



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, May 15, 2013,
Immediately Following the
Special Call CRA Board Meeting
Lake Park Town Hall
535 Park Avenue

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

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

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

1. Proclamation Honoring Palm Beach County Sheriff's Office Deputy Brandon Milliner

Tab 1

D. PUBLIC COMMENT:

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

E. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked

to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

- 2. Regular Commission Meeting Minutes of May 1, 2013 Tab 2
- 3. Award the Purchase of Engineered Wood Fiber to Superior Mulch, Inc. in the Amount of \$7,425.00 which includes Delivery Tab 3
- 4. Approval of Change Order to the Contract with USSI to Add Cleaning Service For the Lake Park Library Tab 4
- 5. Award of the Repair of Public Works Sanitation Vehicle to Sunbelt Waste Equipment Tab 5

- F. **BOARD MEMBERSHIP APPOINTMENT:**
 - 6. Board Membership Appointments for the Planning and Zoning Board Tab 6

- G. **OLD BUSINESS:**

None

- H. **PUBLIC HEARINGS - ORDINANCE ON FIRST READING:**
 - 7. Ordinance No. 07-2013 Adoption of the Florida-Friendly Use on Urban Landscapes Ordinance Tab 7

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 32, ENTITLED "UTILITIES", BY CREATING A NEW ARTICLE IV ENTITLED "FLORIDA-FRIENDLY FERTILIZER USE" AND ESTABLISHING REGULATIONS TO ADDRESS STORMWATER RUNOFF WITH EXCESSIVE NUTRIENT LEVELS IN WATER BODIES; PROVIDING FOR DEFINITIONS; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR APPLICABILITY; PROVIDING FOR TIMING OF FERTILIZER APPLICATIONS; PROVIDING FOR FERTILIZER FREE ZONES; PROVIDING FOR FERTILIZER CONTENT AND APPLICATION RATES; PROVIDING FOR FERTILIZER APPLICATION PRACTICES; PROVIDING FOR MANAGEMENT OF GRASS CLIPPINGS AND VEGETATIVE MATTER PROVIDING FOR EXEMPTIONS; PROVIDING FOR TRAINING; PROVIDING FOR LICENSING OF COMMERCIAL APPLICATORS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF LAWS AND ORDINANCES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR CAPTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

- I. **PUBLIC HEARINGS – ORDINANCE ON SECOND READING/QUASI-JUDICIAL:**
 - 8. Ordinance 06-2013 Amending the Code of Ordinances Changing the Starting Time for Commission Meetings Tab 8

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, DIVISION 2, SECTION 2-51, OF THE TOWN CODE ENTITLED "MEETINGS" TO CHANGE THE TIME OF MEETINGS OF THE TOWN COMMISSION; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

J. NEW BUSINESS:

- | | |
|---|---------------|
| 9. Review and Response to the Marina Task Force Report | Tab 9 |
| 10. Completing the Annual Performance Evaluation of the Town Manager | Tab 10 |
| 11. Resolution No. 10-05-13 Amend the Town of Lake Park Uniform Classification System to Revise the Job Descriptions for the Positions of Camp Counselor and Recreation Bus Driver | Tab 11 |
| 12. Resolution No. 11-05-13 to Amend the Town of Lake Park Uniform Classification System to Revise the Job Description for the Position of Assistant to the Finance Director | Tab 12 |

K. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

L. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, June 5, 2013

**SPECIAL
PRESENTATION/
REPORT**

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **May 15, 2013**

Agenda Item No. *Tab 1*

Agenda Title: Proclamation Honoring Palm Beach County Sheriff's Office Deputy Brandon Milliner

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

Approved by Town Manager *DSS* Date: *5/11/13*

Vivian Mendez - Town Clerk

Name/Title

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Proclamation Inter-Office Memorandum from Sergeant Gill Gomez
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>VM</i> or Not applicable in this case _____ Please initial one.

Summary Explanation/Background: At the April 17, 2013 Commission meeting the Commission nominated Palm Beach County Sheriff's Office (PBSO) Deputy Brandon Milliner for the American Red Cross Community Courage Awards. On March 29, 2013 Deputy Milliner responded to a call regarding a small child choking and not breathing, and as a result of his actions the child's life was saved. The attached Inter-Office Memorandum from PBSO Sergeant Gill Gomez explains the details of the incident. At the April 17th Commission meeting the Commission agreed by motion to honor Deputy Milliner with a proclamation for his heroic act.

Recommended Motion: Present the proclamation to Deputy Milliner

PROCLAMATION
HONORING PALM BEACH COUNTY SHERIFF'S OFFICE
DEPUTY BRANDON MILLINER

AS A LOCAL HERO

WHEREAS, Deputy Brandon Milliner commenced employment with the Palm Beach County Sheriff's Office in May of 2008; and

WHEREAS, on March 29, 2013 Deputy Brandon Milliner responded to a small child choking and not breathing in Lake Park; and

WHEREAS, Deputy Brandon Milliner assessed the situation and determined that a blockage to the child's airway existed. He then attempted downward thrust in an effort to remove the cause of the blockage; and

WHEREAS, when Deputy Brandon Milliner realized the attempts were not working and the child continued in duress, he utilized the finger sweep technique and after several attempts, the child began to cry and it appeared the blockage was gone and the child was breathing properly; and

WHEREAS, because of his training and professionalism, Deputy Brandon Milliner spared the child from further harm and possible death.

NOW, THEREFORE, be it resolved, on behalf of the Commission of the Town of Lake Park, I James DuBois, Mayor of the Town of Lake Park do hereby commend Deputy Brandon Milliner for his action which saved the life of a child.

IN WITNESS WHEREOF, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 15th day of May, 2013.

BY: _____
Mayor, James DuBois

ATTEST: _____
Town Clerk, Vivian Mendez

Consent Agenda

TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 15, 2013

Agenda Item No. *Tab 2*

Agenda Title: Regular Commission Meeting Minutes of May 1, 2013

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

Approved by Town Manager *[Signature]* Date: *5/6/13*

Shari Canada, CMC, Deputy Town Clerk
Name/Title

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

Summary Explanation/Background:

Recommended Motion: To approve the Regular Commission Meeting Minutes of May 1, 2013.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, May 1, 2013, 7:00 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
Dale S. Sugerman, Ph.D.	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
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A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

1. Presentation by Faith Based Community Solutions, Inc. **Tab 1**

2. Presentation of the Comprehensive Annual Financial Report (CAFR) **Tab 2**

D. PUBLIC COMMENT:

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

E. General Business:

3. Regular Commission Meeting Minutes of April 17, 2013 **Tab 3**

F. OLD BUSINESS:

None

G. PUBLIC HEARINGS - ORDINANCE ON FIRST READING:

4. Ordinance 06-2013 - Amending the Code of Ordinances Changing the Starting Time for Commission Meetings

Tab 4

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, DIVISION 2, SECTION 2-51, OF THE TOWN CODE ENTITLED "MEETINGS" TO CHANGE THE TIME OF MEETINGS OF THE TOWN COMMISSION; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

H. PUBLIC HEARINGS – ORDINANCE ON SECOND READING/QUASI-JUDICIAL:
None

I. NEW BUSINESS:

5. Evaluation of the JES Production and Design Proposal for Park Avenue at Night

Tab 5

J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

K. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, May 15, 2013



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, May 1, 2013, 7:00 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, May 1, 2013 at 7:00 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioner Erin Flaherty, Commissioners Michael O'Rourke and Kathleen Rapoza, Town Manager Dale S. Sugerman, Town Attorney Thomas Baird, and Town Clerk Vivian Mendez.

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

SPECIAL PRESENTATIONS/REPORTS

1. Presentation by Faith Based Community Solutions, Inc.

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

Kirk Donaldson, Faith Based Community Solutions, Inc., made a presentation (see attached Exhibit "B").

Vice-Mayor Glas-Castro asked if there are other drop off locations.

Mr. Donaldson stated "yes" that there are approximately twenty-four (24) in the area.

Commissioner Rapoza asked how many boxes would be located at Town Hall.

Mr. Donaldson stated that there would be one (1) box at Town Hall.

Commissioner Rapoza asked if additional traffic would be created by having the drop off box in Town Hall.

Mr. Donaldson stated that no additional traffic would be generated and that the hope is that Town employees will participate in the program by dropping off non-perishable food.

Commissioner O'Rourke stated that he is personally involved with the Community Food Pantry and thanked Mr. Donaldson for what they do for the community.

Commissioner Flaherty asked if this program only for non-perishable food items.

Mr. Donaldson stated "yes".

Commissioner Rapoza asked if a sign will be posted stating non-perishable food only.

Mr. Donaldson stated the information is on the box and poster will be posted.

Mayor DuBois asked Town Manager Sugerman what the plans are for placement of the drop off boxes.

Town Manager Sugerman stated that there is a Town Hall Beautification Committee made up of Town employees and the Committee is trying to clean up and visibly improve the Town Hall lobby to be a warm and inviting place. He stated that discussion are ongoing with the Artist of Palm Beach County to turn the lobby into an Art in Public Places location. He explained that when Faith Based Community Solutions first approached him about placing a drop off box in the lobby he turned them down. He explained that he has turned down others because one box begets several boxes with posters taped to the wall.

Mayor DuBois asked if another location could be utilized for the drop off box.

Mr. Donaldson suggested placing the box in an employee break room.

Mayor DuBois suggested utilizing the Palm Beach Sherriff's Office substation lobby and the Fire Department.

Town Manager Sugerman stated that he is not opposed to the drop off box being placed in the employee break room.

Mayor DuBois asked Mr. Donaldson if having the box in the employee break room is an acceptable alternative.

