



**Minutes  
Town of Lake Park, Florida  
Commission Budget Meeting  
Wednesday, July 17, 2019, 6:00 PM  
Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Commission Budget Meeting on Wednesday, July 17, 2019 at 6:06 p.m. Present were Mayor Michael O'Rourke, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, John Linden, Roger Michaud, Assistant Town Manager/Human Resources Director Bambi Turner, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Town Manager John D'Agostino was absent.

Town Clerk Mendez performed the roll call and Vice-Mayor Glas-Castro led the pledge of allegiance.

**NEW BUSINESS:**

**1. Presentation of the Preliminary Fiscal Year 2019/2020 Budget**

**1a. Commission Discussion of the Presented Preliminary Fiscal Year 2019/2020 Budget.**

Assistant Town Manager/Human Resources Director Bambi Turner explained that the budget was being presented to the Commission in general (see Exhibit "A") and that individual meetings with the Town Manager have been scheduled to discuss the budget line item by line item. She brought the Commission's attention to the Revenues pie chart at the front of the budget packet. She stated that during the one-on-one meetings with the Commissioners and staff the Town Manager would discuss the Evergreen Solutions Compensation Study. After the one-on-one meetings with the Commission, the Town Manager will meet with Department Heads to discuss the Evergreen Solutions Compensation Study.

She explained that the Commission would need to set a proposed millage rate that would not exceed an amount. The millage rate could be lowered during the budget process, but it could not be raised. The current millage rate is 5.3474 mills.

Vice-Mayor Glas-Castro asked what the rollback rate was. Assistant Town Manager/Human Resources Director Bambi Turner stated that the rollback rate was 4.6648, which would reduce the budget by \$410,292.00. She pointed out that going to the rollback rate would result in loss of staff.

Commissioner Flaherty asked if the millage rate pie chart could be included as it was in past years. Finance Director Lourdes Cariseo agreed to include the pie chart for the next budget meeting.

Vice-Mayor Glas-Castro stated "for the record" that there was no increase to the millage rate being proposed. Mayor O'Rourke clarified that staff was not recommending an increase. He pointed out that the primary function of the Commission was to set the

millage rate. Vice-Mayor Glas-Castro asked if the Commission considered raising the millage rate, how high could they be allowed to go. Finance Director Cariseo stated that the Commission could increase the millage by 1.2 mills.

Mayor O'Rourke asked what the discretionary percentage was for the Commission to discuss. Finance Director Cariseo stated that it was under one percent. Vice-Mayor Glas-Castro reiterated that the services that are being provided today are the bare bones of what the Town could afford due to all its obligations. Finance Director Cariseo explained that the pie chart shows the percentage used for public safety.

**2. Setting the Current Year Proposed Operating Millage Rate, and Restating the Date, Time, and Location for the First Public Budget Hearing.**

**Motion: Vice-Mayor Glas-Castro moved to set the current year proposed millage rate to 5.3474 mills, and that we restate that the date, time and place for the first public budget hearing is set for September 5, 2019 at 6:30 p.m. in the Town Commission Chamber; Commissioner Michaud seconded the motion.**

Vote on Motion:

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

Motion passed 5-0.

**PUBLIC COMMENT:**      None

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Glas-Castro and seconded by Commissioner Michaud, and by unanimous vote, the meeting adjourned at 6:22 p.m.

\_\_\_\_\_  
Mayor Michael O'Rourke

\_\_\_\_\_  
Town Clerk, Vivian Mendez, MMC



Approved on this 7<sup>th</sup> of August, 2019

**Budget Comments:**

The following information is being provided to the Commission at the Town Manager's request. We are here tonight to present the FY 2020 budget in global terms and to indicate what the budget drivers are, rather than to go through the budget by line item.

I would first like to call the Commission's attention to revenues. The amount of revenue we are expecting next year; where the large revenue numbers are coming from, set forth on the general revenue chart. The amount of additional amount of revenue is in the area of \$309,836.00. What is being presented this evening is a balanced budget with revenues offsetting expenditures. Town Department heads worked very closely with the Town Manager and the Finance Director in arriving at a balanced budget for FY 2020, which is again what is being presented this evening.

