



**Minutes**  
**Town of Lake Park, Florida**  
**Regular Commission Meeting**  
**Wednesday, March 16, 2016, 6:30 PM**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, March 16, 2016 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

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

**SPECIAL PRESENTATIONS/REPORTS**

**None**

**PUBLIC COMMENT:**

1. Curtis Lyman congratulated the re-elected Commissioners. He expressed concern with the proposed cell tower at the Lake Park Marina and urged the Commission to read the packet that was included in the March 21, 2016 agenda packet regarding the cell tower. He explained that the Lake Tower South Condominium's Association supports responsible development at the Lake Park Marina.
2. Susan Ray expressed concern with the proposed cell tower at the Lake Park Marina and the notice provided to the residents.
3. Robert Tinley expressed concern that a listed home for sale on Park Avenue states that it was a great sober living home. He asked the Commission if they had approved for the home to be a sober home. Mayor DuBois responded that the Commission has not approved any home to be a sober home.
4. Joanne Robin expressed concern with the proposed cell tower at the Lake Park Marina. She suggested that the Marina begin renting kayaks.
5. Robert Shelton expressed concern with the proposed cell tower at the Lake Park Marina. He explained the risk of lightning strikes.
6. Doug Wojciechowski, owner of Pronti's Italian Kitchen on 10<sup>th</sup> Street, explained that he has tried to sell his restaurant and the building several times due to health issues. He explained that the restaurant would no longer exist and implored the Commissions to reconsider the application recently presented for a laundromat.
7. Diane Bernhard quoted from the Planning & Zoning Board meeting minutes of February 1, 2016 regarding the cell tower item. She asked the Commission to reject the application.

**CONSENT AGENDA:**

- 1. Regular Commission Meeting Minutes of March 2, 2016**
- 2. Town Commission Acceptance of the Community Redevelopment Agency (CRA) Annual Report.**

Mayor DuBois explained that he contacted the Town Clerk to request that two changes be made to the draft Commissioner meeting minutes of March 2, 2016. Those changes included a spelling error and the verification of the Marina Director’s salary.

Town Clerk Mendez explained the information verified included that the most recent Marina Director’s salary was \$96,000.

**Motion: Commissioner O’Rourke moved to approve the consent agenda as amended; Commissioner Flaherty seconded the motion.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O’Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

**PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:**

None

**PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:**

None

**BOARD MEMBERSHIP NOMINATION:**

**3. Library Board Membership Re-Appointment**

Town Manager D’Agostino explained the item (see Exhibit “A”).

**Motion: Vice-Mayor Glas-Castro nominated Diane Bernhard for re-appointed to the Library Board; Commissioner O’Rourke seconded the motion.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O’Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

**NEW BUSINESS:**

**4. A Request from the Event Organizers of the Chili Cook-Off for the Town to be an In-Kind Sponsor and in such a Capacity Waive Certain Fees and Provide Certain Event Services.**

Town Manager D’Agostino explained the item (see Exhibit “B”). Mr. Robert Trepp (event organizer) and Robert Michaud (President of the Lake Park Kiwanis) introduced themselves. Mr. Trepp stated that it was not necessary for the Town to have a staff member working in the pavilion for the event. He stated that he did not want to use Town funds for that purpose.

Commissioner Flaherty asked if the Commission could grant the use of yard signs at each of the entrance ways of the Town. Mr. Trepp appreciated the suggested but felt it was not necessary to have that many signs out for the event.

Commissioner O’Rourke stated that the sign Ordinance for special events was restrictive and asked that staff review it.

Vice-Mayor Glas-Castro asked how many participants were expected. Mr. Trepp explained that they were expecting 22 participants. Vice-Mayor Glas-Castro asked if there would be a Commissioner contest. Mr. Trepp stated “yes”.

Mayor DuBois asked if the Town could approve the waivers without being a sponsor of the event. Town Manager D’Agostino stated “yes”.

Vice-Mayor Glas-Castro interpreted the Gehring Group letter to say that the insurance requirement would be the same as if the Town had leased it and not taken on any more liability to co-sponsor. Commissioner O’Rourke agreed. Mayor DuBois read the Gehring Group letter, which stated that being an In-Kind sponsor would mean that the Town would need a waiver from each vendor. Mr. Trepp explained that the purpose for the In-Kind sponsorship was to promote the event as a Lake Park event. Town Manager D’Agostino explained that the Town would require waivers from vendors as an In-Kind sponsor. He stated that staff would follow the Commissions direction. Mr. Trepp explained that his intension was to credit the Town with having the event. Mayor DuBois read the insurance requirement that states that each vendor would need to provide a certificate of insurance naming the Town as the additional insurer. Mr. Trepp stated that it would not be possible for the vendors to produce the certificate for this type of event.

**Motion: Commissioner Flaherty moved to approve a request from the event organizers of the Chili Cook-Off to waive certain fees except sponsorship; Commissioner Rapoza seconded the motion.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O’Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0

Mayor DuBois stated that the Chili Cook-Off would be held on April 30, 2016 at Kelsey Park.

### **5. Resolution No. 12-03-16 Adopting of the Lake Park Harbor Marina Market Study and Business Plan**

#### **Public Comment:**

1. David Urbinati expressed concern with different aspects of the proposed Marina business plan. He asked if by adopting the Resolution would the boatlifts be approved considering the Town does not have the demographics to support boatlifts. He asked if by adopting the Resolution would the boat storage concept be approved because boaters would lose access to the boat ramp. He expressed concerns with the launch fees. He suggested that the Resolution include restructuring of staff at the Marina.

Mayor DuBois announced that Brenda Swanson submitted a comment card, which was accidentally missed. He would invite her to speak after this agenda item.

Town Manager D'Agostino explained the item (see Exhibit "C"). Jonathan Luscombe introduced himself and explained how he developed the proposed Marina Business Plan. He explained that in his review of the Marina, the two area that are underutilized are the boat ramps and E-Dock. By dropping the rates, the Marina filled up. He suggested three (3) revenue sources at the Marina, E-Dock could be retargeted with a boatlift; the boat ramp could be used as trailer storage in the lower lot; lastly a flat utility rates. He announced that the City of Rivera Beach has awarded the management contract to Lake Park Harbor. As a result, the City of Riviera Beach rates could rise. He was not recommending raising rates and recovering what was being spent.

He recommended the trailer storage lot be on the lower level with 31 spaces. He addressed Mr. Urbinati's concern regarding parking. He suggested that the flow be changed so trailers would not be pulled in truck first, they would be backed in trailer first. He explained that when a boater launches their boat they could place their empty trailer back to their parking spot, so no extra parking would be needed. He suggested a \$25 fee, which was more than what was being charged on the west coast for the same service. He explained that the only other lot that offers the services was Loggerhead Marina in Palm Beach Gardens. They charge \$150 a months, and they have 84 boats being stored.

He estimated that the cost of a boat storage lot could be \$10,000 and if service does not work, the utility and water lines could be capped off. He explained that the boat storage could be used as a match when applying for grants.

Mr. Luscombe suggested a boatlift. He explained that only two residents rent slips at the Marina; therefore, the demographics that are targeted are not Lake Park residents. He announced that Palm Beach County has grant opportunities and one grant to be used as a match for another grant. He suggested five boatlifts for an estimated cost of \$18,000 each, with minimum maintenance.

He stated that those identified in the business plan would utilize the Marina. He stated that customers are not concerned with the distance to the intercostal.

Commissioner Rapoza complemented Mr. Luscombe for explaining a well-designed business plan. She asked if the lifts could be installed in a reasonable amount of time and position. Mr. Luscombe stated "yes". He cautioned the Commission that placing one or two boatlifts at a time would not show the return of investment and could deter customers. He recommended doing 10 lifts at one time with a 24-month return on investment. He stated that the strongest threat was the change and the Towns need to buy into the concept.

Commissioner O'Rourke asked Mr. Luscombe if the rate of the trailer storage would increase fuel purchases. Mr. Luscombe explained that if someone were to store their boat at the Marina they would purchase gas because of its convenience. Commissioner O'Rourke asked if it was a different type of fuel. Mr. Luscombe stated "yes". Commissioner O'Rourke stated that drive-thru fuel sales are weak because we are farther away from the inlet. Mr. Luscombe explained that a captive audience would purchase fuel. The more customers the more fuel sales. Commissioner O'Rourke asked for recommendations on how to utilize the ship store. Mr. Luscombe stated that the boat ramp building was a great place to have bait, ice, and drinks and having a staff person available to assist boaters. He explained that the Marina needed staff. Commissioner O'Rourke asked if there were any other recommendations. Mr. Luscombe noted that he made three recommendations. He gave two (2) additional recommendations: a concierge that could assist boaters that are not familiar with the area, changing the meeting room into a lounge.