Mr. Donaldson stated "yes".

Commissioner Flaherty asked if there could be second location at the Library.

Mayor DuBois suggested that Mr. Donaldson work with administration to find locations for the drop off boxes that would be appropriate.

Town Manager Sugerman suggested that Mr. Donaldson provide two (2) boxes and that he would find appropriate locations for the boxes.

Mr. Donaldson agreed.

2. Presentation of the Comprehensive Annual Financial Report (CAFR)

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

Terry Morton of Nolan, Holt & Miner presented the CAFR.

Commissioner O'Rourke asked if his role as the auditor is to review the financial statements of the Town and ensure they are accurate and in accordance with standards.

Mr. Morton stated “yes”.

Vice-Mayor Glas-Castro stated that the descriptions are very good for the layperson and is self-explanatory.

Commissioner O’Rourke thinks it is important that financial information in the CAFR be discussed with Town Administration.

Mayor DuBois stated that the statistical section of the CAFR is a good resource to understand the Town and is a very informative document.

Town Manager Sugerman stated that the CAFR is on the Town website.

Motion: A motion was made by Commissioner O’Rourke to accept the Comprehensive Annual Financial Report (CAFR); Commissioner Flaherty made the second.

Vote on Motion:

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

Motion passed 5-0.

PUBLIC COMMENT:

Jerry Rapoza, 801 Lake Shore Drive, expressed his concerns about the security services provided by ET Security in the CRA (see attached Exhibit “D”).

Mayor DuBois commented that Mr. Rapoza is a professional consultant that has provided his advise at no charge to the Town. He asked what is the best way to “upload” this report to the Administration for appropriate action.

Town Manager Sugerman stated that he appreciates the work that Mr. Rapoza has done. He stated that this is not a matter for the Town Commission to consider, but rather for the CRA Board because the CRA Board approved the contract. He stated that he agreed with Mr. Rapoza analysis.

Mayor DuBois stated that the next CRA meeting is on July 3, 2013.

Commissioner O’Rourke asked if the Town Manager or Mayor DuBois as the Executive Director and Chair respectively have the authority to cancel the contract.

Attorney Baird stated that the CRA Board would have to make the decision to cancel the contract.

Vice-Mayor Glas-Castro suggested calling an emergency Board meeting.

Town Manager Sugerman stated that it would not be considered an emergency to address this item. He suggested that the Commission could schedule a brief CRA Board meeting prior to the May 15, 2013 Town Commission meeting.

The Commission reached consensus to direct the Executive Director Sugerman to schedule a Special Call CRA Board Meeting at 6:30 pm on Wednesday, May 15, 2013.

Sue-Ellen Mosler, 700-748 Park Avenue, stated that on April 7, 2013 that both the MosArt Theatre and the One Stop Convenience Store were broken into and \$200 was stolen and the windows were broken. She stated that the Theater was broken into on April 17, 2013 and April 27, 2013. She stated that on April 30, 2013 there was suspicious activity in the stairwell at 748 Park Avenue and the Palm Beach County Sheriff's office (PBSO) was called. She suggested that the Commission encourage the PBSO to make a few more stops in the area. She stated that as of noon on May 1, 2013 the permanent barriers were re-installed that will block cross-access parking from 754 Park Avenue in the 700-748 Park Avenue parking lot. She stated that she has contact her contractor and civil engineers and work has started to do whatever is necessary to make a curb cut off of Park Avenue. She requested that the Commission do whatever is necessary to get the approvals in time for the start of the Ballet School in the Fall.

Rosalyn Saunders, 211 E. Ilex Drive, thanked Commissioner Flaherty for his work on the American Cancer Society Relay for Life on Friday, April 26, 2013. She stated that she had a great time.

GENERAL BUSINESS:

3. Regular Commission Meeting Minutes of April 17, 2013

Motion: A motion was made by Commissioner O'Rourke to approve the Regular Commission Meeting Minutes of April 17, 2013; Commissioner Rapoza made the second.

Vote on Motion:

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

Motion passed 5-0.

OLD BUSINESS:

None

PUBLIC HEARINGS - ORDINANCE ON FIRST READING:

4. Ordinance 06-2013 - Amending the Code of Ordinances Changing the Starting Time for Commission Meetings

Attorney Baird explained the item (see Exhibit “E”).

Motion: A motion was made by Commissioner Rapoza to adopt Ordinance 6-2013 on First Reading; Commissioner O’Rourke made the second.

Vote on Motion:

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

Motion passed 5-0.

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

PUBLIC HEARINGS - ORDINANCE ON SECOND READING/QUASI-JUDICIAL:

None

NEW BUSINESS:

5. Evaluation of the JES Production and Design Proposal for Park Avenue at Night

Town Manager Sugerman explained the item (see attached Exhibit “F”).

Commissioner Rapoza asked if the proposal included an outline or proposal for who would be participating in the event.

Jennifer Spicer, owner of JES Production and Design, Inc., stated that there is an agreement between the Town and JES Production and in the proposal she explained the type of marketing she would be doing for the event to ensure that the event would be successful. She stated that unfortunately it was wrong timing for the event because of the weather and over the last two-weekends there have been conflicting events that reduced the attendance at this event. She explained that the change from every Saturday to every other Saturday is because it is easier to get vendors to participate on a regular basis.

Commissioner Rapoza asked what the cost is to the Town.

Ms. Spicer stated that on a weekly basis that she has been paying \$117.42 to the Town of which \$75.00 is for the permit and the remainder is for the trash. She stated that she has been bring her own bags and no trash has been left behind.

Town Manager Sugerman stated that the cost to the Town has been no out of pocket cash and there has been some in-kind services related to the placement of signs or banners. He stated that he would consider the cost to the negligible.

Commissioner O'Rourke asked what marketing is going on with regards to the event.

Ms. Spicer explained that she has advertised in the Palm Beach Post, the Weekender, and all the websites for events and festivals. She stated that there are also flyers at local business and some of the condominiums on Lake Shore Drive.

Commissioner O'Rourke stated that he has gone by the event and that it is his perception that the events are not catching on. He stated that adding the food trucks to the events is a positive thing. He asked if by adding the food trucks is there a new way to promote the event.

Ms. Spicer stated "yes" that the event is being promoted at Park Avenue at Night Food Truck Madness because people follow food trucks and it brings in people from other areas. She stated that this is a new event and it was the wrong timing as February through April is the rainy season.

Commissioner O'Rourke stated that he has a concern regarding this event competing with Sunset Celebration at the Marina. He requested that the event be on the first and third Saturday in order to not compete with the Sunset Celebration.

Ms. Spicer stated that the Sunset Celebration is on the last Friday of the month and this event is on Saturday. She does not think it will have an effect, on the contrary, if the Saturday night event grows it will enhance the Sunset Celebration.

Vice-Mayor Glas-Castro stated that she does not think that this event should be held on the Saturday after the Sunset Celebration. She thinks that it will distract from the Sunset Celebration being a community-gathering event. She asked why the event did not go out through a bid process to see if there are others that have an interest in doing events in the Town. She stated that there will always be competition and that she thinks that if the event becomes too regular and people become complacent; it should be more of a special event.

Ms. Spicer stated that the events is changing from every weekend to every other weekend to address Vice-Mayor Glas-Castro's concerns.

Mayor DuBois stated that the event permit is \$75.00 per week and approximately \$45.00 in trash and that the request is that the Town waive the event permit fee and that the trash fee would still be paid.

Ms Spicer stated "yes".

Mayor DuBois asked if non-profits have their event fees waived.

Ms. Spicer stated “yes”.

Mayor DuBois suggested that as an exchange waiving the permit fees that the first five (5) or (10) Lake Park businesses. He thinks that this will attract Lake Park businesses to participate in the event and help to provide exposure for these businesses.

Ms. Spicer stated “yes” as long as there is not a paying vendor with the same type of food or product.

Mayor DuBois concurred with Ms. Spicer.

Commissioner Rapoza asked if Ms. Spicer thinks that the type of marketing that has been done has been effective.

Ms. Spicer stated that now that food trucks have been included in the event that the marketing is working better because there is a better response.

Commissioner Rapoza asked if she is working with the Palm Beach Post to be in the Thursday insert and the on-going section.

Ms. Spicer stated “yes” and that she inquiries with patrons on how they found out about the event.

Commissioner Flaherty asked what is the reason for changing the hours.

Ms. Spicer stated that some of the vendors from the Abacoa Green Market will be participating in this event and they needed more time to get here and set up.

Commissioner Flaherty stated that he like the bi-weekly event and that he understands that it takes time to get people to come to these events.

Commissioner O’Rourke questioned the marketing for the event because it is not working.

Ms. Spicer stated that the advertising has generated many phone calls, but because of the weather the results of the advertising has not been evident at the events. She stated that when competing against a bigger well-known event a smaller event no matter how good the event is will lose.

Commissioner O’Rourke commented that she would not be able to compete against Sunfest in West Palm Beach.

Ms. Spicer agreed and stated that she was not planning to have the event this weekend for that reason.

Commissioner O'Rourke stated that the contract was for a short period of time.

Ms. Spicer stated that the proposal is for May through July, 2013.

Town Manager Sugerman requested that if the Commission is going to approve this item that it be approved with two (2) administrative conditions. 1) Obtain from JES Production & Design a certificate of insurance naming the Town as additionally insured and that the certificate of insurance is endorsed by her insurance company lasting until July 30, 2013. 2) That business tax receipts and all prior permit fees be paid in full before any permit for the May through July events are issued.

Ms. Spicer stated that she has insurance through February 2014 and she provided the insurance certificate as needed to the Community Development Department.

