



Minutes
Town of Lake Park, Florida
Commission Budget Meeting
Wednesday, July 17, 2013, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Commission Budget Meeting on Wednesday, July 17, 2013 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager Dale S. Sugerman, Town Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Vivian Mendez performed the Roll Call. Mayor DuBois led the pledge of allegiance.

C. DISCUSSION:

1. Presentation of the Preliminary Fiscal Year 2013/2014 Budget

Town Manager Sugerman presented the Preliminary Fiscal Year 2013/2014 Budget (see attached Exhibit "A").

1a. Commission Discussion of the Presented Preliminary Fiscal Year 2013/2014 Budget

Commissioner O'Rourke asked what would it mean if the Commission did not forgive the debt of the Marina Fund to the General and Sanitation Funds.

Town Manager Sugerman explained that if the debt is not forgiven then there would not be approximately \$76,000 available to balance the General Fund.

Commissioner O'Rourke asked if the debt forgiveness was a bookkeeping action.

Town Manager Sugerman stated "yes" it is a bookkeeping action for the \$76,000 to balance the budget, but the letter from the external auditors states that having the debt out there continues to place a "cloud" over all the funds. He provided the example that five (5) to six (6) months ago staff went out to the market to find out if any bank would assist the Town in refinancing existing outstanding debt. Sixteen (16) banks were sent the request. Four (4) responses were received and all four (4) responded that they were not interested. Two (2) of the four (4) respondents provided direct feedback related to the condition of the Town's books and that because of the "cloud" over the Town's books they were not interested.

Vice-Mayor Glas-Castro stated the external auditors recommended the forgiveness of the debt last year and asked why that action was not taken at that time.

Town Manager Sugerman believes that not all the Commissioner at the time understood the issue. He explained that the Marina Fund is an operating fund under the control of the Commission and that if in two (2) years the Marina is profitable the Commission can choose at that time to transfer funds and pay back the debt. He stated that if there is positive cash flow in the Marina Fund it is up to the Commission to determine how that positive cash flow is used.

Vice-Mayor Glas-Castro thanked Town Manager Sugerman for the summary memo. She stated that she is struggling with the good news of the increased property values and that the Marina deficit is more than the increased values. In addition, the increase in the Palm Beach Sheriff's Office contract, the Palm Beach Fire Rescue contract, and insurance costs will create a major deficit unless the millage rate is increased. She stated that presenting the impact on residents of the increased millage rate of \$60 or \$70 for the year will make it easier to sell to the taxpayers with no decrease in the level of service that they receive. She stated that the hard sell is that the Town will have to increase taxes and take from the reserves to balance the budget with nothing tangible being received by the residents other than status quo. She stated that the true asset picture needs to be shared with the residents to support the proposed budget and millage rate. She stated that she is also struggling with the personnel changes and the matching pension contribution. She stated that while she wants to reward the employees the \$35,000 for the contribution match could be saved by not having that kind of program. She stated that she does not know if the Commission is far enough along in visioning and consensus building to justify moving the planner from part-time to full-time this year and suggested it might be more beneficial to the Town to have the funds for planning consultants. She stated that she is ok with the change in personnel at the Marina. She stated that she is having trouble with adding the Deputy Town Manager based on Emergency Management needs. She suggested it be combat pay and given only in times of emergency and it is not justified as daily assistance with regular Town business. She stated that she is concerned that there is not any funds in the budget for the maintenance of the garbage trucks and that there is no capital outlay other than for some sidewalks and thinks that the Town is heading in the wrong direction if some money is not put towards maintenance of Town equipment.

Commissioner Flaherty stated that the County Commission is going to approve the Palm Beach County Sheriff (PBSO) and Palm Beach County Fire Rescue (PBCFR) on September 9, 2013. He asked if the Commission could attend the meeting and voice their opinion to put the brakes on the millage rate change for them to prevent the increases in these two (2) contracts from taking all the Town's extra funds in this budget.

Town Manager Sugerman stated "yes", but that the push back the Town will receive is that in the prior two (2) years PBSO has not raised their rates and this will be the first time in three (3) years that they have increased their rates. However, the Commission is more than welcome to lobby the County Commission to see if they will hold the line. He stated that regarding the Palm Beach County Fire Rescue contract there is no holding the line. The Town is charged based on the millage rate set for their service and they have already announced that there will be an increase across the entire County in the Palm Beach County Fire Rescue millage rate. He stated that in reference to the Palm Beach County Sheriff's Office, that lobbying the County Commission would not be successful and that the Commission would have to lobby the Sheriff's Office directly as that

position is a Constitutional Officer and sets their own budget. He advised that he has lobbied the Sheriff's Office and the response he has received is that they have held off for two (2) years and it is time for the Town to receive an increase.

Commissioner Flaherty asked how hard is it going to be to get by on the roll-back millage.

Town Manager Sugerman stated that the Town could get by on the roll back millage but the Commission would have to identify which services to cut.

Commissioner Flaherty stated that he concurs regarding the personnel change at the Marina and that the change could be key to the Marina's success.

Commissioner Rapoza stated that the millage rate increase is partially because the Town does not want to decrease certain services and that the increase in the Palm Beach Sheriff's Office and Palm Beach County Fire Rescue services are below the cost of living rate. She stated that it is reasonable and that the Town could live with that increase. She stated that the accountability of the Marina personnel and safety is job one. But she does feel that the change in personnel staffing will place more pressure on the staff to fill the boat slips. She wants to see the staff at the Marina be extremely aggressive in filling the Marina. She stated that regarding the Deputy Town Manager position and the 5% pay increase, emergencies are not just hurricanes and that the 5% increase to take on these duties is a low figure and fully concurs with the personnel change and that the increase in pay should be during the emergency only.

