



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, April 18, 2012, 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
.....		
Jamie Titcomb	—	Interim Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez Lemley, 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. **PRESENTATION:**

1. Update on the American Cancer Society Relay For Life – Carla Flores Tab 1

G. **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.

H. **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:

- 2. Regular Commission Meeting Minutes of March 21, 2012 Tab 2

- I. **DISCUSSION AND POSSIBLE ACTION:**
 - 3. Review Resumes of Semi-Finalist for Town Manager Position Tab 3

- J. **COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:**

- K. **ADJOURNMENT:**

Presentation

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 18, 2012

Agenda Item No. *Tab 1*

- | | |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input checked="" type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Update on the American Cancer Society Relay for Life

RECOMMENDED MOTION/ACTION:

Approved by Town Manager *Bobbi Luyken* Date: *4/13/12*
Vin Lly *Johnnie Pittman*
 Name/Title Date of Actual Submittal

Originating Department: Mayor	Costs: \$ 0.00 Funding Source: Acct. #	Attachments: Presentation
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input checked="" type="checkbox"/> Town Clerk <i>(initials)</i> <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <i>(initials)</i> OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background: The Third Annual American Cancer Society Relay for Life in Lake Park will take place on Friday, April 27, 2012 and conclude on Saturday, April 28, 2012 in Lake Shore Park. A representative of the event will be explaining the event and available to answer questions.

American Cancer Society Relay For Life



1-800-227-2345



cancer.org

Celebrate Remember Fight Back!

Relay For Life of Lake Park

Friday, April 27- Saturday, April 28
Kelsey Park



1-800-227-2345



cancer.org

Saving Lives through Relay For Life



1-800-227-2345



cancer.org

Relay For Life Honors Survivors & Caregivers!



1-800-227-2345

cancer.org

Relay For Life is FUN!



1-800-227-2345

cancer.org

Benefits For Employees Who Participate in the Relay For Life:

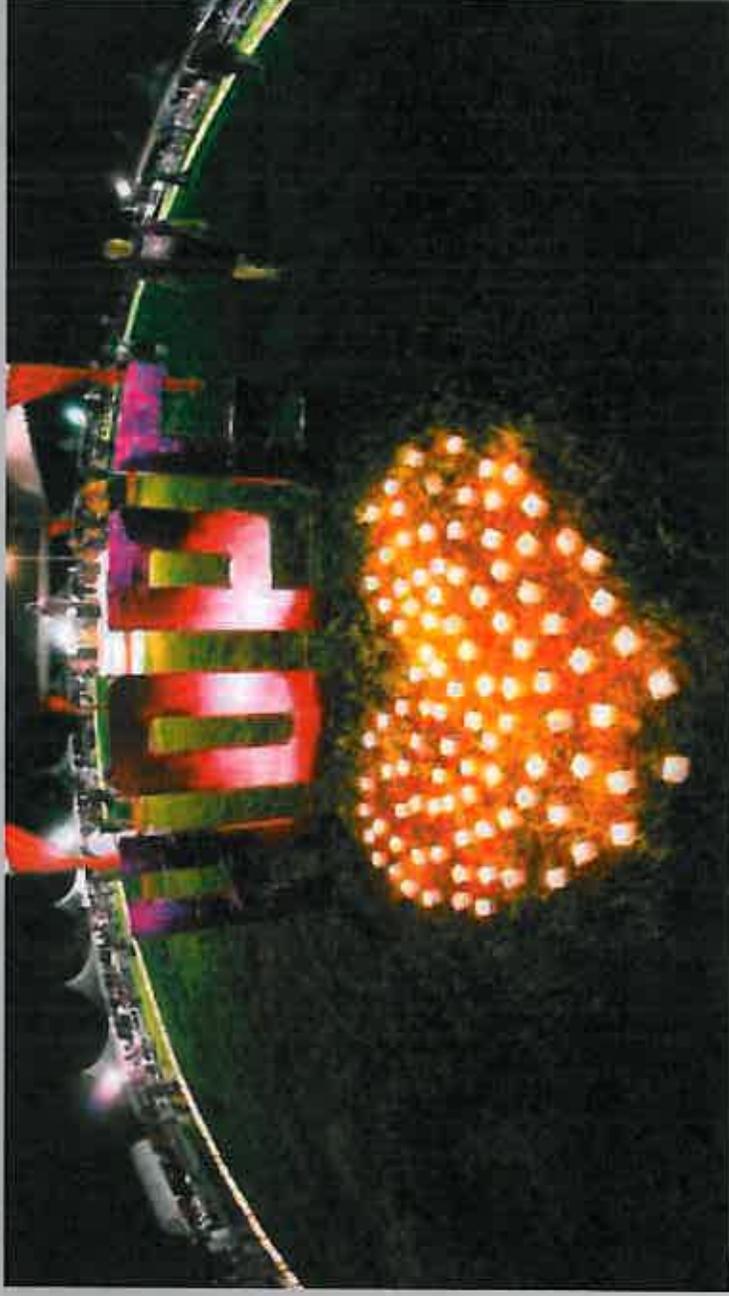
- You're banding together with your family, friends, colleagues, and neighbors having fun for a good cause!
- It's a great team building activity for your co-workers!
- It's an enriching community service project!
- It's a time to reflect with others in the community that are going through similar experiences.
- It's a Party with a Purpose!
- You're saving lives.

1-800-227-2345



cancer.org

Luminaria: The Ceremony of Hope



1-800-227-2345



cancer.org

How to sign up!

Relay For Life of Lake Park web
site

www.relayforlife.org/lakeparkfl

Click on Sign Up, and Start a
Team, or Join a Team.

You'll also see event information!

1-800-227-2345



cancer.org

Join Us in the Fight!



**Alyson Blake, Community Representative
561-650-0136 or alyson.blake@cancer.org**

1-800-227-2345



cancer.org

Consent Agenda

TAB 2



**Town of Lake Park Town Commission
Agenda Request Form**

Meeting Date: April 18, 2012

Agenda Item No. *Tab 2*

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Regular Commission Meeting Minutes of March 21, 2012

RECOMMENDED MOTION/ACTION: To Approve the Regular Commission Meeting Minutes of March 21, 2012

Approved by Town Manager *[Signature]* **Date:** *4/13/12*

Shari Canada, Deputy Town Clerk
Name/Title

April 03, 2012
Date of Actual Submittal

Originating Department Town Clerk	Costs: \$0 Funding Source: 0 Acct. # 0	Attachments: Agenda Meeting Minutes Exhibit "A" Exhibit "B"
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input checked="" type="checkbox"/> Town Clerk <i>JML</i> <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <i>JML</i> Please initial one.

Summary Explanation/Background:



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 21, 2012, 7:00 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
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Steven Hockman	—	Commissioner
Jeanine Longtin	—	Commissioner
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- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE
- D. ROLL CALL
- E. ADDITIONS/DELETIONS - APPROVAL OF AGENDA
- F. PROCLAMATION:
 - 1. In Honor Of Lake Park Marina Director Michael Pisano

Tab 1

- G. 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.
- H. 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

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Recommended For Approval:

- 2. Regular Commission Meeting Minutes of February 15, 2012 Tab 2
- 3. Resolution No. 08-03-12 Authorizing the Mayor to Execute the Memorandum of Agreement Between Children's Home Society and the Town of Lake Park Tab 3
- 4. Proclamation Recognizing April as Florida's Water Conservation Month Tab 4
- 5. Proclamation Recognizing April 27, 2012 as National Arbor Day Tab 5

I. ORDINANCE ON FIRST READING:

6. Ordinance No. 04-2012 Update Town Code to Include the 2010 Florida Building Code Tab 6

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 54, ENTITLED "BUILDINGS AND BUILDING REGULATIONS" TO UPDATE REFERENCES TO THE FLORIDA BUILDING CODE AND THE NATIONAL ELECTRICAL CODE; PROVIDING FOR THE ADOPTION OF LOCAL AMENDMENTS TO CHAPTER 1 OF THE FLORIDA BUILDING CODE; PROVIDING FOR THE REPEAL OF CERTAIN REFERENCES NOW CONTAINED IN THE CODE; ; PROVIDING FOR THE REPEAL OF PROVISIONS OF THE CODE IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

J. DISCUSSION AND POSSIBLE ACTION:

- 7. Review Resumes Received for Town Manager Position Tab 7
- 8. Request to Extend Kelsey Park Combination Market to Occur Year-Round Tab 8
- 9. Internet Viewing of Public Meetings Tab 9

K. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:

L. ADJOURNMENT:



**Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 21, 2012 7:00 p.m.
Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, March 21, 2012 at 7:00 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioners Steven Hockman and Tim Stevens, Interim Town Manager Jamie Titcomb, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley. Commissioner Jeanine Longtin was absent.

Vice-Mayor Rumsey led the Invocation and the Pledge of Allegiance. Town Clerk Vivian Lemley performed the Roll Call.

Vice-Mayor Rumsey advised that Commissioner Longtin had advised that she would be unable to attend the meeting and that Mayor DuBois was held up at a meeting and would arrive shortly.

Mayor DuBois arrived at 7:09 p.m.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA:

Commissioner Stevens requested that an item J 10 be added to discuss the memorandum that the Town Attorney prepared regarding the Town Manager Authority, specifically Sections 2.82, 2.83 and 2.87 of the Code.

Vice-Mayor Rumsey asked if there are any objections. Being no objections a motion was made.

Motion: A motion was made by Commissioner Stevens to add item J 10 Discussion of the Memorandum by the Town Attorney Regarding Town Manager Authority, Specifically Sections 2.82, 2.83 and 2.87 of the Code; Commissioner Hockman made the second.

Vote on Motion:

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

Mayor DuBois			Absent
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Motion passed 3-0.

Commissioner Hockman asked to add the sound ordinance for discussion.

Vice-Mayor Rumsey stated that will be item J 11 and asked if there was any objection. Being no objections a motion was made.

Motion: A motion was made by Commissioner Hockman to add Discussion of the sound Ordinance; Commissioner Stevens made the second.

Vote on Motion:

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

Motion passed 3-0.

Vice-Mayor Rumsey stated that two items have been added to the agenda and asked for a motion to approve the agenda.

Motion: A motion was made by Commissioner Hockman to approve the agenda, as amended; Commissioner Stevens made the second.

Vote on Motion:

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

Motion passed 3-0.

PRESENTATION:

1. Proclamation In Honor Of Lake Park Marina Director Michael Pisano

Vice-Mayor Rumsey presented the proclamation to the family of Michael Pisano.

Interim Town Manager Titcomb stated that the Town will be holding a memorial service in the Commission Chambers on Friday, March 23, 2012 at 10:00 a.m. He stated that Michael Pisano will also be remembered at the Sunset Celebration at the Marina on Friday, March 30, 2012.

