



**Minutes**  
**Town of Lake Park, Florida**  
**Regular Commission Meeting**  
**Wednesday, January 4, 2017, 6:30 PM**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, January 4, 2017 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Anne Lynch and Michael O'Rourke, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

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

**SPECIAL PRESENTATIONS/REPORTS**

**1. Certificate of Achievement for Excellence in Government Financial Reporting For Fiscal Year Ending September 30, 2015 by the Government Finance Officers Association.**

Shana Ramsey Chessman of the Government Finance Officers Association presented the Certificate of Achievement of Excellence in Government Financial Reporting, the eleventh consecutive year that the Town of Lake Park had received the award.

Finance Director Blake Rane thanked his staff for all of their contributions.

**PUBLIC COMMENT:**

Mary Taylor, Town of Lake Park resident expressed concerns about the violations of the speed limit along Park Avenue. She explained that she had contacted Lieutenant Thomas Gendreau, to suggest that the Palm Beach County Sheriff's Office (PBSO) increased their presence on Park Avenue. She suggested that the Town of Lake Park should implement preventative measures to reduce speeding. She asked the Commission if there were any proposals to calm traffic. Mayor DuBois explained that the Town would need to conduct a traffic study in order to assess the issue; he added that PBSO could increase their presence to assist with speed limit enforcement.

Jackie Dudkiewicz., Town of Lake Park resident expressed concerns about speeding and parking along Park Avenue. She explained that the Commission had not addressed the concerns in recent years. She explained that she has witnessed driver's race along Park Avenue, and suggested the reduction of lanes from four to two. She added that parking on Park Avenue was permitted for the duration of Special Events held in the Town of Lake Park but as a resident, she was not afforded the same privilege. Mayor DuBois explained that parking was eliminated on Park Avenue but that Palm Beach County could possibly provide relief during non-peak hours to allow parking, he added that PBSO could increase their presence to assist with speed limit enforcement.

Cynthia Gray, Town of Lake Park resident expressed concerns about the lack of a Vision Statement for the Town of Lake Park. She suggested that the Town needed to create a statement prior to the acceptance of proposals from large corporations to ensure the correlation of future developments and expectations. Town Manager D’Agostino explained that he planned to facilitate a process for the development of ideas from stakeholders of the community for a Vision Statement. He explained that residents and business owners needed to collaborate in a workshop setting in order to establish a Comprehensive Vision Statement. Mayor DuBois suggested the implementation of a Citizen’s Task Force Committee in the future.

**CONSENT AGENDA:**

- 2. Regular Commission Meeting Minutes of December 21, 2016.**
- 3. Approval of Replacement Refuse Container Purchase.**
- 4. 2016 Annual Floodplain Management Progress Report.**

**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	X		
Mayor DuBois	X		

Motion passed 5-0.

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

None

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

**5. Ordinance No. 11-2016 AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING CHAPTER 31 ENTITLED “PARKING IN RIGHTS OF WAY, AND PUBLIC PARKING AREAS AND SPACES”.**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING CHAPTER 31 ENTITLED “PARKING IN RIGHTS OF WAY, AND PUBLIC PARKING AREAS AND SPACES”; CREATING A NEW ARTICLE I TO BE ENTITLED “IN GENERAL”; PROVIDING FOR THE CREATION OF SECTION 31-1 INCORPORATING THE FLORIDA UNIFORM TRAFFIC LAW INTO THE TOWN CODE; PROVIDING FOR THE CREATION OF SECTION 31-2 AUTHORIZING THE TOWN’S LAW ENFORCEMENT OFFICERS TO ENFORCE TRAFFIC LAWS AND TO ISSUE PARKING CITATIONS ALONG WITH CODE COMPLIANCE AS SET FORTH HEREIN; PROVIDING FOR THE CREATION OF ARTICLE II TO BE ENTITLED “LIMITATIONS ON THE PARKING OF VEHICLES,**

**RECREATIONAL VEHICLES, BOATS, AND TRAILERS”; PROVIDING FOR SECTION 31-3 TO PROHIBIT PARKING IN POSTED AREAS; PROVIDING FOR SECTION 31-4 AUTHORIZING DESIGNATED “NO PARKING” AREAS IN THE TOWN; PROVIDING FOR SECTION 31-5 REGULATING PARKING WITHIN DELINEATED AREAS; PROVIDING FOR SECTION 31-6 AUTHORIZING LIMITATIONS ON THE TIME MOTOR VEHICLES MAY BE PARKED WITHIN CERTAIN AREAS; PROVIDING FOR SECTION 31-7 AUTHORIZING THE TOWN TO TOW AND IMPOUND VEHICLES VIOLATING THE PROVISIONS HEREIN; PROVIDING FOR SECTION 31-8 AUTHORIZING THE TOWN TO LIEN A MOTOR VEHICLE TO SECURE THE RECOVERY OF ANY COSTS INCURRED BY THE TOWN IN THE TOWING AND IMPOUNDMENT OF MOTOR VEHICLES; PROVIDING FOR SECTION 31-9 FOR THE ISSUANCE OF CIVIL CITATIONS AND FINES FOR VIOLATIONS OF THIS CHAPTER; PROVIDING FOR SEVERABILITY; 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 explained the item. Mayor DuBois asked if there were any proposed changes to Ordinance 11-2016 since its first reading. Town Manager D’Agostino answered “no”.

