



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, June 20, 2012, 9:10 p.m.
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, June 20, 2012 at 9:10 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioners Steven Hockman, Jeanine Longtin and Tim Stevens, Interim Town Manager Jamie Titcomb, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley.

Vice-Mayor Rumsey led the Invocation and Mayor DuBois led the Pledge of Allegiance. Town Clerk Vivian Lemley performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA:

Added the Introduction of Marina Director James Hart; move Public Comment and Selection of Town Manager to before Presentation.

Motion: A motion was made by Vice-Mayor Rumsey to approve the Agenda as amended; Commissioner Stevens made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

Interim Town Manager Jamie Titcomb introduced Marina Director James Hart. Mr. Hart gave a brief history of his career and complemented how well the previous Marina Director had been running the marina. He stated that he worked for the City of Ft. Lauderdale for 25 years in a similar capacity, but at a larger scale. He hopes to implement some of the things he did there to the Marina and understands the infrastructural issues that needs to be addressed soon. He would like to generate revenues to help the marina. He stated that everyone had been great since he started.

Mayor DuBois stated that he looks forward to reading his monthly reports.

Commissioner Longtin asked if he would be attending the Marina Sunset Celebration on June 29, 2012.

Marina Director Hart stated that he would be attending the Marina Sunset Celebration.

Commissioner Longtin welcomed Mr. Hart.

Mayor DuBois stated that he looks forward to attending and wished him well in the job.

PUBLIC AND OTHER COMMENTS:

1. *Howard Foster, 1408 N. Killian Drive*, stated that he owns Foster's Pub next to the Mercedes Dealer for 20 years and explained that they will be removing the entire shopping center. He asked the Commission to reconsider the hours of operation Ordinances because currently he can stay open until 5:00 a.m. He stated that most of the customers that come in after 2:00 a.m. are from the area. He asked to have the Ordinance reworded so that he can remain open and large nightclubs would still be restricted from opening.

Mayor DuBois asked him to work with staff on finding a location and developing a proposal regarding hours of operation.

2. *Diane Bernhard, 301 Lake Shore Drive*, asked if Mr. Stewart was going to have another opportunity to discuss putting up the flag.

Mayor DuBois explained that based on the application he had submitted "no", but he can come back to the Commission and present any application that meets development review requirements.

Ms. Bernhard explained that she received a large email blast from Mr. Stewart in which he states that he will give the Lake Park Town Commission one more chance to understand what it will mean to Americans and the world, but is confident that other municipalities would be honored to be the home of such a tribute to our first responders. She stated that it seems that Mr. Stewart did not understand that the objection was to practicality, Town Code, safety, and preserving the dignity of the flag and not the flag itself. She suggested placing the flagpole and very large flag at the new Army Reserve site on Congress Avenue, where it can be given the honored and respect it deserves. She suggested that the previous speakers pub be moved to where Cardellos' use to be.

Selection of Town Manager

Human Resource Director Bambi Turner recapped that the Town Manager candidates were interviewed on Saturday, June 16, 2012 and since then one candidate, Steven Cottrell, has withdrawn. She read the remaining candidates into the record as: Kimberly Glas-Castro; Clarence Hulse; David Strohl; and Dale Sugerman. She suggested that the Commission chose one candidate and one alternate incase contract negotiations fall through with the primary candidate. She explained that in the agenda packet was a ballot for them to fill out and handed them a new ballot with the finalist names on it. She

explained that another ballot for the alternates will be passed out when they complete the first ballot.

Commissioner Longtin asked why they just could not place both candidate and alternate on the same ballot.

Mayor DuBois suggested placing a number one and number two next to the candidates they want.

Human Resource Director Turner explained that originally they had designed the ballots for both the candidate and alternate on one ballot and thought it would be too confusing to tabulate.

Commissioner Stevens suggested putting the finalist in one box and the alternate in the other box.

The ballots were passed to the Human Resource Director Turner for tabulation.

Interim Town Manager Titcomb explained that a sample Town Manager employment agreement was placed in the agenda packet as backup and stated that on page 5 of the agreement it still references a four/fifths majority, but with the Commission action that is now a simple majority, which will need to be updated in the final version of the agreement.

Mayor DuBois suggested making the agreement gender specific.

Commissioner Hockman suggested changing section 3 Term from “written notice of termination of this Agreement at least 90 days” to 60 days. He suggested changing section 10 Annual Leave where it states “During the first year of her” to either his or her in parentheses or “their”.

Interim Town Manager Titcomb stated that all gender identifications would be changed throughout the document.

Mayor DuBois suggested removing all personal pronouns and writing a document that does not require personal pronouns.

Commissioner Hockman suggested removing the compensation for car allowance (section 14 Automobile Allowance). He suggested either lowering the amount of the allowance or loaning the Town Manager a Town vehicle. He suggested changing section 15 Retirement from “amount equal to 12.5 percent” to not more than 10 percent. He stated that there should be a cap of 15 percent and that it increase by no more than 2 percent per year. He suggested changing section 22 Termination Without Cause from “severance pay equal to six (6) months” to three (3) months.

Town Attorney Tom Baird asked the Commission if they had consensus on three (3) months.

Mayor DuBois explained that they can come to consensus by either approaching each Commissioner's suggestions one at a time or as a group on the entire recommendation. He suggested since they are so far into the document that they should listen to them all as a group.

Commissioner Longtin asked if they could readdress them one at a time.

Mayor DuBois stated yes and that he has had no objections to any of the suggestions so far.

Vice-Mayor Rumsey asked for clarification.

Commissioner Stevens recapped that Commissioner Hockman wants on Section 3 Terms, 60 days instead of 90 days; asked what the amount was for section 14 Automobile Allowance.

Commissioner Hockman felt that the car allowance should not be more than \$350.

Mayor DuBois disagreed with \$350 because it is difficult to lease and insure a car for that amount. He felt it should be between \$500 and \$600.

Commissioner Hockman suggested the use of a Town car.

Mayor DuBois stated that we can supply the car or say nothing at all, but if it is going to be done then it is going to be shared or cover all of it. He asked the other members of the Commission to comment on the topic.

Commissioner Stevens suggested putting \$350 toward the expense of a vehicle that the Town Manager purchases.

Mayor DuBois stated that the suggested \$500 to \$600 generally would cover the cost of the vehicle, insurance, and maintenance.

Commissioner Longtin stated that the intent is not to wipe out their expense, it is to supplement the usage of the car.

Mayor DuBois stated that the intent is to provide a vehicle.

Vice-Mayor Rumsey disagreed that the Town should purchase or pay for a car for someone. He felt that the monthly car allowance is for the use of the vehicle for business the Town Manager performs. He stated that some employees receive mileage reimbursement, but not a flat fee. He felt that between \$350 and \$600 is a fair amount. He stated that he would rather start with \$400, which calculates to \$100 a week.

Mayor DuBois suggested having the Town Manager negotiate what might be fair.

Commissioner Longtin clarified that the Town would then not offer an automobile allowance.

Mayor DuBois stated yes.

Vice-Mayor Rumsey stated that he supported the Mayor statement.