PUBLIC AND OTHER COMMENTS:

Robert Trepp, 1542780th Lane North, Loxahatchee, he stated that he represents Tromsi, Inc. and the Sweets Foundation. He explained that they will be putting on the Florida Barbeque Challenge in Lake Park on March 23 and 24, 2012. He stated that the staff that he has come into contact with and work with in the Town are the easiest and most helpful staff that he has ever dealt with. He thanked Community Development Director Nadia DiTommaso, Economic Development Director Jennifer Spicer and Public Works Director Dave Hunt for all their assistance.

Vice-Mayor Rumsey asked if the event was both Friday and Saturday.

Mr. Trepp explained that Friday is for set-up. He stated that the event is a Kansas City Barbeque Society (KCBS) professional barbeque event. He explained that it is a slow cook process; the cooks come in and set up on Friday. He stated that the cooks will set up in the grass area and there will be no disruption to the street or storefronts. He stated that the participants will use the alleyway to access the property to set-up. He stated that Saturday is the event day.

Vice-Mayor Rumsey asked if there was a fee to get into the event.

Mr. Trepp stated that the event is free admission. He explained all KCBS events operate on a system called "pig bucks". He stated that there will be a table set up to buy pig bucks and that is what is used at the booths for food and beverage.

Vice-Mayor Rumsey stated that the event benefits a non-profit.

Mr. Trepp stated "yes, through the Sweets Foundation". He stated that the Sweets Foundation is a Palm Beach County charity that does events and the proceeds are distributed to kid focused Palm Beach County charities.

Commissioner Stevens asked what time the event begins on Saturday.

Mr. Trepp stated that the event is scheduled for 11:00 a.m.

Michael Scott, 11411 SE Federal Highway #118, stated that he has produced six years of the car show at Kelsey Park and would like to be able to have this year's event on Veterans Day November 11, 2012.

Mayor DuBois stated that the local VFW hosts an event for the Veterans at Kelsey Park at 10:00 a.m. He stated that it is a small event and just wanted to give everyone a heads up.

Interim Town Manager Titcomb stated that all special events are going through a special events permit process through the Community Development Department and encouraged Mr. Scott to contact the Community Development Department in order to begin the process.

CONSENT AGENDA ITEMS:

- 2. Regular Commission Meeting Minutes of February 15, 2012**
- 3. Resolution No. 08-03-12 Authorizing the Mayor to Execute the Memorandum of Agreement Between Children's Home Society and the Town of Lake Park**
- 4. Proclamation Recognizing April as Florida's Water Conservation Month**
- 5. Proclamation Recognizing April 27, 2012 as National Arbor Day**

Mayor DuBois explained the consent agenda process and how items are removed from the consent agenda upon request. He asked if there are any requests to remove any items from the consent agenda.

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

Vote on Motion:

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

Motion passed 4-0

Vice-Mayor Rumsey explained that prior to Mayor DuBois' arrival there was a request to move item 7 ahead and that once Mayor DuBois arrived that he said he would bring that

request forward. He stated that item 7 is the discussion of the Town Manager position and Kurt Bressner from the ICMA Range Rider Program was present.

Motion: A motion was made by Vice-Mayor Rumsey to reorder the agenda to put Item number 7 before Item number 6 on the agenda; Commissioner Hockman made the second.

Vote on Motion:

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

Motion passed 4-0

DISCUSSION AND POSSIBLE ACTION:

6. Review Resumes Received for Town Manager Position

Kurt Bressner stated that he is a Range Rider for the International City Manager's Association (ICMA) and the Florida City and County Management Association (FCCMA) and previously was the City Manager for Boynton Beach for eleven years. He stated that he is familiar with Palm Beach County and explained what his responsibilities are as a Range Rider. He stated he is here to assist the Commission in determining how the Commission wants to move forward with the recruitment process for the new Town Manager and that the Commission is at an early, but important stage in the selection process. He stated that there are basically three options for the Commission to choose from to move on from this point as outlined in his memorandum (see Exhibit "A").

Commissioner Hockman asked if the Range Riders participate on the selection committee and if there is a cost.

Mr. Bressner stated the Range Riders participate on the selection committee at the Commission's request and that there is no cost for the services.

Commissioner Stevens stated that he does not have a lot of experience in hiring and firing of a Town Manager and believes that having the Range Riders come in and offer their expertise is a good step for the Commission. He asked for clarification on option one.

Mr. Bressner stated that option one would be a committee of Town staff and the Range Riders would not be involved.

Vice-Mayor Rumsey asked what the timeframe is for option two.

Mr. Bressner stated probably two weeks. He stated that once the resumes are provided to the Range Riders it could be done in two weeks. He explained that before the meeting he sent an e-mail to the Range Riders advising he was going to Lake Park and asked if anyone was willing to help out and he received two responses.

Vice-Mayor Rumsey asked if the Commission needs to appoint a Committee or would the Range Riders take care of that.

Mr. Bressner stated that the Commission does need to appoint a Committee and that he would recommend that Human Resources Director Bambi Turner, himself and one other Range Rider be on the Committee. He stated that the other Range Rider he would recommend is Mark Durbin, retired City Manager of Kissimmee, Florida. He stated that Mr. Durbin had a long and distinguished career in Kissimmee.

Mayor DuBois asked if it is possible to add local professionals to assist in the review of the resumes. He noted that the Interim Town Manager Titcomb has put together a Committee for the Finance Director position.

Mr. Bressner stated that adding local professionals to the selection committee would be fine. He stated that the members of the committee may not meet or discuss the resumes among themselves. He stated that the Range Riders could step away and the Commission use that local talent to evaluate the resumes or a combination.

Mayor DuBois stated that he also likes the objectivity of the Range Riders and the subjectivity of Town employees and the slightly more familiar ability of local professionals reviewing the resumes. He stated that there are no scheduling conflicts the resumes are sent out electronically and each member send back their responses. He stated given how the process works, he likes the idea of adding some local professionals to the Committee.

Mr. Bressner stated that adding local professional to the Committee would provide a local flavor. He stated that he knows Palm Beach County but Mr. Durbin does not and that is both good and bad. He stated that if the Commission feels that there are local professionals that have the time and skills to participate in the Committee that would be fine. He stated that he feels it could all be done within the same time window.

Commissioner Stevens asked for clarification on the process.

Mr. Bressner explained that each member will review the resumes and provide a list of 10-12 applicants. He stated that generally just the names is what each Committee member provides. He stated that the vetting process is done in such a way that each member of the committee is looking at the resumes individually and matching up what the applicant's knowledge, skills and abilities are and if the applicant would be a good fit for the Town. He stated that it is an individual review process and would prefer to provide just the names of the semi-finalists.

Vice-Mayor Rumsey asked if comments are given or just the names.

Mr. Bressner stated that just the names are given.

Vice-Mayor Rumsey stated that he is in favor of option two. He stated that he thinks option number two is the best representative for the Town. He stated that option two gives the Commission the opportunity to utilize professionals in the industry and thinks the Committee should be Mr. Bressner, Mr. Durbin and Human Resources Director Turner.

Commissioner Stevens stated that he reviewed the applicants and stated that his biggest concern is that the applicant that he likes the most is not on the list from the Selection Committee.

Mr. Bressner explained that if an applicant is not on the list that a Commissioner wants on the list then that Commissioner can bring that applicants name up for consideration and if the other Commissioners agree then the applicant would be added to the list.

Vice-Mayor Rumsey asked if the addition of a name to the semi-final list by the Commission would require a majority or a super majority vote.

Attorney Baird stated it would require a majority vote of the Commission.

Commissioner Hockman stated that he is assuming that during this process that when the list is narrowed to 10 people that someone is going out and verifying the resume.

Mr. Bressner stated "yes". He explained that the Range Riders are not in the position to do background checks. He stated the Range Riders can do a reputation check and recommended that a criminal, fudicial, litigation review and media screening should be done. He recommended that this process be done on the semi-finalist.

Human Resources Director Turner stated that she and Mr. Bressner discussed the next step in the process, which would be to have all the semi-finalists submit the full application form. She stated that the Town's full application form has all the necessary sign-offs and release to enable the Town to conduct the criminal background check and all other background checks for employment purposes. She stated that the semi-finalist will also be asked to sign a separate authorization to do a credit investigation. She stated that once all the releases and authorizations are received, full background checks will be done as thoroughly as for all other employment applications. She stated that degrees will be verified, schools will be verified to ensure they are accredited, litigation check, media investigation, and any additional checks that the Commission may feel is appropriate.

Commissioner Hockman asked if the Commission gets it down to 12 the background check would be on those 12 or on all resumes received.

Human Resources Director Turner stated that checks would be done on the semi-finalists.

Commissioner Hockman asked if there was a cost associated with the checks.

Human Resources Director Turner stated that there is a fee and that the funds have been budgeted in the Human Resources Department.

Commissioner Hockman stated that he wonders if it is necessary to do a background check on all 12 or if the Commission is going to narrow it down to five or six and then do the background check.

Human Resources Director Turner stated "we could".

Commissioner Hockman stated and then six through twelve could be run if the first five do not work out and the Commission goes to the next group.

Mr. Bressner explained that doing as Commissioner Hockman has suggested will reduce the cost, but it may also present the Commission with a situation when limiting candidates down the road. He recommends that the background check be done on all the semi-finalist so that the Commission knows that when moving to the next step that the best possible candidates are being moved forward.

Interim Town Manager Titcomb stated that he agreed that the background check should be performed on all the semi-finalists.

Mayor DuBois asked if it makes sense to accept late applications up until the last minute.

Interim Town Manager Titcomb asked if Mayor DuBois is speaking about the post marked applications or the ones received after the deadline.

Mayor DuBois stated "to keep receiving applications as they arrive". He stated that technically there is a deadline and it is not fair to the other candidates, but he wants to be fair to the Commission and if a viable candidate submits at the last minute then the candidate could be considered.

Mr. Bressner stated that the Town has published a process and he recommends that the Commission stay with that process and that those applicants that followed the rules and got their materials in should be considered. He stated that the six applications that were post marked by the deadline should be included. Otherwise the whole process would need to be reopened in order to be fair to the candidates that submitted by the deadline.

Mayor DuBois stated that he understood.

Commissioner Stevens stated that if the Commission goes through this process and does not like the candidates or cannot come to an agreement then the process would start again at square one.

Mr. Bressner stated that is correct and that it does occasionally happen. He stated that having a unanimous vote in the selection of a Town Manager is important. He urged each Commissioner to put themselves in the shoes of the applicant to come into a position

without full support from the Commission. He stated that without a unanimous vote some individuals may not accept the position.

Vice-Mayor Rumsey asked how long it will take typically to find a new Manager.

