AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 20, 2013, 7:00 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Mayor**
Kendall Rumsey	—	**Vice-Mayor**
Steven Hockman	—	**Commissioner**
Jeanine Longtin	—	**Commissioner**
Tim Stevens	—	**Commissioner**
Erin T. Flaherty	—	**Commissioner-Elect**
Kimberly Glas Castro	—	**Commissioner-Elect**
Michael O'Rourke	—	**Commissioner-Elect**
Kathleen Rapoza	—	**Commissioner-Elect**
Dale S. Sugerman, Ph.D.	—	**Town Manager**
Thomas J. Baird, Esq.	—	**Town Attorney**
Vivian Mendez, CMC	—	**Town Clerk**

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

A. CALL TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

E. APPROVAL OF AGENDA

F. RESOLUTION(S) - ACCEPTING ELECTION RESULTS

1. RESOLUTION No. 06-03-13 Accepting the Certified Results of the Municipal Election **Tab 1**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CERTIFYING THE RESULTS OF THE MUNICIPAL ELECTION HELD ON MARCH 12, 2013 FOR FOUR (4) COMMISSIONERS.

G. **PROCLAMATIONS:**

2. Honoring Vice-Mayor Kendall R. Rumsey; Commissioners Steven P. Hockman, Jeanine A. Longtin and Tim L. Stevens — Tab 2

H. **SWEARING IN CEREMONY:**

3. Swearing in Ceremony for Commissioners Conducted by the Town Clerk — Tab 3

I. 4. **ELECTING A VICE-MAYOR:** — Tab 4

J. **RESOLUTION:**

5. Resolution No. 07-03-12 Designation of Signatories for Town Bank Accounts — Tab 5

K. **PUBLIC COMMENT:**

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

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

Recommended For Approval:

6. Regular Commission Meeting Minutes of March 6, 2013 — Tab 6
7. Proclamation Declaring April as Water Conservation Month — Tab 7
8. Authorize the Town Manager to Sign the Contract with Relocate.org for Marketing Video of the Town of Lake Park — Tab 8
9. Community Redevelopment Agency Annual Report Fiscal Year 2011-2012 — Tab 9

M. **BOARD MEMBERSHIP APPLICATION:**

10. Planning and Zoning Board Applicant — Tab 10

N. **DISCUSSION AND POSSIBLE ACTION:**

11. Resolution No. 08-03-13 FIND Grant Breakwater — Tab 11
12. General Fund Contingency Line Iteming for "Eyes on Park" Relocation — Tab 12
13. Schedule Commission Orientation Workshop — Tab 13
14. Schedule Ethics Training Workshop Meeting — Tab 14

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

P. **ADJOURNMENT**

Next Scheduled Regular Commission Meeting will be held on Wednesday, April 3, 2013

RESOLUTION

TAB 1

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 1

Agenda Title: Resolution No. 06-03-13 Accepting the Certified Results from the March 12, 2013 General Municipal Election

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[ ]	PRESENTATION/PROCLAMATION	[X]	**RESOLUTION**
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 3/13/13

Vivian Mendez – Town Clerk
Name/Title

Originating Department: **Town Clerk**	Costs: **$ 0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Resolution** **Certified Results from the Palm Beach County Supervisor of Elections**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ***VM*** **Please initial one.**

Summary Explanation/Background: The purpose of this Resolution is to accept the certified results from the March 12, 2013 General Municipal Election.

Recommended Motion: **Approval**

RESOLUTION NO. 06-03-13

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ACCEPTING THE CERTIFIED RESULTS OF THE MUNICIPAL ELECTION HELD ON MARCH 12, 2013 FOR COMMISSIONERS, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a Municipal Election for the offices of Commissioners of the Town of Lake Park was held on Tuesday, March 12, 2013; and

WHEREAS, the duly appointed and acting clerks and inspectors of the Town Election Board have made their canvass of ballots as required by law; and

WHEREAS, the Town Commission has received the Election Board's report of the results from the Municipal Election.

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

Section 1: Upon canvass of the election returns as presented by the Election Board and as certified by the Town Clerk, the Town Commission hereby declares and accepts the Palm Beach County Supervisor of Election certification that a total of 439 electors voted and cast ballots in the Municipal Election held on March 12, 2013 as follows:

Commission:	
Diane Bernhard	57
Erin Flaherty	84
Kimberly Glas Castro	104
Steve Hockman	60
Michael O'Rourke	72
Kathleen Rapoza	62

The Commission hereby declares that the candidates Erin T. Flaherty, Kimberly Glas Castro, Michael O'Rourke, and Kathleen Rapoza received the greatest number of votes in accordance with the provisions of the Town Charter, and are hereby declared elected to the Office of Commissioner of the Town of Lake Park.

Section 2. The foregoing tabulation of the votes cast is hereby accepted as the results of the Municipal Election.

Section 3. The Town Clerk is directed to send a certified copy of this Resolution to the Supervisor of Elections of Palm Beach County, and to post a copy for public notice and information at two prominent places within the Town, one of which shall be the entrance(s) of Town Hall.

Section 4. This Resolution shall take effect immediately upon adoption.

PALM BEACH
STATE OF FLORIDA
MUNICIPAL 2013 E
COUNTY OF PALM BEACH

I, SUSAN BUCHER, SUPERVISOR OF ELECTIONS,
HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY
OF THE RECORDS ON FILE IN THIS OFFICE. Commissioner LAKE PARK
WITNESS MY HAND AND SEAL, THIS 18th DAY OF
March, 2013.

SUSAN BUCHER
SUPERVISOR OF ELECTIONS
PALM BEACH COUNTY, FLORIDA
BY: Charmaine A. Kelly
Chief Deputy

		Registered	Ballots Cast	Turnout (%)	Diane Bernhard	Erin T. Flaherty	Kimberly "Kim" Glas Castro	Steven P. Hockman	Michael O'Rourke	Kathleen "Kathy" Rapoza	Over Votes	Under Votes		
1376	TC-Absentee	0	0	0.00										
1376	TC-Early Voting	0	0	0.00										
1376	TC-Early Voting ADA	0	0	0.00										
1376	TC-Precinct	0	0	0.00										
1376	TC-Precinct ADA	0	0	0.00										
1376	TC-Provisional	0	0	0.00										
1378	TC-Absentee	1860	28	1.51	3	3	17	2	2	1				
1378	TC-Early Voting	1860	0	0.00										
1378	TC-Early Voting ADA	1860	0	0.00										
1378	TC-Precinct	1860	156	8.39	19	43	37	24	20	13				
1378	TC-Precinct ADA	1860	0	0.00										
1378	TC-Provisional	1860	0	0.00										
1382	TC-Absentee	878	12	1.37	4		3		3	2				
1382	TC-Early Voting	878	0	0.00										
1382	TC-Early Voting ADA	878	0	0.00										
1382	TC-Precinct	878	117	13.33	15	5	20	18	30	29				
1382	TC-Precinct ADA	878	0	0.00										
1382	TC-Provisional	878	0	0.00										
7010	TC-Absentee	473	7	1.48	3		3			1				
7010	TC-Early Voting	473	0	0.00										
7010	TC-Early Voting ADA	473	0	0.00										
7010	TC-Precinct	473	3	0.63			1		1	1				
7010	TC-Precinct ADA	473	0	0.00										
7010	TC-Provisional	473	0	0.00										
7012	TC-Absentee	1607	16	1.00		2	3	1	4	6				
7012	TC-Early Voting	1607	0	0.00										
7012	TC-Early Voting ADA	1607	0	0.00										
7012	TC-Precinct	1607	100	6.22	13	31	20	15	12	9				
7012	TC-Precinct ADA	1607	0	0.00										
7012	TC-Provisional	1607	0	0.00										
TC-Absentee		4818	63	1.31	10	5	26	3	9	10				
TC-Early Voting		4818	0	0.00										
TC-Early Voting ADA		4818	0	0.00										
TC-Precinct		4818	376	7.80	47	79	78	57	63	52				
TC-Precinct ADA		4818	0	0.00										
TC-Provisional		4818	0	0.00										
Contest Total		4818	439	9.11	57	84	104	60	72	62				

Proclamations

TAB 2

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 2

Agenda Title: Proclamation Honoring Vice-Mayor Kendall R. Rumsey

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[X]	**PRESENTATION/PROCLAMATION**	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 3/7/13

Vivian Mendez – **Town Clerk**
Name/Title

Originating Department: **Town Clerk**	Costs: $ **0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Proclamation**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case *VM* **Please initial one.**

Summary Explanation/Background: The attached proclamation is being presented to Vice-Mayor Kendall R. Rumsey in honor of the years of dedicated service that he has provided to the Town of Lake Park as an elected official.

Recommended Motion:

PROCLAMATION
TOWN OF LAKE PARK, FLORIDA
IN HONOR OF VICE-MAYOR KENDALL R. RUMSEY

WHEREAS*; *Kendall R. Rumsey has been a citizen of the Town of Lake Park and an integral member of this community; and

WHEREAS; Kendall R. Rumsey, has served both as a friend and neighbor to all who have had the privilege of knowing him, and as an individual who has demonstrated his civic enthusiasm and concern for the Town of Lake Park; and

WHEREAS; in 2009, ***Kendall R. Rumsey*** was elected to the Lake Park Town Commission where he served as a Commissioner; and

WHEREAS; in 2010, ***Kendall R. Rumsey*** was again elected to the Lake Park Town Commission where he served as a member and as Vice Mayor; and

WHEREAS; in 2011, ***Kendall R. Rumsey*** briefly served as Mayor, and

WHEREAS; Kendall R. Rumsey, has continuously devoted his time and energy on behalf of this community and its citizens; and

WHEREAS, the Town of Lake Park wishes to publicly recognize and honor ***Kendall R. Rumsey*** for his contributions as a dedicated public official.

NOW, THEREFORE, on behalf of the citizens and Commission of the Town of Lake Park, I, James DuBois, Mayor of the Town of Lake Park, do hereby publicly commend ***Kendall R. Rumsey*** and express our sincere and enduring gratitude for the service that he has rendered to this community.

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 20th day of March, 2013.*

BY: _____
Mayor James DuBois

ATTEST:

_____
Vivian Mendez, Town Clerk

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 2

Agenda Title: Proclamation Honoring Commissioner Steven P. Hockman

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[X]	**PRESENTATION/PROCLAMATION**	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 3/13/13

Vivian Mendez – **Town Clerk**
Name/Title

Originating Department: **Town Clerk**	Costs: $ **0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Proclamation**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone *VM* _____ or Not applicable in this case **Please initial one.**

Summary Explanation/Background: The attached proclamation is being presented to Commissioner Steven P. Hockman in honor of the years of dedicated service that he has provided to the Town of Lake Park as an elected official.

Recommended Motion:

PROCLAMATION
TOWN OF LAKE PARK, FLORIDA
IN HONOR OF COMMISSIONER STEVEN P. HOCKMAN

WHEREAS*; *Steven P. Hockman has been a citizen of the Town of Lake Park and an integral member of this community; and

WHEREAS; Steven P. Hockman has served both as a friend and neighbor to all who have had the privilege of knowing him, and as an individual who has demonstrated his civic enthusiasm and concern for the Town of Lake Park; and

WHEREAS; in 2010, ***Steven P. Hockman*** was elected to the Lake Park Town Commission where he served as a Commissioner; and

WHEREAS; Steven P. Hockman has continuously devoted his time and energy on behalf of this community and its citizens; and

WHEREAS, the Town of Lake Park wishes to publicly recognize and honor ***Steven P. Hockman*** for his contributions as a dedicated public official.

NOW, THEREFORE, on behalf of the citizens and Commission of the Town of Lake Park, I, James DuBois, Mayor of the Town of Lake Park, do hereby publicly commend ***Steven P. Hockman*** and express our sincere and enduring gratitude for the service that he has rendered to this community.

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 20th day of March, 2013.*

BY: _____

Mayor James DuBois

ATTEST:

_____

Vivian Mendez, Town Clerk

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 2

Agenda Title: Proclamation Honoring Commissioner Jeanine A. Longtin

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[X]	**PRESENTATION/PROCLAMATION**	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 3/7/13

Vivian Mendez **– Town Clerk**
Name/Title

Originating Department: **Town Clerk**	Costs: **$ 0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Proclamation**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case *VM* **Please initial one.**

Summary Explanation/Background: The attached proclamation is being presented to Commissioner Jeanine A. Longtin in honor of the years of dedicated service that he has provided to the Town of Lake Park as an elected official.

Recommended Motion:

PROCLAMATION
TOWN OF LAKE PARK, FLORIDA
IN HONOR OF COMMISSIONER JEANINE A. LONGTIN

WHEREAS*; *Jeanine A. Longtin has been a long standing citizen of the Town of Lake Park and an integral member of this community; and

WHEREAS; Jeanine A. Longtin has served both as a friend and neighbor to all who have had the privilege of knowing her, and as an individual who has for many years demonstrated her civic enthusiasm and concern for the Town of Lake Park; and

WHEREAS; in 2001, ***Jeanine A. Longtin*** was elected to the Lake Park Town Commission where she served as a member; and

WHEREAS; Jeanine A. Longtin thereafter continued her public service by serving on the Planning and Zoning Board; and

WHEREAS; in 2010, ***Jeanine A. Longtin*** was again elected to the Lake Park Town Commission where she served as Commissioner, and where she has continuously devoted her time and energy on behalf of this community and its citizens; and

WHEREAS, the Town of Lake Park wishes to publicly recognize and honor ***Jeanine A. Longtin*** for her contributions as a dedicated public official.

NOW, THEREFORE, on behalf of the citizens and Commission of the Town of Lake Park, I, James DuBois, Mayor of the Town of Lake Park, do hereby publicly commend ***Jeanine A. Longtin*** and express our sincere and enduring gratitude for the service that she has rendered to this community.

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 20th day of March, 2013.*

BY: _____
Mayor James DuBois

ATTEST:

_____
Vivian Mendez, Town Clerk

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 2

Agenda Title: Proclamation Honoring Commissioner Timothy L. Stevens

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[X]	**PRESENTATION/PROCLAMATION**	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 3/7/13

Vivian Mendez – **Town Clerk**
Name/Title

Originating Department: **Town Clerk**	Costs: **$ 0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Proclamation**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case *VM* **Please initial one.**

Summary Explanation/Background: The attached proclamation is being presented to Commissioner Timothy L. Stevens in honor of the years of dedicated service that he has provided to the Town of Lake Park as an elected official.

Recommended Motion:

PROCLAMATION
TOWN OF LAKE PARK, FLORIDA
IN HONOR OF COMMISSIONER Timothy L. Stevens

WHEREAS*; *Timothy L. Stevens has been a citizen of the Town of Lake Park and an integral member of this community; and

WHEREAS; Timothy L. Stevens has served both as a friend and neighbor to all who have had the privilege of knowing him, and as an individual who has demonstrated his civic enthusiasm and concern for the Town of Lake Park; and

WHEREAS; in 2011, ***Timothy L. Stevens*** was elected to the Lake Park Town Commission where he served as a Commissioner; and

WHEREAS; Timothy L. Steven has continuously devoted his time and energy on behalf of this community and its citizens; and

WHEREAS, the Town of Lake Park wishes to publicly recognize and honor ***Timothy L. Stevens*** for his contributions as a dedicated public official.

NOW, THEREFORE, on behalf of the citizens and Commission of the Town of Lake Park, I, James DuBois, Mayor of the Town of Lake Park, do hereby publicly commend ***Timothy L. Stevens*** and express our sincere and enduring gratitude for the service that he has rendered to this community.

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 20th day of March, 2013.*

BY: _____

Mayor James DuBois

ATTEST:

_____

Vivian Mendez, Town Clerk

SWEARING IN CEREMONY

TAB 3

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 3

Agenda Title: Swearing in Ceremony for Newly Elected Commissioners

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[ ]	PRESENTATION/PROCLAMATION	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[X]	**OTHER: Swearing In Ceremony**

Approved by Town Manager _____ **Date:** 3/8/13

Vivian Mendez – Town Clerk
Name/Title

Originating Department: **Town Clerk**	Costs: $ 0.00 Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Oath of Office**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone *VM* or Not applicable in this case **Please initial one.**

Summary Explanation/Background: The attached Oath of Office will be administered to each newly elected Commissioner by the Town Clerk.

Recommended Motion:

OATH OF OFFICE
For Commissioner
Town of Lake Park

I, _____, a citizen of the State of Florida and the United States of America, and a resident of the Town of Lake Park, Florida, having been elected to the Office of **Commissioner**, and being a recipient of public funds as such elected official, do hereby solemnly swear or affirm that I am entitled to hold Office under the Constitution; that I will faithfully perform all of the duties of the Office that I am about to enter; and that I will support the Constitution and Laws of the United States, of the State of Florida, and of the Town of Lake Park, Florida.

_____
Commissioner's Signature

STATE OF FLORIDA
COUNTY OF PALM BEACH

Sworn to, and subscribed before me, this _____day of _____, 2013, by _____, who is personally known to me and who has taken the oath (above).

_____
Vivian Mendez Lemley
Notary Public, State of Florida

My commission expires:

ELECTING A VICE-MAYOR

TAB 4

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 4

Agenda Title: Electing a Vice-Mayor

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[ ]	PRESENTATION/PROCLAMATION	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	**[X]**	**OTHER: Electing a Vice-Mayor**

Approved by Town Manager _____ **Date:** 3/8/13

Vivian Mendez – Town Clerk
Name/Title

Originating Department: **Town Clerk**	Costs: $ 0.00 Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Town Code Article IX. Duties of Certain Town Officers.** **Ballot**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case *VM* **Please initial one.**

Summary Explanation/Background: The Lake Park Town Code states under Article IX Duties of Certain Town Officers in Section 1 – Duties of Certain Officers that "the Commission shall elect a vice-mayor who shall be Chairman pro tem, at their first organization meeting after each election ..." The purpose of this agenda item is to comply with the Town Code's provision that requires that the Commission elect a Vice-Mayor.

Recommended Motion:

ARTICLE IX. - DUTIES OF CERTAIN TOWN OFFICERS

Section 1. - Duties of certain officers.

The Mayor is to be the permanent chairman of the Town Commission and the Commissioners shall elect a vice-mayor who shall be Chairman pro tem, at their first organizational meeting after each election and who will preside and act as Mayor in the absence or disability of the Mayor. The Mayor shall sign all checks, deeds, negotiable notes and bonds, evidences of indebtedness or other instruments in writing to which the Town shall be a party when authorized to do so by the Town Commission, and he shall be ex officio a[sic] Commissioner and shall have a voice and vote in the proceedings of the Commission.

Editor's note—

Portions of this section were deleted as necessary to reflect the fact that the mayor-commission plan was not implemented; see editor's note to article III heading. In addition, certain grammatical changes were made, at the request of the town attorney, for purposes of clarity.

Section 2. - Powers and duties of town clerk.

Editor's note—

This section was transferred to Code of Ordinances § 2-84 pursuant to F.S. § 166.021.

Section 3. - Powers and duties of the town tax assessor.

Editor's note—

This section was superseded by F.S. § 193.116 which provides for assessment by the county property appraiser.

Section 4. - Powers and duties of the town tax collector.

Editor's note—

This section was superseded by F.S. § 193.116 which provides for tax collection by the county tax collector.

Section 5. - Powers and duties of the town treasurer.

Editor's note—

This section was transferred to Code of Ordinances § 2-85 pursuant to F.S. § 166.021.

BALLOT

THE TOWN COMMISSION SHALL ELECT A VICE-MAYOR WHO SHALL BE CHAIRMAN PRO TEM, AT THEIR FIRST ORGANIZATION MEETING AFTER EACH ELECTION.

Please indicate your vote for a member of the Town Commission to be elected to the position of Vice-Mayor:

☐ _____

[write in the name of the nominee on the line above]

_____

Signature

RESOLUTION

TAB 5

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 5

Agenda Title: Designation of Signatories for Town Bank Accounts

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

Approved by Town Manager _____ **Date:** 3/6/13

Blake K Rane Finance Director

Name/Title

Originating Department: Finance	Annual Cost: **$ 450.00** for architext printer chip Funding Source: **Budgeted** Acct. # **150-51000** [X] Finance _____	**Attachments:** **Proposed Resolution, and** **Copy of LAKE PARK CODE Sec. 2-222**
Advertised: Date: _____ Paper: _____ [X Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case _____ **Please initial one.**

Summary Explanation/Background:

The Lake Park Code of Ordinances Sec. 2-222 requires three signatures on all Town checks. They are to be the Mayor, the Vice-Mayor, and the Finance Director, with an alternate in case of unavailability of the Mayor or Vice-Mayor for signatures.

Recommended Motions:

First – It is recommended that the Town Commission select a Commissioner to be the "third commissioner" as referenced in the Code.

Second – It is recommended that the Town Commission approve the attached Resolution by inserting the name of the Vice-Mayor and the designated third Commissioner who shall serve as the authorized signatures on the specified bank accounts.

RESOLUTION NO. 07-03-13

A RESOLUTION OF THE TOWN OF COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPOINTING VICE MAYOR _____ _____ AND COMMISSIONER _____ _____ AS AUTHORIZED SIGNATORIES ON PNC BANK ACCOUNTS PAYABLE ACCOUNT #XXXXXXXXXXXX, PAYROLL ACCOUNT #XXXXXXXXX; REVENUE ACCOUNT #XXXXXXXX, AND NOW ACCOUNT #XXXXXXXXX, DIRECTING THAT ALL AUTHORIZED SIGNATORIES ON SAID ACCOUNTS COMPLETE AND EXECUTE SIGNATURE CARDS, FAXSIMILE SIGNATURE CARD, AND RESOLUTIONS AND/OR OTHER BANK DOCUMENTS NECESSARY TO EFFECT THE IMPLEMENTATION OF THIS RESOLUTION; DIRECTING THE TOWN CLERK TO PROVIDE A CERTIFIED COPY OF THIS RESOLUTION TO THE BANKING INSTUTION NAMED HEREIN; AND PROVIDING FOR AND EFFECTIVE DATE.

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

Section 1. The following persons are hereby appointed as an authorized signatories on PNC Bank Accounts - Payable Account #XXXXXXX, Payroll Account #XXXXXXX, Revenue Account # XXXXXXXX, and NOW Account #XXXXXXXX:

Vice-Mayor _____ _____

Commissioner _____ _____

Section 2. All persons named herein or previously appointed as authorized signatories on said accounts are hereby directed to complete and execute signature cards, facsimile signature card, bank resolutions and/or other bank documents necessary to effect the implementation of this Resolution.

Section 3. The Town Clerk is hereby directed to provide a certified copy of this Resolution to the banking institution named herein.

Section 4. This Resolution shall become effective immediately upon adoption.

Sec. 2-188. Reserved.

Editor's note—Section 2 of Ord. No. 04-2009, adopted Feb. 18, 2009, repealed § 2-188, which pertained to spacing of street trees and derived from the 1978 Code; and Ord. No. 3-1991, adopted Feb. 6, 1991.

Sec. 2-189. Reserved.

Editor's note—Section 2 of Ord. No. 04-2009, adopted Feb. 18, 2009, repealed § 2-189, which pertained to distance of street trees from curbs and sidewalks and derived from the 1978 Code; and Ord. No. 3-1991, adopted Feb. 6, 1991.

Sec. 2-190. Reserved.

Editor's note—Section 2 of Ord. No. 04-2009, adopted Feb. 18, 2009, repealed § 2-190, which pertained to distance of street trees from street corners and fireplugs and derived from the 1978 Code; and Ord. No. 3-1991, adopted Feb. 6, 1991.

Secs. 2-191—2-220. Reserved.

ARTICLE V. FINANCES*

DIVISION 1. GENERALLY

Sec. 2-221. Fiscal year.

The fiscal year of the town shall begin on October 1 and end on September 30 of each year. (Laws of Fla. ch. 61-2375, art. IX, § 6; Code 1978, § 2-89)

State law reference—Mandate for fiscal year, F.S. § 166.241.

Sec. 2-222. Signatures required on town checks.

All checks issued by the town, except those checks used for bond redemptions and interest coupons, shall require three signatures. The required signatures are those of the mayor, vice-mayor and the finance director. In the event of unavailability of the mayor or the vice-mayor for signatures, the signature of a third commissioner shall be required. The town commission may by resolution designate the third commissioner who shall sign the checks in the absence or disability of the mayor or vice-mayor.
(Ord. No. 8-1986, § 1, 5-7-1986; Code 1978, § 2-90)

Sec. 2-223. Service fee for dishonored checks.

A service fee for dishonored checks is hereby established in an amount not to exceed the service fees authorized under F.S. § 832.08(5) or five percent of face amount of the dishonored check, draft, or other order for the payment of money to the town. The service fee shall be in addition to all other penalties imposed by law. Proceeds from this fee, if imposed, shall be retained by the town. (Ord. No. 18-1989, § 1, 9-6-1989; Code 1978, § 2-91)

State law reference—Authority for this section, F.S. § 166.251.

Sec. 2-224. Recording and inventory of certain property.

Fixtures and other tangible personal property of a nonconsumable nature, the value of which is $750.00 or more and the normal expected life of which is one year or more, acquired on or after October 1, 1988, shall be recorded, marked and inventoried in accordance with the provisions of

*Cross references—Any ordinance promising or guaranteeing the payment of money for the town, or authorizing the issuance of any bonds of the town or any evidence of the towns's indebtedness saved from repeal, § 1-6(1); any appropriation ordinance or ordinance providing for the levy of taxes or for an annual budget saved from repeal, § 1-6(2); any ordinance approving, authorizing or otherwise relating to any contract, agreement, lease, deed or other instrument saved from repeal, § 1-6(6); taxation, ch. 28.

