



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, September 4, 2019,
Immediately Following the
Community Redevelopment Agency
Board Meeting,
Lake Park Town Hall
535 Park Avenue

Michael O'Rourke	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
John Linden	—	Commissioner
Roger Michaud	—	Commissioner
<hr style="border-top: 1px dashed black;"/>		
John O. D'Agostino	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, MMC	—	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. **SPECIAL PRESENTATIONS/REPORTS**
 - 1. Presentation from Palm Beach Sheriff's Office Captain Gendreau on the Town's Automated License Plate Reader System. Tab 1
 - 2. Proclamation recognizing September 17-23, 2019 as Constitution Week Tab 2
- 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.

- 3. Commission Budget Workshop Meeting Minutes of August 21, 2019. Tab 3
- 4. Regular Commission Meeting Minutes of August 21, 2019. Tab 4
- 5. Resolution No. 63-09-19 Authorizing the Mayor to Sign the Town of Lake Park Dependent Care Flexible Spending Account Plan Document. Tab 5
- 6. Resolution No. 64-09-19 Authorizing the Mayor to Sign the Town of Lake Park Health Care Flexible Spending Account Plan Document. Tab 6
- 7. Resolution No. 65-09-19 Authorizing the Mayor to Sign the Library’s Annual Plan of Service. Tab 7
- 8. Resolution No. 66-09-19 Community Beautification Improvement Grant Award. Tab 8
- 9. Resolution No. 67-09-19 Authorizing and Directing the Mayor to Sign the Grant Agreement with Palm Beach County for Funding Through the Community Development Block Grant Program for Playground Improvements in Bert Bostrom Park. Tab 9

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

10. Ordinance No. 06-2019 Amending Chapter 28, Article II, Section 28-38(m) Entitled “Business Tax Required; Applications and Prerequisites to Issuance. Tab 10

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 28, ARTICLE II, SECTION 28-32(m) ENTITLED “BUSINESS TAX RECEIPT REQUIRED; APPLICATION AND PREREQUISITES TO ISSUANCE”; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

11. Ordinance No. 07-2019 An Ordinance of the Town Commission of the Town of Lake Park, Florida Pertaining to Public Nuisances. Tab 11

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, PERTAINING TO PUBLIC NUISANCES; PROVIDING FOR THE REPEAL OF CHAPTER 10, ARTICLE II, SECTIONS 10-31, 10-32 AND 10-33 AND CHAPTER 54, ARTICLE III, DIVISION 3, SECTIONS 54-131, 54-132, 54-133 AND 54-134; PROVIDING FOR THE CREATION OF A NEW CHAPTER 10, ARTICLE II, SECTIONS 10-31, 10-32, 10-33, 10-34, 10-35, 10-36, AND 10-37; PERTAINING TO THE DEFINITION, DECLARATION, AND ABATEMENT OF NUISANCES; PROVIDING FOR THE AUTHORITY TO ENTER UPON PROPERTIES TO INSPECT SUSPECTED NUISANCES; PROVIDING FOR

J. 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.

K. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

L. REQUEST FOR FUTURE AGENDA ITEMS:

M. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, September 18, 2019

**Special
Presentations
/Reports**

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. *Tab 1*

Agenda Title: Presentation from PBSO's Captain Gendreau on the Town's Automated License Plate Reader System.

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

Approved by Town Manager *JM Gifford* **Date:** *8-9-19*
RS 8/9/19
Richard Scherle / Public Works Director

Originating Department: Public Works	Costs: n/a Funding Source: n/a Acct. # n/a <input type="checkbox"/> Finance _____	Attachments: 1. Presentation Slides
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 _____ Please initial one.

Summary Explanation/Background:

Tonight's presentation from Captain Gendreau will present an overview of the Town's successful automated vehicle license plate recognition system. It will provide a general description of the system and how it operates, and include discussion of the system's performance since implementation. As will be illustrated, the system has proven to be an incredibly valuable law enforcement tool, and has furthered the public's safety and welfare. To build upon this success, a proposed expansion of the system is under development. This expansion will be presented to the Commission for consideration at the second meeting in September.

Recommended Motion: N/A

TOWN OF LAKE PARK
AUTOMATED LICENSE PLATE RECOGNITION



AUTOMATED LICENSE PLATE READER SYSTEM

AUTOMATED LICENSE PLATE RECOGNITION TECHNOLOGY - ALPR

HOW DOES IT WORK?

A, Data Capture:

Fixed and mobile license plate recognition (LPR) cameras take photos of license plates capturing date, time and GPS coordinates of where the photo was taken- just like any smartphone camera.

B, LPR Data Storage:

Each plate image captured, along with the data for that image (date, time, location) is stored in Vigilant Solution's Virginia database as an LPR record that can be searched only by authorized personnel.

AUTOMATED LICENSE PLATE READER SYSTEM

AUTOMATED LICENSE PLATE RECOGNITION TECHNOLOGY - ALPR

HOW DOES IT WORK?

C, Data Ownership:

The collecting agency owns the LPR data it generates and they can decide whether they want to share that data with other agencies. The more data available, the greater chance there is to develop a lead.

D, Commercial Data:

Even without LPR cameras, Agencies can benefit by using Vigilant's Commercial Data. It's gathered nationwide in commercial applications such as access control, tolling, asset recovery and more. Vigilant is the only LPR provider that can offer over 5 billion nationwide detections and over 150 million more added monthly.

AUTOMATED LICENSE PLATE READER SYSTEM

AUTOMATED LICENSE PLATE RECOGNITION TECHNOLOGY - ALPR

HOW DOES IT WORK?

Vigilant's technology better equips law enforcement by adding their vehicle location intelligence (analytics and vehicle detections) to open cases to develop more leads, and fuel investigations efficiently and effectively. Thousands of vehicle detections alone won't solve crimes; they create more work. Vigilant does more than provide detections, they help with the leg work with powerful analytics that make sense of those detections, enabling law enforcement to develop targeted leads so they can close cases.

LPR solution isn't just for finding stolen vehicles.

THE SYSTEM

The ALPR system features cameras which recognize license plates in the camera's field of view, matches against various agency hotlists and notifies law enforcement of matches. The system can also stream live video to a separate location such as a video management system. Connection is cellular based and the system only requires power to function.



Reaper XD

Vigilant Solutions' ReaperXD is a low-profile, compact, ANPR/LPR camera for use in fixed LPR applications. The high definition resolution allows for multiple lane capture in some environments. The ReaperXD is environmentally sound (IP67), easy to install and deploy (single POE cable), and feature rich. Maximum capture range 120 feet.

PERFORMANCE REVIEW

4/1/2019 – 7/15/2019

4,974,452 Detections on the Town's 8 Systems

177,733 Law Enforcement Hits Received

PERFORMANCE REVIEW

Location Detections

Major Roadway	968,967
Major Roadway	931,380
Major Roadway	788,034
Local Roadway	600,332
Major Roadway	499,520
Lake Park LPR Trailer	445,272
Local Roadway	420,062
Local Roadway	320,885

PERFORMANCE REVIEW

Location Hits Received

Major Roadway	38,543
Major Roadway	28,293
Local Roadway	21,604
Major Roadway	21,444
Major Roadway	19,973
Lake Park LPR Trailer	16,747
Local Roadway	16,230
Local Roadway	14,899

PERFORMANCE REVIEW UNACCOUNTED BENEFITS

Town of Lake Park Traffic Enforcement Activity

4/1/2018 – 7/15/2018

721 Traffic Stops

4/1/2019 – 7/15/2019

1378 Traffic Stops

PERFORMANCE REVIEW UNACCOUNTED BENEFITS

Date	Hits
04.29.,19-05.05.19	↑ 143
05.06.19-05.12.19	↑ 138
05.13.,19-05.19.19	↓ 101
05.20.19-05.26.19	↓ 112
05.27.19-06.02.19	↓ 100
06.03.19-06.09.19	↓ 108
06.10.19-06.16.19	→ 127
06.17.19-06.23.19	→ 124
06.24.19-06.30.19	↑ 138
Average	121.222222

The following statistics were pulled from the LEARN program for the last 2 months showing an average of 121 Hits coming in through the LPR system daily from 0000HRS-2359HRS.

While there is no way of truly quantify how immeasurable the license plate readers have been to our Agency, it has been used from tracking a stolen vehicle were the driver had felony warrants for murder to assisting with tracking an locating a missing person with Alzheimer's.

The following are just a few uses of the last 3 months

PERFORMANCE REVIEW

NOTABLE USES

Stolen Vehicle Recovery 900 Block of 10th Street, The Black Cat Lounge: LPR hit was received on a stolen, 2013 Hyundai Genesis. Marked units from District 10 and District 3 responded to the area to locate the vehicle. Vehicle backed into a parking spot at 910 10th Street behind the Black Cat Lounge, occupied by four subjects. An arrest team was established, utilizing K9 and aviation. On approach, all four occupants fled the area on foot. A brief foot chase and K9 track ensued. All four subjects were located and taken into custody with one sustaining a dog bite.

Stolen Vehicle Recovery 900 Block of 10th Street

LPR hit was received on a stolen, Dodge Charger. Vehicle hit multiple LPR locations. Deputies located the vehicle parked outside of the Black Cat Lounge. Deputies in unmarked vehicles, K9 units and Aviation followed the vehicle out of Lake Park into Riviera Beach. The vehicle was occupied by two subjects, an adult and juvenile. While the driver was inside a store deputies and K9 took the passenger into custody. Deputies then waited for the driver to exit the store where he was also taken into custody.

PERFORMANCE REVIEW NOTABLE USES

Stolen License Plate Recoveries

PBSO Case#

19-055689

19-062566

19-050054

19-088350

19-075911

19-095058

19-090643

PERFORMANCE REVIEW

NOTABLE USES

Felony Vehicles

19068336 – License Plate Reader Hit on Stolen License Plate – Vehicle Fled Traffic Stop into Riviera Beach

19068637 – License Plate Reader Hit on Stolen License Plate – Vehicle Fled Traffic Stop into Riviera Beach

19004147 – License Plate Reader Hit on Stolen License Plate – Vehicle Fled Traffic Stop into Riviera Beach (Vehicle stopped in West Palm Beach, vehicles was also stolen, arrest made by WPPD)

No listed vehicle returned to Lake Park's jurisdiction following the above incidents.

PERFORMANCE REVIEW

NOTABLE USES

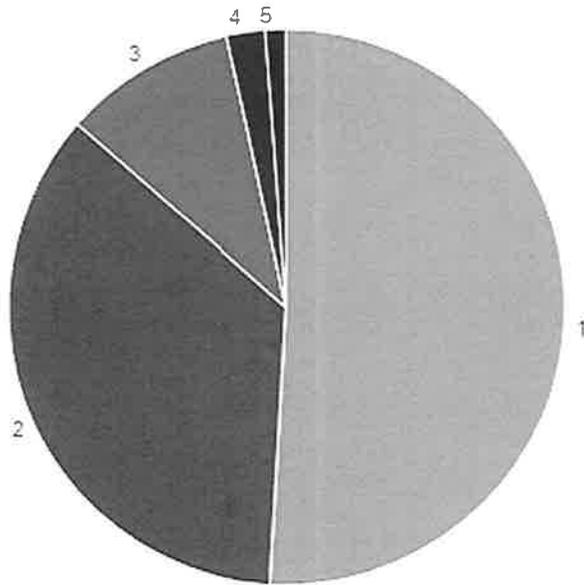
19085930 – Armed Business Robbery

LPR Technology identified the suspect vehicle of the case which lead to the arrest of the robbery suspect. Suspect was wanted in connection with 8 separate armed robberies.

19084450 – Motor Vehicle Theft

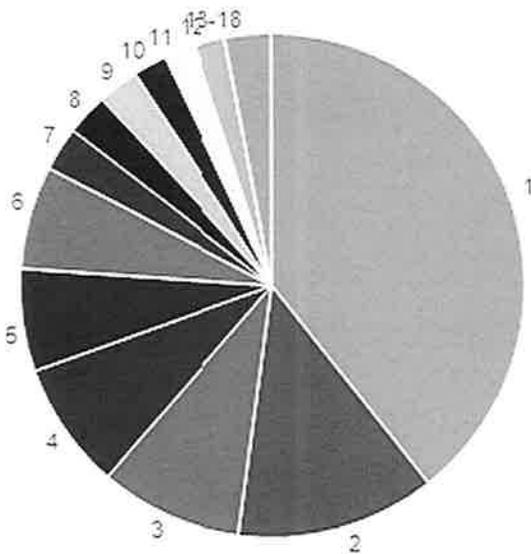
The system was used to identify Miami-Dade suspects and solve a motor vehicle theft from the Lake Park Marina.

ALERTS GENERATED FLORIDA CRIME INFORMATION CENTER



1 Stolen License Plates	866
2 Abandoned Vehicles	604
3 Stolen Vehicles	173
4 Wanted Person	38
5 Protection Order Subject	20

ALERTS GENERATED PALM BEACH COUNTY SHERIFF'S OFFICE



1 Intelligence Subject	294
2 Vehicle of Interest	95
3 Felony Vehicle	69
4 Felony Warrant	61
5 Law Enforcement Suspect	49
6 Suspect	49
7 Narcotics	21
8 Officer Safety	20
9 Stolen Vehicle	20
10 Battery Assault	16
11 Fugitive	15
12 Wanted person	15
13 Felony Theft	9
14 Burglary Investigation	5
15 Test Category	3
16 Homicide	2
17 Vehicle Burglary – Armed	2
18 Missing Person	1

60 DAY REVIEW – VEHICLE HITS

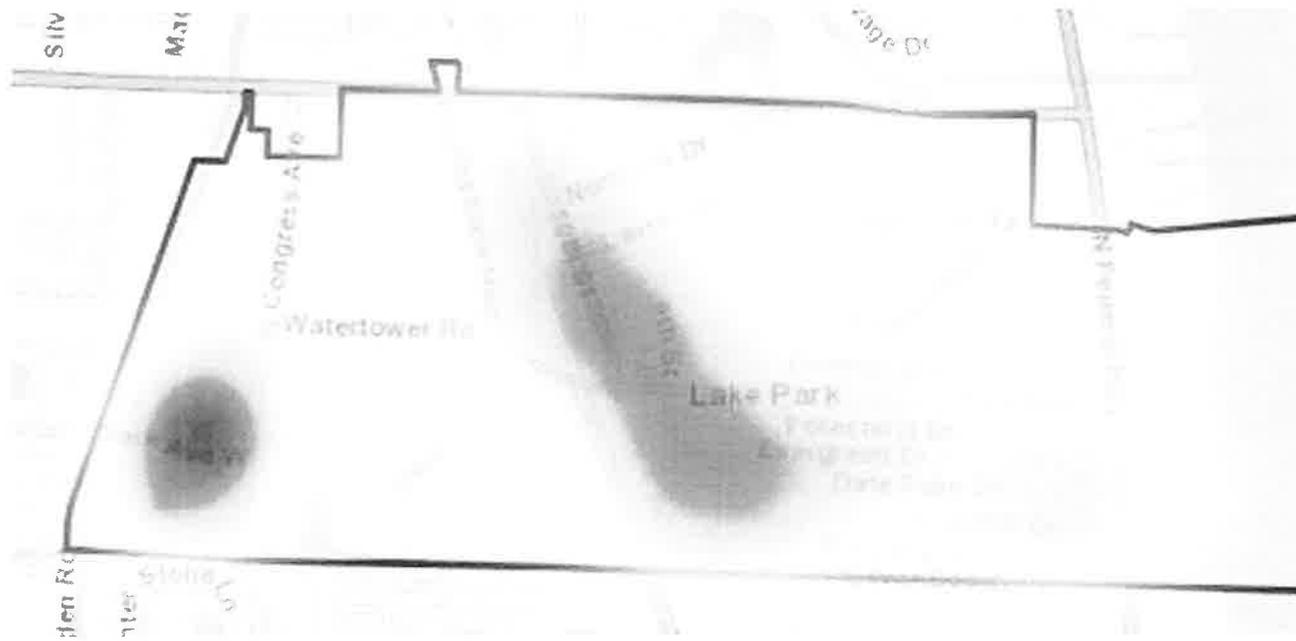


FUTURE OF PROGRAM

ADDITIONAL FIXED LOCATIONS WERE SELECTED BASED ON STATISTICAL CRIME DATA AND WITH THE ASSISTANCE OF LAKE PARK'S MOBILE LPR TRAILER WHICH WAS PREVIOUSLY DEPLOYED IN THESE AREAS TO MONITOR VEHICULAR TRAFFIC WITH THE HIGHEST BENEFITS BEING PROVIDED.

FUTURE OF PROGRAM

5 YEAR PROPERTY / VIOLENT CRIME MAP



Currently Serviced Locations
Proposed Expansion Locations

All locations are estimates to maintain effective investigative functions



THE SYSTEM

Current System Performance

7 Fixed Locations – 1 Mobile Trailer

Total of 17 LPR Cameras

Total Expanded System Performance

11 Fixed Locations – 1 Mobile Trailer

Total of 24 LPR Cameras

Proposed System Expansion Involves:

4 new fixed locations with 7 new cameras

3 current location upgrades (4 current cameras repurposed to the new locations for cost savings)

DATA GATHERED IN THIS PRESENTATION FROM:

- VIGILANT SOLUTIONS; LEARN PROGRAM
- PBSO; CRIME VIEW APPLICATION
- PBSO; REAL TIME CRIME CENTER
- PBSO; LOG ENTRY / CASE FILES

TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. *Tab 2*

Agenda Title: Proclamation Constitution Week.

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

Approved by Town Manager *JR Aguirre* Date: *8-23-19*

Vivian Mendez, MMC, Town Clerk

Name/Title

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Email from Susan Earle, Chair Constitution Week Committee Proclamation
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 VM. Please initial one.

Summary Explanation/Background: The Chair of the Constitution Week Committee Susan Ellen Earle has requested that the attached Proclamation be presented at this meeting. September 17-23, 2019 is Constitution week and the proclamation would be displayed among various locations.

Recommended Motion: I move to approve the Constitution Week proclamation

Mtg 9/4

Janet Perry

From: Janet Perry
Sent: Thursday, June 20, 2019 3:57 PM
To: Vivian Mendez; John D'Agostino
Cc: Shaquita Edwards
Subject: RE: Constitution Week: September 17-23 2019

The email I provided the Town Manager for his comments at last night's meeting came back with his Agenda book with his hand written note "Did not address tonight." I will provide the same to him for the July 3rd. meeting.

Janet Perry, A.P.C.

Assistant to the Town Manager
Office of the Town Manager
TOWN OF LAKE PARK
535 Park Avenue
Lake Park, FL 33403
561-881-3304
561-881-3314 (fax)
www.lakeparkflorida.gov

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

From: Vivian Mendez
Sent: Thursday, June 20, 2019 2:17 PM
To: Janet Perry <jperry@lakeparkflorida.gov>; John D'Agostino <jD'Agostino@lakeparkflorida.gov>
Cc: Shaquita Edwards <sedwards@lakeparkflorida.gov>
Subject: RE: Constitution Week: September 17-23 2019

Janet,

I don't recall this item being discussed at last night's Commission meeting. We will verify. Otherwise, can the Town Manager bring this up at the next Commission meeting (July 3rd)?

Sincerely,

Vivian Mendez, MMC
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403
561-881-3311
561-881-3314 (fax)
vmendez@lakeparkflorida.gov

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From: Janet Perry
Sent: Wednesday, June 19, 2019 11:41 AM
To: Vivian Mendez <vmendez@lakeparkflorida.gov>; John D'Agostino <JD'Agostino@lakeparkflorida.gov>
Cc: Shaquita Edwards <sedwards@lakeparkflorida.gov>
Subject: RE: Constitution Week: September 17-23 2019

I have printed this information for the Town Manager comments at tonight's meeting.

Janet Perry, A.P.C.

Assistant to the Town Manager
Office of the Town Manager

TOWN OF LAKE PARK

535 Park Avenue
Lake Park, FL 33403
561-881-3304
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From: Vivian Mendez
Sent: Wednesday, June 19, 2019 8:24 AM
To: John D'Agostino <JD'Agostino@lakeparkflorida.gov>; Janet Perry <jperry@lakeparkflorida.gov>
Cc: Shaquita Edwards <sedwards@lakeparkflorida.gov>
Subject: Fwd: Constitution Week: September 17-23 2019

Please let us know if this proclamation will be places on a future agenda.

Sent from Viv's iPhone

Begin forwarded message:

From: Susan Earle <susacita@hotmail.com>
Date: June 19, 2019 at 8:05:35 AM EDT
To: "townclerk@lakeparkflorida.gov" <townclerk@lakeparkflorida.gov>
Subject: Constitution Week: September 17-23 2019

Dear Town of Lake Park Commission:

I am requesting a Constitution Week Proclamation for the Week of September 17-23, 2019 from Mayor Michael O'Rourke. Enclosed is a sample Proclamation you may use or modify. If it is possible I like to be photographed with the Mayor and the Proclamation. In September I will be presenting various displays featuring the Preamble, United States Constitution, Declaration of Independence, Pledge of Allegiance, Flag Code and The American Creed. These displays are planned for libraries, community centers, churches, town halls and schools commemorating September 17-23 Constitution Week. Upon the approval of the Commission may the Proclamation be ready by August 1st ? Thank you for your time and consideration.

Sincerely,

Susan Ellen Earle

Chair Constitution Week Committee

susacita@hotmail.com

561-714-8971

**Proclamation
Proclaiming Constitution Week**

Whereas, September 17, 2019 marks the two hundred thirty-second anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is the privilege and duty of the American people to commemorate the anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities; and

Whereas, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through September 23, of each year, as Constitution Week.

Now Therefore, I , Michael O'Rourke, Mayor of the Town of Lake Park do hereby proclaim the week of September 17-23, 2019 as:

Constitution Week

And urge all citizens to study the Constitution, and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

IN WITNESS WHEREOF, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 4th day of September, 2019.

ATTEST:

By: _____
Mayor Michael O'Rourke

Town Clerk Vivian Mendez

Consent Agenda

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. *Tab 3*

Agenda Title: Commission Budget Meeting Minutes of August 21, 2019.

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

Approved by Town Manager *[Signature]* Date: *8-28-19*

[Signature]
Name/Title Shaquita Edwards, Deputy Town Clerk

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct.: <input type="checkbox"/> Finance _____	Attachments: - Minutes - Exhibit "A"
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 <i>S.E.</i> Please initial one.

Recommended Motion: To approve the Commission Budget Meeting Minutes of August 21, 2019.



Minutes
Town of Lake Park, Florida
Commission Budget Workshop Minutes
Wednesday, August 21, 2019, 7:45 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Commission Budget Workshop on Wednesday, August 21, 2019 at 7:45 p.m. Present were Mayor Michael O'Rourke, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, John Linden, Roger Michaud, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Commissioner Linden led the pledge of allegiance.

NEW BUSINESS

1. Commission Discussion of the Presented Preliminary Fiscal Year 2019/2020 Budget.

Town Manager D'Agostino began with review of the Town of Lake Park Annual Budget, General Fund & Revenue Expense Recap (see page 6 of Exhibit "A"). He reviewed previous and proposed general fund budgets. He explained that the Town of Lake Parks' Budget was balanced and there was no increase in millage rate of 5.374. He proceeded with the review of Exhibit "A". Mayor O'Rourke explained that the Commission had met with Town Manager D'Agostino in one-on-one sessions regarding the budget and that each Commissioner would provide comments.

Commissioner Linden explained that his questions were answered per his approximately three-and-a-half-hour one-on-one meeting. He thanked Town Manager D'Agostino.

Commissioner Michaud also explained that his budget meeting was very thorough. He thanked Town Manager D'Agostino, Assistant Town Manager/ Human Resources Director Bambi McKibbon-Turner, and Finance Director Lourdes Cariseo for their assistance. He explained that he did not have any further budget related questions.

Commissioner Flaherty explained that he did not have budget related questions. He explained that his meeting was very thorough and thanked Town of Lake Park staff.

Vice-Mayor Glas-Castro explained that all of her questions were answered during her one-on-one session. She expressed appreciation for the line-by-line budget format to highlight specific expenditures. She suggested the budget format provided transparency for residents.

Mayor O'Rourke explained that the proposed budget was a public record and available on the Town of Lake Park Website (www.lakeparkflorida.gov). He explained that the First Public Hearing on the Budget was scheduled for Thursday, September 5, 2019, 6:30 p.m., Town of Lake Park Commission Chamber.

Mayor O'Rourke explained that the proposed budget included a salary increase for the Town Commission. He explained that he believed the increase was inappropriate due to low compensation rates for Town of Lake Park employees. Vice-Mayor Glas-Castro disclosed that she was not in support of the salary increase for the Town Commission. She explained that she informed Town of Lake Park staff that she would prefer to provide the increase to Town of Lake Park Public Library or Recreation Department. Commissioner Linden explained that the last increase was approximately 10-12 years prior, and he was in support of the small increase.

Mayor O'Rourke asked for clarification of the proposed budgets for Public Works Grounds and Facilities. Town Manager D'Agostino reviewed pages 42-47 of Exhibit "A". He explained one-time expenditures, future projects, and personnel budgets. Public Works Director Richard Scherle explained that savings were projected because of the one-time capital items and Johnson Controls project. Mayor O'Rourke asked for clarification of the increase for the Special Events Department. Town Manager D'Agostino explained that Special Events and Parks & Recreation were combined. He explained that the increase was due to the implementation of after-school recreation programs.

Mayor O'Rourke asked Special Events Director Riunite Franks if she was in support of postponing the Town of Lake Park Sunset Celebrations for the duration of summer due to inclement weather. Special Events Director Franks agreed and explained that Sunset Celebration was cancelled April-July of 2018, and June-July of 2019. She explained expenditures associated with cancellation due to inclement weather. Discussion ensued, and per consensus, the Commission agreed to postpone monthly Sunset Celebrations for the months of June, July, and August. Special Events Director Franks explained that the departmental budget included the Back-to-School Extravaganza. Commissioner Michaud suggested the future implementation of a Town of Lake Park Cultural Festival.

Commissioner Linden referred to the previous discussion of Commission salary increase. He explained that he proposed the idea of a three-tiered Commission, whereas the hierarchy would reflect Mayor, Vice-Mayor, and Commissioners. He explained that he believed the Commissioners should accept a decrease in salary to provide an increase in salary for the Vice-Mayor. Vice-Mayor Glas-Castro expressed that she was not in support of a tiered Commission.

Mayor O'Rourke explained that all employees of the Town of Lake Park were underpaid according to the Towns' most recent job analysis. He specified that the salaries of Town Manager, and Assistant Town Manager/Human Resources Director were significantly low in comparison to similarly situated municipal governments. He explained that Bambi McKibbon-Turner served as the Assistant Town Manager and Human Resources Director, and proposed a salary increase for seven thousand dollars. Vice-Mayor Glas-Castro suggested further review of the job analysis prior to the approval of an increase. Commissioner Linden commented in support of the Vice-Mayor's suggestion. Town Manager D'Agostino explained the logistics of the job analysis as related to employee retention. Commissioner Linden explained that employees often remain in underpaid positions. He suggested that employees often leave the organization because of management style. He suggested the review of exit interviews, and asked if the Town of

Lake Park conducted exit interviews. Town Manager D'Agostino explained that the Human Resources Department conducted exit interviews. Vice-Mayor Glas-Castro referred to the difference in compensation of Town Hall employees versus Public Works employees. Mayor O'Rourke explained that Public Works employees were compensated in accordance with the Town of Lake Park Collective Bargaining Agreement (CBA). Town Manager D'Agostino explained that Public Works employees were the least compensated in all municipal organizations, due to skilled labor compensation rates as compared to positions that require specialized education. Commissioner Michaud commented that Public Works employees were the least compensated; however, they are skilled and educated. He explained that all employees were important. Discussion ensued regarding future increase in compensation for Public Works employees.

Mayor O'Rourke proposed an increase in salary of five thousand dollars for Town Manager D'Agostino. Town Manager D'Agostino explained that he did not wish to accept a salary increase. He explained that he preferred to receive his vacation time at the start of each fiscal year, and to have his time bank waived, so that he would not owe the Town vacation time. Mayor O'Rourke explained that the discussion regarding the aforementioned request would take place during the review of the Town Manager's contract in October 2019.

Discussion ensued regarding the Mayor's proposed increase in compensation for Assistant Town Manager/Human Resources Director Bambi McKibbon-Turner. Per consensus, the Commission agreed to continue the discussion upon receipt and review of additional information.

PUBLIC COMMENT:

Mary Taylor, Town Resident, expressed concerns regarding speeding on Park Avenue and suggested implementation of speedbumps. She explained that she appreciated tonight's discussion, and suggested the implementation of additional safety measures and precautions along Park Avenue as business expansion are expected to increase. Mayor O'Rourke thanked Ms. Taylor for her comments.

FUTURE AGENDA SUGGESTIONS: None

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D'Agostino had no comments.

Commissioner Linden had no comments.

Commissioner Michaud had no comments.

Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro had no comments.

Mayor O'Rourke had no comments.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Glas-Castro and seconded by Commissioner Michaud, and by unanimous vote, the meeting adjourned at 9:00 p.m.

Mayor Michael O'Rourke

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk Shaquita Edwards, MPA, CMC

Town Seal

Approved on this _____ of _____, 2019



TOWN OF LAKE PARK
PUBLIC COMMENT CARD

MEETING DATE: 8/21/2019

Cards must be submitted before the item is discussed!!
*****Three (3) minute limitation on all comments**

Name: Mary Taylor
Address: 209 Park Ave.

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:
Park Ave. Budget

I would like to make comments on the following Non-Agenda Item(s):
Park Ave.

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.

Exhibit "A"



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Budget Workshop
Wednesday, August 21, 2019,
Immediately Following the
Community Redevelopment Agency
Board Meeting
Lake Park Town Hall
535 Park Avenue

Michael O'Rourke	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
John Linden	—	Commissioner
Roger Michaud	—	Commissioner
<hr style="border-top: 1px dashed black;"/>		
John O. D'Agostino	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, MMC	—	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. NEW BUSINESS
 - 1. Commission Discussion of the Presented Preliminary Fiscal Year 2019/2020 Budget
- D. PUBLIC COMMENT:
This time is provided for audience members to address items related to the Fiscal Year 2019/2020 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, September 4, 2019.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 21, 2019 **Agenda Item No.**

Agenda Title: 2019/2020 Budget Meeting

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *J. D. Light* **Date:** 8-19-19
L. Cariseo 8/19/19
 Lourdes Cariseo, Finance Director
Name/Title

Originating Department: <p style="text-align: center;">FINANCE</p>	Costs: \$ -0- Funding Source: Acct. # <input checked="" type="checkbox"/> Finance Lcariseo	Attachments:
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 _____ Please initial one.

Summary Explanation/Background:

On July 12, 2019 the Commission held a budget meeting and established the "Current Year Proposed Operating Millage Rate" and set the date, time and place for the First Public Budget Hearing, which is September 5, 2019 at 6:30 pm in the Commission chambers.

Tonight we have the opportunity for additional public comment and for the Commission to further discuss the proposed Lake Park Fiscal Year 2019/20 Budget.

Recommended Motion:

No motion is required this evening.

TOWN OF LAKE PARK

PROPOSED BUDGET ALL FUNDS

FISCAL YEAR

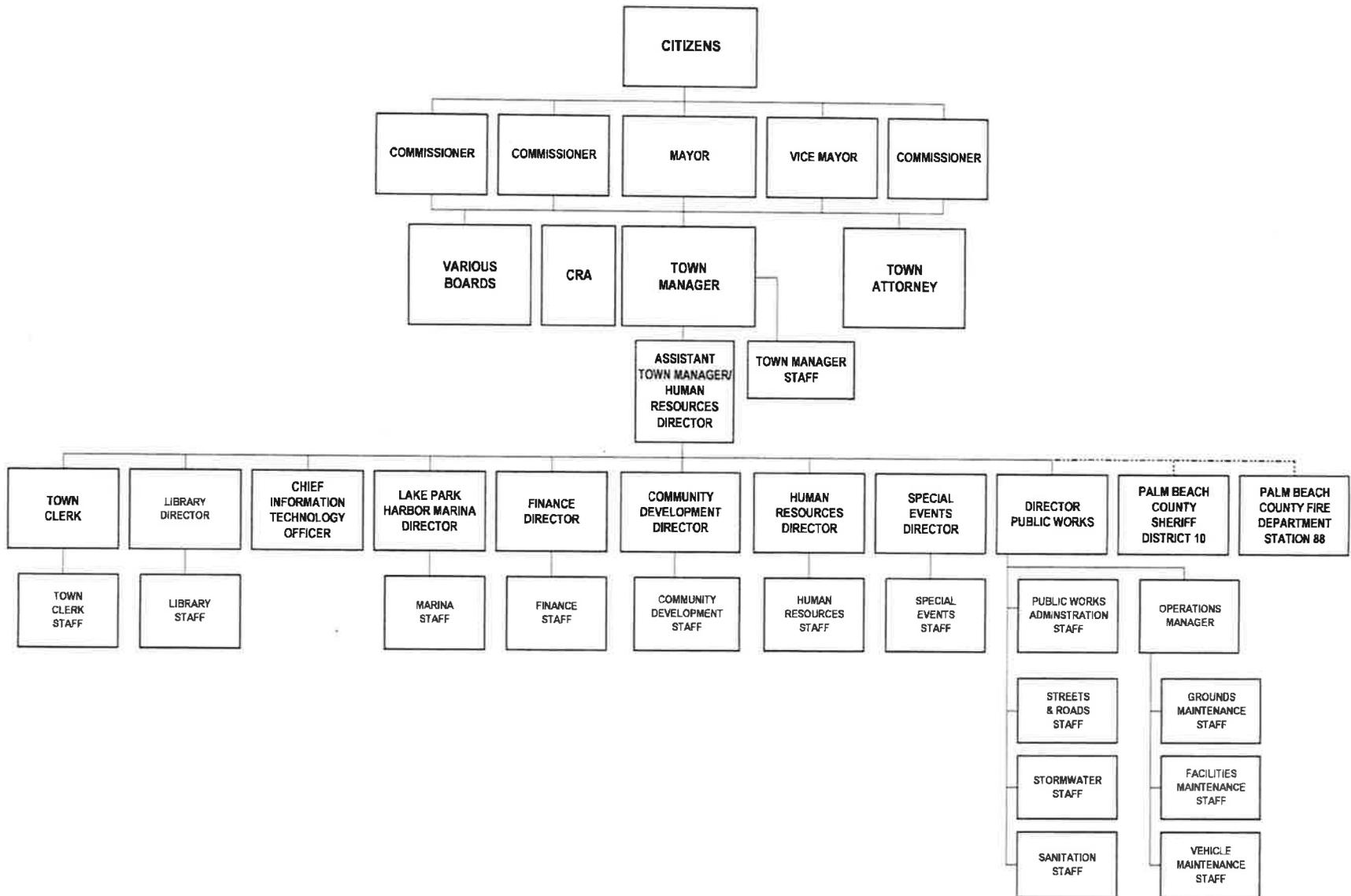
October 1, 2019 through September 30, 2020

DIRECTORY OF OFFICIALS TOWN COMMISSION

Michael O'Rourke.....	Mayor
Kimberly Glas-Castro.....	Vice Mayor
Erin Flaherty.....	Commissioner
Roger Michaud.....	Commissioner
John Linden.....	Commissioner

Town Manager:
John D'Agostino

Finance Director:
Lourdes Cariseo

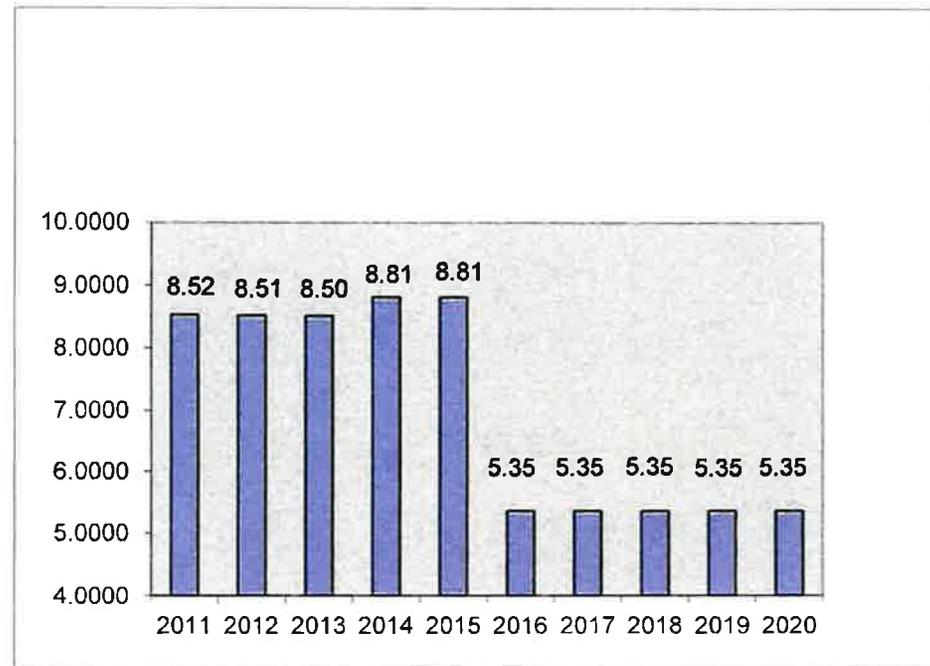


TOWN OF LAKE PARK
FISCAL YEAR 2019 - 2020
ANALYSIS OF OPERATING MILLAGE

FOR TEN YEAR PERIOD 2011 - 2020

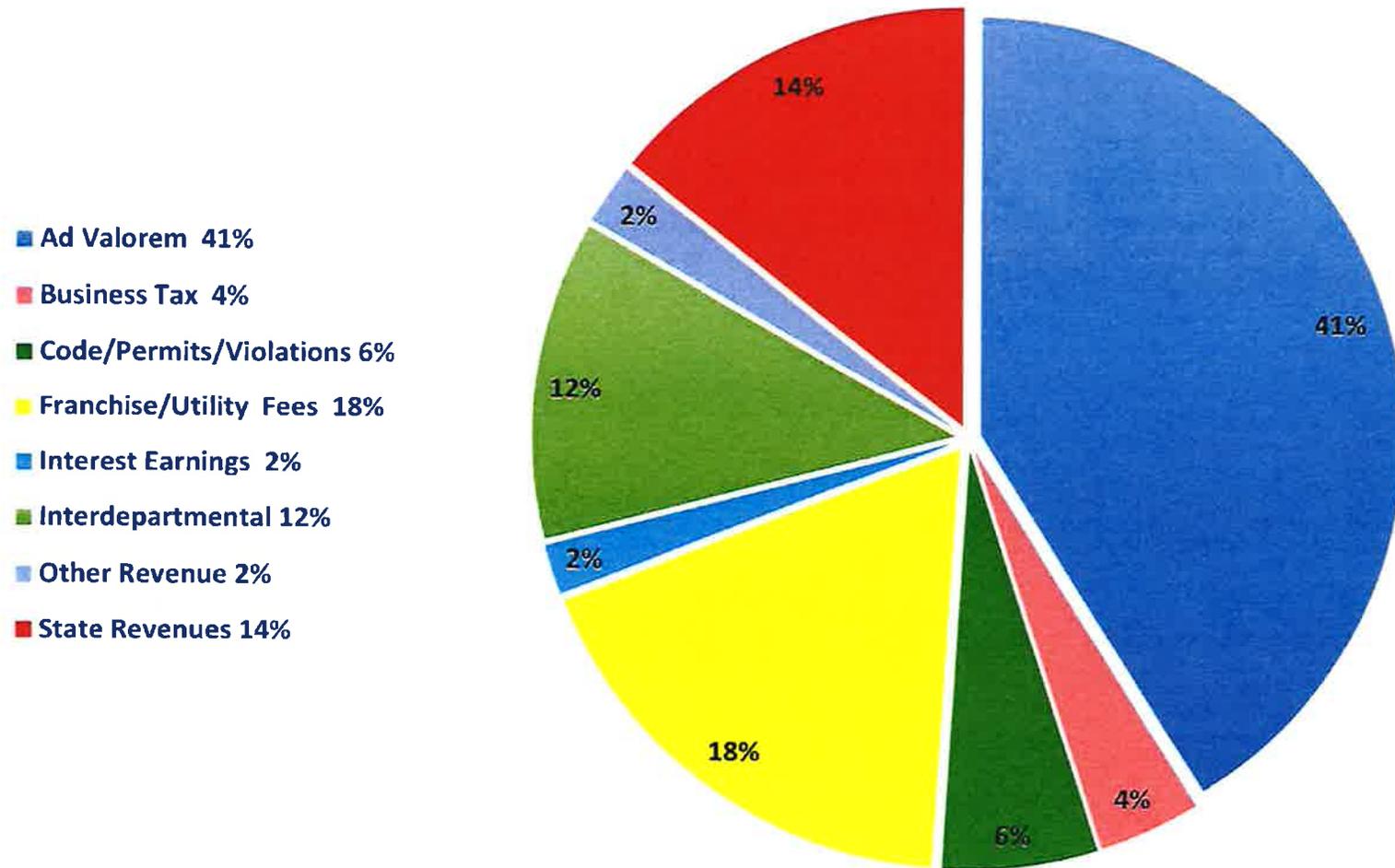
Fiscal Year	Oper. Millage	Inc./Dec. Over Prior Year	% Inc./Dec. Over Prior Year
2011	8.5163	0.0000	0.00%
2012	8.5083	(0.0080)	-0.09%
2013	8.5000	(0.0083)	-0.10%
2014	8.8055	0.3055	3.59%
2015	8.8055	0.0000	0.00%
2016	5.3474	(3.4581)	-39.27%
2017	5.3474	0.0000	0.00%
2018	5.3474	0.0000	0.00%
2019	5.3474	0.0000	0.00%
2020	5.3474	0.0000	0.00%

* 2016 is the first year of the Fire MSTU
 2016 PBC F/R Millage is 3.4581



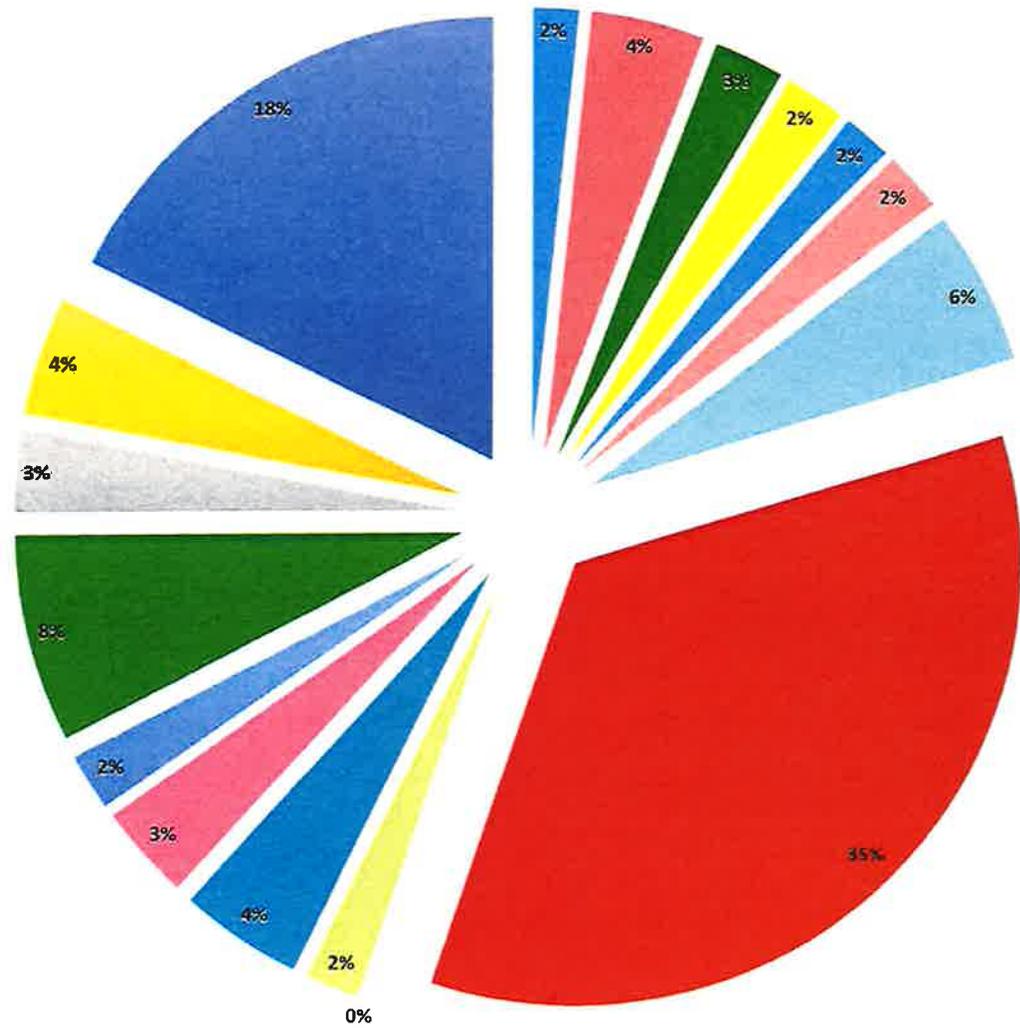
TOWN OF LAKE PARK - ANNUAL BUDGET							
GENERAL FUND REVENUE & EXPENSE RECAP							
FISCAL YEAR 2019-20							
FUND	001	FUNCTION					
		ACTIVITY					
GF Budget Summary			Actual Expenses 2017-18	Approved Budget 2017-2018	Current Budget 2018-19	Proposed Budget 2019-2020	Adopted Budget 2019-2020
001		Revenue	7,250,622	7,725,562	8,660,599	8,980,345	
100		Town Commission	83,217	99,008	135,984	149,384	-
104		Town Manager	217,935	281,231	359,701	368,462	-
105		Human Resources	182,226	175,298	216,213	228,686	-
106		Town Clerk	142,995	180,725	212,175	200,923	-
108		Town Attorney	152,294	121,000	161,184	161,000	-
110		Information Technology	213,399	176,210	267,955	200,735	-
150		Finance and Accounting	468,647	516,511	517,206	510,561	-
200		Law Enforcement	2,746,768	2,805,360	3,067,187	3,136,251	-
250		Emergency Management	-	1,000	5,519	1,000	-
400		Public Works Administration	207,236	203,692	161,248	181,156	-
406		Public Works - Grounds	370,083	413,113	413,169	402,198	-
408		Public Works - Facilities	334,824	367,901	383,560	312,974	-
410		Public Works - Vehicle Maintenance	99,818	121,849	181,046	190,000	-
500		Community Development	479,067	548,613	707,798	678,557	-
600		Special Events	99,593	194,259	238,553	275,906	
700		Library	243,929	285,818	385,625	389,917	
900		Non-Departmental	902,575	1,233,974	1,246,476	1,592,635	-
Total Expenses			6,944,606	7,725,562	8,660,599	8,980,345	-
Surplus (Deficit)			306,016	-	-	-	-

General Fund Revenue

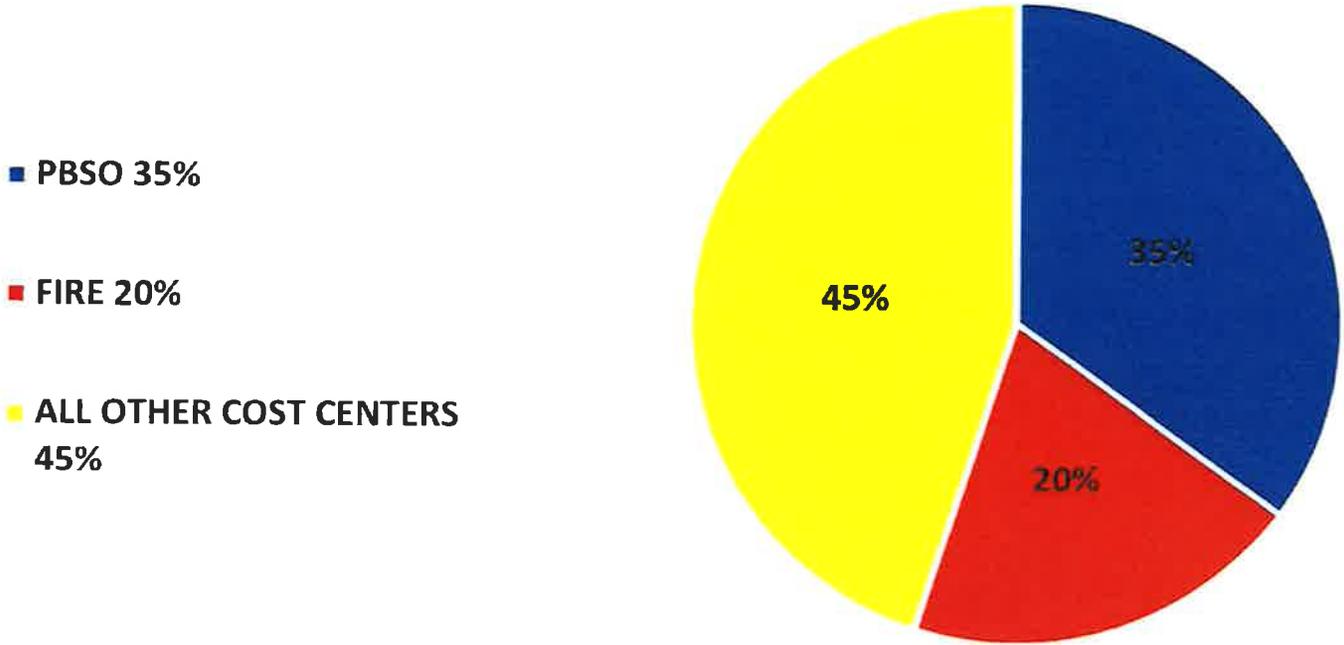


General Fund Expenditures

- Town Commission 2%
- Town Manager 4%
- Human Resources 2%
- Town Clerk 2%
- Town Attorney 2%
- Information Technology 2%
- Finance 6%
- Public Safety 35%
- Emergency Management < 1%
- Public Works Administration 2%
- Public Works Grounds 5%
- Public Works Facilities 3%
- Public Works Vehicle Maintenance 2%
- Community Development 8%
- Special Events 3%
- Library 4%
- Non-Departmental 18%



PUBLIC SAFETY AS A % of GENERAL FUND BUDGET



TOWN OF LAKE PARK

PROPOSED BUDGET

GENERAL FUND

FISCAL YEAR

October 1, 2019 through September 30, 2020

Itemized Budget Version For Year 2020 - 1 / Rev Accts / Accts Matching: 001*
 GENERAL FUND REVENUES

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-311.100	Ad Valorem Taxes	2,657,884.65	2,737,304.00	2,638,988.67	2,906,030.00	
001-311.110	Ad Valorem Taxes - CRA	571,727.00	647,102.00	647,102.00	783,106.00	
001-311.120	Delinquent Taxes	9,510.16	6,800.00	2,056.11	6,800.00	
001-314.100	Utility Tax - Electric	799,885.24	795,677.00	524,978.33	801,000.00	
001-314.300	Utility Tax - Water	182,935.27	180,000.00	125,279.24	180,000.00	
001-314.400	Utility Tax - Gas	43,160.19	47,609.00	33,813.70	47,609.00	
001-315.100	Communications Service Tax	278,915.49	285,000.00	204,088.96	285,000.00	
001-316.100	Business Tax Receipts	311,024.69	335,000.00	322,166.90	335,000.00	
001-316.110	Contractors Fees	3,175.00	4,200.00	250.00	0.00	
001-316.120	Bus Tax Zoning Confirmation Fee	17,880.00	13,000.00	37,325.00	29,000.00	
001-322.100	Building Permits w/Min. Surcharge	29,800.00	10,000.00	6,390.00	8,500.00	
001-322.101	Building Permits-250K-1M	129,502.11	50,000.00	44,443.63	150,000.00	
001-322.102	Building Permits-Over 1M	16,350.00	150,000.00	0.00	0.00	
001-322.110	Building Permits Other	177,702.19	40,000.00	44,430.87	40,000.00	
001-322.111	Administrative Fees-Bldg Permits	9,457.50	2,500.00	2,079.75	2,500.00	
001-322.115	Bldg Permit Appl-Zoning/PW Review	650.00	500.00	200.00	500.00	
001-322.500	Special Event Permit - Appl. Fee	1,475.00	1,000.00	1,950.00	1,500.00	
001-322.900	Cost Recovery	73,159.19	30,000.00	31,035.70	30,000.00	
001-323.100	Franchise Fees - Electric	568,673.74	578,000.00	308,951.85	578,000.00	
001-323.400	Franchise Fees - Gas	14,805.34	12,000.00	7,492.52	12,000.00	

Itemized Budget Version For Year 2020 - 1 / Rev Accts / Accts Matching: 001*
GENERAL FUND REVENUES

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-323.700	Franchise Fees - Solid Waste	48,757.76	36,000.00	41,210.86	42,000.00	
001-329.100	Alarm Permits	16,025.00	16,000.00	8,350.00	16,000.00	
001-329.110	Reinspect/Reinstmnt Fees	13,665.00	3,000.00	690.00	1,500.00	
001-329.152	Penalty-Bldg Permits	6,498.00	10,000.00	6,160.00	6,000.00	
001-329.153	Penalty - Surcharges	212.70	300.00	211.00	300.00	
001-329.200	Signage Permits	10,600.00	10,000.00	6,850.00	8,000.00	
001-329.204	BTR Inspections/Re-inspections	0.00	0.00	0.00	0.00	
001-329.214	All Other Inspections	440.00	100.00	0.00	100.00	
001-329.225	Rental Property Annual Inspections	0.00	0.00	0.00	0.00	
001-331.500	FEMA/State Hurricane Relief	0.00	0.00	102,213.97	0.00	
001-334.700	Grant - State Aid to Libraries	7,098.00	11,125.00	7,192.00	11,125.00	
001-334.710	State Grant - Technology	0.00	0.00	0.00	0.00	
001-334.725	Library Barcode Tech #17-LSTA-B-03	29,848.00	0.00	0.00	0.00	
001-335.100	SALE OF SCRAP MATERIAL	235.00	100.00	344.50	100.00	
001-335.120	State Revenue Sharing	259,391.49	264,912.00	171,116.87	265,744.00	
001-335.150	Alcoholic Beverage Licenses	9,279.44	8,744.00	9,951.36	10,000.00	
001-335.180	Half Cent Sales Tax	699,488.86	711,915.00	546,306.79	720,000.00	
001-335.190	Motor Fuel Tax Refund	4,453.59	5,500.00	3,233.09	5,500.00	
001-337.324	CDBG Grant 2018/2019	0.00	25,590.00	0.00	25,590.00	

Itemized Budget Version For Year 2020 - 1 / Rev Accts / Accts Matching: 001*
GENERAL FUND REVENUES

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-338.110	Business Tax - County	24,075.89	14,000.00	6,858.19	17,000.00	
001-341.110	Administrative Fee -CRA Fund	69,999.96	73,000.00	42,583.00	73,000.00	
001-341.401	Administrative Fee - Marina	60,000.00	62,000.00	36,167.00	62,000.00	
001-341.402	Administrative Fee - StormWater	60,000.00	62,000.00	36,167.00	62,000.00	
001-341.404	Admin Fee - Sanitation Fund	140,001.84	145,000.00	84,584.00	145,000.00	
001-341.500	Tax Search	26,140.37	21,000.00	25,600.00	25,000.00	
001-341.900	Copy Charges / Tax Searches	368.39	1,000.00	528.48	1,000.00	
001-341.905	Admin Cost - Public Records Request	181.61	300.00	897.70	400.00	
001-342.510	Plan Review Fees Code Sec 33-7	15,700.00	20,000.00	24,420.00	20,000.00	
001-342.520	Bank Registration Fees	750.00	1,000.00	300.00	450.00	
001-344.300	Advertising - Bus Shelters	2,632.50	2,610.00	2,475.00	2,610.00	
001-347.100	Library Copies	740.89	400.00	604.80	400.00	
001-347.200	Recreation - Summer Camp Fees	9,510.00	11,000.00	9,425.00	11,000.00	
001-347.210	Recreation - Miscellaneous	1,003.00	0.00	632.84	0.00	
001-347.220	Recreation - Tennis Program	9,016.00	9,600.00	9,304.00	9,600.00	
001-347.222	Tennis Program Maintenance Fee	0.00	0.00	0.00	5,000.00	
001-347.500	Recreation - Facilities Rental	8,095.00	10,000.00	5,545.00	10,000.00	
001-347.905	Recreation - Security	4,980.00	4,200.00	1,830.00	4,200.00	
001-347.916	Recreation Vendor Fees	1,080.00	1,400.00	1,570.00	1,000.00	
001-347.935	Recreation - Car Show	0.00	0.00	0.00	0.00	

Itemized Budget Version For Year 2020 - 1 / Rev Accts / Accts Matching: 001*
GENERAL FUND REVENUES

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-349.100	Service Charge - Dishonored Checks	485.00	500.00	300.00	500.00	
001-351.100	Fines & Forfeitures	24,526.38	21,000.00	22,446.21	32,000.00	
001-352.100	Fines - Library	832.25	1,000.00	570.45	1,000.00	
001-354.100	Fines - Code Violations	85,370.00	110,000.00	124,543.42	150,000.00	
001-354.105	Fines - Alarm Violations	3,150.00	5,200.00	3,424.99	5,200.00	
001-354.110	Code Violations - Admin Cost	13,557.85	13,000.00	15,703.51	13,000.00	
001-354.130	Fines-Parking Meter Violations	0.00	0.00	100.00	0.00	
001-354.135	Parking Violations - Code	8,060.00	6,000.00	3,800.00	3,500.00	
001-354.210	Code Violations - CIB Fund	17,555.00	16,000.00	31,135.86	15,000.00	
001-361.100	Interest Earnings	42,649.16	41,712.00	90,271.84	140,000.00	
001-361.110	Interest Earnings - Tax Collector	275.73	0.00	629.40	1,000.00	
001-361.120	Sales Tax Commissions	17.00	0.00	9.00	0.00	
001-361.130	Interest on Assessments	1,300.31	2,000.00	82,625.80	30,000.00	
001-361.200	Filing Fees	0.00	0.00	594.25	0.00	
001-362.100	Rent - P.B.C. Sheriff	120.00	120.00	110.00	120.00	
001-362.121	RENT - CELL TOWER	38,682.54	39,842.00	39,843.01	39,842.00	
001-362.200	Rent - Dunkin Donuts Lot	9,389.16	10,217.00	9,209.07	10,217.00	
001-364.100	Sale of Surplus Property	12,065.00	0.00	0.00	0.00	
001-365.100	Sale of Scrap Material	251.20	0.00	0.00	0.00	