Commissioner O'Rourke stated that a \$64,000 increase is expected in revenue from increased property values. He stated that it is an important part of the budget that the debt service be paid. He does not agree in increasing the millage rate and he will oppose that increase. He stated that the increase is being asked for four (4) reasons: first the increase in the Sheriff's contract, second being the increase in the Palm Beach County Fire Rescue contract, third the shortfall in revenues at the Marina and fourth because of the increase in insurance costs. He asked if the Town will be putting out bids for insurance.

Town Manager Sugerman stated "yes", it is already underway.

Commissioner O'Rourke asked why as part of the process the Town does not try to hold the line of these items.

Town Manager Sugerman stated that the Town could hold the line in the budget, but reminded the Commission that the budget is a plan. You try to stick to the plan and what has been done in the preliminary budget is to plan for a 12% increase in premiums year over year because that is what the Town's consultants has advised to expect. If the increase comes in less than 12% then the Town would have a little extra cash, but if the increase comes in over 12% then there is not enough money budgeted.

Commissioner O'Rourke stated that Lake Park is already the sixth (6th) highest millage rate in the County. He stated that in his opinion that the vision of the Town should require the Commission to look for new sources of revenue. He stated that there is a line item of

\$165,000 for the Recreation Department and asked what the Town has done for \$165,000. He stated that the Summer Camp brought in \$10,000 and expended \$30,000 and he suggested that the things done in the Recreation Department be done with a least an equal balance instead of a negative balance. He asked if the Town has spent \$165,000 on Recreation.

Town Manager stated “yes” and the total expenditure in Recreation is closer to \$185,000 because of salaries for one (1) full-time employee and a handful of part-time employees, and a lot of money is spent on utilities and insurance for the ballfield and parks.

Commissioner O’Rourke stated that the facilities are not being used.

Town Manager Sugerman concurred and stated that it is why he has suggested that the Commission look at alternatives for the Recreation Program in the Town. He stated that he has had conversations with Recreation Director Kathleen Carroll and they are just not getting responsiveness to the program.

Commissioner O’Rourke stated that the reason he brings it up is because it is equal to the amount being discussed to transfer to balance the budget.

Town Manager Sugerman stated that the Town pays for Police and Fire Services directly out of the General Fund and collect Ad Valorem Taxes to pay for those services. He stated that most other communities do not pay for Police and Fire Services on a contract basis and instead have set up special taxing units (MSTU) and it is a separate line item on the tax bill. He provided the example of the Fire millage rate of 3.4581 and suggested that taking the Town’s millage rate and subtract out the 3.4581 mills, when doing that the Town would compare favorably to other municipalities in Palm Beach County. He stated that most other municipalities charge contract Fire services outside their Ad Valorem rate and the same with Sheriff’s office. He stated that when Police and Fire are paid through an MSTU that the payer does not get to deduct that off their income taxes, but when it is in the assessed property tax it is deductible.

Commissioner O’Rourke stated that the residents in his condominium do not want an increase in the millage rate. He stated that he has had discussion with Town Manager Sugerman regarding doing something with the Recreation Program and suggested that maybe this is not the time to do that yet. He stated that a balanced budget needs to be put together and that he is not sure that increasing revenue through taxes is the way to do it. He suggested that the millage remain the same and that throughout the year alternative revenue sources be put together through a program that would increase the property values of the Town. He provided the example of a Palm Beach Gardens Program where they invited people from “Second Level Professionals” such as nurses, teachers, firefighters, and police officers and offered them foreclosed properties at discounted rates through a cooperative program through the realtors. He thinks a similar program would increase the property values within the Town.

Mayor DuBois asked if the budget includes continuing the lobbyist contract with Gomez Barker.

Town Manager Sugerman stated that the current contract expires in February 2014 and that there are funds through the current contract period, but has not included any funds for any future legislative effort.

Mayor DuBois stated that he does not see the lobbyist as a big bill and wants to see it included in the budget. He discussed the need for master planning and capital improvement planning. He discussed the personnel change of changing the planner from part-time to full-time in the Community Development Department. He discussed the hiring of consultants regarding master planning and capital improvement planning. He stated that he anticipates an increase in permit applications for development, maintenance, and improvement.

Town Manager Sugerman concurred that anecdotally he would agree that there will be an increase in permit applications.

Mayor DuBois asked if the increase in permit fees covers the increase in the expenditure for the Planner changing from a part-time to a full-time employee.

Town Manager Sugerman stated that he has not done that analysis and that he would provide that information at the next budget workshop.

Mayor DuBois asked what the roll-back millage rate is.

Town Manager Sugerman stated that the roll-back millage rate is 8.1707 and explained that the concept of a roll-back millage rate is to bring in the same amount of revenue year over year from Ad Valorem taxes as the prior year. He stated that because the assessed value increased the roll-back millage rate is lower than the current millage rate of 8.200 mills.

Mayor DuBois stated that for the past few years the Town had decreasing assessed values and decreasing millage rates. He stated that previous Commissions either kept the same millage rate or reduced the millage rate while the property values of the Town decreased. He stated that it is nice politically to be able to do that and kick the ball down the road because it forces an administration to look for resources it has not been able to find before or make cuts. He stated that the choice is to cut services and previously one of the things cut was the health insurance plan and it shifted some of the cost to the employees. He stated in the past several years staff has been reduced from approximately 75 persons to 55 persons.