Commissioner Stevens agreed as well and stated that sections 6, 14 and 15 are all interrelated and all items relate to compensation can be negotiated.

Mayor DuBois stated that we can offer it and they can choose to enter into the negotiation.

Vice-Mayor Rumsey asked Commissioner Stevens to continue with the other suggested changes.

Commissioner Stevens stated that he believed what Commissioner Hockman was saying was that in section 15 the Retirement would start at 10 percent and then gradually increasing it to 15 percent. He suggested capping it at 10 percent, if they decide to offer Retirement at all. He stated that in section 21 Termination With Cause and section 22 Termination Without Cause they should both be majority vote and stated that he agreed with Commissioner Hockman that the severance pay should be a lump sum equal to three (3) month's salary not six (6) months. He stated that during the interviews some of the candidates mentioned that they did not want a severance package.

Vice-Mayor Rumsey stated that they all might have said they do not want a severance package during the interview, but it is highly unlikely they would not want one as they negotiate a contract.

Commissioner Hockman stated that under section 19 Equipment, General Business Expenses and Professional Development under cell phones, he felt the allowance should be no more than \$50.00 a month considering a cell phone can be purchased with an unlimited plan for \$30.00.

Mayor DuBois read section 19 to try to understand what Commissioner Hockman was requesting. After reading the section, he felt it states that the Town would provide the hardware of a cell phone and would pay \$100.00 a month for its use.

Commissioner Hockman explained that it meant that the Town will provide them with a cell phone or if they wish to use their own cell phone, the Town would reimburse \$100.00.

Vice-Mayor Rumsey suggested providing the Town Manager with a cell phone and removing the other language.

Commissioner Stevens suggested removing the last two sentences from section 19. "Alternatively, the Town Manger may use a private cell phone and receive a monthly cell phone allowance of \$100.00. The Town Manager shall not be required to supply any receipts or other documentation in order to receive the cell phone allowance."

Commissioner Hockman asked if everyone was in agreement with 15 percent.

Commissioner Stevens felt that 10 percent was appropriate and it should not go above 15 percent.

Mayor DuBois suggested that it be negotiated and putting a cap on it during the meeting but not place it in writing.

Vice-Mayor Rumsey agreed.

Commissioner Hockman stated that it should be documented somewhere what the cap will be.

Mayor DuBois stated that it would be documented in the minutes of the discussion of this meeting.

Commissioner Hockman stated that the contract states that an increase can only be granted by Commission approval.

Mayor DuBois suggested starting at five (5) or six (6) percent.

Commissioner Hockman had no problem lowering it to the suggested amounts.

Commissioner Stevens stated that this is a one-year contract, which can be opened from year to year to renegotiate. He suggested going with 10 percent and if the Commission would like to increase it later, they have the option.

Commissioner Longtin pointed out that its \$10,000 that they would be paying someone and that it is a lot of money. She felt 10 percent was too high, but better than 12.5 percent.

Vice-Mayor Rumsey stated that he would like section 7 Residency.

Mayor DuBois asked which retirement plan this contribution is put in. He asked if the Town has a 401K that we can offer instead of all the different choices.

Finance Director Blake Rane explained that the Town has a 457B plan, which is the equivalent to what a company would offer. He explained that there will be a limit, based on a formula, with 12 percent as the maximum and the Town's contribution would be half or six (6) percent.

Mayor DuBois suggested offering what we have for the Town and when they leave the Town they can transfer, it to whatever account is appropriate.

Finance Director Rane explained that this is a Deferred Compensation Plan and there are policies that define what can be done.

Mayor DuBois asked if there is a 457 plan that the Town has already developed.

Finance Director Rane explained that that Town has two plans, one that employees contribute to and another that the Town contributes to five (5) percent and they are separate because when a person retires they will need to pay tax at a different rate.

Mayor DuBois asked if the Town is going to offer the Town Manager a choice of the maximum and the matching benefit.

Finance Director Rane stated that the Town is not offering a match at this time.

Mayor DuBois stated that it might be something to offer the Town Manager, but place a limit on it of maybe six (6) percent we could then match.

Finance Director Rane stated that when the contract is finalized he can contact the administrator in Tallahassee to make sure what the Town is offering is legal.

Commissioner Longtin asked if we match one does it not mean that we would need to match others as well.

Mayor DuBois stated that this is a contract and the employee is being hired on a contract basis.

Finance Director Rane stated that they would find out if it was legal or equitable. He clarified that legally they can do anything in this contract.

Mayor DuBois did not want the Finance or Human Resource Departments spending a lot of time trying to develop a completely new contract.

Finance Director Rane suggested offering the Town Manager the same that they would offer the other employees.

Mayor DuBois agreed.

Finance Director Rane suggested offering a faster vesting plan and thought they could accomplish this by voting on it separately. He suggested having a separate Resolution created that would show the intent of the Commission.

Commissioner Stevens stated that the Commission is offering direction as to how they feel towards certain sections of the contract as part of the negotiation process and asked if a revised version of the contract will come back to them.

Mayor DuBois stated that as it pertains to this section of the contract the Commission will offer what the other employees receive.

Attorney Baird explained that in his experience with other contract negotiations for Town Managers, their tenures are typically shorter than other employees, so they may have established their own retirement plans, which are portable so that they can take it from job to job. He stated that in most cases what they are looking for is what percentage of

their salary the Commission is willing to contribute that goes into their plan. He stated that the Commission can offer the Town Manager the Town plan but they may say they have their own and that they would rather the Town contributes to that plan.

Mayor DuBois suggested that the retirement is capped at the maximum for the 457 plan.

Vice-Mayor Rumsey stated that he would like to see section 7 Residency removed.

Mayor DuBois requested that consensus from the Commission regarding section 15 be completed before moving on to the next item.

Commissioner Longtin asked what the suggestion was regarding section 15.

Mayor DuBois stated that it would be a 6% contribution to a 457 with a 6% match.

Vice-Mayor Rumsey stated "yes".

Mayor DuBois said thank you.

Commissioner Longtin stated that one person makes it a go.

Mayor DuBois asked for the Commission to tell him otherwise and that silence does not work.

Commissioner Stevens stated that he agrees.

Commissioner Longtin stated "no that is the way it goes around here".

Vice-Mayor Rumsey stated that he would like to see section 7 removed from this document regarding the residency requirement. He stated that he thinks that the Commission had recently discussed this item and that for somebody that lives in the area that it is not fair to them to expect to sell a house, that is probably underwater, and to move into Town. He stated that with cell phones and that kind of thing where they can be here in 10 to 20 minutes and can be contacted at any given time that it would be unfair to require this section. He stated that he would also recommend that section 8 Initial Performance Review and Subsequent Annual Reviews.

Mayor DuBois suggested that the Commission work on section 7 still because the Commission has not decided whom it is picking and if the Commission picks someone from out of town.

Vice-Mayor Rumsey stated that the Commission has decided and stated that the results are on the board. He stated that Mr. Dale Sugerman got four votes.

The ballots are attached as Exhibit "A".