Itemized Budget Version For Year 2020 - 1 / Rev Accts / Accts Matching: 001*
 GENERAL FUND REVENUES

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-366.150	Donations - Summer Camp	0.00	0.00	2,750.00	0.00	
001-366.713	Grant - FMIT Safety	2,692.00	4,000.00	2,956.40	4,000.00	
001-369.100	Miscellaneous Revenue	26,857.36	1,000.00	19,233.06	1,000.00	
001-369.120	Emergency Reimbursements	10,265.60	1,000.00	0.00	1,000.00	
001-369.130	Seacoast Util. Brd Adv Compensation	4,200.00	3,900.00	3,600.00	3,900.00	
001-369.200	Cash Over/Short	4.73-	0.00	25.29	0.00	
001-369.320	Reimbursement - PBSO Fuel	5,572.29	7,000.00	2,070.39	7,000.00	
001-38-000-9000	BALANCE BROUGHT FORWAR	0.00	0.00	0.00	0.00	
001-380.402	Reimbursement - Stormwater Maint	32,446.00	32,448.00	0.00	32,446.00	
001-381.110	Transfer from CRA Fund - ILA 2008	169,182.96	169,183.00	0.00	169,183.00	
001-381.130	Transfer from CRA Fund - ILA 2009	36,527.04	91,321.00	0.00	91,321.00	
001-381.190	Transfer Streets and Roads	90,000.00	93,500.00	0.00	93,500.00	
001-381.401	Transfer from Marina	9,999.96	15,000.00	0.00	25,000.00	
001-381.402	Transfer from Stormwater	50,000.04	60,000.00	0.00	92,450.00	
001-381.404	Transfer from Sanitation	249,999.96	250,000.00	0.00	260,000.00	
001-388.100	Sale of Gnl Capital Assets	0.00	0.00	49,749.00	0.00	
	** TOTALS **	8,383,970.13	8,462,431.00	6,682,046.63	8,980,345.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-511-100*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-511-100-11000	Executive Salaries	47,534.76	47,540.00	40,642.40	71,308.00	
	10 Salary of the Mayor				15,000.00	
	20 Commissioner's Salary				56,308.00	
001-51-511-100-21000	FICA	3,636.42	3,637.00	3,122.90	5,455.00	
001-51-511-100-24000	Worker's Compensation Insurance	123.03	132.00	100.65	132.00	
001-51-511-100-34000	Contractual Services	24,500.00	60,500.00	34,533.75	50,514.00	
	10 Website Development				8,514.00	
	20 Lobbyist Services				42,000.00	
001-51-511-100-40000	Travel & Training	12,155.72	10,000.00	12,917.86	10,000.00	
	10 Florida League of Cities Conference				6,100.00	
	20 Florida League of Cities Action Days				670.00	
	30 Governor's Hurricane Conference				375.00	
	40 Homeless Coalition				375.00	
	50 Palm Beach County Days				1,045.00	
	60 Palm Beach North Chamber of Commerce Valor Awards				300.00	
	70 Palm Beach North Chamber of Commerce Business Before Hours				360.00	
	80 Safe Streets Summit				0.00	
	90 Institute for Elected Officials				0.00	
	100 Florida League of Cities Legislative Action Conference(s)				0.00	
	110 Business Development Board Gala				400.00	
	120 Palm Beach County Annual Installation Banquet				375.00	
001-51-511-100-41100	Telephone	1,555.40	1,400.00	1,154.82	1,400.00	
001-51-511-100-41200	Postage & Shipping	30.64	100.00	60.16	100.00	
001-51-511-100-47000	Printing	167.13	2,000.00	259.43	1,000.00	
001-51-511-100-48000	Promotional Activity	1,370.91	1,200.00	2,475.26	1,200.00	
001-51-511-100-49400	Uniforms & Clothing	311.94	500.00	0.00	500.00	
001-51-511-100-51000	Office Supplies	33.25	200.00	0.00	200.00	
001-51-511-100-54200	Memberships, Dues, & Subscriptions	8,214.00	7,575.00	13,581.51	7,575.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-511-100*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	10 FL. League of Cities				1,091.00	
	20 FL League of Mayors				350.00	
	30 National League of Cities				1,151.00	
	40 Palm Beach North Chamber of Commerce				710.00	
	50 Palm Beach County League of Cities				4,273.00	
001-51-511-100-62200	Small Tools & Others	0.00	0.00	0.00	0.00	
001-51-511-100-64100	Machinery & Equipment	0.00	0.00	0.00	0.00	
	** TOTALS **	99,633.20	134,784.00	108,848.74	149,384.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-512-104*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-512-104-11000	Executive Salaries	120,515.20	126,547.00	108,157.18	126,547.00	
001-51-512-104-12000	Regular Salaries	123,091.24	133,744.00	98,590.38	124,072.00	
	10 Assistant to the Town Manager				49,067.00	
	20 Grants Writer				75,005.00	
001-51-512-104-14000	Overtime Salaries	238.14	500.00	1,047.07	800.00	
001-51-512-104-15000	Special Pay	6,480.00	7,440.00	5,000.00	6,720.00	
	10 TM Car Allowance				6,000.00	
	20 Grant Writer Phone Allowance				720.00	
001-51-512-104-19900	Wages Reclassified	66,720.00-	70,359.00-	64,539.35-	71,754.00-	
001-51-512-104-21000	FICA	17,950.26	19,951.00	14,848.15	19,742.00	
	10 TM Salary 126,547+6,000+720=.133267*.0765				10,195.00	
	20 Grants Writer 75005.+720*.0765=5793.				5,793.00	
	30 Assc to TM 49067..*.0765=3754.				3,754.00	
001-51-512-104-22000	Retirement	16,550.85	16,193.00	14,380.98	22,014.00	
	10 Pension Town Manager				12,655.00	
	20 Pension for Assistant to the Town Manager				3,680.00	
	30 Pension for Grants Writer				5,679.00	
001-51-512-104-22100	Town Retirement Matching	2,666.22	2,359.00	2,158.37	4,329.00	
	20 Assistant to the Town Manager Pension				2,454.00	
	30 Grant Writer Pension				1,875.00	
001-51-512-104-23100	Health Insurance	34,728.16	39,504.00	38,230.34	50,750.00	
	10 Town Manager Medical Coverage Family Plan				17,868.00	
	20 Assistant to the Town Manager				15,014.00	
	30 Grants Writer				17,868.00	
001-51-512-104-23200	Insurance - Dental	1,083.24	1,182.00	984.60	1,182.00	
	10 Town Manager				394.00	
	20 Assistant to the Town Manager				394.00	
	30 Grants Writer				394.00	
001-51-512-104-23300	Insurance - Life	978.96	1,121.00	867.26	1,121.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-512-104*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	10 Town Manager				732.00	
	20 Assistant to the Town Manager				139.00	
	30 Grants Writer				250.00	
001-51-512-104-23400	Insurance - Vision	148.92	159.00	131.85	159.00	
	10 Town Manager				53.00	
	20 Assistant to the Town Manager				53.00	
	30 Grants Writer				53.00	
001-51-512-104-23500	Disability	1,757.76	2,360.00	1,683.99	2,360.00	
	10 Town Manager				1,147.00	
	20 Assistant to the Town Manager				436.00	
	30 Grants Writer				777.00	
001-51-512-104-24000	Worker's Compensation Insurance	279.61	300.00	228.74	300.00	
001-51-512-104-31000	Professional Services	29,123.00	12,000.00	13,834.65	36,000.00	
	10 MY PC Lake Park Publicity Proposal				24,000.00	
	20 Monthly Newsletter to Residents				12,000.00	
001-51-512-104-34000	Contractual Services	5,056.00	0.00	88.88	0.00	
001-51-512-104-40000	Travel & Training	8,946.59	6,700.00	13,510.93	6,700.00	
	10 FCCMA Annual Conference				1,390.00	
	20 FCCMA Winter Conference				0.00	
	30 Florida League of Cities Annual Conference				790.00	
	40 Florida League of Cities Legislative Action Days				1,200.00	
	50 Florida League of Cities Annual Conference				0.00	
	60 Florida Redevelopment Association Annual Conference				0.00	
	70 Governor's Hurricane Conference Staff Attendance.				540.00	
	80 Grants Conference				0.00	
	90 Palm Beach County Days				0.00	
	100 Palm Beach County GALA				0.00	
	110 Safe Streets Summit				700.00	
	120 Palm Beach North Chamber of Commerce				360.00	
	130 Palm Beach North Chamber of Commerce Leadership Awards				200.00	
	140 Palm Beach County District Luncheon				240.00	
	150 Business Development Board Event				800.00	
	160 Hurricane Conference				480.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-512-104*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-512-104-41100	Telephone	5,524.12	5,000.00	3,257.47	5,000.00	
001-51-512-104-41200	Postage & Shipping	271.02	100.00	53.88	100.00	
001-51-512-104-47000	Printing	56.00	300.00	223.12	300.00	
001-51-512-104-48000	Promotional Activity	10,614.29	7,400.00	7,805.00	7,400.00	
001-51-512-104-48001	TOWN OF LAKE PARK GRANTS	5,388.11	20,000.00	20,000.00	20,000.00	
001-51-512-104-49400	Uniforms & Clothing	207.96	300.00	149.96	300.00	
001-51-512-104-51000	Office Supplies	383.09	200.00	356.93	200.00	
001-51-512-104-52000	Operating Supplies	199.99	150.00	0.00	150.00	
001-51-512-104-54200	Memberships, Dues, & Subscription	4,244.00	4,135.00	5,487.45	3,970.00	
	10 ICMA Membership Dues				1,000.00	
	20 BDB Membership				2,000.00	
	30 FCCMA Florida County City Manager's Association				380.00	
	40 Palm Beach County Affordable Housing Collaborative				50.00	
	50 Palm Beach County City Manager's Association				40.00	
	60 Police Athletic Association				500.00	
	** TOTALS **	329,762.73	337,286.00	286,537.83	368,462.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-512-105*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-512-105-11000	Executive Salaries 10 Assistant Town Manager/Human Resources Dir.	87,318.84	76,960.00	72,917.33	90,080.00 90,080.00	
001-51-512-105-12000	Regular Salaries 10 Assistant to the HR Director	43,359.36	42,786.00	37,612.43	44,533.00 44,533.00	
001-51-512-105-14000	Overtime Salaries 10 Overtime for Assistant to HR Director	121.03	100.00	94.46	100.00 100.00	
001-51-512-105-15000	Special Pay 10 Special Pay - Employee of the Year 20 Phone Allowance for Asst. TM/HR Director	1,220.00	1,220.00	600.00	1,220.00 500.00 720.00	
001-51-512-105-19900	Wages Reclassified 10 Wages Reclassified - Asst. to HR Director 20 Wages Reclassified - Asst. TM/HR Director	19,040.00-	19,719.00-	19,718.18-	20,647.00- 5,939.00- 14,708.00-	
001-51-512-105-21000	FICA 10 Assistant TM/HR Director 20 Assistant to the HR Director	9,417.58	9,262.00	7,950.56	10,232.00 6,892.00 3,340.00	
001-51-512-105-22000	Retirement 10 Assistant TM/HR Director 20 Assistant to the HR Director	9,284.12	8,981.00	8,068.88	9,344.00 6,005.00 3,339.00	
001-51-512-105-22100	Town Retirement Matching 10 Assistant TM/HR Director 20 Assistant to the HR Director	5,639.64	5,452.00	5,059.87	5,674.00 4,004.00 1,670.00	
001-51-512-105-23100	Health Insurance 10 Assistant TM/HR Director 20 Assistant to the HR Director	17,613.60	19,222.00	17,621.34	21,144.00 10,572.00 10,572.00	
001-51-512-105-23200	Insurance - Dental 10 Assistant TM/HR Director 20 Assistant to HR Director	764.64	788.00	722.04	788.00 394.00 394.00	
001-51-512-105-23300	Insurance - Life 10 Assistant TM/HR Director	156.72	373.00	143.66	373.00 250.00	

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 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	20 Assistant to the HR Director				123.00	
001-51-512-105-23400	Insurance - Vision	96.36	106.00	96.36	106.00	
	10 Assistant TM/HR Director				53.00	
	20 Assistant to HR Director				53.00	
001-51-512-105-23500	Disability	1,061.28	1,090.00	972.84	1,090.00	
	10 Assistant TM/HR Director				711.00	
	20 Assistant to the HR Director				379.00	
001-51-512-105-24000	Worker's Compensation Insurance	145.40	156.00	118.95	156.00	
	10 Worker's Compensation Insurance				156.00	
001-51-512-105-31000	Professional Services	5,566.27	5,000.00	13,805.70	13,000.00	
	20 SentryLink Nat'l Criminal Background Checks				5,000.00	
	40 National Student Clearing House Ed. Credentialing				1,000.00	
	50 FDLE State Criminal Background Checks				5,000.00	
	60 JAG Enterprises (Benefits Workshop COBRA and FSA Admin.)				2,000.00	
001-51-512-105-34000	Contractual Services	3,589.36	5,000.00	3,496.00	5,112.00	
	10 Ctr for Family Services EAP Program				2,312.00	
	30 Jupiter Med Ctr Urgent Care (physicals & drug screens)				2,800.00	
001-51-512-105-40000	Travel & Training	105.26	1,000.00	1,416.24	1,000.00	
	10 Governor's Hurricane Conference				285.00	
	20 PBC League of Cities Gala				75.00	
	30 Florida League of Cities Annual Conference				640.00	
001-51-512-105-40100	TUITION REIMBURSEMENT - GF	13,929.60	15,000.00	16,304.91	16,979.00	
	10 Anders Viane				6,654.00	
	20 Brittany Freeman				10,000.00	
	30 Richard Scherle - HR Dept/GF Percentage				325.00	
001-51-512-105-41100	Telephone	282.67	300.00	202.97	300.00	
	10 Telephone and fax line for HR Dept				300.00	
001-51-512-105-41200	Postage & Shipping	465.13	700.00	230.79	700.00	
	10 Postage & Shipping				700.00	

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 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-512-105-44200	Equipment Leases	1,537.44	1,537.00	1,537.44	1,537.00	
	10 Equipment Leases for HR Dept. Canon Copier				1,537.00	
001-51-512-105-47000	Printing	154.97	200.00	69.40	400.00	
	10 Printing				400.00	
001-51-512-105-47100	Photocopying	2,826.21	2,000.00	1,804.65	2,000.00	
	10 Photocopying				2,000.00	
001-51-512-105-48100	Advertising	30,519.40	17,500.00	22,307.00	20,000.00	
	10 Advertising - External Job Postings				20,000.00	
001-51-512-105-49400	Uniforms & Clothing	200.00	200.00	0.00	200.00	
	10 Uniforms & Clothing				200.00	
001-51-512-105-51000	Office Supplies	1,563.69	1,500.00	1,243.70	1,500.00	
	10 Office Supplies				1,500.00	
001-51-512-105-54200	Memberships, Dues, & Subscriptions	1,703.58	1,652.00	1,715.92	1,765.00	
	10 ICMA Membership				650.00	
	20 SHRM Membership for HR Director				190.00	
	30 SHRM Membership for Asst. to HR Director				190.00	
	40 PBCCMA Membership for HR Director				40.00	
	50 Business and Legal Reports Subscription				695.00	
	** TOTALS **	219,602.15	198,366.00	196,395.26	228,686.00	

Town of Lake Park
 Print Itemized Budgets

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 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-512-106-11000	Executive Salaries	68,552.18	69,202.00	66,023.47	72,030.00	
	10 Town Clerk				72,030.00	
001-51-512-106-12000	Regular Salaries	45,098.85	44,054.00	39,269.59	45,822.00	
	10 Deputy Town Clerk				45,822.00	
001-51-512-106-13000	Other & Part Time Salaries	0.00	0.00	0.00	0.00	
001-51-512-106-14000	Overtime Salaries	673.13	1,000.00	404.48	1,000.00	
	10 Deputy Town Clerk				1,000.00	
001-51-512-106-15000	Special Pay	2,720.00	720.00	600.00	720.00	
	10 Town Clerk				720.00	
001-51-512-106-19900	Wages Reclassified	7,101.00-	7,364.00-	7,363.92-	15,455.00-	
	10 Town Clerk				9,373.00-	
	20 Deputy Town Clerk				6,082.00-	
001-51-512-106-21000	FICA	8,547.45	8,796.00	7,820.16	9,147.00	
	10 Deputy Town Clerk				3,505.00	
	10 Town Clerk				5,565.00	
	20 Overtime Pay				77.00	
001-51-512-106-22000	Retirement	8,686.81	8,494.00	7,772.49	8,893.00	
	10 Town Clerk				5,456.00	
	20 Deputy Town Clerk				3,437.00	
001-51-512-106-22100	Town Retirement Matching	4,646.92	4,561.00	4,296.33	4,748.00	
	10 Town Clerk				3,602.00	
	20 Deputy Town Clerk				1,146.00	
001-51-512-106-23100	Health Insurance	21,312.48	23,261.00	21,321.85	25,587.00	
	10 Town Clerk				15,014.00	
	20 Deputy Town Clerk				10,573.00	
001-51-512-106-23200	Insurance - Dental	764.64	788.00	722.04	788.00	
	10 Town Clerk				394.00	
	20 Deputy Town Clerk				394.00	

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 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-512-106-23300	Insurance - Life	280.08	331.00	256.74	331.00	
	10 Town Clerk				202.00	
	20 Deputy Town Clerk				129.00	
001-51-512-106-23400	Insurance - Vision	113.88	106.00	96.36	106.00	
	10 Town Clerk				53.00	
	20 Deputy Town Clerk				53.00	
001-51-512-106-23500	Disability	1,060.80	1,043.00	972.40	1,043.00	
	10 Town Clerk				635.00	
	20 Deputy Town Clerk				408.00	
001-51-512-106-24000	Worker's Compensation Insurance	89.48	96.00	73.20	48.00	
	10 Town Clerk's Office				48.00	
001-51-512-106-31000	Professional Services	33,456.59	7,500.00	7,299.15	7,299.00	
	10 Laserfiche				7,299.00	
001-51-512-106-33000	Accounting, Audit & Elections	0.00	15,000.00	15,212.41	11,749.00	
	10 Qualifying ad for Mayoral Election				350.00	
	20 Sample ballot ad English				490.00	
	30 Sample Ballot in Spanish ad				980.00	
	40 Second qualifying ad				296.00	
	50 SOE Admin Fee				8,100.00	
	60 Printing of Ballots				563.00	
	70 Election equipment delivery				445.00	
	80 Election Assessment Fee				200.00	
	90 Pollworkers Breakfast & Lunch				225.00	
	100 St. John's Church Location Fee				100.00	
001-51-512-106-34000	Contractual Services	12,795.27	6,008.00	5,693.75	5,175.00	
	10 Municode Annual Admin Fee				275.00	
	20 Municode Hosting Fee				900.00	
	30 Supplement Fee for Codifying Ord				4,000.00	
001-51-512-106-40000	Travel & Training	2,337.72	3,400.00	3,154.67	2,612.00	
	10 FACC Fall Academy DTC				400.00	
	20 FACC Fall Academy Lodging				645.00	
	30 FACC Fall Academy DTC Meals				295.00	

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 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	40 FACC Registration Summer Academy for DTC & TC				800.00	
	50 FACC Summer DTC Meal				236.00	
	60 FACC Summer Academy TC Meals				236.00	
001-51-512-106-41100	Telephone	678.35	450.00	552.23	450.00	
	10 Telephone				450.00	
001-51-512-106-41200	Postage & Shipping	130.71	250.00	96.58	175.00	
	10 Postage & Shipping				175.00	
001-51-512-106-44200	Equipment Lease	2,884.97	3,352.00	3,147.24	5,388.00	
	30 Large Canon Copier/Scanner				2,277.00	
	40 Town Clerk Equipment Copier				3,111.00	
001-51-512-106-47000	Printing	44.91	400.00	59.42	913.00	
	10 Printing of Nameplates - Elected Official				159.00	
	30 Name Plate for Volunteers - Tree Board				175.00	
	40 Name Plates for Stormwater Committee				105.00	
	50 Business Card for Record Technician				70.00	
	60 Name plates for Volunteers - Town Boards				245.00	
	70 Name Plate for Records Technician				159.00	
001-51-512-106-47100	Photocopying	2,022.11	1,000.00	1,445.16	1,300.00	
	10 Town Clerk's Office				1,300.00	
001-51-512-106-48100	Advertising	9,123.37	8,000.00	5,287.28	9,200.00	
	10 Advertisement for Bids/RFP/RFQ Ordinances				9,200.00	
001-51-512-106-49300	Computer Software	0.00	0.00	0.00	0.00	
	10 Computer Software for RMT				0.00	
001-51-512-106-49400	Uniforms & Clothing	80.98	100.00	0.00	100.00	
	10 Monogram shirts for Clerks Office staff				100.00	
001-51-512-106-51000	Office Supplies	895.49	1,000.00	1,836.29	710.00	
	30 Misc Copier Supplies				560.00	
	40 Misc Office Supplies				150.00	
001-51-512-106-52100	Gasoline & Diesel Fuel	319.73	200.00	184.11	150.00	

Town of Lake Park
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 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	10 Gas for Town Clerk's use of Town vehicle				150.00	
001-51-512-106-54200	Memberships, Dues, & Subscriptions	549.00	884.00	1,119.00	894.00	
	10 Membership to Florida Association of City Clerks				400.00	
	30 Membership to International Institute of Municipal Clerks				280.00	
	40 Palm Beach County Municipal Clerk's Association for TC & DTC				70.00	
	50 Florida Records Management Association				75.00	
	70 National Notary Association Membership for TC				69.00	
	** TOTALS **	220,964.90	202,632.00	187,352.48	200,923.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-514-108*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-514-108-31100	Professional Svc - Town Attorney	242,239.42	160,000.00	126,279.80	160,000.00	
001-51-514-108-31101	Professional Svc - Other Legal	9,742.50	1,000.00	5,076.00	1,000.00	
001-51-514-108-31200	Professional Svc - Foreclosures	0.00	0.00	0.00	0.00	
001-51-514-108-34500	Insurance Settlements	0.00	0.00	0.00	0.00	
001-51-514-108-40000	Travel & Training	0.00	0.00	0.00	0.00	
001-51-514-108-99105	Cost Recovery	0.00	0.00	0.00	0.00	
001-51-514-108-99900	Emergency Reserve	0.00	0.00	0.00	0.00	
	** TOTALS **	251,981.92	161,000.00	131,355.80	161,000.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-512-110*
 AUGUSTY 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-512-110-11000	Executive Salaries	83,753.60	82,909.00	73,401.55	86,258.00	
001-51-512-110-15000	Special Pay	2,486.36	490.00	405.30	490.00	
001-51-512-110-21000	FICA	6,326.03	6,268.00	5,604.15	6,521.00	
001-51-512-110-22000	Retirement	6,468.00	6,218.00	5,418.59	6,469.00	
001-51-512-110-22100	Town Retirement Matching	4,312.04	4,145.00	3,690.38	4,313.00	
001-51-512-110-23100	Health Insurance	11,184.62	9,612.00	8,032.74	10,573.00	
001-51-512-110-23200	Insurance - Dental	382.32	394.00	361.02	394.00	
001-51-512-110-23300	Insurance - Life	150.60	247.00	89.76	247.00	
001-51-512-110-23400	Insurance - Vision	52.56	53.00	48.18	53.00	
001-51-512-110-23500	Disability	786.48	777.00	720.94	777.00	
001-51-512-110-24000	Worker's Compensation Insurance	22.37	24.00	18.30	24.00	
001-51-512-110-31000	Professional Services - Adm IT	10,319.10	12,000.00	16,656.67	12,000.00	
	10 KDT Consultant				12,000.00	See The Attached File
001-51-512-110-34000	Contractual Services	30,592.04	34,920.00	44,100.00	42,440.00	
	10 Telvue Channel 18 and Bulletin Board				2,400.00	
	20 EMPS Emails Protection Services (lakeparkflorida.gov)				2,880.00	
	30 CyberSecurity for Work Station Agent Monitoring System				2,880.00	
	40 Telvue Equipment Warranty				4,800.00	
	50 BDRS Disaster Recovery Services-TownHall-Marina-Public Works				4,680.00	
	60 Drop Box Annual Fee-All department Heads and Commission				6,000.00	
	70 Lambda Rail Internet from Palm Beach County				13,800.00	
	80 Web Hosting				4,000.00	Web Hosting
	90 Phish Threat				1,000.00	
001-51-512-110-40000	Travel & Training	1,550.51	1,500.00	773.54	1,500.00	
	20 FLGISA Annual Conference				800.00	
	30 FLGISA Winter Conference				700.00	

Town of Lake Park
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 AUGUSTY 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-512-110-41100	Telephone	6,503.57	2,300.00	5,467.17	4,500.00	
	10 Verteks new telephone system support				4,500.00	
001-51-512-110-41105	Telephone-DSL	1,917.18	4,200.00	1,459.50	4,200.00	
001-51-512-110-46100	Equipment Maintenance Contract	2,535.94	3,000.00	2,305.40	3,000.00	
001-51-512-110-49303	Software - Administration	7,055.68	8,500.00	6,537.80	8,500.00	
	10 Annual Software-Microsoft Office, Adobe Acrobat				2,500.00	
	20 Cisco Firewalls licenses (annual) for TR, Library and PW				1,600.00	
	40 Server Norton Software Renewal Licenses				600.00	
	50 Domain Annual Fees-Lakeparkflorida.gov and future lpfl.gov				800.00	
	60 Symantec Anti-Spyware/Anti-Virus Annual licenses for all				3,000.00	
001-51-512-110-49306	Software - Finance	4,635.00	4,915.00	5,077.00	5,000.00	
	10 Finance Software ADG Annual Support Fee				5,000.00	
001-51-512-110-51900	Computer Supplies & Parts	6,181.71	17,500.00	23,393.70	0.00	
	10 Replace old computers at Finance and CDD				0.00	
001-51-512-110-52000	Operating Supplies	2,626.31	4,000.00	599.53	2,222.00	
	10 Maintenance Items for server-Hard Disks Back up				2,222.00	
001-51-512-110-52200	Small Tools & Others	0.00	0.00	282.50	0.00	
001-51-512-110-54200	Memberships, Dues, & Subscriptions	960.00	1,000.00	1,235.00	1,275.00	
	10 FLGISA, FCCMA and ICMA Annual Dues				1,275.00	
001-51-512-110-64100	Machinery & Equipment	0.00	0.00	67,108.05	0.00	
001-51-512-110-64101	Hardware - Town Commission	0.00	0.00	0.00	0.00	
	10 Commission Dais Access computers for meeting				0.00	
001-51-512-110-64106	Hardware - Finance	0.00	0.00	0.00	0.00	
001-51-512-110-64110	Hardware - Library	0.00	0.00	0.00	0.00	
001-51-512-110-99901	Contingency	0.00	0.00	0.00	0.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-512-110*
AUGUSY 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
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** TOTALS **

190,802.02

204,972.00

272,787.17

200,756.00

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-513-150*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-513-150-11000	Executive Salaries	78,333.02	87,131.00	76,799.93	88,442.00	
	10 Finance Director				88,442.00	
001-51-513-150-12000	Regular Salaries	232,357.86	275,350.00	225,774.99	235,851.00	
	10 Chief Accountant				69,805.00	
	20 Accountant III				56,243.00	
	30 Accountant II				54,059.00	
	40 Accountant I				55,744.00	
001-51-513-150-14000	Overtime Salaries	24,643.95	6,000.00	1,788.30	3,000.00	
	10 Unexpected deadlines, temporary vacancies				3,000.00	
001-51-513-150-15000	Special Pay	2,160.00	2,220.00	2,600.00	1,720.00	
	10 Longevity - Merry Ann Russell				1,000.00	
	20 Director - Phone Stipend				720.00	
001-51-513-150-19900	Wages Reclassified	27,647.00-	36,841.00-	35,910.25-	39,211.00-	
	10 Finance Director 15% CRA				16,075.00-	
	20 Chief Accountant 10% Marina				8,697.00-	
	30 Accountant III 20% Sanitation				14,439.00-	
001-51-513-150-21000	FICA	24,578.61	28,692.00	21,679.90	25,171.00	
	10 Director (88,442 + 720) x .0765				6,821.00	
	20 Chief Acct (69,801. x .0765)				5,340.00	
	30 Acct III (56,243 x .0765)				4,303.00	
	40 Acct II 54,059 x .0765				4,136.00	
	50 Acct I (55,744+1,000) x .0765				4,341.00	
	60 Overtime Fica 3000.x.0765				230.00	
001-51-513-150-22000	Retirement	24,491.27	23,212.00	20,114.63	24,827.00	
	10 Director 88,442 +720.x .075				6,687.00	
	20 Chief Acct 69,805 x .075				5,236.00	
	30 Acct III 56,243 x .075				4,218.00	
	40 Acct II 54059x.075				4,055.00	
	50 Acct I 55,744 + 1000.X.075				4,256.00	
	60 Overtime				375.00	
001-51-513-150-22100	Town Retirement Matching	7,524.09	12,813.00	7,816.21	13,054.00	
	10 Finance Director 75% 3317				3,317.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-513-150*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	20 Chief Accountant 100% 3,490				3,490.00	
	30 Accountant I 100% 2,787				2,787.00	
	40 Accountant II 50% 1351				1,351.00	
	50 Accountant III 75% 2109				2,109.00	
001-51-513-150-23100	Health Insurance	44,933.88	58,729.00	44,654.11	60,160.00	
	10 Finance Director 10,573				10,573.00	
	20 Chief Accountant 10,573				10,573.00	
	30 Accountant I 17,868				17,868.00	
	40 Accountant II 10,573				10,573.00	
	50 Accountant III 10,573				10,573.00	
001-51-513-150-23150	Opt-Out Payment	394.00	4,356.00	1,970.00	0.00	
001-51-513-150-23200	Insurance - Dental	1,911.60	2,367.00	1,805.10	1,970.00	
	10 Finance Director 394				394.00	
	20 Chief Accountant 394				394.00	
	30 Accountant I 394				394.00	
	40 Accountant II 394				394.00	
	50 Accountant III 394				394.00	
001-51-513-150-23300	Insurance - Life	651.24	1,082.00	614.57	959.00	
	10 Finance Director 259				259.00	
	20 Chief Accountant 220				220.00	
	30 Accountant I 160				160.00	
	40 Accountant II 148				148.00	
	50 Accountant III 172				172.00	
001-51-513-150-23400	Insurance - Vision	262.80	318.00	254.04	265.00	
	10 Finance Director 53				53.00	
	20 Chief Accountant 53				53.00	
	30 Accountant I 53				53.00	
	40 Accountant II 53				53.00	
	50 Accountant III 53				53.00	
001-51-513-150-23500	Disability	2,610.96	3,403.00	2,480.28	3,014.00	
	10 Finance Director 815				815.00	
	20 Chief Accountant 692				692.00	
	30 Accountant I 502				502.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-513-150*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	40 Accountant II 465				465.00	
	50 Accountant III 540				540.00	
001-51-513-150-24000	Worker's Compensation Insurance	190.14	204.00	155.54	204.00	
	10 Workers Comp 204				204.00	
001-51-513-150-31000	Professional Services	664.65	5,000.00	577.50	3,000.00	
	10 ADG Modifications				3,000.00	
001-51-513-150-33000	Accounting & Auditing	43,424.00	55,000.00	17,994.00	36,300.00	
	10 Nolen Holt & Miner , CPA				36,300.00	
001-51-513-150-34000	Contractual Services	5,472.75	5,520.00	5,927.24	6,386.00	
	10 Dunbar Armored Inc.				5,845.00	
	20 Shred it USA				541.00	
001-51-513-150-40000	Travel & Training	4,288.65	3,000.00	8,203.67	3,000.00	
	10 Chief Acct FGFOA Conference 1000.				1,000.00	
	20 Accountant II FGFOA Conference 1000.				1,000.00	
	30 Accountant III FAFO Conference 1,500				1,000.00	
	40 Finance Director GFOA Conference 1,200				0.00	
	50 ADG Users Workshop (3x100)				0.00	
001-51-513-150-41100	Telephone	1,733.16	1,512.00	1,233.35	2,160.00	
	10 Monthly average 180 12x180=2,160				2,160.00	
001-51-513-150-41200	Postage & Shipping	5,212.63	4,650.00	3,361.53	5,600.00	
	10 Estimated at 5,600 annually				5,600.00	
001-51-513-150-44200	Equipment Leases	8,960.64	8,676.00	5,383.68	6,689.00	
	10 Canon Solutions America, Inc				2,232.00	
	20 Pitney Bowes Folding Machine				2,753.00	
	30 Neopost Postage Machine				1,704.00	
001-51-513-150-47000	Printing	2,732.50	2,600.00	2,812.49	2,100.00	
	10 Annual estimate				2,100.00	
001-51-513-150-47100	Photocopying	1,529.10	2,000.00	1,188.24	2,300.00	
	10 Photocopying/Budget Books				2,300.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-513-150*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-513-150-49000	Other Current Charges	0.00	435.00	0.00	450.00	
	10 CAFR Award				450.00	
001-51-513-150-49400	Uniforms & Clothing	77.98	0.00	0.00	250.00	
	10 Finance Staff - 1, each				250.00	
001-51-513-150-49600	Bank Charges / Admin Fees	9,601.86	11,000.00	6,911.15	11,000.00	
	10 Annual Banking Fees				11,000.00	
001-51-513-150-51000	Office Supplies	10,940.55	8,250.00	5,838.73	10,500.00	
	10 Includes paper, toner, machine tape, misc.				10,500.00	
001-51-513-150-54100	Books & Subscriptions	0.00	750.00	0.00	500.00	
	10 Books and subscriptions				500.00	
001-51-513-150-54200	Memberships, Dues, & Subscriptions	335.00	1,000.00	410.00	900.00	
	10 GFOA(2)\$200 FGFOA(4)\$300 FABTO \$40, Costco \$165 Misc \$195				900.00	
001-51-513-150-62100	Improvements - Building	0.00	0.00	0.00	0.00	
001-51-513-150-64100	Machinery & Equipment	0.00	0.00	0.00	0.00	
	** TOTALS **	512,369.89	578,429.00	432,438.93	510,561.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-52-521-200*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-52-521-200-34010	Contract PBC Sheriff	2,849,826.00	2,978,187.00	3,002,441.00	3,037,751.00	
001-52-521-200-41100	Telephone	2,622.34	2,000.00	3,334.94	2,000.00	
001-52-521-200-43000	Utilities	10,018.31	10,000.00	7,290.45	10,000.00	
001-52-521-200-43250	Garbage & Trash	982.77	2,000.00	947.92	2,000.00	
001-52-521-200-43500	SHOT SPOTTER-GUNSHOT DETECTION SYST	0.00	0.00	0.00	82,000.00	
	10 License Plate Reader				17,000.00	
	20 Shot Spotter Annual Operating				65,000.00	
001-52-521-200-52100	Gasoline & Diesel Fuel	4,818.45	5,000.00	1,503.97	2,500.00	
001-52-521-200-64102	JAG ARRA Eyes on Park Ave.	0.00	0.00	0.00	0.00	
	** TOTALS **	2,858,267.87	2,997,187.00	3,015,518.18	3,136,251.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-52-525-250*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-52-525-250-34050	Other Contract Services - Debris	0.00	250.00	0.00	250.00	
001-52-525-250-34055	other contract Services - Tree Trm	0.00	250.00	0.00	250.00	
001-52-525-250-34060	Other Contract Services - Stw Pumps	0.00	250.00	0.00	250.00	
001-52-525-250-52000	Operating Supplies	0.00	250.00	4,769.36	250.00	
001-52-525-250-52200	Small Tools & Others	0.00	0.00	0.00	0.00	
001-52-525-250-62100	Improvements-Bldg	0.00	0.00	0.00	0.00	
001-52-525-250-63000	Improvement Other Than Building	0.00	0.00	0.00	0.00	
001-52-525-250-64100	Machinery & Equipment	0.00	0.00	0.00	0.00	
	** TOTALS **	0.00	1,000.00	4,769.36	1,000.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-53-530-400*
PUBLIC WORKS - ADMINISTRATION

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-53-530-400-11000	Executive Salaries	36,912.00	79,976.00	72,164.81	83,209.00	
	10 Public Works Director				83,209.00	
001-53-530-400-12000	Regular Salaries	48,646.24	86,861.00	46,943.60	165,152.00	
	10 Operations Manager				47,757.00	
	20 Administrative Assistant				38,199.00	
	30 Project Manager				79,206.00	
001-53-530-400-14000	Overtime Salaries	0.00	1,000.00	625.50	1,000.00	
	10 Overtime				1,000.00	
001-53-530-400-15000	Special Pay	1,260.00	2,660.00	1,280.00	2,160.00	
	10 Phone Allowance - PW Director				720.00	
	20 Phone Allowance - Operations Manager				720.00	
	30 Phone Allowance - Project Manager				720.00	
001-53-530-400-19900	Wages Reclassified	89,692.00-	104,409.00-	100,594.69-	160,041.00-	
001-53-530-400-21000	FICA	11,742.73	17,267.00	12,073.88	19,186.00	
	10 FICA - PW Director				6,421.00	
	20 FICA - Operations Manager				3,708.00	
	30 FICA - Administrative Assistant				2,998.00	
	40 FICA - Project Manager				6,059.00	
001-53-530-400-22000	Retirement	5,771.57	5,998.00	6,484.08	12,762.00	
	10 Retirement - PW Director				6,241.00	
	20 Retirement - Operations Manager				3,582.00	
	30 Retirement - Administrative Assistant				2,864.00	
	40 Retirement - Project Manager				0.00	
	50 Overtime Salaries				75.00	
001-53-530-400-22100	Town Retirement Matching	0.00	4,235.00	731.50	1,194.00	
	10 Retirement Match - Operations Manager				0.00	
	20 Retirement Match - Administrative Assistant				1,194.00	
001-53-530-400-23100	Health Insurance	9,540.70	28,836.00	17,621.34	31,719.00	
	10 Medical Insurance - PW Director				10,573.00	
	20 Medical Insurance - Administrative Assistant				10,573.00	
	30 Project Manager				10,573.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-53-530-400*
 PUBLIC WORKS - ADMINISTRATION

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-53-530-400-23150	Opt-Out Payment	0.00	0.00	3,152.00	4,728.00	
	10 Opt-Out Payment - Operations Manager				4,728.00	
001-53-530-400-23200	Insurance - Dental	414.18	1,182.00	984.60	1,576.00	
	10 Dental Insurance - PW Director				394.00	
	20 Dental Insurance - Operations Manager				394.00	
	30 Dental Insurance - Administrative Assistant				394.00	
	40 Dental Insurance - Project Manager				394.00	
001-53-530-400-23300	Insurance - Life	157.14	629.00	302.00	868.00	
	10 Life Insurance - PW Director				239.00	
	20 Life Insurance - Operations Manager				151.00	
	30 Life Insurance - Administrative Assistant				239.00	
	40 Life Insurance - Project Manager				239.00	
001-53-530-400-23400	Insurance - Vision	61.32	159.00	118.26	212.00	
	10 Vision Insurance - PW Director				53.00	
	20 Vision Insurance - Operations Manager				53.00	
	30 Vision Insurance - Administrative Assistant				53.00	
	40 Vision Insurance - Project Manager				53.00	
001-53-530-400-23500	Disability	508.87	1,697.00	1,123.31	2,446.00	
	10 Disability Insurance - PW Director				749.00	
	20 Disability Insurance - Operations Manager				474.00	
	30 Disability Insurance - Administrative Assistant				474.00	
	40 Disability Insurance - Project Manager				749.00	
001-53-530-400-24000	Worker's Compensation Insurance	391.46	420.00	320.24	420.00	
	10 Worker's Comp. - PW Director				105.00	
	20 Worker's Comp. - Operations Manager				105.00	
	30 Worker's Comp. - Administrative Assistant				105.00	
	40 Worker's Comp. - Project Manager				105.00	
001-53-530-400-34000	Contractual Services	0.00	700.00	10,244.32	1,065.00	
	2 Tax Appriser Fee				150.00	
	3 Shredding Services				200.00	
	10 Comcast Internet Service				715.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-53-530-400*
 PUBLIC WORKS - ADMINISTRATION

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-53-530-400-40000	Travel & Training	757.00	1,000.00	4,162.87	3,000.00	
	20 FCCMA Conference				1,000.00	
	30 ICMA Conference				1,000.00	
	40 FRA Conference				1,000.00	
001-53-530-400-41100	Telephone	5,100.54	2,200.00	3,136.05	2,400.00	
	10 Cell Phones, Office Phones & Fax Lines				2,400.00	
001-53-530-400-41200	Postage & Shipping	133.91	500.00	603.24	500.00	
	10 Postage for Contracts, Certified Mail and Plan Reviews				500.00	
001-53-530-400-44200	Equipment Leases	2,054.64	2,250.00	2,568.30	2,300.00	
	10 Photocopier - Toshiba				2,300.00	
001-53-530-400-46100	Equipment Maintenance Contract	787.40	0.00	590.55	800.00	
	10 ATT Equipment Maintenance				800.00	
001-53-530-400-47000	Printing	131.52	400.00	195.99	400.00	
	10 Copies of Site Plans and Project Documents				400.00	
001-53-530-400-47100	Photocopying	521.20	500.00	1,154.11	500.00	
	10 Copies on Leased Equipment				500.00	
001-53-530-400-49400	Uniforms & Clothing	397.38	250.00	293.94	250.00	
	10 Town Logo Office Wear				250.00	
001-53-530-400-51000	Office Supplies	1,159.34	1,000.00	1,021.41	1,100.00	
	10 Photocopy Paper and various office supplies				1,100.00	
001-53-530-400-52000	Operating Supplies	425.00	2,150.00	2,253.24	0.00	
	10 Replacement Computer Components				0.00	
001-53-530-400-52100	Gasoline & Diesel Fuel	782.41	1,000.00	982.80	1,100.00	
	10 Fuel for Administration Vehicles				1,100.00	
001-53-530-400-54200	Memberships, Dues, & Subscriptions	640.00	550.00	87.00	1,150.00	
	20 FCCMA Membership				450.00	
	30 APWA Membership				300.00	
	40 ICMA Membership (New)				400.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-53-530-400*
 PUBLIC WORKS - ADMINISTRATION

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
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** TOTALS **

38,604.55 139,011.00 90,624.25 181,156.00

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-572-406*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-57-572-406-12000	Regular Salaries	206,488.25	232,982.00	182,097.60	239,637.00	
	10 Grounds Maint. Foreman				51,875.00	
	20 Crew Leader				34,050.00	
	30 Maintenance Worker II				43,992.00	
	40 Maintenance Worker II				39,312.00	
	50 Irrigation Technician II				38,854.00	
	60 Maintenance Worker II				31,554.00	
001-57-572-406-14000	Overtime Salaries	235.19	400.00	0.00	400.00	
	10 Overtime				400.00	
001-57-572-406-15000	Special Pay	2,000.00	1,000.00	2,000.00	2,000.00	
	10 Longevity - Grounds Maint. Foreman				1,000.00	
	20 Longevity - Maintenance Worker II				1,000.00	
001-57-572-406-19900	Wages Reclassified	15,880.00-	16,648.00-	11,561.40-	17,488.00-	
001-57-572-406-21000	FICA	16,913.45	17,930.00	14,252.92	17,565.00	
	10 FICA - Grounds Maint. Foreman				4,045.00	
	20 FICA - Crew Leader				2,605.00	
	30 FICA - Maintenance Worker II				2,414.00	
	40 FICA - Maintenance Worker II				3,084.00	
	50 FICA - Irrigation Technician II				2,972.00	
	60 FICA - Maintenance Worker II				2,414.00	
	70 Overtime Salaries				31.00	
001-57-572-406-22000	Retirement	14,166.35	14,174.00	10,137.04	12,249.00	
	10 Retirement - Grounds Maint. Foreman				4,020.00	
	20 Retirement - Crew Leader				0.00	
	30 Retirement - Maintenance Worker II				0.00	
	40 Retirement - Maintenance Worker II				2,948.00	
	50 Retirement - Irrigation Technician II				2,914.00	
	60 Retirement - Maintenance Worker II				2,367.00	
001-57-572-406-22100	Town Retirement Matching	6,085.15	7,738.00	5,319.54	6,370.00	
	10 Retirement Match - Grounds Maint. Foreman				2,644.00	
	20 Retirement Match - Crew Leader				0.00	
	30 Retirement Match - Maintenance Worker II				0.00	
	40 Retirement Match-Maintenance Worker II				1,966.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-572-406*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	50 Retirement Match Irrigation Tech II				971.00	
	60 Town Match Maintenance Worker II				789.00	
001-57-572-406-23100	Health Insurance	60,817.31	64,380.00	40,849.47	63,438.00	
	10 Health Insurance - Grounds Maint. Foreman				10,573.00	
	20 Health Insurance - Crew Leader				10,573.00	
	30 Health Insurance - Maintenance Worker II				10,573.00	
	40 Health Insurance - Maintenance Worker II				10,573.00	
	50 Health Insurance - Irrigation Technician II				10,573.00	
	60 Health Insurance - Maintenance Worker II				10,573.00	
001-57-572-406-23200	Insurance - Dental	2,504.04	2,364.00	1,969.20	2,364.00	
	10 Dental Insurance - Grounds Maint. Foreman				394.00	
	20 Dental Insurance - Crew Leader				394.00	
	30 Dental Insurance - Maintenance Worker II				394.00	
	40 Dental Insurance - Maintenance Worker II				394.00	
	50 Dental Insurance - Irrigation Technician II				394.00	
	60 Dental Insurance - Maintenance Worker II				394.00	
001-57-572-406-23300	Insurance - Life	585.42	685.00	273.71	685.00	
	10 Life Insurance - Grounds Maintenance Foreman				144.00	
	20 Life Insurance - Crew Leader				96.00	
	30 Life Insurance - Maintenance Worker II				133.00	
	40 Life Insurance - Maintenance Worker II				111.00	
	50 Life Insurance - Irrigation Technician II				111.00	
	60 Life Insurance - Maintenance Worker II				90.00	
001-57-572-406-23400	Insurance - Vision	318.19	318.00	275.94	318.00	
	10 Vision Insurance - Grounds Maint. Foreman				53.00	
	20 Vision Insurance - Crew Leader				53.00	
	30 Vision Insurance - Maintenance Worker II				53.00	
	40 Vision Insurance - Maintenance Worker II				53.00	
	50 Vision Insurance - Irrigation Technician II				53.00	
	60 Vision Insurance - Maintenance Worker II				53.00	
001-57-572-406-23500	Disability	2,011.32	2,161.00	1,902.06	2,161.00	
	10 Disability Insurance - Grounds Maint. Foreman				455.00	
	20 Disability Insurance - Crew Leader				302.00	
	30 Disability Insurance - Maintenance Worker II				417.00	

Town of Lake Park
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 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	40 Disability Insurance - Maintenance Worker II				351.00	
	50 Disability Insurance - Irrigation Technician II				351.00	
	60 Disability Insurance - Maintenance Worker II				294.00	
001-57-572-406-24000	Worker's Compensation Insurance	3,098.13	3,324.00	2,534.47	3,324.00	
	10 Worker's Comp. - Grounds Maint. Foreman				554.00	
	20 Worker's Comp. - Crew Leader				554.00	
	30 Worker's Comp. - Maintenance Worker II				554.00	
	40 Worker's Comp. - Maintenance Worker II				554.00	
	50 Worker's Comp. - Irrigation Technician II				554.00	
	60 Worker's Comp. - Maintenance Worker II				554.00	
001-57-572-406-34000	Contractual Services	32,073.47	15,000.00	17,874.00	15,900.00	
	10 Fertilization of Parks & Town Bldgs. Grounds 2x/yr				6,000.00	
	20 Tennis Cts & Evergreen House Perimeter Pest/Fertilizer Serv.				1,200.00	
	30 Arborist/Tree Trimming Services for Flagler Blvd.				4,200.00	
	40 Temporary/Day Labor from Action Labor				4,500.00	
001-57-572-406-40000	Travel & Training	0.00	1,500.00	0.00	1,500.00	
	10 Fertilizer/Herbicide Applicator Cert. & Arborist Training				1,500.00	
001-57-572-406-41100	Telephone	1,467.09	1,440.00	1,277.39	1,500.00	
	10 Cell Phones w/Walkie Talkies for Foreman & Crew Leader				1,500.00	
001-57-572-406-43000	Utilities	12,577.98	13,500.00	8,401.34	12,700.00	
	10 Electric & Water Fees associated with Irrigation Systems				12,700.00	
001-57-572-406-44100	Rentals	2,309.80	3,000.00	3,095.50	3,200.00	
	10 Boom Lift/Trimming, Pump/Prime Wells, Power Buggie/Mulch				3,200.00	
001-57-572-406-46000	Repair & Maintenance	4,495.84	6,200.00	6,570.29	6,200.00	
	10 Contractual Repairs of Vehicles, Mowers, & Small Engines				0.00	
	20 Hector Turf, Inc.				2,500.00	
	30 Lawnmower Headquarters				2,100.00	
	40 Melrose Irrigation Supply & Service				1,600.00	
001-57-572-406-49400	Uniforms & Clothing	2,126.09	1,000.00	2,239.49	3,300.00	
	10 Uniform Service				1,800.00	
	20 Safety Shoes and Equipment				1,500.00	

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G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-57-572-406-52000	Operating Supplies	22,247.56	20,000.00	20,678.89	18,000.00	
	10 Maintenance Parts/Supplies; fertilizers, sod, mower blades				0.00	
	20 FL Water Processing Co. (Rust Inhibitor for wells)				1,000.00	
	30 Hector Turf, Inc.				1,000.00	
	40 Home Depot				700.00	
	50 Site One (Fertilizer)				2,000.00	
	60 Kauff's Truck & Trailer				700.00	
	70 Lawnmower Headquarters (Mower Tires/Blades)				1,000.00	
	80 Lowes				1,000.00	
	90 Supplyworks				700.00	
	100 Melrose Supply				2,800.00	
	110 Mulch (Certified Safety Mulch for Playgrounds)				6,000.00	
	120 Myer's Turf (Sod)				1,100.00	
001-57-572-406-52100	Gasoline & Diesel Fuel	12,129.31	6,000.00	7,227.26	6,100.00	
	10 Fuel for Ground Vehicles, Mowers, & Small Equipment				6,100.00	
001-57-572-406-52200	Small Tools & Other	1,207.55	750.00	2,157.83	775.00	
	10 Small Engine Tool Replacements				775.00	
001-57-572-406-64100	Machinery & Equipment	0.00	0.00	20,370.65	0.00	
	1 Mower Unit (Continue w/ rplcmt)				0.00	
	** TOTALS **	389,977.45	399,198.00	340,343.19	402,198.00	

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G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-54-597-408-12000	Regular Salaries	50,668.10	80,954.00	43,646.20	83,981.00	
	10 Facility Maintenance Worker III				52,053.00	
	20 Facility Maintenance Worker III				31,928.00	
001-54-597-408-13000	Other & Part Time Salaries	0.00	0.00	0.00	0.00	
001-54-597-408-14000	Overtime Salaries	206.53	450.00	0.00	450.00	
	10 Overtime				450.00	
001-54-597-408-15000	Special Pay	500.00	500.00	1,000.00	1,000.00	
	10 Longevity - Facility Maint. Worker III				1,000.00	
001-54-597-408-19900	Wages Reclassified	3,192.00	9,579.00	16,032.68	13,497.00	
	10 Wages Reclassified				13,497.00	
001-54-597-408-21000	FICA	4,658.65	6,266.00	3,523.53	6,535.00	
	10 FICA - Facility Maint. Worker III				4,059.00	
	20 FICA - Facility Maint. Worker III				2,442.00	
	30 Overtime Salaries				34.00	
001-54-597-408-22000	Retirement	3,853.09	3,677.00	608.50	3,904.00	
	10 Retirement - Facility Maint. Worker III				3,904.00	
001-54-597-408-22100	Town Retirement Matching	2,517.47	2,451.00	1,484.38	2,653.00	
	10 Retirement Match - Facility Maint. Worker III				2,653.00	
001-54-597-408-23100	Health Insurance	12,476.30	19,224.00	8,810.67	21,146.00	
	10 Health Insurance - Facility Maint. Worker III				10,573.00	
	20 Health Insurance - Facility Maint. Worker III				10,573.00	
001-54-597-408-23200	Insurance - Dental	541.62	788.00	361.02	788.00	
	10 Dental Insurance - Facility Maint. Worker III				394.00	
	20 Dental Insurance - Facility Maint. Worker III				394.00	
001-54-597-408-23300	Insurance - Life	182.25	241.00	132.55	241.00	
	10 Life Insurance - Facility Maint. Worker III				145.00	
	20 Life Insurance - Facility Maint. Worker III				96.00	
001-54-597-408-23400	Insurance - Vision	74.46	106.00	48.18	106.00	

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G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	10 Vision Insurance - Facility Maint, Worker III				53.00	
	20 Vision Insurance - Facility Maint, Worker III				53.00	
001-54-597-408-23500	Disability	587.73	758.00	426.14	758.00	
	10 Disability Insurance - Facility Maint, Worker III				455.00	
	20 Disability Insurance - Facility Maint, Worker III				303.00	
001-54-597-408-24000	Worker's Compensation Insurance	2,125.07	2,280.00	1,738.44	2,280.00	
	10 Worker's Comp. - Facility Maint, Worker III				1,140.00	
	20 Worker's Comp. - Facility Maint, Worker III				1,140.00	
001-54-597-408-34000	Contractual Services	55,814.35	58,418.00	89,964.20	73,460.00	
	10 Regularly scheduled Contractural Maintenance Services				0.00	
	20 PBSO Fire Alarm Monitoring				4,360.00	
	30 CCMS - Cleaning Services at TownHall/PublicWorks/PBSO/Parks				31,340.00	
	40 ALPI Electronics - Town Hall Panic Buttons				1,470.00	
	50 ADT - Town Hall Elevator Phone Monitoring				425.00	
	60 ADT - Town Hall Fire Alarm Monitoring				2,038.00	
	70 ADT - Evergreen House Alarm Monitoring				450.00	
	80 Thyssen Krupp - Town Hall Monthly Elevator Svcs.				3,885.00	
	90 Elevator Inspection Services - Town Hall Annual Insp.				200.00	
	110 Comcast - Public Works Internet/Cable Service				1,225.00	
	120 Nozzle Nolen - Evergreen House Annual Termite Insp.				205.00	
	130 Nozzle Nolen - Town Hall Annual Termite Insp.				845.00	
	140 Nozzle Nolen - Ballfields/Conc. Bldg. Annual Termite Insp.				180.00	
	150 Exterminator - T.Hall, P. Works & E.House				3,230.00	
	160 Nozzle Nolen - Bait Stations at Evergreen House/PBSO/RR Bldg				615.00	
	170 Altman Air - Quarterly AC PM at Town Hall/PBSO/PWrks/Library				8,825.00	
	180 Generator Servicing Fees				4,000.00	
	190 Preventive Fire - Annual Extinguisher Service				1,500.00	
	200 Measurement & Verification - Johnson controls				6,167.00	
	210 Burglar Alarm for Library				2,500.00	
001-54-597-408-34010	Permits & Fee	523.56	450.00	535.95	475.00	
	10 PBC Health Dept. - Annual Septic Tank Operating Permits				475.00	
001-54-597-408-40000	Travel & Training	0.00	500.00	0.00	500.00	
	10 Local Seminar Fees and Expenses				500.00	

Town of Lake Park
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G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-54-597-408-41100	Telephone	1,089.36	1,100.00	851.03	1,100.00	
	10 Cell Phones w/ Walkie Talkie for Maintenance Workers				1,100.00	
001-54-597-408-43000	Utilities	58,496.98	58,500.00	43,548.92	52,000.00	
	10 Electric and Water Fees for all Town facilities				52,000.00	
001-54-597-408-43250	Garbage & Trash	5,157.78	5,000.00	4,974.88	5,100.00	
	10 SWA Annual Assessment for Town-owned Garbage Containers				5,100.00	
001-54-597-408-44100	Rentals	101.65	1,500.00	493.25	1,500.00	
	10 Rental of Maintenance Equip, e.g., Paint Sprayer/Scaffolding				1,500.00	
001-54-597-408-46000	Repair & Maintenance	38,265.93	21,500.00	18,026.49	22,700.00	
	10 Plumbing Repairs				1,300.00	
	20 Generator Repairs				3,000.00	
	30 Altman AC - Air Conditioning Repairs				3,000.00	
	40 Asenjo Plumbing - Plumbing Repairs				2,500.00	
	50 Danny's Septic Service - Pump out Septic Tanks				1,300.00	
	60 Gate Entry Systems - Automatic Gate Repairs				1,500.00	
	70 Kasper Electric - Electrical Repairs				5,000.00	
	80 Roofman - Roof Repairs				3,500.00	
	90 Wilson-Rowan Locksmiths - Lock Repair & Keys				1,600.00	
	100 Miscellaneous Contractors/Vendors				0.00	
001-54-597-408-49400	Uniforms & Clothing	799.76	600.00	536.28	1,100.00	
	10 Uniform Service				600.00	
	20 Safety Shoes and Equipment				500.00	
001-54-597-408-52000	Operating Supplies	17,038.52	14,000.00	15,132.62	14,100.00	
	10 Maintenance & Repair Materials				0.00	
	20 Betsy Ross/Flags Plus - Replacement Flags				1,000.00	
	30 Regulatory & Informational Signs				425.00	
	40 Boulevard Paint / Sherwin-Williams - Painting Supplies				1,050.00	
	50 Florida Bolt - Screws/Nuts/Bolts				500.00	
	60 Gate Entry Systems - Mechanical Gate Parts				1,250.00	
	70 Home Depot - Hardware/Misc. Supplies				600.00	
	80 Johnstone Supply - AC/Refrigeration Supplies				775.00	
	90 Lowes - Hardware/Misc. Supplies				600.00	
	100 Martin Fence - Fence/Gate Supplies				500.00	

Town of Lake Park
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G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	110 PBG Ace Hardware - Hardware/Misc. Supplies				550.00	
	120 Sewell Hardware - Hardware/Locks				1,600.00	
	130 Signs of Progress - Regulatory & Informational Signs				250.00	
	140 Supplyworks - Custodial Consumables				4,000.00	
	150 City Electric - Electrical/Lighting Supplies				500.00	
	160 Misc. Vendors				500.00	
001-54-597-408-52100	Gasoline & Diesel Fuel	6,157.67	3,000.00	3,242.85	3,000.00	
	10 Fuel for Facilites Vehicles & Equipment				3,000.00	
001-54-597-408-52200	Small Tools and Others	120.90	800.00	27.95	600.00	
	10 Replacement of High-Use Power Tools				600.00	
	** TOTALS **	265,159.93	273,484.00	255,146.71	322,974.00	