State law references—Municipal borrowing, F.S. § 166.101 et seq.; municipal finance and taxation, F.S. § 166.201 et seq.; financial matters pertaining to political subdivision, F.S. ch. 218.

Consent Agenda

TAB 6

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 6

Agenda Title: Regular Commission Meeting Minutes of March 6, 2013

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

Approved by Town Manager _____ **Date:** 3/8/13

Shari Canada, Deputy Town Clerk
Name/Title

Originating Department: Town Clerk	Costs: $ 0.00 Funding Source: Acct. # [ ] Finance _____	**Attachments:** Agenda Minutes Exhibit "A" Exhibit "B" Exhibit "C" Exhibit "D" Exhibit "E" Exhibit "F" Exhibit "G" Exhibit "H" Exhibit "I"
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case _X_ **Please initial one.**

Summary Explanation/Background:

Recommended Motion: To approve the Regular Commission Meeting Minutes of March 6, 2013.

AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 6, 2013,
Immediately Following the
CRA Board Meeting
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Mayor**
Kendall Rumsey	—	**Vice-Mayor**
Steven Hockman	—	**Commissioner**
Jeanine Longtin	—	**Commissioner**
Tim Stevens	—	**Commissioner**
Dale S. Sugerman, Ph.D.	—	**Town Manager**
Thomas J. Baird, Esq.	—	**Town Attorney**
Vivian Mendez, CMC	—	**Town Clerk**

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

A. **CALL TO ORDER**

B. **INVOCATION**

C. **PLEDGE OF ALLEGIANCE**

D. **ROLL CALL**

E. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**

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

G. **GENERAL BUSINESS:**
1. Regular Commission Meeting Minutes of February 20, 2013 **Tab 1**

H. **BOARD MEMBERSHIP:**

2. **Library Board** — **Tab 2**
3. **Planning and Zoning** — **Tab 3**

I. **PUBLIC HEARING:**
ORDINANCE ON SECOND READING:

******* OPEN PUBLIC HEARING*******

A. **Staff Report**

B. **Public Comments**

C. **Commission Deliberation**

4. **Ordinance No. 02-2013 Amending the Future Land Use Map Designation for Parcels within the Palm Beach County Scrub Area.** **Tab 4**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE LAND USE DESIGNATION FOR CERTAIN PARCELS OF REAL PROPERTY IN THE TOWN OF LAKE PARK WHEREBY THREE PARCELS ARE OWNED BY PALM BEACH COUNTY KNOWN AS THE SCRUB AREA AND ONE PARCEL IS OWNED BY THE TOWN OF LAKE PARK; PROVIDING FOR A SMALL-SCALE FUTURE LAND USE MAP AMENDMENT PURSUANT TO SECTION 163.3164(39) AND 166.041(3)(A), FLORIDA STATUTES TO ASSIGN THE FUTURE LAND USE DESIGNATION OF CONSERVATION TO THE SCRUB AREA AND PUBLIC BUILDINGS AND GROUNDS TO THE TOWN-OWNED PARCEL; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

5. **Ordinance 03-2013 Zoning Code Text Amendment Creating the Conservation Zoning District** **Tab 5**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING A CONSERVATION ZONING DISTRICT (C-DISTRICT) AND INCORPORATING SAME INTO SECTION 78-76.1 OF CHAPTER 78, ARTICLE III, OF THE TOWN'S CODE OF ORDINANCES; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

6. **Ordinance 04-2013 Rezoning of the Palm Beach County Scrub Area from the "Campus Light Industrial/Commercial" Zoning District to the "Conservation" Zoning District** **Tab 6**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, PROVIDING FOR THE REZONING OF SIX PARCELS OF REAL PROPERTY AS LEGALLY DESCRIBED IN THE ATTACHED EXHIBIT "A" AND GENERALLY REFERRED TO AS THE PALM BEACH COUNTY SCRUB AREA; PROVIDING FOR THE ASSIGNMENT OF THE

CONSERVATION ZONING DISTRICT TO THE SCRUB AREA; PROVIDING FOR THE AMENDMENT BY REFERENCE OF SECTION 78-32 OF THE TOWN CODE WHICH INCORPORATES THE TOWN'S OFFICIAL ZONING MAP TO REFLECT THE ASSIGNMENT OF THE CONSERVATION DISTRICT TO THE PARCELS; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

******** CLOSE THE PUBLIC HEARING ********

J. RESOLUTION:

7. Resolution No. 05-03-13 Site Plan for Serve Pro **Tab 7**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA APPROVING A SITE PLAN AUTHORIZING AN ADDITION CONSISTING OF A TWO-STORY, 2,697 SQUARE FOOT OFFICE WAREHOUSE BUILDING ON 0.2563 ACRES LOCATED AT 117 MILLER WAY ; AND PROVIDING FOR AN EFFECTIVE DATE.

K. DISCUSSION AND POSSIBLE ACTION:

8. Proposed Reconfiguration of Town Hall Printers/Copiers/Scanners **Tab 8**

9. General Fund Contingency Line Iteming for "Eyes on Park" Relocation **Tab 9**

L. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:

M. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, March 20, 2013

Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 6, 2013, 7:10 p.m.
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, March 6, 2013 at 7:10 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioners Jeanine Longtin and Steve Hockman, Town Manager Dale S. Sugerman, Town Attorney Thomas Baird, and Town Clerk Vivian Mendez. Commissioner Tim Stevens was absent.

Vice-Mayor Rumsey led the invocation and Mayor DuBois led the pledge of allegiance. Town Clerk Vivian Mendez performed the Roll Call

ADDITIONS/DELETIONS/APPROVAL OF AGENDA:

Commissioner Longtin requested that the following items be added 1) pictures of the Commissioners, 2) Library Board, 3) Resolution regarding Mayor Vacancy, and 4) Town Manager Monthly Update dated February 28, 2013 for discussion purposes.

Attorney Baird stated that the item regarding Mayor Vacancy is an Ordinance regarding Commission Vacancies not a Resolution and that it is a legislative item. He opined that it would be inappropriate for this Commission to discuss the item because it will be discussed and action taken by a future Commission.

Commissioner Longtin removed her request to discuss the item.

Mayor DuBois requested that discussion regarding the Park Avenue BBQ modifications be added to the agenda.

Commissioner Longtin questioned adding the item because the CRA had discussed the item and provided direction to staff.

Mayor DuBois believed that it is important for the Commission to discuss the item.

Motion: A motion was made by Vice-Mayor Rumsey to approve the agenda as amended; Commissioner Hockman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		

Commissioner Stevens			Absent
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 4-0.

PUBLIC and OTHER COMMENT:

Diane Bernhard, 301 Lake Shore Drive, thanked the current Commissioners for their service and hard work.

GENERAL BUSINESS:

1. Regular Commission Meeting Minutes of February 20, 2013

Commissioner Longtin requested the following corrections to the minutes:

1) page 3 under Public and other Comment before the motion; she requested that her comment regarding removing the parking meters be added.

2) page 8 under item 5, Authorizing the Town Manager to Sign an Engagement Letter and a Marketing Letter Promoting the use of a Town of Lake Park Video, in the sixth paragraph that the word "assumed" be added regarding the video. That the words "if the Commission agrees to this" be added after the second "that". She questioned if she said that the agreement should be for two (2) years.

3) page 13 under Comments by Commission, Town Manager, Town Attorney that in her comments that the word "he" be replaced with "they".

Mayor DuBois requested that on page 10 paragraph four (4) that his comments be clarified that he did not negotiate with Mr. Gomez of Gomez Barker regarding the cost for his services. He explained and that he inquired about Mr. Gomez's availability to serve as the Town's Lobbyist through the upcoming Legislative Session.

Motion: A motion was made by Commissioner Longtin to approve the Regular Commission Meeting Minutes of February 20, 2013, as amended; Commissioner Hockman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		

Commissioner Stevens			Absent
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 4-0.

BOARD MEMBERSHIP:

2. Library Board

Town Clerk Mendez advised that Lisa Colgan has been reappointed as a regular member and that Guadalupe Laurence has been appointed as a regular member to the Library Board . The ballots are attached as Exhibit "A".

3. Planning and Zoning

Town Clerk Mendez advised that there is a tie for the appointment of Cynthia Grey to the Planning and Zoning Board. The ballots are attached as Exhibit "B".

PUBLIC HEARINGS:
ORDINANCE ON SECOND READING:

Mayor DuBois opened the Public Hearing.

4. Ordinance No. 02-2013 Amending the Future Land Use Map Designation for Parcels within the Palm Beach County Scrub Area.

Town Manager Sugerman explained the item (see Agenda Request Form attached as Exhibit "C").

PUBLIC COMMENT:

None

Motion: A motion was made by Commissioner Hockman to approve Ordinance No. 02-2013; Vice-Mayor Rumsey made the second.

Vice-Mayor Rumsey stated that the County Representatives were asked to be at this meeting to discuss this issue.

Rob Robins, Director of Palm Beach County Department of Environmental Resources Management, explained what is planned for the Palm Beach Scrub Area. He explained that a parking lot, kiosk with information, hiking trail, and sidewalk that is ADA compliant that will lead to an overlook area is included in the plan. He stated that the anticipated construction cost is approximately $300,000. He explained that if the project

was put into the construction queue now the anticipated completion date is approximately eighteen (18) to twenty-four (24) months.

Vice-Mayor Rumsey asked if the project is going to be placed in the queue now.

Mr. Robins stated that they would like to and would like to have the Town's blessing to do so.

Mayor DuBois stated that there had been conversation about combining this project with the Park Avenue Extension and that putting the entrance along the improved Extension of Park Avenue makes more sense to him than putting it on Silver Beach Road. He asked if there has been any accommodation on the plans for the Silver Beach Road improvements for the entrance to this area.

Mr. Robins stated that he met with the Palm Beach County Road and Bridge Division and stated that a curb cut was not anticipated for the parking lot but it can be accommodated.

Mayor DuBois asked if it would be possible to have two entrances.

Mr. Robins explained that there were three (3) reasons why Park Avenue was not selected as the first option for the public use facilities. First, was that generally the site has higher ground in the northwest with steep slopes and in order to come off of the Park Avenue Extension into a parking lot and then into a ADA compliant trail would require additional engineering and funding and would have more environmental impact. The second reason was to have the parking lot entrance on or near a curve would reduce line of sight for traffic coming in and out of the parking lot. The third and primary reason is that the Extension of Park Avenue is not currently on the Palm Beach County's five (5) year road plan and they did not want to tie the project to that future project.

Mayor DuBois stated that he would like for the possibility of an entrance from the Park Avenue Extension to be kept in mind in the future.

Mr. Robins stated that after expending the funds on the initial parking lot that he does not anticipate that the County would be willing to expend the funds on an additional parking lot until such time as the first parking lot was worn to the point of requiring to be re-done.

Mayor DuBois asked if the project could be deferred until there was a definitive answer on whether the Park Avenue Extension was going to be built.

Mr. Robins stated that the Town has a say in the public access point of this facility and if the Town would like to engage in further discourse in where that access point will be that he would be happy to engage in the conversation. He stated that Silver Beach Road access point is an opportunity to pursue now whereas, the access point on the Park Avenue Extension is an unknown.

Mayor DuBois stated that he has been working on getting a resolution to the Park Avenue Extension discussion.

Vice-Mayor Rumsey stated that from what he knows the Park Avenue Extension is five (5) years away. If the money can be put in now to move ahead with the access point on Silver Beach Road that his preference would be to move ahead now. He asked how many parking spaces will be in the parking lot, what hours it would be open, if there would be someone there working or if it would be a natural area that the community can come and what is the distance of the walking trail.

Mr. Robins stated that the parking lot would accommodate five (5) cars and one (1) bus and the hours of operation would be sunrise to sunset. He explained that there would not be anyone working at the location that a gate would be constructed and the Town would be asked to open and close the gate. He stated that the trail is approximately a mile and a half and the ADA trail is approximately 1500 feet.

Commissioner Hockman asked if a parking lot could be placed in the northeastern quadrant.

Mr. Robins stated that there are ownership issues and access points that are unresolved. He stated that there are a number of questions regarding where an entrance could be located along the Park Avenue Extension.

Mayor DuBois asked if during the planning, design and engineering could a conceptual design including a co-location of an access point on the Park Avenue Extension.

Mr. Robins stated that it could be done and a conceptual design would not be hard to do and would prefer to do that after. If the Commission concurs, the Silver Beach Road access point is out to bid. He stated that in the County's process the bottle neck is getting the project out to bid and once it is out to bid it is moving along. He would not want to slow down that process. He explained that a conceptual sketch is something that they could do but not sealed drawings.

Commissioner Longtin asked if there will be bicycle racks. She stated that she likes the main access coming off Silver Beach Road. She asked why this project has not moved forward previously.

Mr. Robins stated "yes" there will be bicycle racks. He stated that the project got caught up with the Silver Beach Road and Park Avenue improvements and it fell through to the bottom of the stack as other project that were more ready to go took its place in the queue.

Mayor DuBois stated that some of the delay is on the Town too. That through the Interlocal Agreement the Town has operational commitments and at this time he does not think the Town could take them on and in eighteen (18) months the Town could plan for those obligations. He stated that the Town will have to plan for the operation of this facility such as trash pick-up, maintenance around the facility, and other obligations.

Vote on Motion:

Commission Member	Aye	Nay	Other

Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens			Absent
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 4-0.

Attorney Baird read the Ordinance into the record by title only.

5. Ordinance 03-2013 Zoning Code Text Amendment Creating the Conservation Zoning District

Town Manager Sugerman explained the item (see Agenda Request Form attached as Exhibit "D").

PUBLIC COMMENT:

None

Motion: A motion was made by Vice-Mayor Rumsey to approve Ordinance No. 03-2013; Commissioner Longtin made the second.

Vote on Motion:

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

Motion passed 4-0.

Attorney Baird read the Ordinance into the record by title only.

6. Ordinance 04-2013 Rezoning of the Palm Beach County Scrub Area from the "Campus Light Industrial Commercial" Zoning District to the "Conservation" Zoning District

Town Manager Sugerman explained the item (see Agenda Request Form attached as Exhibit "E").

PUBLIC COMMENT:

None

Motion: A motion was made by Commissioner Longtin to approve Ordinance No. 04-2013; Vice-Mayor Rumsey made the second.

Vote on Motion:

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

Motion passed 4-0.

Attorney Baird read the Ordinance into the record by title only.

Mayor DuBois closed the Public Hearing

RESOLUTION:

7. Resolution No. 05-03-13 Site Plan for Serve Pro

Town Manager Sugerman explained the item (see Agenda Request Form attached as Exhibit "F").

Attorney Baird stated that this is a Quasi-Judicial item and that the Commission needs to disclose any ex-parte communication regarding this item and any witnesses that will be testifying will need to be sworn-in.

Vice-Mayor Rumsey, Commissioners Longtin and Hockman stated that they have had no ex-parte communication regarding this project.

Mayor DuBois stated that he attended the Planning and Zoning Board meeting when this item was considered, he spoke with Town staff regarding the project and spoke with the applicants after the Planning and Zoning Board meeting.

Town Attorney Baird swore in the applicant and all person(s) that are going to testify regarding this item.

Jennifer Vale, Land Design South made a PowerPoint presentation (see attached Exhibit "G"). She explained that Mitchell Rubin, ServPro, and Karen Bentz, Land Design South, are present to answer any questions. She stated that the applicant is in agreement with all of the conditions for approval provided in the Agenda Request Form (see attached Exhibit "F").

Motion: A motion was made by Vice-Mayor Rumsey to approve Resolution No. 05-03-2013 and the Site Plan as revised subject to conditions in the Agenda Request Form (attached as Exhibit "F"); Commissioner Hockman made the second.

Vote on Motion:

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

Motion passed 4-0.

DISCUSSION AND POSSIBLE ACTION:

8. Proposed Reconfiguration of Town Hall Printers/Copiers/Scanners

Town Manager Sugerman explained the item (see Agenda Request Form attached as Exhibit "H").

Commissioner Longtin asked what will happen to the existing machines.

Town Manager Sugerman stated that the leases on the equipment are in effect up and the Town will own the machines for $1 and some will be moved around and others may go on the surplus list.

Mayor DuBois asked if service for the equipment included in the lease payment. He stated that in his experience that if the default is set to black and white and color is used on an as needed basis that monies can be saved and asked if a code will be required when using color. He stated that he noticed that the default pixel size was larger and asked if the default size could be made smaller and default to black and white.

Town Manager Sugerman stated "yes" service is included and a code will be required when using color. He stated that the discussion regarding the pixel size is an operational discussion and a separate discussion.

Motion: A motion was made by Commissioner Hockman to approve a four-year agreement with Toshiba Business Solutions via an annual purchase order for four multi-purpose printer/copier/scanner/fax machines as proposed to the Town in Exhibit "H" utilizing the State of Florid a government contract terms; Commissioner Longtin made the second.

Vote on Motion:

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

Motion passed 4-0.

9. General Fund Contingency Line Iteming for "Eyes on Park" Relocation

Town Manager Sugerman explained the item (see Agenda Request Form attached as Exhibit "I").

Commissioner Hockman asked if the system is currently in operation, if there is any reason it cannot be left as it is currently and why is the system being moved.

Town Manager Sugerman stated "yes" the system is still operational. He stated that there is no reason that the system could not be left as it is currently. He stated that there are two reasons to move the system first is the opportunity to expand the system with six (6) additional cameras and secondly to provide access to the system at the Palm Beach Sheriff's office building rather than at a building that is being leased to an outside group.

Commissioner Hockman asked if the camera feed can be accessed via the internet.

Town Manager Sugerman stated that he believes that access is at the 800 Park Avenue building.

Public Works Director Dave Hunt stated that the internet connection was disconnected when the 800 Park Avenue building was vacated, the electricity remained on in the building and recording ability remained. He stated that if the equipment remains at the

800 Park Avenue building the internet connection would need to be reconnected and there would be a monthly charge for the service.

Commissioner Hockman asked if there would be a charge for the internet connection if the equipment is moved to the Sheriff's office location.

Public Works Director Hunt stated "no" that there would not be an internet connection cost saving money in the long term.

Commissioner Hockman asked why there is a charge for the bracket when the purchase states that all mounting and hardware is included.

Public Works Director Hunt stated that based on a study of the installation on the monopole it was realized that the bracket would have to be adapted.

Vice-Mayor Rumsey asked what the six (6) additional cameras will cover.

Town Manager Sugerman stated that the additional cameras would have the capability of covering the entire Town. He stated that the camera angle has sixty (60) degree viewing and by six (6) cameras that is 360 degrees.

Vice-Mayor Rumsey asked if the purpose of the $2,250 to Crown Castle is to ensure that the pole can hold the equipment.

Town Manager Sugerman stated that it is known that the pole can hold the equipment. He believes that Crown Castle has an internal obligation to the Federal Communications Commission (FCC) to prove wind loading for any objects that are placed on cell towers and Crown Castle will not move forward without proof of wind loading of this device.

Vice-Mayor Rumsey asked if the Town already has equipment on the pole that is not currently being used.

Town Manager Sugerman stated "yes" the equipment is hooked up but the Town is not currently using it.

Public Works Director Hunt explained that the equipment is disconnected in the receiving room and that the equipment was the Fire and Police communication equipment when it was part of the Town operations.

Vice-Mayor Rumsey asked if the existing equipment can be taken down and replaced with the new equipment without doing the structural analysis.

Public Works Director Hunt explained that the structural analysis is done as due diligence on the part of Crown Castle and is required for any changes to the cell tower.

Vice-Mayor Rumsey asked how long the cell tower has been there and how much the Town receives to allow the tower to be there.

Public Works Director Hunt stated that the tower was erected in the mid 90's and that he does not know how much the Town charges for the location of the cell tower.

Community Development Director Nadia DiTommaso stated that she will verify the charge for the cell tower with Finance and provide the information.

Vice-Mayor Rumsey stated that for the amount of money Crown Castle has made in operating the cell tower that he does see why they cannot cover the cost for the structural analysis and asked if that has been discussed with them.

Town Manager Sugerman stated staff has discussed this with Crown Castle and increasing the revenue to the Town for the use of the site and he does not have a firm commitment but he has a verbal that the $2,250 could be refunded if a new deal is completed.

Motion: A motion was made by Vice-Mayor Rumsey to approve up to $4,044.00 from the General Fund contingency line item for Crown Castle application processing including structural analysis ($2,250.00) and mounting bracket ($300.00 for Mobile Communication) to continue with the relocation of the "Eyes on Park" security camera antennas to the cell tower and the recording equipment and internet connection to the Sheriff's Dept. building. Motion failed due to a lack of a second.

Vice-Mayor Rumsey recommended that the item be brought back for consideration at the March 20, 2013 meeting.

10. Discussion of the Pictures of the Commissioners

Commissioner Longtin suggested reducing the size of the pictures of each Commissioner on the wall outside the Commission Chambers and would rather the space be used for another purpose, like a wall of former Mayors.

Mayor DuBois suggested bring the issue to the next Commission since they are the ones that would be impacted.

Vice-Mayor Rumsey stated that the cost of the frame also needs to be considered.

Commissioner Longtin stated that less expensive frames could be used.

11. Discussion regarding the Library Board

Commissioner Longtin asked if the alternate member was provided an opportunity to move to a regular position on the Board before appointing a new member.

Town Clerk Mendez stated that the alternate member was offered the opportunity and choose not to be a regular member.

12. Discussion regarding the Town Manager Monthly Update dated February 28, 2013

Commissioner Longtin asked how much the Town is not receiving in property tax because the Town owns various properties. She stated that in the section regarding bring more revenue to the Town that she thinks the Town needs more code compliance in an effort to beautify the Town. She stated regarding the Community Development Block Grant (CDBG) that she would like the next Commission to have an opportunity to weigh in on how those funds should be expended. She stated regarding delinquent vessels at the Marina that the report states that the Town has worked out a payment plan with Mr. Sikes along with a mortgage on a commercial building located in North Palm Beach and asked if the Town has those documents executed.

Town Manager Sugerman stated "yes" the Town has the executed documents related to the delinquent vessels at the Marina owned by Mr. Sikes.

13. Discussion of the Park Avenue BBQ Modifications

Mayor DuBois stated that this item was discussed by the CRA. He wanted the Commission to also discuss the item since the CRA meets quarterly and the Commission twice a month. He does not want to wait for the next CRA meeting to get a report. He stated that the Town has more resources than the CRA to pursue answers.

Motion: A motion was made by Vice-Mayor Rumsey to direct the Town Manager to set a meeting with the business owner of Park Avenue BBQ and the adjacent business owner to open a dialogue regarding the issues; seconded by Commissioner Hockman.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin			Absent (during vote)
Commissioner Stevens			Absent
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 3-0.

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Attorney Baird had no comments.

Town Manager Sugerman had no comments.

Commissioner Hockman stated that the Municipal Election is on Tuesday, March 12, 2013 and encourage residents to vote.

Commissioner Longtin stated that Barkley's on Northlake Boulevard has opened a side business of dog boarding 24/7 and that it is a nice facility and that it is not a permitted use at this time however staff is working on it. She stated that she is concerned regarding the financial condition of the Town in such that fourteen (14) banks were not interested in assisting the Town in refinancing a portion of the outstanding debt. She stated that the Town needs to decrease its expenses and increase its revenues without raising taxes. She thanked the other Commissioners and the Mayor for their service to the Town.

Mayor DuBois stated that the Easter Egg Hunt is on Saturday, March 30, 2013 at Kelsey Park from 10:00 am to noon. He asked that it be added to the Town calendar on the website. He thanked all the Commissioners that have served.

Vice-Mayor Rumsey thanked the residents, Commissioners and others for making his time as a member of the Commission memorable, educational and enjoyable. He thanked Town staff for all of their hard work, dedication, patience and expertise. He stated that the election is Tuesday, March 12, 2013 and encouraged the residents to vote. He explained that he the reason he is not running for re-election and that he is not going to be running for Mayor in the next election.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Rumsey and seconded by Commissioner Longtin, and by unanimous vote, the meeting adjourned at 8:50 p.m.

_____
Mayor James DuBois

_____
Deputy Town Clerk, Shari Canada, CMC

_____
Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2012

Exhibit "A"
3/6/2013

BALLOT

Longtin

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER LIBRARY BOARD WITH TWO ALTERNATES. WE HAVE TWO APPLICANTS FOR THIS BOARD AS REGULAR MEMBERS.

Member

	Yes	No
Lisa Colgan	X	
Guadalupe Laurence	X	

Thank you, ladies !!

BALLOT

Kendall Roney

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER LIBRARY BOARD WITH TWO ALTERNATES. WE HAVE TWO APPLICANTS FOR THIS BOARD AS REGULAR MEMBERS.

Member

	Yes	No
Lisa Colgan	X	___
Guadalupe Laurence	X	___

BALLOT

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER LIBRARY BOARD WITH TWO ALTERNATES. WE HAVE TWO APPLICANTS FOR THIS BOARD AS REGULAR MEMBERS.

Member

	Yes	No
Lisa Colgan	✓	
Guadalupe Laurence	✓	

BALLOT

S. Hockman

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER LIBRARY BOARD WITH TWO ALTERNATES. WE HAVE TWO APPLICANTS FOR THIS BOARD AS REGULAR MEMBERS.

Member

	Yes	No
Lisa Colgan	✓	
Guadalupe Laurence	✓	

Exhibit "B"
3/6/2013

BALLOT

Longtin

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES. WE HAVE ONE APPLICANT FOR THIS BOARD AS AN ALTERNATE MEMBER.

Member

	Yes	No
Cynthia Grey	X	

Thank you, Ms. Grey !!

BALLOT

Kendall Rumy

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES. WE HAVE ONE APPLICANT FOR THIS BOARD AS AN ALTERNATE MEMBER.

