



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, May 20, 2009, 7:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, May 20, 2009 at 7:32 p.m. Present were Mayor DuBois, Vice-Mayor Carey, Commissioners Daly, Osterman, and Rumsey, Town Manger Maria Davis, Attorney Thomas Baird, and Deputy Town Clerk Jessica Shepherd.

Mayor DuBois led the Invocation and the Pledge of Allegiance. Deputy Town Clerk Jessica Shepherd performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

None.

Motion: A motion was made by Commissioner Osterman to approve the agenda; Commissioner Daly made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Daly	X		
Commissioner Osterman	X		
Commissioner Rumsey	X		
Vice-Mayor Carey	X		
Mayor DuBois	X		

Motion passed 5-0

PRESENTATION(S):

Deputy of the Quarter Certificate of Appreciation to Deputy Carlos Cotto

Palm Beach County Sheriff's Office Captain Doug Reece provided the Commission a brief explanation as to why Deputy Carlos Cotto was being honored with the Deputy of the Quarter Certificate for his efforts from January – March 2009.

Deputy Carlos Cotto accepted the certificate and thanked the Commission. Deputy Cotto stated that he was humbled by the honor and was just doing his job.

2008 Comprehensive Annual Financial Report (CAFR) presented by Ed Holt of Nowlen, Holt & Miner, P.A.

Finance Director Anne Costello introduced Mr. Ed Holt from Nowlen, Holt & Miner, P.A. who gave an overview of the 2008 CAFR report to the Commission.

Mr. Holt explained each section of the report and asked the Commission to turn to page 13 of the CAFR report (see Exhibit "A"), which was the Statement of Net Assets. Mr. Holt explained that the Town's total assets were 26.6 million, with 17.9 million in liabilities leaving 8.7 million as the net assets.

Mr. Holt directed the Commission to turn to page 16 of the report, which was the Balance Sheet Governmental Funds and explained that the total assets minus total liabilities was 5.8 million. Due to the reserves that are required from the general fund the true available total was \$686,000. A reasonable amount of those funds are expected to be saved for future projects. The question was what was considered reasonable. Mr. Holt gave a figure of 16%. It could be more depending on what the municipality wanted to save and not borrow for projects.

Mr. Holt also gave an overview of the Management letter on page 110. The letter indicated that there had been vast improvements since last year.

Mr. Holt thanked the Commission and staff for their time. Mayor DuBois thanked Mr. Holt for the presentation.

PUBLIC and OTHER COMMENT

None.

CONSENT AGENDA:

1. Notification of Expenditure for Urgent Professional Engineering Services to Develop an Application Package to Become LAP (Local Area Program) Certified
2. Resolution No. 20-05-09 Fee Schedule
3. Renewal for Audit Services for Fiscal Year 2009

Public Comment Open.

None.

Public Comment Closed.

Motion: A motion was made by Commissioner Rumsey to approve the Consent Agenda; Vice-Mayor Carey made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Daly	X		

Commissioner Osterman	X		
Commissioner Rumsey	X		
Vice-Mayor Carey	X		
Mayor DuBois	X		

Motion passed 5-0

PUBLIC HEARING:

RESOLUTION

Resolution No. 21-05-09 Interlocal Agreement with Palm Beach County for Bus Shelters

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE TOWN AND PALM BEACH COUNTY FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND USE OF PALM TRAN BUS SHELTERS IN THE TOWN OF LAKE PARK, AUTHORIZING THE MAYOR TO EXECUTE SAID INTERLOCAL AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

Community Development Director Patrick Sullivan explained the reason for the Resolution. Palm Beach County has a program which puts up bus shelters. Staff recommendation was to place a few bus shelters along Congress Avenue and then expand throughout the rest of the Town. The bus shelters would be paid for by the advertising placed on the shelters. The County contracts with CBS Outdoor, Inc. for the installation and maintenance of the bus shelters.

Commissioner Daly asked if there would be shelters placed on US 1. Patrick Sullivan stated that shelters can be placed on US 1 depending on the space available.

Commissioner Rumsey stated that a small commission would be gained by the Town for having the shelters. Patrick Sullivan stated that yes a small percentage would be sent to the Town every three (3) months or so.

Public Comment Open.

None.

Public Comment Closed.

Motion: A motion was made by Commissioner Osterman to approve Resolution 21-05-09 Interlocal Agreement with Palm Beach County for Bus Shelters; Vice-Mayor Carey made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner			

Daly	X		
Commissioner Osterman	X		
Commissioner Rumsey	X		
Vice-Mayor Carey	X		
Mayor DuBois	X		

Motion passed 5-0

DISCUSSION & POSSIBLE ACTION:
Town Manager Goals

Town Manager Maria Davis explained that her contract states that she and the Commission establish goals each year. Due to the financial situation the goals that are being proposed (see Exhibit “B”) are realistic and attainable. One of the key elements in the upcoming fiscal budget would be revenue enhancements on a limited budget.

