



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, September 21, 2016, 6:30 PM  
Lake Park Town Hall  
535 Park Avenue

<b>James DuBois</b>	—	<b>Mayor</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Mayor</b>
<b>Erin T. Flaherty</b>	—	<b>Commissioner</b>
<b>Anne Lynch</b>	—	<b>Commissioner</b>
<b>Michael O'Rourke</b>	—	<b>Commissioner</b>
<hr style="border-top: 1px dashed black;"/>		
<b>John O. D'Agostino</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez, CMC</b>	—	<b>Town Clerk</b>

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

**A. CALL TO ORDER/ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. SPECIAL PRESENTATIONS/REPORTS**

1. Proclamation for Dwayne Bell, Sr. Employee of the Year for 2015 Tab 1

2. Marina Update Tab 2

3. Status Report on the Condition of the Town's Stormwater Drainage System and the Utility that Supports its Maintenance and Construction Tab 3

**D. PUBLIC COMMENT:**

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

E. **CONSENT AGENDA:** All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda. Any person wishing to speak on an agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

4. Regular Commission Meeting minutes of September 7, 2016 Tab 4

5. First Public Hearing on the Budget Meeting minutes of September 8, 2016 Tab 5

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

6. Ordinance No. 9-2016 Comprehensive Plan – Mixed Use Tab 6

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE FUTURE LAND USE ELEMENT OF THE COMPREHENSIVE PLAN AS IT RELATES TO THE COMMERCIAL/RESIDENTIAL LAND USE DESIGNATION AND RESPECTIVE CAPACITY ANALYSIS.**

G. **PUBLIC HEARING(S)-QUASI-JUDICIAL – RESOLUTION:**

7. Resolution No. 39-09-16 Site Plan Application for the Special Exception use for a Self-Storage Facility that is proposed in Two Phases and will Include a total of 201,600 Square Feet, to be located with the Congress Business Park Planned Unit Development. Tab 7

H. **PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:**

8. Ordinance No. 06-2016 Amending Chapter 78, Article I, Section 78-6 of the Lake Park Town Code, Entitled “REASONABLE ACCOMMODATION PROCEDURES” in its Entirety and Replacing it with New Reasonable Accommodation Regulations to Protect Persons with Disabilities due to Substance Abuse and the General Public. Tab 8

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AMENDING CHAPTER 78, ARTICLE I, SECTION 78-6 OF THE LAKE PARK TOWN CODE, ENTITLED “REASONABLE ACCOMMODATION PROCEDURES” IN ITS ENTIRETY AND REPLACING IT WITH NEW REASONABLE ACCOMMODATION REGULATIONS TO PROTECT PERSONS WITH DISABILITIES DUE TO SUBSTANCE ABUSE AND THE GENERAL PUBLIC; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

9. Ordinance No. 07-2016 Updating the Threshold for Capitalization Assets from \$750.00 to \$5,000.00 Tab 9

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE V, SECTION 2-24**

**PERTAINING TO THE RECORDING AND INVENTORY OF CERTAIN PROPERTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**10. Ordinance No. 08-2016 A Town Initiated Ordinance Proposing the Modification of Town Code Section 18-123(7) Allowing Liquor Vendors of Special Events held on Town Property to Provide their own Liquor Legal Liability Insurance to the Town.**

**Tab 10**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 18, ARTICLE IV, SECTION 18-123 OF THE TOWN CODE ENTITLED “ADDITIONAL CRITERIA FOR PERMIT APPROVAL”; PROVIDING FOR THE AMENDMENT OF SECTION 18-123(7) RELATED TO THE LIQUOR LEGAL LIABILITY INSURANCE; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**I. BOARD MEMBERSHIP NOMINATION:**

**11. Joseph Rice- Nominated for appointment to the Planning & Zoning Board as a Regular Member**

**Tab 11**

**J. NEW BUSINESS:**

**12. A Request from the Event Organizers of the South Florida Southern Rock Festival to Waive Facility Rental and Event Parking Fees for Event on October 1-2, 2016 at Lake Shore Park.**

**Tab 12**

**13. Continuing Professional Services Contract with Calvin, Giordano & Associates in Support of the Park Avenue Roadway Improvement Project**

**Tab 13**

**14. Revision of the Employee Evaluation Forms for General Employees and for Department Head/Supervisory Employees**

**Tab 14**

**15. Resolution No. 40-09-16 Authorizing the Mayor to Sign the Grant Agreement for State Aid to Libraries**

**Tab 15**

**16. Resolution No. 41-09-16 Recognizing Florida City Government Week from October 16-22, 2016**

**Tab 16**

**17. Resolution No. 42-09-16 to Amend the Town of Lake Park Uniform Classification System to Revision the Job Description for the Position of Chief Accountant.**

**Tab 17**

**18. Amendment of the Town of Lake Park Position Titles, Job Codes and Pay Plan for Fiscal Year 2017.**

**Tab 18**

**19. Resolution No. 43-09-16 Authorizing and Directing the Mayor to Execute the Second Amendment to the Town Manager Employment Agreement between the Town of Lake Park and John O. D’Agostino**

**Tab 19**

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

**L. ADJOURNMENT:**

**Next Scheduled Regular Commission Meeting will be held on Wednesday, October 5, 2016**

**Special  
Presentations  
/Reports**

# TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 21, 2016

Agenda Item No. Tab 1

Agenda Title: Proclamation for Dwayne Bell, Sr. Employee of the Year for 2015

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager

*[Handwritten Signature]*

Date:

9-14-16

Name/Title

HUMAN RESOURCES DIRECTOR

<p><b>Originating Department:</b></p> <p>Human Resources</p>	<p>Costs: \$ 500.00</p> <p>Funding Source:</p> <p>Acct. # 001-51-512-105-15000</p> <p>(FY 2016)</p> <p><input checked="" type="checkbox"/> Finance <i>BKR</i></p>	<p>Attachments:</p> <p>Copy of Proclamation for Employee of the Year</p>
<p><b>Advertised:</b></p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p><b>Yes I have notified everyone</b> <u>BMT</u></p> <p>or</p> <p>Not applicable in this case _____</p> <p><b>Please initial one.</b></p>

**Summary Explanation/Background:**

On August 26, 2016, the nomination period opened up for receipt of nominations for Employee of the Year for 2015. The deadline for receipt of such nominations was September 2, 2016, and by this deadline the following employees were nominated for this award:

- Dwayne Bell, Sr., Sanitation Foreman, Public Works Department
- Howard Butts, Foreman General Infrastructure, Public Works Department
- Janet Miller, Assistant to the Human Resources Director
- Janet Perry, Assistant to the Town Manager
- James Skrandel, Facilities Maintenance Worker III, Public Works Department

The final deadline for receipt of completed ballots for the actual selection of Employee of the Year from among the above nominees was September 13, 2016. By a majority vote of the ballots submitted, Dwayne Bell, Sr. was selected as the Employee of the Year for 2015. It should be noted that this is the second time that Mr. Bell has been selected as Employee of the Year, which is indeed an honor.

Mr. Bell will receive a one-time monetary award of \$500.00 (which was budgeted for in Fiscal Year 2016), and he will also be eligible for nomination by the Town Commission for recognition by other agencies.

**PROCLAMATION  
OF THE TOWN OF LAKE PARK, FLORIDA  
RECOGNIZING DWAYNE BELL, SR.  
AS THE 2015 EMPLOYEE OF THE YEAR**

**WHEREAS;** *Dwayne Bell, Sr.* commenced his employment with the Town of Lake Park as an Equipment Operator II on October 30, 2006; and

**WHEREAS;** on October 3, 2007, *Dwayne Bell, Sr.* was promoted to the position of Equipment Operator III; and

**WHEREAS;** in recognition of the high degree of professionalism and the excellence with which he has always performed his duties, as well as his dependability and integrity, *Dwayne Bell, Sr.* was promoted to the position of Sanitation Foreman on December 28, 2013; and

**WHEREAS;** in such position, *Dwayne Bell, Sr.* has continued to excel by demonstrating excellent leadership and considerable expertise in handling major assignments, as well as a strong commitment to providing quality customer service to Town residents; and

**WHEREAS;** *Dwayne Bell, Sr.* was selected as the Employee of the Year for 2011 and in recognition for his selection as Employee of the Year for 2015, the Town of Lake Park wishes to publicly honor him again for his service and accomplishments.

**NOW, THEREFORE,** on behalf of the Commission of the Town of Lake Park, I, James DuBois, Mayor of the Town of Lake Park, do hereby publicly recognize and commend *Dwayne Bell, Sr.* for his continued dedication to duty and service, and recognize him as the Employee of the Year for 2015.

**IN WITNESS WHEREOF,** I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 21<sup>st</sup> day of September 2016.

BY:

\_\_\_\_\_  
Mayor James DuBois



ATTEST:

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

# TAB 2



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** September 21, 2016

**Agenda Item No.** Tab 2

**Agenda Title:** Marina Update

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

**Approved by Town Manager** *[Signature]* **Date:** 9-7-16

*[Signature]* / *Marina Director*  
**Ted Schiafone / Marina Director**

<b>Originating Department:</b>  <p style="text-align: center;"><b>Marina</b></p>	<b>Costs: \$ 0.00</b> <b>Funding Source:</b> <b>Acct. #</b> <input type="checkbox"/> Finance _____	<b>Attachments:</b> <b>-Power Point Presentation</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>TS</u> <b>Please initial one.</b>

**Summary Explanation/Background:**

The Marina Director, Ted Schiafone, came on board with the Town of Lake Park on May 24, 2016. This presentation is a summary of recent accomplishments and future plans.

# Lake Park Harbor Marina

Update September 21, 2016



# INTRODUCTION

- Marina Director – Ted Schiafone
- Recent News
  - FIND Grant
  - PBC Fishing Foundation – Kids Fishing Days

# FIND Grant Standings

## 2016-2017 Waterway Assistance Program Project Applications

AGENDA ITEM#	COUNTY	PROJECT SPONSOR	PROJECT TITLE	ASSISTANCE REQUESTED	RUNNING TOTAL	AVERAGE SCORE
ITEM 10.49	St Johns	City of St. Augustine	Salt Run Dredging Part 7	\$150,000.00	\$150,000.00	47.83
ITEM 10.03	Martin	Martin County	Phipps Park Shoreline	\$350,000.00	\$500,000.00	46.25
ITEM 10.47	St Johns	City of St. Augustine	Shoal Markers for Menendez Mooring Field	\$10,000.00	\$510,000.00	45.92
<b>ITEM 10.23</b>	<b>St Lucie</b>	<b>City of Fort Pierce</b>	<b>Boat Access Fisherman's Warf Moores Creek</b>	<b>\$78,500.00</b>	<b>\$588,500.00</b>	<b>45.67</b>
ITEM 10.52	Miami-Dade	City of Miami	Dinner Key Marina Mooring Facility Phase I	\$75,000.00	\$663,500.00	45.58
ITEM 10.59	Miami-Dade	City of Miami	Virginia Key Boat Launch and Parking Phase I	\$60,500.00	\$724,000.00	45.58
ITEM 10.55	Miami-Dade	City of Miami	Mooring Facility off Watson Island Ph I	\$75,000.00	\$799,000.00	45.50
ITEM 10.63	Miami-Dade	Miami-Dade County	Crandon Marina Floating Dock Reno. Part 2	\$550,410.00	\$1,349,410.00	45.33
ITEM 10.24	St Lucie	St. Lucie County	Port of Ft Pierce - Fisherman's Wharf Phase I	\$316,000.00	\$1,665,410.00	45.25
ITEM 10.45	St Johns	St. Johns County	Frank Butler Park West Boat Ramp Dredging	\$60,000.00	\$1,725,410.00	45.17
ITEM 10.31	Brevard	Brevard County	POW MIA Park Channel Dredging Phase II	\$225,000.00	\$1,950,410.00	45.08
ITEM 10.35	Brevard	City of Rockledge	Rockledge Multi-purpose Day use Dock Ph I	\$84,000.00	\$2,034,410.00	45.08
ITEM 10.36	Volusia	City of Daytona Beach	Riverfront Park Day Docks Phase II	\$717,368.00	\$2,751,778.00	45.00
ITEM 10.65	Miami-Dade	Miami-Dade County	Matheson Marina Floating Dock Ren. Part 2	\$526,300.00	\$3,278,078.00	45.00
ITEM 10.08	Palm Beach	City of West Palm Beach	Currie Park Boat Access Phase II	\$428,000.00	\$3,706,078.00	44.92
ITEM 10.14	Nassau	City of Fernandina Beach	Mooring Field Capacity Increase Phase II	\$150,000.00	\$3,856,078.00	44.92
ITEM 10.37	Volusia	City of Holly Hill	Sunrise Park South Ramp and Dredging Ph II	\$341,110.00	\$4,197,188.00	44.92
ITEM 10.13	Nassau	City of Fernandina Beach	Marina Basin Maintenance Dredging	\$151,650.00	\$4,348,838.00	44.83
ITEM 10.27	Duval	City of Jacksonville	Half Moon Island Park & Boat Ramp Phase IIA	\$924,199.00	\$5,273,037.00	44.83
ITEM 10.66	Miami-Dade	Miami-Dade County	Pelican Island Dock Replacement	\$123,000.00	\$5,396,037.00	44.67
ITEM 10.28	Duval	City of Jacksonville	Metro Park Marina Dredge Phase I	\$100,000.00	\$5,496,037.00	44.58
ITEM 10.34	Brevard	City of Palm Bay	Palm Bay Municipal Marina Dock & Dredge	\$42,500.00	\$5,538,537.00	44.58
ITEM 10.60	Miami-Dade	City of Miami	Virginia Key Seawall, Dock & Kayak Launch Ph	\$1,017,804.00	\$6,556,341.00	44.58
ITEM 10.18	Broward	Broward County	Hollywood N Beach Park Mooring Field Ph I	\$75,000.00	\$6,631,341.00	44.50
ITEM 10.58	Miami-Dade	City of Miami	Seybold Canal and Wagner Creek Dredging	\$1,200,000.00	\$7,831,341.00	44.50
ITEM 10.53	Miami-Dade	City of Miami	Miami Marine Stadium In-water Phase I	\$250,000.00	\$8,081,341.00	44.33
ITEM 10.16	Flagler	Town of Marineland	Marineland Marina Phase IIB	\$200,000.00	\$8,281,341.00	44.00
ITEM 10.41	Volusia	City of Ormond Beach	Cassen Park Public Dock Phase I	\$53,298.75	\$8,334,639.75	44.00
ITEM 10.62	Miami-Dade	City of Miami Beach	North Beach Kayak Launch Dock	\$142,007.00	\$8,476,646.75	44.00
ITEM 10.10	Palm Beach	Town of Lake Park	Lake Park Harbor Marina Dock Retrofit Phase I	\$55,000.00	\$8,531,646.75	43.75
ITEM 10.07	Palm Beach	City of Riviera Beach	Riviera Beach City Marina Dock G & Lifts	\$1,157,500.00	\$9,689,146.75	43.67
ITEM 10.15	Nassau	City of Fernandina Beach	Southern Basin Dock Realignment Phase I	\$75,000.00	\$9,764,146.75	43.67
ITEM 10.64	Miami-Dade	Miami-Dade County	Homestead Bayfront Marina Ramp Piers Ph I	\$75,000.00	\$9,839,146.75	43.67

# Kids Fishing Days



# OBJECTIVES

- 1) Operational Efficiency
- 2) Financial Improvement / Controls
- 3) Property Enhancements
- 4) Long Term Sustainability / Maintenance and Reserves
- 5) Future Update / Requests

# 1) OPERATIONAL EFFICIENCY

- Boat Ramp / Trailer Parking
- Fuel Dock
- Main Parking Lot
- Charters / Commercial Vessels

# Boat Ramp / Trailer Parking



# Typical Day at Boat Ramp – Prior to Changes



# 4<sup>th</sup> of July Weekend – Prior to Changes



# Labor Day Weekend – With Changes



# Labor Day Weekend – Upper Parking Lot



# Fuel Dock



**New!**

## Q Series 2-Way Radio Callbox

Narrowband Analog

Put Communication Right Where You Need It! Install the Q Series radio callbox virtually anywhere to maximize manpower efficiency, improve safety or service response times. Deploy easily — no wires, no trenching, no construction required. Can be used stand-alone using alkaline batteries\* or can be powered using external AC adapter.

The Q Series callbox provides long range, 2-way communication and allows staff and visitors to communicate with your 2-way radio-equipped personnel from points near and far — the plant floor, maintenance garage, gated areas, delivery dock or the 9th tee.

**Features/Benefits:**

- Wireless, 2-Way Push-To-Talk, Narrowband Analog Technology  
*No Costly Trenching or Construction Costs To Install*
- High Performance/Features, Business Band Frequencies  
*Long Range — Up to 1 Mile,\*\* Line-Of-Sight. Works With Any Other Analog Business Band 2-Way Radio*
- Rugged, High-Impact Gasket Sealed Enclosure  
*Durable, Sealed and Weatherproof For Outdoor Use*
- Internal Antenna, Tough Machined Aluminum PTT Button  
*Long-Life, Tamper and Vandal-Resistant*
- Battery\* Powered or External Power Capable  
*Stand-Alone Operation, No Wires. Or Opt. External Powered for Always-On Operation*  
\*For superior performance in battery-only applications, AHA 2000 or equivalent is advised
- High-Audio Output, High-Gain Mic Capability  
*Adjustable Volume - Loud, Easy To Hear In Loud Environments*
- User Adjustable Settings and PC Programmable  
*Allows Easy, In-The-Field Programming or via PC*
- Built-In Relay Control (7 series models only)  
*Allows Long-Range, Remote Control Of Gates Or Doors*
- Standard Flange Mount Hole Pattern  
*Easy Installation, Optional Mounting Brackets Available*
- Available In Different Colors  
*Pick The Color Best Suited To Meet Your Need:*
  - High Visibility Green and Cool Black
  - Custom Colors Available For Volume Applications

**Applications...** Schools and Day Cares • Manufacturing and Construction Sites • Health Care Facilities • Golf Courses • Gate Secured Areas • Amusement Parks and Resorts



# Main Parking Lot



# Charters \ Commercial Vessels



## 2) FINANCIAL IMPROVEMENTS / CONTROLS

- Boat Ramp / Overnight Trailer Parking
- Fuel System
- Cash Drawer / Cash Payments
- Accounts Receivables / Billing
- Rate Structure / Fees / Fines

### 3) PROPERTY IMPROVEMENTS

- Marina Office / Marina Property
- Individual Slip Tenants
- Commercial Slip Tenants – “Charter Captain Village”

## 4) LONG TERM SUSTAINABILITY

- Short Term – Maintenance
- Long Term – Reserves for Replacement

## 5) FUTURE UPDATES / REQUESTS

- Market Conditions – Competitive Pricing Opportunity
- Annual Lease Addendum – Deposit
- Charter Captain Village – Premier Location in Palm Beach County

# TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 21, 2016

Agenda Item No. Tab 3

Agenda Title: Status Report on the Condition of the Town's Stormwater Drainage System and the Utility that Supports its Maintenance and Construction

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

Approved by Town Manager *[Signature]* Date: 9-9-16  
*[Signature]*  
 David Hunt / Public Works Director

<b>Originating Department:</b>  Public Works	Costs: N/A <b>Funding Source:</b> 402 – Storm-water Utility Acct. # N/A <input type="checkbox"/> Finance <u>N/A</u>	<b>Attachments:</b> Power Point Presentation
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or <b>Not applicable in this case</b> <u><i>[Signature]</i></u> <b>Please initial one.</b>

Summary Explanation/Background:

The Town's stormwater drainage system consists of grassed swales that convey rain water to catch basins that connect to underground pipes that carry water to 10 major outfalls that discharge into the Intracoastal Waterway and South Florida Water Management District's (SFWMD) C-17 canal. This system prevents the flooding of dwellings and businesses and ensures the safe passage of vehicular traffic.

In 1986 the Town's consultant prepared an Engineering Investigation and Report that included a Comprehensive Storm Drainage Improvements Program, more commonly called the Master Drainage Plan (the Plan). This plan was updated in 1993 and again in 1999. The 1999 Plan update recommended improvements to the system that were estimated to cost \$6,365,950. In the ensuing years, some of these improvements were made using grant funds. The stormwater system atlas

was not updated with each new project that was completed after 1999. Town crews have attempted to field verify and document structures that do not appear in the Plan. A system wide survey will aid in analyzing which previously recommended projects have not been completed.

In 1987 the EPA was required, under Section 402 (p) of the Clean Water Act, to establish final regulations governing stormwater discharge permit application requirements. In 1997 the first 5-year National Pollutant Discharge Elimination System (NPDES) permit was issued to Palm Beach County's forty co-permittees. The permit required each municipality to perform system maintenance and to report its annual activities. The General Fund financed these compliance activities until 2008 when the Stormwater Utility was created. The utility established a user fee based upon the amount of impervious surface found on a typical residential site. This Equivalent Stormwater Unit (ESU) was set at 5,202 square feet and a residential account was charged \$6.00 per month.

In 2009 the charge per ESU was adjusted to its current rate of \$6.50 per month. This appears on the residents' non- ad valorem tax bill for the annual amount of \$78.00.