Member

	Yes	No
Cynthia Grey	___	X

BALLOT

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES. WE HAVE ONE APPLICANT FOR THIS BOARD AS AN ALTERNATE MEMBER.

Member

	Yes	No
Cynthia Grey	___	X

BALLOT

S Hockman

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES. WE HAVE ONE APPLICANT FOR THIS BOARD AS AN ALTERNATE MEMBER.

Member

	Yes	No
Cynthia Grey	✓	

Town of Lake Park Town Commission

Exhibit "C"
3/6/13

Agenda Request Form

Meeting Date: March 6, 2013 **Agenda Item No.** Tab 4

AGENDA TITLE: Amending the Future Land Use Map Designation for Parcels within the Palm Beach County Scrub Area.

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[ ]	PRESENTATION/PROCLAMATION	[ ]	RESOLUTION
[X]	**PUBLIC HEARING**	[X]	**ORDINANCE ON 2nd READING**
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 2/22/13

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

Originating Department: **Community Development**	Costs: $ _____ *(for 3 Ordinances)* Funding Source: **Town Clerk** Acct. # **106-48100** [ ] Finance _____	**Attachments:** → **Staff Report** → **Ordinance 02-2013** → **Legal Ad**
Advertised: Date: **02-24-2013** Paper: **Palm Beach Post** [ ] 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 ___*ND*___ or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

See Staff Report

Recommended Motion: **Adoption of Ordinance 02-2013 on second reading.**

Town of Lake Park
Community Development Department

Meeting Date: **March 6, 2013**

To: TOWN COMMISSION
On 2nd Reading

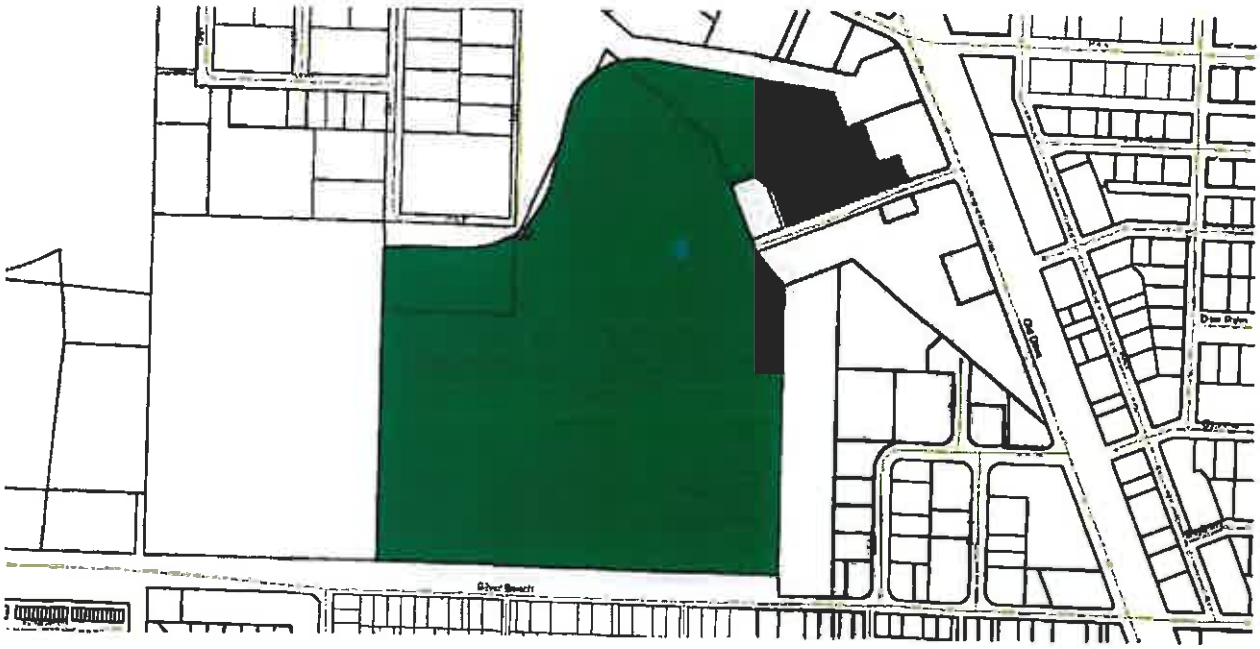
Re: Small-Scale Land Use Map Amendments for Palm Beach County Scrub Area

Applicant: Town of Lake Park

Legal Description:
Property Control Numbers (PCNs): 36434220000007440
36434220000007460
36434220000005130
36434220000005150

Re: Small-Scale Land Use Map Amendments for Palm Beach County Scrub Area

Figure A: Palm Beach County's Scrub Area Boundaries Map



Palm Beach County (PBC) has requested that the boundaries for the PBC Scrub Area in the Town of Lake Park be redefined on the Town's Future Land Use Map (FLUM) to match the County's Scrub Area Boundary Map (Figure A above). Based on Palm Beach County's review of the Town's 2008 amendments to the Town's Comprehensive Plan, PBC staff identified some inaccuracies pertaining to the identified boundaries of the PBC Scrub Area properties purchased

for preservation. Upon further investigation, Town Staff determined that although the Town's intent in 2008 was to properly identify those properties set aside for preservation in the FLUM, the current FLUM presents some inaccuracies. Currently, the Town's FLUM shows 5 parcels within the Scrub Area as shown in *Figure B* below. One (1) parcel is incorrectly identified and needs to be removed (PCN: 36-43-42-20-00-000-7470). Two (2) parcels need to be added (PCN: 36-43-42-20-00-000-7460 and 36-43-42-20-00-000-5150). A third parcel which is correctly identified by number, PCN: 36-43-42-20-00-000-7440, does not include its noncontiguous counterpart. These changes are illustrated in *Figure C* on the following page. The Town is requesting that two parcels be added, one deleted, and one altered to include its noncontiguous counterpart.

***Figure B**: Palm Beach County's Scrub Area Boundaries in Lake Park's existing FLUM*

(The map shown above represents the County's Scrub Area as it is shown on the Town's approved Future Land Use Map.)

Figure C: Proposed PBC Scrub Area Boundaries

(The map shown above represents the proposed Scrub Area Boundary Map with indications of which parcels need to be added and removed. Areas to be removed are circled in orange; areas to be added are circled in blue.)

The parcel identified by PBC for removal, has PCN: 36-43-42-20-00-000-7470 (as seen in Figure C), and has an existing future land use designation of "Conservation". This property abuts other Town-owned parcels and is owned by the Town of Lake Park. The proposed future land use designation for this parcel is "Public Buildings and Grounds".

The three additional areas circled in blue in Figure C above have an existing future land use designation of *Commercial and Light Industrial*. Staff is proposing that these be amended to reflect the *Conservation* land use designation. These parcels include PCN: 36-43-42-20-00-000-7460 and PCN: 36-43-42-20-00-000-5150 in their entirety, and the northern region of PCN: 36-43-42-20-00-000-7440. These changes will render the parcels consistent with the Scrub Area boundaries as reviewed by PBC. The total proposed square footage of all parcels within the Conservation land use designation will be 54.93 acres.

According to the Future Land Use Element in the Town's Comprehensive Plan, areas designated as "Conservation" are:

"Areas of passive outdoor recreational uses such as wildlife sanctuaries and feeding stations, nature centers and trails, outdoor research stations, walkways, and greenways," (Lake Park Comprehensive Plan, Sec. 3.4.3, p. 3.59)

These parcels are being used to conserve natural areas and therefore should be classified as "Conservation" land rather than "Commercial and Light Industrial". Conversely, PCN: 36-43-42-20-00-000-7440 is owned by the Town of Lake Park and should reflect a Public Buildings and Grounds land use designation which the Town's Comprehensive Plan defines as:

"Lands and structures that are owned, leased, or operated by a government entity such as libraries, police stations, fire stations, post offices, government administration buildings, and areas used for associated storage of vehicles and equipment, with a maximum F.A.R. of 3.0. Also, lands and structures owned or operated by a private entity and used for a public purpose such as a privately held by publicly regulated utility..."
(Lake Park Comprehensive Plan, Sec. 3.4.3, p. 3.59)

LOCAL PLANNING AGENCY RECOMMENDATION
Monday, January 7, 2013: Approval 5-0.

TOWN COMMISSION RECOMMENDATION ON 1st READING
Wednesday, February 4, 2013: Approval 5-0.

STAFF RECOMMENDATION

Staff recommends that the Town Commission **ADOPT** Ordinance 02-2013 which will enact the following small-scale land use map amendments:

- Removing the Town owned parcel, PCN: 36-43-42-20-00-000-7470, from the Scrub Area boundaries and assigning a future land use designation of "Public Buildings and Grounds" to this parcel.
- Adding the following parcels to the Palm Beach County's Scrub Area and assigning a future land use designation of "Conservation" to these parcels:
    - PCN: 36-43-42-20-00-000-7460 (entire)
      36-43-42-20-00-000-5150 (entire)
      36-43-42-20-00-000-7440 (northern region)

Town of Lake Park Town Commission Exhibit "D" 3/6/13

Agenda Request Form

Meeting Date: March 6, 2013 **Agenda Item No.** Tab 5

AGENDA TITLE: Zoning Code Text Amendment Creating the Conservation Zoning District (C-District).

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[ ]	PRESENTATION/PROCLAMATION	[ ]	RESOLUTION
[X]	**PUBLIC HEARING**	[X]	**ORDINANCE ON 2nd READING**
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 2/22/13

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

Originating Department: **Community Development**	Costs: $ _____ *(for 3 Ordinances)* Funding Source: **Town Clerk** Acct. # **106-48100** [ ] Finance _____	**Attachments:** ➔ **Staff Report** ➔ **Ordinance 03-2013** ➔ **Interlocal Agreement R2003-1651** ➔ **Legal Ad**
Advertised: Date: **02-24-2013** Paper: **Palm Beach Post** [ ] 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 ___*ND*___ or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

See Staff Report.

Recommended Motion: **Adoption of Ordinance 03-2013 on second reading.**

Town of Lake Park
Community Development Department

Meeting Date: **March 6, 2013**

To: TOWN COMMISSION
On 2nd Reading

Re: Zoning Code Text Amendment Creating the Conservation District (C-District)

Applicant: Town of Lake Park

Re: Zoning Code Text Amendment Creating the Conservation Zoning District (C-District)

The Town Staff recommends the creation of a new zoning district to be entitled the Conservation Zoning District (C-District). The purpose of this zoning district is to create a zoning district to ensure that properties in the Town which are environmentally significant or sensitive can be preserved and protected. The creation of the C-District would also fulfill an Interlocal Agreement the Town entered into with Palm Beach County in 2003 which required the Town to create a zoning district to be assigned to the County's (then) newly acquired Scrub Area so as to preserve the property purchased as part of its environmentally sensitive land bond program.

The following language has been reviewed with Palm Beach County and is being proposed for codification within the Town's Code of Ordinances:

Sec. 78-76.1 - Conservation District (C-District).

(a)

General Description. The conservation district is assigned to properties which have environmentally sensitive habitats or systems which require protection or preservation so as to prevent development and/or minimize any disturbance to native plants and animals. Development is prohibited and limited for certain passive recreational uses as described below.

(b)

Permitted uses.
Natural area, passive public park or recreation center which may include wildlife sanctuaries and feeding stations, nature centers, nature trails, hiking trails, wildlife observation platforms, environmental restoration/environmental education, environmental research stations, and greenways.

(c)

Property development regulations.

Minimum Site Area: 20 acres
Minimum Lot Width (Feet): 300 feet
Maximum Density: 1 unit / 20 acres
Maximum Lot Coverage: 1%
Maximum Building Height: 2 stories/36 feet
Minimum Building Setbacks (Feet):
Front - 100
Side - 50
Side (Facing Street) - 90
Rear – 100
Parking Requirements: See Table 78-142-1.

PLANNING and ZONING BOARD RECOMMENDATION
Monday, January 7, 2013: Approval 5-0.

TOWN COMMISSION RECOMMENDATION ON 1st READING
Wednesday, February 4, 2013: Approval 5-0.

RECOMMENDATION:

Staff recommends that the Town Commission make a motion to **ADOPT** Ordinance 03-2013 which creates Section 78-76.1 in the Town Code of Ordinances for a Conservation Zoning District (C-District).

Town of Lake Park Town Commission

Agenda Request Form

Exhibit "E"
3/6/13

Meeting Date: March 6, 2013 **Agenda Item No.** Tab 6

AGENDA TITLE: Rezoning the Palm Beach County Scrub Area from the "Campus Light Industrial/Commercial" Zoning District to the "Conservation" Zoning District.

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[ ]	PRESENTATION/PROCLAMATION	[ ]	RESOLUTION
[X]	**PUBLIC HEARING**	[X]	**ORDINANCE ON 2nd READING**
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 2/22/13

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

Originating Department: **Community Development**	Costs: $ _____ *(for 3 Ordinances)* Funding Source: **Town Clerk** Acct. # **106-48100** [ ] Finance _____	**Attachments:** ➔ **Staff Report** ➔ **Ordinance 04-2013** ➔ **Legal Ad**
Advertised: Date: **02-24-2013** Paper: **Palm Beach Post** [ ] 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___*ND*___ or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

See Staff Report.

Recommended Motion: **Adoption of Ordinance 04-2013 on second reading.**

TOWN LAKE OF PARK
TOWN COMMISSION - 2nd Reading

Meeting Date: March 6, 2013

DESCRIPTION: Rezoning the Palm Beach County Scrub Area from the "Campus Light Industrial/Commercial" Zoning District" to the "Conservation" zoning district.

APPLICANTS REQUEST: This application is Town-initiated and is pursuant to discussions with Palm Beach County. This application is proposing the rezoning of six parcels of land (the Property) owned by Palm Beach County. See Zoning Map (Exhibit "A") and proposed Scrub Area Boundaries Map (Exhibit "B"). The parcels respective acreages are 45.4 acres, 2.79 acres, 4.52 acres, 1.87 acres, 0.18 acres, 0.17 acres, totaling 54.93 acres. The Property is located within Palm Beach County's Scrub Area. The Scrub Area was purchased by Palm Beach County as part of a bond issue which raised money to protect and preserve environmentally sensitive lands. The Property is located west of Old Dixie Highway, between Silver Beach Road and 12th Street and is currently zoned Campus Light Industrial/Commercial (CLIC). Staff recommends that the Property be rezoned to the Conservation Zoning District (C-District) to be consistent with the future land use designation of "Conservation" as provided for in the Town's Comprehensive Plan.

PLANNING AND ZONING BOARD RECOMMENDATION:
Monday, January 7, 2013: **APPROVAL**

TOWN COMMISSION RECOMMENDATION ON 1st READING
Wednesday, February 4, 2013: Approval 3-2.
The Town Commission requested that the County return on 2nd reading with an update on the timeline for the future improvements of the Scrub Area.

STAFF RECOMMENDATION: APPROVAL on 2nd reading.

BACKGROUND INFORMATION:

Applicant(s):	Town of Lake Park
Owner:	Palm Beach County
Address :	N/A
Lot Sizes:	45.4acres; 4.52 acres; 2.79 acres; 1.87 acres; 0.18 acres; 0.17 acres
Parcel Control Numbers:	36434220000007450; 36434220000005130; 36434220000007440; 36434220000005020; 36434220000007460; 36434220000005150
Existing Zoning :	Campus Light Industrial/Commercial (CLIC)

Adjacent Zoning

North:	Public District (P-District)
South:	City of Riviera Beach (Residential)
East:	Campus Light Industrial/Commercial (CLIC)
West:	Campus Light Industrial/Commercial (CLIC)

Adjacent Land Uses

North:	Public Buildings and Grounds
South:	City of Riviera Beach (Single-Family Residential)
East:	Commercial and Light Industrial
West:	Commercial and Light Industrial

CONSISTENCY WITH THE COMPREHENSIVE PLAN

A Small-scale future land use map amendment is being concurrently processed. The proposed small-scale land use map amendment will identify all parcels within the Palm Beach County (PBC) Scrub area with a future land use designation of "Conservation".

The assignment of the Conservation Zoning District (C-District) to the Property would fulfill the requirements of Article IV, Paragraph 26 of the 2003 Interlocal Agreement between the Town and Palm Beach County which reads,

"The Town hereto agrees to review its Zoning Ordinances and Comprehensive Plan and to take such actions as may be necessary to designate the Natural Area with a conservation land use and complimentary zoning designation consistent with its intended use as a nature preserve. Amendment to the Town's Comprehensive Land Use Plan and Zoning Ordinance shall be proposed at the next available comprehensive plan or zoning amendment cycle, respectively."

Furthermore, the proposed rezoning makes the Property's zoning consistent with its future land use designation of "Conservation". The rezoning would be consistent with Policy 1.1 of the Future Land Use Element of the Town's Comprehensive Plan which reads:

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

b. Regulate the use and intensity of land development consistent with this element to ensure the compatibility of adjacent land uses.

k. Eliminate and/or reduce use of land inconsistent with the Future Land Use Map and the community's character.

The Property is owned by Palm Beach County and was purchased to be maintained for preservation and open space. Accordingly, it is appropriate to assign the Conservation Zoning District to the Property.

STAFF RECOMMENDATION:

Staff recommends that the Town Commission make a motion to APPROVE Ordinance 04-2013 on second reading to rezone the PBC Scrub Area property from "Campus Light Industrial/Commercial" to "Conservation".

EXHIBIT "A" – Town of Lake Park **Zoning Map**

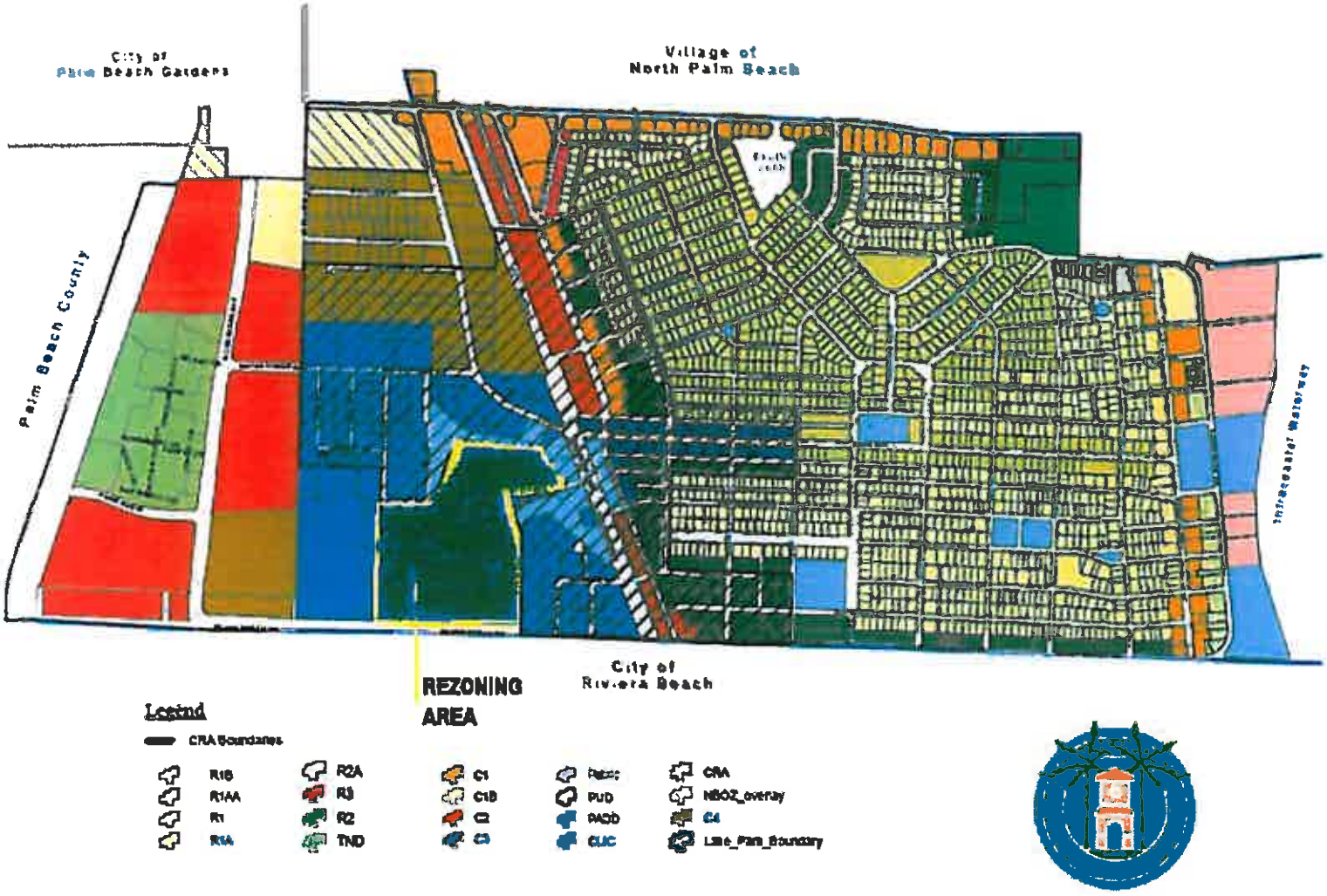


EXHIBIT "B" – Palm Beach County Scrub Area Boundary Map

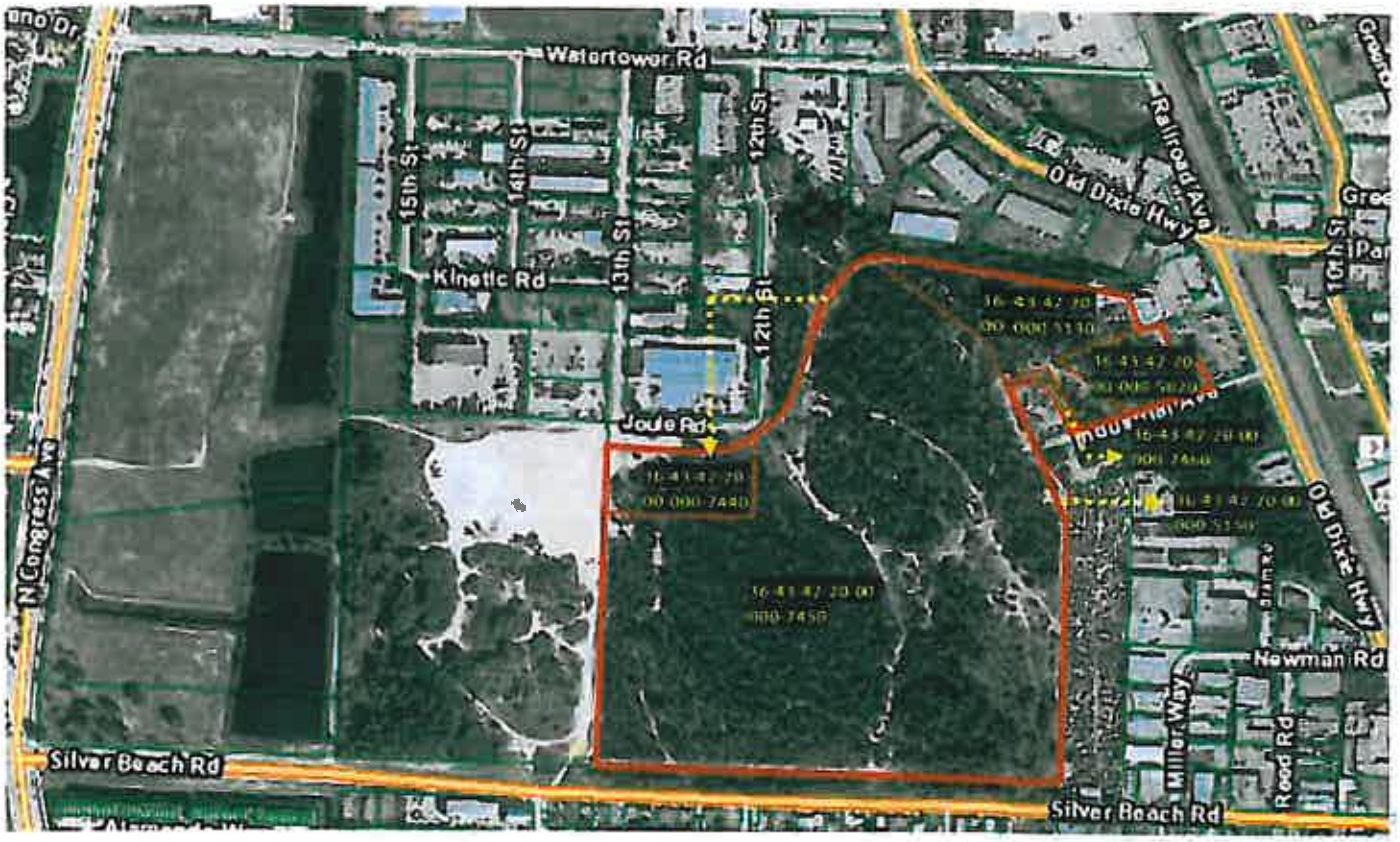


Exhibit "F"
3/6/13

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 6, 2013 **Agenda Item No.** Tab 7

AGENDA TITLE: Site Plan Approval of a 2,697 Square Foot Office/Warehouse Addition at 117 Miller Way.

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[ ]	PRESENTATION/PROCLAMATION	[X]	**RESOLUTION**
[X]	**PUBLIC HEARING**	[ ]	ORDINANCE ON 2nd READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 2/22/13

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

Originating Department: **Community Development**	Costs: **$ 127.28** Funding Source: **Town Clerk** Acct. **# 106-48100 (recovered from Applicant)** [ ] Finance _____	**Attachments:** → **Staff Report** → **Resolution** ____ → **Legal Ad** ***plans on CD***
Advertised: Date: **02-24-2013** Paper: **Palm Beach Post** [ ] 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___*ND*____ or Not applicable in this case ____ **Please Initial one.**

Summary Explanation/Background:

See Staff Report.