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G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-59-591-410-12000	Regular Salaries	103,039.80	101,067.00	92,229.74	106,142.00	
	10 Vehicle Maintenance Foreman				57,928.00	
	20 Mechanic II				48,214.00	
001-59-591-410-14000	Overtime Salaries	995.18	100.00	1,349.18	100.00	
	10 Overtime				100.00	
001-59-591-410-15000	Special Pay	0.00	0.00	0.00	4,000.00	
	10 Longevity Pay - Foreman				4,000.00	
001-59-591-410-19900	Wages Reclassified	70,495.00	73,630.00	64,264.67	74,301.00	
001-59-591-410-21000	FICA	7,032.48	7,739.00	6,331.19	8,353.00	
	10 FICA - Vehicle Maintenance Foreman				4,737.00	
	20 FICA - Mechanic II				3,616.00	
001-59-591-410-22000	Retirement	7,806.92	7,580.00	6,878.26	8,261.00	
	10 Retirement - Vehicle Maintenance Foreman				4,645.00	
	20 Retirement - Mechanic II				3,616.00	
001-59-591-410-22100	Town Retirement Matching	2,825.67	5,053.00	2,449.61	3,096.00	
	10 Retirement Match - Vehicle Maintenance Foreman				3,096.00	
001-59-591-410-23100	Health Insurance	26,948.76	29,412.00	26,960.67	32,353.00	
	10 Health Insurance - Vehicle Maintenance Foreman				10,573.00	
	20 Health Insurance - Mechanic II				21,780.00	
001-59-591-410-23200	Insurance - Dental	764.64	802.00	722.04	802.00	
	10 Dental Insurance - Vehicle Maintenance Foreman				394.00	
	20 Dental Insurance - Mechanic II				408.00	
001-59-591-410-23300	Insurance - Life	283.06	290.00	259.49	290.00	
	10 Life Insurance - Vehicle Maintenance Foreman				154.00	
	20 Life Insurance - Mechanic II				136.00	
001-59-591-410-23400	Insurance - Vision	105.12	106.00	96.36	106.00	
	10 Vision Insurance - Vehicle Maintenance Foreman				53.00	
	20 Vision Insurance - Mechanic II				53.00	

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G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-59-591-410-23500	Disability	958.56	948.00	878.68	948.00	
	10 Disability Insurance - Vehicle Maintenance Foreman				521.00	
	20 Disability Insurance - Mechanic II				427.00	
001-59-591-410-24000	Worker's Compensation Insurance	1,677.69	1,800.00	1,372.46	1,800.00	
	10 Worker's Comp. - Vehicle Maintenance Foreman				900.00	
	20 Worker's Comp. - Mechanic II				900.00	
001-59-591-410-34000	Contractual Services	337.74	1,000.00	0.00	200.00	
	10 Cintas - Rag Service				200.00	
001-59-591-410-34010	Permits & Fees	65.00	65.00	105.88	65.00	
	10 Permit Fees - County Garage Usage				65.00	
001-59-591-410-41100	Telephone	365.88	360.00	310.55	720.00	
	10 Cell Phones w/ Walkie Talkie for Foreman & Mechanic				720.00	
001-59-591-410-44200	Equipment Leases	25,754.83	80,244.00	70,263.57	84,240.00	
	10 Leased Vehicles from Enterprise				84,240.00	
001-59-591-410-46000	Repair & Maintenance	8,655.55	4,950.00	7,002.79	5,050.00	
	10 Contractural Maintenance/Repairs for General Fund Vehicles				0.00	
	20 All-Star Lock & Safe - Vehicle Key/Lock Repairs/Replacement				250.00	
	30 All Star Auto - Cars/Light Truck Repairs				1,000.00	
	40 Heritage/Crystal Clean - Parts Washer Service/BarMat				1,500.00	
	50 Kauffs Truck & Trailer - Repairs to PW Trailers				1,300.00	
	60 Kauffs Transportation - Towing for Cars/Lt.Trucks				500.00	
	70 Car Comm - Radio Repairs & Programming				500.00	
001-59-591-410-46300	Vehicle Parts & Supplies	11,154.86	3,700.00	2,804.75	3,200.00	
	10 Parts & Supplies to Repair General Fund Vehicles				0.00	
	20 Wurth Auto - Nuts/Bolts, Drill Bits, & Misc. Hand Tools				600.00	
	30 Bennett Auto - Car/Lt.Truck Parts, Fluids & Misc. Supplies				200.00	
	40 Bob's Auto Glass - Car/Lt.Truck Windshields & Side Glass				400.00	
	50 Certified Labs - Grease & Chemicals for Vehicles				900.00	
	60 FIA Card Service - Fuel Cards				100.00	
	70 General GMC - GM Parts Supplier for Cars/Lt.Trucks				100.00	
	80 Imperil Supplies - Auto Electrical Supplies				200.00	
	90 Industrial Cleaning Equip. - Car Wash Soap, Brushes, etc.				200.00	

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G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	100 Kauffs Truck & Trailer - Hitches & Trailer Parts				200.00	
	110 Kimball Midwest - Specialty Car/Lt. Truck Parts & Supplies				100.00	
	120 Lawson Products - Specialty Car/Lt.Truck Supplies				100.00	
	130 Grainger - Misc. Shop Parts				100.00	
001-59-591-410-49400	Uniforms & Clothing	1,796.56	1,000.00	1,705.36	1,700.00	
	10 Uniform Service				1,200.00	
	20 Safety Shoes & Equipment				500.00	
001-59-591-410-52000	Operating Supplies	1,583.64	825.00	1,408.93	850.00	
	10 DEP - Annual Storage Tank Registration				75.00	
	20 PBC Health Dept. Annual Fee				100.00	
	30 FIA Card Service - Annual Fee for Fuel Cards				75.00	
	40 Miscellaneous Safety Items				600.00	
001-59-591-410-52100	Gasoline & Diesel Fuel	2,279.44	1,600.00	2,791.84	1,700.00	
	10 Unleaded Gas & Diesel				1,700.00	
001-59-591-410-52200	Small Tools and Others	197.66	300.00	0.00	325.00	
	10 Diagnostic & Misc. Hand Tools				325.00	
	** TOTALS **	134,134.06	175,311.00	161,656.68	190,000.00	

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G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-52-524-500-11000	Executive Salaries	86,744.51	78,416.00	69,044.83	81,598.00	
	10 Community Development Director				81,598.00	
001-52-524-500-12000	Regular Salaries	188,851.60	316,129.00	180,782.85	297,232.00	
	11 Planner I				52,000.00	
	21 Code Compliance Officer				58,989.00	
	31 Code Compliance Officer				49,192.00	
	41 Code Compliance Officer				45,760.00	
	51 Community Development Technician				45,926.00	
	61 Assistant to the Community Development Director				45,365.00	
001-52-524-500-13000	Other & Part Time Salaries	6,063.75	0.00	25,177.48	32,500.00	
	10 Planner I (Part-Time) -Request to change status to PERMANENT				32,500.00	
001-52-524-500-14000	Overtime Salaries	9,694.31	1,000.00	5,180.10	6,000.00	
	10 Department Overtime to cover operational needs				6,000.00	
001-52-524-500-15000	Special Pay	720.00	720.00	600.00	720.00	
	10 Director Cell Phone Stipend				720.00	
001-52-524-500-19900	Wages Reclassified	13,680.00-	14,296.00-	14,295.71-	14,953.00-	
001-52-524-500-21000	FICA	21,870.88	30,467.00	21,239.30	32,210.00	
	10 Community Development Director				6,297.00	
	20 Planner I				3,978.00	
	30 Code Compliance Officer				4,513.00	
	40 Code Compliance Officer				3,763.00	
	50 Code Compliance Officer				3,501.00	
	60 Assistant to Community Development Director				3,700.00	
	70 Community Development Technician				3,513.00	
	80 Planner I (Part-Time)				2,486.00	
	90 Overtime Salaries				459.00	
001-52-524-500-22000	Retirement	18,412.54	19,821.00	14,854.01	23,083.00	
	10 Community Development Director				6,174.00	
	20 Planner I (Full-Time)				1,950.00	
	30 Code Compliance Officer				4,424.00	
	40 Code Compliance Officer				3,689.00	
	50 Code Compliance Officer				0.00	

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 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	60 Community Development Technician				3,444.00	
	70 Assistant to the Community Development Director				3,402.00	
001-52-524-500-22100	Town Retirement Matching	10,877.18	11,096.00	8,352.45	9,986.00	
	10 Community Development Director				4,116.00	
	20 Planner I				0.00	
	30 Code Compliance Officer				2,949.00	
	40 Code Compliance Officer				492.00	
	50 Code Compliance Officer				0.00	
	60 Community Development Technician				161.00	
	70 Assistant to Comm Dev Director				2,268.00	
	80 Planner I				0.00	
001-52-524-500-23100	Health Insurance	43,608.36	71,473.00	54,033.44	78,452.00	
	10 Community Development Director				10,573.00	
	20 Code Compliance Officer				10,573.00	
	30 Code Compliance Officer				10,573.00	
	40 Code Compliance Officer				10,573.00	
	50 Community Development Technician				15,014.00	
	60 Assistant to Community Development Director				10,573.00	
	70 Planner				10,573.00	
001-52-524-500-23200	Insurance - Dental	1,785.09	2,758.00	2,034.64	2,758.00	
	10 Community Development Director				394.00	
	20 Code Compliance Officer				394.00	
	30 Code Compliance Officer				394.00	
	40 Code Compliance Officer				394.00	
	50 Planner I				394.00	
	60 Community Development Technician				394.00	
	70 Assistant to the Community Development Director				394.00	
001-52-524-500-23300	Insurance - Life	583.86	1,047.00	709.09	1,047.00	
	10 Community Development Director				229.00	
	20 Planner I				148.00	
	30 Code Compliance Officer				166.00	
	40 Code Compliance Officer				139.00	
	50 Code Compliance Officer				139.00	
	60 Community Development Technician				99.00	
	70 Assistant to Community Development Director				127.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-52-524-500*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-52-524-500-23400	Insurance - Vision	254.13	371.00	266.73	371.00	
	10 Community Development Director				53.00	
	20 Code Compliance Officer				53.00	
	30 Code Compliance Officer				53.00	
	40 Code Compliance Officer				53.00	
	50 Planner I				53.00	
	60 Community Development Technician				53.00	
	70 Assistant to Community Development Director				53.00	
001-52-524-500-23500	Disability	2,173.82	3,260.00	2,581.95	3,260.00	
	10 Community Development Director				720.00	
	20 Planner I				465.00	
	30 Code Compliance Officer				521.00	
	40 Code Compliance Officer				436.00	
	50 Code Compliance Officer				398.00	
	60 Community Development Technician				322.00	
	70 Assistant to Community Development Director				398.00	
001-52-524-500-24000	Worker's Compensation Insurance	2,572.46	2,760.00	2,104.43	2,760.00	
001-52-524-500-26000	Mileage Reimbursement	140.61	450.00	114.72	450.00	
	10 Personal Vehicle Usage for Meetings and Other				450.00	
001-52-524-500-31000	Professional Services	6,800.50	8,400.00	5,115.00	8,400.00	
	10 Special Magistrate				8,400.00	
001-52-524-500-34000	Contractual Services	373,660.95	35,000.00	21,919.32	50,600.00	
	10 Inkforce (Code Software)				9,800.00	
	20 IMS (Building Permit and Business Tax Receipt Software)				5,800.00	
	30 Water Supply Plan Update (Comp Plan)				9,000.00	
	40 GIS (Consultant support as needed)				5,000.00	
	50 Larger Project Consultant Assistance for Review				20,000.00	
	60 Annexation (Initial Analysis and Report-Consultant Services)				0.00	
	70 ESRI Annual Maintenance and any additional software needs				1,000.00	
001-52-524-500-34200	Contractual Svc - Cost Recovery	77,042.20	5,000.00	30,350.85	5,000.00	
	10 Cost Recovery for Project Reviews (Pass Through)				5,000.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-52-524-500*

AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-52-524-500-34300	Contractual Svc-Code Violations	24,342.84	6,000.00	25,404.21	6,000.00	
	10 Code Compliance AbateMENTS				6,000.00	
001-52-524-500-34910	Legal Advertising	0.00	0.00	263.92	2,000.00	
	10 Legal Ads for Town Initiated Amendments				2,000.00	
001-52-524-500-40000	Travel & Training	72.00	3,000.00	2,807.76	3,000.00	
	10 APA Annual Conference				1,000.00	
	20 Historic Preservation Training				0.00	
	30 Contingency for Additional Training				200.00	
	40 FAATO Annual Conference				800.00	
	50 Training for New Code Officer				1,000.00	
	60 Safe Streets Summit				0.00	
001-52-524-500-40030	Training - Bldg Code Education Fund	0.00	2,000.00	149.00	2,000.00	
	10 Code Compliance and Building Code Related Training				2,000.00	
001-52-524-500-41100	Telephone	4,170.45	3,500.00	3,797.98	4,340.00	
	10 All telephones including newly added Code Officer cell phone				4,340.00	
001-52-524-500-41200	Postage & Shipping	9,786.67	10,000.00	5,090.81	8,500.00	
	10 P&S Costs for Code and Planning Divisions				8,500.00	
001-52-524-500-44200	Equipment Leases	5,388.00	6,600.00	5,416.00	4,323.00	
	10 Canon Copier Only (Large Format Machine Moved to Clerk)				4,323.00	
001-52-524-500-47000	Printing	1,476.93	1,500.00	1,561.15	2,000.00	
	10 Department Printing Needs				2,000.00	
001-52-524-500-47100	Photocopying	4,210.03	3,500.00	3,537.54	3,000.00	
	10 Department Photocopying Needs				3,000.00	
001-52-524-500-48100	Advertising	3,150.00	5,000.00	2,430.48	2,500.00	
	10 Department Advertising Needs				2,500.00	
001-52-524-500-49400	Uniforms & Clothing	419.42	450.00	371.18	600.00	
	10 Primarily Code Officer Shirts (3 Officers new - \$200 each)				600.00	
001-52-524-500-51000	Office Supplies - Bldg	3,854.29	5,100.00	4,318.44	5,100.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-52-524-500*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	10 Office Supplies for the Department (three Divisions)				5,100.00	
001-52-524-500-51011	CBIF Grants	0.00	0.00	0.00	10,000.00	
	10 Assistance Funds for Property Improvements				10,000.00	
001-52-524-500-52100	Gasoline & Diesel Fuel	2,072.74	1,750.00	962.38	1,500.00	
	10 Gasoline for Code Officer (3) vehicles				1,500.00	
001-52-524-500-52200	Small Tools & Others	1,904.95	422.00	5,752.70	0.00	
	10 Contingency for Tools and Equipment				0.00	
001-52-524-500-54200	Memberships, Dues, & Subscriptions	1,783.00	1,920.00	1,679.00	2,220.00	
	10 Annual Planning Dues for Director and Two Planners				1,000.00	
	20 FACE Membership for Code Officers				150.00	
	30 FABTO Membership for Community Development Technician				25.00	
	40 Intergovernmental Plan Amendment Review Committee (IPARC)				1,000.00	
	50 Planning Congress Membership - Director(access to resources)				45.00	
	60 Contingency for Increased Rates or Books/Training Guides				0.00	
	** TOTALS **	900,808.27	624,614.00	493,710.24	678,557.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-572-600*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-57-572-600-11000	Executive Salaries	61,001.06	60,736.00	53,724.00	63,190.00	
	10 Special Events Director				63,190.00	
001-57-572-600-12000	Regular Salaries	61,166.76	69,951.00	62,021.19	75,567.00	
	10 Recreation Supervisor				41,788.00	
	20 Special Events Coordinator				33,779.00	
001-57-572-600-13000	Other & Part Time Salaries	12,582.82	13,500.00	20,775.43	13,500.00	
	10 Camp Counselor				3,375.00	
	20 Camp Counselor				3,375.00	
	30 Camp Counselor				3,375.00	
	40 Camp Counselor				3,375.00	
001-57-572-600-14000	Overtime Salaries	569.14	0.00	430.32	11,624.00	
	10 Staff - Sunset Celebration				4,480.00	
	20 Staff - Easter Egg Hunt				384.00	
	30 Staff - Memorial Day Ceremony				320.00	
	40 Staff - Veterans Day Parade				800.00	
	50 Staff - Holiday Tree Lighting				640.00	
	60 Staff - Facility Rentals				5,000.00	
001-57-572-600-15000	Special Pay	720.00	720.00	600.00	720.00	
	10 Special Events Director - Phone Stipend				720.00	
001-57-572-600-19900	Wages Reclassified	43,662.00-	43,659.00-	43,659.59-	48,040.00-	
	10 Special Events Director				27,648.00-	
	20 Recreation Supervisor				11,102.00-	
	30 Special Events Coordinator				9,290.00-	
001-57-572-600-21000	FICA	11,186.80	11,827.00	10,781.22	12,086.00	
	10 Special Events Director				4,889.00	
	20 Recreation Supervisor				3,197.00	
	30 Special Events Coordinator				2,584.00	
	40 Camp Counselors (4)				1,033.00	
	50 Overtime Salaries				383.00	
001-57-572-600-22000	Retirement	5,459.05	8,584.00	7,265.83	10,781.00	
	10 Pension - Special Events Director				4,739.00	
	20 Pension - Recreation Supervisor				3,136.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-572-600*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	30 Pension - Special Events Coordinator				2,533.00	
	40 Overtime Salaries				375.00	
001-57-572-600-22100	Town Retirement Matching	1,783.65	2,455.00	2,185.94	2,643.00	
	10 Special Events Coordinator				0.00	
	20 Recreation Supervisor				1,045.00	
	30 Special Events Director				1,598.00	
001-57-572-600-23100	Health Insurance	17,820.30	9,612.00	17,227.34	21,146.00	
	10 Special Events Coordinator				10,573.00	
	20 Recreation Supervisor				10,573.00	
001-57-572-600-23150	Opt-Out Payment	0.00	3,688.00	4,334.00	4,728.00	
	10 Special Events Director				4,728.00	
001-57-572-600-23200	Insurance - Dental	923.94	1,182.00	1,083.06	1,182.00	
	10 Special Events Director				394.00	
	20 Recreation Supervisor				394.00	
	30 Special Events Coordinator				394.00	
001-57-572-600-23300	Insurance - Life	344.88	369.00	331.32	369.00	
	10 Special Events Director				175.00	
	20 Recreation Supervisor				111.00	
	30 Special Events Coordinator				83.00	
001-57-572-600-23400	Insurance - Vision	131.40	159.00	144.54	159.00	
	10 Special Events Director				53.00	
	20 Recreation Supervisor				53.00	
	30 Special Events Coordinator				53.00	
001-57-572-600-23500	Disability	1,194.03	1,223.00	1,144.00	1,223.00	
	10 Special Events Director				569.00	
	20 Recreation Supervisor				351.00	
	30 Special Events Coordinator				303.00	
001-57-572-600-24000	Worker's Compensation Insurance	1,789.53	1,920.00	1,463.95	1,920.00	
001-57-572-600-34000	CONTRACTUAL SERVICES	5,244.80	0.00	136.16	1,520.00	
	10 Custom Cleaning - Sunset Celebration Cleaning Service				1,500.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-572-600*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	20 Shred It - Retention Shredding				20.00	
001-57-572-600-40000	Travel & Training	0.00	2,350.00	1,278.00	2,350.00	
	10 PFPRA Annual Conference - Registration				900.00	
	20 FPRA Annual Conference - Hotel				810.00	
	30 FPRA Annual Conference - Parking				128.00	
	40 FPRA Annual Conference - Gas				40.00	
	50 FPRA Annual Conference - Food				472.00	
001-57-572-600-41100	Telephone	1,632.89	2,500.00	1,647.05	2,500.00	
001-57-572-600-41200	Postage & Shipping	95.27	200.00	85.41	200.00	
001-57-572-600-43000	Utilities	30,984.47	25,000.00	26,328.03	25,000.00	
	10 Seacoast - Parks				12,500.00	
	20 FPL - Parks				12,500.00	
001-57-572-600-43250	Garbage & Trash	3,929.67	4,595.00	3,790.32	5,000.00	
	10 Solid Waste Authority				5,000.00	
001-57-572-600-44100	Rentals	222.59	1,000.00	317.11	0.00	
001-57-572-600-44200	Equipment Leases	2,339.76	2,340.00	2,339.79	2,340.00	
001-57-572-600-46000	Repair & Maintenance	132.00	2,000.00	29.98	0.00	
001-57-572-600-47000	Printing	253.84	500.00	126.67	500.00	
001-57-572-600-47100	Photocopying	1,294.27	2,148.00	2,137.20	2,148.00	
001-57-572-600-48000	Promotional Activity	626.75	700.00	756.46	1,500.00	
	10 Monthly Promotions				1,500.00	
001-57-572-600-48005	Promotional - Tree Lighting	1,899.40	2,500.00	2,767.64	2,500.00	
	10 Marketing - Print				400.00	
	20 Banners				200.00	
	30 DJ/Sound System				450.00	
	40 Decorations				250.00	
	50 Portable Light Towers				950.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-572-600*

AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	60 Portable Restrooms				350.00	
001-57-572-600-48035	Promotional - Car Show	0.00	0.00	0.00	0.00	
001-57-572-600-48045	Promotional-4th of July	0.00	0.00	0.00	0.00	
001-57-572-600-48046	Sunset Celebration	13,769.56	17,000.00	12,777.06	18,000.00	
	10 Live Entertainment				10,000.00	
	20 Marketing - Print				2,000.00	
	30 Marketing - Radio				2,000.00	
	40 Stage & Lights				3,200.00	
	50 Decorations				800.00	
001-57-572-600-48056	Promotional - Easter Egg Hunt	1,121.03	2,000.00	1,243.25	2,000.00	
	10 Marketing - Print				300.00	
	20 DJ/Sound System				250.00	
	30 Food and Drinks				100.00	
	40 Decorations				100.00	
	50 Easter Eggs				600.00	
	60 Stage				250.00	
	70 Banners				100.00	
	80 Easter Bunny Costume				300.00	
001-57-572-600-48057	Veteran's Day Parade	0.00	0.00	1,931.56	3,400.00	
	10 Entertainment				500.00	
	20 Decorations				1,000.00	
	30 Equipment				200.00	
	40 Logistics				1,000.00	
	50 Videographer				380.00	
	60 Marketing				320.00	
001-57-572-600-48100	Advertising	0.00	0.00	1,600.00	2,000.00	
	10 Newspaper				500.00	
	20 Radio				500.00	
	30 Magazines				250.00	
	40 Direct Mail				200.00	
	50 Signage				300.00	
	60 Social Media				250.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-572-600*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-57-572-600-49400	Uniforms & Clothing	475.49	500.00	0.00	600.00	
	10 Special Events Director				200.00	
	20 Recreation Supervisor				200.00	
	30 Special Events Coordinator				200.00	
001-57-572-600-51000	Office Supplies	457.51	1,000.00	184.92	1,000.00	
001-57-572-600-52000	Operating Supplies	5,218.44	3,600.00	4,282.15	5,000.00	
	10 Food for Misc Town Events				2,800.00	
	20 Drinks for Misc. Town Events				500.00	
	30 Decorations for Misc. Town Events				300.00	
	40 Tablecloth Cleaning				500.00	
	50 Garbage Bags				200.00	
	60 Sports Equipment				500.00	
	70 Facility Rental Supplies				200.00	
001-57-572-600-52100	Gasoline & Diesel Fuel	1,075.05	1,000.00	619.14	1,000.00	
001-57-572-600-52200	Small Tools & Others	0.00	0.00	1,891.68	1,000.00	
	10 Tents				500.00	
	20 Tables				400.00	
	30 Chairs				100.00	
	40 Computer/Laptop Equipment				0.00	
001-57-572-600-54200	Memberships, Dues, & Subscriptions	0.00	350.00	350.00	350.00	
	10 Florida Parks & Recreation Association				350.00	
001-57-572-600-57220	Program Exp - Summer Camp	5,505.45	6,000.00	6,201.64	6,000.00	
	10 Field Trips				4,500.00	
	20 Food				500.00	
	30 Camp T-Shirts				500.00	
	40 Office Supplies				100.00	
	50 Arts & Craft Supplies				200.00	
	60 Sports Equipment				200.00	
001-57-572-600-57230	Program Exp - Senior Bus Trips	0.00	200.00	0.00	200.00	
001-57-572-600-57235	Sponsored Event Expense	2,623.00	1,000.00	509.85	10,000.00	
	10 Town Sponsored Events				2,000.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-572-600*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	20 Added Initiative - Back To School Extravaganza				3,000.00	
	30 Added Initiative - Youth Activities Program (After-School)				5,000.00	
001-57-572-600-63100	Improvements - Ballfield Playground	0.00	0.00	0.00	7,000.00	
	10 CDBG for playground equipment at Bert Bostrom Park				7,000.00	
	** TOTALS **	211,912.60	226,750.00	213,183.62	275,906.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-571-700*

AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-57-571-700-11000	Executive Salaries	65,416.00	64,022.00	64,228.80	66,290.00	
	10 Library Director				66,290.00	
001-57-571-700-12000	Regular Salaries	103,507.07	102,711.00	126,788.32	157,061.00	
	10 Librarian II				49,670.00	
	20 Library Accounting Clerk				31,096.00	
	30 Childrens Services Assistant				24,586.00	
	40 Library Assistant I				26,624.00	
	50 Library Assistant I				25,085.00	
001-57-571-700-13000	Other & Part Time Salaries	13,516.17	49,172.00	537.27	0.00	
001-57-571-700-15000	Special Pay	2,220.00	720.00	600.00	1,220.00	
	10 Library Director Phone				720.00	
	20 Library Assistant 1 Longevity				500.00	
001-57-571-700-21000	FICA	14,165.68	16,905.00	14,479.82	17,159.00	
	10 Library Director FICA				5,126.00	
	20 Librarian II FICA				3,780.00	
	30 Library Accounting Clerk FICA				2,379.00	
	40 Library Assistant I FICA				2,074.00	
	50 Childrens Services Assistant FICA				1,881.00	
	60 Library Assistant FICA				1,919.00	
001-57-571-700-22000	Retirement	11,114.74	12,505.00	11,590.47	16,921.00	
	10 Library Director				5,026.00	
	20 Librarian II				3,725.00	
	30 Library Accounting Clerk				2,332.00	
	40 Library Assistant I				2,113.00	
	50 Children's Services Assistant				1,844.00	
	60 Library Assistant I				1,881.00	
001-57-571-700-22100	Town Retirement Matching	2,174.81	5,141.00	2,233.49	2,577.00	
	10 Library Director				0.00	
	20 Librarian II				745.00	
	30 Library Accounting Clerk				1,166.00	
	40 Library Assistant I				666.00	
	50 Childrens Services Assistant				0.00	
	60 Library Assistant I				0.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-571-700*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-57-571-700-23100	Health Insurance	26,090.40	48,060.00	36,668.43	49,587.00	
	10 Library Director				10,573.00	
	20 Librarian II				10,573.00	
	30 Library Accounting Clerk				0.00	
	40 Library Assistant I				10,573.00	
	50 Childrens Services Assistant				0.00	
	60 Library Assistant I				17,868.00	
001-57-571-700-23150	Opt-Out Payment	4,354.00	4,356.00	3,940.00	4,728.00	
001-57-571-700-23200	Insurance - Dental	1,146.96	1,970.00	1,542.54	2,298.00	
	10 Library Director				383.00	
	20 Librarian II				383.00	
	30 Library Accounting Clerk				383.00	
	40 Library Assistant I				383.00	
	50 Childrens Services Assistant				383.00	
	60 Library Assistant I				383.00	
001-57-571-700-23300	Insurance - Life	454.92	618.00	504.93	618.00	
	10 Library Director				151.00	
	20 Librarian II				134.00	
	30 Library Accounting Clerk				87.00	
	40 Library Assistant I				82.00	
	50 Childrens Assistant				82.00	
	60 Library Assistant I				82.00	
001-57-571-700-23400	Insurance - Vision	157.68	265.00	205.86	319.00	
	10 Library Director				53.00	
	20 Librarian II				53.00	
	30 Library Accounting Clerk				53.00	
	40 Librarian Assistant I				53.00	
	50 Childrens Services Assistant				53.00	
	60 Library Assistant I				53.00	
001-57-571-700-23500	Disability	1,590.60	2,063.00	1,741.13	2,063.00	
	10 Library Director				607.00	
	20 Librarian II				462.00	
	30 Library Accounting Clerk				283.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-571-700*

AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	40 Library Assistant I				237.00	
	50 Childrens Services Assistant				237.00	
	60 Library Assistant I				237.00	
001-57-571-700-24000	Worker's Compensation Insurance	123.03	132.00	100.65	132.00	
001-57-571-700-34000	Contractual Services	26,307.73	30,841.00	29,894.65	18,040.00	
	10 KohaBywater Administered bySEFLIN				4,725.00	
	30 Krayon Kiosk Annual Remote Support				130.00	
	40 SEFLIN Annual Membership				1,500.00	
	50 SurveyMonkey Annual Fee				384.00	
	60 Palm Beach County Library System/COALA Movie Licensing				75.00	
	70 SEFLIN RGB(Zinio) Content/Platform				1,500.00	
	90 Overdrive SEFLIN Administration				300.00	
	100 OCLC Worldcat service				350.00	
	110 Custom Cleaning				8,016.00	
	120 Backstage Data Cleanup Authority control Koha records				1,060.00	
001-57-571-700-40000	Travel & Training	2,075.88	2,000.00	1,840.56	2,000.00	
	30 Staff training				2,000.00	
001-57-571-700-41100	Telephone	1,456.20	1,000.00	1,018.87	1,025.00	
001-57-571-700-41200	Postage & Shipping	232.05	240.00	55.66	150.00	
001-57-571-700-44200	Equipment Leases	0.00	0.00	0.00	7,200.00	
	10 Canon Copier Lease				7,200.00	
001-57-571-700-46000	Repair & Maintenance	185.49	1,000.00	0.00	125.00	
001-57-571-700-46100	Equipment Maintenance Contract	0.00	0.00	0.00	1,600.00	
	10 Bibliotheca Equipment and Software Maintenance				1,600.00	
001-57-571-700-47000	Printing	0.00	400.00	0.00	400.00	
	10 Business Cards				200.00	Business Cards replenish for Director and Librarian
	20 Signage, pamphlets				200.00	For signage, pamphlets and other incidental print related needs.

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-571-700*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-57-571-700-48000	PROMOTIONAL ACTIVITY	0.00	0.00	0.00	1,890.00	
	10 Banner, events				300.00	
	20 Book Bags				390.00	
	30 Imprinted items, pencils, pads card holders				1,200.00	
001-57-571-700-49400	Uniforms & Clothing	0.00	0.00	0.00	300.00	
001-57-571-700-51000	Office Supplies	345.02	1,000.00	897.47	1,025.00	
001-57-571-700-52000	Operating Supplies	12,819.31	8,500.00	8,937.80	6,720.00	
	10 Programing - children				2,880.00	Children's programs and activities - 3 programs weekly totaling 144 programs annually; related materials.
	20 Programing - Adults				3,840.00	Sixteen adult programs per month totaling 192 programs annually - related costs and materials.
	30 Miscellaneous contingencies				0.00	Miscellaneous items as needed for the operation of library programs, services to the public. throughout the twelve month budget period.
001-57-571-700-52200	Small Tools & Others	0.00	0.00	0.00	100.00	
001-57-571-700-52700	Library Technology Software	0.00	0.00	0.00	3,000.00	
	10 Novelist Patron interface				1,500.00	
	20 LibraryAware				1,500.00	
001-57-571-700-54200	Memberships, Dues, & Subscriptions	3,471.16	4,560.00	5,031.48	5,370.00	
	10 ALA Membership Dues				1,520.00	
	20 FLA Membership				600.00	
	30 Serials Children - E and bound				2,000.00	
	40 Serials				0.00	
	50 South Florida Business Journal				200.00	
	60 Wall Street Journal; E and paper				300.00	
	70 New York Times - E and paper				750.00	
001-57-571-700-56000	Library Materials	11,231.68	17,030.00	16,658.36	20,000.00	
	10 Library Materials				20,000.00	
	20 Special sourced materials				0.00	Special sourced Books, E-books not

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-57-571-700*
 AUGUST 20, 2019

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
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available through contracted seller.

** TOTALS **

304,156.58

376,211.00

329,496.56

389,917.00

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-589-900*
 NON-DEPARTMENTAL

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-589-900-12600	Wage Adjustment 1	0.00	71,297.00	0.00	81,817.00	
001-51-589-900-45000	Insurance	73,013.05	108,068.00	77,437.08	81,307.00	
001-51-589-900-45120	Insurance-Storage Tank	1,754.00	1,200.00	1,879.00	2,067.00	
001-51-589-900-71000	Principal - Series 2009	9,456.00	9,939.00	0.00	10,447.00	
	10 Fuel Tanks				4,643.00	
	20 Roof Replacement				5,804.00	
001-51-589-900-71010	Principal - CRA Projects 2008	115,178.62	119,405.00	119,405.67	123,788.00	
	10 CRA Alleyway Imp				59,848.00	
	20 CRA Property Acquisition				63,940.00	
001-51-589-900-71020	Principal - FF Pension Settlement	86,222.25	89,386.00	89,386.60	92,667.00	
001-51-589-900-71030	Principal - CRA Projects 2009	64,425.00	67,718.00	0.00	71,178.00	
	10 CRA - 800 Park Ave				42,707.00	
	20 CRA - Parking Lot				28,471.00	
001-51-589-900-71040	Principal-Johnson Controls Sterling	0.00	0.00	0.00	63,522.00	
001-51-589-900-72000	Interest - Series 2009	3,923.70	3,465.00	1,732.06	2,957.00	
	10 Fuel Tanks				1,314.00	
	20 Roof Replacement				1,643.00	
001-51-589-900-72010	Interest - CRA Projects 2008	53,672.96	49,625.00	25,907.45	45,163.00	
001-51-589-900-72020	Interest - FF Pension Settlement	19,233.56	16,011.00	8,825.69	12,671.00	
001-51-589-900-72030	Interest - CRA Projects 2009	26,894.50	23,603.00	11,801.19	20,143.00	
	10 CRA - 800 Park Ave				8,057.00	
	20 CRA - Parking Lot				12,086.00	
001-51-589-900-72040	Interest-Johnson Controls Sterling	0.00	0.00	0.00	41,702.00	
001-51-589-900-91110	Transfer to CRA - Current Year	571,727.00	571,727.00	647,102.00	783,106.00	
001-51-589-900-91601	Contribution - Police Actuary	71,508.00	80,380.00	44,708.00	60,000.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 001-51-589-900*
 NON-DEPARTMENTAL

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
001-51-589-900-99901	Contingency	0.00	100,000.00	0.00	100,000.00	
001-51-589-900-99907	Transfer to Fund Balance	0.00	0.00	0.00	0.00	
	** TOTALS **	1,097,008.64	1,311,824.00	1,028,184.74	1,592,635.00	

TOWN OF LAKE PARK

PROPOSED BUDGET

INSURANCE FUND 150

FISCAL YEAR

October 1, 2019 through September 30, 2020

Itemized Budget Version For Year 2020 - 1 / Rev Accts / Accts Matching: 150+
 FUND 150 INSURANCE FUND

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
150-341,001	Contributed Revenue - General Fund	87,394.45	46,066.00	89,646.10	94,017.00	
150-341,110	Contribution from CRA	0.00	0.00	0.00	10,000.00	
150-341,190	Contributed Revenue - Strts & Roads	5,048.73	5,040.00	4,786.87	4,963.00	
150-341,401	Contributed Revenue - Marina Fund	53,550.00	94,876.00	55,390.47	59,486.00	
150-341,402	Contributed Revenue-Stormwater	7,229.55	8,997.00	6,641.17	6,902.00	
150-341,404	Contributed Revenue - Sanitation Fd	42,663.28	55,649.00	40,671.93	42,396.00	
150-369,300	Refund Prior Year Expense	0.00	0.00	0.00	0.00	
150-369,400	Transfer from Fund Balance	0.00	36,667.00	0.00	51,687.00	
150-910,150	Transfer Out	0.00	0.00	0.00	0.00	
	** TOTALS **	195,886.01	247,295.00	197,136.54	269,451.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 150*
 FUND 150 INSURANCE FUND

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
150-51-589-900-24000	Worker's Compensation Insurance	41,849.00	29,963.00	34,015.00	35,262.00	
150-51-589-900-45000	Insurance Expense - Prop/Liab	146,783.00	147,179.00	147,913.00	163,455.00	
150-51-589-900-45120	Insurance - Storage Tank Liability	1,754.00	1,486.00	0.00	2,067.00	
150-51-589-900-45500	Ins Exp-Marina Operator Liability	5,500.00	7,000.00	7,879.00	7,000.00	
150-51-589-900-49500	Insurance Claim Deductibles	0.00	25,000.00	4,520.00	25,000.00	
150-51-589-900-49550	Settlements	33,333.34	36,667.00	36,666.67	36,667.00	
150-51-589-900-99901	Contingency	0.00	0.00	0.00	0.00	
	** TOTALS **	229,219.34	247,295.00	221,953.67	269,451.00	

TOWN OF LAKE PARK

PROPOSED BUDGET

STREETS & ROADS FUND 190

FISCAL YEAR

October 1, 2019 through September 30, 2020

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Rev Accts / Accts Matching: 190*
 FUND 190 STREETS & ROADS

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
190-312.410	Local Option Gas Tax	192,081.98	187,986.00	111,329.91	190,986.00	
190-312.420	New Local Option Gas Tax	84,278.94	86,652.00	68,318.51	90,672.00	
190-335.122	State Revenue Sharing (Fuel Tax)	76,737.45	79,667.00	49,309.33	81,666.00	
190-336.100	DOT Lighting Maint. 405121-1-72-16	24,717.00	24,717.00	25,458.00	25,717.00	
190-369.100	Miscellaneous Revenue	289.94	0.00	0.00	29,000.00	
	10 State Appropriation - Striping				29,000.00	
	** TOTALS **	368,105.31	379,022.00	254,415.75	418,041.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 190*

FUND 190 STREETS & ROADS

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
190-54-541-190-12000	Regular Salaries	88,952.56	97,344.00	85,884.57	100,599.00	
	10 General Infrastructure Foreman				61,880.00	
	20 Maintenance Worker II				35,318.00	
	30 Wage Adjustment				3,401.00	
190-54-541-190-14000	Overtime Salaries	681.54	300.00	469.68	300.00	
	10 Overtime				300.00	
190-54-541-190-15000	Special Pay	500.00	500.00	1,000.00	1,000.00	
	10 Longevity - Gen'l Infrastructure Foreman				1,000.00	
190-54-541-190-19900	Wages Reclassified	10,064.00	26,330.00-	24,466.52-	9,415.00	
190-54-541-190-21000	FICA Taxes	7,040.77	7,508.00	6,512.26	7,795.00	
	10 FICA - General Infrastructure Foreman				4,810.00	
	20 FICA - Maintenance Worker III				2,702.00	
	40 Wage Adjustment				260.00	
	50 Overtime Salaries				23.00	
190-54-541-190-22000	Retirement	4,684.46	6,920.00	6,569.46	7,560.00	
	10 Retirement - General Infrastructure Foreman				4,641.00	
	20 Retirement - Maintenance Worker III				2,649.00	
	30 Overtime Salaries				15.00	
	40 Wage Adjustment				255.00	
190-54-541-190-22100	Town Matching Retirement	2,989.97	4,613.00	2,788.46	3,094.00	
	10 Retirement Match - Gen'l Infrastructure Foreman				3,094.00	
190-54-541-190-23100	Health Insurance	8,806.80	19,375.00	17,621.34	21,146.00	
	10 Health Insurance - Gen'l Infrastructure Foreman				10,573.00	
	20 Health Insurance - Maintenance Worker III				10,573.00	
190-54-541-190-23200	Insurance - Dental	700.92	789.00	722.04	789.00	
	10 Dental Insurance - Gen'l Infrastructure Foreman				395.00	
	20 Dental Insurance - Maintenance Worker III				394.00	
190-54-541-190-23300	Insurance - Life	252.96	308.00	231.88	308.00	
	10 Life Insurance - Gen'l Infrastructure Foreman				172.00	
	20 Life Insurance - Maintenance Worker III				136.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 190*
 FUND 190 STREETS & ROADS

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
190-54-541-190-23400	Insurance - Vision	96.36	106.00	96.36	106.00	
	10 Vision Insurance - Gen'l Infrastructure Foreman				53.00	
	20 Vision Insurance - Maintenance Worker III				53.00	
190-54-541-190-23500	Disability	881.76	967.00	808.28	967.00	
	10 Disability Insurance - Gen'l Infrastructure Foreman				540.00	
	20 Disability Insurance - Maintenance Worker III				427.00	
190-54-541-190-24000	Worker's Compensation Insurance	2,359.95	2,532.00	1,930.59	2,532.00	
	10 Worker's Comp. - Gen'l Infrastructure Foreman				1,266.00	
	20 Worker's Comp. - Maintenance Worker III				1,266.00	
190-54-541-190-31000	Professional Services	6,773.75	11,174.00	15,300.00	43,500.00	
	1 School Zone - Traffic Engineering Required by State				18,500.00	
	20 10th Street Roundabout - Study with preliminary plan				25,000.00	
190-54-541-190-34000	Contractual Services	35.00	0.00	2,749.94	0.00	
190-54-541-190-40000	Travel & Training	0.00	750.00	225.00	750.00	
	10 Herbicide Applicator & MOT Training				750.00	
190-54-541-190-41100	Telephone	731.76	675.00	591.97	1,140.00	
	10 Phone Service				1,140.00	
190-54-541-190-43000	Utilities - Electric	69,705.99	72,000.00	49,761.40	60,095.00	
	10 FPL Costs for Street Lighting				60,095.00	
190-54-541-190-44100	Rentals	1,078.29	4,000.00	510.82	3,500.00	
	10 Rental of Boom Lift, Bucket Truck, Compactors, etc.				3,500.00	
190-54-541-190-44200	Equipment Leases	0.00	5,835.00	589.35	5,835.00	
	10 Vehicle Leases				5,835.00	
190-54-541-190-45000	Insurance - Liability, Property, etc	2,688.78	5,040.00	2,856.28	2,994.00	
	10 Liability & Property Insurance				2,994.00	
190-54-541-190-46000	Repairs & Maintenance	4,149.29	4,800.00	4,814.80	2,800.00	
	20 Kauff's Trailer - Medium/HD Trailer Repairs				1,000.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 190*
 FUND 190 STREETS & ROADS

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	30 Pressure Washer USA for repairs to the Pressure Washer				300.00	
	40 Growers Equipment for Repairs to the Tractor				1,500.00	
190-54-541-190-46300	Vehicle Parts & Supplies	276.68	3,016.00	2,428.97	2,016.00	
	10 Vehicle & Trailer Parts				0.00	
	20 FIA Card Services for Fuel Cards				250.00	
	30 Callaghan Tire for Trailer Tires				1,466.00	
	40 General GMC for GM Parts for Streets' Vehicles				300.00	
	50 Misc. Vendors for Vehicle & Tractor Parts				0.00	
190-54-541-190-46600	Traffic Signs & Signals	6,783.55	55,720.00	54,647.56	5,500.00	
	10 Replacement Signs/Hardware and New Enforcement Signs				5,500.00	
190-54-541-190-49400	Uniforms & Clothing	664.84	600.00	701.11	1,100.00	
	10 Uniform Service				600.00	
	20 Safety Shoes and Equipment				500.00	
190-54-541-190-52000	Operating Supplies	15,785.36	19,200.00	8,647.93	12,700.00	
	10 Parts/Supplies for Maintenance and Repairs				0.00	
	20 Action Nut & Bolt - Nuts/Bolts/Screws/Hardware				750.00	
	40 City Electric - Electrical Supplies & Street Lights				2,500.00	
	50 Community Asphalt - Asphalt for Potholes/Patches				900.00	
	60 Construction Diamond Products - Asphalt/Concrete Saw Blades				1,000.00	
	70 JW Cheatham - Asphalt for Potholes/Patches				900.00	
	80 Home Depot - Misc. Hardware/Supplies				750.00	
	90 Lawnmower HQ - Blower/Small Engine Parts				700.00	
	100 Green Electrical Supply - Electrical Parts/Supplies				2,000.00	
	110 Lowes - Misc. Hardware/Supplies				500.00	
	120 Pressure Washer USA - Pressure Washer Parts				400.00	
	130 Rexel - Electrical/Lighting Parts				350.00	
	140 Safety Products - Safety Cones/Barricades				1,500.00	
	150 Misc. Vendors for Parts/Supplies to repair R.O.W. s				450.00	
190-54-541-190-52100	Gasoline & Diesel Fuel	1,816.30	2,000.00	1,268.78	2,000.00	
	10 Fuel for Streets Vehicles, Tractor and Backhoe				2,000.00	
190-54-541-190-63020	Improvements - Roads	180,973.35	0.00	5,196.75	0.00	
	10 Cash Match for Striping to com				0.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 190*
 FUND 190 STREETS & ROADS

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
190-54-541-190-63050	Improvements - Sidewalks	81,307.79	30,000.00	28,628.17	20,000.00	
	1 Sidewalk Repair/Replacements (program continuation)				20,000.00	
190-54-541-190-63055	Improvements - Street Lights	0.00	0.00	0.00	5,000.00	
	1 Install 10 New Poles with Lights (installation cost)				5,000.00	
190-54-541-190-99001	Transfer to General Fund	90,000.00	93,500.00	0.00	93,500.00	
	** TOTALS **	590,802.78	423,242.00	268,693.63	418,041.00	

TOWN OF LAKE PARK

PROPOSED BUDGET

MARINA FUND 401

FISCAL YEAR

October 1, 2019 through September 30, 2020

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Rev Accts / Accts Matching: 401*

FUND 401 MARINA

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
401-347.500	Facilities Rental	400.00	3,600.00	840.00	3,600.00	
401-347.512	Wet Slips	761,251.19	899,579.00	704,411.33	873,881.00	
401-347.610	Ramp Fees	37,530.35	42,000.00	32,285.84	45,000.00	
401-347.611	Trailer Storage	10,710.50	0.00	14,079.49	18,387.00	
401-347.612	Parking Fees - Overnight	55,571.82	25,000.00	41,134.91	30,000.00	
401-347.614	UTILITY CHARGES - TRANSIENT	588.97	1,000.00	9,377.00	15,000.00	
401-347.616	Utility Charges	96,184.38	82,000.00	79,194.58	86,000.00	
401-347.618	Pump Out	345.00	300.00	205.00	300.00	
401-359.100	Interest/Finance Charges	1,014.98	2,000.00	726.10	2,000.00	
401-369.106	Laundry Vending	502.00	1,200.00	950.00	1,200.00	
401-369.150	Merchandise	2,868.41	2,000.00	2,346.47	2,500.00	
401-369.200	Gasoline Sales	344,261.95	275,000.00	321,635.43	290,000.00	
401-369.201	Diesel	153,544.16	155,000.00	155,792.91	170,000.00	
401-369.190	Miscellaneous Revenue	10,217.09	2,500.00	2,339.11	3,500.00	
401-369.200	Cash Over/Short	0.00	500.00	2.01	500.00	
401-399.999	BALANCE BROUGHT FORWAR	0.00	0.00	0.00	0.00	
	** TOTALS **	1,474,990.79	1,451,679.00	1,365,316.16	1,541,868.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 401*

FUND 401 MARINA

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
401-57-579-800-11000	Executive Salaries	7,993.66	0.00	0.00	80,000.00	
	10 Marina Director				80,000.00	
401-57-579-800-12000	Regular Salaries	130,871.58	187,271.00	168,525.20	141,867.00	
	20 Dock Attendant #20				35,131.00	
	30 Dock Attendant #30				35,131.00	
	40 Dock Attendant #40				33,779.00	
	50 Marina Maintenance Worker II				31,200.00	
	60 Wage Adjustment				6,626.00	
401-57-579-800-14000	Overtime Salaries	20,889.14	10,000.00	7,848.87	10,000.00	
401-57-579-800-15000	Special Pay	0.00	720.00	980.00	1,720.00	
	10 Marina Director				720.00	
	20 Dock Attendant #30 Longevity				1,000.00	
401-57-579-800-19990	WAGES RECLASSIFIED	0.00	0.00	0.00	23,517.00	
401-57-579-800-21000	FICA	12,467.38	15,101.00	13,172.48	18,265.00	
	10 Marina Director				6,175.00	
	20 Dock Attendant #20				2,765.00	
	30 Dock Attendant #30				2,688.00	
	40 Dock Attendant #40				2,584.00	
	50 Marina Maintenance Worker II				2,386.00	
	70 Wage Adjustment				902.00	
	80 Overtime Salaries				765.00	
401-57-579-800-22000	Retirement	10,333.53	6,210.00	7,598.29	16,761.00	
	10 Marina Director				6,150.00	
	20 Dock Attendant #20				2,635.00	
	30 Dock Attendant #30				2,635.00	
	40 Dock Attendant #40				2,534.00	
	50 Marina Maintenance Worker II				1,560.00	
	60 Overtime Salaries				750.00	
	70 Wage Adjustment				497.00	
401-57-579-800-22100	Town Retirement Matching	825.00	4,779.00	563.34	5,724.00	
	10 Marina Director				4,100.00	
	20 Dock Attendant #20				0.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 401*
 FUND 401 MARINA

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	30 Dock Attendant #30				0.00	
	40 Dock Attendant #40				844.00	
	50 Marina Maintenance Worker II				780.00	
401-57-579-800-23100	Health Insurance	18,814.39	39,332.00	32,951.91	49,587.00	
	10 Marina Director				10,573.00	
	20 Dock Attendant #20				0.00	
	30 Dock Attendant #30				10,573.00	
	40 Dock Attendant #40				10,573.00	
	50 Marina Maintenance Worker II				17,868.00	
401-57-579-800-23150	Opt-Out Payment	394.00	8,712.00	3,940.00	4,728.00	
401-57-579-800-23200	Insurance - Dental	582.22	1,915.00	1,214.34	1,915.00	
	10 Marina Director				383.00	
	20 Dock Attendant #20				383.00	
	30 Dock Attendant #30				383.00	
	40 Dock Attendant #40				383.00	
	50 Marina Maintenance Worker II				383.00	
401-57-579-800-23300	Insurance - Life	189.27	498.00	339.21	510.00	
	10 Marina Director				102.00	
	20 Dock Attendant #20				102.00	
	30 Dock Attendant #30				102.00	
	40 Dock Attendant #40				102.00	
	50 Marina Maintenance Worker II				102.00	
401-57-579-800-23400	Insurance - Vision	142.34	275.00	227.76	265.00	
	10 Marina Director				53.00	
	20 Dock Attendant #20				53.00	
	30 Dock Attendant #30				53.00	
	40 Dock Attendant #40				53.00	
	50 Marina Maintenance Worker II				53.00	
401-57-579-800-23500	Disability	720.42	1,572.00	1,133.89	1,610.00	
	10 Dockmaster				322.00	
	20 Dock Attendant #20				322.00	
	30 Dock Attendant #30				322.00	
	40 Dock Attendant #40				322.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 401*
 FUND 401 MARINA

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	50 Marina Maintenance Worker II				322.00	
401-57-579-800-24000	Worker's Compensation Insurance	3,769.21	4,044.00	3,083.45	4,044.00	
401-57-579-800-31000	Professional Services	791.18	1,500.00	809.90	1,000.00	
401-57-579-800-31100	Professional Svc. - Town Attorney	0.00	2,000.00	0.00	1,000.00	
401-57-579-800-34000	Contractual Services	119,652.15	85,180.00	152,546.68	157,985.00	
	10 Custodial Contract				3,500.00	
	20 Security Contract				108,000.00	This item increase is being requested because of the increase in PBSO hours per day. Due to thief that occurred in November. This is a temporary fix till a new security firm is contracted.
	30 Landscaping Contract w/ CW				38,500.00	
	40 Pest Control Services				700.00	
	50 Seasonal Tree Trimming w/ CW				3,000.00	
	60 DockMaster Support (Annual)				4,285.00	
401-57-579-800-34901	Administrative Fee	60,000.00	62,000.00	36,507.00	62,000.00	
401-57-579-800-34911	Merchandise	2,443.04	3,000.00	1,436.17	1,750.00	
401-57-579-800-40000	Travel & Training	0.00	1,000.00	1,518.33	1,000.00	
	10 Eng. & Vendor Trips				250.00	
	20 Marina Research Trips				250.00	
	30 DockMaster & Maritime Staff Training				500.00	
401-57-579-800-41100	Telephone	5,438.36	5,600.00	4,990.74	5,600.00	
401-57-579-800-41200	Postage & Shipping	363.79	500.00	180.09	300.00	
401-57-579-800-43000	Utilities	81,406.91	87,000.00	60,114.88	60,000.00	
401-57-579-800-43250	Garbage & Trash	17,587.51	24,000.00	15,206.96	17,500.00	
401-57-579-800-44100	Rentals	0.00	500.00	0.00	500.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 401*

FUND 401 MARINA

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
401-57-579-800-44200	Equipment Leases	2,121.01	0.00	4,425.19	4,828.00	
	10 Marina Truck (Lease)				4,828.00	
401-57-579-800-45000	Insurance	49,780.79	94,876.00	52,307.02	49,310.00	
401-57-579-800-45400	Insurance-Liquor Liability	1,326.36	751.00	0.00	1,366.00	
401-57-579-800-46000	Repair & Maintenance	47,961.93	35,068.00	77,229.46	68,500.00	
	10 103 Building				1,500.00	This is an estimate for general repairs and painting.
	20 105 Building				39,000.00	This is an estimate for leak repairs, stucco repairs, painting and elevator repairs.
	30 South Docks				15,000.00	This is an estimate for replacing pilings and general repairs.
	40 North Docks				13,000.00	This is an estimate for replacing pilings and general repairs.
401-57-579-800-46100	Equipment Maintenance Contract	2,762.32	2,824.00	2,257.42	2,824.00	
401-57-579-800-46600	Signs & Signals	251.65	1,200.00	1,185.02	1,200.00	
	10 Street Signs				400.00	
	20 Parking Lot Signs				400.00	
	30 Building Signs				400.00	
401-57-579-800-47000	Printing	310.50	500.00	420.03	500.00	
401-57-579-800-47100	Photocopying	24.25	100.00	56.33	100.00	
401-57-579-800-48000	Promotional Activity	720.00	3,000.00	1,825.87	1,750.00	
	10 Marina Logo Pens				750.00	
	20 Marina Logo Carabiners				500.00	
	30 Marina Logo Misc.				500.00	
401-57-579-800-48100	Advertising	8,662.00	7,000.00	5,784.79	7,000.00	
401-57-579-800-49400	Uniforms & Clothing	860.99	1,200.00	1,056.68	1,500.00	
401-57-579-800-49600	Bank Charges / Admin Fees	41,947.65	42,000.00	24,481.88	42,000.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 401*
 FUND 401 MARINA

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
401-57-579-800-51000	Office Supplies	1,375.40	2,000.00	2,189.25	2,000.00	
401-57-579-800-52000	Operating Supplies	7,375.55	14,298.00	8,735.30	12,000.00	
401-57-579-800-52110	Gasoline	227,023.72	228,794.00	205,889.79	228,794.00	
401-57-579-800-52120	Diesel Fuel	100,335.19	77,080.00	102,739.53	77,080.00	
401-57-579-800-52200	Small Tools & Others	0.00	0.00	357.51	500.00	
401-57-579-800-54200	Memberships, Dues, & Subscriptions	425.00	625.00	200.00	500.00	
401-57-579-800-59000	Depreciation Expense	0.00	0.00	0.00	0.00	
401-57-579-800-71000	Principal	0.20	219,550.00	39,549.78	226,380.00	
401-57-579-800-72000	Interest	133,548.64	126,664.00	63,788.80	117,588.00	
401-57-579-800-73200	Other Debt Service Cost	5,686.45-	2,000.00	1,524.27	2,000.00	
401-57-579-800-83700	Improvements - F.I.N.D. Grant Ph.I	0.00	0.00	23,438.34-	0.00	
401-57-579-800-99110	Transfer to General Fund	9,999.96	15,000.00	0.00	25,000.00	
	10 Annual Debt for Johnson Control				10,000.00	
	20 Annual Transfer to General Fund				15,000.00	
401-57-579-600-99900	Contingency	0.00	0.00	0.00	0.00	
401-57-579-800-99907	Transfer to Fund Balance	0.00	0.00	0.00	0.00	
	** TOTALS **	1,126,801.74	1,427,239.00	1,067,455.07	1,541,868.00	

TOWN OF LAKE PARK

PROPOSED BUDGET

STORMWATER UTILITY FUND 402

FISCAL YEAR

October 1, 2019 through September 30, 2020

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Rev Accts / Accts Matching: 402*
 FUND 402 STORMWATER

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
402-311.120	Delinquent Stormwater Assessments	2,602.14	400.00	6,898.88	2,000.00	
402-334.460	State Grant - DEP	0.00	0.00	0.00	75,000.00	
	10 FR Coastlines Grant				75,000.00	
402-361.100	Interest Income	65.36	100.00	138.53	100.00	
402-363.120	Stormwater Assessments	761,778.36	776,548.00	723,314.07	876,818.00	
	10 Assessments at \$11/ESU				876,818.00	
402-399.999	Balance Brought Forward	0.00	0.00	0.00	0.00	
	** TOTALS **	764,445.86	777,048.00	730,351.48	953,918.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 402*
 FUND 402 STORMWATER

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
402-53-538-402-12000	Regular Salaries	73,392.16	73,819.00	69,487.96	89,298.00	
	10 Stormwater Infrastructure Mgr				52,000.00	
	20 Stormwater Tech I				34,278.00	
	30 Wage Adjustment				3,020.00	
402-53-538-402-14000	Overtime Salaries	2,276.23	2,500.00	322.44	2,500.00	
	10 Overtime				2,500.00	
402-53-538-402-19900	Wages Reclassified	53,879.00	82,149.00	80,997.60	120,515.00	
402-53-538-402-21000	FICA Taxes	4,763.07	5,762.00	4,364.07	7,022.00	
	10 FICA - Stormwater Tech I				2,622.00	
	20 Stormwater Infrastructure Manager				3,978.00	
	30 Overtime				191.00	
	40 Wage Adjustment				231.00	
402-53-538-402-22000	Retirement	5,716.10	5,536.00	5,477.22	6,886.00	
	10 Retirement - Stormwater Tech I				2,571.00	
	20 Retirement - Stormwater Infrastructure Mgr				3,900.00	
	30 Wage Adjustment				227.00	
	40 Overtime Salaries				188.00	
402-53-538-402-22100	Town Retirement Matching	1,547.88	2,357.00	1,665.64	2,600.00	
	10 Stormwater Infrastructure Manager				2,600.00	
402-53-538-402-23100	Health Insurance	28,489.96	29,644.00	30,661.18	32,353.00	
	10 Health Insurance - Stormwater Tech I				10,573.00	
	20 Health Insurance - Stormwater Infrastructure Mgr				21,780.00	
402-53-538-402-23200	Insurance - Dental	764.64	766.00	722.04	766.00	
	10 Dental Insurance - Stormwater Tech I				383.00	
	20 Dental Insurance - Stormwater Infrastructure Mgr				383.00	
402-53-538-402-23300	Insurance - Life	216.84	216.00	198.77	216.00	
	10 Life Insurance - Stormwater Tech I				96.00	
	20 Life Insurance - Stormwater Infrastructure Manager				120.00	
402-53-538-402-23400	Insurance - Vision	105.12	106.00	96.36	106.00	
	10 Vision Insurance - Stormwater Tech I				53.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 402*
 FUND 402 STORMWATER

