AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, June 20, 2012,
Immediately Following the
CRA Board Meeting
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Mayor**
Kendall Rumsey	—	**Vice-Mayor**
Steven Hockman	—	**Commissioner**
Jeanine Longtin	—	**Commissioner**
Tim Stevens	—	**Commissioner**
Jamie Titcomb	—	**Interim Town Manager**
Thomas J. Baird, Esq.	—	**Town Attorney**
Vivian Mendez Lemley, CMC	—	**Town Clerk**

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

A. CALL TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

E. ADDITIONS/DELETIONS - APPROVAL OF AGENDA

F. PRESENTATION:

1. **Comprehensive Annual Financial Report (CAFR)** **Tab 1**

G. PUBLIC and OTHER COMMENT:

This time is provided for audience members to address 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.

H. **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.**

Recommended For Approval:

2. Regular Commission Meeting Minutes of June 6, 2012	Tab 2
3. Palm Beach County Homeless Resource Center/Law Enforcement Interaction and Referral Interlocal Agreement	Tab 3
4. Palm Beach County Criminal Justice Commission Fiscal Year 2013 Allocation of Justice Assistance Grant Funds	Tab 4

I. **BOARD MEMBERSHIP APPLICATION:**

5. Alternate Membership for Planning and Zoning Board	Tab 5

J. **RESOLUTIONS:**

6. Resolution No. 12-06-12 July 2012 Meetings Schedule	Tab 6
7. Resolution No. 13-06-12 Signature Authority for Finance Director Blake Rane	Tab 7
8. Resolution No. 14-06-12 Town Manager Job Description	Tab 8

K. **DISCUSSION AND POSSIBLE ACTION:**

9. Florida League of Cities 86th Annual Conf–A Commitment to Life Long Learning and Voting Delegate	Tab 9
10. Selection of Town Manager	Tab 10

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

M. **ADJOURNMENT:**

Presentation

TAB 1

TOWN OF LAKE PARK
FLORIDA

Comprehensive Annual Financial Report

FISCAL YEAR ENDED
SEPTEMBER 30, 2011

COMPREHENSIVE ANNUAL FINANCIAL REPORT

TOWN OF LAKE PARK, FLORIDA

Fiscal Year Ended September 30, 2011

Prepared by
Finance Department

THE TOWN OF LAKE PARK, FLORIDA

FINANCIAL STATEMENTS

SEPTEMBER 30, 2011

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THE TOWN OF LAKE PARK, FLORIDA

FINANCIAL STATEMENTS

SEPTEMBER 30, 2011

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Office of the
Town Manager

April 24, 2012

The Honorable Mayor,
Members of the Town Commission and Citizens
Town of Lake Park, Florida

The Comprehensive Annual Financial Report (CAFR) of the Town of Lake Park, Florida, (the "Town") for the fiscal year ended September 30, 2011, is hereby submitted. Florida law and the Rules of the Auditor General for the State of Florida require every municipality to complete a set of audited financial statements annually within twelve months of the close of the fiscal year. This report is published to fulfill that requirement for the year ended September 30, 2011.

This report consists of management's representation concerning the finances of the Town of Lake Park. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the Town of Lake Park has established a comprehensive internal control framework that is designed both to protect the Town assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the Town of Lake Park's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the Town of Lake Park's comprehensive framework of internal controls has been designed to provide reasonable, rather than absolute, assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The Town of Lake Park's financial statements have been audited by Nowlen, Holt & Miner, P.A., certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the Town of Lake Park for the fiscal year ended September 30, 2011, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in financial statements; assign the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion that the Town of Lake Park's financial statements for the fiscal year ended September 30, 2011, are fairly presented in conformity with GAAP. The independent auditor's report is located at the front of the Financial Section of this report on page 1.

Management's Discussion and Analysis (MD&A) immediately follows the independent auditor's report and provides a narrative introduction, overview, and analysis of the basic financial statements. MD&A complements this letter of transmittal and should be read in conjunction with it.

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Lake Park, FL 33403
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PROFILE OF THE TOWN

Originally incorporated in 1923 as Kelsey City, the city was renamed in 1939 to the Town of Lake Park. The Town of Lake Park is a political subdivision of the State of Florida with a population of approximately 8,155 residents, ideally located in the southeastern part of the State on the Atlantic Intracoastal Waterway. The Town is primarily residential but has several types of light industry and shopping centers.

The Town of Lake Park operates under a commission-manager form of government. Policymaking and legislative authority are vested in a governing commission consisting of the Mayor, Vice-Mayor and three Commissioners. The governing body is responsible for, among other things, passing ordinances, adopting the budget, appointing committees, and hiring both the Town Manager and Town Attorney. The Mayor and Commission members are elected on a non-partisan basis. All are elected for three-year terms.

Since the incorporation of the Town, elections have been staggered with only the Mayor being elected in one election year, two commissioners are elected in the next election year and the remaining two commissioners are elected in the next election year. The Town Manager is responsible for carrying out the policies and ordinances of the governing commission, for overseeing the day-to-day operations of the government and for appointing the heads of the various departments.

In 2008, the Department of Justice of the United States filed a civil action against the Town alleging that the current at-large method of electing the Commissioners for the Town, enhanced by the use of staggered terms and designated posts, resulted in black citizens of the Town having less opportunity than white citizens to participate in the political process and elect candidates of choice in violation of Section 2 of the Voting Rights Act of 1965. Subsequent to the end of Fiscal Year 2009, as a result of the Department of Justice Consent Decree with the Town, which requires that the Town change the manner in which candidates for Commission seats are elected by imposing a method known as "Limited Voting", an ordinance was adopted to amend the Charter to reflect this change.

In March of 2010, elections were conducted in this manner and four commissioners were elected in town-wide contests under concurrent terms, voters were limited to casting a vote for only one candidate and the four candidates receiving the highest number of votes were elected to the commission. The Mayor will continue to be elected on the current schedule, every three years.

The Town of Lake Park provides a full range of services, including building inspections, code enforcement, residential and commercial sanitation service, recreation and cultural events. Police and fire protection are contracted through Palm Beach County. Water and sewer service is provided through a separate utility authority.

The Town's financial statements also include the Lake Park Community Redevelopment Agency (CRA); a dependent special district established by the Town, under authority granted by Florida Statute 163, Section III. The Town is financially accountable for the CRA which is included in the Town's financial statements as a blended component unit reported in a governmental (special revenue) fund, the CRA Fund.

The Town is required by State law to adopt an annual budget for the general fund. The annual budget serves as the foundation for the Town's financial planning and control. The budget is prepared by fund, function (e.g., public safety) and department (e.g., police). The Town Manager may transfer resources within a department as needed. Budgetary transfers between departments require the approval of the Town Commission.

LOCAL ECONOMY

The Town's economic growth continues to be stymied due to the national recession and collapse of the housing and real estate market. Property values increased dramatically throughout Palm Beach County and the Town of Lake Park between the years of 2002 through 2006, but slowed significantly in 2007. The taxable value of property within the Town decreased 5.5% in 2008, mainly due to the passage of Amendment One (Property Tax Reform), an additional 15.8% in 2009 due to the economic downturn, and values dropped an additional 17.5% in 2010 bringing the assessed value of property within the Town back to 2005 levels. The taxable value decreased an additional 5.5% in 2011. The relationship of commercial assessments compared to residential assessment has historically been around 50/50. With the decline in the housing market over the past few years, this relationship has changed dramatically and has shifted to approximately 70/30. The Town does not anticipate any significant changes in the pace of planned new growth since most of the vacant parcels within the municipal limits have already been developed. It is anticipated that the decline in residential assessments has leveled off. However, there is concern that the commercial assessments have not reached the bottom yet.

The decrease in taxable values within the Town totaled more than $239 million, which translated to a loss of over $2 million dollars in tax revenue of the General fund. A decrease in the millage was adopted for Fiscal Year 2012. While public safety costs represent 50% of the General Fund expenditures and consume in excess of 100% of the tax revenue, public safety is paramount to the citizens of the Town. Operational cuts across all departments, excluding public safety, continue to be implemented to counter the loss of revenue. Additional cuts are anticipated in the upcoming budget year as the Town continues to struggle with the declining property values.

The Town continues to look for ways to provide essential services to the public in the most cost efficient, effective way without the health, safety and welfare of the community being compromised. The use of one time sources of revenue for recurring expenditures is not an option given the modest level of reserves and the threat of hurricanes an annual possibility. Alternative sources of revenue and possibly increased fees will be explored for future budgets.

The Community Redevelopment Agency (CRA) purchased three residential properties along Foresteria Drive. It is anticipated that these properties will be developed for additional downtown parking in the future when the economy improves and economic development occurs in the downtown area. Until additional parking becomes necessary and funds are available to improve the parcels for parking, the properties are being utilized by the Community Development Corporation, a non-profit agency, in collaboration with the Town and the CRA, for the Seeds of Hope Community Garden. The commercial property acquired in 2008, located at 800 Park Avenue, was refurbished and an art studio and gallery opened in March of 2010. Due to budgetary shortfalls, the art studio and gallery ceased operation on September 30, 2011. Additional improvements are continuing for the downtown alleyway between 7th and 8th streets. The CRA initiated a façade improvement grant program that provided for up to $25,000 in matching grant monies to improve building facades. This program was discontinued due to a lack of funding. To complement this program, a business development loan program was established to encourage development of the downtown business district located within the CRA boundaries. Several entities applied for and received business development grants and loans to open eating establishments within the downtown business district. This program was scaled back due to budgetary issues.

ACCOUNTING AND BUDGETARY CONTROLS

The accounting and financial reporting of the Town's general government operations takes place in four broad categories: the General Fund, Special Revenue Funds, Debt Service Fund, and Insurance Internal Service Fund. The records and reports for these funds are maintained on the modified accrual basis, with revenue being recorded when measurable and available, and expenditures being recorded when the services or goods are received and the liabilities incurred. Accounting records for the Town's enterprise operations and pension trust funds are maintained on the accrual basis.

Management of the government is responsible for establishing and maintaining internal controls designed to ensure that the assets of the government are protected from loss, theft or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with accounting principles generally accepted in the United States (GAAP). The internal control is designed to provide reasonable, rather than absolute, assurance these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the evaluation of costs and benefits requires estimate and judgments by management.

As a recipient of federal, state and local awards, the Town is responsible for ensuring that adequate internal control is in place to ensure compliance with applicable laws and regulations related to those programs. This internal control is subject to periodic evaluation by management.

In addition, the government maintains budgetary controls. The objective of these budgetary controls is to ensure compliance with the legal provisions embodied in the annual budget approved by the government's governing body. Activities of the General Fund, Community Redevelopment Agency, Debt Service Fund and proprietary funds are included in the annual appropriated budget. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established at the department level within the individual fund. The government also maintains an encumbrance accounting system as one technique of accomplishing budgetary control.

As demonstrated by the basic financial statements and schedules included in the financial section of the report, the government continues to meet its responsibility for sound financial management.

MAJOR INITIATIVES

During recent years, the Town has devoted a significant amount of time, energy and resources to the continuing growth and redevelopment of the Town. The Town continued its work with the older neighborhoods to develop improvement plans and then commit the financial resources to help them achieve their goals. Systematic resurfacing of streets and sidewalks and repair of the storm drainage system in the Town has continued.

Stormwater Improvements

Lake Shore Drive is currently a 2 lane, undivided roadway with sidewalks, but without bicycle lanes, located in the center of the Right-of-Way beside and between two Town-owned parks. The proposed improvements will relocate the roadway to the east side of the Right-of-Way and raise it 6" to 12" to eliminate the flooding problems. New curbs, bicycle lanes and sidewalks will be constructed. The 650' portion of the existing roadway between Kelsey Park and Lakeshore Park will be removed and replaced with a pedestrian walkway. The existing drainage system features 4 direct outfalls into Lake Worth without any provision for water quality treatment. The new drainage system will provide water quality treatment for the new roadway and reduce the amount of runoff entering Lake Worth as well as capture a portion of the first flush of stormwater runoff. As part of this project, an asbestos cement water main will be de-activated and replaced by a new ductile iron water main. This project is on hold due to lack of funds.

Design for the drainage improvements to the alleyway between 7th Street and 8th Street in the downtown area was completed. Construction began shortly after the close of the fiscal year.

Ballfield Restrooms

This project is the demolition and replacement of the restrooms at the community's athletic fields and park that hosts summer camp and afterschool programming. This park serves as recreational space for a majority of our low and moderate income populations, particularly the after-school and summer youth programs. Funding has been secured from the Community Development Block Grant Program.

Marina Parking and Pedestrian Promenade

The Lake Park Harbor Marina project acquired a parcel of land located adjacent to the Marina's boat trailer lot at the northeast corner of Silver Beach Road and US Highway 1, to expand Marina parking. The project was completed this year. The lot provides 30 additional boat trailer parking spaces and 16 standard auto spaces. This lot increased trailer access by 59%, and provided much needed trailer parking for water access in the County. The second component of this project involves the construction of a pedestrian promenade, which will provide boaters and the non-boating public with pedestrian access to the waterfront. Grant funding is being pursued for this initiative.

The Commission and staff are continuing to move ahead with ambitious plans to revitalize the Town, its downtown area and develop the western corridor. Grant monies will continue to be vigorously pursued to supplement Town funds for operations and improvements.

CERTIFICATE OF ACHIEVEMENT

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of Lake Park for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2010. To be awarded a Certificate of Achievement, a government unit must publish an easily readable and efficiently organized CAFR, whose contents conform to program standards. This report must satisfy both U.S Generally Accepted Accounting Principles (GAAP) and applicable legal requirements. The Certificate of Achievement is the highest form of recognition for excellence in state and local government financial reporting.

A Certificate of Achievement is valid for a period of one year only. The Town of Lake Park has received a Certificate of Achievement for the past six years. We believe our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

ACKNOWLEDGEMENTS

A comprehensive annual financial report of this type and depth, illustrating the results of operations of the entire Town and its various diversified funds and activities, could not have been prepared so completely without the dedication and efficiency of the entire Finance Department staff. Their dedication and hard work is greatly appreciated. My appreciation is also extended to our independent auditors, Nowlen, Holt & Miner, P.A. for their cooperation and guidance.

Special appreciation is extended to the Mayor, Town Commission, Town Manager, and Department Heads for their interest and support in planning and conducting the financial operations of the Town in a responsible and progressive manner.

Respectfully submitted,

James Titcomb
Interim Town Manager

TOWN OF LAKE PARK

List of Principal Officials

September 30, 2011

Mayor

James DuBois

Vice Mayor

Kendall Rumsey

Town Commission

Steve Hockman
Jeanine Longtin
Tim Stevens

Town Manager

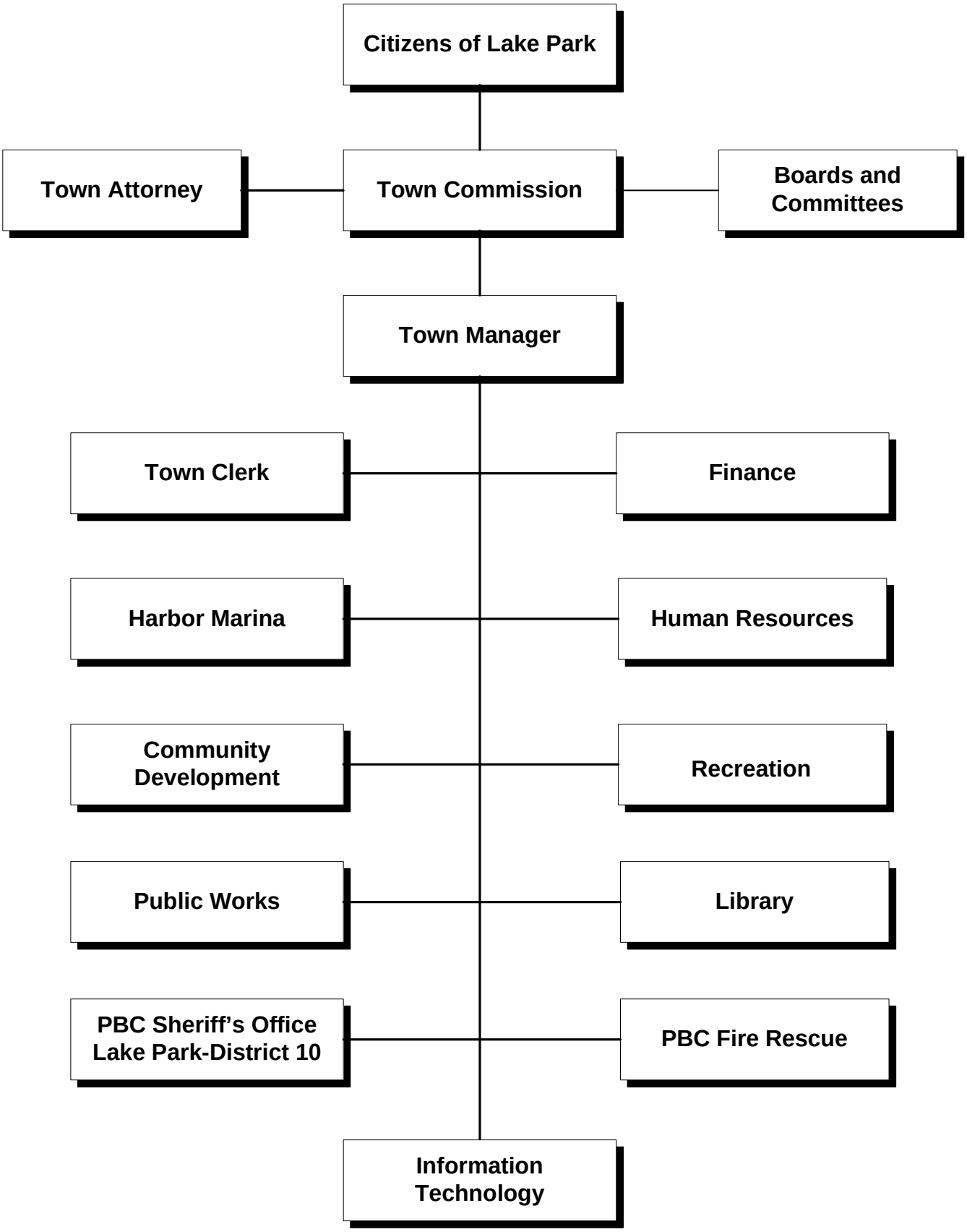
Maria V. Davis

Finance Director

Anne M. Costello

Public Works Director	J. David Hunt
Community Development Director	Nadia DiTomasso
Library Director	Karen Mahnk
Recreation Director	Gregory Dowling
Town Clerk	Vivian Lemley
Harbor Marina Manager	Michael Pisano
Human Resources Director	Bambi McKibbon-Turner
Information Technology Director	Hoa Hoang

TOWN OF LAKE PARK, FLORIDA
ORGANIZATIONAL CHART



Certificate of Achievement for Excellence in Financial Reporting

Presented to

Town of Lake Park Florida

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended
September 30, 2010

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.

President

Executive Director

NOWLEN, HOLT & MINER, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT

The Honorable Mayor and Members of the Town Commission
Town of Lake Park, Florida

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Lake Park, Florida as of and for the year ended September 30, 2011, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Lake Park, Florida's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Lake Park, Florida as of September 30, 2011, and the respective changes in financial position, and cash flows, where applicable, thereof for the year then ended in conformity with U.S. generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 24, 2012, on our consideration of the Town of Lake Park, Florida's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on

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compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 13, Pension and Other Post Employment Benefit trend information on pages 66 through 68, and budgetary comparison information on pages 69 through 77 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Lake Park, Florida's financial statements as a whole. The introductory section, other supplementary information, and statistical section listed in the table of contents are presented for purposes of additional analysis and are not a required part of the financial statements. The other supplementary information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole. The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Nowlen, Holt & Miner, P.A.

April 24, 2012
West Palm Beach, Florida

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Town of Lake Park, Florida (Town) administration offers readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended September 30, 2011. Readers are encouraged to consider the information presented here in conjunction with additional information that has been furnished in the transmittal letter and the accompanying basic financial statements.

The information contained within this Management's Discussion and Analysis (MD&A) is only a component of the entire financial statement report. Readers should take time to read and evaluate all sections of the report, including the Notes to the Financial Statements and the Required Supplementary Information that is provided in addition to this MD&A.

Financial Highlights

Government-Wide Financial Statements

- The assets of the Town of Lake Park exceeded its liabilities at September 30, 2011 by $8,374,625. Of this amount, unrestricted net assets of $217,691 may be used to meet the government's ongoing obligations to citizens and creditors.

- The total net assets increased by $1,075,013, of which a decrease of $538,814 was attributed to governmental activities and an increase of $1,613,827 was related to business-type activities. The net assets of the business-type activities of the Town increased from property granted from Palm Beach County. The increase with the addition of the property was offset by costs related to the on-going pursuit of the deficiencies and potential litigation related to the construction of the Marina.

Fund Financial Statements

- As of the close of the 2011 Fiscal Year, the Town of Lake Park's General Fund reported ending fund balance of $3,062,915 a decrease of $6,430 from the prior year. Of the total, $2,785,900 is restricted, assigned, and non-spendable, while $277,015 is unassigned and available for future uses by the Town Commission.

- At the end of the 2011 Fiscal Year, the unreserved fund balance for the General Fund represented 3% of total General Fund expenditures or approximately 12 days of available funding.

- Total long term obligations for the Town decreased by $1,134,061. General Obligation Bond debt and loans payable decreased in the amount of $1,065,013, due to scheduled principal payments.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The three components of the financial statements are: (1) Government-wide financial statements that include the Statement of Net Assets and the Statement of Activities. These statements provide information about the activities of the Town as a whole. (2) Fund financial statements tell how these services were financed in the short term, as well as what remains for future spending. Fund financial statements also report the Town's operations in more detail than the government-wide statements by providing information about the Town's most significant funds. (3) Notes to the basic financial statements expand upon information reported in the government-wide and governmental fund statements.

REPORTING THE TOWN AS A WHOLE

Statement of Net Assets and the Statement of Activities (Government-wide)
A frequently asked question regarding the Town's financial health is whether the year's activities contributed positively to the overall financial well being. The Statement of Net Assets and the Statement of Activities report information about the Town as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account, regardless of when cash is received or paid.

These two statements report the Town's net assets and changes therein. Net assets, the difference between assets and liabilities, are one way to measure the Town's financial health, or financial position. Over time, increases or decreases in net assets are an indicator of whether the financial health is improving or deteriorating.

The Statement of Net Assets and the Statement of Activities present information about the following:

- Governmental activities - All of the Town's basic services are considered to be governmental activities, including general government, community development, public safety, public services, library, and recreation. Property taxes, sales taxes, utility taxes, intergovernmental revenue and franchise fees finance most of these activities.

- Proprietary activities/Business-type activities - The Town charges a fee to customers to cover all or most of the cost of the services provided. The Town's Sanitation Fund, Stormwater Fund and Marina Fund are reported in this category.

REPORTING THE TOWN'S MOST SIGNIFICANT FUNDS

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds - not the Town as a whole. Some funds are required to be established by State law. However, management establishes other funds, which aid in the management of money for particular purposes or meet legal responsibilities associated with the usage of certain taxes, grants, and other money. The Town's four kinds of funds, governmental, proprietary, fiduciary, and special revenue, use different accounting approaches as explained below.

- Governmental funds - Most of the Town's basic services are reported in governmental funds. Governmental funds focus on how resources flow in and out, with the balances remaining at year-end that are available for spending. These funds are reported using an accounting method called the modified accrual accounting method, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information shows whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. The basic governmental fund financial statements can be found on pages 17-20 of this report.

- Enterprise funds - The Town has three enterprise funds, Sanitation, Stormwater and Marina, which charge customers for the services they provide. These services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Assets and the Statement of Activities. The basic proprietary fund financial statements can be found on pages 21-23 of this report.

- Fiduciary funds - Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The basic fiduciary fund financial statements can be found on pages 24-25 of this report.

- Special Revenue funds - Special Revenue funds are used to account for the proceeds of specific revenue sources that are restricted to expenditure for specified purposes. The Town has two funds in this category: the CRA Fund and Streets & Roads Fund. The basic fund financial statements can be found on pages 17-20 of this report.

Notes to the financial statements
The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 26-65 of this report.

Other information
In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Town's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information for pension benefits can be found on page 66-67 of this report.

The Town adopts annual appropriated budgets for the General Fund and CRA. Budgetary comparison schedules for the General Fund and CRA are included as *Required Supplementary Information* on pages 69-77 to demonstrate compliance with the budget.

The Town also adopts an annual budget for the Streets and Roads Fund, Insurance Fund, and Debt Service Fund. Budgetary comparison schedules for these funds are also included as Other Supplementary Information section of this report. The combining and individual fund statements and schedules are presented immediately following the required supplementary information on pages 78-82 of this report.

Government-Wide Financial Analysis

Net Assets: As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Town, governmental activity assets exceeded liabilities by $4,283,825. Business-type activity assets exceeded liabilities by $4,090,800. The Town-wide total net assets were $8,374,625 at the close of the fiscal year ended September 30, 2011. The Statement of Net Assets is on page 14 of this report.

The Town's investment in capital assets (e.g., land, buildings, equipment and vehicles, less any related debt used to acquire those assets that is still outstanding) was $7,915,425 or 95% of total net assets at September 30, 2011. Capital assets total $20,834,664 at September 30, 2011, or 89% of all assets, which total $23,502,422. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the net assets ($241,509) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets ($217,691) may be used to meet the government's ongoing obligations to citizens and creditors. The following table reflects the condensed Statement of Net Assets for the current year as compared to the prior year.

Net Assets

	Governmental Activities		Business Activities		Total	
	2011	2010	2011	2010	2011	2010
Assets:						
Current and other assets	$ 3,933,072	$ 4,749,083	$ (1,265,314)	$ (938,842)	$ 2,667,758	$ 3,810,241
Capital assets	9,614,560	10,231,068	11,220,104	9,618,263	20,834,664	19,849,331
Total assets	13,547,632	14,980,151	9,954,790	8,679,421	23,502,422	23,659,572
Liabilities:						
Long-term liabilitlies	8,720,495	9,574,538	5,665,645	5,945,663	14,386,140	15,520,201
Other liabilities	543,312	582,974	198,345	256,785	741,657	839,759
Total liabilities	9,263,807	10,157,512	5,863,990	6,202,448	15,127,797	16,359,960
Net assets:						
Invested in capital assets, net of related debt	2,225,160	2,204,432	5,690,265	3,809,874	7,915,425	6,014,306
Restricted	241,509	86,902	-	-	241,509	86,902
Unrestricted	1,817,156	2,531,305	(1,599,465)	(1,332,901)	217,691	1,198,404
Total net assets	$ 4,283,825	$ 4,822,639	$ 4,090,800	$ 2,476,973	$ 8,374,625	$ 7,299,612

Governmental Activities: Net assets of the governmental activities of the Town have decreased $538,814 from 2010. Total assets of governmental activities have decreased by $1,432,519 and total liabilities have also decreased by $893,705. Unrestricted net assets are down by $714,149.

Business Activities: Net assets for business activities have increased $1,613,827 from 2010. Total assets are up $1,275,369 while total liabilities have decreased by $338,458. Unrestricted net assets have further declined by $266,564. On-going construction deficiency issues and subsequent professional fees for pending litigation at the Marina facility have contributed to the financial condition of business activities.

The following is a summary of the changes in net assets for the years ended September 30, 2011 and 2010:

Changes in Net Assets

	Governmental Activities		Business Activities		Total	
	2011	2010	2011	2010	2011	2010
Revenues:						
Program revenues:						
Charges for services	$ 951,736	$ 960,818	$ 3,161,583	$ 3,191,485	$ 4,113,319	$ 4,152,303
Operating grants and contributions	14,708	15,926		-	14,708	15,926
Capital grants and contributions	95,482	62,809	2,400,000	4,246	2,495,482	67,055
General revenues:						
Taxes	6,745,157	7,490,502		-	6,745,157	7,490,502
Intergovernmental	1,072,929	1,144,701		-	1,072,929	1,144,701
Investment earnings	36,181	54,473	10,652	16,780	46,833	71,253
Gain on sale of equipment	-	174	-	8,355	-	8,529
Total revenues	$ 8,916,193	$ 9,729,403	$ 5,572,235	$ 3,220,866	$ 14,488,428	$ 12,950,269

Overall total revenues are up $1,538,159. Program revenues increased by $2,388,225 while general revenues declined by $850,066.

Governmental Activities: Revenue collections of taxes including property taxes, franchise fees, utility services taxes, fuel taxes and communication services taxes have decreased $745,345. Property values within the Town decreased an additional 5.5% in 2011. When combined with the loss in value from Amendment One, property tax reform, values within the Town have decreased more than $239 million dollars or 34.9% since 2008. The increase in charges for services of governmental activities is attributable to a change in accounting procedures for billing of fuel reimbursements to Palm Beach County Sheriff's Office.

Business Activities: Charges for services for business activities of the Town have decreased $29,902. This result is primarily due to decreased commercial revenue in Sanitation.

	Governmental Activities		Business Activities		Total	
	2011	2010	2011	2010	2011	2010
Expenses:						
General government	$ 2,371,297	$ 2,543,961	$	$	$ 2,371,297	$ 2,543,961
Public safety	4,910,050	5,723,360			4,910,050	5,723,360
Physical environment	333,799	349,637			333,799	349,637
Transportation	662,871	600,669			662,871	600,669
Culture and recreation	1,022,770	987,778			1,022,770	987,778
Economic Impact	49,637	32,063			49,637	32,063
Interest on long-term debt	388,633	430,289			388,633	430,289
Marina			1,856,283	2,005,435	1,856,283	2,005,435
Sanitation			1,464,491	1,412,372	1,464,491	1,412,372
Stormwater			353,584	313,994	353,584	313,994
Total expenses	9,739,057	10,667,757	3,674,358	3,731,801	13,413,415	14,399,558
Transfers In/(Out)	284,050	281,801	(284,050)	(281,801)		
Increase in net assets	(538,814)	(656,553)	1,613,827	(792,736)	1,075,013	(1,449,289)
Net assets - beginning of year	4,822,639	5,479,192	2,476,973	3,269,709	7,299,612	8,748,901
Net assets - end of year	$ 4,283,825	$ 4,822,639	$ 4,090,800	$ 2,476,973	$ 8,374,625	$ 7,299,612

Overall net assets increased $1,075,013. The decrease in net assets in governmental activities is directly related to the on-going construction deficiencies, remedial measures and pending litigation at the municipal marina. These issues have placed an undue burden on the finances of the marina operation. These deficiencies have prevented the marina from fully utilizing the marina facilities hindering its ability to maximize revenues. Pending the final outcome of this situation, the General Fund and Sanitation Fund have advanced funds to the marina to support operations.

Governmental Activities: Changes in expenses from 2010 in Public Safety are attributable to the negotiation of the contract with the Palm Beach County Sheriff's Office. The decrease in expenses for Physical Environment is due to the decrease in insurance costs and final debt service payment. The increase in Culture and Recreation is due to the addition of a custodian position at the Town library.

Business-type Activities: The decreased expenses for the Marina Fund are the result of a further reduction in marina staff. The Marina Fund continues to have additional expenses due to construction deficiencies and professional and legal fees associated with this situation. Expenses for Sanitation Fund and Stormwater Fund had additional costs for employee insurance benefits.

Financial Analysis of the Governments' Funds

As noted earlier, the Town of Lake Park uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental Funds. The focus of the Town's governmental fund financial statements is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In

particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At September 30, 2011, the Town's primary operating fund, the General Fund, reported ending fund balance of $3,062,915, a decrease of $6,430 from the prior year. Of this amount, $277,015 is considered unassigned fund balance. However; $118,164 is restricted for specific purposes; (1) Community Improvement Beautification (CIB) Fund and (2) library donations designated for improvements, while $84,887 is assigned to next year's expenditures. The unassigned balance of $277,015 is available for spending at the Town's discretion. However, it is recommended that these funds be maintained at this level in the event of an emergency such as a hurricane. The remainder of fund balance ($2,582,849) is non-spendable to indicate that it is not available for new spending because it has already been committed (1) for inventories and prepaid expenses ($24,338) and (2) as advances to other funds, in particular to cover the cash deficit in the pooled cash of the Marina Fund ($2,558,511).

As a measure of the General Fund's liquidity, it may be useful to compare both unreserved fund balance and total fund balance to total fund expenditures. Unreserved fund balance represents 3 percent (approximately 12 days) of total general fund expenditures, while total fund balance represents 33 percent of that same amount. A sound financial management policy would dictate that the unreserved, undesignated fund balance be maintained between 10-25% of total expenditures. To that end, the budget for Fiscal Year 2012 has been constructed to provide an increase in the fund balance at the end of the year, absent significant revenue shortfalls or at least be able to maintain the current level of fund balance in the event of revenue shortfalls.

General Fund Budgetary Highlights

The annual General Fund budget is adopted after two public hearings and approval of the Town Commission. Any amendments that would exceed the original budget at the fund level or would require funds to be transferred from contingency would require a formal budget amendment requiring the adoption of a resolution by the Town Commission. The original General Fund appropriation was unchanged during the year.

The budget was amended for new programs implemented after the adoption of the budget, revenues and corresponding expenditures not anticipated during the budget process. These items had no appropriations in the original budget. Additionally there were changes to the method to account for transactions related to fuel reimbursements from the Sheriff's office and debt payments associated with an inter-local agreement between the Town and the Community Redevelopment Agency (CRA).

Capital Asset and Debt Administration

Capital assets. The Town's total investment in capital assets at September 30, 2011 was $20,834,664 (net of accumulated depreciation). Capital assets include land, construction in progress, buildings, equipment and vehicles and infrastructure. The Town's net capital assets at September 30, 2011 and 2010 are summarized as follows:

Capital Assets
(Net of depreciation)

	Governmental Activities		Business Activities		Total	
	2011	2010	2011	2010	2011	2010
Land	$ 2,691,891	$ 2,691,891	$ 2,492,332	$ 81,157	$ 5,184,223	$ 2,773,048
Construction in progress	392	29,622	416,884	382,946	417,276	412,568
Buildings	3,068,116	3,238,303	-	-	3,068,116	3,238,303
Equipment and vehicles	258,840	414,038	670,812	1,024,931	929,652	1,438,969
Streets, roads, and sidewalks	3,595,321	3,857,214	7,640,076	8,129,229	11,235,397	11,986,443
Total assets	$ 9,614,560	$ 10,231,068	$ 11,220,104	$ 9,618,263	$ 20,834,664	$ 19,849,331

Capital projects completed during Fiscal Year 2011 included the following:

- West Ilex Park Renovation was completed.
- Redesigned town signage was installed to direct drivers to Town facilities.
- Improvements were made to Library security.
- Improvements were made to Library air conditioning system.
- Flooring was replaced at Town Hall.
- Controls were replaced for the Flagler Blvd sprinkler system.
- Improvements were made to sidewalks throughout the Town.
- Urban Forestry Project on Date Palm was completed.

Additional information on the Town's capital assets can be found in Note #6 on pages 44-45 of this report.

Long-term debt. At year end 2011, the Town had $14.3 million of outstanding debt. No new debt was incurred during fiscal year 2011. The debt position of the Town is summarized as follows:

	Governmental Activities		Business Activities		Total	
	2011	2010	2011	2010	2011	2010
Loans Payable	$ 8,511,820	$ 9,303,069	5,478,383	5,752,147	$ 13,990,203	$ 15,055,216
Capital lease obligations	-	9,767	-	2,403	-	12,170
Other Post-Emp. Benefits	17,717	8,967	7,619	3,367	25,336	12,334
Pension contrib. payable	32,267	94,410			32,267	94,410
Compensated absenses	158,691	158,325	44,637	46,485	203,328	204,810
Unamortized premium	-	-	135,006	141,261	135,006	141,261
Total	$ 8,720,495	$ 9,574,538	$ 5,665,645	$ 5,945,663	$ 14,386,140	$ 15,520,201

Additional information on the Town's debt can be found in Note #8 on pages 46-54 of this report.

Economic factors and Next Year's Budgets and Rates

The Town, along with all other surrounding communities, saw an overall decrease in the taxable value of properties due to the economic decline experienced nationwide. Values dropped within the Town. The taxable assessed value of homes within the Town has dropped below the 2005 level. Combined with the decreases of the previous three years, this drop in equates to a loss of more than $2 million dollars in tax revenue during this period.

For fiscal year 2011-2012 the Town Commission adopted a General Fund budget of $8,810,070 compared with the budget for fiscal year 2010-2011 in the amount of $8,955,965. The operating millage rate was reduced from 8.5163 mils to 8.5083 mils. Due to the declining values, the debt millage rate increased to 1.82 mills to meet debt service requirements of the General Obligation bonds of 1997 and 1998.

The greatest impact on the General Fund expenditures is Public Safety which represents 60% of the total and uses 100% of the property tax revenue plus an additional $175,706 of other revenues of the Town. In an effort to off-set some of the impact on the General Fund revenue, the Town Commission installed a parking meter system along the waterfront areas of the Town to generate additional monies to fund other services of the Town. Operational cuts across all departments were implemented and additional furlough days and salary reductions were mandated to offset the loss of revenue.

There were no rate increases adopted for the Sanitation, Marina and Stormwater enterprise operations for Fiscal Year 2012. The dockage rates and utility fee at Marina were increased prior year to offset inflationary increases to the cost of operations.

Requests for Information

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Town's finances and to demonstrate the Town's accountability. Questions concerning information provided in this report or requests for additional financial information should be directed to:

Finance Department
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
(561) 881-3350

TOWN OF LAKE PARK, FLORIDA
Statement of Net Assets
September 30, 2011

	Governmental Activities	Business-type Activities	Total
Assets			
Pooled cash and cash equivalents	$ 1,279,514	$ 445,657	$ 1,725,171
Restricted cash and cash equivalents	84,525		84,525
Investments	36,038	20,062	56,100
Accounts receivable, net	220,624	104,955	325,579
Notes receivable	111,333		111,333
Due from other governments	102,465		102,465
Internal balances	2,006,539	(2,006,539)	
Inventory	17,701	44,001	61,702
Prepaid items	74,333		74,333
Deposits		43,000	43,000
Unamortized bond costs		83,550	83,550
Capital assets			
Capital assets not being depreciated	2,692,283	2,909,216	5,601,499
Capital assets being depreciated, net of accumulated depreciation	6,922,277	8,310,888	15,233,165
Total assets	13,547,632	9,954,790	23,502,422
Liabilities			
Accounts payable	98,870	73,108	171,978
Accrued expenses	53,818	20,757	74,575
Accrued interest payable	49,871	86,792	136,663
Unearned revenue	316,104		316,104
Deposits	24,649	17,688	42,337
Noncurrent liabilities:			
Due within one year	890,978	295,025	1,186,003
Due in more than one year	7,829,517	5,370,620	13,200,137
Total liabilities	9,263,807	5,863,990	15,127,797
Net Assets			
Invested in capital assets, net of related debt	2,225,160	5,690,265	7,915,425
Restricted for:			
Debt service	106,753		106,753
Capital projects	101,117		101,117
Other restrcitions	33,639		33,639
Unrestricted	1,817,156	(1,599,465)	217,691
Total net assets	$ 4,283,825	$ 4,090,800	$ 8,374,625

See notes to the financial statements.