Commissioner Hockman asked if that is the first one or the second.

Mayor DuBois asked Town staff to advise who has won the vote.

Human Resources Director Turner stated that Mr. Dale Sugerman has been selected 4 to 1 as the finalist and Mr. Clarence Hulse has been selected by a vote of 3 to 2 as the alternate.

Mayor DuBois congratulated Mr. Sugerman and Mr. Hulse.

Vice-Mayor Rumsey stated that he thinks that Mr. Sugerman lives in Boynton.

Mayor DuBois stated that is fine and if the Commission wants to delete item 7.

Commissioner Longtin suggested leaving it in the agreement since the document is like a template and a majority of the Commission will be determining otherwise.

Vice-Mayor Rumsey stated that he would like to remove Section 7 from the contract because the contract is negotiable per individual.

Mayor DuBois stated that he does not have a problem with removing this item since Mr. Sugerman is a local person, if that is the consensus of the Commission.

Vice-Mayor Rumsey stated that he thinks that two members have agreed to remove the item.

Commissioner Stevens stated that he would agree to that to because of the proximity of Mr. Sugerman to the Town.

Commissioner Longtin stated that if it does not work out with Mr. Sugerman why Mr. Hulse would be required to move into Town. She felt that it is not fair.

Mayor DuBois stated that the Commission should consider this for purposes of negotiating the contract with the winner and the Commission may have to come back to this.

Vice-Mayor Rumsey suggested adding in "any reductions in staff across the board pay that is recommended by the Town Manager that the Town Manager automatically receive that as well". He stated that one of the things in the previous Town Manager contract was that the Commission was recommending furlough days for the staff and that the former Town Manager took those days, but she did not have to. He stated that he thinks it is important that the person that is responsible for the staff that they be required to take the same hits on their pay, their furlough days as well as anyone else that is serving the Town.

Mayor DuBois stated that he does not necessarily agree with that, but maybe the other Commissioner do.

Commissioner Stevens stated that he understands what Vice-Mayor Rumsey means and perhaps Town Attorney Baird can construct some sort of language that would encapsulate basically an across the board percentage cut that would translate and that he supports it.

Attorney Baird stated that if that is the majority of the Commission's desire he could try to construct something.

Commissioner Hockman stated he supports that.

Commissioner Longtin stated that Section 10 Annual Leave she does not feel is fair that the Town Manager within one year gets the total number of days that an employee of 10 years gets, which is many days.

Vice-Mayor Rumsey asked how many days that is.

Commissioner Hockman stated that he believes that is 26 days.

Human Resources Director Turner stated that she would have to check.

Commissioner Longtin stated that in Section 13 Life Insurance it says, "The Commission shall provide a term life insurance..." and asked why it states the Commission and not the Town shall provide.

Commissioner Stevens asked if Commissioner Longtin wanted to change Commission to Town in Section 12 as well.

Interim Town Manager Titcomb stated that throughout the document that words Commission and Town are used interchangeably. He stated that the Commission does the work of the Town and appropriates the resources.

Commissioner Longtin stated that the spelling error in Section 18 has been caught, that the whole document should be gender neutral, that the automobile allowance is way too high, and same thing on the retirement.

Commissioner Stevens asked if the Commission was ok with \$400 a month.

Commissioner Longtin stated no more than that.

Vice-Mayor Rumsey stated that he thought the automobile allowance was cut out.

Commissioner Stevens asked if there was a majority on the automobile allowance.

Vice-Mayor Rumsey stated that there was consensus from three members of the Commission.

Commissioner Stevens stated that there is consensus to strike Section 14, which is the automobile allowance.

Commissioner Longtin stated that she agrees with the cell phone changes and that the Town should just simply provide it and if they want their own personal cellphone that is there business not the Commission's. She stated that Section 19 Equipment, General Business Expenses, and Professional Development states that the Town Manager does not have to supply receipts.

Commissioner Stevens stated that the last two sentences are being stricken.

Commissioner Longtin asked if in the Sections where it does not speak of having to supply receipts if it is implied that receipts are to be supplied.

Attorney Baird asked which Section Commissioner Longtin is referring. He stated that for the purposes of the Inspector General the Commission would probably want receipts.

Commissioner Longtin stated that if they travel the Town Manager should supply receipts.

Attorney Baird stated that is in the Personnel Policy.

Commissioner Longtin stated that the answer to her question is yes, if it is not stated then it is implied that receipts are to be turned in.

Commissioner Stevens stated that the Town pays for it so the Town tracks it.

Commissioner Longtin stated that she would like a copy of the contract as soon as possible and asked when Attorney Baird was going to begin negotiations.

Attorney Baird stated that he has not given it much thought at this point.

Commissioner Longtin stated that she would like to receive a copy of the contract with all the modifications before negotiations begin to make sure that the Commission agrees with the new contract.

Commissioner Stevens suggested that Mr. Sugerman be given the contract with what the Commission has already given and see what Mr. Sugerman comes back with and then the Commission can review that before the contract is approved. He stated that he thinks that is the cleaner and easier way to do it.

Vice-Mayor Rumsey stated that he agreed with Commissioner Stevens and that he thinks it will be several weeks before the next Commission meeting.

Mayor DuBois stated that Mr. Sugerman could also submit his own contract.

Vice-Mayor Rumsey stated that he is interested in Section 6 Compensation and if the Commission is going to give Attorney Baird any kind of guidelines as far as compensation. He stated that one of the things that Mr. Sugerman put on his application was that he was negotiable on salary, but that he thinks that the Commission needs to give Attorney Baird guidelines.

Commissioner Stevens stated that Mr. Sugerman was making around \$160,000 at Highland Beach.

Vice-Mayor Rumsey stated that Mr. Sugerman is not going to make that in Lake Park.

Commissioner Stevens stated that he agrees.

Mayor DuBois stated that Mr. Sugerman had been at Highland Beach for six years and that was the top of whatever his scale was.

Commissioner Hockman stated that he thought Mr. Sugerman had \$80,000 on his application.

Vice-Mayor Rumsey stated that he looked at Mr. Sugerman's application, could not find it, and asked Human Resources Director Turner and that she replied that the application stated negotiable.

Commissioner Longtin stated that she does not want to go over \$100,000.

Vice-Mayor Rumsey stated that there was one finalist that had between \$80,000 and \$130,000, one at \$90,000, two were negotiable, and one was \$115,000.

Commissioner Longtin stated that it seemed to her that everyone was hovering around \$100,000.

Vice-Mayor Rumsey suggested a range of \$90,000 to \$110,000.

Mayor DuBois agreed with Vice-Mayor Rumsey.

Commissioner Hockman suggested a range of \$80,000 to \$100,000.

Commissioner Longtin stated "yeah".

Commissioner Hockman stated that the Town received 46 applicants and there are a lot of people willing to take the position for \$85,000.

Commissioner Longtin stated that this meeting is televised why the Commission doesn't just say \$110,000.

Mayor DuBois stated that \$110,000 is dependent upon what other compensation is included in the package.