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	20 Vision Insurance - Stormwater Infrastructure Mgr				53.00	
402-53-538-402-23500	Disability	700.32	682.00	641.96	682.00	
	10 Disability Insurance - Stormwater Tech I				303.00	
	20 Disability Insurance - Stormwater Infrastructure Mgr				379.00	
402-53-538-402-24000	Worker's Compensation Insurance	4,238.96	4,548.00	3,467.74	4,548.00	
	10 Worker's Comp. - Stormwater Tech I				2,274.00	
	20 Worker's Comp. - Stormwater Infrastructure Mgr				2,274.00	
402-53-538-402-31000	Professional Services	48,157.27	191,000.00	171,885.46	230,300.00	
	20 ENG - Misc. Stormwater Repairs (depressions, pipes, etc.)				19,000.00	
	40 Town Master Drainage Plan - Continuation				109,000.00	
	60 Date Palm Drainage Line - Engineering Services for remediati				75,000.00	
	70 NPDES Assessment Program (regulatory requirement)				6,000.00	
	80 Water Quality Monitoring (regulatory requirement)				8,000.00	
	90 Pollutant Loading Analysis (regulatory requirement)				6,500.00	
	100 Evaluation and Response Plan (assessment report - regulatory				6,800.00	
402-53-538-402-34000	Contractual Services	11,275.00	33,000.00	126,074.10	33,250.00	
	10 Testing & Screening				250.00	
	20 Jupiter Medical - CDL Medicals and Post Accident Screenings				500.00	
	30 Line Televising Contractor - Video Storm Drain Lines				30,000.00	
	40 Lab Services - Water Testing				2,500.00	
402-53-538-402-34010	Permit Fees - NPDES	4,250.00	4,500.00	4,750.00	4,500.00	
	10 NPDES Permit Fees				4,500.00	
402-53-538-402-34310	Disposal Fees - SWA	1,569.00	2,500.00	366.80	2,500.00	
	10 Disposal Cost for Street Sweeping/Storm Line Debris Disposal				2,500.00	
402-53-538-402-34901	Administrative Fees	60,000.00	62,000.00	36,167.00	62,000.00	
	10 Administrative Fees				62,000.00	
402-53-538-402-40000	Travel & Training	85.00	1,900.00	529.00	1,000.00	
	10 Vac-Con & Safety Training and Annual Stormwater Conference				1,000.00	
402-53-538-402-40100	Tuition Reimbursement	0.00	1,025.00	0.00	325.00	
	10 Reimbursement for Education				325.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 402*
 FUND 402 STORMWATER

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
402-53-538-402-41100	Telephone	798.75	800.00	705.84	1,080.00	
	10 Phone Service				1,080.00	
402-53-538-402-41200	Postage & Shipping	55.00	100.00	53.00	100.00	
	10 Postage for Mailings				100.00	
402-53-538-402-43000	Utilities	274.64	500.00	240.92	500.00	
	10 Seacoast Utilities - Water Usage Costs for the Vac-Con Truck				500.00	
402-53-538-402-44100	Rentals	0.00	1,000.00	1,016.00	1,000.00	
	10 Rental of Tools/Equipment for Maintenance/Repairs				1,000.00	
402-53-538-402-44200	Equipment Leases	2,171.43	0.00	5,039.98	5,508.00	
	10 Lease of Vehicle - Enterprise				5,508.00	
402-53-538-402-45000	Insurance-Liability, Property, Etc	2,950.59	8,997.00	3,173.43	3,330.00	
	10 Liability & Property Insurance				3,330.00	
402-53-538-402-46000	Repairs & Maintenance	21,126.59	95,975.00	107,645.41	167,383.00	
	20 Thompson Tractor - HD Repairs on the Skid Steer				3,000.00	
	40 Hose Connection - Router Hose Repairs on Vac-Con				1,500.00	
	50 Southern Sewer Equipment - Vac-Con & Sweeper Repairs				7,000.00	
	60 Joint Separation Repair - Stormwater Pipe/Catch Basin Repair				155,383.00	
	70 Bobcat - HD Repairs for Bobcat				500.00	
402-53-538-402-46300	Vehicle Parts & Supplies	11,714.54	10,000.00	2,282.51	5,000.00	
	20 GT Supplies - Specialty Chemicals used w/Stormwater equip.				1,000.00	
	30 General GMC - Main Supplier for Vac-Con parts				2,000.00	
	40 Southern Sewer - Vac-Con & Sweeper Parts				2,000.00	
402-53-538-402-49400	Uniforms	582.71	750.00	888.97	1,100.00	
	10 Uniform Service				600.00	
	20 Safety Shoes and Equipment				500.00	
402-53-538-402-51000	Office Supplies	0.00	350.00	330.33	500.00	
	10 Copy Paper for Inspection forms/reports & Misc. Supplies				500.00	
402-53-538-402-52000	Operating Supplies	3,508.38	8,650.00	3,655.40	8,150.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 402*
 FUND 402 STORMWATER

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	20 PIA Card for Air Cards				700.00	
	30 Hose Connection for Misc. Hose Parts				500.00	
	40 Mako Hose & Repair - Misc. Hose & Gaskets				650.00	
	50 Meyers Turf/Odums/Bushel Stop for Sod to restore swales,				4,500.00	
	70 Lowes for Misc. Hardware/Supplies				300.00	
	80 Safety Products - Traffic Cones/Barricades				500.00	
	90 Misc. Vendors for Water Sampling				1,000.00	
402-53-538-402-52100	Gasoline & Diesel Fuel	3,855.63	5,500.00	2,133.61	5,500.00	
	10 Fuel necessary to operate HD Equipment				5,500.00	
402-53-538-402-52200	Small Tools & Others	407.55	400.00	1,332.55	400.00	
	10 Battery Operated Tools needed for Repair/Maintenance				400.00	
402-53-538-402-54200	Memberships, Dues, & Subscriptions	500.00	550.00	500.00	550.00	
	10 Florida Stormwater Associate Membership				550.00	
402-53-538-402-59000	Depreciation Expense	0.00	0.00	0.00	0.00	
402-53-538-402-63010	Improvements - Drainage	192,965.00	45,516.00	198,198.00	0.00	
402-53-538-402-64100	Machinery & Equipment	0.00	0.00	203,404.63	0.00	
	10 Street Sweeper Unit (to be lease/purchased)				0.00	
402-53-538-402-71000	Principal	0.00	0.00	0.00	50,000.00	
402-53-538-402-72100	Interest	0.00	0.00	0.00	10,000.00	
402-53-538-402-99001	Transfer to General Fund	50,000.04	60,000.00	0.00	92,450.00	
402-53-538-402-99901	Contingency	0.00	0.00	0.00	0.00	
	** TOTALS **	592,377.40	743,098.00	1,068,475.94	953,918.00	

TOWN OF LAKE PARK

PROPOSED BUDGET

SANITATION FUND 404

FISCAL YEAR

October 1, 2019 through September 30, 2020

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Rev Accts / Accts Matching: 404*
 FUND 404 SANITATION

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
404-311,120	Delinquent Refuse Assessments	5,603.70	3,200.00	0.00	3,200.00	
	10 Delinquent Assessments				3,200.00	
404-331,500	FEMA/State Hurricane Relief	20,238.18	0.00	103,120.00	0.00	
404-337,400	Hurricane Irma Reimbursement	0.00	0.00	0.00	0.00	
404-343,410	Commercial Assessment - SWA	84,412.92	86,000.00	78,394.57	86,000.00	
404-343,420	Commercial User Fees - TLP	788,921.38	783,000.00	728,580.08	788,000.00	
	10 Commercial User Fees				788,000.00	
404-343,500	Residential Assessments - SWA	785,908.52	795,000.00	738,215.66	795,000.00	
404-343,510	Residential User Fees - TLP	439.16	6,400.00	9,143.50	10,000.00	
	10 Residential User Fees (special pickups)				10,000.00	
404-343,610	Recycling Income	6,837.89	19,500.00	1,585.01	3,000.00	
	10 Recycling Revenue				3,000.00	
404-354,100	Penalties	17,065.00	6,500.00	12,625.00	12,000.00	
	10 Penalties				12,000.00	
404-361,100	Interest Earnings	5,578.93	4,000.00	5,390.88	7,000.00	
	10 Interest Earnings				7,000.00	
404-361,110	Interest Earnings - Tax Collector	76.37	200.00	174.40	200.00	
404-364,100	Sale of Surplus Property	74,152.08	15,000.00	0.00	55,000.00	
	10 Surplus Clam Shell				15,000.00	
	20 Surplus Frontloader				20,000.00	
	30 Surplus Sideloader				20,000.00	
404-365,100	Sale of Scrap Material	0.00	0.00	0.00	0.00	
404-365,100	Miscellaneous Revenue	2,744.36	500.00	7,672.91	500.00	
404-369,200	Container Proceeds	75.00	150.00	75.00	500.00	
	10 Container Proceeds				500.00	

Itemized Budget Version For Year 2020 - 1 / Rev Accts / Accts Matching: 404*
 FUND 404 SANITATION

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
404-369.300	Locking Device Proceeds	195.00	1,300.00	585.00	500.00	
10	Locking Device Proceeds				500.00	
404-399.999	Balance Brought Forward	0.00	102,329.00	0.00	241,363.00	
10	Balance Brought Forward				241,363.00	
	** TOTALS **	1,791,370.17	1,823,079.00	1,685,562.01	2,002,263.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 404*
 FUND 404

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
404-53-534-404-12000	Regular Salaries	243,302.93	339,697.00	254,230.29	348,668.00	
	10 Equipment Operator II				31,075.00	
	20 Equipment Operator II				32,323.00	
	30 Equipment Operator III				39,832.00	
	40 Sanitation Foreman				42,765.00	
	50 Sanitation Foreman				51,418.00	
	60 Equipment Operator III				38,272.00	
	70 Equipment Operator II				31,075.00	
	80 Equipment Operator II				31,075.00	
	90 Equipment Operator III				39,042.00	
	100 Wage Adjustment				11,751.00	
404-53-534-404-13000	Other & Part Time Salaries	0.00	0.00	0.00	0.00	
404-53-534-404-14000	Overtime Salaries	12,663.13	10,000.00	10,817.72	10,000.00	
	10 Overtime				10,000.00	
404-53-534-404-15000	Special Pay	1,500.00	500.00	0.00	1,500.00	
	10 Longevity - Sanitation Foreman				1,000.00	
	20 Longevity - Equipment Operator II				500.00	
404-53-534-404-19900	Wages Reclassified	99,506.00	99,506.00	99,506.00	125,226.00	
404-53-534-404-21000	FICA	19,185.81	26,750.00	18,627.73	27,571.00	
	10 FICA - Equipment Operator II				2,377.00	
	20 FICA - Equipment Operator II				2,473.00	
	30 FICA - Equipment Operator III				3,047.00	
	40 FICA - Foreman				3,272.00	
	50 FICA - Foreman				4,010.00	
	60 FICA - Equipment Operator III				2,928.00	
	70 FICA - Equipment Operator II				2,415.00	
	80 FICA - Equipment Operator II				2,377.00	
	90 FICA - Equipment Operator III				2,987.00	
	100 Overtime Salaries				765.00	
	110 Wage Adjustment				920.00	
404-53-534-404-22000	Retirement	19,185.33	17,497.00	16,037.00	25,734.00	
	10 Retirement - Equipment Operator II				2,331.00	
	20 Retirement - Equipment II				2,424.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 404*
 FUND 404

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	30 Equipment Operator III				2,987.00	
	40 Retirement - Sanitation Foreman				3,207.00	
	50 Retirement - Sanitation Foreman				3,856.00	
	60 Retirement - Equipment Operator III				2,870.00	
	70 Retirement - Equipment Operator III				2,331.00	
	80 Retirement - Equipment Operator II				1,166.00	
	90 Retirement - Equipment Operator III				2,928.00	
	100 Overtime Salaries				750.00	
	110 Wage Adjustment				884.00	
404-53-534-404-22100	Town Retirement Matching	9,300.17	9,030.00	7,911.42	10,758.00	
	10 Retirement Match - Equipment Operator II				777.00	
	20 Retirement Match - Equipment Operator II				808.00	
	30 Retirement Match - Equipment Operator III				996.00	
	40 Retirement Match - Sanitation Foreman				2,138.00	
	50 Retirement Match - Sanitation Foreman				2,571.00	
	60 Retirement Match - Equipment Operator III				1,914.00	
	70 Retirement Match - Equipment Operator II				777.00	
	80 Equipment Operator II				777.00	
	90 Retirement Match - Equipment Operator III				0.00	
404-53-534-404-23100	Health Insurance	65,359.07	78,084.00	67,935.32	102,086.00	
	10 Health Insurance - Equipment Operator II				10,573.00	
	20 Health Insurance - Equipment Operator II				10,573.00	
	30 Health Insurance - Equipment Operator III				10,573.00	
	40 Health Insurance - Sanitation Foreman				10,573.00	
	50 Health Insurance - Sanitation Foreman				10,573.00	
	60 Health Insurance - Equipment Operator III				21,780.00	
	70 Health Insurance - Equipment Operator II				10,573.00	
	80 Health Insurance - Equipment Operator II				17,868.00	
404-53-534-404-23150	Opt-Out Payment	788.00	8,712.00	6,698.00	4,728.00	
	10 Opt-Out Payment - Equipment Operator III				4,728.00	
404-53-534-404-23200	Insurance - Dental	2,037.50	3,447.00	2,296.44	3,447.00	
	10 Dental Insurance Equipment Operator II				383.00	
	20 Dental Insurance - Equipment Operator II				383.00	
	30 Dental Insurance - Equipment Operator III				383.00	
	40 Dental Insurance - Sanitation Foreman				383.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 404*
 FUND 404

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	50 Dental Insurance - Sanitation Foreman				383.00	
	60 Dental Insurance - Equipment Operator III				383.00	
	70 Dental Insurance - Equipment Operator II				383.00	
	80 Dental Insurance - Equipment Operator				383.00	
	90 Dental Insurance - Equipment Operator III				383.00	
404-53-534-404-23300	Insurance - Life	735.78	1,014.00	720.62	1,014.00	
	10 Life Insurance - Equipment Operator II				90.00	
	20 Life Insurance - Equipment Operator II				99.00	
	30 Life Insurance - Equipment Operator III				127.00	
	40 Life Insurance - Sanitation Foreman				123.00	
	50 Life Insurance - Sanitation Foreman				142.00	
	60 Life Insurance - Equipment Operator III				111.00	
	70 Life Insurance - Equipment Operator II				90.00	
	90 Life Insurance - Equipment Operator II				90.00	
	90 Life Insurance - Equipment Operator III				142.00	
404-53-534-404-23400	Insurance - Vision	279.92	477.00	315.36	477.00	
	10 Vision Insurance - Equipment Operator II				53.00	
	20 Vision Insurance - Equipment Operator II				53.00	
	30 Vision Insurance - Equipment Operator III				53.00	
	40 Vision Insurance - Sanitation Foreman				53.00	
	50 Vision Insurance - Sanitation Foreman				53.00	
	60 Vision Insurance - Equipment Operator III				53.00	
	70 Vision Insurance - Equipment Operator II				53.00	
	80 Vision Insurance - Equipment Operator II				53.00	
	90 Vision Insurance - Equipment Operator III				53.00	
404-53-534-404-23500	Disability	2,365.30	2,878.00	2,351.34	2,878.00	
	10 Disability Insurance - Equipment Operator II				284.00	
	20 Disability Insurance - Equipment Operator II				313.00	
	30 Disability Insurance - Equipment Operator III				398.00	
	40 Disability Insurance - Sanitation Foreman				389.00	
	50 Disability Insurance - Sanitation Foreman				446.00	
	60 Disability Insurance - Equipment Operator				129.00	
	70 Disability Insurance - Equipment Operator II				284.00	
	80 Disability Insurance - Equipment Operator II				284.00	
	90 Disability Insurance - Equipment Operator III				351.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 404*
 FUND 404

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
404-53-534-404-24000	Worker's Compensation Insurance	18,853.49	20,228.00	15,425.66	20,228.00	
	10 Worker's Comp. - Equipment Operator II				2,247.00	
	20 Worker's Comp. - Equipment Operator II				2,247.00	
	30 Worker's Comp. - Equipment Operator III				2,248.00	
	40 Worker's Comp. - Sanitation Foreman				2,248.00	
	50 Worker's Comp. - Sanitation Foreman				2,248.00	
	60 Worker's Comp. - Equipment Operator III				2,248.00	
	70 Worker's Comp. - Equipment Operator II				2,247.00	
	80 Worker's Comp. - Equipment Operator II				2,247.00	
	90 Worker's Comp. - Equipment Operator III				2,248.00	
404-53-534-404-34000	Contractual Services	32,556.42	24,455.00	23,692.05	26,455.00	
	10 GPS Service				2,000.00	
	20 Jupiter Medical for CDL Physicals & Drug Testing				830.00	
	30 Spectrasite Comm - Tower Rental w/4% Inc (Exp 9/2022)				9,550.00	
	40 Spectrasite Comm - Lessor Maintenance Responsibility				2,500.00	
	50 Action Labor - Day Laborers				1,500.00	
	60 Superior Wash - Weekly Washing of Sanitation Vehicles				10,075.00	
404-53-534-404-34310	Disposal Fees - Garbage	256,440.64	234,000.00	218,915.60	234,000.00	
	10 Solid Waste Authority Disposal Fees (less Disposal Credits)				234,000.00	
404-53-534-404-34901	Administrative Fee	139,599.92	145,000.00	84,584.00	145,000.00	
	10 Administrative Fees				145,000.00	
404-53-534-404-40000	Travel & Training	857.08	1,500.00	223.00	500.00	
	10 Misc. Foremen/Operator Training & Safety Classes				500.00	
404-53-534-404-41100	Telephone	1,915.36	2,200.00	1,552.19	2,400.00	
	10 Cell Phones w/Walkie Talkie for Foremen & Sr. Operator				2,400.00	
404-53-534-404-41200	Postage & Shipping	67.59	1,500.00	59.00	1,500.00	
	10 Postage for Informational & General Mailings				1,500.00	
404-53-534-404-44100	Rentals	0.00	10,996.00	27,975.00	10,000.00	
	10 Rental of Clam Truck with Operator, Front/Rear-End Loaders				10,000.00	
404-53-534-404-44200	Capital Leases	2,146.05	5,432.00	4,979.04	5,432.00	
	10 Enterprise Vehicle Leases				5,432.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 404*
 FUND 404

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
404-53-534-404-45000	Insurance	23,809.79	45,421.00	25,246.27	26,514.00	
	10 Insurance				26,514.00	
404-53-534-404-46000	Repair & Maintenance	50,325.16	134,100.00	86,456.30	77,300.00	
	10 Contractual Repairs for aging Sanitation Fleet				0.00	
	20 Car-Comm, Inc. - Service/Repair of 2-Way Radios in Vehicles				1,500.00	
	30 Cummins Power South - Service/HD Repairs of Cummins Equip.				5,200.00	
	40 Heritage/Crystal Clean - Parts Washer Service & HazMat Disp.				1,600.00	
	50 GT Supplies - Petersen/Labrie Bodied Vehicle Repairs				15,000.00	
	60 General GMC - AutoCar/Sterling Vehicle Repairs				15,300.00	
	70 Jim Price Body Shop - Body Work on Light/Med. Vehicles				1,200.00	
	80 Kauff's Transportation - Towing for Sanitation Vehicles				3,000.00	
	90 Kelly Tractor - HD Repairs to the Backhoe				1,500.00	
	100 Nextran Truck - Mack & alternate for Sterling Veh. Repairs				5,500.00	
	110 Reclitien International International Vehicle Repairs				10,000.00	
	120 Schumacher Auto - Dealer Only Repair Parts				750.00	
	130 Sunbelt Waste - Heil Bodied Vehicle Repairs				12,250.00	
	140 Boulevard Tire - In-the-Field Tire Repairs				2,500.00	
	150 Speedy Signs - Vehicle Graphics				1,000.00	
	160 Decoke Engine/Carbon Clean - Eng. Cleaning for Fuel Economy				1,000.00	
404-53-534-404-46300	Vehicle Parts & Supplies	70,303.91	123,700.00	91,104.00	89,200.00	
	20 Action Bolt - Fasteners/Related Hardware for Vehicles				500.00	
	30 Bennett Auto Supply - Alternative from Fleetpride				800.00	
	40 Callaghan Tire - Main Supplier of Vehicle Tires per FSA Bid				35,000.00	
	50 Car-Comm - Replace Parts for 2-Way Radios				1,200.00	
	60 Certified Labs - Main Supplier of Grease/Chemicals				2,700.00	
	70 Clarke Waste - Main Supplies of Labrie Parks				1,800.00	
	80 FIA Card Service - Fuel Card				2,500.00	
	90 Fleetpride - Main Supplier of Maintenance Parts				7,000.00	
	100 Florida Brake - Main Supplier of Small Part Brake Parts				500.00	
	110 Heritage/Crystal Clean - Parts Supplier for Parts Cleaner				200.00	
	120 Florida Bolt - Alternative to Action Bolt				500.00	
	130 General GMC - Main Supplier of AutoCar & Sterling Parts				5,000.00	
	140 HiTech Recovery - Supplies Recycled Coolant				1,200.00	
	150 Hill Manufacturing - Alternative to NexGen				200.00	
	160 Hydraulic Supply - Supplier of Hydra. Hoses/Fittings				7,000.00	
	170 Imperial Supplies - Main Supplier of Small Maint. Parts				1,000.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 404*
 FUND 404

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
	180 Industrial Cleaning - Main Supplier of Veh. Wash, Deodorizer				1,300.00	
	190 Kimball Midwest - Alternative to Imperical Supplies				1,200.00	
	200 Lawson Products - Alternative to Certified Labs.				1,300.00	
	210 Nextran Truck - Main Supplier of Mack Parts				2,000.00	
	220 Nexgen - Alternative Cert. Labs & Hill Mfg.				700.00	
	230 Petersen Ind. - Supplies Parts for PetersenYL3 Bodies				4,000.00	
	240 Rechten - Supplies Parts for International Vehicles				3,200.00	
	250 Riviera Generator - Supplies Parts for Veh. Electrical Sys.				1,800.00	
	270 Sunbelt Waste - Supplies parts for Heil				4,000.00	
	280 Grainger - Shop/Vehicle Maintenance Equipment				1,100.00	
	290 Burk Oil - Hydraulic Oil for Vehicles				1,500.00	
404-53-534-404-47000	Printing	0.00	4,000.00	103.40	500.00	
	10 Printing for NCR Work Orders, Information Flyers				500.00	
404-53-534-404-48100	Advertising	7,890.60	8,000.00	4,657.95	8,000.00	
	10 Fees for Annual Collection Notice and Job Postings				8,000.00	
404-53-534-404-49400	Uniforms & Clothing	2,212.00	2,750.00	3,043.53	4,400.00	
	10 Uniform Service				2,400.00	
	20 Safety Shoes and Equipment				2,000.00	
404-53-534-404-49600	Administrative Fees	0.00	0.00	0.00	0.00	
404-53-534-404-51000	Office Supplies	500.00	500.00	496.22	300.00	
	10 Copier Paper, Pens, Paper Clips, etc.				300.00	
404-53-534-404-52000	Operating Supplies	3,051.24	3,200.00	1,511.23	4,200.00	
	10 Action Bolt - Misc. Hardware				100.00	
	20 Misc. Hardware & Supplies				200.00	
	30 Dell - Computer Components				1,000.00	
	40 Misc. Vendors				1,900.00	
	50 Shop Rag/Towel Service				1,000.00	
404-53-534-404-52100	Gasoline & Diesel Fuel	57,227.27	51,000.00	35,105.56	51,000.00	
	10 Fuel for Heavy Equipment				51,000.00	
404-53-534-404-52200	Small Tools & Others	1,308.15	5,000.00	2,234.48	2,500.00	
	10 Replacement and Specialty Tools for Heavy Equipment Maint.				2,500.00	

Town of Lake Park
 Print Itemized Budgets

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 404*
 FUND 404

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
404-53-534-404-52400	Containers	38,935.23	45,000.00	41,333.50	35,000.00	
	10 Purchase/Refurbish Dumpsters and Purchase Residential Carts				35,000.00	
404-53-534-404-59000	Depreciation Expense	0.00	0.00	0.00	0.00	
404-53-534-404-63101	Improvements-Dumpster Enclosure	0.00	0.00	0.00	5,000.00	
	10 Repair Dumpster Enclosures - Alleyways of Park Avenue				5,000.00	
404-53-534-404-64100	Machinery & Equipment	158,534.58	0.00	0.00	0.00	
404-53-534-404-71000	Principal	518.64	100,832.00	100,831.91	312,989.00	
	10 1st Year - Principal (Side Ldr)				64,943.00	
	20 1st Year - Principal (Frnt Ldr)				144,320.00	
	30 Last Payment - Previously Purchased Trucks				103,726.00	
	40 Johnson Controls Contribution				0.00	
404-53-534-404-72000	Interest	3,619.41	5,333.00	5,332.11	14,753.00	
	10 Last Payment - Previously Purchased Trucks				2,707.00	
	20 1st Year Interest - Sideloader				7,468.00	
	30 1st Year Interest - Front Ldr				4,583.00	
404-53-534-404-73000	Amortization Expense	0.00	0.00	0.00	0.00	
404-53-534-404-99110	Transfer to General Fund	249,999.96	250,000.00	0.00	260,000.00	
404-53-534-404-99900	Emergency Reserve	0.00	0.00	0.00	0.00	
404-53-534-404-99901	Contingency	0.00	0.00	0.00	0.00	
404-53-534-404-99907	Transfer to Fund Balance	0.00	0.00	0.00	0.00	
404-53-534-404-44200	Capital Leases	0.00	0.00	0.00	0.00	
	** TOTALS **	1,597,281.43	1,821,779.00	1,262,303.24	2,002,263.00	

TOWN OF LAKE PARK

PROPOSED BUDGET

COMMUNITY REDEVELOPMENT

FISCAL YEAR

October 1, 2019 through September 30, 2020

Itemized Budget Version For Year 2020 - 1 / Rev Accts / Accts Matching: 110*
 FUND 110 CRA

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
110-311.115	Ad Valorem Taxes - County	307,994.00	351,385.00	351,385.00	423,201.00	
110-361.100	Interest Earnings	0.00	0.00	0.00	0.00	
110-381.001	Transfer from General Fund	571,727.00	647,102.00	647,102.00	783,106.00	
110-381.115	Transfer from General Fund - ILA	0.00	0.00	0.00	0.00	
110-399.999	Balance Brought Forward	0.00	0.00	0.00	0.00	
	** TOTALS **	879,721.00	998,487.00	998,487.00	1,206,307.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 110*

FUND 110 CRA

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
110-115.999	Suspense	0.00	0.00	0.00	0.00	
110-166.900	Equipment & Vehicles	0.00	0.00	0.00	0.00	
110-167.900	Accum Deprec - Equipment	0.00	0.00	0.00	0.00	
110-55-552-520-19900	Wages reclassified	176,605.00	170,183.00	170,183.00	193,237.00	
110-55-552-520-31000	Professional Services	14,500.00	55,000.00	0.00	55,000.00	
	30 Marketing and Branding Campaign				55,000.00	
110-55-552-520-31100	Professional Svc - Town Attorney	4,075.00	10,000.00	4,125.00	3,500.00	
110-55-552-520-34000	Contractual Services	94,704.04	179,170.00	141,906.22	113,105.00	
	10 Terracon Landscape Maintenance Services				97,105.00	
	30 Terracon Services Tree Planting				10,000.00	
	40 Pole Mounts Decorative Lighting, bows, lights etc.				6,000.00	
110-55-552-520-34010	Contract FBC Sheriff	0.00	0.00	0.00	112,400.00	
110-55-552-520-34901	Administrative Fee	69,999.96	73,000.00	42,583.00	73,000.00	
110-55-552-520-40000	Travel & Training	469.00	5,500.00	3,793.00	4,500.00	
110-55-552-520-41200	Postage & Shipping	1.85	1,000.00	7.60	182.00	
110-55-552-520-43000	Utilities	13,252.90	12,000.00	11,065.68	12,000.00	
110-55-552-520-44100	Equipment Rentals	604.59	2,000.00	1,044.00	1,500.00	
110-55-552-520-45000	Insurance	8,308.00	10,000.00	8,308.00	10,000.00	
	10 Public Official Liability				10,000.00	
110-55-552-520-46000	Repair and Maintenance	0.00	12,300.00	3,474.15	6,000.00	
110-55-552-520-47000	Printing	0.00	500.00	0.00	100.00	
110-55-552-520-48100	Advertising	0.00	4,425.00	1,850.00	4,732.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 110*

FUND 110 CRA

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
110-55-552-520-48101	Office Supplies	0.00	250.00	0.00	250.00	
110-55-552-520-52000	Operating Expenses	203.51	2,475.00	66.00	100.00	
110-55-552-520-54200	Memberships, Dues, & Subscriptions	920.00	1,630.00	350.00	1,120.00	
	10 Special District Renewal Fee				175.00	
	20 Special District Annual Fee				75.00	
	30 Florida Redevelopment Association				870.00	
110-55-552-520-82111	Grant - Business Development	0.00	175,000.00	31,379.93	175,000.00	
	10 Grant Agreement Dedicated IT				100,000.00	
	20 Business Development Grants				75,000.00	
110-55-552-520-82118	Grants and Incentives	75,242.97	54,757.03	83,133.13	25,000.00	
110-55-552-520-82200	Revolving Loan Program	0.00	0.00	0.00	154,770.00	
	10 Loan Incentive for New Development				154,770.00	
110-55-552-520-91001	Transfer to General Fund	0.00	0.00	0.00	0.00	
110-55-552-520-91000	Transfer to Gen Fund - ILA 2008	169,182.96	169,183.00	0.00	171,221.00	
110-55-552-520-91030	Transfer to Gen Fund - ILA 2009	0.00	91,321.00	0.00	89,590.00	
110-55-552-525-64100	Machinery & Equipment	0.00	0.00	0.00	0.00	
	** TOTALS **	628,069.78	1,029,694.03	503,268.71	1,206,307.00	

Itemized Budget Version For Year 2020 - 1 / Exp Accts / Accts Matching: 150-51-589-900*
 INSURANCE FUND

G/L Account	Description	2018 Actual	2019 Budget	2019 YTD+Enc	2020 Budget	Notes
150-51-589-900-24000	Worker's Compensation Insurance	41,849.00	29,963.00	34,015.00	35,262.00	
150-51-589-900-45000	Insurance Expense - Prop/Liab	146,783.00	147,179.00	147,913.00	163,455.00	
150-51-589-900-45120	Insurance - Storage Tank Liability	1,754.00	1,486.00	0.00	2,067.00	
150-51-589-900-45500	Ins Exp-Marina Operator Liability	5,500.00	7,000.00	7,879.00	7,000.00	
150-51-589-900-49500	Insurance Claim Deductibles	0.00	25,000.00	4,520.00-	25,000.00	
150-51-589-900-49550	Settlements	33,333.34	36,667.00	36,666.67	36,667.00	
150-51-589-900-99901	Contingency	0.00	0.00	0.00	0.00	
	** TOTALS **	229,219.34	247,295.00	221,953.67	269,451.00	

TAB 4



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. Tab 4

Agenda Title: Regular Commission Meeting Minutes of August 21, 2019.

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

Approved by Town Manager *J. Wright* **Date:** 8-28-19

Shaquita Edwards
Name/Title *Shaquita Edwards, Deputy Town Clerk*

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct.: <input type="checkbox"/> Finance _____	Attachments: - Minutes - Exhibit "A"
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 <u>S.E.</u> Please initial one.

Recommended Motion: To approve the Regular Commission Meeting Minutes of August 21, 2019.



**Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, August 21, 2019, 9:00 PM
Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, August 21, 2019 at 9:00 p.m. Present were Mayor Michael O’Rourke, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, John Linden, Roger Michaud, Town Manager John O. D’Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Mayor O’Rourke led the pledge of allegiance.

SPECIAL PRESENTATIONS/REPORTS: None

PUBLIC COMMENT: None

CONSENT AGENDA:

- 1. Regular Commission Meeting Minutes of August 7, 2019.**
- 2. Resolution No. 61-08-19 Authorizing and Directing the Mayor to Execute the Grant Agreement for the Lake Park Town Hall Structural Condition Assessment and Report for the Town Clerk Ceiling and Exterior Doors.**
- 3. Proclamation Recognizing the Month of August 2019 as Florida Water Professionals Month.**

Motion: Vice-Mayor Glas-Castro moved to approve the agenda; Commissioner Michaud seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

PUBLIC HEARING(S) – ORDINANCE ON FIRST READING: None

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING: None

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

FUTURE AGENDA SUGGESTIONS:

Commissioner Linden- 800 Park Avenue Lease Agreement, and Town of Lake Park Grant Making Program (Re: Grants Larger than \$5,000.00).

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird announced he would not attend the September 5, 2019 Budget Meeting.

Town Manager D'Agostino please see Exhibit "A".

Commissioner Linden announced the most recent Diversity Council Meeting was well attended, and Assistant to the Town Manager Janet Perry would forward the meeting minutes for Commission review. He announced Lake Park Elementary Principal Michelle Fleming attended the Business Before Breakfast Meeting on Tuesday, August 20, 2019. He asked Town Attorney Baird for an update regarding the Department of Justice (DOJ). Town Attorney Baird explained that he contacted Mr. McFarland to remind that the DOJ was to provide information to the Town of Lake Park regarding alternative voting systems. He asked Town Manager D'Agostino for an update regarding the Towns' collaboration with Strategic Marketing and My PR Guru. Town Manager D'Agostino explained that staff had met and provided information to Strategic Marketing. Town Manager D'Agostino explained that he had signed the contract for My PR Guru on August 20, 2019. Commissioner Linden invited the Commission to attend an event at the Brew House Gallery on Thursday, August 29, 2019, 9:00 a.m.-12:00 p.m. He announced that he was invited to participate in the City of West Palm Beach Veteran's Day Parade Planning Committee. Commissioner Linden asked for an update regarding the Town of Lake Park Veteran's Day Parade. Special Events Director Riunite Franks explained that the Town of Lake Park Veteran's Day Parade was scheduled for November 10, 2019. Commissioner Linden announced that he was invited to participate in the Advisory Board for Lake Park Elementary School. Commissioner Linden announced that the Town was accepting applications for the Town of Lake Park Tree Board.

Commissioner Michaud announced that he enjoyed attending the Annual Florida League of Cities Conference. He explained the importance of how to prevent and detect Ransomware breaches. Town Manager D'Agostino explained that proactive and preventative measures taken by the Town of Lake Park Chief Information Technology Officer Hoa Hoang. Commissioner Michaud wished his daughter success at the University of Central Florida.

Commissioner Flaherty announced that he also enjoyed attending the Annual Florida League of Cities Conference. He explained that he was pleased to learn that the Town was in collaboration with the United States Census Bureau. He asked Town Manager D'Agostino if the Towns' new Website would be Americans with Disabilities Act (ADA)

compliant. Town Manager D'Agostino explained that the Towns' new Website would be hosted by Granicus, and would be ADA compliant.

Vice-Mayor Glas-Castro announced that she also enjoyed attending the Annual Florida League of Cities Conference. She thanked Mayor O'Rourke and Town Manager D'Agostino for attending the Palm Beach County Commission Meeting in support of the City of Palm Springs.

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ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Glas-Castro and seconded by Commissioner Michaud, and by unanimous vote, the meeting adjourned at 9:26 p.m.

Mayor Michael O'Rourke

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Shaquita Edwards, MPA, CMC

Town Seal

Approved on this _____ of _____, 2019

Exhibit "A"

TOWN MANAGER COMMENTS

AUGUST 21, 2019 - COMMISSION MEETING

BACK TO SCHOOL EXTRAVAGANZA - The Town of Lake Park held our annual Back to School Extravaganza on Saturday, August 10th from 10:00 am to 1:00 pm at Town Hall and the Library. The Town provided over 800 K-12 students with free backpacks, school supplies, haircuts, food, fun activities, health services and educational resources. Sponsors included Bridges of Lake Park, PBSO District 10, Academy Health Solutions, Club 100 Charities, Glass Chamber, Mullinax Ford, VFW Post 9610 and many more. WPBF Channel 25 was also onsite to interview the Town Manager.

CENSUS BUREAU - The Town's Community Development Department is working with the Census Bureau to provide adequate outreach for the upcoming Census. Our outreach initiated with the Back to School extravaganza which was very well attended. Information was provided to numerous residents in the community. A Census Bureau representative was in attendance as well and was impressed by the Town's ability to deliver Census information at such a well-attended event (in a tri-lingual manner). Counting every member of our community is **crucial** (*every person = \$1,600 in funding per person*). The Town has participated in Palm Beach County's Complete Count Committee's kick-off meeting. The Census Bureau has recommended that the Town establish our own Complete Count Committee by Resolution of the Town Commission. This Committee will essentially memorialize the steps that the Town Staff has already discussed internally and intends on pursuing for proper outreach, which include (in part):

Appoint a liaison to 2020 Census (Community Development)

Allow Census to post the Town name on census website identifying us as a partner for outreach

Display/distribute printed materials/ads

Encourage employee/residents participation in 2020 Census

Host meetings at local churches (etc.)

Broadcast Census message on Channel 18

Sponsor a Census event ("Census Day Event")

Link to Census website from Town website

Post/distribute information about Census JOB - 2020Census.gov/jobs and toll free 1-855-562-2020

In order to accomplish this, two Resolutions are needed: one that serves to support the Census and a second that serves to create the Town's own Complete

Count Committee. Draft Resolutions are available and Town Staff can bring them forward for Town Commission approval on a future agenda if the Town Commission so desires.

LWLI RANKING - Following an August 15th presentation to the County the Town was ranked #1 out of the 8 projects submitted! There are two projects ranked #2 and two ranked at #7 because their scores were identical.

1. **Lake Shore Drive Drainage Improvements, Town of Lake Park**
2. Singer Island Submerged Land Acquisition, Palm Beach County
2. Lake Worth Lagoon CAP Section 1135 Project, Palm Beach County
4. Lake Worth Lagoon Monitoring, Palm Beach County
5. Lake Worth Lagoon Preservation Project, City of Riviera Beach
6. Hypoluxo Septic to Sewer Conversion, Town of Hypoluxo
7. South Palm Park Water Quality Improvements, City of Lake Worth Beach
7. Wellesley Drive & 18th Avenue N. Lagoon Enhancement, City of Lake Worth Beach

LAKE PARK PUBLIC LIBRARY CLOSED – Reminder the Library has been temporarily closed Tuesday, August 20th and today, Wednesday, August 21st for Library Staff Training for their new catalog system. The new catalog system will debut in October with many new features for both Library staff and patrons. The Library will reopen on Thursday, August 22nd for regular schedule of operation, 9 a.m.-8 p.m.

LAKE PARK ELEMENTARY - The Town donated school supplies and backpacks to Lake Park Elementary on Wednesday, August 21st. Mayor Michael O'Rourke and the Special Events Department delivered the donations to the Principal Michele Fleming and her staff.

SPACEBOX RIBBON CUTTING – Thursday, August 22, 10 a.m. 210 N. Congress Avenue.

SUNSET CELEBRATION - The Town of Lake Park will host its monthly Sunset Celebration on Friday, August 30th from 6:00 pm – 9:00 pm at Lake Park Harbor Marina. This month's event will feature live entertainment from the *Bryce Allyn Band*, featuring a versatile range of reggae and classic rock through the ages that the crowd is sure to enjoy! There will be a full cash bar, happy hour prices, and a variety of food and arts & crafts vendors. For more information please contact the Special Events Department at 561-840-0160.

OFFICES WILL BE CLOSED IN OBSERVANCE OF LABOR DAY – Monday, September 2nd. In addition, the Library will be closed Saturday, August 31. Sanitation

Schedule: Commercial sanitation pickup only. Residential sanitation and vegetation service will resume on Tuesday, September 3rd.

SOUTH FLORIDA MANUFACTURERS ASSN. – For Commission approval to add a Proclamation from the Town for SFMA October is Manufacturing Month as a future agenda item for the September 18, 2019 meeting. The SFMA has held the distinction of being the dedicated resource for manufacturers in South Florida since 1961, saving its members time and money through advocacy, networking and resources for 60 years! SFMA prides itself on being member driven – creating new products and services as members' needs change.

The mission of the SFMA has remained constant though out its history: To Serve Manufacturers.

SFMA advocates for manufacturers across the South Florida Region covering 8 counties that include: Monroe, Miami-Dade, Broward, Palm Beach, St. Lucie, Martin, Okeechobee, and Indian River. This territory serves 6,000 manufacturers.

NOMINATION TO POSITION OF VICE-PRESIDENT TO PBC MUNICIPAL CLERK'S ASSOCIATION – Deputy Town Clerk Shaquita Edwards has been nominated to the position of Vice-President to the PBC Municipal Clerk's Assn. along with other Association nominees. The Municipal Clerk members will vote and make their selection in September. The person selected would be sworn in October 2020. Congratulations to Shaquita on her nomination!

FLORIDA REDEVELOPMENT ASSOCIATION 2019 CONFERENCE – The FRA Annual Conference will be held October 16-18, 2019 in Tampa, FL. There is a scheduled Regular Town Commission Meeting on Wednesday October 16th. If members of the Commission wish to attend the FRA Conference, a quorum would be needed to hold the Regular Town Commission Meeting on October 16th. If there is not a quorum of Commission members to attend the Commission meeting of October 16th, a Resolution would be required to cancel the meeting.

TEMPORARY SIGNAGE – 754 Park Avenue (Discuss at CRA Board-Sept. 4th Meeting?)
Temporary signage around the construction fence so those passing by 700 and 748 Park Avenue will not think the businesses are closed.

TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. Tab 5

Agenda Title: Resolution Authorizing the Mayor to Sign the Town of Lake Park Dependent Care Flexible Spending Account Plan Document

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

Approved by Town Manager *[Signature]* Date: 8-23-19
[Signature]

Name/Title ASSISTANT TOWN MGR/HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Resolution; and, Town of Lake Park Dependent Care Flexible Spending Account Plan Document
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 <u>BMT</u> OR Not applicable in this case ____ Please initial one.

Summary Explanation/Background:

The Town of Lake Park has established a Dependent Care Flexible Spending Account to help meet the needs of full-time employees who are enrolled in this account by providing for the work-related custodial dependent care for certain participants, their spouses and their dependents. This plan is intended to qualify as a dependent care assistance plan as defined in Section 129 of the Internal Revenue Code of 1986 as amended.

The purpose of this agenda item is to authorize the Mayor to sign the Town of Lake Park Dependent Care Flexible Spending Account Plan Document.

Recommended Motion: I move to adopt Resolution 63-09 -19.

RESOLUTION NO. 63-09-19

RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE TOWN OF LAKE PARK DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT PLAN DOCUMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park (“Town”) is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Commission has determined that it will provide the Town’s employees with a Dependent Care Flexible Spending Account to help meet the needs of full-time employees who are enrolled in this account by providing for the work-related custodial dependent care for certain participants, their spouses and their dependents; and

WHEREAS, this flexible spending account is intended to qualify as a dependent care assistance plan as defined in Section 129 of the Internal Revenue Code of 1986 as amended; and

WHEREAS, the Town Commission has reviewed the Dependent Care Flexible Spending Account plan document (which is attached hereto and incorporated herein as **Exhibit A**).

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

Section 1. The whereas clauses are incorporated herein as true and correct and are hereby made a specific part of this Resolution.

Section 2. The Town Commission hereby authorizes the Mayor to sign the Town of Lake Park Dependent Care Flexible Spending Account Plan Document which is attached hereto and incorporated here in as **Exhibit A**).

Section 3. This Resolution shall become effective immediately upon adoption.

Town of Lake Park Dependent Care Flexible Spending Account Plan Document

Introduction

Town of Lake Park has established this Dependent Care Flexible Spending Account Plan (the "Plan") to meet the needs of those of its Employees who are Participants in the Plan. The purpose of this Plan is to provide for the work-related custodial dependent care for certain Participants, their spouses and their dependents. The Plan is intended to qualify as a dependent care assistance plan as defined in Section 129 of the Internal Revenue Code of 1986, as amended (the "Code"). The Plan Sponsor, Plan Administrator, a benefits committee, and/or a third-party claims administrator is hereby granted discretionary authority to determine eligibility for benefits and/or to construe the terms of the plan.

Definitions

- a. Benefit Administrator - means an individual appointed by the Commission or other governing body of the Employer.
- b. Benefits - means the amounts paid to Participants under the Plan as reimbursements for Eligible Employment Related Expenses incurred by a Participant.
- c. Dependent - means any individual who is a dependent of a Participant within the meaning of Code Section 152(a).
- d. Earned Income - means all income derived from wages, salaries, tips, self-employment and other employee compensation but does not include any amounts received (i) under the Plan or any other dependent care assistance program under Code Section 129; or (ii) as a pension or annuity.
- e. Effective Date - means the October 1, 2017.
- f. Eligibility Requirement - means the requirement(s) for participation set forth herein.
- g. Eligible Employee - means any individual employed by the Employer for purposes of the Federal Insurance Contributions Act.

- h. Eligible Employment Related Expenses - means all Employment Related Expenses incurred by a Participant which are paid to a person who is not:
- a Dependent of the Participant;
 - the Participant's Spouse; or
 - a child of the Participant under the age of 19.
- i. Employer - means Town of Lake Park.
- j. Employment Related Expenses - means expenses incurred for Qualifying Services or for the cost of sending a child of the Participant to a Qualifying Day Care Center.
- k. Participant - means any Employee who has satisfied the eligibility requirements under Article III of the Plan.
- l. Plan Administrator - means the Town of Lake Park.
- m. Plan Year - The initial Plan Year for this Plan Document is October 1, 2017 to September 30, 2018. Subsequent Plan Years shall be twelve (12) month periods beginning each October 1st and ending on the following September 30st.
- n. Qualifying Day Care Center - means:
- a day care center which complies with all applicable laws and regulations;
 - provides care for more than six individuals, other than individuals who reside at the day care center; and
 - receives a fee payment or grant for providing Qualifying Services for the individuals.
- o. Qualifying Individual - means:
- a Dependent of a Participant who is under the age of 13;
 - a Dependent of a Participant who is physically or mentally incapable of caring for himself; or
 - the Spouse of a Participant, if he is physically or mentally incapable of taking care of himself.

- p. Qualifying Services - means Services performed:
- in the home of the Participant; or
 - outside the home of the Participant for the care of a Dependent who is under the age of 13, or for the care of a Qualifying Individual other than a Dependent under the age of 13, who regularly spends at least eight (8) hours a day in the Participant's household.
- q. Services - means custodial services performed to enable a Participant or Spouse to remain gainfully employed and which are related to the care of a Qualifying Individual.
- r. Spouse - means the spouse of a Participant but shall not include an individual separated or divorced from a Participant.
- s. Student - means an individual who, during each of five calendar months during a Plan Year, is a full-time student at an educational institution.

Eligibility

The Employee may elect to participate in the Plan upon completion of the Eligibility Requirements specified by the Employer in the Section 125 Plan in Section 2.01.

Newly hired employees that are eligible to participate in the Employer's medical insurance plan are eligible for this Plan on the first day of the month following thirty-two (32) days of employment. If the Eligible Employee elects to participate in the Plan during open enrollment and makes the required contributions, coverage shall begin on the October 1st immediately following the election. If the Eligible Employee elects to participate or change an election in the Plan during the Plan Year as allowed due to new eligibility or a qualifying event, coverage shall begin on the first day of the month following the election. In addition to the qualifying events defined in the Cafeteria Plan Document that permit mid-year election changes, Eligible Employees may begin participation, change contributions or cease participation if the cost of Qualifying Services changes in a manner consistent with the requested election change. Participation shall continue until the earlier of the last day of the Plan Year or the date coverage ceases.

Each Employee who terminates employment with the Employer during a Plan Year that is later rehired and becomes eligible for this Plan during the same Plan Year shall be treated as a newly-eligible employee for the purposes of election rights.

Termination of Eligibility

The eligibility of a Participant will cease upon the earlier of the following:

- The date your eligibility ends;
- The date your employment ends; or
- The date this Plan is terminated

Benefits

Each Participant in the Plan shall be eligible to receive Benefits under the Plan for all Eligible Employment Related Expenses incurred by the Participant after he became a Participant in the Plan, subject however to the limitations herein.

Claim for Benefits

Each Participant who desires to receive a Benefit under the Plan for Eligible Employment Related Expenses incurred for Qualifying Services shall, upon request, submit to the Plan Administrator a written statement containing the following information:

- a. name of the Dependent for whom the Qualifying Services are to be performed;
- b. the nature of the Qualifying Services performed for the Participant, the cost for which he wishes to be reimbursed;
- c. the relationship, if any, of the person performing the Qualifying Services to the Participant;
- d. if the Qualifying Services are being performed by a child of the Participant, the age of that child;
- e. a statement as to where the Qualifying Services will be performed;
- f. if the Qualifying Services are being performed in a day care center, a statement that (a) the day care center complies with all applicable laws and regulations; (b) the day care center provides care for more than six individuals (other than individuals residing at the center); and (c) the amount of compensation paid to the center;
- g. if the Participant is married, a statement of (a) the Spouse's compensation if he is employed, or (b) if the Participant's Spouse is not employed, a statement that (1) he is incapacitated or (2) he is a full-time student attending an educational institution and the months during the year which he will attend the educational institution;
- h. the name, address, and the Federal Tax Identification Number or Social Security Number of the individual or organization providing the care. The Federal Tax Identification Number or Social Security Number is not required if the individual or organization is tax-exempt.

If the Participant is eligible to receive Benefits under the Plan, he shall submit a statement stating the amount of Eligible Employment Related Expenses incurred by the Participant to the Plan Administrator within ninety (90) days after the date participation ends within the Plan Year or the one hundred and twenty (120) days after end of the Plan Year, whichever is earlier. Within thirty (30) days of receiving the statement, the Plan Administrator shall pay the Participant the Benefits to which he is entitled under the Plan.

Limitations on Benefits

A Participant may not receive Benefits for Eligible Employment Related Expenses incurred for any month in excess of his Earned Income for that month. If the Participant is married, he may not receive benefits for any month in excess of the lesser of:

- a. his Earned Income for the month; or
- b. the Earned Income of his Spouse for that month.

A Spouse who is not employed during any month in which the Participant incurs Eligible Employment Related Expenses, and is either incapacitated or a Student, shall be deemed to have Earned Income for that month of:

- a. \$250, if there is one Qualifying Individual for whom the Participant incurs Eligible Employment Related Expenses; or
- b. \$500, if there is more than one Qualifying Individual for whom the Participant incurs Eligible Employment Related Expenses.

A Participant may not receive Benefits for Eligible Employment Related Expenses for any calendar year in excess of \$5,000.00. A married Participant who files a separate individual tax return may not receive Benefits for Eligible Employment Related Expenses for any calendar year in excess of \$2,500.00.

Funding

Contributions required to pay benefits under this Plan shall consist of contributions by the Participants under the Employer's Flexible Benefit Plan, and other funds from the general assets of the Employer.

Plan Administrator

The Plan Administrator shall be the named fiduciary of the Plan and shall have the authority to manage the operation and administration of the Plan and to adopt such rules and regulations consistent with the Plan as it shall deem appropriate to administer the Plan. All determinations by the Plan Administrator shall be binding upon Participants, their spouses and dependents.

Claims Procedure

A Participant shall make a claim for Benefits by making a request in accordance with the Claim for Benefits section.

If a claim is wholly or partially denied, notice of a decision shall be furnished to the Participant within a reasonable period of time, not to exceed ninety (90) days after receipt of the claim by the Plan Administrator, unless special circumstances require an extension of time for processing the claim. If an extension of time is required, written notice of the extension shall be furnished to the Participant prior to the termination of the initial ninety (90) day period. In no event shall the extension exceed a period of ninety (90) days from the end of the initial period. The extension notice shall indicate the special circumstances requiring an extension of time and the date on which the Plan Administrator expects to render a decision.

The Plan Administrator shall, upon request, provide a Participant who is denied a claim for benefits written notice setting forth, in a manner calculated to be understood by the claimant, the following:

- a. a specific reason or reasons for the denial;
- b. specific reference to pertinent Plan provisions upon which the denial is based;
- c. a description of any additional material or information necessary for the claimant to perfect the claim and an explanation of why that material or information is necessary;
- d. an explanation of the Plan's claim review procedure.

The purpose of the review procedure is to provide a procedure by which a Participant, under the Plan, may have reasonable opportunity to appeal a denial of a claim to the Benefit Administrator for a full and fair review. To accomplish that purpose, the Participant, or his duly authorized representative may:

- a. request review upon written application to the named fiduciary;
- b. review pertinent Plan documents; and
- c. submit issues and comments in writing.

A Participant or his duly authorized representative shall request a review by filing a written application for review with the Benefit Administrator at any time within sixty (60) days after receipt of written notice of the denial of the claim.

Decision on review of a denied claim shall be made in the following manner:

- a. The decision on review shall be made by the Benefit Administrator, which may, at its discretion, hold a hearing on the denied claim. The Benefit Administrator shall make its decision not later than sixty (60) days after the Benefit Administrator receives the request for review, unless special circumstances require extension of time for processing, in which case a decision shall be rendered as soon as possible, but not later than one hundred twenty (120) days after receipt of the request for review. If an extension of time for review is required, written notice of the extension shall be furnished to the Participant prior to the commencement of the extension.
- b. The decision on review shall be in writing and shall include specific reasons for the decision, written in a manner calculated to be understood by the Participant, and specific references to the pertinent Plan provisions on which the decision is based.
- c. In the event that the decision on review is not furnished within the time period set forth, the claim shall be deemed denied on review.

If a dispute arises with respect to any matter under this Plan, the Plan Administrator may refrain from taking any other or further action in connection with the matter involved in the controversy until the dispute has been resolved.

Amendment and Termination

This Plan may be amended, suspended or terminated at any time by the Commission or other governing body of the Employer.

Miscellaneous

Except where otherwise indicated by the context, any masculine terminology used herein shall also include the feminine and vice versa, and the definition of any term herein in the singular shall also include the plural, and vice versa.

This Plan shall not be deemed to constitute a contract between the Employer and any Participant or Employee or to be a consideration or an inducement for the employment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant or Employee at any time regardless of the effect the discharge shall have upon him as a Participant of this Plan.

This Plan shall be construed and enforced according to the laws of the State of Florida, except to the extent those laws are preempted by the laws of the United States of America.

IN WITNESS WHEREOF, the Employer has caused this indenture to be executed on the _____ day of _____, 20_____.

By: _____ *COPY*

Title: _____ *AGENDA*

ATTEST:

AGENDA ONLY

By:

Title: _____

TAB 6



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. *Tab 6*

Agenda Title: Resolution Authorizing the Mayor to Sign the Town of Lake Park Health Care Flexible Spending Account Plan Document

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

Approved by Town Manager *[Signature]* Date: 8-23-19
[Signature]

Name/Title
ASSISTANT TOWN MGR/HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Resolution; and, Town of Lake Park Health Care Flexible Spending Account Plan Document
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 <u>BMT</u> OR Not applicable in this case ____ Please initial one.

Summary Explanation/Background:

The Town of Lake Park has established a Health Care Flexible Account (FSA) to help meet the needs of full-time employees who are enrolled in this account by paying for certain items of health care expenses which are not covered by any other type of employee benefit plan or individual insurance. The FSA is intended to qualify as a self-insured medical reimbursement plan as defined in Section 105 of the Internal Revenue Code.

The purpose of this agenda item is to authorize the Mayor to sign the Town of Lake Park Health Care Flexible Spending Account Plan Document.

Recommended Motion: I move to adopt Resolution 6A-09- -19.

RESOLUTION NO. 64-09-19

RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE TOWN OF LAKE PARK HEALTH CARE FLEXIBLE SPENDING ACCOUNT PLAN DOCUMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park (“Town”) is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Commission has determined that it will provide the Town’s employees with a Health Care Flexible Spending Account to help meet the needs of full-time employees who are enrolled in this account by paying for certain items of health care expenses which are not covered by any other type of employee benefit plan or individual insurance; and

WHEREAS, this flexible spending account is intended to qualify as a self-insured medical reimbursement plan as defined in Section 105 of the Internal Revenue Code; and

WHEREAS, the Town Commission has reviewed the Health Care Flexible Spending Account plan document (which is attached hereto and incorporated herein as **Exhibit A**).

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

Section 1. The whereas clauses are incorporated herein as true and correct and are hereby made a specific part of this Resolution.

Section 2. The Town Commission hereby authorizes the Mayor to sign the Town of Lake Park Health Care Flexible Spending Account Plan Document which is attached hereto and incorporated here in as **Exhibit A**).

Section 3. This Resolution shall become effective immediately upon adoption.

Town of Lake Park Health Care Flexible Spending Account Plan Document

Introduction

Town of Lake Park has established this Health Care Flexible Spending Account Plan (the "Plan") to meet the needs of those of its Employees who are Participants in the Plan. The purpose of this Plan is to provide for the medical protection for certain Participants, their spouses and their dependents. The Plan will provide benefits only for certain items of health care expenses which are not covered by any other type of employee benefit plan or individual insurance. The Plan is intended to qualify as a self-insured medical reimbursement plan as defined in Section 105 of the Internal Revenue Code. The Plan Sponsor, Plan Administrator, a benefits committee, and/or a third-party claims administrator is hereby granted discretionary authority to determine eligibility for benefits and/or to construe the terms of the plan.

Definitions

- COPY
- ABSTRACT ONLY
- a. Anticipated Contributions - means the total amount of contributions the participant is expected to make during the plan year.
 - b. Benefit Administrator - means an individual appointed by the Commission or other governing body of the Employer.
 - c. COBRA - means group health benefit rules enacted by the Consolidated Omnibus Budget Reconciliation Act of 1985 that permit continuation of coverage after certain qualifying events.
 - d. Coverage Period - means a period of time during the Plan Year in which benefits are stable due to a regular contribution amount.
 - e. Effective Date - Means October 1, 2017.
 - f. Eligibility Requirement means the requirement(s) for participation stated herein.
 - g. Employer - means the Town of Lake Park.
 - h. Employee - means any person who is employed by the Employer for purposes of the Federal Insurance Contributions Act.
 - i. Participant - means any Employee who has satisfied the eligibility requirements of the Plan and who elects to make contributions to the Plan and actually makes such contributions.