Recommended Motion: **APPROVAL** subject to the conditions of approval as stated herein, and any additional conditions of approval which may be added by the Town Commission.

TOWN LAKE OF PARK
TOWN COMMISSION: March 6, 2013

PLAN DESCRIPTION: Site Plan Approval for a Proposed Two-Story Office/Warehouse Addition to an Existing One-Story Office Building at 117 Miller Way.

OWNERS REQUEST: An application by Land Design South ("Applicant") as the agent for Metropolitan Properties, Inc. d/b/a ServPro, ("Owner"), a disaster remediation company, for a new Site Plan approval. The Owner proposes to construct an addition to its existing 1,248 square foot office building. The proposed addition is a new two story, 2,697 square foot office/warehouse (the Application). The location of the property is 117 Miller Way ("Property"). The Property is located within the Campus Light Industrial/Commercial (CLIC) Zoning District in the Town of Lake Park.

STAFF RECOMMENDATION: APPROVAL subject to the conditions of approval as stated herein, and any additional conditions of approval which may be added by the Commission.

PLANNING & ZONING RECOMMENDATION:
Monday, February 4, 2013: Approval 3-0.
The Planning and Zoning Board also considered variance requests under a separate agenda item at their meeting. These variance requests were required in order to afford an opportunity to the Property Owner to redevelop, and they pertained to: (1) no parking lot shade trees; (2) no perimeter landscape buffer along the north and east property lines and a partially mitigated perimeter landscape buffer along the south property line; (3) a reduced landscape buffer width along the front property line from 15 feet to 6 feet; (4) no hedge material along the rear side of the dumpster; and (4) reduction of the parking stall width from 10 feet to 9 feet. The Planning and Zoning Board acts as a quasi-judicial board for variance requests with the sole authority to approve or deny the request(s). All five (5) variance requests were unanimously approved by the Planning & Zoning Board.
The Board was also provided with a presentation from Staff and the Applicant on the Site Plan proposal and the Owner was present to answer questions. Board members questioned the Property Owner on his current operation and the need for all the required parking spaces. The Property Owner explained that while the majority of the employees generally access an off-site location with their trucks, the minimum parking required by Code is needed for the office/warehouse operation whereby 3 employees at maximum shift are present. While the plan meets Code requirements for lighting, additional lighting at the front of the property was also discussed, but not made part of the motion. The Owner was also questioned regarding the dumping and the Board was informed that there is no dumping done on site, there is only dirty water that filters through the Septic system. Both the Town and the Property Owner hope that sometime soon, the entire area will be connected to a sanitary sewer. Signage was also discussed, and the Owner was informed that its existing wooden wall sign is set to expire by May 31, 2014 and will need to be removed by that time. The Owner is proposing an additional wall sign to complement the new addition and intends on removing the existing sign and replacing it with the proposed channel letter signage when the addition is built. Additional quoin insets along the north elevation were also recommended by staff, conditioned by the Board and incorporated by the Applicant on the updated elevations. Finally, the Applicant will also revise the dumpster enclosure to 10 feet by 13.5 feet per the discussion.

BACKGROUND INFORMATION:

Applicant(s):	Land Design South
Owner:	Metropolitan Properties Inc. d/b/a ServPro
Address of Location:	117 Miller Way
Lot Size:	0.2563 acres
Existing Zoning:	Campus Light Industrial/Commercial (CLIC)
Future Land Use:	Commercial and Light Industrial/Bioscience Overlay

Adjacent Zoning

North:	CLIC- Campus Light Industrial/Commercial
South:	CLIC- Campus Light Industrial/Commercial
East:	CLIC- Campus Light Industrial/Commercial
West:	CLIC- Campus Light Industrial/Commercial

Adjacent Land Uses

North:	Commercial and Light Industrial/Bioscience Overlay
South:	Commercial and Light Industrial/Bioscience Overlay
East:	Commercial and Light Industrial/Bioscience Overlay
West:	Commercial and Light Industrial/Bioscience Overlay

CONSISTENCY WITH THE COMPREHENSIVE PLAN

The proposed addition is consistent with the overall intent of the goals, objectives and policies of the Town's Comprehensive Plan. The following policies indicate the consistency between the Comprehensive Plan and the proposed addition of office/warehouse space:

Future Land Use Element

Objective 1: Future growth and development shall be managed through the preparation, adoption, implementation and enforcement of land regulations which: ... (3) encourage redevelopment, renewal or renovation, that maintains or improves existing neighborhoods and commercial areas; (5) discourage the proliferation of urban sprawl.

The Applicant is proposing to build an addition to an existing 1,248 square foot business being used as an office building. The Applicant proposes a new two story structure consisting of an additional 2,697 square feet of office/warehouse space to be used as additional office space and storage space for ServPro, a disaster remediation company. The Property is in the CLIC Zoning District.

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

b. Regulate the use and intensity of land development consistent with this element to ensure the compatibility of adjacent land uses;

e. Ensure safe and convenient onsite traffic flow and vehicle parking needs

The proposed addition will be used as an office/warehouse space which is permitted in the CLIC Zoning District and is consistent with the surrounding commercial and industrial uses. The addition would require 14 parking spaces pursuant to Town Code Section 78-142 (1/250 square feet of office space; 1/2,000 square feet of warehouse space; 1 per employee at max shift). The Applicant proposes to meet this requirement by providing 14 parking spaces, which include the 3 required employee parking spaces.

Objective 2 Policy 2.1: The owner of any site shall be responsible for the on-site management of stormwater runoff in a manner so that post-development runoff rates, volumes and pollutant loads do not exceed those prescribed by the South Florida Water Management District ("District").

The Application is consistent with the Policy, and has been reviewed by the Town Engineer who determined it is in compliance with the stormwater requirements of the District.

Objective 3. All development orders and permits for future development and redevelopment activities shall be issued only if public facilities necessary to meet level of service standards are available concurrent with the impacts of the development.

The Application is consistent with the Policy and has been reviewed by the Town Engineer who has determined that the addition will not exceed the level of service standards.

Objective 5. As a substantially built-out community in an urbanized area, the Town shall promote redevelopment and infill development in a manner that is considerate to existing neighborhoods and uses, the built and natural environments, and neighboring jurisdictions.

The Applicant is proposing infill development on an older parcel in the Town's industrial district. The proposal is considerate of the surrounding uses as well as the existing built and natural environments.

4.0 Traffic Circulation

Policy 1.3: The Town will continue to utilize the County's Traffic Performance Standards.

The Applicant has submitted a Traffic Concurrency letter from the Palm Beach County Engineer confirming that the Property satisfies the countywide Traffic Performance Standards ("TPS") and therefore meets the Palm Beach County traffic concurrency requirements.

6.0 Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge

6.62 Objective 1. The Town shall ensure through the land development approval process that, at the time a building permit is issued adequate public facility capacity is available.

The Town's Engineer and the Seacoast Utility Authority (SUA) have reviewed the Application and concluded that there are adequate public facilities to serve the site. The proposed expansion questionnaire has been submitted to SUA. The site is currently on septic and is not connected to sanitary sewers.

8.0 Conservation

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

Policy 1.1: Construction practices such as seeding, wetting, and mulching which minimize airborne dust and particulate emission generated by construction activities shall be undertaken in accordance with all applicable National Pollutant Discharge Elimination System (NPDES) standards.

An NPDES permit is not required because the site is less than one acre, as determined in the Applicant's Drainage Statement document.

Objective 3: Conserve potable water supplies.

The Application is consistent with the objective. Florida Building Code specifies water conservation fixtures and these fixtures will be used as part of the expansion .

PROJECT DETAILS:

Building Site: The Property is located in the CLIC Zoning District with a future land use designation of Commercial and Light Industrial and is also within the Bioscience Overlay. The use of a 3,945 square foot office/warehouse business is a use permitted within the CLIC zoning district and consistent with the future land use designation. The Interlocal Agreement approving the Bioscience Overlay does not object to any use that is permitted by right, but rather is only concerned with those uses that require a land use change or rezoning relating to residential or retail uses.

Zoning: The zoning for the Property is Campus Light Industrial/Commercial (CLIC). The use of an office/warehouse is a use permitted within this zoning district.

Site Access: The existing structure is located on a 0.2563 acre parcel on 117 Miller Way. The Property is only accessible through the Miller Way entrance/exit.

Traffic: Palm Beach County's Traffic Engineering Division has approved the Applicant's vehicular circulation and accessibility layout and provided the Town with a letter dated June, 2012.

Drainage: The Applicant has provided the Conceptual Engineering Plans as well as a Drainage Statement and preliminary drainage calculations to the Town. The engineering plan and calculations indicate that the Property will be improved to the current South Florida Water Management District Standards with regard to drainage. The Town's Engineer has reviewed and approved all engineering plans and determined that these plans meet the requirements of the Town Code and Florida Building Code .

Signage: The Applicant is proposing a channel letter wall sign on the west wall of the proposed addition. This sign will replace the existing wall sign when the addition is built and will be permitted separately.

Water/Sewer: The Town's Engineer requested a Seacoast Utility Authority questionnaire and has reviewed the Application and determined that there is sufficient available capacity for potable water . The Town's engineer also reviewed the project for wastewater treatment. The entire industrial park where the subject property is located is on septic which is routinely inspected by the Palm Beach County Department of Health which works in conjunction with the Florida Department of Environmental Protection.

Design: The Applicant's detailed elevation plan meets the Town's Architectural Design Guidelines by incorporating a varied color palette and architectural details on the four sides of the proposed two story addition. It is recommended that the north wall incorporate additional new custom hardcoat foam square quoin with inset tiles, in addition to the proposed banding. This will make it consistent with the other walls as proposed on Sheet A-3 of the set of plans.

Fire: Palm Beach County Fire Rescue reviewed the Site Plan package and has no comments. They will perform additional review when the building permit plans are submitted.

PBSO: Palm Beach Sheriff Office typically performs the Crime Prevention Through Environmental Design (CPTED) review, however the CPTED review was done by Town staff instead. Recommendations were given to the Applicant during the plan review process. The only CPTED concern related to insufficient lighting on the Property. While from a CPTED perspective, staff recommends that a condition be added to require additional lighting for the portion of the Property facing Miller Way in an attempt to

enhance visibility and safety, the lighting plan has been reviewed by the Town's consultant and has been deemed sufficient.

Landscaping: The Applicant requested four (4) variances from the Town's Landscaping Code. This application was considered by the Planning & Zoning Board as part of a separate proceeding and received unanimous approval at its February 4, 2013 meeting. The variances were as follows:

Town Code Section	Requirement	Proposed
78-253(c)(1) (Minimum Landscape Requirements)	Parking area shade trees provided such that no parking space is more than 40 feet from the center of a shade tree. Trees to be located within 5 foot islands (25 square feet minimum)	No parking lot shade tree or islands
78-253(h)(1) (Minimum Landscape Requirements)	8 foot perimeter buffers along the north, south and east property lines with one tree per 40 linear feet and 30 inch hedge installed at 2 foot on center	No perimeter buffer along north or east property lines and a partially mitigated landscape buffer along the south property line proposing diamond cut-out plantings in between parking stalls.
78-253(h)(1) (Minimum Landscape Requirements)	15 foot Right-Of-Way buffer along west property line (Miller Way) with one hedge installed at 20 linear feet and 30 inch hedge installed at 2 foot on center	6 foot wide Right-Of-Way buffer along west property line (Miller Way) with one tree per 20 linear feet and 30 inch hedge installed at 2 foot on center
78-253(h)(4) (Minimum Landscape Requirements)	3 foot hedge provided around dumpster	Hedge provided only on sides of dumpster. No hedge on rear of dumpster.

The Applicant has met the remainder of the requirements in the Town's Landscaping Code.

Maintenance of landscaping and of plant height is conditional and all hedge material shall be maintained at a four foot height.

Parking: The parking spaces proposed meet the 14 required parking spaces per Town Code: 1 space per 250 square feet of office space (totaling 10 spacing); 1 space per 2000

square feet of warehouse space (totaling 1 space); and 1 space per employee during the maximum shift of employment (totaling 3 spaces). A variance to reduce the parking stall width from 10 feet to 9 feet was also requested under separate cover and received unanimous approval by the Planning & Zoning Board at its February 4, 2013 meeting.

STAFF COMMENTS:

Staff recommends **APPROVAL** of the Site Plan as revised subject to the following conditions:

1. The Owner shall develop the Property consistent with the following Plans submitted by Land Design South:

    a. Site Plan, Landscape Plans referenced as sheet SP.1, SP.2, and SP.3, respectively, dated 02-14-2013 and prepared by Land Design South, received and dated by the Department of Community Development on 02-14-2013.
    b. Floor Plans and Elevations, referenced as sheets A-1 through A-3 and AB-1 dated 02-11-2013 and prepared by Island Design, Inc., received and dated by the Department of Community Development on 02-14-2013. Color elevations also included as sheets A-2 and A-3 and dated 05-04-12 and 02-11-13 respectively.
    c. Drainage plan referenced as sheet C-1 and dated 02-13-2013 and prepared by Erdman Anthony, Inc, received and dated by the Department of Community Development on 02-14-2013.
    d. Septic plan referenced as sheet SS-1 and dated 02-11-2013 and prepared by Gruber Consulting Engineers, Inc, received and dated by the Department of Community Development on 02-14-2013.
    e. Photometric Plan referenced as sheet EI.1 and dated 02-12-2013, prepared by Kamm Consulting, Inc., received and dated by the Community Development Department on 02-14-2013.
    f. Irrigation plan referenced as sheet IR-1, dated 09-27-2012 and prepared by Irrigation Design, Inc, received and dated by the Department of Community Development on 02-14-2013.
    g. Survey referenced as Job No. 98-228-5 and dated 03-09-2012, prepared by Dailey & Associates, Inc. and received by the Department of Community Development on 02-14-2013.

2) Construction on the subject property is permitted only between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday, except holidays, unless otherwise approved in writing at least 7 calendar days in advance by the Community Development Director.

3) Any disturbance of the public right of way along Miller Way which causes a disruption to the normal flow of traffic shall be subject to the review and written approval of the Directors of the Town's Public Works and Community Development Departments at least 7 calendar days in advance.

4) Any disruption to any of the surrounding entrance/exit streets and parking areas along Miller Way which causes the disruption to the daily operation of nearby businesses shall require prior written approval by the Community Development Director.

5) The Owner's contractor shall employ commonly accepted construction practices to ensure the safety and well being of the general public.

6) All landscaping as shown on the Site and Landscaping Plans shall be continuously maintained by the Owner from the date of the issuance of the Certificate of Occupancy by the Town. It is the Owner's responsibility to replace any and all dead or dying landscape material at any time the subject property is not in compliance with the landscaping requirements of the approved Site and Landscaping Plans.

7) The hedge material for the subject property shall be maintained at four feet.

8) Safe and adequate pedestrian passage shall be maintained along the subject property's frontage along Miller Way.

9) The Owner shall ensure that any and all contractors use commonly accepted practices to reduce airborne dust and particulates during construction on the subject property.

10) All dumpsters shall be enclosed as noted on the Site Plan and enclosure doors kept shut at all times. All dumpsters shall be acquired from the approved franchise supplier for the Town of Lake Park. The dumpster opening shall be modified to reflect a 13.5 foot x 10 foot opening.

11) Applicant shall incorporate additional new custom hardcoat foam 10-inch x 19-inch square quoin with 4-inch x 4-inch inset tiles on the north wall, in addition to the proposed banding.

12) Prior to issuance of the Certificate of Occupancy, the Applicant shall provide certification from the Landscape Architect of record that the plant installations on the subject property are in accordance with the Site and Landscaping Plans hereby approved.

13) Prior to the issuance of any building permits, the Applicant shall submit copies of any other applicable permits required by other State and Federal agencies, including but not limited to Palm Beach County Health

Department, Palm Beach County Land Development Division, South Florida Water Management Division and the State of Florida Department of Environmental Protection.

14) Any revisions to the approved Site Plan, landscape plan, architectural elevations, signs, Statement of Use, photometric plan, or other detail submitted as part of the Application, including, but not limited to, the location of the proposed improvements or additional, revised, or deleted colors, materials, or structures, shall be submitted to the Community Development Department and shall be subject to its review and approval.

15) The Owner shall initiate bona fide and continuous development of the subject property within 18 months from the effective date of this development order. Such development shall be completed within 18 months from the effective date of initiation of development; unless extended as provided for in the Town of Lake Park Code of Ordinances Section 67-42 *Expiration of development approvals.*

16. Cost Recovery. All fees and costs, including legal fees incurred by the Town in reviewing the Application and billed to the Applicant for the Owner, shall be paid to the Town within 10 business days of receipt of an invoice from the Town. Failure by an Owner or an Applicant to reimburse the Town within the 10 business day time period may result in the automatic revocation of any approvals by the Town and any other appropriate measures that the Town deems necessary and appropriate to secure payment.

17. The Owner's successors and assigns shall be subject to this Development Order, including its conditions.

Exhibit "G" 3/6/2013

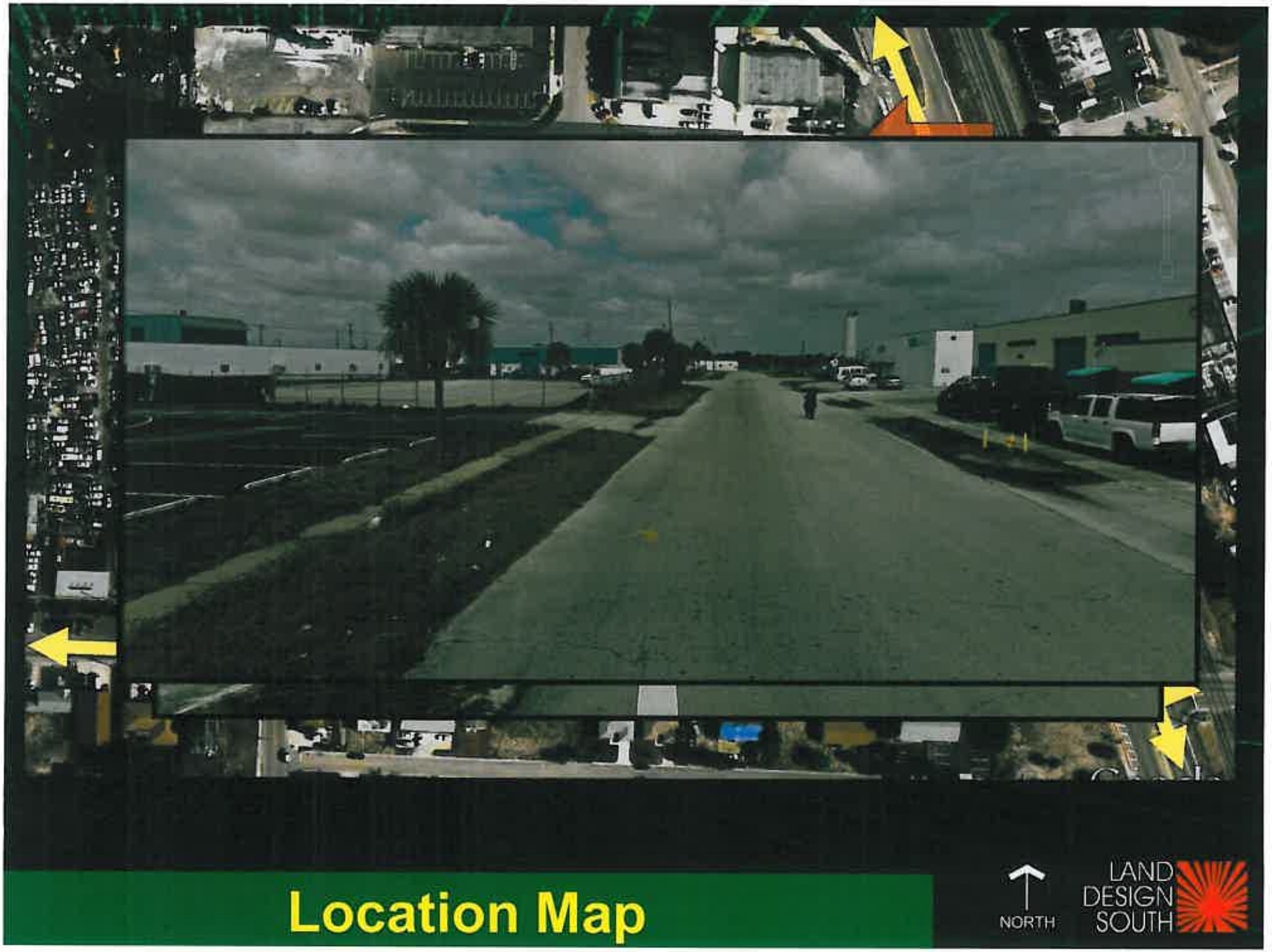
ServPro

Request:
Site Plan Approval

Staff Recommendation: APPROVAL

Town of Lake Park
TOWN COMMISSION
March 6, 2013

LAND DESIGN SOUTH



Location Map

SERVPRO SITE PLAN

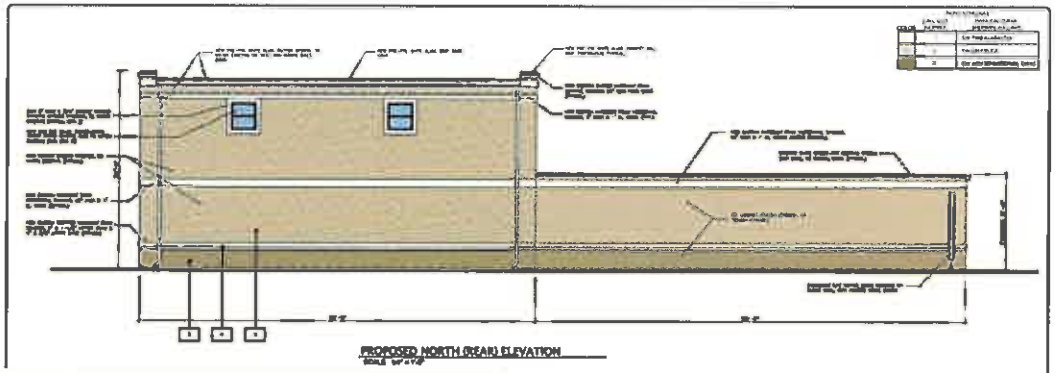
ILLUSTRATIVE GRAPHI

ALREADY APPROVED BY P&Z BOARD Variance Request	Required	Provided
1. Off-Street Parking & Loading	10' x 18.5'	9' x 18.5'
2. Min. Landscape Req.	Parking lot shade trees	No shade trees
3. Min. Landscape Req.	8' Perimeter buffers (N, S, E)	No buffers
4. Min. Landscape Req.	15' ROW buffer (W)	6' ROW Buffer (W)
5. Min. Landscape Req.	3' Dumpster Hedge	Hedge on sides of Dumpster

Proposed Site Plan

NORTH

DESIGN SOUTH



Proposed Architecture

LAND DESIGN SOUTH

ServPro

Request:
Site Plan Approval

Staff Recommendation: APPROVAL

Town of Lake Park
TOWN COMMISSION
March 6, 2013

LAND DESIGN SOUTH

Town of Lake Park Town Commission

Exhibit "H"
3/6/13

Agenda Request Form

Meeting Date: March 6, 2013 **Agenda Item No.** Tab 8

Agenda Title: Proposed Reconfiguration of Town Hall Printers/Copiers/Scanners

[ ]	CONSENT AGENDA	[x]	DISCUSSION/POSSIBLE ACTION
[ ]	PRESENTATION/PROCLAMATION	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 2/21/13

Blake Rane Finance Director
Name/Title

Originating Department: Finance	Annual Cost: **$ 15,824** Funding Source: **Budgeted** Acct. # Various (X) Finance _____	**Attachments:** **Memorandum: Analysis of Proposals for Reconfiguration of Printers/Copiers/Scanners/ Fax Machines**
Advertised: Date: _____ Paper: _____ [X Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case **Please initial one.**

Summary Explanation/Background:

Currently in Town Hall there are almost two dozen printers, copiers, scanners and fax machines being used in the four major work areas of the building from a multitude of vendors. The small size of some of these machines results in a relatively high cost per printed sheet. It also requires purchasing a variety of supplies appropriate to each machine, separate fax telephone lines, and accounting for separate monthly lease or maintenance agreements and service calls for each vendor.

In an effort to reduce costs, the Finance and Information Technology Departments contacted three vendors (Toshiba Business Solutions, Source One and Canon Solutions America) for an alternative approach and suggested improvements. As a result of input from these vendors, the Town asked each to provide cost estimates for a new configuration with only four multi-purpose machines in Town Hall providing most printing/copying/scanning and faxing services. Some existing printers would be retained only for very specialized purposes (e.g. check printing) and one existing machine would be relocated to another department outside of Town Hall.

The resulting responses from the vendors are as follows:

	Total Monthly Machine Cost Including the Per Image		Annual Cost on 48 Month Basis
	36 Month	48 Month	
Toshiba	$ 1,406.47	$ 1,318.68	$ 15,824.10
Canon	$ 1,669.93	$ 1,532.66	$ 18,391.92
Source One	$ 1,749.00	$ 1,601.00	$ 19,212.00
Current Budgeted Expense		$ 2,734.89	$ 32,818.68

First, it is expected that the overall cost of network printing/copying/scanning/faxing can be reduced by as much as $17,000 annually. This includes monthly payments and per image costs. Second, standardizing all the machines with one vendor simplifies employee training and supply inventory. Third, all the machines are color capable (color can require entry code) improving back-up capability in case of equipment breakdown. Finally, faxing is centralized, improving record retention and security and reducing the number and cost of fax telephone lines.