Commissioner Stevens stated that the Commission agreed on retirement, to cut the automobile allowance, the allowance for a personal cell phone and to provide a cell phone so he thinks \$110,000 is appropriate.

Commissioner Longtin asked that when Mr. Sugerman comes back and says he wants the automobile allowance and other items that the Commission has removed, what will the Commission do.

Commissioner Stevens stated that if Mr. Sugerman comes back and wants more the Commission would see what he says. If Mr. Sugerman and the Commission cannot come to an agreement, the Commission will go to the alternate.

Mayor DuBois stated that if the Commission starts at \$90,000 and Mr. Sugerman receives the car, the cell phone and all the other stuff then the Commission will not go to \$110,000 but if he does not want a car, cell phone and all the other stuff then it is at the higher number. He stated that the range depends on what Mr. Sugerman is looking for in additional compensation. He would suggest between \$90,000 and \$110,000.

Commissioner Stevens asked if Attorney Baird had enough direction to negotiate this contract.

Attorney Baird stated it is very clear.

Vice-Mayor asked if Mayor DuBois would be the person contacting Mr. Sugerman to advise him that he received the most votes.

Mayor DuBois stated that he would be happy to.

Vice-Mayor Rumsey asked that currently this is a 4-1 vote and if the Commission would like to revote to get a unanimous consent.

Commissioner Longtin stated that there is consensus.

Mayor DuBois turned the gavel over to Vice-Mayor Rumsey while he called Mr. Sugerman.

PRESENTATION:

Comprehensive Annual Financial Report (CAFR)

Ed Holt of Nolen Holt and Miner CPA presented an overview of the Comprehensive Annual Financial Report.

Commissioner Longtin asked if the CRA was audited.

Mr. Holt stated yes.

Commissioner Longtin asked what Mr. Holt thought about the way the CRA was appropriating labor costs from one department to another. She stated that the procedure is not guidelines or best practices deemed by the State of Florida.

Mr. Holt stated that he thinks Commissioner Longtin is referring to that the Commission can decide to do specific cost accounting allocations from one fund to the other. He stated that some municipalities believe in strict cost accounting and accounting for every hour and they allocate on that basis.

Commissioner Longtin asked if the method Mr. Holt described is best practices.

Mr. Holt stated that a municipality might determine that the cost to try to capture that information might not be as useful as just saying that the municipality is not sure what the amount is, but thinks it is about blank dollars. He stated that he thinks that the Town came up with \$72,000 is it better to just let the general fund pay it that in the condition of the two funds or is it better to spend the time, effort and money to determine exactly how much it is. He stated that the Commission can go to almost to any municipality and there will always be some costs that they just determine because it is not material and that they are not going to trying keep detailed records on.

Commissioner Longtin stated that she read a 2006 audit by the State of Florida on CRAs and that one of the things that the audit spoke of was that true cost accounting is more of a best practice than throwing some percentage at the wall. She stated that she supposes as long as it is legal, to her it is not moral, and if it is legal it is legal. She stated that she does not think it is good accounting to do that.

Mr. Holt stated that if one municipality determines that they know they are using staff from other funds and is it approximately 5% or 6% they may determine that it is insignificant and not account for it. He stated that others might determine that they want to know exactly how much it is and go to the effort to figure that out and bill each fund.

Commissioner Stevens stated that Nolen Holt and Miner CPA performed the independent audit and that the goal was to provide reasonable assurance that the statements are free of material misstatement. He stated that in the Town's recent history there has been some questionable accounting practices and that he currently has full faith and confidence in the Town's Manager and Finance Director. He asked what type of audit a future Commission could use to be a little more through at looking at the Town's books.

Mr. Holt stated that the State of Florida requires an independent audit and in addition to that a municipality may do special reviews. He stated that is why for the past couple of years Nolen Holt and Miner CPA has pushed hard to get a policy and procedures manual in place. He stated that when there is a policy and procedures manual everyone knows exactly how things should be processed so when a special review is done the audit will go in and determine if the policy and procedures were followed.

Commissioner Stevens asked if the staff itself could conduct a special review.

Mr. Holt stated that a special review could be conducted by a Commissioner, citizen, or a third party that is paid for that service. He stated that if he was to apply his resources and money that he would have written policies and procedures that everyone understands and then one can audit by those. He stated having written policies and produces is also a benefit with new staff.

Commissioner Hockman stated that Mr. Holt refers to having written policies and procedures and the rewrite of the handbook. He stated that the Town spent a lot of money and the Town does not have anything on this.

Mr. Holt stated that he is talking about accounting policies and procedures not the handbook procedures. He stated that an example would be for cash receipt and that the document goes through every step for processing a cash receipt. He stated that the policy and procedures would include the major cycles such as cash receipts, cash disbursements, payables and capital assets because not having the policies and procedures clearly defined lends itself to misunderstanding and not doing the process correctly.

Commissioner Hockman stated that the accounting department does not have anything at all and that the CAFR refers to that there have been drafts but it is not complete.

Mr. Holt stated that he believes that it is piece meal, that there is not comprehensive accounting policy and procedures. He stated that he thinks that is because of a lack of resources. He stated that he thinks that everyone is on board and is something that the Town needs. He stated that based on discussions with Finance Director Blake Rane that the policy and procedures manual is going to be one of his priorities.

Commissioner Hockman stated that as far as the audit that there has been a lot of discussion over the last several months regarding the CRA and how the State requires a forensic audit of the CRA every five years and ask if that is true.

Mr. Holt stated that he is not aware of that requirement. He stated that sometimes there is a misunderstanding of what a forensic audit is. He explained that law requires an independent audit. He stated that an entity could do an additional audit that focus on a particular area such as cash, contracts, and investments.

Mayor DuBois asked Interim Town Manager Titcomb and Finance Director Rane how they would like the Commission to proceed with the CAFR.

Interim Town Manager Titcomb stated that the Town has accepted the CAFR and submitted it with a management letter and that this presentation was for education purposes and the opportunity for the Commission to ask questions. He stated that many of the things discussed regarding policies and procedures are being addressed and that staff is keenly aware of the comments and the impact of the comments however, these items take time and resources and it is the goal of staff to get these comments off the audit.

Commissioner Stevens asked if Interim Town Manager Titcomb is talking about the comprehensive accounting policy and procedures manual that staff is working on.

Interim Town Manager Titcomb stated correct and that in practice the Town has policy and procedures that are deployed on all the matters of the finances for the Town but, the policy and procedures have not been formalized and put in a written document that would perhaps remove that comment from the audit.

Mayor DuBois asked if the auditor is going to be able to meet and have contact with all of the Commissioners.

Mr. Holt stated that they would be available at any time and that the Town does have policies and procedures but, that what is important is when it is documented and everyone understand and then it is easy to be challenge to be able to see does it make sense and if it is a good policy. He stated that his firm audits whatever policy and procedures the Town has in place.

CONSENT AGENDA ITEMS:

- 2. Regular Commission Meeting Minutes June 6, 2012.**
- 3. Palm Beach County Homeless Resource Center/Law Enforcement Interaction and Referral Interlocal Agreement.**
- 4. Palm Beach County Criminal Justice Commission Fiscal Year 2013 Allocation of Justice Assistance Grant Funds.**

Commissioners Hockman and Longtin requested to pull item number 3 from the consent agenda.

