Minutes
Town of Lake Park, Florida
Commission Budget Workshop
Wednesday, July 28, 2010, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Commission Budget Workshop on Wednesday, July 28, 2010 at 6:30 p.m. Present were Mayor DuBois, Vice-Mayor Osterman, Commissioners Hockman, Longtin, and Rumsey, Town Manager Maria Davis, and Town Clerk Vivian Lemley.

Mayor DuBois led the Pledge of Allegiance.
Town Clerk Vivian Lemley performed the Roll Call.

DISCUSSION:
General Fund

Town Manager Davis explained that the Town was experiencing technical difficulties with its Government Access Channel. She stated that Comcast was currently working on the issue and would have it working shortly.

She explained that the proposed budget was a comprehensive document of revenue and expenditures. She stated that over the past three years property values have diminished making this year's budget the most difficult in her 25 year career. She stated that statutorily the budget was required to be balanced. The revenue and expenditures must match. She stated that they were able to balance the budget without requesting a millage or tax rate increase. The process was very arduous and she thanked the Department Heads for stepping up to the plate and making some of the suggestions to lower the budget. She stated that the PowerPoint presentation would be presented by Finance Director, Anne Costello, and that the Commission was free to interrupt and ask questions. She explained that the Commission would not be voting this evening on the budget and that the public would have ample time to come and speak during the two public hearings scheduled in September. She explained that the Commission would need to come to consensus on the tentative millage rate that evening.

Mayor DuBois explained that to make the process go more smoothly the Commissioners should comment on each department budget as it was being presented.

Town Manager Davis announced that Comcast had cleared the issue and viewers at home were now able to watch the Budget Workshop.

Finance Director Anne Costello began the PowerPoint presentation by explaining the "Budget Overview" (Exhibit "A" page 3). Finance Director Costello explained that the following budgets would be discussed: General Fund, Debt Service Fund, Streets & Roads Fund, Marina Fund, Stormwater Utility Fund, and Sanitation Fund. She explained that the General Fund was supported by property tax revenues, utility service tax,

franchise fees, charges and fees for services, as well as state shared revenues, such as sales tax, communication services tax, and entitlement proceeds. She explained that the Streets & Roads Funds was also supported by state shared revenues, from fuel tax and local option gas tax, which will be covered in more detail. She explained that the other funds; Marina, Stormwater and Sanitation were enterprise funds which operate like a business and are designed to be self supporting from the fees that are charged for the specific service. She explained the "General Fund Overview" (Exhibit "A" page 4). She explained the Assessed Taxable Value (Exhibit "A" page 5). She explained the "Total Assessed Taxable Value" (Exhibit "A" page 6) which was lower than in 2005. She explained the "Cumulative Loss of Taxable Value as a result of Amendment 1" (Exhibit "A" page 9) which was a cumulative loss of 35% which brings the Town back to the 2005 levels. She explained the "Tax Dollar Equivalent" (Exhibit "A" page 7) of the cumulative loss of $255 million which equates to a loss in the past three (3) years of $2,069,000 or 23% of the General Fund budget. She stated that looking at the relationship of "Commercial versus Residential Assessed Taxable Value" (Exhibit "A" page 8) which has had a dramatic shift which results in a 70/30 ratio of Commercial versus Residential. Commercial value fell 6% last year while Residential value fell nearly 39% for the overall decrease of 17.5%. She explained the "Analysis of New Construction" (Exhibit "A" page 10) of one new house and no new commercial properties in the past year. Pet Smart will not reflect until next years tax roll. She explained that corresponding to the drop in construction were the "Number of Permits Issued" (Exhibit "A" page 11) with 570, which was approximately 2.5 permits per day. She stated that this was a 50% decline in building permits. She stated that corresponding "Building Permit Revenue" (Exhibit "A" page 12) has gone from $356,023 in 2003 to $112,500 for fiscal year 2010. She explained the "Terms to Know" (Exhibit "A" page 13). She stated that the "Statutory Restrictions" (Exhibit "A" page 14) caps off the millage at 10.00 mills. She explained that the rolled-back rate would need to be at 10.0123 mills. She stated that the Town's current rate is 8.5163 mills, which means in order to generate the same amount of tax dollars as we did this current year the Town would have to levy $10.123 cents per $1000 of assessed value.

Town Manager Davis asked Finance Director Costello to repeat the rolled-back rate.

Finance Director Costello explained that the rolled-back rate was the tax rate that would generate the same amount of tax revenue as collected this current year. She stated that the Town would have to levy more than $10 per $1000 of assessed value which was against the law.

Town Manager Davis stated that it would not be legal for the Town to levy the same amount of tax dollars as was levied last year, which shows how far the property values have dropped.

Finance Director Costello stated that the rolled-back rate was higher than the current rate because the values fell. She stated that the "Recommended Millage" (Exhibit "A" page 15) was 8.5163, which is the same as the current rate. She explained that this would produce $813,200 less in ad valorem revenue than the current year. She stated that this equated to a loss for the Town of $617,500 and $195,700 to the CRA. She stated that no new "Revenue" (Exhibit "A" page 16) was being proposed for fiscal year 2011. She

explained that the "Analysis of Property Tax Revenue" (Exhibit "A" page 17) from 2010 to 2011 total proceeds were $4.6 million this year and anticipated for next year was $3.8 million. She explained that of those amounts Palm Beach County Sheriff's Office and Fire Rescue account for $4,778,000 last year and $4,268,000 this year. The CRA TIFF payment will decrease from $492,000 to $296,000 next year. She explained that Ad Valorem Tax Revenue does not pay for public safety. She stated that other revenues of the Town including State shared funds and fees for services need to be tapped in to pay for public safety leaving less for Town services including Administrative Services, Public Works, Community Development, Recreation, and Library. She explained that the total "Revenue by Source" (Exhibit "A" page 18) of the General Fund was anticipated at $8,871,545, which comprises of property tax, CRA property tax, intergovernmental (State Shared) and other revenue. Other revenue was consistent of business tax receipts; utility service tax on electric, gas and water; franchise fees for electric, gas, and solid waste; building permits, parking fees, charges for services of administrative fees, and fines. Additional explanations have been provided in the budget message within the document. She stated that the "Breakdown of Revenue" (Exhibit "A" page 19) was reflected in the color pie chart. She stated that of the total budget, Ad Valorem Taxes was 39.76%, Stated Shared Revenues was 9.65% and transfers from other funds was 36.34%.

Town Manager Davis clarified that Ad Valorem Tax means property tax.

Commissioner Rumsey asked Finance Director Costello what made up the transfer.

Finance Director Costello stated that the transfer was made up of enterprise operations in lieu of taxes.

Town Manager Davis explained that enterprise operations were the Sanitation Fund, Stormwater, and Marina.

Vice-Mayor Osterman asked if this fund was also where other administrative costs for other funds were located.

Finance Director Costello stated that this fund was not where those administrative fees were part of Other Revenue. Transfer fees were strictly from the CRA for the Interlocal Agreement for the Alleyway Project, Palm Beach County Sheriff's Office, Property Purchases, Streets & Roads, Marina, Stormwater and Sanitation. She explained that administrative fees were not considered transfers.

Finance Director Costello explained that the "General Fund Expenditures" (Exhibit "A" page 21) decreased by $853,210 from fiscal year 2010 to fiscal year 2011. She explained that the majority of the decrease was due to the tax to the CRA which is budgeted as a transfer so the decline is represented in non-departmental. She explained that the "Expenditure Breakdown" (Exhibit "A" page 22) was 50% Public Safety; 26% Personnel Expenses; 12% for Operating Expenses; 12% Non-Departmental Debt; and the Capital Outlay was such a small amount that it equated to 0% of the budget.

Mayor DuBois stated that the Town Manager had negotiated with PBSO and Fire Rescue to reduce the rate and still maintain the same level of service. Finance Director Costello indicated that it was true and that it would appear on a future slide.

Finance Director Costello stated that "Positions Eliminated" (Exhibit "A" page 23) were twelve in 2008; five in 2009; four full-time and three full-time positions were reduced to part-time in 2010, it is proposed to eliminate two full time positions in 2011. She explained that to break that down even further (Exhibit "A" Continued on page 24) the workforce was reduced from 79 to 56 positions overall, total reduction of 29% of the workforce. She stated that several positions were eliminated in fiscal year 2008 and 2009 (Exhibit "A" page 25). She stated that this current year there were additional eliminations (Exhibit "A" page 26). She stated that proposed fiscal year 2011 eliminations (Exhibit "A" page 27) are for a Grounds Maintenance Crew Leader and an Administrative Assistant in the Community Development Department. She explained the "Expenditures Highlights" (Exhibit "A" page 28) of no COLA, no merit raises, five furlough days, the elimination of travel budgets in departments, and minimal capital outlay. She stated that the Commission budget would remain at $7,500 for travel and the capital outlay budget would maintain $7,500 for the replacement of the carpet in Town Hall.

Finance Director Costello stated that at this point the "Departmental Highlights" (Exhibit "A" page 29) would begin and that Mayor DuBois had suggested that the Commission discuss each department as they went along.

Mayor DuBois stated that it would help keep everyone on track if Finance Director Costello discussed each department's budget so that the Commissioners would have the opportunity to ask questions.

The Commission came to consensus to discuss each department budget before moving on to the next.

<u>Town Commission Budget</u>

Mayor DuBois began by asking Finance Director Costello to clarify why the Commission's salaries did not reflect the 1.92% reduction for furlough days (Exhibit "A" page 29).

Finance Director Costello explained that she was correct.

The Commission came to consensus to reduce each Commissioner's salary by 1.92% for the furlough days which equates to a savings of $1,000.

Mayor DuBois explained that the travel budget also reflected training sessions for Commissioners to attend, such as the League of Cities Basic and Advanced for Elected Officials. She stated that for the current League of Cities session she would be paying all of her own expenses. She explained that in past sessions she had also paid for herself.

Commissioner Rumsey agreed that the 1.92% salary reduction should be reflected on the Commissioners' salaries. He asked how much of the travel budget for the Commission had been used to date.

Finance Director Costello reported that $750 had been used excluding the Florida League of Cities.

Commissioner Rumsey asked how much the current year League of Cities would cost for the two Commissioners to attend.