Town Manager Sugerman explained that the Risk Management Company for the Town requested a certificate of insurance for every instance of the event. He thinks that is a cumbersome and burdensome process and is requesting that the certificate of insurance be issued for the period of May through July naming the Town as additionally insured each time this event is held during that period.

Commissioner O'Rourke stated that he has concerns about these events, that he does not think they are working very well and that the Town would be served better and that Ms. Spicer could do a better job if the event was limited to more than two (2) times a month. He thinks that certain dates where there is no competition should be targeted and to try to make those events successful. He thinks part of the marketing should be whether the event is going to be attended well because of competition with other events.

Ms. Spicer stated that the Clematis at Night event started the same way.

Motion: A motion was made by Commissioner Flaherty to approve the JES Production and Design Proposal for Park Avenue at Night for a bi-weekly event waiving all permit fees; 90-day review of the event by the Commission; Commissioner O'Rourke made the second.

Vice-Mayor Glas-Castro concurred with Commissioner O'Rourke. She stated that she would approve the item this time but if there is no improved attendance that she would question that it be continued.

Commissioner Rapoza requested that a condition be added that dates of this event do not conflict with Town or surrounding community's events.

Commissioner Flaherty withdrew his motion.

Motion: A motion was made by Commissioner Flaherty to approve the JES Production and Design Proposal for Park Avenue at Night for a bi-weekly event waving all permits fees; providing for a 90-day review period by the Commission; JES Production & Design to obtain a certificate of insurance naming the Town as

additionally insured and that the certificate of insurance is endorsed by the insurance company lasting until July 30, 2013 for all events held by JES Production and Design within the Town; that the Park Avenue at Night events will not be held in conflict with Town of Lake Park Events and providing up to (5) Lake Park business with valid Lake Park business tax receipts to participate in each event for free; Commission Rapoza made the second.

Commissioner O'Rourke stated that there has been a solidarity with the current Commission to work together and that every action taken by the Commission has been taken so far has been by unanimous vote. He thinks that the solidarity of the Commission is an important part of what we are doing as a new Commission to work together. He stated with the stipulations in the motion that he is willing to support the motion with the understanding that in 90 days if the event is not successful he will not support its continuation.

Ms. Spicer stated that if the event is not successful that she will be the first to state that she does not want to continue with the event.

Vote on Motion:

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

Motion passed 5-0.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Attorney Baird stated that it had been discovered that there was questionable title to a portion of the Public Works compound. In order to clear up that title the Town needs to initiate a Quiet Title Action. He requested that the Commission authorize the Quiet Title Action.

Motion: A motion was made by Vice-Mayor Glas-Castro authorizing the Quiet Title Action for the Public Work Compound; Commission Rapoza made the second.

Vote on Motion:

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

Motion passed 5-0.

Attorney Baird provided an update on the action needed to change the Limited Voting Method used to elect Commissioners. He stated that he spoke with Dr. Richard Engstrom from the Center for the Study of Race, Ethnicity and Gender in the Social Sciences (REGSS) at Duke University regarding doing analysis on election returns for the Town and to provide an evaluation regarding whether the United States Department of Justice is likely to challenge the Town if the voting method is changed. Dr. Engstrom has agreed to provide the services for a fee not to exceed \$9,000. He recommended that the Commission authorize him to negotiate a proposal with Dr. Engstrom.

Commissioner O'Rourke asked if the report Dr. Engstrom did referencing the Town is available.

Attorney Baird stated "yes" and that the article is regarding Dr. Engstrom study on Limited Voting versus Cumulative Voting Minority Electoral Opportunities and that the Town is referenced in a footnote.

Mayor DuBois asked if funds are available for this expenditure.

Attorney Baird stated that if there is concern about this budget year and the Commission wants to plan for it in the next budget year then there is time. He stated that if the Commission is going to make a change to the Charter, he suggested that it be on the ballot for referendum in November, 2014.

Motion: A motion was made by Vice-Mayor Glas-Castro authorizing Attorney Baird to negotiate a proposal with Dr. Engstrom not to exceed \$9,000; Commissioner O'Rourke made the second.

Vote on Motion:

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

Motion passed 5-0.

Town Manager Sugerman stated that the Commission requested that a date for a workshop be determined by consensus of the Commission the date for the workshop would be Thursday, May 30, 2013 at 6:30 pm.

Motion: A motion was made by Commissioner O'Rourke to set a Special Workshop of the Commission for Thursday, May 30, 2013 at 6:30 pm; Commissioner Rapoza made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		

Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

Commissioner Rapoza thanked Jodie Wagner from the Palm Beach Post for her work with the Bridges of Lake Park, Kiwanis and First United Bank. She stated that at the Sunset Celebration she was speaking with a diving boat business owner that feels that the fuel costs are too high, wants a tiki bar with additional parking, and to develop rules for additional parking for boats that take trips to other locations to allow passengers to park more vehicles for additional days. She stated that he invited her to attend a boating meeting. She invited him to come to address the Commission at a meeting.

Commissioner Flaherty thanked everyone that supported the American Cancer Society Relay for Life event.

Commissioner O'Rourke thanked staff and Commission for the Arbor Day event.

Vice-Mayor Glas-Castro stated that the monthly report included a status update on the Dog Park and she is concerned about waiving any taxes for a pilot program. She stated that it is too expensive for the fencing, water, and application fee to FPL. She stated that the monthly report also included an update on the Water Taxi Program and that she is concerned about the Water Taxi Service that is on demand and not on a regular route and taking up transient dock space. She stated that Sue-Ellen Mosler came to the meeting and provided an update on the activity at 754 Park Avenue and cross-parking. She stated that even though the Town did not have the forethought to require formal easements and agreements for cross-access and cross parking that the Town has an obligation to help correct the situation and suggested that the Town expedite review and waive fees for Ms. Mosler to put in a curb cut along Park Avenue.

Mayor DuBois and Commissioner O'Rourke concurred with Vice-Mayor Glas-Castro.

Mayor DuBois stated that not requiring a cross-access agreement will cost the Town now because putting in a curb cut along Park Avenue in close to an existing curb cut is not how Park Avenue was designed. Additionally there will be a loss of parking spaces and landscaping.

Vice-Mayor Glas-Castro asked since the bond for the Park Avenue streetscape is not retired will there be any penalty or does the Town have any obligation for the value of the streetscape that would be removed.

Town Manager Sugerman stated that he would research the question.

Mayor DuBois thanked Commissioner Flaherty for his work on the American Cancer Society Relay for Life event. He thanked Commissioner Rapoza for organizing the teddy bear donation to the Bridges of Lake Park. He thanked Kim Alexander, Assistant to the

Public Works Director and Chris Wayne & Associates for the Arbor Day event. He thanked the Finance Department for their work on the CAFR. He asked what can be done about the Dog Park.

Town Manger Sugerman explained that in January 2013 the Commission placed the Dog Park project as one (1) of the top five (5) projects for the Administration to accomplish and it remains as a project to be accomplished. If it is the desire of the Commission to remove the Dog Park project from the priority list, it can be done by formal action of the Commission.

Commissioner Rapoza asked if the Dog Park can be part of the discussion at the workshop on May 30, 2013.

Town Manager Sugerman stated “yes”.

Mayor DuBois stated that he does not know what type of taxes are associated with the FPL property and it was suggested to put the Dog Park at this location.

Town Manager Sugerman stated that the parcel that is being considered is unimproved and does not include the sub-station portion. There would be some tax consideration if it were used as a Dog Park and that FPL is asking if the Town moves forward for a six-month trial Dog Park, that the Town provide a rebate for the taxes.

Mayor DuBois asked if all of the capital improvements would need to be put in for a six-month trial.

Town Manager Sugerman stated that the fences, benches, and a little shade would need to be provided for the trial. He stated that the Town would rent a fence for the trial period.

Commissioner O’Rourke requested that the priority list be discussed at the May 30, 2013 workshop.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner O'Rourke, and by unanimous vote, the meeting adjourned at 8:56 p.m.

Mayor James DuBois

Deputy Town Clerk, Shari Canada, CMC

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2013

Exhibit "A"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2013

Agenda Item No. Tab 1

Agenda Title: Presentation by Faith Based Community Solutions, Inc.

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

Approved by Town Manager [Signature] Date: 4/11/13

Dale S. Sugerman, Town Manager
Name/Title

Table with 3 columns: Originating Department (Town Manager), Costs (\$ 0.00), Attachments (Letter from Faith Based Community Solutions, Inc.), and Advertised (Not Required).

Summary Explanation/Background:

Mr. Harry Drier, President of the Faith Based Community Solutions, Inc. would like to make a presentation to the Town Commission and to ask permission to place a food pantry drop off box (and related promotional poster) in the Town Hall lobby.

Recommended Motion:

No motion is necessary as this is only a presentation.

Exhibit "B"

FAITH BASED COMMUNITY SOLUTIONS, INC.
Dedicated To Addressing The Needs Of The Community

To: City Manager and Commission

April 10, 2015

From: Harry Drier, President

RE: Request Permission to Place Food Pantry Drop off box in City Hall

We come to you in order to obtain your support in a Feed the Poor mission in Lake Park. As a way of background, we have been running, with other groups and churches, a food pantry on the St Johns campus for almost 7 months. From ground zero we have operated a program that reaches into 7 cities and feeds over 3,500 persons and 295 families. In all we have distributed over 35,000 food items.

We are working with almost a zero budget and depend on friends, individuals, churches, companies and organizations and clubs to provide gifts of food, gift cards or money to purchase the food. We are open twice weekly for three hours and we average a little over 40 families a day with a high of 74 and a low of 24. Eighty percent of all the families we serve are from Lake Park.