TOWN OF LAKE PARK, FLORIDA
Statement of Activities
For the Year Ended September 30, 2011

Functions/Programs	Expenses	Charges for Activities
Government:		
Governmental activities		
General government	$ 2,371,297	$ 69,481
Public safety	4,910,050	743,715
Physical environment	333,799	
Transportation	662,871	41,964
Culture and recreation	1,022,770	96,576
Economic environmnet	49,637	
Interest on long-term debt	388,633	
Total governmental activities	9,739,057	951,736
Business-type activities		
Marina	1,856,283	1,149,451
Sanitation	1,464,491	1,496,006
Stormwater	353,584	516,126
Total business-type activities	3,674,358	3,161,583
Total	$ 13,413,415	$ 4,113,319

Program Revenues		Net Expense (Revenue) and Changes in Net Assets		
Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
$ 2,100	$	$ (2,299,716)	$	$ (2,299,716)
	1,311	(4,165,024)		(4,165,024)
		(333,799)		(333,799)
	16,665	(604,242)		(604,242)
12,608	77,506	(836,080)		(836,080)
		(49,637)		(49,637)
		(388,633)		(388,633)
14,708	95,482	(8,677,131)		(8,677,131)
	2,400,000		1,693,168	1,693,168
			31,515	31,515
			162,542	162,542
	2,400,000		1,887,225	1,887,225
$ 14,708	$ 2,495,482	(8,677,131)	1,887,225	(6,789,906)
General Revenues:				
Taxes:				
Property taxes		4,730,840		4,730,840
Franchise fees		572,846		572,846
Utility service taxes		796,663		796,663
Local option gas taxes		230,060		230,060
Communication services taxes		414,748		414,748
Unrestricted intergovernmental shared revenues		1,072,929		1,072,929
Gain on sale of surplus property				
Investment earnings		36,181	10,652	46,833
Transfers		284,050	(284,050)	
Total general revenues and transfers		8,138,317	(273,398)	7,864,919
Change in net assets		(538,814)	1,613,827	1,075,013
Net assets, beginning of year		4,822,639	2,476,973	7,299,612
Net assets, end of year		$ 4,283,825	$ 4,090,800	$ 8,374,625

See notes to the financial statements.

TOWN OF LAKE PARK, FLORIDA
Balance Sheet
Governmental Funds
September 30, 2011

	Major Governmental Funds		Nonmajor	Total
	General	CRA Fund	Governmental Funds	Governmental Funds
Assets				
Pooled cash and cash equivalents	$ 920,991	$ 147,815	$ 196,401	$ 1,265,207
Restricted cash and cash equivalents	84,525			84,525
Investments	32,189	2,906	943	36,038
Accounts receivable, net	219,383	1,241		220,624
Notes receivable		111,333		111,333
Due from other governments	81,965		20,500	102,465
Due from other funds	343,656	795,882		1,139,538
Advances to other funds	2,558,511			2,558,511
Inventory	17,701			17,701
Prepaid items	6,637	4,022		10,659
Total assets	$4,265,558	$1,063,199	$ 217,844	$ 5,546,601
Liabilities and fund balances				
Liabilities				
Accounts payable	$ 70,630	$ 25,127	$ 3,113	$ 98,870
Accrued liabilities	46,118	5,231	2,469	53,818
Deferred revenue	265,439	4,633	46,032	316,104
Due to other funds	795,882	343,656		1,139,538
Advance from other funds		508,511		508,511
Deposits	24,574	75		24,649
Total liabilities	1,202,643	887,233	51,614	2,141,490
Fund balances				
Nonspendable:				
Inventories and prepaids	24,338	4,022		28,360
Advances to other funds	2,558,511			2,558,511
Restricted for:				
Debt service			106,753	106,753
Capital projects	84,525		16,592	101,117
Community improvement	10,277			10,277
Library	23,362			23,362
Assigned to:				
Subsequent year's expenditures	84,887	171,944	9,648	266,479
Special revenue funds			8,374	8,374
Capital projects funds			24,863	24,863
Unassigned	277,015			277,015
Total fund balances	3,062,915	175,966	166,230	3,405,111
Total liabilities and fund balances	$4,265,558	$1,063,199	$ 217,844	$ 5,546,601

See notes to the financial statements.

TOWN OF LAKE PARK, FLORIDA
Reconciliation of the Balance Sheet – Governmental Funds
to the Statement of Net Assets
Governmental Funds
September 30, 2011

Total Fund Balances - Governmental Funds		$ 3,405,111
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds:		
Governmental capital assets	$ 16,665,788	
Less accumulated depreciation	(7,051,228)	9,614,560
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the governmental funds.		
Accrued interest payable on long-term debt	(49,871)	
Compensated absences	(158,691)	
Other post-employement benefits	(17,717)	
Pension payable	(32,267)	
Loans payable	(4,256,908)	
General obligation bonds	(4,254,912)	(8,770,366)
Internal service funds are used by management to charge costs of certain activities to individual funds. The assets and liabilities of internal service funds are included in governmental activities in the statement of net assets.		34,520
Net assets of governmental activities		$ 4,283,825

See notes to the financial statements.

TOWN OF LAKE PARK
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended September 30, 2011

	Major Governmental Funds		Nonmajor Governmental Funds	Total Governmental Funds
	General	CRA Fund		
Revenues				
Taxes	$ 5,315,754	$	$ 784,595	$ 6,100,349
Licenses and permits	467,389			467,389
Intergovernmental	1,253,538	163,502	416,806	1,833,846
Charges for services	420,027	47,904		467,931
Fines and forfeitures	132,963			132,963
Miscellaneous	302,661	4,566	3,363	310,590
Total revenues	7,892,332	215,972	1,204,764	9,313,068
Expenditures				
Current				
General government	1,539,167	840,243	3,094	2,382,504
Public safety	4,906,546			4,906,546
Physical environment	292,967			292,967
Transportation	317,065		216,410	533,475
Culture and recreation	778,925	91,540		870,465
Economic environment		49,637		49,637
Capital outlay	36,449	3,999	112,804	153,252
Debt service				
Principal	248,900		552,142	801,042
Interest charges	179,775		218,425	398,200
Total expenditures	8,299,794	985,419	1,102,875	10,388,088
Excess (deficiency) of revenues over (under) expenditures	(407,462)	(769,447)	101,889	(1,075,020)
Other financing sources (uses)				
Transfers in	755,494	318,362	35,518	1,109,374
Transfer out	(354,462)	(369,194)	(101,668)	(825,324)
Total other financing sources (uses)	401,032	(50,832)	(66,150)	284,050
Net change in fund balances	(6,430)	(820,279)	35,739	(790,970)
Fund balances				
Beginning of year	3,069,345	996,245	130,491	4,196,081
End of year	$ 3,062,915	$ 175,966	$ 166,230	$ 3,405,111

See notes to the financial statements.

TOWN OF LAKE PARK
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of the Governmental Funds to the Statement of Activities
For the Year Ended September 30, 2011

Net change in fund balances - total governmental funds		$ (790,970)
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives		
Expenditures for capital assets	$ 153,252	
Less: current year depreciation	(769,759)	(616,507)
The repayment (issuance) of long-term debt consumes (provides) the current financial resources of governmental funds. However, these transactions do not have any effect on net assets of the governmental activities.		
Long term debt repayments:		
General obligation bonds	549,733	
Loans payable	241,517	
Capital lease obligations	9,767	801,017
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.		
Change in compensated absences	(366)	
Change in other post-employement benefits	(8,750)	
Change in pension payable	62,143	
Change in accrued interest	9,592	62,619
Internal service funds are used by management to charge the costs of certain activities to individual funds.		
Net income allocable to governmental activities		5,027
Change in net assets of governmental activities		$ (538,814)

See notes to the financial statements.

TOWN OF LAKE PARK, FLORIDA
Statement of Net Assets
Proprietary Funds
September 30, 2011

	Major Enterprise Funds		Nonmajor	Total	Governmental Activities
	Marina Fund	Sanitation Fund	Enterprise Fund	Enterprise Funds	Internal Service Fund
Assets					
Current assets					
Pooled cash and cash equivalents	$ 4,456	$ 172,224	$ 268,977	$ 445,657	$ 14,307
Investments		20,062		20,062	
Accounts receivable, net	2,570	102,385		104,955	
Due from other funds		335,000		335,000	
Prepaid expenses					63,674
Deposits		43,000		43,000	
Inventory	44,001			44,001	
Total current assets	51,027	672,671	268,977	992,675	77,981
Noncurrent assets					
Unamortized bond issue costs	83,550			83,550	
Capital assets not being depreciated	2,550,192	64,157	294,867	2,909,216	
Capital assets net of accumulated depreciation	7,622,482	513,959	174,447	8,310,888	
Total noncurrent assets	10,256,224	578,116	469,314	11,303,654	
Total assets	10,307,251	1,250,787	738,291	12,296,329	77,981
Liabilities					
Current liabilities					
Accounts payable	54,662	17,142	1,304	73,108	
Accrued liabilities	6,616	12,074	2,067	20,757	
Due to other funds	335,000			335,000	
Advance from other funds	2,050,000			2,050,000	
Deposits payable - slip rentals	17,688			17,688	
Accrued interest payable	86,792			86,792	
Compensated absences payable, current portion	1,252	6,975	700	8,927	
Bonds payable, current maturities	133,963	98,770	53,365	286,098	
Total current liabilities	2,685,973	134,961	57,436	2,878,370	
Long-term liabilities					
Compensated absences payable, less current portion	5,010	27,898	2,802	35,710	
Other post-employment benefits	1,299	5,433	887	7,619	
Bonds payable, net of unamortized premium and current maturities	4,893,645	318,596	115,050	5,327,291	
Total long-term liabilities	4,899,954	351,927	118,739	5,370,620	
Total liabilities	7,585,927	486,888	176,175	8,248,990	
Net assets					
Invested in capital assets, net of related debt	5,228,616	160,750	300,899	5,690,265	
Unrestricted	(2,507,292)	603,149	261,217	(1,642,926)	77,981
Total net assets	$ 2,721,324	$ 763,899	$ 562,116	4,047,339	$ 77,981
Adjustment to reflect consolidation of internal service fund activities				43,461	
Net assets of business-type activities				$ 4,090,800	

See notes to the financial statements.

TOWN OF LAKE PARK, FLORIDA
Statement of Revenues, Expenses, and Changes in Fund Net Assets
Proprietary Funds
For the Year Ended September 30, 2011

	Major Enterprise Funds		Nonmajor	Total	Governmental Activities
	Marina Fund	Sanitation Fund	Enterprise Fund	Enterprise Funds	Internal Service Fund
Operating revenue					
Charges for services	$ 1,145,474	$ 1,494,721	$ 516,126	$ 3,156,321	$ 222,035
Miscellaneous	3,977	1,285		5,262	6,542
Total operating revenues	1,149,451	1,496,006	516,126	3,161,583	228,577
Operating expenses					
Personal services	176,439	579,577	103,001	859,017	61,226
Operating expenses	950,653	570,829	177,835	1,699,317	156,180
Depreciation	488,890	299,755	61,995	850,640	
Total operating expenses	1,615,982	1,450,161	342,831	3,408,974	217,406
Operating income (loss)	(466,531)	45,845	173,295	(247,391)	11,171
Nonoperating revenues (expenses)					
Amortization	2,384			2,384	
Interest revenue		7,786	2,866	10,652	
Interest expense	(245,589)	(17,123)	(11,200)	(273,912)	
Total nonoperating revenues (expenses)	(243,205)	(9,337)	(8,334)	(260,876)	
Income (loss) before capital contributions	(709,736)	36,508	164,961	(508,267)	11,171
Capital contributions	2,400,000			2,400,000	
Transfers in (out)	9,175	(225,000)	(68,225)	(284,050)	
Change in net assets	1,699,439	(188,492)	96,736	1,607,683	11,171
Net assets - beginning of year	1,021,885	952,391	465,380	2,439,656	66,810
Net assets - ending	$ 2,721,324	$ 763,899	$ 562,116	$ 4,047,339	$ 77,981

Change in net assets	$ 1,607,683
Adjustment to reflect consolidation of internal service fund activities	6,144
Change in net assets of business-type activities	$ 1,613,827

See notes to the financial statements.

TOWN OF LAKE PARK, FLORIDA
Statement of Cash Flows
Proprietary Funds
For the Year Ended September 30, 2011

	Major Enterprise Funds		Nonmajor	Total	Governmental Activities
	Marina Fund	Sanitation Fund	Enterprise Fund	Enterprise Funds	Internal Service Fund
Cash flows from operating activities:					
Cash received from customers	$ 1,169,743	$ 1,506,459	$ 516,126	$ 3,192,328	$
Cash paid to suppliers	(970,265)	(621,822)	(179,237)	(1,771,324)	(225,229)
Cash paid to employees	(179,920)	(570,050)	(101,375)	(851,345)	
Payments to other funds		(335,000)		(335,000)	
Payments from other funds	335,000			335,000	228,577
Net cash provided (used) by operating activities	354,558	(20,413)	235,514	569,659	3,348
Cash flows from noncapital financing activities:					
Transfers in (out)	9,175	(225,000)	(68,225)	(284,050)	
Net cash provided (used) by noncapital financing activities	9,175	(225,000)	(68,225)	(284,050)	
Cash flows from capital and related financing activities:					
Acquisition and construction of capital assets	(2,419,170)	(2,456)	(30,854)	(2,452,480)	
Capital contributions	2,400,000		5,041	2,405,041	
Interest paid on debt	(247,672)	(17,123)	(11,200)	(275,995)	
Principal repayments on capital lease obligation		(2,403)		(2,403)	
Principal repayments on revenue bonds	(127,721)	(95,273)	(50,770)	(273,764)	
Net cash provided (used) by capital and related financing activities	(394,563)	(117,255)	(87,783)	(599,601)	
Cash flows from investing activities:					
Sale of investments		3,537		3,537	
Interest on investments		7,786	2,866	10,652	
Net cash provided (used) by investing activities	-	11,323	2,866	14,189	
Net increase (decrease) in cash and cash equivalents	(30,830)	(351,345)	82,372	(299,803)	3,348
Cash and cash equivalents at beginning of year	35,286	523,569	186,605	745,460	10,959
Cash and cash equivalents at end of year	$ 4,456	$ 172,224	$ 268,977	$ 445,657	$ 14,307
Cash flows from operating activities:					
Operating income (loss)	$ (466,531)	$ 45,845	$ 173,295	$ (247,391)	$ 11,091
Adjustments to reconcile operating income to net cash provided by operating activities:					
Depreciation	488,890	299,755	61,995	850,640	
Change in assets and liabilities:					
(Increase) decrease in accounts receivable	23,247	4,208		27,455	
(Increase) decrease in deposits		(43,000)		(43,000)	
(Increase) decrease in due from other governments		6,245		6,245	
(Increase) decrease in inventory	(26,477)			(26,477)	
(Increase) decrease in due from othe funds		(335,000)		(335,000)	
(Increase) decrease in prepaid expenses					(1,039)
Increase (decrease) in accounts payable	6,865	(7,993)	(1,402)	(2,530)	(6,784)
Increase (decrease) in accrued liabilities	882	4,158	228	5,268	
Increase (decrease) in deposits	(2,955)			(2,955)	
Increase (decrease) in compensated absences	(4,934)	2,353	733	(1,848)	
Increase (decrease) in other post-employment benefits	571	3,016	665	4,252	
Increase (decrease) in due to other funds	335,000			335,000	
Total adjustments	821,089	(66,258)	62,219	817,050	(7,823)
Net cash provided (used) by operating activities	$ 354,558	$ (20,413)	$ 235,514	$ 569,659	$ 3,268
Noncash investing, capital and financing activities					
Amortization of bond issue costs	$ 3,871	$	$	$ 3,871	$
Amortization of premium on bonds	$ (6,255)	$	$	$ (6,255)	$

See notes to the financial statements.

TOWN OF LAKE PARK, FLORIDA
Statement of Fiduciary Net Assets
Retired Police Officers' Pension Trust Fund
September 30, 2011

Assets	
Cash and cash equivalents	$ 49,736
Accounts receivable	65,329
Investments:	
Closed end equity funds	772,682
Closed end taxable bond funds	365,433
Prepaid retirement benefits	10,623
Total assets	1,263,803
Net assets	
Held in trust for pension benefits	$ 1,263,803

See notes to the financial statements.

TOWN OF LAKE PARK, FLORIDA
Statement of Changes in Fiduciary Net Assets
Retired Police Officers's Pension Trust Fund
For the Year Ended September 30, 2011

Additions	
Contributions	
Employer	$ 47,600
Investment income	
Net decrease in fair value of investments	(4,894)
Interest and dividends	33,888
Net investment income	28,994
Total additions	76,594
Deductions	
Retirement benefits	166,881
Administrative expenses	21,741
Total deductions	188,622
Change in net assets	(112,028)
Net assets held in trust for pension benefits	
Net assets - beginning of year	1,375,831
Net assets - end of year	$ 1,263,803

See notes to the financial statements.

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Town of Lake Park, Florida (the "Town") was incorporated in 1923. The Town's Charter was approved by the Laws of Florida, Chapter 61-2375. The Town is governed by an elected Mayor and Town Commission which appoints a Town Manager. The Town provides the following services: public safety, recreation, sanitation, streets and roads, planning and zoning, and general administrative services.

In accordance with Statement 14 of the Government Accounting Standards Board, the underlying concept of the governmental financial reporting entity is that governmental organizations are responsible to elected governing officials; therefore, financial reporting should report on the elected officials' accountability for those organizations. Furthermore, the financial statements of the reporting entity should allow users to distinguish between the primary government and its component units, if any, by communicating information about the component units and their relationships with the primary government. A component unit is a legally separate organization for which the elected officials of the primary government are financially accountable. Determining factors of financial accountability includes appointment of a voting majority, imposition of will, financial benefit or burden on a primary government, or fiscal dependency. In addition, component units can be other organizations for which the nature and significance of their relationship with a primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Community Redevelopment Agency (CRA)

Based on the application of these criteria, management has determined that the Lake Park Community Redevelopment Agency (the "CRA") is a dependent special district established by the Town of Lake Park, Florida, under authority granted by Florida Statute 163, Section III. The CRA is included in the Town's financial reporting entity as a blended component unit reported in a governmental (special revenue) fund, the ***Community Redevelopment Fund.*** The purpose of the CRA is to promote and guide the physical and economic development of certain areas in the Town of Lake Park. The CRA is a legally separate entity established by ordinance of the Lake Park Town Commission. The governing body of the CRA consists of the Town Commission and the Town handles the management and administration of the CRA's financial matters. Separate financial statements for the CRA are not prepared.

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the Town. As a general rule, the effect of interfund activities has been removed from these statements. An exception to this rule is that interfund services provided and used are not eliminated. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and the major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements and proprietary fund financial statements are reported using the accrual basis of accounting and the economic resources measurement focus. Fiduciary funds use the accrual basis of accounting and the economic resources measurement focus. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenue is considered to be available when it is collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Town considers revenue to be available if it is collected within ninety days of the end of the current fiscal year, except for property taxes, for which the period is 60 days.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)

Unearned revenue consists primarily of grant funds and occupational licenses and other fees collected in advance of the year to which they relate.

Expenditures are generally recognized in the accounting period in which the fund liability is incurred, except for principal and interest on general long-term debt, which is recognized when due. Property taxes, intergovernmental revenue, franchise fees, charges for services and investment income are all considered susceptible to accrual and so have been recognized as revenue in the current fiscal year. All other revenue items are considered to be measurable and available only when received in cash by the Town. Debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The Town reports the following major governmental funds:

General Fund
The General Fund is the primary operating fund and is used to account for all financial resources applicable to the general operations of the Town except those required to be accounted for in another fund.

CRA Fund
The CRA fund is a special revenue fund and is used to account for all financial resources applicable to the promotion of the physical and economic development of certain areas in the Town of Lake Park.

The Town reports the following major proprietary funds:

Marina Fund
This enterprise fund accounts for the operations of the Town's municipal marina, which are financed primarily by user charges.

Sanitation Fund
This enterprise fund accounts for the operations of the Town's garbage and trash collection services, which are financed primarily by user charges.

Additionally, the Town reports the following non-major funds:

Special Revenue Funds
The special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. In addition to the CRA Fund, a major governmental fund, the Town has one non-major special revenue fund: the Streets and Roads Fund.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)

Debt Service Fund
This fund is used to account for resources accumulated and payments made for principal and interest financed by the proceeds of the Town's general obligation bond which are payable from ad valorem taxes.

Capital Projects Funds
The Capital Projects Fund and Special Projects Fund are used to account for construction and renovation projects.

Stormwater Utility Fund
The Stormwater Utility Fund is used to account for the charges and related expenses for the Town's stormwater drainage system.

Internal Service Fund
Internal service funds account for operations that provide services to other departments on a cost reimbursement basis. The Insurance Fund accounts for the Town's general liability and workers' compensation insurance plans.

Fiduciary Funds
Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government; pension trust funds are held under the terms of a formal trust agreement. The fiduciary fund of the Town includes:

> *Retired Police Officers' Pension Fund* - This fund was established in 2004 to receive and invest Town contributions in a defined benefit pension plan and to disburse these monies to Police retirees in accordance with the Pension Plan Ordinance.

Private sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of GASB. Governments also have the option of following subsequent private sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The Town has elected not to follow subsequent private sector guidance.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the government's enterprise funds and various other functions of the Town. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Town's marina and sanitation enterprise funds are charges to customers for sales and services. Operating expenses for the enterprise funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Assets, Liabilities, and Net Assets or Equity

Cash and Cash Equivalents

All short-term investments that are highly liquid are considered to be cash equivalents. Cash equivalents are readily convertible to a known amount of cash, and at the day of purchase, have a maturity date no longer than three months.

Investments

Investments are reported at fair value, which is determined by using various third party pricing sources. The Local Government Surplus Funds Trust is a "2a-7 like" pool and, thus, these investments are valued using the pooled share price. Investments in "Florida PRIME" of the Local Government Surplus Funds Trust are reported as cash and cash equivalents.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, and Net Assets or Equity (Continued)

Accounts Receivable

Accounts receivable represent amounts due from local businesses for franchise taxes, utility taxes, delinquent property taxes and other charges in the General Fund, and solid waste disposal fees and marina slip rentals in the Enterprise Funds. The Town does not require collateral for accounts receivable. Accounts receivable are net of allowances for uncollectible accounts determined based on the age of the individual receivable, with age categories ranging from 30 days past due to several years past due. Generally the allowance includes accounts over 90 days past due. Accounts receivable are written off on an individual basis in the year the Town deems them uncollectible.

Interfund Transactions

Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans). All other outstanding balances between funds are reported as "advance to/advance from other funds." Any residual balance outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as internal balances.

Transfers and interfund balances totally within governmental activities and those that are totally within business-type activities are eliminated and not presented in the government wide financial statements. Transfers and balances between governmental and business-type activities are presented in the government-wide financial statements.

Inventories

Inventories are valued at cost determined on a first-in, first-out basis. Inventories in the General Fund consist of expendable supplies held for consumption. Inventories in the Marina Fund consist of goods for sale to the public. The initial cost is recorded as an asset at the time the individual inventory items are purchased and are charged against operations in the period when used.

Prepaid Items/Expenses

Expenditures/expenses for insurance premiums and other administrative costs extending over more than one accounting period are accounted for as prepaid items and allocated between accounting periods. Prepaid items in governmental funds are accounted for using the consumption method.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, and Net Assets or Equity (Continued)

Capital Assets and Depreciation

Capital assets, which include property, plant, infrastructure, and equipment, are reported in the applicable governmental or business-type activities column in the government-wide financial statements. The Town defines capital assets as assets with an initial individual cost of $750 or more and an estimated life in excess of one year. In accordance with GASB Statement No. 34, the Town has elected not to record infrastructure assets purchased prior to October 1, 2003 in the accompanying financial statements.

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. General capital assets are assets of the Town as a whole. When purchased, such assets are recorded as expenditures in the governmental funds and capitalized as assets in the government-wide statement of net assets. General capital assets are carried at historical cost. Where cost cannot be determined from the available records, estimated historical cost has been used to record the estimated value of the assets. Assets acquired by gifts or bequests are recorded at their fair value at the date of acquisition.

Capital assets of the enterprise funds are capitalized in the fund. The valuation basis for enterprise fund capital assets is the same as those used for general capital assets. Additionally, net interest cost is capitalized on enterprise fund projects during the construction period.

Additions, improvements, and other capital outlay that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation has been provided over the estimated useful lives using the straight-line method of depreciation. The estimated lives for each major class of depreciable fixed assets are as follows:

Buildings and infrastructure	30-50 years
Building improvements	7- 50 years
Equipment and vehicles	5 years
Docks and channels	20 years

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, and Net Assets or Equity (Continued)

Deferred Revenue

The government reports deferred revenue on its government wide statement of net assets, proprietary statement of net assets, and governmental funds balance sheet. Deferred revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when the government receives resources before it has a legal claim to them, as when grant monies are received prior to incurring qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for deferred revenue is removed and revenue is recognized.

Deferred revenue in the General Fund is composed of grant funds that were not received within ninety days of fiscal year end, and of business tax fees received prior to September 30, 2011 for the fiscal year beginning October 1, 2011. Deferred revenue in the Special Projects Fund is composed of unexpended grant funds.

Compensated Absences

Unused compensated absences are payable upon separation from service. Vacation is accrued as a liability when the employee earns benefits. This means that the employee has rendered services that give rise to a vacation liability and it is probable that the Town will compensate the employee in some manner, e.g., in cash or paid time-off, now or upon termination or retirement. The Town uses the vesting method in accruing sick leave liability. Under the vesting method, the liability for vacation leave is accrued for employees who are eligible to receive termination payments upon separation. The Town's policy is to allow employees to accumulate vacation leave to a maximum of 480 hours. At the time of retirement or termination all vacation leave up to a maximum of 240 hours is payable at 100% to the employee. Except for liabilities incurred by employment terminations, such benefits are paid only when taken.

Compensated absences are accrued when incurred in the government-wide and proprietary financial statements. Benefits that were earned but not used during the current year were accrued at employees' pay rates in effect at September 30, 2011. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations or retirements. For the governmental funds, compensated absences are liquidated by the General Fund. The amount attributable to the business-type activities is charged to expense with a corresponding liability established in the government-wide financial statements as well as the Enterprise Fund. The Town does not contribute to post-employment benefits for employees.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, and Net Assets or Equity (Continued)

Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight line method. Unamortized debt issue costs are included in assets and unamortized bond premiums are presented as an addition to bonds payable.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources, while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Net Assets

Equity in the government-wide statement of net assets and the proprietary fund is displayed in three categories: 1) invested in capital assets net of related debt, 2) restricted, and 3) unrestricted. Net assets invested in capital assets net of related debt consists of capital assets reduced by accumulated depreciation and by any outstanding debt incurred to acquire, construct, or improve those assets. Net assets are reported as restricted when there are legal limitations imposed on their use by Town legislation or external restrictions by other governments, creditors, or grantors. Unrestricted net assets consist of all net assets that do not meet the definition of either of the other three components.

Fund Equity

Fund balance is the difference between assets and liabilities reported in governmental funds. There are five possible components of fund balance:

- Nonspendable fund balance represents amounts that are not in spendable form or are legally or contractually required to be maintained intact.
- Restricted fund balance represents amounts that can be spent only for specific purposes stipulated by external providers (e.g. creditors, grantors, contributor, or laws or regulations of other governments) or imposed by law through constitutional provisions or enabling legislation.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, and Net Assets or Equity (Continued)

Fund Equity (Continued)

- Committed fund balance represents amounts that can be used only for the specific purposes determined by formal action of the Town Commission. The Town has no committed funds.
- Assigned fund balance includes spendable fund balance amounts that are intended to be used for specific purposes, as expressed by the Town Commission or Town Manager, that are neither considered restricted or committed.
- Unassigned fund balance is the residual fund balance classification for the general fund.

The Town will first use committed fund balance then assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which any of the unrestricted fund balance classifications could be used.

Use of Estimates

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and revenue and expenses during the period reported. These estimates include the collectibility of accounts receivable, the use and recoverability of inventory, the useful lives and impairment of tangible assets, and the realization of net pension assets, among others. Estimates and assumptions are reviewed periodically, and the effects of revisions are reflected in the financial statements in the period they are determined to be necessary. Actual results could differ from those estimates.

Statement of Cash Flows

For purposes of the statement of cash flows, the Town considers all short-term investments that are highly liquid to be cash equivalents. Cash equivalents are readily convertible to a known amount of cash, and at the day of purchase, have a maturity date no longer than three months.

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Budgetary Data

Formal budgetary integration is employed as a management control device during the year for the General Fund and the enterprise funds. All budgets are legally enacted. The annual appropriated budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles, except that for budgetary purposes, revenue includes proceeds from debt issuances, transfers from other funds, and proceeds from the sale of capital assets, and expenditures include encumbrances and transfers to other funds within each governmental function. Except for budgeting capital expenditures and not budgeting for depreciation, the annual appropriated budgets for the enterprise funds are adopted on a basis consistent with generally accepted accounting principles. For budgeting purposes, current year encumbrances are not treated as expenditures. In 2011, the other funds with legally adopted budgets include the Community Redevelopment Fund, Streets and Roads Funds, Debt Service Fund, Insurance Fund, Marina Fund, and Sanitation fund.

The procedures for establishing budgetary data are as follows:

- Prior to September 1, the Town Manager submits a proposed operating budget to the Town Commission for the next fiscal year commencing the following October 1st. The proposed budget includes expenditures and the means of financing them.
- Public hearings are conducted at the Town Hall to obtain taxpayer comments.
- The Town advises the Palm Beach County Tax Collector's office of the proposed millage rate, the rolled back millage rate and the day, time and place of the public hearing for budget acceptance.
- A public hearing is held to obtain taxpayer input and to adopt the final budget and millage rate.
- Upon completion of the public hearings and prior to October 1, a final operating budget and related millage rates are legally enacted through the passage of an ordinance. Estimated beginning fund balances are considered in the budgetary process. Effective for fiscal year ending September 30, 2011, a final operating budget and related millage rates are legally enacted through the passage of a resolution.
- Changes or amendments to the total budgeted expenditures of the Town or a department must be approved by the Town Commission; however, changes within a department which do not affect the total departmental expenditures may be approved by the Town Manager. Accordingly, the legal level of control is at the department level.
- All unencumbered balances lapse on September 30th.

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (Continued)

A. Budgetary Data (Continued)

Budgeted amounts are as originally adopted, or as amended by appropriate action. During the year several supplementary appropriations were necessary.

Encumbrance accounting is employed in governmental funds. Encumbrances (e.g. purchase orders, contracts) outstanding at year end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be re-appropriated and honored during the subsequent year.

B. Property Taxes

Under Florida law, the assessment of all properties and the collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser and the County Tax Collector. All property is reassessed according to its fair market value on January 1 of each year and each assessment roll is submitted to the State Department of Revenue for review to determine if the assessment rolls meet all of the appropriate requirements of State law. The laws of the State regulating tax assessment are also designed to assure a consistent property valuation method statewide. State Statutes permit municipalities to levy property taxes at a rate of up to 10 mills for operating purposes.

The tax levy of the Town is established by the Town Commission prior to October 1 of each year during the budget process. The Palm Beach County Property Appraiser incorporates the Town's millage into the total tax levy, which includes the County, County School Board, and special district tax requirements. The millage rate assessed by the Town for the year ended September 30, 2011, was 10.2163 ($10.2163 for each $1,000 of assessed valuation), which includes 1.7 mills for debt service.

Taxes may be paid less a 4% discount in November or at declining discounts each month through the month of February. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Delinquent taxes on real property bear interest at 18% per year. On or prior to June 1 following the tax year, certificates are offered for sale for all delinquent taxes on real property.

After sale, tax certificates bear interest at 18% per year or at any lower rate bid by the buyer. The certificate holder may make application for a tax deed on any unredeemed tax certificate after a period of two years. The County holds unsold certificates. Delinquent taxes on personal property bear interest at 18% per year until the tax is satisfied either by seizure and sale of the property or by the five-year statute of limitations. At September 30, 2011, unpaid delinquent taxes are not material and have not been recorded by the Town.

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (Continued)

C. Contractual and Legal Obligations to Pay

In prior years, the Town failed to make the required annual incremental tax contributions to the Community Redevelopment Agency (CRA) since its inception, causing penalties and interest for non-payment to accrue beginning in fiscal year ending September 30, 2000. (See Note 15.) Annual payments of current and prior year obligations will continue to be paid by the General Fund.

D. Deteriorating Financial Condition

The Marina Fund has a deficit in unrestricted net assets of $2,507,292 and an operating loss before capital contributions of $709,736 for the year. There are not available resources in the other funds to cover the deficit. This is one of the conditions identified in Florida Statute 218.503 "Determination of Financial Emergency". One of the primary causes of this decrease in the net assets of the Marina Fund has been repair costs and legal fees caused by construction deficiencies in the renovation of the Marina. In addition, the CRA fund balance has decreased from $3,569,781 in fiscal year 2008 to $175,966 for the current fiscal year. This was caused by increased expenditures and drops in the incremental tax revenues over the years.

NOTE 3 – DEPOSITS AND INVESTMENTS

Deposits

As of September 30, 2011, the carrying amount of deposits (including fiduciary funds) was $776,755 and the bank balances were $1,079,496. The Town also had $690 of petty cash. In addition to insurance provided by the Federal Depository Insurance Corporation, deposits are held in banking institutions approved by the State Treasurer of the State of Florida to hold public funds. Under Florida Statutes Chapter 280, *Florida Security for Public Deposits Act,* the State Treasurer requires all Florida qualified public depositories to deposit with the Treasurer or other banking institution eligible collateral. In the event of failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses. The Town's deposits at year end are considered insured for custodial credit risk purposes.

The Town maintains a pooled account for cash and cash equivalents that is available for use by all funds. Each fund's portion of the pooled account is displayed on the financial statements as "Pooled cash and cash equivalents". Interest income from pooled checking accounts is allocated back to the General Fund. Investment income from the pooled SBA accounts is allocated to the following funds based on each fund's relative equity in the pool: General, CRA, Debt Service, Capital Projects, and Sanitation.

Restricted cash

As September 30, 2011, the Town reported restricted cash for unexpended loan proceeds restricted for capital projects.

NOTE 3 – DEPOSITS AND INVESTMENTS (Continued)

Investments

As of September 30, 2011, the Town held the following investments:

	Credit Rating	Fair Value	Weighted Average Maturity
State Board of Administration:			
Florida PRIME	AAA(m)	$ 1,068,698	38 days
Fund B	N/R	56,100	43.82 years (WAL)
Money market funds	N/R	13,289	N/A
Closed end bond funds	N/R	365,433	N/A
Closed end equity funds	N/R	772,682	N/A
Total investments		$ 2,276,202	

All the investments other than the State Board of Administration are held in the fiduciary funds. The credit ratings are S&P's.

Interest rate risk – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the time to maturity, the greater the exposure to interest rate risks. The Town limits its exposure to fair value losses resulting from rising interest rates by structuring the investment portfolio so that the securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and investing operating funds primarily in short-term securities, money market mutual funds, or similar investment pools unless it is anticipated that long-term securities can be held to maturity without jeopardizing the liquidity requirements. The Retirement Funds do not have a formal investment policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

Custodial credit risk – For an investment, custodial credit is the risk that, in the event of the failure of the counterparty, the Town will not be able to recover the value of its investments that are in the possession of an outside party. At September 30, 2011 all investments were insured or collateralized, except the Town's two pension funds, in which the underlying securities are held by counterparty, or by its trust department or agent but not in the Town's name and is uninsured and unregistered. However, all securities are registered in the funds' names.

NOTE 3 – DEPOSITS AND INVESTMENTS (Continued)

Investments (Continued)

The money market and closed end funds are owned by the Pension Trust Funds.

The Town is authorized to invest its funds as follows:

1. Interest-bearing checking or savings accounts in qualified public depositories, as defined in Chapter 280, Florida Statutes;
2. Interest-bearing time deposits in qualified public depositories, as defined in Chapter 280, Florida Statutes;
3. The Local Government Surplus Funds Trust Fund or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Chapter 163, Florida Statutes;
4. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
5. Direct obligations of the United States Treasury;
6. Federal agencies and instrumentalities;
7. Securities of, or interest in, any open-end or closed-end management-type investment company or investment trust registered under the Investment Company Act of 1940, 15 U.S.C. sections 80a-1 et seq., as amended from time to time, provided that the portfolio of such investment company or investment trust is limited to obligations of the United States Government or any agency or instrumentality thereof and to repurchase agreements fully collateralized by such United States Government obligations, and provided that such investment company or investment trust takes delivery of such collateral either directly or through an authorized custodian;
8. Other investments authorized by law or by ordinance by the Town.

The State Board of Administration is part of the Local Governments Surplus Funds Trust Fund and is governed by Chapter 19-7 of the Florida Administrative Code. These rules provide guidance and establish the general operating procedures for the administration of the Local Governments Surplus Funds Trust Fund. Additionally, the Office of the Auditor General performs the operational audit of the activities and investments of the State Board of Administration. The Local Government Surplus Funds Trust Fund is not a registrant with the Securities and Exchange Commission (SEC); however, the board has adopted operating procedures consistent with the requirements for a 2a-7 fund.

NOTE 3 – DEPOSITS AND INVESTMENTS (Continued)

Investments (Continued)

On December 4, 2007, based on recommendations from an outside financial advisor, the State Board of Administration restructured the Pool into two separate pools. Pool A, (Local Government Surplus Funds Trust Fund Investment Pool) consisted of all money market appropriate assets. Pool B, (Surplus Funds Trust Fund) consisted of assets that either defaulted on a payment, paid more slowly than expected, and/or had any significant credit and liquidity risk. At the time of the restructuring, all current pool participants had their existing balances proportionately allocated into Pool A and Pool B. On August 3, 2009, the SBA announced "Florida PRIME" as the highly enhanced version of the SBA's prior Local Government Investment Pool.

At September 30, 2011, Florida PRIME was assigned a "AAA(m)" principal stability fund rating by the Standard and Poor's Ratings. Florida PRIME is considered a SEC 2a7-like fund, thus, the account balance should also be considered its fair value. Fund B is not considered a SEC 2a7-like fund and is not rated by any nationally recognized rating agency.

Fund B is accounted for as a fluctuating NAV pool. The fair value factor for September 30, 2011, was 0.756839. The factor should be multiplied by the account balance in order to calculate the fair value of the investment in Fund B.

The weighted average days to maturity (WAM) of Florida PRIME at September 30, 2011, was 38 days. A portfolio's WAM reflects the average maturity in days based on final maturity or reset date, in the case of floating rate instruments. WAM measures the sensitivity of Florida PRIME to interest rate changes.

The weighted average life (WAL) of Fund B at September 30, 2011, was 4.82 years. A portfolio's WAL is the dollar weighted average length of time until securities held reach maturity. WAL is based on legal final maturity dates for Fund B as of September 30, 2011. However, because fund B consists of restricted or defaulted securities there is considerable uncertainty regarding the weighted average life.

As of September 30, 2011, the Town of Lake Park had $1,068,698 invested in Florida PRIME. The costs basis of Fund B as of September 30, 2011 was $74,124 and the fair value and adjusted book value was $56,100. Additional information regarding the Local Government Surplus Funds Trust Fund may be obtained from the State Board of Administration.