Commissioner O'Rourke asked about the percentage of the types of boats in the Marina and how could that be changed. Mr. Luscombe explained that dry storage was expensive. The boat lift fill faster because of affordable pricing. He explained that the lifts would offer boaters different opportunities.

Commissioner O'Rourke stated that a recommendation in the business plan was to install a breakwater. Mr. Luscombe stated that in his research the Marina did have a breakwater at one point. He stated that since it no longer has a breakwater the water ricochet and the boats docked near the boat ramp get the blunt of the wave action. He stated that plans were drawn that include a seawall extension, which would not work because it would block the channel from larger vessels coming in, which would mean the Town would have to dredge. He explained that at Jonathan Landings Florida Inland Navigation District (FIND) placed a revetment to do a shoreline re-stabilization project because of the boatlifts. He explained that the Town could have the seawall permits reactivated to get the work done.

Commissioner Flaherty asked what the cost of the covered dry storage lifts were. Mr. Luscombe stated that the cost included in the packet were for the installation. Commissioner Flaherty asked if it were fair to have a flat rate. Mr. Luscombe explained that a cashless kiosk works and make things easier on staff enforcement.

Vice-Mayor Glas-Castro thanked Mr. Luscombe for drafting the plan. She had concerns regarding the boat storage and the Marina looking like a junk yard. She noted that it could be controlled through the agreement. She expressed concern with the use of the upper parking lot. Mr. Luscombe explained the Marina would not be losing revenue because if you look at the amount of revenue that were generated from the ramp fees, it is only about \$49,000 a year. If the Marina had 31 spaces of boat storage, the revenue could generate \$98,000 and it would push those boaters that she expressed concern about into the other spaces. The Town might loss a few people, but the revenue of the storage was greater.

Vice-Mayor Glas-Castro asked about the electric rate. Are the boxes ready. Town Manager D'Agostino explained that if a flat fee were used, the meters would not require maintenance. He stated that the location of the boxes were so close to the ocean that it would cause maintenance issues. Vice-Mayor Glas-Castro asked if the meter component was not working; she was under the impression that the electric boxes were not working. Mr. Luscombe explained that the boxes were delivering electricity. He explained the three components in the box. There are ring that measure the flow of current through the wire. He stated that 30-amp service has one wire and 50-amp service has two wires. Each ring has one service, which records to odometers. The cost of the 30-amp was \$172 if the problem were with the ring. If the problem were with the odometer, the cost was \$16.00. The cost of the 50-amp was about \$180 a line, these cost do not include labor. Once the problem were identified, then parts are ordered and then there were repair cost. He suggested that if all the parts are purchased and stored they are then available for a repairperson to change. He stated that with a flat rate none of the boxes would need to be repaired. He explained that the meters would need to be read monthly, or if the space were sub-leased, then the meter would need to be read more often. He stated that with a flat rate if a boat were plugged in, then they are charged, if not, they are not charged. Vice-Mayor Glas-Castro understanding was that customers would be charged for electric no matter what. Mr. Luscombe stated "yes". Mayor DuBois clarified that a customer that rents a slip pays electric. Mr. Luscombe stated "yes".

Vice-Mayor Glas-Castro stated that one of the issues was the condition of the showers. Town Manager D'Agostino explained that there were capital operating expenditures budgeted for maintenance and would find out if maintenance of the showers was identified. Vice-Mayor Glas-Castro expressed concern that there are major deficiencies and little funds for maintenance. Mr. Luscombe explained that not doing anything would continue to burn the general fund and breakeven. He explained that the Marina should support itself as an Enterprise Fund.

Mayor DuBois stated that the operational expenses was different from the capital expense. Mr. Luscombe explained that the revenue at 105 percent does not support the Marina due to the debt.

Commissioner Rapoza explained that many aspects of the business plan made sense for the Marina to support itself. She stated that better utilization of the patio, increase shade, installing charcoal grills, obtain grants for a pump out, and create a lounge on the second

floor of the Marina building, were ways to stay within the charm of the Marina community and they would want to come to the Marina.

**Motion: Commissioner O'Rourke moved to approve Resolution 12-03-16; Commissioner Rapoza seconded the motion.**

Mayor DuBois did not agree with removing the amount of spaces proposed in the business plan. He stated that the Town has changed from a Marina Town to an Arts Town. He did not agree with several recommendation in the plan including customers purchasing gas, purchasing bait, or soft drinks at the Marina. He agreed with the soft ideas and felt they should be implemented immediately. He agreed with the suggestion of boatlifts using a FIND grant. He pointed out that if the Town wants to implement a boat hoist then a maintenance contract were necessary so staff was not responsible for any maintenance.

Mayor DuBois asked for a motion that would include redacting the 31 out of 50 spaces for the ramp and include a maintenance contract for the boat hoist. He asked that the maker of the motion amend the motion to include those two items. Commissioner O'Rourke stated that he would not change his motion.

Vice-Mayor Glas-Castro, Commissioner Flaherty, and Commissioner Rapoza agreed with the Mayor's suggested motion.

Commissioner O'Rourke withdrew his motion.

Mayor DuBois restated a motion as adopting the business plan rescinding any spaces saved for storage at the ramp other than the overnight storage the Marina currently has, and asked for a maintenance contractor, and do an RFP for maintenance contractor services.

**Motion: Vice-Mayor Glas-Castro moved to approve Resolution No. 12-03-16 as amended which included rescinding any spaces saved for storage at the ramp other than the overnight storage the Marina currently has, and asked that staff do an RFP for maintenance contractor; Commissioner Rapoza seconded the motion.**

Commissioner O'Rourke stated that the benefits to the plan was that it was an attempt to make the Marina a viable business entity. He explained that the Marina has been subsidized for so long that the Town was in a budget situation where the Town has no funds available to do any type of real improvements. He felt the business plan allows the Town to move in the direction where revenue could be increased and felt the trailer storage was a good plan.

Mayor DuBois agreed that the Town was trying to gain as much revenue as possible. He explained the history of the Marina and why the rate changes were made throughout the years. He stated that he would continue to fight for each space available at the Marina because of the spaces that were removed during the last construction of the Marina.

Commissioner O'Rourke stated that his comments were not as a debate, they were merely comments.

Vote on Motion:

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

Motion passed 3-2.

**Public Comment:**

**Brenda Swanson** expressed concern with the cell tower.

Mayor DuBois thanked Mr. Luscombe for creating the business plan.

**6. Non-Ad Valorem Assessment Charge to the Town by Palm Beach County Information Systems Services (ISS)**

Town Manager D'Agostino explained the item (see Exhibit "D"). Vice-Mayor Glas-Castro asked if the Manager's Association have discussed this topic. Town Manager D'Agostino felt that the Manager's did not want to question the issue because it was a minimal amount of money. He expressed concern that there would be a proportional increase in the future. Commissioner O'Rourke was offended that Palm Beach County wanted to go to war with its municipalities. Commissioner Rapoza stated that she was against the item. Commissioner Flaherty asked if the amounts would decrease. Town Manager D'Agostino explained that it was not based on value. He stated that the larger municipalities have their own internal system; smaller municipalities use Palm Beach County and are now being charged. Commissioner O'Rourke asked if there was a justification to the amount of fees, they set or was it just an amount that the County decided to charge. Town Manager D'Agostino stated that within the information the Commissioner's question was not addressed.

Mayor DuBois clarified that the fees were associated to Stormwater assessment. Town Manager D'Agostino explained that the Town has Stormwater and Sanitation assessments.

**Motion: Commissioner Flaherty moved to approve Non-Ad Valorem Assessment Charge to the Town by Palm Beach County Information Systems Services (ISS); Vice-Mayor Glas-Castro seconded the motion.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		

Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

**7. Palm Beach County Sales Tax to Finance Infrastructure Projects in the Town of Lake Park**

Town Manager D’Agostino explained the item (see Exhibit “E”). Mayor DuBois asked if the Town was restricted on how to expend the funds. Town Manager D’Agostino explained that it would be restricted to the most recent list provided by Public Works Director Dave Hunt.

