



Minutes
Town of Lake Park, Florida
Special Call Commission Meeting
“Budget Workshop”
Wednesday, July 11, 2012, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Special Call Commission Meeting “Budget Workshop” on Wednesday, July 11, 2012 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioners Steven Hockman, Jeanine Longtin and Tim Stevens, Town Manager Dale S. Sugerman, and Town Clerk Vivian Lemley. Commissioner Stevens arrived at 6:35 p.m. and Town Attorney Thomas Baird was absent.

Mayor DuBois welcomed Town Manager Dale S. Sugerman and then led the Pledge of Allegiance. Town Clerk Vivian Lemley performed the Roll Call.

DISCUSSION:

Town Manager Dale S. Sugerman introduced himself and presented the “preliminary tentative” budget, which was prepared by himself and the Finance Director. The attached Town Manager message (See exhibit “A”) explains the “plan” for this fiscal year’s budget.

Commissioner Stevens asked when the final tentative budget would be provided to the Commission.

Town Manager Sugerman explained that the Commission would be setting that date as per agenda item D4 entitled “Setting the next Budget Workshop Date”.

Commissioner Longtin asked if the document would be available for review by the citizens.

Town Manager Sugerman stated “yes”.

Finance Director Blake Rane appreciated working with Town Manager Sugerman over the past eight (8) days on preparing the preliminary budget. He presented an overview of the budget. (See exhibit “B”)

Commissioner Stevens asked what FTE’s stands for in slide 5.

Finance Director Rane explained that FTE stands for Full Time Equivalent.

Commissioner Longtin stated that on slide 3 the total count of residential properties in Town equals less than 2200 dwelling units, but thought that there were 3500 dwelling units in Town. She asked how many empty properties there are in Town.

Finance Director Rane stated that he did not have that figure at the moment, but would provide that number.

Town Manager Sugerman explained that even if a property was vacant, it would still hit the property tax rolls and should appear in the total count. He stated that they went to the Property Appraiser office and they believe the number is accurate.

Finance Director Rane explained that these are the properties that are listed as residential by the Property Appraiser.

Commissioner Longtin stated that she would figure out where she got the 3500 resident number from, and thanked Mr. Rane.

Vice-Mayor Rumsey asked what the numbers added up to.

Finance Director Rane stated about 2200.

Commissioner Longtin stated that the number was 2141.

Finance Director Rane explained that there are a number of properties with zero value, which maybe why the numbers are different.

Commissioner Longtin asked what would cause a zero value.

Town Manager Sugerman explained that any property that has an assessed value of \$49,000 or less.

Finance Director Rane clarified that any home that has an assessed value of less than \$25,000 and is homesteaded would have a zero value. He explained how homestead works and that the first \$25,000 is homesteaded off, the next \$25,000 is taxed, and the third is homesteaded off. So if a property is valued at less than \$25,000 and it has a homestead on it, then it would be zero.

Commissioner Longtin stated that she hopes the Town does not have any of those. She stated that her numbers could be off.

Commissioner Stevens stated that there could be several of those in Town.

Vice-Mayor Rumsey explained that there were two homes on his street that basically sold for that.

Finance Director Rane continued his presentation and explained that on slide 7 it shows budget versus the decrease of General Fund revenue by the Town.

Commissioner Stevens asked if the \$8.1 million is assuming the Town adopts an 8.4 Millage rate.

Finance Director Rane stated that he was correct.

Town Manager Sugerman explained that the difference between the two numbers, Revenue of \$8.1 million and Expenses of \$8.2 million is the \$216,000 gap that was mentioned in exhibit "A", page 2 paragraph 2.

Finance Director Rane explained that they have included a \$100,000 carry forward of surplus and on the last page of the Non-Departmental – 900 tab it includes a \$125,000 addition to the General Fund, Fund Balance. He explained that the net of those two accounts, once they get in balance would mean that they would increase Fund Balance for the General Fund by a goal of \$25,000. He explained that if they do not need the \$100,000 of expense, then they would be at \$125,000, which would allow for a little flexibility.

Town Manager Sugerman clarified that as a last resort they would use \$100,000 of transferred funds, and if they do not then it would be \$125,000 to the good.

Finance Director Rane stated that transfer is the correct terminology. He referred to slide 8 and explained what revenue would be collected for each of the Millage rates listed.

Town Manager Sugerman clarified what slide 8 meant to the residents. He explained that the proposed Millage rate of 8.4000 would generate zero dollars towards the General Fund. If the Millage rate of 8.4250 were set the Town would collect \$9,754 more dollars than the proposed 8.4000 Millage rate. He explained that if the Millage rate is set at 8.5083, the Town would generate \$42,255 more than in the proposed budget.

Finance Director Rane explained slide 9 as the goals for this evenings meeting. He explained that the proposed budget is based on no adjustment to the Stormwater or Refuse rates, and he does not anticipate making any changes to those rates.

Mayor DuBois stated that the Stormwater and Refuse rates are non Ad-Valorem assessments.

Finance Director Rane agreed.

Town Manager Sugerman included that those rates will appear on the tax bill.

Finance Director Rane stated that the rates will be the same as last year with no adjustment. He stated that the second item on slide 9 is setting the next Budget Workshop date, which was brought up earlier by Commissioners Stevens. He stated that on slides 10 through 12 are the July, August, and September calendars with the proposed workshop dates highlighted in bold.

Vice-Mayor Rumsey stated that August 8th is not good for him.

Town Manager Sugerman explained that there are several other vacant dates available, it does not have to be August 8th.

Commissioner Stevens asked if everyone would be available on August 22nd.

Vice-Mayor Rumsey stated that he would not be available from August 4 through 12th.

Commissioner Longtin asked about August 13th or 16th.

Commissioner Stevens proposed August 22nd. He asked if the final proposed balanced budget could be prepared prior to August 22nd.

Town Manager Sugerman stated that the final proposed balanced budget could be available in three weeks.

Vice-Mayor Rumsey asked when the information needed to be sent to the Property Appraisers' Office.

Finance Director Rane stated that on the July calendar (slide 10) it shows a big box with the words "Palm Beach County's Requested DR 420's Dead Line", July 27th. He explained that the next two items on slide 9 are setting the "Current Year Proposed Operating Millage Rate", which is the highest rate that we can enact in this fiscal year, which will be included in the mailing. He explained that item two is setting the "First Public Budget Hearing" date, time, and location and referred to slide 12. He suggested meeting on September 12, 2012.

Commissioner Hockman recapped that the Property Appraisers' Office needs to be notified by July 27th, and asked can the current Millage rate be kept.

Finance Director Rane stated that we can do whatever is agreed upon.

Commissioner Stevens stated that he believed that they had reached consensus that they do not want to go higher than 8.5 Mills and can vote on it today.

Mayor DuBois stated that he did not believe the Commission had to vote of this item today.

Town Manager Sugerman clarified that Finance Director Rane needs to advise Palm Beach County of the maximum tentative Millage rate because the Assessor's office sends out the proposed notice with that information. He explained for those that do not understand the process that at the beginning of this process the maximum tentative Millage rate is set so that it can go in the notice to notify the public of the maximum they will be paying in taxes. He stated that in every subsequent meeting after the notice is sent the rate can be lowered but by law it cannot go higher. He explained that tonight they need to set the tentative maximum proposed Millage rate so that the Finance Director can report to the Assessor's office.

Mayor DuBois stated that they were provided all the rates except the Roll Back Rate, which is the rate that will generate the equivalent of this year.

Town Manager Sugerman explained that the roll Back Rate is the rate that is known as what rate next year will bring in the same dollars as the current year. Since the assessed values are going down, there is less to tax; the Roll Back Rate could actually go up.

Commissioner Stevens asked if that would be 8.8 Mills.

Town Manager Sugerman explained that by law we can go up as high as 8.8057 Mills and a property tax payer would pay no more in taxes next year. If the Commission would like to keep tax payment levels year over year, a tentative tax rate could be set at 8.8057 Mills.

Commissioner Longtin clarified that the tax payer would pay no more in municipal tax only. She stated that it would not include what others charge, for example the County. She emphasized that it would be the Town of Lake Park tax only.

Town Manager Sugerman thanked Commissioner Longtin for the clarification.

Commissioner Longtin asked if they were going to go through the budget at all.

Commissioner Stevens stated that for these purposes they needed to set the Millage rate and that they would have two or three more meetings in which they could go through each line item of the budget. He stated that tonight's meeting should be limited to broad strokes and filling the requirements by the deadlines.

Mayor DuBois explained why he is concerned with going lower than the roll back rate or remaining at the current Millage rate. He stated that if they move forward with a proposed budget at the same rate, they would be repeating the same offence. He stated that with all the vacant Department Head position, those dollars were utilized this year, but the Town would have been in a much worse financial situation had those positions not been vacant. He felt that if the Millage rate stays at the same rate that the Town's financial situation will be worse next fiscal year. He suggested setting the Millage at the Roll Back Rate and working their way down from there, rather than putting themselves in a worse situation. He explained that he has been so concerned that he thought of asking if he could write a letter requesting a line of credit because the situation seemed to be getting worse. He explained that a balance transfer had been made from the Sanitation Fund to the General Fund to make up the difference.

Commissioner Longtin stated that she wanted to go through the budget and felt that it was what they were going to do at this meeting. She explained that if Town Manager Sugerman feels that setting the Millage rate at 8.4 Mills is doable then she's all for it. She stated that she is not in favor of raising the Town taxes.

Mayor DuBois explained that it does not raise the taxes; it generates that same amount of Ad-Valorem revenue.

Commissioner Longtin stated that it is raising the tax. She explained that it give the Town the same amount of money, but try telling that to the tax payer.

Commissioner Stevens clarified by saying that technically by raising the Millage the Town still gets the same amount in revenue.

Commissioner Longtin stated that until they have an opportunity to review the entire budget she would support staff suggestions.