NOTE 3 – DEPOSITS AND INVESTMENTS (Continued)

Investments (Continued)

Investments of the Retire Police Officers Retirement Fund can consist of the following:

1. A qualified public depository as defined in Section 280.02 , Florida Statutes.

2. Obligations issued by the United States Government or obligations guaranteed as to principal and interest by the United States Government.

3. Stocks, bonds or other evidence of indebtedness issued or guaranteed by a corporation organized under the laws of the United States or the District of Columbia, provided that the corporation is listed on one or more of the recognized national exchanges or on the National Market System of the NASDAQ stock market. Bonds or other evidence of indebtedness must hold a rating in one of the three highest classifications by a major rating service.

    a. Investments in equities shall not exceed 70% of the Pension Fund's total assets at cost.

    b. Not more than then (5) percent of the Pension Fund's assets shall be invested in the common stock or capital stock of any one issuing company, nor shall the aggregate investment in any one issuing company exceed (5) percent of the outstanding capital stock of that company.

    c. Not more than five (5) percent of the Fund's fixed income portfolio (at cost) shall be invested in the securities of any single corporate issuer. This limitation does not include issues of any U.S. government agency.

4. Common or collective trust funds or pooled investment funds maintained by a bank or trust company or a pooled investment fund of an insurance company qualified to do Business in the State.

5. Foreign securities provided they do not exceed 10% of the Pension Fund's assets at cost.

NOTE 3 – DEPOSITS AND INVESTMENTS (Continued)

Investments (Continued)

A reconciliation of deposit and investments as shown on the statement of net assets and statement of fiduciary net assets for the Town is as follows:

By Category:	
Deposits	$ 776,755
Petty cash	690
Investments	2,276,202
Total deposits and investments	$ 3,053,647
Presented in the statement of net assets	
Governmental activities	
Cash and cash equivalents	$ 1,279,514
Restricted cash and cash equivalents	84,525
Investments	36,038
Business-type activities	
Cash and cash equivalents	445,657
Investments	20,062
Total statements of net assets	1,865,796
Presented in the statement of fiduciary net assets	
Pension trust funds	
Cash and cash equivalents	49,736
Investments	1,138,115
Total fiduciary funds	1,187,851
Total deposits and investments	$ 3,053,647

NOTE 4 – NOTES RECEIVABLES

The CRA has a program to give grants and low interest loans for business development and façade improvements. The loans bear interest at 2% and are payable monthly for terms of five to ten years. The grants are to be repaid if the business is sold within five years and one fifth of the grant is forgiven each year. Both the loans and grants are secured by lien on the improvements and/or the property of the business. At September 30, 2011, there were $111,333 of loans outstanding which are recorded as notes receivable and $48,174 of grants outstanding for which no asset is recorded since the expectation is that the business will not be sold. Subsequent to year end the CRA approved an additional $40,000 in grants.

NOTE 5 – ACCOUNTS RECEIVABLES

Receivables at September 30, 2011, were as follows:

	General Fund	CRA Fund	Marina Fund	Sanitation Fund	Total
Accounts receivable	$ 40,479	$ 1,241	$ 2,570	$ 104,981	$ 149,271
Accrued receivables	195,223			3,152	198,375
Total receivables	235,702	1,241	2,570	108,133	347,646
Less allowance for uncollectible accounts	(16,319)			(5,748)	(22,067)
Accounts receivable, net	$ 219,383	$ 1,241	$ 2,570	$ 102,385	$ 325,579

NOTE 6 – CAPITAL ASSETS

Capital Assets activity for the year ended September 30, 2011, was as follows:

Primary Government

Governmental activities:	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets not being depreciated:				
Land	$ 2,691,891	$	$	$ 2,691,891
Construction in progress	29,622	392	(29,622)	392
Capital assets being depreciated:				
Buildings	7,212,201	17,021		7,229,222
Improvements	4,844,065	143,444		4,987,509
Machinery and equipment	1,734,757	22,017		1,756,774
Total at historical cost:	16,512,536	182,874	(29,622)	16,665,788
Less accumulated depreciation for:				
Buildings	(3,973,898)	(187,208)		(4,161,106)
Improvements	(986,851)	(405,337)		(1,392,188)
Machinery and equipment	(1,320,719)	(177,215)		(1,497,934)
Total accumulated depreciation	(6,281,468)	(769,760)		(7,051,228)
Governmental activities capital assets, net	$ 10,231,068	$ (586,886)	$ (29,622)	$ 9,614,560

NOTE 6 – CAPITAL ASSETS (Continued)

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government	$ 442,547
Public safety	3,839
Physical environment	40,863
Transportation	129,774
Culture and recreation	152,736
Total depreciation expense governmental activities	$ 769,759

The capital asset activity of business-type activities for the year ended September 30, 2011 was as follows:

Business-type activities:	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets not being depreciated:				
Land	$ 81,157	$ 2,411,175	$	$ 2,492,332
Construction in progress	382,946	33,938		416,884
Capital assets being depreciated:				
Improvements	10,169,251	548		10,169,799
Machinery and equipment	2,740,087	6,820		2,746,907
Total at historical cost:	13,373,441	2,452,481		15,825,922
Less accumulated depreciation for:				
Improvements	(2,040,022)	(489,701)		(2,529,723)
Machinery and equipment	(1,715,156)	(360,939)		(2,076,095)
Total accumulated depreciation	(3,755,178)	(850,640)		(4,605,818)
Business-type activities capital assets, net	$ 9,618,263	$ 1,601,841	$	$11,220,104

NOTE 7 – CONTRACT COMMITMENTS

The amount remaining on contracts awarded but not yet completed as of September 30, 2011 were as follows:

Construction Commitments:	
Camera Security System	$ 41,695
Park improvements	21,689
Drainage improvements	16,746
Other Town improvements	9,648
Subtotal, construction commitments	89,778
Consulting contracts	33,652
	$ 123,430

NOTE 8 – LONG-TERM LIABILITIES

Long-term liability activity for the year ended September 30, 2011, was as follows:

	Balance October 1, 2010	Additions	Reductions	Balance September 30, 2011	Amount due within one year
Governmental activities:					
Bonds and loans payable	$ 9,303,069	$	$ (791,249)	$ 8,511,820	$ 826,973
Capital lease obligations	9,767		(9,767)		
OPEB (see note 11)	8,967	8,750		17,717	
Pension contribution payable	94,410		(62,143)	32,267	32,267
Compensated absences payable	158,325	198,797	(198,431)	158,691	31,738
Total	$ 9,574,538	$ 207,547	$(1,061,590)	$ 8,720,495	$ 890,978
Business-type activities:					
Loans payable	$ 5,752,147	$	$ (273,764)	$ 5,478,383	$ 286,098
Capital lease obligations	2,403		(2,403)		
OPEB (see note 11)	3,367	4,252		7,619	
Compensated absences payable	46,485	56,919	(58,767)	44,637	8,927
Total	$ 5,804,402	$ 61,171	$ (334,934)	5,530,639	$ 295,025
Unamortized premium				135,006	
				$ 5,665,645	

NOTE 8 – LONG-TERM LIABILITIES (Continued)

Compensated absences and OPEB liabilities for governmental activities are generally liquidated by the General Fund and by the Marina Fund, Sanitation Fund, and Stormwater Fund for business-type activities.

General Obligation Bonds: The debt service for general obligation bonds are payable from a separate ad valorem tax levy for the debt service fund. The Town's outstanding governmental activities general obligation bonds at September 30, 2011, are summarized as follows:

General Obligation Bonds, Series 1997: On March 11, 1997, the voters of the Town approved the issuance of up to $9,806,000 general obligation bonds for the purpose of financing the repair and redevelopment of the Town Hall, marina and other projects, and the construction of a new fire/medical facility and library addition. On August 7, 1997, the Town issued $4,800,000 Town of Lake Park, Florida, General Obligation Bonds, Series 1997. Principal and interest at 4.96% are payable in semi-annual installments of $189,725 on January 1 and July 1, commencing January 1, 1998, through maturity on July 1, 2017

The required debt service payments on the Series 1997 bond at September 30, 2011 are as follows:

Year Ending September 30	Principal	Interest	Total Amount
2012	$ 286,572	$ 92,878	$ 379,450
2013	300,963	78,487	379,450
2014	316,076	63,374	379,450
2015	331,947	47,503	379,450
2016	348,616	30,834	379,450
2017	358,507	13,327	371,834
	$1,942,681	$ 326,403	$2,269,084

General Obligation Bond, Series 1998: On November 17, 1998, the Town issued a $5,000,000 Town of Lake Park, Florida, General Obligation Bond, Series 1998. This bond represents the second and final series of the bonds approved by the voters of the Town in a special referendum on March 11, 1997, for the purpose of financing the repair and redevelopment of the Town Hall, marina and other projects, and the construction of a new fire/medical facility and library addition. Principal and interest at 4.46% are payable in semi-annual installments of $194,329 on January 1 and July 1, commencing July 1, 1999, through maturity on July 1, 2018.

NOTE 8 – LONG-TERM LIABILITIES (Continued)

General Obligation Bonds (Continued)

General Obligation Bond, Series 1998 (Continued)

The required debt service payments on the Series 1998 bond at September 30, 2011 are as follows:

Year Ending September 30	Principal	Interest	Total Amount
2012	$ 288,690	$ 99,967	$ 388,657
2013	301,710	86,947	388,657
2014	315,316	73,341	388,657
2015	329,536	59,121	388,657
2016	344,397	44,260	388,657
2017	359,928	28,729	388,657
2018	372,654	12,499	385,153
	$2,312,231	$ 404,864	$2,717,095

Revenue Bonds: The Town's outstanding business-type activities revenue bonds at September 30, 2011 are summarized as follows:

Revenue Bonds, Series 2003A: On May 12, 2003 the Town entered into an agreement with the Florida Municipal Loan Council (the "Council") to borrow funds for the construction of improvements at the Town's marina. On May 16, 2003, the Council issued $4,810,000 Florida Municipal Loan Council Revenue Bonds, Series 2003A, dated May 1, 2003, to finance the Town's project and pay the costs of issuance for the bonds. The Town is required to meet certain minimum financial amounts, debt limitations and reporting requirements. Interest on the bonds is payable by the Town semi-annually on April 20 and October 20 and principal payments are due on April 20. Debt service on the bonds is payable from the net revenues of the marina operations, and all non-ad valorem revenues are pledged.

NOTE 8 – LONG-TERM LIABILITIES (Continued)

The debt service requirements and interest rates of the bonds at September 30, 2011, are as follows:

Year Ending September 30	Interest Rate	Principal	Interest	Total
2012	5.00	$ 105,000	$ 208,300	$ 313,300
2013	5.25	115,000	203,050	318,050
2014	5.25	120,000	197,012	317,012
2015	5.25	125,000	190,713	315,713
2016	5.25	130,000	184,150	314,150
2017	5.25	140,000	177,325	317,325
2018	5.25	145,000	169,975	314,975
2019	5.25	155,000	162,363	317,363
2020	5.25	160,000	154,225	314,225
2021	5.00	170,000	145,825	315,825
2022	5.00	180,000	137,325	317,325
2023	4.50	185,000	128,325	313,325
2024	4.50	195,000	120,000	315,000
2025	4.50	205,000	111,225	316,225
2026	5.00	215,000	102,000	317,000
2027	5.00	225,000	91,250	316,250
2028	5.00	235,000	80,000	315,000
2029	5.00	245,000	68,250	313,250
2030	5.00	260,000	56,000	316,000
2031	5.00	275,000	43,000	318,000
2032	5.00	285,000	29,250	314,250
2033	5.00	300,000	15,000	315,000
		$4,170,000	$2,774,563	$6,944,563

NOTE 8 – LONG-TERM LIABILITIES (Continued)

Promissory Notes: The Town's outstanding promissory notes payable at September 30, 2011 are summarized as follows:

Promissary Note, Series 2008A: On August 28, 2008, the Town executed a tax-exempt note in the principal amount of $4,928,350 with the Bank of America. Loan proceeds are restricted to finance the settlement of the pension obligation to the Town of Lake Park Firefighters' Pension and for the construction of improvements in the marina. In addition, $2,420,000 of the governmental loan proceeds were transferred to the CRA as a grant for the acquisition of property and for the construction of improvements within the Town's community redevelopment area in accordance with an interlocal agreement between the Town and the CRA executed on August 20, 2008. The agreement does not require the CRA to repay the grant from the Town; however, if the CRA makes a voluntary payment to the Town, the Town will use the payment to pay debt service on the note.

Non-ad valorem revenues of the Town secure the promissory note. The Town is required to meet certain minimum financial amounts, debt limitations and reporting requirements. The continued exclusion of interest on the Tax-Exempt Note from gross income for federal income tax purposes depends, in part, upon compliance with the arbitrage limitations imposed by Sections 103(b)(2) and 148 of the Internal Revenue Code. Interest on the note is payable by the Town semi-annually on April 1 and October 1 and principal payments are due on April 1 with a final maturity date of April 1, 2028. The note bears an annual interest rate of 3.67%, which is subject to adjustment upon the occurrence of a Determination of Taxability.

Amounts currently outstanding on the note are as follows:

Purpose	Amount
Governmental activities	$ 3,161,423
Business-type activities	907,412
	$ 4,068,835

NOTE 8 – LONG-TERM LIABILITIES (Continued)

Promissory Notes (Continued)

Promissory Note, Series 2008A (Continued)

Annual debt service requirements to maturity are as follows:

Governmental Activities:

Year Ending September 30	Principal	Interest	Total Amount
2012	$ 162,234	$ 113,047	$ 275,281
2013	168,188	106,984	275,172
2014	174,361	100,698	275,059
2015	180,760	94,182	274,942
2016	187,394	87,426	274,820
2017-2021	1,045,318	326,793	1,372,111
2021-2026	918,696	134,624	1,053,320
2027-2028	324,472	12,015	336,487
Total	$ 3,161,423	$ 975,769	$ 4,137,192

Business-type activities:

Year Ending September 30	Principal	Interest	Total Amount
2012	$ 120,042	$ 31,099	$ 151,141
2013	124,448	26,613	151,061
2014	129,015	21,962	150,977
2015	133,750	17,140	150,890
2016	24,571	14,235	38,806
2017-2021	137,063	56,707	193,770
2021-2026	164,129	29,144	193,273
2027-2028	74,394	2,755	77,149
Total	$ 907,412	$ 199,655	$ 1,107,067

Promissory Note, Series 2008B: On August 28, 2008, the Town executed a note in the principal amount of $309,550 with the Bank of America to finance the construction of improvements in the marina and the purchase of recreation vehicles. Non-ad valorem revenues of the Town secure the promissory note. The Town is required to meet certain minimum financial amounts, debt limitations and reporting requirements. Interest on the note is payable by the Town semi-annually on April 1 and October 1 and principal payments are due on April 1 with a final maturity date of April 1, 2028. The note bears an annual interest rate of 6.78%.

NOTE 8 – LONG-TERM LIABILITIES (Continued)

Promissory Notes (Continued)

Promissory Note, Series 2008B (Continued)

Amounts currently outstanding on the note are as follows:

Purpose	Amount
Governmental activities	$ 30,528
Business-type activities	232,556
	$ 263,084

Annual debt service requirements to maturity are as follows:

Governmental Activities:

Year Ending September 30	Principal	Interest	Total Amount
2012	$ 6,898	$ 1,836	$ 8,734
2013	7,366	1,352	8,718
2014	7,865	836	8,701
2015	8,399	285	8,684
Total	$ 30,528	$ 4,309	$ 34,837

Business-type activities:

Year Ending September 30	Principal	Interest	Total Amount
2012	$ 7,691	$ 15,507	$ 23,198
2013	8,212	14,968	23,180
2014	8,769	14,392	23,161
2015	9,363	13,777	23,140
2016	9,998	13,121	23,119
2017-2021	61,126	54,091	115,217
2021-2026	84,855	29,558	114,413
2027-2028	42,542	2,932	45,474
Total	$ 232,556	$ 158,346	$ 390,902

NOTE 8 – LONG-TERM LIABILITIES (Continued)

Promissory Notes (Continued)

Promissory Note, Series 2009: On August 7, 2009, the Town executed a note in the principal amount of $1,475,000 with the Bank of America to land acquisition and improvements, the purchase of a sanitation truck, fuel tanks, parking meters, and make roof repairs. Non-ad valorem revenues of the Town secure the promissory note. The Town is required to meet certain minimum financial amounts, debt limitations and reporting requirements. Interest on the note is payable by the Town semi-annually on April 1 and October 1 and principal payments are due on April 1 with a final maturity date of April 1, 2024. The note bears an annual interest rate of 5.11%.

Amounts currently outstanding on the note are as follows:

Purpose	Amount
Governmental activities	$ 1,064,957
Business-type activities	168,415
	$ 1,233,372

Annual debt service requirements to maturity are as follows:

Governmental Activities:

Year Ending September 30	Principal	Interest	Total Amount
2012	$ 82,579	$ 54,419	$ 136,998
2013	86,801	50,200	137,001
2014	91,235	45,764	136,999
2015	63,622	41,102	104,724
2016	66,873	37,851	104,724
2017-2021	389,247	134,367	523,614
2022-2025	284,600	29,570	314,170
Total	$ 1,064,957	$ 393,273	$ 1,458,230

NOTE 8 – LONG-TERM LIABILITIES (Continued)

Promissory Notes (Continued)

Promissory Note, Series 2009 (Continued)

Business-type activities:

Year Ending September 30	Principal	Interest	Total Amount
2012	$ 53,365	$ 8,606	$ 61,971
2013	56,092	5,879	61,971
2014	58,958	3,012	61,970
Total	$ 168,415	$ 17,497	$ 185,912

Pension Contribution Payable: The Town's pension fund did not have an actuarial valuation performed for the 2008 and 2009 fiscal years, when the valuation was performed for the 2011 fiscal year the total due was $94,410. This amount is recorded as a long term liability at an interest rate of 8% payable as follows:

Year Ending September 30	Principal	Interest	Total Amount
2012	$ 32,267	$ 2,581	$ 34,848

Annual Maturities: The aggregate maturities for all long-term debt of the Town with scheduled maturities (excluding compensated absences and claims and settlements), are as follows:

Year Ending September 30	Principal	Interest	Total Amount
2012	$ 1,145,338	$ 628,240	$ 1,773,578
2013	1,168,780	574,480	1,743,260
2014	1,221,595	520,392	1,741,987
2015	1,182,377	463,823	1,646,200
2016	1,111,849	411,877	1,523,726
2017-2021	3,493,843	1,436,228	4,930,071
2022-2026	2,432,279	821,771	3,254,050
2027-2031	1,681,409	356,202	2,037,611
2032-2033	585,000	44,250	629,250
Total	$ 14,022,470	$ 5,257,263	$ 19,279,733

NOTE 9 – DEFERRED COMPENSATION PLAN ASSETS

Employees of the Town may participate in a deferred compensation plan adopted under the provisions of Internal Revenue Code Section 457 (Deferred Compensation Plans with Respect to Service for State and Local Governments).

The deferred compensation plan is available to all employees of the Town. Under the plan, employees may elect to defer a portion of their salaries and avoid paying taxes on the deferred portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death, or unforeseeable emergency. A third party administers the deferred compensation plan.

In 1999, the Town Adopted GASB-32, *Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans.* The Town modified its Deferred Compensation Plan to conform with the changes in the Internal Revenue Code brought about by the Small Business Job Protection Act of 1996 (the "Act"). The Act requires that eligible deferred compensation plans established and maintained by governmental employers be amended to provide that all assets of the plan be held in trust, or under one or more appropriate annuity contracts or custodial accounts, for the exclusive benefit of plan participants and their beneficiaries. As a result of this change, these plan assets are no longer property of the Town and will no longer be subject to the claims of the Town's general creditors.

Because the Town has little administrative involvement and does not perform the investing function for funds in the Plan, the Town's activities do not meet the criteria for inclusion in the fiduciary funds of a government.

NOTE 10 – PENSION PLANS

Defined Contribution Plan:

The General Employees Retirement Plan is a defined contribution pension plan established by the Town to provide benefits at retirement for all current employees. Defined contribution plans have terms that specify how contributions to an individual's account are to be determined rather than the amount of pension benefits the individual is to receive. In a defined contribution plan, the pension benefits a participant will receive depend only on the amount contributed to the participant's account, earnings on investments of these contributions, and forfeitures of other participants' benefits that will be allocated to the participant's account. Plan assets are not considered the Town's assets; therefore, they are not included in the Town's basic financial statements. The Plan does not issue a stand alone financial report.

The Town is required to contribute 5% of the plan members' annual compensation and matches 50% of the employees' voluntary contributions under the deferred compensation plan, up to a maximum of 2.5% of participants' annual compensation. Total contributions for the year ended September 30, 2011 were $133,237 by the Town and $101,104 by the employees.

NOTE 10 – PENSION PLANS (Continued)

Defined Contribution Plan (Continued)

Plan provisions and contribution requirements are established and may be amended by the Town Commission, which may also terminate the Plan at any time, at its sole discretion.

Vesting of the City's contributions in the 401(a) plan commences after two years of service, with 20% vesting in year two and 20% each year thereafter until fully vested after six years. If an employee terminates before becoming fully vested, forfeited amounts will be reallocated to accounts of remaining participants as an additional employer contribution. Year of service begins upon an eligible employee successfully completing one year of service and having reached age 18 of service. A year of service is a computation period during which an employee is credited with at least 1,000 hours of service. Plan provisions and contribution requirements are established and may be amended by the City Council. The Town's Finance Director is the plan administrator.

Defined Benefit Plan

The Town administers one single employer defined benefit pension plan that covers no current Town employees. The Retired Police Officers' Pension Fund (RPOPF) covers certain police retirees. The plan was established by the Town and administered by a separate board of trustees. The RPOPF plan is included as blended component unit in the financial statements of the Town of Lake Park as a pension trust fund. The plan does not issue stand alone financial reports.

Basis of Accounting: All pension fund financial statements are prepared using the accrual basis of accounting. Employer contributions are recognized when due and the employer has made a formal commitment to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of each plan.

Method Used to Value Investments: Plan investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates.

Administrative Expenses: Liability for future non-investment related expenses is the present value of the future anticipated expenses over the remaining UAAL amortization period based on expenses paid in the year preceding the valuation date.

Post-retirement Benefits: The Town offers continuation of health, dental, vision, and life insurance benefits to employees upon retirement. The cost of such benefits is paid by the retirees and the Town has no further liability for post-retirement benefits.

NOTE 10 – PENSION PLANS (Continued)

Defined Benefit Plans (Continued)

The Retired Police Officers' Pension Fund

Effective October 1, 2001, the Palm Beach County Sheriff's Office (PBSO) was contracted to provide police services for the Town in connection with the transfer of Town police services to the PBSO, the active plan members of the plan were terminated and eligible for a lump sum payout. Effective November 20, 2002, the Town terminated the Municipal Police Officers' Retirement Trust Fund and distributed lump sum payouts to the vested participants. On October 15, 2003, the Town established the Retired Police Officers' Pension Fund for the retirees covered by the original plan and transferred substantially all remaining assets of the original plan to the new plan in April 2004. Accordingly, at September 30, 2011 only five years of plan information was available for the Retired Police Officers' Pension Fund.

The plan is a substituted trust established on October 1, 2003 by Town Ordinance No. 13-2003 to provide the retired members of the previous defined benefit pension plan with the monthly retirement benefits that were accrued under the prior plan. Accordingly, the Retired Police Officers' Pension Fund covers only retirees and has no active plan members or employees of the Town that are eligible to participate and the provisions of the Retired Police Officers' Pension Fund as established by Town ordinance, do not address any provisions related to vesting, eligibility for retirement, future retirement benefits, other benefits, or employee contributions. Administrative expenses are financed as part of the unfunded actuarial accrued liability. The Town is required to contribute actuarially determined amounts sufficient to fund the plan. At October 1, 2010, the date of the latest actuarial valuation, the RPOPF included three service retirees and four disability retirees.

Schedule of Employer Contributions

Year Ended September 30	Annual Required Contribution	Percentage Contributed
2009	$ 20,725	100%
2010	47,889	100%
2011	47,600	100%

NOTE 10 – PENSION PLANS (Continued)

Defined Benefit Plans (Continued)

The Retired Police Officers' Pension Fund (Continued)

Annual Pension Costs and Related Information: The significant actuarial assumptions used in the most recent actuarial valuation of the Retired Police Officers' Pension Fund are summarized as follows:

Valuation date	October 1, 2010
Actuarial cost method	Entry Age Normal Actuarial Cost Method
Amortization method	Level dollar amount - closed
Remaining amortization period	15 years
Asset valuation method	Market
Actuarial assumptions:	
Investment rate of return (Net of administrative expenses)	8.0%
Inflation rate	N/A
Projected salary increase	N/A
Post retirement COLA	N/A

Three Year Trend Information

	Actuarially Determined Contribution	Percentage of APC* Contributed	Net Pension Obligation
2009	$ 20,725	100%	
2010	47,889	100	
2011	47,600	100	

Schedule of Funding Progress:

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL	Funded Ratio	Covered Payroll	Unfunded AAL as % of Covered Payroll
10/01/10	$1,375,827	$1,742,929	$367,102	78.94%	N/A	N/A

NOTE 10 – PENSION PLANS (Continued)

The RPOPF utilizes the entry age normal actuarial cost method to determine contributions to the Plan. The required schedule of funding progress immediately following the notes to the financial statements presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

NOTE 11 – OTHER POST EMPLOYMENT BENEFITS

The Town implemented Governmental Accounting Standards Board Statement 45 (GASB 45), *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions,* effective October 1, 2009. The Town elected to implement prospectively, and the change in accounting principle had no effect on changes in net assets/fund equity for prior periods. Retirees of the Town pay an amount equal to the actual premium for health insurance charged by the carrier, but there is an implied subsidy in the healthcare insurance premium for retirees because the premium charged for these retirees is the same as the premium charged for active employees, who are younger than retirees on average. This implied subsidy constitutes other postemployment benefits (OPEB) under GASB 45.

Plan Description

The Town provides a single employer defined benefit health care plan to all of its employees. The plan allows its employees and their beneficiaries, to continue to obtain health, dental, vision and life insurance benefits upon retirement. The normal retirement age of Town employees is age 65. The benefits of the plan are in accordance with Florida Statutes, which are the legal authority for the plan. The plan has no assets and does not issue a separate financial report.

Funding Policy

The Town does not directly make a contribution to the plan on behalf of retirees. Retirees and their beneficiaries pay the same group rates as are charged to the Town for active employees by its healthcare provider. However, the Town's actuaries, in their actuarial valuation, calculate an offset to the cost of these benefits as an Employer Contribution, based upon an implicit rate subsidy. This offset equals the total age-adjusted costs paid by the Town or its active employees for coverage of the retirees and their dependents for the year net of the retiree's own payments for the year.

Annual OPEB Cost and Net OPEB Obligation

The annual other post employment benefit (OPEB) cost is calculated based on the annual required contribution of the employer, an amount actuarially determined in accordance with GASB Statement No. 45. The annual required contribution represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities over a period not to exceed 30 years.

NOTE 11 – OTHER POST EMPLOYMENT BENEFITS (Continued)

The annual OPEB cost and the net OPEB obligation for the Town for the current year and the related information is as follows:

Required contribution rates:	
Employer	Pay-as-you-go
Plan members	N/A
Normal cost	$ 13,821
Interest on normal cost	622
Amortization	6,123
Interest on amortization	276
Interest on net unfunded OPEB obligation	555
Annual OPEB cost	21,397
Contributions made	(8,395)
Increase in net OPEB obligation	13,002
Net OPEB obligation October 1, 2010	12,334
Net OPEB obligation September 30, 2011	$ 25,336

Trend Information

Three-Year Trend Information

Fiscal Year End	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
09/30/09	N/A	N/A	N/A
09/30/10	$20,729	40.5%	$ 12,334
09/30/11	$21,397	39.2%	$ 25,336

Funded Status

The funded status of the plan as of most recent actuarial valuation date was as follows:

Actuarial valuation date	10/01/2009
Actuarial accrued liability	$ 104,222
Actuarial value of plan assets	$
Unfunded actuarial accrued liability (UAAL)	$ 104,222
Funded ratio	0.0%
Covered payroll	$2,448,717
UAAL as a percentage of covered payroll	4.3%

NOTE 11 – OTHER POST EMPLOYMENT BENEFITS (Continued)

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are comparable with past expectations and new estimates are made about the future. The schedule of funding progress presented as required supplementary information following the notes to the financial statements, will present multi-year trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits. Because the fiscal year ended September 30, 2010 was the year of implementation of GASB 45 and actuarial valuations are only required every three years, only one year is presented in the schedule at this time. In future years, required trend data will be presented. The Town has not contributed assets to the plan at this time.

Actuarial Methods and Assumptions

Projections of benefits are based on the substantive plan (the plan as understood by the employer and plan members) and includes the types of benefits in force at the valuation date and the pattern of sharing benefit costs between the Town and the plan members to that point. Actuarial calculations reflect a long-term perspective and employ methods and assumptions that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets. Significant methods and assumptions were as follows:

Actuarial valuation date	10/01/2009
Actuarial cost method	Entry Age Normal
Amortization method	Level percent of payroll, closed
Remaining amortization period	30 years
Asset valuation method	Unfunded
Actual assumptions:	
Investment rate of return	4.5%
Healthcare cost trend	8% for 2011 decreasing to 5% in 2012

NOTE 12 – JOINTLY GOVERNED ORGANIZATION

The Town, through an interlocal agreement with certain other municipalities and Palm Beach County, created the Seacoast Utility Authority ("Seacoast") which provides water and sewer service to the citizens of each of the participating municipalities and a portion of Palm Beach County. Seacoast's governing board is comprised of one member from each participating entity. Seacoast is an Independent Authority organized under the laws of the State of Florida, and the Town has no participating equity ownership in Seacoast. The Town paid $67,927 to Seacoast during the fiscal year for water and sewer service.

NOTE 13 – RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance through the Florida League of Cities, Inc., a statewide commercial insurance program. The policy for comprehensive property, casualty and liability insurance provides coverage with a deductible of $5,000 for property and casualty and $25,000 for liability claims per occurrence, with a combined annual cap of $2 million. The Town does not retain any risk of loss under this policy.

The Town has established a risk management program for workers' compensation where premiums are paid from each department to the Florida League of Cities who fully insures all claims to a statutory level. The Town does not retain any risk of loss under this policy. There were no significant reductions in insurance coverage from the prior year. The amount of insurance settlements has not exceeded the Town's insurance coverage in any of the prior three fiscal years.

The Town currently reports all of its risk management activities in the Insurance Fund. Claims expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. These losses include an estimate of claims that have been incurred but not reported.

Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by those agencies, principally Palm Beach County, the U.S. Department of Homeland Security and the State of Florida. Any disallowed claims, including amounts already received, might constitute a liability of the Town for the return of those funds.

Litigation

The Town is a defendant in various lawsuits arising in the ordinary course of normal operations. Although the ultimate outcome of some of these lawsuits cannot be determined at the present time, it is the opinion of legal counsel that the likelihood of unfavorable outcome and the amounts of potential losses cannot be reasonably determined for all claims at this time.

NOTE 14 - RELATED PARTY TRANSACTIONS – ENTERPRISE FUNDS

The General Fund provides the other funds with various management services. Administrative costs totaling $75,000 for the Marina fund, $126,325 for the Sanitation fund, $72,050 for the CRA fund, and $45,500 for the Stormwater Utility fund were charged for 2011.

NOTE 15 – INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

In governmental accounting, interfund loans are reported as interfund receivables in lender funds and interfund payables in borrower funds. There is no net effect in the governmental-wide financial statements. The current portion of the interfund loan is reported in the governmental funds as Due to and Due from other funds and the non-current portion is reported as Advance to and Advance from other funds. The composition of interfund balances at September 30, 2011, is as follows:

Receivable Fund	Payable Fund	Due to/from	Advance	Total
General Fund	CRA	$ 343,656	$ 508,511	$ 852,167
CRA	General Fund	795,882		795,882
Sanitation Fund	Marina funds	335,000		335,000
General Fund	Marina Fund		2,050,000	2,050,000

At September 30, 2011, the General Fund owed the CRA Fund $795,882 for unpaid incremental tax revenue from fiscal years 2000 to 2006. (See Note 2.) The amount due to the CRA from the General Fund includes outstanding principal of $140,020 and penalties and interest of $655,680. The due to the General Fund from the CRA fund was for the purpose of land acquisitions and improvements in the CRA.

The receivables from the Marina Fund to the General and Sanitation Funds were for cash flow purposes in the Marina Fund.

NOTE 15 – INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS (Continued)

Interfund transfers during the year ended September 30, 2011 are as follows:

Fund	Transfers in	Transfers out
General Fund	$ 369,194	
CRA		$ 369,194
General Fund	100,000	
Nonmajor Governmental		100,000
General Fund	51,300	
Nonmajor Enterprise		51,300
General Fund	10,000	
Marina Fund		10,000
General Fund	225,000	
Sanitation Fund		225,000
CRA	318,362	
General Fund		318,362
Marina Fund	19,175	
General Fund		19,175
Nonmajor Governmental	16,925	
General Fund		16,925
Nonmajor Governmental	16,925	
Nonmajor Enterprise		16,925
Nonmajor Governmental	1,668	
Nonmajor Governmental		1,668

The transfer of $369,194 from the CRA Fund to the General Fund included $215,443 for principal and interest payments that the CRA fund agreed to reimburse the General Fund if the CRA Fund has sufficient available resources.

The transfer of $318,362 from the General Fund to the CRA Fund included the following:

a. Transfer of $294,060 for the 2010 incremental tax obligation.
b. Transfer of $24,302 for interest for late payment of the incremental tax obligation. (See Note 2)

The transfers were also used to: reimburse the General Fund for shared administrative costs and make payment in lieu of taxes.

NOTE 16 – ACCOUNTING CHANGE

GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. The Town implemented this standard in fiscal year 2011. Changes to the government fund type fund balance reporting are reflected in the financial statements and schedules. Related disclosures are included in Note 1.

NOTE 17 –Inter-local Agreements

Fire Protection and Emergency Medical Services

On June 5, 2002, the Town and the Palm Beach County entered into an agreement for fire protection and emergency medical services beginning July 29, 2002. The agreement expired on October 1, 2009, and was renewed for an additional seven year term. The contract price for the services under the agreement each year is calculated by multiplying the Town's current taxable property value times the millage rate for the Fire Rescue MSTU as adopted by the Board of County Commissioners. For the period from October 1, 2011 thru September 30, 2012 the Town will pay $1,634,102 in equal monthly installments.

Palm Beach County Sheriff's Office Inter-local Agreement

On April 11, 2006, the Town and the Palm Beach County Sheriff's Office entered into an agreement for law enforcement services beginning October 1, 2005. The seventh addendum to the contract extended the term of service from October 1, 2011 thru September 30, 2012 and the Town will pay $2,571,200 in equal monthly installments.

NOTE 18 – SUBSEQUENT EVENTS

On October 20, 2011, the Town approved a $350,000 revenue note with Seacoast National Bank for the purpose of reconstructing approximately 600 feet of paved alleyway to improve stormwater drainage. On October 20, 2011, the Town also awarded a bid for $269,500 for this project.

TOWN OF LAKE PARK, FLORIDA
Required Supplementary Information
September 30, 2011

Retired Police Officers' Pension Fund

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL)- Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
10/1/2003	$ 2,095,114	$ 2,177,473	$ 82,359	96.22%	N/A	N/A
10/1/2004	1,924,445	2,156,800	232,355	89.23%	N/A	N/A
10/1/2005	1,971,286	2,030,035	58,749	97.11%	N/A	N/A
10/1/2006	1,919,359	2,061,642	142,283	93.10%	N/A	N/A
10/1/2009	1,382,517	1,771,112	388,595	78.06%	N/A	N/A
10/1/2010	1,375,827	1,742,929	367,102	78.94%	N/A	N/A

Schedule of Employer and State Contributions

Fiscal Year Ended September 30	Annual Required Contribution	Actual Contribution	State Contribution	Percentage Contributed
2006	$ 7,959	$ 7,959		100.0%
2007	17,768	17,768		100.0%
2008	19,189	19,189		100.0%
2009	20,725	20,725		100.0%
2010	47,889	47,889		100.0%
2011	47,600	47,600		100.0%

Note 1: The Retired Police Officers' Pension Fund was established on October 1, 2003. The most recent actuarial valuation of the plan was at October 1, 2010. The fund is a substituted trust established to provide retired members of the predecessor Town of Lake Park Police Pension Plan with the monthly retirement benefits that were accrued under the former retirement plan. Accordingly, the plan includes only services retirees and has no active members, and receives no state money.

TOWN OF LAKE PARK, FLORIDA
Required Supplementary Information
Notes to the Trend Data
September 30, 2011

	Retired Police Officers' Pension Fund
Contribution rates as of 9/30/11:	
Town	N/A
Plan Members	N/A
Actuarially Determined Contribution	$47,600
Contributions Made	$47,600
Valuation date	10/1/2010
Actuarial Cost Method	Entry Age Normal Actuarial Cost Method
Amortized Method	Level dollar amount, closed
Remaining Amortization Period	15 Years
Asset Valuation Method	Market
Actuarial Assumption:	
Investment rate of return (net of administrative expenses)	8%
Projected salary increase	N/A
Post Retirement cost of living adjustments	N/A

TOWN OF LAKE PARK, FLORIDA
Required Supplementary Information
September 30, 2011

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL)- Entry Age(1) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
Other Post Employment Benefits (OPEB)						
10/01/09	$	$ 104,222	$ 104,222	0.0%	$ 2,448,717	4.3%

The schedule of funding progress presented above will present multi-year trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits. Because the fiscal year ended September 30, 2010 was the year of implementation of GASB 45 and the Town elected to apply the statement prospectively, only one year is presented in the schedule at this time. In future years, required trend data will be presented. The Town has not contributed assets to the plan at this time.

TOWN OF LAKE PARK, FLORIDA
Budgetary Comparison Schedule - General Fund
For the year ended September 30, 2011

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts	Variance with Final Budget Positive (Negative)
Revenues				
Taxes				
General property taxes	$ 3,843,100	$ 3,843,100	$ 3,946,245	$ 103,145
Franchise taxes				
Electricity	620,000	620,000	546,589	(73,411)
Gas	15,500	15,500	6,483	(9,017)
Solid Waste	12,000	12,000	19,774	7,774
Utility taxes				
Electricity	625,000	625,000	613,238	(11,762)
Water	135,000	135,000	143,612	8,612
Gas	30,000	30,000	39,813	9,813
Total taxes	5,280,600	5,280,600	5,315,754	35,154
Licenses and permits				
Building permits	130,000	122,500	78,001	(44,499)
Alarm permits	14,000	14,000	16,660	2,660
Signage permits	14,000	14,000	11,475	(2,525)
Business tax receipts	330,000	330,000	324,357	(5,643)
Business tax confirmation	13,000	13,000	11,150	(1,850)
Reinspection fees		7,500	11,161	3,661
Cost recovery	5,000	5,000	11,025	6,025
Special event fees	500	500	1,350	850
Contractors fees	2,500	2,500	2,210	(290)
Total licenses and permits	509,000	509,000	467,389	(41,611)
Intergovernmental revenues				
State shared revenues				
Local government sales tax	565,000	565,000	579,262	14,262
Local communication services taxes	500,000	500,000	414,748	(85,252)
State revenue sharing	240,000	240,000	226,112	(13,888)
Alcoholic beverage licenses	10,000	10,000	9,425	(575)
Motor fuel tax refund	8,000	8,000	3,364	(4,636)
County shared revenues				
County business tax	25,000	25,000	13,126	(11,874)
Grant revenues				
State aid to libraries	8,025	8,025	7,501	(524)
Total intergovernmental revenues	$ 1,356,025	$ 1,356,025	$ 1,253,538	$ (102,487)

(Continued)

See notes to the budgetary comparison schedules.