Mayor DuBois asked if the list could be amended to include the Capital Improvements schedule. Town Manager D’Agostino explained that there are certain items that would not be eligible for funding under the plan. Mayor DuBois stated that Palm Beach County were improving other projects besides streets and roads.

Vice-Mayor Glas-Castro explained that the point of the list was to give residents an idea of how the Town would spend the funds if approved. Mayor DuBois clarified that the funds could be used for other Capital Improvement projects.

Town Manager D’Agostino explained that any funds the Town receives would be better than not receiving any funds at all.

Commissioner O’Rourke asked if Palm Beach County has committed to this funding or was it up to the County to determine how the funds would be distributed. Town Manager D’Agostino explained that the percentages breakdown could change, but there were no guarantees. Mayor DuBois asked if the sales tax funds were bondable. Finance Director Blake Rane explained that it has not be finalized, but he felt that the Town could acquire debt based on the revenues. He stated that once the public has voted on the issue, then the County would distribute the funds over the 10-year period.

Town Manager D’Agostino explained that Palm Beach County would have an oversight committee that would review the projects. Mayor DuBois stated that the oversight committee was the Inspector General.

**Motion: Commissioner Flaherty moved to support the Palm Beach County Sales Tax to Finance Infrastructure Projects in the Town of Lake Park; Commissioner Rapoza seconded the motion.**

Commissioner O’Rourke expressed his concern with the item and explained that he would vote against the item.

Vice-Mayor Glas-Castro explained the difference between the ½-cent sales tax and the one-cent sales tax. She stated that the one-cent sales tax would include funding for the School Board and fund children’s programs. She stated that if the tax were only for road

improvements it generally would not pass. She suggested that the item go before the Palm Beach County voters to see if they would agree.

Mayor DuBois stated that the tax would affect the Town the most. He stated that he usually supports Palm Beach County, but in this case does not agree with another tax for the residents. He understands that the Town needs the funds.

Vice-Mayor Glas-Castro further explained that it was regressive, and like today, it was not applicable to tax exempt items like groceries and medicines. She explained that it was applicable to all other eligible sales, such as the tourist, visitors, not just the residents.

Mayor DuBois stated that out of a sense of right or wrong he would vote against the item.

Commissioner Rapoza asked if a decision was necessary this evening. Town Manager D'Agostino stated that Palm Beach County wanted a decision by March 21, 2016.

Vice-Mayor Glas-Castro explained that since it was not a 40/60 split, Palm Beach County needs to have a majority of the municipalities' support their initiative.

Vote on Motion:

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

Motion failed 2-3.

**TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

**Town Attorney Baird** announced that Kelly Gardner would attend the April 6, 2016 meeting on his behalf.

**Town Manager D'Agostino** announced that the Easter Egg Hunt would be held on March 26, 2016 from 9:00 a.m. to 11:00 a.m. at Kelsey Park. He updated the Commission on the quest for a Recreation Director. He explained that the recruitment process had been completed, but when staff verified the applicants' credentials, the applicant was disqualified because they were not truthful on their application. On his direction, staff was restructuring the job description of the Parks & Recreation Director to a Special Events Director. The job description would be on the April 6, 2016 agenda for consideration. As a result, summer camp has been canceled this year. He stated that a list of summer camp programs in the area have been placed on the Town's website.

Commissioner Rapoza asked if the Town would continue to have a Recreation Director. Town Manager D'Agostino explained that in the area there are only two other municipalities that require their Park & Recreation Director to handle special events. The blending of both position has not worked for the Town. He would be recommending an

Events Director to coordinate special events with two assistant. He stated that as part of the 2017 Fiscal Budget a Parks & Recreation Coordinator would work on special events, responsible for developing programs, implementing a summer program. He stated that the goal would be for the Town to host its own events rather than relying on other entities to host events in the Town. As a result, the Town would invite the non-profit organization to participate in the events. Mayor DuBois explained that the Town has not held events due to lack of funding. He explained how he worked with Lake Park Kiwanis to hold smaller events with less funding. He stated that the goal was to attract organizers to hold events in the Town, which was how the Town had several events.

Town Manager D'Agostino gave an update on the Citizens on Patrol program explaining the Lt. Vassalotti and the Commander have agreed to lower the amount of participants to 15 members in order for the Town to have its own unit. He stated that the Palm Beach County Sheriff's Office would actively promote recruitment for volunteers at the Easter Egg Hunt and other Town events.

Town Manager D'Agostino explained that the Town was not given the funding for the Lake Shore Drive drainage project. He has requested a list of the funded projects for the Commission. Commissioner O'Rourke explained that the project was entered as an appropriation request not a Bill. Mayor DuBois explained that when Palm Beach County submits the list of projects they are submitted as appropriation request, not as Bills. Town Manager D'Agostino stated that he was not giving up and would discuss the issue with Senator Clemens and House Representative Powell at the April 20, 2016 meeting. Mayor DuBois stated that there might be a water Bill that they are proposing that the Town could participate in.

**Commissioner O'Rourke** thanked the residents for re-electing him, thanked the Commission, welcomed the new Commissioner, and paid tribute to Commissioner Rapoza.

**Commissioner Flaherty** was disappointed that the Town will not have a summer program. Congratulated the Commissioners, and was looking forward to the next three years.

**Vice-Mayor Glas-Castro** congratulated Commissioners Flaherty and O'Rourke, Commissioner-Elect Anne Lynch, and the residents who provided great information over the past few months. Welcomed the residents to contact her. Thanked Commissioner Rapoza for her time over the last three years. Commissioner Rapoza, with great humility, thanked the Commission.

**Mayor DuBois** asked if the Town could collaborate with another municipality for summer camp at a reduced fee. Vice-Mayor Glas-Castro stated that other municipalities might allow Town residents to pay their municipalities' summer program rate. Mayor DuBois asked the Town Manager to pursue reaching out to neighboring municipalities. Town Manager D'Agostino suggested that the budgeted funds for the summer program be used to subsidize the fee for Lake Park residents. Mayor DuBois suggested contacting Club 100 Charities. Lt. Vassalotti explained that Club 100 Charities are having a summer

program. He announced that the Palm Beach County Sheriff's Office would be collaborating with Club 100 Charities and hosting four fishing trips, and several other programs this summer.

Mayor DuBois congratulated the Commissioners and Commission-Elect Anne Lynch.

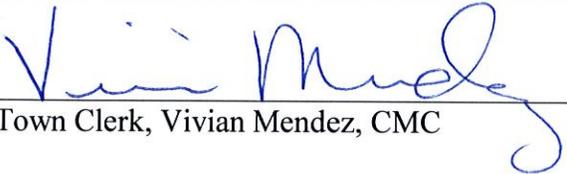
**Commissioner Rapoza** gave kudos to the Commission. Happy St. Patrick's Day. She suggested that the old snipe signs be donated to the elementary school. She expressed concern with the way her party affiliation was marked incorrectly on her ballot. She called the Palm Beach County Supervisor of Elections (SOE) office and was told that the information in their system matched what appeared on her voters registration card, but not what was appearing on the location Clerk's system. She told the Election Clerk of the error, but the Election Clerk was unhelpful. She called back to the SOE's office and was told that the Supervisor of Elections, Susan Butcher, would call her back personally. Many others had the same party affiliation error on their ballots. Town Manager D'Agostino explained that there were some confusing and would welcome the SOE to come and explain what happened.

**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 9:38 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



Approved on this 6 of April, 2016



Town of Lake Park Town Commission

Agenda Request Form Exhibit "A"

Meeting Date: March 16, 2016

Agenda Item No. Tab 3

**Agenda Title:** Diane Bernhard – Nominated for re-appointment to the Library Board as an Regular Member

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON \_\_\_\_\_ READING
- NEW BUSINESS
- OTHER: Board Membership Nomination

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *J. J. Castro* Date: 3-8-16

Vivian Mendez, Town Clerk, CMC  
Name/Title

<b>Originating Department:</b>  Town Clerk	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> <ul style="list-style-type: none"> <li>• Nomination by Vice-Mayor Glas-Castro.</li> <li>• Commission-Appointment Board Volunteer List Memo.</li> <li>• Applicant's Town Board Application.</li> </ul>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <u>YCM</u> <b>Please initial one.</b>

**Summary Explanation/Background:** The Town Clerk's Office received a volunteer board application for reappointment to a Town Board. The candidate's biographical information for this appointment has been placed in the Town Commission Dropbox.