Motion: A motion was made by Vice-Mayor Rumsey to approve items 2 and 4 on the Consent Agenda; Commissioner Stevens made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

3. Palm Beach County Homeless Resource Center/Law Enforcement Interaction and Referral Interlocal Agreement.

Interim Town Manager Titcomb stated that The Board of County Commissioners approved the opening of the Senator Phillip D. Lewis Homeless Resource Center (HRC) on July 2, 2012, and is encouraging all Palm Beach County municipalities to participate in the Agreement by making referrals to the HRC. The purpose of the Agreement is to adopt the Law Enforcement Agencies best practices for Interaction with the Homeless and establish the HRC Referral Procedures. There are no fees or charges associated with

making referrals to the HRC, except for those, which the municipality authorizes if it chooses to use the County's contracted transport provider for transport of the homeless to the HRC.

Commissioner Hockman stated that if the Town has homeless, and he does not believe that the Town has this problem, that if the Town wanted to send someone to the HRC the Town would have to call somebody and if the person gets down there and they do not want to be there the Town has to pay to bring them back. He stated that he does not see a real need for this at this time. He stated that this a County expenses and it is paid for through County taxes and he is not sure why there are additional costs for the local Towns.

Interim Town Manager Titcomb stated that the cost that Commissioner Hockman is referring to would be insignificant in terms of the day-to-day operations in law enforcement and that this is a protocol issue not a cost issue. He stated that the system is a Countywide system that has already been designed and collaborated upon by multiple local governments and agencies. He stated that this would be the best practice recommendations for dealing with the homeless issue on a regional scale. He stated that every Town has homeless persons and issues.

Commissioner Stevens stated that he supports the mission of the Homeless Resource Center (HRC) and the centralized intake assessment center that offers temporary interim housing for individuals that want to end their own homelessness. He stated that he supports the purpose of the agreement, which is to ensure that PBSO is sensitive to the needs of the homeless. He asked if the agreement should just be between the County and PBSO because it seems like the County is training the Town and the Town is training the officers why doesn't the County just train the officers.

Mayor DuBois stated that County officers are already trained, but the County wants to make sure that independent law offices use a consistent set of policies to interact with the homeless.

Interim Town Manager Titcomb stated that technically speaking PBSO is the Town's Police Department under contract so even though it is the same entity this is just a contractual confirmation.

Commissioner Stevens asked if PBSO is agreeing to follow these best practices because the Town is contracting on behalf of a third party and does not know why it is being done this way.

Interim Town Manager Titcomb stated that PBSO was at the table in the development of these policies and cannot image why they would not want to be practicing them.

Commissioner Stevens asked if the County trains PBSO directly or if PBSO has to go through the Town.

Lt. Pete Palenzuela stated that PBSO has its own training division and that if the County has a certain protocol then PBSO aborbs that protocol into the training.

Mayor DuBois stated that the provision regarding training from the Town is if the Town did not have PBSO then the Town would be required to have the officers trained.

Commissioner Longtin stated that she is in support of the item and asked how much it would cost the Town and how will the Town know the true cost. She asked if the cost would be added to the Town's contract with PBSO.

Lt. Palenzuela stated that he is not the contact for contract negotiations but, that he knows that the Town pays a flat fee and that there are other things that PBSO is absorbed by PBSO.

Mayor DuBois stated that addressing the homeless is a part of PBSO's regular mission and this is a solution. The only fee that he sees that the Town would be responsible for is the fare to the establishment or if they want to return to where they started from.

Commissioner Longtin stated that page 204 of the best practices states that Homeless Sexual Offenders or Predators are not allowed at the facility as those people under the supervision of the Florida Department of Corrections (FDOC) and that they shall be free to go as long as their actions are lawful. However, if they are homeless that is part of the problem with the sexual offender or predator, they do not have an address and asked if a person is homeless and on the list don't they need to have an address or at least check in with someone.

Lt. Palenzuela stated that there is a unit at PBSO, called Sexual Predator/Offender Tracking System, which deals with the persons that claim homelessness and are on the Sexual Predator/Offender list.

Commissioner Longtin stated that a person on a Sexual Predator/Offender does have to have an address and if they are not able to produce identification then they are free to go; all they have to do is claim homelessness.

Lt. Palenzuela stated that they do not get to claim homelessness they have to establish residency or where they are going to be staying and the law enforcement agency goes to that location and verify that the Sexual Predator/Offender is actually residing at that location. He stated that it is rare to come across someone in one of these programs that do not abide by the rules because if they do not they are in violation and they go back to the original sentencing guidelines.

Commissioner Longtin asked if the officer runs into someone and they appear to be homeless and if they have no identification how does the officer confirm if they are on a list or not.

Lt. Palenzuela stated that PBSO has other ways to confirm a person's identity and that they do not take things for granted. PBSO has provided information and equipment to the officers so that they can identify a person in the field.

Commissioner Stevens called the question.

Commissioner Longtin stated that she would like for items that have something to do with PBSO that they be contacted to make sure they know about the item.

Mayor DuBois stated that the question has been called.

Motion: A motion was made by Vice-Mayor Rumsey to approve item 3 on the Consent Agenda; Commissioner Stevens made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

Board Membership Application:

Alternate membership to the Planning and Zoning Board

Town Clerk Vivian Lemley stated that Mr. Lloyd has been appointed to the Planning and Zoning Board as an alternate member.

The ballots are attached as Exhibit "B".

Commissioner Longtin asked if the Town was still looking for one more member for the Planning and Zoning Board.

Interim Town Manager Titcomb stated that there is one more alternate opening on the Planning and Zoning Board.

Commissioner Stevens asked that if there is anyone interested in serving as an alternate member on the Planning and Zoning Board to apply.

RESOLUTIONS:

2. Resolution No. 12-06-12 July Meeting Schedule

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA CANCELLING THE FIRST REGULAR SCHEDULED MEETINGS FOR THE MONTH OF JULY 2012, AND SETTING THE DATE FOR A BUDGET WORKSHOP MEETING OF THE COMMISSION FOR

WEDNESDAY, JULY 11, 2012 AT 7:00 PM; AND PROVIDING AN EFFECTIVE DATE.

Motion: A motion was made by Vice-Mayor Rumsey to approve Resolution 12-06-12; Commissioner Stevens made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

3. Resolution No. 13-06-12 Signature Authority for Finance Director Blake Rane

A RESOLUTION OF THE TOWN OF COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPOINTING FINANCE DIRECTOR BLAKE K. RANE AS AN AUTHORIZED SIGNOR ON PNC BANK ACCOUNTS PAYABLE ACCOUNT #1201423864, PAYROLL ACCOUNT #1201624885, REVENUE ACCOUNT #1201634645, AND NOW ACCOUNT #1203185468 REMOVING ANNE M. COSTELLO ON SAID ACCOUNTS, DIRECTING THAT ALL AUTHORIZED SIGNATORIES ON SAID ACCOUNTS COMPLETE AND EXECUTE SIGNATURE CARDS, FACSIMILE SIGNATURE CARD, AND RESOLUTIONS AND/OR OTHER BANK DOCUMENTS NECESSARY TO EFFECT THE IMPLEMENTATION OF THIS RESOLUTION; DIRECTING THE TOWN CLERK TO PROVIDE CERTIFIED COPY OF THIS RESOLUTION TO THE BANKING INTUITION NAMED HEREIN; PROVIDING FOR AND EFFECTIVE DATE.