Town Manager Sugerman stated that there are 37 full-time staff and a number of part-time staff.

Mayor DuBois explained that fertilization was reduced from four (4) times a year to two (2) times a year and reduced the number of resetting of landscaping and has been a continuing deferred maintenance. He stated that even at 8.9 mills there will be at least another year of deferred maintenance and this is still a very stressed economy.

Vice-Mayor Glas-Castro stated that the parking meters are expected to continue to operate at a deficit and the residents have told her that they do not like the parking meters. She suggested calling the parking meter program a loss and see if the equipment can be sold.

Mayor DuBois asked if the debt related to the parking meters has been paid off.

Town Manager Sugerman stated that the debt related to the parking meters would be paid off at the end of next year. He stated that once the debt service is paid the parking meters would be a net generator of revenue. He stated that a big part of the parking meter program will be focused on the Marina. He stated that the plan at the Marina is to allow free boat launching and to charge for parking and that plan is anticipated to be a net generator of revenue. He stated that if the Commission decides to not continue with the parking meter program, a decision would need to be made regarding activities at the Marina and parking at Kelsey Park.

Commissioner Flaherty asked if the parking at the Marina would be a kiosk or coin operated.

Town Manager Sugerman stated it would be a kiosk.

Commissioner Rapoza asked if there would be an annual permit for parking offered for boaters or residents.

Town Manager Sugerman stated the Commission would make that decision and an annual permit for parking was a suggestion of the Marina Task Force.

Commissioner Rapoza asked what the debt is on the parking meters.

Town Manager Sugerman stated that the debt is approximately \$32,000.

Commissioner Rapoza asked what the expenses are compared to revenue for the parking meters.

Town Manager Sugerman stated that the total expenses are \$75,000 and the revenues are \$63,500 making a difference of \$12,000.

Commissioner Rapoza asked if there are any limitations to the Marina generating the proposed revenue and how will those projections be reached.

Town Manager Sugerman stated that the budget is a plan and the numbers are not etched in stone. He stated that the numbers in the budget are reasonable and reachable.

Commissioner Rapoza asked if there is a plan to increase the revenue at the Marina.

Town Manager Sugerman stated that there is a plan to generate revenue in the parking lot, promotional money is being spent going to boat shows, enhancing the once a month Sunset Celebration, promoting the Marina, which staff is working very hard at.

Commissioner Rapoza asked about the 12% increase in insurance and requested that staff work hard to negotiate a better deal.

Town Manager Sugerman stated that the Town is out in the market place competitively bidding health insurance coverage.

Commissioner Rapoza stated that in regards to the increase in the millage rate, it is a matter of accountability in keeping down costs and increasing other revenues.

Commissioner Flaherty asked about the recycling income and the reduction in that amount since 2010 and reminded everyone to recycle as often as possible.

Town Manager Sugerman stated that the greatest amount of rebate from the Solid Waste Authority is from cardboard not plastic bottles and cans.

Mayor DuBois asked for a profile on non-residential properties.

Town Manager Sugerman stated that it would be more difficult to provide that information and he is not sure that the Town has the database with that information.

Mayor DuBois asked what percentage of Ad Valorem taxes are anticipated to come from non-residential properties.

Finance Director Blake Rane stated that the preliminary information provided by the Palm Beach County Tax Collector does not provide that level of detail and that in a month when the full database is provided that type of analysis can be done.

Commissioner O'Rourke asked about the change in personnel from part-time to full-time at the Marina and if the \$6,000 included the cost for health insurance.

Town Manager Sugerman stated "yes" the amount is the full net cost.

Mayor DuBois discussed the possibility of setting up a Police and Fire Authority and the function would be a Municipal Special Taxing Unit (MSTU) and it would shift the cost of those expenses from Ad Valorem to Non-Ad Valorem and he thinks it provides the taxpayer a direct look at what they are paying for and what they are receiving. He requested that it be looked into by staff over the next year.

Vice-Mayor Glas-Castro asked if it takes legislative action to set up an MSTU.

Town Manager Sugerman stated "yes", it would take local legislative action.

2. Commission Action on Proposed Fiscal Year 2013/2014 Annual Budget

2a. Setting the next Budget Workshop Date

Town Manager Sugerman explained the item (see attached Exhibit "B").

Motion: A motion was made by Commissioner O'Rourke to set the next Budget Workshop Date for Tuesday, August 13, 2013 at 6:30 pm; Vice-Mayor Glas-Castro made the second.

Vote on Motion:

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

Motion passed 5-0.

2b. Setting the "Current Year Proposed Operating Millage Rate" and Setting the "First Public Budget Hearing" Date, Time, and Place

Town Manager Sugerman explained the item (see attached Exhibit "C").

Motion: A motion was made by Vice-Mayor Glas-Castro to set the tentative maximum millage rate at 8.9 mills and schedule the First Budget Hearing for September 10, 2013 at 6:30 pm and to set the date, time and place for the First Public Budget Hearing for Tuesday, September 10, 2013 at 6:30 pm in the Commission Chambers at Town Hall; Commissioner Rapoza made the second.

Vice-Mayor Glas-Castro stated that this is the tentative maximum millage rate and after further review of the budget the millage rate may not be this high.

Town Manager Sugerman explained that the Commission is setting the tentative maximum millage rate and that the final millage rate will be set at the Final Budget Hearing scheduled for September 25, 2013.