All of the vendors were comparable in terms of equipment capability and service but the overall lowest cost vendor was Toshiba Business Solutions utilizing the pricing under its State of Florida government contract for the following machines: one Toshiba 5540c, one Toshiba 3540c and two Toshiba 3040c multifunction printers. This will require a 48 month commitment but only annual purchase orders to Toshiba with total monthly lease payments of $729.32 or $8,751.84 annually and an estimated per month per copy cost of $589 for all four machines (actual monthly per copy costs will depend on actual usage).

Recommended Motion:

It is recommended that the Town Commission approve entering into a four-year agreement with Toshiba Business Solutions via an annual purchase order for four multi-purpose printer/copier/scanner/fax machines as proposed to the Town utilizing the State of Florida government contract terms.

Exhibit "I"
3/6/13

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 6, 2013 **Agenda Item No.** Tab 9

Agenda Title: General Fund contingency line iteming for "Eyes on Park" Relocation

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

Approved by Town Manager _____ **Date:** 2/22/13

Richard Pittman/Project Manager
Name/Title

Originating Department: Public Works	**Costs: Up to $4,044.00** **Funding Source: Contingency** **Acct. # Contingency** **[X] Finance** BKR	**Attachments:** **Agenda Item- May 2, 2012** **Crown Castle-P.O. Request** **P.O. to Crown Castle** **P.O. to Mobile Communications**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case GWB **Please initial one.** R.P.

Summary Explanation/Background:

The Town Commission is being asked to approve up to $4,044.00 from the General Fund contingency line item for costs associated with relocation of the "Eyes on Park" receiving antennas and recording equipment to the cell tower and adjacent building at 700-6th Street occupied by the Palm Beach County Sheriff's office District 10.

The original "Eyes on Park" security camera system project consists of eleven security cameras on Park Avenue and the alley south of Park Avenue sending views 24/7 to a digital recorder currently located at the Art on Park Avenue Building, 800 Park Avenue. The installation of this security camera system was completed in October 2011, and was funded by a Department of Justice (DOJ) grant in the amount of $42,416.00.

Budget restraints for the 2011/2012 fiscal year closed the 800 Park Avenue building at which time relocation of the receiving antennas, recording equipment and internet connection was evaluated. The Town applied for and received a Florida Department of Law Enforcement (FDLE) grant in the amount of $5,459.00 for relocation. The grant award anticipated the relocation of the "Eyes on Park" receiving antennas and recorder to the Town's emergency operations center which is currently housed at the Public Works facility.

In early 2012, the Town Commission approved requesting an amendment to the FDLE grant to relocate the "Eyes on Park" receiving antennas to the cell tower located between Town Hall and the 700-6th Street building, with the recording equipment and internet connection to be located in the 700-6th Street building (see attached copy of the May 2, 2012 agenda item). Purchase order #65244 was issued to Mobile Communications in the amount of $6,952.75 to perform the relocation of the receiving antennas and recording equipment. No work has been performed under this purchase order.

Subsequent to the FDLE amendment, the Town has been dealing with Crown Castle Company, the owner of the tower, to properly access the cell tower. Crown Castle is the owner of the cell tower through a lease agreement which dates back to August 1994 when Bellsouth Mobility and the Town agreed to the erection of the cell tower on Town property. The agreement allowed the Town to have public safety equipment on the tower. The public safety equipment still remains on the tower although it is not currently being used.

The Town has applied to Crown Castle for the Town to install up to six receiving antennas associated with wireless security cameras that could be placed throughout the Town. Crown Castle has informed the Town that a fee of $2,250.00, to perform a "structural analysis", will need to be paid to process the application. Three antennas would be installed under the current FDLE grant and three would be installed under a future project. At least one of the Town's public safety antennas would need to come down in the near future.

In addition to the $2,250.00 application fee to Crown Castle, the Town's contractor for the "Eyes on Park" camera project (Econocomm, Inc. d/b/a Mobile Communications) is asking for an additional $300.00 to fabricate a bracket for the mounting of the three receiving antennas at the 700 6th Street building, for a total cost of $2,550.00.

COSTS	
Mobile Communications original proposal:	**$6,952.75**
Current Request:	
Mounting bracket	**300.00**
Crown Castle processing and structural analysis	**2,250.00**
Total Costs	**$9,502.75**
Florida Department of Law Enforcement Grant	**($ 5,459.00)**
Net Cost to Town	**$ 4,043.75**

Recommended Motion: Approve up to $4,044.00 from the General Fund contingency line item for Crown Castle application processing including structural analysis ($2,250.00) and mounting bracket ($300.00 for Mobile Communication) to continue with the relocation of the "Eyes on Park" security camera antennas to the cell tower and the recording equipment and internet connection to the Sheriff's Dept. building.

If approved, $25,191.00 will remain in the General Fund contingency line item.

TAB 7

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 7

Agenda Title: Proclaiming April as Water Conservation Month

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[X]	PRESENTATION/**PROCLAMATION**	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager DSS **Date:** 2/27/13.

DALE S. SUGERMAN / TOWN MANAGER
Name/Title

Originating Department: **Town Manager**	Costs: **$ 0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Proclamation for Water Conservation Month**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case DSS **Please initial one.**

Summary Explanation/Background:

April of each year is traditionally declared throughout the State of Florida as Water Conservation Month. In cooperation with the State of Florida and the South Florida Water Management District, we have been asked here in the Town of Lake Park to proclaim April as Water Conservation Month.

Recommended Motion:

No motion is necessary. The Mayor should read the proclamation at the appropriate time.

WATER CONSERVATION MONTH PROCLAMATION

WHEREAS, *water is a basic and essential need of every living creature; and*

WHEREAS, *the State of Florida, Water Management Districts and the Town of Lake Park are working together to increase awareness about the importance of water conservation; and*

WHEREAS, *April, typically a dry month when water demands are highest, is annually designated as Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and*

WHEREAS, *the Town of Lake Park encourages and supports water conservation, through various educational programs and special events; and*

WHEREAS, *every business, industry, school and citizen can make a difference and help by efficiently using water, thus promoting a healthy economy and community; and*

NOW, THEREFORE, *I, James DuBois, Mayor of the Town of Lake Park, Florida do hereby proclaim the month of April 2013 as*

"WATER CONSERVATION MONTH"

and call upon each citizen and business in the Town of Lake Park to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

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 20th day of March, 2013.*

BY: _____

Mayor James DuBois

ATTEST:

_____

Vivian Mendez, Town Clerk

TAB 8

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 8

Agenda Title: Authorizing the Town Manager to Sign an Engagement Letter and a Marketing Letter Promoting the use of a Town of Lake Park Video.

[ ]	CONSENT AGENDA	[X]	**DISCUSSION/POSSIBLE ACTION**
[ ]	PRESENTATION/PROCLAMATION	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager DSS **Date:** 3/4/13

DALE S. SUGERMAN / TOWN MANAGER
Name/Title

Originating Department: **Town Manager**	Costs: N/A Funding Source: N/A Acct. N/A [ ] Finance _____	**Attachments:** *Revised Engagement Letter with CGI Communications, Inc. *Sponsorship Policy *Original Marketing Letter. *Original Engagement Letter with CGI Communications, Inc.
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified *everyone*_____ or Not applicable in this case DSS **Please initial one.**

Summary Explanation/Background:

At the February 20, 2013 Town Commission meeting, the Commission was presented with the opportunity to partner with CGI Communications, Inc., at no cost to the Town, in the production of a promotional video about the Town of Lake Park. While the Commission thought that the concept might be worthy, there were two concerns. First, the Town Commission wanted editorial approval of the final video, and second, there was concern about the issue of what types of sponsors would be recruited by CGI Communications as the advertisers associated with the video. This agenda item provides answers to both of those concerns.

First, CGI Communications, Inc. has amended their Engagement Letter by putting a new clause in the agreement. Paragraph 4 reads:

> *The Town of Lake Park, Florida and the Lake Park Town Commission will be given final approval rights of the content and video footage of the Community Videos.*

Second, CGI Communications has provided us with their Sponsorship Policy which is made a part of this packet of information.

Finally, the Town Commission also viewed an on-line You Tube video entitled *The Lake Park Revival*. This You Tube video was not sponsored by or approved by the Town of Lake Park. I contacted the producer of this video and found out it was made by Ross Hutchenson, a former TV Channel 25 producer who is now in the video production business. He and his wife live in the area. She is a part-time teacher at Art on Park. Mr. Hutchenson has produced this video and is doing it in an attempt to promote the businesses located in the Town of Lake Park; and hopefully his wife's art classes. To date, he has not asked any sponsors to pay for the advertising he provides them on his videos; but he is hoping that this can become a viable business. He is looking for support from the community and hopes to develop a series of "spec. spots" which he can then sell to interested businesses.

Recommended Motion: I move to authorize the Town Manager to sign the engagement letter with CGI Communications, Inc. for the creation of a Town of Lake Park promotional video which will be linked to both the Town's website as well as the website of Relocate.org and further to allow CGI Communications, Inc. to use a letter of introduction from the Town Manager to local area businesses promoting the opportunity for those businesses to advertise on the Relocate.org website once the Town of Lake Park promotional video is completed.

CGI Communications, Inc.
Granite Building
130 East Main Street
Rochester, NY 14604
Phone: 800.398.3029
Fax: 866.429.8611
www.relocate.org

***AT NO COST TO YOU**, CGI Communications, the parent company of relocate.org will provide your Community the opportunity to be featured on the Community Video Network- in its COMMUNITY VIDEO PROGRAM, under the following terms:*

1. We'll introduce your Community via our *Community Video Program,* which will link to your Community's Website from the Community Video Network (CVN)

2. We'll consult with you to script, videotape and edit from raw footage to final video, with professional voice-over and background music, a customized 60 second video, to be streamed on CVN and your Community's Website via our dedicated server in *Community Video Program* format.

3. We will also produce an additional chapter on Quality of Life and your choice of an Education or Relocation chapter. We will also provide a Community Organizations chapter to showcase nonprofits.

4. The Town of Lake Park, Florida and the Lake Park Town Commission will be given final approval rights of the content and video footage of the Community Videos.

5. We retain all control and responsibility for our Content, which will comply with local community standards, including all sponsors, videos and links, which you agree to display to all users from a link on the Homepage of your Website.

6. You'll provide us with a signed Letter of Recognition/Introduction on Community Letterhead and the right to use the name and likeness of your director /president.

7. This agreement is for three (3) years from date of linkage can be renewed annually at no cost and under the same terms and conditions unless notice to terminate is given by you at least 60 days before the end of a term, in which case, the agreement terminates upon completion of that term.

The undersigned understand and agree to all the above terms and have full authority to sign this agreement.

Community: _____	*Community Video Network* _____
Signature: _____	*Signature:* Nicole Ronga
Printed Name & Title: _____	*Printed Name & Title:* _____

Date: _____

Website, Email and Phone: _____

Sponsorship Policy

It is the policy of CGI Communications/e-LocalLink not to solicit or otherwise provide sponsorship opportunities to any business or organization that may be perceived as offensive. These types of establishments include, but are not limited to, adult bookstores/entertainment, pawnshops, political ads and tattoo/piercing parlors.

Additionally, the participating community may advise CGI Communications/e-LocalLink of specific businesses to be disallowed as sponsors. The participating community must advise CGI Communications/e-LocalLink of this information in writing PRIOR to the beginning of the sponsorship solicitation campaign.

As a privately owned company, independent of the participating community, CGI/e-LocalLink can eliminate from consideration those companies and organizations it deems inappropriate. The participating community is not responsible for actions taken by CGI/e-LocalLink in eliminating from consideration those businesses and organizations CGI/e-LocalLink has deemed inappropriate.

Dear Lake Park Business Owner:

The Town of Lake Park is excited to announce the launch of a new program that we feel will have a positive impact on the promotion of our wonderful community. We have developed a three year relationship with CGI Communications to produce a series of streaming online videos highlighting all that the Town of Lake Park has to offer its residents, visitors, and businesses.

CGI is a leader in online marketing solutions, working with thousands of communities and businesses nationwide. With an easily viewable link on the official town website (www.lakeparkflorida.gov) their video program will encourage viewers to learn more about area attractions, economic development opportunities, quality of life, and so much more.

In addition to the videos being on the town's official web site, they will also be featured on Relocate.org, one of the largest relocation networks in the nation. The Town of Lake Park is dedicated to highlighting the advantages of living and working in our community, and we feel that this program can do just that!

A representative of CGI Communications may be contacting you with an opportunity to take advantage of their innovative digital media tools and services. We encourage you to consider their program, which could be a win-win for all involved.

Sincerely,

Dale S. Sugerman, Ph.D.
Town Manager

CGI Communications, Inc.
Granite Building
130 East Main Street
Phone: 800.398.3029
Fax: 866.429.8611
www.relocate.org

AT NO COST TO YOU, *CGI Communications, the parent company of relocate.org will provide your Community the opportunity to be featured on the Community Video Network- in its COMMUNITY VIDEO PROGRAM, under the following terms:*

1. We'll introduce your Community via our *Community Video Program,* which will link to your Community's Website from the Community Video Network (CVN)

2. We'll consult with you to script, videotape and edit from raw footage to final video, with professional voice-over and background music, a customized 60 second video, to be streamed on CVN and your Community's Website via our dedicated server in *Community Video Program* format.

3. We'll provide an additional chapter on Quality of Life and your choice of an Education or Relocation chapter. We will also provide a community organizations chapter to showcase nonprofits.

4. We retain all control and responsibility for our Content, which will comply with local community standards, including all sponsors, videos and links, which you agree to display to all users from a link on the Homepage of your Website.

5. You'll provide us with a signed Letter of Recognition/Introduction on Community Letterhead and the right to use the name and likeness of your director /president.

6. This agreement is for two (2) years from date of linkage can be renewed annually at no cost and under the same terms and conditions unless notice to terminate is given by you at least 60 days before the end of a term, in which case, the agreement terminates upon completion of that term.

The undersigned understand and agree to all the above terms and have full authority to sign this agreement.

Community: **Town of Lake Park**	*Community Video Network*
Signature:	*Signature:* Nicole Ronga
Printed Name & Title : *Dale S. Sugerman, Ph.D., Town Manager*	*Printed Name & Title:*

Date: 2/5/13

Website, Email and Phone: www.lakeparkflorida.gov dsugerman@lakeparkflorida.gov 561-881-3304

TAB 9

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 9

Agenda Title: Acknowledging Receipt and Accepting the Annual Report of the Town of Lake Park Community Development Agency for Fiscal Year 2011-2012

[X]	**CONSENT AGENDA**	[ ]	DISCUSSION/POSSIBLE ACTION
[ ]	PRESENTATION/PROCLAMATION	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 3/7/13

DALE S. SUGERMAN / TOWN MANAGER

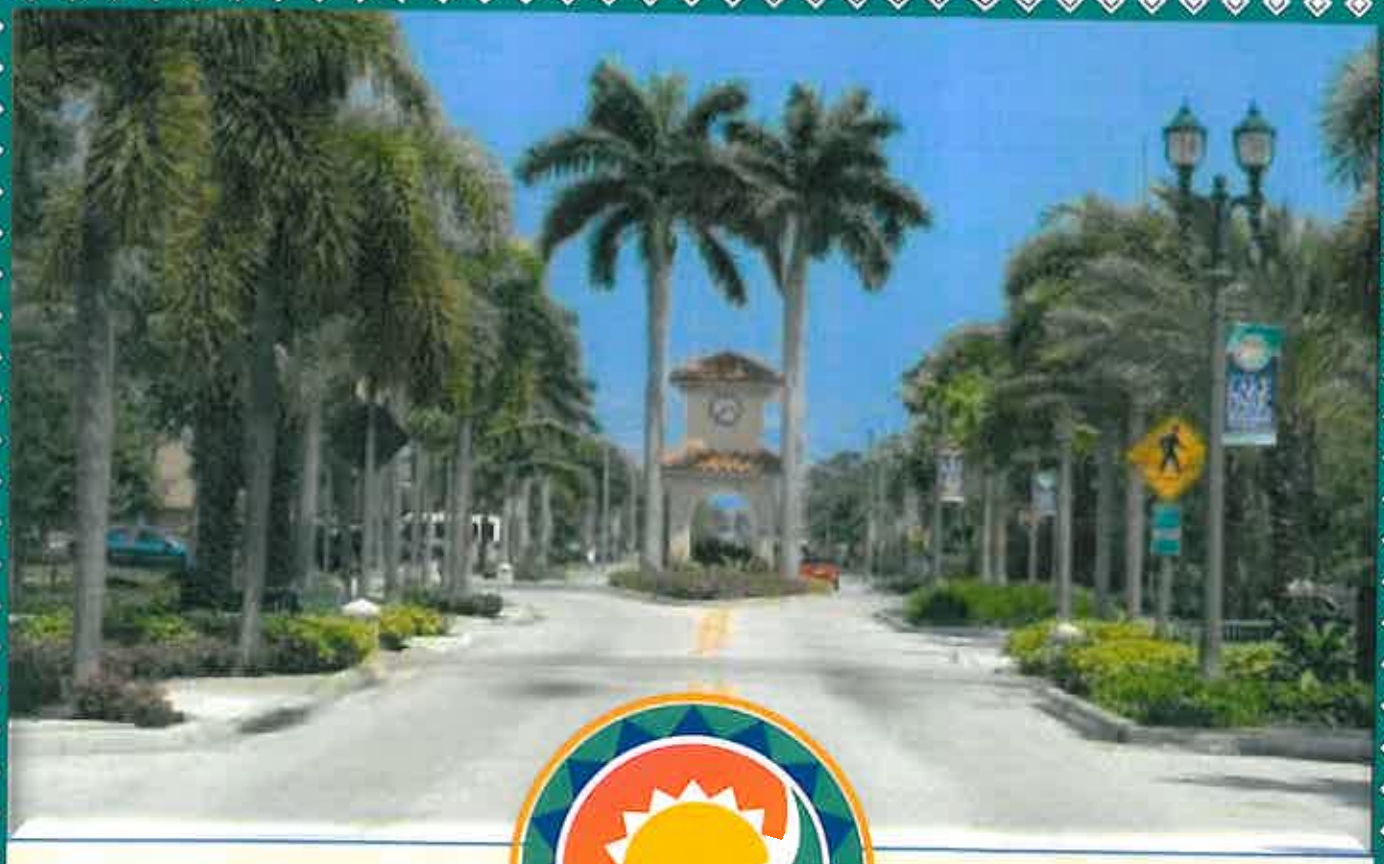
Name/Title

Originating Department: **Town Manager**	Costs: N/A Funding Source: N/A Acct. N/A [ ] Finance _____	**Attachments:** **Annual Report of the CRA for FY 2011-2012**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

The Town of Lake Park Community Development Agency has submitted their Annual Report for Fiscal Year 2011-2012 to the Town Commission. A copy is attached hereto. The Town Commission should acknowledge receipt of the same and then accept the report by motion, second, discussion and a vote.

Recommended Motion: I move that the Town Commission acknowledge receipt of the Annual Report for Fiscal Year 2011-2012 from the Lake Park Community Redevelopment Agency and accept the same.



TOWN OF
LAKE PARK

COMMUNITY
REDEVELOPMENT
AGENCY

ANNUAL REPORT FISCAL YEAR 2011/2012

TOWN OF LAKE PARK, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY

ANNUAL REPORT FOR FISCAL YEAR 2011-2012

The Town of Lake Park, one of the earliest master-planned communities in South Florida, still retains many of the characteristics of it original plan which was set out by Harry Seymour Kelsey back in 1919. Nearly 80 years later, in 1996, the Town of Lake Park Community Development Agency (CRA) was established. The original CRA plan identified a series of problems and needs, as well as some general opportunities for the designated area. Figure 1 is a map of the Lake Park CRA in context to the physical boundaries of the entire Town of Lake Park.

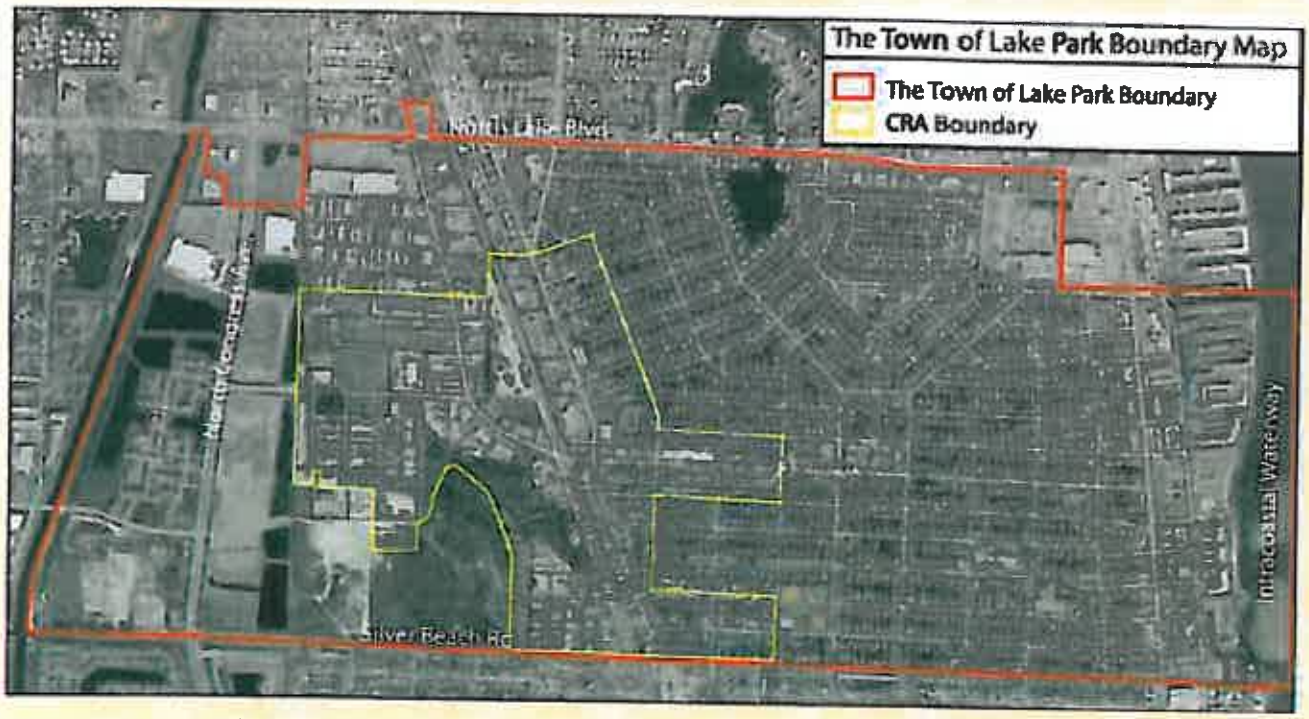


Figure 1 Town of Lake Park Boundary Map

In January of 2010 the CRA undertook the writing of a Community Redevelopment Agency Plan in an effort to update the vision for the "downtown" and commercial/industrial areas of the Town. A number of priorities were established by the Plan, including:

- Spearheading a signature catalyst development that would anchor the intersection of Park Avenue and Tenth Street.
- Promoting and supporting the redevelopment of other parcels along Park Avenue.
- Promoting the arts and arts related uses and activities as the thematic focus of the downtown.
- Strengthening the connections to Northlake Boulevard, primarily along Tenth Street and Old Dixie Highway.
- The redevelopment of a number of substandard multi-family properties that are located throughout the CRA.
- An effort to build and diversity the Town's tax base within the commercial and industrial properties in the west portion of the CRA.

ACTIVITIES OF THE CRA

During the 2011-2012 fiscal year, a number of activities were undertaken by the CRA. An outline of those activities, by month, included:

November, 2011

- Modified the police services contracts with the Palm Beach County Sheriff's Office (PBSO) by reducing the number of deputy sheriff's patrolling the CRA by 1 officer.
- Approved a $40,000 grant to Don Ramon's Baja Grill Cantina & Tequila Bar.
- Asked the Executive Director to conduct a "top to bottom" review of CRA activities.

January, 2012

- Voted to create a CRA Advisory Board.

April, 2012

- Conducted a State of the CRA workshop (which was requested in November of 2011). Attending the workshop were representatives of the Palm Beach County Business Development Board and the Northern Palm Beach County Chamber of Commerce.
- Heard presentations from three prospective CRA management firms to provide executive management services for operating the CRA in the future.
- Made a determination to postpone the creation of a CRA Advisory Board.

May, 2012

- Held an extensive discussion about the most appropriate way to landscape the CRA.
- Funded grant to Mos'Art Theatre for signage in the amount of $3,458.

June, 2012

- Heard a presentation from Kim Delaney of the Treasure Coast Regional Planning Council on the potential for rail passenger service up and down the east coast corridor and how the Town of Lake Park might get involved.

June 20, 2012 (Special Meeting)

- Entertained presentations from various arts groups responding to the CRA's Request for Qualifications to establish an art program in the 800 Park Avenue building.
- Adopted, by a vote of 6-1, approval of modifications to the CRA budget for the 2012-2013 fiscal year. The approved budget eliminated all personnel costs and minimized operating expenses for the following year.
- Renewed, by a vote of 5-2, the annual landscaping contract with Chris Wayne & Associates, Inc. for the 2012-2013 fiscal year.

August, 2012

- Reviewed for approval, by a vote of 7-0, a lease agreement with the Artists of Palm Beach County for the use of the 800 Park Avenue building.
- Approved, by a vote of 6-1, a loan agreement in the amount of $40,000.00 to Grumpy Grouper, Inc. for the establishment of a new restaurant in the CRA. These loan proceeds were available because the grant agreement with the Don Ramon restaurant approved in November of 2011 was never consummated.