Our big job is to find donations of food to stay open. One planned effort is to have food drop off boxes in over 25 stores, banks, churches, and anywhere there is traffic. While this does not give us all we need and what it exposes what we are doing to a large audience.

Our request is to have you place one of these food boxes and posters within City Hall. In the box are bags employees or visitors can take and bring home and then bring back with food. We also have a list of food items in the box to let you know what is needed.

There is no time limit on using the box but when it is filled call the number on the box and we will pick it up within a day.

I request you agree to take the box at least for a three month basis to determine if it works for you and your group. If there is some other way you would like to help us please let us know and we will come over and talk with you.

We feel so fortunate to have the ability and opportunity to assist those who are going through a hard period at this time. We look forward to your response with hopes we will be invited to the May 1, 2013 Commission Meeting.

Sincerely;
Harry Drier
President

*A 501(C)(3) Community Service Corporation Dedicated to Serve Educational,
Religious and Community Organizations Tax ID 030494983*
FAX: 561 844 3802 PHONE: 561.42 4335 drierh@aol.com
5380 Ocean Drive 6 D Singer Island, Florida 33404

Exhibit "C"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2013

Agenda Item No. Tab 2

Agenda Title: Presentation of the Comprehensive Annual Financial Report ("CAFR") for the fiscal year ended 9/30/2012

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

Approved by Town Manager  Date: 4/16/13

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

Originating Department: FINANCE	Costs: N/A Funding Source: Acct. # <input checked="" type="checkbox"/> Finance __BKR__	Attachments: CAFR
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case __BKR__ Please initial one.

Summary Explanation/Background:

Each year, the Town's independent auditors, Nowlen, Holt & Miner, P.A., report briefly on the condition of the Town's finances and present the Town's Comprehensive Annual Financial Report ("CAFR") for the past fiscal year. Mr. Terry Morton, a principal with the firm will present the report for the year ended September 30, 2012.

Recommended Motion:

Accept the CAFR

Exhibit "D"

Town Mgr.
DALE SUGERMAN

TO: LAKE PARK Board of Commissioners
FROM: Gerald C. Rapoza CPS and Security Consultant
SUBJECT: Private Security Services Provided to Lake Park

On Tuesday, April 23, 2013 I had the opportunity of meeting with the Town Manager and Town Clerk regarding the private security contract for the CRA properties. This meeting was very informative and answered all questions I inquired about at the April 3rd Commissioners Meeting.

After reviewing the contract and the duties of the private security company, (ET Security) I find that the security being performed is not conducive to proper security requirements of a professional security company. Although the legal wording in the contract appears to be acceptable it lacks specifics in the following areas:

- 1. It doesn't spell out what patrol areas are to be covered or specify date or times of security coverage.**
- 2. There is no indication of where the Detex stations are or how often they are to be hit. No record of daily detex times or reports are submitted to the CRA for inspection.**
- 3. No where does it indicate the days or time security rounds were to be made. They should submit a daily activity report to CRA for inspection indicating areas patrolled, dates, and times. This insures that patrols are being conducted as contracted. The contract indicates various days and times. What does that mean?**
- 4. No where does it specify days or times security will be performed. How do we know if security is actually being performed? There is no report forms sent to CRA either on a daily or weekly basis. We also don't know if there is a supervisor n duty to oversee the security orders are being complied with.**

- 5. There are no daily reports submitted to the CRA indicating the patrols were conducted or any incidents occurred.**

- 6. Detex reports are not reviewed or sent to the CRA to insure patrols were conducted.**

- 7. There is no induction of supervision of guard service.**

I have attached for your information what security guard drive through patrol should accomplish.

As a tax payer and concerned citizen, I feel there is no need for the CRA to contract with a private security company at the rate of \$21,961.00 when we have the PBSO who is on duty 24 hours a day in Lake Park.

According to the contract, CRA can cancel the contract upon seven (7) days written notice delivered by certify mail, return receipt to the contractor.

As Security consultant, and Crime Prevention Specialist with over 30 years experience, my evaluation of a private security co. is that the CRA is wasting money with private security and should cancel the contract ASAP.

To: Lake Park Board of Commissioners

From: Gerald C. Rapoza, CPS, Security Consultant

Subject: Security provided to CRA Lake Park, Fl.

After reviewing the contract between Lake Park CRA and E.T. Security Inc., I find several flaws regarding the wording in the contract. Although the legal wordings are sufficient, it fails to specify the actual statement of work to be performed.

Under Considerations, it states a maximum of 21,961.00 was agreed on for complete performance. It dose not state however how many hours, what days or times Security will be performed or areas to be patrolled.

Under Performance of Work by the Contractor, this is very vague. What work is to be done? It should be spelled out specifically.

The following is information regarding Security Guards Drive Through Patrols and what do you want to accomplish with the security patrol service.

Drive through patrols serve a limited service because of the limited time spent on the property. The purpose of this type of patrol is to observe all accessible gates, doors and windows and make sure they are secured and to report the conditions found.

Any contract security service must have clearly defined and articulate post orders. Post orders are written instructions for how the security officer is to patrol the site and should be incorporated as part of the contract. These written instructions need to be detailed and reflect the expectations of the property manager the responsibility of the security patrol service. Post orders are necessary for the drive through accounts because the same security officer will not always patrol the same for each property. Written orders allow for consistency in patrol and reporting and set forth the obligations for fulfilling the service contract. Post instructions should specify if drive-through security officers get out of their vehicle to “shake” doors or walk behind buildings. If you don’t require it, it won’t happen. Well-written post orders acts like a checklist

for the security officer while on- site and helps them fill out their daily activity reports.

It is custom practice of all contract security patrol industry to complete daily activity reports (DARs). It is important to require written DAR reports as part of the contract service. If you don't receive a report, assume the patrol did not occur and don't pay for the service until you receive one.

Detailed DAR's are crucial to a property owner. It is a form of supervision and holds the security service accountable for patrolling on a property as agreed. In addition to communicating what was observed. A report provide important documentation in case of a lawsuit alleging inadequate security.

DAR's are designed to report routine things like when and where the security officer was on your property and what they observed. DAR's should be detailed and informative. Each entry should list the date, time and location and activity.

It is important at the beginning of the contact to establish the quality and timing of the patrols and then follow up if you suspect that the service is inadequate.

Attached is a Daily Activity Report. The purpose of the report is to record the date, times, mileage and location of patrols conducted on each guard shift. It also justifies the areas of businesses the Security Officer observed during his/her tour of duty and acts as a permanent record on file.

It also serves as a report to the CRA that all areas of contract patrol are being covered.

Daily Reports will also justify payment for Security Services to the CRA.

SECURITY DAILY ACTIVITY REPORT

Date: _____ **Security Co. Name** _____

Security Guard Name: _____

Time End: _____ **Miles End:** _____ **Vehicle Tag #:** _____

Time Start: _____ **Miles Start:** _____

Total: _____ **Total:** _____

Vehicle Condition: Lights: ___ **Tires:** ___ **Glass:** ___ **Horn:** ___

Body Damage: _____

Areas Patrolled: _____

Supervisor Signature: _____

Reports must be filled out daily and submitted to the CRA at the end of the week.

Exhibit "E"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2013

Agenda Item No. Tab 4

Agenda Title: Amending the Code of Ordinances Changing the Starting Time for Commission Meetings of the Town of Lake Park

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager  Date: 4/12/13

Vivian Mendez - Town Clerk
Name/Title

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: <p style="text-align: center;">Ordinance</p>
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required <u>on first reading</u>	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 <u>during first reading. VM</u> Please initial one.

Summary Explanation/Background: During the April 5, 2013 Commission Orientation Workshop the Commission discussed changing the start time of the Commission meetings. The Commission by consensus directed staff to prepare an Ordinance amending the Town Code to change the starting time of Commission meetings from 7:00 p.m. to 6:30 p.m.

Recommended Motion: Approval of Ordinance 06-2013 on First Reading.



Town of Lake Park Town Commission

Exhibit "F"

Agenda Request Form

Meeting Date: May 1, 2013

Agenda Item No. Tab 5

Agenda Title: Evaluation of the J.E.S. Production and Design Proposal for Park Avenue at Night

- [] SPECIAL PRESENTATION/REPORTS [] CONSENT AGENDA
[] BOARD APPOINTMENT [] OLD BUSINESS
[] PUBLIC HEARING ORDINANCE ON ___ READING
[X] NEW BUSINESS
[] OTHER:

Approved by Town Manager [Signature] Date: 4/16/13

DALE S. SOGERMAN / TOWN MANAGER
Name/Title

Table with 3 columns: Originating Department (Town Manager), Costs (\$0), Attachments (J.E.S. Production and Design Proposal), Advertised (Not Required), and notification details.

Summary Explanation/Background: On January 16, 2013 the Commission approved a contract with J.E.S. Production and Design for the coordination of a weekly Saturday night event on Park Avenue.

The new proposal has a few modifications as follows: 1) J.E.S. Production and Design would like to change the event to bi-weekly Saturdays instead of weekly Saturdays; 2) this contract period would be from May 2013 through July 2013; 3) the events would begin at 6:00 p.m. and last until 10:00 p.m. instead of from 5:00 p.m. through 9:00 p.m.; and 4) J.E.S. Production and Design is requesting that all permit fees be waived, currently only signage permit fees have been waived.

Recommended Motion: Approve proposal

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 15, 2013

Agenda Item No. *Tab 3*

Agenda Title: Award the Purchase of Engineered Wood Fiber to Superior Mulch, Inc in the Amount of \$ 7,425.00 which Includes Delivery.

