



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, June 3, 2015, 7:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, June 3, 2015 at 7:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Mayor DuBois led the pledge of allegiance.

SPECIAL PRESENTATIONS/REPORTS

1. Proclamation of Appreciation to Bambi McKibbon-Turner for Serving as Interim Town Manager.

Mayor DuBois read the proclamation and presented it to Ms. Turner. Ms. Turner thanked the Commission and staff for their support during her tenure as Interim Town Manager.

PUBLIC COMMENT:

Diane Bernhard - 301 Lake Shore Drive, expressed concern that the Town Commission were unable to voice their personal opinions regarding the Earl Stewart projects at the May 20, 2015 Commission meeting because the meeting ended after 11:00 p.m. She suggested that a formal arrangement about what could be done in cases where subjects require more time than allotted. She suggested that in cases where the Commission does not have enough time to discuss the item, that it be automatically continued to the next meeting or another specific timeframe. She hopes that the next meeting be more comprehensive and less difficult on everyone.

Anne Lynch, 349 Bayberry Drive, gave an update on the upcoming programs of the Friends of the Library. She explained one program to generate funds for the Friends of the Library would be a car wash, set up at the Lake Park Library parking lot on the last Saturday of each month. She stated that they would advertising the events. She explained that the Summer Reading program has begun. She thanked Rick Goodsell for donating plants for the Library patio garden. She explained that the children would be painting the wall of the patio. She thanked the Community Watch program for their donation to the Friends of the Library. Mayor DuBois apologized for not attending the event held by the Library in appreciation of the Friends of the Library. Commissioner O'Rourke asked if the Friends of the Library offer community service hour programs. Ms. Lynch explained that they do have such programs.

CONSENT AGENDA:

2. Regular Commission meeting minutes of May 20, 2015.

3. Proclamation Honoring the Port of Palm Beach Centennial.

Motion: Commissioner Flaherty moved to approve the consent agenda; Commissioner O'Rourke seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:

4. Ordinance No. 07-2015 20-Year Water Supply Facilities Work Plan Comprehensive Plan Amendments

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ITS COMPREHENSIVE PLAN TO ADOPT AN UPDATED 20-YEAR WATER SUPPLY FACILITIES WORK PLAN AS REQUIRED BY 163.3177, *FLORIDA STATUTES*; PROVIDING FOR THE ADOPTION OF AMENDMENTS TO THE TOWN'S COMPREHENSIVE PLAN TO IMPLEMENT THE UPDATED WATER SUPPLY PLAN; PROVIDING FOR ADOPTION OF UPDATED OBJECTIVES AND POLICIES WITHIN THE COMPREHENSIVE PLAN SANITARY SEWER/SOLID WASTE/DRAINAGE/POTABLE WATER/NATURAL GROUNDWATER AQUIFER RECHARGE, INTERGOVERNMENTAL COORDINATION, CONSERVATION AND CAPITAL IMPROVEMENTS ELEMENTS; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY, DEPARTMENT OF ECONOMIC OPPORTUNITY; PROVIDING THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Town Manager D'Agostino and Community Development Director Nadia DiTommaso presented the item (see Exhibit "A"). Vice-Mayor Glas-Castro asked if the plan had been shared with South Florida Water Management. Mr. Alex David of Bell David Planning Group explained that as part of the process they share the first draft of the plan with the water management district, which South Florida Water Management has done a courtesy review on the documents and the suggested changes were incorporated. Mr. David explained that a whole package would be transmitted to the different agencies and once all their comments are received back then the Ordinance would come back for second reading and adoption.

Public Comment Opened:

None

Public Comment Closed:

Motion: Commissioner Flaherty moved to approve Ordinance 07-2015; Commissioner Rapoza seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0

Attorney Baird read the Ordinance by title only.