September, 2012

- Formally adopted, by a vote of 4-2, the final budget for fiscal year 2012-2013.
- Approved the renewal, by a vote of 6-0, of the annual insurance coverage for the CRA for the fiscal year 2012-2013.
- Approved, by a vote of 6-0, a modification to the lease agreement with the Artists of Palm Beach County for the use of the 800 Park Avenue building.
- By a vote of 6-0 rejected all bids for the provision of private security services within the CRA and instructed the CRA staff to re-write the Request for Proposals and re-bid the request for these services.

Park Avenue
CRA District and Residential Community

Park Avenue Downtown District
"One Park Place" - Mixed Use Office/Residential

Lake Park Annual Seafood Festival

NEW BUSINESSES

During the 2011-2012 fiscal year, a number of new businesses were opened within the CRA creating 62 new jobs.

Commerce District

Hometown District

Arts District

Restaurant

Fork This, 1194 Old Dixie Highway
Pho & Hot Pot Restaurant, 826 Park Avenue

Office/Warehouse

A-Auto Insurance of Lake Park, 929A Park Avenue
A J Squared Security, 1194 Old Dixie Highway, #102
Erik R. Cooper Engineering, LLC, 804 Old Dixie Highway, #3
Lev of Palm Beach, LLC, 1194 Old Dixie Highway, #202
Palm Beach Regency, 1210 Gateway Road, #2 (Warehouse)
Trillium Construction Inc., 1450 Kinetic Road, Suite B

Retail

561 Auto and Truck Sales, 849 15th Street #6
Auto Props, 1233 old Dixie Highway, #14
Auto Brokerage Inc., 116 Miller Way
Garden Auto Care, LLC, 900 Old Dixie Highway (Repair)
Gift Shop Uniform Inc., 929 Park Avenue
Horizon Distributors Inc., 850 15th Street (Sales)
Kelsey Market, 903 Park Avenue (Grocery Store)
Obedience Training, 1250 Gateway Road (Dog Training)
Out of the Box Performance Arts Center, 523 10th Street (Dance Studio)
Palm Beach Floors & Windows, 870 Old Dixie Highway, #19 (Retail/Office)
Palm Beach Motor Group, LLC, 825 15th Street, #3
Studio 9 Eleven, 911 Park Avenue (Hair Salon)
Vintage Production, LLC, 700 Park Avenue (Indoor Theater)

FINANCIALS

Balance Sheet*
As of September 30, 2012

Assets		
Cash & Equivalents	$	142,340
Notes Receivable		136,397
Total Revenue	$	278,737
Liabilities		
Accounts Payable	$	2,018
Accrued Payroll		5,100
Due to other funds		552,084
Total Revenue	$	559,202
Fund Balance		
Restricted	$	-
Unrestricted		(280,465)
Total Revenue	$	278,737

* Unaudited

Statement of Revenues, Expenditures and changes in Fund Balance*
For the Year Ending September 30, 2012

Revenue		
Taxes	$	144,549
Intergovernmental		264,049
Investment Earnings		2,733
Other		14,253
Total Revenue	$	425,584
Expenses		
Personnel Services	$	198,120
Operating Expenses		419,866
Grants		3,458
Debt Service		260,571
Total Expenses	$	882,015
Net change in Fund Balance	$	(456,431)
Fund Balance, beginning	$	175,966
Fund Balance, ending	$	(280,465)

MEMBERS OF THE BOARD OF DIRECTORS

James DuBois, Chair
Kendall Rumsey, Vice-Chair

Board Members
Christiane Francois * Steven Hockman * Jeanine Longtin
Sue-Ellen Mosler * Tim Stevens

STAFF OF THE CRA

Dale S. Sugerman, Ph.D., Executive Director
Thomas J. Baird, Esq., Agency Attorney
Vivian Mendez, CMC, Agency Clerk

TOWN OF LAKE PARKCOMMUNITY REDEVELOPMENT AGENCY

Town Hall ❖ 535 Park Avenue, Lake Park, FL 33403
561-881-3304 (Phone) ❖ 561-881-3314 (Fax) ❖ www.lakeparkcra.com

Board Membership

TAB 10

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 10

Agenda Title: Board Membership Appointments for the Planning and Zoning Board

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[ ]	PRESENTATION/PROCLAMATION	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[X]	OTHER: **Board Appointment**

Approved by Town Manager _____ **Date:** 3/8/13

Shari Canada, Deputy Town Clerk
Name/Title

Originating Department: Town Clerk	Costs: $ **0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** Board Applications Ballot
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone AC or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background: There are two (2) alternate membership positions available on the Planning and Zoning Board. The Clerk's office received applications from Cynthia Grey and Michele Dubois. Their applications are attached for your consideration. The purpose of this item is to appoint two (2) alternate members to the Planning and Zoning Board. The ballot is attached.

Recommended Motion: To appoint two (2) alternate members to the Planning and Zoning Board.

RECEIVED

JAN 22 2013

LAKE PARK
TOWN CLERK'S OFFICE

The Town of Lake Park

Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: Grey (Last) Cynthia (First) _____ (Middle)

Address: 503 Sabal Palm Drive

Telephone: home 863-0800 work _____ cell _____

E-Mail Address cynpoziuminc@me.com

	Yes	No
Are you a resident of Lake Park	☑	☐
Are you a non-resident business owner in Lake Park	☐	☑
Are you a registered voter (Response to this question is not mandatory)	☑	☐
Do you currently serve on a Town Board or Committee	☐	☑

If so, which one(s): _____

Have you been convicted of a crime	☐	☑	

If so, when? _____ where? _____

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

Choice #	Board	Choice #	Board
☐	Code Compliance *	☐2	Tree Board
☐	CRA Board (Community Redevelopment Agency)	☐1	Planning & Zoning/Historic Preservation Board *
☐	Harbor Marina Advisory Board		
☐	Construction Board of Adjustments & Appeals	☐	Library Board

Please note: Membership on these (*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

Your Name: Cynthia Grey

Please indicate the reason for your interest in your first and second choices:
I care about the beautification of Lake Park and architecture as an art form . influences residents everyday. It is the foundation of our buildings and what keeps them standing. Trees are very important they shade, cool, clean the soil, & absorb Carbons.

Number of Meetings of the above boards you have attended in the past six months: 0

Your educational background: (High school, College, Graduate School or other training)
Music & Art Highschool, College, Fashion Institute of Technology & Pratt Institute and a

What is/was your profession or occupation: Digital Media Artist (photography, film & video

How long: 35

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: As an artist I have worked on projects with architects and landscape designers to build and install functionally integrated public art projects.

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: My home is structually upgraded to protect it from hurricanes as well as surrounding it with trees, to slow storm water runoff, control noise and act as windbreakers.

Feel free to attach additional sheets if required. Also, please attach your resume, if available.
Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:

Signature: Cynthia Grey Date: 1-22-13

SUBMIT

CYNTHIA GREY 503 SABAL PALM DRIVE, LAKE PARK, FL 33403 TEL 863-0800 CYNPOZIUMINC@ME.COM

PRESENT 20012-2005 DIGITAL MEDIA ARTIST, PHOTOGRAPHER, FILMMAKER/WRITER

EXHIBITIONS: JURIED/CURATED

2013 327 Clematis St Gallery (on going). ***2012*** ART2ART (DDA), LaGrange National XXV11 Art Museum GA, Glass front 327 Gallert Clematic St ***2011*** PhotoNow, Palm Beach Photographic Center, Lighthouse Art Center, Gardens Art, FOCE-10 West Palm Beach,Gallery of Art Jupiter, ***2010*** Artavox, West Palm Beach, Art in Public Places-Palm Beach International Airport, Armory Art Center, Gardens Art, ***2009*** Floating Foundation of Photography, NYC, Art Basel Miami, The Dark Room Gallery NYC, WLRN-TV 17 Miami, The Chicago International Film Festival, ***2008*** The Atlanta Film & Video Festival, Fort Lauderdale Public Library, Limited Editions GAllery Bay Harbor, Women's Video Festival NYC, ***2007*** Tropics Video International Miami Beach, Electronic Arts Intermix Gallery NYC, The Hong Kong International Film Festival, ***2006*** Everson Museum NYS, Los Angeles County Museum, CA, Pace Gallery NYC, The Museum of Calvet France, the Summer Festival at Avignon, France, ***2005*** Henry Gallery UW, Art World II San Mateo, CA, TV South Vanderbilt University Tenn, Cranbrook Academy of Art Museum Michigan,CPB Documentary Fund, ***2004*** National Children's Film Festival Palm Beach County Office of Small Business Assistance, Tropics Video International, and J&L Productions,

GRANTS & AWARDS:

Photo Now (Honorable Mention), Florida State Council for the Arts, Corporation of Public Broadcasting Program Fund (Documentary), PBS WXXI-TV Artist Television Workshop Video Art, Syracuse University I.S. Newhouse School of Public Communications, Broward Cultural Affairs Council, Media Arts.

PUBLISHED STILLS/ARTICLES:

PGW C.A.N Newspaper Columnist (Kids & The Techno-Culture), Blurb.com, Harcourt, Brace, Jovanovich, Laedlaw Brothers, Grossman Press, Motorcycle World, Collings and Long Island Press.

ARTIST-IN-RESIDENT WORKSHOPS:

Art In Public Places with the Plexifoto process was utilized in collaborating projcets with PACE Center for Girls, AmeriCorps, The Urban League, and the Fort Pierce Learning Center. Other collaborating Prijects were with Congress Middle, Rosarian Academy, Woodlands Academy, Juvenile Justice Facility(Metro Dade) North Regional Library, Parks & Recreation of Palm Beach County, and Best Buddies,

COMMISSIONS:

Sandra Devlin, Yolanda Pozzoboni, Patrica Hilton, The Blake Foundation, and Patricia Schmidlapp.

PROFESSIONAL AFFILIATION:

- Palm Beach Cultural Council
- Palm Beach Photographic Center
- The Camera Club Of New York
- Palm Beach Women's International Film Festival
- Image Permanence Institute, Rochester, NY

EDUCATION:

I. Fashion Institute Of Technology A.A.S,
II. Pratt Institute (photography & film)
III. Syracuse University (Video & Photography Fellowship I.S. Newhouse Communication Center)

REFERENCES: Frank Cerabino Columnist Palm Beach Post, Patricia Hilton Collector, David Ross, Museum Director, Jacob Grossberg Sculptor, Hector Elisondo Actor

Town Of Lake Park
Town Clerk's Office

FEB 25 2013

RECEIVED

The Town of Lake Park

Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: Dubois (Last) Michele (First) _____ (Middle)

Address: 705 Evergreen Dr

Telephone: home 561-848-2961 work _____ cell 561-315-2326

E-Mail Address michedub@gmail.com

	Yes	No
Are you a resident of Lake Park	☑	☐
Are you a non-resident business owner in Lake Park	☐	☑
Are you a registered voter (Response to this question is not mandatory)	☑	☐
Do you currently serve on a Town Board or Committee	☐	☑
If so, which one(s): _____		
Have you been convicted of a crime	☐	☑
If so, when? _____ where? _____		

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

Choice #	Board	Choice #	Board
☐ _____	Code Compliance *	☐ 5	Tree Board
☐ 3	CRA Board (Community Redevelopment Agency)	☐ 1	Planning & Zoning/Historic Preservation Board *
☐ _____	Harbor Marina Advisory Board		
☐ 4	Construction Board of Adjustments & Appeals	☐ 2	Library Board

Please note: Membership on these (*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

Your Name: Michele Dubois

Please indicate the reason for your interest in your first and second choices:

It is a good learning experience where I can grow and improve in my future career in government and have real life experience from what I am learning at school.

Number of Meetings of the above boards you have attended in the past six months: 0

Your educational background: (High school, College, Graduate School or other training)

High school: Suncoast Community high school.
University of Florida, major: Psychology, minor: Family, Youth and Community Sciences

What is/was your profession or occupation: Currently a Student at Florida Atlantic University for Master of Public Administration

How long: Since January 2013

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: Master of Public Administration Student.

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: Volunteer for St. Francis House a homeless Shelter and Shands hospital in Gainesville Florida.

Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:

Signature: Michele Dubois Date: 2/25/2013

SUBMIT

Michele Dubois

705 Evergreen Dr. Lake Park, FL 33403 (561)-315-2326 michedub@gmail.com

PROFESSIONAL SUMMARY

- Experience working in community and customer service settings
- Resourceful, excellent client support capabilities
- Strong communication skills, ability to work in a team
- Ability to work with clients from various backgrounds and unique circumstances

EDUCATION

Master of Public Administration Expected December 2014
Florida Atlantic University, Boca Raton, FL
Bachelor of Science in Psychology May 2012
Minor: Family, Youth and Community Science
University of Florida, Gainesville, FL
Cumulative GPA: 3.07/4.00 Major GPA: 3.34/4.00

EXPERIENCE

Poll Worker Inspector, Palm Beach County Supervisor of Election October 2012-Present

- Verifies and signs in all eligible voter and distributes ballots
- Update the precinct registers and assist with tabbing the sections of the precinct register(s)
- Assists voters with directions on how to insert their ballot

Interviewer, UF Survey Research Center, Gainesville, FL September 2010-November 2010

- Communicated with clients by phone collecting data and answering questions
- Collected information for the Florida government such as Florida kidcares and the Bureau of Economic and Business Research (BEBR)

Student Assistant, Disability Resource Center, UF, Gainesville, FL May 2010-August 2010

- Set appointments with students via phone and in person
- Responded to general inquiries by students and parents
- Supervised and proctored exams, organized exam schedule

INVOVLVEMENT

Volunteer, Terwilliger Elementary School, Gainesville, FL August 2011- November 2011

- Assisted second and third graders in mathematics, in groups of four
- Supervised activities such as role play and reading, graded exams

Volunteer, St. Francis House, Gainesville, FL January 2011-May 2011

- Prepared and served food to individuals experiencing homelessness

Volunteer, Baby Gators, Gainesville, FL January 2010-May 2010

- Supervised 18-30 month old infants of twelve
- Set up lunch and snack
- Administered naptime

Volunteer, Emergency Department at Shands, Gainesville, FL August 2009-July 2010

- Took vital signs of patients when they entered triage
- Accompanied patients to their room in the ER
- Took medical samples to and from lab, assisted patients with overall care

SKILS

Language: Fluent in Haitian Creole, and French
Technical: Proficient in Microsoft Office (Word, Excel, PowerPoint)

BALLOT

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES. WE HAVE TWO APPLICANTS FOR THIS BOARD AS ALTERNATE MEMBERS.

Alternate Member

	Yes	No
Cynthia Grey	____	____
Michele Dubois	____	____

Discussion And Possible Action

TAB 11

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 11

Agenda Title: Authorizing the Town Manager to Apply for a Florida Inland Navigation District Grant for the Lake Park Harbor Marina Breakwater Project – Phase II

[ ]	CONSENT AGENDA	[ ]	DISCUSSION/POSSIBLE ACTION
[ ]	PRESENTATION/PROCLAMATION	[X]	**RESOLUTION**
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 3/8/13

James C. Hart, Marina Director
Name/Title

Originating Department: **Lake Park Harbor Marina**	Costs: **$ 249,115.00** Funding Source: **Grant** Acct. No. **800-83710** Costs: **$ 249,115.00** Funding Source: Marina Lawsuit Settlement Funds Acct. No. **800-63000** [X] Finance BK	**Attachments:** Resolution Site Plan FIND application
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case **Please initial one.**

Summary Explanation/Background:

The Town staff is requesting the Commission's approval authorizing the Town Manager to apply for a grant from the Florida Inland Navigation District (FIND) in the amount of $249,115.00 This amount represents 50% of the estimated total cost of $498,230.00 for the construction of a breakwater project on sovereignty state controlled submerged lands adjacent to the entrance to the Lake Park Harbor Marina. The Town's 50% match would be derived from the $880,000.00 Marina lawsuit settlement.

Staff is also applying for the following grants in order to offset the use of the Marina lawsuit for funding the Town's 50% match for the FIND grant:

• Palm Beach County/Florida Boating Improvement Program	$202,406.00
• FWC Boating Infrastructure Grant Program	46,709.00
Total	$249,115.00

The scope of this Project is to construct an approximate 5 foot x 137 foot breakwater along the outside edge of the existing East/West fishing pier and to construct an approximate 5 foot x 159 foot North/South breakwater extension. The Project would also include the erection of four channel markers at the entrance to the Marina due to realignment of the channel created by the new breakwater extension into the existing entryway (see attached site plan).

This Project is needed to reduce excessive wave action from the Intracoastal Waterway at the entrance to the Marina. Presently, the existing detached breakwater designed along the outside edge of the fishing pier does not adequately protect wave action within the entranceway to the Marina. The proposed East/West breakwater and North/South breakwater are designed to protect boats docked within the Marina's basin from being exposed to ambient wave energy and would make the Marina facility more attractive to customers by eliminating one of the most common complaints of boaters docked in the basin -- i.e. the wind and boat wakes which occur within the Marina basin due to the wave reflection/refraction.

The basis for staff's recommendation to move forward with this Project is two-fold:

- The Project would advance the Commission's and staff's goal of increasing the occupancy rate due to reduction of wind and boat wakes in the marina;

- Advancement of the Project would provide the Town with a return on its investment of $112,208.83 already expended for design work, permitting, bid specifications, and related contractual documents already prepaid.

The FIND application is attached without exhibits, which are voluminous and which are available on file in the Marina Director's office for your additional information.

Recommended Motion:

Approve the Resolution authorizing the submission of a matching grant application to FIND.

RESOLUTION NO. 08-03-13

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING THE TOWN MANAGER TO SUBMIT A GRANT APPLICATION TO THE FLORIDA INLAND NAVIGATION DISTRICT FOR A MATCHING GRANT UNDER IT'S WATERWAYS ASSISTANCE PROGRAM FOR A BREAKWATER PROJECT WITH THE LAKE PARK HARBOR MARINA.

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, if funded, the Town Commission intends to construct and install a new breakwater sections to mitigate wave action that occurs at the entry into the Marina basin (the Project) within the Lake Park Harbor Marina (Marina); and

WHEREAS, the total estimated cost of the Project is $498, 230; and

WHEREAS, the Town Commission is seeking financial assistance, in the form of a matching grant from the Florida Inland Navigation District (FIND) .

NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Lake Park, Florida that:

Section 1. The Whereas clauses are true and correct and incorporated herein.

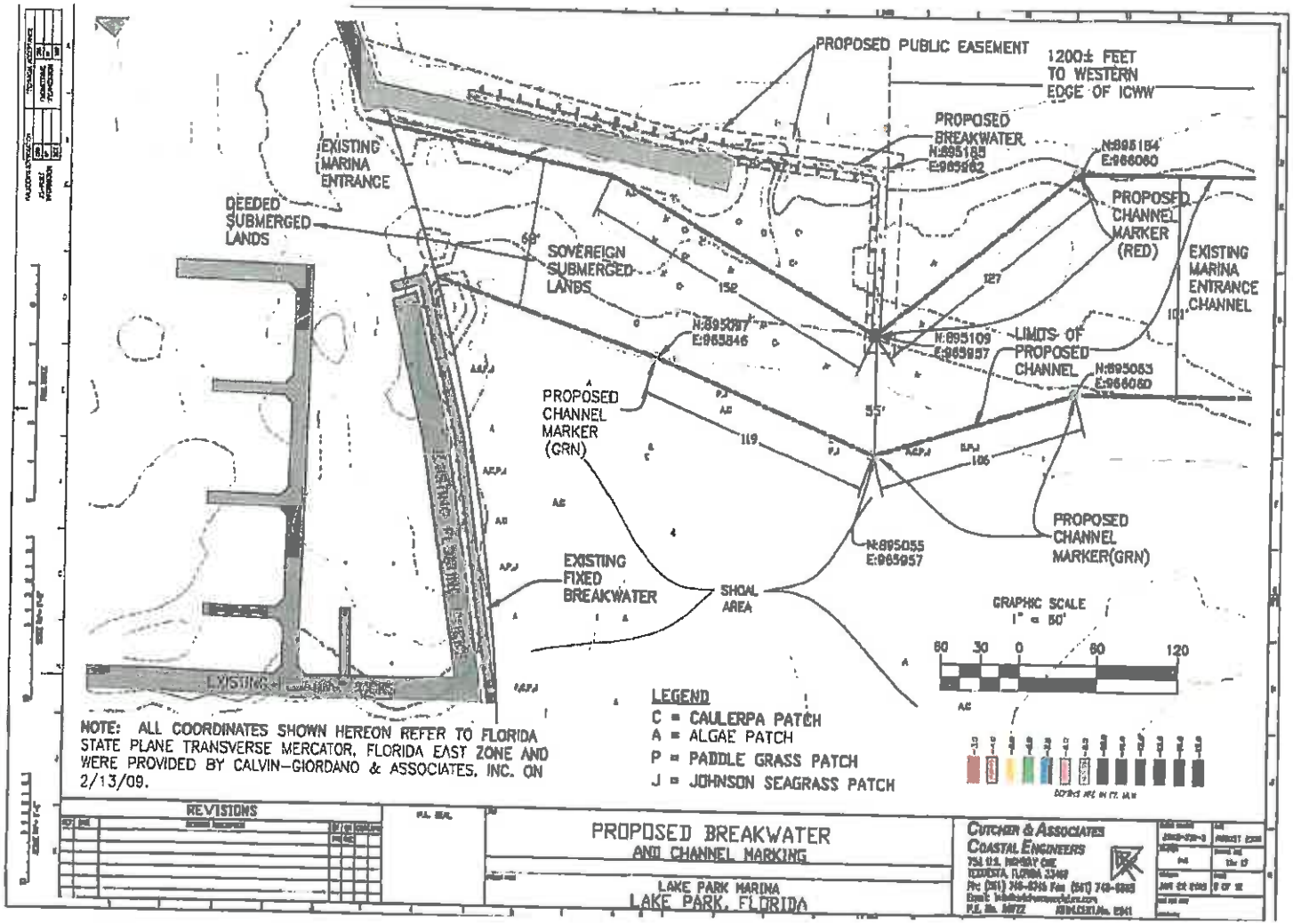
Section 2. The Town Manager is hereby directed and authorized to submit a matching grant application to FIND whereby the Town agrees to be financially responsible for 50% of the actual cost of the Project.

Section 3. The Town Commission agrees to the following:

1. That it will accept the terms and conditions set forth in FIND rule 66B-2 F.A.C. and which will be a part of the Project Agreement for any assistance awarded under the application.
2. That it is in complete accord with attached the application and that it will carry out the Project in the manner described therein and any plans and specifications attached to the application submitted, unless prior approval for any change has been received from FIND.
3. That it has the financial capacity to fund its share of the cost of the Project, and that the Project will be operated and maintained at the expense of said Town of Lake Park for public use. The Town anticipates that the funding for the Project will come from its Marina fund and other sources, including additional grant funding it may secure.
4. That it will not discriminate against any person on the basis of race, color or national origin in the use of any property or facility acquired or developed pursuant to this proposal, and shall comply with the terms and intent of Title VI of the Civil Rights Act of 1964, BI 88.352 (1964) and design and construct all facilities to comply fully with statutes relating to accessibility by handicapped persons as well as other federal, state and local laws, rules and requirements.
5. That it will maintain adequate financial records on the proposed Project to substantiate its requests for reimbursement.
6. That it will make available to FIND if requested, a post-audit of expenses incurred on the project prior to, or in conjunction with, request for the final 10% of the funding agreed to by FIND.

Section 4. This Resolution shall be effective upon adoption.

SITE PLAN


PROPOSED PUBLIC EASEMENT
1200± FEET TO WESTERN EDGE OF ICWW
PROPOSED BREAKWATER
N:895189
E:965962
N:895184
E:966060
EXISTING MARINA ENTRANCE
DEEDED SUBMERGED LANDS
SOVEREIGN SUBMERGED LANDS
PROPOSED CHANNEL MARKER (RED)
EXISTING MARINA ENTRANCE CHANNEL
N:895097
E:965846
N:895109
E:965957
LIMITS OF PROPOSED CHANNEL
N:895053
E:966060
PROPOSED CHANNEL MARKER (GRN)
N:895055
E:965957
PROPOSED CHANNEL MARKER(GRN)
EXISTING FIXED BREAKWATER
SHOAL AREA
GRAPHIC SCALE
1" = 50'
60 30 0 60 120
LEGEND
C = CAULERPA PATCH
A = ALGAE PATCH
P = PADDLE GRASS PATCH
J = JOHNSON SEAGRASS PATCH
NOTE: ALL COORDINATES SHOWN HEREON REFER TO FLORIDA STATE PLANE TRANSVERSE MERCATOR, FLORIDA EAST ZONE AND WERE PROVIDED BY CALVIN-GIORDANO & ASSOCIATES, INC. ON 2/13/09.
REVISIONS
PROPOSED BREAKWATER AND CHANNEL MARKING
LAKE PARK MARINA
LAKE PARK, FLORIDA
CUTCHER & ASSOCIATES
COASTAL ENGINEERS

DRAFT

LAKE PARK HARBOR MARINA BREAKWATER PROJECT # PB-LP-08-130

FIND GRANT APPLICATION

ATTACHMENT E-1

WATERWAYS ASSISTANCE PROGRAM FY 2013
PROJECT APPLICATION
APPLICANT INFORMATION – PROJECT SUMMARY

Applicant: Town of Lake Park

Department: Lake Park Harbor Marina

Project Title: Lake Park Harbor Marina Breakwater Project/Phase II-#PB-LP-08-130

Project Director: James C. Hart, C.M.M. Title: Marina Director

Project Liaison Agent (*if different from above*): _____

Liaison Agent Title: _____

Address: 105 Lake Shore Drive

Lake Park, Florida Zip Code: 33403

Telephone: 561-881-3353 Fax: 561-881-3355

Email: jhart@lakeparkflorida.gov

******* I hereby certify that the information provided in this application is true and accurate.******

SIGNATURE: _____ DATE: _____

PROJECT SUMMARY NARRATIVE (Please summarize the project in 2 paragraphs or less.)