**Motion: Commissioner O’Rourke moved to approve Ordinance 11-2016 on second 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	X		
Mayor DuBois	X		

Motion passed 5-0.

Town Attorney Baird read the Ordinance by title only.

**NEW BUSINESS:**

**6. Mural Application for 700 Park Avenue (Second Consideration).**

Town Manager D’Agostino explained that the discussion was a continuation of the December 21, 2016 agenda item where the Town Commission approved the location of the proposed Mural. He explained that the application required the final approval of the proposed artwork.

A.J. Brockman explained that the Mural would remain installed for a period not to exceed 3 months and that the duration of the project would be 5 years. Commissioner O'Rourke asked how many artists would contribute to the project. Mr. Brockman explained that approximately seven artists would contribute to the project. Commissioner O'Rourke asked if there would be an event for the unveiling of the Mural. Mr. Brockman answered "yes", and explained that a Special Events application was submitted for January 28, 2017.

**Motion: Commissioner O'Rourke moved to approve the Mural Application for 700 Park Avenue; Vice-Mayor Glas-Castro 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	X		
Mayor DuBois	X		

Motion passed 5-0

Mayor DuBois commended Mr. Brockman for all of his hard work and explained that he looked forward to the completion of the project. Mr. Brockman thanked the Town Commission for their approval.

**7. Request for Special Call meeting of the CRA Board for the Sole Purpose of Discussing an Amendment to the License Agreement between the Town of Lake Park and the Artists of Palm Beach County.**

Commissioner O'Rourke asked if the Town would be compensated for the services provided to the Artists of Palm Beach County. Town Manager D'Agostino explained that the Artists of Palm Beach County was a private non-profit organization. He suggested that future arrangements could be implemented to generate revue.

Commissioner O'Rourke asked for clarification of voting procedures as it related to the Community Redevelopment Agency Board (CRA). Town Attorney Baird explained that the Agreement was between the Town of Lake Park CRA and the Artists of Palm Beach County; therefore, it would be a vote of the CRA Board.

**Motion: Commissioner Flaherty moved to approve the request for a Special Call Meeting of the CRA Board on January 18, 2017 at 6:30 p.m. for the Sole Purpose of Discussing an Amendment to the License Agreement between the Town of Lake Park and the Artists of Palm Beach County; 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	X		
Mayor DuBois	X		

Motion passed 5-0.

**8. New BRIFT Contract for use of Town Hall for BRIFT related activities with An expiration date of February 21, 2017.**

Commissioner Flaherty questioned the purpose of creating a new contract that would expire on February 21, 2017. Town Manager D'Agostino explained that the extension between the Town of Lake Park and BRIFT would accommodate them until their alternative location became available.

Commissioner O'Rourke suggested the discontinuance favorable Agreements and benefits to certain organizations. Mayor DuBois explained that the expectation of the original Agreement to market the Town of Lake Park was unfulfilled.

**Motion: Commissioner Flaherty moved to approve the License Agreement between the Town of Lake Park and BRIFT with an expiration date of February 21, 2017; 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	X		
Mayor DuBois	X		

Motion passed 5-0.

**9. Resolution No. 01-01-17 Authorization to have the Mayor sign the FEMA Reimbursement Contract.**

Commissioner Flaherty asked for clarification of the item. Town Manager D'Agostino explained that the Reimbursement Contract was for the disposal costs and damages incurred as a result of Hurricane Matthew. Commissioner Flaherty asked if there was a previous contract. Town Manager D'Agostino explained that previous contracts were not applicable.

**Motion: Commissioner O'Rourke moved to approve Resolution No. 01-01-2017; 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	X		
Mayor DuBois	X		

Motion passed 5-0.

**10. Resolution No. 02-01-17 Award of the Agreement for Sunset Celebration Beverage Service between the Town of Lake Park, Florida and Bonner Mobile Bar Service (RFP No. 108-2016).**

Town Manager D'Agostino explained that this item was removed from the Agenda as of January 4, 2017 due to the request for information by the Inspector General's Office prior to the Award of the RFP No. 108-2016.

**No Motion or Vote was necessary.**

**11. Request for Approval of Grant Making Policy for the Town of Lake Park.**

Town Manager D'Agostino explained the item (see Exhibit "A"). He explained that the Grant Making Policy would further the initiatives of the Town of Lake Park in efforts to promote community participation and collaboration. He explained that the Grants could be used for events that would help promote community wellbeing, cultural diversity, economic development and educational opportunities.