- j. Plan Administrator - means the Employer.
- k. Plan Year – The initial Plan Year for this Plan Document is October 1, 2017 to September 30, 2018. Subsequent Plan Years shall be twelve (12) month periods beginning each October 1st and ending on the following September 30st.
- l. QDRO – means Qualified Domestic Relations Order.

Eligibility

The eligible Employee may elect to participate in the Plan upon completion of the Eligibility Requirements specified by the Employer in the Section 125 Plan in Section 2.01.

Newly hired employees that are eligible to participate in the Employer's medical insurance plan are eligible for this Plan on the first day of the month following thirty-two (32) days of employment. If the eligible Employee elects to participate in the Plan during open enrollment and makes the required contributions, coverage shall begin on the October 1st immediately following the election if the election is made during open enrollment, or the first day of the month following thirty (30) days of eligibility for mid-year elections. If the Eligible Employee elects to participate or change an election in the Plan during the Plan Year as allowed due to new eligibility or a qualifying event, coverage shall begin on the first day of the month following the election. Participation shall continue until the earlier of the last day of the Plan Year or the date coverage ceases.

Each Employee who terminates employment with the Employer during a Plan Year that is later rehired and becomes eligible for this Plan during the same Plan Year shall be treated as a newly-eligible employee for the purposes of election rights.

Termination of Eligibility

The eligibility of a Participant will cease upon the earlier of the following:

- The date your eligibility ends;
- The date your employment ends; or
- The date this Plan is terminated

If eligibility ceases during a Plan Year, the former Participant may not make a new election for the remainder of the Plan Year.

Participation in the Health Care Flexible Spending Account may be continued beyond the termination of eligibility as permitted under the Family Medical Leave Act (FMLA) as described in section 2.03 of the Cafeteria Plan or the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Continuation of Coverage

Participants and qualified dependents may have a right to continue coverage under the provisions of COBRA through the end of the plan year in which coverage would otherwise cease.

Benefits

The Employer shall establish minimum and maximum annual Employee contributions for each Plan Year, subject to statutory limits. Such minimum and maximum annual Employee contributions shall be communicated to Employees during the annual enrollment period or upon eligibility, as applicable.

The amount available for reimbursement shall be the Employee's Anticipated Contributions during the Plan Year minus the amount already reimbursed during the Plan Year via check, direct deposit, debit card transaction or other means.

Not later than ninety (90) days following the date upon which the Participant submits appropriate claim information, the Employer shall reimburse the Participant up to the Anticipated Contribution for a given Coverage Period for all eligible expenses incurred by the Participant during the Plan Year and defined as reimbursable under Code Section 105 for himself and his spouse and/or his tax dependents, if any.

The Employer shall not reimburse the Participant for any amounts payable under any other employee benefit plan or policy or any individual insurance by which the Participant, his spouse, or dependents are covered. All such reimbursements must comply with Code Section 213(d), however, the Employer may restrict or limit such coverage by means of administrative rules provided such rules are made known to Employees prior to the beginning of each Plan Year or the date of the Employee's eligibility, as applicable. The IRS and other government entities may further restrict or limit which expenses are eligible. The Plan Administrator shall have final discretion as to which expenses are eligible for reimbursement.

Qualified Domestic Relations Order

A court with jurisdiction over the employee, spouse and/or dependents covered by this Plan may through the issuance of a QDRO may allocate all or a portion of the available benefits under this Plan for the exclusive benefit of any or all of such persons as long as the total of all benefits for a Participant, the Participant's spouse and the Participant's dependents does not exceed 100% of the Anticipated Contributions for the Plan Year.

Eligible Expenses for HSA Plan Participants

HSA participants are those that are eligible to make contributions to a Health Savings Account plan qualified under Section 223 of the Internal Revenue Code. Expenses eligible for reimbursement under this Limited-Purpose Health Care Flexible Spending Account Plan include those incurred during the Benefit Period for the prevention, diagnosis, cure, mitigation, or treatment of disease, for the purpose of affecting any structure or function of the body, or for the treatment and cure of bodily injury resulting from accidents and for transportation primarily for and essential to medical care for himself, his spouse and his covered dependents, as defined in Code Section 105. Additionally, reimbursable expenses must be for dental, vision or hearing care, and out-of-pocket expenses incurred after the calendar year deductible under the Employer's HSA-compatible medical insurance plan as evidenced by an Explanation of Benefits. Medical expenses covered by the Employee's HSA plan, the Employer-sponsored medical insurance plan, or paid by any other plan or insurance program are not eligible. Covered persons include the Participant and any individuals considered by the IRS as spouse or dependents for income tax purposes.

The Participant may not be reimbursed for any amounts payable under any other employee benefit plan or policy or any individual insurance by which the Participant, his spouse, or dependents are covered. All reimbursements must comply with Code Section 213 and/or specific guidance issued by the IRS related to the Plan, however, the Employer may restrict or limit such coverage by means of administrative rules provided such rules are made known to Employees prior to the beginning of each Plan Year or the date of the Employee's eligibility, as applicable.

Eligible Expenses for non-HSA Plan Participants

Expenses eligible for reimbursement for Participants not eligible to make contributions to a Health Savings Account plan include those incurred during the Benefit Period for the prevention, diagnosis, cure, mitigation, or treatment of disease, for the purpose of affecting any structure or function of the body, or for the treatment and cure of bodily injury resulting from accidents and for transportation primarily for and essential to medical care for himself, his spouse and his covered dependents, as defined in Code Section 105. Additionally, reimbursable expenses must be for medical, dental, vision or hearing care. Medical expenses covered by any Employer-sponsored medical insurance plan or paid by any other plan or insurance program are not eligible. Covered persons include the Participant and any individuals considered by the IRS as spouse or dependents for income tax purposes.

The Participant may not be reimbursed for any amounts payable under any other employee benefit plan or policy or any individual insurance by which the Participant, his spouse, or dependents are

covered. All reimbursements must comply with Code Section 213 and/or specific guidance issued by the IRS related to the Plan, however, the Employer may restrict or limit such coverage by means of administrative rules provided such rules are made known to Employees prior to the beginning of each Plan Year or the date of the Employee's eligibility, as applicable.

Benefit Period

The Participant shall be permitted to submit requests for reimbursement of eligible expenses incurred during the period beginning on the date participation begins within a given Plan Year and ending on the earlier of the date participation ends for that Plan Year or the end of the Plan Year.

Claims Procedure

A Participant shall make a claim for Benefits by making a request in accordance with the terms of this Plan Document. Requests must be received within ninety (90) days after the date participation ends within the Plan Year or one hundred and twenty (120) after the end of the Plan Year, whichever is earlier.

If a claim is wholly or partially denied, notice of a decision shall be furnished to the Participant within a reasonable period of time, not to exceed ninety (90) days after receipt of the claim by the Plan Administrator, unless special circumstances require an extension of time for processing the claim. If an extension of time is required, written notice of the extension shall be furnished to the Participant prior to the termination of the initial ninety (90) day period. In no event shall the extension exceed a period of ninety (90) days from the end of the initial period. The extension notice shall indicate the special circumstances requiring an extension of time and the date on which the Plan Administrator expects to render a decision.

The Plan Administrator shall, upon request, provide a Participant who is denied a claim for benefits written notice setting forth, in a manner calculated to be understood by the claimant, the following:

- a. a specific reason or reasons for the denial;
- b. specific reference to pertinent Plan provisions upon which the denial is based;
- c. a description of any additional material or information necessary for the claimant to perfect the claim and an explanation of why that material or information is necessary;
- d. an explanation of the Plan's claim review procedure, as set forth below.

The purpose of the review procedure set forth herein is to provide a procedure by which a Participant, under the Plan, may have reasonable opportunity to appeal a denial of a claim to the Benefit Administrator for a full and fair review. To accomplish that purpose, the Participant, or his duly authorized representative may:

- a. request review upon written application to the named fiduciary;
- b. review pertinent Plan documents; and
- c. submit issues and comments in writing.

A Participant or his duly authorized representative shall request a review by filing a written application for review with the Benefit Administrator at any time within sixty (60) days after receipt of written notice of the denial of his claim.

Decision on review of a denied claim shall be made in the following manner:

- a. The decision on review shall be made by the Benefit Administrator, which may, in its discretion, hold a hearing on the denied claim; the Benefit Administrator shall make its decision not later than sixty (60) days after the Benefits Administrator receives the request for review, unless special circumstances require extension of time for processing, in which case a decision shall be rendered as soon as possible, but not later than one hundred twenty (120) days after receipt of the request for review. If an extension of time for review is required, written notice of the extension shall be furnished to the Participant prior to the commencement of the extension.
- b. The decision on review shall be in writing and shall include specific reasons for the decision, written in a manner calculated to be understood by the Participant, and specific references to the pertinent Plan provisions on which the decision is based.
- c. In the event that the decision on review is not furnished within the time period set forth above, the claim shall be deemed denied on review.

If a dispute arises with respect to any matter under this Plan, the Plan Administrator may refrain from taking any other or further action in connection with the matter involved in the controversy until the dispute has been resolved.

Repayment of Excess Reimbursements

If it is determined that a Participant has received reimbursements (including via debit card) in excess of the amount of eligible expenses, the Plan Administrator shall give the Participant written notice of any excess amount, and the Participant shall repay the amount of such excess to the Employer within sixty (60) days of such notice.

Coordination of Benefits

The Plan is intended solely to pay benefits for unreimbursed health care expenses as defined by IRC Section 213(d), with the exception that reimbursement of premiums is not permitted. Accordingly, it shall not be considered a group health plan for coordination of benefits purposes, and its benefits shall not be taken into account when determining benefits under any other plan.

Disposition of Unused Funds

If an Employee's contributions exceed the amount reimbursed after the end of the claim filing period for the Plan Year (or the date of any final action by the Appeals Committee, whichever is later), up to \$500 of the excess contributions will be added to the subsequent Plan Year's account balance provided the Employee remains a Participant for that Plan Year. Unused amounts above \$500 will be forfeited. If the Employee does not remain a Participant for the subsequent Plan Year all excess contributions will be forfeited. The Employer may use any remaining funds as it sees fit except it may not return the funds to the Participants to offset any forfeiture.

Funding

Contributions required to pay benefits under this Plan shall consist of contributions by the Participants under the Employer's Flexible Benefit Plan, and other funds from the general assets of the Employer.

Continuation of Coverage under COBRA

Participants in this Plan may have rights to continue participation under Code Section 4980B (commonly known as COBRA) if the participant or a family member experience a qualifying event that would otherwise cause coverage to end. Participants are notified of specific rights under COBRA via a separate notice.

HIPAA Privacy

Federal regulations including the Health Insurance Portability and Accountability Act define the rights and obligations of participants, the Employer and the Plan with regard to protecting the privacy of personal health information.

Plan Administrator

The Plan Administrator shall be named fiduciary of the Plan and shall have the authority to manage the operation and administration of the Plan and to adopt such rules and regulations consistent with the Plan as it shall deem appropriate to administer the Plan. All determinations by the Plan Administrator shall be conclusive and binding on all Participants, their spouses and dependents.

Amendment and Termination

This Plan may be amended, suspended or terminated at any time by the governing body of the Employer.

Miscellaneous

Except where otherwise indicated by the context, any masculine terminology used herein shall also include the feminine and vice versa, and the definition of any term herein in the singular shall also include the plural, and vice versa.

This Plan shall not be deemed to constitute a contract between the Employer and any Participant or Employee or to be consideration or an inducement for the employment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant or Employee at any time regardless of the effect the discharge shall have upon him as a Participant of this Plan.

This Plan shall be construed and enforced according to the laws of the State of Florida, except to the extent those laws are preempted by the laws of the United States of America.

IN WITNESS WHEREOF, the Employer has caused this indenture to be executed on the _____ day of _____, 20_____.

By: _____

Title: _____

ATTEST: _____

By: _____

Title: _____

*ALLENDA
COAST
COUNTY*

TAB 7



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. Tab 7

Agenda Title: Resolution Authorizing the Mayor to Sign the Library's Annual Plan of Service

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

Approved by Town Manager *[Signature]* **Date:** 8-19, 2019

Karen Mahnk, Library Director

Name/Title

Originating Department: <p style="text-align: center;">LIBRARY</p>	Costs: \$ N/A Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Resolution No. <u>65</u> - 09-19 Exhibit "A" - Grant Agreement Exhibit "B" - Certification of Hours, Free Library Service Exhibit "C" - Annual Plan of Service
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 - <u>KM</u> Please initial one.

Summary Explanation/Background: Each year, the State Division of Library Services provides some level of support for Libraries throughout the State to help them operate for the citizens of Florida. In order to meet the requirements for an application for State Aid to Libraries Grant Funding, the Commission is required to approve of the submission of the Grant Agreement, the Library Annual Plan of Service, and Certification of hours, free Library services and access to materials.

This agenda item is requesting the Commission to authorize the Mayor to execute the application for State Aid to Libraries Grant Agreement, the required Certification of hours, free Library services and access to materials, and the Library's Annual Plan of Service for 2020.

Recommended Motion: I move to approve Resolution No. 65-09-19.

RESOLUTION NO. 65-09-19

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA APPROVING THE SUBMISSION OF AN APPLICATION FOR STATE AID TO LIBRARIES GRANT BY THE TOWN TO OBTAIN FUNDING FOR LIBRARY SERVICES, APPROVING THE LIBRARY'S ANNUAL PLAN OF SERVICE FOR 2020 AND MAKING CERTAIN CERTIFICATIONS AS SET FORTH HEREIN; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, effective July 1, 2003 the Florida Legislature amended Chapter 257 Florida Statutes to allow municipalities to submit applications for State Aid to Libraries Grant Funding by municipalities; and

WHEREAS, in order to meet the requirements for an application for State Aid to Libraries Grant Funding, the Town Commission of the Town of Lake Park (Town) is required to approve of the submission of the application and make the certifications provided as set forth below;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA THAT;

- Section 1. The Town of Lake Park, Florida is an eligible municipal corporation.
- Section 2. The Town of Lake Park is the single library administrative unit.
- Section 3. The Town Commission of the Town is the designated governing body to authorize and fund library services in the Town.
- Section 4. The Town's Library Director, in accordance with the job description thereof, is an employee of the Town is hereby designated as the single administrative head with authority to manage and coordinate operations of the Town's Public Library.
- Section 5. The Library Director has an American Library Association accredited professional degree; has at least two (2) years of full-time paid professional experience, and has completed a library education program, in a public library that is open to the public for a minimum of 40 hours per week.
- Section 6. All funds received by the Town shall be centrally expended by the single administrative head as part of the Library's budget.

- Section 7. The Town's Public Library shall extend borrowing privileges without charge to residents of all library service areas in the county that receives State Aid to Libraries Grants.
- Section 8. The Town's Public Library shall provide free library services.
- Section 9. The Town's Public Library shall participate with all libraries in the county that receive State Aid to Libraries Grants in joint planning for the coordination of library services to residents.
- Section 10. The Town's Public Library shall continue to be operated at a minimum of 40 hours per week with the following schedule in 2020: Monday from 9:00 am to 6:00 pm; Tuesday, Wednesday and Thursday from 9:00 am to 8:00 pm; Friday from 9:00 am to 4:00 pm and Saturday from 10:00 am to 4:00 pm.
- Section 11. Attached hereto is Exhibit "A", which supersedes the State Aid to Libraries Grant Agreement previously executed between the State of Florida, Department of State and Town for and on behalf of the Town's Public Library which was approved by the Town Commission on January 16, 2019 by Resolution 09-01-19.
- Section 12. Attached hereto is Exhibit "B", which supersedes the Certification of Hours, Free Library Service and Access to Materials previously executed between the State of Florida, Department of State and the Town for and on behalf of the Town's Public Library which was approved by the Town Commission on January 16, 2019 by Resolution 09-01-19.
- Section 13. Attached hereto is Exhibit "C", which supersedes the Library's Annual Plan of Service for 2019 previously approved by the Town Commission on November 7, 2018 by Resolution 75-11-18.
- Section 14. The Town Commission hereby authorizes the Mayor and Town Clerk to execute the application for the State Aid to Libraries Grant funding, Certification of Hours, Free Library Service and Access to Materials and approve the Library's Annual Plan of Service for 2020.
- Section 15. This Resolution shall become effective immediately upon adoption.

**STATE AID TO LIBRARIES GRANT
AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
Town of Lake Park for and on behalf of Lake Park Public Library**

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the Town of Lake Park for and on behalf of Lake Park Public Library, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2019-20 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Grant Purpose. This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated

a) The Grantee shall perform the following **Scope of Work**:

In accordance with Sections 257.17-257.18, Florida Statutes, the Grantee shall receive a grant amount that is calculated and based upon local funds expended during the second preceding fiscal year for the operation and maintenance of the library. For this grant, the local expenditures shall have been made during the period October 1, 2017 - September 30, 2018.

In order to be eligible to receive the grant funding, the Grantee shall manage or coordinate free library service to the residents of its legal service area for the period October 1, 2017 through June 30, 2020. The Grantee shall:

- o Have a single administrative head employed full time by the library's governing body;
- o Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- o Provide access to materials, information and services for all residents of the area served; and
- o Have at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement.

b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payments to

be awarded.

Payment 1, Deliverable/Task 1

Payment will be an advance in the amount of 100% of the grant award for the period October 1, 2017 through June 30, 2020.

The Grantee will:

- o Have expended funds to provide free library service during the period October 1, 2017 - September 30, 2018;
 - o Provide an Expenditure Report and certification of Local Operating Expenditures for the period October 1, 2017 - September 30, 2018 only;
 - o Provide documentation showing that at least one library, branch library or member library is open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement;
 - o Provide the Certification of Credentials for the Single Administrative Head; and
 - o Provide a Certification of Hours, Free Library Service and Access to Materials.
- c) Grant funds shall be used for the operation and maintenance of the library. The allowable budget categories are: Personnel Services (salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis); Operating Expenses (expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays); Non-Fixed Capital Outlay (outlays for the acquisition of or addition to fixed assets); and Other (other operating expenditure categories in the library budget).

2. **Length of Agreement.** This Agreement covers the period of October 1, 2017 to June 30, 2020, unless terminated in accordance with the provisions of Section 28 of this Agreement. This period begins with the start of the Grantee's second preceding fiscal year (October 1, 2017) and concludes with the end of the State of Florida's current fiscal year (June 30, 2020).
3. **Expenditure of Grant Funds.** Grant funds will be used to reimburse a portion of local funds expended by the Grantee during their second preceding fiscal year (October 1, 2017 – September 30, 2018) for the operation and maintenance of a library and shall not exceed the amount specified in Attachment B. No costs incurred after the second preceding fiscal year shall be allowed unless specifically authorized by the Division.
4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

For the Division of Library and Information Services:

Marian Deeney, Library Program Administrator
Florida Department of State

R.A. Gray Building
500 South Bronough Street
Tallahassee, FL 32399-0250
Phone: 850.245.6620
Email: marian.deeney@dos.myflorida.com

For the Grantee:

Karen Mahnk
Lake Park Public Library
529 Park Avenue Lake Park Florida 33403
Phone: 561.881.3331
Email: kmahnk@lakeparkflorida.gov

5. **Grant Payments.** The total grant award shall not exceed the amount specified on the “Fiscal Year 2019-20 State Aid to Libraries Final Grants” document (Attachment B), which shall be paid by the Division in consideration for the Grantee’s minimum performance as set forth by the terms and conditions of this Agreement. Payment will be an advance in the amount of 100% of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.
6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization form (form number DFS-AI-26E, rev 6/2014), incorporated by reference, to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit myfloridacfo.com/Division/AA/Forms/DFS-AI-26E.pdf. The form also includes tools and information that allow you to check on payments.
7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit flvendor.myfloridacfo.com/. **A copy of the Grantee’s Florida Substitute Form W-9 must be submitted by the Grantee to the Division before or with the executed Agreement.**
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

The Department shall require the return of the award in a prorated amount based upon the percentage of time that the library failed to perform the minimum level of services. The prorated reduction will be in the same percentage as the percentage of time that the library was not providing minimum level of services.
9. **Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements,

information, press releases, publications, brochures, videos, web pages, programs, etc. created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

“This project has been funded under the provisions of the State Aid to Libraries Grant program, administered by the Florida Department of State’s Division of Library and Information Services.”

10. **Non-allowable Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures (dated February, 2011), incorporated by reference, which are available online at myfloridacfo.com/Division/AA/Manuals/Auditing/Reference_Guide_For_State_Expenditures.

Grant funds may not be used for the purchase or construction of a library building or library quarters.

11. **Travel Expenses.** The Grantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.
12. **Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds as outlined in the Department of Financial Service’s Reference Guide for State Expenditures (dated February, 2011) (myfloridacfo.com/Division/AA/Manuals/Auditing/Reference_Guide_For_State_Expenditures), incorporated by reference.
13. **Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of “Department of State” and mailed directly to the following address: Florida Department of State, Attention: Marian Deeney, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.
14. **Single Audit Act.** Each grantee, other than a grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$750,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 218.39, *Florida Statutes* within nine months of the close of its fiscal year.
15. **Retention of Accounting Records.** Financial records, supporting documents, statistical records and all other

records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the close out of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.

16. **Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
17. **Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
18. **Noncompliance.** Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other Office of Cultural, Historical, and Information Programs (OCHIP) Division will be in noncompliance status and subject to the OCHIP Grants Compliance Procedure. OCHIP Divisions include the Division of Cultural Affairs, the Division of Historical Resources, and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any OCHIP grant may be released.
19. **Accounting Requirements.** The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:
 - a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds;
 - b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division;
 - c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget;
 - d) The name of the account(s) must include the grant award number;
 - e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets; and
 - f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).

- 20. Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
- 21. Lobbying.** The Subgrantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.
- 22. Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.
- 23. Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.
- 24. Liability.** The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.
- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
 - b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
 - c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
 - d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is

understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

25. **Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 18, Noncompliance.
26. **No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, pregnancy or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.
27. **Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.
28. **Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.
29. **Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.
30. **Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.

31. **Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.
- a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:
 - a) Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.
 - b) Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
 - b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
32. **Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
33. **Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.
34. **Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
35. **Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
36. **Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990 (ada.gov (as of April 2019)), incorporated by reference).
37. **Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

38. Entire Agreement. The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Florida Single Audit Act Requirements (Attachment A)
- c) Fiscal Year 2019-20 State Aid to Libraries Final Grants (Attachment B)

The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.

Subgrantee:

Department of State

By: _____

By: _____

Chair of Governing Body or Chief Executive Officer

Typed name and title

Amy Johnson, Director
Division of Library and Information Services
Department of State, State of Florida

Typed name and title

Date

Date

Clerk or Chief Financial Officer

Witness

Typed name and title

Date

Date

ATTACHMENT A

FLORIDA SINGLE AUDIT ACT REQUIREMENTS

AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

Monitoring

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, *Florida Statutes (F.S.)*, as revised (see Audits below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 *CFR* 2 §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

Audits

Part I: Federally Funded

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 *CFR* §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. Exhibit 1 to this agreement lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR 200.514, will meet the requirement of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, subpart F - Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, subpart F - Audit Requirements, the cost of the audit must be

paid from non-federal resources (i.e. the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

Part II: State Funded

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2) *F.S.*

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017 and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, *F.S.* ; Rule Chapter 69I-5 F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), *F.S.* This includes submission of a financial reporting package as defined by Section 215.97(2) *F.S.* , and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017 and thereafter), an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)

<http://www.myfloridacfo.com/>

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)

<http://www.leg.state.fl.us/>

Part III: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by PART I of this agreement shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to each of the following:
 - A. The Department of State at each of the following addresses:

Office of Inspector General

Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250

- B. The Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.6 and section 200.512

The FAC's website prides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:
 - A. The Department of State at each of the following addresses:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250
 - B. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450
3. Any reports, management letter, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97 F.S. and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

Part IV: Record Retention

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department of State.

EXHIBIT – 1

**FEDERAL RESOURCES AWARDED TO THE RECIPIENT
PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

Not applicable.

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

Not applicable.

**STATE RESOURCES AWARDED TO THE RECIPIENT
PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Not applicable.

SUBJECT TO SECTION 215.97, *FLORIDA STATUTES*:

Florida Department of State, State Aid to Libraries;
CSFA Number. 45.030
Award Amount: See Attachment B.

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.

ATTACHMENT B
Fiscal Year 2019-20 State Aid to Libraries Final Grants

EXHIBIT "B"

**FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES
STATE AID TO LIBRARIES GRANT APPLICATION
Certification of Hours, Free Library Service and Access to Materials**

The Town of Lake Park, governing body for the Lake Park Public Library hereby certifies that the following statements are true for the time period October 1, 2017 through June 30, 2020:

- Provides free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provides access to materials, information and services for all residents of the area served; and
- Has at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system).

Signature

Chair, Library Governing Body

Date

Name (Typed)

EXHIBIT “C”

Your Neighborhood Library



Our Vision

To cultivate and foster in the community an enthusiasm for knowledge and an atmosphere that promotes lifelong learning

Our Motto

This is where education continues after school ends; where readers are grown from the time they are young; and where doors are open for everyone. This is *YOUR* library.

Our Mission

To promote knowledge and preservation of information; make available materials which aid in the pursuit of education, information, research and recreation; and provide the community with skilled guidance in navigating all information to fulfill knowledge needs.

Annual Plan of Service – 2020

Activities & Events

- Continue expanding public recognition programs for Library partners and community supporters.
- Continue expanding outreach activities.
- Continue expanding Library's presence in community events.
- Continue promoting community participation by way of related public workshops and discussions.
- Continue adding outdoor events in Town locations sponsored by the Library.
- Continue to actively seek feedback through promotion of suggestion box and online surveys.
- Continue to expand programs and services within the library that include assisting residents with their business needs.
- Schedule at least two special programs focusing on parents reading skills and family literacy time.
- Schedule two family programs focusing on the visual and performing arts.
- Schedule at least one annual music concert.
- Present at least four technology programs to the public for improving technology proficiency.
- Continue sponsoring local artist exhibits including at least one youth-only exhibit.
- Continue providing programs focusing on the natural sciences for adult and students.
- Continue providing programs centering on personal finance and money management issues for both youth and adults.
- Continue participation in expanded annual Back to School Expo in cooperation with other community groups and Town departments.
- Continue regularly scheduled computer classes for both adults and youth each month.
- Continue the expanded annual Health and Wellness Expo in cooperation with other community groups and Town departments.
- Host at least one public forum for voters to discuss issues
- Implement Sister Library activities with Konbit Bibliyotek located in Site Soley, Port-au-Prince, Haiti.

Collection Development

- Continue investigating new and more user friendly methods of searching the collection.
- Implement innovative collection design that encourages user browsing of our collection.
- Continue researching user preferences utilizing surveys, advisory groups and circulation statistic reports.
- Continue creating genre sections or *zones* for more popular subject matter.
- Expand general collection with a wider variety of media adapting for emerging technology.
- Expand multilingual fiction beyond Arabic, Kreyol and French selections to reflect and provide for local community needs.
- Increase use of mobile circulation.

Educational Services

- Continue expanding children's reading and story time events as the needs of the community grow.
- Continue partnering with local schools for library and community programs.
- Continue promoting *READ* poster program to community stakeholders.
- Continue providing basic technology seminars to assist users in optimum use of their devices.
- Continue focusing on school readiness and early literacy to assist local schools in maintaining high achieving students.
- Continue partnerships for programs that promote literacy.
- Continue creating unique learning experiences for youth and adults.
- Continue nurturing learning-centered activity within the library with additional online resources.
- Continue weekly computer classes for the public by utilizing volunteers as guest instructors.
- Continue to provide new opportunities for the public to explore new technologies.
- Continue providing unique and value-added after school programs.
- Continue "Local Expert Showcase" featuring a new local expert each month to speak.

Facilities

- Continue redesign and refurbishing of main area as funds are available.
- Continue to investigate solutions to address the variety of transport vehicles patrons use to visit the library.
- Implement "**technology zones**" that provides users with more options for online access and connectivity.
- Organize a committee to draft a facilities planning proposal for funding a building /facilities improvement feasibility study.

Staffing

- Continue staff training on all new software and hardware as well as refresher courses on current programs.
- Continue increasing staffing as funding becomes available to bring staffing to enhanced standard levels.
- Expand varieties of training opportunities.
- Incorporate team-based workflow.
- Implement established standards for customer service.
- Update needs assessment.
- Create and staff a position dedicated to library technical needs and support.
- Implement adopted standards of technical proficiency for all current library positions and achieve those levels by the end of FY 2020.

Marketing

- Continue marketing of Library programs and services by utilizing new as well as traditional media methods.
- Continue to revamp Library's web page with Town's new platform.
- Continue utilizing cost-effective methods for producing library publications such as calendars and brochures.
- Continue exploring new, emerging marketing methods.
- The library will conduct at least one survey of users to assess effectiveness and satisfaction with our services.
- Implement any remaining recommendations proposed in the 2017-18 usability report.
- Hold a joint workshop with the Advisory, Library Boards and Friends Group to discuss short term and long term fundraising strategies.
- Host the 2020 annual Library Volunteers and Supporters appreciation event.

Technology

- Continue providing new automation solutions for staff as well as users.
- Implement biometric-based card-optional system and combine with digital card.
- Increase number of tablets available to patrons.
- Complete navigation to wireless printing.
- Implement offsite book and media lending kiosks and/or pop-up libraries program.
- Implement onsite laptop lending kiosks for users.
- Promote E-Cloud-Library as additional, expanded content to users.
- Schedule a library technology session for school aged youth on the use of online resources and how to use.
- Create a catalog of programs created specifically for Technology innovation
- Implement remote attendance as an optional method for users to view and/or participate in selected Library programs.
- Seek grant funding for a cooperative project with the Town Historic Society to digitize all Society and Library's photos and historic records for access by users by way of the Library's website.

TAB 8



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. *Tab 8*

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A COMMUNITY BEAUTIFICATION IMPROVEMENT GRANT AWARD IN THE AMOUNT OF \$14,500; AND PROVIDING FOR AN EFFECTIVE DATE

- SPECIAL PRESENTATION/REPORTS CONSENT AGENDA
- BOARD APPOINTMENT OLD BUSINESS
- ORDINANCE
- NEW BUSINESS**
- OTHER: _____

Approved by Town Manager *[Signature]* Date: *8-28-19*

Nadia Di Tommaso / Community Development Director *ND*

<p>Originating Department:</p> <p style="text-align: center;">Community Development</p>	<p>Costs: \$ 14,500</p> <p>Funding Source: Community Beautification Improvement Fund (CBIF)</p> <p>Acct. # 500-51011</p> <p><input type="checkbox"/> Finance <i>[Signature]</i> <i>8/27/19</i></p>	<p>Attachments:</p> <p>→ Resolution <i>64</i>-09-19 with Exhibit "A" (Application Document, including reroof contract and a copy of the Town's Mortgage and Promissory Note documents)</p> <p>→ Resolution 35-08-09</p>
<p>Advertised:</p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____ <i>ND</i> _____</p> <p>OR</p> <p>Not applicable in this case</p> <p>Please initial one.</p>

Summary Explanation/Background:

The Town has maintained a Community Beautification Improvement Fund (CBIF) over the years. This fund enables property owners of the Town to apply for grant funds to remedy code violations. Currently, the fund has \$40,000 available. While the original program was created in 1998, the program was revised in 2009 through the adoption of Resolution 35-08-09. It is funded by setting aside 20% of code fines paid, up to an annual \$10,000 allocation. Due to the increase in code fines received this fiscal year, the program has been

funded with \$40,000 this fiscal year. Staff is also working on certain program modifications that will be presented to the Town Commission at a future meeting. These future modifications will enable our recently hired third Code Compliance Officer to further offer and select eligible owners to participate in the program.

The applicant (homeowner) is requesting assistance to pay for a needed reroof (and interior ceiling repairs resulting from the condition of the roof) which was cited by Code Compliance. The amount requested on the application is \$14,500. Currently, the program identifies the following criteria:

- A violation has been found

Staff Response: A roof violation has been determined by Code Compliance. Roof replacement, along with certain interior kitchen ceiling repairs caused by the damage, is needed.

- Funds are available

Staff Response: The fund currently has \$40,000 available.

- Funds are allocated on a first-come, first-serve basis

Staff Response: This is the first application Staff received this fiscal year.

- Grant awards shall be distributed on a reimbursement basis only

Staff Response: The contract identifies that the full payment shall be made upon completion. Completion also includes a passed final inspection by the Town. An initial deposit is not required.

- The Grant recipient shall be responsible for at least 25% of the total cost of the improvements unless the Director of Community Development or the Special Magistrate determines that an extreme financial hardship exists. A financial hardship is evident when the applicant is financially unable to pay some or all of the costs of the repair. The applicant shall provide tax returns(...)

Staff Response: The homeowner (applicant) is elderly and has provided copies of two years of tax returns that identify extreme financial hardship. The cost of the reroof exceeds the homeowner's *entire* annual gross income. The Director of Community Development is proposing to award 100% of the requested amount.

- The grant recipient may be required to enter into a second mortgage, or provide a promissory note to repay the grant to guarantee the continued tenancy of the grantee

Staff Response: The Promissory Note and Mortgage paperwork has been executed and included as part of the complete Application.

CONCLUSION: The applicant has submitted all appropriate information. Staff has determined that a significant financial hardship exists and that the grant is needed to perform the repairs which are the nature of a code violation. The grant money will not be paid out until such time as the work is completed and inspected by the Town. A permit along with contractor registration will be submitted prior to commencement of work, which is expected for the week of September 9, 2019.

Recommended Motion: I move to APPROVE Resolution 19-09-19.

RESOLUTION NO. 66-09-19

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A COMMUNITY BEAUTIFICATION IMPROVEMENT GRANT AWARD IN THE AMOUNT OF \$14,500; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town of Lake Park (the "Town") is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town is empowered to enter into contractual arrangements with public agencies, private corporations or other persons, pursuant to Florida Statutes; and

WHEREAS, the Town created a Community Beautification Improvement Grant program in 1998, later revised pursuant to Resolution 35-08-09; and

WHEREAS, the Town is in receipt of a grant application from Ruby Bailey, owner of 429 Hawthorne Drive (the "Applicant"), along with a Promissory Note and Mortgage agreement, a copy of which is attached hereto and incorporated herein as **Exhibit "A"** (the "Application"); and

WHEREAS, the Applicant is requesting \$14,500 to complete roof repairs and interior kitchen ceiling repairs pursuant to a Notice of Violation issued by the Town's Code Compliance Division pursuant to Case No. 18120001,

WHEREAS, the Community Development Director has reviewed the application and deemed it to be complete and is recommending approval of the grant request.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK:

Section 1. The whereas clauses are hereby incorporated herein as true and correct.

Section 2. The Town Commission hereby approves the Application pursuant to "Exhibit "A".

Section 3: This Resolution shall take effect upon execution.

EXHIBIT “A”

Application and Associated Documents



Total Roofing Systems Specialist, Inc.

FL License CCC1330788

3201 SE Dominica

Ter. Stuart, FL 34997

Stuart, FL 34997

www.totalroofingsystems.net

REROOF PROPOSAL

August 14, 2019

OWNER/BUILDER/REALTOR:

Ruby Bailey
429 Hawthorn Dr.
Lake Park, FL 33403
561-848-8135

JOB SITE:

429 Hawthorn Dr.
Lake Park, FL 33403

HAND DELIVER

Shingle Roof Proposal

- *Total Roofing will remove and dispose existing gutter system.
- *Total Roofing will remove existing Shingle/Flat roof system down to plywood deck and re-nail deck to code.
- *Total Roofing will inspect plywood deck and replace up to three (3) sheets of rotted plywood, if needed, with new 5/8" CDX plywood, nailed to code.
- *Total Roofing will install a new 30# Felt base sheet underlayment, fastened to code and manufacturer's specifications.
- *Total Roofing will install 26ga. Baked Galvanized accessory metals to include drip edge and valley metal, primed and fastened to code
- *Total Roofing will install a new Architectural Standard Color Shingle Roof System, fastened to code and manufacturer's specifications.
- *Total Roofing will install new vents and stacks at existing locations, fastened to code and painted to match new roof system.

FLAT ROOF:

- *Total Roofing will install one (1) layer of Elastobase mechanical attached to the plywood deck, fastened to code.
- *Total Roofing will install one (1) layer of Polyglass Elastoflex SAV base sheet self-adhered directly to the base sheet as per code.
- *Total Roofing will install a White Granulated, Torch Applied cap sheet as per code.
- *Bid includes taxes, permit fees, daily trash removal upon completion of work, labor and materials.
- *A five (5) year No Leak Warranty and any applicable manufacturer's warranties, will be forwarded upon receipt of final payment.

*NOTE: Any additional sheets of plywood replacement deemed necessary by damage will be charged at the rate of \$65.00 per sheet.

*NOTE: Any fascia replacement deemed necessary by rot will be charged as an extra. (Refer to pricing chart)

TRSS to furnish labor and materials for the sum of \$12,500.00 *

(TWELVE THOUSAND FIVE HUNDRED DOLLARS)

OPTION: To repair ceiling where water penetrated \$2,000.00 *

() HOMEOWNER SIGNATURE

TERMS: This proposal becomes a contract upon signing.

In agreement with the City of Lake Park - 100% Due upon Completion *

* Total = \$14,500.00

Juan Martinez

Total Roofing Systems Specialist, Inc.

Ruby Bailey

Owner/Agent

8-23-19

Date



Total Roofing Systems Specialist, Inc.

FL License CCC1330788

Owner's Notifications for Re-roofing Considerations

Total Roofing Systems Specialist, Inc. understands that this is your property and that the home/business may be currently occupied and will do everything it can to make sure that TRSS' employees treat it with the respect that it deserves. As a courtesy to our customers, TRSS would like to bring a few things to their attention as both a mitigating factor as well as a disclaimer for having a roof installed.

1. Please remember that while TRSS is responsible for everything from the plywood up, anything below that is structural and requires a General Contractor as mandated by Florida law. TRSS is not responsible for truss repair, replacement or enhancement. Should it become necessary, TRSS can recommend a contractor.
2. Not all plywood is at the same level, particularly with additions. Unless otherwise stated in your contract, TRSS is not responsible for any oil canning, waves or fluctuations in finished roof appearance due to structural deficiencies. It is strictly an aesthetic issue and is not a cause for rejection or delay of payment.
3. Please remember that while it is a business/home, it is also a construction zone. Please remember to take down any pictures, paintings, decorations, chandeliers, etc. that are hanging in the home as the removal of the old roofing system may cause them to fall and TRSS is not responsible for the damages.
4. TRSS will perform a daily clean-up at the construction site, but until that area is swept thoroughly and the owner has completed the final walkthrough, it's never a good idea to walk around the site with bare feet, or to allow animals to walk through the area.
5. Please remove any animals from the back yard or back patio. Sometimes it is necessary for field personnel to enter and exit through rear gates and TRSS cannot assume responsibility for any animals that may get out through those gates.
6. Construction is loud! TRSS will try to keep noise to the minimum, but sometimes the sounds carry through, please prepare your neighbors and your household accordingly. If you have pets that are easily spooked, it may be a good idea to keep them away from the location until the construction is completed.
7. It's always a great idea to remove hanging plants, any potted plants, yard decorations, lawn and garden hoses and portable sprinklers. The building materials will need to be loaded onto the roof and TRSS is not responsible for any damages that may occur to any of these items that may be between the delivery truck and the roof.
8. Delivery trucks are heavy! Which means that TRSS will lay down plywood and try to protect the sidewalks, pavers, lawns and driveways - but damage may occur. TRSS is not responsible for cracked or chipped pavers, sidewalks, damaged driveways or grass should the truck need to get extra close.
9. Each roof is different, and if there are currently gutters installed, TRSS will do everything possible to save those features. However, sometimes it is necessary to remove the gutters to get to the roof deck and the gutters cannot be removed in a salvageable condition. Unless otherwise stated in your contract, TRSS is not responsible for the replacement of the gutters. TRSS is always happy to provide new gutters for an additional price.

And finally, TRSS is always willing to discuss everything with our clients, so please feel free to discuss any areas that require "special attention" with your salesperson or call the office at the number listed below.

3201 SE DOMINICA TER, STUART, FL 34997
OFFICE: (772) 872-8030 FAX: (772) 872-8033
juan@totalroofingsystems.net



Total Roofing Systems Specialist, Inc.

Wood Replacement Cost Sheet Plywood Decking-Roof Sheathing

5/8" CDX Plywood.....	\$50.00 per sheet
1/2" CDX Plywood	\$50.00 per sheet
3/4" CDX Plywood.....	\$60.00 per sheet

Fascia Coverings/Non-Pressure Treated Lumber

1" x 2" (under drip edge).....	\$3.25 per linear ft.
1" x 3" (under drip edge).....	\$3.75 per linear ft.
1" x 4"	\$4.50 per linear ft.
1" x 6"	\$5.50 per linear ft.
1" x 8"	\$6.25 per linear ft.
1" x 10".....	\$7.35 per linear ft.
1" x 12".....	\$8.00 per linear ft.

Rafters/Sub-Fascia/Non Pressure Treated Lumber/T&G

2" x 2".....	\$5.00 per linear ft.
2" x 4".....	\$5.75 per linear ft.
2" x 6"	\$6.50 per linear ft.
2" x 8"	\$7.00 per linear ft.
2" x 10".....	\$7.75 per linear ft.
2" x 12".....	\$8.50 per linear ft.
1" x 6" Tongue and Groove.....	\$5.50 per linear ft.
1" x 8" Tongue and Groove.....	\$6.50 per linear ft.

Soffit Replacement

1/4" Plywood.....	\$5.25 per square ft.
3/8" Plywood.....	\$5.50 per square ft.
1/2" Plywood.....	\$5.75 per square ft.



**COMMUNITY BEAUTIFICATION IMPROVEMENT FUND
(CBIF)
GRANT APPLICATION
RESIDENTIAL PROPERTIES**

The Town of Lake Park has a property improvement grant program called the Community Beautification Improvement Fund (CBIF) that returns 20% of all collected code violation fees back into the community. The CBIF Grant is available to both residential and non-residential property owners.

- **RESIDENTIAL PROPERTIES** must have received a code violation and the applicant must provide proof that they are unable to come into compliance due to financial hardship.
- **NON-RESIDENTIAL PROPERTIES** are eligible if they exist within one of the Town's non-residential zoning districts. A code violation is not necessary to make a non-residential property eligible, but the grant application must show how the proposed work would contribute to the Town's overall goals and visions for an improved downtown.

PROGRAM OVERVIEW

Town staff will review the CIBF Grant application for completeness and for eligibility for assistance.

CIBF Grant money may be used for exterior painting, landscaping, sod replacement, and other improvements necessary for a homeowner to correct a code violation. In the case of non-residential properties, grant money may also be used for things such as new or replacement signage, awnings or façade improvements.

Applicants are encouraged to match 50% of the grant request, using actual dollars or in-kind contributions. In-kind contributions include labor, materials, or services that are donated to the property owner. **The higher the total match made by the property owner, the higher the application is likely to rank.**

Upon the approval of an application, Town staff will work with the property owner concerning paint colors, surfacing materials, plant selections, etc. However, it will be the **responsibility of the property owner to obtain all job cost estimates** to be submitted with the application.

It is not the intent of the CIBF Grant program to provide for continuing or on-going property maintenance.

CBIF GRANT FOR RESIDENTIAL PROPERTIES

NOTE: Applicant must be the property owner and the property must be homesteaded.

APPLICANT/PROPERTY OWNER INFORMATION:

NAME: Ruby Bailey

ADDRESS: 4209 Hawthorne Drive

PHONE: (561) 848-8135

CODE COMPLIANCE CASE NUMBER: 18120001

NUMBER IN HOUSEHOLD: 1

NUMBER OF DEPENDENTS: —

PROJECT DESCRIPTION:

Summarize project to include as much detail about visual and structural improvements. Use additional sheets if necessary.

Roof & Kitchen Ceiling Repair
(see enclosed)

LIST OF PROJECT COSTS (Labor, Materials and Equipment – supply documentation):

1. \$14,500 (see enclosed contract)
- 2.
- 3.
- 4.

TOTAL COST ESTIMATE: \$ \$14,500

FUNDING SOURCES:

- CIBF Grant Amount Awarded \$ 14,500
- Applicant Contribution Amount \$
- In-Kind Services Value Amount \$

INCLUDE THE FOLLOWING ITEMS WITH APPLICATION FORM:

- Copies of past two (2) years Federal Income Tax Returns
- Copy of Code Enforcement Board/Special Magistrate Order Finding Violation, if applicable (or Copy of Notice of Violation)
- Copy of associated Town Permits issued, if applicable — *will be applied for & issued along with contractor registration.*
- Copies of all project cost estimates
- Copy of Homestead Exemption
- Proof of insurance coverage for building

PROPERTY OWNER SIGNATURE:

Signature *Ruby Bailey* Date 8-23-19

For Office Use Only:

Date Application Received: _____

Is Application complete?

- Yes
- No Additional Information Required: _____
- Date Additional Information Received: _____

Was Application approved? On 09/04/19 TC meeting agenda (previously discussed)

- Yes
Amount: \$ _____
- No
- Yes, with the following conditions: _____

Comments:

TOWN APPROVALS:

TOWN MANAGER

Signature  Date 8-28-19

FINANCE DIRECTOR

Signature  Date 8/27/19

COMMUNITY DEVELOPMENT DIRECTOR

Signature  Date 8-26-19

****Attach Town Commission approval , as applicable****) forthcoming .

COMMENTS:



Community Beautification Improvement Fund GRANT ALLOCATION OVERVIEW & REQUIREMENTS

Grant Overview: The Town of Lake Park has a property improvement grant program that provides funds to help residential and commercial properties come into compliance after receiving a code violation citation. Twenty percent of all collected code violation fees are available to be returned to the community through a grant fund called the Community Beautification Improvement Grant. The balance in the fund is available for financial assistance. The monies are available on a first come, first serve basis. Property owners must have received a code violation to be eligible to apply for the grant.

The program provides technical and financial assistance to qualified property owners located in the Town of Lake Park for the purpose of upgrading their properties to meet applicable codes. Work on these properties may include roofing, electrical, plumbing, structural repairs, painting, doors, windows, landscaping and hurricane protection, provided that these repairs are practical and feasible and are directly related to the code violation.

Qualifications: Under this program, a qualified residential property owner is the owner/occupant of the property, and has a combined household income of less than 80% of the County's median income. For a qualified commercial property the owner must occupy all or a portion of the commercial building, not own other commercial properties (including apartment complexes), and must demonstrate a financial hardship and provide appropriate documentation as requested.

Repayment: Under this program, you will be asked to give the Town a five (5) year mortgage and promissory note on your home for the amount you receive in assistance for repairs and associated costs. Each year the amount of the mortgage will be reduced by one-fifth of the original value until the mortgage reaches zero. No repayment of the mortgage will be required during the five (5) year period as long as you comply with the requirements of the mortgage. However, the full amount of the mortgage (and any other amounts required by the mortgage) will have to be repaid in the event you default on the mortgage within the first three (3) years, such as if you sell your home or commercial property or transfer of title to your home or commercial property. If you default in years four (4) or five (5) then the amount to be repaid will be the amount due at the

time of default. After five (5) years, if you have met the conditions of the mortgage, the Town will issue you a satisfaction of mortgage.

Grants that exceed \$10,000 will require a ten (10) year mortgage and promissory note and the amount of the mortgage will be reduced by one-tenth of the original mortgage each year. The full amount of the mortgage (and any other amounts required by the mortgage) will have to be repaid in the event you default on the mortgage within the first five (5) years. If you default in years five (5) through ten (10) then the amount to be repaid will be the amount due at the time of default. After 10 years, if you have met the conditions of the mortgage, the Town will issue you a satisfaction of mortgage.

Program Application Regulations

- An applicant is encouraged to match up to 50% of the grant request in actual dollars or in-kind contributions.
- An approved Town of Lake Park CBIG application must be filled out. All appropriate supporting material must accompany the grant application.
- All grant monies will be paid through reimbursement only. No money will be released until the work has been completed. All payments will be paid directly to the contractor.
- All contractors working on the project must be registered with the Town of Lake Park and all appropriate permits must be obtained to do the work.
- As part of the application process the applicant must provide three (3) independent job cost estimates in writing from contractors.
- The property owner must sign the promissory note and the mortgage papers.
- All projects must be completed within six (6) months of the grant approval date.
- Town Commission approval is required for individual projects that exceed \$10,000.
- It is not the intent of the program to provide for continuing or ongoing maintenance.

MORTGAGE

THIS MORTGAGE executed this 23 day of August, 2019, ___ by Ruby Bailey hereinafter called the mortgagor, to the TOWN OF LAKE PARK, 535 Park Avenue, Lake Park, Florida, a municipal corporation of the State of Florida, hereinafter called Town:

WITNESSETH:

That for good and valuable considerations already received, and also in consideration of the aggregate sum as shown in the promissory note which is attached hereto as Exhibit A, the mortgagor hereby grants, bargains, sells, aliens, remises, conveys and confirms unto the Town all the certain land (the Property) of which the mortgagor is now seized and in possession situate in Palm Beach County, Florida, to-wit:

LEGAL DESCRIPTION

LAKE PARK PLAT OF BLKS 32-A, 53-A, 87, 101, 101-A, 107 & 107-A W 45 FT OF LT M & E 30 FT OF LT N BLK 101. According to the Plat thereof on file in the Office of the Clerk of the Circuit Court in for Palm Beach County, Florida, recorded in Official Record Book 07378, Page 1587.

SUBJECT TO RESTRICTIONS, RESERVATIONS AND EASEMENTS OF RECORD.

The mortgagor hereby represents that the mortgagor is indefeasibly seized of the property in fee simple; that the mortgagor has good right and lawful authority to mortgage and convey the property as aforesaid; and that if not, then the mortgagor shall take such actions to perfect fee simple title to the property in the Town as may reasonably be

required; that the mortgagor hereby fully warrants the title to said property and will defend the same against the lawful claims of all persons whomsoever; and that the property is free and clear of all encumbrances.

PROVIDED ALWAYS, that upon its transfer or conveyance of the property legally described herein, the mortgagor shall pay unto the Town the amount shown in a certain promissory note attached hereto as Exhibit A.

AND the mortgagor hereby agrees to possess and occupy the property and shall neither lease, sub-lease or otherwise devise or assign the property to any persons or entity during the term of the note and mortgage without the Town's written permission or unless the note is paid in full. The mortgagor hereby further covenants that the property shall not be used for any business or economic development purpose during the term of the note and mortgage.

AND the mortgagor further agrees to pay promptly when due the taxes, assessments, levies, liabilities, obligations, and encumbrances of every nature assessed against the property and not to permit, commit or suffer no waste, impairment or deterioration of the property or the improvements thereon at any time; to keep the buildings now or hereafter on the property fully insured in a sum of not less than market value, and in the event any sum of money becomes payable by virtue of such insurance the Town shall have the right to receive and apply the same to the indebtedness hereby secured, accounting to the mortgagor for any searches, reasonably incurred or paid by the Town because of the failure of the mortgagor to promptly and fully comply with the agreements,

stipulations, conditions and covenants of said note and this mortgage, or either; to perform, comply with and abide by each and every of the agreements, stipulations, conditions and covenants set forth in said note and this mortgage, or either. In the event the mortgagor fails to pay when due any tax, assessment, insurance premium or other sum of money payable by virtue of said note and this mortgage, or either, the Town may pay the same, without waiving or affecting the option to foreclose or any other right hereunder, and all such payments shall bear interest from date thereof at the highest lawful rate then allowed by the laws of the State of Florida.

AND the Town and mortgagor agree that the Town may establish a payment schedule for repayment of the sum of the promissory note.

IF any payment is not promptly paid within thirty days, or if each and every agreement, stipulation, condition and covenant of said note and this mortgage, or either, is not fully performed, complied with and abided by, then the entire sum mentioned in said note, and this mortgage, or the entire balance unpaid thereon, shall become, at the option of the Town, become immediately due and payable. Failure by the Town to exercise any of the rights or options herein provided shall not constitute a waiver of any rights or options under said note or this mortgage accrued or thereafter accruing.

MORTGAGOR MAY at any time prepay, without the payment of any premium, the whole or any part of the indebtedness secured by this mortgage, with accrued interest, on fifteen days prior notice to the Town of his intention to do so, and may at any time anticipate or prepay any amortization required set forth.

MORTGAGOR SHALL not execute any assumption agreement or in any way convey its obligations under this mortgage or note secured hereunder without the prior written consent of Town.

Signed in the presence of:

Witness 1:



Signature

Nadia Di Tommaso

Print Name

Witness 2:

Signature

Print Name

MORTGAGOR (Owner):



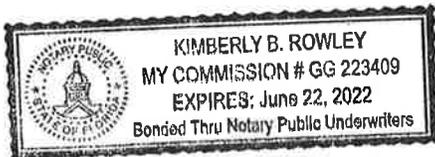
Signature

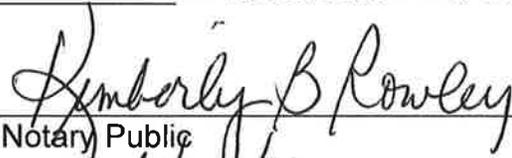
Ruby Bailey

Print Name

State of Florida
County of Palm Beach

The foregoing instrument was acknowledged before me this 23 day of August, 2019 by Ruby Bailey, who is personally known to me or who has produced _____ as identification and who did take an oath.





Notary Public
6/22/22

Commission Expires

RESOLUTION NO. 35-08-09

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING RESOLUTION 17-1998 WHICH ESTABLISHED THE COMMUNITY BEAUTIFICATION IMPROVEMENT FUND (CBIF); MODIFYING THE CBIF GRANT PROGRAM; AND TRANSFERRING ALL BUT \$10,000 OF THE FUNDS REMAINING IN THE CBIF TO THE GENERAL FUND UNDESIGNATED FUND BALANCE ACCOUNT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida (“Town”) is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Commission established a Community Beautification Improvement Fund (CBIF) in 1998 to set aside monies which would be provided to eligible property owners who were cited for code violations to assist these owners in improving their properties; and

WHEREAS, the CBIF was also to be made available to eligible property owners to make improvements to the facades of buildings in the Park Avenue Downtown District (PADD); and

WHEREAS, since 1998 20% of all code violation fines collected were deposited into the CBIF account and there is now a surplus in the CBIF; and

WHEREAS, the Town Commission of the Town of Lake Park, Florida has determined that is in the best interest of the public health, safety and general welfare to repeal Resolution 17-1998, and transfer the remaining funds to the Town’s General Fund Undesignated Fund Balance Account; and

WHEREAS, the Town will no longer allocate code violation fines collected to the CBIF, but will retain \$10,000 in it to be allocated to eligible parties until such time as the CBIF account is exhausted.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:

Section 1. The foregoing recitals are incorporated herein as true and correct and represent the legislative findings of the Town Commission.

Section 2. The Town Commission hereby amends Resolution No. 17-1998 establishing the CBIF grant program to provide for an annual allocation not to exceed \$10,000.

Section 3. The existing fund balance in the CBIF reserve account shall be distributed as follows:

1. \$10,000 shall be retained in the CBIF reserve account.
2. The remainder of the funds as shall be transferred to the General Fund Undesignated Fund Balance account.

Section 4. The Town Commission directs that the funds allocated annually to the CBIF reserve account shall be utilized as follows:

1. To assist residential property owners or “small” business owners who have been determined to be in violation of an applicable Town Code to bring a property into compliance. The Grants shall be made upon the determination of the Community Development Director or Special Magistrate.
2. The CBIF grant program shall be funded by depositing 20% of all collected code fines in a separate reserve account.
3. Award of grant monies shall be on a first come first serve basis.

4. Awards shall also be subject to the following rules and regulations:
 - a. Grant awards shall be distributed as reimbursement only.
 - b. The grant recipient shall be responsible for at least 25% of the total cost of the improvements unless the Director of Community Development or the Special Magistrate determines that an extreme financial hardship exists.

A financial hardship is evident when the applicant is financially unable to pay some or all of the cost of the repair. The applicant shall provide tax returns and other supporting financial documents that show they are unable to secure the necessary funds to effect the improvement.
 - c. The grant recipient may be required to enter into a second mortgage or provide a promissory note to repay the grant to guarantee the continued tenancy of the grantee.
5. Should the funds in the reserve account exceed \$10,000 at the end of the fiscal year, this amount thereof shall be transferred to the General Fund Undesignated Fund Balance.

Section 5. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Vice-Mayor Carey, who moved its adoption. The motion was seconded by Commissioner Rumsey and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR DESCA DUBOIS	<u> / </u>	<u> — </u>
VICE-MAYOR JEFF CAREY	<u> / </u>	<u> — </u>
COMMISSIONER ED DALY	<u> / </u>	<u> — </u>
COMMISSIONER PATRICIA OSTERMAN	<u> / </u>	<u> — </u>
COMMISSIONER KENDALL RUMSEY	<u> / </u>	<u> — </u>

The Town Commission thereupon declared the foregoing Resolution NO. 35-08-09 duly passed and adopted this 19 day of August, 2009.

TOWN OF LAKE PARK, FLORIDA

BY: Desca Dubois
DESCA DUBOIS
MAYOR

ATTEST:

Vivian M. Lemley
VIVIAN M. LEMLEY
TOWN CLERK



Approved as to form and legal sufficiency:

BY: Thomas J. Baird
THOMAS J. BAIRD
TOWN ATTORNEY

TAB 9



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. *Tab 9*

Agenda Title: Resolution Authorizing and Directing the Mayor to Sign the Grant Agreement with Palm Beach County for Funding Through the Community Development Block Grant Program for Playground Improvements in Bert Bostrom Park

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

Approved by Town Manager *[Signature]* Date: *8-13-19*
Merrell Angstreich, Grants Writer
 Name Title

Originating Department: Town Manager (Grants Writer)	Costs: \$7,000.00 Funding Source: . . . Acct. # <input type="checkbox"/> Finance <u><i>Raise</i></u>	Attachments: *Resolution No. <u><i>67</i></u> -09-19 *Contract
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 <u><i>MA</i></u> Please initial one.

Summary Explanation/Background: The Town of Lake Park has been awarded a grant of \$36,689 from Palm Beach County, through the Community Development Block Grant program. The grant is for playground improvements in Bert Bostrom Park, which may include the purchase and installation of ADA playground equipment and a shade structure.