We have an operating budget of \$8,970,345.00, and we have \$8,970,345.00 in the general fund for expenditures. The expenditures that we would like to focus on that they have approved are:

- Johnson Controls -- \$105,324 for FY 2020 (debt continues through 2037).  
We don't yet have the actual numbers, but this results in energy savings which will be taken into account for comparison purposes when six months' worth of numbers come. The annual fees on shot-spotter and LPR in the amounts of \$65,000 and \$17,000 are also included. Lambda rail internet \$13,800, Cyber Security, etc. There are the large increases in the budget which we have no control over.
- There is also discretionary and non-discretionary spending to be taken into account. Discretionary spending is the amount of funds we have for discretionary purposes, such as Travel and Education. Non-discretionary spending are fixed costs which include salaries, employee benefits, property and casualty insurance, and contractual items that we are obligated to pay (e.g., PBSO [contracted at \$3,037,751, which is a 2 percent increase over FY 2019; the Town Manager dropped it from 3 percent to 2 percent with PBSO], fleet rental lease payments, Johnson Controls, utilities, bonds and debt payments). Also, the amount of money the Town pays to the CRA included in non-discretionary spending. (\$783,106) an increase of \$136,000 over FY 2019.

When we look at discretionary spending, it is less than 1 percent of the budget conservatively speaking than the cost of operating the Town for a year.

There are also included in the budget general fund and proprietary funds. Proprietary funds include enterprise funds which generate their own revenue to meet their own expenses. Examples are the Marina, Stormwater, Streets and Roads. Also, the Marina and the CRA which are special revenue funds.)

There is also a list of one-time expenditures that are over our budget. We will come back to the Commission for approval of these items, and we will explain them during the one-on-one budget meetings.

You will have plenty of time to go through the budget by line item. At least 2 & ½ hours will be spent with the Mayor and each Commissioner for this purpose during which the Town Manager will be answering any individual questions that may arise.

During such meetings we will also be talking with the Mayor and each Commissioner regarding the outcome of the compensation study. The Town Manager will also meet with each employee regarding the compensation study after we have met with the Mayor and Commissioners.

**Millage Rate Comments:**

This evening, the Commission needs to set a millage rate for FY 2020 at a not-to-exceed rate. They can lower it, but they cannot raise it. The rate is 5.3474.

## **TM COMMENTS**

**7/17/2019**

Mr. D'Agostino is currently on vacation, and the following announcements are being made on his behalf:

### **SPECIAL EVENTS DEPARTMENT NEWS**

#### **SUNSET CELEBRATION**

The Town of Lake Park will host its monthly Sunset Celebration on Friday, July 26, 2019 from 6:00 pm – 9:00 pm at Lake Park Harbor Marina. This month's event will feature live entertainment from *Square 1*, featuring a versatile range of rock and roll through the ages that the crowd is sure to enjoy! There will be a full cash bar, happy hour prices, and a variety of food and arts & crafts vendors. For more information please contact the Special Events Department at 561-840-0160.

#### **BACK TO SCHOOL EXTRAVAGANZA**

The Town of Lake Park will host its annual Back to School Extravaganza on Saturday, August 10, 2019 from 10:00 am to 1:00 pm at Town Hall. If anyone would like to make a monetary donation, provide school supplies, be a vendor or event volunteer please contact the Special Events Department at 561-840-0160.

#### **LIBRARY INFORMATION**

Tomorrow night at 6:00 pm the Lake Park Public Library is having Astronomer, Sam Storch as the guest who will deliver a talk entitled "A Deliberate Yet Impossible World" about the planet Pluto. Come and find out about the little-known history leading to the discovery of Pluto.

On Saturday, Bow Wow Tales will be held from 11:00 a.m. until noon.

On Tuesday, July 30<sup>th</sup> at 6:00 pm the Library's Florida Bar Speaker Series topic will be, "How not to be sued".

For more information on upcoming Library activities, call the Library at 561-881-3330.

Also, please be advised that the Lake Park Public Library will be closing on Tuesday and Wednesday, August 20<sup>th</sup> and 21<sup>st</sup>, 2019 for staff to attend training on the new catalog system (ILS). Such closure will be posted on the Town's website and on the Library's webpage.

### **Property of the Month**

The property of the month for the July is the home of Iris Sullivan, and is located at 348 Flagler Drive. The homeowner accepted the honor and presentation of the gift card was made on July 1, 2019.

### **Request for Re-establishment of the PBC Issues Forum**

The Town Manager has received an email from Anna Yeskey of the Palm Beach County Intergovernmental Coordination Program stating as follows:

For the past 25 years, the local governments in Palm Beach County have met their state mandated requirement of intergovernmental coordination through two interlocal agreements which establish the Intergovernmental Coordination Program.