Finance Director Costello indicated that it was typically $1000.

Commissioner Rumsey asked if travel had been cut completely out of the staff's budget.

Town Manager Davis stated yes.

Finance Director Costello stated that per State Statute the Finance Department must receive some training, so that department had a small amount of funds for the statutory required class.

Commissioner Rumsey requested lowering the total travel budget for the Commissioners to $2500. He requested that the $2000 currently spent on phone lines for the Commission be eliminated and have all calls to the Commission go through the main line, the person can then leave a message and the receptionist could email the message to the Commissioner.

Town Manager Davis explained that the phone lines for the Commissioners cost $1300 and the remaining $700 was used to pay for the Mayor's cell phone.

Commissioner Longtin suggested keeping the Commission travel budget and phone lines as is. She asked for clarification of what Gomez, Barker & Associates does for the Town.

Town Manager Davis explained that they were the Town's lobbyist.

Commissioner Longtin asked for examples of what their business does for the Town.

Town Manager Davis indicated that they lobbied for the Town to receive funds for stormwater for Lake Shore Drive. She explained that last year they lobbied on the Sober House Issue. She explained that they have been working vigorously on the Army Reserve issue.

Commissioner Longtin asked if their budget was listed under Professional Services.

Town Manager Davis explained that 50% of the budget was in Professional Services and the other 50% was in the CRA. She stated that they have voluntarily taken a 10% reduction in fees.

Commissioner Longtin asked for clarification on what was included in the Promotional Activities.

Town Manager Davis stated that Promotional Activities included the Volunteer Dinner, Holiday Luncheon and advertisements.

Commissioner Longtin asked for clarification on the Holiday Luncheon.

Town Manager Davis explained that it was the Employee Holiday Luncheon.

Commissioner Longtin asked for clarification on the membership dues and subscriptions for $7500.

Town Manager Davis stated that the Florida League of Cities membership fee is $5000, PBC League of Cities, Florida League of Mayors, and Kiwanis for $1000.

Mayor DuBois asked if there was a different solution to the phone line expenses for the Commissioners.

Town Manager Davis stated that it had already been researched.

Mayor DuBois stated that she supported the need for training and understands the financial situation of the Town which was why she had decided to pay for her own expenses to go to training and will go with the consensus of the Commission on the training budget.

Vice-Mayor Osterman suggested changing the training budget to reflect that it was for training and lobbying and not conferences. She stressed that the Elected Official's training was the most beneficial she had attended and would prefer that the funds be spent on those three day sessions. She agreed that the phone lines should be removed and the calls sent to the main line to save money.

Commissioner Hockman expressed concern with the type of phone system that the Town uses due to cost. He referred to the use of a PBX system.

Information Technology Hoang explained that the Town uses Bell South and that the lines are individual, not like a PBX system.

Commissioner Hockman stated that he was concerned that the Town spends $34,000 a year on phones.

Commissioner Rumsey asked for clarification from the Mayor on getting consensus on the Commission's budget.

Town Manager Davis recapped for the Commission that they had come to consensus on eliminating the phone lines, but no consensus on the training budget.

Discussion ensued on the training budget.

The Commission came to consensus to keep $5000 in the training budget.

Town Manager Budget

Finance Director Costello explained the "Town Manager Budget" (Exhibit "A" page 29).

Commissioner Hockman asked for clarification on the health and dental care structure.

Finance Director Costello explained that the Town has a four tier structure, employee only; employee plus child; employee plus spouse; employee plus family. The Town covers 100% of the employee only coverage and 50% of the employee other three tiers.

Commissioner Hockman asked if the Town had obtained bids for health and dental care services.

Finance Director Costello indicated that the health and dental care services went out to bid last month and the Town was awaiting the tabulations from the agent.

Town Manager Davis stated that the current carrier responded with a 20% increase in service and the Town decided to go out for bid.

Discussion ensued between Commissioner Hockman and Finance Director Costello on the health and dental coverage budget.

Commissioner Longtin asked for a breakdown of the phone lines and there locations as well as the cell phones.

Finance Director Costello explained that those phone lines were in Town Hall. She explained that Department Heads used the cell phones.

Commissioner Longtin asked for clarification as to if the Town was paying for anyone's home phone.

Finance Director Costello stated that no employees' home phone was being paid for by the Town.

Human Resource Budget

Mayor DuBois asked for clarification on the subscription on two separate cost centers.

Finance Director Costello clarified that all subscriptions were budgeted through one cost center.

Commissioner Hockman asked for clarification on the Professional Services line items budgeted at $20,000.

Finance Director Costello stated that the line item was for criminal background checks performed on all new hires.

Human Resource Director Bambi Turner explained that all new employees have a criminal background check performed as well as a national background check and state criminal check. There was also a comprehensive background check that was performed during the pre-employment process.

Commissioner Hockman asked if this service was paid on a contract basis or was it paid per use.

Human Resource Director Turner explained that it was paid per use.

Town Manager Davis asked Human Resource Director to explain how much each service cost.

Human Resource Director Turner stated that the comprehensive background check cost $17 each, the criminal background check was $24 each and the national criminal background check cost $10 each.

Commissioner Hockman asked to have the line item cut in half since it was not expected that the Town would have a large amount of new hires in the next fiscal year.

Human Resource Director Turner explained that the line item also included prescreen drug testing, and physicals and CDL shots for employees that are required to have them.

Town Manager Davis stated that to date there has been $7500 spent. She explained that staff reviewed every line item and cut everywhere it possibly could. She stated that she did not want to come back to the Commission mid-year and ask to have funds taken from reserves to cover costs.

Vice-Mayor Osterman reviewed the amounts that have been spent on that item over the past several years.

Town Manager Davis explained that all volunteers especially those in the Library must have a background check performed to work with the children.

Mayor DuBois stated that background checks were preformed as a safety measure and that it was extremely important that the Town performed them.

Human Resource Director Turner explained that all employees and volunteers that work with children have the same background check preformed as the School Board.

Commissioner Longtin stated that the budgeted amount for this line item should remain the same. She asked for clarification on what a CDL shot was.

Human Resource Director Turner clarified that it was for drug testing done on those with CDL licenses.

Town Manager Davis explained that it was random drug testing required by law.

Town Clerk Budget

Finance Director Costello explained that additional funds were added to cover the cost of the referendum questions and any educational material that is sent to registered voters. (Exhibit "A" page 30)

Commissioner Longtin stated that no elections were expected in 2012.

Legal Department Budget

Finance Director Costello stated that the "Legal Budget" (Exhibit "A" page 30) had been reduced by $10,000 and should the Sober House issue continue beyond the budgeted amount the funds would need to come from contingency.

Information Technology Budget

Finance Director Costello stated that there were no computer replacements planned for next year. She reviewed the rest of the "IT Budget" (Exhibit "A" page 30).

Commissioner Rumsey asked what KDT did for the Town for $10,000.

Information Technology Director Hoa Hoang provided a brief history of the IT duties and explained that KDT Solutions provides technical support to the Town including hosting the Town email and spam filter.

Commissioner Rumsey asked when was the last time the KDT Solutions contract was bided.

Information Technology Director Hoang stated that it was a "piggy back" contract with Seacoast Utilities that renews every three years.

Commissioner Rumsey requested additional information to be provided regarding KDT Solutions.

Town Manager Davis stated that the information would be provided to the Commission.

Commissioner Longtin asked if the Town was paying for employees' home phone.

Finance Director Costello stated that the Town pays for a DSL line for one employee. There were no other lines that the Town pays for.

Finance Department Budget

Finance Director Costello reviewed the "Finance Budget" (Exhibit "A" page 30) and stated that the audit fees have been reduced.

Commissioner Hockman asked for clarification on the $500 budgeted for air cards.

Finance Director Costello stated that it was for the use of a lap top so that she could dial in and work from home.

Town Manager Davis indicated that there were three or four employees that have air cards; the Town Manager, Information Technology, Finance, and Community Development had two for the Code Compliance Officers.

Commissioner Hockman stated that maybe some of the air cards could be shared. He stated that not every employee works after hours or on weekends.

Commissioner Rumsey stated that it was not known when an employee was going to need to dial in on a weekend or at night, and he asked "What if the employee that needs the air card did not have it on the night that the system goes down?"

Mayor DuBois agreed that the employees needed their air cards.

Commissioner Longtin asked who the Palm Beach County Emergency Operations contact for the Town was in the event of an emergency. In the past they would contact the Public Works Director. She questioned that if they still follow that practice then shouldn't the Public Works Director also have an air card?

Town Manager Davis stated that the PBC Emergency Management has Public Works, the Town Manager, and a Code Officer as contacts. She stated that Commissioner Longtin made a good point that Public Works should have an air card.

Vice-Mayor Osterman asked if the person they contact would need either a phone or an air card.

Commissioner Longtin explained that they would need computer access. Things have changed as a result of what took place during the 2004 and 2005 hurricane seasons.

Commissioner Rumsey suggested adding an air card to the Public Works department budget.

The Commission came to consensus to add funds to purchase an air card for the Public Works Director.

Commissioner Rumsey asked if the employee could receive a discounted rate for joining Costco, since the Town has taken so much away from employees. He asked if the Town could somehow provide for a little something to be given back to the employees.

Finance Director Costello stated that she would find out if it were possible.

Commissioner Longtin asked if the employee would get reimbursed for the membership fees.

Town Manager Davis clarified and stated that the employee would pay a discounted rate to become a member. The Town would not pay for the employees' membership.

Police Department Budget

Finance Director Costello explained the "Police Budget" (Exhibit "A" page 31) which reflected a reduction of $142,430 due to a negotiated decrease. The Captain was also replaced by a Lieutenant.

Vice-Mayor Osterman stated that the Town Manager, along with other Palm Beach County managers met with the PBC Sheriff and together they negotiated the discounted rate that the Town received.

Fire Rescue Budget

Finance Director Costello explained the "Fire Rescue Budget" (Exhibit "A" page 31) which reflects no millage increase, currently 3.4581 mills and contractual savings of $367,715 due to declining property values.

Town Manager Davis stated that if it had not been for the Sheriff and Fire Rescue budgets reduction in staff, they would not have been able to balance the budget without having to request a tax increase.

Commissioner Rumsey requested a break down of staff for Fire Rescue.

