



**Minutes**  
**Town of Lake Park, Florida**  
**Budget Workshop**  
**Wednesday, August 12, 2015, 6:30 PM**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a budget workshop on Wednesday, August 12, 2015 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke arrived at 6:35 p.m., and Kathleen Rapoza, Town Manager John O. D'Agostino, Town Clerk Vivian Mendez and Assistant Town Attorney Matt Ramenda.

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

**DISCUSSION:**

**1. 2015/2016 Proposed Budget.**

Town Manager D'Agostino thanked the Commission for the opportunity to present the 2015-2016 proposed Operating Budget. He explained that his style of management has been to be inclusive and in a collaborative fashion. He selected a budget team that assisted him in the collaboration of the budget. The members of the budget team consisted of Finance Director Blake Rane, Human Resources Director Bambi Turner, Administrative Assistant to the Town Manager Janet Perry, and Community Development Director Nadia DiTommaso and himself. Each senior staff members met with the budget team and collectively generated the first budget that was presented on July 13, 2015. He explained that the Commission established a millage rate of 5.3474. He stated that on the surface there was a reduction from the 8.8055. He clarified that it was no change in the millage rate from the last fiscal year. He explained that a Municipal Service Taxing Unit (MSTU) for fire services was established. He explained that Palm Beach County treats the fire service in the same manner that the Town funds fire services. The fire services are their own taxing authority and unit and the Town would pay whatever the rate was agreed upon with Palm Beach County. He stated that it gave the Town an opportunity to evaluation the millage rate as a rate for services that are provided by the municipality outside of fire protection services. He explained that the budget has been fashioned with the three (3) predominant expenditure drivers as fire, police, and Public Works. He explained that the Town has relied on increase value. He explained that the increase has come from commercial values, the Community Redevelopment Agency (CRA) values, and the residential properties values have risen by 8.8 percent. He stated that the increase in values should not encourage spending of funds in the community. He explained that the majority of the Town's debt was in the CRA with about 50 percent of the Operating Budget. He stated that the Commission has met individually with the budget team and have reviewed the proposed budget.

Vice-Mayor Glas-Castro appreciated staff's efforts to reduce the budget. She asked if there were one or two items that were cut from the budget that could be placed back in

the budget, what would the item or items be. Town Manager D'Agostino stated that he would include a roadway improvement plan into the budget. Vice-Mayor Glas-Castro agreed that roads are deteriorating. Mayor DuBois stated that he responded to the email the Commission received from the Lake Park Community Watch that included photos of the deteriorating road on Silver Beach Road and 10<sup>th</sup> Street. He explained that in his response he explained that Palm Beach County was two (2) to three (3) years behind in their roadway improvement plan of Silver Beach Road. He stated that Palm Beach County has encountered several problems with the project, including having to redraw the plans for the project. He was told by Palm Beach County that the roadway improvements to Silver Beach Road could begin as early as November or December of 2016. He stated that there are several right-of-ways that still need to be acquired before the project moves forward. He explained that the project was east of 10<sup>th</sup> Street and widening the intersection at Silver Beach Road. He stated that several years ago Public Works submitted a detailed report explaining that the intersection would need more than just patch work done. Town Manager D'Agostino stated that a joint Resolution between the City of Riviera Beach and the Town was being proposed to send to Palm Beach County requesting that the project be expedited. Commissioner Flaherty asked if the pothole could be temporarily patched. Public Works Director Dave Hunt explained that the Town would only have the authority to patch 10<sup>th</sup> Street. He further explained that it would take a saw cut of the sizable area of the roadway to repair.