Mayor DuBois believed that everyone had made notes regarding the budget.

General Fund - 001

Commissioner Stevens clarified that they had now moved into agenda item number 2, Commission Discussion of the Presented Preliminary Fiscal Year 2012/2013 Budget.

Commissioner Longtin stated that they had jumped around the agenda and discussed items 3, Discussion of the Storm Water and Refuse Rates; 4, Setting the next Budget Workshop Date; 5, Setting the "Current Year Proposed Operating Millage Rate"; and 6, Setting the "First Public Budget Hearing" Date, Time and Place, because they needed to focus on those questions as they review the budget.

Mayor DuBois recapped that they had settled agenda item numbers 4 through 6 and that they had touched upon item number 3, Discussion of the Storm Water and Refuse Rates. He explained that staff is recommending that the rates remain the same, but maybe they should be raised.

Commissioner Longtin stated that she would agree with staff recommendations at this point to not raise the rates.

Commissioner Stevens attempted to refocus the attention back to the agenda and go back to item number 2, Commission Discussion of the Presented Preliminary Fiscal Year 2012/2013 Budget before jumping to the other sections of the agenda.

Mayor DuBois asked the Commission which one of them had notes to which tab of the agenda book.

Commissioner Longtin suggested going through each fund and asking questions during that time.

Mayor DuBois agreed that they would start with the General Fund and then move through each fund in the book.

Commissioner Longtin asked if the public was going to have an opportunity to speak at this meeting.

Mayor DuBois stated that there will be Public Comment as item E on the agenda.

Vice-Mayor Rumsey asked if this budget represented the allocations of the Community Redevelopment Agency (CRA) percentages that were to be placed back in the General Fund.

Finance Director Rane stated “yes” they have been absorbed into the General Fund.

Vice-Mayor Rumsey if the item would be brought back for Commission approval to absorb those amounts into the General Fund.

Town Manager Sugerman stated that it would be on the July 18, 2012 Commission agenda.

Mayor DuBois asked if there were any questions on the General Fund tab.

Commissioner Longtin pointed out that page 10 of the 2012/2013 Proposed Budget book had been corrected with a yellow sheet that was provided at the beginning of the meeting.

Commissioner Hockman had a general question regarding Administrative Fees. He realized that under several different departments there is a line item for Administrative Fees and wanted to know what that specifically covered.

Town Manager Sugerman explained that under the Enterprise Funds there is an Administrative Fee for the work administered by the Finance Director and the Town Manager. The fees help assist off-setting costs of some of the salaries in the General Funds.

Commissioner Hockman asked if there was a general calculation that is used to determine the fees.

Finance Director Rane explained that there are some calculations that were established by his predecessor, which have been used over the past three (3) years.

Commissioner Longtin asked how they were calculated.

Finance Director Rane explained that they were calculated based on salaries and services performed by those departments.

Commissioner Hockman stated that it calculated to several thousand dollars, which seem rather high.

Commissioner Stevens asked where Commissioner Hockman was seeing these figures.

Commissioner Hockman stated that it was on page 11 of the General Fund tab as the last line which shows \$75,000 as Administrative Fees – Marina.

Mayor DuBois explained that the fees do not generate more funds for the Town; it simply allocates the funds from one department to another.

Finance Director Rane explained that it is an attempt to charge those activity fees to those departments.

Mayor DuBois stated that it is an internal adjustment that does not generate funds.

Commissioner Longtin asked based on the logic provided why were those types of fees not charged to the CRA fund.

Finance Director Rane explained that the CRA is a separate legal entity from the Town of Lake Park, with special rules that protect the funds for redevelopment of that specific area of the Town.

Mayor DuBois explained that the each department of the General Fund can support the CRA, Marina, or the Sanitation Fund.

Town Manager Sugerman stated that in an effort to be transparent it is vitally important that they provide the Commission with a calculation of how the administration charges back fees. He stated that the same numbers were taken from last year and committed to, over the next year, do an analysis to document how the administrative charge back fee is justified.

Commissioner Hockman stated that he understood, but based on the Administrative Fees it could be an employee's full-time salary.

Town Manager Sugerman stated that it could be done in 50 hours of work.

Commissioner Hockman questioned why on page 13 it shows the carryover of \$110,000 for Reimbursement-Palm Beach Sheriff Office (PBSO) Fuel, but on page 49 under the Police-200 tab it shows an expenses of fuel for \$106,000.

Assistant to the Finance Director Deborah Doiron explained that they arrived at those figures by taking the last two fuel bills and averaging them out, plus including an administrative fee to PBSO every month.

Commissioner Hockman asked if they had estimated enough in the event the price of gas goes up to \$5.00 per gallon.

Assistant to the Finance Director Doiron stated that PBSO pays the bill regardless if the price goes up.

Commissioner Longtin asked what Emergency Reimbursements are that appear on that same page.

Town Manager Sugerman explained that it is a place holder where funds are allocated in case the Town has a disaster.

Finance Director Rane explained that there is an Emergency Management line item with an equal amount of expense in it where, for example any funds reimbursement from FEMA or the State would be placed.

Commissioner Longtin asked why that figure was chosen.

Town Manager Sugerman stated that it was a made up figure they decided to use.

Mayor DuBois asked if this was a new line item.

Finance Director Rane explained that it was a new revenue line; the expense line always existed.

Commissioner Longtin stated that its good practice to go out to bid every three to five years and get a new set of eyes on things.

Commissioner Stevens asked what is the line item listed as Rent – PBC Sheriff.

Finance Director Rane explained that PBSO rents the building next door for \$10.00 a month.

Mayor DuBois asked if there was an opportunity there to raise the revenue.

Commissioner Hockman stated that its part of the contract and thought it was \$1.00 a month.

Commissioner Stevens stated that the contract needs to be renegotiated before the March 2013 deadline.

Commissioner Hockman explained that the Town also covers all the utilities and phones.

Commissioner Stevens added that the Town is already paying \$4.2 million in public safety.

Mayor DuBois recapped the items discussed on the General Fund as the rent for the PBSO office, Fuel, and Administrative Fees. He stated that they need to revisit the rent for the PBSO building when renegotiating the contract.

Commissioner Stevens explained that if the Town wants to get out of that contract, PBSO must be notified by March 2013, before the contract expires in September 2013. That would allow the Town the time to check with North Palm Beach or Palm Beach Gardens for these services.

Mayor DuBois stated that it would allow for the opportunity to adjust the contract with what the Town with regards to staffing and other changes that have been made over the years.

Commissioner Longtin asked why on page 14 it shows \$10,000 in Library donations.

Town Manager Sugerman explained that part of the plan is to have the Library Director, the Friends of the Library, and himself go out into the community and raise funds for the Library.

Town Commission – 100

Commissioner Hockman asked about the \$6,000 in Professional Services.

Finance Director Rane explained that the Lobbyist contract has been modified from a fixed contract to an as needed contract with \$4,000 budgeted to cover any fixed items the Commission may direct the Lobbyist to work on.

Mayor DuBois explained that the major issue the Lobbyist was working on was the Sober Home issue and that the Senate is now looking into the issue and it no longer needs to be sponsored by the Town.

Town Manager Sugerman believes that it is the role of the Town Manager and the Commissioners working hand-in-hand to be their own best Lobbyist.

Commissioner Stevens suggested lowering the Travel & Training budget from the Commission and Town Manager budget. He did not believe it was cost effective to stay overnight at the Florida League of Cities conference taking place in Hollywood in August. He suggested that the Commissioners attending car pool instead.

Commissioner Longtin stated that she is not in favor of cutting the Travel & Training budget and suggested that if they wanted to make big saving that they should consider giving back their salaries and she would do the same.

Commissioner Stevens asked how salaries are related to Travel & Training.

Commissioner Longtin stated that she was looking to make cuts to the budget. She explained that next year there might be a new member that would need to go to the training, which is very helpful and also a form of Lobbying.

Commissioner Stevens did not feel it was necessary to budget funds for every Commissioner to attend considering that they would all still be in office until at least March 2013.

Commissioner Longtin outlined the budget timeframe and stated that she did not want to deny a new elected official from attending.

Mayor DuBois stated that adjustments could be made to the budget.

Commissioner Stevens stated that to make up the \$116,000 that they needed he suggested cutting \$5,000 in Travel and Training.

Commissioner Longtin stated that there is \$47,000 in Commission salaries.

Commissioner Stevens stated that they can review Commission salaries, but wanted to know why they had to stay at the hotel in Hollywood.

Commissioner Longtin stated that classes begin early and that was the opportunity for networking.

Mayor DuBois suggested cutting it down to \$2500.

Commissioner Hockman stated that the networking is an important part of these meeting. He provided an example of how networking resulted in the House and Senate taking over the Sober House issue.

Commissioner Stevens agreed with networking but not with spending tax payer dollars on a hotel room.

Mayor DuBois stated that he was not planning on attending these conferences.

Commissioner Hockman asked that they keep in mind that this budget is for next year and that there is a possibility of new Commissioners that need to attend.

Commissioner Stevens offered to amend the budget at that time.

The Commission travel budget was cut to \$2500.

Commissioner Longtin asked about saving \$47,540 in Commission salaries.

Mayor DuBois asked how much of the Commission salaries.

Commissioner Longtin stated all or nothing.

Commissioners Longtin and Stevens struggled with the topic of Commission salary and ultimately the Commissioners salaries were not changed.

Commissioner Hockman asked about the telephone.

Mayor DuBois stated that there is the Mayor's cell phone, and a phone in the office in the Commission Chamber.

Commissioner Hockman asked to eliminate the Mayor's cell phone.

Commissioner Stevens asked who was using the phone in the office.

Mayor DuBois stated that the CRA office would be moved into that office.

Commissioner Longtin suggested placing it in the CRA's budget and cutting the phone for one year only.

Commissioner Stevens agreed that the office phone should be cut.

