s):
4. 22-03-07 Job description for Finance Director. Approved.
5. 24-03-07 Establish and classify the position of Grant Writer. Approved.
6. 06-01-07 Lodestar. Approved.
7. Pool Barrier. Approved.
- M. **Ordinance(s) on First Reading:**
8. 07-2007 Mid-Year Budget Amendment. Approved.
- N. **Approval of Item:**
9. Upgrade of sound system in Commission Chamber. Approved.
- O. **DISCUSSION AND POSSIBLE ACTION**
10. Parking on Lake Shore Drive fronting the Harbor Marina.
11. Great American Cleanup scheduled for April 21, 2007.
12. Final discussion of Lake Shore Park renovations.
- P. **ADJOURNMENT:** 9:40 p.m.