It has been seventeen years since the Master Drainage Plan was updated. Elements of the system are failing due to their age. Development and environmental changes have put stress upon the system's capacity to handle significant storm events. Data collection in support of reporting requirements demand that digital files be created in order to gage the effectiveness of maintenance activities and to determine which parts of the system are not performing properly.

The Town's engineering consultant, Calvin, Giordano & Associates, has been assigned the job of specifying the tasks necessary to create a new stormwater Master Drainage Plan. The Fiscal Year 2016-17 Stormwater Fund has budgeted \$100,000 to prepare Phase I of the town-wide Master Drainage Plan. The Plan will identify the location of all drainage structures and comment upon their condition. The Plan will examine the performance of the system and make improvement recommendations. Projects will be prioritized and costs estimates will be developed.

Concurrent with the development of a new Master Plan, Town staff is analyzing its long range equipment needs that are used in the daily inspection, maintenance, and operation of the drainage system.

All of these anticipated costs, based upon the severity of the need, will be distributed across suggested timelines and then compared with annual utility revenues. Based upon discussions concerning how the Town would like to move the programs forward, utility rates will be calculated to meet the established goals over a period of years.

### **Recommended for Future Consideration:**

Staff will be bringing consultant services proposals forward for your review and approval at future meetings. The consultant's products will aid in the development of the Master Drainage Plan.

Rate adjustments will need to be evaluated and consideration must be given as to how they will be implemented (i.e., front loaded for quick action versus incremental annual steps consistent with scheduled improvements' critical path, codification of annual adjustments that set a termination date, establishment of rates sufficient to service loans or bonds, etc.)

# TOWN OF LAKE PARK

Stormwater System Update

September 21, 2016



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™

# Stormwater System

## At a Glance

- **Town is 1,122 Acres**
- **3055 Parcels**
- **409 Drainage Structures**
- **46,000 Linear Feet of Pipe**
- **9,503 Linear Feet of Exfiltration Trench**
- **10 Outfalls**

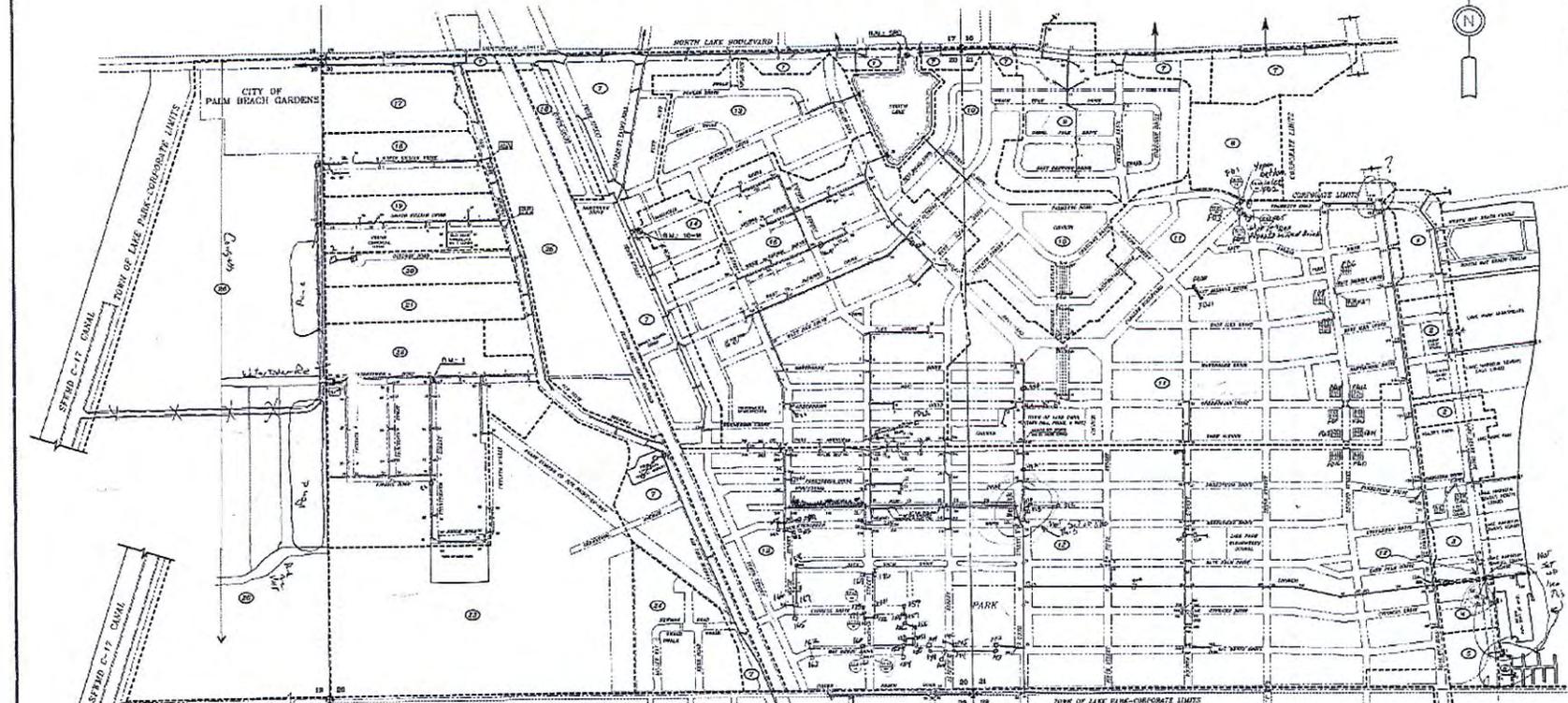
# Stormwater System

## EXISTING KNOWLEDGE BASE IS OLD

- **Original Date March, 1986**
- **Revised in August, 1993 and August 1996**
- **No Digital Data**
- **Survey Data on Old Datum of Unknown Quality**
- **Does not Encompass Whole Town**
- **Manual Updates by PW Staff**

# Stormwater System Map

## EXISTING DRAINAGE MAP FOR THE TOWN OF LAKE PARK, FLORIDA



### LEGEND:

- DRAINAGE PIPE WITH OPEN BOTTOM.
- DRAINAGE PIPE WITH OPEN BOTTOM AND CONNECTING DRAINAGE PIPE.
- DRAINAGE PIPE WITH OPEN BOTTOM AND 180° PIPE.
- DRAINAGE PIPE WITH OPEN BOTTOM AND 90° PIPE.
- DRAINAGE MANHOLE WITH DRAINAGE PIPE. SEE SHEET 2 FOR INFORMATION.
- DRAINAGE OUTFALL WITH DRAINAGE PIPE. SEE SHEET 3 FOR INFORMATION.
- DETENTION TRENCH.
- BENCHMARK LOCATION AND DESCRIPTION.
- SINGLE DRIVEWAY ACCESS PAVEMENT.
- SECTION CORNER WITH SECTION DESCRIPTIONS.

### BENCHMARKS:

BM 100-1  
10' ROD ON CENTERLINE OF WATER TOWER  
ROAD 344.85' WEST OF CENTERLINE OF  
OLD DUNE HIGHWAY. ELEV. 17.28  
SIC 580

BRASS BISC AT S.E. CORNER OF BRIDGE OVER  
LAKE ON SIDEWALK. ELEV. 11.895  
SIC 580

BM 100-2  
DISC AND BOLT AT S.E. CORNER OF 100'  
STREET AND HINDMAN DRIVE. ELEV. 12.219  
SIC 580

### NOTES:

- 1.) DRAINAGE MAP PREPARED FROM ZONING MAP SUPPLIED BY TOWN OF LAKE PARK, (PREPARED BY GARLEY AND ASSOCIATES, P.L.C. NO. LP-2003-01). DRAINAGE STRUCTURES HAVE BEEN SHOWN IN THEIR APPROPRIATE LOCATION.
- 2.) MAP IS INTENDED FOR INFORMATIONAL PURPOSES ONLY.

DATE	DESCRIPTION	BY	SEAL
9/21/16	REVISED		

DESIGN: [Signature]

DRAWN: [Signature]

CHECKED: J.D.R.

APPROVED: [Signature]

DATE: 9/21/16

**BARKER, OSHA & ANDERSON, INC.**  
PROFESSIONAL ENGINEERS  
NORTH PALM BEACH, FLORIDA

DO NOT USE FOR CONSTRUCTION PERMIT PURPOSES

EXISTING DRAINAGE SYSTEM

MASTER DRAINAGE STUDY  
FOR THE  
TOWN OF LAKE PARK, FLORIDA

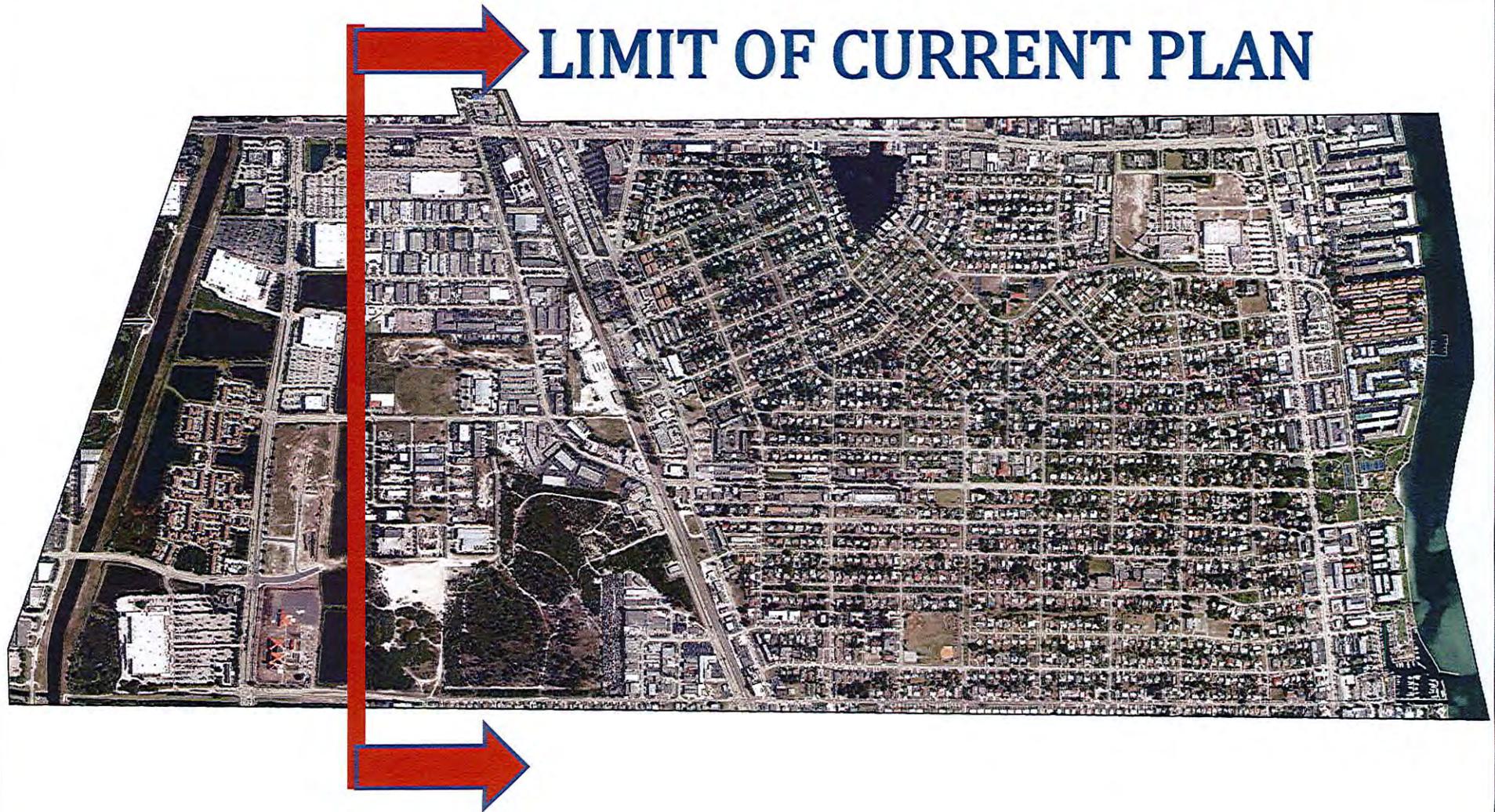
PROJECT NO. 15-1153

SCALE: NOT TO SCALE

SHEET 1 OF 3

FILE NO. 15-2208-016

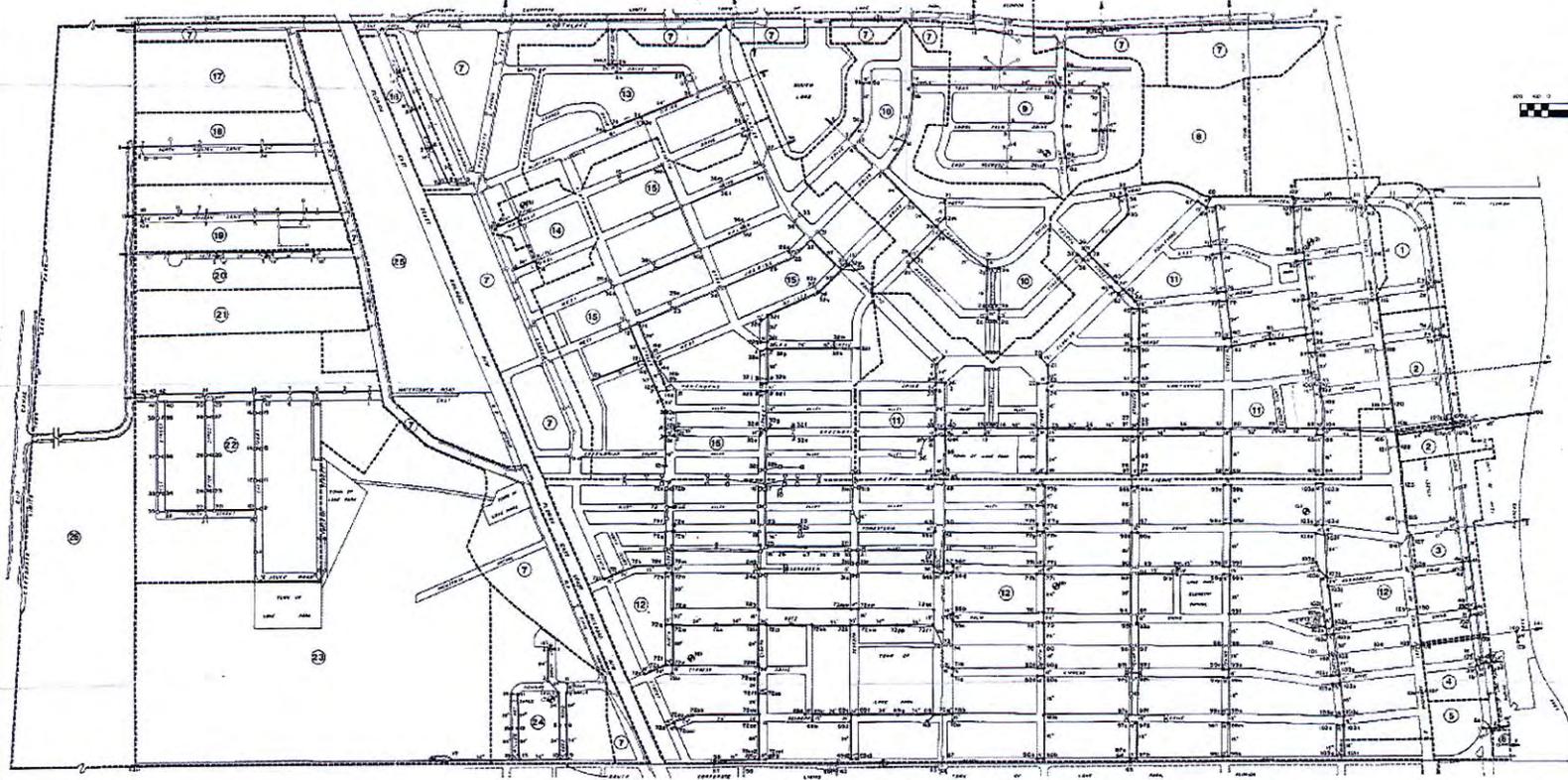
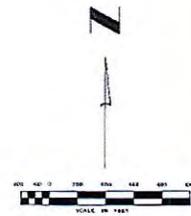
# Stormwater System – Town Aerial





# The Master Drainage Plan

## MASTER DRAINAGE STUDY FOR THE TOWN OF LAKE PARK FLORIDA



LAKE WORTH

- LEGEND**
- DRAINAGE BASIN & NUMBER
  - DRAINAGE MANHOLE & NUMBER
  - DRAINAGE PIPE & SIZE
  - DRAINAGE OUTFALL
  - LIMIT DRAINAGE PIPE TO BE MAINTAINED
  - SOIL TEST LOCATION & NUMBER
  - LIMITS OF DRAINAGE BASIN
  - DRAINAGE BASIN NUMBER

**EXHIBIT NO. 13**

<b>CLIENT</b>	<b>TOWN OF LAKE PARK, FLORIDA</b>	<b>PROJECT NO.</b>	<b>13</b>
<b>DATE</b>	<b>SEP 21, 2016</b>	<b>PROJECT NAME</b>	<b>MASTER DRAINAGE STUDY</b>
<b>SCALE</b>	<b>AS SHOWN</b>	<b>PROJECT LOCATION</b>	<b>NORTH PALM BEACH, FLORIDA</b>
<b>DESIGNER</b>	<b>SAHRA, ESH &amp; ANDERSON, INC.</b>	<b>PROJECT NUMBER</b>	<b>13</b>
<b>DATE</b>	<b>SEP 21, 2016</b>	<b>PROJECT LOCATION</b>	<b>NORTH PALM BEACH, FLORIDA</b>
<b>SCALE</b>	<b>AS SHOWN</b>	<b>PROJECT NUMBER</b>	<b>13</b>



# Stormwater System Needs

- **Field Survey of All Existing Drainage Structures**
- **Review TV Inspection of 6,900 Linear Feet of pipe**
- **Televise and 39,100 Linear Feet of pipe**
- **Acquire new Topographical Data (LIDAR)**
- **Create Stormwater Models of the 10 Outfall Systems**
- **Prepare New Master Drainage Plan for Town's Future**
- **5-Year Plans for Improvement**

# **Stormwater Utility Funding Issues:**

## **Current Funding Supports Operations Only:**

- **Major Equipment Maintenance Not Supported**
  - Vac-Truck Life Extension
  - Street Sweeper
- **Equipment Replacement Not Supported**
  - Vac-Truck/Street Sweeper Replacement Every 10 Years
- **Updating Stormwater Master Plan Not Supported**
- **Construction of Improvements Not Supported**

# Where Do We Go From Here?

- **TMDL Limits Coming in Future NPDES Permit**
- **Need to Update Master Drainage Plan**
- **Need to Implement 5-Year Plans**
- **SWU Rate Adjustment Will Be Required to Accomplish Long Range Goals**

# **Consent Agenda**

# TAB 4



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** September 21, 2016

**Agenda Item No.** *Tab 4*

**Agenda Title: Regular Commission Meeting Minutes of September 7, 2016**

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

**Approved by Town Manager** *[Signature]* **Date:** 9-14-16

*Vivian Mendez - Town Clerk*  
 Name/Title

<b>Originating Department:</b>  <p style="text-align: center;"><b>Town Clerk</b></p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> <b>Agenda meeting minutes</b> <b>Exhibits "A-L"</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <i>VM</i> <b>Please initial one.</b>

**Summary Explanation/Background:**

**Recommended Motion:**

To approve the Regular Commission Meeting Minutes of September 7, 2016.



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, September 7, 2016  
Lake Park Town Hall  
535 Park Avenue

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

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

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

1. Palm Beach County Commission on Ethics Presentation on the Services Offered to Municipalities and Palm Beach County Residents Tab 1
2. Presentation of the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended 9/30/2015 Tab 2
3. Presentation by Paul Handerhan regarding the Florida Property Assessed Clean Energy (PACE) Program Tab 3

**D. PUBLIC COMMENT:**

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

**E. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda. Any person wishing to speak on an agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.**

- 4. Regular Commission Meeting minutes of August 3, 2016 Tab 4
- 5. Special Call Commission Budget Meeting minutes of August 10, 2016 Tab 5
- 6. Resolution No. 29-09-16 Authorizing and Directing the Mayor to sign the Second Amendment to the License Agreement between the Town of Lake Park and the Burt Reynolds Institute for Film and Theatre (BRIFT) Tab 6

**F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:**

- 7. Ordinance No. 06-2016 Amending Chapter 78, Article I, Section 78-6 of the Lake Park Town Code, Entitled “REASONABLE ACCOMMODATION PROCEDURES” in its Entirety and Replacing it with New Reasonable Accommodation Regulations to Protect Persons with Disabilities due to Substance Abuse and the General Public. Tab 7

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AMENDING CHAPTER 78, ARTICLE I, SECTION 78-6 OF THE LAKE PARK TOWN CODE, ENTITLED “REASONABLE ACCOMMODATION PROCEDURES” IN ITS ENTIRETY AND REPLACING IT WITH NEW REASONABLE ACCOMMODATION REGULATIONS TO PROTECT PERSONS WITH DISABILITIES DUE TO SUBSTANCE ABUSE AND THE GENERAL PUBLIC; PROVIDING FOR CODIFICATION; AND FOR AN EFFECTIVE DATE.**

- 8. Ordinance No. 07-2016 Updating the Threshold for Capitalizing Assets from \$750.00 to \$5,000.00 Tab 8

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE V, SECTION 2-24 PERTAINING TO THE RECORDING AND INVENTORY OF CERTAIN PROPERTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

9. Ordinance No. 08-2016 A Town Initiated Ordinance Proposing the Modification of Town Code Section 18-123(7) Allowing Liquor Vendors of Special Events held on Town Property to Provide their own Liquor Legal Liability Insurance to the Town.