Vice-Mayor Glas-Castro has made a nomination to reappoint the following applicant to the Library Board:

**Diane Bernhard**

**Recommended Motion:** In order for the nomination to go forward, there must be a second to the nomination and a majority vote of the Commission for the nominee.



Town of Lake Park Town Commission

Agenda Request Form Exhibit "B"

Meeting Date: March 16, 2016

Agenda Item No. Tab 4

**Agenda Title: A REQUEST FROM THE EVENT ORGANIZERS OF THE CHILI COOK-OFF FOR THE TOWN TO BE AN IN-KIND SPONSOR AND IN SUCH A CAPACITY WAIVE CERTAIN FEES AND PROVIDE CERTAIN EVENT SERVICES.**

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING - ORDINANCE ON 1<sup>st</sup> READING
- NEW BUSINESS**
- OTHER:
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: 3-9-16

Nadia Di Tommaso / Community Development Director *ND*  
Name/Title

<b>Originating Department:</b>  Community Development	Costs: \$ 0 (see requests listed herein) Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> → Copy of Special Event Application and Letter Request
<b>Advertised:</b> Date: N/A Paper: <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone__ or Not applicable in this case <u>ND</u> <b>Please initial one.</b>

**Summary Explanation/Background:**

A special event permit application was submitted to the Community Development Department by the Kiwanis (led by Mr. Roger Michaud) of Lake Park (a non-profit organization) on February 24, 2016, and later modified on March 2, 2016. The Kiwanis is working alongside Tromsi, Inc. (led by Mr. Robert Trepp) to hold a Chili Cook-Off event in Kelsey Park on Saturday, April 30, 2016 from 11:00am – 5:00pm. Mr. Trepp and Mr. Michaud are jointly requesting that the Town Commission consider approving some of the following special requests which cannot be granted administratively:

1. Request Lake Park to be an in kind sponsor of the event through the actions listed in request #2 below

**STAFF RESPONSE:** The Town's insurance carrier, the Gehring Group, provided the following response: *"As an in-kind sponsor, you would share in the liability but, it would not be more than*

*you would if the event planners merely leased the space from the Town and included it as additional insured. As a sponsor in kind, Lake Park would become responsible for making certain that any and all vendors provided it with certificates of insurance listing the Town as additional insured, as opposed to merely receiving a certificate from the one event sponsor. The Town would also have to be certain to receive hold harmless agreements, signed by each of the Chili Cook-off participants (the people competing).*

*Being an in kind-sponsor wouldn't increase the Town's exposure, because anyone injured during the event would most certainly attach Lake Park to a law suit. But, it would make the Town have to be more responsible for making certain that it did everything necessary to better ensure its insulation from a financial obligation."*

2. Request the Town of Lake Park waive the following fees as part of an in kind sponsorship

- Park
- Indoor pavilion \* (**only** if it is not being rented out the day of the event to others)

**STAFF RESPONSE:** The Kiwanis is a non-profit organization and pursuant to the Parks & Recreation Facility guidelines is subject to three free venue rentals per year. Kelsey Park and the Indoor Pavilion would be free under this scenario and the Kiwanis would still have one free rental remaining for this calendar year. However, refundable deposits in the amount of \$500 for Kelsey Park and \$200 for the Indoor Pavilion are required to secure the facilities. Additionally, use of the Indoor Pavilion requires a staff person to be present during the event at the rate of \$30/hour pursuant to the Town's facility rental policy. This nonrefundable fee of \$180 (for a 6 hour event) will also be required in advance of the event. As of March 4, 2016, the Park and Pavilion have not yet been reserved since deposits and personnel fees have not yet been paid.

- Signage

**STAFF RESPONSE:** This application fee of \$100 has already been paid in order to get the signage application (requesting 3 banners along US-1 and additional yard signage along Lake Shore Drive) started. The Applicant is requesting reimbursement of this fee.

- Garbage pickup, dumpster and garbage container

**STAFF RESPONSE:** The Public Works Department indicated that a service similar to the last Chili Cook-Off event would include an 8-cubic yard dumpster and one tipping, at a total cost of \$93.48. The Applicant is requesting this service at no cost.

- Special event

**STAFF RESPONSE:** This application fee of \$25 has already been paid in order to get the application started. The Applicant is requesting reimbursement of this fee.

- Application fees

**STAFF RESPONSE:** See Special Event and Signage categories above.

- Electric/water (if any)

**STAFF RESPONSE:** Public Works indicated this is not applicable.

- Advertise the event in Town emails, place provided poster / flyers where possible at town buildings where the public may see them and pick them up.

**STAFF RESPONSE:** See request #1 above whereby the Applicant is requesting that the Town consider being an in-kind sponsor. If approved by the Town Commission, the Town would assist with the needed advertising, time and staff permitting.

3. Request permission to place temporary yard sign type signs in various locations around park perimeter (2 or 3 per each side of the park) and three 3x6 banners along US 1. One at each end of the park and one facing west up Park Ave.

**STAFF RESPONSE:** The request is being processed through a special event signage application for which the Town Code provides flexible signage provisions. Signage cannot be placed any sooner than April 15 (a maximum of 14 consecutive calendar days is permitted).

4. Request waiving the past requirement for PBSO deputies which places an undo and expensive burden on the event. The need for dedicated PBSO onsite only started with the previous Town Manager and the cost of doing so was one of the main reasons in not attempting to do the event again. At our first two events in Lake Park it was sufficient for the on duty PBSO patrol to be onsite and/or nearby and those were much larger events.

**STAFF RESPONSE:** The PBSO requirement is a requirement of PBSO and is determined solely by PBSO based on their review of a special event permit application. In reviewing this request, PBSO has provided the following response when considering that the Town might be an in-kind sponsor: *"We will be providing an on-duty deputy for this event at no charge. D/S Brian Fitch will be there for the entire event."*

5. Request that the Town of Lake Park provide for event parking on the east end of Park Ave

**STAFF RESPONSE:** The Public Works Department has agreed to assist with this request during normal business hours if the Town is considered to be an in-kind sponsor. Normally, this request takes approximately 4 hours of staff time and would be charged accordingly.

6. Request the usage of the small gated parking area located at the north east corner across from Kelsey Park.

**STAFF RESPONSE:** The Public Works Department indicated the gate can be left open for the entire weekend for use during the event day.

**RECOMMENDED MOTION:** At the Town Commission's discretion based on the information provided above.



Town of Lake Park Town Commission

Agenda Request Form *Exhibit "C"*

Meeting Date: March 16, 2016

Agenda Item No. *Tab 5*

Agenda Title: Adoption of the Lake Park Harbor Marina Market Study and Business Plan

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON \_\_\_\_\_ READING
- NEW BUSINESS
- OTHER: \_\_\_\_\_

Approved by Town Manager *J. O. D'Agostino* Date: *3-8-16*

John O. D'Agostino, Town Manager

Name/Title

<p><b>Originating Department:</b>  Town Manager</p>	<p>Costs: -0- Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____</p>	<p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>• Marina Market Study and Business Plan</li> <li>• Resolution Adopting the Market Study and Business Plan</li> </ul>
<p><b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone JOD _____ OR Not applicable in this case _____ <b>Please initial one.</b></p>

**Summary Explanation/Background:** The Lake Park Harbor Marina Business Plan has been a long time in the making. For many years, the Marina was NOT well managed as an enterprise fund. My immediate goal as Town Manager has been to have a business plan prepared for the operation of the Marina as a profitable enterprise fund (i.e., like a business). The purpose of this agenda item is the adoption by the Commission of the Lake Park Harbor Marina Market Study and Business Plan ("Business Plan") as a roadmap for making the Marina profitable. To enable it to: (1) pay back the \$2,480,000 to the General Fund and the \$400,000 to the Sanitation Fund that was forgiven on August 7, 2013, (2) to build reserves to self-fund future repairs, and (3) eventually provide the General Fund with excess revenue in the form of a Payment In Lieu of Taxes. Currently, the Marina Enterprise Fund does not have a fund balance greater than \$30,000. If emergency Capital items are

needed, and because the Marina has been dependent upon the General Fund, the General Fund has historically stepped in and covered those expenses. This creates a drain on the General Fund as it does not have enough funds to dedicate to the Library, Park and Recreation and Public Works, Roads, Sidewalks etc. Should the Business Plan be adopted as proposed, the Marina will begin to operate as a bona fide Enterprise Account that will have a sufficient amount in Fund Balance to pay for the future Capital needs of the Marina.