Town Manager Davis stated that she received the breakdown and it was three full time fire staff members at each shift.

Commissioner Longtin asked to have the contract reviewed because Fire Rescue was to staff four firefighters so that they could have two members that go into a fire while two other members wait outside.

Town Manager Davis stated that she would find out and get back to the Commission.

Emergency Management

Finance Director Costello explained that this budget covered hurricane preparedness necessity.

Public Works Budget

Administration

Finance Director Costello stated that the only highlight of this budget was that a new Public Works Director was hired.

Grounds Maintenance

Finance Director Costello explained the budget for the Grounds Maintenance Division (Exhibit "A" page 32) which proposes to eliminate one Crew Leader position and the reduction in contractual services of $4,300 due to the 33% reduction in the fertilization program.

Facilities Division

Finance Director Costello explained the budget for the Facilities Division (Exhibit "A" page 32) which proposes the elimination of custodial contract for the Library to be replaced by a part-time custodian in the Library Department and a capital outlay of $7,500 to replace the Town Hall carpet.

Commissioner Longtin stated that she felt the Town Hall carpet could wait another year before being replaced.

Town Manager Davis explained that the carpet was 12 years old and the cleaning company could no longer get the carpet to look any cleaner than it appears.

Vice-Mayor Osterman asked if only the worse section of the carpet can be replaced now and the rest be done at some other time.

Town Manager Davis agreed that only sections of the carpet could be done.

Finance Director Costello asked if the total amount would remain in the budget and only use what was necessary.

Vice-Mayor Osterman suggested $5,000 remain to have the specific sections of the carpet replaced.

Town Manager Davis stated that other sections of the carpet need to be replaced but it will be done after the awnings are installed.

Discussion ensued between the Commissioners and Town Manager Davis regarding replacing the Town Hall carpet.

The Commission came to consensus to replace the carpet of the stairs and upstairs landing only.

Vehicle Maintenance Division

Finance Director Costello explained the budget for Vehicle Maintenance Division (Exhibit "A" page 32) which transferred a Mechanic II position to Sanitation.

Mayor DuBois convened the meeting at 8:00 p.m. for a five minutes recess.

The meeting reconvened at 8:07 p.m.

Parking Meter Division

Finance Director Costello explained the budget for the Parking Meters Division (Exhibit "A" page 33) which reflects the operating expenses projected at $18,425 excluding enforcement, the debt service of $32,280 to be paid off in 2014, the revenue offset of parking fees of $46,600, parking fines of $20,000 and transfer from the Marina of $10,000. She stated that the net revenue to the general fund of $25,300 and net revenue to the Marina fund of $16,000.

Mayor DuBois wanted clarification with the acts of vandalisms to the meters and asked if there was still an active boycott toward the meters.

Town Manager Davis explained that glue had been poured into the parking meter machine.

Finance Director Costello stated that she was not aware of a boycott.

Commissioner Rumsey wanted to know if the funds transferred from the Marina include the new parking lot.

Finance Director Costello indicated that it did not include the new parking lot. She explained that the transfer from the Marina included the debt service for the equipment and its share of the annual operating cost.

Commissioner Longtin asked for clarification about the transfer from the Marina.

Finance Director Costello stated that the transfer funds from the Marina included the debt service for the equipment of the parking meters and the Marina's share of the annual operation. She explained how the transfer appears in governmental accounting as a transfer.

Commissioner Longtin wanted to know where the labor for the parking meters was budgeted.

Finance Director Costello explained that this section of the budget for the meters did not include labor or enforcement. Enforcement was budgeted in Community Development and maintenance was budgeted in Public Works. Collection of the meter funds were performed once a week by Public Works and they are escorted by an armed guard.

Discussion ensued among the Commissioners regarding the parking meters.

Vice-Mayor Osterman suggested having the budget reflect what the true cost and expenses were for the parking meters.

Finance Director Costello stated that she would reflect the cost for maintenance and salaries, and any other expenses to the parking meters cost center to reflect the true cost involved with the parking meters.

Vice-Mayor Osterman stated that if the Town decided to get rid of the meters that it would also have to lay off those employees.

Finance Director Costello explained that even if the Commission decided to remove the meters, the Town would still be paying for them until 2014 in the debt service.

Discussion continued among the Commission regarding the meters and the effects it has had since they were installed.

The Commission came to consensus to have the parking meter brought back for further discussion with the cost center reflecting exact cost and expenditures.

Community Development Budget

Finance Director Costello explained the budget for the Community Development Department (Exhibit "A" page 34) which reflects 20% of the Director's salary, 10% of the Planners salary and 10% of the two full-time Code Inspector's salaries are abated to the CRA. She explained the elimination of the Administrative Assistant position. She explained the decrease to inspections contract of $5,200 and the funds appropriated from amendments to the EAR for Comprehensive Plan Amendments.

Mayor DuBois expressed deep concern with the elimination of a position proposed in the Community Development Department.

Commissioner Rumsey expressed the same concern regarding the elimination of the position. He stated that he would not approve the budget if the proposed position elimination remained.

Commissioner Longtin stated that she had to consider the position that was proposed for elimination, not the person that held the position.

Vice-Mayor Osterman stated that she could not consider the person and had to consider the position. This was not a decision that has been made lightly by anyone. She commended staff for balancing the budget with the proposal of only one position being eliminated.

Commissioner Hockman asked if this was the only position that was being eliminated.

Town Manager Davis stated that there was only one other position that was being eliminated but the position was vacant.

Commissioner Hockman wanted to make sure that everything that could be done would be done to keep the employee employed with the Town.

Vice-Mayor Osterman asked if the Town Manger could explain why the decision was made to eliminate that position.

Mayor DuBois stated that in an earlier slide staff showed that there was a decrease in permits.

Town Manager Davis explained how difficult the budget process has been over the past two years. She indicated that this position should have been eliminated last year, but that they were able to justify it for one more year. She stated that the position could not be justified any longer when it showed that the permits have declined to about two per day. She explained that employees were doing more with less.

Mayor DuBois stated that this process has been very difficult for everyone and understood why it was necessary.

Commissioner Rumsey asked Finance Director Costello out of the 56 employees how many were Town residents.

Finance Director Costello stated that she did not know.

Commissioner Rumsey stated that he believed that two or three employees were residents. He stated that the employee represented the 10,000 residents in the Town. He stated that if the employee was put out on the street that the Commission has just put one of its own out on the street. He re-iterated that he would not support the proposed budget.

Commissioner Longtin stated that all employees were valuable regardless of where they live. She stated that Lake Park residents can do the jobs that are available and that last year another employee was let go from this department. She stated that it was a heart breaking situation. She also stated that she was surprised that staff did not propose an increase in taxes.

Town Manager Davis stated that the employee that was laid off last year was called back to work part-time in the Library because a position had become available.

Commissioner Hockman stated that the Hy-Byrd contract was an $84,000 contract. He questioned the need to have a contract with the company when the building permits have been cut down to less than half. He asked for clarification on the duties of the company.

Town Manager Davis asked the Community Development Director if the Town pays for each inspection and if the contract is on retainer.

Community Development Director Patrick Sullivan explained what the contract covered. He stated that the Town pays a monthly fee in which Hy-Byrd does the inspections and other duties for the department.

Town Manager Davis pointed out that the fee was reduced by about $27,000 over the past two years.

Discussion ensued regarding the Hy-Byrd contract with the Community Development Director.

Town Manager Davis stated that she would review the Hy-Byrd contract and report back to the Commission.

Commissioner Hockman asked for clarification on the Inkforce contract.

Town Manager Davis stated that Inkforce was the Code Compliance software used by the Community Development Department.

Recreation Department Budget

Finance Director Costello explained that the budget for the Recreation Department (Exhibit "A" page 35) reflected that 50% of the Director's salary was abated to the CRA for special events planning. She stated that it was proposed to eliminate the After School Program, Easter Egg Hunt, and Santa's Ride

Town Manager Davis stated the staff was still actively pursuing sponsorship to cover the cost of the activities for the Town.

Commissioner Longtin asked what activities the Town was offering the children.

Town Manager Davis stated that they have a Summer Camp Program. She asked Recreation Director Greg Dowling to explain the other activities.

Recreation Director Dowling stated that there is a Karate class that an instructor conducts.

Commissioner Longtin clarified by asking what did Recreation staff offer.

Town Manager Davis stated that there were no activities the Recreation Director could perform. She explained that Recreation staff was only one person.

Discussion ensued regarding all the functions the Recreation Direction performed for the Town.

Vice-Mayor Osterman asked for the total cost of the After School Program.

Town Manager Davis stated that it cost $4,300.

Vice-Mayor Osterman asked which was more beneficial the After School Program or the Summer Camp Program.

Town Manger Davis stated that she was concerned with the ratio of children to staff for the Summer Camp Program. She explained that eliminating the Summer Camp Program would provide the funds necessary for the After School Program.

Vice-Mayor Osterman asked what the other members believed would be more beneficial.

Mayor DuBois stated that she felt she didn't want either program to go away, but the ratio of children to director was concerning.

Vice-Mayor Osterman asked how many of the Summer Camp and After School Program children were from Lake Park versus area municipalities.

Recreation Director Dowling stated that out of 25 After School children about 14 were Lake Park children; out of 44 Summer Camp children about 32 were Lake Park children.

Commissioner Rumsey wanted to know what was charged for the After School Program.

Recreation Director Dowling indicated that the After School Program was free.

Commissioner Rumsey wanted to know if a minimal charge could be applied to the After School Program.

Recreation Director Dowling stated that there would possibly be only 5 to 6 children that would attend the After School Program and he would have to attend to the children, or someone would need to be hired to watch the After School children.

Town Manager Davis explained that thus far the Commission had made some cuts to the budget and that those funds could be transferred to the Recreation Budget to pay for the programs or activities.

Discussion ensued among the Commission regarding the Recreation Budget.

The Commission came to consensus to review the entire budget and if they found funds in another area of the budget then it would be allocated to the Recreation Department to cover the cost of activities.

Library Budget

Finance Director Costello explained the budget for the Library (Exhibit "A" page 36) which reflected the eliminated part-time Library Assistant II position and restructured hours of remaining part-time personnel. She explained the addition of a part-time Custodian position from funds eliminated in Facilities for contractual services. She explained the restructured Library hours that would remain at 40 hours per week.