Commissioner O'Rourke thanked staff for preparing the proposed budget. He stated that during his individual budget meeting with staff he had requested that funds for road and Information Technology (IT) type programs be considered. Mayor DuBois stated that in his opinion government was meant to do two (2) things in Florida, roads and drainage. The Town has a drainage outfall situation that would cost significant amounts of funds to repair. Town Manager D'Agostino offered to prepare a recommendation for the Commission to consider regarding repairing the drainage outfall situation. Vice-Mayor Glas-Castro asked if other entities also had a responsibility to repair the outfall. Commissioner O'Rourke suggested investigating who would be responsible for the repair of the outfall before funds are expended to fix the issue. Town Manager D'Agostino asked Assistant Town Attorney Matt Ramenda if the Town took steps in fixing the outfall under our own initiative would the Town lose the possibility of going back to the other entities agents to be reimbursed for the repairs. Assistant Town Attorney Ramenda stated that if a Resolution were in place with the information that was determined at the time, and later additional information were discovered, then the Town could update the Resolution with the information obtained for reimbursement of funds from other entities for the project. Commissioner Flaherty asked if staff could generate a recommendation of how to use the \$300,000 funds it could possibly obtain if the Earl Stewart project were approved. Town Manager D'Agostino stated "yes". Commissioner O'Rourke asked that the Commission consider replacement plans for road, drainage, and IT in the future. Town Manager D'Agostino would put together a plan to work better not harder, which would integrate technology.

Commissioner Flaherty asked the Commission if they were ready to have the parking meters removed and were they ready to address the issues that the installation of the parking meters addressed. Commissioner O'Rourke stated that he had the same concerns regarding removing the parking meters as it related to the funds generated before being

advised that the Town generates almost the same amount of funds as it expends on the parking meters. Town Manager D'Agostino explained that there were two (2) areas that the parking meters are presented in the budget. The first was in the Marina Fund, which was a positive cash flow. The second was in the Town's General Operating Budget. He explained that in the General Operating Budget the Town would be saving funds by removing the parking meters. He explained that there was a slight revenue earning for the Marina, however if some aspects of the parking meters are kept, then the Town would still be expending funds for the enforcement and maintenance of the parking meters. He explained that enforcement procedures would need to be established with the Palm Beach County Sheriff's Office (PBSO) to ensure that loitering does not occur as a result of the parking meters being removed. Mayor DuBois asked if the proposed budget included removing the parking meters at the Harbor Marina. Town Manager D'Agostino stated "yes". Commissioner O'Rourke expressed concern with the parking meters being removed at the Marina. He stated that there was a responsibility to the boaters that run their businesses from the Marina and the lack of customer parking because there would be little or no parking enforcement. Town Manager D'Agostino assured Commissioner O'Rourke that reserved parking has always been available for those customers at the Marina through the parking pass program. Commissioner O'Rourke suggested keeping the parking meters at the Harbor Marina and placing the maintenance and enforcement as part of the Marina budget. Mayor DuBois suggested speaking with the Marina Director to find out if that would be a function that the Marina could handle. Commissioner O'Rourke clarified that it was not only the financial benefit to having the parking meters at the Marina; there was also a loitering concern. Town Manager D'Agostino stated that staff would consider the suggestion and staff would bring back different options based on the comments. Mayor DuBois asked that staff consider a year-round boat launching ramp pass for a fee. Town Manager agreed and stated that a strategic plan for the Marina would be developed taking all the initiatives and suggestions into consideration. Mayor DuBois suggested that a study of an annual boat ramp pass fee and overnight parking be considered moving forward.

Commissioner Flaherty stated that a merit increase process has not been included in the budget for several years. He stated that he would like to see a merit increase program included in the budget. He thanked staff for their hard work on creating the budget. Town Manager D'Agostino stated the Commissioner Flaherty's comments are well taken and that consideration would be made to try and include some type of increase for employees, but could not guarantee that it would be a merit increase.

Commissioner Rapoza stated that she would like to see some of the Library initiatives funded. She thanked staff for their work on creating the budget.