1. Revenue Enhancements:

- Parking meters at Lake Shore Park.
- Harbor Marina looking to initiate phase II of construction of 8 new slips, relocation of the fuel dock and the reconstruction of the breakwater on the east side of the fishing pier. Looking at a possible increase in slip rental rates as well as increase the parking.

2. Implement a Comprehensive Stormwater Maintenance Program.

- The Town has the equipment and staff to clean the drains. The Towns has begun this process for the first time ever.
- Implementing a swale regrading program

3. Update Stormwater Master Plan

4. Enhance Communication with Residents

- Electronic newsletter
- Develop a new resident welcome packet
- Develop Town services booklet

5. Focus on CRA and Economic Development

- Incentives to attract business
- Ensure adoption of the updated Master Plan
- Develop a Co-op and/or increase the number of artisans on Park Ave.

6. Continue to pursue Stimulus and other Federal Funds to Execute Infrastructure Projects

7. Develop solutions/alternatives to balance budget with emphasis on minimally impacting Town services and employees

COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:

Commissioner Daly

None

Commissioner Osterman stated that she has heard good things about officers patrolling in the CRA.

Commissioner Rumsey thanked staff for both events over the weekend. He expressed that he had a good time at the fishing tournament. He announced that Andy Spilos has a photo exhibit at the Library of the history of Lake Park until the end of June. He stated that the volunteer dinner was great and it was good to see the volunteers honored. He encouraged volunteers to get involved.

Vice-Mayor Carey

None

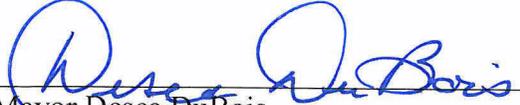
Mayor DuBois thanked staff and Recreation Director Greg Dowling for the nice volunteer dinner and thanked Michael Pisano for the nice fishing tournament at the Marina.

Town Attorney stated that the court has not ruled to amend the Voting Rights Act complaint against the Town. He stated that he was still waiting to see a new complaint.

Town Manager Davis introduced the new Public Works Director Michael Arnold and gave a brief history of his work experience. She announced that summer camp begins June 15th and runs through August 7th and that registration has begun and fees have been reduced. She indicated that so far only one child has registered when last year at this time there were approximately 22 kids. Lastly, she stated that if anyone would like to receive E-News, please sign up on the Town website.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rumsey and seconded by Commissioner Daly, and by unanimous vote, the meeting adjourned at 8:33 p.m.



Mayor Desca DuBois



Deputy Town Clerk Jessica Shepherd



Town Clerk, Vivian M. Lemley

Town Seal

Approved on this 17th of June, 2009

TOWN OF LAKE PARK, FLORIDA
Statement of Net Assets
September 30, 2008

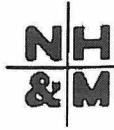
	Governmental Activities	Business-type Activities	Total
Assets			
Pooled cash and cash equivalents	\$ 3,743,988	\$ 1,274,964	\$ 5,018,952
Restricted cash and cash equivalents	1,270,936	1,106,044	2,376,980
Investments	73,442	43,116	116,558
Accounts receivable, net	247,414	107,890	355,304
Due from other governments	237,816	3,838	241,654
Internal balances	1,559,126	(1,559,126)	
Inventory	13,427	50,278	63,705
Prepaid items	327,330	1,782	329,112
Unamortized bond costs		84,680	84,680
Capital assets			
Capital assets not being depreciated	1,838,581	185,554	2,024,135
Capital assets being depreciated, net of accumulated depreciation	7,078,825	8,899,658	15,978,483
Total assets	<u>16,390,885</u>	<u>10,198,678</u>	<u>26,589,563</u>
Liabilities			
Accounts payable	180,403	37,156	217,559
Pension settlement payable	1,204,200		1,204,200
Accrued expenses	115,366	27,559	142,925
Accrued interest payable	68,408	92,042	160,450
Unearned revenue	124,466		124,466
Deposits	1,400	35,456	36,856
Noncurrent liabilities:			
Due within one year	819,988	341,143	1,161,131
Due in more than one year	8,914,280	5,896,630	14,810,910
Total liabilities	<u>11,428,511</u>	<u>6,429,986</u>	<u>17,858,497</u>
Net Assets			
Invested in capital assets, net of related debt	1,781,760	4,066,900	5,848,660
Restricted for:			
Debt service	119,780		119,780
Unrestricted	3,060,834	(298,208)	2,762,626
Total net assets	<u>\$ 4,962,374</u>	<u>\$ 3,768,692</u>	<u>\$ 8,731,066</u>

See notes to the financial statements.