Motion: A motion was made by Vice-Mayor Rumsey to approve Resolution 13-06-12; Commissioner Stevens made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		

Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

4. Resolution No. 14-06-12 Town Manager 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 TOWN MANAGER; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Longtin stated that number 2 states that the Town Manager provides staffing for the appointed boards and asked if staffing is being provided for the appointed boards.

Attorney Baird stated that the item just means that a clerk would be provided to take minutes. He provided the example of the Planning and Zoning Board that the Community Development Director would staff it.

Commissioner Longtin stated that number 3 states that the Town Manager directs all department heads to file monthly reports and asked if the Commission can get a monthly report from the Town Manager as well. She stated that is actually standard operating procedure (SOP) in some municipalities and that the Commission used to have one.

Attorney Baird stated that would be up to the Commission.

Interim Town Manager Titcomb stated that he has been providing a written report twice a month at each Commission Meeting.

Vice-Mayor Rumsey stated that he does not have a problem adding that into the job description.

Interim Town Manager Titcomb asked if the monthly report is being added as an actual requirement in the job description.

Commissioner Stevens asked if a monthly report is too onerous and if a bi-monthly report would be better.

Vice-Mayor Rumsey stated that every department head does a monthly report and that the Town Manager can as well.

Commissioner Longtin stated that the old Town Manager job description required that the Town Manager have a valid Florida Driver's License, but does not see that requirement in the new job description and asked if that requirement should be included. She stated that if the Town is going to give the Town Manager a car or allow the usage of a Town

car that they should be required to have a valid Florida Driver's License. She asked if there needs to be a requirement added regarding the Town Manager be here during a hurricane.

Motion: A motion was made by Commissioner Longtin to approve Resolution 14-06-12 as amended; Commissioner Stevens made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

DISCUSSION AND POSSIBLE ACTION:

Florida League of Cities 86th Annual Conference - A Commitment to Life Long Learning and Voting Delegate

Mayor DuBois stated that this is to appoint a voting delegate for this particular conference. He stated that he is not anticipating attending this conference.

Vice-Mayor Rumsey asked who on the Commission is attending the conference.

Interim Town Manager Titcomb stated that Commissioners Hockman and Longtin have confirmed that they will be attending the Conference.

Commissioner Stevens asked how much it cost to attend the conference, if the Town can afford it in the budget and if the Town is submitting any Resolutions by the July 18, 2012 deadline.

Interim Town Manager Titcomb stated that the Commission has not directed that any Resolutions be submitted. He stated that there are too many numbers to give an exact amount and stated that there is a registration fee, hotel night, and travel mileage reimbursements that would need to be calculated.

Commissioner Stevens stated that the Conference is only an hour away so one could drive.

Mayor DuBois asked if the Commissioners attending are staying at the hotel.

Commissioner Longtin stated “yes” and asked what time the conference starts every morning.

Interim Town Manager Titcomb stated that meetings start at 7:00 am and typically meetings and events go until to 9:00 or 10:00 pm and it is more than an hour drive to Hollywood during those time of day.

Commissioner Stevens stated that given what the Town’s budget is he would encourage the Commission to take a look at these costs and whether the Commission should be sending members of the Commission to the conference.

Commissioner Longtin stated that she did not attend last year and the Town paid for other Commissioners to go.

Interim Town Manager Titcomb stated that he believes that the item has been budgeted to participate in these functions.

Commissioner Stevens requested that the information be brought back at the next Commission meeting and that he thinks the next meeting is before the registration deadline.

Interim Town Manager Titcomb stated that in terms of the item before the Commission that at least two Commissioners are planning to attend the conference. He stated that if the Commission was comfortable they could designate the two members that have confirmed as the voting delegates.

Commissioner Longtin stated that she plans on attending the conference, but does not want to be the voting delegate in case she needs to drop out for work related reasons and recommended Commissioner Hockman be named the voting delegate.

Mayor DuBois asked Commissioner Longtin if she would like to be the alternate.

Commissioner Longtin stated that she would be an alternate.

Mayor DuBois suggested checking the conference schedule and determine if it is critical to be in attendance at early morning and late night activities before booking the hotel.

Commissioner Stevens stated that generally the first and last day are fluff.

Commissioner Longtin stated that she attends all the classes that she can.

Commissioner Stevens stated that as far as being a voting delegate and attending the real meat of the conference and suggested saving the Town several hundreds of dollars by not doing the hotel.

Mayor DuBois stated that he agreed with Commissioner Stevens’ suggestion.

Commissioner Longtin stated that she requested the cheapest room possible.

Interim Town Manager Titcomb stated that he would get the information for Commissioner Stevens and requested that the Commission take action on the designation of voting delegates.

Motion: A motion was made by Commissioner Longtin to appoint Commissioner Hockman as the Voting Delegate and Commissioner Longtin as the Alternate; Commissioner Stevens made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Mayor DuBois had no comments.

Commissioner Hockman had no comments.

Commissioner Stevens had no comments.

Commissioner Longtin thanked the residents for participating in the Town Manager selection process. She thanked the Town staff for all the work that they did and for providing the backup on Tuesday instead of Friday. She stated that the Sunset Celebration will be on June 29, 2012 from 6:00 pm to 8:00 pm. She stated that she passed out a rendering of the Earl Stewart Flag pole request at the last Commission Meeting and provided a copy to the Town Clerk to keep in the files for the last Commission Meeting. (see Exhibit "C") She stated that the Senator Philip D. Lewis Homeless Resource Center grand opening will be on June 25, 2012 at 8:30 am at 1000 45th Street, West Palm Beach and wished them luck and success. She congratulated Mr. Sugerman on selection as the Town Manager finalist. She stated that it was interesting during the interviews to find that the Town has had talented professionals in Town that the Commission should have been reaching out to for assistance. She stated that she hoped that in Town talent still decides to stay active in Town. She stated that the Town will be hosting an Independence Day Picnic on July 1, 2012 from 11:00 am to 4:00 pm and wished everyone a wonderful Independence Day.

Vice-Mayor Rumsey thanked the staff for volunteering on Saturday for the Town Manager interviews. He requested that Mayor DuBois, with consensus from the Commission, to send a letter to Kurt Bressner thanking him for all that he and the Range Riders did to assist the Commission in the Town Manager selection process.

Mayor DuBois and Commissioner Stevens concurred with Vice-Mayor Rumsey suggestion.

Vice-Mayor Rumsey stated that Lt. Palenzuela will be leaving Lake Park and that he will be missed by the Town. He thanked Lt. Palenzuela for all that he has done for the Town and wished him well.