Under the terms of the grant agreement, the Town will retain an engineering consultant

to provide design services and create plans and specifications for the purchase and installation of ADA-compliant playground equipment and a shade structure at Bert Bostrom Park; prepare, obtain and review bids; and purchase and install the playground equipment and shade selected as a result of the bid process. The grant period begins on October 1, 2019 and ends August 31, 2020.

It is required that the Town enter into a grant agreement with Palm Beach County for such grant. The purpose of this agenda item is to authorize and direct the Mayor to sign such agreement.

Recommended Motion: I move to approve Resolution No. 67-09-19

RESOLUTION NO. 67-09-19

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA TO AUTHORIZE THE MAYOR TO SIGN A GRANT AGREEMENT WITH PALM BEACH COUNTY FOR PLAYGROUND IMPROVEMENTS IN BERT BOSTROM PARK.

WHEREAS, the Town of Lake Park (“Town”) is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town desires to implement strategies that will improve the quality of life for residents and visitors in the community; and

WHEREAS, Palm Beach County has granted the Town \$36,689 for the purpose of adding ADA-compliant playground equipment and a shade structure to the playground in Bert Bostrom Park; and

WHEREAS, it is necessary for the Town of Lake Park to enter into a grant agreement with Palm Beach County for such grant; and

WHEREAS, the Town Commission has reviewed the grant agreement and has determined that it is the best interest of the Town to authorize the Mayor to sign the grant agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:

SECTION 1. The foregoing recitals are incorporated herein.

SECTION 2. The Town Commission hereby authorizes and directs the Mayor to sign the grant agreement with Palm Beach County, a copy of which is attached hereto as Agenda Exhibit A.

SECTION 3. This Resolution shall take effect immediately upon its adoption.



Office of the
Town Manager

DRAFT

September X, 2019

Joe Greco
Department of Housing & Economic Sustainability
100 Australian Avenue
Suite 500
West Palm Beach, FL 33406

Dear Mr. Greco:

This letter certifies that the Mayor is authorized to sign on behalf of the Town of Lake Park. This authority has been provided by Resolution XX-09-19, which also indicates the Town's acceptance of the FY 2019-2020 CDBG Agreement.

Should you have any questions, or require any additional information, please do not hesitate to contact me at any time.

Regards,

A handwritten signature in black ink, appearing to read "John O. D'Agostino". The signature is written in a cursive style and is positioned above the printed name.

John O. D'Agostino
Town Manager

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3304
Fax: (561) 881-3314

www.lakeparkflorida.gov

CERTIFICATE OF COVERAGE

ISSUED ON: 08/07/2019

COVERAGE PROVIDED BY **PREFERRED GOVERNMENTAL INSURANCE TRUST**

PACKAGE AGREEMENT NUMBER: PK2FL1 0502012 17-03 **COVERAGE PERIOD:** 10/01/2017 TO 10/01/2019 12:01 AM

COVERAGES: This is to certify that the agreement below has been issued to the designated member for the coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the agreement described herein subject to all the terms, exclusions and conditions of such agreement.

Mail to: Certificate Holder
 Palm Beach County Board of County Commissioners
 C/O Department of Housing & Economic Sustainability
 100 Australian Avenue, Suite 500
 West Palm Beach, Florida 33406

Designated Member
 Town of Lake Park
 535 Park Avenue
 Lake Park, FL 33403

LIABILITY COVERAGE
 Comprehensive General Liability, Bodily Injury, Property Damage and Personal Injury:
 Limit \$2,000,000 \$25,000 Deductible
 Employee Benefits Liability
 Limit \$2,000,000 \$25,000 Deductible
 Employment Practices Liability
 Limit \$2,000,000 \$25,000 Deductible
 Public Officials Liability
 Limit \$2,000,000 \$25,000 Deductible
Law Enforcement Liability
 Limit Deductible

WORKERS' COMPENSATION COVERAGE
WC AGREEMENT NUMBER:
Self Insured Workers' Compensation
Statutory Workers' Compensation
Employers Liability
 \$ Each Accident
 \$ By Disease
 \$ Aggregate Disease

PROPERTY COVERAGE
 Buildings & Personal Property
 Limit: Per schedule on file with Trust \$5,000 Deductible
Note: See coverage agreement for wind, flood, and other deductibles.
Rented, Borrowed and Leased Equipment
 Limit: \$ 0 TIV See Schedule for Deductible
 Total All other Inland Marine
 Limit: \$ 1,716,487 TIV See Schedule for Deductible

AUTOMOBILE COVERAGE
 Automobile Liability
 Limit \$2,000,000 \$25,000 Deductible
 All Owned
 Specifically Described Autos
 Hired Autos
 Non-Owned Autos
 Automobile Physical Damage
 Comprehensive See Schedule for Deductible
 Collision See Schedule for Deductible
 Hired Auto with limit of \$100,000
Garage Keepers
 Liability Limit
 Liability Deductible
 Comprehensive Deductible
 Collision Deductible

CRIME COVERAGE
 Employee Dishonesty
 Limit \$100,000 \$1,000 Deductible
 Forgery or Alteration
 Limit \$50,000 \$1,000 Deductible
 Theft Disappearance & Destruction
 Limit \$10,000 \$1,000 Deductible
 Computer Fraud
 Limit \$50,000 \$1,000 Deductible

NOTE: Additional Covered Party status is excluded for non-governmental entities. The most we will pay is further limited by the limitations set forth in Section 768.28(5), Florida Statutes (2010) or the equivalent limitations of successor law which are applicable at the time of loss.

Description of Operations/ Locations/ Vehicles/Special items-(This section completed by member's agent, who bears complete responsibility and liability for its accuracy):
 All Operations usual to a City Government.
 Additional Insured: Palm Beach County Board of County Commissioners, A Political Subdivision of the State of Florida, Its Officers, Employees and Agents, C/O Department of Economics Sustainability.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the agreement above.

Administrator
Public Risk Underwriters®
P.O. Box 958455
Lake Mary, FL 32795-8455

CANCELLATIONS
 SHOULD ANY OF THE ABOVE DESCRIBED AGREEMENT BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE COVERAGE AGREEMENT PROVISIONS.

Producer
 The Gehring Group
 4200 Northcorp Parkway, Suite 185
 Palm Beach Gardens, FL 33410


 AUTHORIZED REPRESENTATIVE



PALM BEACH COUNTY
DEPARTMENT OF HOUSING & ECONOMIC SUSTAINABILITY

DOCUMENT TRANSMITTAL

TO: CDBG Sub-Recipients

August 2, 2019

RE: FY 2019/2020 Agreement

PLEASE RETURN YOUR AGREEMENTS PER THE FOLLOWING:

1. **BLUE INK:** SIGN ALL DOCUMENTS IN **BLUE INK**

2. **SEAL:** INCLUDE **AGENCY/MUNICIPALITY SEAL** ON ALL DOCUMENTS

IF YOUR ORGANIZATION DOES NOT HAVE A SEAL, 1) ATTACH A LETTER ON YOUR LETTERHEAD STATING SO, **AND** 2) PRINT THE WORD "**SEAL**" WITHIN A CIRCLE AT THE LOCATION INDICATED FOR THE AGENCY SEAL.

3. **DO NOT** INSERT A **DATE** ON THE DOCUMENTS. **HES** WILL INSERT THE DATE

4. **CERTIFICATE OF INSURANCE:** PURSUANT TO INSURANCE SECTION OF THE AGREEMENT, PLEASE UPDATE YOUR INSURANCE CERTIFICATE AND SEND IT TO THE ADDRESS BELOW.

INSURANCE COVERAGE **MUST** MEET THE INSURANCE AMOUNT REQUIREMENTS IN THE AGREEMENT. THE CERTIFICATE MUST SHOW THE **ADDITIONAL INSURED AS "PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, ITS OFFICERS, EMPLOYEES AND AGENTS, C/O DEPARTMENT OF ECONOMIC SUSTAINABILITY"**.

5. **SIGNATORY AUTHORITY: PROVIDE A LETTER ON YOUR LETTERHEAD**

(A) CERTIFYING WHICH INDIVIDUALS ARE AUTHORIZED TO SIGN ON BEHALF OF YOUR ORGANIZATION. YOUR LETTER MUST BE SIGNED BY AN OFFICER OF THE CORPORATION, **AND**

(B) THE SOURCE OF THIS AUTHORITY (E.G., BOARD RESOLUTION, MINUTES, BY LAW, ETC.) **MUST** BE INCLUDED.

Your Agreement will be effective October 1, 2019. The BCC will have a Receive and File Agenda Item on their October 8th Agenda where the Agreement will be assigned an R#. An executed copy of the Agreement will follow the October 8th BCC Meeting.

PLEASE RETURN ALL DOCUMENTS TO:

Joe Greco
Department of Housing & Economic Sustainability
100 Australian Avenue, Suite 500
West Palm Beach, FL 33406
Phone: 561-233-3617; e-mail: jgreco2@pbcgov.org

AGREEMENT BETWEEN PALM BEACH COUNTY

AND

TOWN OF LAKE PARK

THIS AGREEMENT, with an effective date of **October 1, 2019**, by and between Palm Beach County, a political subdivision of the State of Florida, for the use and benefit of its Community Development Block Grant Program, and the **Town of Lake Park**, a Municipality duly organized and existing by virtue of the laws of the State of Florida, having its principal office at 535 Park Avenue, Lake Park, FL 33403.

WHEREAS, Palm Beach County has entered into an agreement with the United States Department of Housing and Urban Development for a grant for the execution and implementation of a Community Development Block Grant Program in certain areas of Palm Beach County, pursuant to Title I of the Housing and Community Development Act of 1974 (as amended); and

WHEREAS, Palm Beach County, in accord with the annual Action Plan, and the **Town of Lake Park**, desire to provide the activities specified by this Agreement; and

WHEREAS, Palm Beach County desires to engage the **Town of Lake Park** to implement such undertakings of the Community Development Block Grant Program, as a Subrecipient.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is agreed as follows:

1. DEFINITIONS

- (A) "County" means Palm Beach County.
- (B) "CDBG" means the Community Development Block Grant Program of Palm Beach County.
- (C) "HES" means Palm Beach County Department of Housing & Economic Sustainability
- (D) "Subrecipient" means the **Town of Lake Park**, a Subrecipient as defined in 2 CFR 200
- (E) "HES Approval" means the written approval of the HES Director or his designee.
- (F) "U.S. HUD" means the Secretary of Housing and Urban Development or a person authorized to act on its behalf.
- (G) "Low- and Moderate- Income Persons" means the definition set by U.S. HUD.

2. PURPOSE

The purpose of this Agreement is to state the covenants and conditions under which the Subrecipient will implement the Scope of Services set forth in this Agreement.

3. CDBG ELIGIBLE ACTIVITIES AND NATIONAL OBJECTIVE

The Subrecipient shall implement the herein described playground improvements which activities have been determined to be **Public Facilities and Improvements**, under 24 Code of Federal Regulations (CFR) 570.201(c). Both Parties acknowledge that the eligible activities carried out under this Agreement, as described in the scope of work in Exhibit "A", will benefit **Low- and Moderate- Income Persons on an Area-Wide Basis** and meet the National Objective as defined in 24 CFR 570.208(a)(1)(i).

4. GENERAL COMPLIANCE

The Subrecipient shall comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)), including subpart K of these regulations, except that (1) the Subrecipient does not assume the County's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the County's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other Federal, state and local laws, regulations, and policies governing the funds provided under this contract.

The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available. Any legal action necessary to enforce this Agreement will be held in a state court of competent jurisdiction located in Palm Beach County, Florida.

5. SCOPE OF SERVICES

The Subrecipient shall, in a satisfactory and proper manner as determined by HES, perform the tasks necessary to conduct the program outlined in Exhibit "A" as attached hereto and made a part hereof.

6. MAXIMUM COMPENSATION

The Subrecipient agrees to accept as full payment for services rendered pursuant to this Agreement the actual amount of budgeted, eligible, and HES Director or designee-approved expenditures and encumbrances made by the Subrecipient under this Agreement, which shall not be unreasonably withheld. These services shall be performed in a manner satisfactory to HES and U.S. HUD. In no event shall the total compensation or reimbursement to be paid hereunder exceed the maximum and total authorized sum of **\$36,689** for the period of October 1, 2019, through and including August 31, 2020. Any funds not expended by the expiration date of this Agreement shall automatically revert to the County.

7. TIME OF PERFORMANCE

The effective date of this Agreement and all rights and duties designated hereunder are contingent upon the timely release of funds for this project by U. S. HUD. The effective date shall be the date of execution of this Agreement, and the services of the Subrecipient shall be undertaken and completed in light of the purposes of this Agreement. In any event, services required herein shall be completed by the Subrecipient prior to August 31, 2020.

8. METHOD OF PAYMENT

The County agrees to make payments and to reimburse the Subrecipient for all budgeted costs permitted by Federal, State, and County guidelines. The Subrecipient shall not request reimbursement for work performed and/or payments made by the Subrecipient, before the effective date of this Agreement, nor shall it request reimbursement for payments made after the expiration date of this Agreement, and in no event shall the County provide advance funding to the Subrecipient or any subcontractors hereunder. The Subrecipient shall request payments or reimbursements from the County by submitting to HES proper documentation of expenditures consisting of originals of invoices, receipts, or other evidence of indebtedness, and when original documents cannot be presented, the Subrecipient may furnish copies if deemed acceptable by HES. Each request for payment or reimbursement submitted by the Subrecipient shall be accompanied by a letter from the Subrecipient, provided on the Subrecipient's letterhead, referencing the name of the project funded herein, the date of this Agreement and/or its document number, and containing a statement requesting the payment or reimbursement and its amount, as well as the name and signature of the person making the request. Payment shall be made by the Palm Beach County Finance Department upon presentation of the aforesaid proper documentation of expenditures as approved by HES. The Subrecipient may at any time after the expiration of this agreement request from the County reimbursement for payments made by the Subrecipient during the term of this Agreement by submitting to HES the aforesaid proper documentation of expenditures, and the Palm Beach County Finance Department shall make payment as stated above, provided that HES has determined that the funds allocated to the Subrecipient through this agreement are still available for payment, and provided that HES approves such payment.

9. CONDITIONS FOR PROJECT IMPLEMENTATION

(A) IMPLEMENTATION OF PROJECT ACCORDING TO REQUIRED PROCEDURES

The Subrecipient shall implement this Agreement in accordance with applicable Federal, State, County, and local laws, ordinances and codes. The Federal, State, and County laws, ordinances and codes are minimal regulations supplemented by more restrictive guidelines set forth by HES. The Subrecipient shall prepare a cost allocation plan for all project funding and submit such plan to the HES Director or designee.

Should a project receive additional funding after the commencement of this Agreement, the Subrecipient shall notify HES in writing within thirty (30) days of receiving notification from the funding source and submit a revised cost allocation plan to the HES Director or designee within forty-five (45) days of said official notification.

(B) FINANCIAL ACCOUNTABILITY

The County may have a financial systems analysis and/or an audit of the Subrecipient or of any of its subcontractors, performed by an independent auditing firm employed by the County or by the County Internal Audit Department at any time the County deems necessary to determine if the project is being managed in accordance with the requirements of this Agreement.

(C) SUBCONTRACTS

Any work or services subcontracted hereunder shall be specifically by written contract, written agreement, or purchase order. All subcontracts shall be subject to the requirements of this Agreement. This includes Subrecipient ensuring that all consultant contracts and fee schedules meet the minimum standards as established by Palm Beach County and HUD. Contracts for architecture, engineering, survey, and planning shall be fixed fee contracts. All additional services shall have prior written approval with support documentation detailing categories of persons performing work plus hourly rates including benefits, number of drawings required, and all items that justify the "Fixed Fee Contract." Reimbursable items will be at cost.

(D) PURCHASING

All purchasing of services and goods, including capital equipment, shall be made by purchase order or by a written contract and in conformity with the procedures prescribed Subrecipient's purchasing code and 2 CFR Part 200, which is incorporated herein by reference.

(E) REPORTS, AUDITS, AND EVALUATIONS

Payment will be contingent on the timely receipt of complete and accurate reports required by this Agreement, and on the resolution of monitoring or audit findings identified pursuant to this Agreement.

(F) ADDITIONAL HES, COUNTY, AND U.S. HUD REQUIREMENTS

HES shall have the right via this Agreement to suspend/terminate payments if after fifteen (15) days written notice the Subrecipient has not complied with any additional conditions that may be imposed, at any time, by HES, the County, or U.S. HUD.

(G) PROGRAM - GENERATED INCOME

All income earned by the Subrecipient from activities financed, in whole or in part, by funds provided hereunder must be reported and returned annually to HES. Such income shall only be used to undertake the activities authorized by this Agreement. HES must verify and approve the eligibility and reasonableness of all expenses which the Subrecipient requests to be deducted. Accounting and disbursement of such income shall comply with 2 CFR 200 and other applicable regulations incorporated herein by reference.

The Subrecipient may request that said program income be used to fund other eligible uses, subject to HES approval, and provided that the Subrecipient is in compliance with its obligations as contained within this Agreement (including the attached Exhibits herein). The Subrecipient shall only use such program income to fund "basic eligible activities" as defined by Federal Community Development Block Grant Regulations (24 CFR Part 570). The Subrecipient hereby agrees that the provisions of this Agreement shall also apply to these "basic eligible activities" as funded with the Subrecipient's program income.

The requirements of this section shall survive the expiration or early termination of this Agreement.

10. CIVIL RIGHTS COMPLIANCE AND NON-DISCRIMINATION POLICY

The Subrecipient acknowledges that the County is committed to assuring equal opportunity in the award of grants or contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the Subrecipient warrants and represents that throughout the term of this Agreement, including any renewals thereof, all of its employees are treated equally during employment with regard to race, color, ancestry, disability, national origin, religion, age, familial status, marital status, sex, gender, sexual orientation, gender identity and expression, or genetic information. Failure to meet this requirement shall be considered cause for termination of this Agreement.

In furtherance of such policy, the Subrecipient shall not, on the basis of race, color, ancestry, disability, national origin, religion, age, familial status, marital status, sex, gender, sexual orientation, gender identity and expression, or genetic information, exclude any person from the benefits of, or subject any person to discrimination under, any activity carried out by the performance of this Agreement. Upon receipt of evidence of such discrimination, the County shall have the right to terminate this Agreement.

11. OPPORTUNITIES FOR RESIDENTS AND SMALL/MINORITY/WOMEN-OWNED BUSINESS ENTERPRISES

To the greatest extent feasible, lower-income residents of the project areas shall be given opportunities for training and employment; and to the greatest feasible extent eligible business concerns located in or owned in substantial part by persons residing in the project areas shall be awarded contracts in connection with the project. The Subrecipient shall comply with the Section 3 Clause of the Housing and Community Development Act of 1968.

In the procurement of supplies, equipment, construction, or services to implement this Agreement, the Subrecipient shall make a positive effort to utilize small business and minority/women-owned business enterprises of supplies and services, and provide these sources the maximum feasible opportunity to compete for contracts to be performed pursuant to this Agreement. To the maximum extent feasible these small business and minority/women-owned business enterprises shall be located in or owned by residents of the CDBG areas designated by Palm Beach County in the CDBG Annual Consolidated Plan approved by U.S. HUD.

12. PROGRAM BENEFICIARIES

At least fifty-one percent (51%) of the beneficiaries of a project funded through this Agreement must be Low- and Moderate- Income Persons. If the project is located in an entitlement city, as defined by U.S. HUD, or serves beneficiaries countywide, at least fifty-one percent (51%) of the beneficiaries directly assisted through the use of funds under this Agreement must reside in unincorporated Palm Beach County or in municipalities participating in the County's Urban County Qualification Program. The project funded under this Agreement shall assist beneficiaries as defined above for the time period designated in this Agreement. Upon request from HES, the Subrecipient shall provide written verification of compliance.

13. EVALUATION AND MONITORING

The Subrecipient agrees that HES will carry out periodic monitoring and evaluation activities as determined necessary by HES and that payment, reimbursement, or the continuation of this Agreement is dependent upon satisfactory evaluation conclusions based on the terms of this Agreement. The Subrecipient agrees to furnish upon request to HES, or the County's designees copies of transcriptions of such records and information as is determined necessary by HES. The Subrecipient shall submit status reports required under this Agreement on forms approved by HES to enable HES to evaluate progress. The Subrecipient shall provide information as requested by HES to enable HES to complete reports required by the County or HUD. The Subrecipient shall allow HES, or HUD to monitor the Subrecipient on site. Such visits may be scheduled or unscheduled as determined by HES or HUD.

14. AUDITS AND INSPECTIONS

At any time during normal business hours and as often as HES, the County, U.S. HUD, or the Comptroller General of the United States may deem necessary, Subrecipient shall make available to HES, HUD, or the Comptroller General for examination all its records with respect to all matters covered by this Agreement.

15. REPAYMENT PROVISIONS

In the event the Subrecipient fails to comply in whole or in part with the terms and conditions of this Agreement and/or the referenced regulations pertaining to the use of CDBG funds, and where HES, the County, or U. S. HUD as determined that the County or Subrecipient has a repayment obligation required due to the Subrecipient's performance or lack thereof, the Subrecipient shall be responsible to reimburse the County in the amount requested by the County within 60 days of the date of written notification from the County to the Subrecipient.

The requirements of this Section shall survive the early termination or expiration of the Agreement.

16. UNIFORM ADMINISTRATIVE REQUIREMENTS

The Subrecipient agrees to comply with the applicable uniform administrative requirements as described in Federal CDBG Regulations 24 CFR 570.502.

17. REVERSION OF ASSETS

Upon expiration of this Agreement, the Subrecipient shall transfer to the County any CDBG funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG funds. Any real property under the Subrecipient's control upon expiration of this Agreement which was acquired or improved in whole or part with CDBG funds must either be used to meet one of the national objectives in Federal Community Development Block Grant Regulations 24 CFR 570.508 for a period of five years after expiration of this Agreement (unless a longer period is specified elsewhere in this Agreement), or, the Subrecipient shall pay the County an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property. This provision shall survive the expiration or termination of this Agreement.

18. DATA BECOMES COUNTY PROPERTY

All reports, plans, surveys, information, documents, maps, and other data prepared, assembled, or completed by the Subrecipient for the purpose of this Agreement shall be made available to the County at any time upon request by the County, HES, or the Palm Beach County Inspector General's office, as indicated herein. Upon completion of all work contemplated under this Agreement copies of all documents and records relating to this Agreement shall be surrendered to HES if requested. In any event, the Subrecipient shall keep all documents and records for five (5) years after expiration of this Agreement.

19. INDEMNIFICATION

Each party to this Agreement shall be liable for its own actions and negligence and, to the extent permitted by law, the County shall indemnify, defend, and hold harmless the Subrecipient against any actions, claims, or damages arising out of the County's negligence in connection with this Agreement, and the Subrecipient shall indemnify, defend, and hold harmless the County against any actions, claims, or damages arising out of the Subrecipient's negligence in connection with this Agreement. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statute, section 768.28, nor shall the same be construed to constitute agreement by either party to indemnify the other party for such other party's negligent, willful or intentional acts or omissions. The Subrecipient shall hold the County harmless and shall indemnify the County for funds which the County is obligated to refund the Federal Government arising out of the conduct of activities and administration of the Subrecipient.

The provisions of this indemnification clause shall survive the expiration and/or early termination of this Agreement.

20. INSURANCE BY SUBRECIPIENT (MUNICIPALITY):

Without waiving the right to sovereign immunity as provided by section 768.28, Florida Statutes, (Statute), the MUNICIPALITY represents that it is self-insured with coverage subject to the limitations of the Statute, as may be amended.

If MUNICIPALITY is not self-insured, MUNICIPALITY shall, at its sole expense, purchase and maintain in full force and effect at all times during the life of this contract, insurance coverage at limits not less than those contained in the Statute.

Should MUNICIPALITY purchase excess liability coverage, MUNICIPALITY agrees to include COUNTY as an Additional Insured.

The MUNICIPALITY agrees to maintain or to be self-insured for Workers' Compensation insurance in accordance with Chapter 440, Florida Statutes.

Should MUNICIPALITY contract with a third-party (Contractor) to perform any service related to the AGREEMENT, MUNICIPALITY shall require the Contractor to provide the following minimum insurance:

- Commercial General Liability insurance with minimum limits of \$500,000 combined single limit for property damage and bodily injury per occurrence. Such policy shall be endorsed to include MUNICIPALITY and COUNTY as Additional Insureds. MUNICIPALITY shall also require that the Contractor include a Waiver of Subrogation against COUNTY.
- Business Automobile Liability insurance with minimum limits of \$500,000 combined single limits for property damage and bodily injury per occurrence.
- Workers' Compensation insurance in compliance with Chapter 440, Florida Statutes, and which shall include coverage for Employer's Liability.

When requested, the MUNICIPALITY shall provide an affidavit or Certificate of Insurance evidencing insurance or self-insurance.

Compliance with the foregoing requirement shall not relieve the MUNICIPALITY of its liability and obligations under this Agreement.

21. MAINTENANCE OF EFFORT

The intent and purpose of this Agreement is to increase the availability of the Subrecipient's services. This Agreement is not to substitute for or replace existing or planned projects or activities of the Subrecipient. The Subrecipient agrees to maintain a level of activities and expenditures, planned or existing, for projects similar to those being assisted under this Agreement which is not less than that level existing prior to this Agreement.

22. CONFLICT OF INTEREST

The Subrecipient covenants that no person who presently exercises any functions or responsibilities in connection with the Project, has any personal financial interest, direct or indirect, in the target area or any parcel therein, which would conflict in any manner or degree with the performance of this Agreement and that no person having any conflict of interest shall be employed by or subcontracted by the Subrecipient. Any possible conflict of interest on the part of the Subrecipient or its employees shall be disclosed in writing to HES provided, however, that this paragraph shall be interpreted in such a manner so as not to unreasonably impede the statutory requirement that maximum opportunity be provided for employment of and participation of low and moderate-income residents of the project area.

23. CITIZEN PARTICIPATION

The Subrecipient shall cooperate with HES in the implementation of the Citizen Participation Plan by establishing a citizen participation process to keep residents informed of the activities the Subrecipient is undertaking in carrying out the provisions of this Agreement. Representatives of the Subrecipient shall attend meetings and assist HES in the implementation of the Citizen Participation Plan, as requested by HES.

24. RECOGNITION

All facilities purchased or constructed pursuant to this Agreement shall be clearly identified as to funding source. The Subrecipient will include a reference to the financial support herein provided by HES in all publications and publicity. In addition, the Subrecipient will make a good faith effort to recognize HES's support for all activities made possible with funds made available under this Agreement.

25. AGREEMENT DOCUMENTS

The following documents are herein incorporated by reference and made a part hereof, and shall constitute and be referred to as the Agreement; and all of said documents taken as a whole constitute the Agreement between the parties hereto and are as fully a part of the Agreement as if they were set forth verbatim and at length herein:

- (A) This Agreement, including its Exhibits, which the County may revise from time to time, as required, and to be provided for use by the Subrecipient;
- (B) 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards;
- (C) Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990;
- (D) Executive Orders 11246, 11478, 11625, 12432, the Davis Bacon Act, and Section 3 of the Housing and Community Development Act of 1968, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;
- (E) Executive Orders 11063, 12259, 12892, the Fair Housing Act of 1988, and Section 109 of the Housing and Community Development Act of 1974, as amended;
- (F) Florida Statutes, Chapter 112;
- (G) Palm Beach County Purchasing Code;
- (H) Federal Community Development Block Grant Regulations (24 CFR Part 570), and Federal Consolidated Plan Regulations (24 CFR Part 91), as amended;
- (I) The Subrecipient's personnel policies and job descriptions; and
- (J) The Subrecipient's Certificate of Insurance.

The Subrecipient shall keep an original of this Agreement, including its Exhibits, and all Amendments thereto, on file at its principal office.

26. TERMINATION AND SUSPENSION

In the event of early termination, the Subrecipient shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Agreement by the Subrecipient, and the County may withhold any payment to the Subrecipient until such time as the exact amount of damages due to the County from the Subrecipient is determined.

(A) TERMINATION FOR CAUSE

If, through any cause, either party shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if either party shall violate any of the covenants, agreements, or stipulations of this Agreement, either party shall thereupon have the right to terminate this Agreement or suspend payments, in whole or part, by giving written notice to the other party of such termination or suspension and specify the effective date of termination or suspension. Upon early termination, the County, at its sole discretion, may reimburse the Subrecipient for eligible costs incurred that are in compliance with this Agreement up to and including the date of termination.

(B) TERMINATION FOR CONVENIENCE

At any time during the term of this Agreement, either party may, at its option and for any reason, terminate this Agreement upon ten (10) working days written notice to the other party. Upon early termination, the County, at its sole discretion, may reimburse the Subrecipient for eligible costs incurred that are in compliance with this Agreement up to and including the date of termination.

(C) **TERMINATION DUE TO CESSATION**

In the event the Grant to the County under Title I of the Housing and Community Development Act of 1974 (as amended) is suspended or terminated, this Agreement shall be suspended or terminated effective on the date U.S. HUD specifies.

In the event the Subrecipient ceases to exist, or ceases or suspends its operation for any reason, this Agreement shall be suspended or terminated on the date the County specifies. The determination that the Subrecipient has ceased or suspended its operation shall be made solely by the County, and the Subrecipient, its successors or assigns in interest agrees to be bound by the County's determination. Upon early termination, the County, at its sole discretion, may reimburse the Subrecipient for eligible costs incurred that are in compliance with this Agreement up to and including the date of termination.

27. SEVERABILITY OF PROVISIONS

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

28. AMENDMENTS

The County may, at its discretion, amend this Agreement to conform with changes required by Federal, State, County, or U.S. HUD guidelines, directives, and objectives. Such amendments shall be incorporated by written amendment as a part of this Agreement and shall be subject to approval of the Palm Beach County Board of County Commissioners. Except as otherwise provided herein, no amendment to this Agreement shall be binding on either party unless in writing, approved by the Board of County Commissioners and the governing body of the Subrecipient, and signed by both parties.

29. NOTICES

All notices required to be given under this Agreement shall be sufficient when delivered to HES at its office at 100 Australian Avenue, Suite 500, West Palm Beach, Florida 33406, and to the Subrecipient when delivered to its address on page one (1) of this Agreement.

30. INDEPENDENT AGENT AND EMPLOYEES

The Subrecipient agrees that, in all matters relating to this Agreement, it will be acting as an independent agent and that its employees are not Palm Beach County employees and are not subject to the County provisions of the law applicable to County employees relative to employment, hours of work, rates of compensation, leave, unemployment compensation and employee benefits.

31. NO FORFEITURE

The rights of the County under this Agreement shall be cumulative and failure on the part of the County to exercise promptly any rights given hereunder shall not operate to forfeit or waive any of the said rights.

32. PUBLIC ENTITY CRIMES

As provided in F.S. 287.133 by entering into this Agreement or performing any work in furtherance hereof, the Subrecipient certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty six (36) months immediately preceding the date hereof. This notice is required by F.S. 287.133 (3)(a).

33. PALM BEACH COUNTY OFFICE OF THE INSPECTOR GENERAL

Palm Beach County has established the Office of Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes, but is not limited to, the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the Subrecipient, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section

2-421 to 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

34. EXCLUSION OF THIRD PARTY BENEFICIARIES

No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the County and/or the Subrecipient.

35. SOURCE OF FUNDING

This Agreement and all obligations of County hereunder are subject to and contingent upon receipt of funding from U.S. HUD. Nothing in this Agreement shall obligate the Palm Beach County Board of County Commissioners to provide funding from the County's annual budget and appropriations.

36. INCORPORATION BY REFERENCE

Exhibits attached hereto and referenced herein or in Exhibit "A" shall be deemed to be incorporated into this Agreement by reference.

37. PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the Subrecipient: (i) provides a service; and (ii) acts on behalf of the County as provided under Section 119.011(2) F.S., the Subrecipient shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The Subrecipient is specifically required to:

- A. Keep and maintain public records required by the County to perform services as provided under this Agreement.
- B. Upon request from the County's Custodian of Public Records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The Subrecipient further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement, if the Subrecipient does not transfer the records to the County.
- D. Upon completion of the Agreement the Subrecipient shall transfer, at no cost to the County, all public records in possession of the Subrecipient unless notified by County's representative/liaison, on behalf of the County's Custodian of Public Records, to keep and maintain public records required by the County to perform the service. If the Subrecipient transfers all public records to the County upon completion of the Agreement, the Subrecipient shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the Subrecipient keeps and maintains public records upon completion of the Agreement, the Subrecipient shall meet all applicable requirements for retaining public records.

All records stored electronically by the Subrecipient must be provided to County, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of County, at no cost to County.

Failure of the Subrecipient to comply with the requirements of this article shall be a material breach of this Agreement. County shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. Subrecipient acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein.

IF THE SUBRECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

38. COUNTERPARTS OF THE AGREEMENT

This Agreement, which includes the Exhibits referenced herein, may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts will constitute one and the same instrument. A copy of this Agreement shall be filed with the Clerk of the Circuit Court in and for Palm Beach County.

39. ENTIRE UNDERSTANDING

This Agreement and its provisions merge any prior agreements, if any, between the parties hereto and constitutes the entire understanding. The parties hereby acknowledge that there have been and are no representations, warranties, covenants, or undertakings other than those expressly set forth herein.

WITNESS our Hands and Seals on this _____ day of _____, 2019.

(SUBRECIPIENT SEAL BELOW)

TOWN OF LAKE PARK

By: _____
Michael O'Rourke, Mayor

By: _____
Vivian Mendez, MMC, Town Clerk

By: _____
Attorney for Subrecipient
(Signature Optional)

**PALM BEACH COUNTY, FLORIDA, a
Political Subdivision of the State of Florida**

BOARD OF COUNTY COMMISSIONERS

By: _____
Jonathan B. Brown, Director
Dept. of Housing & Economic Sustainability

Approved as to Form and
Legal Sufficiency

Approved as to Terms and Conditions
Dept. of Housing & Economic Sustainability

By: _____
Howard J. Falcon III
Chief Assistant County Attorney

By: _____
Sherry Howard
Deputy Director

EXHIBIT "A"
WORK PROGRAM NARRATIVE

1. SUBRECIPIENT OBLIGATIONS:

- A. PROFESSIONAL SERVICES:** The Subrecipient shall retain an engineering consultant (a Florida Professional Engineer) to provide design services to create plans and specifications for the purchase and installation of ADA compliant playground equipment and a shade structure at Bert Bostrom Park in the Town of Lake Park. Additionally, the Subrecipient and consultant shall prepare, obtain and review bids, prepare contract documents, inspect work in progress, recommend payment to contractors, and provide other professional services customarily provided by similar professionals for this type of project. The consultant shall also coordinate the design and construction work with the asbestos abatement contractor, should abatement become necessary.

Alternatively, the Subrecipient shall have the option of performing any portion of the consultant's services described above by its own staff provided such staff possesses the necessary competency to do so. All costs associated with the above services shall be paid for by the Subrecipient.

- B. PROJECT SCOPE:** The scope of the improvements at Bert Bostrom Park may include the purchase and installation of ADA playground equipment, a shade structure along with restoration of any areas disturbed by the construction. Items consistent with these types of playground improvement projects are also deemed eligible.

Should the Subrecipient use a brand name or multiple brand names in its bid package/drawings/ specifications for this project, then these documents shall:

- (a) Clearly note that specified brand name(s) are used for descriptive purposes only,
- (b) State that "equal" equipment or materials will be accepted, and
- (c) Identify the minimum requirements to establish equality.

(2) The Subrecipient shall prepare a bid package complete with drawings, specifications, and any items required for a competitive bid of the project. The bid process shall not allow for any local procurement preferences with regard to contract award.

The Subrecipient's advertisement for bid shall contain language noting that the project is federally funded through funds provided by Palm Beach County via of the US Department of HUD, and that Davis-Bacon and Related Acts and wage rates apply. The advertisement shall also encourage participation by MBE/WBE and Section 3 businesses.

Following the bid process, the Subrecipient shall submit to HES a copy of the bid document package including any addendums, a notice of contract award, a copy of the executed construction contract, and documentation regarding any protests filed regarding the bids.

Prior to the Subrecipient's first reimbursement, HES shall review the Subrecipient's procurement process and contract award to determine compliance with 2 CFR 200 and all procurement regulations applicable to CDBG funding and this Agreement.

(3) The Subrecipient shall prioritize the work in the project, and shall bid such work in a manner that requires the receipt of itemized costs from bidders. This would then allow the award of items that can be funded by the budget provided such that the extent of work awarded will result in a functioning facility in the opinion of HES.

(4) The Subrecipient shall not award the construction contract for the project until sufficient funding is available to complete the established scope of work. All construction work shall be included in one contract.

(5) Should the amount of eligible costs exceed the amount to be funded by the County through this Agreement, then the Subrecipient shall fund all amounts in excess of the amount to be funded by the County.

(6) The Subrecipient shall inform HES of any environmental findings or conditions discovered during project implementation. Applicable mitigation measures must be incorporated into the project by the Subrecipient in order to proceed with the project. Such mitigation measures may affect the total project cost. Where funds are not available from the CDBG allocation contained herein, the Subrecipient shall be responsible for all costs of mitigation.

(7) The Subrecipient shall recognize Palm Beach County as a funding participant in the project's implementation and shall affix the County's logo to any project sign on the project site during the construction process. The Subrecipient shall also acknowledge the County's participation whenever the situation presents itself.

The Subrecipient further agrees that HES, in consultation with any parties it deems necessary, shall be the final arbiter on the Subrecipient's compliance with this Agreement's requirements and shall make the final determination of the Subrecipient's compliance with applicable regulations governing the CDBG funding of this project.

C. **ASBESTOS REQUIREMENTS:** The Subrecipient shall comply with all applicable requirements contained in Exhibit "C", attached hereto, for construction work in connection with the project funded through this Agreement.

D. **DAVIS-BACON AND RELATED ACTS (DBRA):**
The Subrecipient shall request from the County a copy of the Requirements for Federally Funded Projects and the applicable DBRA Wage Decision for the project PRIOR to advertising the construction work. The Subrecipient shall incorporate a copy of the DBRA Wage Decision and the Requirements for Federally Funded Projects in its bid documents and shall include these documents as part of the construction contract. The Subrecipient shall require the contractor to include these in all subcontracts for the work performed under the construction contract.

The Subrecipient shall perform all tasks required for DBRA compliance, including, but not limited to the following:

- Contractor and sub-contractor debarment clearance
- Obtaining contractor and subcontractor certified payrolls
- Review of certified payrolls and documentation related thereto
- Compliance actions for payroll related issues
- Employee/worker interviews and follow-up review of certified payrolls
- Ensure restitution due underpaid workers has been paid prior to project completion

The Subrecipient shall certify, at the time they request a reimbursement from HES that payrolls from the contractor and sub-contractors are current, have been reviewed and approved by Subrecipient staff, and that any DBRA compliance issues have been or are in the process of being resolved.

The Subrecipient shall submit a copy of the reviewed payrolls from the contractor and any subcontractors at the time each reimbursement request is submitted to HES.

The Subrecipient shall certify, at the time they request final reimbursement from HES that payrolls from the contractor and sub-contractors are current, have been reviewed and approved by Subrecipient staff, and shall certify to HES that the project meets DBRA compliance and all workers have been paid in accordance with DBRA requirements.

HES may monitor the Subrecipient, its contractors, and subcontractors for DBRA compliance at any time per Section 13 of this Agreement.

Required Use of the Labor Compliance Reporting System (LCRS)

As part of the County's commitment to assist the Subrecipient and its contractors/subcontractors to conveniently comply with legal and contractual requirements including Davis Bacon and Related Acts (DBRA), the Department of Housing & Economic Sustainability has established a Labor Compliance Reporting System ("LCRS") for this

project. The Subrecipients contractors/subs will no longer be required to submit paper copies of fringe benefits statements, weekly-certified payroll reports and/or work performance reports, and shall instead use the LCRS for all DBRA reporting and tracking. The LCRS is available for use 24-hours a day, 7 days a week, at no cost for reporting weekly certified payrolls and labor compliance related documents. Utilization of this system should also prove helpful in expediting the process of reviewing payrolls, approving progress payments to contractors and reimbursement payments to subrecipients/developers.

User Responsibilities

1. Subrecipients, and its contractors/subs shall NOT create internet links to the Service or Frame or mirror any content on any other server or wireless or internet-based device.
2. Subrecipient and its contractors/subs are responsible for all activity occurring under User account and shall abide by all applicable local, state, national laws, treaties and regulations in connection with the use of the service, including those related to data privacy, international communications and the transmission of technical data. The LCRS Web Address for contractors/subs use will be provided by DHES, along with Federal Requirements and Wage Decision(s).
3. Subrecipient shall require its contractor and subs to register through the Labor Compliance Reporting System. This language shall be contained in the Subrecipient's Bid and Construction documents.
4. Subrecipient shall require All fringe benefits statements, weekly-certified payroll reports to be submitted through the LCRS and this language shall be contained in the Subrecipient's Bid and Construction documents.

Disclaimer of Warranties for LCRS

County makes no representation, warranty, or guaranty as to the reliability, timeliness, quality, suitability, truth, availability, accuracy or completeness of the service or any content. County does not represent or warrant that:

- A. The use of the service will be secure, timely, uninterrupted or error-free or operate in combination with any other hardware, software, system or data.
- B. The service will meet Subrecipient's Requirements or expectations.
- C. Any stored data will be accurate or reliable.
- D. The quality of any products, services, information or other material purchased or obtained by Subrecipient through the service will meet Subrecipient's requirements or expectations.
- E. Errors or defects will be corrected.
- F. The service or the servers that make the service available are free of viruses or other harmful components.

All content is provided to Subrecipient strictly on an "AS IS" basis. All conditions, representations and warranties, whether expressed or implied, statutory or otherwise, including, without limitation, any implied warranty of merchantability or fitness for a particular purpose are hereby disclaimed to the maximum extent permitted by applicable law by County.

- E. BONDING REQUIREMENTS:** The Subrecipient shall comply with the requirements of 2 CFR 200 in regard to bid guarantees, performance bonds, and payment bonds. For contracts exceeding \$150,000, the Subrecipient shall require a bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified. In addition, for contracts exceeding \$150,000, the Subrecipient shall also require a performance bond on the part of the contractor for 100 percent (100%) of the contract price and a payment bond on the part of the contractor for 100 percent (100%) of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract. All bonds shall be executed by a corporate surety company of recognized standing, authorized to do

business in the State of Florida. The Subrecipient may follow its own requirements relating to bid guarantees, performance bonds, and payment bonds for contracts of \$150,000, or less.

F. CONSTRUCTION PAYMENT RETAINAGE: Throughout the term of this contract, the Subrecipient shall withhold retainage upon each progress draw at the maximum percentage allowed by Florida law as specified in the construction contract. The Subrecipient shall abide by Florida law and this Agreement regarding the payment of retainage funds and project closeout procedures. The Subrecipient shall certify to HES that the contractor and subcontractors have complied with the requirements of DBRA, that all wages and restitution due to workers has been paid, and that satisfactory project closeout documentation has been reviewed and approved by the Subrecipient prior to releasing retainage/final payment.

G. MONTHLY PERFORMANCE REQUIREMENTS: The time-frame for completion of the outlined activities shall be as follows:

Complete Project Design by:	November 2019
Advertise, Accept Bids and Award Contract by:	February 2020
Start Construction by:	March 2020
Complete Construction by:	April 2020
Submit Final Reimbursement no later than:	May 2020
100% of CDBG Funds Expended by:	June 2020

NOTE: 100% of these CDBG funds awarded must be expended by June 2020 and all necessary reimbursement documentation to meet this expenditure requirement must be submitted to HES, no later than May 2020.

If unforeseen circumstances occur that impact the accuracy of the performance dates and require revisions thereto, the Subrecipient shall request, in writing, that the dates used as performance requirements listed above be revised/amended. The County Administrator, or his/her designee may, at their sole discretion, revise/amend the performance dates via written notification to the Subrecipient. The Completion Date for all activities may be revised only by an Amendment to this Agreement.

The Subrecipient may be subject to decrease and/or recapture of funds by the County if the Monthly Performance Requirements are not met. Failure by the Subrecipient to comply with these requirements may negatively impact ability to receive future grant awards.

H. REPORTS: The Subrecipient shall submit to HES a detailed Monthly Performance Report in the form provided as Exhibit "B" to this Agreement, or other form as may be required by HES. Each Report must account for the total activity for which the Subrecipient is funded under this Agreement, and a Subrecipient representative must certify that all of the Subrecipient's Monthly Performance Requirements contained herein have been met during the reporting period. These Monthly Performance Reports shall be used by HES to assess the Subrecipient's progress in implementing the project.

I. USE OF THE PROJECT FACILITY/PROPERTY: The Subrecipient agrees in regard to the use of the facility/property whose acquisition or improvements are being funded in part or in whole by CDBG funds as provided by this Agreement, that for a period of five (5) years after the expiration date of this Agreement (as may be amended from time to time):

(1) The Subrecipient shall properly maintain the facility/project, and may not change the use or planned use, or discontinue use, of the facility/property (including the beneficiaries of such use) from that for which the acquisition or improvements are made, unless the Subrecipient provides affected citizens with reasonable notice of, and opportunity to comment on, any such proposed change and either:

- a. The new use of the facility/property qualifies as meeting one of the national objectives defined in the regulations governing the CDBG program, and is not a building for the general conduct of government; or
- b. The requirements of paragraph (2) of this section are met.

- (2) If the Subrecipient determines, after consultation with affected citizens, that it is appropriate to change the use of the property to a use which does not qualify under paragraph (1) (a) of this section or discontinue the use of the facility/property, it may retain or dispose of the facility for such use if the County is reimbursed in the amount of the current fair market value of the facility/property less any portion thereof attributable to expenditures of non-CDBG funds for acquisition of, or improvements to the facility/property. The final determination of the amount of any such reimbursement to the County under this paragraph shall be made by the County.
- (3) Following the reimbursement of CDBG funds by the Subrecipient to the County pursuant to paragraph (2) above, the facility/property will then no longer be subject to any CDBG requirements.

The provisions of this clause shall survive the expiration or early termination of this Agreement.

- J. SECTION 3 REQUIREMENTS:** The Subrecipient agrees to comply with all Section 3 requirements applicable to contracts funded through this Agreement. Information on Section 3 is available at HES upon request. The Subrecipient shall include the following, referred to as the Section 3 Clause, in every solicitation and every contract for every Section 3 covered project:

Section 3 Clause

- (1) The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 170 1u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (2) The parties to this contract agree to comply with HUD's requirements in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- (3) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers representative of the contractor's commitment under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- (4) The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR 135.
- (5) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

- (6) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

K. ENVIRONMENTAL CONDITIONS: The County shall perform an Environmental Review (ER) of the project to assess existing conditions and identify all potential environmental impacts, whether beneficial or adverse, and any required conditions or mitigation measures that the Subrecipient must consider in the design and implementation of the project. The Subrecipient acknowledges that construction may not start until HES notifies the Subrecipient of the results of the ER and the Release of Funds from HUD. Where applicable, the Subrecipient shall submit to HES a plan of action and an implementation schedule for complying with any identified conditions requiring mitigation. The Subrecipient shall comply with all requirements established by the County emanating from the completion of the ER.

ER costs incurred by the County may be charged to the project identified above. In addition, the Subrecipient shall immediately inform HES of any environmental findings or conditions discovered during activity implementation, and agrees that applicable mitigation measures, subject to HES approval, shall be incorporated in order to proceed with the project. The Subrecipient acknowledges that such mitigation measures may affect the total project cost and that Subrecipient may be responsible for implementation of corrective actions and the costs associated therewith.

2. COUNTY OBLIGATIONS:

- A.** Provide funding for the above-specified improvements as described above in "Project Scope", during the term of this Agreement, in the amount of **\$36,689**. However, the County shall not provide any funding for the construction work until the Subrecipient provides documentation showing that sufficient funds are available to complete the project.
- B.** County shall not provide any funding for the consulting and/or construction work until the Subrecipient provides documentation showing that Subrecipient's procurement of the consulting and/or construction contract has been made in compliance with applicable requirements for the CDBG funds provided under this Agreement.
- C.** Provide technical assistance to the Subrecipient when requested.
- D.** Monitor the Subrecipient at any time during the term of this Agreement. Visits may be announced or unannounced, as determined by HES, and will serve to ensure compliance with HUD regulations that planned activities are conducted in a timely manner, and to verify the accuracy of reporting to HES on program activities.
- E.** Allowable costs that may be paid by the County under this Agreement in addition to those stated in 2.A above:
- (1) Costs of asbestos surveys, asbestos abatement, and abatement monitoring.
 - (2) Costs of any other services customarily associated with projects of the nature of the project contemplated by this Agreement.

The County shall review requests by the Subrecipient for expenditures on the above items prior to undertaking the services associated with them, and approve any such expenditure it deems appropriate for this project

EXHIBIT "B"
PALM BEACH COUNTY HOUSING ECONOMIC SUSTAINABILITY

MONTHLY PERFORMANCE REPORT

Report For:	Month: _____ Year: _____
Subrecipient Name:	Town of Lake Park
Project Name:	Playground Improvements – Bert Bostrom Park
Report Prepared By:	_____
	Name _____ Signature _____ Date _____

BUDGETING AND EXPENDITURES

Amount to be Expended by July 15, 2020: CDBG Funds: \$ _____ Other Funds: \$ _____

////////////////////////////////////	BUDGETED	EXPENDED	PERCENTAGE
CDBG Funds:	\$ 36,689	\$	%
Other Funds: _____		\$	%
Other Funds:		\$	%
TOTAL:	\$	\$	%

Describe any changes in budgeted amounts during this reporting period and the source of funds:

Describe your efforts to obtain any additional funds for the project during this reporting period (if your project is underfunded):

PROJECT ACTIVITIES

Describe your accomplishments during the reporting period: _____

Describe any problems encountered during this reporting period: _____

Other comments: _____

I, _____, do hereby certify that the Town of Lake Park has met all of its Monthly Performance Requirements (Exhibit "A", Paragraph H) referenced in the Agreement during this reporting period.

Name & Title of Certifying Representative

Send Monthly Performance Report to: Bud Cheney, Manager of CIREIS
 Department of Housing & Economic Sustainability
 100 Australian Avenue, Suite 500
 West Palm Beach, FL 33406

EXHIBIT "C"**ASBESTOS REQUIREMENTS**
SPECIAL CONDITIONS FOR DEMOLITION AND RENOVATION OF BUILDINGS

The provisions of this part apply to all demolition and renovation work contemplated in this Agreement and described in Exhibit "A" of this Agreement.

I. DEFINITIONS

ACM:	Asbestos Containing Materials
ASHERA:	Asbestos Hazard Emergency Response Act
EPA:	Environmental Protection Agency
FLAC:	Florida Licensed Asbestos Consultant
HES:	Palm Beach County Department of Housing and Economic Sustainability
NESHAP:	National Emission Standards for Hazardous Air Pollutants
NRCA:	National Roofing Contractors Association
NVLAP:	National Voluntary Laboratory Accreditation Program
OSHA:	Occupational Safety & Health Administration
PBCAC:	Palm Beach County Asbestos Coordinator (in Risk Management)
PLM:	Polarized Light Microscopy
RACM:	Regulated Asbestos Containing Materials
TEM:	Transmission Electron Microscopy

II. ASBESTOS SURVEYS

All properties scheduled for renovation or demolition are required to have a comprehensive asbestos survey conducted by a Florida Licensed Asbestos Consultant (FLAC). The survey shall be conducted in accordance with ASHERA guidelines. Analysis must be performed by a NVLAP accredited laboratory.

For Renovation Projects (projects which will be reoccupied):

- Point counting should be conducted on all RACM indicating 1% - 10% asbestos by PLM analysis. If the asbestos content by PLM is less than 10%, the building owner/operator can elect to:
 1. Assume the material is greater than 1% and treat it as RACM, or
 2. Require verification by point counting
- Samples of resilient vinyl floor tile indicating asbestos not detected must be confirmed by transmission electron microscopy (TEM)
- Joint compound shall be analyzed as a separate layer
- Roofing material shall be sampled only if a renovation requires the roof to be disturbed. In lieu of sampling the roof, it will be presumed to contain asbestos

For Demolition Projects:

- Point counting should be conducted on all RACM indicating 1% - 10% asbestos by PLM analysis. If the asbestos content by PLM is less than 10%, the building owner/operator can elect to:
 1. Assume the material is greater than 1% and treat it as RACM, or
 2. Require verification by point counting
- Composite sample analysis is permitted for drywall systems (combining the drywall and joint compound constituents)
- All Category I and II non-friable materials, as defined in EPA/NESHAP, shall be sampled to determine asbestos content

If the Subrecipient has a recent asbestos survey report prepared by a Florida Licensed Asbestos Consultant, a copy may be provided to HES for review by the PBCAC to determine if the survey is adequate to proceed with renovation/demolition work. If no survey is available, a survey may be initiated by the Subrecipient or requested by HES. If the survey is through HES, a copy of the completed survey will be forwarded to the Subrecipient.

III. ASBESTOS ABATEMENT

A. RENOVATION

- (a) Prior to a renovation, all asbestos containing materials that will be disturbed during the renovation, must be removed by a Florida Licensed Asbestos Contractor under the direction of a FLAC. Exceptions may be granted by HES prior to the removal. The Subrecipient must obtain approval for all exceptions from HES. HES will request the PBCAC to review and approve all exceptions.
- (b) Asbestos abatement work may be contracted by the Subrecipient or by HES upon request.
- (c) If the Subrecipient contracts the asbestos abatement, the following documents are required to be provided to the HES.
 1. An Asbestos Abatement Specification (Work Plan)
 2. Post Job submittals, reviewed and signed by the FLAC
- (d) If the Subrecipient requests HES to contract the asbestos abatement, HES will initiate the request through the PBCAC who will contract the asbestos abatement. HES will provide a copy of all contractor and consultant documents to the Subrecipient.
- (e) Materials containing <1% asbestos are not regulated by EPA/NESHAPS. However, OSHA compliance is mandatory. OSHA requirements include training, wet methods, prompt cleanup in leak tight containers, etc. The renovation contractor must comply with US Dept of Labor, OSHA Standard Interpretation, "Compliance requirements for renovation work involving material containing <1% asbestos", dated 11/24/2003. The renovation contractor must submit a work plan to HES prior to removal of the materials.

B. DEMOLITION

All RACM must be removed by a Florida Licensed Asbestos Contractor under the direction of an FLAC prior to demolition. Examples of RACM include: popcorn ceiling finish, drywall systems, felt or paper-backed linoleum, resilient floor tile which is not intact, asbestos cement panels/pipes/shingles ("transite").

NESHAP Category I non-friable materials, such as intact resilient floor tile & mastic and intact roofing materials, may be demolished with the structure, using adequate controls. The demolition contractor shall be made aware of the asbestos-containing materials and shall exercise adequate control techniques (wet methods, etc.). Any exceptions to these guidelines shall be requested through and approved by HES prior to the removal. Demolition work should be monitored by a FLAC to ensure proper control measures and waste disposal. This is the responsibility of the Subrecipient.

- (a) Asbestos Abatement work may be contracted by the Subrecipient or by HES upon request.
- (b) If the Subrecipient contracts the asbestos abatement, the following documents must be provided to the HES and reviewed by the PBCAC.
 1. An Asbestos Abatement Specification (Work Plan).
 2. Post Job submittals, reviewed and signed by the FLAC.

- (c) If the Subrecipient requests HES to contract the asbestos abatement, HES will initiate the request through the PBCAC who will contract the asbestos abatement. HES will provide a copy of all contractor and consultant documents to the Subrecipient.
- (d) Recycling, salvage or compacting of any asbestos containing materials or the substrate is strictly prohibited.
- (e) In all cases, compliance with OSHA "Requirements for demolition operations involving material containing <1% asbestos" is mandatory.
- (f) If suspect materials are discovered that were not previously sampled and identified in the survey, stop all work that will disturb these materials and immediately notify HES.

IV. NESHAP NOTIFICATION

A. RENOVATION

A NESHAP form must be prepared by the Subrecipient or its Contractor and submitted to the Palm Beach County Health Department at least ten (10) working days prior to an asbestos activity that involves removal of regulated asbestos containing material, including linoleum, greater than 160 square feet or 260 linear feet or 35 cubic feet. For floor tile removal greater than 160 square feet, the Subrecipient or its Contractor shall provide a courtesy NESHAP notification to the Palm Beach County Health Department at least three (3) working days prior to removal.

The Subrecipient shall provide a copy of the asbestos survey to the renovation contractor to keep onsite during the work activity.

B. DEMOLITION

A NESHAP form must be prepared by the Subrecipient or its Contractor and submitted to the Palm Beach County Health Department at least ten (10) working days prior to the demolition for projects demolished by the Subrecipient.

C. NESHAP FORM

The NESHAP form is available online through the Florida Department of Environmental Regulations. The notification shall be sent to the address shown below. A copy shall be included in the Subrecipient post job documentation submitted to HES. All fees shall be paid by the Subrecipient .

Palm Beach County Department of Health
Asbestos Coordinator
800 Clematis Street
Post Office Box 29
West Palm Beach, Florida 33402

V. APPLICABLE ASBESTOS REGULATIONS/GUIDELINES

The Subrecipient, through its demolition or renovation contractor, shall comply with the following asbestos regulations/guidelines. This list is *not* all inclusive:

- (a) Environmental Protection Subrecipient (EPA) NESHAP, 40 CFR Parts 61 Subpart M National Emission Standard for Asbestos, revised July 1991
- (b) Occupational Safety & Health Administration (OSHA) Construction Industry Standard, 29 CFR 1926.1101
- (c) EPA: A Guide to Normal Demolition Practices under the Asbestos NESHAP, September 1992
- (d) Demolition practices under the Asbestos NESHAP, EPA Region IV
- (e) Asbestos NESHAP Adequately Wet Guidance
- (f) Florida State Licensing and Asbestos Laws
 1. Title XVIII, Chapter 255, Public property and publicly owned buildings.
 2. Department of Business and Professional Regulations, Chapter 469 Florida Statute, Licensure of Asbestos Consultants and Contractors
- (g) Resilient Floor Covering Institute (RFCI), Updated Recommended Work Practices and Asbestos Regulatory Requirements, current version.
- (h) Florida Roofing Sheet Metal and Air Conditioning Contractors Association, NRCA, June 1995, or current version.
- (i) US Department of Labor, OSHA Standard Interpretation
 1. Application of the asbestos standard to demolition of buildings with ACM in Place, dated 8/26/2002.
 2. Requirements for demolition operations involving material containing <1% asbestos, dated 8/13/1999.
 3. Compliance requirements for renovation work involving material containing <1% asbestos, dated 11/24/2003.