Mr. Bressner stated that if the Commission authorizes the first step this evening, the Range Riders could provide a list to the Town in approximately two weeks and allow staff one week to do background checks. He stated the list of semi-finalist would be completed in three weeks and then the list would come back to the Commission for review. He stated the Commission would narrow the list down from five to seven candidates. He recommended five candidates and two alternates in case anyone drops out of the process. He stated either the first or second meeting in May the Commission might be in a position to interview the candidates.

Motion: A motion was made by Vice-Mayor Rumsey to move forward with the selection of a Town Manager by choosing to utilizing option number two in the memo from Mr. Bressner (Exhibit "A") to direct the committee to bring back a shortlist of 10 to 12 candidates no later than April 4, 2012 and for the Town to complete background checks on these candidates and to place the list on the April 18, 2012 Commission meeting agenda; Commissioner Stevens made the second.

Commissioner Hockman stated that he would push it back because he does not want to push people through. He stated that he thought that the Committee should have until April 18, 2012 to provide their list so that it would give them enough time to go through and really make a thorough review.

Vice-Mayor Rumsey stated that Mr. Bressner has stated several times that the Range Riders can do the work they need to do in two weeks. He stated that starting tomorrow that two weeks would be the 4th of April, and then allow Human Resources Director Turner a week to do the background checks, that would be the 11th of April. He stated that the Commission would receive the agenda package on the 13th of April and have discussion on the 18th of April.

Commissioner Hockman asked Mr. Bressner if the Commission approved this today would the Committee be able to get their work done in two weeks.

Mr. Bressner advised yes, that his only concern was getting the background checks done in one week. He stated that Human Resources Director Turner advises that the background checks can be done in that time frame.

Mayor DuBois stated that he can live with the three committee members, but he would still suggest adding one professional from a neighboring community to the committee to add a local flavor and the knowledge of local issues to assist in making the best match.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner			

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

Motion passed 4-0

Mr. Bressner asked when the names for the semi-final list are submitted will there be any further role that the Commission wants the Range Riders to fill in the process. He stated that the Range Rider can facilitate the Commission in narrowing down the list of semi-finalists.

Mayor DuBois stated that he would prefer that the Range Riders continue to engage in the process through to conclusion.

Mr. Bressner stated that he wanted to make it clear that the Range Riders are not a search firm and at some point the Range Riders will step out of the process.

Mayor DuBois asked if it is appropriate that the Commission and Mr. Bressner communicate individually.

Mr. Bressner stated that he does not have an issue with speaking with each Commissioner individually as long as the Commissioner is not calling him to tell him to pick a particular person to be a semi-finalist.

Interim Town Manager Titcomb stated that he would just add that all components of the Sunshine Law apply.

ORDINANCE ON FIRST READING:

7. Ordinance No. 04-2012 Update Town Code to Include the 2010 Florida Building Code

Community Development Director Nadia DiTommaso stated that this item would integrate the 2010 Florida Building Code into the Town Code Section 54-8. She stated that by adopting this Ordinance the most updated version of the National Electrical Code, as well as the establishment of the wind speed lines will be included in the Code in the new Section 54-8.1 and 54-8.2. She stated that the Building Official Mike Crisafulle presented staff with the amendments to Chapter 1 of the Florida Building Code and that the Palm Beach County Building Code Advisory Board prepared the local amendments. She stated that staff recommends adoption of the Ordinance.

Motion: A motion was made by Vice-Mayor Rumsey to approve the Ordinance on First Reading; Commissioner Stevens made the second.

Vote on Motion:

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

Motion passed 4-0

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

DISCUSSION AND POSSIBLE ACTION:

8. Request to Extend Kelsey Park Combination Market to Occur Year-Round

Public Comment:

Eddie McConville, 638 W Kalmia Drive, thanked the Commission for their support of the Irish Fair. She stated that Kiwanis would like to have an Easter Egg Hunt on Saturday, April 7, 2012 at the Park. She stated that the event would start at 10:00 a.m.

Interim Town Manager Titcomb stated that the Town is attempting to have all special events go through the Special Events Permit process through the Community Development Department. He stated the reason for the process is so all the information about the event can be collected and entered into a database for use for future events. He stated that staff has no issue with this particular event.

Mayor DuBois stated that the process should move forward at this point since time for the event is near.

Ms. McConville stated that Kiwanis is not planning on having vendors, that they will be giving out lemonade and water and prizes to the participants. She stated that she would fill out a permit with the Community Development Department.

Mayor DuBois asked if the permit needed Commission approval or could be handled administratively through the permit process.

Community Development Director DiTommaso stated that the permit could be handled administratively.

Commissioner Stevens asked what the age limit is to participate in the Easter Egg Hunt.

Ms. McConville stated twelve.

Mayor DuBois stated that he was just handed a couple pink cards and both are matters that the Commission has already heard. He stated that he received suggestions regarding the comment cards and that he appreciated the suggestions.

Public Comments Closed.

Community Development Director DiTommaso stated that this item is a request to hold the Sunday Market year round. She stated that the applicant Harry Welsh brought this item to staff. She stated that the applicant had previously received approval from the Commission to have a Combination Market in Kelsey Park on Sunday's from November 2011 to May 2012. She stated that on Tuesday, March 20, 2012 the applicant advised her that the request is for October through March on Sunday 11:00 a.m. - 3:00 p.m. and April through September on Friday 5:00 p.m. - 9:00 p.m. She stated that the Commission would have to approve this type of request because this request goes beyond the maximum allotment of special events per applicant of four per year. She stated that staff is recommending that if the Commission approves the permit that conditions 1 through 15 in the staff report be considered (attached Exhibit "B"). She stated that staff is recommending approval of the request with the conditions as listed in the staff report or as amended by the Town Commission. She stated that the applicant has been provided with a copy of the conditions. She stated that the applicant is present and would like the opportunity to express his concern and requests.

Interim Town Manager Titcomb stated that the other option to the parking is to make parking free on Sundays as opposed to bagging the meters just for special events. He stated that signage would need to be changed. He stated that free parking is free parking for everyone regardless of whether they are attending the Sunday Market, going to the park or to a local business.

Vice-Mayor Rumsey asked that if the applicant wanted to pay the fee in condition number 3 in advance would there be opposition.

Community Development Director DiTommaso stated "no" and stated that she included that the fee be paid on a weekly basis because that is the way it is currently being done.

Vice-Mayor Rumsey stated that if he were the applicant he would not want to come in every week and would want to pay in advance. He stated that on condition number 13 it is tricky for him because he thinks that the Veteran's Car Show is a valuable event for the community and that it is needed in the community, however having a schedule and having a repetitive event every week helps the event grow and keeps people coming back. He stated that his concern is that the Town does not turn away any other event because of this event. He stated that if the Commission decides to do this with a 52 week schedule that before the Town would cancel an existing event that occurs on a Sunday that the Town would work with the applicant to find a suitable alternative location for the event. He stated that there may also be an opportunity for the two events to work together for one super event on those weeks. He stated that as to condition 15 that he is in complete

favor of getting rid of parking on Sundays. He stated that staff has done a good job of covering the parking meters with shopping bags, but that he does not think it is the best alternative. He stated that if the Commission decides not to do free parking throughout the Town on Sundays then he would recommend that Mr. Welsh be required to pay for half the cost of the bags to cover the meters because Mr. Welsh would be utilizing the bags on a weekly basis.

Commissioner Hockman stated that he met with Interim Town Manager Titcomb and Community Development Director DiTommaso regarding this item and stated that he agrees that the Town should do away with parking meter fees on Sundays and that it should be Town-wide. He stated that as for Friday night, if the Commission decided to waive parking fees then the Town would have to go to the bagging of the meters, which means that the Town would have to purchase the bags. He asked if staff contacted other cities that have free parking at certain times and on certain days to find out if they charge a parking meter bagging fee or similar fee to the applicant. He stated that he thinks that a fee should be charged for anybody who wants to do a special event and have the parking fees waived.

Community Development Director DiTommaso stated that she contacted the City of West Palm Beach regarding the fee for bagging parking meters and advised that they charge \$10.00 a meter from 5:00 pm to 10:00 am and \$20.00 a meter from 10:00 am to 5:00 pm.

Commissioner Hockman stated that he believes that the difference in the cost is to cover staff cost for coming in after hours to place the bags on the meters. He thinks that the Town should charge a fee to bag the meters if parking is going to be free on Friday night.

Commissioner Stevens stated that it is kind of bi-faceted because of the different days and times. He stated as far as condition 13 and the Veteran's Car Show, one way to solve that issue is have the market start back on Sunday later in November and have it continue on Fridays for a few more weeks. He stated that he is in favor of not having enforced meters on Sunday. He asked if when the market is not on Sundays will the meters still be free. He stated that the Town's finances are dire and every little bit helps, but he does see the benefit of free meters on Sundays

Mayor DuBois stated that he would accept the exemption of Sunday parking meters just flat across the board, year round. He stated that he is willing to do that to accommodate this Commission. He stated that his recommendation would be that the meters would be free on Federal and State Holidays and Sundays. He stated he just does not want to keep coming back every other week and talking about parking meters and how much revenue the Town is giving up and how much time is being taken from staff and so forth. He stated that as for Fridays, it costs a quarter, he has been to these events and people are not complaining about putting money in the meters. He stated that the "Publix" bags on the meters look awful and would prefer signage. He suggested signage stating that parking is free on Sundays, Federal and State Holidays instead of bags and stated that having signage would tie the Commissions hands to being able to use the bags on other days.

Commissioner Hockman stated that as far as Friday night the applicant is asking for free parking and that he is suggesting that the applicant pay the bagging fee and then if anyone else comes in they would have to pay the bagging fee and the Town would be recouping some money.

Mayor DuBois stated that if the Town does not have the bags then there would be no bagging fee, bagging or any of the extra work the Town staff has to do to review the requests or put on the bags. He stated the sign makes it easier on staff, and that the bags make it more complicated on staff and the vendors.

Vice-Mayor Rumsey stated that what the Commission could do on the occasions when there is a special event is give code enforcement staff the night off and if people decide to pay the meters fine and then if they don't that's fine.

Mayor DuBois stated he had thought of that too. He stated that he does not think that people mind feeding the meter, the issue is coming back to the car and finding a \$15.00 ticket. He stated that if the meters were not enforced on some rolling schedule that's randomly selected that is fine with him.

Vice-Mayor Rumsey stated that one of the things that the City of West Palm Beach does is that all money collected in the parking meters on Federal holidays are given to charity.

Mayor DuBois stated that he is staying with his original proposal that parking is free on Sundays, Federal and State holidays and a sign be installed. He stated he thinks this is the easiest way to do it and it makes the Commission conform to the sign.