Town Manager Davis stated that the new director of the Library was doing a great job and has restructured the Library hours.

Commissioner Longtin asked for clarification on the Phone Budget.

Finance Director Costello explained that the funds were paid for the employees' cell phone.

Commissioner Longtin asked for more clarification.

Town Manager Davis stated that the Library Director as well as all the other Department Heads were on-call.

Commissioner Rumsey asked for clarification on how the Library Assistant II hours were restructured.

Library Director Karen Mahnk explained the restructure of the hours and the duties of the staff.

Library State Aid

Finance Director Costello explained the budget for Library State Aid (Exhibit "A" page 37) which reflected a decrease due to budgetary reductions in previous years State Aid. It went down from $11,650 to $7,675. She stated that funding was anticipated to increase to $8,025 next year.

Non-Departmental Budget

Finance Director Costello explained that this was the last budget in the General Fund to be reviewed. (Exhibit "A" page 38) She explained that it was impossible to foresee all emergency expenses and explained how contingency funds were handled. She explained how the revenue projections were determined.

Town Manager Davis explained that other emergency repairs are taken from contingency.

Commissioner Rumsey asked for the total in fund balance.

Finance Director Costello stated that it was at 1.1 million.

Commissioner Rumsey asked at what percentage should the fund balance be.

Finance Director Costello stated that with a Town this size the fund balance should be 15-20%, the Town is currently at 12%.

Commissioner Rumsey asked for clarification on the transfer funds to the CRA to cover for the TIFF.

Finance Director Costello explained that the funds that were collected for eight years were not placed in the current fund, it was placed in the General Fund instead of the CRA.

Commissioner Rumsey asked if the dollar amount being transferred each year had to be at the amount chosen, or could less be transferred to the CRA to cover the transfer that was owed to the CRA.

Town Manager Davis explained that to ease the amount owed to the CRA from the General Fund staff divided the amount and transferred $250,000.

Finance Director Costello explained that due to interest and penalties they will be paying this amount to the CRA for a few more years.

Commissioner Hockman asked if any projects were done in the CRA during that timeframe that was paid out of the General Fund.

Town Manager Davis explained that through debt service, projects were done.

Discussion ensued among the Commission regarding the CRA and the General Fund.

Debt Service Fund

Finance Director Costello explained the "Debt Service Fund" (Exhibit "A" page 40) which reflected the 1997 G.O. Bond to be paid off in 2017; the 1998 G.O. Bond to be paid off in 2018, with a total annual debt service of $768,150. She explained the proposed increase to the Debt Service Millage Rate to 1.70 mills from 1.40 mills.

Vice-Mayor Osterman asked if the Debt Service Millage Rate was included in the regular millage.

Finance Director Costello stated that it was not. She explained that the Debt Service Millage was levied by referendum of the voters.

Recommended Millage Rate

Finance Director Costello explained the recommended millage rate (Exhibit "A" page 42) She explained the "Comparison 100K Market Value above Save Our Home Cap". (Exhibit "A" page 43) She explained the "Comparison 100K Market Value below Save Our Homes Cap" (Exhibit "A" page 44), "Comparison 250K Commercial Property" (Exhibit "A" page 45) She requested a consensus from the "Commission on the Operating Millage Rate" (Exhibit "A" page 46), which is being proposed at 8.5163. She stated that she has a deadline to the PBC Property Appraiser by August 4th, but the Tax Rate Coordinator would need the proposed millage rate by tomorrow. She explained that the Commission could go down from the proposed rate but after providing the information to the Tax Rate Coordinator it could not go up.

Mayor DuBois stated that she was impressed by how staff was able to balance the budget without requesting to raise the rate.

Commissioner Rumsey echoed the Mayor. He stated that he does not agree with some of the proposed decisions but does agree with the proposed millage rate.

Commissioner Longtin agreed with the proposed millage rate.

Vice-Mayor Osterman stated that she was concerned by the estimates.

Finance Director Costello explained the decisions that were proposed with the budget because of tourism going down and other unforeseen expenses.

Commissioner Hockman agreed with the proposed millage rate. He stated that he agreed with Commissioner Rumsey in that he would like to keep staff without any lay offs. He stated he would like to see a cut in some contract costs to be able to give a little bit of a merit raise to the employees, since this was the third year without a raise. He stated that costs have gone up but employee pay has remained the same.

Finance Director Costello recapped that there was a solid consensus from the Commission to keep the millage rate at 8.5163. She explained the public hearing process (Exhibit "A" page 47) and requested a change to the September Commission meeting schedule.

Discussion ensued among the Commission to decide on the September meeting schedule.

The Commission came to consensus to have a Special Call Public Hearing on September 8th at 7:00 p.m., followed by a Special Call Commission Meeting and then a Public Hearing for the Budget at 7:00 p.m. on September 15th followed by a Regular Commission Meeting.

Vice-Mayor Osterman asked if at this time discussion regarding the Recreation activities for the children could take place.

Finance Director Costello explained that the Commission had cut $7,500 from other budgets and that those funds could be used to fund the Easter Egg Hunt; Santa's Ride and the After School Program.

Town Manager Davis stated that she wanted an analysis on the student to staff ratio before moving forward.

Finance Director Costello stated that the analysis would be brought back at the first public hearing in September.

Streets & Road Fund

Finance Director Costello explained the "Streets & Roads Budget" (Exhibit "A" page 48) which reflected the total budget of $372,220 with $12,000 for road repairs, $30,000 for sidewalk improvements, and $100,000 transferred to the General Fund.

Commissioner Hockman asked if the Town typically budgets $30,000 for sidewalk repair.

Town Manager Davis explained that in the past few years, staff has budgeted to have the sidewalks repaired because of their conditions.

Commissioner Hockman asked if staff would repair the sidewalks.

Town Manager Davis stated that sidewalk repair would be contracted.

Commissioner Hockman asked if staff has looked at "piggy backing" this type of contract.

Town Manager Davis stated that they had and it was more expensive than the quotes received by staff.

Commissioner Longtin repeated that "piggy backing" was more expensive than a contract the Town was able to obtain. She asked if repairs to the sprinkler system was necessary and where it would be budgeted.

Town Manager Davis stated that it would be budgeted under the Streets & Roads Budget. She explained that there were funds in this budget for irrigation supplies, but not $30,000 for a new sprinkler system.

Discussion ensued regarding the repair of different Town property.

Marina Fund

Finance Director Costello explained the Marina budget. (Exhibit "A" page 49 and 50) A spreadsheet was provided to the Commission (see Exhibit "B") on the new rates being proposed for the Marina dockage.

Commissioner Hockman asked if the Town was expected to pay a percentage to the Department of Environmental Protection (DEP).

Town Manager Davis explained if the Town wanted to build a restaurant at the Marina then the Town would need to pay DEP a percentage because of the deed restrictions.

Commissioner Hockman asked for clarification on what the bank fees were on the Marina budget.

Finance Director Costello stated that those fees were for credit card transactions at the Marina for dockage, fuel, etc.

Commissioner Hockman suggested placing all the charges referring to the parking meter to be in one location. He asked for a break down of diesel and gas at the Marina to know how much is collected from each of those. He asked if it were possible to lower the amount spent on insurance.

Finance Director Costello explained that an agenda item would be coming before the Commission regarding insurance premiums in the next few weeks.

Commissioner Hockman asked where in the budget were the Marina deficiencies reflected.

Town Manager Davis indicated that those deficiencies have not been reflected. She explained that there would be no way of knowing the amount therefore they were unable to budget for it.

Finance Director Costello explained further on the budget for the Marina and General Fund.

Commissioner Longtin asked for clarification on the longevity pay.

Finance Director Costello explained that it was for the employee that was celebrating five years with the Town.

Commissioner Longtin asked for clarification on the professional services line item.

Finance Director Costello explained that it was for services to collect past due accounts. She explained that there have been situations where boat owners had pulled their boats out of the Marina and not paid there invoice.

Discussion ensued regarding the Marina professional services.

Commissioner Hockman asked for clarification on the Marina landscape maintenance fee. He asked if Town staff could do the landscape at the Marina and save those fees.

Town Manager Davis explained that staff was maintaining the landscaping at the Marina and it was looking terrible. The Town does not have the necessary equipment to maintain the landscape at the Marina.

Stormwater Utility Fund

Finance Director Costello explained the "Storm Water Utility Fund" (Exhibit "A" page 51 and 52). She explained that the rate was $6.50 per month for a yearly rate of $78.00, which appeared as a Non-Ad-Valorem Assessment.

Sanitation Fund

Finance Director Costello explained the Sanitation Fund (Exhibit "A" page 53) which reflected no proposed rate increase, no new positions or eliminations, Mechanic II position transferred from Vehicle Maintenance, and modest increase (6.25%) in disposal fees proposed from Solid Waste Authority.

Commissioner Longtin asked for clarification of the vehicle maintenance which was reduced by $59,900 because the mechanic position was eliminated and transferred to the sanitation department, yet the sanitation salary did not increase by $59,900. She wanted to know if the employee took a pay cut.

Finance Director Costello explained that the salary line item reflected the change from $346,000 to $386,000. She explained that the $59,900 reflected benefits and wages.

Commissioner Longtin asked for clarification of the special pay for $2000.

Finance Director Costello explained that the special pay was for longevity pay of several employees.

Vice-Mayor Osterman thanked staff and the Town Manager for working with the Union and for everything that was involved in the budget process.

Commissioner Hockman asked for clarification on the recycling income.

Finance Director Costello explained that the Solid Waste Authority has implemented a new revenue sharing program, which reflected an increase.

Commissioner Hockman asked if they could raise the amount if more residents recycled.

Town Manager Davis stated that the amount could be raised.

Commissioner Longtin wanted to thank staff as well and appreciated the presentation. She commended the Mayor for running the meeting nicely where everyone got along well.

Vice-Mayor Osterman thanked Finance Director Costello and Town Manager Davis for including language to better explain the budget. It made the review of the budget easier to understand.

Commissioner Rumsey stated that he would like to incentivize our employee to continue to find ways to save money throughout the year for the Town. He gave an example of how an employee saved the Town money.