Among the important elements of the Business Plan are the following:

- For many years, many electric meters at the Marina have failed and have not been repaired. As a result, accurate electric fees have not been charged to the tenants occupying slips that have non-functioning meters. The Business Plan requires a minimal capital investment to change the current metered electric rate to a flat rate. By changing to a flat utility rate, the Marina's bottom line should improve by \$60,000 per year.
- The need to install boat lifts in spaces that are currently rented out for \$300.00 per month will increase the rental charge to \$800.00 plus per month. The Business Plan addresses this need.
- Dry Trailer Storage is another initiative that should be approved to increase revenue to the Marina. The Business Plan calls for taking a certain number of spaces that are currently underutilized and dedicating them to trailer storage. Having trailer storage close to the Marina will increase convenience for boaters who desire to have their vessels close at hand. In future years, as the Marina pays down the debt to the General and Sanitation Funds and increases its Fund Balance, a motorized tow service from the trailer storage area to the water will be possible. This service will be unique and an important competitive advantage and will allow for additional income. No one has this service available at surrounding marinas.
- The Business Plan provides that the current dockage rates at the Lake Park Harbor Marina be increased only for winter month-to-month rentals for commercial vessels from \$20.00 per foot to \$24.00 per foot, and that the daily launch fees at the Lake Park Harbor Marina be revised to provide for an annual launch fee in the amount of \$150.00 per year.
- Pursue development and implementation of a park mobile application for the annual ramp pass system and storage trailer parking.

The Business Plan also capitalizes on the quaintness and uniqueness of the Marina. The open space and the landscape of the Marina distinguishes our marina from the others and is another competitive advantage. Additionally, the amenities which are in close proximity to the Marina such as, the Town's recently resurfaced tennis courts, exercise heart path and play equipment for children at Lake Shore Park, and several restaurants which are within walking and/or short driving distance.

As the Marina continues to make money, other considerations may include a shuttle service or Uber service to the Brewhouse Gallery, Kelsey Theatre or a number of restaurants on Park Avenue will truly link the Marina to our Arts District and downtown Park Avenue area.

If the Marina is to become self-sufficient and profitable, it must no longer be viewed and operated as a park with boats. It must be operated as a business. Adoption of the Business Plan will enable facilitate such operation.

Staff recommends the adoption of the Lake Park Harbor Marina Market Study and Business Plan in its entirety. The adoption of a new Dockage Agreement which will reflect the new rates, etc., will be presented to the Commission in April as a separate agenda item.

The adoption of the Business Plan will ensure that the Marina will increase profits,  
Recommended Motion: I move to adopt Resolution 12-03, 2016 for the adoption of the Lake Park Harbor Marina Market Study and Business Plan.



Town of Lake Park Town Commission

Agenda Request Form Exhibit "D"

Meeting Date: March 16, 2016

Agenda Item No. Table

Agenda Title: Non-Ad Valorem Assessment Charge to the Town by Palm Beach County Information System Services

- SPECIAL PRESENTATION/REPORTS
  - BOARD APPOINTMENT
  - PUBLIC HEARING ORDINANCE ON \_\_\_\_\_ READING
  - NEW BUSINESS
  - OTHER: \_\_\_\_\_
- CONSENT AGENDA
  - OLD BUSINESS

Approved by Town Manager *J. O. Agostino* Date: 3-3-16

John O. D'Agostino, Town Manager

Name/Title

<p><b>Originating Department:</b>  Town Manager</p>	<p>Costs: \$770.00 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____</p>	<p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>• Non-Ad Valorem Assessment Support Services Contract.</li> <li>• Notification Letter by Steve Bordelon.</li> <li>• Inter-Local Agreement for Assignment of Property data and Development of Annual Assessments for Palm Beach County Non-Ad Valorem Districts.</li> <li>• Exhibit A</li> </ul>
<p><b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____ or Not applicable in this case _JOD_  <b>Please initial one.</b></p>

**Summary Explanation/Background:** The County on the October 27<sup>th</sup>, 2015 notified the Town of Non-Ad Valorem processing fees that will be assessed to the Town. Those fees are broken down into 10 categories based on assessment ranges. If the Town's assessments remain the same as last year, the Town will incur an estimated processing fee of \$770.00. Prior to the notification, the County processed Non-Ad Valorem tax bills free of charge to local communities. If assessments for the Non-Ad Valorem entities increase, the processing fee will increase correspondingly.

The Town is required to enter into an Inter-local Agreement for Assignment of Property Data and Development of Annual Assessments for Palm Beach County Non-Ad-Valorem Tax Districts.

The signed documents are due to the County by April 30, 2016.

**Recommended Motion:** Motion to approve the Inter-Local Agreement between the Town of Lake Park and Palm Beach County Information System Services and to further authorize the Mayor to sign the Agreement.



**Town of Lake Park Town Commission**

**Agenda Request Form Exhibit "E"**

**Meeting Date:** March 16, 2016

**Agenda Item No.** Tab 7

**Agenda Title: Palm Beach County Sales Tax to Finance Infrastructure Projects in the Town of Lake Park**

- SPECIAL PRESENTATION/REPORTS
  - BOARD APPOINTMENT
  - PUBLIC HEARING ORDINANCE ON \_\_\_ READING
  - NEW BUSINESS
  - OTHER: \_\_\_\_\_
- CONSENT AGENDA
  - OLD BUSINESS

**Approved by Town Manager** John O. D'Agostino **Date:** 3-4-16

**John O. D'Agostino, Town Manager**

Name/Title

<p><b>Originating Department:</b></p> <p>Town Manager</p>	<p>Costs: -0-</p> <p>Funding Source: General Fund</p> <p>Acct. # _____</p> <p><input type="checkbox"/> Finance _____</p>	<p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>• Lake Park Infrastructure Improvement Project List</li> <li>• County Sales Tax Revenue Spreadsheet</li> </ul>
<p><b>Advertised:</b></p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____</p> <p>or</p> <p>Not applicable in this case JOD _____</p> <p><b>Please initial one.</b></p>

**Summary Explanation/Background:** Palm Beach County and the Palm Beach County League of Cities sent out estimated revenues for back logged infrastructure projects. The initial proposal was a ½ cent sales tax increase for Ten Years. The estimated revenue to the town was \$518,748 or \$5,187,478 over ten years.

I am requesting the Commission prioritize the attached the list of Town projects. There will not be a sufficient amount of funds available to complete the entire list.

The County Administrator was tasked by the County Commission to make the Sales Tax Referendum "inclusive". The County Administration included Schools and the Cultural Council on the referendum. The County is now proposing a 1 cent sales tax over ten years. To accommodate the Schools and the Cultural Council, a significant amount of both the County and Municipal share percentage was reduced. Under the 1 cent sales tax, the following breakdown is proposed:

- School Board 46.5%
- County 28.5%
- Municipalities 18.5%
- Cultural Council 6.5%

Under the 1 cent Sales Tax scenario, the Town of Lake Park will receive \$471,800 per year for 10 years or a total of \$4,718,004 instead of the \$5,187,478. The reduction over 10 years amounts to \$469,474 between the ½ cent sales tax proposal and the 1 cent sales tax proposal.

As you can see from the list of projects attached, difficult choices must be made to align the list of projects with the amount of projected revenue. The League is requesting a realistic list of projects that represent a true backlog of projects. Finally, we must submit to the County a Resolution either in support or denial of the 1 cent sales tax initiative. The Palm Beach County League of Cities Executive Board voted to "Not Oppose the 1 cent Sales Tax.

**Recommended Motion:** Move to support Resolution \_\_\_\_\_ to establish a 1 cent sales tax for infrastructure repairs, School Infrastructure and Cultural Council Infrastructure.