Vice-Mayor Glas-Castro suggested the modification of the criteria to include a point system similar to the process of Request for Proposals. She explained that the criteria should be clear and concise in efforts to create an objective basis for the review of the application. Town Manager D'Agostino agreed in favor of creating a point system that would provide guidance to applicants. He explained that the administration would present a revised Grant Making Policy that would incorporate detailed criteria and a point system for the basis of evaluation on February 15, 2017.

**Motion: Commissioner Flaherty moved to postpone the approval of the Grant Making Policy until February 15, 2017; Vice-Mayor Glas-Castro 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	X		
Mayor DuBois	X		

Motion passed 5-0.

## **12. Prioritization of Infrastructure Projects for the Town of Lake Park under the One-Cent Sales Tax.**

Town Manager D'Agostino explained that the passage of the Countywide One Cent Sales Tax initiative required the Town to submit a list of approved infrastructure projects to Palm Beach County and a Citizens Review Committee. He explained that per the direction of the Commission the Town would determine the prioritization of projects. He explained he believed that Wi-Fi (fiber optic) capabilities for residents and the Palm Beach County Sheriff's Officers should be a priority.

Vice-Mayor Glas-Castro questioned the frequency of disbursements. Town Manager D'Agostino explained that to his knowledge the Town of Lake Park would receive its' first allotment of funds in late February or early March of 2017. He explained the improvement projects to be funded by the Sales Tax (see Exhibit "B").

Commissioner O'Rourke suggested that the initiative for fiber optic be listed as a priority for purposes of communication for law enforcement within the Town. He listed parking in the CRA, Lake Shore Drive and Park Avenue improvements as projects to be considered as priorities. Town Manager D'Agostino questioned if there was a priority for the overlay of roadways. The Commission agreed that there were several areas within the Town that needed attention. Commissioner Lynch suggested improvements for the Town Library and Street lighting. Town Manager D'Agostino explained that the administration needed suggestions in order to create a list that would meet the interest of the Commission.

Town Manager D'Agostino brought the attention of the Commission to Exhibit "B" and explained that the intersection improvements were realistic with the proposed budget. Mayor DuBois asked how soon the Town could begin line striping on roadways. Public Works Director David Hunt explained that the line-striping machine had been purchased and that consultation with Town contracted engineers would be necessary prior to the start of the line striping. He explained that the process could begin in the Spring of 2017. Mayor DuBois questioned if funds for line striping were allocated in the 2016-2017 Fiscal Year Budget. Public Works Director Hunt explained that funds were previously budgeted for line striping and that the listed line striping initiative was for the improvements to newly paved roads. Mayor DuBois listed the comments of the Commission as follows: Commissioner Flaherty suggested fiber optic and Town Hall renovations, Commissioner Lynch suggested improvements to the Library and Street lighting. Commissioner O'Rourke suggested fiber optic, CRA parking, and improvements to Lake Shore Drive and Park Avenue. Vice- Mayor Glas-Castro suggested fiber optic and Town Hall renovations and Mayor DuBois suggested street striping. Commissioner O'Rourke questioned the process for Lake Shore Drive drainage improvements. Town Manager D'Agostino explained that capital improvement issues should be addressed in entirety. He explained that the previous design was deficient and that it would cost at least 8.4 million to complete the project. Public Works Director Hunt explained that the phases of the previous design totaled 3.2 million. Town Manager D'Agostino suggested to postpone the item until the January 18, 2017 Regular Commission Meeting, he explained that information would be forthcoming in his report.

**No Motion or Vote was necessary.**

### **13. One Cent Sales Tax Citizen's Review Committee.**

Vice-Mayor Glas-Castro explained that the Review Committee would need to be familiar with the Town of Lake Park. Mayor DuBois asked Vice-Mayor Glas-Castro if her comment was in reference to the Palm Beach County League of Cities Citizens Oversight Committee. Vice-Mayor Glas-Castro answered "yes", and explained that the Palm Beach County League of Cities Citizens Oversight Committee would consider the variation of characteristics throughout the different communities. Mayor DuBois suggested that the Town should have the right to remove itself from the Palm Beach County League of Cities Citizens Oversight Committee. Town Manager D'Agostino agreed and explained that he would verify if there was an option for the Town to remove itself if necessary. He explained that the Commission needed to determine if the Town would like to join the Palm Beach County League of Cities Citizens Oversight Committee or establish its own. He explained the item (see Exhibit "C"). Mayor DuBois suggested that the Town join the Palm Beach County League of Cities Citizens Oversight Committee.

**The Commission came to consensus to join the Palm Beach County Citizen's Review Oversight Committee.**

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

**Town Attorney Baird** had no comments.

**Mayor DuBois** announced that he would not run for re-election as Mayor on March 14, 2017. He thanked the Town Commission, Administration and Residents of the Town of Lake Park for welcoming him to serve as Mayor in 2011. He expressed his gratitude and thanked everyone for trusting in his leadership and bestowing his greatest honor.