Commissioner Stevens stated that he appreciates all the work that was put into getting the cost for the parking meter bags. He stated that if the applicant was willing to pay for the bags and locks on his own and places the bags on the meters for Friday night that is another way around this situation.

Mayor DuBois stated that the applicant could also pay someone minimum wage to go around with a pocket full of quarters to pay the meters.

Vice-Mayor Rumsey stated that the Town could also give the Code Enforcement staff the night off.

Mayor DuBois stated that those are all ways to handle it and are all ways that make it so it does not have to come back to the Commission. He suggested adding to either condition 1 or 3 that the applicant provide a current, actual master contact list of participants for each event including business names, proprietors names, operator and attendant names with address, telephone number and e-mail address for each person and it would be the applicants responsibility to keep the information updated. He stated that he wants some type of permanent address on the people who come into the Town and then leave and that it provides some comfort to the residents. He stated as related to condition number 5 that the applicant should also be required to get a permit for amplified and/or sound reinforced performances. He stated that the ratio of security personnel related to the number of attendees needs to be clarified. He stated that Lt.

Palenzuela spoke to the Commission regarding the minimum number of security that should be provided based on the number of attendees and that he would like to see this event be required to follow the same formula. He stated that he thinks that it is a good idea to collect special event fees and ramping these fees up as it forces the applicant to work harder to promote the event. He stated that if the applicant needs more vendors the more people that attend the event. He stated that the Town needs to benefit from this event as much as possible and increasing the fees does actually increase the benefit to the Town. He would rather see a higher fee charged than a lower fee. He asked if anyone on the Commission had objections to his recommendation.

Commissioner Hockman asked which fees that Mayor DuBois was recommending be increased.

Mayor DuBois stated that the Town should increase the special event permit fees. He stated that he would rather see the Town increase the fee than waive the fees. He asked what the total fee would be under the 52 week proposal.

Community Development Director DiTommaso stated that the approved fee schedule of the Town is \$75.00 for each event.

Mayor DuBois stated that so that is \$75.00 time 52 and that he can live with that. He stated that he wanted to address that incase it came up that the Commission should waive or lower the fees. He stated that pre-payment of the permit fees is ok as suggested by Vice-Mayor Rumsey. He stated that the Commission still needs to come to some conclusion about not turning away other events.

Harry Welsh, applicant, advised that he represents 1 Main Street Marketing and that they market the event. He stated as to the parking issue, he thinks that the free parking on Sundays is a good idea. He stated that for the Friday night parking that there is no money in this project at this point so paying someone to put quarters in the meters would be a hardship for him. He suggested that letting the code enforcement officer have Friday night off and just quietly tell people that they do not need to pay for parking and that parking is not being enforced is acceptable. He stated as for the meter bags helping to pay for the bags is fine, but paying for someone to put them on and then take them off would be a financial hardship for him. He stated he could buy canvas bags that he could put over the meters and that he had made up signs that say free parking.

Mayor DuBois stated that his issue with that is if the Commission accommodates one applicant then the Commission needs to accommodate all applicants.

Mr. Welsh stated that he thinks that his market has helped with other events at the park and that he was not sure if the Town charged for the Irish Fair.

Mayor DuBois stated that actually the Town did not charge for the parking at the Irish Fair, but that was a non-profit event. He stated that he has no demonstration of any economic benefit that the market has brought to the Town and there is no report with this application request that shows that the market has spun off so much money in benefit to the Town or some other quantifiable measure of benefit this event has brought to the

Town. He stated that image is one thing, but that no proof has been provided that the market has provided economic benefit to the Town.

Vice-Mayor Rumsey stated that he thinks the last comment made by Mayor DuBois was unfair and biased. He stated that the Town does not have a quantifiable number from the Seafood Festival, the 4th of July event, or any event that has gone on in the Town as to the financial benefit to the Town.

Mayor DuBois stated that the Town does have a way to measure the economic benefit to the Town through the CRA using the Tax Increment Financing (TIF). He stated that the applicant for the Sunday Market is a renewal application asking for more and that it is not inappropriate to bring up. He stated that he is not necessarily objecting to the event, but at some point the Commission needs to understand with some analysis the benefit to the Town.

Vice-Mayor Rumsey stated that the Town does not have those numbers for the Marina events or the Friday Night Sunset events and that he thinks that to be asking for those numbers from an event that has been going on for less than three months is really unfair. He stated that the Commission has never requested those numbers from anybody else in this Town.

Mayor DuBois stated that the Town has never had a request to have a consistent 52 week event.

Vice-Mayor Rumsey stated that he thinks that the event has been beneficial to the Town. He stated that an event of this type takes time to grow. He stated that he has not been completely happy with the attendance or the vendors at the event. He stated that he thinks Mr. Welsh has been working hard to improve the event and has met every obligation that the Commission has asked of Mr. Welsh. He stated that the Town already has an event that happens at the Marina on Friday night once a month and asked if it is an option to move the Friday Markets to the Marina instead of the park.

Mr. Welsh stated that this was brought to him in the past regarding the Sunday Market and that the consensus was that the objective was to establish Kelsey Park as the Market location because of the proximity to US1 and that the space at the Marina is very limited. He stated that he is looking at increasing the number of vendors on Friday night because there are no other conflicting events except the Sunset event at the Marina once a month.

Vice-Mayor Rumsey asked if Mr. Welsh was planning on having alcohol at the Friday night market.

Mr. Welsh stated "not at this time".

Vice-Mayor Rumsey stated that he see the Friday night event as an opportunity to not only increase the number of vendor, but an opportunity to expand the style of the event. He stated that he thinks that a Friday night event must be able to attract families and that there must be something for the kids to do.

Mr. Welsh stated that is the objective of the Friday night event.

Vice-Mayor Rumsey offered his support to continue the event year round.

Mayor DuBois stated that he has come to support the market, but he thinks there is a quid pro quo when someone asks for something that they should provide something also. He stated that the Town may not have provided financial data for other events, but it is not too late to start. He stated that the events such as the Seafood Festival are annual events and are difficult to track and determine economic benefit, but this type of event is a repetitive event he would expect that economic data could be established. He stated that he would like to see economic data developed and brought to the Town in order to continue the event in the future. He stated that he thinks that Mr. Welsh has met the obligations, but he thinks that the Town has lowered those obligations in order to ensure a successful event. He stated that he hopes that the remainder of the Commission accepts the recommendations that he has made.

Commissioner Hockman asked Mr. Welsh if the Town did implement a program to bag the parking meters on Friday night would he be willing to pay a fee.

Mr. Welsh stated that he would be willing to pay the fee depending on the amount.

Commissioner Hockman stated that the reason he is proposing a bagging program is so that the Town can recoup some money from offering free parking. He asked what happens when other entities want to hold events with free parking and the only day is Sunday and the market is using the space, how the Commission is going to handle those events. He stated that if the Town implements a bagging program that the entities doing events on other days than Sunday can benefit. He stated that before staff goes home at night they can bag the meters and when they come in the next morning they can remove the bags and all the work is done during working hours. He stated that meter bagging programs are a standard program offered by cities that have parking meters. He stated that this is also an opportunity to attract people and businesses to the Town. He stated that people do not want to pay for parking and it detracts from the people coming to the Town. He stated that he would like to see more vendors at the event, but at the same time vendors want to see more people and it a balancing act. He stated that he has seen a lot of people parking on the grass and he would like to see that the parking on the grass is minimized.

Mr. Welsh stated that he addressed the issue and that it will not happen again.

Commissioner Hockman requested that Mr. Welsh work with the other entities that put on events in the Town such as the Veteran's Car Show to make sure they are both successful.

Mr. Welsh commented that some of the events could piggy-back.

Vice-Mayor Rumsey asked Mayor DuBois about his recommendation regarding keeping a directory of vendors.

Mayor DuBois stated that with a directory of vendors the Town can keep track of the people coming through the Town.

Vice-Mayor Rumsey asked Mayor DuBois if he would be satisfied with receiving the directory the day of or the day after the event.

Mayor DuBois stated that he would want the list as far in advance of the event as possible and then a final list after the event.

Mr. Welsh stated that his is willing to provide that information, and requested that the information not be shared without his approval first.

Mayor DuBois explained that the information is public information and that the Town's vendors are public record through the CRA.

Vice-Mayor Rumsey stated that any time an event is done in the Town the information collected about the event becomes public record. He stated that if someone makes a public records request for this information it would be provided.

Motion: A motion was made by Commissioner Steven to approve the market to be held on Sundays 11:00 a.m. – 3:00 p.m. from October through March and on Fridays 5:00 p.m. – 9:00 p.m. from April through September, staff recommended conditions 1 – 14 (exhibit "B"), require that the applicant provide a vendor database of all vendors that participate in the event, and cancel parking meter enforcement on Sundays Town-wide Year Round; Vice-Mayor Rumsey made the second.

Mr. Welsh stated that he has concerns about not having free parking on Friday nights.

Vote on Motion:

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

Motion passed 4-0

9. Internet Viewing of Public Meetings

Interim Town Manager Titcomb stated that this item was sent back to staff at a prior meeting for additional information. He stated that Chief Information Technology Officer

Hoa Hoang has provided the additional information and will answer the Commissions questions.

Chief Information Technology Officer Hoang stated that the additional information he has provided was for option number 4, which was to provide the hosting in-house. He stated that if the Commission decides to provide the service in-house, it affects the bandwidth and the Town's current bandwidth is at capacity. He stated that also a new hard drive and an additional internet line is required. He stated that Comcast Basic Business Class service provides 12 megabytes download and 2 megabytes upload at a cost of \$66.95 per month plus a single static IP address at \$14.95 per month for a total of \$81.90 per month for the internet service plus the cost of the hard drive with software of \$984.73.

Commissioner Hockman asked if the Town would be paying the webhost person to install the hard drive.

Chief Information Technology Officer Hoang stated "no" that he would install the hard drive.

Commissioner Hockman asked if the hard drive would be located in Town Hall.

Chief Information Technology Officer Hoang stated "yes".

Commissioner Hockman asked if essentially the Town would be creating a web server.

Chief Information Technology Officer Hoang stated "yes" and that the hard drive has internet capability to broadcast the IP address. He stated that people will use the IP address for a File Transfer Protocol (FTP) site to download the files.

Commissioner Hockman asked if all of the Town's websites could be placed on this server as well.

Chief Information Technology Officer Hoang stated "no" and that the hard drive is not intended to have the Town website on it. He stated that the Town's website is hosted by an outside vendor.

Commissioner Hockman stated that the way he envisioned this is that the Town would host the Town's website with the streaming video running on the website.

Chief Information Technology Officer Hoang stated "no" and that the hosting of the Town website in-house would require a separate server and it costs a lot more. He stated that is why a lot of municipalities do not host their own websites and contract with an outside vendor. He stated that the Town webhost has provided a quote to host the video streaming for a cost of \$149.00 per month for three meetings per month.