RECEIVED

**MEMORANDUM**

JAN 7 2016

Date: January 6, 2016  
 To: John D'Agostino, Town Manager  
 From: David Hunt, Director *DH*  
 Subject: Required Infrastructure Improvement Projects, Funded by \$0.005 Sales Tax

Office of Town Manager  
TOWN OF LAKE PARK

The following estimates for roadway improvements, sidewalks, and street lighting projects span a twenty year completion time table. For example we assumed that all Town roadways would have to be milled and overlaid with asphalt in the next twenty years. This is a conservative estimate and if funding allows, the process should probably be accelerated. The unit prices were derived from the Engineers' estimated construction costs for the ten block, Lake Shore Drive Drainage Improvement Project, updated in 2015. The Lake Shore Drive costs have escalated 83.3% since the 2010 estimates were prepared. The Park Avenue 2008 project costs were adjusted by the same 83.3% increase to allow for inflation.

PROJECT DESCRIPTION	ESTIMATED QUANTITY	ANTICIPATED COST
Mill roadways in advance of paving	62 Lane Miles	\$875K
Overlay roads with 1" asphalt	62 Lane Miles	3.8M
Replace sidewalks (50% of total)	31 Miles	6.1M
Roadway centerline striping (100 ft. back from ea. Intersection), skip lane striping, & pavement edge striping	15 Miles	36K
<b>INTERSECTION IMPROVEMENTS:</b>		
<b>4 WAY:</b>		
ADA compliant sidewalk corners (8 / intersection)	91 intersections	550K
Street name signs (\$830 ea. intersection)	91 intersections	76K
Thermo-plastic stop bars (\$125 ea. intersection)	91 intersections	11K
Roadway centerline striping (2 approaches @ 50' ea.)	91 intersections	4K
<b>3 WAY:</b>		
ADA compliant sidewalk corners (4 / intersection)	43 intersections	130K
ADA compliant sidewalk corners (2/ intersection)	43 intersections	65K
Street name signs (\$415 ea. intersection)	86 intersections	36K
Thermo-plastic stop bars (\$65 ea. intersection)	86 intersections	6K
Roadway centerline striping (1 approach @ 50')	86 intersections	2K
<b>RE-CONSTRUCT PROJECTS</b>		
Lake Shore Drive (3,500 ft. – Less Pump Station)	\$1,571/ft.	5.5M
Six blocks of Park Avenue (3,800 ft.)	\$1,737/ft.	6.6M

650 Old Dixie Highway, Lake Park, Florida 33403 \* (561) 881-3345 \* Fax: (561) 881-3349

E-mail: publicworks@lakeparkflorida.gov

PROJECT DESCRIPTION	ESTIMATED QUANTITY	ANTICIPATED COST
<b>RE-CONSTRUCT PROJECTS (cont.)</b>		
Street light improvements		8.0M
<b>DESIGN &amp; RECONSTRUCT</b>		
Five blocks of Tenth Street (2,300 ft.)	\$1,571/ft.	3.6M
Gateway Road (1,320 ft.)	\$1,311/ft.	1.7M
	<b>TOTAL:</b>	<b>\$37,091,000</b>

ec: Richard Pittman, Project Manager  
 Blake Rane, Finance Director  
 Nadia DiTommaso, Community Development Director

# Local Discretionary Sales Surtax

Revenue Estimates for the Local Fiscal Year Ending September 30, 2016  
 2015 Local Government Financial Information Handbook

2,691,486,189

Local Government	State Distribution		Half Cent			One Cent Distribution							
	Formula Distribution	Percentage	10 Years, No revenue Increase		10 Years, 3% Revenue Increase	1 Year		10 Year					
			Yearly	Increase		No Revenue Increase	3% Revenue Increase						
<b>Local Government</b>													
<b>PALM BEACH BOCC</b>													
Atlantis	59.318244	\$	67,605,436	\$	676,054,362	\$	798,271,178	\$	64,563,316	\$	649,633,161	\$	767,073,564
Belle Glade	0.935553	\$	122,757	\$	1,227,566	\$	1,449,485	\$	111,647	\$	1,116,470	\$	1,318,305
Boca Raton	4.652370	\$	1,066,257	\$	10,662,571	\$	12,590,146	\$	969,759	\$	4,254,471	\$	11,450,720
Boynton Beach	3.844876	\$	3,842,033	\$	53,023,340	\$	62,608,952	\$	4,822,471	\$	48,224,712	\$	56,942,754
Briny Breeze	0.021222	\$	25,212	\$	43,820,327	\$	51,742,147	\$	3,985,453	\$	39,854,526	\$	47,059,411
Cloud Lake	0.007141	\$	8,139	\$	252,122	\$	297,701	\$	22,930	\$	228,305	\$	270,759
Delray Beach	3.366575	\$	3,836,910	\$	38,369,100	\$	45,305,449	\$	74,402	\$	74,402	\$	87,405
Glen Ridge	0.011759	\$	13,402	\$	134,016	\$	158,244	\$	3,489,664	\$	34,896,643	\$	41,205,243
Golf	0.013370	\$	15,237	\$	152,375	\$	179,921	\$	12,189	\$	121,888	\$	143,923
Greentrees	2.072028	\$	2,361,505	\$	23,615,049	\$	27,854,167	\$	13,858	\$	138,585	\$	163,638
Gulf Stream	0.052566	\$	59,910	\$	598,096	\$	707,401	\$	54,488	\$	544,877	\$	643,380
Haverhill	0.105722	\$	120,492	\$	1,204,924	\$	1,422,790	\$	109,588	\$	1,095,877	\$	1,293,989
Highland Beach	0.192276	\$	219,138	\$	2,191,384	\$	2,587,541	\$	199,306	\$	1,993,060	\$	2,363,365
Hypoluxo	0.143469	\$	1,635,512	\$	16,355,123	\$	19,300,720	\$	148,714	\$	1,487,142	\$	1,755,987
June Beach	0.171497	\$	195,456	\$	1,954,560	\$	2,307,904	\$	177,767	\$	1,777,689	\$	2,099,036
Jupiter	3.074644	\$	3,504,194	\$	35,041,942	\$	41,376,609	\$	3,187,060	\$	31,870,588	\$	37,632,150
Jupiter Inlet Colony	0.021263	\$	24,233	\$	242,331	\$	286,140	\$	22,040	\$	220,400	\$	260,244
Lake Clarke Shores	0.180410	\$	2,056,614	\$	20,566,143	\$	24,277,852	\$	187,006	\$	1,870,059	\$	2,208,128
Lake Park	0.455159	\$	518,748	\$	5,187,478	\$	6,125,268	\$	471,800	\$	4,718,004	\$	5,570,923
Lake Worth	1.955674	\$	2,228,896	\$	22,288,896	\$	26,318,347	\$	2,027,178	\$	20,271,777	\$	23,936,500
Lantana	0.572210	\$	652,152	\$	6,521,523	\$	7,700,481	\$	593,132	\$	5,931,316	\$	7,003,577
Loxahatchee Groves	0.170906	\$	194,763	\$	1,947,628	\$	2,289,956	\$	177,155	\$	1,771,547	\$	2,091,807
Manalapan	0.021907	\$	24,967	\$	249,675	\$	294,811	\$	22,708	\$	227,079	\$	268,130
Mangonia Park	0.105883	\$	120,676	\$	1,206,760	\$	1,424,918	\$	108,755	\$	1,087,547	\$	1,285,961
North Palm Beach	0.654093	\$	745,474	\$	7,454,743	\$	8,802,408	\$	678,008	\$	6,780,078	\$	8,005,778
Ocean Ridge	0.095574	\$	1,089,266	\$	10,892,666	\$	12,886,183	\$	99,069	\$	990,686	\$	1,169,782
Palm Breeze	0.293112	\$	334,062	\$	3,340,621	\$	3,944,537	\$	303,879	\$	3,038,290	\$	3,587,551
Palm Beach	0.438675	\$	499,961	\$	4,999,610	\$	5,903,437	\$	454,714	\$	4,547,138	\$	5,368,168
Palm Beach Gardens	2.688266	\$	3,063,837	\$	30,638,369	\$	36,177,160	\$	2,786,555	\$	27,865,554	\$	32,903,077
Palm Beach Shores	0.061586	\$	70,190	\$	701,904	\$	828,793	\$	63,838	\$	638,390	\$	753,787
Palm Springs	1.121494	\$	1,278,174	\$	12,781,745	\$	15,092,423	\$	1,162,498	\$	11,624,978	\$	13,726,538
Riviera Beach	1.810970	\$	2,063,976	\$	20,639,761	\$	24,371,008	\$	1,877,183	\$	18,771,834	\$	22,185,308
Royal Palm Beach	1.947190	\$	2,219,227	\$	22,192,271	\$	26,204,181	\$	2,018,384	\$	20,183,840	\$	23,852,968
South Bay	0.161671	\$	184,257	\$	1,842,574	\$	2,175,673	\$	167,582	\$	1,675,818	\$	1,978,772
South Palm Beach	0.073130	\$	83,347	\$	833,472	\$	984,147	\$	75,804	\$	758,042	\$	895,080
Tequesta	0.302240	\$	344,465	\$	3,444,652	\$	4,067,374	\$	313,291	\$	3,132,906	\$	3,689,271
Wellington	3.175212	\$	3,618,812	\$	36,188,120	\$	42,730,192	\$	3,291,304	\$	32,913,044	\$	38,863,050
West Palm Beach	5.601454	\$	6,384,019	\$	63,840,185	\$	75,381,186	\$	5,806,256	\$	58,062,559	\$	68,559,084
School District									105,992,779		1,059,927,789		1,251,541,078
Cultural Council									14,816,195		148,161,949		174,946,602
<b>Countywide Total</b>	<b>100.000000</b>	<b>\$</b>	<b>113,970,730</b>	<b>\$</b>	<b>1,139,707,300</b>	<b>\$</b>	<b>1,345,743,095</b>	<b>\$</b>	<b>1,000,000</b>	<b>\$</b>	<b>2,279,414,600</b>	<b>\$</b>	<b>2,691,486,189</b>