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

Approved by Town Manager *DSS* Date: *5/3/13*

Kathleen Carroll/Parks & Recreation Director, David Hunt/Public Works Director
Name/Title

<p>Originating Department:</p> <p>Public Works and Parks & Recreation Departments</p>	<p>Costs: \$2,462.50 from each budget plus FMIT grant of \$2500. (\$7,425.00 Total)</p> <p>Funding Source: Recreation & Gnds. Maint. 2013 budgets</p> <p>Acct. # 600-52000 406-52000</p> <p><input checked="" type="checkbox"/> Finance <i>BKR</i></p>	<p>Attachments:</p> <p>-(3) Written Proposals -Quote Summary Sheet</p>
<p>Advertised:</p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <i>KAC</i> or Not applicable in this case _____</p> <p>Please initial one.</p>

Summary Explanation/Background:

Park accessibility and playground safety requires an obstruction-free, cushioned surface. Engineered Wood Fiber (which complies with Americans with Disabilities Act/ ADA mulch) is used and placed annually in Lake Shore Park, Bert Bostrom Park/Playground and Ilex Park to replenish the walking path and playground surfaces.

Five vendors were contacted by phone and/or email and asked to provide written proposals for the purchase and delivery of 400 cubic yards of ADA compliant mulch, the amount ordered last year to replenish the walking areas and playground surfaces in Lake Shore Park, Bert Bostrom Park/Playground and Ilex Park. Attached is a spreadsheet which is an analysis of the quotes received from three vendors – Superior Mulch, Inc, (along with a copy of Superior's IPEMA /International Play Equipment Manufacturers Association, certification), Advanced Recreational Concepts, LLC and REP Services, Inc. The costs quoted by all three of the above vendors exceeds the amount budgeted for Fiscal Year 2013 for this annual expense.

Staff reduced the amount of the order from 400 cubic yards to 255 cubic yards. Based upon an analysis of the unit prices included in the three quotes received for 400 cubic yards of mulch, staff determined that Superior Mulch, Inc. would be the most cost effective source for the provision of 255 cubic yards of mulch at a cost of \$7,425.00, 50 percent of the cost of which will be expensed to the Public Works Grounds Maintenance budget and the remaining 50 percent to the Recreation Department budget for Fiscal Year 2013.

Staff has also been assured by officials of the Florida League of Cities that the purchase of ADA compliant mulch for playground safety is eligible for a grant from the Florida Municipal Insurance Trust which will reimburse the Town for 50 percent of the total expenditure of \$7,425.00 up to a maximum of \$2,500.00. Staff will submit an application for this funding.

Recommended Motion:

Approve the purchase of 255 cubic yards of Engineered Wood Fiber/ADA compliant mulch from Superior Mulch, Inc. based upon their low quote **\$ 7,425.00.**

Sales Quote

Superior Mulch, Inc.
 9621 SR #7
 Boynton Beach, FL 33472
 USA

Telephone: (561) 734-7300

Sales Quote No.	2648
Customer No.	TOWN LK P

Bill To

TOWN OF LAKE PARK
 595 PARK AVENUE
 LAKE PARK, FL 33403
 USA

Contact: KATHLEEN CARROLL
 Telephone: 561-883-3338

Ship To

TOWN OF LAKE PARK
 595 PARK AVENUE
 LAKE PARK, FL 33403
 USA

Contact: KATHLEEN CARROLL
 Telephone: 561-883-3338

Order Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
04/15/13		BOYNTON BEACH		COD	
Entered By	Salesperson	Ordered By	Resale Number		
Dispatcher			TE		
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
3	3	Y	PINECHP CERT DBLGRD U of M : LOAD PINE CHIP "CERTIFIED" K" DBL GRD - PB	2,475.00	7,425.00
50	50	Y	PINECHPDBL 50-85 PB- U of M : LOAD PINE DOUBLE GRIND 50-85 PB-MELOURNE	29.50	1,475.00
Approved By: _____ <input type="checkbox"/> Approve All Items & Quantities					

Print Date	04/15/13
Print Time	01:40:30 PM
Page No.	1

Printed By: Dispatcher

Subtotal	8,900.00
Freight	0.00
Order Total	8,900.00

IPEMA Certificate of Compliance



To verify product certification, visit www.ipema.org

MANUFACTURER
Irvine Wood Recovery, Inc.
PO Box 110
110 Glendale Milford Road
Mamiville, OH 45147

PRODUCT NBR	PRODUCT LINE	DESCRIPTION
1	Playground Turf	Engineered Wood Fiber

ISSUE DATE: 8/8/12 -
In the interest of public playground safety, IPEMA provides a third-party certification service whereby TÜV SÜD America validates a manufacturer's certification of conformance to the ASTM F1292-09, Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment Standard.

The manufacturer listed below has received written validation from TÜV SÜD America that the products listed below conform with the requirements of ASTM F1292-09.

INTERNATIONAL
PLAY EQUIPMENT
MANUFACTURERS
ASSOCIATION

You may verify this certificate by visiting IPEMA's website at <http://ipema.org>





Advanced Recreational Concepts, LLC
 3125 Skyway Circle
 Melbourne, FL 32934
 Toll Free - 1-866-957-2355/Toll Free Fax - 1-866-957-2356

Proposal

Prepared For Kathleen Carrol
 Organization Town of Lake Park
 535 Park Ave.
 Lake Park, FL 33403
 Customer Phone (561) 881-3304
 Customer Fax
 County Palm Beach
 Ship To Town of Lake Park
 535 Park Ave.
 Lake Park, FL 33403

Date 4/2/2013
 Quotation # 13240
 Prepared By Jeff Kagan - ZK
 Payment Terms Net 30
 Prices Valid Until 5/2/2013
 Project Name WOOD MULCH

Product ID	Description	Qty	Price	Total
Wood Mulch	Supply of ADA Wood Mulch - 400 Cubic Yards	400	25.30	10,120.00T
Freight	Freight Charges THIS IS AN ESTIMATE ONLY. Due to the volatile nature of the transportation industry, freight charges may be re-quoted at the time of order.	1	2,500.00 0.00	2,500.00 0.00T
Installation	INSTALLATION TO BE DONE BY OTHERS		0.00	0.00T

Subtotal \$12,620.00
 Sales Tax (0.0%) \$0.00
 Total \$12,620.00

Signature _____ Print Name/Title _____ Date _____ P.O. # _____

Upon acceptance of this proposal please sign above and initial the 'ARC Site Preparation Check List' and the 'ARC General Terms and Conditions' exhibits attached. Please return initialed copies to ARC.



Please make POs and contracts out to:
Rep Services, Inc.
585 Technology Park
Lake Mary, FL 32746--6239

Please mail checks to:
Rep Services, Inc.
585 Technology Park
Lake Mary, FL 32746--6239

Proposed To: Town of Lake Park 535 Park Avenue Lake Park, FL 33403	Ship To: Town of Lake Park 535 Park Avenue Lake Park, FL 33403	Bill To: Town of Lake Park 535 Park Avenue Lake Park, FL 33403
Attn: Kathleen Carroll Phone: 561-881-3338 Fax: 561-881-3340	Attn: Kathleen Carroll Phone: 561-881-3338 Fax: 561-881-3340	Attn: Kathleen Carroll Phone: 561-881-3338 Fax: 561-881-3340 Terms: See below

Project No: 8647	Project Name: Town of Lake Park-EWF	Project Contact: Kathleen Carroll
Proposal No: 8647.01	Proposal Name: Town of Lake Park-EWF	Project Location: 535 Park Avenue Lake Park, FL 33403
Proposal Date: 4/18/2013	Proposal Expires: 5/18/2013	

For Questions Contact: Tricia Thomas **Ph #:** 407-831-9658 x226 **E-Mail:** trivers@repservices.com
Sales Consultant: Kevin Furman **Ph #:** 561-333-4451 **E-Mail:** kfurman@repservices.com **Option:** A **Rev:** 0 **Input By:** TT - 4/18/2013

Vendor: Irvine Wood Recovery 537104	Proj Drawings:	Freight: Prepaid	Ship Method: Best Way	FOB: Destination	
Part No	Qty	Description	Unit Wt	Unit Price	Ext Price
Surfacing	RSI-EWF-M	300 Engineered Wood Fiber for Playground, per cubic yard	0	20.50	6,150.00
Total Product:			0		\$6,150.00

Discount per the Palm Beach Co. Contract #10-072-PR: 5.00% (\$307.50)
 Discounted Product Total: \$5,842.50
 Freight Charge: \$3,229.20
Irvine Wood Recovery Total: \$9,071.70

General Terms of Sale and Proposal Summary

Government: Net 30, Resellers: Payment with Order	Product:	\$5,842.50
With Credit Approval: 50% down, Net 30	Freight:	\$3,229.20
All Others: *50% down, Balance Prior to Shipment	Proposal Total:	\$9,071.70
*Note: Orders less than \$5,000 require check with order		

Notes

Pricing per Palm Beach County Board of Commissioners Term Contract #10-072/PR. Irvine Wood Recovery "Equipment Only" orders receive a 5% discount.

ORDERS PLACED BASED ON THIS PROPOSAL ARE SUBJECT TO SHIP WITHIN MANUFACTURER'S STANDARD LEAD TIME. REQUESTS FOR EXTENDED SHIPPING TIMES MAY RESULT IN ADDITIONAL COSTS, SUCH AS FREIGHT INCREASES, RAW MATERIAL COST INCREASES, ETC.