5. Ordinance No. 08-2015 Amending Article IV, Section 3 of the Town Charter Pertaining to the Date of Regular Town Elections

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ARTICLE XVI, SECTION 18 OF THE TOWN OF LAKE PARK'S CHARTER PERTAINING TO FILING DATES FOR THE ELECTION OF THE OFFICES OF MAYOR OR TOWN COMMISSIONER WHEN A REGULAR ELECTION IS TO HELD DURING A YEAR IN WHICH THERE IS A PRESIDENTIAL PRIMARY PREFERENCE ELECTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Manager D'Agostino presented the item (see Exhibit "B").

Public Comment Opened:

None

Public Comment Closed:

Motion: Commissioner Rapoza moved to approve Ordinance 08-2015; Commissioner O'Rourke seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0

Attorney Baird read the Ordinance by title only.

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

None

NEW BUSINESS:

6. Resolution No. 16-06-15 Budget Amendment.

Town Manager D’Agostino and Finance Director Blake Rane presented the item (see Exhibit “C”). Commissioner O’Rourke expressed concern with the Lake Park Kiwanis Club 3-on-3 Basketball Tournament cancelation. Commissioner Flaherty asked for clarification on the two salary positions listed as item two on the agenda request form (see Exhibit “C”). Finance Director Rane explained that the second position listed was for the position of an Office Assistant, who would be trained to “fill in” in all Town Hall department when needed. He explained that the first position listed was to establish an Administrative Assistant position in the Town Managers office. He stated that the position of Administrative Assistant would be internally posted and the procedures for filling the position in the employee manual would be followed. Commissioner O’Rourke expressed concern that the Administrative Assistant to the Town Manager had been transferred from the Town Manager’s office to the Town Clerk’s office last year. He suggested that the Town Manager strongly consider the employee that had served in that office prior to the transfer as a candidate for the Administrative Assistant position. Town Manager D’Agostino stated that it would be considered. Mayor DuBois stated that the last page of the documents within the backup pertaining to the Sanitation Fund was mislabeled. Finance Director Rane stated that he would change the clerical error. Mayor DuBois asked the estimated cost of the installation of a window in the Finance Department. Finance Director Rane explained that staff would follow the Town’s purchasing policy and obtain bids and the Commission would be provided a recommendation for award of contract at a future agenda. He was not sure what the estimated cost would be for that project.

Motion: Commissioner Rapoza moved to approve Resolution 16-06-15; Commissioner O’Rourke seconded the motion.

Commissioner Flaherty expressed concern with the proposed Office Assistant position. He would prefer to have additional assistance hired in the Public Works Department. Mayor DuBois asked for clarification on the cost of each position. Finance Director Rane explained that the cost for the Administrative Assistant position would be approximately \$13,000 for the remainder of this fiscal year or approximately \$50,000 to \$60,000 a year. The Office Assistant position would be less.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty		X	
Commissioner O’Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-1.

7. Resolution No. 17-06-15 Revision of the Library Director, Recreation Manager, and Town Clerk/Deputy Town Manager Job Descriptions.