Commissioner Hockman thanked staff for doing a wonderful job of putting the budget together without raising taxes. He stated that the car show last Saturday was a successful event and thanked staff for their work at the event. He stated that based on comments that he heard at the car show the only negative was that it needed more vendors. He stated that he looked forward to the next car show in October.

Town Manager Davis stated that staff enjoyed working with the car show vendors.

Mayor DuBois stated that she was very proud that Lake Park was not raising taxes.

ADJOURNMENT

There being no further business to come before the Commission the meeting adjourned at 10:00 p.m.

Mayor Desca DuBois

Deputy Town Clerk, Jessica Shepherd, CMC

Town Clerk, Vivian M. Lemley, CMC

TOWN OF LAKE PARK
Town SEAL
FLORIDA

Approved on this 8 of September, 2010

Exhibit "A"

Town of Lake Park

Budget Presentation

for

Fiscal Year 2011

Town Manager

Introductory Comments

BUDGET OVERVIEW

- General Fund
- Debt Service Fund
- Streets & Roads Fund
- Marina Fund
- Stormwater Utility Fund
- Sanitation Fund

GENERAL FUND OVERVIEW

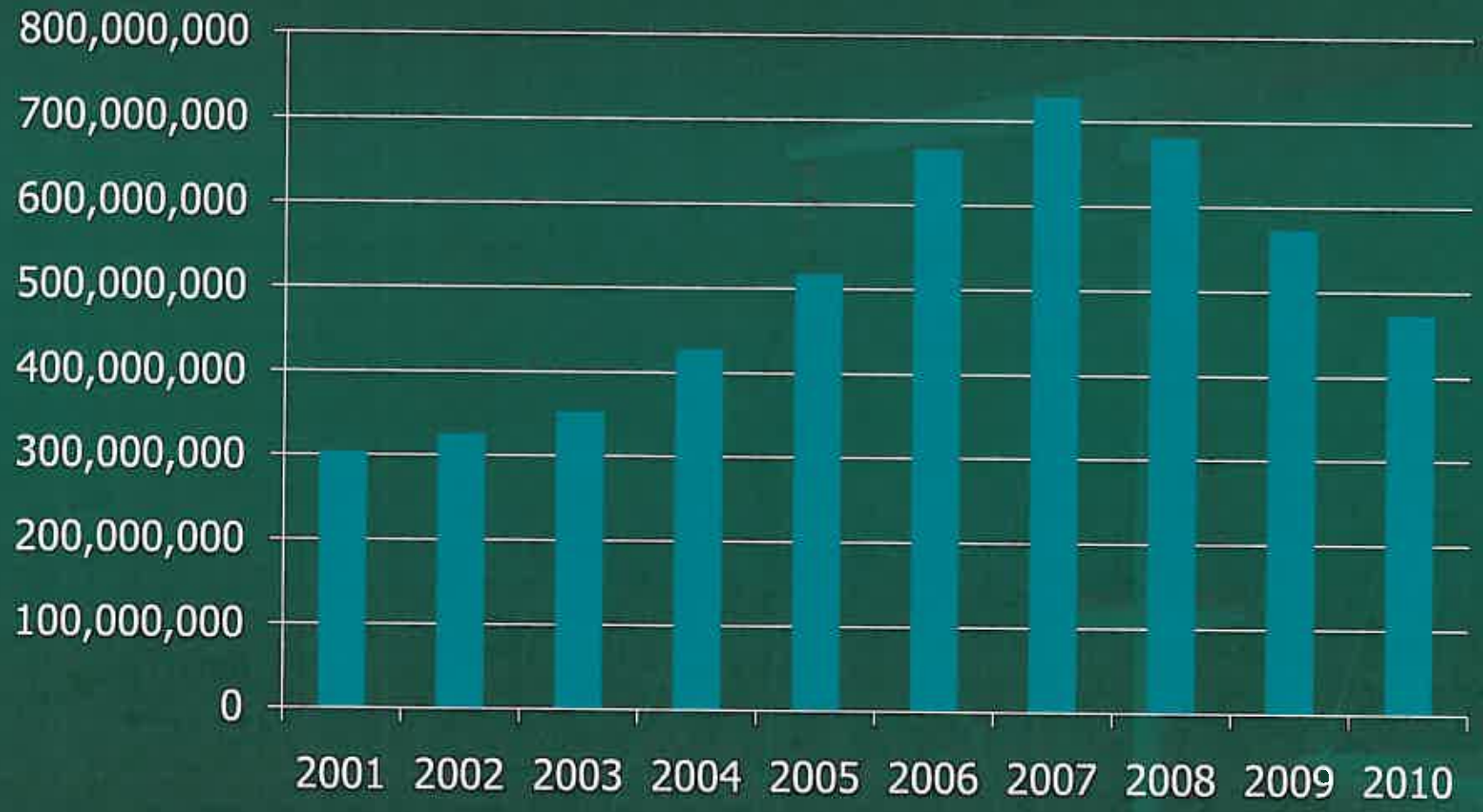
- ASSESSED TAXABLE VALUE
- TERMS TO KNOW
- STATUTORY RESTRICTIONS ON MILLAGE
- PROPOSED MILLAGE RATE
- REVENUES
- EXPENDITURE HIGHLIGHTS

Assessed Taxable Value

Fiscal Year 2010	$ 573,052,834
Fiscal Year 2011	$ 472,543,309
Loss of Value	$(100,509,525)
Loss of Tax Dollars	$ (813,200)