Commissioner Hockman stated that the biggest problem with hosting the files is space. He stated that what is proposed by option 4 is really a server. He asked why the Town

cannot just host the website in-house. He stated that the biggest issue with streaming video of this file size is upload speed.

Chief Information Technology Officer Hoang stated that option number 4 is not video streaming the files. He stated that option 4 is the Town hosting an FTP site and the person at home would download the file and then view it on their computer.

Commissioner Hockman stated that if that is the case than a narrower upload bandwidth would be required. He stated that he is not even sure what the Town is paying the website hosting for, he stated that he host 4 to 5 websites and that it is either \$800 a year per website or for all of them he is not sure. He stated that it is an easy process.

Chief Information Technology Officer Hoang stated that municipalities do not host their websites because it is very expensive. He stated that he would bring back the cost if the Commission directs him to. He stated that a server cannot just be set up for website hosting, because of a firewall, software licenses and bandwidth which is needed in order to have it run. He stated that he feels that it is more cost effective to outsource the hosting of the Town website. He stated that he would not recommend hosting the Town's website in-house.

Interim Town Manager Titcomb stated that there are a couple of issues here including bandwidth. He stated that there is an overall system problem in that the Town does not have the capacity to do a lot of things such as host the Town's website because of cost, bandwidth speed, equipment and software. He stated that staff brought information regarding video streaming of the meetings as an individual service. He stated that in a separate memo from him to the Commission he address IT issues and advised that he has set up meetings with Palm Beach County. He stated that it has come to his attention that the infrastructure for the County's high speed fiber optics systems resides in the Fire Station in Town. He stated that base on this information that there is a conversation to be had with the County regarding future capabilities and coordination regarding the amount of server space, bandwidth, speed and related factors that the County would be willing to allow the Town to use. He stated that very rough numbers that the County provided to him recently are that it would cost between \$10,000 and \$15,000 to connect the fiber optic network from the Fire Station to the Town's Municipal buildings. He stated that connecting to the County network could provide the Town with the ability to provide some services in-house, but there are still the issues of software, equipment, security and staffing. He stated that no matter which way the Commission decides to go there will be costs related to infrastructure upgrades, software, equipment and staffing in order to have the capability to provide these services in-house.

Mayor DuBois stated that the only option provided by staff that does not have capital costs associated with it is option 2 that cost \$149.00 a month for the Town's current webhost to provide the video streaming capability. He asked once the Town pays the monthly fee if there is nothing else the Town has to do to make the video available on the Town's website.

Interim Town Manager Titcomb stated that the Town has to provide a digital copy of the video to the webhost.

Mayor DuBois asked if the server goes down the Town gets the call and then the Town calls the webhost and they take care of the problem.

Chief Information Technology Officer Hoang stated "yes".

Mayor DuBois stated that it would be \$150 a month versus all the capital costs.

Commissioner Hockman asked if all the Town staff is doing in providing the disc to the webhost and the webhost in converting the file and placing it on the website.

Chief Information Technology Officer Hoang stated "yes".

Commissioner Hockman asked why the Town cannot just take the disc and convert it and upload it.

Chief Information Technology Officer Hoang stated that the equipment that the Town has creates the media in a different format. He stated that the video and audio files are provided to the webhost who converts it to the proper format and then places the file on the website so that people can view the video directly through the website. He stated that there is a sample on the Town website.

Commissioner Hockman stated that there is freeware available that will convert the video files. He stated that for a 3 hour meeting it would take about 10 minutes to convert the files and then it would take the upload time.

Commissioner Stevens stated that in order to allow the upload capability, the storage server would be needed and that cost is about \$1,000.00 plus the additional Comcast line.

Chief Information Technology Officer Hoang stated that is correct plus a real server because the server needs to have the capability of whatever the webmaster can do.

Commissioner Stevens stated that he evaluated the numbers that were provided for option 4 and that the Town would pretty much be at the break even no matter if option 2 or 4 is chosen, however with option 4 people would need to download the file, save it to their computer and then view the video.

Chief Information Technology Officer Hoang stated "yes".

Commissioner Stevens stated that the process would be inconvenient for a lot of people and that he thinks that the streaming option seems to be a lot better.

Motion: A motion was made by Commissioner Stevens to approve a 6 month trial with 633A, LLC at \$149.00 per month to host streaming video of 3 meetings a month; Vice-Mayor Rumsey made the second.

Mayor DuBois stated that he supports the motion and he encourages Commissioner Hockman to working with staff on the project during the next 6 months and if it is better,

cheaper and faster solution is found to bring it back. He stated that he is not interested in making capital expenditures for this project. He stated that at some point all this equipment becomes obsolete and by going with option 2 the replacement and upgrade of that equipment is the vendors cost.

Commissioner Hockman asked if the Town has limited space with the webhost vendor.

Chief Information Technology Officer Hoang stated no.

Town Clerk Lemley stated that the Town would be able to put three meeting a month on the website regardless of the size of the file for \$149.00 per month.

Commissioner Hockman asked if the Town could put more videos on the website if staff converts the files.

Town Clerk Lemley stated that the Town does not have the capability to convert the files. She stated that the vendor has the capability to convert the files and the Town would just provide the DVD and the vendor would take care of the rest.

Commissioner Hockman stated that he knows that there is freeware and he would provide the names and that he thinks that the conversation could be done in-house.

Vote on Motion:

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

Motion passed 3-1

Interim Town Manager Titcomb stated that this is an unbudgeted item so staff needs to determine where the funding is going to come from for this expenditure.

Mayor DuBois asked the Commission if they want to wait on implementing this until funding is determined.

Vice-Mayor Rumsey stated "yes".

Mayor DuBois stated that implementation would not occur until a funding source is brought back for approval.

Chief Information Technology Officer Hoang stated that on the original agenda request form the funding source recommended that an account in the IT budget pay \$596.00 and that the CRA pay \$298.00.

Interim Town Manager Titcomb stated to pay for it out of the IT account is fine, but he is concerned with pulling any funds out of the CRA right now based on his knowledge of the economy.

Commissioner Stevens asked if all the funding could come from IT.

Chief Information Technology Officer Hoang stated that the money would need to be moved from non-departmental contingency to the department budget to pay for it.

Vice-Mayor Rumsey stated that direction has been given to Interim Town Manager Titcomb to come back to the Commission with funding.

Mayor DuBois stated that just the funding issue is to be brought back for Commission consideration, unless there is a cheaper alternative. He stated that he does not see a cheaper way of doing this in the short or long term.

10. Town Manager Authorities

Commissioner Stevens stated that he asked for this item to be added. He explained that according to Attorney Baird's memo, in order to limit the Town Manager's authority an ordinance is needed. He stated that this action should probably be taken before a Town Manager is hired so that full disclosure of the Commission's intentions is provided to the applicants. He stated that sections 2-82, 2-83 and 2-87 are the sections of the Town Code that would need to be amended. He stated that regarding section 2.82 that Attorney Baird recommends that Department Heads be provided with the same due process rights as other employees and to add that the Town Manager may not enter into contracts over \$5,000.00. He stated that he is suggesting that language be drafted so that the Commission can consider it in a future meeting. He stated that regarding section 2-83 that a whistle blower process be incorporated and that Attorney Baird draft language with specific language paying attention to who the whistle blower would report to in terms of the Inspector General's office or the Ethics Commission. He stated regarding section 2-87 that he agrees with Attorney Baird and that the Commission should go with the following language "The Town Attorney shall be responsible for the Town's legal affairs and act as legal counsel for the Commission, Officers and Employees" and add "that the Town Manager may not unilaterally hire Attorneys".

Mayor DuBois stated that he was not prepared to discuss this because it was not on the agenda and requested that Attorney Baird prepare a red-lined document with Commissioner Stevens' recommendations for Commission discussion.

Attorney Baird stated that Commissioner Stevens' recommendations can only be accomplished through amending the code via ordinance. He stated that he recommends that he bring back the ordinance or ordinances that are necessary to amend the Code.

Commissioner Stevens stated that is exactly what he is asking for.

Vice-Mayor Rumsey stated that he seconds that.

Attorney Baird stated that he would recommend that the Commission bifurcate it to this extent that the whistle blower ordinance is going to require a lot more than a two week review and preparation, whereas the other actions are basically to restore the Code to the way it existed prior to five years ago. He stated that to the extent that he can put all of Commissioner Stevens' recommendations in one ordinance he will, but more than likely it will be two ordinances.

Commissioner Stevens stated that the addition of the whistle blower provision has less to do with the Town Manager's authority and he is fine with that ordinance taking longer to prepare.

Mayor DuBois stated that the direction is to direct Attorney Baird to draft an ordinance or ordinances to amend the Code and bring back for Commission consideration.

Motion: A motion was made by Commissioner Stevens to direct Attorney Baird to draft an ordinance or ordinances amending Code sections 2.82, 2-83 and 2-87, as discussed; Vice-Mayor Rumsey made the second.

Interim Town Manager Titcomb stated that as the Commission goes into the process of hiring a Town Manager in a permanent capacity the applicants should know the rules under which they would be operating as the Town Manager. He stated that he has met with citizens that have expressed support of the Commissions actions on this matter and that he appreciates the Commissions direction.

Vote on Motion:

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

Motion passed 4-0

11. Sound Ordinance

Commissioner Hockman stated that he requested this item be placed on the agenda. He stated that the current noise Ordinance states that daytime ends at 7:00 p.m. whereas most

towns end at 10:00 p.m. He stated that it is something that the Commission should look at, to only change the time not the sound level.

Mayor DuBois stated that he can live with that.

Commissioner Stevens asked if the noise Ordinance is coming before the Commission.

Mayor DuBois stated that it sounds like Commissioner Hockman is requesting that the noise Ordinance be amended.

Community Development Director DiTommaso stated that changing the time would be a change to the current Ordinance.

Commissioner Hockman stated that it is his understanding that the Town has hired a sound consultant to do a study and that the study states that the noise level is in the ball park, but that the timeframe needs to be addressed.

Mayor DuBois stated that it sounds like the proposal by Commissioner Hockman is a compromise.

Commissioner Hockman stated that yes it is a compromise for the good of the residents.

Motion: A motion was made by Commissioner Hockman to direct staff to draft an Ordinance regarding the Noise Ordinance; Commissioner Stevens made the second.

Vice-Mayor Rumsey asked Commissioner Hockman his reasons for wanting to change the time.

Commissioner Hockman stated that after speaking with residents, reviewing the Town Code and other municipalities Codes that he thinks it needs to be addressed.