Town Manager D’Agostino presented the item (see Exhibit “D”). Commissioner O’Rourke expressed concern with the Recreation Director’s performance, especially since the Lake Park Kiwanis Club 3-on-3 Basketball Tournament was canceled. He expressed concern that recreation programs do not exist for the youth in the Town. He stated that the only program currently in the Town was outsourced to a tennis professional. He expressed disappointment and has lost confidence with the way the recreation department was run. He does not object to the recreation department reporting to the Town Manager, but does not understand why programs are unsuccessful. Mayor DuBois stated that staff could not answer the question as to why the basketball tournament was canceled because it was a Kiwanis event in which the Town was assisting; it was not a Town event. Town Manager D’Agostino explained that the Town has very little funding for programs and services. He stated that he would be presenting an overview of what the tax rates are funding for programs with one person in the recreation department. He explained that the Lake Park Kiwanis Club came to the Commission requesting assistance with sponsoring a 3-on-3 basketball tournament, but there was a lack of outreach and participants, which lead to the cancellation of the event. He explained that the Town needs to be more fiduciary in what it could and could not do. He explained that the Town could not organize the event on our own because of a lack of personnel. He explained that the Town tried to facility the event when we were told that the event would be canceled. He stated that during the budget process we would need to build capacity into some of the department if the Commission expects different results. He stated that core values would need to be established in order to provide programs and services to the community. He stated that over the next few years the integration of programs and services would be included in the budget. Commissioner O’Rourke asked if the coordination and overview of the rentals facilities could be handled by someone other than the Recreation Department. Town Manager D’Agostino explained that another employee does handle the coordination of rental facilities. Commissioner O’Rourke asked if programs for the community are a priority. Town Manager D’Agostino agreed and stated that if it becomes a core value of the Commission, then over the next fiscal budget season the Town could work on providing the Recreation Department with the capacity it needs to deliver the programming desired by the community. Commissioner O’Rourke expressed concern that programming was not a priority to the Recreation Department. Mayor DuBois asked if it were a priority of the Town to put on events or is it a priority of the community to put on programs. Town Manager explained that most league type programs are coordinated by an outside group or parents that run the programs.

Motion: Commissioner O’Rourke moved to adopt Resolution No. 17-06-15; Commissioner Rapoza seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O’Rourke	X		
Commissioner Rapoza	X		

Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D’Agostino asked if the amount of communication he has provided throughout the past month to the Commission has been adequate. He asked if the Palm Beach Sherriff’s Office (PBSO) North End Rovers update was still necessary considering the statistical information was included in the Town Managers monthly report. The Commission came to consensus that they want the quarterly presentations to continue. He stated that several budget workshop would be scheduled in order to develop core values, vision and direction by the Commission for the next fiscal year.

Commissioner Rapoza had no comments.

Commissioner Flaherty stated that he was satisfied with the level of communication the Town Manager has developed with the Commission.

Commissioner O’Rourke asked for a status report on the Community Development Block Grant (CDBG) for the Kelsey and Lake Shore Park restrooms and tennis court lighting. Town Manager D’Agostino explained that the grant requires that the Town secure an architect or engineer to design the plans for the restrooms and tennis court lighting. Commissioner O’Rourke stated that his understanding of what the Commission wanted, concerning the design of the restrooms and tennis court lighting, was that the design plans would come back before the Commission for review. He stated that the Commission wants to review the plans before they were finalized. Town Manager D’Agostino agreed that the plans would come before the Commission before they were finalized. Commissioner O’Rourke committed to making the 3-on-3 basketball tournament happen by recruiting volunteers and meeting with the Lake Park Kiwanis Club next week. He reiterated that recreation programs are a priority to him.

Vice-Mayor Glas-Castro announced that the next Palm Beach County League of Cities meeting would be June 24, 2015 in Palm Springs. She announced that she has been re-appointed to the Florida League of Cities Urban Administration Legislative Policy Committee. She explained that during the Commission’s visioning sessions she would like to include legislative priorities that would be communicated to the State through the Florida League of Cities. She thanked Town Manager D’Agostino for preparing a letter regarding the Lake Shore Drive infrastructure water project. She announced that for those families that have children that receive free meals through school there was an opportunity for them to receive free breakfast and lunch meals for those students through several organizations during the summer. She thanked the Library for their ice-cream social, which was to thank the Friends of the Library for all their efforts. She thanked Town Manager D’Agostino for following up on the double poles concerns she had. She thanked him for all the communications he has provided to the Commission. She asked that an agenda item be placed on a future agenda to discuss the increase of commercial

vehicles parking in residential neighborhoods. She expressed concern and disappointment that the Commission ran out of time to discuss the dealership project at the last meeting. She expressed concern with the compatibility for the area. The Commission expressed many concerns with the project.