17.5% Decrease in Taxable Value

Total Assessed Taxable Value



Tax Dollar Equivalent

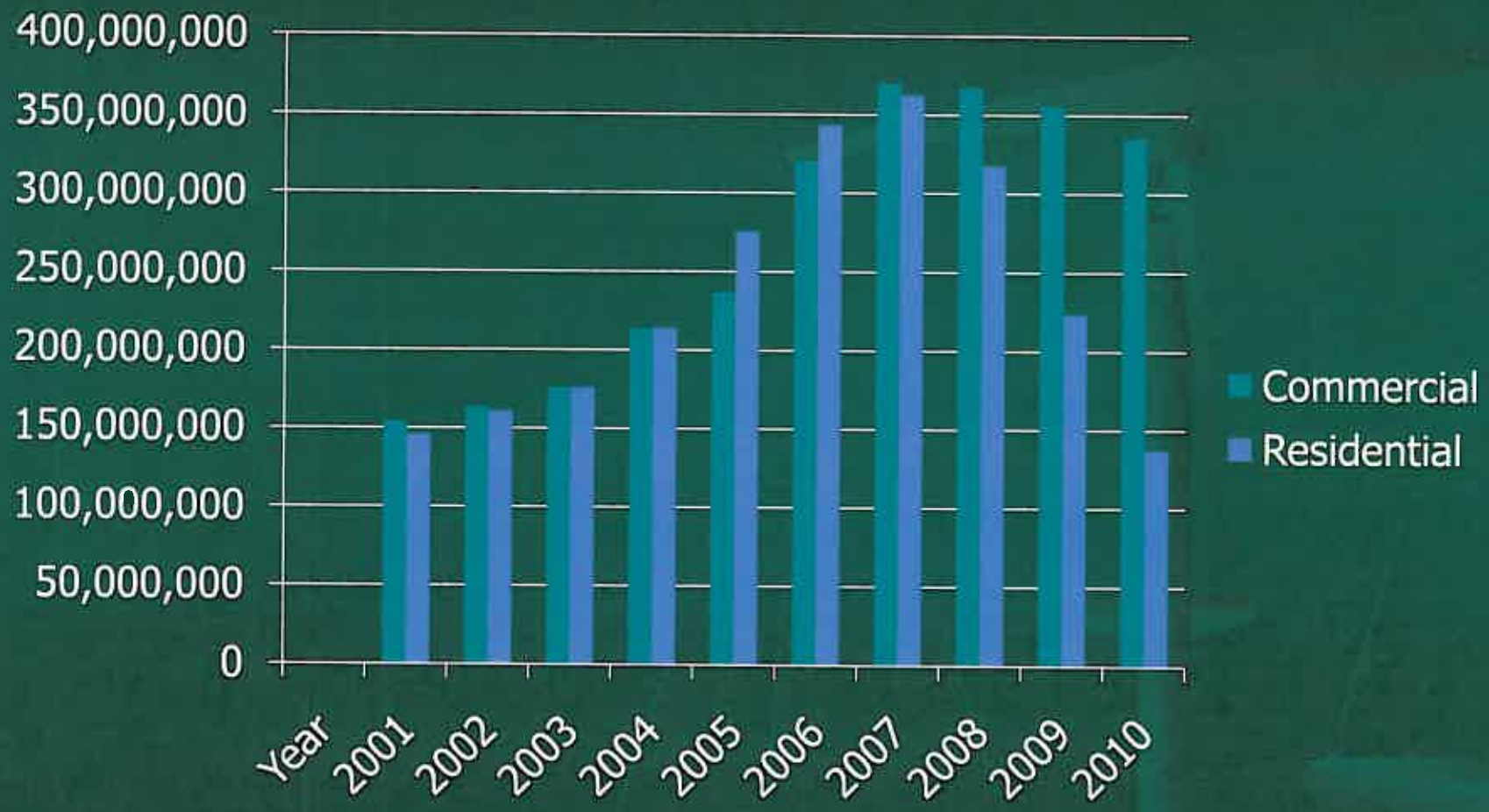
- Cumulative Loss $ 255,728,725

EQUATES TO A LOSS OF TAX DOLLARS

IN THE AMOUNT OF $ 2,069,000

OR 23% OF THE GENERAL FUND BUDGET

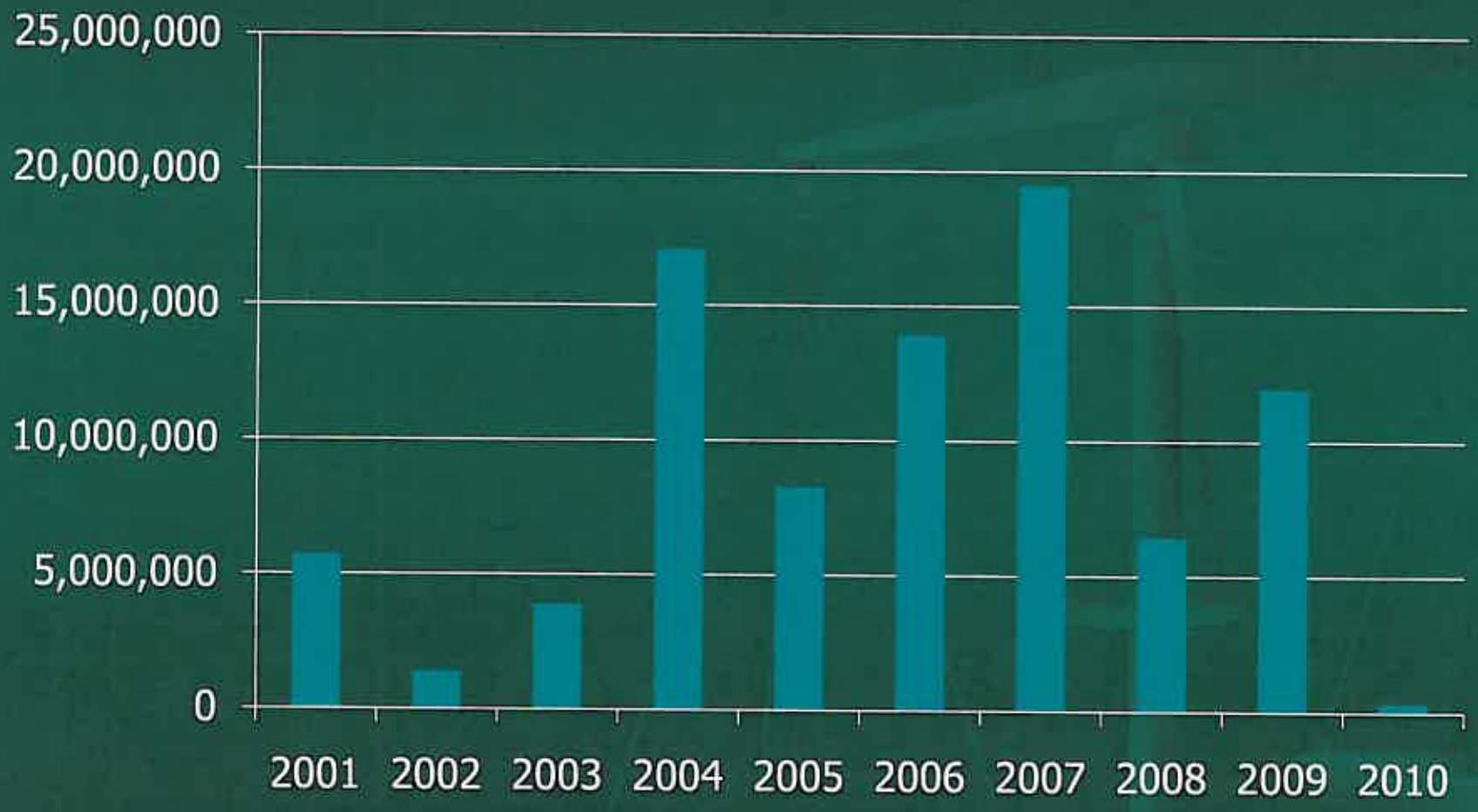
Assessed Taxable Value Commercial vs. Residential



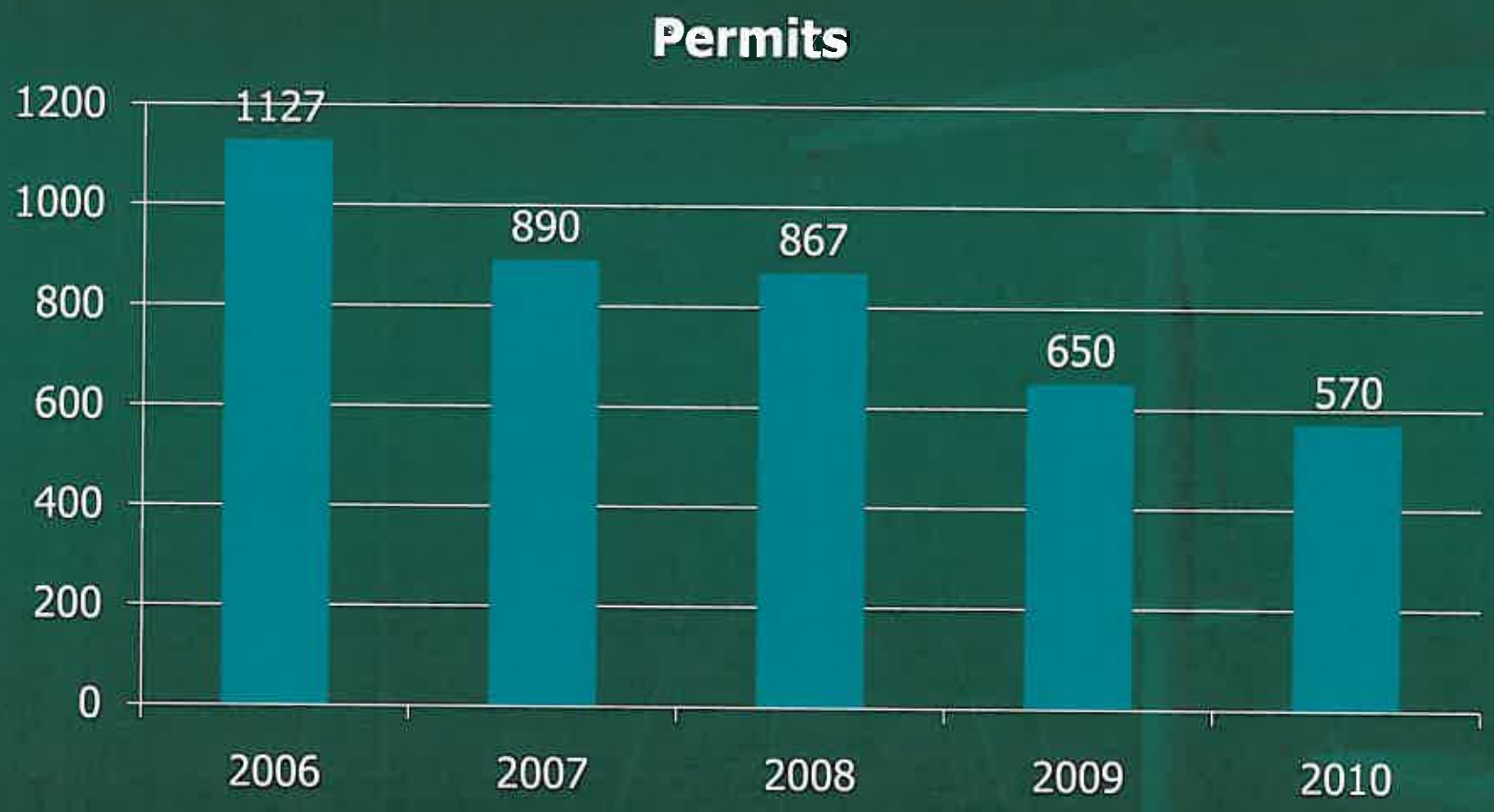
Cumulative Loss of Taxable Value

Taxable Value FY 2008	728,272,034
- Fiscal Year 2009 (Amend. I)	(47,995,313)
- Fiscal Year 2010	(107,223,887)
- Fiscal Year 2011	(100,509,525)
Cumulative Loss – 35%	(255,728,725)
Taxable Value FY 2011	472,543,309

Analysis of New Construction



Number of Permits Issued



Building Permit Revenue

Terms to Know

- **AD VALOREM TAX:** Property Tax
- **Millage Rate:** Tax rate. Dollars per one thousand dollars of assessed taxable value of property. (1 mill generates $ 448,915)
- Prior year 1 mill generated $544,400
- **Millage Cap:** Maximum Millage allowed by law. Ten mills (10.00).
- **Rolled-back Rate:** Tax rate that would generate prior year tax revenues.

Statutory Restrictions

State Law Caps Millage at 10.00 mills

- Rolled-Back Rate 10.0123 mills
- Current Rate 8.5163 mills
- Maximum Millage allowed up to 10 mills

RECOMMENDED MILLAGE

CURRENT YEAR MILLAGE

8.5163

- No increase in tax rate
- This is actually a **tax decrease** of 14.94% because it is below the rolled-back rate of 10.0123 mills
- Produces $813,200 **less** in ad valorem revenue than the current year
- Town ($617,500), CRA ($195,700)