TOWN OF LAKE PARK, FLORIDA
Budgetary Comparison Schedule - General Fund
For the year ended September 30, 2011

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts	Variance with Final Budget Positive (Negative)
(Continued)				
Revenues (Continued)				
Charges for services				
Administrative fees				
Sanitation	$ 126,325	$ 126,325	$ 126,325	$
CRA	72,050	72,050	72,050	
Stormwater utility	45,500	45,500	45,500	
Marina	75,000	75,000	75,000	
Parking fees	46,000	46,000	41,964	(4,036)
Plan review fees	5,000	5,000	2,750	(2,250)
Parks and recreation	47,825	47,825	47,141	(684)
Other charges for services	5,975	5,975	9,297	3,322
Total charges for services	423,675	423,675	420,027	(3,648)
Fines and forfeitures				
Court fines	25,000	25,000	24,122	(878)
Code violations	61,500	61,500	53,370	(8,130)
Code violations - administrative cost	19,500	19,500	20,504	1,004
Parking violations	20,000	20,000	20,090	90
Alarm violations	3,500	3,500	7,700	4,200
Business tax penalties	8,000	8,000	6,035	(1,965)
Library fines	1,200	1,200	1,142	(58)
Total fines and forfeitures	138,700	138,700	132,963	(5,737)
Miscellaneous revenue				
Interest earnings	10,000	10,000	4,025	(5,975)
Interest earnings - tax collector	25,000	25,000	17,669	(7,331)
Unrealized gain on investments			5,502	5,502
Rent	46,620	46,620	48,359	1,739
Sale of scrap material			2,851	2,851
Fuel reimbursement from Sheriff	110,000	110,000	127,897	17,897
Reimbursement from Stormwater utility	78,000	78,000	78,000	
Transfer from Streets and Roads	100,000	100,000	100,000	
Transfer from CRA	253,825	253,825	369,194	115,369
Transfer from Marina	10,000	10,000	10,000	
Transfer from Stormwater	51,300	51,300	51,300	
Transfer from Sanitation	225,000	225,000	225,000	
Miscellaneous revenues	3,800	3,800	18,358	14,558
Total miscellaneous revenues	913,545	913,545	1,058,155	144,610
Balance brought forward	334,420	334,420		(334,420)
Total revenues	$ 8,955,965	$ 8,955,965	$ 8,647,826	$ (308,139)

(Continued)

See notes to the budgetary comparison schedules.

TOWN OF LAKE PARK, FLORIDA
Budgetary Comparison Schedule - General Fund
For the year ended September 30, 2011

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts	Variance with Final Budget Positive (Negative)
(Continued)				
Expenditures				
General government				
Legislative				
Personal services	$ 50,470	$ 50,470	$ 48,471	$ 1,999
Operating expenditures	43,400	43,400	40,054	3,346
Total legislative	93,870	93,870	88,525	5,345
Town manager				
Personal services	297,390	296,400	296,343	57
Operating expenditures	7,475	10,500	10,169	331
Total town manager	304,865	306,900	306,512	388
Personnel				
Personal services	96,300	97,125	96,927	198
Operating expenditures	40,350	39,630	39,318	312
Total personnel	136,650	136,755	136,245	510
Town clerk				
Personal services	112,875	124,405	122,846	1,559
Operating expenditures	59,500	39,270	38,599	671
Debt Service	1,550	1,555	1,550	5
Total town clerk	173,925	165,230	162,995	2,235
Finance				
Personal services	365,280	369,705	368,711	994
Operating expenditures	77,005	85,160	84,950	210
Total finance	442,285	454,865	453,661	1,204
Legal				
Operating expenditures	168,000	127,240	127,220	20
Total legal	168,000	127,240	127,220	20
Information technology				
Personal services	97,730	98,005	97,416	589
Operating expenditures	44,950	50,815	45,805	5,010
Capital outlay		9,700	8,250	1,450
Total information technology	142,680	158,520	151,471	7,049
Non-departmental				
Debt service	288,805	380,135	380,110	25
Total non-departmental	288,805	380,135	380,110	25
Total general government	$ 1,751,080	$ 1,823,515	$ 1,806,739	$ 16,776

(Continued)

See notes to the budgetary comparison schedules.

TOWN OF LAKE PARK, FLORIDA
Budgetary Comparison Schedule - General Fund
For the year ended September 30, 2011

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts	Variance with Final Budget Positive (Negative)
Expenditures (Continued)				
Public Safety				
Law enforcement				
Operating expenditures	$ 2,765,090	$ 2,776,715	$ 2,774,468	$ 2,247
Disaster				
Operating expenditures	10,000	1,725	1,207	518
Total disaster	10,000	1,725	1,207	518
Fire department				
Operating expenditures	1,634,105	1,634,105	1,634,102	3
Community development				
Personal services	392,980	355,740	347,745	7,995
Operating expenditures	168,000	159,115	149,024	10,091
Total community development	560,980	514,855	496,769	18,086
Total public safety	4,970,175	4,927,400	4,906,546	20,854
Physical environment				
Public works- administration				
Personal services	150,650	152,595	151,409	1,186
Operating expenditures	18,355	16,560	15,655	905
Total Public works- administration	169,005	169,155	167,064	2,091
Public works- ground maintenance				
Personal services	265,200	263,925	262,970	955
Operating expenditures	71,140	72,390	70,619	1,771
Debt service	5,980	6,005	5,989	16
Total public works- ground maintenance	342,320	342,320	339,578	2,742
Vehicle maintenance				
Personal services	69,190	69,540	67,467	2,073
Operating expenditures	32,640	32,915	31,590	1,325
Total vehicle maintenance	101,830	102,455	99,057	3,398
Total physical environment	613,155	613,930	605,699	8,231
Transportation				
Facility maintenance				
Personal services	126,490	124,815	124,314	501
Operating expenditures	180,675	173,275	167,823	5,452
Capital outlay	5,000	7,615	7,368	247
Total facility maintenance	$ 312,165	$ 305,705	$ 299,505	$ 6,200

(Continued)

See notes to the budgetary comparison schedules.

TOWN OF LAKE PARK, FLORIDA
Budgetary Comparison Schedule - General Fund
For the year ended September 30, 2011

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts	Variance with Final Budget Positive (Negative)
(Continued)				
Expenditures (Continued)				
Transportation (Continued)				
Parking facilities				
Personal services	$ 400	$ 625	$ 607	$ 18
Operating expenditures	18,025	27,975	23,114	4,861
Capital outlay		(3,575)	(9,104)	5,529
Debt service	32,280	32,280	32,277	3
Total parking facilities	50,705	57,305	46,894	10,411
Total transportation	362,870	363,010	346,399	16,611
Culture and recreation				
Library				
Personal services	213,265	215,130	213,076	2,054
Operating expenditures	86,475	74,485	70,793	3,692
Capital outlay		10,475	10,468	7
Total library	299,740	300,090	294,337	5,753
Recreation				
Personal services	87,560	77,640	77,434	206
Operating expenditures	76,100	74,425	73,631	794
Capital outlay		12,535	12,533	2
Debt service	8,750	8,750	8,749	1
Total recreation	172,410	173,350	172,347	1,003
Total culture and recreation	472,150	473,440	466,684	6,756
Total expenditures	8,169,430	8,201,295	8,132,067	69,228
Transfers out and other expenditures				
Transfer out CRA	295,900	318,365	318,362	3
Transfer out CRA delinquent payments	250,000	250,000		250,000
Transfer out Marina		19,175	19,175	
Transfer out Streets and roads	16,925	16,925	16,925	
Contribution-retired police pension	30,000	117,300	117,296	4
Other	800	2,975	2,969	6
Contingency, reserves and unappropriated	192,910	29,930		29,930
Total transfers out and other expenditures	786,535	754,670	474,727	279,943
Total expenditures and transfers	8,955,965	8,955,965	8,606,794	349,171
Net change in fund balances	$	$	$ 41,032	$ 41,032

See notes to the budgetary comparison schedules.

TOWN OF LAKE PARK, FLORIDA
Required Supplementary Information
Budgetary Comparison Schedule -
Community Redevelopment Fund
For the Year Ended September 30, 2011

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final	Amounts	Positive (Negative)
Revenues				
Intergovernmental	$ 165,050	$ 165,050	$ 163,502	$ (1,548)
Charges for services	47,650	47,650	47,904	254
Miscellaneous revenue	3,600	3,600	4,566	966
Transfer from General Fund	545,900	545,900	318,362	(227,538)
Balance brought forward	550,000	550,000		(550,000)
Total revenues	1,312,200	1,312,200	534,334	(777,866)
Expenditures				
General government	891,030	823,015	819,986	3,029
Culture and recreation	76,020	95,760	91,540	4,220
Economic environment		20,190	18,765	1,425
Capital outlay		4,005	3,816	189
Transfers	345,150	369,230	369,194	36
Total expenditures	1,312,200	1,312,200	1,303,301	8,899
Net change in fund balances	$	$	$ (768,967)	$ (768,967)

See notes to the budgetary comparison schedules.

TOWN OF LAKE PARK
REQUIRED SUPPLEMENTARY INFORMATION
NOTES TO BUDGETARY COMPARISON SCHEDULES
SEPTEMBER 30, 2011

NOTE A - BUDGETARY ACCOUNTING

An appropriated budget has been legally adopted for the General Fund and Community Redevelopment Fund on the same modified-accrual basis used to reflect revenue and expenditures, except that for budgetary purposes, revenue includes proceeds from debt issuances, transfers from other funds, and proceeds from the sale of capital assets, and expenditures include encumbrances and transfers to other funds within each governmental function. For the General Fund and Community Redevelopment Fund, approved budget amendments did not affect the total appropriations for the funds.

The Town follows these procedures in establishing the annual budget:

1. Prior to September 1, the Town Manager submits to the Town Commission a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.

2. Public hearings are conducted at the Town Hall to obtain taxpayer comments.

3. The Town advises the Palm Beach County Tax Collector's office of the proposed millage rate, the rolled back millage rate and the day, time and place of the public hearing for budget acceptance.

4. A public hearing is held to obtain taxpayer input and to adopt the final budget and millage rate.

5. The budget and related millage rates are legally enacted through passage of an ordinance. Effective for fiscal year ending September 30, 2009, a final operating budget and related millage rates are legally enacted through the passage of a resolution.

6. Changes or amendments to the total budgeted expenditures of the Town or a department must be approved by the Town Commission; however, changes within a department which do not affect the total departmental expenditures may be approved by the Town Manager. Accordingly, the legal level of control is at the department level.

NOTE A - BUDGETARY ACCOUNTING (Continued)

7. All unencumbered balances lapse at the end of each fiscal year.

The reported budgetary data represents the final appropriated budget after amendments adopted by the Town Commission. An appropriated budget is legally required and has been legally adopted for the General Fund, Community Redevelopment Special Revenue Fund, Debt Service Fund, Streets and Roads Special Revenue Fund, and the Insurance Internal Service Fund on the same modified-accrual basis used to reflect actual revenues and expenditures, except that for budgetary purposes, current year encumbrances are treated as expenditures and transfers in and transfers out are treated as revenues and expenditures, respectively. The operations of the Town's other funds are non-budgeted financial activities, which are not legally required to adopt budgets. Budgetary comparison schedules for the Debt Service Fund and Streets and Roads Special Revenue Fund, non-major funds, and the Insurance Internal Service Fund, a proprietary fund, are not required to be presented and may be found in Other Supplementary Information at pages 80 to 82.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriations, is employed as an extension of formal budgetary control in the General Fund. Encumbrances outstanding at year end, if any, are reported as reservations of fund balance for subsequent year expenditures. For budgetary purposes, current year encumbrances are treated as expenditures and any unencumbered balances lapse at year end.

NOTE B - BUDGET AND ACTUAL COMPARISONS

The budgetary comparison schedule - General Fund, from pages 70-74, and Community Redevelopment Fund, from page 75, are prepared under the basis of accounting used in preparing the appropriated budget. As indicated in Note A, for budgetary purposes, proceeds from the sale of capital assets are treated as revenues, and current year encumbrances are treated as expenditures. As a result, revenues and expenditures reported in the budget and actual statement differ from the revenues and expenditures reported on the GAAP basis. These differences are reconciled as follows:

NOTE B - BUDGET AND ACTUAL COMPARISONS (Continued)

General Fund	Revenues	Expenditures
Current year encumbrances outstanding at year end	$	$ 15,387
Prior year encumbrances paid in the current year		(62,849)
Net encumbered amount		(47,462)
Transfers	755,494	354,462
Net differences – GAAP and budgetary basis	755,494	307,000
GAAP basis	7,892,332	8,299,794
Budgetary basis	$ 8,647,826	$ 8,606,794

Community Redevelopment Fund	Revenues	Expenditures
Current year encumbrances outstanding at year end	$	$ 4,500
Prior year encumbrances paid in the current year		(55,812)
Net encumbered amount		(51,312)
Transfers	318,362	369,194
Net differences – GAAP and budgetary basis	318,362	317,882
GAAP basis	215,972	985,419
Budgetary basis	$ 534,334	$ 1,303,301

NOTE C – EXPENDITURES OVER APPROPRIATIONS

There were no expenditures in excess of appropriations.

TOWN OF LAKE PARK, FLORIDA
Combining Balance Sheet
Nonmajor Governmental Funds
September 30, 2011

	Debt Service Fund	Special Revenue Fund: Streets & Roads Fund	Capital Projects Funds: Capital Projects Bond Fund	Capital Projects Funds: Special Projects Fund	Total Nonmajor Governmental Funds
Assets					
Pooled cash and cash equivalents	$ 105,810	$ 5,940	$ 16,592	$ 68,059	$ 196,401
Investments	943				943
Due from other governments		17,406		3,094	20,500
Total assets	$ 106,753	$ 23,346	$ 16,592	$ 71,153	$ 217,844
Liabilities and fund balances					
Liabilities					
Accounts payable	$	$ 2,855	$	$ 258	$ 3,113
Accrued items		2,469			2,469
Deferred revenue				46,032	46,032
Total liabilities		5,324		46,290	51,614
Fund balances					
Reserved for:					
Debt service	106,753				106,753
Capital projects			16,592		16,592
Assigned to:					
Subsequent year's expenditures		9,648			9,648
Special revenue fund		8,374			8,374
Capital projects fund				24,863	24,863
Total fund balances	106,753	18,022	16,592	24,863	166,230
Total liabilities and fund balances	$ 106,753	$ 23,346	$ 16,592	$ 71,153	$ 217,844

TOWN OF LAKE PARK, FLORIDA
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended September 30, 2011

		Special Revenue Fund	Capital Projects Funds		
	Debt Service Fund	Streets & Roads Fund	Capital Projects Bond Fund	Special Projects Fund	Total Nonmajor Governmental Funds
Revenues					
Taxes	$ 784,595	$	$	$	$ 784,595
Intergovernmental		337,989		78,817	416,806
Miscellaneous	3,363				3,363
Total revenues	787,958	337,989		78,817	1,204,764
Expenditures					
Current					
General government				3,094	3,094
Transportation		216,410			216,410
Capital outlay		35,750		77,054	112,804
Debt service					
Principal	549,733	2,409			552,142
Interest charges	218,374	51			218,425
Total expenditures	768,107	254,620		80,148	1,102,875
Excess of revenues over (under) expenditures	19,851	83,369		(1,331)	101,889
Other financing sources (uses)					
Transfers in		33,850		1,668	35,518
Transfers out		(100,000)	(1,668)		(101,668)
Total other financing sources (uses)		(66,150)	(1,668)	1,668	(66,150)
Net changes in fund balances	19,851	17,219	(1,668)	337	35,739
Fund balances - beginning (deficit)	86,902	803	18,260	24,526	130,491
Fund balances - ending (deficit)	$ 106,753	$ 18,022	$ 16,592	$ 24,863	$ 166,230

TOWN OF LAKE PARK, FLORIDA
Budgetary Comparison Schedule -
Debt Service Fund
For the Year Ended September 30, 2011

	Budgeted Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Revenues				
Taxes	$ 768,150	$ 768,150	$ 784,595	$ 16,445
Investment earnings			3,364	3,364
Total revenues	768,150	768,150	787,959	19,809
Expenditures				
Debt service	768,150	768,150	768,108	42
Net change in fund balances - budgetary basis	$	$	$ 19,851	$ 19,851

TOWN OF LAKE PARK, FLORIDA
Budgetary Comparison Schedule -
Streets and Roads Fund
For the Year Ended September 30, 2011

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final	Amounts	Positive (Negative)
Revenues				
Intergovernmental	$ 338,370	$ 338,370	$ 337,989	$ (381)
Transfer from General fund	16,925	16,925	16,925	
Transfer from Stormwater	16,925	16,925	16,925	
Total revenues	372,220	372,220	371,839	(381)
Expenditures				
Transportation	218,005	231,430	226,058	5,372
Capital outlay	30,000	38,300	35,750	2,550
Debt service	2,460	2,485	2,460	25
Other	21,755	5		5
Transfer to General fund	100,000	100,000	100,000	
Total expenditures	372,220	372,220	364,268	7,952
Net change in fund balances - budgetary basis	$	$	$ 7,571	$ 7,571

Reconciliation between budgetary schedule and GAAP basis:

GAAP basis expenditures	$ 354,620
add current year encumbrances	9,648
Budgetary basis expenditures	$ 364,268

TOWN OF LAKE PARK, FLORIDA
Budgetary Comparison Schedule -
Insurance Fund
For the Year Ended September 30, 2011

	Budgeted Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Revenues				
Contributed revenue	$ 341,035	$ 341,035	$ 222,035	$ (119,000)
Miscellaneous revenue			6,542	6,542
Total revenues	341,035	341,035	228,577	(112,458)
Expenditures				
Personal services	108,800	108,800	61,226	47,574
Operating expenses	232,235	232,235	156,180	76,055
Total expenditures	341,035	341,035	217,406	123,629
Net change in fund balances - budgetary basis	$	$	$ 11,171	$ 11,171

STATISTICAL SECTION

This part of the Town of Lake Park's comprehensive annual financial report presents detailed unaudited information as a context for understanding what the information in the financial statement, note disclosures, and required supplementary information says about the Town's overall financial health.

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Financial Trends
These schedules contain trend information to help the reader understand how the Town's financial performance and well-being have changed over time.

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Revenue Capacity
These schedules contain information to help the reader assess the Town's most significant local revenue source, the property tax.

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Demographic and Economic Information
These schedules offer demographic and economic indicators to help the reader understand the environment within which the Town's financial activities take place.

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Operating Information
These schedules contain service and infrastructure data to help understand how the information in the Town's financial report relates to the services the Town provides and the activities it performs.

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Sources: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.

TOWN OF LAKE PARK, FLORIDA
Net Assets by Component
Last Eight Fiscal Years
(Accrual Basis of Accounting) Unaudited

	Fiscal Year				
	2004	**2005**	**2006**	**2007**	**2008**
Governmental activities					
Invested in capital assets, net of related debt	$ (2,042,578)	$	$ (1,219,252)	$ 179,115	$ 1,781,760
Restricted	88,879	114,301	149,558	239,847	119,780
Unrestricted	2,268,630	1,640,854	3,711,384	3,838,721	3,060,834
Total governmental activities net assets	$ 314,931	$ 1,755,155	$ 2,641,690	$ 4,257,683	$ 4,962,374
Business-type activities					
Invested in capital assets, net of related debt	$ 1,957,744	$ 3,666,688	$ 4,240,204	$ 4,461,916	$ 4,066,900
Restricted		292,141	61,648		
Unrestricted	2,094,262	904,990	996,718	146,230	(298,208)
Total business-type activities net assets	$ 4,052,006	$ 4,863,819	$ 5,298,570	$ 4,608,146	$ 3,768,692
Primary government					
Invested in capital assets, net of related debt	$ (84,834)	$ 3,666,688	$ 3,020,952	$ 4,641,031	$ 5,848,660
Restricted	88,879	406,442	211,206	239,847	119,780
Unrestricted	4,362,892	2,545,844	4,708,102	3,984,951	2,762,626
Total primary government net assets	$ 4,366,937	$ 6,618,974	$ 7,940,260	$ 8,865,829	$ 8,731,066

	Fiscal Year		
	2009	**2010**	**2011**
Governmental activities			
Invested in capital assets, net of related debt	$ 2,062,366	$ 2,204,432	$ 2,225,160
Restricted	96,090	86,902	241,509
Unrestricted	3,320,736	2,531,305	1,817,156
Total governmental activities net assets	$ 5,479,192	$ 4,822,639	$ 4,283,825
Business-type activities			
Invested in capital assets, net of related debt	$ 4,297,968	$ 3,809,874	$ 5,690,265
Restricted			
Unrestricted	(1,028,259)	(1,332,901)	(1,599,465)
Total business-type activities net assets	$ 3,269,709	$ 2,476,973	$ 4,090,800
Primary government			
Invested in capital assets, net of related debt	$ 6,360,334	$ 6,014,306	$ 7,915,425
Restricted	96,090	86,902	241,509
Unrestricted	2,292,477	1,198,404	217,691
Total primary government net assets	$ 8,748,901	$ 7,299,612	$ 8,374,625

Information prior to fiscal year 2004 is not available.

TOWN OF LAKE PARK, FLORIDA
Changes in Net Assets
Last Eight Fiscal Years
(Accrual Basis of Accounting) Unaudited

	Fiscal Year				
	2004	2005	2006	2007	2008
Expenses					
Governmental activities:					
General government	$ 1,315,158	$ 1,462,056	$ 1,704,011	$ 2,237,149	$ 2,538,501
Public safety	3,106,822	3,870,758	4,377,568	5,008,257	5,211,776
Physical environment	440,968	462,674	953,466	652,725	361,170
Transportation	531,581	559,433	820,777	573,501	683,463
Culture and recreation	887,990	1,052,857	1,242,254	1,450,650	1,161,870
Economic environmnet					
Interest on long-term debt	367,469	351,729	334,083	314,933	320,280
Total governmental activities expenses	6,649,988	7,759,507	9,432,159	10,237,215	10,277,060
Business-type activities:					
Marina	118,893	216,922	1,143,506	1,610,274	1,902,634
Sanitation	1,040,062	1,321,437	1,245,151	1,283,851	1,355,926
Stormwater					
Total business-type activities expenses	1,158,955	1,538,359	2,388,657	2,894,125	3,258,560
Total primary government expenses	$ 7,808,943	$ 9,297,866	$ 11,820,816	$ 13,131,340	$ 13,535,620
Program revenues					
Governmental activities:					
Charges for services:					
General government	$ 392,336	$ 415,029	$ 504,806	$ 33,232	$ 40,726
Public safety	221,502	607,252	451,805	967,365	796,094
Physical environment					
Transportation					
Culture and recreation	44,670	38,817	48,471	49,352	56,775
Operating contributions and grants:					
General government	118,178	200,470	324,969	103,021	15,879
Public safety				7,950	
Physical environment		22,662	10,000		
Transportation	463,685	748,968	810,226		
Culture and recreation	15,764			16,816	16,168
Capital contributions and grants:			16,437		
General government	76,697	327,408	226,097		
Public safety				3,435	8,637
Physical environment				40,000	
Transportation				15,709	91,533
Culture and recreation				306,858	225,100
Total governmental activities program revenues	1,332,832	2,360,606	2,392,811	1,543,738	1,250,912
Business-type activities:					
Charges for services:					
Marina	5,296	184,545	1,092,204	1,279,927	1,220,299
Sanitation	1,364,796	1,403,863	1,409,510	1,423,947	1,483,528
Stormwater					
Operating contributions and grants					
Marina	210,807	22,098			
Sanitation		354,529	259,527		
Capital contributions and grants					
Marina		240,193		825	
Stormwater					
Total business-type activities program revenues	1,580,899	2,205,228	2,761,241	2,704,699	2,703,827
Total primary government program revenues	$ 2,913,731	$ 4,565,834	$ 5,154,052	$ 4,248,437	$ 3,954,739

Information prior to fiscal year 2004 is not available.

Fiscal Year		
2009	2010	2011
$ 2,656,309	$ 2,543,961	$ 2,371,297
5,421,845	5,723,360	4,910,050
319,993	349,637	333,799
659,113	600,669	662,871
1,242,156	987,778	1,022,770
	32,063	49,637
420,671	430,289	388,633
10,720,087	10,667,757	9,739,057
1,734,561	2,005,435	1,856,283
1,430,694	1,412,372	1,464,491
208,668	313,994	353,584
3,373,923	3,731,801	3,674,358
$ 14,094,010	$ 14,399,558	$ 13,413,415
$ 43,756	$ 58,700	$ 69,481
775,124	768,338	743,715
	40,396	41,964
58,785	75,384	96,576
		2,100
11,639	15,926	12,608
4,295	3,379	1,311
22,903	16,180	16,665
160,597	43,250	77,506
1,077,099	1,021,553	1,061,926
1,017,094	1,166,201	1,149,451
1,401,682	1,510,419	1,496,006
455,587	514,865	516,126
110,276		2,400,000
95,755	4,246	
3,080,394	3,195,731	5,561,583
$ 4,157,493	$ 4,217,284	$ 6,623,509

TOWN OF LAKE PARK, FLORIDA
Changes in Net Assets
Last Eight Fiscal Years
(Accrual Basis of Accounting) Unaudited

	Fiscal Year				
	2004	**2005**	**2006**	**2007**	**2008**
Net (expense) revenue					
Governmental activities	$ (5,317,156)	$ (5,398,901)	$ (7,039,348)	$ (8,693,477)	$ (9,026,148)
Business-type activities	421,944	666,869	372,584	(189,426)	(554,733)
Total primary government net expense	$ (4,895,212)	$ (4,732,032)	$ (6,666,764)	$ (8,882,903)	$ (9,580,881)
General revenues and other changes in net assets					
Governmental activities:					
Taxes:					
Property taxes	$ 3,711,359	$ 4,251,570	$ 5,066,005	$ 6,262,727	$ 6,156,686
Franchise fees	473,764	518,641	631,811	629,365	630,215
Utility service taxes	618,080	651,733	671,970	668,400	681,568
Local option gas taxes	661,796			260,282	246,643
Communication sales tax	500,277			539,562	505,783
Intergovernmental, unrestricted	39,468	1,266,350	720,919	1,062,715	974,834
Gain on sale of surplus property		17,140	39,629		26
Miscellaneous revenue				24,658	38,971
Investment earnings	64,028	133,691	532,902	306,398	174,117
Transfers	(140,549)		262,647	75,000	321,996
Total governmental activities	5,928,223	6,839,125	7,925,883	9,829,107	9,730,839
Business-type activities					
Investment earnings	42,417	44,694	62,167	78,419	29,038
Gain on sale of equipment		100,250		14,720	
Miscellaneous revenues				7,168	
Transfers	140,549			(75,000)	(321,996)
Total business-type activities	182,966	144,944	62,167	25,307	(292,958)
Total primary government	$ 6,111,189	$ 6,984,069	$ 7,988,050	$ 9,854,414	$ 9,437,881
Changes in net assets					
Governmental activities	$ 611,067	$ 1,440,224	$ 886,535	$ 1,135,630	$ 704,691
Business-type activities	604,910	811,813	434,751	(164,119)	(847,691)
Total primary government	$ 1,215,977	$ 2,252,037	$ 1,321,286	$ 971,511	$ (143,000)

Information prior to fiscal year 2004 is not available.

Fiscal Year		
2009	**2010**	**2011**
$ (9,642,988)	$ (9,628,204)	$ (8,677,131)
(293,529)	(536,070)	1,887,225
$ (9,936,517)	$ (10,164,274)	$ (6,789,906)
$ 6,827,668	$ 5,448,106	$ 4,730,840
603,269	569,868	572,846
690,743	771,384	796,663
236,037	236,960	230,060
539,808	464,184	414,748
893,510	1,144,701	1,072,929
	174	
102,096		
54,121	54,473	36,181
212,554	281,801	284,050
10,159,806	8,971,651	8,138,317
7,100	16,780	10,652
	8,355	
(212,554)	(281,801)	(284,050)
(205,454)	(256,666)	(273,398)
$ 9,954,352	$ 8,714,985	$ 7,864,919
$ 516,818	$ (656,553)	$ (538,814)
(498,983)	(792,736)	1,613,827
$ 17,835	$ (1,449,289)	$ 1,075,013

TOWN OF LAKE PARK, FLORIDA
Fund Balances of Governmental Funds
Last Ten Fiscal Years
(Modified Accrual Basis of Accounting) Unaudited

	Fiscal Year				
	2002	**2003**	**2004**	**2005**	**2006**
General fund					
Reserved	$ 5,778	$ 8,617	$ 44,961	$ 177,971	$ 135,074
Unreserved					
Designated					
Undesignated	844,854	1,590,425	1,879,919	2,672,593	3,138,613
Total general fund	$ 850,632	$ 1,599,042	$ 1,924,880	$ 2,850,564	$ 3,273,687
All other governmental funds					
Reserved	$	$	$	$	$ 149,558
Unreserved			88,879	114,301	
Designated for capital projects	995,018				
Designated for subsequent year's budget		37,698			
Undesignated, reported in:					
Debt service fund					
Special revenue funds	(191,130)	(755)			
Capital projects fund	61,951	(45,208)	(94,042)	135,371	244,852
Total all other governmental funds	$ 865,839	$ (8,265)	$ (5,163)	$ 249,672	$ 394,410

	Fiscal Year			
	2007	**2008**	**2009**	**2010**
General fund				
Reserved	$ 946,499	$ 1,379,773	$ 2,209,117	$ 2,526,148
Unreserved				
Designated	151,963	121,572	28,814	32,424
Undesignated	1,010,346	686,285	1,176,019	510,773
Total general fund	$ 2,108,808	$ 2,187,630	$ 3,413,950	$ 3,069,345
All other governmental funds				
Reserved	$ 1,590,692	$ 2,754,260	$ 638,293	$ 241,608
Unreserved				
Designated for capital projects				
Designated for subsequent year's budget				
Undesignated, reported in:				
Debt service fund				
Special revenue funds	849,579	883,122	1,156,193	842,342
Capital projects fund	164,837	3,930	49,634	42,786
Total all other governmental funds	$ 2,605,108	$ 3,641,312	$ 1,844,120	$ 1,126,736

	2011
General fund	
Nonspendable	$ 2,582,849
Restricted	118,164
Assigned	
Subsequent year's expenditures	84,887
Unassigned	277,015
Total general fund	$ 3,062,915
All other governmental funds	
Nonspendable	$ 4,022
Restricted	123,345
Assigned	
Subsequent year's expenditures	181,592
Special revenue funds	8,374
Capital projects funds	24,863
Total all other governmental funds	$ 342,196

Note: The Town implemented GASB 54, *Fund Balance Reporting and Government Fund Definitions,* in 2011.

TOWN OF LAKE PARK, FLORIDA
Changes in Fund Balances of Governmental Funds
Last Ten Fiscal Years
(Modified Accrual Basis of Accounting) Unaudited

	2002	2003	2004	2005
Revenues				
Taxes	$ 4,182,729	$ 4,536,447	$ 4,803,203	$ 5,556,457
Licenses and permits	508,963	479,752	412,858	786,175
Intergovernmental	2,769,313	2,180,062	1,823,113	2,415,388
Charges for services	472,350	163,004	176,671	161,681
Fines and forfeitures	62,424	68,319	68,979	100,642
Miscellaneous	202,261	635,643	116,780	162,248
Total revenues	8,198,040	8,063,227	7,401,604	9,182,591
Expenditures				
General government	1,152,324	1,343,427	1,291,440	1,451,403
Public safety	3,545,800	2,915,117	3,069,983	3,814,984
Physical environment	272,708	342,981	355,001	357,690
Transportation	417,061	499,871	512,437	550,861
Culture and recreation	622,652	646,691	699,347	806,050
Economic environment				
Capital outlay	1,724,583	1,799,244	282,527	116,093
Debt service				
Principal	464,038	397,570	417,354	448,808
Interest	422,133	390,570	372,129	356,611
Other debt service charges				
Total expenditures	8,621,299	8,335,471	7,000,218	7,902,500
Excess of revenues over (under) expenditures	(423,259)	(272,244)	401,386	1,280,091
Other financing sources (uses)				
Transfers in	278,566	160,550		
Transfers out	(214,290)	(81,164)	(140,549)	
Proceeds from sale of assets			226,870	243,905
Bonds issued				
Loan proceeds				
Capital lease obligations	47,571		61,606	84,453
Total other financing sources (uses)	111,847	79,386	147,927	328,358
Net change in fund balances	$ (311,412)	$ (192,858)	$ 549,313	$ 1,608,449
Debt service as a percentage of non-capital expenditures	12.85%	12.06%	11.75%	10.34%

2006	2007	2008	2009	2010	2011
$ 6,369,786	$ 7,286,723	$ 7,165,046	$ 7,825,211	$ 6,789,358	$ 6,100,349
567,044	695,726	579,519	529,487	526,201	467,389
2,356,210	2,323,977	2,681,555	2,198,263	1,938,633	1,833,846
239,705	254,759	295,517	293,756	375,283	467,931
185,234	220,724	174,643	213,105	120,890	132,963
600,715	421,268	250,799	184,381	302,937	310,590
10,318,694	11,203,177	11,147,079	11,244,203	10,053,302	9,313,068
1,594,394	1,701,253	3,267,652	2,361,396	2,432,667	2,382,504
4,302,722	4,992,454	5,206,596	5,413,894	5,484,119	4,906,546
835,987	551,320	368,740	287,322	308,366	292,967
809,325	573,007	626,366	553,392	581,424	533,475
940,868	1,330,674	1,039,190	1,087,407	858,955	870,465
				32,063	49,637
1,008,895	1,126,772	2,699,269	2,369,922	490,174	153,252
472,830	510,523	538,385	746,625	765,541	801,042
339,199	320,294	308,481	397,670	442,783	398,200
		17,488	19,450		
10,304,220	11,106,297	14,072,167	13,237,078	11,396,092	10,388,088
14,474	96,880	(2,925,088)	(1,992,875)	(1,342,790)	(1,075,020)
46,107	867,005	3,868,013	1,392,713	1,248,816	1,109,374
(46,107)	(792,005)	(3,546,017)	(1,180,159)	(967,015)	(825,324)
256,897	5,742	630			
		3,717,488	1,209,449		
103,185					
360,082	80,742	4,040,114	1,422,003	281,801	284,050
$ 374,556	$ 177,622	$ 1,115,026	$ (570,872)	$ (1,060,989)	$ (790,970)
8.74%	8.33%	7.46%	10.55%	11.08%	11.72%

TOWN OF LAKE PARK, FLORIDA
Governmental Funds Tax Revenues by Source
Last Eight Fiscal Years
(Accrual Basis of Accounting) Unaudited

Fiscal Year	Property Taxes	Franchise Fees	Utility Service Taxes	Communication Services Taxes	Sales Tax	Totals
2004	$ 3,711,359	$ 473,764	$ 618,080	$ 500,277	$ 661,796	$ 5,965,276
2005	4,251,570	518,641	655,214	530,407	679,722	6,635,554
2006	5,066,005	631,811	673,848	532,902	720,919	7,625,485
2007	6,262,727	629,365	668,400	539,562	675,208	8,775,262
2008	6,156,686	630,215	681,568	505,783	632,680	8,606,932
2009	6,827,668	613,269	690,713	539,808	558,085	9,229,543
2010	5,698,210	569,868	771,384	464,184	559,351	8,062,997
2011	4,894,342	572,846	796,663	414,748	579,262	7,257,861

Information prior to fiscal year 2004 is not available.

TOWN OF LAKE PARK, FLORIDA
General Governmental Revenue by Source
Last Ten Fiscal Years
(Modified Accrual Basis of Accounting) Unaudited

Fiscal Year	Taxes	Licenses and Permits	Inter-governmental	Charges for Services
2002	$ 3,418,867	$ 508,963	$ 1,843,363	$ 472,350
2003	3,580,692	479,752	1,360,445	163,004
2004	3,954,690	412,858	1,402,673	176,671
2005	4,637,685	786,175	1,538,637	161,681
2006	5,861,265	566,508	843,445	239,705
2007	7,286,723	695,726	2,323,977	254,759
2008	7,165,046	579,519	2,681,555	295,517
2009	7,825,211	529,487	2,198,263	293,756
2010	6,030,552	526,201	1,299,144	352,993
2011	5,315,754	467,389	1,253,538	420,027

Fiscal Year	Fines and Forfeitures	Miscellaneous	Other Financing Sources	Total	Annual Percentage Increase (Decrease)
2002	$ 62,424	$ 188,848	$ 324,980	$ 6,819,795	16.3 %
2003	68,319	377,760	160,550	6,190,522	(9.2) %
2004	68,979	88,775		6,104,646	(1.4) %
2005	100,642	142,127		7,366,947	20.7 %
2006	182,788	696,141		8,389,852	13.9 %
2007	220,724	421,268		11,203,177	33.5 %
2008	174,643	250,799	3,717,488	14,864,567	32.7 %
2009	213,105	184,381	1,209,449	12,453,652	(16.2) %
2010	120,890	294,946	665,080	9,289,806	(25.4) %
2011	132,963	302,661	755,494	8,647,826	(6.9) %

TOWN OF LAKE PARK, FLORIDA
Assessed Value of Taxable Property
Last Ten Fiscal Years
Unaudited

Tax Year	Real Property Residential	Real Property Commerical	Personal Property	Centrally Assessed Property	Assessed Value for Operations	Total Direct Tax Rate	Total Taxable Value (1)
2002	160,685,977	129,724,663	33,497,336	732,819	324,640,795	11.3858	324,640,795
2003	175,705,535	139,504,494	36,001,397	859,592	352,071,018	10.8500	352,071,018
2004	213,547,796	175,020,828	38,469,559	897,274	427,935,457	10.2500	427,935,457
2005	275,026,756	197,918,997	38,469,559	897,274	512,312,586	10.1000	512,312,586
2006	343,048,900	277,146,764	43,072,903	899,238	664,167,805	9.3000	664,167,805
2007	362,447,556	319,364,915	50,439,255	1,038,292	733,290,018	8.5850	733,290,018
2008	317,287,667	324,380,752	43,278,568	2,033,244	686,980,231	9.6663	686,980,231
2009	223,053,149	310,344,797	44,930,557	1,338,599	579,667,102	9.9163	579,667,102
2010	177,057,371	251,733,749	43,531,640	1,200,814	473,523,574	10.2163	473,523,574
2011	179,035,832	229,986,440	37,217,462	1,257,953	447,497,687	10.3283	447,497,687

(1) Florida state law requires all property to be assessed at current fair market value. Accordingly, the estimated actual value is equal to the Total Assessed Value.