**Commissioner Lynch** thanked Mayor DuBois for all of his contributions to the Town of Lake Park. She announced that the Town was in need of Citizen Patrol Volunteers and encouraged all interested persons to contact the Palm Beach County Sheriff's Office.

**Commissioner Flaherty** wished everyone a Happy New Year and thanked Mayor DuBois for all of his years of service.

**Commissioner O'Rourke** announced that he was grateful to serve in such a great community with Mayor DuBois. He thanked Mayor DuBois for his years of service, efforts and contributions to the Town of Lake Park. He announced that on January 20, 2017 he would resign as Commissioner to run for the Office of Mayor. He added that he would be honored to serve as Mayor and had hopes of continuing the great work of Mayor DuBois.

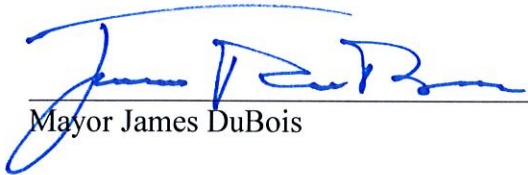
**Vice-Mayor Glas-Castro** wished everyone a Happy New Year and announced that she had recently arrived back in Town and had not had the opportunity to review her emails. She added that she had nothing to report.




**Town Manager D'Agostino** announced that the Welcome Reception for Michelle Flemming, Principal of Lake Park Elementary would take place on January 19, 2017, 5:00 p.m. - 7:00 p.m. in the Town Hall Mirror Ballroom. He announced that Sunset Celebration would have its first event of the year on January 27, 2017, 6:00 p.m. - 9:00 p.m. at the Lake Park Harbor Marina. He thanked Mayor DuBois for his humble service, dedication, and commitment to the Town of Lake Park.

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Flaherty and seconded by Commissioner O'Rourke, and by unanimous vote, the meeting adjourned at 8:30 p.m.

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

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

  
\_\_\_\_\_  
Deputy Town Clerk, Shaquita Edwards



FLORIDA

Approved on this 18 of January, 2017



Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 4, 2017

Agenda Item No. Tab 11

Agenda Title: Request for Approval of Grant Making Policy for the Town of Lake Park

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

Approved by Town Manager *J. R. Griffin* Date: 12/16/16  
*Debra McArthur Turner*

Name/Title  
HUMAN RESOURCES DIRECTOR

<b>Originating Department:</b>  Human Resources	<b>Costs: \$ -0-</b> Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachment:</b>  Copy of Proposed Town of Lake Park Grant Application Instructions and Application for Grant Assistance
<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>BMT</u> Please initial one.

**Summary Explanation/Background:**

Several years ago, the Commission directed that staff develop a policy to handle requests for grants that are submitted to the Town. Such policy was developed but was abandoned due to budgetary constraints. Staff has now updated the Town of Lake Park grant making policy that was developed at that time, and attached are the proposed Town of Lake Park Grant Application Instructions which set forth the grant process, application deadlines and eligibility criteria, and the Town of Lake Park Application for Grant Assistance.

Staff recommends approval.

**Recommended Motion:** I move to approve the attached Town of Lake Park Grant Application Instructions and the Town of Lake Park Application for Grant Assistance.

**TOWN OF LAKE PARK  
GRANT APPLICATION INSTRUCTIONS**

**I. GRANT PROCESS**

The following process has been established by the Commission of the Town of Lake Park to assist groups seeking financial support in the form of a matching grant from the Town of Lake Park. For each Fiscal Year (commencing October 1<sup>st</sup> and ending September 30<sup>th</sup>, grants are available from the Town of Lake Park (Town). The maximum grant is 50 percent of the total cost of a proposed project up to the maximum amount budgeted for this purpose.] The maximum amount budgeted shall be subject to the Commission's annual appropriation as part of its fiscal year budget. The maximum grant amount may be \$25,000. The minimum grant amount is \$1,000.00. All grants are dependent upon the availability of the Commission's appropriation of funding. Projects awarded a grant must complete the project within the fiscal year for which the application has been submitted and funds have been budgeted.

**II. APPLICATION DEADLINES**

November 1<sup>st</sup> and March 1<sup>st</sup> of each fiscal year. Applications must be submitted to the Town at least two (2) months in advance of the proposed start date of a project for which a grant is being sought to allow for adequate processing time and review/approval by the Commission of the Town of Lake Park.

As part of its application, applicant shall demonstrate the ability to complete the proposed project within 12 months of the date of the approval of the grant.

**III. ELIGIBILITY**

Eligible applicants must be (1) legally established 501(c)(3) nonprofit tax exempt organization, or (2) for-profit business enterprises which are located within the municipal boundaries of the Town of Lake Park, and (3) whose projects will in the opinion of the Town Commission directly benefit citizens of the Town of Lake Park. Grants will not be made to individuals or to organizations or businesses that have not been in existence for three (3) years prior to the date of application. Grant applications must be approved by the Town Commission prior to funding.