The primary agreement, (IPARC) meets the F.S. 163 requirements, maintains a continuous process for disseminating comprehensive plan amendments and resolving related conflicts. The other (Issues Forum) established a method for addressing countywide issues. It has been inactive for the past eight years.

To reestablish the Issues Forum, she needs each participant to nominate a member and an alternate. As the purpose is to develop solutions and build consensus to issues at a policy level, the preference is for this representative to be an elected policy maker. The nomination process is set by our protocol.

The Town Manager has asked me to check with the Commission this evening to determine if you want this placed on the agenda as a future agenda item.

The first meeting will be held once all participants have nominated members to serve. I have set a tentative date of August 29 at 10:30 am. Once established, the meetings will be held quarterly.

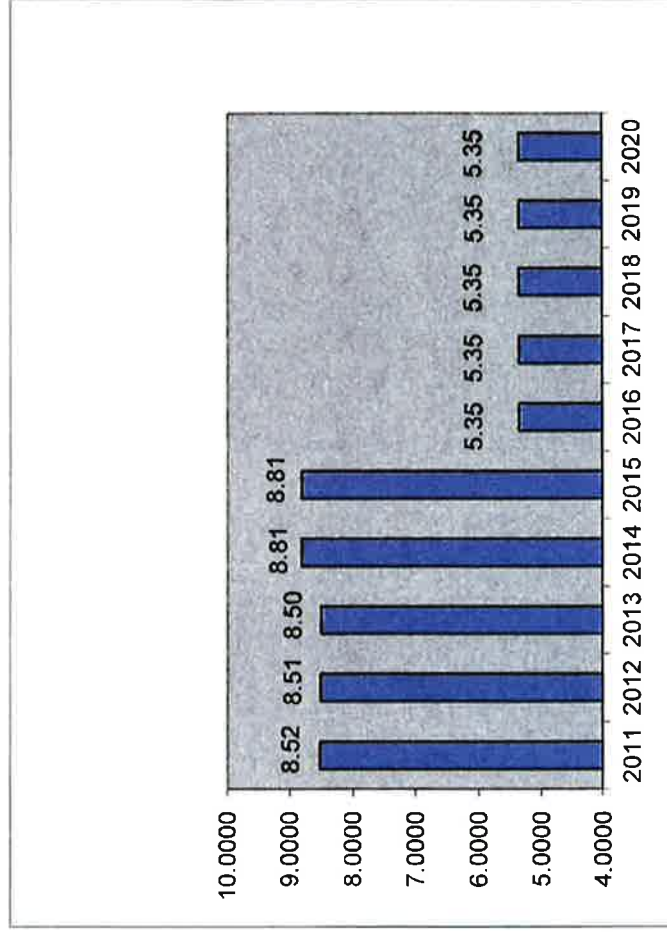
# TOWN OF LAKE PARK

## FISCAL YEAR 2019 - 2020

### ANALYSIS OF OPERATING MILLAGE

FOR TEN YEAR PERIOD 2011 - 2020

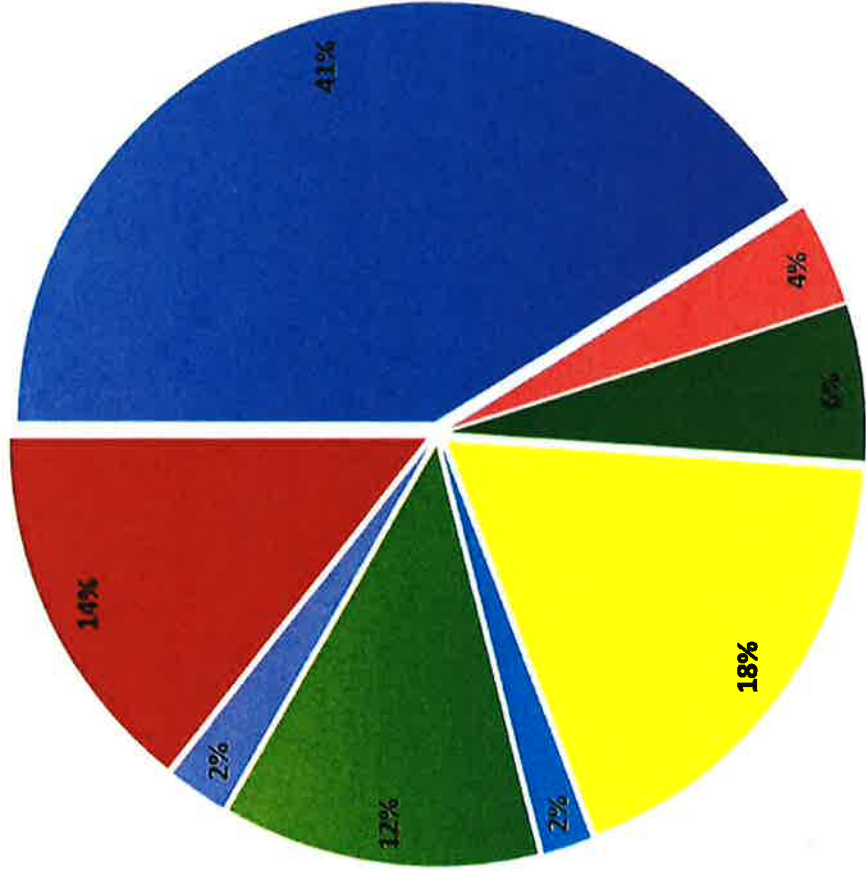
Fiscal Year	Oper. Millage	Inc./Dec. Over Prior		% Inc./Dec. Over Prior Year
		Year	Year	
2011	8.5163	0.0000		0.00%
2012	8.5083	(0.0080)		-0.09%
2013	8.5000	(0.0083)		-0.10%
2014	8.8055	0.3055		3.59%
2015	8.8055	0.0000		0.00%
2016	5.3474	(3.4581)		-39.27%
2017	5.3474	0.0000		0.00%
2018	5.3474	0.0000		0.00%
2019	5.3474	0.0000		0.00%
2020	5.3474	0.0000		0.00%