Revenue

No New Revenues are Proposed for FY 2011

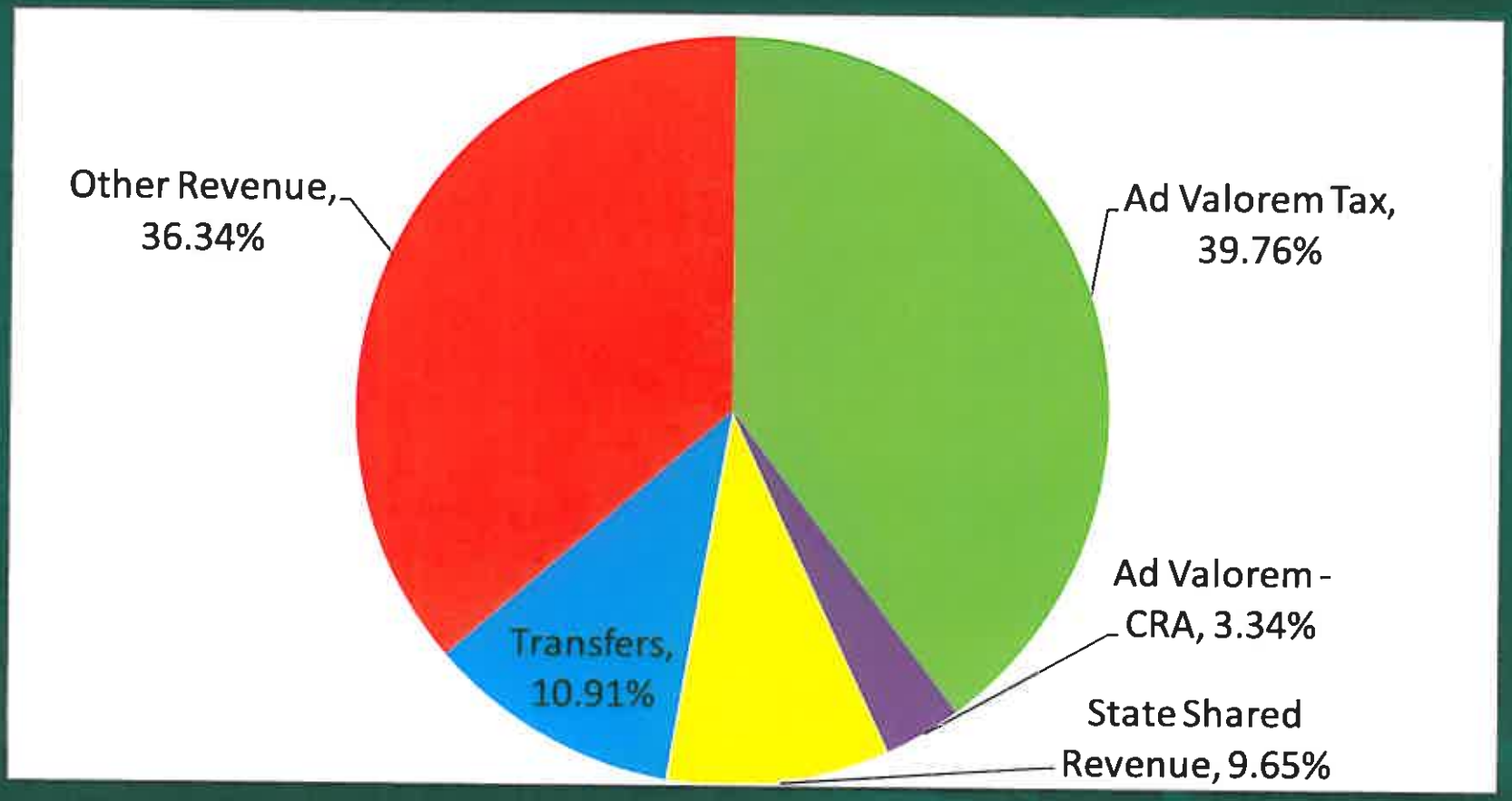
Analysis of Property Tax Revenue

	FY 2010 8.5163	FY 2011 8.5163
PBSO Sheriff	$2,776,550	$2,634,120
PBC Fire Rescue	$2,001,820	$1,634,105
Total for Public Safety	**$4,778,370**	**$4,268,225**
CRA	$491,600	$295,900
Other Services - PW, Admin. ,Etc.	**($633,695)**	**($741,025)**
Total Proceeds	**$4,636,275**	**$3,823,100**

REVENUE BY SOURCE

Source	Amount
PROPERTY TAX - OPERATING	$ 3,527,200
PROPERTY TAX - CRA	295,900
OTHER REVENUE	3,224,295
INTERGOVERNMENTAL (State Shared)	856,025
TRANSFERS	968,125
TOTAL	**$ 8,871,545**

Breakdown of Revenue

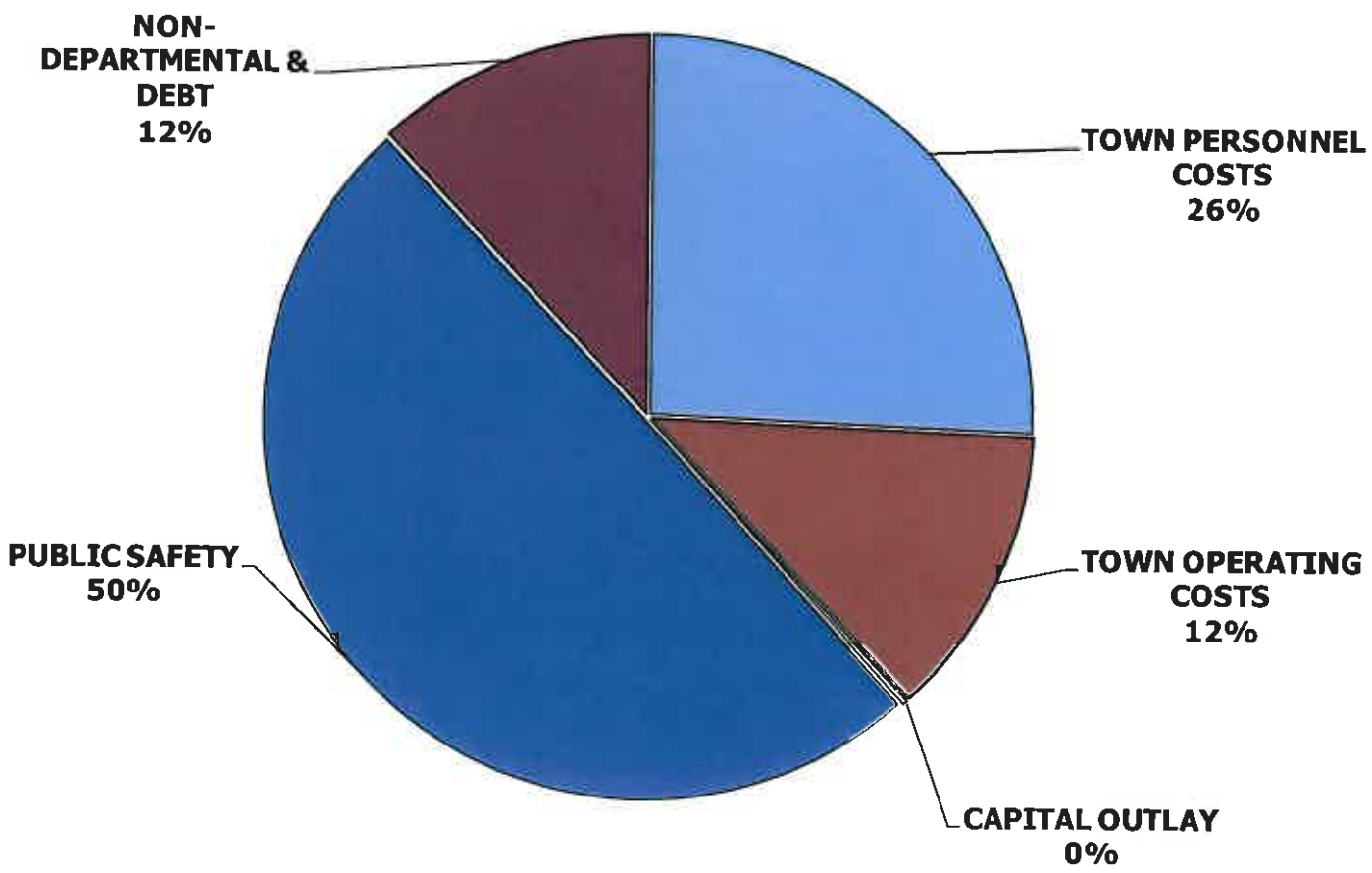


EXPENDITURES

General Fund Expenditures

	FY 2010	FY 2011	Difference
Personal Services	2,481,105	2,282,580	(198,525)
Operating Expenses	1,224,550	1,105,640	(118,910)
PBC Sheriff & PBC Fire Rescue	4,796,295	4,399,195	(397,100)
Capital Outlay	12,000	7,500	(4,500)
Debt	338,425	337,365	(1,060)
Non-Departmental	872,380	739,265	(133,115)
Total	9,724,755	8,871,545	(853,210)

EXPENDITURE BREAKDOWN



Positions Eliminated

- 12 positions eliminated FY 2008
- 5 positions eliminated FY 2009
- FY 2010: Eliminated 4 FT positions/ 3 FT reduced to PT
- FY 2011 Proposed elimination of 2 FT positions

Continued…

- Workforce reduced from 79 to 56 positions overall

29% reduction in our workforce

Continued…

FY 2008

- Asst. Rec. Director
- Maint. Worker
- Safety Inspector

Mid- Year Eliminations

- (3) PT Lib. Assist. I
- PT Lib. Shelver
- (2) FT Dock Attend.
- (2) PT Dock Attend.
- Dock master

FY 2009

- Operations Manager
- Admin. Assistant
- PT Lib. Assistant I
- PT Lib. Assistant
- PT Dock Attend.

Continued…

FY 2010

Positions Eliminated

Grounds Maint. Div.

- (2) Maint. Worker I

Community Dev. Dept.

- Admin. Assistant

Marina

- Assistant Dockmaster

FY 2010

Positions Changed to PT

Recreation Dept.

- Maint. Worker I

Library

- (2) Library Assist. II

Other Departments

- All part-time hours were reduced

Continued…

- **FY 2011 Proposed Eliminations**
  - Grounds Maintenance Division
    - Grounds Maintenance Crew Leader
  - Community Development Department
    - Administrative Assistant

Expenditure Highlights

- No COLA
- No Merit Raises
- Five (5) Furlough Days Scheduled - $50,000
- Eliminated Travel Budgets in Departments
  - Commission Travel Budget remains at $7,500
- Minimal Capital Outlay – Replace Carpet in Town Hall - $7,500

Departmental Highlights

- **Town Commission**
  - Salaries do not reflect the 1.92% pay reduction for furlough days
  - Lobbyist fees (Gomez Barker & Assoc,) are reduced 10%
  - Travel Budget $7,500 ($1,500/person)
- **Town Manager**
  - Additional 5% of budget is abated to the CRA for a total of 10%

Highlights - continued…

- **Town Clerk**
  - Additional funds for referendum questions and SOE costs
- **Legal Department**
  - Reduced by $10,000
- **Information Technology**
  - Computer replacements postponed
- **Finance**
  - Audit fees reduced – There is no Single Audit requirement this year for grants – $ amount is under threshold

Highlights - continued…

- **Police**
  - Reduction of $142,430 due to a negotiated decrease and the Captain was replaced by a Lieutenant.
- **Fire Rescue**
  - No millage increase - currently 3.4581 mills
  - Contractual savings of $367,715 due to declining property values

Highlights - continued…

- **Public Works Department**
  - **Grounds Maintenance Division**
    - Eliminated 1 Crew Leader Position
    - Reduction in Contractual Services of $4,300 due to 33% reduction in fertilization program
  - **Facilities Division**
    - Elimination of custodial contract for the Library to be replaced by PT Custodian in Library Department
    - Capital Outlay $7,500 for replacement of carpet in Town Hall
  - **Vehicle Maintenance Division**
    - Mechanic II position transferred to Sanitation

Highlights - continued…

- **Parking Meter Division**
  - Operating Expenses projected at $18,425 excluding enforcement
  - Debt Service $32,280 (paid off in 2014)
  - Revenue offset:
    - Parking Fees $46,000
    - Parking Fines $20,000
    - Transfer from Marina $10,000
  - Net Revenue to General Fund $25,300
  - Net Revenue to Marina Fund $16,000

Highlights - continued…

- **Community Development**
  - 20% of Director's salary, 10% of Planner's salary and 10% of the 2 full-time Code Inspector's salaries are abated to the CRA
  - Eliminated Administrative Assistant Position
  - Decrease to inspections contract of $5,200. Last year the contract decreased $20,500.
  - Funds appropriated for amendments to the EAR for Comp Plan Amendments.