BE SURE TO PLACE YOUR ORDER BEFORE THE EXPIRATION DATE SHOWN ABOVE TO SECURE THE PRICES ON THIS PROPOSAL.

ENGINEERED WOOD FIBER:
 Drainage is extremely important to the long term performance of your playground surfacing. Consult a Landscape Architect, Engineer or qualified contractor for information on how to achieve proper drainage on your site and beneath the play surfacing. Geotextile fabric is required as a separation layer between the wood material and the free draining subsurface. The geotextile fabric separating the wood material from the subsurface should be free of standing water within 30 minutes after the rain ceases. A minimum of a 12" depth of surfacing material must be maintained at all times.

*** This is a natural product. Particle size, texture and color may vary from a tan to a dark brown due to the natural conditions of the environment.
 *** IPEMA CERTIFIED AS "Engineered Wood Fiber Impact Attenuation of Surface Systems Under and Around Playground Equipment Standard."

This proposal is for Engineered Wood Fiber playground surfacing delivered to the site. THIS PROPOSAL DOES NOT INCLUDE MOVING THE SURFACING MATERIAL FROM THE DELIVERY SITE TO THE PLAYGROUND, NOR DOES IT INCLUDE SPREADING OF THE PRODUCT. CUSTOMER MUST MAKE SEPARATE ARRANGEMENTS TO HAVE THE WOOD SURFACING PLACED AND SPREAD IN THE PLAYGROUND AREA.

Freight prices are subject to an energy/fuel surcharge if implemented between the time of quote and placement of order.

The undersigned warrants that he/she is an authorized representative of the company noted and has the requisite authority to bind said company and/or principal. If any particular billing is not paid when due, all outstanding balances, regardless of prior terms, will become immediately due and owing upon demand. Interest on past due amounts will be assessed at 1 1/2 % per month or the maximum interest rate permitted by applicable law, whichever is less. Should it become necessary for either party to this contract to institute legal action for enforcement of any provisions of this contract, the prevailing party shall be entitled to reimbursement for all court costs and reasonable attorney's fees incident to such legal action. The parties hereto agree that proper venue for any legal action in any way related to this contract shall be in Seminole County, FL.

Accepted By:

Town of Lake Park

Company Name

Authorized By

Printed Name

Date

As Its:

Title

TOWN OF LAKE PARK
RECREATION DEPARTMENT
FACILITY MAINTENANCE/RECREATION BUDGETS

QUOTES TO SUPPLY ENGINEERED WOOD FIBER (ADA MULCH) FOR WALKING PATHS AND PLAYGROUNDS

COMPANY	ADDRESS	PHONE	E-MAIL	CONTACT	COST 400 CU. YDS. DELIVERED	Cost 300 Cu. Yds. Delivered	Cost 255 Cu. Yds. Delivered	COST/YD. DELIVERED	RANK
Superior Mulch, Inc.	9621 State Rd 7 Boynton Beach, FL	561 734-7300	dispatcher@atlaspeatandsoil.com	Fernando	\$9,250.00 @ \$23.13/Yd	\$7,425.00 +1,475.00 \$8,900.00	\$7,425.00	\$29.12 \$29.50 (partial load)	#1
*In order to meet the 300 cubic yard order, a partial load (Superior trucks hold 85 cubic yards whereas the other company's unit measure is 100 cubic yards) was added @ \$29.50 totaling \$8,900.00 which is out of our budget range. Hence, we are ordering 255 cubic yards removing the partial load of 50 cubic yards.									
REP Services, Inc.	585 Technology Park Lake Mary, FL	407 831-9658	kfurman@repservices.com	Kevin Furman	\$12,408.00	\$9,306.00	\$7,910.10	\$31.02	#2
Advanced Recreational Concepts, LLC	3125 Skyway Circle Melbourne, FL	772 643-3360	jkagan@arcflorida.com	Jeff Kagan	\$10,120.00 \$2,500.00 \$12,620.00	\$9,465.00	\$8,045.25	\$25.30 \$31.55 w/ freight	#3
*ARC proposed cost/yard delivered @ \$25.30, but added a freight charge which brought the total to \$31.55 cost/yard delivered.									
Bliss Products		772 215-8873	Ranman098@aol.com		NO RESPONSE				
Advanced Mulch		561 691-4737	advancedmulch@aol.com	Kenneth Bowman	NO RESPONSE				

TAB 4



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 15, 2013

Agenda Item No. *Tab 4*

Agenda Title: Approval of Change Order to Contract with USSI to Add Cleaning Service for the Lake Park Public Library

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

Approved by Town Manager *DSS* Date: *5/2/13*

Karen Mahnk, Library Director *[Signature]*
Name/Title

<p>Originating Department:</p> <p style="text-align: center;">Library</p>	<p>Costs: \$ 4272.68 for remaining 4 and one half months of FY 12-13 \$10,740.48 for FY 13-14 \$10,740.48 for FY 14-15 \$2685.12 for FY 15-16</p> <p>Funding Source: Library Budget Acct. # 001-57-571-700-34000 <input checked="" type="checkbox"/> Finance <u><i>[Signature]</i></u></p>	<p>Attachments:</p> <ul style="list-style-type: none"> - Change order to contract - Contract with Town pp-28-46 - Tally sheet from original bid
<p>Advertised:</p> <p>Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <input checked="" type="checkbox"/> <u><i>[Signature]</i></u> or Not applicable in this case _____ Please initial one.</p>

Summary Explanation/Background: In 2012, USSI was the successful bidder in response to the Town's Request for Proposal to provide custodial services to the Town. At that time, custodial duties at the Library were performed by the part time Library Facilities Custodian. That position has now been vacated and it has been determined that it would be more cost effective, pursuant to the unit pricing on which the current USSI contract is based, to include by change order the provision of custodial services to the Library, rather than hire another part time employee. The cost represents coverage for the remaining four and one half months of the current fiscal year based on the rates specified in the current contract.

Recommended Motion: Approval of Change Order and Authorization for Mayor to execute Change Order No.1 to the USSI contract

Contract Agreement

AGREEMENT BETWEEN OWNER AND CONTRACTOR

Custodial Services Term Contract

Town Library

TOWN OF LAKE PARK
CHANGE ORDER NO. 1
TOWN BID NO. 107-2012

Upon execution by both parties, this Agreement shall serve as the Contract between the TOWN OF LAKE PARK ("Owner") and USSI ("Contractor") for the delivery of the bid items contained in the aforementioned contractor's bid response to Change Order No. 1 to the Town's Invitation For Bid No. 107-2012.

All terms, conditions, plans and specifications of Change Order No. 1 to Bid No. 107-2012, any Addenda, and contractor's accepted bid, dated April 12, 2013, shall apply to this Agreement, and are incorporated herein. In the event of conflict, the terms of the Town's bid shall take precedence. The cost will be \$895.04 per month plus the cost of an initial cleanup of 245.00.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: Town of Lake Park through its Town of Lake Park Commission, signing by and through the Mayor, authorized to execute same by Commission action on the ____ of _____, 2013: and _____ authorized to execute same.

TOWN OF LAKE PARK

Attest:

By: _____
James DuBois, Mayor

_____ day of _____, 2013

Vivian Mendez, Town Clerk

(Town Seal)

By: _____
Town Manager

_____ day of _____, 2013

Approved as to form and legality
For the use of and reliance by the
Town of Lake Park only:

AGREEMENT BETWEEN OWNER AND CONTRACTOR (Cont.)

Contractor:

Name of Contractor

Signature

Print Name, Title

_____ day of _____, 2013

(CORPORATE SEAL)

STATE OF FLORIDA)
):ss
COUNTY OF _____)

Sworn to and subscribed before me this _____ day of _____, 2013 by
_____ who (check one) is personally known to me or
 has produced _____ as identification.

Notary Public, State of _____

Print or Type Name of Notary Public

My commission expires:

END OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

Town of
LAKE PARK



Department of
PUBLIC WORKS

CUSTODIAL SERVICES TERM CONTRACT

TOWN OF LAKE PARK PUBLIC LIBRARY

ALL TERMS AND CONDITIONS OF TOWN BID NO. 107-2012 SHALL APPLY, EXCEPT WHERE NOTED IN THE FOLLOWING DOCUMENT:

Change Order No. 1 to the Contract entered into on December 19, 2012

SCOPE OF WORK

Provide all labor, supervision, equipment, supplies, and materials required to ensure the proper performance of this work in accordance with the bid specifications and site specific schedules at the following Lake Park, Florida location:

FACILITY: Library
ADDRESS: 529 Park Avenue
CLEANING DAYS: Monday through Friday
HOURS OF ACCESS: 8:00 pm – 3:00 am, M – F;

Work includes regular custodial services to Town of Lake Park Library facility in addition to "as needed" heavy cleaning and porter services. This location has specific requirements that are detailed in the Technical Specifications section of this document.

Bidders shall provide an annual lump sum amount to clean the building, broken down into a monthly cost. In addition, unit prices shall be provided for specific tasks (i.e. carpet extraction) on an "as needed" basis. A line item shall be provided for the performance of an initial cleaning to bring the location into contract compliance in advance of the start of regularly scheduled duties.

GENERAL SPECIFICATIONS

All labor, supervision, equipment, supplies and materials required to ensure the proper performance of this work at all locations, unless otherwise specified, shall be furnished by the contractor.

Upon contract award, contractor is required to perform an initial cleaning to bring the location into contract compliance in accordance with the specifications. This cleaning must be performed within 30 days of start of service and satisfactory completion must be approved by the Public Works Director.

The Town shall supply paper towels, toilet paper, hand soap, and trash can liners for the contractor to replenish as needed. Requests for supplies must be made in writing or e-mail at least three days in advance by a person in a supervisory capacity. No supplies will be given to workers "on demand".