Mayor DuBois stated that the Town pays for the Mayor's cell phone service; he owns the device which he has had for one year. He believes there will be a cost to get out of the contract early, which would not be cost effective.

Commissioner Stevens asked for what the penalty would cost to get out of the contract of the Mayor's cell phone service.

Town Manager Sugerman explained that he has already been asked to do an analysis of cell phones, internal phones, and fax machines. He stated that he had not planned on doing that by the August 22, 2012 meeting, but based on the conversation he would do his best to get the statistics prepared.

The Commission decided to either have the phone in the Commission Chamber charged to the CRA or cut.

Commissioner Hockman asked why the Town is not a member of the National League of Cities. One of the benefits of being a member would be lowering prescriptions cost of residents.

Mayor DuBois explained that he prefers to spend his time with the local organizations because he feels it will benefit the Town.

Commissioner Stevens stated that he would need more information on what the National League of Cities does before making a decision.

Mayor DuBois suggested Commissioner Hockman prepare some information for the Town Manager by the next workshop on the National League of Cities.

Commissioner Longtin pointed out that last year they paid the Lobbyist \$18,000 and now they are planning on taking over some of those responsibilities, so it is something to think about.

Mayor DuBois recapped that the cell phones will be reviewed and they reduced the Travel & Training to \$2500.

Town Manager – 104

Mayor DuBois explained that the Town had a very effective Grant Writer and is not sure how experienced each Department Head is to write their grants. He stated that the Commission had given her many accolades and she was effective.

Finance Director Rane stated that he has not done an analysis to know how much was generated.

Commissioner Stevens explained that he had requested that information from the past manager and the Grant Writer was net positive.

Mayor DuBois explained that during the Interim Town Manager tenure it had been discussed to hire a firm.

Commissioner Stevens asked if it was possible to contract out or hire a person that would then take a 10 or 20 percent cut of the amount of the grant they bring in.

Finance Director Rane stated that there is no way to guarantee that a grant would be awarded and a person would want a guaranteed paycheck.

Commissioner Longtin stated that they can live without a Grant Writer for one year and have the Department Heads see what they can accomplish.

Commissioner Hockman stated that in speaking with other municipalities, the Department Heads usually go after their own grants.

Town Manager Sugerman stated that he has always written his own grants.

Mayor DuBois offered to get a proposal figure from a firm and see what they charge.

Commissioner Longtin stated that there are several companies that offer free grant writing courses.

Commissioner Hockman noted some minor discrepancies between the figures on page 20 and the backup material on page 21.

Town Manager Sugerman explained that he only needs single medical coverage not family coverage, which would cut that line item in half.

Commissioner Hockman questioned all the equipment leases that appear in several different departments budgets and does not believe that a copier is necessary in every department.

Town Manager Sugerman stated that he has already spoken to the Finance Director and they will be working on an analysis of the equipment and the rentals.

Commissioner Hockman explained that he had requested a report of all contract to determine if it was necessary to renew them before they were automatically renewed.

Commissioner Stevens suggested having one contract for all equipment rather than different contracts which would be more cost effective. He also suggested going with an e-fax system or scanning documents instead of providing paper copies. He suggested lowering the Town Managers Travel & Training budget.

Town Manager Sugerman offered to lower the line item to \$4,000 and would pay out of pocket, if necessary, the remaining \$500.

The Commission and the Town Manager discussed the necessity of cutting the Town Managers Travel & Training budget line and came to consensus to cut the budget as Town Manager Sugerman had offered.

Mayor DuBois recapped that they were going to clean up the Regular Salary line item; he would provide information about a grant writing firm; Town Manager would only require single medical coverage; and the Town Manager Travel & Training has been reduced to \$4,000.

Human Resources – 105

Mayor DuBois explained that this department would be staffed at the same level as the previous year.

Commissioner Longtin asked why the Human Resources Director needs an assistant.

Town Manager Sugerman explained that the Human Resources Director does not have an assistant. The person sits at the main reception desk; therefore it was placed in that department's budget. He offered to have it transferred to the Town Manager's budget.

Commissioner Longtin asked why 38 percent of that salary is allocated to Recreation.

Finance Director Rane explained that with the increase in rental facilities a portion of the function is being funded by Recreation.

Commissioner Longtin asked why the Recreation Director does not handle those functions.

Town Manager Sugerman in an effort of cross utilization and cross training the person is utilized when needed.

Vice-Mayor Rumsey explained that most people come to Town Hall to inquire about rental property and it makes more sense to have staff help rather than waiting for the Recreation Director to come across Town.

Finance Director Rane stated that there has been additional revenue generated because someone was available to assist with facility rentals.

Commissioner Longtin stated that it is a wish that the projected revenue actually occurs for rental facilities.

Town Manager Sugerman reiterated that the budget is a plan.

Commissioner Stevens suggested having a land line or a cell phone for the Human Resources Director, but not both.

Vice-Mayor Rumsey pointed out that it would not be feasible to have the land line removed from Town Hall.

A discussed ensued between Commissioner Stevens and Vice-Mayor Rumsey on the necessity of having land lines versus cell phones for Department Heads.

Commissioner Longtin suggested removing the cell phones instead of the land lines.

Vice-Mayor Rumsey recapped that telephones are an issue and that the Town Manager and Finance Director will be conducting an analysis and are going to bring that back in the future.

Town Manager Sugerman assured the Commission that they would do the analysis and bring the information back to them for review.

Town Clerk – 106

Commissioner Hockman pointed out that the figures in this budget do not match the backup.

Finance Director Rane stated that they would correct those errors.

Town Manager Sugerman asked Commissioner Hockman for his notes so that the corrections can be made before the next budget meeting.

Commissioner Hockman questioned why the longevity pay does not match the backup and asked where the correct line item for that amount should be reflected.

Finance Director Rane explained that the note does not reflect the longevity and it will be corrected.

Commissioner Longtin asked why the Travel & Training budget had jumped so high.

Finance Director Rane felt that the Directors should attend at least one conference per year and has placed a few thousand dollars in a few other Directors budget to cover the cost.

Commissioner Longtin stated that she is in favor of that and asked why on the backup material it only reflects the purchase of a Roberts Rules of Order for a Commissioner.

Town Clerk Lemley stated that they would request the books back to save on cost of purchasing new books of any Commissioner not re-elected.

Town Manager Sugerman stated that it was a typographical error; it would be changed to Commissioners.

Legal – 108

Town Manager Sugerman apologized for Town Attorney Baird's absence because of the Town of Jupiter former elected officials' death.

Mayor DuBois announced that Bob Freedman had passed away.

Town Manager Sugerman explained that he would be meeting with Attorney Baird to discuss the budget and have it prepared by the next budget workshop.

Information Technology – 110

Commissioner Hockman questioned the longevity pay of \$1500.

Town Manager Sugerman explained that he is a 15 year employee.

Commissioner Hockman felt that the DSL for home use should not be paid by the Town.

Town Manager Sugerman explained that the Town has one full-time employee that does the IT operation 24 hours a day and quite often works from home. He expressed his concern with one employee running the entire IT Department and will be reviewing this operation over the course of the next year.

Commissioner Hockman does not agree with \$8,000 for computer service.

Town Manager Sugerman explained that he has worked with KDT Solutions in the past and they offer expertise that the Town currently does not have. He feels assured that the Town has backup when something happens.

Commissioner Hockman stated that the website is hosted by someone else, so if the website would go down that person would need to work on it not staff.

Town Manager Sugerman committed to the Commission that he would be able to answer all the questions regarding IT by the next year.

Commissioner Longtin stated that the Town Manager has only had a few days to prepare the budget, which can change at any time. She stated that the Town Manager will review the budget more carefully and will make the necessary adjustment.

Commissioner Stevens asked if the Town Manager was prepared to speak about the Lambda Rail program that the Interim Town Manager was researching.

Town Manager Sugerman explained that there is a Lambda Rail network that is available in Palm Beach County that municipalities can take advantage of. He stated that there are some advantages and some disadvantages of the service, but was not ready to recommend which way the Town should go. He stated that he will provide information as part of his review.

Commissioner Stevens stated that there are other areas within this budget to cut, but would wait to have them addressed at another time.

Finance Director Rane pointed out that on page 39 there is \$5,000 allocated for hardware. He explained that the \$5,000 would cover a new laptop for the Attorney and iPad's for each Commissioner.

Commissioner Stevens suggested eliminating the item.

Vice-Mayor Rumsey agreed.

Mayor DuBois asked if everyone's laptops were operating properly.

The Commission discussed the equipment they were using and agreed that they did not need upgraded laptop to perform their duties.

Town Manager Sugerman suggested cutting the line item to \$2,000.

Finance – 150

Commissioner Hockman asked if the credit card fees were for credit card transactions in Town Hall or did they included the parking meters.

Finance Director Rane stated that they were for credit card fees only in Town Hall.

Commissioner Hockman asked if it was possible to have fewer pickup services per week from the Armor Car services.

Finance Director Rane agreed to review the need for pickups.

Vice-Mayor Rumsey recalled hearing Town Manager Sugerman state that the office supplies would be coordinated through his office, but noticed that each department still has funds allocated for office supplies. He wanted to know if it would still be broken up by department.

Town Manager Sugerman explained that they will be trying to get a control of office supplies by collecting as many as possible and then reducing each department's budget by 25 percent. He stated that each department will be able to still purchase some supplies.

Police – 200

Commissioner Hockman stated that he sent an email asking that the contract be reviewed.

Commissioner Longtin stated that the majority of the property tax collected pays for Police service.

Town Manager Sugerman stated that 124 percent of the expense covers Police and Fire services compared to the revenue for Ad-Valorem.

A discussion regarding the Municipal Service Tax Unit (MSTU) ensued and how several municipalities have opted to have an MSTU which allows them to lower their municipal taxes.