Vice-Mayor Glas-Castro stated that this is the highest millage rate and the Commission can always go down but not higher, so it is better to set it high and come down.

Mayor DuBois clarified that the Commission could go higher but the process to do so is very complicated and most municipalities will not undertake the effort.

Town Manager Sugerman stated that the mailing cost alone would be cost prohibitive and that is why it is better to start high and go lower.

Vote on Motion:

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

Motion passed 4-1.

PUBLIC COMMENT:

Sue Duchene, 134 Park Avenue, asked if the proposed budget includes privatizing the library and/or recreation services.

Mayor DuBois stated that he has not seen a proposal to privatize the library or recreation.

Town Manager Sugerman stated that the current budget does not include either of those actions but that if the Commission want to change around the operations there are alternatives and that he mentioned including privatizing those operations for purposes of discussion.

Ms. Duchene suggested taking the privatization of the library and recreation off the table for discussion. She stated that the Town needs strong Library and Recreation Departments.

Representative Bobby Powell, stated that the budget is one of the toughest things that elected officials do. He suggested that the Town provide additional projects to be funded through the State for the next State Fiscal Year. He discussed the actions of the legislature during the 2012 season.

Mayor DuBois stated that there are Master Planning and other projects coming up in the Town and invited Representative Powell to be a part of the discussions.

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 Rapoza, and by unanimous vote, the meeting adjourned at 8:26 p.m.



Mayor James DuBois



Deputy Town Clerk, Shari Canada, CMC



Town Clerk, Vivian Mendez, CMC



Approved on this 7 of August , 2013



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Town Commission
Budget Meeting
Wednesday, July 17, 2013, 6:30 P.M.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
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Dale S. Sugerman, Ph.D.	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, CMC	—	Town Clerk

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

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

B. **PLEDGE OF ALLEGIANCE**

C. **DISCUSSION**

1. Presentation of the Preliminary Fiscal Year 2013/2014 Budget Tab 1
 - 1a. Commission Discussion of the Presented Preliminary Fiscal Year 2013/2014 Budget

2. Commission Action on Proposed Fiscal Year 2013-2014 Annual Budget Tab 2a
 - 2a. Setting the next Budget Workshop Date Tab 2a
 - 2b. Setting the "Current Year Proposed Operating Millage Rate" and Setting the "First Public Budget Hearing" Date, Time, and Place Tab 2b

D. **PUBLIC COMMENT**

This time is provided for audience members to address items related to the Fiscal Year 2013/2014 Budget. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

E. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, August 7, 2013

Exhibit "A"
7/17/2013

Good evening Honorable Mayor, Vice-Mayor, Commissioners, Residents of the Town of Lake Park, and Town staff.

There are a number of specific duties assigned to the town manager, and one of them is spelled out in Chapter 2, Article III, Section 2-82 (3) of the Lake Park Code of Ordinances, which requires the town manager "to prepare, with the assistance of the finance director an annual budget and present the same to the town commission with a message describing the important features, and be responsible for its administration after adoption". That is the purpose of this evening's meeting. On Wednesday of last week we sent to the Town Commission and published on the Town's web site an outline of the tentative fiscal year 2013-2014 operating budget. One might ask what is meant by a "tentative" budget document? Tonight's presentation and the budget book published last week were collaboratively put together by my office with the full support of the Finance Department and all of the department heads. What we have is a great starting point for preliminary discussions on next year's operating budget. We welcome your feedback, input and direction on this tentative budget document this evening. My intent tonight is to give you a global overview of what has been proposed, and then allow the Commission and the public to digest the recommendations. Over the course of the next month we will gladly accept any questions, comments, ideas and suggestions which will lead up to the next budget workshop session where we can go into as much detail as the Commission and the public would like. After the second budget workshop meeting, staff will put the finishing touches on the budget document, such that we will then hold two, formal, public hearings during the month of September before the 2013-2014 annual budget is actually adopted.

Now, a little bit of context.

Last year at this time I reported to the Town Commission that property values in the Town of Lake Park, as established by the Palm Beach County Property Appraiser, had continued to decrease for the fourth year in a row. Last year's valuation decrease over the prior year was a negative 3.55%. This was a continuing trend going all the way back to 2009. From 2009 through 2012, the Town's assessed value plummeted by more than 35%; losing close to \$2,400,000 in annual property tax receipts available for use in the General Fund. Going into the new budget

year we seem to have a bit of encouraging news. We have been advised by the Property Appraiser's Office that the estimated value of property in the Town of Lake Park has actually increased slightly year-over-year.

For the next fiscal year, it is estimated (as of June 1, 2013) that the total taxable value of all property in the Town of Lake Park will increase by just over \$12,300,000.00 in taxable value. For the first time in 5 years we can report that our taxable values will actually increase by 2.89% over the prior year. At the current millage rate of 8.5 mils, this increase in value would result in \$64,110.00 of additional revenue to the General Fund. While nowhere near the additional \$2.4 million dollars we used to receive in ad valorem taxes just 5 years ago, it appears that the housing market has finally reached a bottom in the Town of Lake Park and that future assessed values may begin to rise.