Source: Palm Beach County Property Appraiser

TOWN OF LAKE PARK, FLORIDA

Direct and Overlapping Property Tax Rates
Last Ten Fiscal Years
Rate per $1,000 of Assessed Value
Unaudited

	Town of Lake Park Property Tax Rates			Overlapping Property Tax Rates - (1) Palm Beach County		
Fiscal Year	**Operating Millage**	**General Obligation Debt Service**	**Total Town Millage**	**Operating Millage**	**General Obligation Debt Service**	**Total County Millage**
2002	8.3914	2.6000	10.9914	4.5500	0.3851	4.9351
2003	8.3500	3.0358	11.3858	4.5000	0.3084	4.8084
2004	8.3500	2.5000	10.8500	4.5000	0.2910	4.7910
2005	8.3500	1.9000	10.2500	4.5000	0.2677	4.7677
2006	8.2000	1.9000	10.1000	4.4500	0.2700	4.7200
2007	8.0000	1.3000	9.3000	4.2800	0.1975	4.4775
2008	7.6350	0.9500	8.5850	3.7811	0.2002	3.9813
2009	8.5163	1.1500	9.6663	3.7811	0.1845	3.9656
2010	8.5163	1.7000	10.2163	4.3440	0.2174	4.5614
2011	8.5083	1.8200	10.3283	4.7815	0.2110	4.9925

Note: All millage rates are based on $1 for every $1000 of assessed value

Source: Notice of Ad Valorem Taxes and Non-Ad Valorem Assessments

(1) Overlapping rates are those of local and county governments that apply to property owners within the Town of Lake Park. Not all overlapping rates apply to all Town property owners (i.e. The rates for special districts apply only to the proportion of the government's property owners whose property is located within the geographic boundaries of the special district.)

Overlapping Property Tax Rates - (1)

Palm Beach County School District			Palm Beach County Special Districts	Total
Operating Millage	General Obligation Debt Service	Total School Millage		
8.547	0.401	8.948	2.4558	27.3303
8.427	0.352	8.779	2.4883	27.4615
8.251	0.320	8.571	2.5557	26.7677
8.158	0.274	8.432	2.5257	25.9754
7.880	0.220	8.100	2.5085	25.4285
7.712	0.160	7.872	2.3254	23.9749
7.356	-	7.356	2.1308	22.0531
7.251	-	7.251	2.2569	23.1398
7.983	-	7.983	2.4934	25.2541
8.180	-	8.180	2.3433	25.8441

TOWN OF LAKE PARK, FLORIDA

Principal Property Taxpayers
Current Year and Nine Years Ago
Unaudited

	2011			
	Taxable Assessed Valuation	Taxes	Rank	Percentage of Total Taxes Levied
Lake Park Owner LLC	$ 17,434,493	$ 148,338	1	3.06%
Wal Mart Stores East LP	13,054,327	111,070	2	2.29%
Congress Ave Properties LTD	12,896,693	109,729	3	2.27%
SC Lake Park Associates LLLP	10,184,240	97,478	4	2.01%
Lake Park Square Joint Venture	10,500,012	89,337	5	1.84%
Trust Lake Park LTD	8,500,000	72,321	6	1.49%
Mullinax Ford of PBC, LLC	8,141,180	69,268	7	1.43%
Northlake Square East LLC	6,759,696	57,514	8	1.19%
Earl Stewart LLC	6,585,904	56,035	9	1.16%
Twin Cities Investors Inc	6,149,099	58,111	10	1.01%
Totals	$ 100,205,644	$ 869,201		17.75%

Source: Palm Beach County Property Appraiser.

	2002			
	Taxable Assessed Valuation	Taxes	Rank	Percentage of Total Taxes Levied
WHCB Real Estate	$ 12,000,000	$ 362,629	1	10.76%
New Plan 31 LP Apt	8,000,000	253,497	2	7.52%
LEF Lake Park LLC	8,000,000	238,807	3	7.09%
Nicholas B Smith	7,208,285	205,327	4	6.09%
Twin Cities Investors Inc	5,951,698	197,827	5	5.87%
Stuart Enterprise Inc.	5,166,697	158,386	6	4.70%
Crescent Properties	3,353,587	109,700	7	3.26%
Opabola Kasali O	2,838,731	95,227	8	2.83%
All State Association of WP LLC	2,525,086	70,129	9	2.08%
Trust Lake Park	2,408,940	66,153	10	1.96%
Totals	$ 57,453,024	$ 1,757,682		52.16%

Source: Palm Beach County Property Appraiser.

Note: Assessed values are established by the Palm Beach County Property Appraiser's office as of January 1st of each year.

TOWN OF LAKE PARK, FLORIDA
Property Tax Levies and Collections
Last Ten Fiscal Years
Unaudited

Fiscal Year	Total Tax Levy	Amount of Current Taxes Collected (1)	Percent of Current Taxes Collected (1)	Amount of Delinquent Taxes Collected
2002	3,369,838	3,196,069	94.8 %	16,426
2003	3,625,081	3,517,408	97.0 %	19,212
2004	3,855,029	3,682,547	95.5 %	28,812
2005	4,407,224	4,119,485	93.5 %	132,085
2006	5,082,715	4,885,172	96.1 %	13,804
2007	6,209,531	5,989,731	96.5 %	18,140
2008	6,316,263	5,867,407	92.9 %	10,883
2009	6,649,031	6,281,877	94.5 %	19,880
2010	5,754,637	5,391,827	93.7 %	12,057
2011	4,822,342	4,638,001	96.1 %	113,182

Fiscal Year	Total Collected for the Year	Ratio of Total Taxes Collected to Current Levy	Accumulated Delinquent Taxes	Ratio of Delinquent Taxes to Current Levy
2002	3,212,495	95.3 %	134,200	4.0 %
2003	3,536,620	97.6 %	158,510	4.4 %
2004	3,711,359	96.3 %	144,146	3.7 %
2005	4,251,570	96.5 %	144,146	3.3 %
2006	4,898,976	96.4 %	145,225	2.9 %
2007	6,007,871	96.8 %	145,225	2.3 %
2008	5,878,290	93.1 %	145,225	2.3 %
2009	6,301,757	94.8 %	145,225	2.2 %
2010	5,403,884	93.9 %	0	0 %
2011	4,751,183	98.0 %	0	0 %

(1) Includes discount taken for early payment of property taxes.

Source: Palm Beach County Property Appraiser

TOWN OF LAKE PARK, FLORIDA
Ratios of Outstanding Debt by Type
Last Ten Fiscal Years
Unaudited

	Governmental Activities					
Fiscal Year	**General Obligation Bonds**	**Capital Lease Obligations**	**Loans Payable**	**Total Governmental Activities**	**Percentage of Taxable Value of Property**	**Per Capita**
2002	8,393,364	58,285	-	8,451,649	2.78%	969.78
2003	8,015,113	22,609	-	8,037,722	1.90%	918.70
2004	7,618,861	63,113	-	7,681,974	1.47%	843.71
2005	7,203,749	113,870	-	7,317,619	1.40%	802.99
2006	6,768,877	179,097	-	6,947,974	1.08%	762.42
2007	6,313,300	124,150	-	6,437,450	0.97%	706.40
2008	5,836,031	63,034	3,717,488	9,616,553	1.31%	1032.48
2009	5,329,323	28,702	4,721,352	10,079,377	1.74%	1154.30
2010	4,804,644	9,767	4,498,425	9,312,836	1.97%	1066.52
2011	4,254,912	-	4,256,908	8,511,820	1.90%	1043.75

Note: Details about the Town's outstanding debt can be found in the notes to the financial statements.

Business-type Activities				Primary Government			
Marina Revenue Bonds	Loans Payable	Capital Lease Obligations	Total Business-type Activities	Total Primary Government	Population	Percent Of Average Household Income	Per Capita
$ -	$ 1,435,830	$ -	$ 1,435,830	$ 10,320,067	$ 8,718	$ 2.82%	$ 1,183.77
-	896,569	-	896,569	9,348,218	8,715	2.52%	1,072.66
4,810,000	-	-	4,810,000	12,847,722	8,749	3.36%	1,468.48
4,810,000	-	153,175	4,963,175	12,645,149	9,105	2.87%	1,388.81
4,725,000	-	355,961	5,080,961	12,398,580	9,113	3.08%	1,360.54
4,640,000	-	287,367	4,927,367	11,875,341	9,113	2.92%	1,303.12
4,550,000	-	191,521	4,741,521	11,178,971	9,113	3.00%	1,226.71
4,460,000	1,520,412	91,793	6,072,205	15,688,758	9,314	3.79%	1,684.43
4,365,000	1,646,951	7,060	6,019,011	16,098,388	8,732	4.06%	1,843.61
4,270,000	1,482,147	2,403	5,754,550	15,067,386	8,732	3.66%	1,725.54
4,170,000	1,308,383	-	5,478,383	13,990,203	8,155	3.60%	1,715.54

TOWN OF LAKE PARK, FLORIDA
Direct and Overlapping Governmental Activities Debt
As of September 30, 2011
Unaudited

Governmental Unit	Debt Outstanding	Estimated (1) Percentage Applicable to Town of Lake Park	Estimated (1) Share of Direct and Overlapping Debt
Overlapping debt:			
Direct debt - Town of Lake Park			
General obligation bonds	$ 4,254,912	100%	$ 4,254,912
Obligations under capital lease	-	100%	-
Other debt			
Palm Beach County	226,545,000	0.684%	1,549,567
Palm Beach County School Board	37,215,000	0.684%	254,550
Total direct and overlapping debt			6,059,029
Estimated town population			8,155
	Total per capita		$ 742.98

(1) Estimates based on ratio of assessed taxable values.

Source: Finance Department, Town of Lake Park, Florida
Palm Beach County Property Appraiser
School Board of Palm Beach County

TOWN OF LAKE PARK, FLORIDA
Pledged-Revenue Coverage
Last Ten Fiscal Years
Unaudited

	Marina Revenue Bonds				
Fiscal Year	**Gross Revenue**	**Operating Expense (1)**	**Net Revenue Available for Debt Service**	**Debt Service (2)**	**Coverage**
2002	N/A	N/A	N/A	N/A	N/A
2003	N/A	N/A	N/A	N/A	N/A
2004	247,172	81,465	165,707	231,625	0.72
2005	234,161	192,934	41,227	316,625	0.13
2006	1,098,735	812,296	286,439	314,925	0.91
2007	1,285,288	1,075,249	210,039	316,525	0.66
2008	1,222,835	1,240,785	(17,950)	313,600	(0.06)
2009	1,018,448	1,029,912	(11,464)	315,900	(0.04)
2010	1,184,628	1,271,621	(86,993)	313,050	(0.28)
2011	1,168,626	1,127,092	41,534	331,300	0.13

(1) Expense is exclusive of depreciation.

(2) Includes principal and interest of revenue bonds only.

TOWN OF LAKE PARK, FLORIDA
Demographic and Economic Statistics
Last Ten Fiscal Years
Unaudited

Fiscal Year	Population (1)(2)	Per Capita Personal Income (2)	Average Household Income (2)	Median Age (2)	Education Level in Years of Formal Schooling	School Enrollment (3)	Unemploy-ment Rate (2)
2002	8,715	N / A	42,430	-	N / A	515	5.5%
2003	8,749	N / A	43,626	-	N / A	516	6.3%
2004	9,105	N / A	48,380	-	N / A	482	5.7%
2005	9,113	N / A	44,050	-	N / A	430	4.2%
2006	9,113	N / A	44,518	-	N / A	386	3.7%
2007	9,113	16,485	40,864	35	N / A	420	4.0%
2008	9,314	16,485	44,397	35	N / A	392	6.4%
2009	7,898	19,939	45,458	36	N / A	344	11.7%
2010	8,783	20,185	47,108	36	N / A	374	11.7%
2011	8,155	16,898	47,375	34	N / A	366	10.9%

Data Sources:

(1) The population 2003 through 2006 was obtained from the University of Florida, Bureau of Economic Business Administration. The population for 2001, 2002 was obtained from the 2000 U.S. Census Bureau count
The Population for 2011 was obtained from the 2010 Census Interactive Population

(2) Business Development Board of Palm Beach County. Data is for the Town of Lake Park

(3) Lake Park Elementary

TOWN OF LAKE PARK, FLORIDA
Principal Employers
Current Year and Nine Years Ago
Unaudited

	2011			2002		
Employer	Employees	Rank	Percentage of Total Town Employment	Employees	Rank	Percentage of Total Town Employment
Palm Beach County School District	21,495	1	N/A	18,677	1	N/A
Palm Beach County	11,381	2	N/A	9,000	2	N/A
Tenet Healthcare Corp	6,100	3	N/A	N/A	N/A	N/A
Next Era Energy	3,635	4	N/A	N/A	N/A	N/A
G4S	3,000	5	N/A	N/A	N/A	N/A
Hospital Corporation of America	2,714	6	N/A	N/A	N/A	N/A
Florida Atlantic University	2,706	7	N/A	1,500	15	N/A
Betheseda Memorial Hospital	2,391	8	N/A	1,500	11	N/A
Office Depot	2,250	9	N/A	1,500	15	N/A
Boca Raton Community Hospital	2,250	10	N/A	1,700	10	N/A
Totals	57,922		N/A	N/A		N/A

Source: Business Development Board of Palm Beach County. Data is for the West Palm Beach to Boca Raton metropolitan area.

N/A: Not available.

TOWN OF LAKE PARK, FLORIDA
Full-Time Equivalent Town Employees by Function/Program
Last Ten Fiscal Years
Unaudited

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
General government										
Town Manager	3	3	3	3	3	3	3	3	3	3
Personnel	1	2	2	2	2	2	1	2	1	1
Town Clerk	2	2	2	2	2	2	2	2	2	2
Finance	5	5	5	5	5	5	4	4	4	4
Information technology	-	-	-	-	1	1	1	1	1	1
Public Safety										
Police	-	-	-	-	-	-	-	-	-	-
Fire	12	-	-	-	-	-	-	-	-	-
Community development	4	4	4	5	5	7	8	7	5	5
Physical Environment										
Public works	6	6	5	7	8	9	11	11	7	8
Vehicle maintenance	2	2	2	2	2	2	2	2	1	1
Transportation										
Transportation	-	3	3	3	3	3	2	2	2	2
Culture and Recreation										
Library	5	5	5	3	3	6	6	1	2	2
Park maintenance	6	6	6	6	6	8	8	6	5	5
Recreation	2	2	2	2	2	2	3	1	1	1
Marina	5	-	1	5	5	5	5	3	3	2
Sanitation	9	8	8	8	8	10	8	10	11	10
Total	62	48	48	53	55	65	64	55	48	47

TOWN OF LAKE PARK, FLORIDA
Operating Indicators by Function/Program
Last Nine Fiscal Years
Unaudited

Function	2003	2004	2005	2006	2007	2008	2009	2010	2011
Public Safety									
Community development									
Code violations	865	960	1,571	1,534	1,612	1,722	1,026	638	636
Building permits issued	1,261	861	1,784	1,140	841	841	651	590	555
Value of permits (in thousands)	24,600	16,796	37,679	20,121	24,835	189,451	5,860,000	6,598,222	2,676,402
Transportation									
Street resurfacing (miles)	N / A	N / A	N / A	3	-	1	-	-	-
Pot holes repaired	N / A	N / A	N / A	70	215	160	160	232	253
Culture and Recreation									
Library									
Circulation	30,791	28,788	24,972	23,021	26,789	23,296	23,316	23,316	27,656
Programs offered	195	190	467	430	434	468	434	434	280
Park maintenance									
Acres of parks	69	69	69	69	69	69	69	69	69
Recreation									
Recreation programs offered	9	8	10	12	18	15	9	7	7
Recreation program attendance	307	289	304	394	431	419	305	315	305
Youth athletic participants	20	15	185	210	263	241	125	150	140
Marina									
Available slips	(1)	(1)	103	103	103	103	103	103	103
Sanitation									
Residential customers	363	377	369	357	3,698	3,698	3,596	3,645	3,666
Commercial customers	300	300	300	300	367	275	272	264	259
Refuse collected (tons)	44,257	11,610	12,685	11,381	9,222	9,260	9,178	9,293	8,466
Recyclables collected (tons)	310	248	283	282	573	655	645	627	666

Sources: Town departments
Note: Data is not available for fiscal years prior to 2002

N / A: Not available

(1) Marina was under construction and closed during these years

TOWN OF LAKE PARK, FLORIDA
Capital Asset Statistics by Function/Program
Last Nine Fiscal Years
Unaudited

Function/Program	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Public Safety (contracted to Palm Beach County)										
Police Station - County	1	1	1	1	1	1	1	1	1	1
Fire Station - County	1	1	1	1	1	1	1	1	1	1
Transportation										
Roads & Streets										
Street Lights	300	300	300	331	331	331	340	340	340	340
Lane Miles	64	64	64	64	64	64	64	64	64	64
Culture and Recreation										
Marina										
Wet Slips	224	0	0	103	103	103	103	103	103	103
Library										
Books	25,521	26,430	28,048	29,582	30,413	28,257	33,233	33,710	33,710	36,119
Leisure Services										
Ballfields - lighted	2	2	2	2	2	2	2	2	2	2
Basketball courts	1	1	1	1	1	2	2	2	2	2
Soccer fields	1	1	1	1	1	1	1	1	1	1
Tennis courts	2	2	2	2	2	6	6	6	6	6
Parks	5	5	5	5	5	5	6	6	6	7
Sanitation										
Garbage Trucks	8	8	8	8	8	10	14	13	13	13
Water /Sewer (Provided by Seacoast Utility)	N / A	N / A	N / A	N / A	N / A	N / A	N / A	N / A	N / A	N / A

N/A: Not applicable

Source: Town Departments, Town of Lake Park, Florida

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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The Honorable Mayor and Members of the Town Commission
Town of Lake Park, Florida

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Town of Lake Park, Florida, as of and for the year ended September 30, 2011, which collectively comprise the Town of Lake Park, Florida's basic financial statements and have issued our report thereon dated April 24, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Town of Lake Park, Florida's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Lake Park, Florida's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Town of Lake Park, Florida's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

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Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified one deficiency in internal control over financial reporting described below that we consider to be a significant deficiency in internal control over financial reporting. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

2001-1: Written Policies and Procedures

While the Town has made improvements in strengthening the internal control system and in communicating to the employees their responsibilities in the system, there has been no formal documentation or codification of the current policies and procedures. Written procedures, instructions, and assignments of duties will prevent or reduce misunderstandings, errors, inefficiencies, duplicated or omitted procedures, and other situations that can result in inaccurate or untimely accounting records. A well-devised accounting manual can also help to ensure that all similar transactions are treated consistently, that accounting principles used are proper, and that records are produced in the form desired by management. A good accounting manual should aid in the training of new employees. Although developing the manual will take some time and effort, we believe this time will be more than offset by time saved later in training and supervising accounting personnel. Also, in the process of the comprehensive review of existing accounting procedures for the purpose of developing the manual, management might discover procedures that can be eliminated or improved to make the system more efficient and effective.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Town of Lake Park, Florida's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we have reported to management of the Town of Lake Park, Florida in the management letter dated April 24, 2012.

This report is intended solely for the information and use of management, Town Commission, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Nowlen, Holt & Miner, P.A.

April 24, 2012
West Palm Beach, Florida

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MANAGEMENT LETTER

The Honorable Mayor and Members of the Town Commission
Town of Lake Park, Florida

We have audited the basic financial statements of the Town of Lake Park, Florida, as of and for the year ended September 30, 2011, and have issued our report thereon dated April 24, 2012.

We conducted our audit in accordance with U.S. generally accepted auditing standards, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards.* Disclosures in that report, which is dated April 24, 2012, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.550, Rules of the Auditor General, which governs the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor's report.

PRIOR YEAR COMMENTS

Rules of the Auditor General, require that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

As noted in the Report on Internal Control over Financial Reporting and on Compliance and Other Matters, Item 2001-1, *Written Policies and Procedures*, is a prior year comment that was in the prior two years audit report that continues to apply.

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CURRENT YEAR COMMENTS

Investment of Public Funds

Rules of the Auditor General, require our audit to include a review of the Town's compliance with Section 218.415, Florida Statutes, regarding the investment of public funds. The results of our procedures did not disclose any instances of noncompliance with Section 218.415, Florida Statutes, by the Town of Lake Park, Florida for the year ended September 30, 2011.

Recommendations to Improve Financial Management

Rules of the Auditor General require that we address in the Management Letter any recommendations to improve financial management. Other than items addressed in this letter we did not have any such recommendations.

Violations of Contracts and Grant Provisions or Abuse

Rules of the Auditor General, require that we address violations of provisions of contracts or grant agreements, or abuse that that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but more than inconsequential. In connection with our audit for the fiscal year ended September 30, 2011, we did not have any such findings.

Matters Inconsequential to the Financial Statements

Rules of the Auditor General, provide that the auditor may, based on professional judgment, report the following matters that have an inconsequential to the financial statements, considering both quantitative and qualitative factors: (1) violations provisions of contracts or grant agreements, fraud, illegal acts, or abuse; and (2) deficiencies in internal control that are not significant deficiencies. In connection with our audit for the fiscal year ended September 30, 2011, we did not have any such findings.

Oversight Unit and Component Units

The Town of Lake Park, Florida, is a municipal corporation incorporated in 1923 pursuant to the Laws of Florida, Chapter 61-2375. Based upon the application of criteria defined in publications cited in Chapter 10.553, Rules of the Auditor General, the Town has determined that there are no component units related to the Town.

2011-1 Consideration of Financial Emergency Criteria

Rules of the Auditor General, require a statement be included as to whether or not the local government entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met.

In connection with our audit, we noted that the Town of Lake Park, Florida has met the condition described in Section 218.503(1)(e), Florida Statutes. The Town reported an unrestricted net asset deficit of $2,507,292 in the Marina Fund as of September 30, 2011. The financial emergency condition met was a result of a deteriorating financial condition.

2011-2 Financial Condition Assessment Procedures

Pursuant to Sections 10.554(1)(i)7.c. and 10.556(7),Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the Town's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provide by management. Our assessment was done as of the fiscal year end.

Based on our procedures, we noted the following items that lead us to believe the Town is in a deteriorating financial condition. The Marina Fund has a deficit in unrestricted net assets of $2,507,292 and has had operating losses before capital contributions for several years. One of the primary causes of this decrease in the net assets of the Marina Fund has been repair costs and legal fees caused by construction deficiencies in the renovation of the Marina. In addition, the CRA fund balance has decreased from $3,569,781 in fiscal year 2008 to $175,966 for the current fiscal year. This was caused by increased expenditures and drops in the incremental tax revenues over the years.

Annual Financial Report

Rules of the Auditor General require that we determine whether the annual financial report for the Town of Lake Park, Florida for the fiscal year ended September 30, 2011, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2011. In connection with our audit, we noted that the two reports were in substantial agreement.

Excess of Expenditures Over Appropriations

There were no departments that had expenditures in excess of appropriations.

The Town of Lake Park, Florida's response to the findings identified in our audit is described in the attached letter dated April 30, 2012. We did not audit Town of Lake Park, Florida's response and, accordingly, we express no opinion on it.

Pursuant to Chapter 119, Florida Statutes, this management letter is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information and use of management, the Town Commission, federal and state awarding agencies and pass-through entities, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties.

Nowlen, Holt & Miner, P.A.

April 24, 2012
West Palm Beach, Florida

Office of the
Town Manager

June 1, 2012

The Honorable Mayor, Vice-Mayor,
and Town Commissioners

RE: Response to the Report on Internal Control and the Management Letter required by the Rules of the Auditor General for the State of Florida for the Fiscal Year ended September 30, 2011.

We have received a copy of the Report on Internal Control and the Management Letter and offer the following responses:

REPORT ON INTERNAL CONTROL

Internal Control over Financial Reporting

2001-1: Written Policies and Procedures

The entire re-write of the Handbook of Procedures for Employees (Employee Handbook) required hundreds of staff hours to complete over the course of two fiscal years. Many new policies were established and old ones were updated. Payroll procedures were standardized among departments and leave policies were implemented. Written procedures for many other functions of the Finance Department have been partially drafted. Due to the extensive nature of this undertaking and the limited staff within the Finance Department, the Town considered appropriating funds to engage an outside consultant to assist with the development of a formal accounting policies and procedures manual, but was unable to fund such. This continues to be a significant undertaking and now falls to the Finance Department to accomplish.

MANAGEMENT LETTER

CURRENT YEAR COMMENTS

2011-1 Consideration of Financial Emergency Criteria

The unrestricted net asset deficit in the Marina Fund was primarily caused by repair costs and legal fees due to construction deficiencies in the renovation of the Marina. The Town currently has a lawsuit pending attempting to recover these costs. The General Fund has advanced approximately $2 million dollars to the Marina Fund to provide cash for operations. This advance is recorded as non-spendable fund balance on the Balance Sheet of the General Fund. If the amount that is reserved for use in the Marina Fund is taken into account, the Town has sufficient resources available to cover the deficit reported in the Marina Fund.

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2011-2 Financial Condition Assessment Procedures

As stated above, the unrestricted net asset deficit in the Marina Fund was primarily caused by repair costs and legal fees incurred in the renovation of the Marina. The CRA fund balance has been utilized to add new and upgrade existing facilities within the CRA. It is anticipated that the unfavorable trends will be reversed in fiscal year 2012 through; (a) a favorable conclusion to the law suit, (b) additional emphasis on control of expenses, and (c) strictly complying with the fiscal year 2012 Budget which provides for a small but positive improvement in unreserved fund balance/net assets.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Jamie Titcomb
Interim Town Manager

Consent Agenda

TAB 2

Town of Lake Park Town Commission
Agenda Request Form

Meeting Date: **June 20, 2012** **Agenda Item No.** Tab 2

[ ] PUBLIC HEARING
[ ] ORDINANCE ON FIRST READING
[ ] ORDINANCE ON SECOND READING
[ ] PRESENTATION/PROCLAMATION
[ ] Other:
[ ] RESOLUTION
[ ] DISCUSSION/POSSIBLE ACTION
[ ] BID/RFP AWARD
[X] CONSENT AGENDA

SUBJECT: **Regular Commission Meeting Minutes of June 6, 2012**

RECOMMENDED MOTION/ACTION: **Approve**

Approved by Town Manager _____ **Date:** 6/12/15

Name/Title

6/13/2012
Date of Actual Submittal

Originating Department **Town Clerk**	Costs: **$0** Funding Source: **0** Acct. # **0**	**Attachments:** **Agenda** **Meeting Minutes** **Exhibit A, B, and C**
Department Review: [ ] Attorney_____ [ ] Community Development___ [ ] Finance _____ [ ] Fire Dept _____	[ ] Grants _____ [ ] Human Resources_____ [ ] Information Technology ____ [ ] Library _____ [ ] Marina _____	[ ] PBSO _____ [ ] Public Works_____ [ ] Recreation _____ **[X] Town Clerk** VML [ ] Town Manager _____
Advertised: Date: _____ Paper: _____ **[X] 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 VML **Please initial one.**

Summary Explanation/Background:

Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, June 6, 2012, 9:26 p.m.
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, June 6, 2012 at 9:26 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioners Steven Hockman, Jeanine Longtin and Tim Stevens, Interim Town Manager Jamie Titcomb, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley.

Vice-Mayor Rumsey led the Invocation and Mayor DuBois led the Pledge of Allegiance. Town Clerk Vivian Lemley performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA:
None

Motion: A motion was made by Vice-Mayor Rumsey to approve the Agenda as presented; Commissioner Stevens made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

PUBLIC AND OTHER COMMENTS:
None

CONSENT AGENDA ITEMS:

1. **Regular Commission Meeting Minutes May 16, 2012**

Motion: A motion was made by Commissioner Stevens to approve the Consent Agenda; Commissioner Hockman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

RESOLUTIONS:

2. Resolution No. 09-06-12 Earl Stewart Outdoor Storage Lot, Office Trailer, and Flagpole.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING RESOLUTION 20-05-10 AND 40-11-11 TO EXTEND A PREVIOUSLY APPROVED PERMIT WHICH AUTHORIZED THE USE OF VACANT PROPERTY OWNED BY EARL STEWART TOYOTA FOR THE TEMPORARY STORAGE OF VEHICLES AND THE PLACEMENT OF A TEMPORARY OFFICE TRAILER FOR USED CAR SALES; AND AUTHORIZING THE INSTALLATION OF A 50 FOOT FLAGPOLE TO DISPLAY A 15 FOOT BY 30 FOOT USA FLAG.

Public Comment Opened:

1. Tom Mayes, 1831 Lin-Mar Drive, Lake Clarke Shores – expressed his support of the proposed flagpole, which is being dedicated to the fallen heroes of September 11.

2. Diane Bernhard, 301 Lake Shore Drive - referred to the United Stated Flag Code in which it states that when a flag is lowered no part of the flag should touch the ground or any other object and when folded it should be done neatly and ceremoniously. If the flag is left on display for 24 hours, it will still need to be lowered from time to time for repair, cleaning or severe storms. She asked how many people would be needed to lower a flag of the proposed size and where would it take place. She explained that the Flag Code indicates that a flag flown for 24 hours would need to be properly illuminated during the hours of darkness. She referenced the light wattage that would be needed to light such a large flag pole and asked how that would affect the evening darkness to the community. She stated that the Flag Code states that the flag can never be used for advertising in any manner and wondered how the dealership would reframe from using the flag pole as a landmark. She suggested having a pole of this size placed at the Coast Guard area or park near Peanut Island.

3. Patrick McKenna, P.O. Box 6124, Stuart – stood before the Commission with his sister Michelle and a friend to express their support of the flagpole.

4. *Dennis McKenna, P.O. Box 6124, Stuart* – spoke in support of the flagpole honoring the fallen heroes of September 11.

Public Comment Closed:

Community Development Director Nadia DiTommaso provided the Commission with a brief history of the entire project, not just the flagpole. (See Exhibit "A").

Mayor DuBois asked what the process would be with this item.

Town Attorney Thomas Baird explained that typically staff would do their presentation then the applicant would submit their plan then the Commission can ask question about the plans, followed by a discussion, motion and vote.

Stu and Josh Stewart addressed the Commission and explained the project. Josh Stewart explained that they have no objections to any of the recommendations made by staff.

Commissioner Hockman asked for confirmation that they would start construction as it indicates in the documentation.

Stu Stewart stated that the plans were prepared several years ago and that they are prepared to move forward. He stated that they are clear that there will be no more extension.

Commissioner Hockman stated that he has no objection to the trailer on the property. He stated that he has done researched on the flagpole and flag proposed for the project. He verified that it would be the largest flagpole in the United States but not the largest flag.

Stu Steward confirmed that to be true.

Commissioner Hockman stated that with the size of the flag, will employees be trained on the proper procedures in lowering and handling a flag.

Stu Stewart assured the Commission that the flag will be treated with the sacred respect deserved and would follow the stated conduct regulations.

Commissioner Hockman expressed concern with the power lines in the area and how the flag may obstruct it as it is being raised.

Stu Stewart stated that the light will be installed by a professional company that will be working with the pole designer to ensure that it is done properly. He stated that he is not sure of the procedure used in installing the light.

Commissioner Hockman asked if the pole would be used as a cell tower to house antennas that could be used for WiFi for full coverage of the Town.

Stu Stewart stated that any service they could offer the Town would be considered. He stated that it is still unknown what capacity the pole will have once installed.

Commissioner Hockman asked staff how tall the Tower at Public Works stands. Community Development Director DiTommaso stated that it is 150 feet.

Commissioner Hockman pointed out that this pole would be twice that size.

Commissioner Longtin recapped that the applicant has agreed to staffs recommendation and that she would agree to the applicant agreeing with staff. She thanked the applicant.

Vice-Mayor Rumsey disclosed that he had spoken to the applicant regarding the request and has heard from many residents on the issue. He stated that this is not a flagpole, that it was basically a building being built to house the pole.

Stu Stewart agreed that the base was a serious solid structure. He explained that Earl Stewart was not available to appear at the meeting because he was in New York receiving an honorary.

Vice-Mayor Rumsey asked for verification that this project had Federal Aviation Administration (FAA) approval.

Stu Stewart confirmed.

Vice-Mayor Rumsey stated that he agrees with the conditions provided by staff, but there was still the issue of the flagpole. He stated that if this project had gone to another municipality, they could not be sure it would have been well received. He stated that this project brings up feelings on both sides. He explained that Lake Park residents show their patriotism everyday. He stated that it is not about the size of the flagpole, but about how you show up from your heart. He stated that they should have the right to put up a flagpole of this size, just like residents should have the right to follow the Ordinances of our Town and the best interest of the Town should be considered. He stated that we appreciated and honor all those that served during 911. He acknowledged that Earl Stewart does things for the community without asking for recognition. He stated that the Town appreciate Mr. Stewart and the great business he has in the community. He stated that many people support a large flagpole and many do not. He believes that the fallen heroes can be honored with a shorter flagpole and hopes that the discussion is not abandoned because of staff recommendations.

Stu Stewart understands that the size of the flagpole does not demonstrate patriotism and believed that the second issue is the impact of the landmark of this scale in the community. He addressed the fall out that occurred several years ago between Earl Stewart and the Town and stated that it had been addressed long ago and that the advertisement no longer reflects that the business is in North Palm Beach. He apologized and stated that they are proud to advertise that they are a Lake Park business.

Commissioner Stevens thanked them for coming and explained that he supports staff's recommendations and wanted to know how many stories the parking structure would be expected.

Stu Steward stated that it would be a five story structure with parking on the roof.

Commissioner Stevens suggested having the flagpole incorporated into the design of the parking garage and have the parking garbage become more of a base to the pole.

Stu Stewart asked for clarification on the height restriction of the pole.

Commissioner Stevens stated that the details can be explored during that phase of the project. He reiterated that he supports staff recommendations for this Resolution.

Mayor DuBois stated that he supports staff's recommendation and recognized that Mr. Stewart has been a great asset to the Town.

Motion: A motion was made by Commissioner Stevens to approve Resolution 09-06-12 with staff recommendations; Vice-Mayor Rumsey made the second.

Commissioner Hockman felt that the three items (Outdoor Storage Lot, Office Trailer and Flagpole) associated with this Resolution should have been separated with the flagpole introduced as a new item.

Commissioner Stevens asked Commissioner Hockman if he was against the recommendation of a 50 foot flagpole.

Commissioner Hockman stated that he is against putting a restriction on it at this time, but is not against the trailer.

Commissioner Stevens stated that if the applicant wants to come back with a larger flag and not build a 50 foot flagpole they can.

Mayor DuBois stated that they have a long way to go before they have a finished building.

Commissioner Hockman stated that the applicant is being approved for 50 foot flagpole, so they would not be able to come back with anything different.

Mayor DuBois stated that they could come back with a different proposal.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman		X	
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		

Mayor DuBois	X		

Motion passed 4-1

Stu Stewart thanked the Commission.

3. Resolution No. 10-06-12 Special Exception for 1430 10th Court.
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A SPECIAL EXCEPTION USE FOR A MOTOR VEHICLE SALES BUSINESS TO BE LOCATED AT 1430 10TH COURT IN THE C-2 ZONING DISTRICT; PROVIDING FOR CONDITIONS ASSOCIATED WITH THE USE; AND PROVIDING FOR AN EFFECTIVE DATE.

Community Development Director DiTommaso explained the item as described in Exhibit "B".

James Marola, Attorney and friend of the applicant explained that the establishment is an automotive repair shop and will remain that way. He stated that they will comply with Florida law and obtain a permit to allow them to sell automobiles from time to time.

Mayor DuBois asked if they agree with the conditions proposed by staff.

Mr. Marola stated that they are in agreement with those conditions.

Commissioner Longtin asked if all the vehicles would be indoors.

Mr. Marola explained that all the vehicles would be indoors and in one space they have at the rear of the building. He explained that there is customer parking in the front, but that there is one space in the rear of the building for them to park a car.

Commissioner Longtin asked how they plan on advertising these cars.

Mr. Marola stated that they would use the internet.

Commissioner Longtin asked if they would use "For Sale" signs.

Mr. Marola explained that to comply with certain Florida laws you must have a sign on the vehicles providing specific information, which they would do.

Commissioner Longtin clarified that they would not have any vehicles out front.

Mr. Marola stated that the plan is not to have any vehicles out front. He explained that the staff indicated that they would be allowed one vehicle out front and that they may use that space.

Commissioner Longtin asked why they would only be allowed the one space.

Community Development Director DiTommaso explained that after reviewing the Town Code for the parking calculations for employees, customers, and vehicle repair it then showed only one space for display.

Mayor DuBois pointed out that there is a difference between parking and display.

Mr. Marola assured the Commission that it would not be used as a used car lot.

Commissioner Longtin asked how they would be obtaining the vehicles.

Mr. Marola explained that there are numerous ways to obtain vehicles such as those vehicles that need repairs and can be sold cheap, or purchased at auction. He explained that as the business plan develops they would see where they go with this.

Commissioner Stevens asked how they can get to the back of the building, do they have to drive through the building or around to the back.

Mr. Marola explained that both can be used to gain access to the back of the building. He stated that they can drive through the alleyway or go through the building.

Motion: A motion was made by Vice-Mayor Rumsey to approve Resolution 10-06-12 with staff recommendations; Commissioner Hockman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

The Commission thanked the applicant for his time.

4. Resolution No. 11-06-12 Disaster Debris Contract

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR HURRICANE / DISASTER DEBRIS REMOVAL, REDUCTION AND DISPOSAL WITH CROWDER-GULF; AND PROVIDING AN EFFECTIVE DATE.

Public Works Director Dave Hunt explained that in the best interest of the Town in the event of a disaster staff was recommending two (2) separate contracts with large national firms to ensure that we can clear the debris in a timely manner. He explained that in the event the main contractor does not arrive in a timely manner, the second contractor will be called in to clear debris. He explained that the second contract that was in place has expired and the piggy-back contract with Solid Waste Authority is being suggested by staff for approval for one year.

Motion: A motion was made by Vice-Mayor Rumsey to approve Resolution 11-06-12; Commissioner Stevens made the second.

Commissioner Longtin asked what happened that a second contractor is needed.

Public Works Director Hunt explained that during the 2005 Hurricane Season the main contractor did not show up for about 10 days. He explained that an alternate source was sought for debris removal and that FEMA wants these types of contracts in place before reimbursement.

Commissioner Longtin stated that residents wants their streets cleaned and she was curious as to what had occurred in the past.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

Ordinance on Second Reading:

5. Ordinance No. 08-2012 Amending Section 2-81 Town Manager Hire/Fire by Majority of the Commission.

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE II OF THE TOWN CODE, ENTITLED "TOWN COMMISSION"; PROVIDING FOR THE AMENDMENT OF SECTION 2-81(a) PERTAINING TO THE APPOINTMENT AND REMOVAL OF THE TOWN MANAGER; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

Open Public Hearing:

Interim Town Manager Jamie Titcomb explained that this Ordinance on second reading changes the dismissal process of the Town Manager from a super-majority to a simple-majority.

Commissioner Hockman asked if this Ordinance could become effective after the new Town Manager is hired.

Town Attorney Thomas Baird explained that if the item is postponed then it could take effect after the new Town Manager is hired.

Interim Town Manager Titcomb reminded the Commission that they would be interviewing candidates in 10 days for the position of Town Manager and most of them would want to know what the Commissions position is on this issue prior to being hired. He gave an example of a candidate being hired by a majority of the Commission and several weeks later the Commission choosing to dismiss them by a simple majority of the Commission. He explained that a candidate may feel uncomfortable taking the position in the first place.

Commissioner Longtin stated that it could happen anyway.