Commissioner Stevens recapped that the PBSO contract over the past ten years has increased about 55 percent, or over \$1 million dollars although the Town's population has dropped by 6.5 percent. He explained that if the Town wants to renegotiate the contract PBSO must be notified by March 2013 before the September 2013 deadline. He explained that the Town can then either renegotiate or contract with a neighboring city for police services.

Commissioner Hockman stated that he had spoken with the previous Lieutenant regarding the number of Deputies on duty during a shift. He gave several examples of how the Lake Park Deputies were sent to cover other municipalities while on the clock in Lake Park.

Mayor DuBois asked if there was anything that could be done tonight regarding these issues.

Town Manager Sugerman asked the Commission for direction on exploring other police service options.

Motion: A motion was made by Commissioner Longtin to allow the Town Manager to use any and all tactics to explore alternatives for the delivery of police protection services prior to the expiration of the current contract holder, including renegotiation with the current contract holder; Commissioner Hockman 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

Emergency Management – 250

Mayor DuBois stated that this item was discussed earlier and therefore they would move onto the next tab.

Fire – 300

Commissioner Longtin asked what could be done about Fire.

Commissioner Stevens explained that the contract expires in 2016 and the Fire Station was sold, so their hands are tied.

Commissioner Hockman stated that he heard that several Fire Stations will be undergoing cuts and did not know if Lake Park was one of those locations.

Commissioner Longtin stated that the contract does not specify the State law of 2 in 2 out and they have refused to put that in writing.

Battalion Chief Mike Wells stated that at a County Commission Workshop they discussed having three persons on a rescue versus two. He stated that because of attrition and overtime they have taken rescues down from three to two and it did cause some issues, so the County Commission directed that the staff be returned. He explained that the Lake Park service station will continue to have five staffed, three on the engine and two on rescue, with no changes.

Commissioner Longtin asked why the contract does not reflect this information.

Battalion Chief Wells stated that the contract reflects three persons either on the engine or rescue and this is based on the Millage rate. He explained that it can be broken down as an MSTU if the Town wants to pursue that, but the contract would need to be renegotiated. He stated that the rate has not changed in three years.

Commissioner Hockman questioned why the building has not been maintained.

Battalion Chief Wells explained that the irrigation well stopped working and they now have city water. He explained that they too have had budget cuts and that they are trying to maintain.

Commissioner Stevens asked about the staffing and the cost of each staff member.

Battalion Chief Wells explained that there are three shifts with five people per shift with a 1.45 coverage factor, which totals 21 or 22 people. The 1.45 coverage factor covers sick time, fair labor standards, with every seven days they get one day off to stay within a 48 hour work week.

Commissioner Stevens asked if they can provide a list of employees to the Town.

Battalion Chief Wells indicated that he had provided a list last year and will do so again as well as the monthly reports.

Commissioner Longtin asked where the greatest number of calls come from the Town.

Battalion Chief Wells stated that Lake Shore Drive and west of Congress Avenue with 80 percent of the calls being medical. He gave examples of when they use all five staff personnel, such as a medical emergency.

Commissioner Stevens asked why they would send both units when a call comes in that a person has had a heart attack.

Town Manager Sugerman explained that most times when a call comes in that a person has had a heart attack they send both units because the cause of the heart attack could be a fire that has started. Therefore both units are called and between both units the person can receive adequate care.

Battalion Chief Wells continued by explaining that if a call comes in for a heart attack it is hard to deal with a serious situation with only two staff members, therefore they have adequate coverage for care.

Vice-Mayor Rumsey asked what would be the first hospital used.

Battalion Chief Wells explained that they will go to whatever hospital is appropriate for the condition of the patient. He explained that if a patient asked to be taken to Miami they would transport the person to Miami, if the patient is healthy enough for the trip. He stated that St. Mary's is the trauma center or they would take the person to Palm Beach Gardens Hospital.

Commissioner Longtin clarified that if a person is taken to Miami, for example, the patient has to pay for that.

Battalion Chief Wells agreed and clarified that those funds that are collected for transportation is reduced from the expense that the Town is charged for services.

Mayor DuBois clarified for those listening that if they request to go to a certain hospital, the person would be charged.

Commissioner Stevens asked if Fire Rescue receives payment from the Town as well as the insurance companies of those patients.

Finance Director Rane stated that he was not sure but would research the information.

The Commission discussed the difference between what is paid to Fire Rescue versus what is generated by the transportation fees they collect.

Public Works Administration – 400

Town Manager Sugerman pointed out that the part-time Project Manager listed is the same person that was in the CRA.

Grounds Maintenance – 406

Mayor DuBois stated that the twice a year Weeds and Feeds is not enough and should be done at least four times a year.

Commissioner Stevens suggested zero-scape to keep cost to a minimum.

Facilities Maintenance – 408

Commissioner Longtin appreciated that the manager addressed in the cover letter the maintenance issues that she has been concerned about for years.

Mayor DuBois stated that a tennis court user reported that the tennis courts need to be assessed because of their condition. He mentioned that the Veterans Memorial Flag Pole at Kelsey Park needs to be repainted.

Commissioner Hockman asked if the \$1000 allocated for Repair & Maintenance at the parks is just for paint because all of the buildings need to be repainted.

Public Works Director Dave Hunt explained that last year he separated the lines items to better track the maintenance that was need at the parks.

Vice-Mayor Rumsey asked who was in charge of the maintenance at the Evergreen House.

Public Works Director Hunt explained that the maintenance of the Evergreen House is done by the Public Works department under the Facilities Maintenance budget line item. He stated that the Historical Society is charged for the internal custodial services.

Mayor DuBois suggested fundraising efforts of painting the Veterans Memorial Flagpole.

Town Manager Sugerman pointed out that on page 65 it shows that there will be one less Facility Maintenance Worker III position. He explained that in the next iteration of the budget the Commission will be provided the General Fund functions of Public Works in a single department instead of it being split out.

Vehicle Maintenance – 410

No comments made.

Parking Meters – 450

Commissioner Hockman explained that he has sent the Town Manager an email requesting what the payoff balance would be for the meters. He expressed concern with spending \$73,000 of fixed cost and yet the Town is only generating \$50,000. He stated that it is anticipated to generate less since the Marina has lost very large clients. He suggested pulling the meters out and finding out if they can recover any of the cost.

Mayor DuBois asked where the revenue for the meters is listed.

Finance Director Rane explained that on page 12 under General Fund there are two line items labeled Parking Meters, and on page 13 Parking Meter Violations, and on page 116 Parking Meter Revenue in the Marina Fund.

Mayor DuBois asked if there would be a cost analysis done of the Parking Meters.

Town Manager Sugerman stated that he had already committed to doing so.

Commissioner Stevens stated that the revenue is projected at \$65,000 and the cost would be \$74,000, which is a deficit of about \$9,000.

Town Manager Sugerman pointed out that it includes the Debt Service, which comes off the books after next year.

Commissioner Stevens asked what the annual Debt Service for meters is.

Finance Director Rane stated that it is \$32,280.

Commissioner Stevens stated that after next year when the Debt Service is cleared the Town would generate about \$20,000 per year.

Commissioner Hockman stated that the figures are all estimated, there are no actual cost.

Town Manager Sugerman explained that his report will include two components, the financial, and the anger factor.

The Commission expressed their concerns regarding the parking meters and the impact it has had in the Town.

Commissioner Longtin stated that the parking meters are not the way she would like to generate revenue in the Town. She gave kudos to the new Town Manager and Finance Director for providing true numbers for the meters.

Commissioner Hockman asked that they keep in mind that the warranty on the meters has been removed so as the meters start to break down they will need to be repaired and replaced.

Community Development – 500

Commissioner Stevens asked for a breakdown of what each staff member does in the department.

Town Manager Sugerman welcomed Commissioner Stevens to spend a day in the department to better understand what each member's responsibilities are.

Commissioner Stevens asked if there were job descriptions and where were they located.

Town Manager Sugerman stated that they are public documents that he can receive.

Mayor DuBois asked how the upcoming road improvements projects from Palm Beach County of Old Dixie, Congress Avenue, Park Avenue Extension, and the possible train station would be implemented. He stated that he has a difficult time understanding where the capital improvements would be funded.

Town Manager Sugerman stated that the planning component is done out of Community Development, if there is a funding component then it would be done out of the Streets and Roads.

Mayor DuBois asked that the Town consider what the Treasure Coast Planning Council may recommend to the Town in the future. He explained the discussion of a meeting that he called a few weeks ago and is concerned that the Town will not be prepared to receive what they will have to offer.

Vice-Mayor Rumsey stated that the Army is planning on opening the Park Avenue Extension as part of their plan. He was not sure who would fund such a plan.

Mayor DuBois stated that it needs to be reviewed so that the Town does not lose out on these opportunities. He explained that Palm Beach County is funding the improvements and he wants to see how those improvements will best fit the Town.

Town Manager Sugerman wanted to go on the record by saying that he does not believe the County is as clear as they can be on what they plan to commit to.

Mayor DuBois expressed concern that the Town will lose these projects from the 5 year program and explained that Old Dixie Highway may never be repaired.

Town Manager Sugerman stated that the Town may not be able to control, but may be able to steer the projects.

Mayor DuBois explained that the Town has two County Commissioners that the Town can Lobby to ensure that the Town is not forgotten.

Commissioner Longtin asked what and where the 5 year plan projects documents can be located.

Mayor DuBois explained that the documents can be located on the Palm Beach County website and they include streets and roads. He explained that the Town may also have an opportunity to receive a nature center off the scrub area on Park Avenue West by the Department of Environmental Resource Management (DERM).

Commissioner Stevens agrees with the project.

Mayor DuBois suggested having speakers make presentations to the Town and the Planning and Zoning Board to explain these programs and projects.

Recreation – 600

Commissioner Longtin would like the Director to develop a wish list.

Town Manager Sugerman explained that he has requested the same information from the Director.