Attorney Baird stated that the code provides that as the day goes along that the decibels level goes down. He stated that most Codes provide for 55 decibels up until 10:00 p.m. or 11:00 p.m. and then the decibel level is reduced. He stated that what he thinks Commissioner Hockman is saying is the Town Code is somewhat limiting because the decibel level after 7:00 p.m. is so low that this conversation would trigger the decibel level a violation of the noise Ordinance. He stated that all Commissioner Hockman is requesting staff to do is to extend the timeframe for the decibels from 7:00 p.m. to 10:00 p.m.

Commissioner Stevens asked if this is for commercial, residential or both.

Commissioner Hockman stated it is for the whole Town, it is all the same time table.

Community Development Director DiTommaso stated that the times apply to all zones and that the zones individually dictate the decibel levels.

Commissioner Stevens asked if there are different decibel level requirements for commercial versus residential.

Community Development Director DiTommaso stated that the times are all the same. She stated that as an example residential areas have a 55 decibel level from 7:00 a.m. to 7:00 p.m., and commercial areas have a 65 decibel level from 7:00 a.m. to 7:00 p.m.

Vice-Mayor Rumsey stated that he has not had one resident come to him requesting that this Ordinance be changed. He stated that he has had a lot of residents contact him and say don't touch this Ordinance. He stated that he does not understand why this is being brought up. He asked Lt. Palenzuela if they receive a lot of calls regarding the noise ordinance.

Lt. Palenzuela stated that they do not receive frequent calls. He stated that when calls are received that they always give the person making the noise the opportunity to turn the noise down.

Vice-Mayor Rumsey stated that if the Ordinance is going to come back then he wants to address all aspects of the Ordinance not just the time.

Mayor DuBois stated that he agrees and stated that staff should bring back a proposed Ordinance addressing all aspects of the Ordinance.

Commissioner Hockman stated that he wants to clarify what he is proposing. He stated that the current Code states that the decibel level is 55 from 7:00 a.m. to 7:00 p.m. and after 7:00 p.m. the decibel level would go down to 50. He stated that he is proposing that the Code be from 7:00 a.m. to 10:00 p.m. it would be 55 decibels and then after 10:00 p.m. the decibel level would be 50.

Interim Town Manager Titcomb stated that staff understands the Commissions direction.

Vote on Motion:

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

Motion passed 4-0

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Commissioner Hockman no comments.

Commissioner Stevens stated that he appreciated the written progress report from Interim Town Manager Titcomb. He stated that he is looking forward to the barbeque challenge event. He stated that there was a request to have the 6th Annual Car Show on Veteran's Day November 11, 2012 and that it seems like a good idea and the hopefully the Town will be able to work it out between the Sunday Market and the Car Show. He stated that he thinks that it is great the Kurt Bressner from the Range Rider program is coming in and assisting the Commission in the process of hiring a Town Manager. He recapped the consent agenda items. He stated that National Arbor Day is upcoming. He asked if anyone has volunteered to be on the Tree Board.

Town Clerk Lemley advised that she has no volunteers for the Tree Board.

Commissioner Stevens stated that he is willing to be the liaison to the Board. He stated that the Town will miss Mike Pisano and stated that he will be attending the memorial on Friday, March 23, 2012 at 10:00 a.m.

Vice-Mayor Rumsey encouraged everyone to attend the barbeque event on March 24, 2012. He stated that on March 31 and April 1, 2012 from 11:00 a.m. to 6:00 p.m., Downtown at the Gardens will be having its Downtown in Bloom event and invited everyone to come.

Mayor DuBois no comments.

Attorney Baird stated that the County Commission denied the proposal regarding the Inspector General funding lawsuit. He stated that it was a little disappointing because it was the County Attorneys that made the proposal to the City Attorneys. He stated that the City Attorneys felt like why are the County Attorneys proposing something that the County Board would not approve. He stated that under Chapter 164 Florida Statute procedures the next step is that the Municipal Officials and County Officials will meet on Monday, March 26, 2012 at 9:00 a.m. at West Palm Beach City Hall in the Commission Chambers. He stated that is only necessary to have one representative at the meeting, but everyone is welcome. He stated that this is a Sunshine meeting and will be duly advertised. He stated that this is a mandatory pre-mediation meeting and is required by State Statutes because one public entity is suing another public entity. He provided an update on the Marina lawsuit. He stated that the lawsuit is still in discovery. He explained that there is a scheduling conflict with the Town's expert witness and he is working on getting it resolved. He explained that mediation is required to be completed before the case can go to trial and that he anticipates the mediation to be completed soon as the trial date is in July, 2012.

Interim Town Manager Titcomb stated that April 6, 2012 is a Spring Holiday and April 9, 2012 is a furlough day and Town Hall, CRA offices, Library and Public Works will be closed. He stated that commercial sanitation pick-up will continue as scheduled, and residential sanitation pick-up will resume on Tuesday, April 10, 2012. He stated that as for the Finance Director position that four local City Managers and Finance Directors have been selected to serve on the Ad-Hoc Selection Committee and they are assisting

him in vetting the applications that were received and three to four applicants will be shortlisted. He stated that interviews of the shortlisted applicants will be conducted and that he expects this to be completed by the next Commission meeting. He stated that he met with the previous Recreation Director to get some prospective on the position. He stated that he included in his memo and in conversation with each Commissioner about trying to repurpose the position to more of a leisure service facility management type position. He stated that he re-read all the resumes and shortlisted 10 – 12 applicants and is hoping to have results to report to the Commission at the next meeting. He stated that for the Marina Director position 40 applications have been received two applications are from current Marina employees and one is from a former Town employee. He stated that he met with the Marine Industry Association to discuss alternative service delivery models that may include contract management services by professionals for the purpose of running the Marina; however he recommends that the Town continue with the process of hiring a Marina Director. He stated that things in the CRA are picking up, and that there is movement on some of the properties downtown. He stated that he has meet with various people regarding the Park Avenue extension issues. He stated that there is a noticeable uptick in interest, sales and that type of thing in the CRA. He stated that he provided to the Commission, as requested, a list of all non-CRA contracts.

Commissioner Stevens asked for Interim Town Manager to clarify the comments made regarding the Recreation Director position.

Interim Town Manager Titcomb stated that he is working towards having a decision to report to the Commission for both the Finance Director and Recreation Director positions by the next Commission meeting. He stated that his comment does have a caveat that the interviews, background check and related actions are complete and that he wants to bring this to closure a quickly as possible.

Commissioner Stevens stated that he is interested in outsourcing of the management of the Marina and he knows that will take more time and asked if there was any sort of timeframe as to when it could move forward.

Interim Town Manager Titcomb stated that it is going to be a while. He stated that Riviera Beach is working on comparing Public Marina Management versus Private Marina Management and the Town would benefit from the outcome of that process. He stated that this was just an informal conversation that he wanted to make the Commission aware of and that in the mean time leadership needs to be addressed at the Marina.

Vice-Mayor Rumsey asked Interim Town Manager Titcomb if he is going after a Leisure Services Director or a Recreation Director and a Marina Director combined.

Interim Town Manager Titcomb stated that right now those are two individual positions. He stated that to date he has not gotten consensus that the two positions should be merged into the one. He stated that to the contraire he has gotten feedback that the two positions are different specialties and need separate Department Heads. He stated that there are two positions in the Recreation Department and he is looking at “hybridizing” there.

Vice-Mayor Rumsey requested that a report on the Army Center be presented to the Commission at the next Commission meeting.

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 Stevens, and by unanimous vote, the meeting adjourned at 10:21 p.m.

Mayor James DuBois

Deputy Town Clerk, Shari Canada

Town Clerk, Vivian Lemley, CMC

Town Seal

Approved on this _____ of _____, 2012



Leaders at the Core of Better Communities

To: Lake Park Town Commission, Jamie Titcomb, Interim Town Manager and
Bambi McKibben-Turner, Human Resources Director

From: Kurt Bressner, ICMA/FCCMA Range Rider

Date: March 15, 2012

Subject: Review of Resumes for Town Manager Position – Lake Park

The Town Commission has authorized staff to place an advertisement for the Town Manager position. The advertisement was posted at the following sites:

- Town of Lake Park website (no charge)
- Lake Park Cable Channel 18 (no charge)
- Florida League of Cities (FLC), which includes the Florida City/County Management Association publications, the FLC Datagram, and the daily email-based publication entitled *Ken Small's CM's* (no charge)
- Palm Beach County League of Cities (no charge)
- International City/County Management Association (ICMA), which includes the ICMA Newsletter, Job Opportunities Bulletin and the ICMA Career Network (\$334.00)
- Employ Florida website, which includes Americas Job Exchange, and US Job (no charge)
- The Job Spider website, which includes Simply Hired and JuJu (no charge)
- Post Job Free website (no charge)

The deadline for submission of cover letters setting forth salary expectations and requirements, resumes and the Release of Information and Contact Information Forms was March 14, 2012.

When the Town Commission reviewed this matter on February 1, 2012 the following basic attributes taken from other ICMA position announcements for chief executive officers (City/Town/County Managers):

- Consensus builder
- Decisive; good judgment
- Excellent communicator to the public, employees, Commissioners
- Honest, ethical, moral
- Willing to work whatever hours are needed
- Outstanding leadership skills
- Keeps composure at all times
- Sensitive to others' needs and positions
- Keeps current on city/county projects
- Willing to be innovative
- Available
- Timely executes Commission policy
- Treats everyone with respect; even-handed

- Cooperates with other governments
- Recruits and retains competent staff
- Decentralized management style, but holds people accountable
- Believes in strategic planning
- Ambassador for the city/county
- Outgoing, confident, positive, proactive, approachable
- Good listening skills
- Demands accountability, and willing to be held accountable

Additional attributes that your staff has suggested being included as follows:

- Strong knowledge of municipal government
- Good presentation skills
- Understanding of the municipal budget process
- Verifiable documentation that the applicant meets the minimum qualifications required for the position
- Completeness of application submittals (i.e., cover letter and resume)

These are very good additions to the original list.

Selection of Candidates

I recommend that the Town Commission consider selecting five to seven candidates for interview. Five candidates with two alternates is recommended in the event one or more of the five candidates opt out of the recruitment process.