Tab 9

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 18, ARTICLE IV, SECTION 18-123 OF THE TOWN CODE ENTITLED "ADDITIONAL CRITERIA FOR PERMIT APPROVAL"; PROVIDING FOR THE AMENDMENT OF SECTION 18-123(7) RELATED TO THE LIQUOR LEGAL LIABILITY INSURANCE; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**G. PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:**

None

**H. NEW BUSINESS:**

10. Lake Park Channel 18 Broadcasting Equipment Replacement Tab 10

11. Resolution No. 30-09-16 Fiscal Year 2015/2016 Budget Adjustment Tab 11

12. Resolution No. 31-09-16 Authorizing and Directing the Mayor to Execute an Amendment to the Contract with Hy-Byrd, Inc. for Building Official Services Tab 12

13. Resolution No. 32-09-16 Award of the Passport Payment Application for the Lake Park Marina Boat Ramp Tab 13

14. Resolution No. 33-09-16 Award of the Agreement for Tennis Center Management and Maintenance Services between the Town of Lake Park, Florida and Itamar B. Macedo (RFP No. 103-2016) Tab 14

15. Resolution No. 34-09-16 Approval by the Town Commission of a Request to Issue Bonds for the Purpose of Refinancing Marina Debt Tab 15

16. Amendment Twelve (12) Palm Beach County Sheriff's Proposed Fiscal Year 2017 Budget Amendment Tab 16

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

**J. ADJOURNMENT:**

**Next Scheduled Regular Commission Meeting will be held on Wednesday, September 21, 2016**



**Minutes**  
**Town of Lake Park, Florida**  
**Regular Commission Meeting**  
**Wednesday, September 7, 2016 6:30 PM**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, September 7, 2016 at 6:30 p.m. Present were Mayor James DuBois, Commissioners Erin Flaherty, Anne Lynch and Michael O'Rourke, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Vice-Mayor Kimberly Glas-Castro was absent.

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

**SPECIAL PRESENTATIONS/REPORTS**

**1. Palm Beach County Commission on Ethics Presentation on the Services Offered to Municipalities and Palm Beach County Residents**

Palm Beach County Commission on Ethics Executive Director Mr. Mark Bannon gave a brief presentation of what the Commission on Ethics offers to municipalities. He explained that they offer training; advisory opinions, outreach, and they created a new handbook. He explained that Ad-Valorem taxes fund their services therefore; there was no charge for any of their services.

Mayor DuBois asked if they offer live training sessions. Mr. Bannon responded that they do offer live training and would be happy to conduct it.

**2. Presentation of the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended 9/30/2015**

Mr. Terry Morton, Jr., Partner with Nowlen, Holt & Miner, P.A. gave a brief presentation of the 2015 CAFR. He provided a few highlights from the CAFR. He explained that the Government Finance Officers Association in Chicago reviews and grades the report, reviewed the report, awarded the Town in 2014, and expect to award this report. He reviewed information located on page 19 through 25 of the CAFR. He stated that overall the Town has increased revenues. He compared the Report on Internal Control over Financial Reporting and on Compliance from last year to this year and stated that several of the comments posted last year were removed due to compliance.

Commissioner O'Rourke expressed pride with of the Finance Department for all the work they do. The Commission agreed. Finance Director Blake Rane invited the Commissioners to one-on-one meetings to review the CAFR in detail. He asked that the Commission accept the CAFR by motion and vote.

**Motion: Commissioner O'Rourke moved to accept the 2015 Comprehensive Annual Financial Report (CAFR); Commissioner Lynch seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

### **3. Presentation by Paul Handerhan regarding the Florida Property Assessed Clean Energy (PACE) Program**

Mr. Paul Handerhan, Senior Vice President of Public Policy for the Florida Association for Insurance Reform (FAIR) gave a presentation (see Exhibit "A"). Commissioner Lynch asked if there was a certain percentage that FAIR was requesting. Mr. Handerhan explained that to qualify for the program you have to have 10 percent of equity in the property and you cannot finance more than 20 percent of the "just value" of the property.

Commissioner Flaherty asked if commercial and business owners were eligible to qualify for the program. Mr. Handerhan stated "yes" commercial and business owners were eligible to participate in the program.

Commissioner O'Rourke asked if municipalities adopt an Ordinance approving the PACE program, would the municipality have input in the process that would take place. Mr. Handerhan explained that the municipality would adopt an Ordinance and after adoption of the Ordinance they would adopt a Resolution identifying how many PACE providers would operate within the municipality. He stated that several counties throughout the State have done their due diligence in this area. He stated that the county Ordinances could be reviewed. Commissioner O'Rourke asked for clarification regarding the contractors being registered to participate in the PACE program. Mr. Handerhan explained that there were currently four (4) main PACE providers operating in the State. He stated that FAIR advocates to have more than one provider operate within the municipalities. He explained the benefits of having multiple providers within the municipalities. He suggested meeting with the different PACE providers and through the Resolution, they would adopt those PACE providers to participate within the municipality. Town Manager D'Agostino reinforced that contractors cannot participate in the PACE program in Lake Park until the Town adopts the Ordinance and Resolution that allows it to be placed on the tax bill.

Commissioner O'Rourke asked if the Town has a measure of control over the standards. Town Manager D'Agostino explained that he believed the Town would. He stated that one of the standards was that competition meant everything as it relates to price. He explained that his concern was that it was a complicated program for people to understand. He wants fair and equal treatment of the homeowner. He stated that the

Ordinance could include that the Town would have an advisor who could meet with people and advise them on their needs.

Mayor DuBois explained that there are some significant administrative fees relative to the total cost of a particular project. Mr. Handerhan explained that the originating cost and fees would be in addition to whatever the State and interest rate was. He stated that there were some originating cost that were built for consumer protection. Mayor DuBois asked if the 100 percent financing would include the administrative fees. Mr. Handerhan stated that it would include the administrative fee. Mayor DuBois asked if the improvements to the property would be assessed on the tax roll. Mr. Handerhan explained that with the passing of Constitutional Amendment 4 improvements of solar or energy would not allow for the increase in property value. He stated that if "Wind Hardening" improvements were done, then it would increase the property value and assessed in the tax roll. Mayor DuBois stated that the improvements would be registered with Palm Beach County. Mr. Handerhan stated that there were offsets to improving the property. He thanked the Commission for their time.

Ms. Kate Wesner, Business Development Manager for Ygrene Energy Fund gave a presentation (see Exhibit "B"). She stated that they were currently working with the City of Boynton Beach, and City of West Palm Beach to become a provider for those Cities. She stated that the Town of Lake Clark Shores recently adopted their PACE Ordinance. She explained that they would provide updated reports to the Commission on which projects were completed as well as work with the contractors to ensure they are following the correct procedures.

Commissioner O'Rourke asked if there was an assessment program to review multiunit structures. Ms. Wesner explained that common areas are not allowed, and shared roofs are more complicated but can be done. She stated that individuals that want windows and door projects could be done.

Commissioner Lynch asked what would be the first steps for a single-family homeowner. Ms. Wesner explained that the first step would be to get a contracts estimate. If the homeowner were unable to fund the project, the contractor could offer the PACE program as a financial option to the homeowner. The homeowner would then fill out the documentation and it was then send to a provider, such as Ygrene Energy Fund. Once the project were completed and paperwork all submitted, then the PACE program would appear on the homeowner's next tax bill.

Commissioner Lynch asked what the 20-year interest rate was. Ms. Wesner stated that it would be 7.11 percent for Ygrene, other providers would be completeive with that percentage.

Commissioner Lynch asked if there were contracts working in the areas that were PACE providers. Ms. Wesner explained that contractors are ready to do work and are awaiting Cities to adopt the program. Commissioner Lynch asked how long the process takes. Ms. Wesner explained that if the application were filled out on-line, the process could take up to 24-hours.

Commissioner Flaherty asked if there were contractors that were ready to be signed up in the Town to use the PACE program. Ms. Wesner stated that they would be happy to assist the community. She explained that the program also works in the CRA. Commissioner Flaherty asked what the turn-around time was for a contractor to become a participant of the program. Ms. Wesner stated that it would be up to the contractor.

Mayor DuBois thanked Ms. Wesner for her presentation.

Mr. David Goodman, representing PACE Corporate Advisors gave a presentation (see Exhibit "C"). Mayor DuBois recapped that if someone has equity in their home and have a 5.5 percent mortgage and they go to refinance their mortgage, they pull cash out, what could they refinance at if all things are equal. Mr. Goodman explained that combining the equity and debt of a property they need a construction loan the person would have it included in their tax bill. He stated that the homeowner's loan would stay with the person after selling the property. Using a PACE program financing it transfers to the building and not the property owner, so the new owner takes over the financing of the PACE financing.

Mr. Handerhan explained that the answer was geared towards commercial properties and a project. With a residential property, the homeowner was encouraged to go to their bank for financing. He encouraged homeowner's to seek the best deal possible and compare prices.

Commissioner O'Rourke asked if an assessment were conducted for a condominium unit. Mr. Goodman stated that the project would be assessed by the scope of work divided by the number of units. He stated that the PACE program would then finance each assessment.

Mayor DuBois asked the Commission if they were interested in making the Town a PACE Program Town and direct Administration to construct an Ordinance and Resolution for a future agenda.

**Motion: Commissioner O'Rourke moved to direct staff to draft an Ordinance enacting the PACE Program; Commissioner Lynch seconded the motion.**

Mayor DuBois explained the Ordinance procedures for bringing the item forward.

Vote on Motion:

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

Motion passed 4-0.

**PUBLIC COMMENT:**

**None**

**CONSENT AGENDA:**

- 4. Regular Commission meeting minutes of August 3, 2016.
- 5. Special Call Commission Budget Meeting minutes of August 10, 2016
- 6. Resolution No. 29-09-16 Authorizing and Directing the Mayor to sign the Second Amendment to the License Agreement between the Town of Lake Park and the Burt Reynolds Institute for Film and Theatre (BRIFT)

**Motion: Commissioner O'Rourke moved to approve the consent agenda; Commissioner Lynch seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

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

**7. Ordinance No. 06-2016 Amending Chapter 78, Article I, Section 78-6 of the Lake Park Town Code, Entitled "REASONABLE ACCOMMODATION PROCEDURES" in its Entirety and Replacing it with new REASONABLE ACCOMMODATION REGULATIONS to Protect Persons with Disabilities due to Substance Abuse and the General Public.**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AMENDING CHAPTER 78, ARTICLE I, SECTION 78-6 OF THE LAKE PARK TOWN CODE, ENTITLED "REASONABLE ACCOMMODATION PROCEDURES" IN ITS ENTIRETY AND REPLACING IT WITH NEW REASONABLE ACCOMMODATION REGULATIONS TO PROTECT PERSONS WITH DISABILITIES DUE TO SUBSTANCE ABUSE AND THE GENERAL PUBLIC; PROVIDING FOR CODIFICATION; AND FOR AN EFFECTIVE DATE.**

Town Attorney Thomas Baird explained the item (see Exhibit "D").

**Public Comment Opened:**

None

**Public Comment Closed:**

**Motion: Commissioner O'Rourke moved to approve Ordinance 06-2016 on first reading; Commissioner Flaherty seconded the motion.**

Commissioner O'Rourke asked if the Ordinance would put the Town at risk for future litigation. Town Attorney Baird explained that it puts the Town in a legally defensible position. He stated that there were provisions in the previous version of the Ordinance

that were susceptible to attack because requirements were included requesting medical records. He stated that after a lawsuit the Town enacted regulations and have modified them over the years and went too far in amending the regulations and now are pulling them back to comply with Florida State Statutes that define certain terms. As a member of the Sober House Task Force, they are working on building on the legislations previous Statutes.

Vote on Motion:

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

Motion passed 4-0.

Attorney Baird read the Ordinance by title only.

**8. Ordinance No. 07-2016 Updating the Threshold for Capitalizing Assets from \$750.00 to \$5,000.00**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE V, SECTION 2-24 PERTAINING TO THE RECORDING AND INVENTORY OF CERTAIN PROPERTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**Public Comment Opened:**

None

**Public Comment Closed:**

Town Manager D'Agostino explained the item (see Exhibit "E"). Mayor DuBois asked if it would affect the Capital Assets. Finance Director Blake Rane explained that an audit was done of the items purchased over the past few years and very few item were less than \$5,000.00, but more than \$750.00. He stated that the surrounding communities were polled and most were at \$5,000.00. He stated that it would not make a huge difference in the budget.

**Motion: Commissioner O'Rourke moved to approve Ordinance 07-2016 on first reading; Commissioner Flaherty seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

Attorney Baird read the Ordinance by title only.

**9. Ordinance No. 08-2016 A Town Initiated Ordinance Proposing the Modification of Town Code Section 18-123(7) Allowing Liquor Vendors of Special Events held on Town Property to Provide their own Liquor Legal Liability Insurance to the Town.**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 18, ARTICLE IV, SECTION 18-123 OF THE TOWN CODE ENTITLED “ADDITIONAL CRITERIA FOR PERMIT APPROVAL”; PROVIDING FOR THE AMENDMENT OF SECTION 18-123(7) RELATED TO THE LIQUOR LEGAL LIABILITY INSURANCE; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Public Comment Opened:**

None

**Public Comment Closed:**

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

**Motion: Commissioner Flaherty moved to approve Ordinance 08-2016 on first reading; Commissioner O’Rourke seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

Attorney Baird read the Ordinance by title only.

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

None

Mayor DuBois asked that the New Business section of the agenda be reorganized to hear item 14 – Resolution 33-09-16 Award of the Agreement for Tennis Center Management and Maintenance Services between the Town of Lake Park, Florida and Itamar B. Macedo (RFP 103-2016) before item 10 Lake Park Channel 18 Broadcasting Equipment Replacement.

**Motion: Commissioner O’Rourke moved to reorder the agenda: Commissioner Lynch seconded the motion.**

Vote on Motion:

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

Motion passed 4-0

**NEW BUSINESS:**

**14. Resolution No. 33-09-16 Award of the Agreement for Tennis Center Management and Maintenance Services between the Town of Lake Park, Florida and Itamar B. Macedo (RFP No. 103-2016).**

Town Manager D'Agostino explained the item (see Exhibit "G"). Commissioner O'Rourke asked if the facility operator would have access to open and lock the restrooms and office. Town Manager D'Agostino stated that the facility operator would receive access to those facilities. He explained that the license fee amount was \$9,600 a year, with a 3 percent increase each year. He stated that the monthly payments were \$800.00. Commissioner O'Rourke stated that there was a discussion regarding the adjustment of fees during the "off-season" and asked if that was included in the contract. Mr. Macedo introduced himself and explained that no adjustment was necessary to the contract.

**Motion: Commissioner Flaherty moved to adopt Resolution 33-09-16; Commissioner Lynch seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

**10. Lake Park Channel 18 Broadcasting Equipment Replacement.**

Town Manager D'Agostino explained the item (see Exhibit "H"). Commissioner Flaherty asked if the purchase would include new cameras in the Commission Chamber. Town Manager D'Agostino stated that cameras were not included in the purchase. Mayor DuBois asked if the equipment warranty insurance was being purchased. Town Manager D'Agostino stated that the equipment would have a maintenance warranty for two (2) years. He stated that we would have a one (1) year warranty. Mayor DuBois suggested that additional years be considered.

**Motion: Commissioner O'Rourke moved to approve the purchase of channel 18 broadcasting equipment replacement; Commissioner Lynch seconded the motion.**

Vote on Motion:

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

Motion passed 4-0

**11. Resolution No. 30-09-16 Fiscal Year 2015/2016 Budget Adjustment.**

Town Manager D'Agostino explained the Budget Adjustment would fund the replacement of the channel 18 equipment.

**Motion: Commissioner Flaherty moved to approve Resolution 30-09-16; Commissioner O'Rourke seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

**12. Resolution No. 31-09-16 Authorizing and Directing the Mayor to Execute an Amendment to the Contract with Hy-Byrd, Inc. for Building Official Services.**

Town Manager D'Agostino explained the item (see Exhibit "I").

**Motion: Commissioner O'Rourke moved to adopt Resolution 31-09-16; Commissioner Lynch seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

**13. Resolution No. 32-09-16 Award of the Passport Payment Application for the Lake Park Marina Boat Ramp**

Town Manager D'Agostino explained the item (see Exhibit "J"). Mayor DuBois asked if the .25-cent administrative fee would be an "up charge" to boat ramp launch fee of

\$10.00. Town Manager D'Agostino stated that it would be a total charge of \$10.25 per launch. Mayor DuBois explained that the Marina fee schedule Resolution would need to be revised. Town Manager D'Agostino explained that the launch fee would remain at \$10.00. When a person signed up to have the application on their device, they acknowledge that they would be paying a .25-cent administrative fee. Mayor DuBois asked if the Town was increasing the cost of launching by .25-cents or was the .25-cents being taken out of the total \$10.00 launch fee. Marina Director Ted Schiafone explained that the .25-cent convenience fee would be an addition to the \$10.00 launch fee. He stated that customers would be given options to pay at the Marina office or call the office. Town Manager D'Agostino clarified that it was not a Town fee, it was a convenience fee charged by the vendor. Mayor DuBois asked if a parking fee was being implemented. Marina Director Schiafone stated that no parking fee was being charged. Town Manager D'Agostino explained that additional signage has been placed notifying users that a launch fee would be collected. Mayor DuBois acknowledged seeing the new sign. Marina Director Schiafone explained that the application would provide staff with additional control of who has paid to launch.

Commissioner Flaherty asked if the Town had a merchant account with a company. Marina Director Schiafone stated that the Town uses Paywhere. He stated that there were other payment option companies available. Mayor DuBois stated that if the public does not want to pay the additional .25-cents they have the option to go to the Marina office and pay to launch their vessel. He asked if this places the Marina closer to having a yearly fee. Town Manager D'Agostino stated that it could be arranged. Marina Director Schiafone stated that at this point they want to implement it at the current fee and allow staff to come back before the Commission with an entirely new fee schedule for the Marina based on competition and the market. Mayor DuBois suggested that both ideas be implemented at the same time. Marina Director Schiafone stated that the application might offer features for an annual pass as well as other functions discussed.

**Motion: Commissioner O'Rourke moved to Resolution 32-09-16; Commissioner Flaherty seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

Mayor DuBois asked that a proper name be provided for the Passport Payment Application contract because it just shows an illegible name on the contract.

**15. Resolution No. 34-09-16 Approval by the Town Commission of a Request to Issue Bonds for the Purpose of Refinancing Marina Debt.**

Finance Director Rane explained for the first time in four (4)-years the Town was eligible to lower the interest rate on the Marina bonds (see Exhibit “K”). They are currently financed with the Florida Municipal Bond Council and nine (9) other municipalities would be refinancing at the same time for competitive bonds. He stated that the Town/Marina would save about \$400,000 over the course of the bonds.

**Motion: Commissioner Lynch moved to Resolution 34-09-16; Commissioner Flaherty seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

**16. Amendment Twelve (12) Palm Beach County Sheriff’s Office Proposed Fiscal Year 2017 Budget Amendment.**

Town Manager D’Agostino explained the item (see Exhibit “L”). He stated that during the next fiscal year Administration would seek to have an additional Sergeant assigned to Lake Park.

**Motion: Commissioner Flaherty moved to approve the operating budget for the Palm Beach County Sheriff’s Office to provide safety services to the Town of Lake Park in the amount of \$2,805,360; Commissioner Lynch seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

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

**Town Attorney Baird** announced that Assistant Town Attorney Kelly Gardner would attend the First Public Hearing on the Budget meeting scheduled for tomorrow Tuesday, September 8, 2016.

**Town Manager D’Agostino** announced that the one-cent sales tax website ([www.onecountyonepenny.org](http://www.onecountyonepenny.org)) was running. He explained that the Town’s list of Capital Improvement projects were not included because the list was too long and the total was over the \$5,000,000 threshold over 10-years. He stated that the Town would have to write

the descriptions broad enough so that the Town could accomplish the projects for the amount allocated. He stated that if the Town chooses not to change the descriptions then the Town's list would not be included on their website. Mayor DuBois suggested placing the list on the Town's website. Town Manager D'Agostino asked for direction regarding changing the descriptions of the projects to be broad to allow the Town to take care of any emergency issues that may arise; or did the Commission want the descriptions to remain and list only those projects that equal \$5,000,000. Mayor DuBois suggested that the Town have the option to fund as many of the projects as they choose over the next few years rather than limiting the Town to a few projects. He stated that he would prefer that the Town not limit itself. He announced that several other municipalities were not listed on the onecountyonecent website.