Commissioner O'Rourke stated that under the Human Resources budget there was \$323 initiative that was removed for a membership to International City/County Managers Association (ICMA). Mayor DuBois agreed that the initiative should be placed back in the budget and that the Human Resources Director not have to pay for the membership from her personal funds. Vice-Mayor Glas-Castro understanding was that the Town had a membership to that Association. Town Manger D'Agostino stated that the Town does have a membership to that Association through various departments. He stated that there are several different segments of membership in ICMA. He explained

that the ICMA membership that the Town has was all encompassing. He stated that there was a significant benefit in ICMA for Human Resources development and hiring. Commissioner O'Rourke asked if the Human Resources Director had to act as the Deputy Town Manager, the membership would benefit the Director. Town Manager D'Agostino explained that the Director would have access to the benefits of ICMA.

Finance Director Blake Rane explained the changes that were made to the budget since the last meeting. He thanked each member of the Commission for meeting individually with the budget team to discuss the budget. He stated that the medical insurance increased by 6.5 percent instead of the proposed 18 percent initially budgeted. He stated that the Property and Casualty and Workers Compensation budget has come down significantly as a result of staffs efforts to reduce accidents and injuries. He stated that Public Works did an extensive analysis and inventory of all the poles, especially the decorative light poles in Town, which helped tremendously in lowering the Property and Casualty insurance. He stated that based on the Commission's comments the parking meters budget would be reconsidered.

Finance Director Rane stated that most of the departments had included initiatives that they wanted included in the budget. Several of those initiatives were trimmed down in order to balance the proposed budget. He stated that several major capital improvements were funded and being completed before the end of this fiscal budget year. He stated that there were many capital improvement projects that were not funded, such as road improvements, which would be reconsidered after the comments made this evening. He stated that the Marina budget had been balanced. Over the next few weeks a Marina Director would be hired, with one of the first task expected would be a business and promotional plan for the Marina. He stated that the Commission had focused significantly on the Stormwater Fund, which had to exclude several of its initiatives based on the funds that would be generated. He stated that based on the Commissioners comments some of the initiatives would be reconsidered. He stated that a request for qualification would be brought before the Commission in the future for a stormwater analysis to be done. He stated that the Sanitation Fund analysis was conducted and with a few minor adjustments, the Sanitation budget was able to be balanced. He credited Public Works Director Dave Hunt and his staff for all their work and efforts in creating the five-year truck replacement plan, which made a huge impact on the budget.

Mayor DuBois asked for clarification on the Stormwater Assessment rate per unit. Finance Director Rane explained that the Stormwater Equivalent Unit as the bases for how we assess each single family home, which was assessed one Equivalent Stormwater Unit (ESU), of \$6.50 a month as a non-Ad Valorum tax notice. He suggested that a qualified expert conduct a rate analysis and advise if \$6.50 per month was enough to fund stormwater. Mayor DuBois asked if that was a function that could be done in-house. Finance Director Rane and Town Manager D'Agostino strongly recommended that a professional conduct the analysis.

Mayor DuBois announced that the First Public Hearing on the Budget would be held on Thursday, September 3, 2015 at 6:30 p.m. Commissioner O'Rourke apologized for arriving a few minutes late to the meeting.

**PUBLIC COMMENT:**

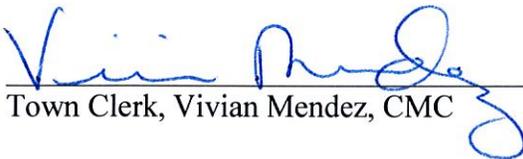
None

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 7:53 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



FLORIDA

Approved on this 2 of September, 2015



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Town Commission  
Budget Workshop  
Wednesday, August 12, 2015, 6:30 P.M.  
Lake Park Town Hall  
535 Park Avenue

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

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

- A. CALL TO ORDER/ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. DISCUSSION
  - 1. 2015/2016 Proposed Budget
- D. PUBLIC COMMENT

This time is provided for audience members to address items related to the Fiscal Year 2015/2016 Budget. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.
- E. ADJOURNMENT

Tab 1

First Public Hearing on the Budget will be held on Thursday, September 3, 2015