Highlights - continued…

- **Recreation**
  - 50% of the Director's salary is abated to the CRA for special events planning
  - After School Program has been eliminated
  - Promotional budget has been eliminated
    - Easter Egg Hunt
    - Santa's Ride

Highlights - continued…

- **Library**
  - Eliminated PT Library Assistant II position and restructured hours of remaining PT personnel
  - Added PT Custodian position from funds eliminated in Facilities for contractual service
  - Restructured Library hours still at 40 hrs/wk

Hours as of 10/1/09	**Current Hours**
11-7 Mon. – Tues.	12-8 Mon. – Tues.
9-5 Wed. – Fri.	9-5 Wed. – Thurs.
Closed Saturdays	9-1 Fri. – Sat.

Highlights - continued…

- **Library State Aid**
  - Due to budgetary reductions previous years, State Aid went down from $11,650 to $7,675 current year
  - Funding is anticipated to increase to $8,025 next year

Highlights - continued…

- **Non-Departmental**
  - TIF payment to CRA down $195,700
  - Transfer to Streets & Roads - offset for Foreman position
  - Estimated required contribution to Retired Police Pension Fund $30-$50,000
  - $ 250,000 Transfer to CRA - Delinquent TIF
  - $ 100,000 Contingency

DEBT SERVICE FUND

DEBT SERVICE FUND

- 1997 G.O. Bond ($4,800,000) $ 379,475
  - Paid off in 2017
- 1998 G.O. Bond ($5,000,000) $ 388,675
  - Paid off in 2018

- Total Annual Debt Service $ 768,150

Debt Service Millage Rate 1.70

(Current Rate 1.40 mills)

OVERVIEW

Recommended Millage Rates

Operating Millage Rate 8.5163

- A tax decrease of (14.94)%
  below Rolled-Back Rate
- Current Operating Rate 8.5163
- Rolled-Back Rate 10.0123

Debt Service Rate 1.7000

(Current Debt Millage 1.4000)

Comparison 100K
Market Value above SOH Cap

	This Year	Next Year	Difference
Assessed Value	100,000	102,700	2,700
Exemption	(50,000)	(50,000)	-
Taxable Value	50,000	52,700	2,700
Taxes – Oper.	426.00	449.00	23.00
Taxes – Debt	70.00	90.00	20.00
Total Town Tax	**496.00**	**539.00**	**43.00**

Comparison 100K
Market Value below SOH Cap

	This Year	Next Year	Difference
Assessed Value	100,000	61,300	(38,700)
Exemption	(50,000)	(50,000)	-
Taxable Value	50,000	11,300	(38,700)
Taxes – Oper.	426.00	96.00	(330.00)
Taxes – Debt	70.00	19.00	(51.00)
Total Town Tax	**496.00**	**115.00**	**(381.00)**

Comparison 250K Commercial Property

	This Year	Next Year	Difference
Assessed Value	250,000	235,500	(14,500)
Exemption	0	0	-
Taxable Value	250,000	235,500	(14,500)
Taxes – Oper.	2,129.00	2,006.00	(123.00)
Taxes – Debt	350.00	400.00	50.00
Total Town Tax	**2,479.00**	**2,406.00**	**(73.00)**

Discussion

- Consensus on the Operating Millage Rate

Proposed at 8.5163

- Debt Rate will be 1.7000 mills

- These rates must be to the Property Appraiser by August 4th

Public Hearings

- By Statute cannot be held before Sept. 3rd
- First Public Hearing on the budget will be scheduled for September 8th at 7:00 PM (advertised in the TRIM notice)
- Final Public Hearing will be scheduled for either September 15th or 22nd at 7:00 PM

At that time public comment will be heard on the proposed budgets and millage rate.

STREETS & ROADS FUND

- Total Budget $ 372,220
  - Road Repairs $ 12,000
    - Pavement along 7th St. by the ballfields
  - Capital Outlay $ 30,000
    - Sidewalk Improvements
  - Transfer to General Fund $100,000

MARINA FUND

- Total Budget $1,221,350
  - Dockage Rate increase proposed for Annual, Seasonal and Charter
    - Annual Rate $17.50/ft to $19.50/ft.
    - Seasonal Rate $25.50/ft. to $28.50/ft.
    - Charter Rate $19.50/ft. to $21.50/ft.
  - Utility fee increase proposed
    - $20/mo. to $30/mo. Covers water and garbage.

Marina - continued…

- Parking Meter Fees $26,000
  - Transfer to General Fund for debt service and operating ($10,000)
- Net to Marina Fund $16,000
- Administrative Fee to General Fund increased to $75,000

STORMWATER UTILITY FUND

- Total Budget $ 503,000
  - Rate per Equivalent Stormwater Unit (ESU) $ 6.50 per month, $ 78.00/YR, no increase is proposed for next year.
  - Capital Outlay $ 12,000
    - Re-contouring Swales

Stormwater – continued…

- Offset to General Fund Expenses $ 78,000
  - For stormwater activities performed by General employees
- Debt Service for Vac-Con Truck $ 61,970
  - Purchased last year
- Transfer to Capital Reserve $ 50,000

SANITATION FUND

- Total Budget $ 1,533,150

- No rate increase proposed
- No new positions or proposed eliminations
- Mechanic II position transferred from Vehicle Maintenance
- Modest increase (6.25%) in disposal fees proposed from SWA

Commission Comments

Exhibit "B" Record copy

7/28/10 Budget Workshop

FACILITY / LAKE PARK MARINA PROPOSED SUMMER RATE $19.50	30'	40'	50'	60'	70'	80'
Lake Park Harbor Marina	$585	$780	$975	$1,170	$1,365	$1,560
North Palm Beach	$864	$1,152	$1,440	$1,980	$2,395	$3,000
Palm Harbor	$720	$1,000	$1,250	$1,500	$1,750	$2,000
Sailfish Marina	$2,250	$3,600	$4,500	$5,400	$6,300	$7,200
New Port Cove	$626	$835	$1,043	$1,252	$1,460	$1,669
Riviera Beach Municipal Marina	$566	$708	$885	$1,062	$1,239	$1,416

FACILITY / LAKE PARK MARINA PROPOSED ANNUAL RATE $19.50	30'	40'	50'	60'	70'	80'
Lake Park Harbor Marina	$585	$780	$975	$1,170	$1,365	$1,560
North Palm Beach	$786	$1,048	$1,310	$1,800	$2,175	$2,725
Palm Harbor	$720	$1,000	$1,250	$1,500	$1,750	$2,000
Sailfish Marina	$2,250	$3,600	$4,500	$5,400	$6,300	$7,200
New Port Cove	$626	$835	$1,043	$1,252	$1,460	$1,669
Riviera Beach Municipal Marina	$566	$708	$885	$1,062	$1,239	$1,416

FACILITY / LAKE PARK MARINA PROPOSED WINTER RATE $28.50	30'	40'	50'	60'	70'	80'
Lake Park Harbor Marina	$855	$1,140	$1,425	$1,710	$1,995	$2,280
North Palm Beach	$1,449	$1,940	$2,425	$3,200	$3,200	$4,400
Palm Harbor	$1,260	$1,680	$2,100	$2,520	$2,940	$3,360
Sailfish Marina	$2,250	$3,600	$4,500	$5,400	$6,300	$7,200
New Port Cove	$810	$1,092	$1,350	$1,620	$1,890	$2,160
Riviera Beach Municipal Marina	$566	$708	$885	$1,062	$1,239	$1,416

LOCAL TRANSIENT FACILITY COMPARISON WITH LAKE PARK HARBOR MARINA
COST AND AMENITIES

FACILITY	AMENITIES	MAX LOA	DAILY RATE PER FOOT	ELECTRIC	WATER	METERED PARKING	CABLE	SECURITY GUARD	LAUNDRY ON SITE	FUEL	CREDIT CARDS	RESTAURANT	WI-FI	MOTEL/CONDO	SHOWERS	SHIP STORE	CLUB MEMBERSHIP	PUMPOUT	POOL	FITNESS CENTER	TELEPHONE HOOKUP	CAPTAINS LOUNGE	CONCIERGE SERVICE
Lake Park Harbor Marina		80'	$1.75	Y	Y	Y	N	Y	Y	Y	Y	N	Y	N	Y	Y	N	Y	N	N	N	N	N
North Palm Beach		130'	$1.75	Y	Y	N	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
Palm Harbor		175'	$2.50	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Sailfish Marina		100'	$3.00	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	N	N	Y	Y	Y
New Port Cove		75'	$1.75	Y	Y	N	Y	Y	Y	Y	Y	N	Y	N	Y	N	N	Y	N	N	Y	N	Y
Riviera Beach Municipal Marina		70'	$1.50	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	N	Y	N	N	N	N	N	Y	N	N

Lake Park Sanitation Rate Increase

7.5 % across the board

	2009	2010
Summer rates for marina	621/mo	718/mo
Winter rate at Marina	414/mo	445/mo
Avg		581/mo

Solid Waste Authority

Governmental assessment

2009	2010	2011
118/ton	144/ton	153/ton
	22%	6.25%

Overall in two years 30% rate increase

2,466.20	6,020.64	6,396.93
		533/mo

Seacoast Utility

Averages 1930/mo

Actual costs average 3,044/mo

Current Utility Charges average 1300/mo

Proposed util charges average 1950/mo