Attorney Baird explained that the Commission could not discuss the Quasi-Judicial item at this meeting because it was inappropriate. He suggested that the next time the dealership project were placed on the agenda that the Commission structure the meeting in such a way that the Commission could begin by providing their concerns and comments to the applicant. He stated that from the discussion that has taken place at this meeting, it does not sound as though the Commission would be prepared to adopt the Ordinances on second reading at the next meeting. He suggested that the Town exercise its rights to seek a professional architect they felt would assist to move forward.

Vice-Mayor Glas-Castro asked if the Medical Marijuana issue was on the next agenda. Community Development Director DiTommaso stated that the item was not ready to be heard by the Commission.

Mayor DuBois announced that the Northern Palm Beach Chamber of Commerce event had a great Lake Park turn out. He congratulated Serv Pro and Earl Stewart for their awards. He announced that in the Palm Beach Post he read that the Women-of-the-Year was awarded to a Lake Park Elementary school teacher. He announced that the Lake Park Kiwanis Club served the Lake Park Elementary school 5th grade graduation breakfast event last Friday. He stated that the Memorial Day ceremony was very well attended this year. He stated that one of his priorities would be to make the Memorial Day ceremony and the Veteran's Day events become part of the Town structure. He stated that the Planning Congress would be meeting in Town Hall on June 12, 2015 in the Mirror Ballroom. He stated that the Police Athletic League (PAL) and Club 100 Charities are trying to collaborate their efforts. He stated that the Sunset Celebration was great. He thanked the Town Manager for his presentation before the Planning and Zoning Board.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner O'Rourke, and by unanimous vote, the meeting adjourned at 9:27 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



Approved on this 17 of June, 2015



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "A"

Meeting Date: June 3, 2015

Agenda Item No.

Agenda Title: AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, PROVIDING FOR THE ADOPTION OF AN UPDATED 20-YEAR WATER SUPPLY FACILITIES WORK PLAN AND RELATED COMPREHENSIVE PLAN AMENDMENTS RELATED TO SANITARY SEWER/SOLID WASTE/DRAINAGE/POTABLE WATER/NATURAL GROUNDWATER AQUIFER RECHARGE; INTERGOVERNMENTAL COORDINATION; CONSERVATION; AND CAPITAL IMPROVEMENTS ELEMENTS.

- Special Presentation/Reports, Board Appointment, Public Hearing - Quasi-Judicial - Ordinance on 1st Reading, New Business, Other, Consent Agenda, Old Business.

Approved by Town Manager [Signature] Date: 5-20-15

Nadia Di Tommaso / Community Development Director Name/Title

Table with 3 columns: Originating Department (Community Development), Costs (\$2,000 Consultant Fee), Attachments (Ordinance 07-2015, Legal Ad, Work Plan), Advertised (Date: 05-24-2015), and Yes I have notified everyone (ND).

Summary Explanation/Background:

STAFF REPORT

The updated 20-Year Water Supply Facilities Work Plan and related Comprehensive Plan Amendments were presented to the Local Planning Agency (LPA) as a properly advertised meeting on May 2, 2015.

SUMMARY

The updated 20-Year Water Supply Facilities Work Plan is required to be updated per Florida Statutes. The Lower East Coast Water Supply Plan Update (LEC) was approved by the South Florida Water Management District (SFWMD) on October 10, 2013, requiring amendments to all local municipal comprehensive plans.

engaged the Bell David Planning Group, who previously worked on the Town's Evaluation and Appraisal Report and associated maps for the Comprehensive Plan, to work through the required changes. These required coordination with Palm Beach County, SFWMD and Seacoast Utilities (SUA) (as the designated regional supplier of potable water) in order to identify and plan for the water supply sources and facilities needed to serve existing and new development within the Town, much of which was not made available until the recent months which is why the Town was not able to update the Plan sooner. The related policies in the Comprehensive Plan are also being updated by adding Objectives and Policies to the Sanitary Sewer/Solid Waste/Drainage/Potable Water/Natural Groundwater Aquifer Recharge Element; Conservation Element; Intergovernmental Coordination Element; and Capital Improvements Element. These are required to address the development of traditional and alternative water supplies and conservation and reuse programs that are necessary to serve existing and new development for at least a 10-year planning period. In order to ensure consistency with adopted regional and county planning efforts, the Work Plan will have the same planning time schedule as the Palm Beach County and SFWMD 20-Year Water Plan Updates. Some of the proposed changes include:

- (1) Population projections
- (2) Identification of existing conditions and identification of alternative water supply projects
- (3) Current and projected water supply demand
- (4) Updating the planning period
- (5) Work in coordination with SUA for the per capita water usage
- (6) Incorporate provisions that support climate change and sea level initiatives

At the LPA meeting, it was questioned why Seacoast decided to pursue their \$88 million five-year capital improvement project to replace two lime softening treatment facilities. Mr. David who worked through these updates for staff reached out to Mr. Bishop, Executive Director of SUA in order to understand the purpose of these improvements and received the following reasoning:

1. *Improved drinking water quality*
2. *Replace two lime softening treatment plants, one built in 1957, and the other in 1976.*
3. *Eliminate the need to landfill tons of lime sludge produced by the previous process each day. Until the replacement program was approved, much of this was used in the construction of roads, driveways and parking areas. Those opportunities began diminishing after the year 2000, and landfilling became the only viable option – a highly undesirable one from both a cost and an environmental perspective.*

The conversion to membranes has resolved the lime sludge disposal issue. Lime sludge is a solid waste material that does not biodegrade well. Thus, it occupies considerable landfill space. The waste material generated by the nanofiltration membrane process is a liquid reject which can, and in Seacoast's case IS, blended with reclaimed water at Seacoast's PGA Wastewater Reclamation Facility, then beneficially used for irrigation or buffering wetland areas against the impacts of seasonally varying ground water levels.

Additionally, there was also some discussion at the LPA meeting regarding staff's future initiatives to promote water conservation and mitigation. Staff intends on adhering to the new objectives by supporting and participating in climate change-related and sea level rise-related meetings and workshops and will look into implementing water conservation ordinances such as a rain sensor ordinance, leak detection and repair ordinance and look to enhance the public outreach related to these initiatives. Currently, the Town already adopted the Florida-Friendly Landscape Ordinance.

LPA Board Recommendation: APPROVAL (4-0)

Recommended Motion: I move to **APPROVE Ordinance 07-2015** on 1st reading.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "B"

Meeting Date: June 3, 2015

Agenda Item No.

Agenda Title: Ordinance Amending Article XVI, Section 18 of the Town Charter Pertaining to the Filing Dates For the Elections during a Presidential Primary Preference Election Years.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON FIRST READING**
- NEW BUSINESS
- OTHER: _____

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager _____

Date: 5-7-15

Vivian Mendez – Town Clerk

Name/Title

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: <p style="text-align: center;">Ordinance</p>
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <i>U.M.</i> Please initial one.

Summary Explanation/Background: Prior to July 1, 1973, the Town Commission adopted a municipal Charter, which contains among other matters, provisions pertaining to the dates of regular elections and filing dates for candidates for the Town Commission. Amendments to municipal charter provisions which were adopted prior to July 1, 1973 may be made by Ordinance if the proposed changes do not affect the basic organizational and administrative structure of the municipal government, and if the proposed changes do not fall within any of the statutorily excluded areas which expressly require a referendum in order to adopt the proposed charter amendment.

Historically the Presidential Preference Primary had been conducted and it did not interfere with the municipal elections. However, in 2016 that will not be the case. The 2016 Presidential Preference

Primary, by the Legislation, will be conducted on the third Tuesday in March. Since the municipal elections are typically scheduled for the second Tuesday in March, the Palm Beach County Supervisor of Elections (SOE) has requested that the Town accommodate their office by changing the date of the Town's regular election and qualifying period to be concurrent with those of the Presidential Primary Preference.