Commissioner Stevens is very pleased with the way the new Director has hit the ground running. He suggested getting sponsorship for the 4th of July event.

Mayor DuBois suggested getting sponsorship for St. Patrick's Day; and the Easter Egg Hunt.

Town Manager Sugerman stated that he would rather they not be funded and they solicit sponsorship for those events.

Commissioner Longtin asked where the revenue is in this budget.

Town Manager Sugerman explained that it is listed in the front in the General Fund revenue on page 12 under Recreation.

Commissioner Longtin suggested placing the revenues within each department so that it clearly shows how much revenue is generated.

Town Manager Sugerman stated that it can be done that way except that it goes against the General Fund bucket.

Commissioner Longtin stated that the Recreation Budget Analysis shows what she was referring to on page 88.

Library – 700

Commissioner Hockman noticed that the Special Pay is listed under the wrong line item as compared to the backup material. He stated that he also noticed that the loan payment is not listed.

Commissioner Stevens stated that it is included in the Contractual Services.

Finance Director Rane stated that they will break that figure out accordingly.

Library State Aid – 710

No comments made.

Non-Departmental – 900

Commissioner Longtin asked that this tab be explained.

Finance Director Rane explained that this budget reflects all the loans and debts that the Town owes. He stated that he will attempt to break this out and reflect when the debts owed and how long it will take to pay.

Commissioner Stevens explained that the information can be located in the Comprehensive Annual Financial Report (CAFR) and stated that 22 percent of the Town's budget is being used for debt service.

Town Manager Sugerman believes the Town has an opportunity to renegotiate some of the loans and see if any creditors would like to touch the Town's debt.

Commissioner Stevens agrees that the Town should look into lowering the debt by renegotiating and get away from penalties for paying off your debt early.

Commissioner Longtin asked if a motion was necessary because she agrees.

Town Manager Sugerman explained that it would not be necessary to make a motion.

Mayor DuBois explained that there may be opportunities where stakeholders can invest in the Town. He gave an example of how Seacoast Utilities Authority has recently adjusted what they are allowed to invest in with their reserve funds. He stated that they have always been able to invest in their shareholders, communities, bonds, and financial tools. In other words Seacoast can invest in the Town and asked the Town Manager to research further.

Commissioner Longtin asked why on page 99 it shows a transfer to the CRA of \$245,000.

Finance Director Rane explained that on page 11 it shows that the Town collects revenue as a separate line from the Ad-Valorem Tax and then they have to transfer it to the CRA.

Commissioner Longtin asked if that was the amount of the Tax Increment Financing (TIF).

Finance Director Rane agreed. He explained that there is a Retired Police Officer Pension that the Town is required to fund and the estimated amount for this fiscal year is \$84,000.

Mayor DuBois explained that the Town has had to pay previous balances that have been carried over from the past two (2) years in order to catch this fund up to where it should be.

Town Manager Sugerman explained that they are cleaning up the budget so that it does not have any carryovers.

Mayor DuBois asked if they were doing all that in this budget.

Finance Director Rane explained that all the carryovers are cleared up.

Commissioner Longtin asked for clarification.

Finance Director Rane explained that in the past the Town had its own Police Department and that the Officers had a Deferred Plan and the fund must continue to be fund. He stated that it has over \$1 million in assets until all the Police Officers conclude their existence on this planet.

Town Manager Sugerman continued to explain that if the investments in that plan do not earn enough to match the assumptions of what the Pension Administrator believes it will earn, then the Town must make up the difference. He concluded by stating that the Town has not be able to fund the difference and therefore it was carrying over that difference for several years and this current fiscal year will catch it up. He stated that the line item below this one shows \$125,000, which is believed to be the money that is left over at the end of next fiscal year, which will be transferred over to Fund Balance.

Insurance Fund – 150

Finance Director Rane explained that the fund was set up for Workers Compensation and Liabilities and the funds are then transferred back to the departments.

Commissioner Hockman asked if this fund included Property Insurance.

Finance Director Rane stated that it did include Property Insurance.

Commissioner Longtin asked why it was set up this way.

Finance Director Rane explained that the fund may have been set up to make sure that all the insurances were paid accurately.

Commissioner Longtin asked if he was planning on continuing to use this practice.

Finance Director Rane stated that he has not decided yet.

Town Manager Sugerman explained that this fund shows transparency.

Streets and Roads Fund – 190

Commissioner Longtin would like to see a 5 year plan for the Town's Streets and Roads.

Mayor DuBois stated that he has a wish list of Capital Improvements.

Town Manager Sugerman suggested that a 5 year plan for Streets and Roads should be done by workshop. He explained that a Capital Improvement plan is not a budget function and it is really a Capital Improvements Policy function.

Commissioner Hockman suggested instead of renting a bucket truck to invest in a used bucket truck.

Town Manager Sugerman stated that he has made a note of this suggestion.

Mayor DuBois disagrees with purchasing a used truck.

Debt Service Fund – 201

No comments made.

Marina Fund – 401

Town Manager Sugerman reminded everyone that this fund is an enterprise fund which stands alone. He stated that there are two funds that are unbalanced, the General Fund and the Marina Fund.

Mayor DuBois asked how the settlement factors into the budget.

Town Manager Sugerman stated that he spoke with the Town Attorney regarding this matter. He reported that although the Commission may have accepted the settlement amount the case has not been settled yet because all parties must agree and sign the documents.

Mayor DuBois asked if at some point the settlement amount will be reflected in the Marina budget.

Town Manager Sugerman stated that it will.

Commissioner Longtin stated that in the whole scheme of things that it is a small number.

Commissioner Stevens stated that \$880,000 is quite a lot of money.

Commissioner Longtin stated that that amount will go directly back to the Marina for some of the needed repairs.

Town Manager Sugerman stated that they still do not know when that amount will flow. He stated that the documents will have to come before the Commission for execution.

Commissioner Stevens stated that there is no way to find out exactly when this case will be settled.

Commissioner Longtin stated that she would like to know how much it will cost to get the Marina back in shape.

Town Manager Sugerman stated that they are all interested to know how much that total number will be, but staff is new and it will take some time to get the information together.

Commissioner Longtin agreed that communication is necessary to get the information together and understands that it will take time. She read George Quintero's note from the

streetwhereyoulive.wordpress.com “Looking at the Marina budget revenues from wet slips are proposed to go up from \$550,000 estimated 2012 to \$660,000, that’s \$110,000 or 20 percent more. Gasoline sales are projected to rise from \$105,000 to \$148,000 that’s \$43,000 or 41 percent more. What reason does the Town have to believe that these two revenues will increase by so much? If the revenues stay the same and don’t increase on just those two line items we are looking at \$153,000 shortfall that the Town will need to make up. In addition to the \$112,000 Marina shortfall currently projected even with those higher revenue assumptions. Estimated losses from the Marina for 2012 is \$350,000 the budget needs to be realistic.” She asked staff to address the comment.

Town Manager Sugerman stated that the Commission has their plan and they believe they will be able to hit the numbers in the budget and did not believe they would have put those figures together if they did not think they could be hit.

Commissioner Stevens recapped the numbers stating that there is \$380,000 in Debt Service, \$60,000 of it will be paid off in 15 years, and \$320,000 will be paid off in 20 years unless it is refinanced.

Commissioner Hockman asked if at the bottom of page 115 the Settlements-Construction Deficit of \$15,000 was for the light poles at the Marina.

Finance Director Rane explained that the Town has received the \$15,000 settlement but the Town has not done anything yet.

Commissioner Hockman asked why on the bottom of page 118 the Bank Charges/Parking Meters is zero.

Finance Director Rane explained that all the bank charges are reflected in the Finance Department.

Commissioner Hockman asked for the cost and revenue for the meters.

Finance Director Rane explained that these figures appear in the Parking Meter section of the budget. He stated that on page 119 there is a line item to transfer \$10,000 to the General Fund for the meters.

Commissioner Hockman stated that it should be clearer what the \$10,000 is for.

Commissioner Longtin would like a survey conducted of the surrounding area to see what they are charging for slip rental.

Town Manager Sugerman stated that he has already requested the same information from the Marina Director.

Commissioner Hockman asked if Public Works can take care of the lawn maintenance at the Marina instead of contracting this service out.

Public Works Director Hunt explained that a separate contract is used with Chris Wayne and Associates for those services at the Marina. He stated that a cost comparison analysis can be conducted to see if the Town can be competitive with the private sector.

Commissioner Hockman questioned why an employee cannot go to the Marina once a week and cut the grass.

Public Works Director Hunt explained that there is specific turf and planting material that is used at the Marina that would require specialized equipment for maintenance.

Town Manager Sugerman said it can be reviewed.

Commissioner Stevens stated that he would like to know when the contract expires.

Commissioner Longtin asked what the \$450 Fuel Spill Recovery Services was for.

Town Manager Sugerman stated that the Marina dispenses fuel and therefore if there is a spill a Fuel Spill Recovery company needs to be called to clean it up.

Marina Director James Hart stated that the Marina has never had a fuel spill, but should it occur the Marina can get it cleaned up.

Commissioner Longtin stated that \$450 would not cover if the Marina had a huge spill.

Marina Director Hart agreed it would not cover.

Commissioner Longtin stated that more money should be placed under contingency to cover such an item.

Town Manager Sugerman stated that if something were to happen, the Town would pay for the cost and then figure out where the funds would be taken from.

Stormwater Fund – 402

Commissioner Longtin asked to see what the plan would be for this item.

Commissioner Stevens wanted to know about the rates.

Town Manager Sugerman stated that on page 125 based on the rates it is projected that the revenue will be \$505,000 and on page 127 the entire amount is projected to be spent. He reminded the Commission that this is an Enterprise Fund, it is in balance, and the rates do not need to be changed.