I am pleased to report to you that, unlike last year at this time, this preliminary budget is being presented to the Town Commission with all funds being balanced. That does not, however, mean that the picture is completely rosy. The effort to balance all of the funds has not come without some difficult decisions. Let's start with the most difficult fund of all: the Marina Fund. It was quite easy to balance the Marina Fund during the current budget year due to the infusion of \$880,000.00 of cash from the settlement proceeds of the Marina lawsuit. Not only was it easy to balance the Marina Fund this year, but the Marina Fund also helped cover some of the expenses of the General Fund during the current fiscal year. The Marina Fund actually transferred more than \$110,000.00 to the General Fund this year to help balance that fund.

For the upcoming 2013-2014 budget year, there will be no one-time infusion of new cash to help balance the Marina Fund. Therefore, in the Marina Fund, after all of the revenues and expenses have been projected we find that the anticipated expenses exceed the anticipated revenues by \$68,788.00 and therefore, in order to present a balanced budget, the Marina Fund will need to rely on the General Fund to make up that difference. This budget proposal includes a transfer of \$68,788.00 from the General Fund to the Marina Fund. This is due to the fact that the Marina operation is still not profitable. As was shared with the Commission in my June Monthly Update report it looks as though the Marina operation is headed in the right direction. That is,

occupancy rates are trending upward and revenues continue to increase. However, it will be at least another year before revenues get close to outpacing expenses. Rather than having the Marina Fund support the General Fund (as it has done this past year with the infusion of a portion of the lawsuit settlement proceeds), the General Fund will once again have to support the Marina Fund. However, within this proposed budget, and with the transfer of \$68,788.00 from the General Fund, the Marina Fund will be in balance.

The General Fund is the next fund which has not been easy to balance. But it has been balanced with two specific assumptions made on my part. First is the assumption that the Town Commission will take an action during the current fiscal year (2012-2013) to forgive the debt owed by the Marina Fund both to the General Fund and the Sanitation Fund. The second assumption on my part is that the Town Commission will approve a General Fund millage rate of 8.90 mils (compared to the current rate of 8.50 mils). Allow me an opportunity to provide you with some details surrounding both of these assumptions that I have made.

The Marina Fund owes the General Fund \$2,480,000.00 and it owes the Sanitation Fund \$400,000.00. These amounts, for the most part, were the funds that were used to cover the costs for bringing the lawsuit against the various contractors who undertook the most recent construction at the Marina. It is unlikely that the Marina Fund will be able to pay these obligations back any time soon. It will only be able to do so once the Marina operation becomes profitable. In the meantime, because that debt is outstanding (Marina to General Fund and Marina to Sanitation Fund), the external auditors have continued to report that the outstanding debt of the Marina Fund and its relationship to the General Fund have put a cloud over both funds, and although the law has recently changed, keeping that outstanding debt on the books could potentially put the Town in a State of Financial Emergency according to section 218.503(1)(e), Florida Statutes. In addition, because of this outstanding debt, the General Fund cannot report most of its cash balance as being available as an “unrestricted” reserve (but for \$20,643.00 identified in the most recent CAFR). Instead, virtually all available cash in the General Fund’s “rainy day” account is reported as being “restricted” as it needs to be available to cover the obligation (outstanding debt) of the Marina Fund to the General Fund.

Last year at this time, it was recommended that the Town Commission take an action to forgive the debt of the Marina Fund to both the General Fund and to the Sanitation Fund. According to the external auditor, doing so would help the financial picture of the Marina Fund, the General Fund, and the Sanitation Fund. It would eliminate the audit comment of the Town potentially being in a Condition of Financial Emergency and it would also free up “restricted” reserves in the General Fund which could be used to balance any shortfall in revenues compared to expenses. Once again, the external auditor has made the same recommendation, and a copy of their July 3, 2013 letter outlining their recommendation about the advisability of the Town Commission approving a forgiveness of debt by the General Fund and the Sanitation Fund to the Marina Fund can be found in your budget book as well as in the on-line version of the budget document. I concur with the external auditor and recommend that the Town Commission take an action to authorize the forgiveness of this debt. To that end, the August 7th Town Commission meeting will have an agenda item entitled *Budget adjustments allowing the removal of debts owed by the Marina Fund to the General Fund and the Sanitation Fund*. With the presentation of the proposed budget, I am making an assumption that the Town Commission will approve the forgiveness of debt owed by the Marina Fund to the General Fund and to the Sanitation Fund at the August 7th Commission meeting, such that we will have a much cleaner balance sheet going into the proposed budget year. Of course, the Commission can choose to allow the forgiveness, or it can choose not to allow the forgiveness. But if the debt forgiveness is approved, the General Fund can use some of its unrestricted reserves to balance the various operating funds that need help this next fiscal year.

Even if the debt forgiveness is approved by the Town Commission, we will still need to transfer in \$70,648.00 from unrestricted reserves to bring the 2013-2014 General Fund budget into balance. And once the funds from unrestricted reserves are brought into the General Fund in order to put it into balance, it will be done so with just a very small contingency line item of \$25,000.00. It is the contingency line item which has funds appropriated for the entire year without having a particular expense tied to it. That is, if something unexpected comes up during the year which was not thought about within the context of the proposed budget, we will only have an additional \$25,000.00 throughout the entire year to draw upon.

But the balancing act for the General Fund does not stop there. I have also made an assumption, and it is my recommendation that for the 2013-2014 fiscal year the Town Commission will adopt a General Fund millage rate of 8.90 mils (compared to the current 8.50 mils). Adjusting the millage rate to 8.90 mils will raise an additional \$159,084.00 for the General Fund and that new revenue will also be used to balance the budget as presented. This \$159,084.00 in proposed new revenue will be in addition to the \$70,648.00 which needs to be taken from unrestricted reserves (assuming the forgiveness of the Marina Debt) in order to balance the General Fund.