Town Manager D'Agostino announced Red Ribbon Week from October 23-31<sup>st</sup> and the PFC Bruce W. Carter Young Marine are looking for the Town's support by issuing a proclamation and actively participating in the national recognize illicit drug awareness event. They have asked that the Town assist in promoting the event by issuing a proclamation. He asked if the Commission would be interested in participating in such a proclamation. Mayor DuBois asked if this came to the Town from PBSO. Town Manager D'Agostino explained that it came to the Town by the PFC Bruce W. Carter Young Marine organization. Mayor DuBois asked to research if it was a reputable organization. Town Manager D'Agostino stated that he would investigate and report back at the next Commission meeting.

Town Manager D'Agostino stated that the next Sunset Celebration would be held on Friday, September 30, 2016 at the Lake Park Marina to listen to a band that plays Jimmy Buffet music.

**Commissioner Lynch** announced that the Lake Park Library was hosting a Comic-Con event on September 22, 2016. She announced the Southern Rock Festival would take place on October 1 and 2, 2016 in Lake Shore Park. Town Manager D'Agostino explained that the item would appear on the next Regular Commission meeting agenda of September 21, 2016. Mayor DuBois announced that the event would shut down at 7:00 p.m. each evening.

**Commissioner O'Rourke** explained that there was an issue at Lake Shore Park where loud music was being played and he had received many phone calls regarding the music level. He contacted PBSO and was a bit irritate when speaking to them about the situation. He stated that he walked over to Lake Shore Park met a Deputy by the name of Brendon McDurry who handled the situation in a calm, professional manner and defused the situation. Deputy McDurry made the individuals apologize to him for the disturbance.

**Commissioner Flaherty** asked if it were appropriate to bring up a nomination for a Board membership that was recently posted to the Dropbox. Mayor DuBois explained that he had nominated the person and the agenda item would appear on the next Regular Commission meeting agenda.

Commissioner Flaherty stated that the Florida League of Cities Annual Conference was great this year. He attended a Code of Ethics class, so he has completed his obligation for the year.

**Vice-Mayor Glas-Castro** was absent.

**Mayor DuBois** announced that he completed his Code of Ethics training today morning. He had a request of the Commissioners regarding including a facilities rental usage charge for annual Christmas tree sales at Kelsey Park. He stated that it would consist of approximately 80'X100' or one-fifth of an acre of Kelsey Park to be located at the northwest corner of Kelsey Park. He stated that this type of facility usage would include the use of electric, water, portable restrooms, hand wash stations, and solid waste disposal. He stated that currently the Town does not have a facility usage charge listed for Christmas tree sales in the public park. He stated that someone was interested in this type of sale and there may be others. He explained that the Special permit for Christmas trees in public lands would use a daily charge in the hundreds of dollars for 30-days' worth of selling Christmas trees typically from Thanksgiving until New Year's day. He stated that it would cover the set-up timeframe, and takedown timeframe, fixing of sod, and repair any irrigation that could have broken during the timeframe. He stated that the zoning of the irrigation might need to be amended. He stated that in order to accommodate a Christmas tree sales event to last 30-days, a facility usage fee would need to be created. He explained that he spoke to the Town Manager about this topic and did not receive much push back. He asked the Commission to find consensus to have this topic brought back before them for discussion of a facility usage to the list of facility uses and charges and all other requirements. Commissioner Flaherty agreed. Commissioner Lynch agreed. Commissioner O'Rourke disagreed. He explained that it was not an appropriate use of the park. Mayor DuBois described the location in Kelsey Park where the event would take place. The consensus was to place the item on a future agenda.

Mayor DuBois announced that he would be giving a speech on September 21<sup>st</sup> at the Northern Palm Beach County Chamber of Commerce. He invited the Commission to attend and asked for any feedback that the Commissioners would like him to include in the speech. The speech would consist of major events that have taken place or will take place in the future of the Town. He stated that it cost \$25.00 per person.

He announced that he would also be conducting a speech at Bright Futures on Friday, September 9, 2016 regarding the 15<sup>th</sup> anniversary of 9-11.

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Flaherty and seconded by Commissioner Lynch, and by unanimous vote, the meeting adjourned at 9:11 p.m.

---

Mayor James DuBois

---

Town Clerk, Vivian Mendez, CMC

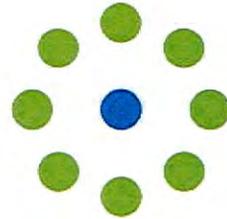
Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2016

**Florida PACE  
Funding Agency**

Town of Lake Park

Welcome



**ALLIANCE | NRG**  
PROGRAM™

**Florida PACE  
Funding Agency**

**By**

**Paul Handerhan**

**Senior V.P. of  
Public Policy**



**FLORIDA ASSOCIATION  
FOR INSURANCE REFORM**

*Exhibit "A"*

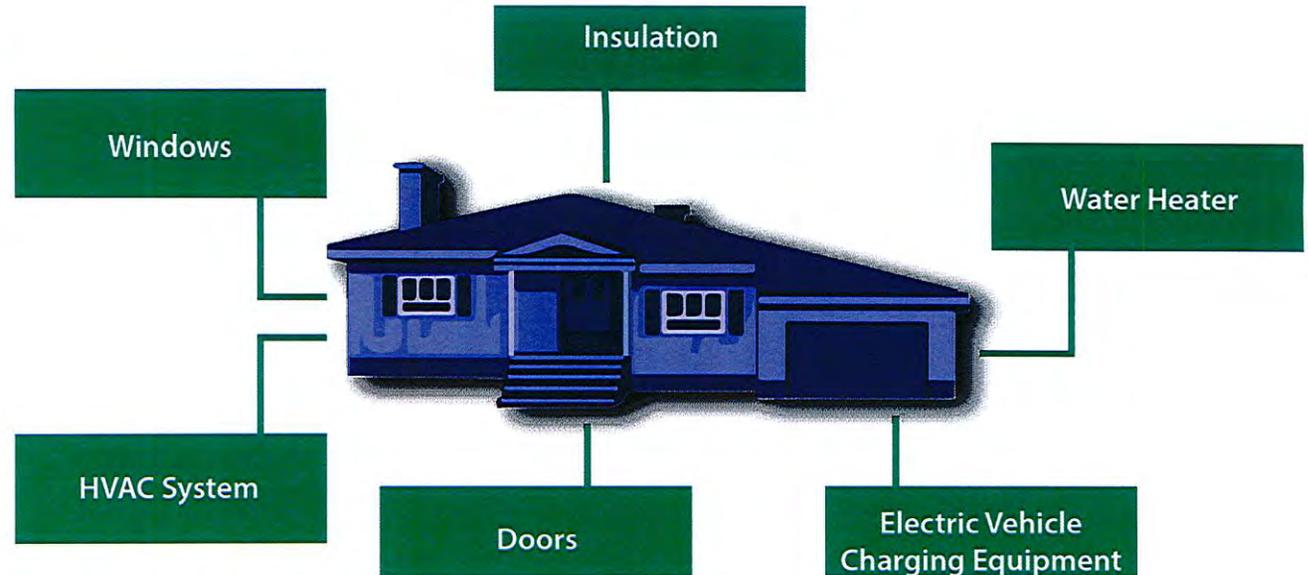
What is PACE?

**What is PACE?**

**Property Assessed Clean Energy (PACE) is a way for qualified property owners in subscribed communities to finance, renewable energy, energy efficiency and wind hardening improvements through a long-term property assessment.**

# Florida PACE Funding Agency

Why PACE?



- **SAFER** homes and businesses.
- **INCREASED** life safety during a hurricane or catastrophic event.
- **COMMUNITY RESILIENCY:** Communities recover faster after severe weather events
- **LOWER INSURANCE COSTS:** Homeowner's Insurance savings—up to 77% credit off of the filed hurricane rate.
- **LOWER ENERGY COSTS**
  - Lower utility bills
  - Tax credits
  - Rebates

# Florida PACE Funding Agency



What can  
PACE be  
used for?

- **Renewable energy**
- **Energy efficiency**
- **Wind hardening**

Qualifying  
Improvements  
(cont.)



## ■ Renewable Energy

Any system in which the electrical, mechanical, or thermal energy is produced through hydrogen, solar PV (photovoltaic), solar thermal, geothermal, biomass, biogas, ocean or wind.

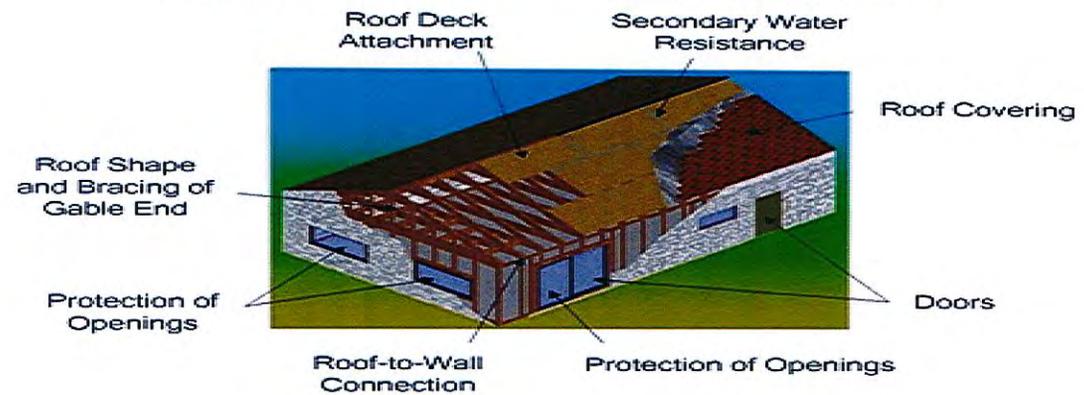


Qualifying  
Improvements  
(cont.)

■ **Energy Efficiency**

- Solar equipment
  - Solar Thermal (Heating water)
  - Solar PV Water Heater
  - Solar PV Attic Fan
  - Rooftop Solar PV

## Typical Construction Features that Reduce Wind Damage and Loss



Qualifying  
Improvements  
(cont.)

### ■ Wind Hardening

- Roof replacement;
- Storm shutters;
- Impact windows/doors; and
- Garage door bracing.



Contractor Controls

- Must have a Better Business Bureau rating of “B” or higher, if available.
- Must carry the proper licensing and insurance for the improvement being performed.
- Must have all required work permitted and inspected by the local code officials.
- Must get the property owner to sign a letter satisfaction prior to payment.

# Florida PACE Funding Agency

New  
roof in  
Marion  
County



## Home Improvement Successes



Before and after of roof in  
Tamarac, Broward County

# Florida PACE Funding Agency

## Financing Advantages for Property Owners



- Up to 100% financing for qualifying improvements.
- Up to 25 years to pay, depending on weighted average improvement life.
- Financing is **not** subject to a credit score evaluation.
- Non-balance sheet debt, does not negatively impact credit capacity.

# Florida PACE Funding Agency

## Property Owner Program Qualifications

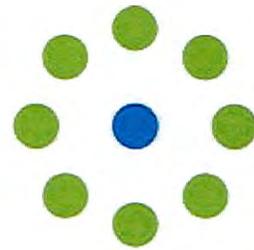


- For properties to qualify:
  - Properties must be on the property tax roll
  - Properties may be 1-4 residential units/owner-occupied
  - Mobile homes are excluded
- For property owners to qualify:
  - Must be owner of record
  - No missed or late mortgage payments and property tax payments for the last 3 years, or period of ownership, whichever is less
  - No involuntary liens on the property

# Florida PACE Funding Agency

Tamarac

## About AllianceNRG and FAIR



**ALLIANCE** | NRG  
PROGRAM™

- AllianceNRG (formerly E-Vest) is the program developed by the Florida PACE Funding Agency to administer the financing to qualified property owners.



**FLORIDA ASSOCIATION  
FOR INSURANCE REFORM**

- FAIR advocates for wind mitigation.
- FAIR plans to do more to harden homes and businesses against hurricanes than we have in the last 23 years since Andrew.

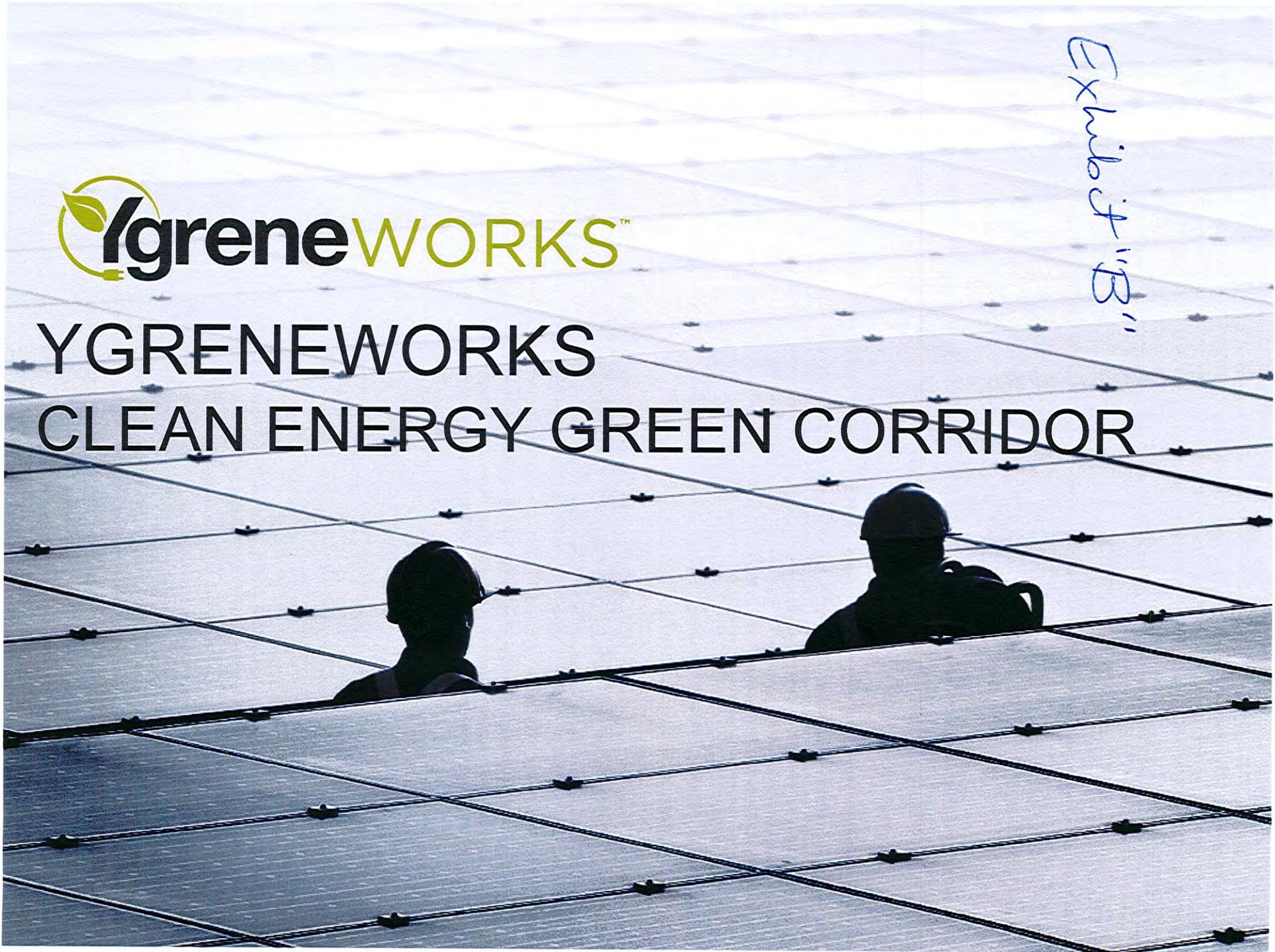
THANK YOU





# YGRENEWORKS CLEAN ENERGY GREEN CORRIDOR

*Exhibit "B"*



PROPERTY ASSESSED CLEAN ENERGY: FL State Statute 163.08 LEGISLATION PASSED IN FLORIDA 2010

ALLOWS PROPERTY OWNERS TO FINANCE THE ENERGY EFFICIENCY, RENEWABLE ENERGY & HURRICANE PROTECTION UPGRADES

REPAID BY THE PROPERTY OWNER THROUGH NON-AD VALOREM ASSESSMENT ON PROPERTY TAX BILL

PROPERTY OWNERS CAN REALIZE SAVINGS IN ENERGY COSTS & INSURANCE DISCOUNTS

# TYPE OF IMPROVEMENTS



ENERGY EFFICIENCY



GENERATION



HURRICANE PROTECTION



OTHER CUSTOM MEASURES

# ELIGIBLE IMPROVEMENTS (examples)



Air sealing and ventilation  
Air filtration  
Building envelope  
Bathroom, ceiling, attic, and whole-house fans  
Insulation - Attic, floor, walls, roof, ducts  
Weather stripping  
Sealing  
Geothermal exchange heat pumps  
HVAC systems  
Evaporative coolers  
Natural gas storage water heater  
Tank-less water heater  
Solar water heater system  
Reflective insulation or radiant barriers  
Cool roof  
Windows and glass doors  
Window filming  
Skylights  
Solar tubes  
Additional building openings for natural light

Solar thermal hot-water systems  
Solar thermal systems for pool heating  
Emerging technologies  
Lighting (fixture retrofits only)  
Pool equipment  
Occupancy-sensor lighting fixtures  
SMART parking-lot bi-level fixture  
SMART parking-garage bi-level fixtures  
SMART pathway lighting  
SMART wall-pack fixtures  
Task ambient office lighting  
Classroom lighting  
Refrigerator case LED lighting  
Wireless daylight-lighting controls  
Duct leakage and sealing  
Kitchen exhaust variable air-volume controls  
Wireless HVAC controls & fault detection

Roof deck & foundation strength improvements  
Wind-resistant shingles or other roofing  
Secondary water barrier  
Gable-end bracing  
Roof-to-wall connection reinforcement  
Storm shutters  
Perimeter-opening protections  
Raising building elevations  
Photovoltaic Systems  
Electric Car Charging Stations

# ELIGIBLE PROPERTY OWNERS



CRITERIA

- 1 10 % MINIMUM EQUITY IN PROPERTY
- 2 CURRENT ON PROPERTY TAXES FOR PAST 3 YRS
- 3 CURRENT ON MORTGAGE
- 4 NO BANKRUPTCY OR LIENS

## QUALIFICATIONS



- 1 Equity measured by “Fair Market Value”
- 2 Prequalification is based on 10% Equity
- 3 We can finance 20% of “Just Value” which comes from values of Tax Assessor
- 4 Commercial Properties uses an income approach, sales in past, actual taxable value

# TYPES OF PROPERTIES



- 1 Residential: Single & Multi-Family
- 2 Commercial & Agricultural
- 3 Properties must have individual tax ID number. No condo common areas, public schools or gvt buildings.
- 4 New Construction-Difference between code and upgraded EE, no hurricane protections upgrades.