\* 2016 is the first year of the Fire MSTU  
2016 PBC F/R Millage is 3.4581

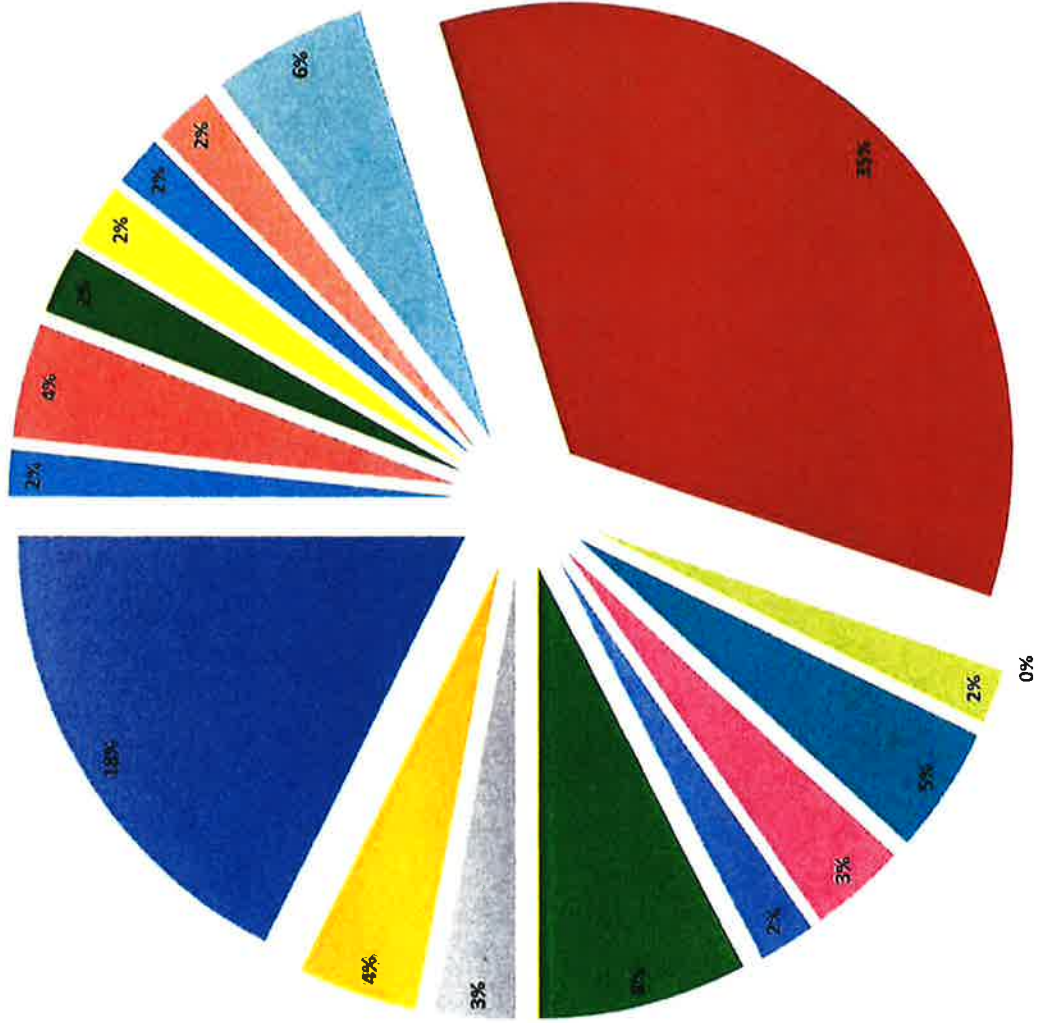


# General Fund Revenue



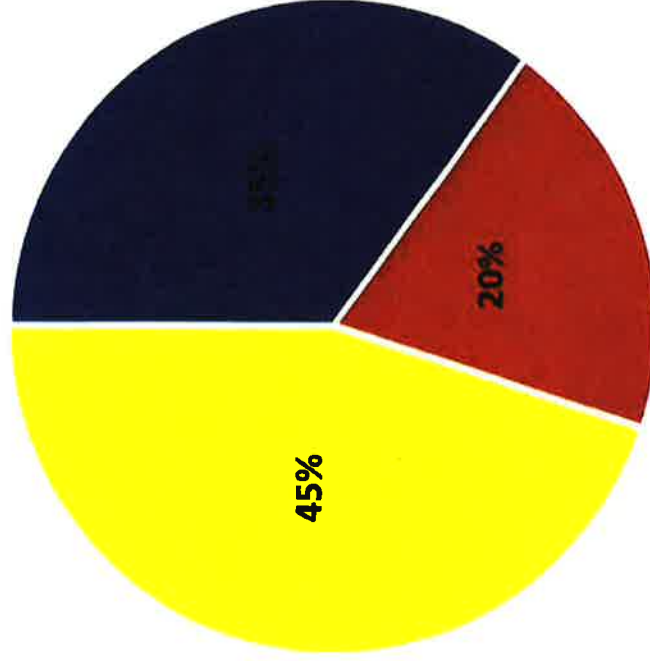
- Ad Valorem 41%
- Business Tax 4%
- Code/Permits/Violations 6%
- Franchise/Utility Fees 18%
- Interest Earnings 2%
- Interdepartmental 12%
- Other Revenue 2%
- State Revenues 14%

# General Fund Expenditures



- Town Commission 2%
- Town Manager 4%
- Human Resources 2%
- Town Clerk 2%
- Town Attorney 2%
- ★ Information Technology 2%
- ▽ Finance 6%
- Public Safety 35%
- Emergency Management < 1%
- Public Works Administration 2%
- Public Works Grounds 5%
- Public Works Facilities 3%
- Public Works Vehicle Maintenance 2%
- Community Development 8%
- Special Events 3%
- Library 4%
- Non-Departmental 18%

# PUBLIC SAFETY AS A % of GENERAL FUND BUDGET



■ PBSO 35%

■ FIRE 20%

■ ALL OTHER COST CENTERS  
45%



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Budget Meeting  
Wednesday, July 17, 2019, 6:00 p.m.  
Lake Park Town Hall  
535 Park Avenue

<b>Michael O'Rourke</b>	—	<b>Mayor</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Mayor</b>
<b>Erin T. Flaherty</b>	—	<b>Commissioner</b>
<b>John Linden</b>	—	<b>Commissioner</b>
<b>Roger Michaud</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, MMC</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. **NEW BUSINESS**
  - 1. **Presentation of the Preliminary Fiscal Year 2019/2020 Budget**
  - 1a. **Commission Discussion of the Presented Preliminary Fiscal Year 2019/2020 Budget** Tab 1
  - 2. **Setting the Current Year Proposed Operating Millage Rate, and Restating the Date, Time, and Location for the First Public Budget Hearing.** Tab 2
- D. **PUBLIC COMMENT:**

This time is provided for audience members to address items related to the **Fiscal Year 2019/2020 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:**

**Next Scheduled Budget Meeting will be held on Monday, August 21, 2019.**