While no one likes to have their millage rate increased, there are four (4) very clear-cut reasons why the millage rate is being recommended to be set at 8.90 mils.

The first reason for the need to raise an additional \$159,084.00 in ad valorem revenue (with a millage rate of 8.90 mils) is because the annual cost for engaging the Palm Beach County Sheriff's office will increase by \$51,574.00 over the prior year. Included as an exhibit to the budget document is a letter from PBSO advising us that their charge to us for police services next fiscal year will be increased by 2% over the current year.

The second reason for the need to raise the additional ad valorem revenue is because the annual cost for engaging Palm Beach County Fire Rescue will increase by \$59,529.00 over the prior year. Included as an exhibit to the budget document is a letter from PBC/FR advising us that their charge to us for fire/rescue services next fiscal year will be increased by 2.3% over the current year.

The third reason for the need to raise the additional ad valorem revenue is because of the previously mentioned \$68,788.00 shortfall in revenues over expenditures at the Marina. This will need to be a contribution from the General Fund to the Marina Fund to ensure that their budget is balanced.

Finally, it is anticipated that the Town's insurance costs will be going up fairly significantly, with employee health insurance costs increasing by approximately \$27,230.00 over

the prior year and property/casualty insurance costs increasing approximately \$16,450.00 year-over year.

Just these four items alone account for an additional expense of approximately \$223,500.00 in the General Fund over the prior year and that is why it is my recommendation to adjust the ad valorem millage rate from 8.50 mils to 8.90 mils. Obviously, raising the millage rate to 8.90 mils (which adds \$159,084.00 in new General Fund revenue) does not even cover the increased cost of the four items that I have just outlined. So any additional expenses over and above the \$159,084.00 of new revenues from a millage rate of 8.90 mils are covered by a combination of further cuts in operating expenses in other departments and transferring funds from the General Fund fund balance.

If the Town Commission were to accept my recommendation for setting the ad valorem millage rate at 8.90 mils, one might ask how will that affect the average Lake Park resident. Contained in your budget book is a chart which shows the impact of my recommendation on Lake Park residents. I thought it important to show that chart here this evening as well.

[show the chart]

Allow me to drill down just a little bit more, spending some time talking about one of our greatest assets here at the Town of Lake Park; our employees. This next year will, hopefully, be a watershed year compared to the last four years of our annual budget process. Over those last four years a number of decisions had to be made that impacted all of our employees. First, the Town has not given any pay raises nor a cost of living adjustment during the last four years. Second, during the prior two fiscal years (2009-2010 and 2010-2011), employees had to take furlough days (a practice which was eliminated during the current budget year). Also, during the current budget year, there was the elimination of three full time positions and a series of layoffs (and bumping) occurring in the Public Works Department. Lastly, the Town has not made a matching pension contribution for any of our employees over the last three years.

This recommended budget does not offer any salary increases nor does it offer cost of living adjustments for our employees. On the other hand, it does not recommend any furlough days nor any further layoffs as was done over the past two years. It does, however, include enough funds to reinstate a 2.5% match to employee voluntary pension contributions. That is, if an employee makes a voluntary payroll contribution into their 457 deferred contribution pension fund account, the Town will match that contribution up to 2.5%. The cost of doing so would be approximately \$21,997.00 to the General Fund and approximately \$13,667.00 to the Enterprise Funds.

The recommended budget also has three personnel changes which are recommended as improvements to our operations. First, it is recommended that the part-time Planner in the Community Development Department be moved into a full-time position. This is a result of the desire of the Town Commission to have the staff do more planning (master planning in the Western and Eastern corridors, as well as roadway and transportation planning throughout the community). The Planner is currently working 30 hours per week and this recommended change will put her at 40 hours per week. The total cost to the General Fund for moving the Planner from part-time to full-time is \$20,275.00.

The recommended budget also includes moving a part-time dock attendant to full-time (and eliminating one of the current part-time positions). This is a result of our desire to have better coverage at the Marina (three full-time employees and two part-time employees as opposed to two full-time employees and three part-time employees). Moving one of our part-time employees to full time will give us an opportunity to concentrate more on promotional programs for bringing folks down to the Marina, event planning, marketing, and safety inspections. Since this personnel change adds just a few hours to one existing part-time employee (making him a full-time employee) and eliminates another part-time employee, the net cost to the Marina Fund operations is just \$6,602.00.

The final change to the budget is an administrative change with an assignment to an existing position. At present, there is not a second-in-command formally designated behind the Town Manager. This is a critical issue, especially as it relates to emergency preparedness and our

response to any emergency which may occur in Town. Should the Town Manager (who is the Incident Commander) not be available during any emergency event, it is important to have someone designated, in advance, to step right in and take responsibility for the overall response. To that end, I am asking the Town Commission to modify the duties and responsibilities of the Town Clerk to also serve in the role of Deputy Town Manager. This does not create a new position within the organizational structure, but rather assigns the additional duties of Deputy Town Manager to the Town Clerk. This is an assignment which is compensated with an additional 5% in pay. In this case, that would equate to an annual expense of \$2,875.00.

The budget development process is not done without some identification of operational and planning needs for the community. Each year I ask department heads to provide me with a list of initiatives that they would like to undertake if money were to be available to support those initiatives. Most of the operating departments submitted a number of initiatives that they would like to have funded. However, since funds will be extremely tight next year, just four initiatives are actually being funded in the recommended budget.