# INTEREST RATES AND TERMS



- INTEREST RATES: Fixed Rate for Life of Assessment
- 6.71% (5yrs), 6.87% (10yrs), 7.01% (15yrs), 7.11% (20yrs)
- Cap interest Rate = prepayment before first payment
  
- PREPAYMENT PENALTY FEE
  - 5% of remaining balance
  - Can buy-out the penalty for 1.5 points of contract
  
- PROPERTY OWNER FIXED FEES
  - \$50- Application Fee for Residential/\$250 for Commercial
  - \$490- \$505 Program Fees (underwriting, legal, escrow)

## BENEFITS TO PROPERTY OWNERS



- 100% Financing, not credit based.
- Long repayment terms of 5, 10, 15 and 20 years
- Off balance sheet (Commercial Properties)
- Energy costs reduction, energy savings, insurance discount.
- Potential for tax savings. Seek professional tax advice.
- Payments may stay with property: payments are made through property taxes which are legally transferable upon sale; however, mortgage lenders may require full repayment of the special assessment upon sale or refinance

# CONSUMER PROTECTION



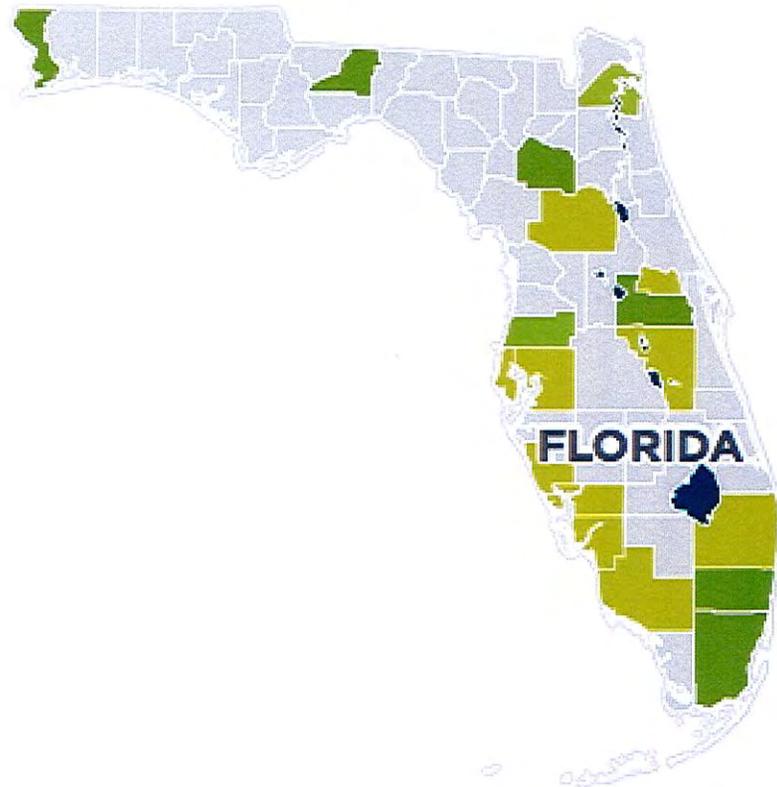
CONSUMER PROTECTION	YgreneWorks™	HOME EQUITY LOANS	CREDIT CARDS/CONSUMER FINANCE
Improvement Requirements	✓	X	X
Contractor Requirements	✓	X	X
Fair Pricing Requirements	✓	X	X
Permit Requirements	✓	X	X
Funding provided ONLY upon successful completion of project and Homeowner Sign off	✓ ✓	X	X
Dispute Resolution Support		X	X



## PARTICIPATING LOCAL GOVERNMENTS IN FL



- ALACHUA COUNTY: 9 Cities & Unincorporated
- BROWARD COUNTY: 22 Cities & Unincorporated
- MIAMI DADE COUNTY: 29 Cities & Unincorporated
- PASCO COUNTY: Unincorporated
- CITY OF ORLANDO, WINTER PARK, LONGWOOD



OPERATIONAL IN  
**61+6** = 5.1M PEOPLE  
CITIES COUNTIES

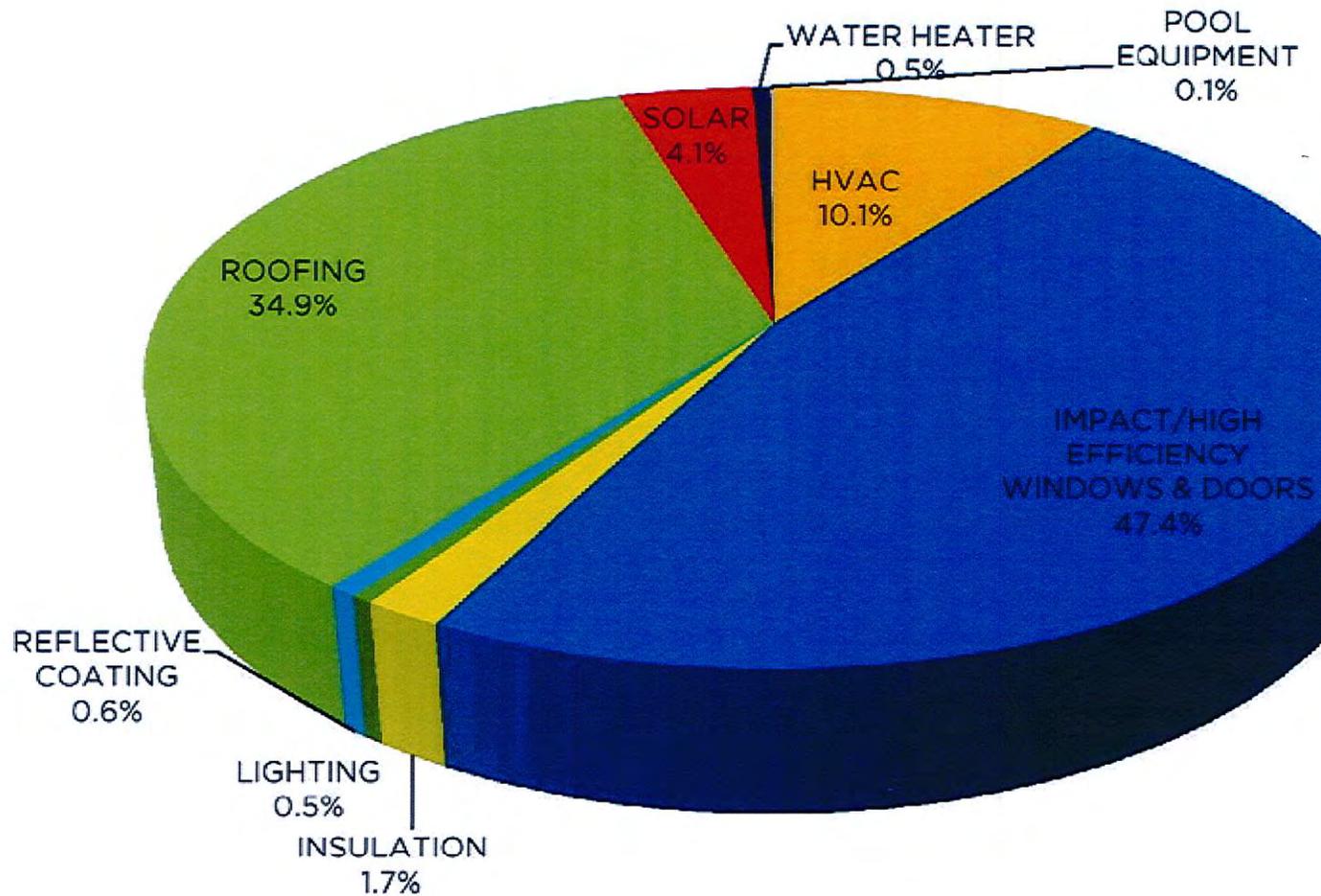
ON AGENDA  
**5** = .4M PEOPLE  
CITIES

UNDER REVIEW  
**64+11** = 6.3M PEOPLE  
CITIES COUNTIES

**126+19** = 13.7M PEOPLE  
CITIES COUNTIES



# BREAKDOWN BY TYPE OF IMPROVEMENT



Total Upgrades-to-Date: 2937

## STATISTICS



- 98.7% of volume is residential
- 10.1% of dollar value is commercial
- Average residential project size is \$23,452
- Average residential property value of participants is \$463
- Average LTV Ratio of participants is 50.5%
- Estimated \$212 million in local economic stimulus (multiplier effect)\*
- Estimated 1,273 jobs created\*
- Estimated \$921,200 revenue generated for local building department
- Estimated \$900,000 revenue generated by tax collector over next 20 years.

\* Based on independent study done by ECONorthwestfor PACENow

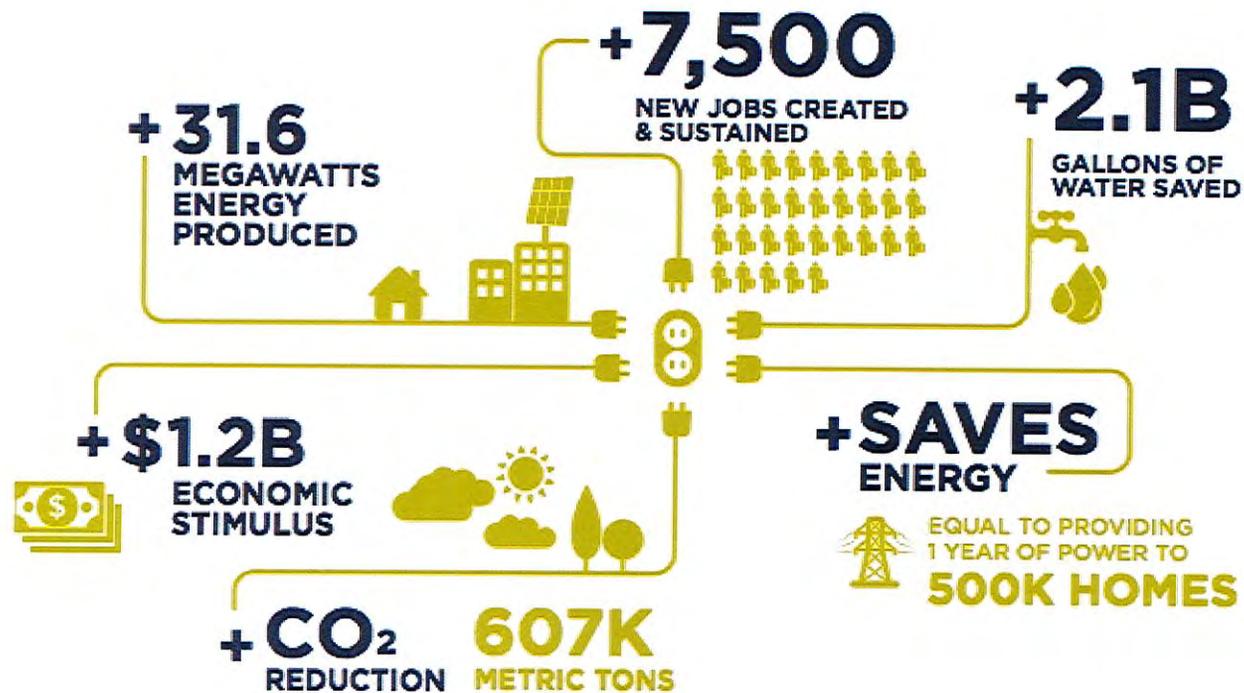
\*\* Based on an average permit fee of \$350 per project

# RESULTS AND IMPACT TO DATE

## \$506,000,000 IN IMPROVEMENTS NATIONWIDE



Estimated impact of \$506,000,000<sup>1</sup> in completed energy efficiency, renewable energy, water conservation and climate resiliency property improvements across the U.S.



Ygrene proprietary model based on data sourced primarily from ECONorthwest Economic Impact Analysis of PACE Programs.

<sup>1</sup>Represents total dollar amount (rounded to the nearest \$100K) of PACE contracts completed by Ygrene as of 7/31/16.

## WE PROVIDE...



**LOCAL**  
Government  
Relations &  
Community  
Representative



**LOCAL**  
Contractor  
Training &  
Certification



**REGIONAL**  
Account  
Managers



**CALL  
CENTER**  
Expansion  
to Serve  
Statewide  
Communities



You are logged in as, **Marisol Gomez**

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[PROPERTY SEARCH](#) | [PROJECTS](#) | [TASKS](#) | [USERS](#) | [DISTRICTS](#)

[DocuSign Status](#) | [e-ID Verification Statuses](#) | [Search Project By Owner Name/Email](#)

last 6 digits of ID	street address		
company	project manager	customer service rep	underwriter

All Types ▾ All Stages ▾ Florida

hide canceled  hide public  hide pre-applic

PROJECT PROPERTY

[FL-15-NJMAAZ](#) 8620 SW 185TH ST  
CUTLER BAY, FL 33157  
36-8003-003-0420  
**RESIDENTIAL GREEN CORRIDOR**

[FL-15-XC6HGC](#) 2520 NW 67TH TER  
MARGATE, FL 33063



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[PROPERTY SEARCH](#) | [PROJECTS](#) | [TASKS](#) | [USERS](#) | [DISTRICTS](#)

[Application](#) | [Messages](#) | [People](#) | [Files](#) | [Info](#) | [Log](#)

RESI PROJECT: FL-15-NJMAAZ  
8620 SW 185TH ST CUTLER BAY

### PROJECT APPLICATION

#### ELIGIBILITY INFORMATION

[CANCEL PROJECT](#)

**MAXIMUM FUNDING:** \$52,341.20

**MAXIMUM CONTRACT:** \$45,688.09

**ESTIMATED COMPLETION DATE:** Jul 1 2016

update date

**CURRENT CONTRACT:** \$15,000.00  
ygrene fee included

#### PROPERTY INFORMATION

**JUST VALUE:** \$206,670.00

**MARKET VALUE:** \$441,090.00

**PROPERTY LOAN:** \$263,155.00

#### COMBO PRODUCTS

**Product:** Not Part of Combo ▾

**Related Project ID:**

[Update](#)

#### Other Projects This Address:

No other projects found.

#### Your Task Actions

Currently, there are no tasks assigned to you. Please look at the tasks section below to see tasks assigned to others on this project.

# SIMPLE, FAST & EASY ACTIVATION



**1**



**CONTACT  
YGRENE**

Staff Provides All  
Documentation

REVIEW  
DOCUMENTATION

**2**



**APPROVE  
RESOLUTION**

**Resolution** passed by the  
Commission and then a  
**Membership Agreement** is  
Signed by the Administration

PLAN LOCAL  
LAUNCH

**3**



**ACTIVATE  
YGRENE WORKS**

Make Financing  
Available In less  
Than 30 Days



**ZERO COST,  
RISK OR  
LIABILITY**

**OVERVIEW OF  
PROPERTY ASSESSED CLEAN ENERGY  
(PACE)  
FINANCING FOR RESIDENTIAL  
PARTICIPANTS**



(844) PACE YES

(844) 722 3937

[dgoodman@paceadvisor.com](mailto:dgoodman@paceadvisor.com)

[WWW.PACEADVISOR.COM](http://WWW.PACEADVISOR.COM)

*Exhibit "C"*

# **P**ROPERTY **A**SSESSED **C**LEAN **E**NERGY

---

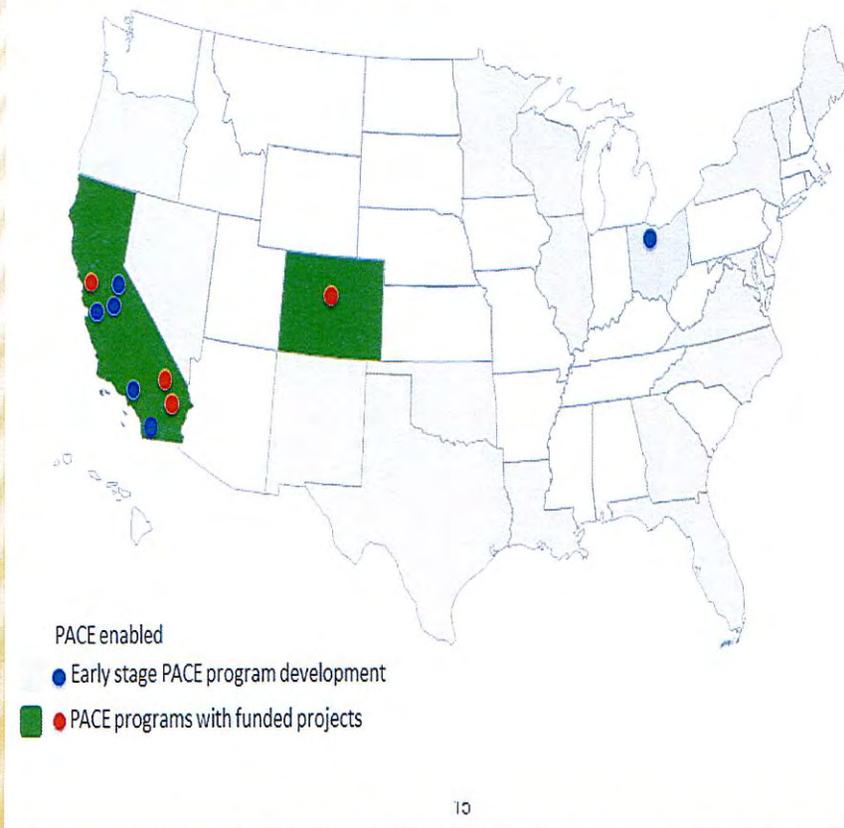
**PACE is a financing option.**

**A simple and effective way to finance property improvements that allows for energy efficiency, renewable energy (i.e. solar and solar thermal) and property hardening (i.e. windstorm/hurricane improvements).**

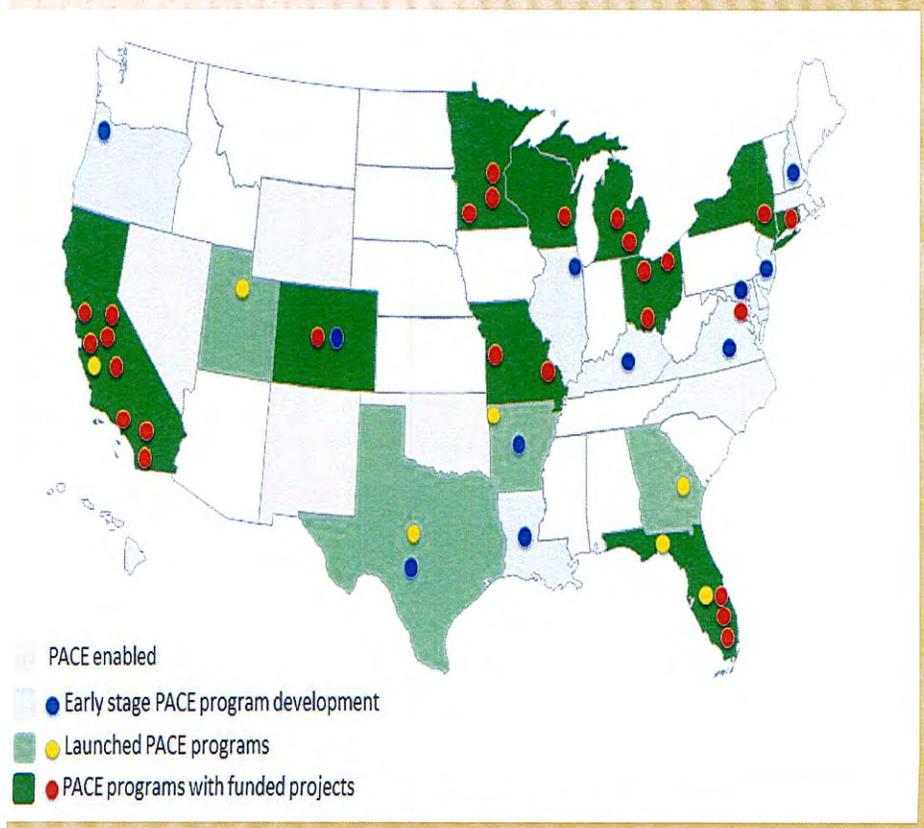


# *In 2010, PACE was listed as one of Harvard Business Review's 10 Breakthrough Ideas*

**PACE Market in 2010**



**PACE Market Today**



**80% of US Population lives in PACE enabled states**

---

# **PACE**

# **Involved**

# **Parties and**

# **Their Roles**



# Five Entities Involved in PACE Program

---

- 1. Property Owner- Owner of property where improvements are to be made, residential or commercial**
- 2. Advisor – Works for property owner. Designs and provides financial model for project, oversee selection of contractors and bids, negotiates with lenders, and manages application**
- 3. Contractor- Installs the property improvements**

# Five Entities Involved in PACE Program

4. **Administrator- Will levy and assess the property and administer PACE program for the municipality. Serves as face of lender and generates income from contractors.**

**Florida Pace Funding Agency / Evest – N/K/A Alliance NRG**

[www.evestflorida.com/](http://www.evestflorida.com/)

**(866) 558-3180**

**Florida Green Finance Authority / EcoCities Partners – N/K/A Renew Financial**

[www.ecocitypartners.com/](http://www.ecocitypartners.com/)

**(727) 238-7326**

**Clean Energy Green Corridor / Ygrene Energy Fund Florida**

[www.ygrene.us/fl/green\\_corridor](http://www.ygrene.us/fl/green_corridor)

**(305) 569-0015**

5. **Lender- Provides funding**



---

# Why Was PACE Created?



# PACE was created to overcome three barriers

---

1. **Cash: Not enough to pay for entire project...or even to cover the down payment**
2. **Available Financing: Many people cannot obtain affordable financing**
3. **Payments Drain Cash Flow: Property owner may not have enough cash flow to pay the monthly or annual payments?**

# PACE Solutions...

---

1. **Cash: With 100% PACE financing, there is no out of pocket cash drain**
2. **Available Financing: Approval process typically takes 24 – 72 hours and does not involve your personal credit score**
3. **Cash Flow: Lower annual payments, available credits, energy savings, and “you only pay for what you use”, dramatically improve ROI and positive cash flow impact**



# How Can PACE Do This?

---

1. **Superior Security for Lender: Special Assessment Lien v Traditional Lender Lien**
2. **Energy Saving Design: Project is designed with energy saving materials, not just lowest priced materials, and will lower future energy bills.**
3. **Financial Modeling: Project can be designed with ROI and Cash Flow as drivers v just solving a building problem**

# PACE Financing vs. Traditional Loan

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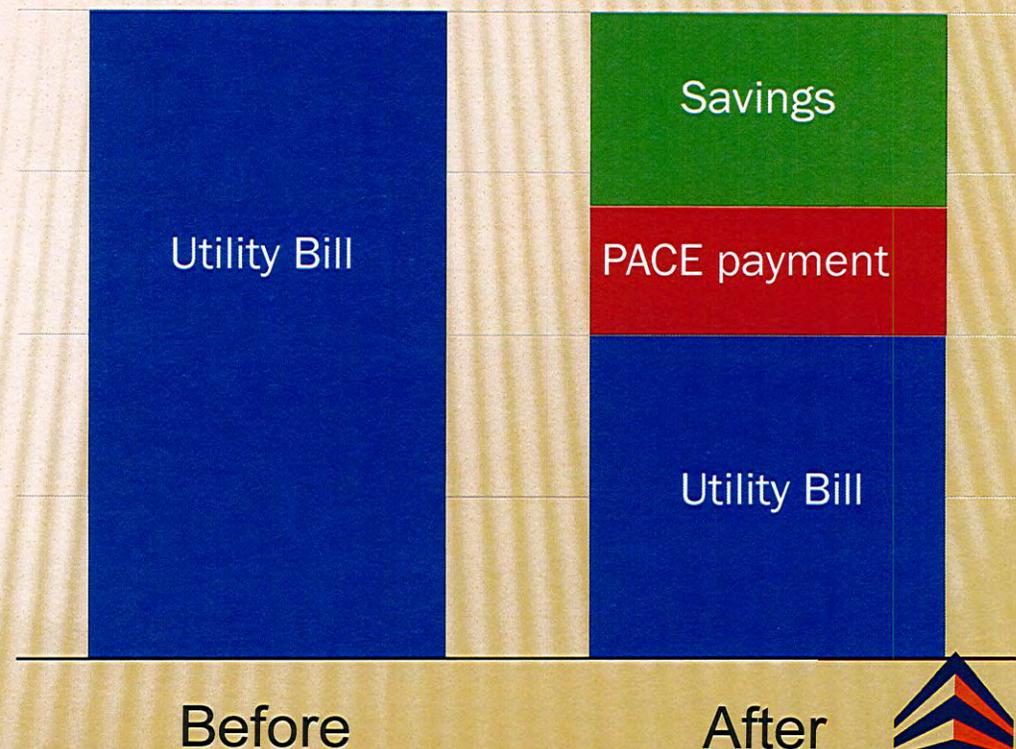
- **Superior Return on Investment (ROI)**
- **Energy savings and credits mitigate costs**
- **100% financing (no cash drain)**
- **Not credit-based**
- **Debt stays with property, not owner**
- **No personal guarantee**
- **Longer-terms (up to 25 years, and soon 30)**
- **Payment not due until property taxes are due**
- **Lower equity requirement**
- **Rates competitive with other secondary lending options and lower than third party financing**



# Project can be Cash Flow Positive!

- **Project can be designed so your payment is less than your overall savings, resulting in positive cash flow.**

## Utility Billing



# **Will My Project be 'Cash Flow Positive'?**

---

- **This is not a requirement of the program, the lenders or the lender administrators**
- **The project can be designed to achieve savings equal/greater than the financing payments**
  - **This is one of the functions of the advisor as it involves design and financial modeling.**

## CASE STUDY

### Hilton Los Angeles at Universal City - 477,139 SF hotel

The Hilton is a 23 story, 500 room hotel built in 1983 and improvements were needed to remain competitive. Initially the project scope was smaller, focusing on "low-hanging fruit" upgrades. Once PACE was introduced, the scope was expanded to include a range of items that not only reduced energy but also lowered maintenance costs. Once complete, the upgrades improved the property's net operating income and increased its value, not to mention occupant comfort and satisfaction with the brand.