Motion: A motion was made by Vice-Mayor Rumsey to allow Finance Director Blake Rane to notify the Property Appraisers Office that the Town of Lake Park will not be adjusting the Stormwater rates; Commissioner Longtin made the second.

Mayor DuBois stated that there are projects that the Town has begun a few years ago and would be interested to know what the projects are.

Town Manager Sugerman stated that earlier Commissioner Longtin had asked for a five year plan and he is hearing the Mayor say that he wants a one year plan.

Mayor DuBois asked if there was a tally of the projects that they want to undertake and is it reasonable to accomplish those projects.

Town Manager Sugerman stated that he does not know what projects will be done yet, but that they will come back with a plan that will stick to the budget set of \$505,000.

Public Works Director Hunt explained that what really drives this program is the permit with NPDES (National Pollution Discharge Elimination System) and that the Town is required to comply with the DEP (Department of Environmental Protection). He explained that as part of this program the Town, over the next five years, must video, and catalog the efficiency of the system. He explained that the budget includes the purchase of the video equipment and develop a master drainage plan. He explained that the last master drainage plan was developed in 1999.

Vice-Mayor Rumsey clarified that the \$505,000 includes the purchase of the equipment needed so that they can begin the process.

Mayor DuBois wanted to clarify what swales they were going to contour this year. He recalled this discussion last year and knows that there are companies that provide these services. He recalls speaking to someone at the County asking if they could provide the service to the Town for a fee, but did not follow up with them.

Public Works Director Hunt explained that he did a cost analysis and found a company that would provide the services, but it would cost \$175,000. The modest camera program chosen is expected to last longer than five years. He explained that the swale portion of the project was cut back to about \$2,000, which will cover a three block area.

Commissioner Stevens asked if there were any immediate needs that will not be met with the current budget of \$505,000.

Public Works Director Hunt stated that he could not answer until the video equipment results come back. He stated that at some point they will need to raise the rate in order to begin fixing the roads.

Mayor DuBois stated that he drove around the last time there was a large storm and there were many roads that were flooded and the streets that have been improved drained very well.

Vice-Mayor Rumsey asked if the equipment was purchased on October 1, 2012 how long will the analysis take.

Public Works Director Hunt responded five (5) years.

Vice-Mayor Rumsey stated that the work cannot be completed in a short period of time. Therefore the next budget can include the next phase of the project.

Mayor DuBois stated that he does not agree with the purchase of the equipment, but would prefer to contract for the services.

Commissioner Hockman stated that many streets in Town do not have drainage. He asked how long a company would take to video the entire Town.

Public Works Director Hunt stated that the quote he received was for \$175,000.

Commissioner Hockman stated that he cannot understand why it would cost so much since the Town does not have many drainage pipes to begin with.

Mayor DuBois stated that \$175,000 divided by five (5) years is about \$35,000 a year and is concerned that the Town would be spending \$74,000 to do the work in-house.

Commissioner Hockman asked why there were two (2) line items for Administrative Services.

Finance Director Rane stated that he would have to review and get back to him. He stated that he needs to let the Property Appraiser Office know by July 27, 2012 the rate.

Town Manager Sugerman stated that the Commission has been having a philosophical discussion on how to operate the Storm Water Utility and he will not have additional information by the next Commission meeting.

Commissioner Longtin asked where in the budget the \$74,000 is listed for the equipment.

Public Works Director Hunt stated that it is listed on page 127 and 132 as Capital Outlay Improvements.

Discussion ensued as to when the purchase should be made and in which year's budget it should be reflected.

Commissioner Longtin asked what the equipment would do exactly.

Public Works Director Hunt explained that the equipment takes a video of the infrastructure of the storm drain pipes.

Commissioner Longtin asked if he had received more than one quote.

Public Works Director Hunt stated that if he is given direction then he would go out for a formal Request for Proposal (RFP) for these services.

Commissioner Longtin stated that she does not want to raise the rates and would prefer that the Town go out for an RFP.

Commissioner Stevens is in favor of the project, but does not want the rates raised.

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 4-1

Commissioner Longtin asked if they were going to approve the \$74,000 purchase.

Vice-Mayor Rumsey explained that they are approving the total of \$505,000 and the Storm Water Rate.

Town Manager Sugerman explained that they approved the \$505,000 and if the Commission would like to modify how the \$505,000 is spent it can be discussed at a later date.

Commissioner Stevens stated that they must address before the end of the evening the Ad-Valorem and suggested that they stop at Sanitation.

Vice-Mayor Rumsey stated that they also have a Public Comment card that needs to be heard.

Town Manager Sugerman explained that the Sanitation Fund is only to find out if they want to remain with the same rate.

Motion: A motion was made by Vice-Mayor Rumsey that the Sanitation rate remain the same; Commissioner Stevens made the second.

The Commission asked that the Sanitation Fund budget be brought back at the next Budget Workshop Meeting.

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

Commissioner Stevens suggested that staff bring back what other municipalities rates for Sanitation and Storm Water rates are so that it can streamline the decision making process.

Mayor DuBois stated that it would be like mixing apples with oranges.

Setting the “Current Year Proposed Operating Millage Rate”

Mayor DuBois suggested going to the roll back rate.

Motion: A motion was made by Commissioner Longtin to set the Millage Rate at 8.4 as staff suggested; Commissioner Hockman made the second.

Commissioner Stevens prefer the current rate where they can then go down from there.

Mayor DuBois stated that he would be voting against the 8.4 Millage rate.

Commissioner Stevens stated that he would be voting for the current rate of 8.5083, but does not know how the shortfalls will be reached.

Mayor DuBois stated that he would agree with the Roll Back Rate, but knows the Commission will not agree.

Vice-Mayor Rumsey stated that he will support the middle ground of 8.5 Mills, but not 8.4 or 8.8 Mills.

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 failed 2-3

Motion: A motion was made by Commissioner Stevens to keep the current rate of 8.5083; Vice-Mayor Rumsey made the second.

Commissioner Longtin stated that she will be voting against this because she wants to lower the rate.

Vice-Mayor Rumsey explained that even if they keep the current rate it is lower than last year because the Roll Back would be 8.8 Mills.

Commissioner Stevens stated that residents would pay less than they did last year.

Commissioner Longtin clarified that it would be the municipal tax rate the Commission is in charge of.

Mayor DuBois stated that the proposed rate would continue an unbalanced budget and disagrees that it is the correct rate to set.

Commissioner Stevens agrees to remain with the same rate.

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 failed 2-3

Commissioner Hockman asked if this item could be brought back at next week's meeting.

Motion: A motion was made by Commissioner Stevens to set the millage rate at 8.6.

Motion failed for lack of a second.

Motion: A motion was made by Commissioner Longtin to set the Millage rate to 8.5; 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

Finance Director Rane asked the Commission to set the date of the First Public Budget Hearing.

Motion: A motion was made by Commissioner Longtin to set September 12, 2012 as the First Public Budget Hearing date; Vice-Mayor Rumsey 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

Public Comment:

Guy Masters, 1700 NW 66th Avenue, Miami, introduced himself as the National Vice-President and business representative for the Federation of Public Employees. He stated that he has been representing the Town since 2005 and during that time has worked diligently and made concessions. He expressed disappointment that the Commission did not approve an 8.8 Millage rate. He explained that they have given up the two and a half percent contribution to the pension. He recapped the discussion of how maintenance in the Town is necessary and yet the proposed budget has the layoff of two (2) Public Works employees in the Maintenance Division. He suggested furlough days versus cutting the two (2) positions being proposed. He stated that one of the proposed layoff positions is of an employee that has been "Employee of the Year" several times. He asked the Commission to do the right thing and compromise.

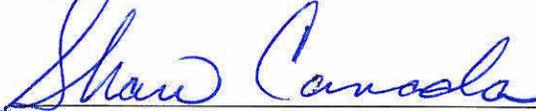
Mayor DuBois thanked Mr. Masters for coming and speaking to them and for his passion.

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 11:15 p.m.



Mayor James DuBois



Deputy Town Clerk, Shari Canada, CMC



Town Clerk, Vivian Lemley, CMC



Approved on this 15 of August, 2012



Office of the
Town Manager

July 6, 2012

Honorable Mayor, Vice-Mayor, Commissioners
and Residents of the Town of Lake Park

RE: Preliminary Tentative Fiscal Year 2012-2013 Operating Budget

Dear Members of the Town Commission and Residents of Lake Park:

In accordance with Chapter 2, Article III, Section 2-82 (4) of the Lake Park Code of Ordinances, enclosed is an outline of a preliminary tentative fiscal year 2012-2013 operating budget. One might ask what is meant by a "preliminary tentative" budget document? This budget message and the attached supporting pages have been constructed within the first three business days of my employment as your new town manager. This preliminary tentative budget document is being submitted so that the Town Commission has a relatively basic set of anticipated revenue and expenditure statistics which can be used during the budget workshop meeting of July 11, 2012. Within a few weeks, the Town staff and I will complete our final calculations such that we can share with you the final draft Tentative Fiscal Year 2012-2013 Operating Budget proposal which is the document that can be used going into the actual formal public hearings on the proposed budget.

It is unfortunate that I have to report that property values in the Town of Lake Park, as established by the Palm Beach County Property Appraiser, have continued to decrease. The Town's property values have decreased 3.55% over the prior year which equates to a reduction in anticipated Ad Valorem tax revenue of \$135,212.00 (at last year's tax rate). The most recent county-wide statistics show that some communities have finally seen an up tick in their values, some communities have remained flat in their values, and some municipalities such as the Town of Lake Park have continued to see a slower, but nonetheless, decrease in property values. One can only hope that this downward trend has finally reached a bottom in the Town of Lake Park and that future assessed values will begin to rise.