The selection of the candidates may be accomplished using the following basic procedure:

1. Each resume and cover letter submitted to the Human Resources Department by the deadline should be made available to the entire Town Commission regardless of qualifications. It is recommended that the resumes and cover letters also be posted on the Town Web Site for public viewing.
2. The Town Commission at its option may wish to authorize your staff to review the resumes and select in the range of 10-12 semi-finalists. The screening would be done based on the review of the resume and supporting documents applied to the above basic attributes. An alternate to this process would be for your Human Resources Director, Interim Town Manager and myself to review the resumes and cover letters with the same target range of 12-15 semi-finalists. If the Interim Town Manager prefers not to review applicants, a third Range-Rider can be asked to review the resumes. The entire review process can be completed in one to two weeks. *NOTE: Under Florida Law, a resume screening team may not meet or discuss the resumes among themselves. To do so would be considered a meeting. In addition, the screening committee would review the knowledge, skills and abilities of the applicants and provide their own individual recommendation of semi-finalists.* The Town Commission, at their option, could review all applications to select semi-finalists. Once a pool of semi-finalist is selected (by either process) the applicants would be required to submit the completed Town Employment Application Form and Authorization for Credit Investigation thereby providing consent for a background review and credit check. Preliminary education and professional background, a media check and reference checks would be conducted by the Human Resources Director on the semi-finalists. Appropriate parties also should perform a criminal, litigation and credit background.

3. Each member of the Town Commission would select five candidates they wish to consider for interviews. This would be done on their own using their own criteria. The pool of candidates to be reviewed can either be the entire pool of candidates or the 10-12 semi-finalists as screened by either the Human Resources Director or the resume screening team.
4. The Town Commission would meet at a regular or special Town Commission meeting to discuss and select the five finalists and two alternates. The names should be approved by a voice or roll call vote.
5. The selected candidates for interview. (Five for interview and two as alternates) would be notified of their status and asked to confirm their continued interest.
6. The candidates selected for interviews would be invited to Lake Park* for interviews can be in three parts: individual interviews between the candidates and each Town Commission member of about 20 minutes each, a public interview of each candidate by the entire Town Commission at a posted Town Commission meeting and finally, and optional "meet and greet" session with the candidates as a group to meet members of the community and staff.
7. Thereafter, probably in the following week, the Town Commission would meet in a public session to select the final candidate. The Town Attorney would be responsible for preparing and presenting employment conditions and compensation based on direction to by the Town Commission.
8. Assuming agreement, the successful candidate would be formally appointed as Town Manager by the Town Commission with the approved starting date and conditions of employment included in the Commission action.

The above procedure is based on how other communities have conducted a City/Town Manager search. It also is similar to the process that Lake Park followed in 2006. This process was open and fair to the applicants.

** It is usual and customary for travel expenses of the finalists to be reimbursed. The Town of Lake Park's policy states that in certain limited circumstances, the Town may provide reimbursement for interview expenses to applicants being considered for managerial exempt positions (i.e., Department Heads and above) and in no event shall exceed \$2,500. The State of Florida Travel Policy or local travel policy may be used to determine the reimbursement. The basis of reimbursement and limits should be shared with candidates before they make travel arrangements.*

Concluding remarks:

It is expected that there will be considerable interest in the Lake Park Town Manager position. The Town is a dynamic and vibrant community with many complicated issues that serve as a challenge and opportunity to a well-motivated, seasoned city manager. I recommend that the Town Commission seek a qualified, experienced city manager, county administrator or assistant/deputy city/county manager where the assistant/deputy has demonstrated supervisory experience.

As a Range Rider, I can assist the Town in reviewing qualifications of internal or external candidates for Town Manager.

Exhibits to Report:

Sample RFP language for a City Manager Search – the language provides a good overview of a search process also.

Desired Characteristics of a City Manager or Administrator provided by Mark Durbin, Florida Range Rider.

Excerpts from ICMA listings of key words used in recruitment of City Managers and Administrators provided by Paul Sharon, Florida Range Rider.

Attached documents:

2011 PEPIE Salary Data

- Agency/City/County Managers Compensation 2011
- Deputy/Assistant Agency/City/County Compensation 2011

Note: PEPIE is a comparative salary and benefit database for Florida cities and counties. It is a good basic source of information.

Town of Lake Park Town Manager Position Announcement as Per ICMA dated February 27, 2012.

ICMA/FCCMA Range Rider Brochure

Respectfully submitted,



Kurt Bressner, ICMA-CM
FCCMA/ICMA Range Rider – District 7
kbressner@gmail.com
561-436-2328

KB: 03/13/12, 03/15/12



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: MARCH 21, 2012

Agenda Item No. Tab 8

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

SUBJECT: Request to Extend the Kelsey Park Combination Market to Occur Year-Round.

RECOMMENDED MOTION/ACTION: APPROVAL WITH CONDITIONS.

Approved by Town Manager

Date: 3/16/12

Name/Title: Nadia Di Tommaso, Community Development Director Date of Actual Submittal 03/12/2012

Originating Department: Community Development	Costs: \$ TBD Funding Source: Acct. #	Attachments: → Special Event Permit Application
Department Review: <input type="checkbox"/> Attorney _____ <input checked="" type="checkbox"/> Community Development <i>ND</i> <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <i>ND</i> (Mr. Harry Welsh will be in attendance) OR Not applicable in this case Please initial one.

Summary Explanation/Background:

The Applicant previously requested a Combination Market to occur in Kelsey Park every Sunday from November 2011 until May 2012. The combination market is currently in operation on Sundays from 11am-3pm and includes Art&Crafts, Antiques and a Green Market.

The Applicant recently approached Staff with a request to extend the Market to take place on a year-long basis. The request would include the following:

SUNDAY Market in Kelsey Park: November through March from 11am-3pm
FRIDAY Market in Kelsey Park: April through October from 5pm-9pm

The previously approved combination market currently in operation every Sunday exceeded the four times per year maximum by any given Applicant pursuant to the Section 18-120 of the Town Code of Ordinances. Although the request was previously approved by the Town Commission, the Applicant is now requesting to double the previously approved number of special events to 52 times per year. Given the proposed extension which will take place on a recurring basis, **the Town of Lake Park Code of Ordinances in Section 18-120 through 18-127 dictates that the Town Commission is the governing entity for these types of special event permits that extend beyond the one or two-day minimal impact type events.**

Based on the criteria in the Code for special events listed below, should the Town Commission elect to approve this request, Staff is recommending that the Town Commission approve the request with the previously approved conditions and additional conditions of approval, which include:

- (1) All required insurance paperwork must be submitted to the Town in order to satisfy the Town's Risk Management requirements. Additional damage coverage shall be required for any improvements and/or repairs that need to be made in the Park as a result of this event.
ALREADY SUBMITTED: A current Certificate of Insurance already submitted with \$1 million general liability per occurrence; \$2 million aggregate and \$300,000 damage to rented premises, naming the Town as the Certificate Holder and additional Insured with respect to the operation of the named Insured during the policy period which ends on 05/23/2012. Certificate must be updated upon its expiration. If alcohol vendors are added, additional liquor legal liability with a \$1 million limit is required.
- (2) All Fire and Building Codes shall be respected.
- (3) A \$75 fee has been paid. The \$75 fee is a per event fee. This is a recurring event and the Town is to receive \$75 for every weekly event. Payment shall be made weekly, by Friday for the Sunday event and by Wednesday for the Friday event.
- (4) A Town employee (or an employee engaged by the Applicant), at the expense of the Applicant, must be scheduled to properly secure the park before, during, and after each event. Duties shall include placing "CAUTION" tape on posts along the entire east side of Kelsey Park on Sunday morning prior to each event and removing it on Sunday evening, checking and stocking the Town's restroom facilities in Lake Shore Park every half hour, and picking up and disposing of litter during and after each Sunday event. If the restroom facilities in Lake Shore Park are overwhelmed, Applicant may be required to supply temporary toilets at its own expense to accommodate the crowd, or at the request of the Town. Applicant must contact Public Works Director Dave Hunt, Lake Park Public Works Department, at (561) 881-3345, at least ten days prior to the first event in order to coordinate, if the Applicant chooses to engage a Town employee. The Town employee shall be billed out to the Applicant at his or her current rate of pay times 1.5 plus benefit package expenses. **Applicant is already utilizing its own Staff and Intends on keeping the same operation.**

- (5) Noise levels must be respected for each event. Applicant already agreed that the Market will not include a "flea" market component.
- (6) An off-duty law enforcement officer, or private security personnel, must be hired by the Applicant to secure the proper flow of traffic along North Federal Highway, Greenbriar Drive, Foresteria Drive and Lake Shore Drive. Applicant is already utilizing its own security. If alcohol vendors are added, Palm Beach Sheriff's Office (PBSO) must be contacted prior to the event taking place in order to secure additional security at a fee, as determined by PBSO.
- (7) All roads shall remain open at all times.
- (8) A booth must be made available to the Town of Lake Park at no charge at each event in order to promote Town activities and events.
- (9) There shall be a two-week out clause for the Applicant and the Town. The Town may provide a two-week notice to the Applicant to cease operation should any of the provisions not be met and/or for any irreversible reason as determined by the Town Manager. All unused event fees shall be refunded.
- (10) Pursuant to condition # 4 above, the East side of Lake Shore Park must not be used. The Applicant is responsible for roping the entire east side of the Park on Sunday morning and restoring the area on Sunday evening. Applicant shall reimburse the Town for any damaged sprinkler heads, irrigation lines, or landscaping. This includes damage to turf caused by vehicular traffic driving off paved surfaces. Vendors shall not drive their vehicles across any grassy areas when unloading or loading their items.
- (11) All garbage must be placed in Town provided receptacles. Vendors must take their unsold items out of the park at the end of each event. Any piles of debris left outside the approved containers shall be picked up by Town Staff and the Applicant shall be billed for a Sanitation "Special Pick-up" fee.
- (12) The Town's Administration may apply any other provisions as it deems necessary based on the outcome of each weekly special event.

Staff is looking for additional direction from the Town Commission for the following conditions:

- (13) 30-day notification to the Market organizer in circumstances where other Town-sponsored or privately sponsored events, such as the Sunday Veteran's Day Car Show in November, are requesting to utilize the park on the same day.
- (14) All proposed signage must be applied for separately and may be approved under one permit application for the entire duration of the event. Applicant already applied for a banner. For a year-long event, Staff is proposing the following:

Sunday event: Banner is put in place on Friday afternoon and removed on Sunday (48 hours).
Friday event: Banner will be put in place on Wednesday afternoon and removed on Friday (48 hours).

These special provisions must be approved by the Town Commission. The Applicant was previously extended the ability to only pay a one-time \$100 fee for the duration of the season. The Applicant is proposing the same for the year-long event. 2 days a week for signage for 52 weeks would equate to a total of 104 days of signage. The Town's special event signage provisions allow for 7 consecutive days of signage under the \$100 fee (104 days = 14 times the allowance). Starting May 2012 and extending for an entire year, signage would ultimately have to be charged at \$1,400 for the year ending in May 2013. The Applicant was provided an initial "break" given the birth of his event which only officially started in late January 2012. The Applicant is requesting that only an additional \$100 be assessed in May. This would equate to

a \$1,300 reduction of regular signage fees from May 2011 – May 2012, and Staff is looking for direction to waive this requirement.