Ordinance on First Reading

TAB 10



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. Tab 10

Agenda Title: AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 28, ARTICLE II, SECTION 28-32(m) ENTITLED "BUSINESS TAX RECEIPT REQUIRED; APPLICATION AND PRE-REQUISITES TO ISSUANCE"; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Approved by Town Manager *[Signature]* **Date:** 8-28-19
Nadia Di Tommaso / Community Development Director *[Signature]*
 Name/Title

Originating Department: Community Development	Costs: \$ <u>0</u> Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: → Ordinance <u>06</u> -2019
Advertised: Date: <u>N/A on 1st reading</u> Paper: <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <u>ND</u> Please initial one.

Summary Explanation/Background:

As the Town Commission may recall, a new inspection procedure was created for ALL rental properties in the Town, residential and nonresidential (as part of their Business Tax Receipt process). The inspection requirement's goal is to be able to address any major life safety issues that may exist. Given that this a new procedure this fiscal year being handled entirely by Community Development staff, with approximately 620 (registered) residential properties (plus nonresidential properties), an extension on the first inspection requirement is needed. Originally, it was anticipated that our third Code Compliance Officer would handle the bulk of the residential inspections, however due to hiring difficulties in finding a candidate for the positions, this position was filled 7 months into the fiscal year rather than at the start of the fiscal year. Consequently, an extension to **September 30, 2020** to satisfy the initial inspection requirement is being proposed in the enclosed Ordinance. Moving forward, inspections are being tracked and since one inspection is required every five years, a reminder email or letter will need to be issued starting in year 3 so that re-inspections can get started early.

Recommended Motion: I move to APPROVE Ordinance 06 -2019 on first reading.

ORDINANCE 06-2019

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 28, ARTICLE II, SECTION 28-32(m) PERTAINING TO APPLICATIONS FOR BUSINESS TAX RECEIPTS AND PREREQUISITES FOR THEIR ISSUANCE; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapters 163, Florida Statutes; and

WHEREAS, the Town Commission has adopted regulations regarding taxation which are codified in Chapter 28 of the Town Code; and

WHEREAS, the Town Commission has determined that the public's health, safety and general welfare would be furthered by the amendment of § 28-32(m) of the Code pertaining to business tax receipts; and

NOW, THEREFORE, be it ordained by the Town Commission of the Town of Lake Park, Florida that:

Section 1. The whereas clauses are incorporated herein as true and correct and as the legislative findings of the Town Commission.

Section 2. Chapter 28, Article I, Section 28-32(m) of the Town Code of Ordinances is hereby amended as follows:

E

Sec. 28-32. – Business tax receipt required; application and prerequisites to issuance.

(m) First time applicants ~~must~~ shall present a current town-issued zoning that certifies the premises conforms to the Town's zoning regulations and that the business operator has obtained all necessary permits, approvals, and licenses necessary to operate the business. The zoning certificate shall certify that the premises has passed all required fire inspections, building inspections, and zoning reviews, and other town-conducted reviews and inspections including an inspection of the premises prior to any business tax receipt issued in the Town at a fee established by Resolution of the Town Commission, in order to ensure the premises is consistent with the zoning use of the property and that the premises is in compliance with the Town Code. The inspection of the premises requirement shall apply to businesses that have previously been issued a

business tax receipt, including rental business tax receipts, with the inspection required no later than September 30, 2019~~20~~. All new applications, which include a change in the name of the business, or a change in the ownership of the business, must obtain an inspection of the premises. At least one zoning inspection every five (5) years shall be conducted.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Codification. The sections of the Ordinance may be made a part of the Town Code of Laws and Ordinances and may be renumbered or relettered to accomplish such, and the word “ordinance” may be changed to “section,” “article,” or any other appropriate word.

Section 6. Effective Date. This Ordinance shall take effect immediately upon execution.

TAB 11



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. *Tab 11*

Agenda Title: AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, PERTAINING TO PUBLIC NUISANCES; PROVIDING FOR THE REPEAL OF CHAPTER 10, ARTICLE II, SECTIONS 10-31, 10-32 AND 10-33 AND CHAPTER 54, ARTICLE III, DIVISION 3, SECTIONS 54-131, 54-132, 54-133 AND 54-134; PROVIDING FOR THE CREATION OF A NEW CHAPTER 10, ARTICLE II, SECTIONS 10-31, 10-32, 10-33, 10-34, 10-35, 10-36, AND 10-37; PERTAINING TO THE DEFINITION, DECLARATION, AND ABATEMENT OF NUISANCES; PROVIDING FOR THE AUTHORITY TO ENTER UPON PROPERTIES TO INSPECT SUSPECTED NUISANCES; PROVIDING FOR NOTICE TO THE PROPERTY OWNER OF THE EXISTENCE OF A NUISANCE; PROVIDING FOR APPEALS TO THE MAGISTRATE OF A NOTICE OF THE EXISTENCE OF A NUISANCE ON PROPERTY; PROVIDING FOR THE AUTHORITY TO ABATE NUISANCES, ASSESS FINES, AND REVOKE LOCAL BUSINESS TAX RECEIPTS; PROVIDING FOR THE RECOVERY OF TOWN EXPENSES IN ABATING NUISANCES; PROVIDING FOR THE RECORDATION OF ASSESSMENT LIENS TO RECOVER THE EXPENSES OF THE TOWN'S ABATEMENT OF A NUISANCE; PROVIDING FOR THE PROVISION OF CHRONIC NUISANCE SERVICES BY THE TOWN THAT AUTHORIZES THE IMPOSITION AND COLLECTION OF CHRONIC NUISANCE SERVICE ASSESSMENTS AGAINST REAL PROPERTY; ESTABLISHING A PROCEDURE FOR IMPOSING CHRONIC NUISANCE SERVICE ASSESSMENTS; PROVIDING THAT THE LIEN FOR A CHRONIC NUISANCE SERVICE ASSESSMENT COLLECTED PURSUANT TO SECTIONS 197.3632 AND 197.3635, FLORIDA STATUTES, SHALL BE PERFECTED AND SHALL ATTACH TO THE PROPERTY UPON ADOPTION OF THE ASSESSMENT ROLL; PROVIDING THAT A PERFECTED LIEN SHALL BE EQUAL IN RANK AND DIGNITY WITH THE LIENS OF ALL STATE, COUNTY, DISTRICT, OR MUNICIPAL TAXES AND ASSESSMENTS AND SUPERIOR IN DIGNITY TO ALL OTHER PRIOR LIENS, MORTGAGES, TITLES, AND CLAIMS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF ALL LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Approved by Town Manager

[Signature]

Date:

8-28-19

Nadia Di Tommaso / Community Development Director

Name/Title

ND

<p>Originating Department: Community Development</p>	<p>Costs: \$ 0 Funding Source: Acct. # <input type="checkbox"/> Finance _____</p>	<p>Attachments: → Ordinance <i>7</i>-2019</p>
<p>Advertised: Date: N/A Paper: <input type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <u>ND</u> or Not applicable in this case _____ Please initial one.</p>

Summary Explanation/Background:

This Ordinance is extremely important and aims to increase the protections to the public's overall health, safety and welfare. The Town has had a nuisance Ordinance on the books for years. However, this nuisance Ordinance has been limited to identifying nuisances as overgrowth, accumulations of debris and broadly defined categories. This proposed Ordinance aims to:

- condense repetitious code sections
- expand nuisance list
- continue to allow for property assessments of abatement charges
- provide for the same noticing and procedural requirements as previously used

Code Compliance and the Pam Beach County Sherriff's Office (PBSO) work closely on monitoring possible nuisances throughout the Town. Nuisances disturb the natural enjoyment of private and public property and pose a threat the he public's health, safety and welfare. Consequently, The nuisance list has been revised to include the following - *many of which were already in existence in our Code for years, but are being regrouped into one comprehensive Code Section, as follows:*

- (1) Accumulations of waste, yard trash, or rubble and debris;
- (2) Accumulations of water or the pooling of water on a lot that may serve as breeding grounds for insects or other disease vectors;
- (3) The excessive growth of grass, weeds, branches, and other uncultivated vegetation greater than 12 inches in height located on a vacant property; or greater than 7 inches in height when located on developed residential or nonresidential properties.
- (4) Uncultivated vegetation that is determined to constitute a fire hazard;
- (5) Vegetation, whether or not cultivated, that impedes or obstructs the view of intersections, traffic signs, railroad crossings or traffic from any street, road, or highway; or that interferes with the enjoyment of private property, or grows onto neighboring lots;
- (6) Any standing dead trees whether on a developed or undeveloped lot;
- (7) Swimming pools that do not meet water clarity requirements or the safety barrier requirements of the Florida Building Code, Sections 424.2.17.1.1 through 424.2.17.1.14; or
- (8) Any lot, or a structure on a lot which harbors vermin, rats, insects, poisonous snakes or other wild animals, which may pose a danger to humans or domesticated animals.

(9) Any structure on a lot which does not meet the minimum housing standards as established in Chapter 54, Article III, Division 3 of the Town Code.

(10) Any structure which does not meet one or more provisions of the Florida Building Code, which in the opinion of the Building Official render the premises uninhabitable;

(11) Any activity which is injurious to, or endangers the comfort, repose, health, safety or welfare of the public;

(12) Any activity which results in at least two calls for service per calendar year by law enforcement and/or fire rescue for life-safety matters such as drug overdoses or disturbances involving excessive or prolonged noise or sounds, or which constitutes an activity that is determined to be injurious to, or endangers the comfort, repose, health, welfare, or safety of Town residents or businesses;

(12) Interferes with, obstructs or tends to obstruct or render dangerous for passage any public or private street, highway, sidewalk, stream, canal, ditch, or storm water drainage facility;

(13) Renders another property owner unsafe, including fear for one's own life or the lives of others; or the resident, business owner or employee, or residents use and enjoyment of a lot or property;

(14) Tends to depreciate the property value of a lot or the lots of others.

(15) Lots or properties which are vacant or upon which an abandoned structure exists, which may be overgrown with vegetation and which have been documented as being used by vagrants for habitation; or which has been the location of a reported crime or crimes, including but not limited to loitering, trespassing, the sale, possession or consumption of illegal drugs, prostitution or other crimes commonly known as "street crimes."

(16) Properties upon which nuisance trees exist including Melaleuca quinquenervia (Punk Tree, Cajeput or Paper Tree), Casurina Sap (Australian Pine), Acacia Articulæformis (Earleaf tree) and Schinus terebinthifolius (Brazilian Pepper).

Florida State Statute allows for irreparable and irreversible fines to be assessed for certain types of nuisance such as those nuisances that disturb peaceful enjoyment of property, or those that continuously occur without the ability to abate (remedy) since they occurred in the past. Code Compliance will continue to work with PBSO to address nuisances throughout the Town and remediate them in the most expeditious and lawful way possible to ensure the public's health, safety and general welfare is preserved.

Recommended Motion: I move to APPROVE Ordinance 7-2019 on 1st reading.

ORDINANCE NO. 07-2019

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, PERTAINING TO PUBLIC NUISANCES; PROVIDING FOR THE REPEAL OF CHAPTER 10, ARTICLE II, SECTIONS 10-31, 10-32 AND 10-33 AND CHAPTER 54, ARTICLE III, DIVISION 3, SECTIONS 54-131, 54-132, 54-133 AND 54-134; PROVIDING FOR THE CREATION OF A NEW CHAPTER 10, ARTICLE II, SECTIONS 10-31, 10-32, 10-33, 10-34, 10-35, 10-36, AND 10-37; PERTAINING TO THE DEFINITION, DECLARATION, AND ABATEMENT OF NUISANCES; PROVIDING FOR THE AUTHORITY TO ENTER UPON PROPERTIES TO INSPECT SUSPECTED NUISANCES; PROVIDING FOR NOTICE TO THE PROPERTY OWNER OF THE EXISTENCE OF A NUISANCE; PROVIDING FOR APPEALS TO THE MAGISTRATE OF A NOTICE OF THE EXISTENCE OF A NUISANCE ON PROPERTY; PROVIDING FOR THE AUTHORITY TO ABATE NUISANCES, ASSESS FINES, AND REVOKE LOCAL BUSINESS TAX RECEIPTS; PROVIDING FOR THE RECOVERY OF TOWN EXPENSES IN ABATING NUISANCES; PROVIDING FOR THE RECORDATION OF ASSESSMENT LIENS TO RECOVER THE EXPENSES OF THE TOWN'S ABATEMENT OF A NUISANCES; PROVIDING FOR THE PROVISION OF CHRONIC NUISANCE SERVICES BY THE TOWN THAT AUTHORIZES THE IMPOSITION AND COLLECTION OF CHRONIC NUISANCE SERVICE ASSESSMENTS AGAINST REAL PROPERTY; ESTABLISHING A PROCEDURE FOR IMPOSING CHRONIC NUISANCE SERVICE ASSESSMENTS; PROVIDING THAT THE LIEN FOR A CHRONIC NUISANCE SERVICE ASSESSMENT COLLECTED PURSUANT TO SECTIONS 197.3632 AND 197.3635, FLORIDA STATUTES, SHALL BE PERFECTED AND SHALL ATTACH TO THE PROPERTY UPON ADOPTION OF THE ASSESSMENT ROLL; PROVIDING THAT A PERFECTED LIEN SHALL BE EQUAL IN RANK AND DIGNITY WITH THE LIENS OF ALL STATE, COUNTY, DISTRICT, OR MUNICIPAL TAXES AND ASSESSMENTS AND SUPERIOR IN DIGNITY TO ALL OTHER PRIOR LIENS, MORTGAGES, TITLES, AND CLAIMS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF ALL LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida (Town) is a duly constituted municipality having such power and authority as are conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Commission has been previously advised by the Director of the Community Development Department that there are properties throughout the Town that have been abandoned or are not being properly maintained because of pending mortgage foreclosures,

vacancies, or simple neglect, leading to the accumulation of junk, trash, rubbish, debris, expired vegetation, weeds, overgrown grass and/or vegetation, stagnant water in swimming pools, and structures in need of repairs, painting and maintenance or which are not otherwise in accordance with the Town's Housing Code and/or the Florida Building Code ; and

WHEREAS, the Town Commission has previously enacted Chapter 10, Articles II and III of the Town Code which have established conditions which constitute a nuisance; and

WHEREAS, the Town Commission has previously enacted Chapter 54, Article III, Division 3, which establishes minimum standards for housing and facilities in the Town; and

WHEREAS, by the enactment of this Ordinance and existing Town Code provisions pertaining to nuisances, the Town Commission hereby declares that the accumulation of junk, trash, rubbish, debris, expired vegetation, weeds, overgrown grass and/or vegetation, stagnant water in swimming pools, structures in need of repairs, painting and maintenance; or otherwise not meeting the regulations established in the Town Code to be public nuisances; and

WHEREAS, the Town Commission hereby declares that properties with two or more documented calls for service by the Palm Beach County Sheriff's Office (PBSO) per calendar year which involve life safety matters such as drug overdoses and noise disturbances to be a public nuisance; and

WHEREAS, the Town Commission hereby declares that properties which are public nuisances may warrant the Town's abatement of same; and

WHEREAS, the accumulation of trash, junk, or debris, expired plant material, excessive growth of grass or vegetation, weeds, brush, branches is unhygienic, unhealthy, visually unpleasant or an unaesthetic condition to the reasonable person of average sensibilities, and potentially depreciates the value of a property as well as neighboring properties and the Town in general; and

WHEREAS, having had two or more calls for service pertaining to life-safety matters such as drug overdoses per calendar year by the Palm Beach County Sherriff's Office (PBSO), or noise disturbances associated with a property, presents a threat to the overall quality of life and safety of the Town's residents, and particularly those who reside in the immediate neighborhood where the public nuisance exists; and

WHEREAS, the Town Commission finds that the abatement of nuisances as authorized by this Ordinance would further the health safety, and general welfare of the Town's residents and businesses and;

WHEREAS, the Town Commission finds that the abatement of public nuisances as authorized herein, would enhance the value, quality of life, and safety of the Town's residents and the desirability of commercial properties in the Town; and

WHEREAS, the maintenance of a public nuisance as described herein and the failure of a property owner to timely abate same, may require that the Town's intervention to abate the nuisance by the most expeditious and cost-effective methods possible and to assess an irreparable and irreversible fine against the property owner; and

WHEREAS, with respect to commercial properties in the Town which are harboring a public nuisance, the Town Commission authorizes the revocation of a business tax receipt until the property owner abates the nuisance; and

WHEREAS, the Town Commission finds that the provision of services to abate, revoke and fine declared nuisances existing upon properties provides a direct, special benefit to assessed real properties in the Town; and

WHEREAS, the Town has the authority to impose assessments on properties which have been adjudicated to be a nuisance and revoke business tax receipts; and

WHEREAS, the Town has the authority to use the uniform method set forth Chapter 197, Florida Statutes to levy, collect, and enforce the collection of non-ad valorem assessments against real property which has been determined by the Town Special Magistrate or court of competent jurisdiction to be a public nuisance.

WHEREAS, a property owner which has not abated a nuisance within the time prescribe by the Town's Special Magistrate or a court of competent jurisdiction and/or has not timely paid the costs charged for the abatement by the Town, shall be subject to a non-ad valorem assessment pertaining to the property, and said assessment shall be included on the property owner's annual tax bill; and

WHEREAS, if following the receipt of the non-ad valorem assessment, it is not timely paid, a special assessment lien may be recorded against the property; and

WHEREAS, the Town Commission hereby amends its Code of Ordinances to authorize the use of the uniform method to levy and collect non-ad valorem assessments against properties which are maintaining a public nuisance as referenced herein.

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

Section 1. The whereas clauses are incorporated herein as the legislative findings of the Town Commission.

Section 2. Chapter 54, Article III, Division 3, Sections 54-131, 54-132, 54-133 and 54-134 of the Town Code, are repealed as follows:

~~Sec. 54-131. Nuisance declared.~~

~~It is hereby declared and determined by the town commission, that the following shall each individually, or in any combination, be considered nuisances when they exist upon a lot in the town:~~

- (1) ~~Accumulations of waste, yard trash, or rubble and debris;~~
- (2) ~~Accumulations of waste, yard trash, or rubble and debris that may harbor rats or poisonous snakes or that may contain pools of water that may serve as breeding grounds for insects or other disease vectors;~~
- (3) ~~Uncultivated vegetation greater when:~~
 - a. ~~Greater than 12 inches in height located on nonresidential vacant lots; or~~
 - b. ~~Greater than eight inches in height when located on developed or undeveloped residential or developed nonresidential lots.~~
- (4) ~~Schinus terebinthifolius (commonly known as Brazilian Pepper) bushes or trees, if uncultivated;~~
- (5) ~~Uncultivated vegetation that constitutes a fire hazard; or~~
- (6) ~~Vegetation, whether or not cultivated, that impedes or obstructs adequate view of intersections, traffic signs, railroad crossings or traffic from any street, road, or highway.~~
- (7) ~~Any standing dead trees in close proximity to developed lots or rights-of-way.~~

Sec. 54-133. Procedure for abatement of a nuisance.

- (a) ~~Authorized agents, employees and independent contractors of the community development department are empowered to enter upon and inspect lots on which a nuisance is suspected to exist. Any code compliance officer or Palm Beach County Sheriff's deputy or other authorized agent, employee or independent contractor of the town shall be immune from prosecution, civil or criminal, for reasonable, good faith entry upon residential, commercial or industrial property while in the discharge of duties imposed by these regulations. If an inspection reveals the presence of a nuisance, the community development department shall notify the property owner of the nuisance in the manner provided in section 9-42. The notice shall also:~~
- ~~(1) Advise the property owner of the right to a hearing as provided in section 54-134;~~
 - ~~(2) Specify what corrective action must be taken and the date by which the corrective action must be completed;~~
 - ~~(3) State that a failure to abate the nuisance as required by the notice will result in the abatement of the nuisance by the town community development department or an outside contractor retained by the town and that the cost incurred by the town in the abatement of the nuisance shall be assessed against the property as a lien; and~~
 - ~~(4) That a lien shall be recorded against the property in the public records of Palm Beach County.~~
 - ~~(5) That the failure of the property owner to file an appeal of the determination of a nuisance before the expiration of the date specified in the notice for completion of the corrective action, shall constitute a waiver of the property owner's right to a hearing and right to appeal the town's determination of a nuisance.~~
- ~~The appeal forms required in section 54-134 shall be included in the notice, along with a statement that such form must be used to appeal the administrative determination.~~
- (b) ~~If an appeal is filed, a quasi-judicial hearing will be scheduled by the town's code compliance division before the town's special magistrate. The town shall give the property owner notice of the hearing in the manner provided in section 9-42.~~
- (c) ~~If no appeal is filed the community development department shall, upon the expiration of the compliance date, reinspect the property to determine whether or not the nuisance has been abated to the satisfaction of the town. If the community development department determines that the property still harbors a nuisance, and/or the required corrective action is not completed to the satisfaction of the town manager, the town may immediately commence all reasonable actions necessary to abate the nuisance. To accomplish that goal, the community development department and/or its agents are authorized by the town commission to enter upon the property and to take all steps reasonably necessary to effect the abatement.~~
- (d) ~~If abatement is effected by the community development department, the cost to the town of abating the nuisance on each lot, including an administrative and operating fee of \$600.00, shall be calculated and assessed against the lot by the community development director or the town manager. The assessment shall contain a legal description of the property, the street or physical address, state the cost of abatement, and specify the administrative and operating fee.~~

~~The community development department shall mail a notice of the assessment to the owner at the owner's last known address by regular U.S. mail. Until full payment is received, assessments shall be legal, valid and binding liens upon the property. The assessment shall become due and payable to the town as of the date of the mailing of the notice of assessment, interest shall begin to accrue at the statutory rate per annum on any unpaid portion thereof.~~

- ~~(e) As soon as possible after the assessment has been made by the community development director or town manager, a certified copy of the assessment shall be recorded in a claim of lien in the public records of Palm Beach County. The lien shall become effective on the date that a copy of the lien is recorded.~~
- ~~(f) Lien assessments, together with interest thereon, may be enforced by civil action in the appropriate court of competent jurisdiction. The lien created hereby shall be a first lien, equal to a lien for nonpayment of property taxes, on any lot against which an assessment for costs to abate a nuisance has been recorded. The lien shall continue in full force until discharge by payment or otherwise, until settled and released by the community development director or the town manager.~~
- ~~(g) The community development department shall mail a notice that a lien has been recorded to the record owner of each lot described in the lien for the assessments. The notice shall be sent by certified or registered mail, return receipt requested, to the owner's last known address. The notice shall be in a form prepared by the community development department, which shall include the following information:~~

~~Name and address of the owner;~~

~~Legal description of the lot where the nuisance has been abated;~~

~~Date of mailing of the notice of the lien;~~

~~A brief description of the nuisance;~~

~~Date that notice was originally sent to abate the nuisance;~~

~~A statement of the actual costs of abatement, the administrative fee, and any interest due;~~

~~Instructions regarding payment and removal of the lien; and~~

~~Additional information as necessary and appropriate.~~

- ~~(h) Nothing in this part shall prevent the town or the community development department from pursuing enforcement of this article through other processes.~~

~~Sec. 54-134. Appeal procedures.~~

~~At any time before the expiration of the time specified in the notice for the completion of the corrective action to abate the nuisance, the property owner may appeal the town's determination that a nuisance exists on the property by submitting an appeal on form prepared by the community development department together with a certified~~

~~check or money order in the amount of \$200.00 made payable to the Town of Lake Park, which amount shall constitute a fee necessary to defray the costs to the town, the town attorney, the community development department, and for the special magistrate hearing, and the processing and administering [of] the appeal. Failure to file an appeal or to appear before the special magistrate within the proscribed time shall be deemed a waiver of the property owner's rights to appeal the administrative action. The special magistrate shall hear the appeal on its regularly scheduled agenda and the hearing shall be conducted in accordance with the procedure set forth in section 9-37, and fines, costs and fees may be imposed by the special magistrate in the same manner as provided in section 9-39 and other. The town's code compliance division shall give the property owner written notice of the date and location of the scheduled hearing in the same manner as provided in section 9-42. The decision of the special magistrate shall be final and the final order finding a nuisance and imposing a fine and costs shall be recorded by the town and shall constitute a lien of the town against the subject property any other property owned by the property owner in the state of Florida.~~

Section 3. Chapter 10, Article II, Section 10-31, 10-32 and 10-33 of the Town Code, are repealed and replaced as follows:

Sec. 10-31. — Definitions.

~~For the purposes of this article, the word "nuisance" is hereby defined as any person doing an unlawful act, or omitting to perform a duty, or suffering or permitting any condition or thing to be or exist, which act, omission, condition or thing either:~~

- ~~(1) — Injures or endangers the comfort, repose, health or safety of others;~~
- ~~(2) — Offends decency;~~
- ~~(3) — Is offensive to the senses;~~
- ~~(4) — Unlawfully interferes with, obstructs or tends to obstruct or renders dangerous for passage any public or private street, highway, sidewalk, stream, ditch or drainage;~~
- ~~(5) — In any way renders other persons insecure in life or the use of property; or~~
- ~~(6) — Essentially interferes with the comfortable enjoyment of life and property, or tends to depreciate the value of the property of others.~~

Sec. 10-32. — Prohibited nuisances on developed or cleared lots.

~~The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions are hereby declared to be and constitute a nuisance and are prohibited within the town;~~

provided, however, this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive:

- (1) ~~Noxious weeds and other rank vegetation; excessive or untended undergrowth, dead or dying plant materials, tree branches, lawn clippings and other excessive or untended vegetation;~~
- (2) ~~Accumulation of rubbish, trash, refuse, junk, debris, and other abandoned materials, metals, lumber or other things;~~
- (3) ~~Any condition which provides harborage for rats, mice, and other vermin or for the breeding of mosquitoes;~~
- (4) ~~Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation, or kept in such an unsanitary condition that it is a menace to the health of people residing in the vicinity thereof, or presents a more than ordinarily dangerous fire hazard in the vicinity where it is located;~~
- (5) ~~All unnecessary or unauthorized noises and annoying vibrations, including animal noises;~~
- (6) ~~All disagreeable or obnoxious odors and stenches, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stenches;~~
- (7) ~~The carcasses of animals or fowl not disposed of within a reasonable time after death;~~
- (8) ~~The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, creamery, industrial wastes or other substances;~~
- (9) ~~Any building, structure or other place or location where any activity which is in violation of local, state or federal law is conducted, performed or maintained;~~
- (10) ~~Any accumulation of stagnant water on any lot or piece of ground;~~
- (11) ~~Dense smoke, noxious fumes, gas, soot or cinders, in unreasonable quantities.~~

Sec. 10-33. ~~Prohibited.~~

~~It shall be unlawful for any person to cause, permit, maintain or allow the creation or maintenance of a nuisance.~~

Sec. 10-31. Definitions.

For the purposes of Article II, the following words are hereby defined as follows:

Abate shall mean to remove, reduce, put an end to or do away with a nuisance.

Adjacent property shall mean the lot or lots immediately adjacent or contiguous to a lot that is subject to review under this Ordinance.

Department shall mean the Community Development Department.

Developed shall mean a lot or property containing buildings, structures, paving, or other improvements; excluding solely underground utilities, pipes, wires, cables, culverts, conduits, or other similar improvements or facilities; or plantings; all of which are maintained and utilized in a manner permitted by the Town Code.

Lot or Property shall mean any tract or parcel of land, including any structure thereon.

Nonresidential shall mean any lot or property upon which any building, structure or open area is not used primarily as a private residence or dwelling.

Owner shall mean the holder of the title in fee simple and any person, group or persons,, community association or other partnership or corporate entity in whose name tax bills on the property are submitted. It shall also mean owner or owners of record of a lot as such appears in the official records of the Property Appraiser's Office in and for Palm Beach County.

Rubbish and debris shall mean waste materials resulting from the construction or demolition of structures or buildings. This shall include construction material left or abandoned on a lot or property.

Serious threat to the public health, safety, and welfare is defined as, but not limited to the existence of a vacant unsecured structure, a swimming pool not properly maintained or fenced, or other condition existing upon the property which the Department Director or Building Official has determined poses a life safety issue or physical danger to the public.

Street shall mean any strip of land which is open to the public for the use of vehicular traffic and containing delineations, signs, or other traffic control devices to channel traffic.

Special Magistrate or Magistrate shall mean a licensed Florida attorney appointed by the Town Commission to hear code enforcement cases, including cases involving alleged nuisances.

Structure shall mean anything that is constructed or built from different interrelated parts with a fixed location on the ground and located on a lot or property in the town.

Tree shall mean any woody plant or palm which, in its mature state under normal growing conditions, reaches a height of 15 feet or greater.

Uncultivated vegetation shall mean living plants allowed to grow in an uncontrolled manner, or not cared for or maintained on a regular basis. Native vegetation in its natural state, including mangroves, shall be considered uncultivated vegetation.

Waste shall mean garbage, rubbish and refuse from residential, commercial, or industrial activities, including kitchen and table food waste, animal, or vegetative waste that is attendant with or results from the storage, preparation, cooking, or handling of food material; paper, wood, and wood scraps, cardboard, cloth, glass, rubber, plastic; discarded automobiles, tires and automobile fixtures; household goods and appliances; toys; tools and equipment; trash; debris; lumber; appliances; machinery and similar materials.

Yard trash shall mean abandoned vegetative material from landscaping, maintenance or land clearing operations, and includes such materials as tree and shrub trimmings, grass clippings, palm fronds, tree limbs, tree stumps, and similar materials.

Sec. 10-32. Nuisances declared.

It is hereby declared and determined by the Town Commission, that the good aesthetic appearance of lots or properties within the Town preserves the value of other properties. The conditions as set forth herein below, which, if maintained upon a lot or property are hereby declared by the Commission to be a public nuisance:

- (1) Accumulations of waste, yard trash, or rubble and debris;
- (2) Accumulations of water or the pooling of water on a lot that may serve as breeding grounds for insects or other disease vectors;
- (3) The excessive growth of grass, weeds, branches, and other uncultivated vegetation greater than 12 inches in height located on a vacant property; or greater than 7 inches in height when located on developed residential or nonresidential properties.
- (4) Uncultivated vegetation that is determined to constitute a fire hazard;
- (5) Vegetation, whether or not cultivated, that impedes or obstructs the view of intersections, traffic signs, railroad crossings or traffic from any street, road, or highway; or that interferes with the enjoyment of private property, or grows onto neighboring lots;

- (6) Any standing dead trees whether on a developed or undeveloped lot;
- (7) Swimming pools that do not meet water clarity requirements or the safety barrier requirements of the Florida Building Code, Sections 424.2.17.1.1 through 424.2.17.1.14; or
- (8) Any lot, or a structure on a lot which harbors vermin, rats, insects, poisonous snakes or other wild animals, which may pose a danger to humans or domesticated animals.
- (9) Any structure on a lot which does not meet the minimum housing standards as established in Chapter 54, Article III, Division 3 of the Town Code.
- (10) Any structure which does not meet one or more provisions of the Florida Building Code, which in the opinion of the Building Official render the premises uninhabitable;
- (11) Any activity which is injurious to, or endangers the comfort, repose, health, safety or welfare of the public;
- (12) Any activity which results in at least two calls for service per calendar year by law enforcement and/or fire rescue for life-safety matters such as drug overdoses or disturbances involving excessive or prolonged noise or sounds, or which constitutes an activity that is determined to be injurious to, or endangers the comfort, repose, health, welfare, or safety of Town residents or businesses;
- (12) Interferes with, obstructs or tends to obstruct or render dangerous for passage any public or private street, highway, sidewalk, stream, canal, ditch, or storm water drainage facility;
- (13) Renders another property owner unsafe, including fear for one's own life or the lives of others; or the resident, business owner or employee, or residents use and enjoyment of a lot or property;
- (14) Tends to depreciate the property value of a lot or the lots of others.
- (15) Lots or properties which are vacant or upon which an abandoned structure exists, which may be overgrown with vegetation and which have been documented as being used by vagrants for habitation; or which has been the location of a reported crime or crimes, including but not limited to loitering, trespassing, the sale, possession or consumption of illegal drugs, prostitution or other crimes commonly known as "street crimes."
- (16) Properties upon which nuisance trees exist including Melaleuca quinquenervia (Punk Tree, Cajeput or Paper Tree), Casurina Sap (Australian Pine), Acacia Articulataeformis (Earleaf tree) and Schinus terebinthifolius (Brazilian Pepper).

Sec. 10-33. Entry upon property to inspect suspected nuisances authorized.

The Department's code compliance officers, Palm Beach County Sherriff's Deputies, or any other authorized town employee or agent is permitted to enter upon and inspect any lot or property upon which a nuisance is suspected to exist. Any code compliance officer, Palm Beach County Sheriff's Deputy, or other authorized town agent, employee or independent contractor shall be immune from prosecution, civil or criminal, where he or she had reasonable, good faith belief that it was necessary to enter upon a lot or property to lawfully discharge his or her duties. If an inspection reveals the presence of a nuisance, the Department shall notify the property owner of the nuisance in the manner provided in Section 10-36.

Section 4. Chapter 10, Article II, Sections 10-34, 10-35,10-36, and 10-37 are hereby created as follows:

Sec. 10-34. Notice of the existence of a nuisance and general procedure.

(1) If the inspection of a lot or property by the Department reveals the presence of a nuisance, the owner shall be provided written notification of the town's determination that a nuisance exists upon the property. The notice shall inform the owner of the nature of the nuisance; and shall set forth a reasonable time, not to exceed 10 days to abate the nuisance, unless the Department finds that the circumstances require more than 10 days.

(2) In the event the property is believed to pose a serious threat to the public health, safety and welfare, or of the condition is such that it is irreparable or irreversible in nature, the Department shall make all reasonable attempts to notify the owner and that the Department is seeking an immediate hearing of the Special Magistrate. A serious threat to the public health, safety, and welfare is defined as, but not limited to the existence of a vacant unsecured structure, a swimming pool not properly maintained or fenced, or other condition existing upon the property which the Department Director or Building Official has determined poses a life safety issue or physical danger to the public. Pursuant to section 162.06, F.S. the Department may immediately seek a hearing before the Special Magistrate authorizing the Department to abate the nuisance. Also, pursuant to 162. __, F.S., the Department is authorized to make repairs or otherwise correct the violation.

(3) The Department shall certify its expenses incurred in the repairs, correction or abatement of the nuisance. In the event a nuisance is determined based on statistical information received by the Palm Beach County Sheriff's Office resulting in the presence of a nuisance as defined herein, the nuisance shall be noticed and scheduled for a Special Magistrate Hearing pursuant to the procedures in Chapter 9 of the Town Code.

(4) Notice pursuant to this Section shall be delivered to the owner in accordance with the procedures set forth in section 162.12, F.S.

(5) The notice shall advise the property owner of the following:

(a) The owner may appeal the Department's finding of the existence of a nuisance to the Town's Special Magistrate pursuant to Section 10-39; and

(b) That the failure of the owner to appeal the determination of a nuisance before the expiration of the date specified in the notice, shall constitute a waiver of the property owner's right to a hearing to appeal the Town's determination of a nuisance on the owner's lot or property; and

(c) Specify the corrective action that must be taken to abate the nuisance and the date by which the corrective action must be completed, any fine which may be assessed and if applicable, that t business tax receipt of any business operating on the property may be revoked; and

(d) State that a failure to abate the nuisance as required by the notice may result in the abatement of the nuisance by the Town or a contractor retained by the Town; and that the cost incurred by the Town in the abatement of the nuisance may be assessed against the property as an assessment lien, or in the case of a nuisance determined utilizing law enforcement statistical data, shall be scheduled for a Hearing with a recommendation that an irreparable and irreversible fine as per State Statute be assessed against the property. and/or, that the business tax receipt for any business operating on the property may be revoked; and

(e) The expenses incurred by the town for abating the nuisance may be recorded as an assessment lien against the property if the owner does not timely abate the nuisance;

(f) The assessment shall become delinquent if not timely paid and will be placed on the tax roll as a non-ad valorem assessment and in accordance with law shall be superior to all other rights, interests, liens, encumbrances, mortgages, titles and claims upon the lot and equal in rank and dignity with a lien for ad valorem taxes; and

(g) The failure to pay the assessment lien may result in the issuance of a tax certificate and conveyed by a tax deed, subject to the redemption of the non-ad valorem assessment in full, plus interest, as required by Florida law.

(6) Appeal of the administrative determination of a nuisance.

(a) If an appeal is filed, the town shall schedule a quasi-judicial hearing before the Town's Special Magistrate and provide the property owner with notice of the hearing in the manner provided in Section 9-42.

(b) If no appeal is filed the Department shall, upon the expiration of the compliance date, inspect the property to determine whether or not the nuisance has been abated. If the Department determines that the property still harbors a nuisance, and/or the property owner has not completed the required corrective action, the Town may immediately commence all reasonable actions necessary to abate the nuisance. The Department and/or its agents are authorized to enter upon the property and to take all steps reasonably necessary to abate the nuisance.

(c) If the Department is required to abate the nuisance, the Town shall determine its costs for the abatement of the nuisance on which shall be the basis for an assessment against the lot.

(d) The assessment shall contain a legal description of the property, the street or physical address, the cost of abatement, and specify any administrative fees to be charged by the town. The Department shall mail a notice of the assessment to the owner at its last known address by regular U.S. mail. Until full payment is received, assessments shall be legal, valid and binding as an assessment lien upon the property. The assessment shall become due and payable to the Town as of the date of the mailing of the notice of assessment, interest shall begin to accrue at the statutory rate per annum on any unpaid portion thereof.

(e) As soon as possible after the assessment has been made, a certified copy of the assessment shall be recorded in a claim of lien in the public records of Palm Beach County. The lien shall become effective on the date that a copy of the lien is recorded.

(f) An assessment lien, together with interest thereon, may be enforced by civil action in the appropriate court of competent jurisdiction. The lien created hereby shall be a first lien, equal to a lien for nonpayment of property taxes. The lien shall continue in full force until discharge by payment or otherwise, until settled and released.

(g) The Department shall mail a notice to the record property owner that an assessment has been recorded as a lien has been recorded against the lot or property. The notice shall be sent to the owner in the same manner as set forth in Section 10-34 (4), above, and shall include the following information:

Name and address of the owner;

Legal description of the lot or property where the nuisance has been abated;

A brief description of the nuisance;

Date that notice was originally sent to abate the nuisance;

A statement of the actual costs of abatement, and any administrative fees or interest on the assessment which is due;

Instructions regarding payment and removal of the lien; and

(h) Nothing in this part shall prevent the Town from pursuing enforcement of this article through other legal processes.

Sec. 10-35. Examples of the abatement of specific Nuisances.

Any nuisance which is maintained on a property within the Town shall be abated. The method for the abatement of nuisances which are typical and may be expected to occur on lots or properties in the town are as follows:

(1) If the nuisance consists solely of accumulations of waste, yard trash, or rubble and debris, it shall be abated in its entirety

(2) If the nuisance consists solely of uncultivated vegetation and the property is less than one-half (½) acre in size, the nuisance shall be abated in its entirety.

(3) If the nuisance consists of dead trees, only those standing dead trees located in an area that would not cause damage to adjacent developed properties, sidewalks, or rights-of-way.

(4) If the nuisance consists in part of uncultivated vegetation and in part of other nuisances declared by this article, the provisions of subsections (1), (2) and (3) shall each apply to its abatement.

(5) If the nuisance consists of an infestation of vermin or insects then the nuisance shall be abated in its entirety.

(6) If the nuisance consists of a swimming pool without an adequate safety barrier and/or proper water clarity, the nuisance shall be abated in its entirety.

(7) All other nuisances resulting from a violation of the Florida Building Code, or Housing Code, shall be abated so as to eliminate the immediate threat to the public's health, safety and general welfare. In the event the nuisance is declared pursuant to law enforcement statistical data, a recommendation will be made by Staff and PBSO on how to best eliminate the threat to the public's health, safety and general enjoyment of property. In all cases, an irreparable and irreversible fine as governed by State Statute will apply and as applicable, the local business tax receipt will be revoked.

Section 10-36. Appeal procedures.

At any time before the expiration of the time specified in the notice to abate the nuisance, the property owner may appeal the Town's determination of the existence of a nuisance by submitting an appeal on form prepared by the Department together with a certified check or money order in the amount of \$200.00 made payable to the Town of Lake Park, which amount shall constitute a fee necessary to defray the costs to the Town for the processing and hearing of the appeal. Failure to file an appeal within the proscribed time shall be deemed a waiver of the property owner's rights to appeal the administrative action. The Special Magistrate shall conduct a hearing in accordance with the procedure set forth in Section 9-37 of the Code. The Special Magistrate is authorized to assess fines and costs as provided in Section 9-39 of the Code. The decision of the Special Magistrate shall constitute a final order finding a nuisance and imposing a fine and costs. The final order may be recorded by the Town and thereafter shall constitute an assessment lien against the lot or property.

Sec. 10-37. Assessment lien.

Assessment liens levied pursuant to this section may be certified to the tax collector for collection pursuant to the uniform method provided in § 197.3632, Fla. Stat.

Section 5.

The Commission hereby repeals existing Chapter 54, Article __, Sections 54-131 through 54-134 in their entirety.

Section 6. Severability.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 7. Codification.

The Sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "Ordinance" may be changed to "Section", "Article", or any other appropriate word.

Section 8. Repeal of Laws in Conflict.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 9. Effective Date.

This Ordinance shall take effect immediately upon adoption by the Town Commission.

**OLD
BUSINESS**

TAB 12



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. *Tab 12*

Agenda Title: Request from Commission Linden to revisit Grant Making Policy, Grant Application and discuss any changes to the same

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

Approved by Town Manager *[Signature]* Date: *8-23-19*

 John O. D'Agostino, Town Manager

Name/Title

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

Summary Explanation/Background: The Commission recently approved the updated Grant Making policy at the August 7, 2019 meeting under consent. Commissioner Linden has requested the Commission revisit the grant-making policy and application process.

Recommended Motion: If changes to the grant-making policy or application process decided, the Commission would need to amend the grant-making policy and or application process to reflect those changes.



TOWN OF LAKE PARK GRANT APPLICATION INSTRUCTIONS AND FORM

I. GRANT PROCESS

The following processes have been established by the Commission of the Town of Lake Park to assist individuals and groups seeking financial support in the form of a grant from the Town of Lake Park (the Town). Grants are made available by the Town each fiscal year (commencing October 1 and ending September 30). Under the Small Grant Program, individuals who reside in the Town may request up to a total of \$500. The Large Grant Program, which is available to groups, corporate entities, etc., that are based in the Town, requires a 100% match by the applicant (applicants may request up to 50 percent of the total monetary cost of a proposed project, up to the maximum amount budgeted for this purpose, and must provide the other 50 percent via allowable matches). The maximum amount available shall be subject to the Commission's annual appropriation as part of its fiscal year budget. **No grant funding shall be recommended to the Commission for award either on a grant or reimbursement bases unless the Town's Finance Director has certified to the Commission that such funding has been budgeted for and appropriated during the regular fiscal year budget process.**

The grant amounts will be available on the following basis:

- **Small Grant Program:** The maximum amount that shall be available through this program shall be \$500. Applications for funding through the Small Grant Program must be approved by the Town Manager (following written confirmation by the Town's Finance Director of the availability of funds) prior to approval and after notice of intent to award has been provided by the Town Manager to the Commission. The total amount needed will be used to determine the grant award. There shall be no artificial division of needed grant funding in order to qualify for the Small Grant Program. No match is required for the Small Grant Program. All funds awarded through the Small Grant Program shall be paid directly to the vendor(s) identified in the grant application.
- **Large Grant Program:** The grant amount available through this program will range from a minimum of \$500.01 to a maximum of \$XX,XXX budgeted for Fiscal Year 20XX (based upon approval by the Town Commission at a regularly scheduled Town Commission meeting). A 100 percent match is required for the Large Grant Program, which may be provided in the form of volunteer labor (which is valued at \$25 per hour for the purpose of this grant program), donated services, goods/materials, in-kind contributions and/or cash from another organization or business. The match must be substantiated by the submission of a signed Contribution/Match Worksheet as part of the application. **Town resources MAY NOT be used as matching funds. Matching funds are not transferrable to other projects.**

Grant funds are to be disbursed as either direct payments to vendors or reimbursements to applicants with a valid checking account. In order to reimburse an applicant, the following must be submitted to the Town:

- Invoice from the applicant to the Town
- Vendor receipts marked "paid" and/or credit card receipts
- Copy of front/back of cancelled checks if vendor was paid by check

All vendors receiving direct payment from the Town must complete a W-9 (and any other required paperwork) and file with the Town Finance Department. Applicants without a valid checking account will be limited to direct payments to vendors.

All grants are dependent upon the availability of the Town Commission's appropriation of funding. Funds are expected to be available for release by the Town by Month X, 20XX. No expenses may be incurred before Town approval of the application. Payments to contractors, vendors or distributors that are in excess or outside of the grant award and arranged by the applicant are the responsibility of the applicant. **The Town shall not be held responsible for arrangements of services made by the applicant. As part of its application, the applicant must demonstrate the ability to complete the proposed project and expend all grant funds no later than Month X, 20XX. Any funds that are not expended by this date will be forfeited unless prior written approval is provided by the Town Manager.**

II. APPLICATION DEADLINE

Each applicant may submit only one application for funding each fiscal year. There is one funding round per fiscal year. For Fiscal Year 20XX, the deadline for submittal of all applications is 5:00 PM Eastern Time on Month X, 20XX. All applications must be submitted with an original signed in blue ink and three (3) copies in sealed envelopes/packages to the following address:

**Town of Lake Park
Office of the Town Clerk, Town of Lake Park
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403**

NO APPLICATIONS WILL BE ACCEPTED VIA FAX OR EMAIL

Applications received after the above-stated deadline shall be returned unopened. Receipt of an application by any Town office or personnel other than the Office of the Town Clerk shall not constitute submittal. The Town Clerk's time stamp shall be conclusive as to the timeliness of each submittal.

III. ELIGIBILITY CRITERIA

With the exception of public entities, eligible applicants must be located within the municipal boundaries of the Town of Lake Park. Eligible applicants include legally established 501(c)3 nonprofit tax-exempt organizations; for-profit businesses; or public entities; individuals are considered eligible applicants for the Small Grant Program only. Eligible projects must, in the opinion of the Town Manager (for the Small Grant Program) and the Town Commission (for the Large Grant Program) directly benefit the citizens of the Town of Lake Park. Grants under the Large Grant Program will not be made to individuals under any

circumstances, or to organizations or businesses that have been in existence for less than three (3) years prior to the date of application; 501(c)3 nonprofit tax-exempt organizations that have been in existence for less than three (3) years are eligible to apply.

Examples of projects or programs that are eligible for consideration are as follows (to the extent that such proposed projects or events are consistent with the eligibility criteria set forth above):

- *Beautification*, including community cleanups, landscaping in public rights-of-way, minor park improvements, public art
- *Children/Youth*, including short-term neighborhood-operated programs that would benefit children (after-school/summer program, tutoring, mentoring), neighborhood-based sporting events
- *Communication/Membership* such as websites, newsletters, advertising, membership drives, directories
- *Crime Deterrents* such as signage, newsletters and items associated with neighborhood crime watch operations (video devices may be considered as long as they can be affixed in a secure location)
- *Event Requirements*, including supplies, notices, entertainment, rentals for festivals/celebrations (any and all special events must obtain applicable Town of Lake Park Special Event Permits)
- *Identity Promotion*, such as signage, logo design, membership t-shirts

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; compliance will be noted on the application form by Town staff.

Examples of projects or programs that are **NOT** eligible for funding are as follows:

- Capital items, including any individual item over \$500 that would require tracking by Town property control, excluding signage/surveillance camera equipment
- Computer hardware and/or software, electronic devices and related equipment
- Food and/or provisions for festivals or celebrations
- Ongoing multi-year projects
- Ongoing or operational costs, including salaries or other personnel costs
- Projects or programs already funded by another source, including current operating budgets

- Projects or programs that have already been completed
- Projects typically funded under other sources, such as the Town (or Palm Beach County) department operating budgets, Capital Improvement Program, Community Development Block Grant Program
- Political causes or candidates, religious organizations
- 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 for payment of the Town's special event permit application fee

IV. MANDATORY PRE-APPLICATION CONFERENCE

A mandatory pre-application conference will be held at X:00 Eastern Time on Month XX, 20XX in the Commission Chamber, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida, 33403. **Only those entities that have attended this pre-application conference will be eligible to submit applications to this program.**

V. ADDITIONAL REQUIREMENTS

Applications must be typed or neatly handwritten, and must be provided on 8½" x 11" paper. All required substantiating material (quotes, meeting minutes, etc.) must be attached to the application at the time of submittal.

VI. REQUESTS FOR APPLICATION PRE-REVIEW/COMMENTARY

Applicants wishing to request a meeting with the Town's Grant Writer to review their draft proposals for comments may do so no later than 30 days prior to the due date.

Remainder of page intentionally left blank



**TOWN OF LAKE PARK
APPLICATION FOR GRANT ASSISTANCE**

(Please type or print clearly)

SECTION 1: APPLICANT INFORMATION

Legal Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

E-mail Address: _____

Date Organization Was Legally Established: _____ State: _____

Legal Form of Organization: _____ Sole Proprietorship _____ C or S Corporation _____ Public Entity

_____ Limited Liability Company _____ Partnership or Limited Partnership _____ Nonprofit 501(c)3

Name of Principal Officer/Business Owner: _____

Title: _____

Contact Person for This Application: _____

Telephone Number (if different from above): _____

Nature of Organization (please list products/services provided; please attach a separate sheet if needed):

Palm Beach County Business Tax Receipt Number (if applicable): _____

Lake Park Business Tax Receipt Number (if applicable): _____

EIN Number (if applicable): _____

SECTION 3: FUNDING INFORMATION

Amount requested from Town of Lake Park

\$ _____

The maximum grant amount that shall be available through the Small Grant Program is \$500 (for which no match is required). The minimum grant amount that shall be available through the Large Grant Program is \$500.01 and the maximum grant amount is \$XX,XXX.

Compilation of matching funds:

Volunteer labor

\$ _____

(Calculate at \$25 per hour. Volunteer Labor Worksheet must be attached.)

Cash

\$ _____

(Please itemize on Contribution/Match Worksheet)

Donated professional services

\$ _____

(Not including Volunteer Labor. Please itemize on Contribution/Match Worksheet)

Donated materials/supplies

\$ _____

(Please itemize on Contribution/Match Worksheet)

Other (please describe)

\$ _____

(Matching funds that are not directly related to the project will not be considered)

Total Matching Funds:

\$ _____

Please explain how you will complete your project/program if you are awarded 75% of your request; if you are awarded 50% of your request; and if you are awarded less than 50% of your request. Please feel free to attach additional pages if necessary.

SECTION 4: HOW WILL THIS PROJECT MEET THE ELIGIBILITY CRITERIA SET FORTH IN SECTION III OF THE APPLICATION INSTRUCTIONS?

(Please attach additional pages if necessary)

SECTION 5: REQUIRED DOCUMENTATION

The applicant shall submit the following documentation:

For the Small Grant Program:

- A copy of the current official Certificate of Status from the Florida Department of State (if applicable). *Please note that a printout 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 (if applicable)
- A copy of current Palm Beach County Business Tax Receipt (if applicable)
- A copy of current Town of Lake Park Business Tax Receipt (if applicable)
- A summary of how the applicant proposes to spend the grant funds

For the Large Grant Program (in addition to the documentation listed above):

- Detailed program/project budget, including revenues and expenses
- A copy of applicant's current financial statements covering one fiscal year (prepared within 90 days of submittal of this application); or
- Copies of written estimates

For nonprofit organizations or public entities, in addition to the documentation required for the Small and Large Grant Programs:

- A copy of the history of the organization, its mission statement and/or goals
- 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 (for nonprofit organizations only)
- A list of the applicant's governing board (Board or Directors or similar) and a brief biography of each officer and member, including corporate/professional affiliation (if any)

SECTION 6: REPORT AND REIMBURSEMENT

Applicant must submit a project report to the Town Manager within 60 days of completion of the project. The report must include final timeline of project, final costs and final outcomes. Documentation of expenditures to be reimbursed must be attached. If appropriate, photos may be included, but may not be used in lieu of a comprehensive report.

Following Town Manager review and approval of the report, reimbursement of all approved expenses will be processed, and a Request for Disbursement will be approved by the Town Manager and submitted to the Finance Department.

The following must be submitted to the Town in order to receive reimbursement:

- Invoice from the applicant to the Town
- Vendor receipts marked "paid" and/or credit card receipts
- Copy of front/back of cancelled checks if vendor was paid by check

Remainder of page intentionally left blank

GRANT RATING SHEET		
RATING CRITERIA	MAXIMUM RATING POINTS	TOTAL POINTS AWARDED
Each application may be awarded a maximum of 110 points, as follows:	*****	*****
Project Description (How well does the application clearly describe the project and its goals?)	20	*****
Demonstration of Community Need (How well does the application describe, communicate/address a community need?)	20	*****
Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)	20	*****
Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)	20	*****
Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)	20	*****
Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	*****
TOTAL POINTS		*****

The average score derived from the Grant Review Committee will be determined by dividing the total points awarded to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score lower than 65.

VOLUNTEER LABOR WORKSHEET

All volunteer labor hours must be allocated after X/XX/XX. Preparation of the grant application cannot be considered part of the volunteer labor hours)

Type of Work	Volunteer Information			
	Name and Address	Phone Number	Number of Hours	Signature of Volunteer
TOTAL HOURS				<i>Please attach additional Volunteer Labor Worksheets if necessary</i>
RATE			\$25 PER HOUR	
TOTAL VOLUNTEER LABOR VALUE			\$	

CONTRIBUTION/MATCH WORKSHEET

Please provide information for each donation (not including volunteer hours) to be used as part of the grant project. Please make as many copies of this worksheet as necessary in order to include each contribution and/or match.

Grant Project Name: _____

Donation Type: Cash Services In-kind Goods/Materials
(Check all that apply) Other _____

Donor Information: _____
Organization/Company/Individual Name

_____ Address _____ City/Zip Code

_____ Telephone _____ Email _____

Detailed/Itemized Description of Contribution/Match: _____

Total Value of Contribution/Match: \$ _____

(The value of in-kind contributions must be determined by the donor, not the applicant)

Authorized Signature of Donor Date

New Business

TAB 13



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. *Tab 13*

Agenda Title: Step #1 approval for a Mural Application for the front building wall of 1045 Silver Beach Road.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- ORDINANCE ON 1st READING
- NEW BUSINESS**
- OTHER: _____

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *J. R. Griffin* **Date:** *8-28-19*

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

Originating Department: <p style="text-align: center;">Community Development</p>	Costs: \$ Certified Mail to owners within 300 feet (mailed 08/28/19). Funding Source: Applicant Cost Recovery Account Acct. # Will be set up in Step #2. <input type="checkbox"/> Finance <u><i>L. Cruise 8/28/19</i></u>	Attachments: → Application and associated documents (including copy of certified mail notice sent to owners within 300 feet)
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 <u><i>ND</i></u> or Not applicable in this case Please initial one.

Summary Explanation/Background:

The Community Development Department is in receipt of a Mural Permit Application submitted for 1045 Silver Beach Road, which is the location of Rapid Auto Care (see location map- Exhibit #1 within). The Applicant is Brent Dell, principal officer of 1045 Silver Beach LLC, and owner of the business. The application was submitted with all the required documents and fees as required by Town Code Section 71-81.

The application was submitted in response to a code violation for installing the mural without receiving Town approval.

The Mural Ordinance was adopted in early 2016 for the Park Avenue Development District portion of the Community Development Area (CRA), and in 2018 the area was expanded to include the entire CRA. The ordinance requires a two-step approval process by the Town Commission. Thus, while the mural is already in place, by Town Code the Commission is ONLY considering issues related to the location and general concept, which is Step #1 (i.e. the nature of this agenda item). Should the Commission grant approval, the second part of the application relating to mural content, will be heard on September 18, 2019.

This first step requests approval to locate a mural at 1045 Silver Beach Road, on a building occupied by Rapid Auto Care. The mural is on the southern wall of the building that faces, and is immediately adjacent to, Silver Beach Road. The wall is approximately twelve (12) feet high and twenty-one (21) feet long (21.33 feet), for a total of 256 square feet.

Please refer to the included application for the photos showing: 1) the relationship of the wall to the street; and 2) the existing mural.

The Town Code requires minimum criteria for proposed murals. The Code sections and staff analysis is as follows:

Sec. 71-41. - Placement of murals on buildings.

(1) Murals may be placed on the exterior walls of a nonresidential building.

CRITERIA MET.

(2) Minimum setback requirement: Murals shall not be placed on buildings that are within 50 feet of a residential structure, measured from the closest exterior edge of the view of the surface of the mural to the closest parallel residential wall.

CRITERIA MET. *The proposed mural wall is 95 feet from the closest residential structure, which is a duplex located on the south side of Silver Beach Road, in Riviera Beach. The south side of Silver Beach road contains single family homes, duplexes, a church and vacant lots. Owners of these properties, as well as owners of all property within 300 feet of the subject application have been notified by certified mail. Since the mural was the subject of a code violation, it has been in place for quite some time. Staff has not received any complaints regarding this mural. This will be reviewed in further detail in step #2, should the Town Commission approve the location.*

(3) A mural shall not be placed on buildings such that it prevents a window from being opened.

CRITERIA MET. *There are no windows on the mural wall.*

(4) A mural shall not prevent ingress and egress or interfere with site circulation by incorporating images that are misleading to site operators.

CRITERIA MET. *Placement does not interfere with site circulation.*

Sec. 71-83. - Minimum Mural permit criteria.

(1) *Mural size.* Murals may be painted on up to 80 percent of a wall. In any event, a mural may not be greater than 10,000 square feet.

CRITERIA WILL BE MET *The mural wall is 256 sq. ft. At 80%, up to 204 sq. ft. may be used for the mural. Currently the mural covers the entire wall. The applicant indicates they will meet the 80% by adding a white border of 19 inches on the bottom of the existing mural and 10 inches on*

the top (along with some additional white area). If approved, staff will add a condition to ensure the requirement is met. As an alternative, the applicant may provide documentation that the "white area" of the mural is 20% of the wall area.

(2) *Mural size.* The mural face shall be predominantly pictorial with no text.

CRITERIA MET.

(3) *Illumination.* The illumination of a mural shall only be by indirect lighting, and shall only be permitted from 6:00 p.m. to midnight Standard Time and 7:00 p.m. to midnight Day Light Savings Time. If illumination is proposed, a signed and sealed photometric plan shall accompany the application for those murals adjacent to residential property.

CRITERIA MET. NO LIGHTING IS PROPOSED IN THE APPLICATION DOCUMENTS.

(4) *Location.* Murals shall be placed only on walls.

CRITERIA MET.

(5) *Public safety.* Mural faces shall not have any moving or animated parts, or any other electronic movements, and shall not be illuminated in such a manner so as to cause glare or to impair the vision of motorists or otherwise distract motorists and interfere with their ability to safely operate their vehicles.