The successful bidder and its employees will report hazardous conditions and items in need of repair including burned-out lights, leaky faucets, toilet stoppages, etc. directly to the Public Works Department.

All employees responsible to open and close shall be capable of securing the facilities.

Due to the type of operation and activities in this facility, the basic services will be unique to this building. In the event that some scheduled activity interferes with the normal scheduled cleaning, it will be arranged to complete cleaning after such activity is over.

Contractor shall submit a daily-weekly-monthly cleaning checklist form for approval to the Public Works Department before commencing work. This form shall be posted in a conspicuous location in each building and the contractor's employees must log their activities at the end of each cleaning event.

The contractor shall comply with the Town of Lake Park procedures and requirements regarding sanitary techniques and safety. In addition, the contractor shall comply with OSHA Act #1910.1030 regarding worker exposures to blood borne pathogens along with any and all Federal, State and local laws and regulations now in effect, or hereinafter enacted during the term of this Agreement, which are applicable to the contractor, its employees, agents or subcontractors, if any, with respect to the work and services described herein.

Successful bidder shall be responsible for ensuring that employees do not disturb papers on desks, open desks, drawers, cabinets, or use the telephones, which are provided strictly for the use of the employees of the Town.

MATERIALS, EQUIPMENT AND SUPPLIES

The Contractor shall submit to the Public Works Director for approval and maintain a current list of all materials, equipment, and supplies stored at any Town facilities, including chemical material safety data sheets. It will be the responsibility of the contractor to provide Green Seal Certified cleaning supplies (excluding disinfectants) to perform the required janitorial services.

Highly corrosive chemicals, those that cause excessive tearing, those with offensive odors or cause other irritations to building occupants, will not be approved for use. A limited storage area shall be provided for the contractor to store necessary materials, equipment, and supplies.

The Contractor shall furnish and maintain all the necessary equipment and should submit as part of his bid a complete list of the equipment to be used.

ELIGIBILITY

Bidders must demonstrate that they have recently and successfully provided similar services to at least three clients for services of an equivalent size and nature. Bidders shall provide information to support their past experience, ability, and capacity to perform the requirements of this contract. Bidders shall provide documentation of all business/occupational licenses required to perform these services, as well as proof of ability to acquire insurance and bonding as part of the bid process.

CONTRACTOR'S PERSONNEL

Contractor shall provide the Town with resumes for all principals, management and supervisory personnel that will support their experience and qualifications to perform these contract services. Contractor shall provide supervisory personnel who can adequately communicate on-site, by telephone, and by e-mail with Town staff relative to any service problems, or service requirements. Contractor shall respond to services within 2 to 4 hours of notification, in person or by telephone.

The Town shall be furnished a list of all personnel assigned to the contract. The contractor shall be responsible for keeping this list up to date during the contract term.

The contractor shall provide the Town with a listing, and keep current, to include the names and emergency telephone numbers of supervisory personnel who are assigned to the Town contract. It is the intention of the Town that the contractor's management or supervisory personnel proposed for the contract will be available for the initial contract term.

Contractor's employees shall present a professional appearance: neat, clean, well groomed, and courteous and conduct themselves in a respectable manner, in the performance of duties, and while on Town property.

The Town shall have the right to require the contractor to remove from assignment to its facility such employees as shall be deemed incompetent, careless, insubordinate, or in any way objectionable, or any personnel whose actions may be contrary to the public interest or inconsistent with the best interests of the Town of Lake Park.

Selected contractor must comply with all applicable labor/employment laws and regulations. The contractor shall be required to pay its' employees at least the federal minimum wage rate. The Town reserves the right to inspect the payroll records of the contractor as may be deemed necessary to determine contractor's compliance with the Federal Wage and Hour Law.

SERVICE HOURS / RESPONSE TIME / EMERGENCY SERVICE / PROPERTY DAMAGE:

All services provided shall be performed in accordance with the times specified in the bid specifications. Any change to that schedule shall be requested in writing, and approved by the Town prior to implementation. Contractor shall advise Town personnel immediately of any damage noticed by contractor personnel while on duty, or any damage done to Town property by contractor's personnel, NOT LATER THAN THE NEXT WORKING DAY after which such damage may occur. Contractor caused damage shall be promptly corrected to the satisfaction of the Town, and any cost to resolve the matter will be borne solely by the contractor.

Service Response Time: contractor shall have 24 hr. telephone service to insure the contractor's ability to respond and comply with Town requests on a timely basis. Contractor should respond and comply with any Town request for service for emergency service within 2 to 4 hours from time of Town contact. Failure to respond or comply with the service request within the time parameters stated above may result in Town invocation of a documented poor performance complaint.

SECURITY

A. The contractor shall at all times enforce strict discipline and good order among his employees. No children, friends, or relatives, or any person not employed and assigned to subject sites are allowed on subject premises. Unauthorized use of Town property is prohibited.

B. Contractor will not use employees of any temporary (help-type) employee agency. Only actual bona fide contractor employees are to be used to perform the specifications unless otherwise approved in writing by the Public Works Director.

C. Contractor will be responsible for securing keys and or key card for the facilities at least 24 hours in advance of contract start date. The successful bidder will pick up the necessary keys at the library from the Library Director. Any labor and/or material cost for replacement keys, recoding of access keys/doors, and/or re-keying of locks as a result of the actions of the janitorial service provider (lost/misplaced keys, etc.) will be deducted from the monthly payments.

TERMINATION FOR CAUSE:

The contractor's services may be terminated for any of the following causes: poor performance to cure client complaints within two days of notice by the Town, or after

three documented poor performance complaints from the Town's contract administrator; if there is a perceived breach of security; if personnel are used who are unknown by the Town agency, or who pose a threat to the security of agency by action, deed or appearance.

Designated Town personnel shall periodically review contractor's performance. If any discrepancies are found, contractor shall be immediately notified, the situation jointly reviewed and corrected by the contractor in an agreed upon time frame, at no cost to the Town.

Thereafter, further discrepancy or unsatisfactory performance by the contractor may be cause for contract termination, at the Town's discretion.

NOTE: Poor performance complaints by the Town will not preclude the Town from canceling the contract for cause, in accordance with the bid specifications.

THERMOSTATS

All thermostats in the buildings are not to be touched. Thermostats are preset.

RECYCLING

The Contractor must remove all recyclable trash from each location on the cleaning days specified. Recyclable trash must be removed separately from other trash to avoid contamination and placed in designated recycle bins.

SPECIAL PROVISION FOR CLEANING AREAS WITH ELECTRONIC DEVICES

While cleaning areas with data processing machines, word processing machines and/or other electronic devices:

A. Contractor shall not move nor jar computers, and/or data processing machines, or similar equipment.

B. Contractor shall not use steel wool, powdered cleansers, brushes, dusters, or rags that leave dust or waste material, nor any material containing silicon on or around this equipment.

COST TO THE TOWN:

The contractor shall be responsible for all costs incurred in providing the required services to include: all labor, management, all janitorial cleaning supplies, equipment, insurance, licenses and police background checks of employees, in accordance with the

bid specifications. The total cost to the Town for the required services shall be the costs proposed by the bidder, and accepted by the Town, as submitted in the SCHEDULE OF BID ITEMS response that follows.

CONTRACT COORDINATOR

The Public Works Director, or his designee, shall function as the contract coordinator. The coordinator's duties shall include:

- Liaison with contractor
- Coordinate and approve all work under the contract
- Resolve any disputes
- Assure consistency and quality of Contractor's work
- Review and approve for payment, invoices for work performed in accordance with the contract specifications

End of Scope of Work

TECHNICAL SPECIFICATIONS SECTION

The following are site specific specifications available as a compliment to the Scope of Work for this project. All required bid items are described in the Scope of Work, and may be further clarified in any Addenda issued. Bidders must attend a pre-bid conference at the facility site to become familiar with existing and local conditions.

TECHNICAL SPECIFICATIONS SPECIFIC TO LIBRARY

IN GENERAL

The LIBRARY is a single story building. It has three main areas of book shelves, computer carrels, tables with chairs and display carts: the main area, the children's library and the teen room. In addition, there are three study rooms, a computer lab, a mixed-use conference room, two public restrooms and a staff area containing one enclosed office (the Director's office shall not be a part of this scope of work), a staff bathroom, and a kitchenette.

There is approximately 6,650 sq. ft. of commercial glue-down carpet in the public areas. There is free-standing shelving throughout the public areas, but the bottom shelves are empty of books and require weekly dusting.

There are 13 wood top tables and 67 wooden chairs scattered throughout the Library. This furniture requires daily spot-cleaning (as necessary) and a once a week wipe down..

There are 220 sq. ft. of wood blinds in two separate public rooms. These require monthly dusting.

There is 325 sq. ft. of stone floor tile in the north entry foyer.

The following areas have "storefront" glass:

- The north and south entrances have 230 sq. ft. of glass, total, and BOTH sides must be cleaned daily.
- The patio entrance, the east entrance, and the Childen's Room entrance consist of 80 sq. ft. of glass, total, and the INTERIOR side must be cleaned once a month.
- The Teen Room storefront consists of 125 sq. ft. of glass and BOTH sides must be cleaned once a month.

There are three restrooms:

- A 165 sq. ft. women's public restroom with ceramic tile floor and wainscot along with three toilets, three sinks, and three mirrors.
- A 140 sq. ft. men's public restroom with ceramic tile floor and wainscot along with two toilets, two urinals, three sinks, and two mirrors.

- A 45 sq. ft. staff restroom with ceramic tile floor along with one toilet, one sink, and one mirror.