The project included upgrades of 14 elevators, 520 HVAC fan motors in guest rooms, HVAC controls, 11 refrigerators & freezer motors, 2-450 ton chillers, LED lighting, lighting controls, glass replacement, 250 bathtubs and showers, 500 shower heads, dynamic tinting, high capacity washers & dryers, and EV charging stations.

PROJECT FINANCING: \$7 MILLION · 20 YEARS



- Annual estimated utility cost savings \$800,000
- Annual operations & maintenance savings \$200,000
- NOI increase of \$335,000 (year 1)
- Total project return of \$12.5 million

## CASE STUDY

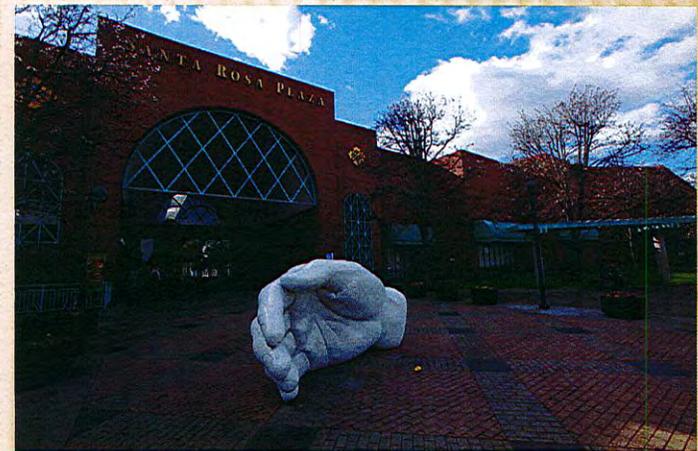
### Simon Properties Santa Rosa Plaza - 699,000 SF shopping mall

Santa Rosa Plaza, one of the premier downtown shopping destinations in Northern California, needed a new roof. The building was built in 1971, and it had come to the end of its effective useful life.

Like many commercial property owners, roofing is an expense to delay for as long as reasonably practical. Using PACE financing helped pay for the repair without delay, benefiting both owner and tenants.

The project consisted of the installation of a reflective cool roofing material.

PROJECT FINANCING: \$463,411 · 10 YEARS



- Zero up-front cash investment
- Eliminating repairs lowers maintenance cost and increases NOI for the owner
- Cool roofs reduce energy consumption by reflecting heat from the building
- PACE made it possible for the financing to be allocated pro rata to tenants

## CASE STUDY

### Ohio Strip Center

Property faced a \$600,000 roof replacement for anchor tenant.

Ownership was unable to obtain financing due to short tenant lease terms.

Ownership also faced pending CapEx of +\$1mm in additional roof repairs and HVAC replacements.

Property could not afford these costs.



- Program was designed to repair anchor roof, repair worst HVAC, replace common/parking lights with LEDs, repair deferred maintenance...for under \$249,000
- Financial modeling, long term financing and tax benefits, allows property to cover costs
- Majority of costs can also be allocated to tenants as Special Assessment within CAM

8.55kwh Solar Array – 5 year hold	Cash	Bank Loan (5 yr)	PACE
Project Cost	\$ 30,000	\$ 30,000	\$ 30,000
Project Useful Life	25	25	25
Transaction Cost	\$ 0	\$ 1,000	\$ 2514
Cash Contribution	\$ (30,000)	\$ 9,000	\$ 0
Foregone Return on Cash (%)	7.4%	7.4%	7.4%
Financed Amount	\$ 0	\$ 21,000	\$ 32,514
APR %	0.00%	4.00%	7.00%
Term (Years)	0	5	25
Monthly Payment	\$ 0	\$ (420)	\$ (244)
Annual Payment	\$ 0	\$ (5,040)	\$ (2,926)
Investment Horizon (years)	5	5	5
Net Cash Outlay (Before Energy Savings)	\$ (30,000)	\$ (10,000)	\$ (14,630)
Opportunity Cost of Invested Cash	\$ (12,402)	\$ (4,133)	\$ 0
Improvement Value (on Sale)	\$ 34,200	\$ 34,200	\$ 34,200
Pre-Tax Value Creation	\$ (8,202)	\$ (5,133)	\$ 19,570
Tax Savings (without Depreciation)	\$ 0	\$ 0	\$ 4,828

Singer Island \$3.5mm Condo Project	Cash	Loan (5 yr)	PACE
Project Cost	\$ 11,000	\$ 11,000	\$ 11,000
Project Useful Life	20	20	20
Transaction Cost	\$ 0	\$ 80	\$ 660
Cash Contribution	\$ (11,000)	\$ 0	\$ 0
Foregone Return on Cash (%)	7.40%	7.40%	7.40%
Financed Amount	\$ 0	\$ 11,080	\$ 11,660
APR %	0.00%	4.00%	7.00%
Term (Years)	0	5	20
Monthly Payment	\$ 0	\$ (204)	\$ (96.69)
Annual Payment	\$ 0	\$ (2,449)	\$ (1160)
Investment Horizon (years)	5	5	5
Net Cash Outlay (Before Energy Savings)	\$ (11,000)	\$ (12,243)	\$ (5,800)
Opportunity Cost of Invested Cash	\$ (4,719)	\$ 0	\$ 0
Improvement Value (on Sale)	\$ 0	\$ 0	\$ 0
Pre-Tax Value Creation	\$ (15,719)	\$ (12,243)	\$ (5,800)
Tax Savings (without Depreciation)	\$ 0	\$ 291	\$ 1,450

Pompano Duplex	Cash	Line of Credit	PACE
Project Cost	\$ 20,000	\$ 20,000	\$ 20,000
Project Useful Life	20	20	20
Transaction Cost	\$ 0	\$ 0	\$ 1,200
Cash Contribution	\$ (20,000)	\$ 0	\$ 0
Foregone Return on Cash (%)	10.00%	10.00%	10.00%
Financed Amount	\$ 0	\$ 20,000	\$ 21,200
APR %	0.00%	4.00%	7.00%
Term in Years	0	5	20
Monthly Payment	\$ 0	\$ (368)	\$ (163)
Annual Payment	\$ 0	\$ (4,420)	\$ (1,954)
Investment Horizon (years)	5	5	5
Net Cash Outlay (Before Energy Savings)	\$ (20,000)	\$ (22,100)	\$ (9,769)
Opportunity Cost of Invested Cash	\$ (12,210)	\$ 0	\$ 0
Improvement Value (on Sale)	\$ 15,000	\$ 15,000	\$ 15,000
Pre-Tax Value Creation	\$ (17,210)	\$ (7,100)	\$ 5,231
Tax Savings (without Depreciation)	\$ 0	\$ 735	\$ 3,419

---

**What properties can  
use PACE?**

**What improvements  
are eligible for PACE?**



# Eligible Properties Include:

---

- Residential
  - HOMES
  - CONDOS
- Also:
  - All Commercial
  - Non-profit
  - Agricultural

# Works for underserved clients

---

**Cash Poor Organizations - *Non-Profit, Hospital***

**Property Owners with Poor Credit**

**Homeowners**

**Condo Owners**



# and supports our Community...

---

**Tenants/Residents: buildings more comfortable/greener**

**Contractors: opens new markets**

**Citizens: put local residents to work on retrofits, etc.**

**City: cutting edge of greening; improve business climate**

**Planet: reduce carbon footprint**



# Eligible Improvements

---

- **Energy Efficiency**

- **Roofs**
- **Windows**
- **Doors**
- **Heating and cooling systems (HVAC)**
- **Lighting improvements**
- **Insulation**
- **Water pumps**

- **Clean Energy Generation**

- **Solar PV panels**
- **Solar heaters**

- **Wind Hardening**

- **Roofs**
- **Windows**
- **Doors**

**And MUCH more. . .**

---

# Nuts and Bolts of PACE



# How is PACE structured?

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- **100% of the costs (project cost + fees + interest) becomes a non ad valorem special assessment**
- **Annual tax bill**

# Who Are The Lenders?

---

**The lenders are traditional financing companies  
(insurance companies, banks, hedge funds, private equity groups, etc.)**

**PACE is not funded by government.**



# Financing Limits

---

**Minimum = \$2,500.**

**Maximum = the equity you have in the property or 20% of the property's Just Value\* (whichever is less)**

***\*Just Value = value as defined by the property appraiser's office. This is not the same as a real estate agent's assessment of market value based on similar properties.***



# Term Length

---

**For residential projects, terms of 5, 7, 10, 15, 20 or 25 years**

*(soon to be extended to 30 years)*

- **The term cannot be longer than:**
  - **the expected useful life of the improvement**
  - **or the average useful life (based on cost) of multiple improvements**
    - e.g. if your new roof has a 20 year expected life, you could do a PACE financing for up to 20 years.

---

# **PACE Eligibility Criteria**



# Standard Eligibility Criteria

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- **Must be property owner of record**
- **Must not be a temporary structure or publicly-owned property**
- **Must be funding a qualifying improvement**
- **Must not have a missed or late property tax or mortgage payments in the last 3 years, or period of ownership, whichever is less**
- **Must be current on mortgage and have no involuntary liens on the property**
- **Must not have had foreclosure or have had a loan modification**
- **Must not have had a bankruptcy in the past 3 years**
- **Must have sufficient equity to cover the cost of the proposed project**
- **Must be located in participating city or county**

# Public Records pulled to qualify for PACE

- **By statute, property owner qualifications need to be verified.**
  - **A credit report is used to verify mortgage balances; and any bankruptcy or property-based debt delinquency in past three years.**
  - **A title report is pulled to verify that there are no involuntary liens or judgments on the property.**
  - **Your credit is not reviewed and PACE pricing and the interest rate is not affected by your credit.**



---

# PACE Costs



# PACE Fees

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- **There is NO Application Fee**
- **There ARE interest and fees associated with the PACE financing**
- **Each lender has a different cost structure**
- **Each lender administrator has a different cost structure**
- **Your advisor will help you decide what program (lender / administrator) to use**



# PACE Interest Rate

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- **The amortization is simple, fixed interest and does not vary by amount or type of work**
- **The longer the term, the lower your annual cost, but the higher the interest rate (an adviser can help you decide term length)**
- **The repayment of your improvements will be shown as a non ad valorem special assessment on your tax bill**

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# **PACE & Contractors**



# Estimates/ Contractor Selection

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- **The lender's job is to provide funding for improvements**
- **The administrator's job is to levy and assess**
- **Neither is responsible for guaranteeing the qualifications, skills or pricing of contractors**
- **Neither requires multiple quotes or lowest bid**
- **You and your advisor select contractor, obtain bids and approve design and scope of work**

---

# **PACE And My Mortgage**



# Does my mortgage company have to authorize PACE financing

**Short answer: it depends**  
**For most residential, you do  
not need your mortgagee's  
permission, BUT it depends  
on the lender and  
administrator**



# Can My PACE Loan Be Escrowed?

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## Short answer: Yes

- In most cases, you will need to make the request to adjust the escrow for the first year
- After that, it should escrow automatically

# Can a House with a PACE Assessment be Sold?

---

Short Answer: YES

## FACTS:

- The PACE assessment is assumable
- Florida Statutes declare it illegal for a Lender to call the mortgage or accelerate it, solely based on a PACE lien being affixed to the property
- PACE Statutes require the seller disclose the PACE assessment to buyer
- The assessment will show up on a title search



# **Continued - Can a House with a PACE Assessment be Sold?**

- **If the buyer does nothing, they accept the assessment**
- **Therefore, the burden of responsibility moves from seller to buyer**
- **If the buyer does not wish to accept the assessment, it becomes a negotiable term of sale and a value is determined**
- **Then, the selling price is raised, to allow the seller to close out the PACE assessment**

---

# Questions?

Call 1-844 PACE YES  
(1-844-722-3937)  
or email  
[dgoodman@paceadvisor.com](mailto:dgoodman@paceadvisor.com)



WEST PALM BEACH | NEW YORK  
[WWW.PACEADVISOR.COM](http://WWW.PACEADVISOR.COM)

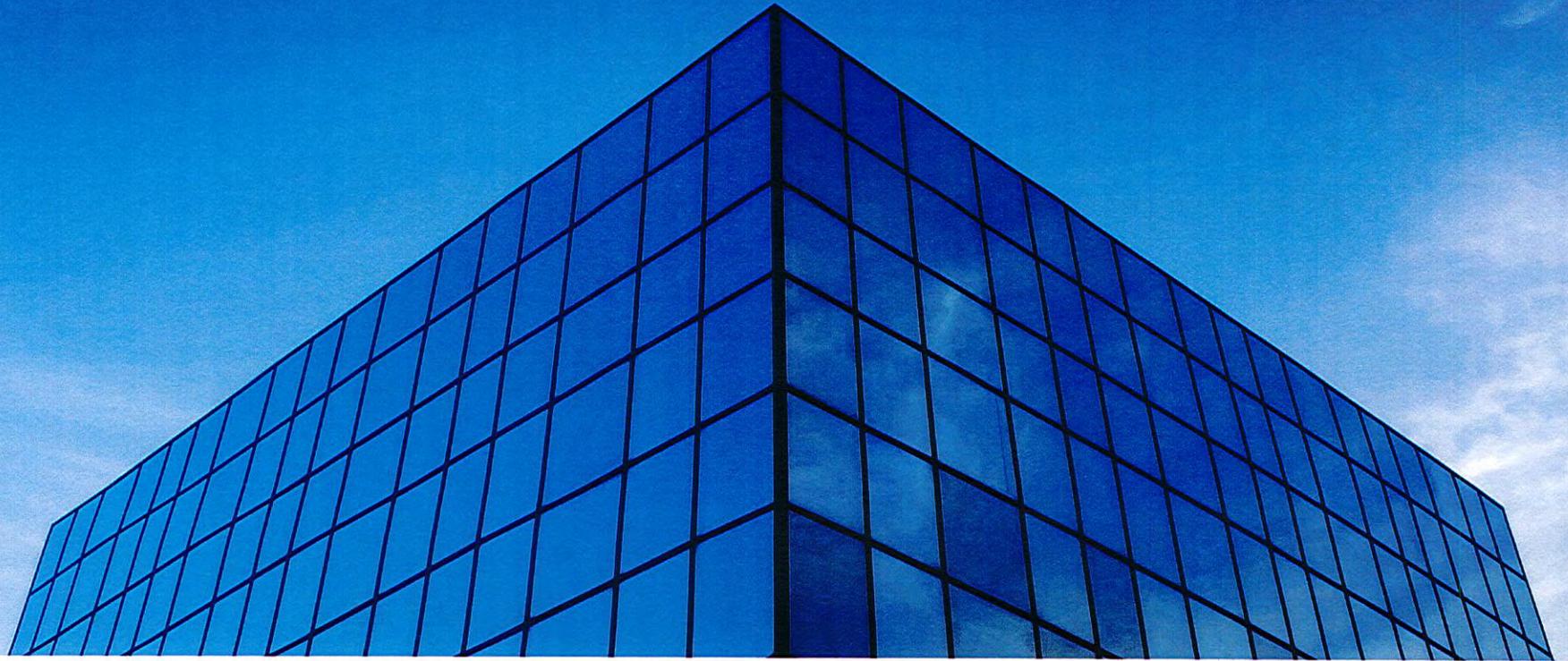




Exhibit "D"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 7, 2016

Agenda Item No. Tab 7

**Agenda Title:** AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AMENDING CHAPTER 78, ARTICLE I, SECTION 78-6 OF THE LAKE PARK TOWN CODE, ENTITLED "REASONABLE ACCOMMODATION PROCEDURES" IN ITS ENTIRETY AND REPLACING IT WITH NEW REASONABLE ACCOMMODATION REGULATIONS TO PROTECT PERSONS WITH DISABILITIES DUE TO SUBSTANCE ABUSE AND THE GENERAL PUBLIC.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- ORDINANCE ON 1<sup>st</sup> READING**
- NEW BUSINESS
- OTHER: \_\_\_\_\_

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *J. Baird* Date: 8-23-16

*Thomas J. Baird / Town Attorney*  
Name/Title

<b>Originating Department:</b>  <b>Town Attorney</b> <i>(agenda item prepared by Community Development)</i>	<b>Costs: \$ Town Attorney Costs</b> <b>Funding Source: Legal</b> <b>Acct. # 001-51-514-108-31100</b> <input type="checkbox"/> Finance _____	<b>Attachments:</b> → Ordinance <u>6</u> -2016
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required on 1 <sup>st</sup> reading	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 <i>ND</i> <b>Please initial one.</b>

**Summary Explanation/Background:**

In June and July of this year, the Community Development Department moved several Reasonable Accommodation (RA) applications forward to Special Magistrate Hearings. At these Hearings, our RA Ordinance codified in Chapter 78 was objected. Consequently, the Magistrate requested that our Town Attorney review the Ordinance and revise it as necessary. Enclosed with this agenda item is the revised Ordinance prepared by the Town Attorney. Upon adoption of the revised Ordinance, the Community Development Department will work with applicants to revise their RA applications as is necessary to reflect the changes and will then resume with the RA Hearings in the next few months.

**Recommended Motion:** I move to APPROVE Ordinance 6-2016 on first reading.



Exhibit "E"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 7, 2016

Agenda Item No. Tab 8

Agenda Title: ORDINANCE UPDATING THE THRESHOLD FOR CAPITALIZING ASSETS FROM \$750 TO \$5,000

- Special Presentation/Reports, Board Appointment, Public Hearing Ordinance on First Reading, New Business, Other, Consent Agenda, Old Business.

Approved by Town Manager [Signature] Date: 8-22-16

Blake K. Rane Finance Director

Table with 3 columns: Originating Department (FINANCE), Costs (None), Attachments (Ordinance 7-2016, Florida Statue 274.02), Advertised (Not Required), and notification details.

Summary Explanation/Background:

Currently the Town records as a Fixed Asset any purchase of over \$750.00 with a useful life of over one year. The dollar value has remained the same since 1992 and should be updated. The amount that staff has selected is \$5,000.00. This amount was selected after reviewing the State Statue, polling neighboring towns, and considering value of machinery and equipment typically purchased by the Town.

Recommended Motion:

I move to approve Ordinance 7-2016 on first reading.