Interim Town Manager Titcomb agreed that it could happen anyway, but it is a consideration to contemplate.

Commissioner Stevens felt that they should move forward and provide clarity to the candidates and hoped for a unanimously vote for a new Town Manager. He stated that then the Commission could move forward and thank Mr. Titcomb for his services.

Motion: A motion was made by Commissioner Stevens to approve Ordinance 08-2012; Vice-Mayor Rumsey made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman		X	
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 4-1

Town Attorney Baird read the Ordinance by caption only.

Public Hearing Closed.

DISCUSSION AND POSSIBLE ACTION:
6. Independence Day Picnic on July 1, 2012

Interim Town Manager Titcomb explained that an update is being provided on the item by Recreation Director Kathleen Carroll for an Independence Day Picnic on July 1, 2012.

Recreation Director Carroll explained that the Independence Day Community Picnic is set for Sunday, July 1, 2012 in Kelsey Park from 11:00 a.m. until 4:00 p.m. with a "Traditional Family Picnic" theme. She described the different activities such as games, bounce house, water slide, possible petting zoo, disc jockey for music, food and other vendors. She stated that she will be setting up the games that require little or no equipment and the star attraction will be a dunk tank. She asked each of the Commissioners to volunteer to sit in the dunk tank for 30 minutes explaining that Mr. Titcomb has already committed to sitting in the tank.

Interim Town Manager Titcomb stated that this is just an idea they have floating around.

Commissioner Hockman stated that he will not be available to attend the picnic.

Vice-Mayor Rumsey thanked Recreation Director for getting the ball rolling on the wonderful event and really pulling this community together. He offered to help in any way needed.

Recreation Director Carroll thanked Jennifer Spicer for her assistance in getting things started since she has a full plate.

Commissioner Longtin pointed out that the agenda request form indicates that the event will be from 10:00 a.m. to 4:00 p.m. and Recreation Director Carroll stated that it would be from 11:00 a.m. until 4:00 p.m., which needs to be corrected.

Recreation Director Carroll confirmed that it will be from 11:00 a.m. until 4:00 p.m. and that they will start off small this year and expand next year.

Motion: A motion was made by Vice-Mayor Rumsey to approve the Independence Day Picnic on Sunday July 1, 2012; Commissioner Hockman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor			

Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

Interim Town Manager Titcomb asked Recreation Director Carroll to give an update on the Summer Camp program.

Recreation Director Carroll explained that summer camp begins Monday, June 11, 2012 and has six (6) children registered and four (4) children pending from Family Central, which is an organization that assist needy families. She explained that the Town bus holds a total of 25 passengers, so she would like to cap her registration for camp at 20 children.

Vice-Mayor Rumsey asked if anyone wanted information to sponsor a child who should they speak to and how much would it cost.

Recreation Director Carroll explained that a person can call her at 561-881-3338, registration for residents are $70.00 with an additional child at $45.00 for the eight week program. Non-residents cost $110.00 and $65.00 for an additional child. There will also be a weekly field trip fee of $55.00 for residents and $65.00 for non-residents. If a child does not attend a week then that weeks field trip fee is not collected.

Commissioner Longtin asked about the types of field trips that were being planned.

Recreation Director Carroll explained that twice a week the children will go to Seeds of Hope Community Garden where they will design their own garden box which they will be able to take it home. They will also be doing movie days and intramural program with South Olive Community Center with the City of West Palm Beach, where they will be interacting with other children and experience what a community center is all about. She stated that they will participate in swimming programs and water parks, they will visit Logger Head Turtle Sanctuary, Busch Wildlife, guest speakers will be coming in to maintain an education side of the camp program. She explained that there will be arts and crafts, quite indoor games, outdoor games, and a few completions'.

Commissioner Longtin asked how many weeks the program last.

Recreation Director Carroll stated that the program last eight weeks and the children will be busy the entire time.

Commissioner Longtin thanked Recreation Director Carroll.

Mayor DuBois stated that Pine Jog has a good conservation program with the Everglades Youth Camp, which is also run by Florida Atlantic University that she may be able to look into next year. He thanked Recreation Director Carroll.

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Commissioner Longtin had no comments.

Commissioner Stevens had no comments.

Commissioner Hockman thanked staff for all the work they have done to get things started.

Vice-Mayor Rumsey encouraged everyone to look at their voting registration cards that have been received in the mail over the past week because some of the voting locations have changed. He stated that lately a few residents have had their cars broken into because they had not locked their cars. He encouraged everyone to lock their car doors.

Mayor DuBois reminded everyone that June 6, 1944 was "D-Day" and the invasion of Normandy and wanted to thank our veterans during that very difficult time. He stated that he missed the Memorial Day ceremony at Kelsey Park but saw the wreath placed by the Veterans of Foreign Wars (VFW). He recapped the evenings agenda items as passenger line service, Art on Park, CRA updates, a new restaurant, Earl Stewarts new building, St. Patrick's Day is back thanks to the Kiwanis Club, Easter Egg Hunt, new 4th of July with a picnic, and thanked and appreciated everyone for hanging in there for such a long night. He thanked staff for their efforts in putting together a meeting with so much information.

Commissioner Longtin asked if anyone was going to mention the activity for June 16, 2012.

Interim Town Manager Titcomb stated that he would cover that information.

Attorney Baird had no comments.

Interim Town Manager Titcomb reminded everyone that on Saturday, June 16, 2012 the Town Manager candidates are scheduled to be in Town Hall all day. He explained that the morning will be private interview with each of the Commissioners and Mayor and at 3:00 p.m. will be the public workshop in the Commission Chamber, followed with a meet and greet in the Mirror Ballroom at 6:00 p.m.

Commissioner Longtin asked when it would be publicized on the website and channel 18 and when would they be receiving their packets.

Human Resource Director Bambi Turner explained that the packets will be delivered next week along with the schedule.

Commissioner Longtin asked which day next week they would receive the packets.

Human Resource Director Turner indicated that they would receive the packets on Friday.

Commissioner Longtin asked to receive the packets sooner than the day before the interviews.

Human Resource Director Turner explained that the packets include the suggested interview questions which the Commission stated they did not want release before the interviews, which is why the packets would be delivered on Friday.

Commissioner Longtin did not understand why the questions could not be omitted from the packet so that they could receive them before Friday.

Mayor DuBois suggested that the packets be delivered without the suggested interview questions and have the interview questions delivered the night before.

Interim Town Manager Titcomb agreed that they can deliver the packets without the interview questions and deliver the interview questions on Friday.

Human Resource Director Turner stated that she can prepare the packets as suggested and have them delivered on Monday or Tuesday of next week.

Mayor DuBois stated that the packets will be large and the sooner they receive them the better.

Commissioner Longtin asked how the public will be notified about the public reception.

Human Resource Director Turner stated that it has been posted on the Town calendar posted in the Commission Chamber.

Commissioner Longtin asked how long the public reception is expected to last.

Human Resource Director Turner stated that it should last about an hour.

Commissioner Longtin asked if it could be posted on the front page of the website.

Interim Town Manager Titcomb stated that it can be posted on the front page of the website.

Commissioner Longtin suggested it be posted on the marquee in front of Town Hall.

Commissioner Hockman suggested it be posted on channel 18.

Human Resource Director Turner stated that it would be posted in all the regular places, Town calendar, website, channel 18 and on the marquee.

Interim Town Manager Titcomb provided the Commission with an Interim Town Manager progress report which is included as Exhibit "C".

Commissioner Hockman asked what took place during the Army Reserve meeting that took place on June 4, 2012. (See Exhibit C).

Interim Town Manager Titcomb stated that the meeting took place in Town Hall on June 4, 2012 and Vice-Mayor Rumsey was in attendance as the Commissioners representative.

He explained that the plans that had been distributed to the Commission were discussed and the Town needs were discussed for an Emergency Operations Center (EOC). He explained that the Army would not provided the Town with a separate building or room for the Town to use for EOC, but would provide the capacity and capabilities for the Town staff to move in during an emergency and allow the Town to do what is needed and leave once the emergency is over. He explained that specifics were discussed as to what the Town would require and that information would then be communicated back to their staff. He stated that this is a very rare operation in which the Army is allowing the Town to collaborate on such a project.

Mayor DuBois stated that they look forward to the updates on the project.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Rumsey and seconded by Commissioner Hockman, and by unanimous vote, the meeting adjourned at 10:52 p.m.

_____
Mayor James DuBois

_____
Town Clerk, Vivian Mendez Lemley, CMC

Town Seal

Approved on this _____ of _____, 2012

Exhibit "A"

Town of Lake Park
Community Development Department

Nadia Di Tommaso
Community Development Director

Meeting Date: **June 6, 2012**

To: **TOWN COMMISSION**

RE: **Earl Stewart Toyota - Extension of Temporary Vehicular Storage Lot Use and Temporary Office Trailer for Used Car Sales, and New Request for a Permanent Flagpole measuring 340 feet in height.**

In May 2010, Earl Stewart Toyota ("The Applicant") was granted a temporary permit for a parking and storage lot for new and used vehicles. This permit expired April 30, 2012. In exchange for this permit, Earl Stewart Toyota was required to improve the lot by providing crushed asphalt and landscaping with a minimum of 18 trees around the perimeter of the lot. These improvements have been made. The requirements for improving the parking and storage lot were codified in Resolution 20-05-10 which was approved unanimously by the Commission. Pursuant to the Resolution, Earl Stewart Toyota had until April 30, 2012 to secure the necessary approvals from the Town to start the construction of the expansion of the dealership. If construction did not commence before May 5, 2012, the lot was conditioned to be fully landscaped pursuant to a condition in Resolution 20-05-10 which was agreed to by Earl Stewart Toyota at the time. Staff felt it was important for the Planning and Zoning Board to review this extension request as it is directly tied to the timeline for the future development plans and incorporates within it a landscape and irrigation plan, as well as a request for a flagpole measuring 340 feet in height which is above the general standards outlined in the Code and explained below.

P&Z RECOMMENDATION: 4-1 APPROVAL with the conditions found herein including a modification to condition #4 of the Staff Report recommendations whereby shade trees would not be required along East Jasmine Drive given the projected future expansion. Hedge line is still required.

The Planning and Zoning Board, through their discussion leading up to their motion, also had some concerns regarding a strict limitation on the timeline for the vehicular storage lot and office trailer for used car sales. Staff expanded on condition #2 of the Staff Report recommendations in order to make these limitations more clear. Furthermore, the office trailer was previously approved by the Town Commission with a definition explaining that the trailer would be used as an office for the used car sales that are already being parked onsite through the vehicular storage lot temporary approval. The "used car sales" terminology has

also been added to the "office trailer" heading. Finally, plans VLP-1, VLP-2 and IR-1 have been revised and include a total of 47 shade trees along the North Federal, Lake Shore Drive, and East Ilex perimeter landscape buffers. More trees are proposed along East Ilex and Lake Shore Drive than North Federal Highway in order to preserve the residential uses on the opposite sides of these streets while allowing for more visibility along North Federal Highway. Complete landscape plans will be made part of the overall development application.

HISTORY

Earl Stewart Toyota acquired the property upon which the Journey's Inn and the El Colonial restaurant were located in August 2004. Over the years, the abandoned Journey's Inn and El Colonial restaurant became a huge eyesore to the community. In May 2010, Earl Stewart Toyota requested permission from the Town Commission to demolish the Journey's Inn and El Colonial restaurant buildings on the property to use it for the temporary storage of vehicles. Pursuant to Resolution 20-05-10, the Town Commission approved a permit which authorized the Applicant to demolish the Journey's Inn and the El Colonial restaurant buildings thereby granting the Applicant a temporary use of the property for temporary vehicular storage until the Applicant begins construction of its new buildings and facilities consistent with a site plan that was to be approved by the Town Commission. Resolution 20-05-10 also required that following demolition, the Applicant was required to fill the subject property with crushed asphalt and was required to grade it. Resolution 20-05-10 contained a condition that required the subject property to be fully landscaped in accordance with the approved site plan if the timeline for site plan approval and construction of the expanded dealership was not met. This timeline was for a 2-year period ending April 30, 2012 at which time the Applicant would have had to either apply for a new temporary permit or would have to be in the process of moving forward with the expansion of the dealership. In addition, the temporary permit was approved with the condition that the lot would have a minimum of 18 trees around the perimeter and that construction of the new facility would commence by May 5, 2012 or the subject site would have been required to be fully landscaped per the Town of Lake Park landscaping regulations.

Given the market conditions, Earl Stewart Toyota addressed the Commission once again at the October 19th, 2011 Town Commission meeting and requested that the Town Commission grant them temporary approval for an office trailer. The Commission directed staff to bring forward an amendment to Resolution 20-05-10 currently in place which would allow for the temporary office trailer pursuant to certain conditions. The temporary office trailer was approved unanimously at the November 2, 2011 Town Commission meeting under Resolution 40-11-11 and is currently installed in the northeast quadrant of the property with an expiration date of April 30, 2012.

EXTENSION REQUEST

Although Earl Stewart's intention was to address the Boards in April, prior to the expiration of both the permit for the vehicular storage lot and the office trailer, the complete request letter was not received until April 3, 2012 via email, and staff was unable to review and process the item for the April 18th Town Commission meeting. **Earl Stewart is requesting the extension of the permit for the use of the lot as a vehicular storage lot and the temporary office trailer for used car sales to October 1, 2013, with the development plans for the site being submitted by December 31, 2012**. In exchange, although Earl

Stewart is not proposing to fully landscape the site per the original condition of approval, Earl Stewart is proposing pursuant to plans VLP-1, VLP-2 and IR-1, a Cocoplum hedge along certain perimeter landscape buffers namely, North Federal Highway, Lakeshore Drive, and half of East Ilex Drive. In addition, Earl Stewart is proposing to add Buttonwood trees along the Lakeshore Drive landscape buffer, extending partly into the East Ilex Drive landscape buffer. **Staff is recommending that the hedge material be installed at a minimum 30 inches in height and be extended around the entire property and be maintained at a minimum 4 feet in height at maturity, in order to satisfy Section 78-253 (c)(4) and (h)(9) of the Town Code. Furthermore, staff recommends that a total of 47 shade trees be placed around three perimeters of the property (East Ilex Drive, Lake Shore Drive and North Federal Highway). This is reflected on plans VLP-1, VLP-2 and IR-1.**

Town Code Section 78-253 (a) (3) requires all vehicular use areas to be landscaped pursuant to Section 78-253 (c) (1) of the Town Code so that no parking space is more than 40ft from the center of a shade tree and also requires under Section 78-253 (h)(1) that all landscape buffers abutting streets be a minimum of 15 feet wide (all sides meet this requirement with the exception of West Jasmine Drive which is currently 10 feet wide in order to accommodate the north side of the vehicular storage lot). Although Resolution 20-05-10 requires that the site be fully landscaped if the original timeline was not respected, staff does not feel it may be logical to impose these additional requirements if the Town Commission chooses to recommend approval for the extension. Staff prefers to focus on enhancing the perimeter buffers at this time by enforcing its recommendations in the previous paragraph. The final landscape plan that is made part of the development package will need to meet all sections of the landscape Code.

NEW REQUEST

Earl Stewart is also requesting the permanent installation of a 340 foot flagpole to be installed on the southwest corner of the property, as noted on plan VLP-1, for a 30 foot by 60 foot National Flag.

The Town of Lake Park Code of Ordinances under Section 78-79 (*General Provisions*) provides that flagpoles may be erected above the height limits set forth in the respective zoning districts although the Code does not provide any further dimensional requirements. The subject site is located in the Commercial-1 (C-1) zoning district. The C-1 zoning district under Section 78-71 has a maximum building/structure height of 30 feet. The proposed flagpole is structurally 11 times higher than the allowable height in the C-1 zoning district and resembles the approximate height of a 23-story building. The National Flag is also being proposed at 30 feet by 60 feet. The proposed flag is out of character with the general commercial area. As a comparison, a 340 foot flag pole would be almost 3 times the height of a typical 2-user telecommunications tower. Such a structure is significantly inconsistent with the character of any of the surrounding structures. If it were a condominium it would be an approximate 23 story building.

In reviewing other sections of the Town Code of Ordinances, the Northlake Boulevard Overlay Zone (NBOZ) under Appendix Table 5-5 (the NBOZ is an overlay zone located just north of the subject

site incorporating parcels on the south side of Northlake Boulevard) limits a freestanding flagpole to a maximum of 20 feet in height with a maximum flag size of 5 feet by 10 feet. Furthermore, the setback requirement for the flagpole in the NBOZ is also listed at 103% of the pole height. The idea behind this setback requirement is that should a pole structure ever snap, it typically falls to the ground in one piece. In order to avoid that the structure falls onto a neighboring property, a 103% setback is secured. Moreover, The Park Avenue Downtown District (PADD) under Section 78-70-1, located at the southwest corner of the subject site, also references flagpoles and sets their maximum height at 50 feet, unless the flag is located on an approved telecommunications tower. Either way, this section of the Code notes that the flag size shall be proportionate to the size and height of the flagpole.

Staff recommends the Commission only approve a flag pole up to, but not exceeding the maximum height permitted in the PADD zoning district which is listed at 50 feet. The 103% setback requirement is also recommended. For a flagpole measuring 50 feet, this represents a setback of 54 feet. Staff recommends the flag be limited to 15 feet by 30 feet to remain proportionate with the 50 foot flagpole. A building permit, along with signed and sealed engineering plans will be required following approval.

Staff recommends that the Town Commission approve by Resolution the extension request for the use of a vehicular storage lot, temporary office trailer, and for the installation of the flagpole subject to the following conditions:

(1) Development plans for the dealership shall be submitted on or before December 31, 2012.

(2) The temporary office trailer for used car sales and storage lot use shall be removed two months following the issuance of a development order for authorizing the expansion of the dealership, or by October 1, 2013, whichever comes first. No further extensions will be permitted.

(3) The flagpole shall be maintained per the Town of Lake Park Code standards and shall not exceed a height of 50 feet, with an American flag the dimensions of which shall not exceed 15 feet by 30 feet. There shall be a minimum setback of 54 feet (103% of pole height) from all property lines. A building permit, inclusive of signed and sealed engineering plans, will be required.

(4) The Applicant shall landscape and irrigate the site pursuant to plans VLP-1, VLP-2 and IR-1 submitted May 16, 2012 by Gentile Holloway O'Mahoney and signed and sealed May 16, 2012. The request must be made via a permit filed with the Town of Lake Park Community Development Department within 14 days following the approval of this Resolution. Development plans for the Property are required to include full landscaping proposals pursuant to the Town of Lake Park Code requirements.

(5) Following the expiration of the temporary office trailer and vehicular storage use, the only permitted freestanding sign is a monument sign. The monument sign shall be in accordance with the standards for such signs established in the Town of Lake Park Code of Ordinances.

(6) If the above conditions have not been met, the permit for the temporary vehicular storage lot and the office trailer shall be void. The vehicles stored on the lot and the trailer shall be removed within 10 business days. No further use of the property for these uses shall be

permitted until such time as a site plan for the expansion of the dealership is approved by the Town Commission.

(7) Following the expiration of the temporary office trailer for used car sales and vehicular storage lot, the only permitted freestanding sign is a monument sign. The monument sign shall be in accordance with the standards for such signs established in the Town's Code of Ordinances.

Exhibit "B"

TOWN LAKE OF PARK
TOWN COMMISSION
Meeting Date: June 6, 2012

REQUEST BY ROBERT RICHARDSON, FOR A SPECIAL EXCEPTION APPROVAL FOR A 6,784 SF MOTOR VEHICLE SALES FACILITY LOCATED AT 1430-32 10TH COURT, IN THE C-2 ZONING DISTRICT

APPLICANT'S REQUEST: A request by Robert Richardson ("Applicant") and Jane Anderson Groot Marital Trust ("Property Owner") for the approval of a special exception use for a 6,784 square feet *Motor vehicle sales facility* located at 1430-32 10th Court, in the C-2 zoning district.

STAFF RECOMMENDATION: **APPROVAL** subject to the conditions of approval found herein.

MAY 7th P&Z RECOMMENDATION: **5-0 APPROVAL** subject to the conditions of approval found herein.

BACKGROUND:

Applicant(s):	Robert Richardson
Owner(s):	Jane Anderson Groot Marital Trust
Address/Location:	1430 10th Court, Lake Park, FL 33403
Net Acreage:	0.3145 acres (13,700 sf)
Legal Description:	See Application
Existing Zoning:	C-2 Business District
Future Land Use:	Commercial/Light Industrial

Adjacent Zoning

North:	C-2
South:	C-2
East:	C-2
West:	C-4

Adjacent Existing Land Use

North:	Commercial/Light Industrial: Motor Vehicle Repair
South:	Commercial/Light Industrial: Motor Vehicle Repair
West:	Commercial/Light Industrial: Motor Vehicle Sale
East:	Commercial: Retail/Bicycle Repair

SUMMARY OF REQUEST

The Applicant has requested the approval of a 6,784 sf Motor Vehicle Sale special exception use in C-2 commercial zoning district. This use is expressly listed in the C-2 zoning district as a special exception use, as follows:

"The town commission may permit special exception uses in the C-2 zoning district provided the town commission determines that the proposed use meets the special exception zoning criteria established in this chapter and is consistent with the goals, objectives and policies of the town's comprehensive plan. In order to ensure that the special exception use is consistent with and implements good zoning practices and the goals, objectives and policies of the town's comprehensive plan. The town commission may impose conditions upon the approval of a special exception use, including, but not limited to, conditions which require an applicant to exceed standards which have been adopted pursuant to the town's land development regulations."

The 1430 10th Court building consists of two units: 1430 and 1432 10th Court. The unit located at 1430 10th Court is currently being utilized by an auto body/repair shop. This business is known as Ron's Auto Body Repair Shop. The Applicant, a business legally known as Auto CG, is looking to locate its entire operation in 1432 10th Court with possible future expansion into the 1430 10th Court unit. The Applicant submitted a Zoning Certificate on March 13, 2012 requesting zoning approval of a Motor Vehicle Sales and Repair business. In reviewing the Town's business files, it is documented that the motor vehicle repair use has been ongoing in both the 1430 and 1432 10th Court units and is therefore a grandfathered use. Alternately, the motor vehicle sales component has not been ongoing in either one of the units and requires special exception approval per the Town of Lake Park code Section 78-72 (2)(j).

The Applicant is currently operating the Motor Vehicle Repair component at 1432 10th Court and is requesting that the Town Commission review and approve the Applicant's request for a Motor Vehicle Sales special exception use for the entire building located at 1430 10th Court in the C-2 zoning district. The total square footage of the building is 6,784 square feet.

Staff finds that all the special exception criteria in the Town Code have been satisfied, and recommends that the Town Commission **APPROVE** the special exception request for a 6,784 square foot motor vehicle sales facility in the C-2 district on the subject property.

SPECIAL EXCEPTION CRITERIA

The Town Commission may permit special exception uses in the C-2 zoning district, provided that the Town Commission determines that the proposed use meets the special exception zoning criteria established in Section 78-184 of the Town Code, and is consistent with the goals, objectives and policies of the

Town's Comprehensive Plan. The Town Commission may impose conditions upon the approval of a special exception use, including, but not limited to, conditions which require an applicant to exceed standards which have been adopted pursuant to the Town's land development regulations.

The following policies indicate the consistency between the Comprehensive Plan and the proposed use:

Future Land Use Element

Objective 1: Future growth and development shall be managed through the Future Land Use Plan Map and Comprehensive Plan, as implemented by land development regulations which: (...) (2) encourage the prevention, elimination or reduction of uses inconsistent with the Town goal statement and future land use plan; and (3) encourage redevelopment, renewal or renovation, that maintains or improves existing neighborhoods and commercial areas; (4) facilitate the achievement of economic development, historic preservation, resource preservation, and other key goals; and (5) (...) New, revised, or redeveloped uses of land shall be consistent with the designations shown on the Future Land Use Map (FLUM).

The Applicant is proposing a Motor Vehicle Sales use in addition to the grandfathered Motor Vehicle Repair use facility, totaling 6,784 SF, which may be permitted as a special exception use in the C-2 district. The Future Land Use Map delineates this area as a Commercial/Light Industrial area. A Motor Vehicle Sales business is a commercial use. Coupled with the existing Motor Vehicle Repair component, this represents an ideal use reflective of the Commercial/Light Industrial future land use designation. The proposed sale use will be compatible with the current Motor Vehicle Repair use and will provide additional motor vehicle services to the community in an appropriate area. In addition, the use will not create any noise nuisances or generate an excessive amount of additional traffic, as elaborated on in response #5 below.

Policy 1.1: Land Development Regulations shall be amended as necessary to contain specific and detailed provisions required to implement the adopted Comprehensive Plan and which as a minimum:

a. Regulate the use and intensity of land development consistent with this element to ensure the compatibility of adjacent land uses;
b. Ensure safe and convenient onsite traffic flow and vehicle parking needs;

The Motor Vehicle Sales and Motor Vehicle Repair uses are compatible with the adjacent land uses. The property is bounded on the north and south

sides by Motor Vehicle Repair uses, on the west side by Motor Vehicle Sales and on the east side by Bicycle Retail/Repair.

These similar uses are classified as "*Commercial new and used motorcycle, automobile, truck, boat, mobile home, recreation vehicle sale and rental and repair facilities and lots*" uses in the Parking Classification in Table 78-142-1 of the Town Code, and requires the following for Customer and Employee parking:

One space per employee at maximum shift; one space per repair service bay; one space per 4,500 square feet of outdoor sales display and rental; and one space per 500 square feet of enclosed gross floor area. The one space per 500 square feet on enclosed gross floor area is interpreted as the customer parking required for areas on the interior of the building which are accessible by the public and serve as sales (cars or parts) and rental.

Based on the above requirements, the following is required for the subject site:

- ➔ Employees at maximum shift = 4 = 4 spaces
- ➔ One repair service bay = 2 bays = 2 spaces (additional interior warehouse space will be used to store damaged vehicles)
- ➔ Outdoor sales display area being proposed = 1 space is being requested.
- ➔ One space per 500 sf of interior customer area = 1,000 SF = 2 spaces

The required parking for the subject property, which incorporates both units, is nine (9) parking spaces per Code. A total of nine (9) spaces are provided directly in front of the building.

Furthermore, Section 78-79 of the Code states under Section (1)(g): "*In the CLIC-1 and C districts, required off-street parking space may be located in the front yard except that no parking shall be permitted within five feet of the front lot line*". The parking spaces provided for the subject property are situated right off the street. There is a clearance of approximately 23.5 feet between the wheel stop and the front property line. The Code requires that the parking spaces include a length of 18.5 feet. The remaining 5 feet satisfies the requirement set forth above. Adequate parking is provided.

8.0 Conservation

Objective 1: Protect air quality within the Town of Lake Park

The Applicant anticipates that the degree of noise, odor or other potential nuisance factors will not be increased by granting the special exception use of a Motor Vehicle Sales business. The proposed business will operate

internal to the building and will not be utilizing any heavy machinery that emits loud noises or harmful discharges. The Applicant is simply looking to legalize the Motor Vehicle Sales use. The proposed use is consistent with this policy.

Analysis of Criteria and Findings for Special Exception

The Code of Ordinances provides for the following process for a special exception approval:

Sec. 78-184. Criteria for special exception.
(a) A special exception use shall not be approved unless an applicant establishes that all of the following criteria are met:

(1) The proposed special exception use is consistent with the goals, objectives, and policies of the Town's Comprehensive Plan.
The proposed use is commercial in a commercial/ light industrial area. Surrounding businesses include Motor Vehicle Repair, office, and light industrial uses. Additionally, the adjoining use in the same building is Motor Vehicle Repair.

(2) The proposed special exception is consistent with the land development and zoning regulations and all other portions of this Code.
The Code allows Motor Vehicle Sales as a special exception use in the C-2 zoning district under Section 78-72 of the Town Zoning Code. Special review and determination is required as per Code Section 78-72. See response #3 below for additional consistency to the land development and zoning regulations.

(3) The proposed special exception use is compatible with the character and use (existing and future) of the surrounding properties in its function; hours of operation; type and amount of traffic to be generated; building location, mass, height and setback; and other relevant factors peculiar to the proposed special exception use and the surrounding property.
The Applicant's Motor Vehicle Sales/repair business use is compatible with the character and use (existing and future) of the surrounding properties. The proposed use is commercial light industrial in nature and will be located in a commercial/light industrial area, with surrounding commercial/light industrial uses. No changes are being proposed to the building's function, setbacks or height. The existing and proposed business will maintain the same hours of operation as surrounding businesses and will not generate any additional traffic. Nine (9) parking spaces are provided onsite. The entire building has approximately 6,784 SF of building area with existing Motor Vehicle Repair uses and a Motor Vehicle

Sales use being proposed. The building has sufficient parking spaces to accommodate the businesses on-site.

(4) The establishment of the proposed special exception use in the identified location does not create a concentration or proliferation of the same or similar type of special exception use, which may be deemed detrimental to the development or redevelopment of the area in which the special exception use is proposed to be developed.
Currently there are no motor vehicle sales uses in the surrounding area, therefore adding this use will not create a concentration of this type of use. The proposed retail use will not be detrimental to the area since it is a small scale Motor Vehicle Sales business which will not sell a large amount of cars and is only proposing one exterior display space. The existing building is set up for this type of use, and no heavy machinery emitting harmful discharges or loud noises will be present. Palm Beach County Fire performed an inspection and does not have any special requirements.

(5) The proposed special exception use does not have a detrimental impact on surrounding properties based on:

a. The number of persons anticipated to be using, residing, or working on the property as a result of the special exception use;
b. The degree of noise, odor, visual, or other potential nuisance factors generated by the special exception use; and
c. The effect on the amount and flow of traffic within the vicinity of the proposed special exception use.

The use will generate additional employees although will not generate an excessive increase in the amount of persons utilizing the property at any given time. The traffic generated will remain consistent with the neighboring uses. Finally, the degree of noise, odor, visual, or other potential nuisance factors will not be increased with this special exception use seeing as no excessive number of cars for repair and sale are being proposed and all sales and repair activities will be conducted indoors.

(6) That the proposed special exception use:

a. Does not significantly reduce light and air to adjacent properties.
b. Does not adversely affect property values in adjacent areas.
c. Would not be a deterrent to the improvement, development or redevelopment of surrounding properties in accord with existing regulations.
d. Does not negatively impact adjacent natural systems or public facilities, including parks and open spaces.
e. Provides pedestrian amenities, including, but not limited to, benches, trash receptacles, and/or bicycle parking.

The Applicant is not requesting any changes to the building height, setbacks or exterior walls. The proposed use will be operating internal to the existing building and will not produce any harmful discharges other than those that are generally inspected under the existing motor vehicle repair use. The proposed use will consequently not reduce light and air to adjacent property, adversely affect property values, deter redevelopment, or impact any natural systems. The Applicant would simply like to bring the retail component to the existing Motor Vehicle Repair use into compliance, by requesting review from the Planning and Zoning Board and the Town Commission, per the Town Code requirements.

Applicant's Response to Special Exception Criteria. Please see the attached responses to the special exception criteria as provided by the Applicant.

STAFF RECOMMENDATION ON SPECIAL EXCEPTION REQUEST:

The special exception criteria have been satisfied. Staff recommends that the Town Commission APPROVE the special exception request of a 6,784 square foot Motor Vehicle Sales business at 1430 10th Court with the following conditions of approval:

(1) The front yard of the property is required to be improved with a paving/striping permit filed with the Town of Lake Park Community Development Department within 14 days following approval of the Special Exception.

(2) Due to accessibility constraints, the rear side of the building shall only be used for storage purposes and shall be adequately screened from public view per the Town Code requirements. All required parking shall be in the front of the building and shall meet the parking requirements of the Town Code at all times. Given the current building configuration whereby a maximum of 4 employees; 2 service bays and a total of 1,000 square feet is set aside as customer service area in both units located within 1430 10th Court, a maximum of one (1) display space is permitted within the nine (9) available spaces.

(3) Foundation planting shall be provided along the east side façade that directly abuts the front parking area (excluding entryways, doorways or other building access points). Planting selections shall be included with the paving/striping permit requirement in condition #1 above.

MAY 7th P&Z RECOMMENDATION: **5-0 APPROVAL** subject to the conditions of approval found herein.

Exhibit "C"

TOWN OF LAKE PARK
MEMO

To: Town Commission

From: Jamie Titcomb, Interim Town Manager

Date: June 6, 2012

Subject: Interim Town Manager Progress Report

ITM Updates:

- **Finance** – Blake Rane is making tremendous strides improving and aligning our internal procedures. He is to present the "State of the CRA" Budget and Financial issues to the CRA board (today/June 6th). Decisions and strategic direction will be sought from both the CRA Board and later the Town Commission on realignment issues of the two budgets and the prioritization of programs and strategies moving forward. Note that our Town's auditing firm will be presenting our 2011 CAFR "clean audit" to the Town Commission scheduled for the June 20th meeting. Town commission action as a result of CRA Board action will be scheduled to occur on June 20th. Internal budget worksheets are now being circulated for the FY'13 process.

- **Recreation** – Kathleen Carroll starts the Town's 2012 Summer Camp program this Monday, June 11th. She's also working in conjunction with other staff on plans for a "Town Picnic" celebrating July 4th (to be held July 1st). Many of our Parks and Recreation programs and systems are being rebuilt from "scratch" and I am very optimistic we have a "go-getter" in place to help us accomplish these overhaul improvements in the Town's recreation programming and amenities.

- **Marina** – Our new Marina Director hire, James C. Hart, Jr. starts on June 19th. James is a Certified Marina Manager and brings over two decades of direct marina industry experience in South Florida to the table. We are very excited and ready to bring a new set of eyes, energy, vitality and best practices to our marina as we plan and move forward to the future with planning and implementation of a successful marine hospitality and facilities operation.

- **Army Reserve Center & EOC** – Town staff, Army Reserve and Army Corp representatives met June 4th for initial discussions to coordinate with designers/planners of the Army Reserve Center and talk about town plans and needs for a potential EOC operations as part of the Army Reserve facility project. Town staff is scheduled to meet in additional planning and design meetings with Army Corp contractors and project team members on Tuesday and Wednesday (6/5-6/6). Updates from the meetings may be presented for commission discussion at the June 6th meeting.

- **FCCMA** – As Interim Town Manager, I attended FCCMA (Florida City County Management Association) conference in Bonita Springs last week for 48 hours, introduced as both a new FCCMA member and credentialed ICMA member. These sessions provided me with tremendous amounts of

up-to-date information on city management issues and best practices, as well as the opportunity to network with peers from around the state. The venue also allowed me to interact in a meaningful way with many of our town vendors, partners and adjacent governmental communities. Presentations by the ICMA in the opening orientation workshops, a session by a noted national "Futurist" and other programming reinforced and validated for me my brand of empowering, engaged and vision-style leadership that I have deployed to the Town since my arrival. The "New paradigm" is here!

- **Budget Structure Overhaul** – Much attention and energy is being exuded to **"De-Spaghetti-fy"** the budget functions of town government from the TIF special taxing district CRA Budget and other areas within the overall operational plan, as well as all systems, tools and procedures of the town that cross over these two major operating areas. Our aim is to simplify the process and accountability, better communicate and apply best practices to the complex financial mechanisms and tools in the town's fiscal picture. In addition, we hope to bring some efficiencies and innovations to town governance along the way and across the board. Specific enhancements and recommendations will be brought to you as they are developed and ready for implementation and, or codification. The timing of these exercises are critical in order to give "true cost accounting" data metrics to all the areas of the town as we prepare the rounds of worksheets, strategies and implementations toward the construct of the FY2013 Budget document, as well as policies, procedures and process.

- **Happenings** – The town is working on plans to bring back a "light" version of its former July 4th celebrations, this year in the form of a down home community picnic style event featuring vendors, foods, family games managed by recreation and other old style town gathering amenities. The event will be held on Sunday, July 1st if Kelsey Park and be hosted and produced by town staff and contributing vendors. It is believed the costs of staging this event will be offset by the revenues, sponsorships and in-kind contributions of the participants. It is also hoped to grow the event in subsequent years back to a signature "Lake Park Independence Day" celebration.

- **Etcetera** – Numerous "high attention" projects and inquiries are flowing into both the Town and the CRA for consideration lately. Initial data indicators are trending toward an uptick in activity for the town in the foreseeable future. However, as in most governance models the ability to fund, staff and service the additional demand will typical lag behind the timing and the need to consolidate, reduce and "get by" with what we have, with lower tax assessment burdens upon the residents and business along the way. Administration is continually professing a message of evolvement of best practices, continued innovation and pursuing new trends toward problem solving to get the job done. We have adopted an "open door" policy in the ITM office and believe good ideas and money-saving practices may come from anywhere in the organization. The Town Commission has previously discussed a program for sharing cost savings of innovative ideas with the personnel who generate the "idea." Administration and Finance are looking at ways to make this incentive program a reality to encourage best practices and cost-cutting innovation as we go.

Thank You! - JT

TAB 3

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 20, 2012 **Agenda Item No.** Tab 3

[ ] PUBLIC HEARING
[ ] ORDINANCE ON FIRST READING
[ ] ORDINANCE ON SECOND READING
[ ] PRESENTATION/PROCLAMATION
[ ] Other:

[ ] RESOLUTION
[ ] DISCUSSION/POSSIBLE ACTION
[ ] BID/RFP AWARD
[X] **CONSENT AGENDA**

SUBJECT: **Palm Beach County Homeless Resource Center/Law Enforcement Interaction and Referral Interlocal Agreement**

RECOMMENDED MOTION/ACTION: **Approval of Interlocal Agreement**

Approved by Town Manager _____ **Date:** 6/12/15

Name/Title

June 4, 2012
Date of Actual Submittal

Originating Department: Town Clerk	Costs: $ 0.00 Funding Source: Acct. #	**Attachments:** **Palm Beach County Letter; E-mail from Town Attorney; Interlocal Agreement**
Department Review: [✓] Attorney [ ] Community Development [ ] Finance [ ] Fire Dept	[ ] Grants [ ] Human Resources [ ] Information Technology [ ] Library [ ] Marina	[ ] PBSO [ ] Public Works [ ] Recreation **[X] Town Clerk** VMC [ ] Town Manager
Advertised: Date: Paper: **[X] 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 VMC **Please initial one.**

Summary Explanation/Background: The Board of County Commissioners approved the opening of the Senator Phillip D. Lewis Homeless Resource Center (HRC) on July 2, 2012, and is encouraging all Palm Beach County municipalities to participate in the Agreement by making referrals to the HRC; however, in order to do so, each municipality must enter into the attached Interlocal Agreement with Palm Beach County.

The purpose of this Agreement is to adopt the Law Enforcement Agencies best practices for Interaction with the Homeless and establish the HRC Referral Procedures. There are no fees or charges associated making referrals to the HRC, except for those which the municipality authorizes if it chooses to use the County's contracted transport provider for transport of the homeless to the HRC.

Staff recommends that the Commission authorize the Mayor to execute this Agreement.

Facilities Development & Operations Department

2633 Vista Parkway
West Palm Beach, FL 33411

Telephone - (561) 233-0200
Facsimile - (561) 233-0206
www.pbcgov.com/fdo

Palm Beach County Board of County Commissioners

Shelley Vana, Chair

Steven L. Abrams, Vice Chairman

Karen T. Marcus

Paulette Burdick

Burt Aaronson

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman, P.E.