Given the recurring nature of the event, Staff is proposing that the Applicant supply its own structural posts for the banner. The location shall be approved administratively. This would allow the Town to place alternate signage on its own posts when needed.

(15) PARKING

The Town Commission previously waived the parking meter fees for the ongoing Sunday market event. Consequently, upon further direction, Staff has not been enforcing the parking meters until 4pm along Greenbriar Drive, Foresteria Drive, Lake Shore Lot and Tennis Court Lot. These areas represent a total of 114 spaces not being enforced for 9 hours every Sunday, which would otherwise be paid at \$1 per hour (approximately \$255 in revenue assuming 50% capacity at 50% of the time).

The Applicant is requesting that this be extended on a year-long basis. For the Friday proposal, this would include waiving parking meter fees in the same areas from 2pm-8pm (event starts at 5, although early set-up is anticipated). Again, this represents a total of 114 spaces for a 6 hour period, which would otherwise be paid at \$1 per hour (approximately \$170 in revenue assuming 50% capacity at 50% of the time).

To remain conservative and assuming 60% capacity at 50% of the time, this equals a yearly (52-week) loss of \$11,000 in revenue.

Allowing free parking until 4pm on Sundays from November through March, and from 2pm-8pm from April through October, would not be exclusive to the Market. Since the event started, residents, visitors and neighboring businesses have expressed some serious concerns regarding the fairness of waiving the parking meter fees. The overall request is that if the parking meters are waived for special events, then (1) it should be waived for everyone visiting the area for the hours it is waived for the special event, and (2) if it is already being waived for everyone, then there should be some identifiable demarcation explaining that the meters are free. Should the Town Commission approve this request to continue waiving parking meter fees, Staff is asking for permission to order parking meter covers to eliminate this confusion. The parking meter covers would need to be ordered for all areas, including the Marina, to remain consistent for all events, including the Sunset Celebration whereby meters are waived at the Marina area. A total of 5 kiosk covers, 28 double-head meter covers, and 3 single-head meter covers with "Free Parking w/ Town Logo" insignia would be required. Due to the unforeseen recurring nature of special events and the waiving of parking fees incorporated with them, the parking meter maintenance account was not budgeted to support this expense. If approved, the costs for these meter covers would need to come out of Contingency. The costs are dependent on the type of material selected, pursuant to the direction for the Commission, as outlined below:

Research shows that the approximate cost for meter covers would be the following:

CanvasWork, Inc.- made of acrylic canvas, a very durable and colorfast fabric which is guaranteed not to mildew or get weatherized.

3 single-meter covers @ \$17.00 each - \$51

28 double-meter covers @ \$20 each - \$560.00

5 kiosks @ \$75 - \$375

Screen print set up - \$80.00

Shipping & handling - \$45.66

Total for meter covers: \$1,111.66

this company was used by West Palm Beach

Safety Flag Co. – made of fluorescent vinyl laminated nylon

3 single-meter covers @ \$8.04 each - \$24.12

28 double-meter covers @ \$10.04 each - \$281.12

5 kiosks @ \$75 each - \$375

Screen print set up - \$75.00 + \$25 for printing = \$100

Shipping & handling - extra

Total for meter covers: \$780.24 plus shipping/handling.

RJS Parking & Facility Support Products – made of polyester

3 single-meter covers @ \$16.50 each - \$49.50

28 double-meter covers @ \$20.50 each - \$574.00

5 kiosks @ \$38.50 - \$192.50

Screen print set up - \$40.00

Shipping & handling - \$42.50

Total for meter covers: \$898.50

Inasmuch as the above costs are less than \$1,499.99, no phone quotes are required pursuant to the Town's purchasing procedures.

Staff is recommending approval of this request with the above-referenced conditions, as approved or amended by the Town Commission. The Applicant has been provided a copy of the conditions.

**Discussion
And
Possible
Action**

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 18, 2012

Agenda Item No. *Tab 3*

- | | |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input checked="" type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Discussion of the Process and the Scheduling of Interviews for the Town Manager Position

RECOMMENDED MOTION/ACTION:

Approved by Town Manager

Date:

Name/Title

Date of Actual Submittal

[Signature] 4/13/12
[Signature] 4/13/12
HR DIRECTOR

Originating Department: Human Resources	Costs: \$ -0- Funding Source: Acct. #	Attachments: Potential Lake Worth Interview Questions and Interview Notes/Candidate Evaluation Form; and Draft Interview Schedule
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>BMT</u> OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

Following approval at the April 4, 2012 Commission meeting of the list of ten semi-finalists from among the applicants for the position of Town Manager, full applications were requested and received from such semi-finalists in order to facilitate the criminal background checks. So far, no anomalies have been identified as a result of such background checks. Information as to the outcome of further background checking will be provided to the Commission leading up to the April 18, 2012 Commission meeting as this process progresses.

The purpose of this agenda item is two-fold. First, it is to discuss the process for the interviews of the Town Manager semi-finalists. In his March 15, 2012 memorandum provided to the Commission regarding the review of resumes for the Town Manager position, Kurt Bressner suggested that the pool of candidates to be interviewed could consist of either the entire list of semi-finalists or a further short-list of five candidates who would be selected by the Commission using its own criteria. Staff is seeking direction as to how the Commission wishes to proceed in this regard. Attached as information is a copy of the Lake Worth Potential Interview Questions and Interview Notes/Candidate Evaluation Form provided by Mr. Bressner in order to help facilitate the development of interview questions by the Commission.

Secondly, the purpose of this agenda item is to establish a date on which the interviews will take place. Attached is a draft interview day schedule in which staff is proposing that individual one-on-one interviews be conducted in the morning on a rotating basis with the Mayor and each Commissioner, to be followed by panel interviews of each candidate in a public forum which will take place during the afternoon of the same day.

Potential Interview Questions

- 1. What particular aspect of your background / experiences makes you the best candidate for the role of Lake Worth City Manager?**
- 2. If you are selected for this role in your first 60 days how would you go about building a relationship with your teams, city staff and the public?**
- 3. Can you tell us about a time when had to ask Leadership (elected or otherwise appointed) to reconsider a decision previously made? How**
- 4. Tell us about a completed project you championed or sponsored that did not meet yours or the expected results of others**
- 5. What processes do you use to keep the City Commission and the Public appraised of required and needed information?**
- 6. For what reasons, is this role of interest to you?**
- 7. Tell us about a completed project of significance, of which you are particularly proud. What made it noteworthy?**
- 8. What can the Commission; as your supervisors do to assist you in becoming a success in the role of Lake Worth City Manager?**
- 9. From what you heard in the in the individual interviews and learned through your research are the critical needs of the City of Lake Worth that need to be addressed?**

Potential Interview Questions

- 10. Why should you be offered the opportunity to become the Lake Worth City Manager?**

- 11. Given the fact that city staff has not had a wage adjustment in three plus years, what are some of the non monetary things you would / could do to enhance employee engagement and retention?**

- 12. The City of Lake Worth has collective bargaining agreements with three unions (PEU/PMSA/IBEW) and has had a cyclical relationship with them. What is your approach to working with Unions?**

- 13. If a year from now you think you have hit a home run in this position, what are some of the changes that we and the citizens of Lake Worth will have realized?**

- 14. In what areas do you think you will be able to contribute immediately and in what areas do you think there will a longer term payback?**

- 15. What is the one thing about you the Commissioners need to know about you prior to your leaving the Commission Chamber?**

Interview Notes / Candidate Evaluation Form

Interviewer _____

Date _____

Candidate Name _____

Position Lake Worth City Manager

Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position to which they have applied. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following.

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

Educational Background - Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 5

Comments:

Prior Leadership Experience - Has the candidate acquired or demonstrated the required leadership skills and /or judgment through past work experiences?

Rating: 1 2 3 4 5

Comments:

Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Verbal Communication - How were the candidate's communication skills during the interview (i.e. body language, answers to questions)?

Rating: 1 2 3 4 5

Comments:

Interview Notes / Candidate Evaluation Form

Candidate Enthusiasm - How much interest did the candidate show in the position and the company?

Rating: 1 2 3 4 5

Comments:

Knowledge of Organization - Did the candidate research the City of Lake Worth prior to the interview?

Rating: 1 2 3 4 5

Comments:

Teambuilding/Interpersonal Skills - Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills?

Rating: 1 2 3 4 5

Comments:

Initiative - Did the candidate demonstrate, through their answers, a high degree of initiative?

Rating: 1 2 3 4 5

Comments

Time Management - Did the candidate demonstrate, through their answers, good time management skills?

Rating: 1 2 3 4 5

Comments:

Interview Notes / Candidate Evaluation Form

Customer Service - Did the candidate demonstrate, through their answers, a high level of Public Service or Public Servant customer skills/abilities?

Rating: 1 2 3 4 5

Comments:

Overall Impression and Recommendation - Final comments and recommendations for proceeding with the candidate.

Rating: 1 2 3 4 5

Comments:

TOWN OF LAKE PARK TOWN MANAGER INTERVIEW SCHEDULE FOR A POSSIBLE SATURDAY

Individual Interviews Commencing at 8:00 a.m. at Lake Park Town Hall (to occur at 30 minute intervals with 5 minute breaks in between). Candidates will assemble in the Conference Room upon arrival to meet the Town volunteer who will escort each of them to their respective individual interviews. The following schedule is based upon five candidates and can be extended to accommodate a greater number of candidates to be interviewed.

Time	Mayor DuBois Room A	Vice Mayor Rumsey Room B	Commissioner Hockman Room C	Commissioner Longtin Room D	Commissioner Stevens Room E
8:00 a.m. to 8:30 a.m.	Candidate A	Candidate B	Candidate C	Candidate D	Candidate E
Break	***	***	***	***	***
8:35 a.m. to 9:05 a.m.	Candidate B	Candidate C	Candidate D	Candidate E	Candidate A
Break	***	***	***	***	***
9:10 a.m. to 9:40 a.m.	Candidate C	Candidate D	Candidate E	Candidate A	Candidate B
Break	***	***	***	***	***
9:45 a.m. to 10:15 a.m.	Candidate D	Candidate E	Candidate A	Candidate B	Candidate C
Break	***	***	***	***	***
10:20 a.m. to 10:50 a.m.	Candidate E	Candidate A	Candidate B	Candidate C	Candidate D

11:30 a.m. Lunch Break

3:00 p.m. Panel Interviews in Public Forum • Commission Chamber
 Call to order and brief remarks regarding the interview procedures
 3:15 p.m. Candidate A Interview
 3:45 p.m. Candidate B Interview
 4:15 p.m. Candidate C Interview
 4:45 p.m. Candidate D Interview
 5:15 p.m. Candidate E Interview

7:00 p.m. Short networking reception to be held in the same location in order to give the public an opportunity to interact with each candidate.