*Exhibit "F"*  
Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 7, 2016

Agenda Item No. Tab 9

**Agenda Title: A TOWN INITIATED ORDINANCE PROPOSING THE MODIFICATION OF TOWN CODE SECTION 18-123(7) ALLOWING LIQUOR VENDORS OF SPECIAL EVENTS HELD ON TOWN PROPERTY TO PROVIDE THEIR OWN LIQUOR LEGAL LIABILITY INSURANCE TO THE TOWN.**

- |                                     |  |                          |                |
|-------------------------------------|--|--------------------------|----------------|
| <input type="checkbox"/>            | SPECIAL PRESENTATION/REPORTS               | <input type="checkbox"/> | CONSENT AGENDA |
| <input type="checkbox"/>            | BOARD APPOINTMENT                          | <input type="checkbox"/> | OLD BUSINESS   |
| <input checked="" type="checkbox"/> | <b>ORDINANCE ON 1<sup>ST</sup> READING</b> |                          |                |
| <input type="checkbox"/>            | NEW BUSINESS                               |                          |                |
| <input type="checkbox"/>            | OTHER: _____                               |                          |                |

Approved by Town Manager *N. Di Tommaso* Date: 8-31-16

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

<b>Originating Department:</b>  Community Development	<b>Costs: \$ 0</b> Funding Source: Acct. <input type="checkbox"/> Finance _____	<b>Attachments:</b> → Ordinance <u>8</u> -2016
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <i>N/A on 1<sup>st</sup> reading</i>	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.	<b>Yes I have notified everyone</b> <u>ND</u> OR Not applicable in this case _____ <b>Please initial one.</b>

**Summary Explanation/Background:**

In reviewing the Town Code with the Town's Risk Management Department, staff determined that the insurance requirements in Section 18-123(7) are too limiting. They are limiting since they do not provide any flexibility to event organizers in utilizing individual liquor vendors at their events which would thereby allow the liquor vendor to provide the Town with its own liquor legal liability insurance. For example, if a music festival is applied for in Kelsey Park by an event company, the Town Code currently indicates that this event company (as applicant) must provide the liquor legal liability. This is too limiting since event companies are typically not your liquor vendor at an event. Consequently, staff is proposing a very simple amendment to Section 18-123(7) of the Town Code to enable a liquor vendor to satisfy the Town's liquor legal liability insurance requirement.

**Recommended Motion:** I move to APPROVE Ordinance 8-2016 on 1<sup>st</sup> reading.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "E"

Meeting Date: September 7, 2016

Agenda Item No. Tab 14

Agenda Title: Award of the Agreement for Tennis Center Management and Maintenance Services between the Town of Lake Park, Florida and Itamar B. Macedo (RFP No. 103-2016)

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager

*[Signature]*

Date:

8-24-16

Name/Title

*Human Resources Director*

<p><b>Originating Department:</b></p> <p>Town Manager</p>	<p>Costs: \$ <u>N/A</u></p> <p>Funding Source:</p> <p>Acct. #</p> <p><input checked="" type="checkbox"/> Finance <u>BK</u></p>	<p><b>Attachments:</b></p> <p>Resolution; Agreement; Copy of Notice of Intent to Award and Bid Evaluation Sheet; Copy of Proposal Submitted by Itamar B. Macedo; and, Copy of RFP No. 103-2016</p>
<p><b>Advertised:</b></p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <u>BMT</u></p> <p>or</p> <p>Not applicable in this case _____</p> <p>Please initial one.</p>

**Summary Explanation/Background:**

On Sunday, June 26, 2016, the Town published its Legal Notice that the Town would be accepting sealed proposals for Tennis Center Management and Maintenance Services Request for Proposals (RFP No. 103-2016) with a submittal deadline of July 21, 2016 at 10:00 a.m. Eastern Time. By that deadline, the following Offeror submitted a proposal:

**Itamar B. Macedo**

No other proposals were submitted. On July 21, 2016 at 2:00 p.m., the above proposal was opened and read aloud in the Commission Chamber.

On August 3, 2016 at 2:00 p.m. the Evaluation Committee consisting of the Finance Director, Town Manager, Human Resources Director and the Special Events Director met in a publicly noticed meeting for the purpose of evaluating the above proposal. Since the proposal submitted by this Offeror was determined to be responsive, it was determined that the Offeror would be allowed to cure the following deficiency pursuant to Section 5.6 of the Request for Proposals entitled Business Tax Receipt Requirement:

- The Offeror did not submit his Business Tax Receipt with his proposal, but he will be allowed to submit his Business Tax Receipt to the Town during the evaluation period but prior to award.

The Offeror has met this requirement.

A copy of the Agreement for Tennis Center Management and Maintenance Services between the Town of Lake Park, Florida and Itamar B. Macedo is attached as **Exhibit A** to the Resolution. A copy of the Notice of Intent to Award and Bid Evaluation Sheet, a copy of RFP No. 103-2016, and a copy of the proposal submitted by Itamar B. Macedo are also attached.

Based upon the review of the proposal submitted as outlined above, staff recommends award of the Agreement for Tennis Center Management and Maintenance Services to Itamar B. Macedo.

**Recommended Motion:** I move to adopt Resolution 33-09-16



**Town of Lake Park Town Commission**

**Agenda Request Form**

*Exhibit "H"*

**Meeting Date:** September 7, 2016

**Agenda Item No.** *Tab 10*

**Agenda Title:** Lake Park Channel 18 Broadcasting Equipment's Replacement

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

- CONSENT AGENDA
- OLD BUSINESS

**Approved by Town Manager** *[Signature]* **Date:** *8-8-16*

**Hoa Hoang, Chief Information Technology Officer and Vivian Mendez, Town Clerk**

*[Signature]* *[Signature]*  
**Name/Title**

<b>Originating Department:</b>  Information Technology Town Clerk	<b>Costs: \$ 26,145.50</b>  Funding Source:  <b>Acct. # Reserve</b> <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	<b>Attachments:</b>  Quote Q-012741 Telvue Sole Source
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on the agenda.	Yes I have notified everyone _____ or Not applicable in this case <input checked="" type="checkbox"/>  <b>Please initial one.</b>

**Summary Explanation/Background:**

In 1998 the Town was awarded a grant from Adelphia (now Comcast) to purchase equipment and software to allow the recording (audio/video) of public meetings, live broadcast on channel 18 and rebroadcast meetings for citizens within the Town' boundary.

The Telvue equipment has begun failing and after 18 years the manufacture no longer makes replacement parts for the equipment. To prevent complete black out of channel 18, staff is recommending replacement of all of the Telvue equipment. New technology will allow better quality broadcast of live meetings, but will allow live streaming on the Town's website, and an app will be available to watch meetings on smart devices such as Iphone or I pads.

The purpose of this agenda item is to request the Commission's approval to replace the channel 18 Telvue equipment. The replacement of the Telvue equipment was not budgeted, therefore, Reserve Funds are being requested to support the replacement of the equipment.

**Recommended Motion:**

To approve Reserve funding of \$26,145.50 for replacement of the Telvue broadcasting equipment.



Exhibit "I"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 7, 2016

Agenda Item No. Tab 12

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH HY-BYRD, INC. FOR BUILDING OFFICIAL SERVICES

- [ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] ORDINANCE ON 1st READING
[X] NEW BUSINESS - RESOLUTION
[ ] OTHER:

Approved by Town Manager [Signature] Date: 8-23-16

Nadia Di Tommaso / Community Development Director [Signature] Name/Title

Table with 3 columns: Originating Department (Community Development), Costs (\$ 0.00), Attachments (Resolution 31-09-16, Resolution 36-10-14), Advertised (Not Required), and notification details.

Summary Explanation/Background:

The Town entered into a Contract for Services with Hy-Byrd, Inc. for Building Official, Inspection and Related Services in October 2014 pursuant to a competitive bid process. The Contract was approved by Resolution 36-10-14. The purpose of this agenda item is to propose a modification to the cost sharing percentages given a significant increase in building permit activity.

Recommended Motion: I move to APPROVE Resolution 31-09-16.



Town of Lake Park Town Commission

Agenda Request Form

*Exhibit "J"*

Meeting Date: September 7, 2016

Agenda Item No. *Tab 13*

**Agenda Title:** Resolution No. 32-09-16 Award of the Passport Payment Application for the Lake Park Marina Boat Ramp

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

Approved by Town Manager *[Signature]* Date: *8-26-16*

*[Signature]* / *Marina Director*  
 Ted Schiafone / Marina Director

<b>Originating Department:</b>  <p style="text-align: center;"><b>Marina</b></p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> -Resolution 32-09-16 -Passport Software License and Service Agreement -Page 7 of the Lake Park Harbor Marina Market Study and Business Plan
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <i>TS</i> <b>Please initial one.</b>

**Summary Explanation/Background:**

During January of 2016 the Commission approved the majority of the components in the Lake Park Harbor Marina Market Study and Business Plan. This was an exhaustive study performed by the former Marina Director. The Study consisted of the then current market conditions with specific recommendations for the Marina. One area studied was boat ramps at various local marinas. The majority of those boat ramps are operated by Palm Beach County (Please see attached exhibit Page 7 of the Market Study and Business Plan). Highlighted in that Study was the smart phone application being used by Palm Beach County to collect ramp fees. As mentioned in the Study, Palm Beach County has been able to eliminate cash collections and an attendant on site.

As the current Marina Director I recommend the implementation of the smart phone application supplied by Passport Parking, Inc. This company has an outstanding record in the State of Florida with other municipalities. I personally verified references with Coral Springs and Ocala. All gave glowing recommendation on the competency, support and follow through by Passport Parking, Inc.

Here is the value to implementing the Passport Parking Smart Phone Application:

- 1) No cash transactions – eliminates the possibility of theft
- 2) All transactions recorded – highly reduces the possibility of internal fraud
- 3) No attendant needed – reduction in payroll expense to support boat ramp
- 4) Customer convenience – extremely simple and fast method to pay for services
- 5) Immediate transaction – verifiable payment tracked back to vehicle
- 6) System compatibility – works with existing credit card processor
- 7) Financial controls – supplies data to Finance on all transactions
- 8) Cost – no cost to the Town of Lake Park

While there is no cost to the Town of Lake Park, there is a transaction fee of \$.25 for each payment. Most municipalities, including Palm Beach County have passed that transaction fee onto the customer. All standard signs are provided free to the Town of Lake Park. However, there are specific charges noted in the Agreement if the Town wants any custom signs. The Town is not obligated to use Passport Parking, Inc., for custom signs.

The Town Attorney has reviewed the agreement.

**Recommended Motion:** I move to adopt resolution 32-09-16.



Exhibit "K"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 7, 2016      Agenda Item No. Tab 15

Agenda Title: Approval by the Town Commission of a Request to Issue Bonds for the Purpose of Refinancing Marina Debt

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

Approved by Town Manager [Signature]      Date: 8-24-16

Blake K. Rane <sup>BKR</sup> Finance Director  
Name/Title

<p><b>Originating Department:</b>  <b>FINANCE</b></p>	<p>Costs: N/A Funding Source: Acct. # [ X ] Finance ____ BKR ____</p>	<p><b>Attachments:</b> <sup>75</sup> Attachment 1 – Pages <del>82</del> to <del>70</del> <sup>86</sup> from the PRAG's report  Resolution <sup>3108</sup> 2016 with Exhibits: A. Form of Loan Agreement B. Form of Continuing Disclosure Agreement C. Form of Bond Purchase Contract</p>
<p><b>Advertised:</b> Date: _____ Paper: _____ [ X ] Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____ or Not applicable in this case <u>_BKR_</u>  <b>Please initial one.</b></p>

**Summary Explanation/Background:**

In 2003 the Town incurred \$4.810 million to finance Marina reconstruction. Town Staff has been working for some time to refinance the Town's long term debt. The Florida Municipal Loan Council (FMLC) has agreed to include a refunding of the Town's 2003A Bonds (originally issued through) the FMLC). The current amount of the 2003A Bonds outstanding is \$3.757 million. Nine Florida municipalities are participating.

The Public Resources Advisory Group (PRAG) has provided a preliminary analysis to FMLC, which includes all the participating municipalities. A copy of the section of the preliminary analysis pertaining to the Town's Marina debt is included as Attachment 1 to this agenda item. If successful it is estimated that the Town would reduce this debt expense by more than \$30,000 in fiscal year 2017 and more than \$474,000 from 2016-2033 on a present value basis. Such figures are set forth on page number 79 of Attachment 1. All the costs of the refinancing are rolled into the refinanced principal.

The current rate on this debt varies but averages 5.0% and it is estimated that the bonds may sell in the range of 3.0%, thus achieving the savings to the Town.

The FMLC is asking that the Town Commission authorize it to include this refinance of the Town's Marina Debt in the upcoming bond issuance. Staff supports this request.

**Recommended Motion:**

I move that we approve Resolution 31-09-2016 .

SOURCES AND USES OF FUNDS

FMLC Pool, Series 2016  
Town of Lake Park, Series 2016

*Attachment 1*

Sources:

Bond Proceeds:	
Par Amount	3,460,000.00
Net Premium	308,236.40
	3,768,236.40

Uses:

Refunding Escrow Deposits:	
Bond Proceeds	3,664,155.07
Delivery Date Expenses:	
Cost of Issuance	54,386.21
Underwriter's Discount	17,300.00
Composite DSRF Surety (assumed 3.5% of MADS)	8,314.29
Bond Insurance Premium (assumed 50 bps)	24,080.83
	104,081.33
	3,768,236.40

Note: See PRAG's Attached MSRB Rule G-42 Disclosure Information



Exhibit "L"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 7, 2016

Agenda Item No. Tab 16

Agenda Title: Amendment Twelve (12) Palm Beach County Sheriff's Proposed FY 17 Budget Amendment.

- Special Presentation/Reports, Board Appointment, Public Hearing Ordinance, New Business, Other, Consent Agenda, Old Business.

Approved by Town Manager [Signature] Date: 8-24-16
John O. D'Agostino
Name/Title

Table with 3 columns: Originating Department, Costs, Attachments, Advertised, and notification details.

Summary Explanation/Background:

The Town of Lake Park's Public Safety operations are provided to the town by the Palm Beach County Sheriff's Department. The Department currently consists of One Lieutenant, Three Sergeants, Nineteen Deputies, one Administrative Assistant and a Law Enforcement Aide. In addition, there are ten crossing guards. The twelfth amendment provides for a two percent increase totaling \$54,446 for Fiscal Year 2017. The PBCSO Collective Bargaining Agreement increased salaries by three percent.

Amendment twelve increases the PBCSO budget for Lake Park by \$54,446 or \$2, 776,760 (personnel) or a 2.00 % increase over last year's personnel budget. The FY 16 budget was \$2,648,850. The FY 17 budget is \$2,776,760.

The total budget including operating expenses for the Palm Beach County Sheriff's Office is \$2,805,360 inclusive of \$1,694 for Telephone, \$10,000 for utilities, \$2,000 for refuse service and \$15,000 for Gasoline and or Diesel Fuel.

**Recommended Motion:** Move to approve the operating budget for the Palm Beach County Sheriff's Office to provide public safety services to the Town of Lake Park in the amount of \$2,805,360.

# TAB 5



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** September 21, 2016

**Agenda Item No.** *Tab 5*

**Agenda Title: First Public Hearing on the Budget Meeting Minutes of September 8, 2016**

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

**Approved by Town Manager** *J. R. Aguirre* **Date:** *9-14-16*

*Vivian Mendez - Town Clerk*  
 \_\_\_\_\_  
 Name/Title

<b>Originating Department:</b>  Town Clerk	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> Agenda meeting minutes Exhibits "A-D"
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <i>VA</i> <b>Please initial one.</b>

**Summary Explanation/Background:**

**Recommended Motion:**

To approve the First Public Hearing on the Budget Meeting Minutes of September 8, 2016.



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
First Public Hearing  
On the Budget Meeting  
Thursday, September 8, 2016 6:30 p.m.  
Lake Park Town Hall  
535 Park Avenue

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

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

- A. CALL TO ORDER/ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC HEARING:

**\*\*\*\*\* OPEN PUBLIC BUDGET HEARING\*\*\*\*\***

- A. Staff Report
- B. Public Comments
- C. Commission Deliberation

**1. Resolution No. 35-09-16 Adopting the Proposed Millage Rate for Fiscal Year 2016-2017**

**Tab 1**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A PROPOSED MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017; STATING THE ROLLED-BACK RATE FOR THE TOWN OF LAKE PARK; STATING THE PERCENT BY WHICH THE TOWN MILLAGE RATE EXCEEDS, IF ANY, THE ROLLED-**

**BACK MILLAGE RATE; AND LEVYING FOR AD VALOREM TAXES ON ALL TAXABLE REAL AND TANGIBLE PERSONAL PROPERTY IN THE TOWN OF LAKE PARK FOR FISCAL YEAR 2016/2017; PROVIDING FOR AN EFFECTIVE DATE.**

**2. Resolution No. 36-09-16 Adopting a Tentative Budget for Fiscal Year 2016-2017 Tab 2**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, MAKING SEPERATE AND SEVERAL APPROPRIATIONS FOR ITS NECESSARY OPERATING EXPENSES, THE EXPENSES OF THE VARIOUS FUNDS AND DEPARTMENTS OF THE TOWN FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.**

**\*\*\*\*\* CLOSE PUBLIC BUDGET HEARING\*\*\*\*\***

**D. NEW BUSINESS:**

**3. Setting the 2016/2017 Non-Ad Valorem Assessed Stormwater Rates Tab 3**

**4. Setting the 2016/2017 Non-Ad Valorem Assessed Sanitation Rates Tab 4**

**E. PUBLIC COMMENT:**

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

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

**G. ADJOURNMENT:**

**The Final Public Hearing on the Budget will be conducted on Tuesday, September 20, 2016**



**Minutes**  
**Town of Lake Park, Florida**  
**First Public Hearing**  
**on the Budget Meeting**  
**Thursday, September 8, 2016, 6:30 PM**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Thursday, September 8, 2016 at 6:35 p.m. Present were Mayor James DuBois, Commissioners Erin Flaherty, Anne Lynch and Michael O'Rourke, Town Manager John O. D'Agostino, Assistant Town Attorney Kelly Gardner, and Town Clerk Vivian Mendez. Vice-Mayor Kimberly Glas-Castro and Attorney Thomas Baird were absent.

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

**PUBLIC HEARING(S):**

**1. Resolution No. 35-09-16 Adopting the Proposed Millage Rate for Fiscal Year 2016-2017.**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A PROPOSED MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017; STATING THE ROLLED-BACK RATE FOR THE TOWN OF LAKE PARK; STATING THE PERCENT BY WHICH THE TOWN MILLAGE RATE EXCEEDS, IF ANY, THE ROLLED-BACK MILLAGE RATE; AND LEVYING FOR AD VALOREM TAXES ON ALL TAXABLE REAL AND TANGIBLE PERSONAL PROPERTY IN THE TOWN OF LAKE PARK FOR FISCAL YEAR 2016/2017; PROVIDING FOR AN EFFECTIVE DATE.**

Mayor DuBois opened the Public Hearing. Town Manager D'Agostino explained the item (see Exhibit "A").

**PUBLIC COMMENT OPENED:**

None

**PUBLIC COMMENT CLOSED:**

Commissioner O'Rourke asked what the impact of lowering the millage rate by .005 percent would be. Finance Director Blake Rane explained that lowering the millage rate by .005 percent would be approximately just under \$15,000. Mayor DuBois reminded the Commission that there would be some debt elimination in 2018 and that could be the time when the Town could look to lower the millage rate. Town Manager D'Agostino explained that as the Town begins to find reliable, steady income that would increase the Town's revenues, such as the Mixed-Use development on US 1, he would propose to the

Commission that they begin lowering the millage rate. Commissioner O'Rourke stated that it appears that this would not be the appropriate time to propose a decrease.

Finance Director Blake Rane explained that on page 16 of the budget document the debt millage for Fiscal Year 2017 was 1.4280, in 2018 it would be approximately .07 range, and in 2019 it would be zero.

Commissioner Lynch asked how does the Town of Lake Park match up to the Village of North Palm Beach. Mayor DuBois explained that the Village of North Palm Beach has million dollar homes on the water. Commissioner O'Rourke explained that it was difficult to compare municipalities that are not similar in their nature. He explained that it would be fair to compare the Town to the Town of Mangonia Park.

**Motion: Commissioner Flaherty moved to approve Resolution 35-09-26; Commissioner Lynch seconded the motion.**

Vote on Motion:

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

Motion passed 4-0

## **2. Resolution No. 36-09-16 Adopting a Tentative Budget for Fiscal Year 2016-2017**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, MAKING SEPERATE AND SEVERAL APPROPRIATIONS FOR ITS NECESSARY OPERATING EXPENSES, THE EXPENSES OF THE VARIOUS FUNDS AND DEPARTMENTS OF THE TOWN FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.**

Town Manager D'Agostino explained that Vice-Mayor Glas-Castro had expressed concern with Section 6 of the Resolution. He explained that the language included in the Resolution had not changed in several years. He read Section 6 into the record as follows:

*"Section 6. The Town Manager is hereby authorized to amend/transfer appropriations between departmental accounts provided, however, that total appropriated expenditures by fund do not exceed Commission authorized amounts."*

He explained that the above language has provided Administration the flexibility to move funds within the departments. He explained that as long as the overall budget does not increase or decrease they moved funds around. He stated that in his discussions with the Vice-Mayor, she believes...

Mayor DuBois asked Assistant Town Attorney Kelly Gardner if there were a problem

with the Town Manager reading what the Vice-Mayor wrote to him, considering she was not present at the meeting. Assistant Town Attorney Gardner stated that she had spoken with Town Attorney Baird regarding this issue because of the email from the Vice-Mayor. She stated that Attorney Baird indicated that he was not aware of any Town Ordinance or State Statute that would prohibit what the Town has in place and felt that it was a policy decision for the Commission to decide, and not a legal decision issue. Mayor DuBois asked for consensus from the Commission to entertain a third party introduction of...