Attorney Baird stated that he has a conflict for the August 1, 2012 meeting and either one of the firm's associates or partners will attend the meeting. He stated that he has 100 tickets for the Town of Lake Park employees to attend the baseball game and fireworks at Roger Dean Stadium on July 3 or 4, 2012. He stated that the cost of each ticket is \$5.50.

Interim Town Manager Titcomb provided a progress report (Exhibit "D").

BALLOT FOR SELECTION OF TOWN MANAGER

Please vote for one finalist (Please return this completed ballot to the Town Clerk.)

Kimberly K. Glas-Castro

Vote Here _____

Clarence L. Hulse

Vote Here _____

David Strohl

Vote Here _____ (2)

Dale S. Sugerman

Vote Here (1) ✓ _____

✓ ✓



Signature

BALLOT FOR SELECTION OF TOWN MANAGER

Please vote for one finalist and one alternate (Please return this completed ballot to the Town Clerk.)

Stephen J. Cottrell
Vote Here Withdrew

Kimberly K. Glas-Castro
Vote Here _____

Clarence L. Hulse
Vote Here ✓ ✓

David Strohl
Vote Here _____

Dale S. Sugerman
Vote Here _____

I am voting for MR. Hulse as both finalist and alternate. ✓✓

J. Longtin June 20, 2012
Signature

BALLOT FOR SELECTION OF TOWN MANAGER

Please vote for one finalist (Please return this completed ballot to the Town Clerk.)

Kimberly K. Glas-Castro

Vote Here _____

Clarence L. Hulse

Vote Here 2 _____

David Strohl

Vote Here _____

Dale S. Sugerman

Vote Here (circled X) 1 _____

✓
✓

KLH

Signature

BALLOT FOR SELECTION OF TOWN MANAGER

Please vote for one finalist (Please return this completed ballot to the Town Clerk.)

Kimberly K. Glas-Castro

Vote Here _____

Clarence L. Hulse

Vote Here _____

David Strohl

Vote Here _____ 

Dale S. Sugerman

Vote Here _____  



Signature

BALLOT FOR SELECTION OF TOWN MANAGER

Please vote for one finalist and one alternate (Please return this completed ballot to the Town Clerk.)

Stephen J. Cottrell

Vote Here _____

Kimberly K. Glas-Castro

Vote Here _____

Clarence L. Hulse

Vote Here alternate

David Strohl

Vote Here _____

Dale S. Sugerman

Vote Here finalist



Signature

BALLOT

Hockman

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. WE HAVE A NEW APPLICANT FOR THIS BOARD AS AN ALTERNATE MEMBER.

Alternate Member

	Yes	No
James Lloyd	<u>✓</u>	<u> </u>

- NO OTHER APPLICATIONS HAVE BEEN RECEIVED

BALLOT
LONGTIN
MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER
PLANNING & ZONING BOARD WITH TWO ALTERNATES.
WE HAVE A NEW APPLICANT FOR THIS BOARD AS AN
ALTERNATE MEMBER.

Alternate Member

James Lloyd

Yes

No

- NO OTHER APPLICATIONS HAVE BEEN RECEIVED

BALLOT

Tim Stevens

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. WE HAVE A NEW APPLICANT FOR THIS BOARD AS AN ALTERNATE MEMBER.

Alternate Member

James Lloyd

Yes

No

- NO OTHER APPLICATIONS HAVE BEEN RECEIVED

BALLOT

Kendall Rumsey

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. WE HAVE A NEW APPLICANT FOR THIS BOARD AS AN ALTERNATE MEMBER.

Alternate Member

James Lloyd

Yes

No

- NO OTHER APPLICATIONS HAVE BEEN RECEIVED

BALLOT

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. WE HAVE A NEW APPLICANT FOR THIS BOARD AS AN ALTERNATE MEMBER.

Alternate Member

James Lloyd

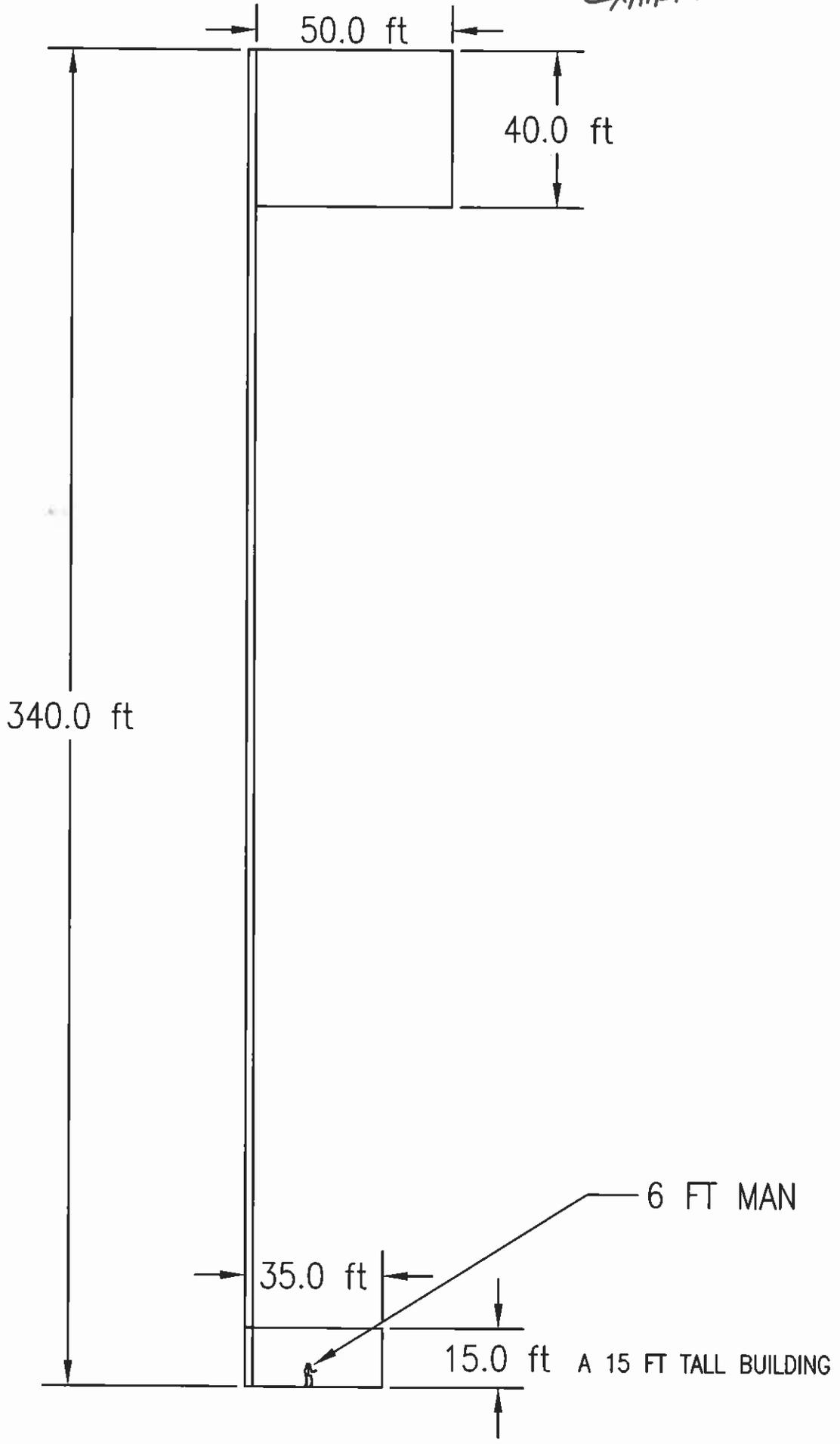
Yes

No

_____ ✓

- NO OTHER APPLICATIONS HAVE BEEN RECEIVED

Exhibit "C"