The four initiatives include the previously outlined personnel changes (part-time to full-time planner, part-time to full-time dock attendant, and title change/assignment for the Town Clerk). The only other funded initiative is a replacement program for the 7 year old computers in all of the offices of Town Hall. An allocation of \$20,000.00 has been put into the Information Technology Department budget to replace 20 desktop computers. The budget document also includes an outline of all of the initiatives requested by the departments, but left unfunded in the recommended budget due to the lack of extra funds.

There are a number of areas where we could modify programming and/or reduce costs in the General Fund. This includes a reformatting or possible elimination of our recreation program, contracting out Library Services instead of supporting it as a General Fund operating department, and also setting up a more equitable "allowance" program for the payment of employee health insurance. While I won't take any time to discuss those options in any detail this evening, those are all ideas which the Town Commission might want to explore if it is your desire to reduce operating expenditures even further.

There are just a few more funds that I want to mention as I close out my presentation this evening and then open up the floor for any questions or discussion.

The Streets & Roads Fund, the Stormwater Fund, and the Sanitation Fund are three stand-alone funds which have their own funding source and their own separate expenses. Each of these funds will remain relatively unchanged during the upcoming fiscal year. That is, there are no new initiatives, nor any modifications to staffing and it is my recommendation that rates remain the same year-over-year. That being said, there are two expenses within the Sanitation Fund which need to be brought to the attention of the Town Commission.

First, in order to balance the Sanitation Fund, we have reduced the amount of “contribution” from the Sanitation Fund to the General Fund by \$50,000.00 over the prior year. Second, in an effort to further balance the Sanitation Fund, and in an effort to not raise sanitation rates, we have reduced the Administrative Fee charged by the General Fund to the Sanitation Fund by \$28,135.00. Both of these reductions in costs to the Sanitation Fund were done in an effort to provide better clarity (truer cost accounting) and transparency for operating the Sanitation Fund; but together, these two modifications in Sanitation Fund expenses have further reduced income to the General Fund by \$78,135.00.

Finally, there are no capital improvements planned in any of these three funds during the upcoming budget year. The Town Commission may want to begin to think about future capital improvement projects within each of these distinct funds. The Commission may want to see major road repairs made, increased stormwater control throughout the Town, and will clearly need to consider the idea of beginning to replace an aging fleet of sanitation vehicles. All of these funds are supported by user taxes and user fees. Therefore, in order to do any capital improvements, an enhanced source of funding will have to be identified in upcoming years.

The Marina Fund

For the most part, I have already covered what we intend to do with the Marina Fund. As previously mentioned, revenues are not strong enough to cover expenses; however the trend is

encouraging and it is anticipated that in succeeding budget years the Marina will finally be able to stand on its own.

The Community Redevelopment Agency

During this next budget year, the Community Redevelopment Agency is being funded nearly the same as it was funded during the current fiscal year. That is, there are minimal staff expenses being assigned to the CRA budget (except that 15% of the Administrative Assistant to the Town Manager is being charged as an expense to the CRA). Most of the expenses associated with the CRA budget are to cover insurance, maintenance, utilities, and contract landscaping services. The CRA budget will be presented to the Town Commission and the CRA Board as a separate and distinct budget.

Finally, the Town Commission no doubt knows that the Town has a considerable Debt Service burden. With the proposed budget, as it is being presented herein, all debt service payments will be made in full and made on a timely basis.

So, in summary:

As best we can, with the presentation of the proposed 2013-2014 annual operating budget we have done our best to present to you a balanced budget. It has not been easy doing so; but all of the funds are in balance. In order to do that, I had to make two assumptions in particular. First, that the Town Commission would take an action to forgive the debt of the Marina Fund. Also, I have assumed that you will support an ad valorem millage rate of 8.90 mils. Further, we have gone over each line item in each departmental budget, and we have reduced anticipated expenses either by deferring some maintenance on equipment and infrastructure for the next year or we have taken an outright reduction in expenditures. For example, I have reduced the request for purchase of library materials made by the Library Director by \$10,000.00. While deferring maintenance on equipment and infrastructure is never a healthy thing, part of this next budget year will be to assess just how much maintenance deferral we have chosen to take over the past

few years. I plan to report that information out to the Commission during this next year so that we do not lose track of just how far we have possibly fallen behind on this issue.

We still have quite a bit of work to do and I look forward to working with the Town Commission on the completion of the budget process over the next two months. This budget proposal has come with some very specific recommendations on my part. Of course, I am always open to other ways of thinking and to any creative ideas which could improve upon what is contained within the proposed budget document.

I would like to conclude with a few words of thanks to Blake Rane and Lourdes Cariseo of the Finance Department, all of the department heads who met with me during the budget preparation time to try to work through their portion of this document, and all of the Town staff who, day in and day out, continue to work hard and who do the right thing for the citizens of the Town of Lake Park. Without their efforts, my job would be impossible.



Exhibit "B"
7/17/2013

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 17, 2013

Agenda Item No. Tab 2a

Agenda Title: Setting the Date for the Next Budget Workshop

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager [Signature] Date: 7/2/13

Blake K. Rane Finance Director [Signature]
Name/Title

Originating Department: <p style="text-align: center;">FINANCE</p>	Costs: \$ -0- Funding Source: Acct. # <input checked="" type="checkbox"/> Finance ___BKR___	Attachments: 2013/14 Budget Calendar, With proposed Commission Dates
Advertised: 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 ___BKR___ Please initial one.