TOWN OF LAKE PARK, FLORIDA
Balance Sheet
Governmental Funds
September 30, 2008

	Major Governmental Funds		Nonmajor Governmental Funds	Total Governmental Funds
	General	CRA Fund		
Assets				
Pooled cash and cash equivalents	\$ 2,482,373	\$ 932,292	\$ 329,323	\$ 3,743,988
Restricted cash and cash equivalents	25,800	1,245,136		1,270,936
Investments	54,736	7,062	11,644	73,442
Accounts receivable, net	239,528		7,886	247,414
Due from other governments	102,323		135,493	237,816
Due from other funds	883,433	250,000		1,133,433
Advances to other funds	1,023,918	1,203,477		2,227,395
Inventory	13,427			13,427
Prepaid items	248,838			248,838
Total assets	<u>\$ 5,074,376</u>	<u>\$ 3,637,967</u>	<u>\$ 484,346</u>	<u>\$ 9,196,689</u>
Liabilities and fund balances				
Liabilities				
Accounts payable	\$ 106,700	\$ 65,433	\$ 8,270	\$ 180,403
Pension settlement payable	1,204,200			1,204,200
Accrued items	107,953	2,753	4,660	115,366
Deferred revenue	13,016		120,550	133,566
Due to other funds	250,000		279,335	529,335
Advance from other funds	1,203,477			1,203,477
Deposits	1,400			1,400
Total liabilities	<u>2,886,746</u>	<u>68,186</u>	<u>412,815</u>	<u>3,367,747</u>
Fund balances				
Reserved for/reported in:				
Inventories and prepaids	262,265			262,265
Encumbrances	67,790	1,068,194	26,296	1,162,280
Advances to other funds	1,023,918	1,203,477		2,227,395
Debt service/debt service fund			119,780	119,780
Capital projects	25,800	336,513		362,313
Unreserved				
Designated for community improvement	99,272			99,272
Designated for library improvement	22,300			22,300
Undesignated, reported in				
General fund	686,285			686,285
Special revenue funds		961,597	(78,475)	883,122
Capital projects funds			3,930	3,930
Total fund balances	<u>2,187,630</u>	<u>3,569,781</u>	<u>71,531</u>	<u>5,828,942</u>
Total liabilities and fund balances	<u>\$ 5,074,376</u>	<u>\$ 3,637,967</u>	<u>\$ 484,346</u>	<u>\$ 9,196,689</u>

See notes to the financial statements.



NOWLEN, HOLT & MINER, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

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The Honorable Mayor and Members of the Town Commission
Town of Lake Park, Florida

We have audited the basic financial statements of the Town of Lake Park, Florida, as of and for the year ended September 30, 2008, and have issued our report thereon dated April 8, 2009.

We conducted our audit in accordance with U.S. generally accepted auditing standards, and *Government Auditing Standards* issued by the Comptroller General of the United States. We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which is dated April 8, 2009, should be considered in assessing the results of our audit.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which require that we address certain compliance and other matters in the management letter, if not already addressed in the auditor's report on internal control over financial reporting and on compliance and other matters.

The Town of Lake Park, Florida's responses to the findings identified in our audit are described in the attached letter dated April 8, 2009. We did not audit Town of Lake Park, Florida's response and, accordingly, we express no opinion on it.

PRIOR YEAR COMMENTS

The Rules of the Auditor General require that we address in the management letter, if not already addressed in the auditor's report on compliance and internal controls or schedule of findings and questioned costs, whether or not recommendations made in the preceding annual financial audit report have been followed.

As noted in the auditor's report on internal control over financial reporting and on compliance and other matters, Item 2001-1, *Written Policies and Procedures*, is a prior year comment that continues to apply. Other prior year comments that continue to apply are listed below:

Exhibit "B"



TOWN MANAGER GOALS

February 1, 2009
through
January 30, 2010

1. Revenue Enhancements:

- Florida League of Cities Review & Analysis of Revenue
Schedule a meeting with Mr. Ken Small from the
Florida League of Cities
to review the budget and Town operation for revenue
enhancement possibilities.

- Install parking meters at Lake Shore Park, Lake Shore Drive, various streets perpendicular to Lake Shore Drive and possibly at the Marina.

- Marina:

- Initiate Phase II construction of 8 new slips, the relocation and modification of the fuel dock and construction of a breakwater on the east side of the fishing pier.

- Evaluate slip rental rates vs. the condition of the marina to possibly increase rates.

- Implement measures to increase parking in accordance with Commission direction and available funds.