Grants may be used for events which help promote community wellbeing (e.g., community health fairs); events which celebrate cultural heritage thereby helping to promote the cultural diversity of the Town; projects which help to bring about a change for the better for depressed areas of the Town; projects which promote economic development through job creation; and, projects which help promote educational opportunities for community youth and involve the citizens of the Town or meet matching requirements for other programs to the extent that such proposed projects or events are consistent with items (1), (2) and (3) in the above paragraph. Grants from the Town cannot be used to meet the applicant's matching requirement under the Lake Park Community Improvement Beautification Fund or the Community Redevelopment Agency program funding or to pay the Town's rental fees or deposits or in support of non-Town sponsored events.

Eligible projects must comply with the Town's Comprehensive Plan (with regard to economic development projects) as well as all applicable land development codes, including the Florida Fire Prevention Code with Palm Beach County Amendments if applicable. Such compliance must be evidenced by a review by the Town's Department of Community Development and the Palm Beach County Fire Inspector, and the compliance noted on the application form by the Town staff.

Grants will not be made to fund political causes or candidates, or religious organizations.

**IV. TECHNICAL ASSISTANCE**

Technical assistance is available from the Town staff to assist in the submission of an application by calling the office of the Town Manager at 561-881-3304.

TOWN OF LAKE PARK

APPLICATION FOR GRANT ASSISTANCE  
(please type or print clearly)

I. **APPLICANT**

- A. Legal Name of Applicant: \_\_\_\_\_
- B. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- C. Telephone No. \_\_\_\_\_ FAX No.: \_\_\_\_\_
- D. E-mail Address: \_\_\_\_\_
- E. Date the Organization Was Legally Established: \_\_\_\_\_ State: \_\_\_\_\_
- F. Legal Form of Organization (Please Check One Box):  Sole Proprietorship  
 C or S Corporation  Limited Liability Company  Partnership or Limited Partnership,  Nonprofit 501(c)(3) Tax Exempt
- G. Name of Principal Officer/Business Owner: \_\_\_\_\_  
Title: \_\_\_\_\_
- H. Contact Person for This Application: \_\_\_\_\_
- I. Telephone No. (if different from above): \_\_\_\_\_
- J. Nature of Organization (please list products/services provided): \_\_\_\_\_  
\_\_\_\_\_
- K. Palm Beach County Business Tax Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_
- L. Lake Park Business Tax Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

II. **DESCRIPTION OF PROPOSED PROJECT**

- A. Project/Organization Name: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. Project General Description (*attach additional sheets if necessary*):  
\_\_\_\_\_  
\_\_\_\_\_

*[Please note that all proposed projects must be consistent with the Town of Lake Park's Comprehensive Plan (with regard to economic development projects)] and all applicable zoning requirements, as well as all applicable building and safety codes, as set forth in the Lake Park Code of Ordinances and the Florida Fire Prevention Code with Palm Beach County Amendments. For further information regarding these requirements, please contact the Lake Park Department of Community Development at 561-881-3318.*

D. List of Project Costs (attach additional sheets if necessary):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

III. **FUNDING SOURCES**

- Town of Lake Park \$ \_\_\_\_\_  
*The maximum amount of the grant award per applicant is 50 percent of the total cost of the proposed project up to the maximum amount budgeted for in the fiscal year for this purpose. The minimum grant amount is \$1,000.00. Maximum grant amount is \$25,000.*
- Applicant \$ \_\_\_\_\_  
*(Enter the amount of matching funding to be provided by applicant.)*
- **All grants shall be funded on a reimbursement basis.**

IV. **HOW WILL THIS PROJECT MEET THE ELIGIBILITY CRITERIA AS SET FORTH IN PARAGRAPH III OF THE APPLICATION INSTRUCTIONS?**

(Attach additional sheets if necessary)

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V. **REQUIRED DOCUMENTATION**

The applicant shall submit the following documentation:

For all organizations --

- A copy of current official Certificate of Status from the Florida Department of State (which corporations, for example, can request each year at the time that they file their annual Uniform Business Reports with the Florida Department of State) – PLEASE NOTE THAT A PRINT-OUT OF CORPORATE INFORMATION FROM THE DEPARTMENT OF STATE CORPORATIONS ONLINE PUBLIC INQUIRY WEB PAGE DOES NOT MEET THIS REQUIREMENT.
- A copy of current Certificate of Status of Fictitious Name Registration from the Florida Department of State
- A copy of applicant's current financial statements (prepared within 90 days of submittal of this application)
- A copy of current Palm Beach County Business Tax Receipt
- A copy of current Town of Lake Park Business Tax Receipt
- Copies of written estimates
- A summary of how the applicant proposes to spend the grant.