In Section 18 entitled "Qualification of candidates for town commission; notice of candidacy; filing dates" the following language is being proposed to be changed in this Ordinance:

2. Notice of candidacy for a general election shall be filed no earlier than NOON on the last Tuesday in January nor later than NOON on the second Tuesday in February of the calendar year in which the election is to be held. Provided, however, when a regular election for either the offices of commission or mayor is to be held in March of a year when the state holds a presidential primary, a notice of candidacy for the town's regular election shall begin at NOON of the last Tuesday in November and end at NOON on the second Tuesday of December in the calendar year preceding the presidential preference primary.

Recommended Motion: I move to adopted Ordinance No. ~~06~~-2015 on first reading.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "C"

Meeting Date: June 3, 2015

Agenda Item No.

Agenda Title: Fiscal Year 2014/2015 Budget Adjustment

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON _____ READING
- NEW BUSINESS**
- OTHER: _____

CONSENT AGENDA

OLD BUSINESS

Approved by Town Manager *J. D. Leggett* Date: *5-26-2015*

Name/Title

<p>Originating Department:</p> <p style="text-align: center;">Finance</p>	<p>Costs: See Attachment A</p> <p>Funding Source:</p> <p>Acct. #</p> <p><input checked="" type="checkbox"/> Finance <u><i>BKR</i></u></p>	<p><u>Attachments:</u></p> <p>Resolution; and</p> <p>Budget Adjustment</p> <p>Itemization (Attachment A)</p>
<p>Advertised:</p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____</p> <p>OR</p> <p>Not applicable in this case <u><i>BKR</i></u></p> <p>Please initial one.</p>

Summary Explanation/Background:

At its April 15, 2015 meeting, the Commission approved mid-year budget adjustments which were limited in nature and which consisted of adjustments to the general fund, insurance fund, special projects fund and Marina fund. The purpose of this budget adjustment is to address four significant items which are being brought forward at the request of the Town Manager. Such items are discussed below.

General Fund

Item 1: Effective October 1, 2014, the position of Administrative Assistant was eliminated from the Town Manager's budget and was included in the budget for the office of the Town Clerk to replace the position of Deputy Town Clerk. The employee filling the position of Administrative Assistant in the Town Manager's office was transferred to the office of the Town Clerk. The purpose of this action is two-fold. First, it is to restore the position of Administrative Assistant to the Town Manager's budget to enable the Town Manager to fill this position. Secondly, it is to restore the position of Deputy Town Clerk to the Town Clerk's budget to enable the Town Clerk to fill this position.

Item 2: Over the past few fiscal years, the amount of staff has been significantly reduced due to budgetary constraints. At the same time, the amount of work has not diminished. In order to support each department in Town Hall, staff proposes to create the position of Office Assistant who would be trained to "fill in" in all Town Hall departments during vacations, sick leave and other approved staff absences, and during times of high workload. The purpose of this action is to budget for such position.

Item 3: Lately, there have been increased incidents of school children running through Town Hall unescorted by adults and having to be asked to leave the premises. In order to provide a more open and customer-friendly appearance and atmosphere to the Town Hall lobby, and increase the security of Town Hall, staff is recommending that a new customer service window be inserted into the east wall of the Town Hall lobby. This will require inserting a 6 foot wide section of bullet proof window and counter area, which will be the new location for the current Finance Department counter and window. A copy of the conceptual of this new customer service window is attached.

Item 4: At its May 6, 2015 meeting, the Commission approved the use of the Bert Bostrom Park basketball courts for the 1st Annual Lake Park Co-ed 3 on 3 Basketball Tournament which will take place on June 6, 2015. Preparatory to this basketball tournament, staff recommends that certain tasks be accomplished at the Bert Bostrom Park basketball courts. Staff and existing budget can accomplish all but the following two items, which are pressure cleaning the courts and restriping. The purpose of this item is to budget such contractual work to be accomplished.