Commissioner O'Rourke interrupted to say that he had an issue with third party communication. Assistant Town Attorney Gardner clarified that her earlier statement was in reference to what the Vice-Mayor's opinion was of the Resolution, which was included in the email. She was not referring to the third party communication. Mayor DuBois stated that he was not referring to the email; he was referring to the procedure of accepting third party information, since the person was not present at the Public Hearing. Assistant Town Attorney Gardner stated that she does not see a problem with the Vice-Mayor's email read, but the Vice-Mayor's vote would not count because she was not present. Mayor DuBois stated that he was going to introduce it as consensus of the Commission. He asked if it were appropriate. Assistant Town Attorney Gardner felt it was appropriate. Commissioner O'Rourke felt that the information the Town Manager wanted to share regarding the Vice-Mayor was appropriate during discussion, but was not sure it was appropriate prior to discussion. Mayor DuBois felt that he did not want the Vice-Mayor opining as a third party during the discussion. He felt it was best to have it introduced as part of the report. The Commission came to consensus.

Town Manager D'Agostino stated that since the Vice-Mayor was not present that he wanted her sentiments to be accurately portrayed. Mayor DuBois stated that he does not want this to become a precedent because it was done one time that we would do it each time. He stated that any person in his position would ask the Commission their approval before moving forward rather than openly accepting it.

Town Manager D'Agostino explained that about 5:15 p.m. today day the Vice-Mayor sent a text message to him indicating that she would not be able to support Resolution 36-09-16. She wrote "As we have discussed before, Section 6 allows the manager to move monies and change Commission approved programs and policies without a public hearing. Section 6 needs to be revised to allow transfers within individual departments, but require a budget amendment if monies are moved between departments accounts". He stated that his response to the Vice-Mayor was "I checked into the language in the Resolution, especially Section 6. That language has been in the Resolution since Blake Rane's employment with the Town and he has taken that same language and moved it forward. So, I am not certain how many years this language has been in place, but it predates some members of the Commission". Vice-Mayor's response was "I will vote against it". Town Manager D'Agostino responds was "So you would like to revise the language to allow transfers within an individual department through a budget amendment if monies are moved between departments". He clarified what was written by stating that it would be fine to move monies within departments then it does not need to come before the Commission. If they were moving monies from one department to another then a budget amendment would be needed.

Finance Director Rane explained that the language was included before he began employment with the Town. He explained that during his direction if funds are being moved between funds it has been brought to the Commission. If funds are moved out of Contingency then it was brought before the Commission.

Commissioner O'Rourke stated that Section 6 also states that "the total appropriated expenditures by fund do not exceed Commission authorized amounts". He stated that it sounds as though if it were going to happen then it would have to come back before the Commission. He stated that he does not see an issue. Mayor DuBois stated that staff follows this procedure as a matter of Resolution or Ordinance. He asked what Resolution allows this to occur. Finance Director Rane explained that there was a budget amendment Resolution that was used. He stated he has used it when monies are moved between funds, in, or out of contingency. He clarified that he does not use the Resolution if funds are moved from individual departments within the General Fund (i.e., Finance to HR).

Town Manager D'Agostino explained that the reason was that they were not increasing or decreasing the budget, the budget would remain the same. Finance Director Rane asked the Commission for direction if they wanted the additional control. He explained that the only reason why the Resolution includes Section 6 was that it was the only fund that had multiple departments that monies could be moved between. He stated that he bring the Resolution forward when moving monies between funds not between departments. He stated that if the Commission directed he would bring more Resolution forward for adoption.

Commissioner Flaherty stated that he was under the impression that the Town Manager had the authority for anything under \$10,000. Town Manager D'Agostino explained that it was a different issue because it related to purchasing. Commissioner Flaherty asked for clarification regarding the phrase that was used where the budget was not affected by moving monies around because the budget was a plan, it was not a document where the funds that the Town receives through the year.

Finance Director Rane explained that he always verifies that the same amount of monies are being exchanged between departments, so the total amount of the budget was not affected the total amount that the Commission has appropriated during their proceedings.

Commissioner O'Rourke believed that the Resolution does not need to change at this time. Mayor DuBois stated that it could come in the Town Manager's report. Finance Director Rane stated that the Town Manager has included such action in some of his monthly reports. Town Manager D'Agostino gave an example of when he has provided this type of information within his monthly report.

Mayor DuBois asked if a dollar threshold could be included so that the manager could include the information moving forward. Finance Director Rane stated that he would like a final decision tonight so that he could write the Resolution correctly before the next Budget Hearing.

Mayor DuBois suggested \$25,000. Finance Director Rane gave an example of why it was done this year versus other years. Commissioner O'Rourke raised concern regarding placing a limit on the departments and things would take longer to be done. Commissioner O'Rourke stated that this item could be brought back at another time when the Vice-Mayor was present to explain her position. Finance Director Rane explained that he sends financial reports frequently to keep the Commission informed. Mayor DuBois thanked the Vice-Mayor for her comments.

Town Manager D'Agostino stated that he had not completed relaying the Vice-Mayors comments. He felt that the Vice-Mayor did not want Administration to pull funds away from initiatives that the Commission has approved. He stated that the Vice-Mayor has raised this concern because she had this experience in the State of Florida in the past. He finished reading from the Vice-Mayor's text message "the interpretation of Section 6 provides that provision did not come to light until several months ago and that is when I raised a transparency issues with you. Allowing transfers between departments without Commission approvals circumvents the priorities setting process of the budget hearings".

Mayor DuBois stated that we have a budget amendment process that was done halfway through the year and if adjustments need to be made, they are done. He felt the process was satisfactory and did not see a need to change it. He stated that there was one more Budget Hearing in which the Vice-Mayor would attend and provide her feedback. He stated that Section 6 of the Resolution could be amended if necessary. Finance Director Rane reminded the Commission that the Resolutions are submitted to Tallahassee for review and approval. Commissioner Flaherty asked if within the next Fiscal Year budget would it show the adjustments in the numbers. Finance Director Rane explained that in the July Financial Report it would show that some departments are under-running their budgets, while other departments are running over.

Town Manager D'Agostino explained what the budget would do for the Town. He stated it would establish transparency, duties, responsibilities and information distributions. He stated that revenues would be increased outside of the tax rate; support programs and be responsive to public services for the residents. One of the priorities of the budget was to reduce the crime rate, invest in and implement improvements in the Community Redevelopment Agency; promote the Town of Lake Park through organization implementation at Special Events focused on families, neighborhoods, and public parks. He explained that by hiring the Special Events Director they have already begun the process. He explained that the master drainage plan would be updated in several phases, with the first being in 2017, with the second phase in 2018. He stated that the cost of the master drainage phases were approximately \$200,000, with the reconstruction of the drainage pipes and outflows throughout the Town because of the master drainage plan. He stated that road resurfacing, and restriping, would begin in 2017; repairing the roadway along the 700 – 900 blocks of Park Avenue would also be realized during this budget cycle. Development of landscape plans for Park Avenue, the establishment of a visioning group to work with the Town Commission to establish a comprehensive vision for the Town. Preservation of the small Town character was a priority especially when the Mixed-Use corridor on US 1 becomes a densely populated area. Reconstruction of walkable and bikeable roadways in the core residential communities.

He highlighted the improvements proposed in different departments, such as the Marina. He spoke of implementing a facility rentals license fee with catering service providers to use the Mirror Ballroom, Indoor Pavilion at Lake Shore Park, and the Marina meeting room, creating new Town events, hiring a Parks & Recreation Supervisor, adding staff to the Library, and development of summer recreational programs. He stated that Public Works would implement the capital projects of restroom facilities at the parks. He explained that a Stormwater Capital Improvement Plan update to the master drainage would occur. He explained that staff was exploring alternative funding sources in the forms of grants for improvements in Town Hall. He continued by mentioning all the other capital projects that would be implemented throughout the Town during the next Fiscal Year. He explained that staff has researched leasing vehicles versus owning them. He explained that staff would begin stripping roadway throughout the Town.

Mayor DuBois suggested that the Town begin to treat the Streets & Roads Fund the same way as the Stormwater Fund, and Sanitation Fund with a mobility plan, similar to the Stormwater Plan and treat it as Non-Ad Valorem Assessment. He stated that it would be set up as a voter referendum Non-Ad-Valorem Assessment. Town Manager D'Agostino explained how it would be set-up from a budgetary standpoint. Finance Director Rane explained that the Streets & Road Fund was a sub-General Fund with designated tax monies that go, and would not be a true Enterprise Fund, but would be a standalone fund. Mayor DuBois explained how the Fund could assist the Town with the large projects that typically the Town cannot afford to accomplish without increasing the millage rate. He explained that it would be transparent for residents to know exactly where the funds are being used. He explained that it would be a capital project that should be voted on by the public.

Town Manager D'Agostino explained the changes made to the budget since the Commission met with staff during one-on-one sessions. He stated that funding of a Lobbyist has been included for \$20,000 to assist the Town with acquiring additional funding for capital improvements. He stated that the funds would be taken from the Contingency Fund. Finance Director Rane mentioned that the Commission agreed with the health insurance plan proposed by staff. He stated that the Commission were made aware that the Town would not be receiving the anticipated Communication Tax funds. He explained that the Contingency Fund remained at \$80,000 with the minor changes made to the proposed budget.

Commissioner O'Rourke commented that having a Lobbyist does not guarantee that funds would be gained by the Town. He felt it was not a good expenditure at this time. Mayor DuBois explained the history the Town had with Lobbyist and the support received by Commissioners. Commissioner O'Rourke expressed concern regarding spending the funds wisely on a Lobbyist. He stated that the Vice-Mayor was part of the Palm Beach County League of Cities Board and could provide additional feedback regarding the topic. Mayor DuBois explained that staff would experience resistance from the Commission. Town Manager D'Agostino agreed to remove the item from the proposed budget until they know what the Grant Writer could accomplish. Finance Director Rane explained that the selection of a Lobbyist would take a Request for Proposal, presentations by submitters, and then a selection from the Commission. He explained that the process could potentially take us through the end of this Legislative

session. Mayor DuBois stated that the item could be brought back as part of the mid-year budget adjustment if the Commission chose to go through the process. Town Manager D'Agostino distributed a four-year history of Fund Balance & Net Position document (see Exhibit "B").

Mayor DuBois stated that included in the proposed budget were a range of 2-4 percent pay increase for all full-time employees. Finance Director Rane explained that as of October 1, 2016 a cost of living increase of two percent was proposed and then as the annual review comes up, the employee would be eligible for a 1 ½ or 2 percent increase. Mayor DuBois stated that the Town Manager was not included in the rate increases. Finance Director Rane stated that it was not included because the Town Manager works under a contract and it would be up to the Commission to decide on an increase. Mayor DuBois explained that this would be the time for the Commission to decide such an increase. He calculated what a three percent increase would cost the Town. Finance Director Rane suggested that the Commission ask the Town Attorney to draft an addendum to the Town Manager's contract for a pay increase effective October 1, 2016 and bring the addendum to a future agenda. He suggested that the Commission direct him to include the increase in the budget. Commissioner O'Rourke suggested a 3.5 percent increase. Commissioner Flaherty agreed to a 3 percent increase. Commissioner Lynch agreed to a 3 percent increase. Finance Director Rane stated that he would factor in a 3-3.5 percent increase in the Town Manager's salary. Town Manager D'Agostino stated that he would not want to receive more than what other employees receive.

Finance Director Rane suggested that the Commission address that the Town Manager's contract does not include an accrual of Sick Leave at the appropriate rate. Town Manager D'Agostino explained how the Sick Leave portion of his contract was developed. Mayor DuBois stated that he needed additional information regarding Sick Leave before a determination could be made based on the separation agreement and severance pay. Commissioner O'Rourke felt that the issue of Sick Leave could be discussed at a future time.

Finance Director Rane referred to Exhibit "B" and the yellow highlighted areas and how year-to-year there has been an increase in the budget.

**PUBLIC COMMENT OPENED:**

None

**PUBLIC COMMENT CLOSED:**

Town Manager D'Agostino stated that each Commissioner met with staff individually to discuss the budget and received an understanding to why the proposed budget included certain items. Commissioner O'Rourke stated that going forward he would like to see certain priorities included in the budget such as Information Technology server equipment, which currently restricts communication between departments updated. Town Manager D'Agostino stated that a plan could be developed on how such plans could be funded. He stated that the issue with iCloud was the level of security and as the level of security increases, it would save the Town money.

**Motion: Commissioner O'Rourke moved to approve Resolution 36-09-16 as amended; Commissioner Lynch seconded the motion.**

Vote on Motion:

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

Motion passed 4-0

Finance Director Rane asked the Commission if they preferred a paper copy of the proposed budget or final budget. The Commission asked for paper copies before the September 20, 2016 Final Public Hearing on the Budget meeting.

**PUBLIC HEARING ON THE BUDGET CLOSED:**

**NEW BUSINESS:**

**3. Setting the 2016/2017 Non-Ad Valorem Assessed Stormwater Rates**

Town Manager D'Agostino explained the item (see Exhibit "C"). He explained that there was no proposed increase during Fiscal Year 2016-2017, but staff would bring an agenda item forward during the Fiscal Year proposing an increase and explaining the needs for the increase.

**Motion: Commissioner O'Rourke moved to approve setting the 2016/2017 non-ad valorem assessment Stormwater Rate; Commissioner Flaherty seconded the motion.**

Vote on Motion:

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

Motion passed 4-0

**4. Setting the 2016/2017 Non-Ad Valorem Assessed Sanitation Rates**

Town Manager D'Agostino explained the item (see Exhibit "D").

**Motion: Commissioner O'Rourke moved to approve setting the 2016/2017 Non-Ad Valorem Assessed Sanitation Rates; Commissioner Flaherty seconded the motion.**

Mayor DuBois asked if there was enough funds in the account for what staff would need. Finance Director Rane explained that there were sufficient funds in the account to continue the level of service and rebuilding vehicle.

Vote on Motion:

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

Motion passed 4-0

**PUBLIC COMMENT:**

None

On behalf of the Town Commission, Mayor DuBois thanked the Town Manager and staff for their efforts on the budget.

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

**Assistant Town Attorney Gardner** stated that the Town Attorney would be made aware of the changes proposed to the Town Manager's contract.

**Town Manager D'Agostino** had no comments.

**Commissioner Lynch** had no comments.

**Commissioner O'Rourke** had no comments.

**Commissioner Flaherty** had no comments.

**Vice-Mayor Glas-Castro** was absent.

**Mayor DuBois** had no comments.

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Commissioner O'Rourke and seconded by Commissioner Lynch, and by unanimous vote, the meeting adjourned at 8:18 p.m.

\_\_\_\_\_  
Mayor James DuBois

\_\_\_\_\_  
Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2016



Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 8, 2016 Agenda Item No. Tab 1

Agenda Title: Resolution Adopting the Proposed Millage Rate For Fiscal Year 2016-2017

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

Approved by Town Manager [Signature] Date: 8-10-16

BKR Blake K. Rane Finance Director  
Name/Title

<b>Originating Department:</b>  <b>FINANCE</b>	Revenue: \$ <u>2,926,667</u> Funding Source: Property Taxes Acct. # 001-311.100 <input checked="" type="checkbox"/> Finance _____ BKR _____	<b>Attachments:</b> <b>Resolution <u>35</u>-09-16</b>
<b>Advertised:</b> Date: No later than <u>8/20/2016</u> Via: Mailed TRIM notices _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ BKR _____ or Not applicable in this case _____ <b>Please initial one.</b>

**Summary Explanation/Background:**

This is the second year that I am trying to explain how the Town Millage rate has transitioned from containing the Palm Beach Fire/Rescue ("PBC F/R") millage for fiscal year 2014-2015 to excluding the PBC F/R millage for fiscal year's 2015-2016 and 2016-2017. While the combined rate remains the same in many documents the rates are separated, which may confuse the reader. Please see the attached table which demonstrates the rate equality:

Town of Lake Park Millage comparison			
Fiscal Year	2014-2015	2015-2016	2016-2017
Town Millage Rate	8.8055	5.3474	5.3474
PBC F/R Millage Rate	0.0000	3.4581	3.4581
Combined	8.8055	8.8055	8.8055

In accordance with Florida Statute the Town must approve a Resolution to adopt a "proposed millage" for the next fiscal year. This is required for Statutory Truth in Millage (TRIM) compliance. Any changes proposed by the Town Commission at this, the First Budget Hearing, will be incorporated into this budget.

Fla. Stat. 200.065(2)(c) requires that: "Within 80 days of the certification of value pursuant to subsection (1), but not earlier than 65 days after certification, the governing body of each taxing authority shall hold a public hearing on the tentative budget and proposed millage rate. Prior to the conclusion of the hearing, the governing body of the taxing authority shall amend the tentative budget as it sees fit, adopt the amended tentative budget, re-compute its proposed millage rate, and publicly announce the percent, if any, by which the recomputed proposed millage rate exceeds the rolled-back rate computed pursuant to subsection (1). That percent shall be characterized as the percentage increase in property taxes tentatively adopted by the governing body."

**Recommended Motion:**

I move approval of Resolution No. 35-09-16 setting the operating millage rate at 5.3474 mills and the debt millage rate at 1.4280 mills for the Fiscal Year 2016-2017.

TOWN OF LAKE PARK

Four year history of FUND BALANCE & NET POSITION

With a history of the Pooled Cash Balances

Balances are as of September 30 of the relative years

*Exhibit "B"*

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
<b>Unassigned Fund Balance</b>				
General Fund	\$ 20,643	\$ 198,722	\$ 544,245	\$ 563,362
CRA	\$ (231,918)	\$ (191,941)	\$ (175,829)	\$ (105,427)
Streets & Roads	\$ (4,365)	\$ (32,649)	\$ (78,060)	\$ 239,729
<b>Total Fund Balance</b>				
Debt Service Fund	\$ 123,385	\$ 106,624	\$ 90,898	\$ 94,030
Special Projects Fund (301)	\$ 18,458	\$ 26,915	\$ 21,418	\$ 13,596
Capital projects Fund (302)	\$ 16,592	\$ 16,593	\$ 16,593	\$ 16,593
<b>Unrestricted Net Position</b>				
Marina	\$ (2,924,454)	\$ 257,142	\$ 37,870	\$ (425,852)
Sanitation	\$ 538,353	\$ 68,829	\$ 62,549	\$ 277,863
Stormwater	\$ 234,173	\$ 303,367	\$ 298,433	\$ 394,487
	<u>\$ (2,209,133)</u>	<u>\$ 753,602</u>	<u>\$ 818,117</u>	<u>\$ 1,068,381</u>
Pooled Cash Balance at year-end	<u>\$ 1,212,029</u>	<u>\$ 1,641,563</u>	<u>\$ 1,852,630</u>	<u>\$ 2,649,070</u>



Exhibit "c"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 8, 2016 Agenda Item No. Tab 3

Agenda Title: Setting the 2016-2017 Non-Ad Valorem Assessed Stormwater Rates

- Special Presentation/Reports, Board Appointment, Public Hearing Ordinance, New Business, Other, Consent Agenda, Old Business.

Approved by Town Manager [Signature] Date: 8-10-16

Blake K. Rane Finance Director [Signature]

Table with 3 columns: Originating Department (FINANCE), Costs/Funding Source (N/A), Attachments (Copy of Resolution 33-08-09), Advertised status, and notification details.

Summary Explanation/Background:

Each fiscal year, the Commission must either renew the existing Non-Ad Valorem Stormwater rate by motion or adjust the rate as it sees fit by Resolution.

The existing rate of \$6.50 per month for each Equivalent Stormwater Unit (ESU) was established in August 2009 pursuant to Resolution 33-08-09, a copy of which is attached.

Recommended Motion:

I move that we maintain the existing Non-Ad Valorem Stormwater rate of \$6.50 per ESU per month for fiscal year 2016-17.



*Exhibit "D"*

**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** September 8, 2016      **Agenda Item No.** *Tab 4*

**Agenda Title:**      **Setting the 2016-2017 Non-Ad Valorem Assessed Sanitation Rates**

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

**Approved by Town Manager** *[Signature]*      **Date:** *9-10-16*

**Blake K. Rane** *BKR* **Finance Director**  
Name/Title

<b>Originating Department:</b>  <p style="text-align: center;"><b>FINANCE</b></p>	Costs: \$ <i>N/A</i> Funding Source: Acct. # <input checked="" type="checkbox"/> Finance ____ <i>BKR</i> ____	<b>Attachments:</b>  <b>Copy of Resolution 20-07-14 with Exhibits A &amp; B</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <i>_BKR_</i> <b>Please initial one.</b>

**Summary Explanation/Background:**

Each fiscal year, the Commission must either renew the existing non-Ad Valorem Residential and Commercial Sanitation rates by motion or adjust the rate as it sees fit by Resolution.

The Sanitation rates were adjusted in July 2014 pursuant to Resolution 20-07-14, a copy of which is attached along with Exhibits A & B which show the details of the 2014 rates. Staff recommends that no adjustment be made to the rates and that they be held constant.

**Recommended Motion:**

I move that we maintain the existing Non-Ad Valorem Sanitation rates as set forth in Exhibits A & B for fiscal year 2016-2017.