Summary Explanation/Background:

Tonight we have begun the public discussions of the Town of Lake Park Fiscal Year 2013/14 Budget. This item anticipates that the Commission will desire a second, in-depth, discussion of all the individual departments and of each individual fund. It has been proposed by staff that the workshop could be scheduled for August 13, 2013 at 6:30 pm.

Recommended Motion:

I move that we schedule a Budget Work Shop for Tuesday August 13 at 6:30 pm.

Town of Lake Park
2013/14 Budget Calendar
With proposed Commission Dates

<u>Dates</u>	<u>Required Budget Action</u>
April 30	Budget worksheets and instructions communicated to all departments
May 15	Property Appraiser provides estimated preliminary taxable base for next budget year per FS 200.065
May 15	Budgets due back to Finance for review
June 1	Estimate of Taxable Value received from Property Appraiser
June 14	Completion of budget (revenue and expense) projections.
June 17-28	Budget are presented to the Town Manager who with the Finance Director analyzes the information and prioritizes
July 1	Property Appraiser submits Certificate of Taxable Value (DR420)
July 1-5	Final budgets are reviewed with Department Directors
July 12	Town Commission receives preliminary budgets in general and a discussion of the tentative millage rate and other necessary fee or rate adjustments
July 17	Town Commission holds a Budget Workshop to review the budget and at the Town Commission Meeting sets the proposed millage rate, any other fee or rate adjustments, and sets the date, time and place of the first public hearing (September 10)
August 1	Proposed millage rate & calculation of rolled back rate and date for first public hearing on budget due to Property Appraiser (within 35 days of receipt of taxable value)
August 13	Town Commission holds a second Budget Workshop to hear public comment, review the Fund Budgets, and discuss Town Initiatives
September 10	First Public Hearing on budget at 6:30 in the Town Commission Chambers; adoption of a tentative millage rate and proposed operating budget
September 19-21	Run TRIM budget ad in newspaper
September 25	Final public hearing on budget; adoption of millage rate and 2013/14 budget



Exhibit "C"
7/17/2013

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 17, 2013 Agenda Item No. *Tab 2b*

Agenda Title: Setting the Current Year Proposed Operating Millage Rate, and Setting the Date, Time, and Location for the First Public Budget Hearing

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

Approved by Town Manager *[Signature]* Date: 7/2/13

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

Originating Department: <p style="text-align: center;">FINANCE</p>	Costs: \$ -0- Funding Source: Acct. # <input checked="" type="checkbox"/> Finance ___BKR_____	Attachments: Certification of Taxable Value – DR-420
Advertised: 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 _____BKR_____

Summary Explanation/Background:

Florida Statute requires each municipality to establish a "Current Year Proposed Operating Millage Rate". This millage rate is the highest rate that could be enacted at the budget hearings without the municipality having to send a separate mailing to each resident. Florida Statute also requires each municipality to set by motion the date, time and place of the first public budget hearing.

Recommended Motion:

I move that we set the current year proposed millage rate at 8.9000 mills, and that we set the date, time and place for the first public budget hearing for September 10, 2013, at 6:30 pm, here in the Town Commission Chambers.



CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2013	County : PALM BEACH
Principal Authority : Lake Park	Taxing Authority : Lake Park

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	413,287,398	(1)
2.	Current year taxable value of personal property for operating purposes	\$	34,170,809	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	910,799	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	448,369,006	(4)
5.	Current year net new taxable value <i>(Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)</i>	\$	459,082	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	447,909,924	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	430,557,630	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Number 1 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Number 1 (9)

Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.		
SIGN HERE	Signature of Property Appraiser :	Date :	
	Electronically Certified by Property Appraiser	6/27/2013 8:20 AM	

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	8.5000	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	3,659,740	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	3,659,740	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	447,909,924	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	8.1707	per \$1000	(16)
17.	Current year proposed operating millage rate	8.9000	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	3,990,484	(18)

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs		STOP HERE - SIGN AND SUBMIT
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22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. (The sum of Line 13 from all DR-420 forms)	\$	3,659,740	(22)
23.	Current year aggregate rolled-back rate (Line 22 divided by Line 15, multiplied by 1,000)		8.1707 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes (Line 4 multiplied by Line 23, divided by 1,000)	\$	3,663,489	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. (The sum of Line 18 from all DR-420 forms)	\$	3,990,484	(25)
26.	Current year proposed aggregate millage rate (Line 25 divided by Line 4, multiplied by 1,000)		8.9000 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate (Line 26 divided by Line 23, minus 1 , multiplied by 100)		8.93 %	(27)

First public budget hearing	Date :	Time :	Place :
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S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :			Date :	
	Title :		Contact Name and Contact Title :		
	DALE S. SUGERMAN, Ph.D., TOWN MANAGER		BLAKE K RANE, FINANCE DIRECTOR		
	Mailing Address :		Physical Address :		
535 PARK AVENUE		535 PARK AVENUE			
City, State, Zip :		Phone Number :		Fax Number :	
LAKE PARK, FLORIDA 33403		561-881-3350		561-881-3358	

**CERTIFICATION OF TAXABLE VALUE
INSTRUCTIONS**

"Principal Authority" is a county, municipality, or independent special district (including water management districts).

"Taxing Authority" is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check "Yes" if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s. 12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check "Yes" if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. "Dependent special district" (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

"Independent special district" (ss. 200.001(8)(e) and 189.403(3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

"Non-voted millage" is any millage not defined as a "voted millage" in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.