6173417.54  
 241178.161, 949  
 Rows 605.

## INFRASTRUCTURE SURTAX

- Florida Statutes has County and Municipalities as partners
- Distribution based on population
- Agreements needed from majority of municipal population to change distribution

### PROPOSAL

- One-Cent
- 10 Years
- Include School Board & Cultural Council
- Create oversight committees to audit spending for compliance with approved projects
- Distribution:
  - School Board 46.5%
  - County 28.5%
  - Municipalities 18.5%
  - Cultural Council 6.5%

## Vivian Mendez

---

**From:** Richard Radcliffe C. <RRadcliffe@pbcgov.org>  
**Sent:** Thursday, March 10, 2016 10:45 AM  
**To:** Vivian Mendez  
**Cc:** Jeriise Hansen; John D'Agostino  
**Subject:** Sample Resolution  
**Attachments:** Sample (Cultural Council) Resolution for Municipalities One Cent Sales Tax Proposal.docx

Vivian,

As per our phone conversation I'm sending you the sample resolution in support of the One Cent Sales Tax proposal that was created by a group working with the Cultural Council. It is very important to note that the Palm Beach County League of Cities neither supports nor opposes this resolution because it has never been seen by the Board of Directors.

If you have any questions please don't hesitate to call.

Richard

Richard C. Radcliffe  
Executive Director  
[rradcliffe@pbcgov.org](mailto:rradcliffe@pbcgov.org)  
The Palm Beach County League of Cities, Inc.  
P.O. Box 1989, Governmental Center  
West Palm Beach, Florida 33402  
Tel. 561-355-4484; Fax 355-6545  
[www.leagueofcities.org](http://www.leagueofcities.org)

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Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

# SAMPLE RESOLUTION

## ONE PENNY SALES TAX PLAN

**WHEREAS**, the Palm Beach County Commission is considering a one-half penny sales tax to pay for needed improvements to infrastructure, county parks, public safety initiatives and economic development; and

**WHEREAS**, municipalities across Palm Beach County would benefit from the one-half penny sales tax by receiving proportional funding for needed roads, bridges and other capital and infrastructure needs; and

**WHEREAS**, the School District of Palm Beach County is considering a one-half penny sales tax to pay for needed technology for students, building repairs and safety upgrades; and

**WHEREAS**, a combined one penny sales tax plan that would fund important educational, infrastructure, parks, public safety, economic development and arts and sciences initiatives would be more comprehensive and less confusing to voters; and

**WHEREAS**, our School District and County Commission have voted unanimously to work together on a single ballot initiative to demonstrate unity, good planning and combined leadership from our elected officials; and

**WHEREAS**, a single ballot initiative plan would reduce voter confusion and ballot competition that could result in both the school and county initiatives failing; and

**WHEREAS**, a single ballot initiative greatly increases the likelihood of voter approval, which directly benefits the municipalities.

**NOW THEREFORE BE IT RESOLVED**, that the **[NAME OF CITY]** endorses a one penny local government infrastructure sales tax plan partnership that would fund important educational, infrastructure, parks, public safety, economic development and arts and sciences initiatives of the County Commission, School District and local municipalities.

Approved in Palm Beach County, Florida on this **XX** day of **MONTH** 2016.

ORDINANCE NO. 10 -2015

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS ELEMENT OF ITS COMPREHENSIVE PLAN; PROVIDING FOR AN UPDATED FIVE YEAR CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE UPDATE TO THE TEXT OF THE CAPITAL IMPROVEMENTS SCHEDULE SO AS TO BE CONSISTENT WITH THE NEW SCHEDULE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Florida Legislature originally required local governments to annually amend their comprehensive plans to update the Capital Improvements Element, including the Five Year Schedule of Capital Improvements contained therein; and

**WHEREAS**, pursuant to House Bill 7207 the Florida Legislature repealed the requirement that local governments annually amend their comprehensive plans thereby removing the obligation of the state land planning agency's review of the plan amendments of local governments; and

**WHEREAS**, local governments are now only required to review their Capital Improvements Element and adopt any update thereto pursuant to an Ordinance which is not subject to review by the State land planning agency; and

**WHEREAS**, the Town staff has prepared an Ordinance which amends the Schedule in the Capital Improvements Element of its comprehensive plan, and;

**WHEREAS**, the Town Commission of the Town of Lake Park has held the duly required public hearings to adopt this update to its Comprehensive Plan.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AS FOLLOWS:**

Section 1: The whereas clauses are incorporated herein as the Commission's legislative findings.

Section 2: Exhibit "A" which is attached hereto and incorporated herein contains the text of the 2015/16 Update to the Town of Lake Park Comprehensive Plan Capital Improvements Element's Five Year Capital Improvements Schedule.

Section 3: A copy of the current Comprehensive Plan, as amended from time to time, shall be kept on file in the Office of the Town Clerk.

Section 4: A copy of the current Comprehensive Plan, as amended from time to time shall also be maintained in the Department of Community Development.

Section 5: All Ordinances or parts of Ordinances in conflict are hereby repealed.

Section 6: Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence or word be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Ordinance.

Section 7: The Ordinance shall become effective upon adoption.

Upon First Reading this 2 day of December, 2015, the foregoing Ordinance was offered by Commissioner O'Rourke, who moved its approval. The motion was seconded by Commissioner Rapoza and being put to a vote, the result was as follows:

	AYE	NAY
MAYOR JAMES DUBOIS	<u>/</u>	_____
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	_____
COMMISSIONER ERIN FLAHERTY	<u>/</u>	_____
COMMISSIONER MICHAEL O'ROURKE	<u>/</u>	_____
COMMISSIONER KATHLEEN RAPOZA	<u>/</u>	_____

**PUBLISHED IN THE PALM BEACH POST THIS 6 DAY OF December, 2015**

Upon Second Reading this 16 day of December, 2015, the foregoing Ordinance, was offered by Commissioner O'Rourke, who moved its adoption. The motion was seconded by Commissioner Rapoza and being put to a vote, the result was as follows:

	AYE	NAY
MAYOR JAMES DUBOIS	<u>/</u>	_____
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	_____
COMMISSIONER ERIN FLAHERTY	<u>/</u>	_____
COMMISSIONER MICHAEL O'ROURKE	<u>/</u>	_____
COMMISSIONER KATHLEEN RAPOZA	<u>/</u>	_____

The Mayor thereupon declared **Ordinance No. 10-2015** duly passed and adopted this 16 day of December, 2015.