For nonprofit organizations, in addition to the documentation required of all organizations --

- A copy of the history of the organization, its adopted mission statement and/ or goals, if any
- A complete copy of the applicant's Internal Revenue Service 501(c)(3) tax exempt certification letter
- A copy of the applicant's registration with the Florida Department of Agriculture and Consumer Services
- A list of the applicant's governing board (e.g., Board of Directors) and a brief bio on each individual

**VI. REPORT AND REIMBURSEMENT**

- After the project which is the subject of this application is completed, a report shall be submitted to the Town Manager for his review and submission to the Town Commission.
- Following Commission approval, reimbursement will be processed upon receipt of documentation of all approved expenses paid by the grantee and the receipt by the Finance Department of a Request for Disbursement approved by the Town Manager.

**COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED EITHER IN PERSON OR BY MAIL OR EXPRESS DELIVERY TO:**

**TOWN MANAGER  
TOWN OF LAKE PARK  
LAKE PARK TOWN HALL  
535 PARK AVENUE  
LAKE PARK, FLORIDA 33403**

**NO APPLICATIONS WILL BE ACCEPTED BY FAX OR E-MAIL.**

\*\*\*\*\*

*For Office Use Only:*

Date complete application received \_\_\_\_\_

pa\docr\26508\0



Exhibit "B"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 4, 2017

Agenda Item No. Tab 12

**Agenda Title:** Prioritization of Infrastructure Projects for the Town of Lake Park under the One Cent Sales Tax

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

Approved by Town Manager *J. D'Agostino* Date: 12/22/16

John O. D'Agostino, Town Manager

Name/Title

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

**Summary Explanation/Background:** Passage of the Countywide One Cent Sales Tax initiative, requires the Town to submit an Infrastructure projects list approved by the Commission to both the County and a Citizens Review Committee. On tonight's agenda under a separate tab, the Commission will determine whether to set up a local review committee or rely upon the Palm Beach County League of Cities to establish a five member Citizens Review Committee. The Citizen's Review Committee, will serve in an oversight capacity to ensure projects are completed in accordance with the infrastructure project list.

The purpose of the Agenda Request Form, is to have the Commission vote to determine the infrastructure project list that will be submitted to both the County and the Citizens Review



Committee.

**Recommended Motion:** Move to approve Staff's recommended Infrastructure list or to take any other action herein.

## Improvement Projects, To Be Funded by \$0.005 Sales Tax

PROJECT DESCRIPTION	ESTIMATED QUANTITY	ANTICIPATED COST	10 YR. PRIORITIES (\$5.2 M SALES TAX RECEIPTS) FOR THE TOWN COMMISSION TO SELECT <i>(partial project funding may also be selected since other funding sources may be available for a project if selected as a priority)</i>
Mill roadways in advance of paving	31 of 62 Lane Miles	\$875K	
Overlay roads with 1" asphalt	31 of 62 Lane Miles	3.8M	
Replace sidewalks (50% of total)	9.7 of 31 Miles	6.1M	
Roadway centerline striping (100 ft. back from ea. Intersection), skip lane striping, & pavement edge striping	15 Miles	36K	
<b>INTERSECTION IMPROVEMENTS:</b>			
<b>4 WAY:</b>			
ADA compliant sidewalk corners (8 / intersection)	91 intersections	550K	
Street name signs (\$830 ea. intersection)	91 intersections	76K	
Thermo-plastic stop bars (\$125 ea. intersection)	91 intersections	11K	
Roadway centerline striping (2 approaches @ 50' ea.)	91 intersections	4K	
<b>3 WAY:</b>			
ADA compliant sidewalk corners (4 / intersection)	43 intersections	130K	

## Improvement Projects, To Be Funded by \$0.005 Sales Tax

ADA compliant sidewalk corners (2/ intersection)	43 intersections	65K	
Street name signs (\$415 ea. intersection)	86 intersections	36K	
Thermo-plastic stop bars (\$65 ea. intersection)	86 intersections	6K	
<b>INTERSECTION IMPROVEMENTS:</b>			
<b>3 WAY (cont.):</b>			
Roadway centerline striping (1 approach @ 50')	86 intersections	2K	
<b>RE-CONSTRUCT PROJECTS</b>			
Lake Shore Drive (3,500 ft. – Less Pump Station)	\$1,571/ft.	5.5M	
Six blocks of Park Avenue (3,800 ft.)	\$1,737/ft.	6.6M	
Street light improvements		8.0M	
<b>DESIGN &amp; RECONSTRUCT</b>			
Five blocks of Tenth Street (2,300 ft.)	\$1,737/ft.	4.0M	
Gateway Road (1,320 ft.)	\$1,311/ft.	1.7M	
<b>NEW PROJECTS</b>			
Lake Shore Dr. Promenade @ Marina		150K	
Marina Parking Lot		2.0M	
Sanitary Sewer Service: Tri-City Subdivision, DPW, 900 – 1100 blks of Old Dixie, 1200 blk of Gateway		1.2M	
Park Avenue extension, including property acquisition and construction of new DPW compound		4.0M	