The scope of the Project is to construct an approximate 5' x 137' breakwater along the outside edge of the existing East/West fishing pier and to construct an approximate 5' x 159' North/South breakwater extension. The project would also include the erection of four channel markers at the entrance to the Marina due to the realignment of the channel created by the new breakwater extension into the existing entryway.

The Project is needed to reduce excessive wave action from the Intracoastal Waterway at the entrance to the Marina. Presently, the existing detached breakwater designed along the outside edge of the fishing pier does not adequately protect wave action within the entranceway to the Marina. The proposed East/West breakwater and North/South breakwater are designed to protect boats docked within the Marina's basin from being exposed to ambient wave energy. The completion of the Project, as proposed would make the Marina facility more attractive to customers by eliminating one of the most common complaints of boaters docked in the basin. In particular, it would substantially reduce wind and boat wakes which occur within the Marina basin due to wave reflection/refraction.

New 12/17/90, Rev.07-30-02, 08-28-06

ATTACHMENT E-2.

APPLICATION CHECKLIST 2013

(To be completed by the Applicant)

This checklist and the other items listed below in items 1 through 14 constitute your application. The required information shall be submitted in the order listed.

Any additional information submitted by the applicant is subject to being removed from the package by District staff prior to presentation to the District Board because of reproduction and space considerations.

Two (2) copies of your application are required. One original and one electronic copy.

All information (except maps) is required to be on 8 1/2" x 11" paper. Maps and drawings may be on 8 1/2" x 14" paper and folded to 8 1/2" x 11" so that they may be included to hole punch and bound by staff.

PROJECT NAME: Lake Park Harbor Marina Breakwater
Project/Phase II-#PB-LP-08-130

		YES	NO
1.	District Commissioner Review (prior to March 01) (*NOTE*: **For District Commissioner initials ONLY!)** **(District Commissioner must initial the yes line on this checklist for the application to be deemed complete)**	DR	____
2.	Applicant Info/Project Summary – E-1 (Form No. 90-22, 1 page) **(Form must be completed and signed)**	X	____
3.	Application Checklist – E-2 (Form No. 90-26, 2 pages) **(Form must be signed and dated)**	X	____
4.	Project Information – E-3 (Form No. 90-22a, 1 page)	X	____
5.	Project Evaluation and Rating – E-$4_{(+)}$ (Form No. 91-25) (Form must be completed, proper attachment included) **(No signatures required)**	X	____
6.	Project Cost Estimate – E-5 (Form No. 90-25, 1 page) **(Must be on District form)**	X	____
7.	Official Resolution Form – E-6 (Form No. 90-21, 2 pages) **(Resolution must be in District format and include items 1-6)**	X	____
8.	Attorney's Certification (Land Ownership) – E-7 **(Must be on or follow format of Form No. 94-26,** **(Legal descriptions NOT accepted in lieu of form)**	X	____

ATTACHMENT E-2 (Continued)

APPLICATION CHECKLIST

(To be completed by the Applicant)

9.	Project Timeline – E-8 (Form No. 96-10, 1 page)	X	____
10.	County Location Map	X	____
11.	City Location Map (if applicable)	X	____
12.	Project Boundary Map	X	____
13.	Clear & Detailed Site Development Map	X	____
14.	Copies of all Required Permits (Required of development projects only)	X	____

The undersigned, as applicant, acknowledges that Items 1 through 13 above constitutes a complete application and that this information is due in the District office no later than 4:30 PM, April 01, 2013. By May 31, 2013 my application must be deemed complete (except for permits) or it will be removed from any further consideration by the District. I also acknowledge that the information in Item 14 is due to the District no later than the final TRIM Hearing in September 2013. If the information in Item 14 is not submitted to the District office by the District's final TRIM hearing in September 2013, I am aware that my application will be removed from any further funding consideration by the District.

APPLICANT: James C. Hart APP. TITLE: Marina Director

_____ _____

** SIGNATURE - APPLICANT'S LIAISON ** DATE

FIND OFFICE USE ONLY

Date Received: _____

Local FIND Commissioner Review: _____

All Required Supporting Documents: _____

Applicant Eligibility: _____

Project Eligibility: _____ Available Score: ____

Compliance with Rule 66B-2 F.A.C.: _____

_____

Eligibility of Project Cost: _____

Form No. 90-26 - New 9/2/92, Revised 07-30-02.

ATTACHMENT E-3 - PROJECT INFORMATION 2013

APPLICANT: Town of Lake Park APPLICATION TITLE: Lake Park Harbor Marina Breakwater Project/Phase II - #PB-LP-08-130

Total Project Cost: $498,230.00 FIND Funding Requested: $ 249,115.00 % of total cost: 50%

Amount and Source of Applicants Matching Funds: Marina capital improvement fund account - $249,115.00

Other (non-FIND) Assistance applied for (name of program and amount): Palm Beach County/Florida Boating Improvement Program - $202,406.00; Boating Infrastructure Grant Program- $46,709.00

Ownership of Project Site (check one): Own: X Leased: _____ Other: _____

If leased or other, please describe lease or terms and conditions: _____

_____

Once completed, will this project be insured against damage? Partially Explain: Improvements are excluded from insurance coverage because the individual elements are on or under the water.
"The following policies are active and may or may not include coverage for the marina."

- **General Liability** – excludes coverage under form FMIT CA – D, 6 (pg. 8-14)....any marina operation owned, leased or operated by the designated member
- **Property** – Some items, cause of loss may vary. Wind/hail and hurricane coverage may be excluded on some items. Tanks must be scheduled for coverage to be afforded.
- **Marina Operators Legal Liability** – Covers non-owned watercrafts that you become legally obligated to pay resulting from your operation as indicated in the policy (moored or buoyed, docks or slips; being launched or hauled and during fueling or other miscellaneous services of a transient).
- **Marina Operators Protection and Idemnity** – Covers basically the liability side resulting from loss of life or bodily injury to a person. Towage operation is excluded."

Has the District previously provided assistance funding to this project or site? : Yes

If yes, please list: Lake Park Harbor Marina

What is the current level of public access in terms of the number of boat ramps, boat slips and trailer parking spaces, linear feet of boardwalk (etc.)? (as applicable): 2 Boat Ramps; 112 Boat Slips; 76 Trailer Parking Spaces

How many additional ramps, slips, parking spaces or other public access features will be added by the completion of this project? (as applicable): N/A

If there are fees charged for the use of this project, please denote. How do these fees compare with fees from similar public & private facilities in the area? Please provide documentation. Yes. See attached spreadsheet provided as **Exhibit 1.**

_____

Please list all Environmental Resource Permits required for this project:

Agency	Yes/ No N/A	Date Applied For	Date Received
WMD	N/A	N/A	N/A
DEP	Yes	9/9/08	2/18/09 5/8/09
ACOE	Yes	9/9/08	5/21/09
COUNTY/CITY	No	_____	_____

ATTACHMENT E-4
WATERWAYS ASSISTANCE PROGRAM
APPLICATION EVALUATION AND RATING WORKSHEET 2013

The applicant is to complete this worksheet by entering the project title, applicant name and answers to the applicable questions. **<u>**Do not answer with more than three sentences.****</u>

All applicants must answer a total of ten questions. All applicants will complete Attachment E-4 of the worksheet, which includes questions 1 through 6.

Each applicant will then complete **one and only one sub-Attachment** (E-4 A, B, C, D or E, questions 7-10) according to the applicant's project type in reference to Attachment C. The applicant should determine their project type (if the project incorporates more than one project type) by determining which project type is dominant in terms of project cost.

<u>All other sub-attachments that are not applicable to an applicant's project should not be included in the submitted application</u>.

APPLICATION TITLE: <u>Lake Park Harbor Marina Breakwater Project/Phase II – #PB-LP-08-130</u>

APPLICANT: <u>Town of Lake Park</u>

CATEGORY & RATING POINTS AVAILABLE	RATING POINTS	EVALUATION CRITERIA

---

1) PRIORITY LIST:

a) List the priority list category of this project from <u>Attachment C</u> in the application. (The application may only be of **one** type based upon the <u>predominant</u> cost of the project elements.)

8 – Acquisition, dredging shoreline stabilization and development of public boat docking and mooring facilities.

b) Explain how the project fits this priority category.

This project will enable Lake Park Harbor Marina, a public marina, to provide the boating public with easier ingress and egress from the basin by reducing excessive wave action which currently presents rough waters at the marina entrance. Calming this excessive wave action will reduce erosion on the shoreline and sedimentation in the basin.

(For reviewer only)
Max. Available Score _____
Range of Score (0 to ___ points)

2) WATERWAY RELATIONSHIP:

a) Explain how the project directly relates to the ICW and the mission of the Navigation District.

As "local sponsor" of the Atlantic Intracoastal Waterway Project in Florida, the District works to help communities and local governments maintain the channel and safe harbors for transportation and for the boating public. The marina will be made safer to boat traffic with the completion of this project due to less wave impact and less erosion on the shoreline and sedimentation in the basin.

b) How does the project benefit public navigation or access to the ICW or adjoining waterways?

This project will significantly reduce wave action in the entrance to the marina, and make it safer for ingress and egress of the boating public. The project has been carefully considered to remedy existing problems in the marina basin, at the entry to the marina, and on the shoreline.

(For reviewer only)
(0-6 points)

3) PUBLIC USAGE & BENEFITS:

a) How is the public usage of this project clearly identified and quantified?

100% of the use of the marina is for public benefit, with 99% of the slips available on a first-come first-serve basis. U.S. Customs Service and the Florida Fish and Wildlife Conservation Commission (FWC) have two (2) slips and two boats used on a regular basis (1%).

b) Discuss the regional and local public benefits and access that will be provided by the project.

This project will provide easier ingress and egress from the Marina and reduce erosion on the shoreline. The current configuration makes access to the marina difficult for boaters when the wind is high and/or the water is rough. The delineated additions and corrections to the existing configuration will resolve these issues.

c) Estimate the amount of total public use.

Historically, maximum occupancy levels are approximately 60% during the peak winter months and approximately 40% during the summer months. This should improve as the access becomes easier and wake within the marina improves and transient business increases due to less wave action from the Intracoastal Waterway. Presently, we allocate approximately 25% of our slips for transient vessels in accord with Rule 66B-2.008 (4), Public Marina Qualifications.

d) Can residents from other counties of the District reasonably use the project? Explain.

Yes – slips are available to anyone able to pay the slip fees. We have well trained, friendly staff on site 365 days a year, our full service amenities – fuel, ship's store, shower facilities, laundry, on site security, nearby restaurants and shopping make our marina user friendly and attractive to the boating public.

(For reviewer only)
(0-8 points)

4) TIMELINESS

a) **Describe current status of the project and present a reasonable and effective timeline for the completion of the project consistent with Attachment E-8.**

Engineering studies, drawings, and permits have been prepared, along with project elements, and a budget outline for each element.

b) **Briefly explain any unique aspects of this project that could influence the project timeline.**

This project is relatively straightforward and should not deviate substantially from the proposed project timeline.

(For reviewer only)
(0-3 points)

5) COSTS & EFFICIENCY:

a) **List any additional funding sources and the status and amount of the corresponding funding that will be utilized to complete this project.**

There are no additional funding sources as of this time, but we intend to apply for Palm Beach County/Florida Boating Improvement Program Funds ($202,406.00); Boating Infrastructure Grant Program funds ($46,709.00).

b) **Identify and describe any project costs that may be increased because of the materials utilized or specific site conditions.**

None that have been identified as of this time.

c) **Describe any methods to be utilized to increase the cost efficiency of this project.**

None that have been identified as of this time.

d) **If there are any fees associated with the use of this facility, please detail. In addition, please provide a listing of the fees charged by similar facilities, public and private, in the project area.**

Our fees are the lowest in the area according to the survey conducted of local private and public marinas in the immediate area (SEE EXHIBIT 1 ATTACHED).

(For reviewer only)
(0-6 points)

6) PROJECT VIABILITY:

a) **Does the project fill a specific need in the community or is it consistent with an existing maritime management plan?**

This project will make getting in and out of the marina much easier for boats, particularly small craft that are susceptible to excessive wave action.

b) **Clearly demonstrate how the project will continue to be maintained after District funding is completed.**

This marina is established as an enterprise fund specifically for maintaining construction improvements. Revenues genenered from the operation of the marina will be allocated to offset maintenance costs associated with this project throughout its life cycle of approximately 50 years.

c) **Will the program result in significant and lasting benefits? Please describe any environmental benefits associated with this project.**

This project will increase the capacity of the marina by reducing wave action, increase the economic viability of the operations, ameliorate the wave action in the entry and in the basin. Environmentally, the calm wave action will produce less erosion and silt build-up in the basin.

(For reviewer only)
(0-7 points)

SUB-TOTAL _____

FIND FORM NO. 91-25
(Effective Date: 3-21-01, Revised 4-24-06)

ATTACHMENT E-4A

WATERWAYS ASSISTANCE PROGRAM

APPLICATION EVALUATION AND RATING WORKSHEET

DEVELOPMENT & CONSTRUCTION PROJECTS

THIS ATTACHMENT IS TO BE COMPLETED IF YOUR PROJECT IS A DEVELOPMENT OR CONSTRUCTION PROJECT BUT **IS NOT** AN INLET MANAGEMENT OR BEACH RENOURISHMENT PROJECT.

CATEGORY & RATING POINTS AVAILABLE	RATING POINTS	EVALUATION CRITERIA

7) PERMITTING:

a) **Have all required environmental permits been applied for? If permits are NOT required, explain why not.**

Yes

b) **If the project is a Phase I project, list the tasks scheduled to obtain the necessary permits and engineering work. Please provide a general cost estimate for the future Phase II work.**

N/A

c) **Detail any significant impediments that may have been identified that would potentially delay the timely issuance of the required permits.**

No significant impediments have been identified that would impede or delay the project.

(For reviewer only)
(0-4 points)

8) PROJECT DESIGN:

a) Has the design work been completed? If this is a Phase I project, has a preliminary design been developed?

Preliminary design has been developed.

b) Are there unique beneficial aspects to the proposed design that enhance public usage or access, decrease environmental impacts, improve water quality or reduce costs?

The reduction of wave action within the marina basin created by the extension of the breakwater across the entrance to the marina will substantially increase the number of transient visitors. Environmentally, the resulting reduction in the amount of turbidity and wave action will produce less erosion and silting throughout the basin and help to improve the over-all water quality.

(For reviewer only)
(0-2 points)

9) CONSTRUCTION TECHNIQUES:

a) Briefly explain the construction techniques to be utilized for this project.

The design of the breakwaters will utilize reinforced concrete components. The structural components will include pre-stressed concrete piles, cast in place concrete cap and pre-cast concrete panels. The proposed structures will be designed and constructed per ASCE and FBC building codes.

b) How are the construction techniques utilized appropriate for the project site?

The use of reinforced concrete and pre-stressed concrete components is consistent with the standard marine construction methodology.

c) Identify any unusual construction techniques that may increase or decrease the costs of the project.

There are no anticipated items that will significantly alter the estimated construction costs.

(For reviewer only)
(0-3 points)

10) CONSTRUCTION MATERIALS:

a) **List the materials to be utilized for this project. What is the design life of the proposed materials?**

The materials include: reinforced concrete panels, pre-stressed concrete piles, and cast-in place concrete components. The design life of the concrete structures is 50 years.

b) **Describe any recyclable material to be utilized. How does the recyclable material (if any) compare to other available material?**

N/A

c) **Identify any unique construction materials that may significantly alter the project costs.**

The project will be value engineered to provide the most cost effective design while providing a maximum service life. It is not expected that any material/product specified will significantly increase the cost of the project.

(For reviewer only)
(0-3 points)

RATING POINT TOTAL _____

(Note: The total maximum score possible is dependent upon the project priority category but cannot exceed 50 points unless the project qualifies as an emergency-related project. The minimum score possible is 16 points. A score of 35 points or more is required to be considered for funding.)

Form No. 91-25A
(Effective Date: 3-21-01, revised 4-24-06)

ATTACHMENT E-5

FLORIDA INLAND NAVIGATION DISTRICT
ASSISTANCE PROGRAM 2013

PROJECT COST ESTIMATE
(See Rule Section 66B-2.005 & 2.008 for eligibility and funding ratios)

PROJECT TITLE: Lake Park Harbor Marina Breakwater Project/Phase II-#PB-LP-08-130

APPLICANT: Town of Lake Park

Project Elements *(Please list the MAJOR project elements and provide a general cost break out for each one. For Phase I Projects, please list the major elements and products expected)*	**Quantity or Total Estimated Cost** (Number and/or Footage etc.)	**Applicant's Cost**	**FIND Cost**
PHASE II Construction			
• Element 1 – Detached Breakwater	194,350.00	97,175.00	97,175.00
• Element 2 – NS Breakwater	288,880.00	144,440.00	144,440.00
• Element 3 – Channel Markers	15,000.00	7,500.00	7,500.00
**** TOTALS =**	**$ 498,230.00**	**$249,115.00**	**$249,115.00**

Form No. 90-25 (New 10/14/92, Revised 04-24-06)

ATTACHMENT E-7
ATTORNEYS CERTIFICATION OF TITLE 2013
(See Rule 66B-2.006(4) & 2.008(2) FAC)

OFFICE OF THE TOWN ATTORNEY

Jones, Foster, Johnston & Stubbs, P.A.
801 Maplewood Drive, Suite 22-A
Jupiter, FL 33458

February 11, 2013

TO WHOM IT MAY CONCERN:

I, Thomas J. Baird, am the Attorney for the Town of Lake Park, Florida. I hereby state that I have examined the following:

1. Deed from the Trustees of the Internal Improvement Fund of the State of Florida to the Town of Lake Park dated October 11, 1961 and recorded October 30, 1961, public records of Palm Beach County, Florida, conveying the property described as Parcel 1 in **Exhibit "A"** attached hereto.

2. Deed from the Trustees of the Internal Improvement Fund of the State of Florida to the Town of Lake Park dated June 23, 1965, and recorded July 26, 1965, public records of Palm Beach County, Florida, conveying the property described as Parcel 2 in **Exhibit "A"** attached hereto.

I have also examined a document showing that this property is listed on the tax rolls as belonging to the Town of Lake Park. Finally, I have also examined such documents and records as necessary for this certification.

This property is what is now called Lake Park Harbor Marina Basin.

I certify that the Town of Lake Park does in fact own this property for public recreational purposes based upon the documents I have examined.

Very truly yours,

Thomas J. Baird
Town of Lake Park Attorney

EXHIBIT A

PARCEL 1

A tract of sovereignty land in Lake Worth in Section 21, Township 42 South, Range 43 East, Palm Beach County, Florida, more particularly described as follows:

Beginning at the point of intersection of the east right-of-way line of Lake Shore Drive, as said right-of-way is shown on Plat of Kelsey City (now Lake Park) on file in the office of the Clerk of the Circuit Court, in and for Palm Beach County, Florida, recorded in Plat Book 6, Page 23, with the easterly projection of the north line of Lot 16, Block 115, as shown on said Plat of Kelsey City; thence north 85°22'45" east, along said easterly projection of the north line of Lot 16, a distance of 190 feet to a point in the high water line of the west shore of Lake Worth and the point of beginning of the herein described tract of sovereignty land; thence continuing along the same course, a distance of 164.23 feet to a point in the Town of Lake Park bulkhead line as established by Ordinance No. 28; said point being also the beginning of a curve concave to the northeast, having a radius of 872.74 feet and a central angle of 34°00'06"; thence southerly and southeasterly along the arc of said curve, and said bulkhead line, a distance of 462.88 feet to a point of reverse curvature, said reverse curve being concave to the southwest, having a radius of 960 feet and a central angle of 28°49'12"; thence southeasterly and southerly along the arc of said curve and said bulkhead line, a distance of 215.27 feet to a point in the easterly projection of the south line of Lot 28, Block 114, of said Plat of Kelsey City; thence south 85°22'45" West along said easterly projection of the south line of Lot 28, a distance of 525.53 feet to a point in the aforesaid high water line of the west shore of Lake Worth; thence north 01°13'26" west along said high water line, a distance of 173 feet; thence north 01°52'45" east, along said high water line, a distance of 185 feet; thence north 18°37'15" west, along said high water line, a distance of 175 feet; thence north 19°52'45" east, along said high water line, a distance of 32 feet; thence north 77°52'45" east, along said high water line, a distance of 85 feet; thence south 40°07'15" east, along said high water line, a distance of 30 feet; thence south 08°07'15" east, along said high water line, a distance of 240 feet; thence south 27°22'45" west, along said high water line, a distance of 35 feet; thence south 40°35'15" east, along said high water line, a distance of 25 feet; thence north 79°22'45" east, along said high water line, a distance of 100 feet; thence north 01°52'45" east, along said high water line, a distance of 185 feet; thence north 16°37'15" west, along said high water line, a distance of 175 feet; thence north 50°37'15" west, along said high water line, a distance of 60 feet to the point of beginning.

Containing 4.713 acres, more or less.

PARCEL 2

A parcel of sovereignty land in Section 21, Township 42 South, Range 43 East, Palm Beach County, Florida, more particularly described as follows:

Beginning at a point in a line 35 feet north of and parallel to the south line of said Section 21, said point being in the high water line on the westerly shore of Lake Worth at a distance of 126 feet south 88°01'45" east from the easterly right-of-way line of Lake Shore Drive according to the plat thereof recorded in Road Plat Book 1, Page 157, Public Records of Palm Beach County, Florida; thence north 37°31'45" west, along said high water line, a distance of 83.50 feet; thence north 27°46'45" west, along said high water line, a distance of 78 feet; thence north 09°09'05" west, along said high water line, a distance of 68.8 feet, more or less, to a point in the easterly projection of the south line of Lot 28, Block 114, Plat of Kelsey City, according to the plat thereof recorded in Plat Book 8, Page 28, Public Records of Palm Beach County, Florida; thence north 85°22'45" east, along said south line of Lot 28, Block 114, Kelsey City, projected easterly, a distance of 521.69 feet to a point in the Town of Lake Park bulkhead line, established by Ordinance No. 28 on February 6, 1961, recorded in Plat Book 27, Page 1, Public Records of Palm Beach County, Florida, said point being in the arc of a curve concave to the southwest having a radius of 872.74 feet and a central angle of 17°34'03"; thence southeasterly and southerly along the arc of said curve and said Town of Lake Park bulkhead line, a distance of 267.59 feet to a point in the aforesaid parallel line 35 feet north of the south line of said Section 21, thence north 88°01'45" west along said parallel line, a distance of 473.67 feet to the point of beginning.

Containing 2.748 acres, more or less.

tlp\legal.exa

ATTACHMENT E-8

WATERWAYS ASSISTANCE PROGRAM 2013

PROJECT TIMELINE

Project Title: Lake Park Harbor Marina Breakwater Project/Phase II -#PB-LP-08-130

Applicant: Town of Lake Park

The applicant is to present a detailed timeline on the accomplishment of the components of the proposed project including, as applicable, completion dates for: permitting, design, bidding, applicant approvals, initiation of construction and completion of construction.
NOTE: All funded activities must begin AFTER October 1st
(or be consistent with Rule 66B-2.005(3) - Pre-agreement expenses)

- Public Advertisement for project by February 2014
- Pre-bid meeting by March 2014
- Receive bids and award contract by May 2014
- Pre-construction meeting by June 2014
- Notice to proceed issued July 2014
- Estimated construction sequence to require 180 days
- Substantial completion by December 2014
- Final completion by January 2015
- Final certification to agencies within 30 days of completion

TAB 12

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 6, 2013 **Agenda Item No.** Tab 12

Agenda Title: General Fund contingency line iteming for "Eyes on Park" Relocation

[ ]	CONSENT AGENDA	[X]	**DISCUSSION/POSSIBLE ACTION**
[ ]	PRESENTATION/PROCLAMATION	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 2/22/13

Richard Pittman/Project Manager
Name/Title

Originating Department: Public Works	**Costs: Up to $4,044.00** **Funding Source: Contingency** **Acct. # Contingency** **[X] Finance** BKR	**Attachments:** **Agenda Item- May 2, 2012** **Crown Castle-P.O. Request** **P.O. to Crown Castle** **P.O. to Mobile Communications**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case GWL **Please initial one.** for R.P.

Summary Explanation/Background:

The Town Commission is being asked to approve up to $4,044.00 from the General Fund contingency line item for costs associated with relocation of the "Eyes on Park" receiving antennas and recording equipment to the cell tower and adjacent building at 700-6th Street occupied by the Palm Beach County Sheriff's office District 10.

The original "Eyes on Park" security camera system project consists of eleven security cameras on Park Avenue and the alley south of Park Avenue sending views 24/7 to a digital recorder currently located at the Art on Park Avenue Building, 800 Park Avenue. The installation of this security camera system was completed in October 2011, and was funded by a Department of Justice (DOJ) grant in the amount of $42,416.00.

Budget restraints for the 2011/2012 fiscal year closed the 800 Park Avenue building at which time relocation of the receiving antennas, recording equipment and internet connection was evaluated. The Town applied for and received a Florida Department of Law Enforcement (FDLE) grant in the amount of $5,459.00 for relocation. The grant award anticipated the relocation of the "Eyes on Park" receiving antennas and recorder to the Town's emergency operations center which is currently housed at the Public Works facility.

In early 2012, the Town Commission approved requesting an amendment to the FDLE grant to relocate the "Eyes on Park" receiving antennas to the cell tower located between Town Hall and the 700-6th Street building, with the recording equipment and internet connection to be located in the 700-6th Street building (see attached copy of the May 2, 2012 agenda item). Purchase order #55244 was issued to Mobile Communications in the amount of $6,952.75 to perform the relocation of the receiving antennas and recording equipment. No work has been performed under this purchase order.