CRITERIA MET. NO LIGHTING OR MOVING/ANIMATED PARTS ARE BEING PROPOSED.

(6) *Unoccupied buildings.* A mural shall be permitted on an unoccupied building only if the building possesses a valid town permanent certificate of occupancy.

CRITERIA MET. This building is occupied by Rapid Auto Care.

Step # 1, for consideration this evening, requires a motion related to the location and general concept of the mural. If approved, the final artwork will be presented as step #2 at a subsequent Town Commission meeting (however, given that the mural is already up, the Town Commission can certainly entertain this discussion if they so desire). This is pursuant to the Town Code procedure.

Approval/denial is at the sole discretion of the Town Commission based on the application documents provided.

Recommended Motion: I move to APPROVE Step#1 for the location of a mural at 1045 Silver Beach Road.

Exhibit 1- Site Location





TOWN OF LAKE PARK
COMMUNITY DEVELOPMENT DEPARTMENT

MURAL
PERMIT
APPLICATION #
M19-1

MURAL PERMIT APPLICATION

APPLICANT: Pursuant to Section 71-41 of the *Town of Lake Park Code of Ordinances*, a Mural Permit Application is required for the placement of a mural on the exterior walls of a non-residential building.

ADDRESS/SITE OF PROPOSED MURAL:

1045 Silver Beach LLC

PROPOSED DURATION FOR DISPLAY OF MURAL:

5 yrs

Please note the duration of the mural must be approved by the Town Commission, but shall not exceed 5 years. A \$250 fee will be due for each 12-month period the mural is displayed beyond the first 12 months and payment will be required following the Town Commission's initial conceptual review of the proposed mural.

APPLICANT INFORMATION (must be the Building Owner):

Name: 1045 Silver Beach LLC

Address of Property Owner: 1045 Silverbeach Rd. Lake Park FL

State/Zip Code Florida 33403

Phone: 561-601-3499 Alternate Phone: 561-625-1150

Fax Number: 561-444-2394

E-Mail Address: BrentWdell@gmail.com

IF THE APPLICANT IS A CORPORATION, LLC, OR PARTNERSHIP, PLEASE PROVIDE:

Name of Principal Officer:

Brent Dell

Address of Principal Officer:

9730 Alternate A1A Palm Beach Gardens FL 33410



Town of Lake Park,

This letter is being written for the Mural permit at 1045 Silver Beach Rd. According to the mural application requirements a letter must accompany the application stating that there are currently no outstanding code violations. However there is a violation pertaining to the mural itself. Other than that I am unaware of any outstanding code violations for the property.

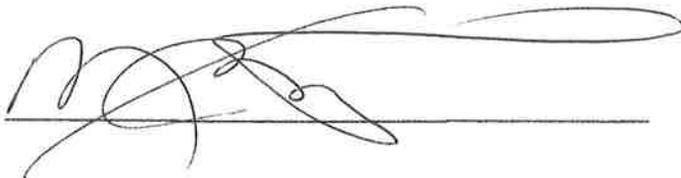
 3-29-19

Brenton W. Dell

State of Florida

County of Palm Beach

The foregoing instrument was signed and acknowledged before me this 29th day of March, 2019, by Brenton W. Dell, who is personally known to me or who has produced his Florida Identification Card, # D400-079-83-082-0, as identification.



Notary Public



6/13/19

Rapid Auto Care Silver Beach
1045 Silver Beach Rd. Lake Park Fl. 33403

Karen Golonka
535 Park Avenue
Lake Park, FL 33403

Greetings,

I am writing you this letter in regards to the mural at 1045 Silver Beach Rd. I do apologize about painting a mural prior to proper approval. Also, I know I am not the easiest person to get paperwork from. However, I believe I have put together the remaining documents.

First there is a new permit request form signed and dated with the property owners name on it.

Also I have included a diagram with the closest two residential structures and the distances to them. The closest is 95.2 feet and the next closest is 96.4 feet.

Lastly, I have provided a picture of the wall where the mural has been painted and the measurements of this wall.

Our mural was painted without knowing the 80% requirement therefore it covers the entire wall. However, we are going to frame it in with the standard white wall paint used on the rest of the building. By using a border of 19 inches at the bottom of the mural and 10 inches at the top of the mural this should make the mural under 80% of the wall.

If there is anything else you need please let me know and I will do my best to be more prompt.

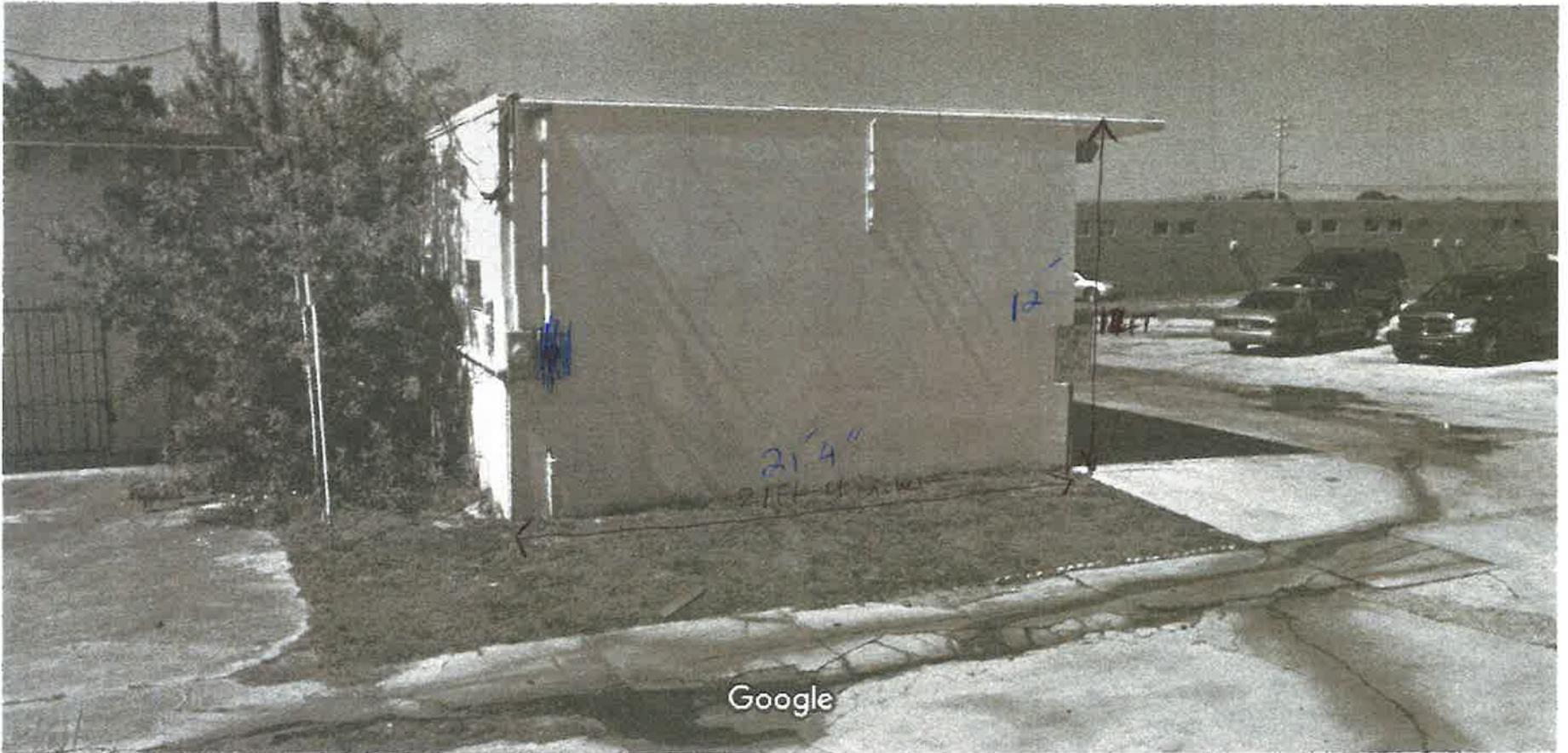
With much appreciation,



Brent Dell
Owner
Rapid Auto Care Silver Beach

Google Maps 1045 Silver Beach Rd

21 FT 4 inches wide
12 FT high



Google

Image capture: May 2015 © 2019 Google

$$256 \text{ inches} \times 144 \text{ inches} = 36864 \text{ sq. inches}$$

$$2 \text{ ft white strip @ bottom } 6144 \times .8 = 29491.2$$

24 inches of white

so 7372.8 must be white

57.2 sq. Ft

21 FT 4 Inches

Riviera Beach, Florida

Google

Street View - May 2015

* We will paint 14 inches @ bottom of metal and 10 inches @ top of metal which will give us +80%



PVISTINIK MIDAI

PLEASE NOTE: *If the Applicant is a Corporation, LLC or Partnership, evidence of Public Liability Insurance in the amount of \$1,000,000.00 must be submitted and must be maintained throughout the life of the mural. The Applicant must be in good standing with the Town of Lake Park and Palm Beach County without any pending code enforcement matters in order to be considered for a mural permit.*

STEP 1:

REQUIREMENTS FOR INITIAL SUBMITTAL - TOWN COMMISSION APPROVAL OF THE PROPOSED LOCATION WILL BE REQUIRED

1. ADDRESS OF THE SUBJECT BUILDING AND DIMENSIONED (IN FEET) ELEVATION DRAWING AND PHOTO OF THE WALL WHERE THE MURAL IS TO BE LOCATED, ALONG WITH IDENTIFICATION OF THE MURAL WALL AREA IN FEET. ✓
2. A SURVEY IDENTIFYING THE PROPERTY BOUNDARIES. ✓
3. AN AERIAL IMAGE OF THE SITE IDENTIFYING THE SURROUNDING PROPERTIES, THEIR EXISTING USE AND DISTANCE (MEASURED IN FEET) FROM THE APPLICANT'S SITE. ✓
4. A NOTARIZED STATEMENT FROM THE PROPERTY OWNER INDICATING THAT THE BUILDING WHERE THE MURAL IS TO BE PLACED IS IN COMPLIANCE WITH APPLICABLE LAWS AS DEFINED WITHIN TOWN CODE SECTION 71-41 AND A STATEMENT INDICATING THAT THE PROPERTY DOES NOT HAVE ANY OUTSTANDING CODE VIOLATIONS PENDING, OR LIENS RECORDED, OR PAST CODE VIOLATIONS. ✓
5. PROVIDE A LIST OF ALL PROPERTY OWNERS WITHIN 300' OF THE BUILDING PROPOSED FOR A MURAL, TOGETHER WITH ADDRESS LABELS AND A \$100 ESCROW DEPOSIT TO FUND THE CERTIFIED MAILOUT (if more is required the Applicant will be notified). THE CERTIFIED LETTER WILL INCLUDE THE FIRST TOWN COMMISSION MEETING DATE ALONG WITH THE SECOND TOWN COMMISSION MEETING DATE (Staff will discuss the timeline with the Applicant following initial submittal). ✓

STEP 2:

**ADDITIONAL REQUIREMENTS FOR SUBMITTAL
FOLLOWING TOWN COMMISSION INITIAL APPROVAL –
FINAL TOWN COMMISSION APPROVAL WILL BE REQUIRED**

1. A COLORED DRAWING OR COLORED COMPUTER SIMULATION DEPICTING THE MURAL FACE.
2. TWO (2) PHOTOGRAPHS OR TWO (2) COMPUTER SIMULATIONS DEPICTING THE WALL AND THE MURAL SUPERIMPOSED ON THE WALL.
3. PAYMENT OF AN INITIAL NON-REFUNDABLE ADMINISTRATIVE PERMIT FEE IN THE AMOUNT OF \$250.00. (A WRAP-AROUND WALL MURAL SHALL BE CONSIDERED UNDER A SINGLE MURAL PERMIT. IF MURALS ARE PROPOSED ON MORE THAN ONE BUILDING WALL AND ARE NOT A CONTINUATION OF ONE ANOTHER, SEPARTE MURAL PERMITS AND FEES WILL BE REQUIRED)
4. A CASH SECURITY DEPOSIT OF \$1,500.00 IS REQUIRED IN THE EVENT THE APPLICANT IS DETERMINED BY THE TOWN'S SPECIAL MAGISTRATE TO BE IN VIOLATION OF CODE SECTION 71-41 AND ANY FINES ASSESSED BY THE SPECIAL MAGISTRATE ARE NOT PAID WITHIN THIRTY (30) DAYS OF THE ORDER.
5. COMPLETION OF THE TOWN'S *INDEMNITY AND HOLD-HARMLESS AGREEMENT* (will be provided following initial approval).

PLEASE NOTE: Upon the approval of the Mural Permit Application by the Town Commission, the Applicant shall have 60 days to install a mural at the approved site. Should the permittee fail to install the mural within the 60-day period, the Community Development Department shall rescind the Mural Permit.

APPLICANT SIGNATURE: *Acknowledging all the requirements of this Application:* 

DATE: 6-13-19

REVIEW/APPROVALS:

TOWN PLANNER:

Are minimum distance separation requirements met?

Are size requirements met?

COMMENTS: Wall size meets Code; mural size will be modified as necessary, if approved by Commission

TOWN PLANNER SIGNATURE: Karen J. Adonka

DATE: 6-14-2019

COMMUNITY DEVELOPMENT DIRECTOR:

COMMENTS:

COMMUNITY DEVELOPMENT DIRECTOR SIGNATURE:

DATE OF APPROVAL PRIOR TO SUBMITTAL TO TOWN COMMISSION:

TOWN COMMISSION REVIEW/APPROVAL:

INITIAL TOWN COMMISSION MEETING DATE: _____

FINAL TOWN COMMISSION MEETING DATE: _____

APPLICATION APPROVED: RESOLUTION # _____ DATE: _____

APPLICATION DENIED: _____

COMMENTS: _____

Sec. 71-41. - Placement of murals on buildings.

- (1) Murals may be placed on the exterior walls of a nonresidential building.
- (2) Minimum setback requirement: Murals shall not be placed on buildings that are within 50 feet of a residential structure, measured from the closest exterior edge of the view of the surface of the mural to the closest parallel residential wall.
- (3) A mural shall not be placed on buildings such that it prevents a window from being opened;
- (4) A mural not prevent ingress and egress or interfere with site circulation by incorporating images that are misleading to site operators.

(Ord. No. 02-2016, § 2, 2-17-2016)

Sec. 71-83. - Minimum Mural permit criteria.

- (1) *Mural size.* Murals may be painted on up to 80 percent of a wall. In any event, a mural may not be greater than 10,000 square feet.
- (2) *Mural size.* The mural face shall be predominantly pictorial with no text.
- (3) *Illumination.* The illumination of a mural shall only be by indirect lighting, and shall only be permitted from 6:00 p.m. to midnight Standard Time and 7:00 p.m. to midnight Day Light Savings Time. If illumination is proposed, a signed and sealed photometric plan shall accompany the application for those murals adjacent to residential property.
- (4) *Location.* Murals shall be placed only on walls.
- (5) *Public safety.* Mural faces shall not have any moving or animated parts, or any other electronic movements, and shall not be illuminated in such a manner so as to cause glare or to impair the vision of motorists or otherwise distract motorists and interfere with their ability to safely operate their vehicles.
- (6) *Unoccupied buildings.* A mural shall be permitted on an unoccupied building only if the building possesses a valid town permanent certificate of occupancy.

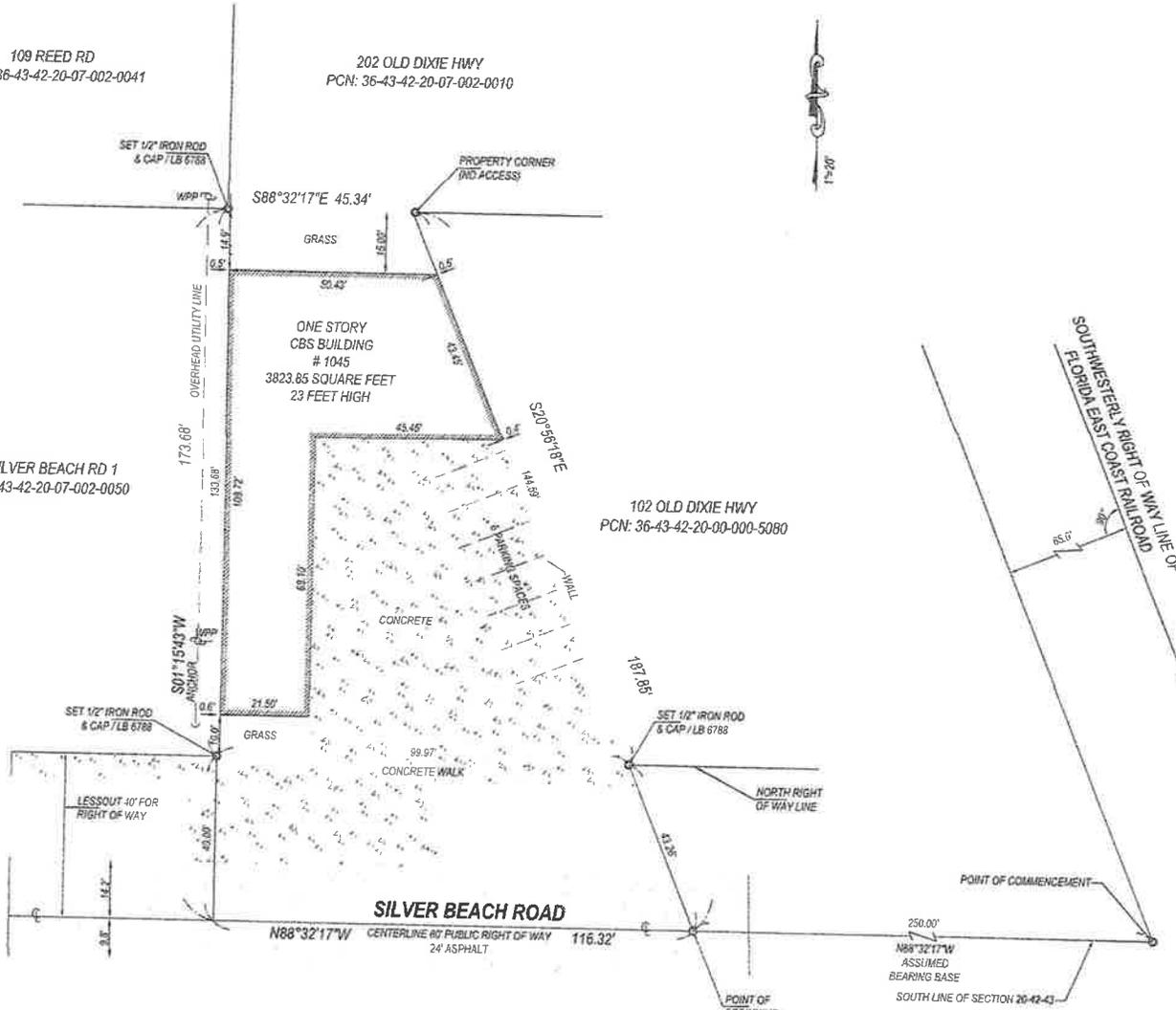
(Ord. No. 02-2016, § 2, 2-17-2016)

109 REED RD
PCN: 36-43-42-20-07-002-0041

202 OLD DIXIE HWY
PCN: 36-43-42-20-07-002-0010

1061 SILVER BEACH RD 1
PCN: 36-43-42-20-07-002-0050

102 OLD DIXIE HWY
PCN: 36-43-42-20-00-000-5080



PROPERTY ADDRESS:

1045 SILVER BEACH ROAD
LAKE PARK, FLORIDA

FLOOD ZONE: "X"

PANEL NO.: 12089C 0387F

DATE: OCTOBER 5, 2017

LOCATION MAP
(NTS)

CERTIFIED TO:

1. RAPID AUTO CARE SILVER BEACH, LLC, A FLORIDA LIMITED LIABILITY COMPANY
2. COHEN, NORRIS, WOLMER, RAY, TELEPMAN & COHEN
3. STEVEN GERARD DELL, HIS SUCCESSORS AND/OR ASSIGNS, AS THEIR INTERESTS MAY APPEAR

LEGAL DESCRIPTION:

A PARCEL OF LAND IN SECTION 20, TOWNSHIP 42 SOUTH, RANGE 43 EAST, LAKE PARK, PALM BEACH COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT THE INTERSECTION OF THE SOUTH LINE OF SAID SECTION 20 WITH A LINE PARALLEL WITH 65 FEET SOUTHWESTERLY FROM, MEASURED AT RIGHT ANGLES TO THE SOUTHWESTERLY RIGHT OF WAY LINE OF THE FLORIDA EAST COAST RAILROAD; THENCE WESTERLY, ALONG THE SOUTH LINE OF SAID SECTION 20, A DISTANCE OF 250 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE WESTERLY, ALONG SAID SOUTH LINE, A DISTANCE OF 116.32 FEET; THENCE NORTHERLY, MAKING AN ANGLE WITH THE PRECEDING COURSE OF 90 DEGREES 12' MEASURED FROM EAST TO NORTH, A DISTANCE OF 173.68 FEET; THENCE EASTERLY, PARALLEL WITH THE SAID SOUTH LINE, A DISTANCE OF 45.34 FEET; THENCE SOUTHEASTERLY PARALLEL WITH THE SOUTHWESTERLY RIGHT OF WAY LINE OF THE FLORIDA EAST COAST RAILROAD, A DISTANCE OF 187.86 FEET TO THE POINT OF BEGINNING, LESS THE RIGHT OF WAY OF SILVER BEACH ROAD, CONTAINING 9712.62 SQUARE FEET

SURVEYOR'S NOTES:

1. THE SURVEY MAP AND REPORT AND THE COPIES THEREOF ARE NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
2. UNDERGROUND OR OBSCURED IMPROVEMENTS WERE NOT LOCATED.
3. DIMENSIONS ARE RECORD AND FIELD UNLESS OTHERWISE NOTED.
4. STATED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.
5. THIS FIRM'S CERTIFICATE OF AUTHORIZATION NUMBER IS LB 6788.
6. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
7. SURVEY SUBJECT TO RESERVATIONS, RESTRICTIONS, EASEMENTS AND RIGHTS-OF-WAY OF RECORD. (SEE TITLE REVIEW BELOW).
8. LOCATION MAP IS GLEANED FROM ONLINE MAPPING SITES AND AND IS ONLY APPROXIMATE.
9. NO EVIDENCE OF CURRENT EARTH MOVING WORK OR BUILDING CONSTRUCTION/ADDITIONS WERE OBSERVED
10. NO PROPOSED CHANGES IN STREET RIGHT-OF-WAY LINES OR EVIDENCE OF RECENT STREET WORK WAS OBSERVED.
11. NO EVIDENCE OF SITE BEING USED AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL WAS OBSERVED.
12. NO WETLAND AREAS AS DELINEATED BY APPROPRIATE AUTHORITIES EXIST ON PROPERTY.
13. AS TO ITEM 6 OF TABLE 'A', AS OUTLINED IN THE TABLE A REQUIREMENTS ITEM 6 CAN ONLY BE ADDRESSED WHEN A ZONING REPORT IS PROVIDED BY THE REQUESTING PARTY.

TITLE REVIEW:

A REVIEW OF THE COMMITMENT FOR TITLE INSURANCE BY ALLIANT NATIONAL TITLE INSURANCE COMPANY FILE NUMBER #FL7216-1713525, DATED OCTOBER 18, 2017 AT 6:00 AM, WAS REVIEWED BY THIS OFFICE, AND FINDS NO PLOTTABLE EXCEPTIONS CONTAINED THEREIN.

S17111032	BOUNDARY SURVEY	PIERCE	CD	11-12-17
J084	PURPOSE	FIELD	DRAFT	DATE

ALTA/NSPS LAND TITLE SURVEY
PM SURVEYING
LICENSED BUSINESS No. 6788



4546 CAMBRIDGE STREET
WEST PALM BEACH, FL 33415
OFFICE 561-478-7764
FAX 561-478-1094

CERTIFICATION:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 7(a), 7(b), 7(c), 8, 9, 11(a), 13, 14, 16, 17, 18, AND 19, OF TABLE 'A' THEREOF. THE FIELD WORK WAS COMPLETED ON 11-11-17.

SIGNED: _____ DATE: 11-14-17

GARY FURLONG
PROFESSIONAL LAND SURVEYOR AND MAPPER
FLORIDA CERTIFICATE No. 5044

ABBREVIATIONS

CL CENTERLINE
PCN PARCEL NUMBER
WPP WOOD POWER POLE

GRAPHIC SCALE



1 inch = 20 ft.

TAB 14



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. Tab 14

Agenda Title: 15TH Addendum to the PBSO Contract with the Town of Lake Park

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager _____

Date: 8-12-19

John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$3,047,056.00 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments: <ul style="list-style-type: none"> • Exhibit A: PBSO Contract Addendum
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 the agenda.	Yes I have notified everyone OR Not applicable in this case <u>JOD</u> Please initial one.

Summary Explanation/Background: The total contract amount for services in Exhibit A is \$3,047,056.00. Monthly payments from October 1, 2019, thru September 30, 2020, will be \$25,3921.33.

Also, the detail rate in Exhibit A increased from \$65.00 per hour to \$90.00 per hour. The increase will impact the budget for the CRA for detail officers working from Thursday thru Saturday evenings. The Community Redevelopment Board of Directors must approve the budget for special detail officers patrolling the Park Avenue Downtown District.

Recommended Motion: Move to approve PBSO Addendum Fourteen for \$3,047,056.00

FIFTEENTH ADDENDUM TO THE LAW ENFORCEMENT SERVICE AGREEMENT
SHERIFF RIC L. BRADSHAW AND THE TOWN OF LAKE PARK

This Fifteenth Addendum to the Law Enforcement Service Agreement is made by and between The Town of Lake Park (hereinafter referred to as "Town"), located in Palm Beach County, and Ric L. Bradshaw, Sheriff of Palm Beach County, Florida (hereinafter referred to as "Sheriff"). The Town and the Sheriff shall hereinafter be referred to as the "Parties."

WHEREAS, the Parties executed a Law Enforcement Service Agreement effective October 1, 2005, a First Addendum effective June 01, 2006, a Second Addendum effective October 1, 2006, a Third Addendum effective October 1, 2007, a Fourth Addendum effective October 01, 2008, a Fifth Addendum effective October 01, 2009, a Sixth Addendum effective October 01, 2010, a Seventh Addendum effective October 01, 2011, an Eighth Addendum effective October 01, 2012, a Ninth Addendum effective October 01, 2013, a Tenth Addendum effective October 01, 2014, an Eleventh Addendum effective October 01, 2015, a Twelfth Addendum effective October 01, 2016, a Thirteenth Addendum effective October 01, 2017, and a Fourteenth Addendum effective October 01, 2018, (the "Agreement"), by which the Sheriff agreed to perform law enforcement services; and

WHEREAS, the Parties wish to set forth the consideration for the third year of the extended contract term.

NOW, THEREFORE, in consideration of the mutual covenants herein contained the receipt and sufficiency of which are hereby acknowledged, it is agreed upon as follows:

1. Article 6, Section 6.1 of the Law Enforcement Service Agreement is amended as to the total amount due for services for the period beginning October 01, 2019 through September 30, 2020 as follows: The total amount due for the annual period referenced above shall be \$3,047,056.00. Monthly payments shall be \$253,921.33. The last monthly payment shall be \$253,921.37
2. Article 6, Section 6.4, regarding additional law enforcement services of the Law Enforcement Service Agreement is amended and shall now read as follows:

Additional law enforcement services as set forth in Article 2, Section 2.1(H) shall be compensated at a rate of \$90.00 per hour and will be billed by the SHERIFF to the TOWN on a monthly basis. This rate is subject to annual review and change upon agreement between the TOWN and SHERIFF. Alternatively, the TOWN may opt to submit an application for an off-duty permit.

3. In all other respects and unless otherwise stated, the terms and conditions of the Agreement, which includes prior Addendums, shall continue unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Addendum to the Agreement as of the last date all signatures below are affixed.

PALM BEACH COUNTY SHERIFF'S OFFICE

THE TOWN OF LAKE PARK

BY: _____
Ric L. Bradshaw

BY: _____
Michael O'Rourke

Title: Sheriff

Title: MAYOR

Witness: _____
Ronald Mattino, Major

Witness: _____
Vivian Mendez, Town Clerk

DATE: _____

DATE: _____

Approved as to legal
form and sufficiency

Town Attorney

TAB 15



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. *Tab 15*

Agenda Title: Resolution Authorizing and Directing the Town Manager to Renew for Fiscal Year 2020 the Employee Medical Insurance through the Florida Blue Care 59 HMO Plan and to Renew the Medical Insurance through Florida Blue PPO 03769 Plan as a Buy-up Option; to Renew the Employee Dental Insurance with MetLife; to Renew the Employee Vision Insurance with Humana; and, to Renew the Basic Life and Accidental Death and Dismemberment Insurance, Supplemental Life Insurance, and Short Term Disability and Long Term Disability Insurance through The Hartford

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *8-23-19*

[Signature]

Name/Title *Assistant Town Mgr/Human Resources Director*

<p>Originating Department: Human Resources</p>	<p>Costs: \$ <u><i>645,416</i></u> Funding Source: <u><i>Various</i></u> Acct. # <u><i>Various as funded in FY 2020 budget</i></u> <input checked="" type="checkbox"/> Finance <u><i>[Signature]</i></u></p>	<p>Attachments: Resolution; and, Gehring Group's Town of Lake Park RFQ Recommendation September 4, 2019 (Exhibit A)</p>
<p>Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <u><i>BMT</i></u> or Not applicable in this case _____ Please initial one.</p>

Summary Explanation/Background

In anticipation of the need to renew employee benefits for Fiscal Year 2020 and at the request of staff, Gehring Group issued requests for quotes (RFQ's) to the insurance marketplace for medical and pharmacy, dental, vision, basic life and accidental death and dismemberment, supplemental life, short term disability and long term disability insurance coverage. Attached as **Exhibit A** is the town of Lake Park RFQ Recommendation for Fiscal Year 2020. On page 1 of Exhibit A is the listing of carriers to which requests for quotes were submitted and the outcomes. "DTQ" on that page means declined to quote.

Medical Insurance:

The current provider of the Town's employee medical insurance is Florida Blue, which is due for renewal on October 1, 2019 for Fiscal Year 2020.

The current coverages are a Health Maintenance Organization (HMO) Blue Care 59 plan and a Preferred Provider Organization (PPO) 03769 plan as a buy-up option. At the direction of staff, and in order to obtain the most competitive renewal rates, Gehring Group submitted an RFQ to the marketplace, and requested quotes from Florida Blue for renewal of its in-network HMO plan and its in-network PPO plan.

HMO

Gehring Group obtained from Florida Blue an initial in-network renewal rate for the HMO plan of 9.9 percent, or an increase of \$45,267 in cost to the Town over the expiring coverage for Fiscal Year 2019 with no change in coverages. At the further direction of staff, Gehring Group re-negotiated with Florida Blue and obtained a negotiated renewal rate representing a 4.7 percent, or an increase of \$21,407, over the expiring coverage for the Florida Blue HMO Blue Care 59 plan. *At the further request of staff, Gehring Group went back to Florida Blue for its "best and final offer", which resulted in a renewal rate of 2.6 percent or an increase of \$11,863 over the expiring coverage.*

PPO

Gehring Group also obtained from Florida Blue an initial in-network renewal rate for the PPO plan of 9.9 percent, or an increase of \$1,909 over the expiring coverage for Fiscal Year 2019 (currently, only three Town employees have opted to buy up to the PPO coverage in Fiscal Year 2019). At the direction of staff, Gehring Group re-negotiated with Florida Blue and obtained a negotiated renewal rate representing a 4.7 percent, or \$903, increase over the expiring coverage. *At the further request of staff, Gehring Group went back to Florida Blue for its "best and final offer", which resulted in a renewal rate of 2.6 percent or an increase of \$500 over the expiring coverage.*

In order to give Town employees who wish to remain with the Florida Blue PPO the ability to do so, the Town will continue to offer the current Blue Options PPO plan as a buy-up option whereby employees electing to enroll with this plan would pay the difference in cost between the Florida Blue Care 59 HMO plan and the Florida Blue Options 03769 PPO plan.

Detailed information regarding such final renewal rates are set forth on pages 2 and 3 of Exhibit A.

Based upon the final evaluation provided by Gehring Group, staff recommends that the employee medical insurance be renewed through the Florida Blue Care 59 HMO plan and the Florida Blue Options 03769 PPO plan for Fiscal Year 2020.

Dental Insurance:

The current provider of the Town's employee dental insurance is MetLife (a PPO) which is due for renewal on October 1, 2019.

MetLife PPO quoted a renewal rate which represents a 4 percent, or \$1,147 premium increase over the expiring coverage for Fiscal Year 2019 with no change in coverages. *At the request of staff, Gehring Group went back to MetLife and obtained a negotiated renewal rate which represents a 0 percent increase over the expiring coverage.*

Detailed information regarding this renewal rate is set forth on page 4 of Exhibit A.

Solstice provided a competitive renewal rate; however, because MetLife's negotiated renewal rate represents a 0 percent increase over the expiring coverage, and in order to be least disruptive to staff, the Town Manager directed that no change be made in dental insurance coverage. *Based upon the evaluation provided by Gehring Group, staff recommends that the dental insurance coverage for Town employees be renewed with MetLife.*

Vision Insurance:

The current provider of the Town's employee vision insurance is Humana, which is due for renewal on October 1, 2019.

Humana provided a renewal rate which represents a 0 percent premium increase over the expiring coverage for Fiscal Year 2019 with no change in coverages and with a 24-month rate guarantee.

Such information is set forth on page 5 of Exhibit A.

Solstice provided a competitive renewal rate; however, because Humana's renewal rate represents a 0 percent increase over the expiring coverage, and in order to be least disruptive to staff, the Town Manager directed that no change be made in vision insurance coverage. *Based upon the evaluation provided by Gehring Group, staff recommends that the vision insurance coverage for Town employees be renewed with Humana.*

Basic Life and Accidental Death and Dismemberment, Supplemental Life, Short Term Disability and Long Term Disability Insurance:

The current provider of the Town's employee Basic Life and Accidental Death and Dismemberment, supplemental life, short term disability and long term disability insurance is The Hartford. *The Hartford submitted a quote for such coverage with a 0 percent premium increase over the expiring coverage along with a two year rate guarantee.*

Such information is set forth on pages 6, 7, 8 and 9 of **Exhibit A**.

The premiums for supplemental life insurance are paid for 100 percent by the employee with no resultant cost to the Town.

Based upon the evaluation provided by Gehring Group, staff recommends that Basic Life and Accidental Death and Dismemberment, Supplemental Life, Short Term Disability and Long Term Disability insurance be renewed with The Hartford.

Recommended Motion: I move to adopt Resolution 108-09-19.

RESOLUTION NO. 68-09-19

RESOLUTION AUTHORIZING AND DIRECTING THE TOWN MANAGER TO RENEW FOR FISCAL YEAR 2020 THE EMPLOYEE MEDICAL INSURANCE THROUGH THE FLORIDA BLUE CARE 59 HMO PLAN AND TO RENEW THE MEDICAL INSURANCE THROUGH FLORIDA BLUE PPO 03769 PLAN AS A BUY-UP OPTION; TO RENEW THE EMPLOYEE DENTAL INSURANCE WITH METLIFE; TO RENEW THE EMPLOYEE VISION INSURANCE WITH HUMANA; AND, TO RENEW THE BASIC LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT, SUPPLEMENTAL LIFE, SHORT TERM DISABILITY AND LONG TERM DISABILITY INSURANCE THROUGH THE HARTFORD; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park (“Town”) is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Commission has determined that it will provide the Town’s employees with medical insurance, dental insurance, vision insurance coverage, and basic life and accidental death and dismemberment insurance, short term disability and long term disability, as well as supplemental life insurance for Fiscal Year 2020. The premiums for supplemental life insurance are to be paid for by Town employees; and

WHEREAS, the Town Commission of the Town of Lake Park has reviewed the Gehring Group Town of Lake Park RFQ Recommendation for insurance renewals effective October 1, 2019, a copy of which are attached hereto and incorporated herein as **Exhibit A**; and

WHEREAS, the Town Commission has determined that it is in the best interest of the Town of Lake Park to renew for Fiscal Year 2020 the employee medical insurance through the Florida Blue Care 59 HMO Plan and to renew the medical insurance through Florida Blue PPO 03769 Plan as a buy-up option; to renew the employee dental insurance with MetLife; to renew the employee vision insurance with Humana; and, to renew the basic life and accidental death and dismemberment insurance, supplemental life insurance, and short term disability and long term disability insurance through The Hartford; and

WHEREAS, the Town Commission of the Town of Lake Park has directed that adequate funds be allocated for such coverages in Fiscal Year 2020.

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

Section 1. The whereas clauses are incorporated herein as true and correct and are hereby made a specific part of this Resolution.

Section 2. The Town Commission hereby authorizes and directs the Town Manager to renew for Fiscal Year 2020 the employee medical insurance through the Florida Blue Care 59 HMO Plan and to renew the medical insurance through Florida Blue PPO 03769 Plan as a buy-up option; to renew the employee dental insurance with MetLife; to renew the employee vision insurance with Humana; and, to renew the basic life and accidental death and dismemberment insurance, supplemental life insurance, and short term disability and long term disability insurance through The Hartford.

Section 3. This Resolution shall become effective immediately upon adoption.

EXHIBIT A



TOWN OF LAKE PARK
RFQ RECOMMENDATION
SEPTEMBER 4, 2019

Analysis Presented by:



4200 Northcorp Parkway, Suite 185

Palm Beach Gardens, Florida 33410

(561) 626-6797

www.gehringgroup.com

**Town of Lake Park
2019 RFQ Response List**

Carrier	Medical & Pharmacy	Dental	Vision	DTQ	Comments
Aetna	✓				
Ameritas Group		✓			
Cigna				✓	Not Competitive
Delta Dental		✓			
EyeMed				✓	No Response
Florida Blue	✓				
FMIT				✓	
Hartford					
Humana	✓	✓	✓		
Lincoln Financial		✓	✓		
Metlife		✓			
Mutual of Omaha				✓	No response
NVA			✓		
Ochs					
Principal		✓	✓		
Reliance Standard				✓	Not Competitive
Solstice		✓	✓		
The Standard		✓	✓		
SunLife				✓	No Response
UHC				✓	No Response
UNUM				✓	No Response
Versant Health			✓		
VSP				✓	Not Competitive

Incumbent carriers are highlighted in blue.

Town of Lake Park
Medical Insurance Evaluation - HMO
Effective Date: October 1, 2019

Medical	CURRENT		RENEWAL		NEGOTIATED RENEWAL		BEST & FINAL OFFER		
	Florida Blue Blue Care 59								
Calendar Year Deductible (CYD)	In Network ONLY								
Single	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	
Family	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Out of Pocket Maximum	<i>Includes All Costs</i>								
Single	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	
Family	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	
Coinsurance	10%	10%	10%	10%	10%	10%	10%	10%	
Office Visits									
Physician Office Visit	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	
Specialist Visit	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	
Preventive Services (Wellness)	No Charge								
Independent Clinical Lab	No Charge								
X-ray at Indep. Diagnostic Center	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	
Advanced Imaging at Indep. Diagnostic Center	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	
Urgent Care Center	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	
Hospital									
Inpatient (per admission)	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	
Outpatient	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	
Physician Services at Hospital	No Charge								
Emergency Room Visit	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	
Mental Health / Substance Abuse									
Inpatient Facility	No Charge								
Outpatient Facility	No Charge								
Prescription Drugs									
Generic	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	
Preferred Brand	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	
Non-Preferred Brand	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	
Specialty	Tiers 1-3								
Mail Order (90 day supply)	2.5 x Retail								
Enroll	Monthly Rates								
Employee	26	\$800.97	\$880.52	\$880.52	\$838.59	\$838.59	\$821.82	\$821.82	
Employee + Spouse	2	\$1,906.31	\$2,095.63	\$2,095.63	\$1,995.84	\$1,995.84	\$1,955.92	\$1,955.92	
Employee + Child(ren)	4	\$1,473.78	\$1,620.15	\$1,620.15	\$1,543.00	\$1,512.14	\$1,512.14	\$1,512.14	
Family	6	\$2,499.02	\$2,747.21	\$2,747.21	\$2,616.39	\$2,616.39	\$2,564.06	\$2,564.06	
Total Monthly Premium	38	\$45,527	\$50,049	\$50,049	\$47,665	\$47,665	\$46,712	\$46,712	
Total Annual Premium		\$546,325	\$600,584	\$600,584	\$571,984	\$571,984	\$560,545	\$560,545	
\$ Increase		N/A	\$54,259	\$54,259	\$25,659	\$25,659	\$14,220	\$14,220	
% Increase		N/A	9.9%	9.9%	4.7%	4.7%	2.6%	2.6%	
Town Cost									
Employee	26	\$800.97	\$0.00	\$880.52	\$0.00	\$838.59	\$0.00	\$821.82	\$0.00
Employee + Spouse	2	\$1,353.64	\$552.67	\$1,488.08	\$607.55	\$1,417.22	\$578.62	\$1,388.87	\$567.05
Employee + Child(ren)	4	\$1,137.38	\$336.40	\$1,250.34	\$369.81	\$1,190.80	\$352.20	\$1,166.98	\$345.16
Family	6	\$1,650.00	\$849.02	\$1,813.87	\$933.34	\$1,727.49	\$888.90	\$1,692.94	\$871.12
Monthly Premium	38	\$37,982	\$7,545	\$41,754	\$8,294	\$39,766	\$7,899	\$38,971	\$7,741
Annual Premium		\$455,784	\$90,541	\$501,051	\$99,533	\$477,191	\$94,793	\$467,647	\$92,898
\$ Increase		N/A	N/A	\$45,267	\$8,992	\$21,407	\$4,253	\$11,863	\$2,357
% Increase		N/A	N/A	9.9%	9.9%	4.7%	4.7%	2.6%	2.6%
EE Cost									
Employee	26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee + Spouse	2	\$552.67	\$607.55	\$607.55	\$607.55	\$578.62	\$578.62	\$567.05	\$567.05
Employee + Child(ren)	4	\$336.40	\$369.81	\$369.81	\$369.81	\$352.20	\$352.20	\$345.16	\$345.16
Family	6	\$849.02	\$933.34	\$933.34	\$933.34	\$888.90	\$888.90	\$871.12	\$871.12

Town of Lake Park
Medical Insurance Evaluation - PPO
Effective Date: October 1, 2019

M

Medical	CURRENT Florida Blue		RENEWAL Florida Blue		NEGOTIATED RENEWAL Florida Blue		BEST & FINAL OFFER Florida Blue	
	Blue Options 03769		Blue Options 03769		Blue Options 03769		Blue Options 03769	
Calendar Year Deductible (CYD)	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Single	\$500	\$1,500	\$500	\$1,500	\$500	\$1,500	\$500	\$1,500
Family	\$1,500	\$4,500	\$1,500	\$4,500	\$1,500	\$4,500	\$1,500	\$4,500
Out of Pocket Maximum								
Single	\$3,000	\$6,000	\$3,000	\$6,000	\$3,000	\$6,000	\$3,000	\$6,000
Family	\$6,000	\$12,000	\$6,000	\$12,000	\$6,000	\$12,000	\$6,000	\$12,000
Coinurance	20%	50%	20%	50%	20%	50%	20%	50%
Office Visits								
Physician Office Visit	\$25	CYD + 50%	\$25	CYD + 50%	\$25	CYD + 50%	\$25	CYD + 50%
Specialist Visit	\$60	CYD + 50%	\$60	CYD + 50%	\$60	CYD + 50%	\$60	CYD + 50%
Preventive Services (Wellness)	No Charge	50%	No Charge	50%	No Charge	50%	No Charge	50%
Independent Clinical Lab	No Charge	CYD + 50%	No Charge	CYD + 50%	No Charge	CYD + 50%	No Charge	CYD + 50%
X-ray at Indep. Diagnostic Center	\$50	CYD + 50%	\$50	CYD + 50%	\$50	CYD + 50%	\$50	CYD + 50%
Advanced Imaging at Indep. Diagnostic Center	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%
Urgent Care Center	\$65	CYD + \$65	\$65	CYD + \$65	\$65	CYD + \$65	\$65	CYD + \$65
Hospital								
Inpatient Facility (per admission)	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%
Outpatient Facility	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%
Physician Services at Hospital	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Emergency Room Visit	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Mental Health / Substance Abuse								
Inpatient Facility	No Charge	50%	No Charge	50%	No Charge	50%	No Charge	50%
Outpatient Facility	No Charge	50%	No Charge	50%	No Charge	50%	No Charge	50%
Prescription Drugs								
Generic	\$10	50%	\$10	50%	\$10	50%	\$10	50%
Preferred Brand	\$50	50%	\$50	50%	\$50	50%	\$50	50%
Non-Preferred Brand	\$80	50%	\$80	50%	\$80	50%	\$80	50%
Specialty	Tiers 1-3	50%	Tiers 1-3	50%	Tiers 1-3	50%	Tiers 1-3	50%
Mail Order (90 day supply)	2.5 x Retail	50%	2.5 x Retail	50%	2.5 x Retail	50%	2.5 x Retail	50%
Enroll		Monthly Rates		Monthly Rates		Monthly Rates		Monthly Rates
Employee	2	\$935.54	\$1,019.30	\$970.76	\$951.34	\$951.34	\$951.34	\$951.34
Employee + Spouse	0	\$2,226.60	\$2,425.93	\$2,310.41	\$2,264.20	\$2,264.20	\$2,264.20	\$2,264.20
Employee + Child(ren)	0	\$1,721.40	\$1,875.51	\$1,786.20	\$1,750.48	\$1,750.48	\$1,750.48	\$1,750.48
Family	0	\$2,918.90	\$3,180.21	\$3,028.77	\$2,968.19	\$2,968.19	\$2,968.19	\$2,968.19
Total Monthly Premium	2	\$1,871	\$2,039	\$1,942	\$1,903	\$1,903	\$1,903	\$1,903
Total Annual Premium		\$22,453	\$24,463	\$23,298	\$22,832	\$22,832	\$22,832	\$22,832
\$ Increase		N/A	\$2,010	\$845	\$379	\$379	\$379	\$379
% Increase		N/A	9.0%	3.8%	1.7%	1.7%	1.7%	1.7%
Town Cost								
Employee	\$800.97	\$134.57	\$880.52	\$138.78	\$838.59	\$132.17	\$821.82	\$129.52
Employee + Spouse	\$1,353.64	\$672.96	\$1,488.08	\$937.85	\$1,417.22	\$893.19	\$1,388.87	\$875.33
Employee + Child(ren)	\$1,137.38	\$584.02	\$1,250.34	\$625.17	\$1,190.80	\$595.40	\$1,166.98	\$583.50
Family	\$1,650.00	\$1,268.90	\$1,813.87	\$1,366.34	\$1,727.49	\$1,301.28	\$1,692.94	\$1,275.25
Monthly Premium	\$1,602	\$269	\$1,761	\$278	\$1,677	\$264	\$1,644	\$259
Annual Premium	\$19,223	\$3,230	\$21,132	\$3,331	\$20,126	\$3,172	\$19,724	\$3,108
\$ Increase	N/A	N/A	\$1,909	\$101	\$903	-\$58	\$500	-\$121
% Increase	N/A	N/A	9.9%	3.1%	4.7%	-1.8%	2.6%	-3.8%

Town of Lake Park
Dental Insurance Evaluation
Effective Date: October 1, 2019

DENTAL SCHEDULE OF BENEFITS Network	CURRENT		RENEWAL		NEGOTIATED RENEWAL	
	MetLife		MetLife		MetLife	
	PDP Plus Network	Non-Network	PDP Plus Network	Non-Network	PDP Plus Network	Non-Network
Plan Basics	<i>In-Network</i>	<i>Non-Network</i>	<i>In-Network</i>	<i>Non-Network</i>	<i>In-Network</i>	<i>Non-Network</i>
Calendar Year Maximum	\$1,000		\$1,000		\$1,500	
Annual Deductible						
Single	\$25	\$50	\$25	\$50	\$25	\$50
Family	\$75	\$150	\$75	\$150	\$75	\$150
Deductible Waived for Preventive Services	Yes	Yes	Yes	Yes	Yes	Yes
Benefits						
Preventive	100%	100%	100%	100%	100%	100%
Basic	95% After CYD	80% After CYD	95% After CYD	80% After CYD	95% After CYD	80% After CYD
Major	50% After CYD	50% After CYD	50% After CYD	50% After CYD	50% After CYD	50% After CYD
Orthodontia (up to age 19)	50%	50%	50%	50%	50%	50%
Service Information						
Out of Network Benefits Payable Level	90th UCR		90th UCR		90th UCR	
Waiting Period for Major Services (Timely Entrants)	None		None		None	
Endodontics/Periodontics Payable Level	Basic		Basic		Basic	
Orthodontic Lifetime Maximum	\$1,000		\$1,000		\$1,000	
Rate Guarantee			Expires 9/30/2019		Expires 9/30/2020	
Monthly Rates	Enroll					
Employee	42	\$32.82	\$34.13	\$32.82		
Employee + Spouse	0	N/A	N/A	N/A		
Employee + Child(ren)	0	N/A	N/A	N/A		
Employee + Family	10	\$101.62	\$105.68	\$101.62		
Monthly Premium	52	\$2,395	\$2,490	\$2,395		
Annual Premium		\$28,736	\$29,883	\$28,736		
\$ Increase		N/A	\$1,147	\$0		
% Increase		N/A	4.0%	0.0%		

Town of Lake Park
Vision Insurance Evaluation
Effective Date: October 1, 2019

VISION SCHEDULE OF BENEFITS	CURRENT		RENEWAL	
	Humana Plan 130 (EyeMed/Insight)		Humana Plan 130 (EyeMed/Insight)	
Frequency	In Network	Out of Network	In Network	Out of Network
Exam Copay	12 months		12 months	
Lenses	12 months		12 months	
Frames	24 months		24 months	
Exams	Copay	Reimbursement	Copay	Reimbursement
Eye Exam	\$10	Up to \$30	\$10	Up to \$30
Contact Lens Exams (Fit & Follow Up)				
Standard Contact Lens	Up to \$55	Not Covered	Up to \$55	Not Covered
Premium Contact Lens	10% off Retail	Not Covered	10% off Retail	Not Covered
Lenses and Frames				
Single Lenses	\$15	Up to \$25	\$15	Up to \$25
Bifocal Lenses	\$15	Up to \$40	\$15	Up to \$40
Trifocal Lenses	\$15	Up to \$60	\$15	Up to \$60
Contact Lenses (Elective)	Up to \$130, 15% discount over \$130	Up to \$104	Up to \$130, 15% discount over \$130	Up to \$104
Contact Lenses (Disposable)	Up to \$130	Up to \$104	Up to \$130	Up to \$104
Contact Lenses (Medically Necessary)	\$0	Up to \$200	\$0	Up to \$200
Frames	Up to \$130, 20% discount over \$130	Up to \$65	Up to \$130, 20% discount over \$130	Up to \$65
Diabetic Eye Care (2 services/year)				
Eye Exam	\$0	Up to \$77	\$0	Up to \$77
Retinal Imaging	\$0	Up to \$50	\$0	Up to \$50
Extended Ophthalmoscopy	\$0	Up to \$15	\$0	Up to \$15
Gonioscopy	\$0	Up to \$15	\$0	Up to \$15
Scanning Laser	\$0	Up to \$33	\$0	Up to \$33
Rate Guarantee	Expires 9/30/2019		Expires 9/30/2021	
Monthly Rates	Enroll			
Employee	42	\$4.38	\$4.38	
Employee + Spouse	5	\$8.75	\$8.75	
Employee + Child(ren)	1	\$8.31	\$8.31	
Employee + Family	7	\$13.06	\$13.06	
Monthly Premium	55	\$327	\$327	
Annual Premium		\$3,929	\$3,929	
\$ Increase		N/A	\$0	
% Increase		N/A	0.0%	

Town of Lake Park

Basic Life with AD&D Insurance Evaluation

Effective Date: October 1, 2019

	CURRENT	RENEWAL
Basic Life / AD&D	The Hartford	The Hartford
Class Description		
Class 1: Town Manager	2 x annual salary to a maximum of \$240,000	2 x annual salary to a maximum of \$240,000
Class 2: All other FT EE's, Class 3: Mayor, Commissioners	1 x annual salary to a maximum of \$50,000	1 x annual salary to a maximum of \$50,000
Features		
Waiver of Premium	Included	Included
Conversion Privilege	Included	Included
Age Reduction Schedule	65% at age 65 50% at age 70 25% at age 75	65% at age 65 50% at age 70 25% at age 75
Accelerated Death Benefit	80% up to \$500,000 of Total Benefits (Including Supplemental)	80% up to \$500,000 of Total Benefits (including supplemental)
Seat Belt Benefit	\$10,000 or 10% of Principal Sum whichever is less	\$10,000 or 10% of Principal Sum whichever is less
Rate Guarantee	Expires 9/30/2019	Expires 9/30/2021
Basic Life Rate / \$1,000	\$0.220	\$0.220
AD&D Rate / \$1,000	\$0.031	\$0.031
Total Life and AD&D Rate	\$0.251	\$0.251
Estimated Volume	\$2,184,000	\$2,184,000
Monthly Premium	\$548	\$548
Annual Premium	\$6,578	\$6,578
\$ Increase	N/A	\$0
% Increase	N/A	0.0%

Town of Lake Park
Supplemental Life Insurance Evaluation
Effective Date: October 1, 2019

	CURRENT	RENEWAL
Supplemental Life	The Hartford	The Hartford
Core Benefit		
All Eligible Employees Working 30 hours per week	\$10,000 to \$300,000 up to 5 x annual salary \$10,000 Increments	\$10,000 to \$300,000 up to 5 x annual salary \$10,000 Increments
All Eligible Spouses (Cannot exceed 50% of the employee amount)	\$5,000 increments to \$250,000	\$5,000 increments to \$250,000
All Eligible Child(ren) (Cannot exceed 50% of the employee amount)	15 days - 6 months: \$500 6 months - age 30: \$10,000	15 days - 6 months: \$500 6 months - age 30: \$10,000
Features		
Guarantee Issue Employee	\$60,000	\$60,000
Guarantee Amount Spouse	\$30,000	\$30,000
Employee Age Reduction Schedule	65% at age 65 50% at age 70	65% at age 65 50% at age 70
Waiver of Premium	Included	Included
Portability Option	Included	Included
Conversion Option	Included	Included
Rate Guarantee Period	Expires 9/30/2019	Expires 9/30/2021
Rates per \$1,000	Employee & Spouse based on EE age	Employee & Spouse based on EE age
Under Age 20	\$0.070	\$0.070
Age 20-24	\$0.070	\$0.070
Age 25-29	\$0.070	\$0.070
Age 30 - 34	\$0.090	\$0.090
Age 35 - 39	\$0.120	\$0.120
Age 40 - 44	\$0.200	\$0.200
Age 45 - 49	\$0.320	\$0.320
Age 50 - 54	\$0.530	\$0.530
Age 55 - 59	\$0.810	\$0.810
Age 60 - 64	\$1.130	\$1.130
Age 65 - 69	\$1.870	\$1.870
Age 70 - 74	\$3.120	\$3.120
Age 75-79	\$5.950	\$5.950
Age 80-84	\$5.950	\$5.950
Child(ren)	\$0.104	\$0.104
AD&D	\$0.031	\$0.031

Town of Lake Park
Short Term Disability Insurance Evaluation
Effective Date: October 1, 2019

	CURRENT	RENEWAL
SHORT-TERM DISABILITY	The Hartford	The Hartford
Benefits		
Eligible Employees	Full-time employees working 30 hours per week	Full-time employees working 30 hours per week
Benefit Percent	70% of weekly earnings	70% of weekly earnings
Maximum Benefit per Week	\$1,200	\$1,200
Elimination Period		
Accident Waiting Period	14 Days	14 Days
Illness Waiting Period	14 Days	14 Days
Benefit Duration	11 Weeks	11 Weeks
Rate Guarantee	Expires 9/30/2019	Expires 9/30/2021
Benefits Volume	\$31,023	\$31,023
Rate per \$10	\$0.320	\$0.320
Monthly Premium	\$993	\$993
Annual Premium	\$11,913	\$11,913
\$ Increase	N/A	\$0
% Increase	N/A	0.0%

Town of Lake Park

Long Term Disability Insurance Renewal Evaluation

Effective Date: October 1, 2019

Long Term Disability	CURRENT	RENEWAL
	The Hartford	The Hartford
Eligible Employees	Full-time employees working 30 hours per week	Full-time employees working 30 hours per week
All Eligible Employees	60% of covered monthly earnings	60% of covered monthly earnings
Elimination Period	90 Days	90 Days
Own Occupation Period	24 Months	24 Months
Duration of Benefit	SSNRA	SSNRA
Maximum Monthly Benefit	\$5,000	\$5,000
Mental Illness Limitation	24 Months	24 Months
Pre-Existing Condition Limitation	3/12	3/12
Rate Guarantee Period	Expires 9/30/2019	Expires 9/30/2021
LTD Rate / \$100	\$0.470	\$0.470
Estimated Volume	\$192,953	\$192,953
Monthly Premium	\$907	\$907
Annual Premium	\$10,883	\$10,883
\$ Increase	N/A	\$0
% Increase	N/A	0.0%

TAB 16



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 4, 2019

Agenda Item No. Tab 16

Agenda Title: Discussion on Legislative Funding Priorities for the Town

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager  **Date:** 8-29-19

John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$ 0 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments:
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 the agenda.	Yes I have notified everyone or Not applicable in this case JOD Please initial one.

Summary Explanation/Background: The Commission, desires to discuss legislative priorities for the upcoming Fall/Winter Legislative Session in Tallahassee. In previous Commission discussions, the Town has prepared funding requests for the following initiatives: CRA Parking Garage at \$40,000 per parking space, CRA Surface Parking \$800,000, \$500,000 for the roof replacement and to Paint the exterior of Town Hall. The building will require water sealant before painting the exterior of the building. Staff is adding the 10th street reclamation project between Sliverbeach Road and Park Avenue. The roadway will become relevant especially if the proposed development project on the corner of Forestaria, 10th and Park Avenue moves forward with site acquisition of the four parcels expected mid-September.

We plan to add bioswale drainage along 10th street for which the town will apply for grant funding with the Lake Worth Lagoon Initiative. The estimated cost for reclaiming 10th street without the bioswale drainage is \$4.5 million. Also, the 10th street location behind the Fire Station is identified as a new Tri-Rail Train Station stop. The items listed above are starting points for discussion and possible inclusion in a funding request package for legislative consideration.

Recommended Motion: Move to approve the following projects to be included in the Town of Lake Park's Legislative Funding Requests to the House and Senate.