## Improvement Projects, To Be Funded by \$0.005 Sales Tax

Park Avenue, from Federal Highway to 7 <sup>th</sup> Street (improved sidewalks, linear park with pedestrian connections, striping, signalization)		3.0M	
<b>NEW PROJECTS (cont.):</b>			
Federal Highway, Pedestrian improvements inc. Complete Streets Initiative design		4.1M	
Library improvements, inc. 2 <sup>nd</sup> floor addition		1.3M	
CRA downtown Parking Lot		200K	
Town Hall Renovations (Roof; Exterior Painting; Ceiling in the Clerk's Office; Awnings/Exterior Doors; Stage Refinishing; Window & Door Repairs		300K	
Lambda Rail Improvements (Fiber Optic)  (Town Hall to 10 <sup>th</sup> \$61,082; Town Hall to Library \$6,347; 10 <sup>th</sup> Street Fire Station to Public Works \$10,755; Town Hall to Kelsey Park \$85,442; Kelsey Park to Marina \$50,882) - (sub-total of three items in blue = \$78,184		215K	
	<b>TOTAL:</b>	<b>\$53,956,000</b>	



Exhibit "C"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 4, 2017

Agenda Item No. Tab 13

Agenda Title: One Cent Sales Tax Citizen's Review Committee

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

Approved by Town Manager *J. D'Agostino* Date: 12/26/16  
 \_\_\_\_\_  
 John O. D'Agostino, Town Manager  
 Name/Title

<b>Originating Department:</b>  Town Manager	Costs: \$ 0 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> <ul style="list-style-type: none"> <li>Information pertaining to the Once Cent Sales Tax Citizens Oversight Committee by Richard Radcliff</li> </ul>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case JOD <b>Please initial one.</b>

**Summary Explanation/Background:** The One Cent Sales Tax for infrastructure improvements was passed by Palm Beach County Voters. The County will commence collection of the sales tax revenue in January of 2017. As such, the County ordinance requires the Municipality to establish a local Citizens Review Committee or join the Palm Beach County League of Cities Review Committee.

In speaking with Richard Radcliff, the composition of the Committee will consist of five members appointed from municipalities in Palm Beach County. The attached Information by the League of Cities, regarding the Citizens Oversight Review Committee is attached. If we decide to establish our own committee, we will need to set-up specific duties and membership

requirements for governing the Citizens Oversight Committee as well as the operations and participation by committee members.

Rather than duplicate the efforts of the League of Cities, I recommend joining the League of Cities, Citizens Oversight Committee.

**Recommended Motion:** Move to join the Palm Beach County League of Cities Citizens Oversight Committee for the purpose of oversight infrastructure.

# Information from the League of Cities Pertaining to the Once Cent Sales Tax Citizens Oversight Committee By Richard Radcliff, Executive Director

As you are aware, the voters approved the one-cent sales surtax on November 8, 2016. The Surtax shall commence on January 1, 2017 and automatically sunset on December 31, 2026, unless sunsetted earlier pursuant to the terms of County Ordinance No. 2016-032. Pursuant to the County Ordinance and the ballot language approved by the voters, City expenditures of Surtax proceeds shall be subject to independent oversight by citizen committees. The County Ordinance further provides that each City must participate in a citizen oversight committee. A City has the choice of either creating its own oversight committee or participating in one created by the Palm Beach County League of Cities. The County Ordinance provides the following requirements for citizen oversight committees:

1. The citizen oversight committee must be created as soon as possible after the Surtax becomes effective (January 1, 2017), but not later than the date on which Surtax funds are first expended. We have heard that you may start receiving funds in February or March of 2017;
2. The citizen oversight committee shall serve as advisory and reporting bodies to the creating entity. Each creating entity shall establish specific duties and membership requirements governing committee operations and participation;
3. Each committee shall have the responsibility to review the expenditure of Surtax proceeds by the entity which created it;
4. The committee shall meet monthly, or as otherwise needed to fulfill their duties and responsibilities;
5. Each committee shall provide an annual report to the governing board of the entity which created it;
6. Committee members shall receive no compensation for the performance of their duties;
7. The committees, their members, and all proceedings shall be governed by and comply with the provisions of the Florida Sunshine Law, Chapter 286, Florida Statutes, the Florida Public Records Law, Chapter 119, Florida Statutes, and the Florida Ethics Code, Chapter 112, Florida Statutes, and all other applicable local or state statutes, ordinances, or rules;
8. If your City entered into the Interlocal Agreement with the County and the School Board, then you may have some additional requirements that must be met (i.e. create a project list that will be funded from the Surtax Proceeds, subject to future revisions by the governing body of each applicable entity). Please check your inter-local agreement for any additional requirements.