TOWN OF LAKE PARK

MEMO

To: Town Commission
From: Jamie Titcomb, Interim Town Manager
Date: June 20, 2012
Subject: Interim Town Manager Report

ITM Updates:

Page 1 of 2

- **CRA** – We will hear finalist presentations from the groups vying for the 800 Park Avenue Gallery this evening. The Town will benefit greatly from placing community oriented programming in this facility that has remained dark too long. Finance Director Blake Rane presented the “State of the CRA” financials to the board (June 6th). Tonight, I present specific recommendations for a forecasted future of “CRA Light” for the next budget year to help get the town through tough fiscal times, while protecting the significant investments made in our “curb appeal,” until better economic times return and the CRA reaps the full intended benefits upon the town.
- **Finance** – Tonight, the CRA Board and Town Commission may discuss realignment issues of budget and prioritization of strategies moving forward. The Town’s auditing firm will be presenting our 2011 CAFR “clean audit” tonight as well. The internal (staff development) budget process is in progress for the FY’13 budget cycle. The Town Commission will establish the schedule of upcoming meetings and workshops for the processing of the next budget at tonight’s meeting.
- **Budget Structure Overhaul** – As we continue to examine and analyze the budget of the town, our aim is to simplify the process, provide transparent accountability, better communicate and apply best practices to the complex financial systems of the town. Besides some of the specific proposals delivered to you thus far, additional enhancements and recommendations will be brought to you as part of the FY2013 Budget preparation cycle. Commissioners have expressed a high interest in “true cost accounting” in all the areas of the town’s program of work and services and our aim is to provide just that as we go...
- **Employees** – We are pleased to announce new employees that have joined our staff this week:
 - James C. Hart, Jr. as the new Marina Director.
 - Ahmad Hadi, as the new part-time Accountant in Finance (CPA).
 - Peter Mikes, Jr., as the new Equipment Operator II at Public Works.
- **Marina** – New Marina Director, James C. Hart, Jr. (“Jamie”) started Tuesday, June 19th. James is a Certified Marina Manager with over two decades of marina industry experience in South. He is on board and getting his feet wet (literally). We welcome Jamie and are excited about the future of successful marine hospitality and facilities operations under his tutelage.

- **Recreation** – Kathleen Carroll is off and running with the Town's 2012 Summer Camp program. She's also working on plans for the upcoming "Town Picnic" to be held in Kelsey Park on July 1st. This week we met with staff members across departments to begin streamlining the policies and protocols for Town Rental facilities and amenities, deploying best practices and streamlined paperwork systems to the extent possible. Soon, we hope to have the application process for facility rentals mounted to the website to make the process that much easier for our citizens and customers.
- **Etcetera** – This is a bitter-sweet reflection at this moment in time... It really wasn't that long ago that I was recruited to come here to help the Town of Lake Park weather the storm and transition over a period of time from some tumultuous recent history, and yet it seems a long time as we've gotten so much done, or at least gotten things moving forward in the right directions. My month-long engagement turned into almost five and I have gone about trying my best to solve problems, heal people, mend political fences and do the heavy lifting where ever possible to get things done, or just take one for the team when they needed that too. I guess my reputation as the "Dr. Phil" of local government preceded me. I have truly enjoyed this assignment and to my pleasant surprise, really discovered all the wonderful things about the town, the opportunities, and the diverse and engaged residents and dedicated loyal staff in this unique place. There are also so many new initiatives and projects that we've managed to line up on the horizon and I very much look forward to watching those opportunities land and grow in the town of Lake Park. I'm not going very far away, so I hope I'll be there to cheer and help the town along when possible on a very bright future! Of course I remain committed to helping the town hand over its management to the next able-bodied leader in a condition better than I found things. I wish you the best luck and successful outcomes as you select and move forward with the next town manager candidate that is before you on your agenda tonight!

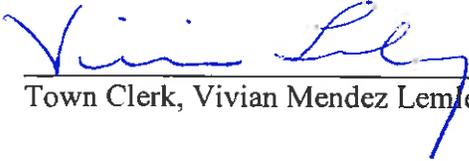
Thank You! - JT

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Rumsey and seconded by Commissioner Stevens, and by unanimous vote, the meeting adjourned at 11:00 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez Lemley, CMC



FLORIDA

Approved on this 18 of July, 2012



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, June 20, 2012,
Immediately Following the
CRA Board Meeting
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kendall Rumsey	—	Vice-Mayor
Steven Hockman	—	Commissioner
Jeanine Longtin	—	Commissioner
Tim Stevens	—	Commissioner
.....		
Jamie Titcomb	—	Interim Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez Lemley, 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**
- B. **INVOCATION**
- C. **PLEDGE OF ALLEGIANCE**
- D. **ROLL CALL**
- E. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**
- F. **PRESENTATION:**
 - 1. **Comprehensive Annual Financial Report (CAFR)**
- G. **PUBLIC and OTHER COMMENT:**

Tab 1

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.

H. **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.

Recommended For Approval:

- | | |
|---|--------|
| 2. Regular Commission Meeting Minutes of June 6, 2012 | Tab 2 |
| 3. Palm Beach County Homeless Resource Center/Law Enforcement Interaction and Referral Interlocal Agreement | Tab 3 |
| 4. Palm Beach County Criminal Justice Commission Fiscal Year 2013 Allocation of Justice Assistance Grant Funds | Tab 4 |
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| I. <u>BOARD MEMBERSHIP APPLICATION:</u> | |
| 5. Alternate Membership for Planning and Zoning Board | Tab 5 |
|
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| J. <u>RESOLUTIONS:</u> | |
| 6. Resolution No. 12-06-12 July 2012 Meetings Schedule | Tab 6 |
| 7. Resolution No. 13-06-12 Signature Authority for Finance Director Blake Rane | Tab 7 |
| 8. Resolution No. 14-06-12 Town Manager Job Description | Tab 8 |
|
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| K. <u>DISCUSSION AND POSSIBLE ACTION:</u> | |
| 9. Florida League of Cities 86 th Annual Conf–A Commitment to Life Long Learning and Voting Delegate | Tab 9 |
| 10. Selection of Town Manager | Tab 10 |
|
 | |
| L. <u>COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:</u> | |
|
 | |
| M. <u>ADJOURNMENT:</u> | |