"An Equal Opportunity Affirmative Action Employer"

May 1, 2012

Vivian Lemley, Clerk
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

VIA EMAIL

RE: PBC Homeless Resource Center/Law Enforcement Interaction and Referral Interlocal Agreement ("Agreement")

Dear Ms. Lemley:

The Board of County Commissioners approved the opening of the Senator Phillip D. Lewis Center ("HRC") on July 2, 2012. As you are aware, we welcome and encourage all municipalities in Palm Beach County to participate and make referrals to the HRC; provided however, a condition of participation is that each municipality enter into an Agreement with Palm Beach County.

The primary purposes of the Agreement are to: (i) adopt the Law Enforcement Agencies Best Practices for Interaction with the Homeless; and (ii) establish the HRC Referral Procedures. There are no fees or charges associated with the HRC, except for those which the municipality authorizes if it chooses to use the County's contracted transport provider for transport of the homeless to the HRC.

In order to customize the Agreement for execution by your municipality, we need for you to provide us with the correct information to insert into the Notice Provision and the signature block of the Agreement. Please provide us with the foregoing information as soon as possible via email to sjcooper@pbcgov.org.

Once we receive the above information from you, we will customize the Agreement and distribute the same to you for execution and approval. Upon our receipt of the original executed agreement, we will execute the agreement and return to you a fully executed original.

Please let us know if you have any questions or concerns regarding the Agreement so that we may assist in answering them.

Sincerely,

Samara J. Cooper
Business & Community Agreements Manager

cc: Audrey Wolf, Director, Facilities Dev & Opns (via email)
Captain Pat Kenny, PBSO

Vivian Lemley

From: Baird, Thomas J. [TBaird@jones-foster.com]
Sent: Thursday, May 17, 2012 9:55 AM
To: Vivian Lemley
Cc: Jamie Titcomb; Janet Perry
Subject: RE: PBC Homeless Resource Center

Looks ok to me. You may want to change the references to "City" to "Town." Also, it will need an address and contact person (Town Manager) in the "Notice" section.

JONESFOSTER

Thomas J. Baird Florida Bar Board Certified City, County and Local Government Attorney
Direct Dial: **561.650.8233** | Fax: **561.746.6933** | tbaird@jonesfoster.com

Jones, Foster, Johnston & Stubbs, P.A.
801 Maplewood Drive, Suite 22-A, Jupiter, Florida 33458
561-659-3000 | www.jonesfoster.com

U.S. Treasury Regulation Circular 230 requires us to advise you that written communications issued by us are not intended to be and cannot be relied upon to avoid penalties that may be imposed by the Internal Revenue Service.

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From: Vivian Lemley [mailto:vlemley@lakeparkflorida.gov]
Sent: Thursday, May 17, 2012 9:48 AM
To: Baird, Thomas J.; Green, Marilyn R.
Cc: Jamie Titcomb; Janet Perry
Subject: FW: PBC Homeless Resource Center

Good morning Tom,

The attached Interlocal Agreement is being requested to be adopted by the Commission. Can you please review it for legal sufficiency and let us know of any changes.

Janet, Can you please place the attached Interlocal Agreement on a future agenda. Thanks

Vivian Mendez Lemley, CMC
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
561-881-3311
561-881-3313 fax
vlemley@lakeparkflorida.gov

* Please note: Florida has a very broad public records law. Written communication regarding Town business are public records available to the public upon request. Your e-mail communications are therefore subject to public disclosure. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entry, instead contact this office by phone. Section 668.6076, F.S.

From: Samara Cooper [mailto:SJcooper@pbcgov.org]
Sent: Wednesday, May 16, 2012 6:23 PM
To: Vivian Lemley
Subject: RE: PBC Homeless Resource Center

Vivian:

As you probably already know, even if a municipality uses PBSO as its law enforcement provider, if the municipality intends on referring anyone to the HRC then the municipality needs to sign the Interlocal Agreement. In addition, by signing the Interlocal Agreement it only provides the municipality with the option of referring homeless individuals to the HRC, since a municipality that has not executed the Interlocal Agreement will not be permitted to make referrals. If the Town is ready to move forward and execute the Interlocal Agreement I need for you to provide me with the following information:

1. The correct information to insert into Section 11: Notices; and

2. The correct information to insert into the signature block of the Interlocal Agreement.

After we receive the foregoing, we will forward to you an agreement for execution.

Let me know if you have any questions.

Samara

From: Vivian Lemley [mailto:vlemley@lakeparkflorida.gov]
Sent: Tuesday, May 15, 2012 12:13 PM
To: Samara Cooper
Subject: PBC Homeless Resource Center

Good afternoon Samara,

The Interim Town Manager has reviewed the email you sent on May 2 and was asking for additional clarification as to what is being requested of the Town. The Town of Lake Park uses the Palm Beach County Sheriff's Office for police services.

Please let me know so that I can respond to the Interim Town Manager. Thank you.

Vivian Mendez Lemley, CMC
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
561-881-3311
561-881-3313 fax
vlemley@lakeparkflorida.gov

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INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (this "Agreement") is made and entered into _____, by and between Palm Beach County, a political subdivision of the State of Florida ("County") and the Town of Lake Park, a municipal corporation of the State of Florida ("Town").

W I T N E S S E T H

WHEREAS, the County has established a Homeless Resource Center ("HRC") within the municipal boundaries of the City of West Palm Beach ("WPB") for the referral of the County's homeless population to a central facility supporting organizations, services and programs that will help end the cycle of homelessness; and

WHEREAS, the County has entered into an Interlocal Agreement dated January 12, 2010, with WPB (WPB City Ordinance No. 4235-09, as may be amended) in support of the HRC; and

WHEREAS, the Palm Beach County Law Enforcement Planning Council ("LEPC") and subcommittee of the Criminal Justice Commission has adopted Best Practices for law enforcement personnel's: 1) interaction with the homeless population and 2) referral of homeless individuals to the HRC and related community agencies' specialty facilities; and

WHEREAS, the foregoing operating protocols have been developed in satisfaction of the requirements set forth in the Interlocal Agreement between County and WPB, which are to: 1) uphold the safe and orderly operation of the HRC; 2) sustain compatibility between the HRC and the uses and character of land surrounding and in the vicinity of the HRC; and 3) further the purpose of the HRC to end homelessness for qualified individuals that voluntarily commit to participate in the services and programs offered by the HRC; and

WHEREAS, the aforementioned protocol is endorsed by the LEPC for countywide implementation through standard law enforcement practices and procedures that shall precede a referral to the HRC; and

WHEREAS, the County and the Town have determined it to be beneficial to both parties for the Town to be able to refer and transport homeless individuals to the HRC; and

WHEREAS, this Agreement authorizes the Town to utilize the HRC in a manner that conforms to both the operational understanding and expectations of both the County and WPB as established by the Interlocal Agreement and the practices endorsed by the LEPC; and

WHEREAS, the County and the Town have the ability to lawfully enter into this Agreement.

NOW THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

SECTION 1: PURPOSE

The purpose of this Agreement is to: 1) provide the protocol by which the Town shall refer and transport homeless individuals for acceptance into the HRC and 2) provide for payment of any transport costs incurred by the Town.

SECTION 2: LAW ENFORCEMENT BEST PRACTICES

2.01 The Town agrees to abide by and adopt the Palm Beach County Law Enforcement Agencies Best Practices for Interaction with the Homeless ("Best Practices") in accordance with the most current approved revision to the Best Practices, which is attached as **Exhibit A** to this Agreement. The Best Practices establish the guidelines which law enforcement agencies shall include in each agency's operating procedures and which law enforcement personnel shall follow during their interactions with homeless individuals. The Best Practices may be modified or updated from time to time as may be agreed to by the LEPC. Each update to the Best Practices shall be transmitted to the County's representatives identified in Section 11.01 of this Agreement who shall have responsibility for transmitting such update to the Town's Representative identified in Section 11.01 of this Agreement; provided however, in the event the Town uses the Palm Beach County Sheriff's Office ("PBSO") as its law enforcement provider, then such update shall be transmitted to the Town's Representative set forth in Section 11.02 of this Agreement. The update shall automatically replace the former and become part of this Agreement with sixty (60) days prior notice of the implementation date.

SECTION 3: HRC REFERRAL PROCEDURES

3.01 The County may establish and issue HRC specific procedures associated with HRC referrals ("Referral Procedures"). The Referral Procedures include such documents as the Field Referral Form which is attached as **Exhibit B** to this Agreement. The Referral Procedures may be modified or updated from time to time by the County with sixty (60) days prior notice of the implementation date at which time such modifications/updates shall automatically replace the former and become a part of this Agreement. In the event that the Town does not agree to operate in accordance with the Referral Procedures, then the Town's sole option shall be to exercise its right to terminate this Agreement as provided herein.

3.02 The Town agrees to conduct training for all sworn personnel, and those non-sworn personnel which may have interaction with the homeless. The training curriculums (new and refresher) shall be provided to the Town by the County (as prepared by PBSO). The Town agrees to conduct training for all officers (and eligible non-sworn personnel) as part of new employee field training and as part of the next round of in-service training. Subsequent refresher training shall be conducted no less frequently than annually as part of in-service training.

SECTION 4: TRANSPORTATION COSTS

4.01 The Town, on an individual referral basis, has the option of either: 1) transporting a homeless person and all of their belongings that are not secured, to the HRC by Town personnel in a Town-owned vehicle, or 2) requesting that the County arranges for transport via the County's

contracted transport provider. In the event that the Town chooses to utilize the County's contracted transport provider, the Town agrees to reimburse the County the actual cost of the transport. The County shall invoice the Town for the number of transports twice a year on March 31st and September 30th. The Town shall pay the County, in full, no later than thirty (30) days after the date of the invoice. Payments shall be sent to:

Facilities Development & Operations
Fiscal Manager
2633 Vista Parkway
West Palm Beach, FL 33411-5603

Attn: HRC Interlocal Agreement #____ Invoice #

If during transport, the homeless person decides that he/she does not wish to end their homelessness, the Town will return the homeless person to his/her original location or another location within the Town's boundaries that is mutually acceptable to the homeless person and the Town. In the event that the homeless person is being transported by the County's contracted transport provider, the homeless person will be returned only to the original location from which he/she originated. In the event of the foregoing, the Town will still be required to reimburse the County for the cost of the partial trip. The Town's reimbursement obligations set forth in this Section shall survive expiration or termination of this Agreement.

Notwithstanding the foregoing, in the event the Town uses PBSO as its law enforcement provider, then all references to the Town in this Section shall refer to the Town's Representative in lieu of the Town, whose contact information is set forth in Section 11.02 of this Agreement.

SECTION 5: INDEMNIFICATION

5.01 Each party shall be liable for its own actions and negligence and, to the extent permitted by law, each party shall indemnify, defend and hold harmless the other party against any actions, claims or damages arising out of the indemnifying party's negligent, willful, or intentional acts or omissions in connection with this Agreement. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Section 768.28, Florida State Statutes, nor shall the same be construed to constitute agreement by either party to indemnify the other party for such other party's negligent, willful, or intentional acts or omissions. This provision shall survive expiration or termination of this Agreement.

SECTION 6: TERM OF AGREEMENT

6.01 The initial term of this Agreement is for five (5) years and shall commence immediately upon execution of this Agreement. The term of this Agreement may be renewed for three (3) successive periods of five (5) years each under the same terms and conditions of this Agreement. At least six (6) months prior to the expiration of this Agreement's term, the Town shall provide the County with a request to renew this Agreement. If agreed upon by the parties, within two (2) months of the County's receipt of such request, the County shall process an

Amendment to this Agreement which shall be executed by both the Town and the County. The County may not unreasonably withhold its approval of the renewal request.

SECTION 7: ENFORCEMENT

7.01 The County will immediately communicate with the Town's Representative any referral that the County determines not to have been made in accordance with the Referral Procedures. If a homeless person cannot be accepted into the HRC due to an error of the Town's law enforcement personnel with respect to the Referral Procedures, the homeless person will be transported back to the location from which he/she originated at the Town's cost, pursuant to Section 4.01. The Town retains the option of self-transport but agrees to consider the information provided by the HRC operator prior to making a determination regarding self-transport on a return trip. For purposes of this Section 7, within fifteen (15) days of the effective date of this Agreement the Town shall provide the County with written notice as to the person designated as the Town's Representative and such representative's contact information; provided however, in the event the Town uses PBSO as its law enforcement provider, then the Town's Representative for purposes of this Section 7.01 shall be PBSO's Commander of Community Services who can be reached at (561) 629-6205. The Town or PBSO, if applicable, may from time to time change the person designated as the Town's Representative, upon three (3) days prior written notice to the County.

SECTION 8: AMENDMENTS TO THIS AGREEMENT

8.01 This Agreement may be amended from time to time by written amendment executed by both the Board of County Commissioners and the Town.

SECTION 9: TERMINATION

9.01 This Agreement may be terminated by either party, with or without cause. Any termination shall be effective sixty (60) days from the receipt of written notice thereof.

SECTION 10: ANNUAL BUDGET APPROPRIATIONS

10.01 The County's and the Town's performance and obligations to pay pursuant to this Agreement are contingent upon annual appropriation for its purpose by the Board of County Commissioners and the Town Council.

SECTION 11: NOTICES

11.01 Any notice given pursuant to the terms of this Agreement shall be in writing and delivered by Certified Mail, Return Receipt Requested. The effective date of such notice shall be the date of receipt, as evidenced by the Return Receipt. All notices shall be addressed to the following:

As to the County:

Director, Facilities Development & Operations
2633 Vista Parkway
West Palm Beach, FL 33411

With a copy to:

County Attorney's Office
301 North Olive Avenue
West Palm Beach, FL 33401

County Administrator
301 North Olive Avenue
West Palm Beach, FL 33401

Director, Human Services Division
810 Datura Street
West Palm Beach, FL 33401

As to the Town:

Town Manager
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Any party may from time to time change the address at which notices under this Agreement shall be given such party, upon three (3) days prior written notice to the other parties.

11.02 In the event that the Town uses PBSO as its law enforcement provider, then the Town's Representative for the purposes of Sections 2.01 and 4.01 of this Agreement shall be:

Palm Beach County Sheriff's Office
Attn: Major- Countywide Operations
3228 Gun Club Road
West Palm Beach, FL 33406

PBSO may from time to time change the address at which notices under this Section 11.02 shall be given upon three (3) days prior written notice to the other parties.

SECTION 12: APPLICABLE LAW/VENUE

12.01 This Agreement shall be governed by the laws of the State of Florida and venue for any causes of action concerning this Agreement shall be in Palm Beach County, Florida.

SECTION 13: FILING

13.01 A copy of this Agreement shall be filed with the Clerk & Comptroller's Office in and for Palm Beach County.

SECTION 14: DELEGATION OF DUTY

14.01 Nothing contained herein shall be deemed to authorize the delegation of the Constitutional or Statutory duties of the County's or the Town's officers.

SECTION 15: PALM BEACH COUNTY OFFICE OF THE INSPECTOR GENERAL

15.01 Palm Beach County has established the Office of the Inspector General, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. All parties doing business with the County shall fully cooperate with the Inspector General. The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and to audit, investigate, monitor, and inspect the activities of the Town, its officers, agents, employees, and lobbyists in order to ensure compliance with the agreement specifications and to detect waste, corruption and fraud.

SECTION 16: MISCELLANEOUS

16.01 The recitals set forth in this Agreement are true and correct and are incorporated herein.

16.02 All Exhibits referenced in this Agreement are incorporated herein by such reference and shall be deemed to be an integral part of this Agreement.

16.03 This Agreement and any Exhibits attached hereto and forming a part thereof as if fully set forth herein, constitute all agreements, conditions and understandings between the County and the Town concerning the Town's utilization of the HRC; except as herein otherwise provided, no subsequent alterations, waiver, change, or addition to this Agreement shall be binding upon the County or the Town unless reduced to writing and signed by them.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

ATTEST:

By: _____

PALM BEACH COUNTY, a political subdivision of the State of Florida

By: _____
Director, Facilities Dev & Opns

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By:_____
County Attorney

ATTEST:

TOWN CLERK

By:_____
Vivian Mendez Lemley, Town Clerk

TOWN OF LAKE PARK,
a municipal corporation of the State of Florida

By: _____
James DuBois, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By:_____
Thomas J. Baird, Town Attorney

G:\SCooper\HRC\Interlocal Clean 8.30.11 re Town of Lake Park - PBSO.docx

EXHIBIT A

Palm Beach County Law Enforcement Agencies Best Practices for Interaction with the Homeless

Palm Beach County Law Enforcement Agencies Best Practices for Interaction with the Homeless

DISCUSSION: The development of countywide best practices is to ensure that members of Palm Beach County Law Enforcement Agencies understand and are sensitive to the needs and rights of homeless persons, and to set forth procedures for law enforcement members to follow during contacts with homeless persons. These Best Practices recognize that there is a right of all persons, including people experiencing homelessness, to be peaceably in any public place of the jurisdiction so long as their activities are lawful. It also explicitly affirms that homelessness is not a crime. It is also recognized that each individual law enforcement agency may develop policies and procedures to handle homeless persons based on the individual needs of their community, but that the policy or procedure will incorporate the Best Practices below.

POLICY: The policies of Palm Beach County Law Enforcement are to treat homeless persons in a manner that protects their needs, rights and dignity, while providing appropriate law enforcement services to the entire community. Agencies recognize that in law enforcement situations involving homeless individuals, it is preferable to make referrals to organizations that provide services to homeless individuals, and to refrain from initiating contacts that interrupt innocent activity and may violate an individual's constitutional rights.

DEFINITIONS:

Homeless Person - Is an individual or individuals who lack a fixed, regular and adequate night-time residence, or has a primary night-time residence that is:

a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations;
b. An institution that provides a temporary residence for individuals intended to be institutionalized;
c. A private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Law Enforcement Member (LE Member) – An employee or volunteer of a municipal, county or school board law enforcement agency in Palm Beach County, Florida; whether or not that member is sworn or non-sworn, paid or non-paid, status.

Accept Referral – Applies to a Homeless Person who has indicated that they desire to end their homelessness. This differs from a Homeless Person who seeks to have nothing more than a meal or a place to sleep for the night.

Homeless Resource Center (HRC) - A facility acting as single point of access recognized by the County to accept a Homeless Person and their families and engage individuals in ending their homelessness.

BEST PRACTICES:

- **CONTACT**

  - A LE Member may at any time approach a Homeless Person who has not been observed engaging in criminal conduct, to offer advice about shelters, services, or other assistance that is available. In appropriate situations, the LE Member may also contact an outreach worker from a public or private homeless services provider. The Homeless Person is free to choose whether to accept any referrals or not.

  - When a Homeless Person accepts a referral, that person or persons shall be transported to the HRC or other community partner's facility identified by the HRC as appropriate for the specific type of referral. When a Homeless Person desires to end their homelessness and accept a referral to the HRC, the LE Member will begin the acceptance process in the field by completing an HRC Field Referral Form, confirming acceptance with the HRC and transporting (or arranging for transport) to the HRC. Prior to a Homeless Person being transported to the HRC, the LE Member shall query the appropriate State and National criminal history databases to determine if the Homeless Person is a registered sexual predator or sexual offender or has active arrest warrants.

    1. Homeless Sexual Offenders or Predators are not allowed at an HRC.
    2. Homeless Sexual Offenders or Predators under the supervision of the Florida Department of Corrections (FDOC) shall be free to go as long as their actions are lawful. For extenuating issues, FDOC can be contacted at (561) 837-5175 or after hours at (561) 791-4750.
    3. Homeless Sexual Offenders or Predators not under the supervision of FDOC should be reported to the Sheriff's Office S.P.O.T. Unit at (561) 688-4161 (M-F 8am to 4pm), or via e-mail at spot@pbso.org.

  - LE Members having interactions and or contacts with persons determined to be homeless as a result of self-initiated contact or as a result of a citizen complaint shall document that contact. In all cases LE Members shall complete the reporting form appropriate to the interaction, and shall include the letters HL (homeless) in the address field, or other appropriate field, which records for tracking contacts only, a person's homelessness status. The reporting form shall be in a form such that each agency can electronically identify, retrieve and count interactions with a Homeless Person. The countywide goal is to have the forms entered by each agency into the Law Enforcement Exchange System. LE Members shall refrain from detention, arrest, interrogation, or initiation of any other criminal law enforcement interaction with any persons based solely upon their "status" of being or appearing to be homeless, so long as their activities are lawful.

- LE Members shall not communicate in any way, to persons who are or appear to be homeless, that they are not allowed to be in a particular public space in the jurisdiction based on their homeless status.

- Homeless school age children are required to be enrolled and attend school. LE Members shall contact the School District Police Dispatch at 561-434-8700 to determine if a child is enrolled. If the child is not enrolled, the School District Police Dispatch will be able to advise what public school the child should be attending. The officer will then advise the parents where to enroll the child.

- **"MOVE ON" ORDERS**

  - LE Members shall not order any person to move to another location when that person has a legal right to be present where he or she is, subject to requests to move for safety or security or other constitutionally permissible reasons.

  - It is agency policy not to give "move on" orders and not to arrest people for failure to move on if there is another reasonable way to resolve the situation. LE Members shall not give "move on" orders to persons merely because the person is or appears to be homeless.

- **REQUESTS FOR IDENTIFICATION**

  - Requests for identification made to persons who are, or appear to be, homeless shall be subject to the same legitimate law enforcement purposes as are required when made to any other individual, but with sensitivity to the special needs and circumstances of the individual situation.

    1. Requests or demands for identification shall only be made with good cause. Requests for identification shall not be made pursuant to casual contact with persons who are, or appear to be, homeless. At no time shall requests or demands for identification be made in order to harass, intimidate, threaten or make any other unwarranted show of authority.

    2. Unless required by law, or essential to the performance of a law enforcement officer's duty, at no time shall a form of identification presented by a Homeless Person be seized and not returned to him or her.

    3. In situations where persons who are, or appear to be, homeless are unable to produce a valid form of identification, the LE Member shall not penalize the person for failing to produce the requested identification.

- **PERSONAL PROPERTY**

  - The personal property of a Homeless Person shall be treated with the same respect and consideration given to the personal property of any other individual, with

particular sensitivity to the special needs and circumstances of the individual situation.

1. In arrest situations, a Homeless Person shall not be required to abandon personal property they identify as their own at the arrest site. LE Members shall not damage, hide or cause to be abandoned the personal property of any such person. Where practical, LE Members shall adopt or facilitate measures that will best safeguard personal property, as determined by the arrestee.

    a. Property may be taken into custody when an arrestee identifies the property as his or hers. The personal property of arrestees experiencing homelessness is to be handled in the same manner as the property of other arrestees.

2. In no event shall any LE Member destroy any personal property known to belong to a Homeless Person, or recognizable as property of a Homeless Person, unless it is contaminated or otherwise poses a health hazard.

3. A Homeless Person has a constitutionally protected expectation of privacy in their personal belongings and closed containers. LE Members shall refrain from instituting any search, frisk, or other such investigation where the elements of reasonable suspicion or probable cause is not met. A person's status of being, or appearing to be, homeless, without more, does not constitute reasonable suspicion or probable cause or any other grounds for such a search.

- **ARREST SITUATIONS** - Arrests of all persons including those defined as homeless, shall comply with State law, or County Ordinance and Department policies and procedures.

    - If a LE Member observes a Homeless Person engaged in criminal activity, when practical and prudent to do so and with the consent of the victim who has signed a "refusal to prosecute" form, an alternative to a physical arrest shall be used, to include utilizing the resources at the HRC.

    - A LE Member always has the right to approach any individual including a person who is, or appears to be homeless, to allay any suspicions a LE Member may have about the individual, and ascertain that no criminal activity is occurring.

- **TRAINING** –Training on how to interact with a Homeless Person shall be conducted as a part of any new officer field training curriculum. Annual in-service training curriculums shall include updates and refreshers on this topic.

EXHIBIT B

Field Referral Form

Homeless Resource Center

1000 45th Street, West Palm Beach, FL 33407

Field Referral Form

Contact Information For Person Making The Referral:

Contact Name:	Contact Phone No.:	Contact Badge No.:
Date:	Time:	Law Enforcement Agency:
Location:	Law Enforcement Case #:	Signature of Contact Person:

Client Information:

Name:	Date of Birth:	Gender: ☐ Male ☐Female ☐Other

PLEASE VERIFY BEFORE PROCEEDING FURTHER:

☐Active arrest warrant ☐Sexual offender/perpetrator

If client does not have an active arrest warrant and client is not a sexual offender/perpetrator –Please fill out the rest of the form and contact the HRC for a referral # before transporting.

Client Information (Check All That Apply)	**Current Living Situation:**
☐Weapons search	☐Sharing housing
☐Personal belongings search	☐Substandard housing
☐ID verified / Type:_____	☐Camping or sleeps in car
☐Used alcohol or drugs last 24 hours?	☐Motel/hotel
☐Is client on supervised release/probation?_____	☐Transient
☐Client DOC#_____	☐Other:_____
☐Children present? How many_____	**Contact the HRC to confirm the referral**
For DOC information call (561) 791-4750	**Confirmation #**_____

Client Screening – If any of the following are checked, do not transport to the HRC:

Mental Health Screening Check all that apply:	**Substance Abuse Screening** Check all that apply:	**Medical Physical Screening** Check all that apply:
☐Threat to themselves	☐Intoxicated	☐Large open sore/wound
☐Threat to others	☐Severely impaired due to drugs	☐Chest pains/shortness of breath
If any of the above are checked, please transport client to the nearest **Baker Act Facility**	If any of the above are checked, please transport client to the nearest **Substance Abuse Detox Facility**	If any of the above are checked, please transport client to the nearest **Emergency Room for Clearance**

Client:
I understand that I am being transported to the Homeless Resource Center because I want to permanently end my homelessness and this is not an overnight shelter.

_____
Client Signature Date

Transportation Information:
Name of Company:_____
_____
Phone #:_____
Turn Over To:_____
_____
Signature of person transporting

_____
Name of HRC Staff
_____
Date and Time
_____
Signature of HRC Staff verifying handoff

Homeless Resource Center Information Sheet

The major cause of homelessness in the United States is lack of affordable housing.

Process for making referrals to the Homeless Resource Center:

- The Homeless Resource Center (HRC) is a centralized intake/assessment center that offers temporary interim housing for those individuals and families who indicate **they want to end their homelessness.**
- ***The HRC is not an overnight shelter, a food kitchen, a clothing pantry or a place to go for only a few hours.***
- If you approach a person who appears homeless, offer information on services (brochure provided with this form) or if the person would like to **end their homelessness**, offer a referral to the HRC.
- Before filling out the Field Referral Form, perform a NCIC/FCIC check to determine if the individual has an active arrest warrant or if they are a sexual offender/perpetrator. If they are, handle according to your agency policies and do not refer.
- If the individual does not have an active warrant and is not a sexual offender, fill out the Field Referral Form starting with your contact information in the first section of the form.
- Check all that apply regarding Client Information and Current Living Situation.
- To the best of your knowledge, fill out the Client Screening Section. If any of the items are checked, the individual should be referred or transported to the facility type indicated.
- Once the form is completed call the HRC (number to be determined) to confirm the referral and to be given a referral confirmation number. Write the number on the form in the space specified. Indicate to the HRC whether you will be transporting the individual or if you will be calling for transportation and the estimated time of arrival at the HRC.
- Transportation depends on your municipality's procedure. If you are not physically transporting, you must call the pre-arranged transportation company. Fill out the information on the form and have the person that is transporting sign the form indicating that the individual has been turned over to them.
- Sign the form under the Contact Information For Person Making The Referral Section before you hand the form to the HRC personnel or to the transportation company.
- If the individual has personal belongings, make every attempt to transport all of the person's belongings with them.
- Ensure that the individual's personal identification documents are returned to them before transport.

There are a few things you can do to humanize homelessness and de-stigmatize mental illness:

- Make eye contact.
- Pay attention to your language. Use expressions such as "people experiencing homelessness". People who are in this situation are still people first.
- Recognize the value of the person's belongings.

TAB 4

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **June 20, 2012** **Agenda Item No.** Tab 4

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] ORDINANCE ON FIRST READING [ ] DISCUSSION/POSSIBLE ACTION

[ ] ORDINANCE ON SECOND READING [ ] BID/RFP AWARD

[ ] PRESENTATION/PROCLAMATION **[X] CONSENT AGENDA**

[ ] Other:

SUBJECT: **Palm Beach County Criminal Justice Commission Fiscal Year 2013 Allocation of Justice Assistance Grant Funds**

RECOMMENDED MOTION/ACTION: **Approval**

Approved by Town Manager _____ **Date:** 6/12/15

Name/Title

June 8, 2012
Date of Actual Submittal

Originating Department: **Town Clerk**	Costs: $ 0.00 Funding Source: Acct. #	**Attachments:** **Palm Beach County Letter; Sample Letter of Support; Letter of Support for Mayors Signature**
Department Review: [ ] Attorney_____ [ ] Community Development___ [ ] Finance _____ [ ] Fire Dept _____	[ ] Grants _____ [ ] Human Resources_____ [ ] Information Technology ____ [ ] Library _____ [ ] Marina _____	[ ] PBSO _____ [ ] Public Works_____ [ ] Recreation _____ **[X] Town Clerk** YMC [ ] Town Manager _____
Advertised: Date: _____ Paper: _____ **[X] 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 YMC **Please initial one.**

Summary Explanation/Background: The Criminal Justice Commission seeks approval in the allocation of fiscal year 2013 Justice Assistance Grant funds. The total allocation to Palm Beach County is $358,801. The Justice Assistance Grant blends the previous Byrne Formula and Local Law Enforcement Block Grant Program to provide agencies with the flexibility to prioritize and place justice funds where they are needed most. The recommended allocation is as follows:

Palm Beach County Adult Drug Court Treatment for $143,000 and Palm Beach County County-Wide Re-entry Services for $215,801.

A letter of support for the Mayors signature has been provided should the Commission wish to support the allocation of these funds.

RECEIVED
JUN 7 2012
LAKE PARK
TOWN CLERK'S OFFICE

Criminal Justice Commission
301 North Olive Avenue, Suite 1001
West Palm Beach, FL 33401-4705
(561) 355-4943
Fax: (561) 355-4941
www.pbcgov.com/cjc

Palm Beach County Board of County Commissioners
Shelley Vana, Chair
Steven L. Abrams, Vice Chairman
Karen T. Marcus
Paulette Burdick
Burt Aaronson
Jess R. Santamaria
Priscilla A. Taylor

County Administrator
Robert Weisman

"An Equal Opportunity Affirmative Action Employer"

June 4, 2011

To All Palm Beach County Mayors:

The Criminal Justice Commission (CJC) seeks your approval in the allocation of FY2013 (Federal Fiscal Year 2012) JAG funds. The total FY2013 allocation to Palm Beach County is **$358,801**.

JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most. The CJC voted to support continuation of existing programs. The recommendation for the FY2013 allocation is as follows:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	Palm Beach County Adult Drug Court Treatment	$143,000
Palm Beach County	County-wide Re-entry Services	$215,801
TOTAL		**$358,801**

The Florida Department of Law Enforcement (FDLE) requires that fifty-one percent (51%) of the local units of government representing at least fifty-one percent (51%) of the county's population agree on the allocation of these funds.

For your convenience, we have prepared a sample letter for your use. This sample letter can also be e-mailed to you by e-mailing a request to Michael Szakacs at MSZAKACS@PBCGOV.ORG. Due to the application deadline, we ask this letter be received at the Criminal Justice Commission Office, **no later than July 2, 2012.**

Please send the letter to:

Palm Beach County Criminal Justice Commission
Attn: Michael Szakacs
301 North Olive Avenue, Suite 1001
West Palm Beach, FL 33401

If you should require additional information or have any questions, please contact Michael Szakacs at (561) 355-4939. Your immediate attention to this matter is greatly appreciated.

Sincerely,

Michael L. Rodriguez
Executive Director

Cc: Mr. Douglas Duncan, CJC Chairman
All Palm Beach County Police Chiefs

<insert date>

Mr. Clayton Wilder
Florida Department of Law Enforcement
Office of Criminal Justice Grants
2331 Phillips Road
Tallahassee, FL 32308

Dear Mr. Wilder:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the *<insert name of city, village or town>* approves the distribution of **$358,801** of Federal Fiscal Year 2012 (FY2013) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	**PROJECT TITLE**	FEDERAL **FUNDS RECOMMENDED**
Palm Beach County	Palm Beach County Adult Drug Court Treatment	$143,000
Palm Beach County	County-wide Re-entry Services	$215,801
TOTAL		**$358,801**

Sincerely,

Mayor
<insert name of city, town, village>

Office of the Mayor
James DuBois

June 20, 2012

Mr. Clayton Wilder
Florida Department of Law Enforcement
Office of Criminal Justice Grants
2331 Phillips Road
Tallahassee, FL 32308

Dear Mr. Wilder:

In compliance with the State of Florida Rule 11D-9, F. A. C., the Town of Lake Park approves the distribution of $358,801 of Federal Fiscal Year 2012 (FY 2013) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	**PROJECT TITLE**	**FEDERAL FUNDS RECOMMENDED**
Palm Beach County	Palm Beach County Adult Drug Court Treatment	$143,000
Palm Beach County	County-Wide Re-entry Services	$215,801
Total		**$358,801**

Sincerely,

Mayor, James DuBois
Town of Lake Park

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3311
Fax: (561) 881-3313

www.lakeparkflorida.gov

Board Membership

TAB 5

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 20, 2012 **Agenda Item No.** Tab 5

[ ] PUBLIC HEARING
[ ] ORDINANCE ON FIRST READING
[ ] ORDINANCE ON SECOND READING
[ ] PRESENTATION/PROCLAMATION
[X] Other: Board Membership
[ ] RESOLUTION
[ ] DISCUSSION/POSSIBLE ACTION
[ ] BID/RFP AWARD
[ ] CONSENT AGENDA

SUBJECT: **Board Membership Appointments for the Planning and Zoning Board**

RECOMMENDED MOTION/ACTION: **To appoint one (1) Alternate Member to the Planning and Zoning Board**

Approved by Town Manager _____ **Date:** 6/12/15

Shari Canada, Deputy Town Clerk
Name/Title

June 13, 2012
Date of Actual Submittal

Originating Department: **Town Clerk**	Costs: $ 0.00 Funding Source: Acct. #	**Attachments:**
Department Review: [ ] Attorney_____ [ ] Community Development___ [ ] Finance _____ [ ] Fire Dept _____	[ ] Grants _____ [ ] Human Resources_____ [ ] Information Technology ____ [ ] Library _____ [ ] Marina _____	[ ] PBSO _____ [ ] Public Works_____ [ ] Recreation _____ **[X] Town Clerk** VML [ ] Town Manager _____
Advertised: Date: _____ Paper: _____ **[X] 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 VML **Please initial one.**

Summary Explanation/Background: The Planning and Zoning Board has openings for two alternate memberships. The Town Clerk's Office has received an application for appointment to the Board which is attached for review. The purpose of this item is to fill one of the two vacant alternate memberships. The ballot is attached as well.

The Town of Lake Park

Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: Lloyd (Last) James (First) C. (Middle)

Address: 220 Lake Shore Dr #9

Telephone: home 842 7194 work _____ cell 954 881 1804

E-Mail Address jcLloyd@bellsouth.net

	Yes	No
Are you a resident of Lake Park	X	
Are you a non-resident business owner in Lake Park		
Are you a registered voter (Response to this question is not mandatory)	X	
Do you currently serve on a Town Board or Committee	X	
If so, which one(s): Maring advisory		
Have you been convicted of a crime		X
If so, when? _____ where? _____		

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

Choice #	Board	Choice #	Board
	Code Compliance *		Tree Board
	CRA Board (Community Redevelopment Agency)	X 1	Planning & Zoning/Historic Preservation Board *
	Harbor Marina Advisory Board		
	Construction Board of Adjustments & Appeals		Library Board

Please note: Membership on these (*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

Your Name: James Lloyd

Please indicate the reason for your interest in your first and second choices:
Involvement in future planning

Number of Meetings of the above boards you have attended in the past six months: 2

Your educational background: (High school, College, Graduate School or other training)
BA speech & communications - Baldwin-Wallace College - Berea, Ohio class 1971

What is/was your profession or occupation: Yacht Broker

How long: 16 yrs

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: life long self employed business man - many dealings with towns re. offices - etc.

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: Very familiar with Town Hall

Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:

Signature: James Lloyd Date: 5-5-2014

BALLOT

_____
MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. WE HAVE A NEW APPLICANT FOR THIS BOARD AS AN ALTERNATE MEMBER.

Alternate Member

	Yes	No
James Lloyd	_____	_____

- NO OTHER APPLICATIONS HAVE BEEN RECEIVED

Resolution

TAB 6

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 20, 2012 **Agenda Item No.** Tab 6

[ ]	PUBLIC HEARING	[X]	**RESOLUTION**
[ ]	ORDINANCE ON FIRST READING	[X]	**DISCUSSION/POSSIBLE ACTION**
[ ]	ORDINANCE ON SECOND READING	[ ]	BID/RFP AWARD
[ ]	PRESENTATION/PROCLAMATION	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: **Approval of Calendar for July Commission Meetings and Budget Workshops.**

RECOMMENDED MOTION/ACTION: **Adopt Resolution.**

Approved by Town Manager _____ **Date:** 6/15/12

Vivian Lemley - Town Clerk

Vivian Lemley - Town Clerk

June 13, 2012
Date of Actual Submittal

Originating Department: Town Clerk	**Costs: $ -0-** Funding Source: Acct. #	**Attachments:** Resolution
Department Review: [ ] Attorney [ ] Community Development [ ] Finance [ ] Fire Dept	[ ] Grants [ ] Human Resources [ ] Information Technology [ ] Library [ ] Marina	[ ] PBSO [ ] Public Works [ ] Recreation **[X] Town Clerk** VML [ ] Town Manager
Advertised: Date: Paper: **[X] 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 n/a VML **Please initial one.**

Summary Explanation/Background: It is recommended that the calendar be set at this time to enable the Commission, staff and especially the general public to plan their summer activities and still be able to participate in the budget process if they should desire.

It is recommended that the two regularly scheduled Commission meetings be combined into one and be held on July 18, 2012 at the regular scheduled time of 7:00 PM. A budget workshop needs

needs to be held in July to review the General Fund and Enterprise budgets. It will be necessary for the Commission to reach consensus on the tentative millage rate at this workshop. Staff is suggesting that the first budget workshop be held on July 11, 2012 at 6:30 PM. The earlier starting time will enable the Commission to adequately review all of the budget material presented.

Pursuant to F.S. 200.065 the Property Appraiser must be notified of the Town's tentative millage rate and first public hearing date by August 4, 2012. Once the rate is included in the Truth in Millage (TRIM) notice, which is the Notice of Proposed Taxes sent to homeowners, the rate can be lowered but not raised. Additional workshops will be scheduled in August, and staff is recommending the dates listed in the attached document. The Town's TRIM public hearings will be scheduled at a later date. These hearings must be scheduled after September 3 and prior to October 3, 2012.

It is suggested that the proposed budget for the CRA be presented at a CRA budget workshop at 6:30 PM on August 1, 2012.