The League currently is working on a draft resolution creating its citizen oversight committee. The tentative schedule relating to the creation of this committee is as follows:

**The draft resolution will be sent to the League's Finance Committee for vetting this week. The BCC is having a discussion on their own citizen oversight committee on December 20th. Any additional information learned at this meeting may be incorporated into the draft resolution. The League Finance Committee will meet in late December/early January to finalize the resolution. The resolution will be presented to the League Board of Directors on January 25, 2017 for approval. The League will thereafter advertise for the open committee seats. Appointments are tentatively scheduled to be made by the Board of Directors at the February 22, 2017 meeting. The League will endeavor to have the first committee meeting (organizational) in March of 2017.**

**Please let me know as soon as possible, but no later than January 31, 2017, as to whether you are creating your own oversight committee, or want to participate in the League's committee.**





# REVISED AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, January 4, 2017, 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. Certificate of Achievement for Excellence in Government Financial Reporting For Fiscal Year Ending September 30, 2015 by the Government Finance Officers Association.

Tab 1

- 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.

2. Regular Commission Meeting Minutes of December 21, 2016.

Tab 2

3. Approval of Replacement Refuse Container Purchase.

Tab 3

4. 2016 Annual Floodplain Management Progress Report

Tab 4

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

None

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

5. Ordinance No. 11-2016 AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING CHAPTER 31 ENTITLED "PARKING IN RIGHTS OF WAY, AND PUBLIC PARKING AREAS AND SPACES".

Tab 5

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING CHAPTER 31 ENTITLED "PARKING IN RIGHTS OF WAY, AND PUBLIC PARKING AREAS AND SPACES"; CREATING A NEW ARTICLE I TO BE ENTITLED "IN GENERAL"; PROVIDING FOR THE CREATION OF SECTION 31-1 INCORPORATING THE FLORIDA UNIFORM TRAFFIC LAW INTO THE TOWN CODE; PROVIDING FOR THE CREATION OF SECTION 31-2 AUTHORIZING THE TOWN'S LAW ENFORCEMENT OFFICERS TO ENFORCE TRAFFIC LAWS AND TO ISSUE PARKING CITATIONS ALONG WITH CODE COMPLIANCE AS SET FORTH HEREIN; PROVIDING FOR THE CREATION OF ARTICLE II TO BE ENTITLED "LIMITATIONS ON THE PARKING OF VEHICLES, RECREATIONAL VEHICLES, BOATS, AND TRAILERS"; PROVIDING FOR SECTION 31-3 TO PROHIBIT PARKING IN POSTED AREAS; PROVIDING FOR SECTION 31-4 AUTHORIZING DESIGNATED "NO PARKING" AREAS IN THE TOWN; PROVIDING FOR SECTION 31-5 REGULATING PARKING WITHIN DELINEATED AREAS; PROVIDING FOR SECTION 31-6 AUTHORIZING LIMITATIONS ON THE TIME MOTOR VEHICLES MAY BE PARKED WITHIN CERTAIN AREAS; PROVIDING FOR SECTION 31-7 AUTHORIZING THE TOWN TO TOW AND IMPOUND VEHICLES VIOLATING THE PROVISIONS HEREIN; PROVIDING FOR SECTION 31-8 AUTHORIZING THE TOWN TO LIEN A MOTOR VEHICLE TO SECURE THE RECOVERY OF ANY COSTS INCURRED BY THE TOWN IN THE TOWING AND IMPOUNDMENT OF MOTOR VEHICLES; PROVIDING FOR SECTION 31-9 FOR THE ISSUANCE OF CIVIL CITATIONS AND FINES FOR VIOLATIONS OF THIS CHAPTER; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR

**CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**H. NEW BUSINESS:**

- 6. Mural Application for 700 Park Avenue (Second Consideration) Tab 6**
- 7. Request for Special Call meeting of the CRA Board for the Sole Purpose of Discussing an Amendment to the License Agreement between the Town of Lake Park and the Artists of Palm Beach County. Tab 7**
- 8. New BRIFT Contract for use of Town Hall for BRIFT related activities with An expiration date pf February 21, 2017. Tab 8**
- 9. Resolution No. 01-01-17 Authorization to have the Mayor sign the FEMA Reimbursement Contract Tab 9**
- 10. Resolution No. 02-01-17 Award of the Agreement for Sunset Celebration Beverage Service between the Town of Lake Park, Florida and Bonner Mobile Bar Service (RFP No. 108-2016) Tab 10**
- 11. Request for Approval of Grant Making Policy for the Town of Lake Park Tab 11**
- 12. Prioritization of Infrastructure Projects for the Town of Lake Park under the One Cent Sales Tax Tab 12**
- 13. One Cent Sales Tax Citizen’s Review Committee Tab 13**

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

**J. ADJOURNMENT:**

**Next Scheduled Regular Commission Meeting will be held on Wednesday, January 18, 2017**