Item 5. At its August 20, 2014 meeting, the Commission approved the execution by the Mayor of the Interlocal Agreement for the Final Termination and Dissolution of the South East Risk Management Association (SERMA). As a result of this action, on September 26, 2014 the Town received a check for a retained earnings allocation from Employers Mutual Inc. on behalf of SERMA in the amount of \$125,861, which was deposited into the Town's insurance fund. These monies should be reallocated amongst the following Town funds before October 1, 2015:

- General
- Streets and Roads
- Marina
- Stormwater
- Sanitation

Recommended Motion: I move to adopt Resolution _____.

RESOLUTION NO. ___-06-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN BUDGET FOR FISCAL YEAR 2014-2015 AS PREVIOUSLY ADOPTED BY RESOLUTION NO. 29-09-14; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

WHEREAS, the Town Commission has previously established the budget for the Town of Lake Park for the fiscal year beginning October 1, 2014 and ending September 30, 2015; and

WHEREAS, at the time of its adoption, the budget properly reflected expected revenues and appropriations; and

WHEREAS, to implement this budget, the Town Commission adopted and levied by Resolution No. 29-09-14 a final millage rate for the Fiscal Year 2014-2015; and

WHEREAS, the Town Commission deems it necessary and advisable to amend the budget for the Town of Lake Park for Fiscal Year 2014-2015, which was adopted by Resolution No. 29-09-13.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK FLORIDA:

Section 1. The whereas clauses are true and correct and are supported herein.

Section 2. An amended final budget of the Town of Lake Park General Fund is hereby approved and adopted as set forth in the attached Mid-Year Budget Adjustment Itemization (Attachment "A").

Section 3. The Town Manager is hereby authorized to amend/transfer between departmental accounts provided, however, that total appropriated expenditures by fund do not exceed Commission authorized amounts.

Section 4. If any section, subsection, sentence, clause, phase or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 5. This resolution shall take effect immediately upon adoption.

Budget Adjustment Itemization

June 3, 2015

ATTACHMENT "A"

General Fund			
Item	Account Number	Proposed Change	Totals
	Total General Fund Budgeted Expense		\$ 8,522,458
(1)	Regular Salaries 001-51-512-104-12000	11,859	
	FICA 001-51-512-104-21000	907	
	Retirement 001-51-512-104-22000	593	
(2)	Regular Salaries 001-51-512-150-12000	6,777	
	FICA 001-51-512-150-21000	518	
(3)	Capital - Buildings 001-51-512-150-62000	\$ 40,000	
(4)	Contractual Services 001-52-524-406-34000	\$ 2,000	
(5)	Worker's Compensation Refund 001-51-589-900-24001	\$ (36,122)	
	Contingency 001-51-589-900-99901	(26,533)	
	Total of Expense Changes	\$ -	
	Proposed Budget		\$ 8,522,458
Insurance Fund			
Item	Account Number	Proposed Change	Totals
	Total Insurance Fund Budgeted Revenue		\$ 227,116
(5)	Worker's Compensation Refund 150-369.300	\$ (125,861)	
	Total Changes	\$ (125,861)	(125,861)
	Proposed Budget		\$ 101,255
	Total Insurance Fund Budgeted Expenses		\$ 227,116
(5)	Fund Balance 150-271.000	\$ (125,861)	
	Total Changes	\$ (125,861)	(125,861)
	Proposed Budget		\$ 101,255
Streets and Roads			
Item	Account Number	Proposed Change	Totals
	Total Streets & Roads Fund Budgeted Expenses		\$ 144,740
(5)	Worker's Compensation Refund 190-54-541-190-24001	\$ (7,300)	
	Emergency Reserve 190-54-541-190-99900	\$ 7,300	
	Total Expense Changes	\$ -	
	Proposed Budget		\$ 144,740
Marina Fund			
Item	Account Number	Proposed Change	Totals
	Total Marina Fund Budgeted Expense		\$ 1,427,014
(5)	Worker's Compensation Refund 401-57-579-800-24001	\$ (11,579)	
	Transfer to Fund Balance 401-57-579-800-99907	\$ 11,579	
	Total of Expense Changes	\$ -	
	Proposed Budget		\$ 1,427,014
Stormwater Fund			
Item	Account Number	Proposed Change	Totals
	Total Stormwater Fund Budgeted Expense		\$ 481,020
(5)	Worker's Compensation Refund 402-53-538-402-24001	\$ (12,964)	
	Transfer to Capital Reserve 402-53-538-402-99002	\$ 12,964	
	Total of Expense Changes	\$ -	
	Proposed Budget		\$ 481,020
Sanitation Fund			
Item	Account Number	Proposed Change	Totals
	Total Marina Fund Budgeted Expense		\$ 1,427,014
(5)	Worker's Compensation Refund 404-53-534-404-24000	\$ (57,896)	
	Transfer to Fund Balance 404-53-534-404-99907	\$ 57,896	
	Total of Expense Changes	\$ -	
	Proposed Budget		\$ 1,427,014





AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, June 3, 2015,
Immediately Following the
CRA Board Meeting,
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
.....		
John O. D'Agostino	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, CMC	—	Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. **CALL TO ORDER/ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **SPECIAL PRESENTATIONS/REPORTS**

1. Proclamation of Appreciation to Bambi McKibbon-Turner for Serving as Interim Town Manager

Tab 1

D. **PUBLIC COMMENT:**

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

E. **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 on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

- 2. Regular Commission Meeting Minutes of May 20, 2015 Tab 2
- 3. Proclamation Honoring the Port of Palm Beach Centennial Tab 3

F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:

- 4. Ordinance No. 07-2015 20-Year Water Supply Facilities Work Plan Comprehensive Plan Amendments Tab 4

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ITS COMPREHENSIVE PLAN TO ADOPT AN UPDATED 20-YEAR WATER SUPPLY FACILITIES WORK PLAN AS REQUIRED BY 163.3177, *FLORIDA STATUTES*; PROVIDING FOR THE ADOPTION OF AMENDMENTS TO THE TOWN'S COMPREHENSIVE PLAN TO IMPLEMENT THE UPDATED WATER SUPPLY PLAN; PROVIDING FOR ADOPTION OF UPDATED OBJECTIVES AND POLICIES WITHIN THE COMPREHENSIVE PLAN SANITARY SEWER/SOLID WASTE/DRAINAGE/POTABLE WATER/NATURAL GROUNDWATER AQUIFER RECHARGE, INTERGOVERNMENTAL COORDINATION, CONSERVATION AND CAPITAL IMPROVEMENTS ELEMENTS; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY, DEPARTMENT OF ECONOMIC OPPORTUNITY; PROVIDING THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

- 5. Ordinance No. 08-2015 Amending Article IV, Section 3 of the Town Charter Pertaining to the Date of Regular Town Elections Tab 5

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ARTICLE XVI, SECTION 18 OF THE TOWN OF LAKE PARK'S CHARTER PERTAINING TO FILING DATES FOR THE ELECTION OF THE OFFICES OF MAYOR OR TOWN COMMISSIONER WHEN A REGULAR ELECTION IS TO BE HELD DURING A YEAR IN WHICH THERE IS A PRESIDENTIAL PRIMARY PREFERENCE ELECTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

G. PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:

None

H. NEW BUSINESS:

6. Resolution No. 16-06-15 Budget Amendment

Tab 6

**7. Resolution No. 17-06-15 Revision of the Library Director, Recreation Manager,
and Town Clerk/Deputy Town Manager Job Descriptions**

Tab 7

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, June 17, 2015