RESOLUTION NO. 12-06-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA CANCELLING THE FIRST REGULAR SCHEDULED MEETINGS FOR THE MONTH OF JULY 2012, AND SETTING THE DATE FOR A BUDGET WORKSHOP MEETING OF THE COMMISSION FOR WEDNESDAY, JULY 11, 2012 AT 7:00 PM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Town of Lake Park ("Town") is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, Section 2-51(6) of the Lake Park Code of Ordinances requires a resolution to cancel or reschedule a regular meeting; and

WHEREAS, the Town Manager has recommended to the Town Commission a meeting schedule for the month of July 2012; and

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK:

Section 1. The foregoing whereas clauses are hereby ratified and confirmed as being true and correct and are incorporated herein.

Section 2. The regular scheduled meetings for the month of July 2012, July 4 is hereby cancelled.

Section 3. A Budget Workshop meeting of the Commission is set for July 11, 2012 at 7:00 PM.

Section 4. This Resolution shall become effective immediately upon adoption.

	SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRI	SAT
JULY	1 DAY 1	2	3	4 HOLIDAY	5	6	7
	8	9	10	11 Proposed Budget Workshop	12	13	14
	15	16	17	18 CRA Board Meeting Commission Meeting	19	20	21
	22	23	24	25 School Board Meeting	26	27 PALM BEACH COUNTY'S REQUESTED DR 420's DEAD LINE	28
	29	30	31				
AUGUST				1 Proposed CRA Budget Workshop CRA Board Meeting Commission Meeting	2	3	4 DAY 35
	5	6	7	8 Proposed Budget Workshop	9	10	11
	12	13	14	15 Commission Meeting	16	17	18
	19	20	21	22 Proposed Budget Workshop as necessary	23	24 DAY 55	25
	26	27	28	29 Proposed Budget Workshop as necessary	30	31	
SEPTEMPER							1
	2	3 DAY 65	4	5 School Board Meeting CRA Board Meeting Commission Meeting	6 BoCC Meeting	7	8
	9	10	11	12 Proposed Tentative Budget Hearing 6:00 pm	13	14 Advertise for Final Budget Meeting	15
	16	17	18 DAY 80	19 Commission Meeting Proposed Final Budget Hearing 6:00 pm	20	21 CERTIFICATION OF FINAL TAXABLE VALUE	22
	23	24	25	26	27	28	29

TRIM TIMETABLE

Timetable and Important Dates

On June 1, the property appraiser delivers an estimate of the total assessed value of nonexempt property for the current year to the presiding officer of each taxing authority within the county. This estimate is used for budget planning purposes only.

The Department of Revenue (Department) centrally assesses railroad and carline property. If it has not completed a county's railroad assessment by June 1, the property appraiser may use the last year's values for millage certification. *(s. 193.085(4), F.S.)*

Below is a general timeline for the TRIM process. and the time frames may be shortened by the property appraiser. The property appraiser must give written notice and coordinate any new dates with all affected taxing authorities. Taxing Authorities can use the full period designated by the times below.

DAY 1 is JULY 1, or the Date of Certification, whichever is LATER

Day 1
July 1

The property appraiser certifies the taxable value within the jurisdiction of the taxing authority to each taxing authority on Form DR-420, Certification of Taxable Value. If the taxing authority has a voted debt, Form DR-420DEBT, Certification of Voted Debt Millage, will be certified.. If there is a community redevelopment area, Form DR-420TIF, Tax Increment Adjustment Worksheet, will also be certified.

The board of county commissioner's (BOCC) budget officer delivers a tentative budget to the board. *(s. 129.03(3), F.S.)*

Day 35
August 4

Within 35 days of certification of value, each taxing authority certifies the completed DR-420, DR-420MMP, and any additional forms to the property appraiser. At this time, the taxing authority informs the property appraiser of the following:

- Prior year millage rate
- Current year proposed millage rate
- Current year rolled-back rate (computed under s. 200.065, F.S.)
- The date, time, and meeting place of the tentative budget hearing

This is the final hearing for school districts.

Hearing Dates with July 1 Certification

- Hold the tentative hearing from September 3 to September 18, 65 to 80 days from certification of taxable value.
- Hearings must be held Monday through Friday after 5:00 p.m. or any time on Saturday. Do not hold hearings on Sunday.
- No taxing authority, except multicounty/water management districts, can hold a hearing on the same day as a school district or county commission.

If a taxing authority does not provide the required information within 35 days to the property appraiser, the taxing authority cannot levy a millage rate greater than the rolled-back rate for the upcoming year. The property appraiser will calculate the rolled-back rate and use it to prepare the Notice of Proposed Property Taxes (TRIM Notice).
(s. 200.065(2) (b), F.S.)

Day 55
August 24

The property appraiser mails the TRIM Notice following section 200.065, F.S. within 55 days after certification of value.

If the Department has issued a review notice to the county's property appraiser, the TRIM Notice cannot be mailed until the assessment roll has been approved by the Departmentunder section 193.1142, F.S.

Days 65-80
Sept 3 to 18

Within 65 to 80 days of certification of value, the taxing authority holds a public hearing on the tentative budget and proposed millage rate (final hearing for school districts). This hearing is included on the TRIM Notice which the property appraiser mails.

At this hearing, the taxing authority:

- amends and adopts the amended tentative budget,
- re-computes the proposed millage rate,
- publicly announces the percent, if any, by which the re-computed proposed millage exceeds the rolled-back rate, and
- adopts a tentative millage and budget.

If the tentatively adopted millage rate is greater than the proposed rate used for the TRIM Notice, each taxpayer within the jurisdiction must be notified of the increase by first class mail, at the expense of the taxing authority. (s. 200.065(2)(d), F.S.)

Day 95

Sept 18 to Oct 3

Within 15 days after the tentative budget hearing, the taxing authority advertises its intent to adopt a final millage and budget.

The taxing authority must advertise a:

- **NOTICE OF PROPOSED TAX INCREASE**
  If the tentatively adopted millage rate is greater than the rolled-back rate. The advertisement must be 1/4 page and headed Notice of Proposed Tax Increase. *(s. 200.065(3) (a), F.S.)*

  OR

- **NOTICE OF BUDGET HEARING**
  If the tentatively adopted millage rate is equal to or less than the rolled-back rate. This advertisement does not have a size requirement and will be headed Notice of Budget Hearing. *(s. 200.065(3) (b), F.S.)*

  AND

- **BUDGET SUMMARY**
  The Budget Summary advertisement must be adjacent to the advertisement for the final hearing and meet the requirements of s. 129.03(3) (b), F.S., *(s. 200.065(3) (l), F.S.)*

Day 97 - 100

Hold the public hearing to adopt the final millage rate and budget within 2 to 5 days after the advertisement is published. *(s. 200.065(2), F.S.)*

- The first substantive issue discussed will be the percentage increase in millage over the rolled-back rate.
- Adopt the millage before adopting the budget, by separate votes.
- The final millage rate adopted **must not** be higher than the millage rate tentatively adopted.
- Before adopting the millage levy resolution or ordinance, the taxing authority must publicly announce the:
  - name of the taxing authority,
  - rolled-back rate,
  - percentage increase over the rolled-back rate, and
  - millage rate to be levied.

Within 3 days after the final hearing

Send the resolution or ordinance adopting the final millage rate to the property appraiser, the tax collector, and the Department, within 3 days after the final hearing.

- No millage rates, other than ones approved by referendum, can be levied, until the governing board of the taxing authority approves the resolution or ordinance to levy and sends it to the property appraiser and the tax collector.
- When the property appraiser receives the resolution or ordinance it is official notice that the taxing authority has approved the millage rate. *(s. 200.065(4), F.S.)*

Before the extension of the rolls, the property appraiser sends Form DR-422, Certification of Final Taxable Value, to each taxing authority and if applicable, Form DR-422DEBT, Certification of Final Voted Debt Millage. The DR-422 and DR-422DEBT state any aggregate change in the assessment roll from the preliminary roll, including changes that result from actions by the Value Adjustment Board (VAB) and correction of errors to the assessment roll.

Within 3 days after receipt of Certification

Within 3 days after receiving Form DR-422 and, if applicable, DR-422DEBT, the taxing authority completes and certifies final millages to the property appraiser.

Within 30 days of the final hearing

Within 30 days after adoption of the millage and budget ordinances or resolutions, each taxing authority uses Form DR-487, Certification of Compliance, to certify compliance with Chapter 200, F.S., to the Property Tax Oversight Program, Florida Department of Revenue.

Do not delay in submitting your TRIM Compliance package. It is due by 30 days after the final hearing.

If the DR-422 has not been received, indicate this on Form DR-487. When you receive the DR-422 from the property appraiser, complete and return the form to the property appraiser and send a copy to the Property Tax Oversight Program, Florida Department of Revenue.

TAB 7

Town of Lake Park Town Commission
Agenda Request Form

Meeting Date: June 20, 2012 Agenda Item No. Tab 7

[ ] PUBLIC HEARING [X] RESOLUTION

[ ] ORDINANCE ON FIRST READING [ ] ORDINANCE ON SECOND READING

[ ] BID/RFP Award [ ] DISCUSSION

[ ] GENERAL APPROVAL OF ITEM [X] CONSENT AGENDA

[ ] Other:

SUBJECT: Signature Resolution

RECOMMENDED MOTION/ACTION: Approve resolution authorizing signatories on the Town of Lake Park bank accounts.

Approved by Town Manager _____ **Date:** 6/15/12

_____ 6/14/2012

Blake K. Rane / Finance Director Date of Actual Submittal

Originating Department: Finance	Costs: $ 450 for architext printer chip Funding Source: Budgeted Acct. # 150-51000	**Attachments:** Signature Resolution
Department Review: [ ] Attorney _____ [ ] Community Development ___ [ ] Finance _____ [ ] Fire Dept _____	[ ] Grants _____ [ ] Human Resources_____ [ ] Information Technology ___ [ ] Library _____ [ ] Marina _____	[ ] PBSO _____ [ ] Public Works_____ [ ] Town Attorney_____ [ ]Town Clerk _____ [ ] Town Manager _____
Advertised: Date: N/A Paper: _____ [ ] 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 N/A Please initial one.

Summary Explanation/Background: This resolution is necessary to change the authorized signatories on the specified bank accounts to conduct Town business.

RESOLUTION NO. 13-06-12

A RESOLUTION OF THE TOWN OF COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPOINTING FINANCE DIRECTOR BLAKE K. RANE AS AN AUTHORIZED SIGNOR ON PNC BANK ACCOUNTS PAYABLE ACCOUNT #1201423864, PAYROLL ACCOUNT #1201624885, REVENUE ACCOUNT #1201634645, AND NOW ACCOUNT #1203185468 REMOVING ANNE M. COSTELLO ON SAID ACCOUNTS, DIRECTING THAT ALL AUTHORIZED SIGNATORIES ON SAID ACCOUNTS COMPLETE AND EXECUTE SIGNATURE CARDS, FAXSIMILE SIGNATURE CARD, AND RESOLUTIONS AND/OR OTHER BANK DOCUMENTS NECESSARY TO EFFECT THE IMPLEMENTATION OF THIS RESOLUTION; DIRECTING THE TOWN CLERK TO PROVIDE CERTIFIED COPY OF THIS RESOLUTION TO THE BANKING INSTUTION NAMED HEREIN; PROVIDING FOR AND EFFECTIVE DATE.

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

Section 1. The following person is hereby appointed as an authorized signor on PNC Bank Accounts - Payable Account #1201423864, Payroll Account #1201624885, Revenue Account # 1201634645, and NOW Account #1203185468:

Finance Director Blake K. Rane

Section 2. All persons named herein or previously appointed as authorized signatories on said accounts are hereby directed to complete and execute signature cards, facsimile signature card, bank resolutions and/or other bank documents necessary to effect the implementation of the Resolution.

Section 3. The Town Clerk is hereby directed to provide a certified copy of this Resolution to the banking institution named herein.

Section 4. This Resolution shall become effective immediately upon adoption.

TAB 8

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 20, 2012 **Agenda Item No.** Tab 8

[ ]	PUBLIC HEARING	[x]	**RESOLUTION**
[ ]	ORDINANCE ON FIRST READING	[x]	**DISCUSSION/POSSIBLE ACTION**
[ ]	ORDINANCE ON SECOND READING	[ ]	BID/RFP AWARD
[ ]	PRESENTATION/PROCLAMATION	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: **Resolution to Amend the Town Classification and Pay Plan to Revise the Job Description for the Position of Town Manager**

RECOMMENDED MOTION/ACTION: **Approval**

Approved by Town Manager _____ **Date:** 6/15/12

Name/Title HR DIRECTOR

6/15/12
Date of Actual Submittal

Originating Department: Human Resources	**Costs: $ -0-** Funding Source: Acct. #	**Attachments:** **Resolution, Revised Job Description, and Current Job Description**
Department Review: [ ] Attorney_____ [ ] Community Development___ [ ] Finance _____ [ ] Fire Dept _____	[ ] Grants _____ [ ] Human Resources_____ [ ] Information Technology ____ [ ] Library _____ [ ] Marina _____	[ ] PBSO _____ [ ] Public Works_____ [ ] Recreation _____ [ ] Town Clerk _____ [ ] Town Manager _____
Advertised: **Date:** _____ **Paper:** _____ **[x] 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** **BMT** **Please initial one.**

Summary Explanation/Background:

On May 2, 2012, the Town Commission adopted Ordinance 5-2012 which amended Chapter 2, Article III Section 2-82 of the Town's Code of Ordinances. The purpose of this agenda item is to revise the job description for the position of Town Manager to make it consistent and compliant with the intent of Ordinance 5-2012 regarding the powers and duties of the Town Manager.

A copy of the current job description is attached.

RESOLUTION NO. 14-06-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF TOWN MANAGER; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Classification and Pay Plan is amended to revise the job description for the position of Town Manager in order to comply with Ordinance 5-2012 pertaining to the powers and duties of the Town Manager. A copy of the revised job description is attached hereto as Exhibit A.

Section 3. This Resolution shall become effective immediately upon adoption.

EXHIBIT A

TOWN MANAGER

JOB CODE: 100
DEPARTMENT: TOWN MANAGER

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Town Commission, serve as the Chief Administrative Officer of the Town by directing and supervising the administration of all departments, and by implementing policy established by the Town Commission. Work is reviewed through periodic evaluations by the Town Commission. Performs such other duties as may be required by the Town Commission not inconsistent with the Town Charter, State law or applicable Ordinances. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Appoints, hires, disciplines and removes all employees and department heads of the Town in accordance with the Town established employee policies and procedures.

2. Provides staffing for the appointed boards, committees, and agencies of the Town, as necessary or directed by the Town Commission.

3. Directs all department heads to file monthly reports with the Office of Town Manager, which shall collect and forward these reports to the Town Commission without correction or modification.

4. Prepares, with the assistance of the Finance Director an annual budget and presents the same to the Town Commission with a message describing the important features, and is responsible for the administration of such budget after adoption.

5. Prepares and submits to the Town Commission at the end of each fiscal year a complete report on the preceding year's finances and administrative activities, which report shall include an annual audit for the preceding fiscal year prepared by an independent auditor retained by the Town Commission.

6. Keeps the Town Commission advised of the financial condition and future needs of the Town, and make such recommendations as may be desirable on a timely basis. The Town Manager is encouraged to actively seek out potential grant monies that may be available to support Town projects.

7. Recommends to the Town Commission a standard schedule of pay for all Town positions, including minimum and maximum rates of pay.

8. Organizes, reorganizes, consolidates, combines or abolishes positions, offices, department divisions or departments of the Town only with the approval of the Town Commission.

9. Recommends in consultation with the Town Attorney appropriate action with respect to negotiation, approval and/or rejection of labor agreements with public employee organizations acting on policy directives provided by the Commission in proper sessions.

10. Recommends to the Town Commission the adoption of such Ordinances and policies as may be necessary or expedient for the health, safety or welfare of the community, or for the improvement of administrative services.

11. Attends meetings of the Town Commission, Town committees and boards, and other Town meetings, as the Town Manager deems necessary, or as directed by the Town Commission. At such meetings, the Town Manager shall have the right to take part in the discussion, but without a vote.

12. Serves as purchasing agent for the Town, responsible for overseeing the purchase of equipment and supplies pursuant to Town policy.

13. Provides staff support services for the Mayor and Commission members which shall be limited to those necessary in support of Town activities.

14. In consultation with the Town Attorney, enforces the Town's laws and Ordinances.

15. Investigates the affairs of the Town, or complaints regarding any department or division; investigates all complaints in relation to matters concerning administration; investigates complaints regarding service maintained by public utilities; and, sees that all terms and conditions imposed in favor of the Town in any franchise, contract or agreement are faithfully observed.

16. Devotes all working time to the discharge of official duties.

REQUIREMENTS:

A. Education and Experience:

Bachelor's degree in Public Administration or a closely related field from an accredited college or university and at least five (5) years of experience as a full-time employee in Public Administration at the administrative level.

B. Knowledge, Skills and Abilities:

- Knowledge of the organization, functions of a municipal government
- Knowledge of budgetary development, administration and control
- Knowledge of local Codes, Ordinances and regulations
- Ability to plan and coordinate complex administrative activities
- Ability to formulate plans, budgets and related policy papers, synthesizing information from a variety of sources
- Ability to delegate authority and responsibility appropriately
- Ability to communicate effectively both orally and in writing
- Ability to follow complex oral and written instructions
- Ability to work effectively with the Town Commission, the general public and Town staff

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

ENVIRONMENTAL REQUIRMENTS:

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

DEPT: Administration

CHARACTERISTICS OF THE CLASS

Under legislative direction of the Town Commission, performs highly responsible administrative, supervisory and managerial work in the implementation of policy established by the Town Commission. Is charged with recommending policy creation and amendment to the Commission, providing supervision and direction to department heads and estimating overall resource needs to ensure the effective and efficient performance of municipal government. Work is reviewed through periodic conferences and written reports for results obtained. Performs other work as requested.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Carry out lawful directives and policies of the Town Commission; enforce all orders, resolutions, ordinances and regulations of the Town Commission to assure that they are faithfully executed.
2. Prepare reports on action taken pursuant to any directive or policy as requested; prepare and control all operating and capital expenditure budgets; oversee the personnel management function.
3. Direct, monitor and evaluate the activities of designated department heads; conduct staff meetings as necessary and provide policy guidance.
4. Provide leadership and guidance as to goals and objectives of Town government.
5. Attend and participate in conferences, meetings and work sessions on behalf of the Town; prepare correspondence and/or supporting data as may be needed by Town Commissioners; write reports and/or summarizations as requested.
6. Negotiate and sign all contracts not requiring execution by the Mayor; authorize expenditures and purchases; prepare necessary reports.
7. Establish and maintain cooperative relationships with other governmental agencies, various community groups and the news media.
8. Inspects public facilities and projects.

REQUIREMENTS

A. Training and Experience:

Bachelor's degree in business or public administration or closely related field from an accredited college or university; supplemented by five (5) years of progressively responsible experience in local government management and administration. Must possess a valid State of Florida drivers license.

B. Knowledge, Abilities and Skills:

Knowledge of the principles and practices of modern municipal management; and applicable Federal and State guidelines and policies relating to the operation of local government.

Knowledge of the organization, functions and activities of municipal government.
Knowledge of budgetary development, administration and control.
Knowledge of local codes, ordinances and regulations.
Ability to plan and coordinate complex administrative activities.
Ability to formulate plans, budgets and related policy papers, synthesizing information from a variety of sources.
Ability to delegate authority and responsibility appropriately.
Ability to communicate effectively, orally and in writing.
Ability to follow complex oral and written instructions.
Ability to work effectively with the Town officials, the general public and Town staff.

C. Physical Requirements: Tasks involves frequent walking; standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

D. Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions.

E. Sensory Requirements: Task requires color, sound and form perception and discrimination.

F. Bloodborne Pathogens: Category III - Minimal to No Risk Exposure.

Discussion And Possible Action

TAB 9

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **June 20, 2012** **Agenda Item No.** Tab 9

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] ORDINANCE ON FIRST READING **[X] DISCUSSION/POSSIBLE ACTION**

[ ] ORDINANCE ON SECOND READING [ ] BID/RFP AWARD

[ ] PRESENTATION/PROCLAMATION [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: **86th Annual Florida League of Cities Conference – Florida League of Cities' University; A Commitment to Life Long Learning and Voting Delegate and Resolution Information.**

RECOMMENDED MOTION/ACTION: **Designate a Voting Delegate Member and Resolution.**

Approved by Town Manager _____ **Date:** 6/15/12

Name/Title

May 17, 2012
Date of Actual Submittal

Originating Department: **Town Clerk**	Costs: **$ 0.00** Funding Source: **N/A** Acct. # **N/A**	**Attachments:** **Voting Delegate Form and Procedures for Submitting Resolutions**
Department Review: [ ] Attorney_____ [ ] Community Development___ [ ] Finance _____ [ ] Fire Dept _____	[ ] Grants _____ [ ] Human Resources_____ [ ] Information Technology ____ [ ] Library _____ [ ] Marina _____	[ ] PBSO _____ [ ] Public Works_____ [ ] Recreation _____ **[X] Town Clerk** YMC [ ] Town Manager _____
Advertised: Date: _____ Paper: _____ **[X] 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 YMC **Please initial one.**

Summary Explanation/Background: **The Town Clerk's Office is in receipt of the Request for Designation of Voting Delegate for the 86th Annual Florida League of Cities Conference to be held at the Westin Diplomat Hotel in Hollywood, Florida August 23-25, 2012. It is requested that the Town Commission designate its voting delegate. The voting delegate form must be submitted by August 15, 2012.**

The League adopts resolutions each year to take position on commemorative, constitutional or federal issues. Also provided are the procedures for submitting Resolutions for the Florida League of Cities' 86th Annual Conference. Proposed resolutions must be submitted in writing to the League by July 18, 2012 to guarantee that they will be included in the packet of proposed resolutions. A resolution is not needed to designate the voting delegate.

301 South Bronough Street, Suite 300 • Post Office Box 1757 • Tallahassee, FL 32302-1757
(850) 222-9684 • Fax (850) 222-3806 • Web site: www.flcities.com

TO: Municipal Key Official

FROM: Michael Sittig, Executive Director

DATE: May 8, 2012

SUBJECT: 86th Annual FLC Conference – *FLC University; A Commitment to Life Long Learning*
VOTING DELEGATE AND RESOLUTION INFORMATION
August 23-25, 2012 – Westin Diplomat, Hollywood

As you know, the Florida League of Cities' Annual Conference will be held at the Westin Diplomat, Hollywood, Florida on August 23-25. This year we are celebrating *FLC University; A Commitment to Life Long Learning*, which will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

It is important that each municipality designate one official to be the voting delegate. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will make decisions that determine the direction of the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida for 2011.

Registration materials will be sent to each municipality the week of June 1st. Materials will also be posted on-line. Call us if you need additional copies. The League adopts resolutions each year to take positions on commemorative, constitutional or federal issues. We have attached the procedures your municipality should follow for proposing resolutions to the League membership. A resolution is not needed to become a voting delegate. If you have questions regarding resolutions, please call Allison Payne at the League at (850) 701-3602 or (800) 616-1513, extension 3602. **Proposed resolutions must be received by the League no later than July 18, 2012.**

If you have any questions on voting delegates, please call Gail Dennard at the League (850) 701-3619 or (800) 616-1513, extension 3619. **Voting delegate forms must be received by the League no later than August 15, 2012.**

Attachments: Form Designating Voting Delegate
Procedures for Submitting Conference Resolution

President **Patricia J. Bates**, Mayor, Altamonte Springs
First Vice President **Manny Maroño**, Mayor, Sweetwater • Second Vice President **P.C. Wu**, Councilman, Pensacola
Executive Director **Michael Sittig** • General Counsel **Harry Morrison, Jr.**

86th Annual Conference
Florida League of Cities, Inc.
August 23-25, 2012
Hollywood, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws requires that each municipality select one person to serve as the municipalities voting delegate. Municipalities do not need to adopt a resolution to designate a voting delegate.

Please fill out this form and return it to the League office so that your voting delegate may be properly identified.

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Municipality of: _____

AUTHORIZED BY:

_____
Name

_____
Title

Return this form to:

Gail Dennard
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Fax to Gail Dennard at (850) 222-3806 or email *gdennard@flcities.com*

Procedures for Submitting Resolutions
Florida League of Cities' 86th Annual Conference
Westin Diplomat
Hollywood, Florida
August 23-25, 2012

In order to fairly systematize the method for presenting resolutions to the League membership, the following procedures have been instituted:

(1) Proposed resolutions must be submitted in writing, to be received in the League office by July 18, 2012, to guarantee that they will be included in the packet of proposed resolutions that will be submitted to the Resolutions Committee.

(2) Proposed resolutions will be rewritten for proper form, duplicated by the League office and distributed to members of the Resolutions Committee. (Whenever possible, multiple resolutions on a similar issue will be rewritten to encompass the essential subject matter in a single resolution with a listing of original proposers.)

(3) Proposed resolutions may be submitted directly to the Resolutions Committee at the conference; however, a favorable two-thirds vote of the committee will be necessary to consider such resolutions.

(4) Proposed resolutions may be submitted directly to the business session of the conference without prior committee approval by a vote of two-thirds of the members present. In addition, a favorable weighted vote of a majority of members present will be required for adoption.

(5) Proposed resolutions relating to <u>state legislation</u> will be referred to the appropriate standing policy committee. Such proposals will not be considered by the Resolutions Committee at the conference; however, all state legislative issues will be considered by the standing policy councils and the Legislative Committee, prior to the membership, at the annual Legislative Conference each fall. At that time, a state Legislative Action Agenda will be adopted.

Municipalities unable to formally adopt a resolution before the deadline may submit a letter to the League office indicating their city is considering the adoption of a resolution, outlining the subject thereof in as much detail as possible, and this letter will be forwarded to the Resolutions Committee for consideration in anticipation of receipt of the formal resolution.

Important Dates

May 30, 2012
Notice to Local and Regional League Presidents and Municipal Associations regarding the Resolutions Committee

June 29
Appointment of Resolutions Committee Members

July 18
Deadline for Submitting Resolutions to the League office

August 23
League Standing Council Meetings
Resolutions Committee Meeting
Voting Delegates Registration

August 25
Immediately Following Breakfast – Pick Up Voting Delegate Credentials
Followed by Annual Business Session

TAB 10

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 20, 2012 **Agenda Item No.** Tab 10

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] ORDINANCE ON FIRST READING **[x] DISCUSSION/POSSIBLE ACTION**

[ ] ORDINANCE ON SECOND READING [ ] BID/RFP AWARD

[ ] PRESENTATION/PROCLAMATION [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: **Selection of the Finalist for the Position of Town Manager**

RECOMMENDED MOTION/ACTION:

Approved by Town Manager _____ **Date:** 6/15/12

Name/Title HR DIRECTOR

6/15/12
Date of Actual Submittal

Originating Department: **Human Resources**	**Costs: $ TBD subject to contract negotiation** **Funding Source:** Budget **Acct. #** 001-51-512-104-11000	**Attachments:** **Ballot and Example Town Manager Agreement**
Department Review: [ ] Attorney_____ [ ] Community Development___ [X] Finance BKR [ ] Fire Dept _____	[ ] Grants _____ [ ] Human Resources_____ [ ] Information Technology ____ [ ] Library _____ [ ] Marina _____	[ ] PBSO _____ [ ] Public Works_____ [ ] Recreation _____ [ ] Town Clerk _____ [ ] Town Manager _____
Advertised: Date: _____ Paper: _____ **[x] 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** BMT or Not applicable in this case _____ **Please initial one.**

Summary Explanation/Background:

On Saturday, June 16, 2012, the Commission interviewed the following candidates for the position of Town Manager:

- Stephen Cottrell
- Kimberly Glas-Castro
- Clarence Hulse
- David Strohl
- Dale Sugerman

The purpose of this agenda item is to select the finalist for the position of Town Manager and to authorize the Town Attorney to commence contract negotiations with that individual. Staff recommends that the Commission select the finalist and one alternate utilizing a ballot system. A ballot setting forth the above names is attached. It is requested that the ballots be completed and provided to the Town Clerk following discussion of this item.

A copy of the example Town Manager Agreement is attached for reference purposes.

BALLOT FOR SELECTION OF TOWN MANAGER

Please vote for one finalist and one alternate (Please return this completed ballot to the Town Clerk.)

Stephen J. Cottrell

Vote Here _____

Kimberly K. Glas-Castro

Vote Here _____

Clarence L. Hulse

Vote Here _____

David Strohl

Vote Here _____

Dale S. Sugerman

Vote Here _____

_____

Signature

TOWN MANAGER EMPLOYMENT AGREEMENT

This Town Manager Employment Agreement (the Agreement), is made and entered into this _____ day of _____, 2012, by and between the Town of Lake Park, a Florida municipal corporation, (hereinafter called "Town") and _____ (hereinafter called "Town Manager"),

WHEREAS, the Lake Park Town Commission (hereinafter called "Commission") voted to engage the services of _____ as Town Manager of the Town;

WHEREAS, the powers and duties of the Town Manager are as set forth in Section 2-82 the Code of Ordinances of the Town of Lake Park (hereinafter called "Town Code") ; and

WHEREAS, the Commission and the Town Manager intend by this Agreement to set forth the terms, conditions and compensation and benefits pursuant to which the Town Manager will be employed by the Commission.

NOW THEREFORE, it is agreed and acknowledged as follows:

Section 1: Recitals

The recitals stated above are true and correct to the best of the knowledge of the Parties hereto and incorporated herein by this reference.

Section 2: Appointment

Pursuant to Article V, Section 1, and Section 2-81 of the Town Code, the Commission, appoints _____ as its Town Manager.

Section 3: Term

The term of this Agreement shall be for an initial period of one (1) year. This Agreement shall automatically be renewed on its anniversary date for a successive one [1] year term unless either Party provides written notice of termination of this Agreement at least 90 days before the expiration date. In the event this Agreement is not renewed, all compensation, benefits. Terms and conditions of the Agreement shall remain in effect until the expiration of the term of the Agreement. The Town Manager shall be entitled to all compensation including salary and accrued annual leave paid in lump sum plus continuation of all benefits for the remainder of the term of this Agreement.

Section 4: Duties and Authority

Town agrees to employ _____ as Town Manager to perform the functions and duties specified in ARTICLE VI, Section 4 of the Town Charter and Chapter 2, Article III Sections 2-82 and 2-83 of the Town Code.

Section 5: Non-Interference

Commission members shall address their questions and concerns regarding the financial condition, operations, personnel and other Town matters directly to the Town Manager and the Town Manager shall address those questions and concerns with the town staff, its consultants and contractors. Individual members of the Town Commission shall not, acting alone and without authorization of the Town Commission, direct the Town Manager to enter into or terminate any contract, to grant or withhold funds to any person, nor instruct any Town personnel under the Town Manager's control to take or refrain from any action. This paragraph shall not be applied to limit Article VI, Section 4. "Town manager has full authority over administrative service" provision of the Town Charter, or Article III, Section 2-82., "Powers and duties of town manager" and Section 2-83 "Town manager's control over administrative services" provisions of the Town Code.

Section 6: Compensation

Town agrees initially to pay Town Manager an annual base salary of $___,___, payable in installments at the same time that the other management employees of the Town are paid. Subsequently, this Agreement shall be automatically amended to reflect any salary adjustments that are provided for by the Commission associated with its annual performance review.

The Town Manager may receive an annual merit increase upon a satisfactory performance evaluation by a majority vote of the Town Commission. The amount of said increase shall be determined by the Town Commission.

Section 7: Residency

The Town Manager shall establish residency within the Town of Lake Park and shall maintain residency in the Town of Lake Park, unless a majority the Commission determines otherwise.

Section 8: Initial Performance Review and Subsequent Annual Reviews

The Town Commission shall conduct an initial review of the performance of the Town Manager six (6) months from the effective date of this Agreement, and shall 6 (six) months thereafter conduct its first annual review to evaluate the performance of the Town Manager. Thereafter, the Commission shall conduct an annual review and evaluation of the Town Manager's performance in accordance with criteria mutually developed and adopted by the Town Commission and the Town Manager which may, among other items, consist of goals and performance objectives which the Commission deems necessary for the proper operation of the Town and the attainment of the

Commission's policy objectives. The Commission and Town Manager may further mutually adopt and establish a relative priority among the mutually agreed goals and performance objectives. The adopted goals and objectives shall be reasonably attainable within the time limitations specified and within the annual operating and capital budgets and appropriations provided. The initial goals and performance objectives shall be established within 120 days after commencement of the Town Manager's employment. The goals and objectives shall be re-established thereafter on an annual basis, within 60 days after the annual review and performance evaluation of the Town Manager.

Section 9: Hours Per Week

The Town Manager shall devote whatever time is necessary to properly perform the duties of the position; it being generally understood, however, that on average, a minimum of 40 hours per week is necessary for adequate job performance.

SECTION 10: Annual Leave

During the first year of her employment, the Town Manager shall be credited with (i.e. initially receive) the same number of days of annual leave for an employee with 10+ years of service with the Town. Thereafter the Town Manager shall accrue annual leave in accordance with the Town's leave policy.

SECTION 11: Holidays

The Town Manager shall be entitled to the same paid holidays granted to the Town's employees.

SECTION 12: Health Benefits

The Commission shall provide the Town Manager coverage under its comprehensive Preferred Provider Option Plans, including medical, dental and vision. In addition, it shall provide both short term and long term disability coverage for the Town Manager under its current plans. Coverage shall commence in accordance with the terms of the providers' respective contracts, or any exceptions thereto granted by Provider..

SECTION 13: Life Insurance

The Commission shall provide a term life insurance policy for the Town Manager in an amount equivalent to the Town Manager's base salary and shall pay the total premiums for this coverage. Coverage shall commence in accordance with the terms of the provider's contract.

.

SECTION 14: Automobile Allowance

The Town shall pay the Town Manager an allowance of $600.00 per month for automobile expenses. The Town Manager shall not be required to supply any receipts or other documentation in order to receive this allowance.

SECTION 15: Retirement

For the initial term (i.e. one year) of the Town Manager's employment, the Town shall contribute into a deferred compensation account or retirement plan chosen by the Town Manager in an amount equal to 12.5 % of the Town Manager's annual base salary. For any subsequent renewals of the Town Manager's employment, the Town Commission shall determine the percentage contributed in an amount greater than this percentage. All such funds shall be owned by the Town Manager and fully transferable upon the termination of the Town Manager's employment to the extent allowed by law.

SECTION 16: Dues and Subscriptions

The Town agrees to pay the Town Manager's professional dues for membership in the International City/County Management Association (ICMA) and the Florida City and County Management Association (FCCMA). The Town shall pay other dues and subscriptions on behalf of the Town Manager as are approved in the Town's annual budget (on a line item basis) or as authorized separately by the Commission.

SECTION 17: Outside Activities

With prior approval of the Commission, the Town Manager may engage in additional professional activities separate and apart from Town matters, provided said activities do not conflict or interfere with the performance of the Town Manager's duties and responsibilities to the Town.

SECTION 18: Moving Allowance and Housing Expenses

In the event the Town Manager is required to establish residency in the Town, th Commission agrees to pay up to $5,000.00 for moving expenses incurred by the Town Manager.

SECTION 19: Equipment, General Business Expenses and Professional Development

The Commission shall provide appropriate equipment necessary for the Town Manager to perform his official responsibilities, including, but not limited to a laptop computer and cell phone which shall remain the property of the Town. Alternatively, The Town Manager may use a private cell phone and receive a monthly cell phone allowance of $100.00. The Town Manager shall not be required to supply any receipts or other documentation in order to receive the cell phone allowance.

The Commission agrees to budget for and to pay for reasonable and customary travel and subsistence expenses of the Town Manager for professional and official travel, meetings, and occasions to adequately continue the professional development of the Town Manager and to pursue necessary official functions for the Town, including but not limited to the ICMA annual conferences, the Florida League of Cities annual conferences, and meetings of such other national, regional, state, and local governmental groups and committees in which the Town Manager serves as a member.

The Commission also agrees to budget for and to pay for travel and subsistence expenses of the Town Manager for short courses, institutes, and seminars that are necessary for the Town Manager's professional development and for the good of the Town.

The Commission acknowledges the value of having the Town Manager participate and be directly involved in local civic clubs or organizations. Accordingly, the Commision shall pay for the reasonable membership fees and/or dues to enable the Town Manager to become an active member in local civic clubs or organizations.

Section 20: Indemnify and hold harmless

The Commission shall self-insure or otherwise provide and pay for professional liability insurance to fully defend, indemnify and hold harmless the Town Manager against any and all claims, demands, suits, actions or proceedings of any kind of nature, arising out of the performance of duties and responsibilities as Town Manager.

SECTION 21: Termination for Cause

The employment of the Town Manager may be terminated by a four-fifths majority vote of the Commission for cause in accordance with the procedures set forth herein below. The term "for cause" shall be defined to mean:

1) Misfeasance, malfeasance and/or nonfeasance in performance of Town duties and responsibilities;
2) Conviction of a felony, whether or not adjudication is withheld during the term of this Agreement;
3) Willful neglect of duty, including the inability or unwillingness to properly discharge the responsibilities of office;
4) Violation of any substantive Town policy, rule, or regulation, which would subject any other Town employee to termination;
5) The commission of any act which constitutes moral turpitude;
6) A knowing or intentional violation of the Palm Beach County, State of Florida, or the International City/County Management Association's Code of Ethics.

If the Town Manager is terminated for cause, the Parties hereto expressly agree that the Commission is under no legal obligation to pay the Town Manager any severance pay. However, the Commission shall pay the Town Manager any accrued and unpaid salary

and benefits (including annual leave) earned prior to the effective date of termination. After the payment described in the immediately preceding sentence, the Commission shall have no further financial obligation to the Town Manager pursuant to this Agreement.

SECTION 22: Termination Without Cause

The Town Manager may be terminated "without cause" by a four-fifths majority vote of the Commission at any time.

If the Town Manager is terminated without cause he shall be paid a lump sum severance pay equal to six (6) months salary. Additionally, should the Town Commission terminate the services of the Town Manager without cause, then any accrued and unpaid salary and leave earned prior to the effective date of termination shall be paid. The Town shall also pay health insurance coverage for the Town Manager following the date of termination for a period of time equal to the salary severance benefit. After the payments described above are made, the Town shall have no further financial obligations to the Town Manager, and the Town Manager shall execute a general release to that effect.

SECTION 23: Voluntary Resignation

In the event that the Town Manager voluntarily resigns her position with the Town, the Town Manager shall use his best efforts to provide to the Commission 60 calendar days advance written notice, but under no circumstances less than 30 calendar days advance written notice. The Town Manager shall not be entitled to severance pay; however, the Town Manager shall be entitled to receive accrued annual leave as of the date the resignation becomes effective.

In the event the Town Manager voluntarily resigns prior to the expiration of one (1) year of service from the effective date of this Agreement, the Town Manager shall reimburse to the Town any and all moving allowance and housing expenses provided by the Commission.

SECTION 24: Return of Town Property

Upon final termination of her employment with the Town, whether voluntary, for cause or without cause, the Town Manager shall, within three (3) business days, return all Town property to the Town, including but not limited to keys, cell phone, lap top computer, documents and any other property of the Town in her possession or control.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date set forth below.

ATTEST:

By: _____
Vivian M. Lemley, Town Clerk

_____
Date

TOWN OF LAKE PARK

By: _____
James Dubois, Mayor

_____
Date

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

_____
Thomas J. Baird, Town Attorney

_____
Date

TOWN MANAGER

_____

_____
Date

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