TOWN OF LAKE PARK, FLORIDA

BY: James DuBois  
Mayor, James DuBois

ATTEST:

Vivian Mendez  
Town Clerk, Vivian Mendez  
(Town Seal)

TOWN SEAL  
FLORIDA

Approved as to form and legal sufficiency:

Thomas J. Baird  
Town Attorney, Thomas J. Baird

**EXHIBIT "A"**

**TOWN OF LAKE PARK FIVE YEAR CAPITAL IMPROVEMENT SCHEDULE<sup>1</sup>  
 FY 2014/15 – 2018/19 2015/16 – 2019/20**

Project Category	Project Name	14/15	15/16	16/17	17/18	18/19	19/20	Funding Source
4	Shuttering and hardening of all Town buildings	\$0	\$125,000	\$100,000 \$27,000 (hardening)	\$0 \$100,000 (shuttering)	\$0	\$0	Grant (LMS Grant)
4	Tennis courts and Lighting and Park restrooms	\$416,000	\$0 \$416,000	\$0	\$0	\$0	\$0	Grant (CDGB) (\$403,500 – FY 14/15); General Fund (\$12,410 – FY 14/15)
2, 4	Lake Shore Drive Drainage Improvements	\$0	\$800,000	\$800,000 \$3,500,000	\$800,000	\$800,000		Grant (LMS) Stormwater Utility Assessment (\$75,000 each FY); Grant
4	Lake Shore Drive Promenade	\$0	\$150,000	\$150,000				Grant
4	New marina parking lot	\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	Grant
2, 4	10 <sup>th</sup> Street south of Park Avenue – drainage, lighting, paving, trees	\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	Grant (LMS) Stormwater Utility Assessment (50/50 split each FY)
2,4	Park Avenue Improvements from 7 <sup>th</sup> Street to 10 <sup>th</sup> Street through and including the FEC Railroad Intersection/pedestrian connections	\$0	\$300,000/ \$25,000 for FEC	\$300,000 / \$25,000 for FEC	\$300,000 / \$25,000 for FEC	\$300,000 / \$25,000 for FEC	\$300,000/ \$25,000 for FEC	Grant (\$250,000 each FY), CRA Funding (\$75,000 each FY)
2, 4	Park Avenue from Federal Highway to 7 <sup>th</sup> Street (improved sidewalks; landscape medians; striping and signalization)		\$0	\$50,000	\$50,000	\$50,000	\$50,000	Grant

<sup>1</sup> Note: The Town's ability to implement certain projects in accordance with this schedule is contingent upon the receipt of grant funds as identified in the "Funding Source" column.

4	Town Hall Renovations (Floor Mirror Ballroom, Town Hall Roof, Exterior Painting, Ceiling Clerk's Office, Awnings Exterior Doors, Stage Refinishing, carpeting, Window/Door repairs)	\$18,250	\$75,000 \$2,250 (west entrance new door and rain hoods)	\$75,000	\$75,000 \$155,000 (roof)	\$75,000	\$75,000	Grant, General Fund (\$2,250) (\$18,250 for FY 14/15 only) (50/50 split all other FY's)
2	Vehicle Replacement Plan	\$0	\$119,000 \$106,433	\$259,000 \$106,433	\$259,000	\$119,000 \$259,000	\$259,000	General Fund (Sanitation Fund)
2	Sanitary Sewers in Tri-City Industrial Park; Lake Park Public Works; and Water Tower Road/Old Dixie Highway (north of Water Tower, east of Old Dixie) commercial property	\$0	\$300,000 \$0	\$300,000	\$300,000	\$300,000	\$300,000	Special Assessment
2	Gateway Road Reconstruction and Sanitary Sewer along the south side (approx. 1,250 linear feet)			\$125,000				Streets and Roads
2	Outfall to C-17 Canal	\$100,000	\$0 \$100,000	\$0	\$0	\$0	\$0	Stormwater Fund
2	Coastal Link/Tri-Rail/Palm Tran Extension Improvements (including Quiet Zone Improvements)	\$0	\$0	\$0 \$100,000 (Grant)	\$500,000 \$600,000 (\$350,000 Grant; \$250,000 special assessment)	\$0	\$0	Grant, Special Assessment (split 50/50)
2	Park Avenue Extension Improvements (acquiring property for ROW)		\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	Grant
2	Bert Bostrom Park Improvements (playground)	\$0	\$100,000	\$0 \$100,000	\$0	\$0	\$0	Grant

2	Residential Street Lighting (includes study costing approximately \$35,000)	\$0	\$250,000	\$250,000 \$500,000	\$250,000 \$500,000	\$250,000 \$500,000	\$500,000	Grant, Special Assessment (split 50/50)
2	Additional Pedestrian Access Improvements at Park Avenue and US 1, including Streetscape Improvements along the entire Federal Highway Corridor to incorporate a Complete Streets Initiative/Safe Streets Program (Federal Highway)	\$0	\$100,000 (planning & preliminary design)	\$0 \$1,000,000	\$0 \$1,000,000	\$0 \$1,000,000	\$1,000,000	Grant
2,4	Library Improvements (includes technology; security; carpets & lighting; shelving; 2 <sup>nd</sup> floor; exterior renovations and marquee)		\$13,200 (split 50/50)	\$85,000 (\$70,000 Grants / \$15,000 General Fund)	\$45,000 (\$25,000 General Fund; \$20,000 Grants)	\$30,000 (\$20,000 General Fund; \$10,000 Grants)	\$1,110,000 (\$110,000 General Fund; \$1,000,000 Grants)	General Fund; Grant
2	Community Garden Area Parking Lot Improvements			\$200,000				General Fund; Grant (split 50/50)
	<b>Total</b>	\$534,250	\$3,344,000 \$737,883	\$3,109,000 \$8,643,422	\$3,509,000 \$5,334,000	\$2,869,000 \$4,539,000	\$5,619,000	

**Project Category Codes**

- 1 – Project necessary to achieve Level of Service
- 2 – Project will enhance ability to continue to meet Level of Service
- 3 – Project will enhance ability to meet Level of Service for Optional Element
- 4 – Project will further the achievement of Comprehensive Plan goals, objectives and policies.

**TOWN OF LAKE PARK ESTIMATED FUNDING SOURCES FOR CAPITAL IMPROVEMENTS FY 2014/15-2018/19 2015/16 – 2019/20**

Funding Source	14/15	15/16	16/17	17/18	18/19	19/20
General Fund	\$30,660	\$156,500 \$115,283	\$296,500 \$221,433	\$296,500 \$284,000	\$156,500 \$279,000	\$369,000
Stormwater Utility Assessment	\$0	\$325,000	\$325,000 \$250,000	\$325,000 \$250,000	\$325,000 \$250,000	\$250,000
Grants	\$403,590	\$2,362,500 \$522,600	\$1,987,500 \$7,422,000	\$2,137,500 \$3,925,000	\$1,887,500 \$3,385,000	\$4,375,000
Special Assessment	\$0	\$425,000	\$425,000 \$550,000	\$675,000 \$800,000	\$425,000 \$550,000	\$550,000

CRA Funding	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Streets and Roads			<u>\$125,000</u>			
Stormwater Fund	\$100,000	\$0 <u>\$100,000</u>	\$0	\$0	\$0	
Total	\$534,250	\$3,344,000 <u>\$737,883</u>	\$3,109,000 <u>\$8,643,422</u>	\$3,509,000 <u>\$5,334,000</u>	\$2,869,000 <u>\$4,539,000</u>	\$5,619,000



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, March 16, 2016, 6:30 PM,  
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>
.....		
<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. **SPECIAL PRESENTATIONS/REPORTS**

None

D. **PUBLIC COMMENT:**

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a **TOTAL** of three minutes.

E. **CONSENT AGENDA:** All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda. Any person wishing to speak on an agenda item is asked to

complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

1. Regular Commission Meeting Minutes of March 2, 2016 Tab 1
  2. Town Commission Acceptance of the Community Redevelopment Agency (CRA) Annual Report Tab 2
- F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:  
None
- G. PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:  
None
- H. BOARD MEMBERSHIP NOMINATION:  
3. Library Board Membership Re-Appointments Tab 3
- I. NEW BUSINESS:  
4. A Request from the Event Organizers of the Chili Cook-Off for the Town to be an In-Kind Sponsor and in such a Capacity Waive Certain Fees and Provide Certain Event Services Tab 4  
5. Resolution No. 12-03-16 Adopting of the Lake Park Harbor Marina Market Study and Business Plan Tab 5  
6. Non-Ad Valorem Assessment Charge to the Town by Palm Beach County Information Systems Services (ISS) Tab 6  
7. Palm Beach County Sales Tax to Finance Infrastructure Projects in the Town of Lake Park Tab 7
- J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:
- K. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, April 6, 2016