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3304
Fax: (561) 881-3314

www.lakeparkflorida.gov

Please understand that, at this point, the attached draft budget document does not present to you a balanced General Fund budget. Under the law, the Town Commission cannot approve deficit spending for the coming fiscal year. Therefore, it is my responsibility to ultimately present to you a General Fund budget which is balanced, and it is my commitment to do so within the coming weeks. But with a continued pattern of reduced revenues and a continued demand to attempt to leave service levels where they currently are, a balanced General Fund budget is not possible without my proposing a reduction in certain expenditures and services. Some of those reductions which I am proposing have already been inserted in the draft document and are further outlined below. Some additional reductions will still need to be taken to produce a balanced General Fund budget and the advice and input from the Town Commission, residents, other stakeholders, and Town staff is welcomed on this subject.

As of the writing of this budget message, all funds but for the General Fund and the Marina Fund are in balance. The General Fund draft budget document shows a negative difference of \$116,349.00 when comparing anticipated revenues to anticipated expenditures. Part of reducing the gap down to where it presently stands includes a proposal to use \$100,000.00 from the General Fund unrestricted fund balance. We anticipate ending the current fiscal year with approximately \$300,000.00 in unrestricted fund balance. And the proposed budget uses \$100,000.00 of that end-of-year fund balance. Our goal for ending the 2012-2013 proposed budget year is to end with an excess of revenues over expenditures of approximately \$125,000.00.

We will eventually close the current gap of \$116,349.00 such that the Commission will be able to adopt a balanced budget; however closing the gap so far has not been without some initial tough decisions. These initial tough decisions will lead to some pain for some of our current employees as of the close of business on September 30th of this year. Ultimately closing the final gap will not be without some additional pain.

The Marina Fund is also currently in a position of not being balanced going into the new fiscal year. The Marina Fund draft budget has a current deficit of \$112,598.00. Frankly, after 3 working days on the job I do not have an answer at this point as to how we can eliminate that deficit. It will take some hard work between the Finance Department, Engineering, the Town Attorney, my office and the guidance and the direction of our external auditors to help us with this dilemma. But we are up to that task and we will work on it immediately.

Before I get into some of the details of the work done to date on the Preliminary Tentative Fiscal Year 2012-2013 Operating Budget, I believe it is important that I share with you my approach and philosophy regarding municipal budgeting. In my way of thinking, any organization's budget document is nothing more than a **plan**. It is a plan for what the organization anticipates it will receive in revenues, and it is a plan for what the organization anticipates it will spend on providing services to its resident/customers. An operating budget is not an exact checklist of actions that are to start on October 1st of this year and finish on September 30, 2013 (a full 14+ months from now). Therefore, while I believe that our budget

needs to be in balance at the beginning of the fiscal year, and must stay in a non-deficit state throughout the year, I do not believe that the budget needs to be so rigid as to be "set in stone" effective October 1, 2012. I would like our budget to remain flexible and fluid throughout the year. And the budget plan can, and should be monitored throughout the year (by members of the Commission, the staff of the Finance Department, my office, and the public if they are so inclined) such that by February of next year we should take a formal look to see how well we are following our "plan" and if need be, we can do a mid-year adjustment to the plan in April of 2013.

As your new town manager, it has been an honor and privilege to have been allowed to work on the 2012-2013 annual operating budget for the Town of Lake Park for the past three business days. What I have discovered in those 3 business days is both broad in scope and narrow in depth. Thus the reason why this document is a preliminary tentative budget plan rather than a final draft budget which you could adopt as presented. There is more work that needs to be done over the coming weeks. However, there is some relatively clear insight which I can share with you at this point.

The first thing that comes to mind (and should be no surprise to anyone reading this document) is that our protective services contracts with the Palm Beach County Sheriff's Office and Palm Beach County Fire/Rescue, combined, will use 124% of the budgeted Ad Valorem revenue we anticipate collecting during the upcoming fiscal year. With these two General Fund functions we have precious few other resources available to fully support the other General Fund-based municipal services we have all come to both expect and appreciate.

Another topic which must be kept in the forefront of our minds is that the General Fund is significantly burdened with debt service from prior borrowing to fund certain projects. The principal and interest payments on our General Fund debt service cannot be avoided. With the proposed tentative budget as it is being presented herein, all debt service payments will be made in full and made on a timely basis.

With the help and guidance of Jamie Titcomb as Interim Town Manager, and Blake Rane, Finance Director the fiscal decisions already made to continue down the path of operating with a "CRA Lite" have been carried into the proposed draft budget. This means that the position of Economic Development Director will not be funded after September 30, 2012. The position of Project Manager is no longer a CRA expense (it is proposed to be absorbed into the Public Works Department of the General Fund), and the PBSO deputy assigned to the CRA will no longer be funded. CRA debt service payments, reduced contract landscaping work, and minimal event planning activities are still funded; but at a significantly reduced level such that the CRA budget for the coming year will be recommended to the CRA Board with funding at approximately \$390,000.00.

This proposed budget also recommends a consolidation of positions within the Public Works Department. It is my recommendation that the Public Works Department combine all of the functions which support General Fund activities (including Facilities Maintenance, Grounds

Maintenance, Vehicle Maintenance, and Administration). By doing so, it will not only allow for cross-utilization of existing employees (thereby eliminating budget silos), but will create a situation where we can reduce the workforce by two full-time positions. The job titles being recommended from this proposed budget include one Facilities Maintenance Worker III and one Mechanic. This will, of course, result in layoffs, but all employees impacted will be afforded all of their rights and benefits associated with our layoff procedures. As to the actual budgetary consolidation of the Public Works Department, we have not had enough time to include a revised organizational chart or a budget worksheet to show that consolidation. We anticipate that the next iteration of the budget document will be able to reflect these recommended changes.

As best we can, we have gone over each line item in each departmental budget, and we have reduced anticipated expenses either by deferring some maintenance on equipment and infrastructure for the next year or outright reducing expenditures. While deferring maintenance on equipment and infrastructure is never a healthy thing, part of this next budget year will be to assess just how much maintenance deferral we have chosen to take over the past few years. I plan to report that information out to the Commission during this next year so that we do not lose track of just how far we have possibly fallen behind on this issue.

Just to share one example of our outright reduction in operating expenditures, we have cut every department's office supply expense line item. Our plan is to centralize the office supply function, and to not let each department keep its "stash" of office supplies. Office supplies will be provided on an as-needed basis and distributed from the Office of the Town Manager. This may seem to be a trivial endeavor, and quite frankly it does not save us bundles of money. But it saves the Town money nonetheless and it also sets a tone for how we are going to be as fiscally prudent as possible going forward.

If you as the reader of this budget message are beginning to pick up on a trend of nothing but bad news coming out of the Office of the Town Manager, it is now time for me to turn the corner. Actually, there is some very good news going into the new budget year.

First, Town employees have been asked to not only do more with less the past few years, but some have also been asked to reduce a portion of their livelihood by taking cuts in base salary and also not being paid for furlough days. This proposed budget does not cut the base salaries of any employees funded in the budget and it does not propose using furlough days in the next budget year. It does not include any cost-of-living adjustments, nor merit increases; but at least it stops the bleeding and the squeezing of more and more out of our employees.

Second, we have some great new leadership which has been brought into our organization over the last few months and I have attempted to create an environment where department heads will feel comfortable unleashing their own potential. I have already charged department heads to get creative in the programming they are going to offer to the community,

the marketing they are going to implement to promote the Town of Lake Park, and the fundraising they are going to do to increase revenues. Just as an example, the proposed budget includes a \$10,000.00 reduction in the funding for library materials requested by the Library Director. My commitment to her was that together, she and I will go out to the community (especially with the help of the Friends of the Library) and will raise a minimum of \$10,000.00 to offset the cut that I felt compelled to make to the Library budget. Interestingly, when I told Karen Mahnk, Library Director that her request for library materials was being cut by \$10,000.00, but that she and I would put in the effort to raise the money from the community, she responded to this opportunity to "step outside the box" in the so called way that we have always done things around here by suggesting that with the proper support, she could move her staff around a bit such that they could extend the hours of the Library without adding additional staff. Needless to say, she has my complete support to do so.

And finally, my last bit of good news is that, even though the General Fund is not quite in balance yet, we have done all of our calculations assuming that we will be able to **reduce** next year's tax rate from the current 8.5083 mils to a proposed 8.4000 mils. This is not a huge reduction, but it is still a reduction nonetheless. It is hoped that this will send a strong signal to the entire community that we will turn this ship around and will now be headed in the right direction.

We still have quite a bit of work to do. And the work will not be easy and will not be without some pain for some folks. I am truly sorry for the pain and I wish it could be different. Of course, I am always open to other ways of thinking and to any creative ideas which could improve upon what is contained within this document.

I would like to conclude with a few words of thanks to Jamie Titcomb, Interim Town Manager, Blake Rane, Finance Director, all of the department heads who met with me during my first week on the job to try to work through their portion of this document, and all of the Town staff who, day in and day out, continue to work hard and who do the right thing for the citizens of the Town of Lake Park. Without their efforts, my job would be impossible.