Subsequent to the FDLE amendment, the Town has been dealing with Crown Castle Company, the owner of the tower, to properly access the cell tower. Crown Castle is the owner of the cell tower through a lease agreement which dates back to August 1994 when Bellsouth Mobility and the Town agreed to the erection of the cell tower on Town property. The agreement allowed the Town to have public safety equipment on the tower. The public safety equipment still remains on the tower although it is not currently being used.

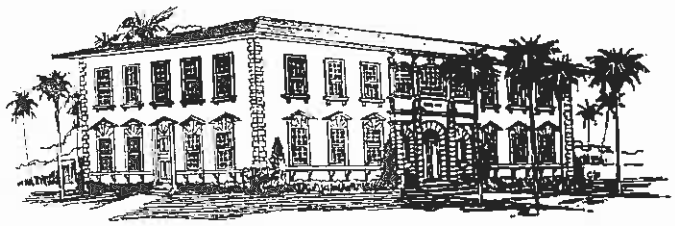
The Town has applied to Crown Castle for the Town to install up to six receiving antennas associated with wireless security cameras that could be placed throughout the Town. Crown Castle has informed the Town that a fee of $2,250.00, to perform a "structural analysis", will need to be paid to process the application. Three antennas would be installed under the current FDLE grant and three would be installed under a future project. At least one of the Town's public safety antennas would need to come down in the near future.

In addition to the $2,250.00 application fee to Crown Castle, the Town's contractor for the "Eyes on Park" camera project (Econocomm, Inc. d/b/a Mobile Communications) is asking for an additional $300.00 to fabricate a bracket for the mounting of the three receiving antennas at the 700 6th Street building, for a total cost of $2,550.00.

COSTS	
Mobile Communications original proposal:	$6,952.75
Current Request:	
Mounting bracket	300.00
Crown Castle processing and structural analysis	2,250.00
Total Costs.....	$9,502.75
Florida Department of Law Enforcement Grant	($ 5,459.00)
Net Cost to Town.....	$ 4,043.75

Recommended Motion: Approve up to $4,044.00 from the General Fund contingency line item for Crown Castle application processing including structural analysis ($2,250.00) and mounting bracket ($300.00 for Mobile Communication) to continue with the relocation of the "Eyes on Park" security camera antennas to the cell tower and the recording equipment and internet connection to the Sheriff's Dept. building.

If approved, $25,191.00 will remain in the General Fund contingency line item.



LAKE PARK TOWN HALL NATIONAL HISTORIC SITE

THE TOWN OF LAKE PARK

535 PARK AVENUE
LAKE PARK, FLORIDA 33403
(561) 881-3350 FAX (561) 881-3358

PURCHASE ORDER

PURCHASE ORDER NUMBER	55284
DATE	02/21/13 PAGE NO. 1
DEPT. CODE	
REQUISITION NUMBER	120

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST, AND CORRESPONDENCE.

TO: 40890
CROWN CASTLE
6421 CONGRESS AVE., STE 200
BOCA RATON, FL 33487

SEND INVOICE TO	DELIVER ITEMS TO	DELIVERY DATE
TOWN OF LAKE PARK DIRECTOR OF FINANCE 535 PARK AVENUE LAKE PARK, FL 33403	PUBLIC WORKS DEPARTMENT 650 OLD DIXIE HIGHWAY LAKE PARK 33403	02/21/13

TERMS: NET

SPECIAL INSTRUCTIONS: STRUCTURAL ANALYSIS TO INSTALL RECEIVING ANTENNA'S

THIS IS... ☐ AN ORDER ☐ A CONFIRMATION

ITEM NO.	UNIT DESCRIPTION	ACCOUNT NUMBER	QUANTITY	UNIT PRICE	AMOUNT
1.	STRUCTURAL ANALYSIS FOR SIX MODULE ACCESS POINT INSTALLATION AT CELL TOWER ADJACENT TO PBSO @ 700 6TH STREET, LAKE PARK, FL CROWN CASTLE SITE NAME: 811572 CROWN CASTLE NUMBER: AARB BRA 110	200-64102	1.00	2250.00	2,250.0

TOTAL 2,250.0

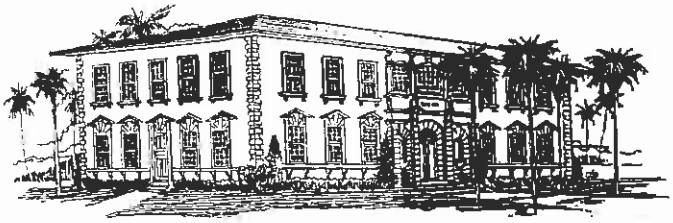
FLORIDA STATE SALES TAX EXEMPTION CERTIFICATE NO.
60-13-116484-54C

FEDERAL TAX EXEMPTION CERTIFICATE NO.
59-6000355

APPROVED DIRECTOR of FINANCE

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND SHIPPING DOCUMENTS.
DELIVERIES WILL BE ACCEPTED
MONDAY THRU FRIDAY 8:30 AM - 4:00 PM

VENDOR COPY



LAKE PARK TOWN HALL — NATIONAL HISTORIC SITE

THE TOWN OF LAKE PARK

535 PARK AVENUE
LAKE PARK, FLORIDA 33403
(561) 881-3350 FAX (561) 881-3358

PURCHASE ORDER

PURCHASE ORDER NUMBER	55244
DATE	10/01/12 PAGE NO. 1
DEPT. CODE	
REQUISITION NUMBER	200-106

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST, AND CORRESPONDENCE.

TO: 40050
MOBILE COMMUNICATIONS
3733 NW 16TH STREET
SUITE B
LAUDERHILL, FL 33311

SEND INVOICE TO	DELIVER ITEMS TO	DELIVERY DATE
TOWN OF LAKE PARK DIRECTOR OF FINANCE 535 PARK AVENUE LAKE PARK, FL 33403	PUBLIC WORKS DEPARTMENT 650 OLD DIXIE HIGHWAY LAKE PARK 33403	10/01/12

TERMS: NET 30

SPECIAL INSTRUCTIONS

REPLACEMENT OF PO #55188/800 PARK AVENUE

THIS IS... ☐ AN ORDER ☐ A CONFIRMATION

ITEM NO.	UNIT DESCRIPTION	ACCOUNT NUMBER	QUANTITY	UNIT PRICE	AMOUNT
1	RELOCATION OF EYES ON PARK	200-64102	1.00	1493.75	1,493.75
2	FL DEPT OF LAW ENF GRANT PROJECT IS RELOCATION OF EYES ON PARK SECURITY CAMERA SYSTEM TO SHERIFF BUILDING	301-64102	1.00	5459.00	5,459.00
7	MOBILE COMM IS THE ORIGINAL INSTALLER OF SYSTEM ON PARK AVENUE PROVIDE LABOR, EQUIPMENT & MATERIAL TO INSTALL ACCESS ANTENNA ON CELL TOWER, CABLE INTO BUILDING RELOCATE EQUIPMENT FROM 800 PARK AVE	301-64102	.00	.00	.00
6	ACCESS PT MOUNTING BRACKET	200-64102	1.00	300.00	300.00
				TOTAL	7,252.75

FLORIDA STATE SALES TAX EXEMPTION CERTIFICATE NO.
60-13-116484-54C

FEDERAL TAX EXEMPTION CERTIFICATE NO.
59-6000355

APPROVED DIRECTOR of FINANCE

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND SHIPPING DOCUMENTS.
DELIVERIES WILL BE ACCEPTED
MONDAY THRU FRIDAY 8:30 AM - 4:00 PM

VENDOR COPY

CROWN CASTLE

Purchase Order Request Form

DATE: November 12, 2012

Customer: City of Lake Park Florida

Site Name:

Site Number:

Job Number: 211734

DATE PO REQUIRED: ASAP

VENDOR INFORMATION

NAME	CROWN CASTLE
ADDRESS	6421 Congress Ave, Suite 200
	Boca Raton, FL 33487
ATTENTION	Kevin DePatie
PHONE	561.544.4968

ADDITIONAL COMMENTS TO BE ON PO: SEE BELOW:

Crown Site Name: 811572

Crown Site Number: AARB BRA110

QTY REQ	DESCRIPTION OF WORK	TOTAL PRICE
1	Structural Analysis	$2,250.00
	Please have Crown's Site Name and/or Site Number added to the PO for reference, Thank you.	
	TOTAL PRICE	**$2,250.00**

REQUESTED BY: Kevin DePatie **DATE SUBMITTED:** November 12, 2012

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 2, 2012 **Agenda Item No.** Tab 10

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

SUBJECT: **Florida Department of Law Enforcement Grant Amendment**

RECOMMENDED MOTION/ACTION: **Approve**

Approved by Town Manager _____ **Date:** 4/24/12

Richard Pittman/CRA Project Manager
Name/Title

April 24, 2012
Date of Actual Submittal

Originating Department: CRA	**Costs: $6,952.75** **Funding Source: Public Safety Acct. # 001-52-521-200-64102: $1,493.75** **FDLE Grant: $5,459.00**	**Attachments:** **Resolution No. 43-11-11** **FDLE Justice Assistance Grant Application/Approval Notification**
Department Review: [ ] Attorney_____ [ ] Community Development___ [ ] Finance _____ [ ] Fire Dept _____	[ ] Grants _____ [ ] Human Resources_____ [ ] Information Technology ____ [ ] Library _____ [ ] Marina _____	[ ] PBSO _____ [ ] Public Works_____ [ ] Recreation _____ [ ] Town Clerk _____ [ ] Town Manager _____
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ____ **Please initial one.** RP

Summary Explanation/Background: This item is a housekeeping item associated with a Florida Department of Law Enforcement Grant application approved by the Commission on November 16, 2011. Upon Commission approval the FDLE will be asked to amend the grant application scope of work and request a time extension to the grant.

In July of 2011 the Town Commission approved an award of bid for the installation of eleven security cameras on Park Avenue. The project was known as "Eyes on Park". The project cost was $42,416.00 and was funded through a Department of Justice Grant. The project was complete in October of 2011. Each camera sends a wireless transmission to a receiver located at the "Art on Park" building at 800 Park Avenue. The camera views are digitally stored and real time camera views can be observed by the Palm Beach County Sheriff via the internet. The security cameras have operated flawlessly since installation.

The budget process eliminated Town occupancy at 800 Park Avenue. In November 2011 the Town Commission authorized the Mayor to sign a grant application to the Florida Department of Law Enforcement for the Town to receive a $5,459.00 FDLE grant (Resolution No. 43-11-11). The grant application was for the relocation of "Eyes on Park" equipment out of the 800 Park Avenue building. The grant application indicated that the estimated project cost was $6,952.75. The Town received notice of the grant approval on February 2, 2012. The grant requires completion of the project by June 30, 2012.

The FDLE grant application included a scope of work which described the project as installing an antenna and radio receiver at the Town's EOC which is housed at the Public Works facility. This description has become invalid as a new opportunity has become available.

The cell phone tower adjacent to the Sheriff's building, west of Town Hall, is now available for the installation of the "Eyes on Park" receiving antenna. The Palm Beach County Fire Rescue antenna on the cell phone tower has been abandonded. The "Eyes on Park" radio receiver, DVR and internet connection can be installed in the Sheriff's building. By installing the receiving antenna on the cell phone tower the height will provide a Town-wide opportunity for future additional wireless cameras to send a direct signal to one central location. The change to use the cell phone tower will require that the FDLE grant scope of work be amended.

When this antenna, receiver and recorder is reinstalled on the cell phone tower the internet connection at the 800 Park Avenue building will be discontinued and one new static IP address will be set up at the Sheriff's building. This static IP connection will cost approximately $80.00 per month.

The cost estimate used in the grant application was for the installation at the cell phone tower and not at Public Works. The estimate was prepared by Econocom Inc. d/b/a Mobile Communications, the same company that installed the "Eyes on Park" equipment. Due to warranty and performance considerations, the Town will use this same company to remove and reinstall the equipment to the cell tower and Sheriff's building. They will honor their November 2011 price. The Town's funding contribution will be $1,493.75.

Staff recommend approval for the Town to request amending the FDLE grant scope of work and to request a time extension.

FDLE

Florida Department of Law Enforcement

Gerald M. Bailey
Commissioner

Office of Criminal Justice Grants
Post Office Box 1489
Tallahassee, Florida 32302-1489
(850) 617-1250
www.fdle.state.fl.us

Rick Scott, Governor
Pam Bondi, Attorney General
Jeff Atwater, Chief Financial Officer
Adam Putnam, Commissioner of Agriculture

FEB 2 2012

The Honorable James DuBois
Mayor
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Re: Contract No. 2012-JAGD-PALM-6-C5-131

Dear Mayor DuBois:

The Florida Department of Law Enforcement is pleased to award an Edward Byrne Memorial Justice Assistance Grant to your unit of government in the amount of $ 5,459.00 for the project entitled, EYES ON PARK MONITORING PROJECT. These funds shall be utilized for the purpose of reducing crime and improving public safety.

A copy of the approved subgrant application with the referenced contract number is enclosed for your file. All correspondence with the Department should always refer to the project number and title.

Your attention is directed to the Standard Conditions of the subgrant. The Standard Conditions should be reviewed carefully by those persons responsible for project administration to avoid delays in project completion and costs reimbursements.

The enclosed Certification of Acceptance should be completed and returned to the Department within 30 calendar days from the date of award. This certificate constitutes official acceptance of the award and must be received by the Department prior to the reimbursement of any project expenditures.

State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308

CERTIFICATION OF ACCEPTANCE

The subgrantee, through its authorized representative, acknowledges receipt and acceptance of subgrant award number 2012-JAGD-PALM-6-C5-131, in the amount of $ 5,459.00, for a project entitled, EYES ON PARK MONITORING PROJECT, for the period of 02/01/2012 through 06/30/2012, in accordance with the Budget and Budget Narrative contained in the subgrant application, and subject to the Florida Department of Law Enforcement Conditions of Agreement and any special conditions governing this subgrant.

Signature of Subgrantee's Authorized Official

James DuBois Mayor
Typed Name and Title of Official

February 15, 2012
Date of Acceptance

Name of Subgrantee

Rule Reference 11D-9.006 OCJG-012 (rev. October 2005)

State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308

SUBGRANT AWARD CERTIFICATE

Subgrantee: Town of Lake Park

Date of Award: 2-2-12

Grant Period: From: 02/01/2012 TO: 06/30/2012

Project Title: EYES ON PARK MONITORING PROJECT

Grant Number: 2012-JAGD-PALM-6-C5-131

Federal Funds: $ 5,459.00

State Agency Match:

Local Agency Match: $ 0.00

Total Project Cost: $ 5,459.00

State Purpose Area: F : Contractual Support - Purchase Contractual Support

CFDA No.: 16.738

Award is hereby made in the amount and for the period shown above of a subgrant under Title I of the Omnibus Crime Control and Safe Streets Act of 1968, P.L. 90-351, as amended, and the Anti-Drug Abuse Act of 1988, P.L. 100-690, to the above mentioned subgrantee and subject to any attached or special conditions.

This award is subject to all applicable rules, regulations, and conditions as contained in the current edition of the Office of Justice Programs Financial Guide, Common Rule for State and Local Governments and A-87, or OMB Circulars A-110 or A102, as applicable, and A-21, in their entirety. It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of P.L. 90-351, as amended, and P.L. 100-690.

City of Lake Park Wireless Video Relocation

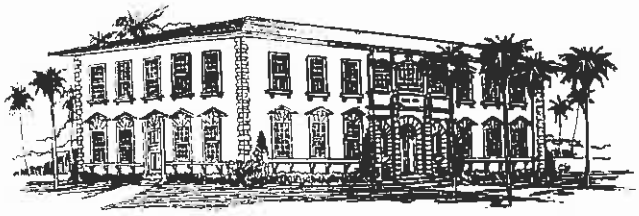
Parts

Quantity	Part#	Description	Price	extended price	
1	5760ap	Canopy access point	$630.00	$630.00	
1	lens1	Canopy antenna	$56.00	$56.00	
1	600ssc	Surge Suppressor	$28.00	$28.00	
500	cat5sh	Shielded cat 5 outdoor cable	$1.05	$525.00	
1	GPSM	GPS Fascia Mount	$55.00	$55.00	
15	rj45s	Cat 5 cable connectors Shielded	$1.25	$18.75	
Total Parts				$1,312.75	$1,312.75

Labor Costs

2		Days of lift rental	$375.00	$750.00	
1		Tower Crew	$1,750.00	$1,750.00	
40		Man Hours Labor (Equipment removal and reinstallation)	$60.00	$2,400.00	
6		Man Hours Labor High Level Tech	$90.00	$540.00	
1		Miscellaneous parts Fasteners, connectors and jumpers	$200.00	$200.00	
Total Labor				$5,640.00	$5,640.00

Total Project Cost $6,952.75



LAKE PARK TOWN HALL — NATIONAL HISTORIC SITE

THE TOWN OF LAKE PARK

535 PARK AVENUE
LAKE PARK, FLORIDA 33403
(561) 881-3350 FAX (561) 881-3358

PURCHASE ORDER

PURCHASE ORDER NUMBER	55244
DATE	10/01/12 PAGE NO. 1
DEPT. CODE	
REQUISITION NUMBER	200-106

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST, AND CORRESPONDENCE.

TO: 40050
MOBILE COMMUNICATIONS
3733 NW 16TH STREET
SUITE B
LAUDERHILL, FL 33311

SEND INVOICE TO	DELIVER ITEMS TO	DELIVERY DATE
TOWN OF LAKE PARK DIRECTOR OF FINANCE 535 PARK AVENUE LAKE PARK, FL 33403	PUBLIC WORKS DEPARTMENT 650 OLD DIXIE HIGHWAY LAKE PARK 33403	10/01/12

TERMS: NET 30

SPECIAL INSTRUCTIONS: REPLACEMENT OF PO #55188/800 PARK AVENUE

THIS IS... ☐ AN ORDER ☐ A CONFIRMATION

ITEM NO.	UNIT DESCRIPTION	ACCOUNT NUMBER	QUANTITY	UNIT PRICE	AMOUNT
1	RELOCATION OF EYES ON PARK	200-64102	1.00	1493.75	1,493.75
2	FL DEPT OF LAW ENF GRANT PROJECT IS RELOCATION OF EYES ON PARK SECURITY CAMERA SYSTEM TO SHERIFF BUILDING	301-64102	1.00	5459.00	5,459.00
7	MOBILE COMM IS THE ORIGINAL INSTALLER OF SYSTEM ON PARK AVENUE PROVIDE LABOR, EQUIPMENT & MATERIAL TO INSTALL ACCESS ANTENNA ON CELL TOWER, CABLE INTO BUILDING RELOCATE EQUIPMENT FROM 800 PARK AVE	301-64102	.00	.00	.00
			TOTAL		6,952.75

FLORIDA STATE SALES TAX EXEMPTION CERTIFICATE NO.
60-13-116484-54C

FEDERAL TAX EXEMPTION CERTIFICATE NO.
59-6000355

10/15/2012
APPROVED DIRECTOR of FINANCE

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND SHIPPING DOCUMENTS.
DELIVERIES WILL BE ACCEPTED
MONDAY THRU FRIDAY 8:30 AM - 4:00 PM

VENDOR COPY

TAB 13

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 13

Agenda Title: Setting a Workshop Meeting for a Commission Orientation

[ ]	CONSENT AGENDA	[X]	**DISCUSSION/POSSIBLE ACTION**
[ ]	PRESENTATION/PROCLAMATION	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 3/4/13

DALE S. SUGERMAN / TOWN MANAGER
Name/Title

Originating Department: **Town Clerk** **Town Manager** **Town Attorney**	Costs: N/A Funding Source: N/A Acct. N/A [ ] Finance _____	**Attachments:** **None**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

With the election of a majority of individuals who have never served on the Town Commission before, the Office of the Town Clerk and the Office of the Town Manager are offering to conduct a workshop meeting for a Town Commission orientation. Items to be covered at the orientation workshop would include:

- How our form of government (Commission/Manager) works.
- The agenda format and what to expect within agenda packets.
  - Robert's Rules of Order.
- The Sunshine Law and the Public Records Law
- The budget process, the audit, monthly financials, and the CAFR.
- A variety of other, very extremely interesting topics!

We anticipate that this orientation session will take 60-90 minutes and will be presented by the Town Clerk, the Town Manager, and the Town Attorney. It will, of course, be a public meeting and citizens will be given an opportunity to attend as well.

Recommended Motion: The Commission may want to determine, at the March 20th Commission meeting, when they would like to hold the orientation session; which could then be set by someone making a motion, someone making a second, holding discussion and then taking a vote on a specific date and time.

An alternative would be to instruct the Town Clerk to poll the members of the Commission as to their availability of various dates for a Commission orientation workshop session and then the date for this meeting will be formally set at the April 3rd Commission meeting.

TAB 14

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013 **Agenda Item No.** Tab 14

Agenda Title: Setting a Workshop Meeting for Mandatory Commission on Ethics Training

[ ]	CONSENT AGENDA	[X]	**DISCUSSION/POSSIBLE ACTION**
[ ]	PRESENTATION/PROCLAMATION	[ ]	RESOLUTION
[ ]	PUBLIC HEARING	[ ]	ORDINANCE ON ____ READING
[ ]	BID/RFP AWARD	[ ]	OTHER:

Approved by Town Manager _____ **Date:** 3/4/13

DALE S. SUGERMAN / TOWN MANAGER

Name/Title

Originating Department: **Town Manager**	Costs: N/A Funding Source: N/A Acct. N/A [ ] Finance _____	**Attachments:** **Ethics Training Policy of the Town of Lake Park**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ___ **Please initial one.**

Summary Explanation/Background:

According to the Palm Beach County Code of Ethics §2-446(a), *Officials and employees shall be informed of their ethical responsibilities at the start of their public service, and shall receive updates and training materials on ethics issues throughout the span of their public service. The county administrator or municipal administrator as applicable shall establish by policy a mandatory training schedule for all officials and employees which shall include mandatory periodic follow-up sessions.* In accordance with these mandates, the Office of the Town Manager has established a procedure for the Town of Lake Park (a copy of which is included in this packet).

The first procedure relates to the newly elected Town Commission. That procedure says:

1. All public employees and non elected officials must receive initial Code of Ethics training within sixty (60) days of employment or appointment. **Elected officials must receive their initial training within sixty (60) days of taking office** [emphasis added]. This training requirement may consist of live training by the Palm Beach County Commission on Ethics (COE) staff, on-line training through use of the training video available on the COE website, or DVD presentation upon request.

Recommended Motion: The Commission needs to determine when it would like to schedule this formal ethics training. The training can be done individually, or as a group. Either way is acceptable. Having a representative from the Palm Beach County Ethics Commission conduct a group training session is not mandatory, but is strongly suggested. The ethics training must be completed by all elected officials no later than May 12, 2013. If it is the desire for the Commissioners to be responsible for their own individual training session, then no vote is necessary. If, however, it is the desire of the newly elected Commission to do a group training session, then the date for this mandatory ethics training should be set by someone making a motion, someone making a second, holding a discussion and then taking a vote on a specific date and time for the group session. With a group training session, we would of course have to check with members of the staff of the Commission on Ethics as to their availability to conduct the training session on a night that Commissioners select.

Office of the
Town Manager

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

www.lakeparkflorida.gov

MEMORANDUM

TO: All Town of Lake Park Personnel/Officials

FROM: Dale S. Sugerman, Ph.D.
Town Manager

SUBJECT: Ethics Training

DATE: February 1, 2013

PURPOSE:

The purpose of this memorandum is to provide guidelines to all Town of Lake Park personnel and officials information regarding required ethics training.

POLICY:

According to the Palm Beach County Code of Ethics §2-446(a), *Officials and employees shall be informed of their ethical responsibilities at the start of their public service, and shall receive updates and training materials on ethics issues throughout the span of their public service. The county administrator or municipal administrator as applicable shall establish by policy a mandatory training schedule for all officials and employees which shall include mandatory periodic follow-up sessions.* In accordance with these mandates, the following procedure has been adopted for the Town of Lake Park.

PROCEDURE:

1. All public employees and non elected officials must receive initial Code of Ethics training within sixty (60) days of employment or appointment. Elected officials must receive their initial training within sixty (60) days of taking office. This training requirement may consist of live training by the Palm Beach County Commission on Ethics (COE) staff, on-line training through use of the training video available on the COE website, or DVD presentation upon request.

2. As part of the required training, all public employees, elected and appointed officials must read the Palm Beach County Code of Ethics. The code is available on the COE website as well as in the *Ethics Pocket Guide*, published by the Commission on Ethics.

3. After initial training, periodic mandatory follow-up training is required of all employees and officials every two (2) years. The COE will coordinate with the town Manager to provide timely and effective follow-up training.

4. After completing training and having read the Code of Ethics, all officials and employees shall complete the approved acknowledgment form, available on the Commission on Ethics website at http://www.palmbeachcountyethics.com/forms.htm, indicating that they attended a live COE training or viewed the appropriate web-video or approved DVD provided by the COE. The training acknowledgment form must be signed by the employee or official and submitted to the Town Clerk for proper documentation of the completed training.

5. The Town Manager has been designated as the administrator responsible for the coordination of all mandated training and compliance audits with the COE.

6. Compliance reviews by the COE will be for the purpose of achieving maximum compliance with the Code of Ethics training mandates as contained in Art. XIII, §2-446. Results of training compliance reviews will be submitted to the Town of Lake Park for necessary action prior to the issuance of a compliance report. The Town shall have an opportunity to cure any deficiency within a reasonable time not to exceed 45 days. Compliance reviews will be performed on an as needed or biennial basis.

Dale S. Sugerman, Ph.D.
Town Manager