2. Implement a Comprehensive Stormwater Maintenance Program:

- Inspect all storm drain catch basins and develop listing of maintenance/replacement requirements.
- Begin cleaning all storm drain lines with new Vac Con.
- Inspect all swales and develop and prioritize swale regrading program.

3. Update the Stormwater Master Plan

- Obtain proposal from Calvin Giordano and Associates.

4. Enhance Communication with Residents:

- Promote increased communication through the Town's electronic newsletter capability.
- Develop a new resident package with pertinent information relating to the town.
- Develop a Town Services Booklet.

4. Focus on Community Redevelopment Agency (CRA) Economic Development:

- Ensure adoption of the updated Master Plan.
- Develop viable incentives to attract appropriate businesses (mom and pop) to the Town.

5. Focus on Community Redevelopment Agency (CRA) Economic Development: (Continued)

- Initiate the business recruitment process.
- Meet with various entities involved in economic development, eg: Chambers, County Economic Development Office, Palm Beach County Cultural Council, etc.
- Advertise for specific types of restaurants.

- Develop an Art Co-op and/or increase the number of artisans on Park Ave.
- Identify vacant retail space on Park Ave.
- Modify space to accommodate artisan booths.
- Recruit artists.
- Brand and market the Park Avenue Arts accordingly

- Implementation of the Facade Improvement Program for Park Ave.
- Encourage Park Ave. property owners to avail themselves to the façade improvement grant program utilizing the University of Miami design criteria.
- Encourage property and business owners to build decks/structures forward into parking lots to encourage a more pedestrian friendly environment.

- *Work Closely with Communications Consultant to Appropriately Promote/Market the Downtown*
- *Brand the Downtown to highlight an arts/restaurant district.*
- *Develop the Town's first juried art show to showcase the downtown.*
- *Maintain high police visibility to promote a safe business district.*

6. Continue to pursue Stimulus and other Federal Funds to Execute Infrastructure Projects

- Continue to work towards developing projects to be “shovel ready” to positively position the Town to receive Federal dollars when available.
- Maintain open lines of communication with state and federal elected officials.

7. Develop solutions/alternatives to balance the budget with emphasis on minimally impacting Town services and employees.

- Defer capital outlay projects/equipment:
eg: Vehicle/equipment replacements,
roof replacements, sidewalk repair/replacement,
asphalt resurfacing, etc.
- Analyze the tax rolls to identify improperly homesteaded properties.

7. Develop solutions/alternatives to balance the budget with emphasis on minimally impacting Town services and employees. (Continued)

- Analyze the impact of unpaid furlough days for every employee.
- Analyze the impact of eliminating employee cost of living increases (COLA) and merit increases.

- Analyze the impact of reducing Library operational hours.
- Analyze the impact of increasing employee contributions for dependent health insurance.
- Analyze the impact of reducing/eliminating additional Town events.



TOWN MANAGER GOALS February 1, 2009 through January 30, 2010

1. Revenue Enhancements:

- Florida League of Cities Review & Analysis of Revenue - Schedule a meeting with Mr. Ken Small from the Florida League of Cities to review the budget and Town operation for revenue enhancement possibilities.
- Install parking meters at Lake Shore Park, Lake Shore Drive, various streets perpendicular to Lake Shore Drive and possibly at the Marina.
- Marina:
 - Initiate Phase II construction of 8 new slips, the relocation and modification of the fuel dock and construction of a breakwater on the east side of the fishing pier.
 - Evaluate slip rental rates vs. the condition of the marina to possibly increase rates.
 - Implement measures to increase parking in accordance with Commission direction and available funds.

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- Inspect all storm drain catch basins and develop listing of maintenance/replacement requirements.
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- Ensure adoption of the updated Master Plan.
- Develop viable incentives to attract appropriate businesses (mom and pop) to the Town.

TOWN MANAGER GOALS

February 1, 2009 – January 31, 2010

5 Focus on Community Redevelopment Agency (CRA) Economic Development: (Continued)

- Initiate the business recruitment process.
 - Meet with various entities involved in economic development, eg: Chambers, County Economic Development Office, Palm Beach County Cultural Council, etc.
 - Advertise for specific types of restaurants.

- Develop an Art Co-op and/or increase the number of artisans on Park Ave.
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- Analyze the tax rolls to identify improper homesteaded properties.

TOWN MANAGER GOALS

February 1, 2009 – January 31, 2010

7. **Develop solutions/alternatives to balance the budget with emphasis on minimally impacting Town services and employees. (Continued)**
 - Analyze the impact of unpaid furlough days for every employee.
 - Analyze the impact of eliminating employee cost of living increases (COLA) and merit increases.
 - Analyze the impact of reducing Library operational hours.
 - Analyze the impact of increasing employee contributions for dependent health insurance.
 - Analyze the impact of reducing/eliminating additional Town events.