Respectfully submitted,



Dale S. Sugerman, Ph.D.
Town Manager

**Town of Lake Park, Florida
2012 -2013
Budget Meeting
July 11, 2012**

Town of Lake Park
Preliminary tentative Budget for fiscal year 2012-2013
Assessed Taxable Values

Year	Assessed Value	Year-over-year Change	Percentage Change
2012-13	\$ 431,154,692	\$ (15,891,725)	-3.55%
2011-12	\$ 447,046,417	\$ (25,496,892)	-5.40%
2010-11	\$ 472,543,309	\$ (106,335,350)	-18.37%
2009-10	\$ 578,878,659	\$ (107,183,028)	-15.62%
2008-09	\$ 686,061,687	\$ (47,367,184)	-6.46%
2007-08	\$ 733,428,871	\$ 67,738,595	10.18%

Town of Lake Park
Preliminary tentative Budget for fiscal year 2012-2013
Analysis of Residential Properties in the Town

Assessed Value of the Properties including homestead exemptions		Count
From	To	
\$ -	\$ 25,000	267
\$ 25,000	\$ 50,000	1,023
\$ 50,000	\$ 75,000	358
\$ 75,000	\$ 100,000	355
\$ 100,000	\$ 125,000	125
\$ 125,000	\$ 150,000	9
\$ 150,000	\$ 175,000	3
\$ 175,000	\$ 200,000	-
\$ 200,000	Over	1

Town of Lake Park
 Preliminary tentative Budget for fiscal year 2012-2013
 Proposed Ad Valorem Taxes for Residential Properties

Assessed Value of Properties including homestead exemptions	Proposed Ad Valorem Taxes
\$ 25,000	\$ 210
\$ 50,000	\$ 420
\$ 75,000	\$ 630
\$ 100,000	\$ 840
\$ 125,000	\$ 1,050
\$ 150,000	\$ 1,260
\$ 175,000	\$ 1,470
\$ 200,000	\$ 1,680

Town of Lake Park
Preliminary tentative Budget for fiscal year 2012-2013
Personnel Comparison (shown in FTE's)

	Present	Department	Preliminary (1)
Commission	5.00	5.00	5.00
Town Manager	3.00	2.00	2.00
HR	1.62	1.62	1.62
Clerk	2.00	2.00	2.00
IT	1.00	1.00	1.00
Finance	4.63	4.63	4.63
Public Works	9.75	11.25	9.75
Parking Meters	1.25	1.25	0.66
Community Development	5.75	5.75	5.75
Recreation	1.50	1.38	1.38
Library	4.65	4.59	4.59
Sub-total (General Fund)	40.15	40.47	38.38
Streets & Roads	2.00	2.00	2.00
Marina	3.60	4.32	4.32
Stormwater	2.25	2.25	2.25
Sanitation	10.00	10.00	9.50
Total	58.00	59.04	56.45
(1) Preliminary tentative			

Town of Lake Park
Preliminary tentative Budget for fiscal year 2012-2013
Personnel Comparison (shown in FTE's)

	Present	Department	Preliminary (1)
Commission	5.00	5.00	5.00
Town Manager	3.00	2.00	2.00
HR	1.62	1.62	1.62
Clerk	2.00	2.00	2.00
IT	1.00	1.00	1.00
Finance	4.63	4.63	4.63
Public Works	9.75	11.25	9.75
Parking Meters	1.25	1.25	0.66
Community Development	5.75	5.75	5.75
Recreation	1.50	1.38	1.38
Library	4.65	4.59	4.59
Sub-total (General Fund)	40.15	40.47	38.38
Streets & Roads	2.00	2.00	2.00
Marina	3.60	4.32	4.32
Stormwater	2.25	2.25	2.25
Sanitation	10.00	10.00	9.50
Total	58.00	59.04	56.45
(1) Preliminary tentative			

Town of Lake Park
Preliminary tentative Budget for fiscal year 2012-2013
Budgeted Ad Valorem Taxes

Year	Millage	Town	CRA	Total	Year-over-year Change	Percentage Change
2012-13 (1)	8.4000	3,277,403	245,825	3,523,228	(90,197)	-2.5%
2011-12	8.5083	3,353,600	259,825	3,613,425	(209,675)	-5.5%
2010-11	8.5163	3,527,200	295,900	3,823,100	(860,310)	-18.4%
2009-10	8.5163	4,179,150	504,260	4,683,410	(867,175)	-15.6%
2008-09	8.5163	4,858,250	692,335	5,550,585	230,842	4.3%
2007-08	7.6350	4,707,549	612,194	5,319,743		
(1) Preliminary tentative						

Town of Lake Park
Preliminary tentative Budget for fiscal year 2012-2013
Analysis of actual General Fund Revenue and Expenses

Year	Revenue	Expense
2012-13 (1)	\$ 8,102,723	\$ 8,219,072
2011-12 (2)	\$ 8,201,482	\$ 8,263,112
2010-11	\$ 8,642,327	\$ 8,648,764
2009-10	\$ 9,273,828	\$ 9,593,827
2008-09	\$ 11,466,324	\$ 10,204,852
2007-08	\$ 13,484,052	\$ 13,349,102
(1) Preliminary tentative		
(2) Forecasted		

Town of Lake Park
 Preliminary tentative Budget for fiscal year 2012-2013
 Analysis of affect of changing the Millage rate

Millage	Change in Ad Valorem Revenue to the General Fund
8.4000	\$ 0
8.4250	\$ 9,754
8.4500	\$ 19,508
8.4750	\$ 29,263
8.5000	\$ 39,017
8.5083	\$ 42,255

Town of Lake Park
Preliminary tentative Budget for fiscal year 2012-2013
Objectives for July 7, 2012

Discussion of the Stormwater and Refuse Rates

Setting the next Budget Workshop Date

Setting the “Current year proposed operating millage rate”

Setting the “First public budget hearing” date, time, & place

Town of Lake Park
Preliminary tentative Budget for fiscal year 2012-2013
Budget Timetable

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRI	SAT
AUGUST						
			1	2	3	4
			CRA Board Meeting			DAY 35
			Commission Meeting			
5	6	7	8	9	10	11
			Proposed Budget Workshop			
12	13	14	15	16	17	18
			Commission Meeting			
19	20	21	22	23	24	25
					DAY 55	
26	27	28	29	30	31	

Collective Bargaining Agreement

ARTICLE 12

SENIORITY AND LAY-OFF

Section 4. The Town Manager shall determine the classification and number of employees to be laid off. When the lay-off occurs, employees shall be laid off in the inverse order of their seniority within the bargaining unit at the time of the lay off.

In the event of a lay-off, the Town will notify the affected employees and the Union in writing at least thirty days prior to the effective date of the lay-off. If thirty days notice is not provided, then the Town will pay the employees the difference between 30 calendar days and the date of notice.

If a lay-off takes place, employees displaced by the lay-off may exercise their seniority to bump a less senior employee into a job for which they are qualified within the bargaining unit.

In the event that two (2) or more employees affected by this lay-off have the same amount of seniority, the more qualified employee (based upon performance and evaluations) shall be retained.”

TOWN OF LAKE PARK

PROPOSED BUDGETS ALL FUNDS

FISCAL YEAR

October 1, 2012 through September 30, 2013

DIRECTORY OF OFFICIALS TOWN COMMISSION

James Dubois.....Mayor
Kendall Rumsey.....Vice Mayor
Steve Hockman.....Commissioner
Jeanine Longtin.....Commissioner
Tim Stevens.....Commissioner

Town Manager
Dale S. Sugerman, Ph.D.

Finance Director
Blake K. Rane

Cost Center 001 - General Fund

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010		2011		2012		2012 ESTIMATE FOR THE YEAR		2013		2013	
		ACTUAL	ACTUAL	ACTUAL	CURR YR BUDGET	ESTIMATE FOR THE YEAR	DEPARTMENT	PROPOSED BUDGET	ADOPTED BUDGET				
	REVENUES												
001-381.130	Transfer from CRA Fund - ILA 2	54,889	45,868	91,325	91,325	91,325	91,325	91,325	91,325	91,325	91,325	91,325	91,325
001-381.190	Transfer Streets and Roads	75,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
001-381.401	Transfer from Marina	5,001	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
001-381.402	Transfer from Stormwater	51,300	51,300	51,300	51,300	51,300	51,300	51,300	51,300	51,300	51,300	51,300	51,300
001-381.404	Transfer from Sanitation	225,000	225,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
001-389.700	Donations - Library	1,138	3,009	500	500	50	50	50	50	10,000	10,000	10,000	10,000
	SUB-TOTAL	9,273,828	8,642,327	8,240,570	8,240,570	8,201,482	8,201,482	8,041,173	8,041,173	8,002,723	8,002,723	8,002,723	8,002,723
001-38-000-9000	BALANCE BROUGHT FORWARD	-	-	569,500	569,500	-	-	100,000	100,000	100,000	100,000	100,000	100,000
001-389.700	TOTAL REVENUE	9,273,828	8,642,327	8,810,070	8,810,070	8,201,482	8,201,482	8,141,173	8,141,173	8,102,723	8,102,723	8,102,723	8,102,723

**TOWN OF LAKE PARK - ANNUAL BUDGET
DEPARTMENTAL SUMMARY**

FUND	001	FUNCTION	TRANSPORTATION - Parking Facilities							
DEPT.	450	ACTIVITY	Parking Meters							
Budget Summary			Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13	
			617	607	600	600	18,560	18,560	-	
			35,077	23,158	24,610	23,150	22,410	22,410	-	
			107,081	-	-	-	-	-	-	
			32,277	32,277	32,280	32,280	32,280	32,280	-	
			-	-	-	-	-	-	-	
			175,052	56,042	57,490	56,030	73,250	73,250	-	
Personnel Recap										
							<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
							0.65	0.65	0.33	
							0.60	0.60	0.33	
							1.25	1.25	0.66	-



AGENDA

Lake Park Town Commission

Town of Lake Park, Florida

Budget Workshop

Wednesday, July 11, 2012, 6:30 P.M.

Lake Park Town Hall

535 Park Avenue

James DuBois	—	Mayor
Kendall Rumsey	—	Vice-Mayor
Steven Hockman	—	Commissioner
Jeanine Longtin	—	Commissioner
Tim Stevens	—	Commissioner
.....		
Dale Sugerman	—	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. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. DISCUSSION
 - 1. General Fund
 - 2. Debt Service Fund
 - 3. Streets and Roads Fund
 - 4. Enterprise Funds
- E. ADJOURNMENT

TOWN OF LAKE PARK
PUBLIC COMMENT CARD



MEETING DATE: 7/11/12

Cards must be submitted before the item is discussed!
***Three (3) minute limitation on all comments

Name: Guy MASTERS
Address: 1706 W. GORMAN, WINDY HILLS, FL.

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:
Proposed Budget

I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.