There is approximately 900 sq. ft. of commercial glue-down carpet in the Staff Area. This includes one enclosed office. There are seven large desks in this area along with book shelves, dvd storage units, and credenzas. Only about 50% of the carpet in this area can be maintained.

There is approximately 90 sq. ft. of vinyl tile in the kitchenette that is located in the Staff Area. It has one sink, various small appliances, and two tables and some chairs.

SPECIFIC HOUSEKEEPING PROVISIONS – FREQUENCY

A. The following duties shall be performed **5 times per week**, Monday through Friday between the hours of 9:00 p.m. and 3:00 a.m. by the CONTRACTOR at the facility; cleaning activities shall not disrupt public meetings.

Duties include:

1. Empty trash, recycling and waste containers (wash trash lids and containers as needed before replacing liner) in all rooms, and hallways.
2. Replace plastic liners of appropriate size in waste receptacles. Liners shall be replaced only when soiled, torn or no longer useful.
3. Maintain all file cabinets, workstation partitions, ledges, sills, communication consoles and all furniture in a dust free condition. NOTE: DO NOT DISTURB OR MOVE ANYTHING ON THE DESKS.
4. Dust tables and chairs and all other furniture in the rooms. Spot-clean as necessary
5. Clean and sanitize all drinking fountains using metal polish as necessary to remove watermarks.
6. Vacuum all carpeted floor areas, including areas under desks, chairs, tables and other furniture, as well as corners and baseboards. The vacuuming shall remove staples, particles of paper or other material, mud, dirt or any other debris on the carpet. Spot clean carpets on an as needed basis.
7. All non-carpeted floor areas shall be washed with clean water and a clean mop. Disinfect all non-carpeted floor areas including foyers. Wash and mop procedures should leave a clean appearance, without streaks or spots, and should not splatter walls or baseboards. Floor tiles and grout should be maintained in a clean and stain free condition.

8. Remove all cobwebs; remove fingerprints from doors and partition glass. Disinfect all entry door handles.

9. Sweep the north and south building entranceways' exterior foyers.

10. Empty exterior trash cans at both the north and south entrances and clean and disinfect.

11. Clean and disinfect all restrooms, including sinks, toilets, urinals, mirrors (must be streak and spot free), floors, walls, partitions, door handles and fixtures. Clean underside rim on urinals and toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats and sanitary napkin receptacles. Fill toilet tissue, towels, and soap dispensers with designated materials. Replace urinal blocks and screens as needed. Wet mop floors with disinfectant cleaner. Gather all waste paper and dispose in proper receptacles. Tile surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.

12. Wipe down clean and disinfect the outside of all appliances with suitable cleaners in the employee lounge areas. In addition, wipe down, clean and disinfect all sinks, counters, tables, chairs and fixtures. Sweep floors. Wet mop floors with disinfectant cleaner. Dispose of all trash and replace liners; empty recycle bins.

13. Dust the empty, bottom shelves of the bookcases.

B. The following duties shall be performed on a **weekly basis** by the CONTRACTOR at the facility:

1. Dust all picture frames, charts, graphs and similar wall hangings. Dust all ledges and other flat surfaces within reach. Dust all bookcases.

2. Remove fingerprints from walls, woodwork and doorframes.

4. Hand wash walls, stall partitions and light switches in restrooms. Flush floor drains. Dust partitions and wall surfaces.

5. Wipe walls and light switches as necessary.

6. Wipe down table tops and chairs with a damp cloth and a no-rinse, disinfectant cleaner.

C. The following duties shall be performed on a **monthly basis by the CONTRACTOR at the facility:**

- 1. High dusting. (High shelves and moldings).**
- 2. Dust chair legs and under chairs.**
- 3. Dust or vacuum outside of air conditioning vents including restrooms.**
- 4. Dust all blinds. (There are 220 sq. ft. of wood blinds in two separate public rooms.)**
- 5. Dust all baseboards including restrooms.**
- 6. Dust all fire extinguisher closets.**
- 7. Dust window ledges.**
- 8. Wipe down interior doors.**
- 9. Clean storefront glass at specified locations.**

End of Library Technical Specifications



April 12, 2013

Mr. David. Hunt
Public Works Director
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Dear Mr. Hunt,

USSSI currently provides daily janitorial services the Town of Lake Park Town Hall per contract No. 107-2012. A total of 8,175 square feet is cleaned 5 days per week (M-F) for an annual lump sum of \$10,500.00. As such, the annual rate is \$1.2917 per square foot.

By extension, USSSI is willing and able to provide the same level of service to the Town of Lake Park Library at the same annual square foot rate. The following table outlines our cost for this additional location:

LOCATION	SQUARE FEET	COST PER SQ FT	MONTHLY COST	ANNUAL COST
LIBRARY	8,315	\$ 1.2917	\$ 895.04	\$ 10,740.49

In addition, an initial cleanup will be provided at the Library for \$245.00. In determining our pricing structure for each location we service, USSSI considers man-hours necessary to complete service per the scope required, as well as the rate of pay necessary to compensate our employees to ensure a quality workforce. Based on our experience at the Town Hall and our initial review of the Library, we feel that the staffing and compensation requirements will be very similar.

Thank you very much for this opportunity and if you have any questions, please do not hesitate to call me.

Very truly yours,

Skip Spurgeon
Vice President of Florida Divisions
239-470-9613
sspurgeon@ussiclean.com

Contract Agreement

AGREEMENT BETWEEN OWNER AND CONTRACTOR

Custodial Services Term Contract

Various Town Locations

TOWN OF LAKE PARK

TOWN BID NO. 107-2012

Upon execution by both parties, this Agreement shall serve as the Contract between the TOWN OF LAKE PARK ("Owner") and USS I ("Contractor") for the delivery of the bid items contained in the aforementioned contractor's bid response to the Town's Invitation For Bid No. 107-2012.

All terms, conditions, plans and specifications of No. 107-2012, any Addenda, and contractor's accepted bid, dated OCTOBER 30, 2012 shall apply to this Agreement, and are incorporated herein. In the event of conflict, the terms of the Town's bid shall take precedence. The total contract amount for the first twelve (12) months of this thirty six (36) month contract shall be \$26,452.80.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: Town of Lake Park through its Town of Lake Park Commission, signing by and through the Mayor, authorized to execute same by Commission action on the 19th of DECEMBER 2012; and SKIP SPURGEON authorized to execute same.

TOWN OF LAKE PARK

Attest:

By: James DuBois
James DuBois, Mayor

19 day of December 2012

Vivian Mendez Lemley
Vivian Mendez Lemley, Town Clerk



By: Dale Spurgeon
Town Manager
19 day of December 2012

Approved as to form and legality
For the use of and reliance by the
Town of Lake Park only:

By: Thomas Baird
Thomas Baird, Town Attorney

7th day of JAN., 2013

AGREEMENT BETWEEN OWNER AND CONTRACTOR (Cont.)

Contractor:

USS

Name of Contractor

Skip Spurgeon
Signature

Skip Spurgeon, Vice Pres.
Print Name, Title

27th day of December, 2012

(CORPORATE SEAL)

STATE OF FLORIDA)
) :ss
COUNTY OF Lee)

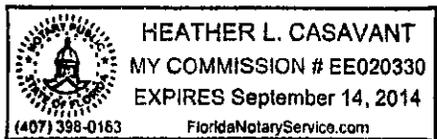
Sworn to and subscribed before me this 27th day of December, 2012 by

Skip Spurgeon who (check one) is personally known to me or
 has produced _____ as identification.

Heather L. Casavant
Notary Public, State of Florida

Heather L. Casavant
Print or Type Name of Notary Public

My commission expires:



END OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

SCOPE OF WORK

Provide all labor, supervision, equipment, supplies, and materials required to ensure the proper performance of this work in accordance with the bid specifications and site specific schedules at the following Lake Park, Florida locations:

FACILITY	ADDRESS	CLEANING DAYS	HOURS OF ACCESS
Town Hall	535 Park Avenue	Monday through Friday	4:00 p.m to 11:00 p.m.
PBSO District 10 Substation	700 Sixth Street	Monday, Wednesday & Fridays	8:00 a.m. to 4:00 p.m.
Public Works Department	650 Old Dixie Highway	Tuesday & Thursday	4:00 p.m to 11:00 p.m.
Lake Park Harbor Marina Shower Rooms & Boat Ramp Bathrooms	105 Lake Shore Drive 103 Lake Shore Drive	Monday, Wednesday, Friday, & Saturday	6:00 p.m. to 11:00 p.m.
Lake Shore Park Bathrooms	701 Lake Shore Drive	Monday, Wednesday, Thursday, Friday, & Saturday	3:00 p.m. to 6:00 p.m.

Work includes regular custodial services to Town of Lake Park facilities in addition to “as needed” heavy cleaning and porter services. Each location has specific requirements that are detailed in the Technical Specifications section of this document.

Bidders shall provide an annual lump sum amount to clean each building. In addition, unit prices shall be provided for specific tasks (I.e. carpet extraction, window cleaning, etc.) on an “as needed” basis. A line item shall be provided for the performance of an initial cleaning to bring the location into contract compliance in advance of the start of regularly scheduled duties.

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to support their past experience, ability, and capacity to perform the requirements of this contract. Bidders shall provide documentation of all business/occupational licenses required to perform these services, as well as proof of ability to acquire insurance and bonding as part of the bid process.

CONTRACTOR'S PERSONNEL

Contractor shall provide the Town with resumes for all principals, management and supervisory personnel that will support their experience and qualifications to perform these contract services. Contractor shall provide supervisory personnel who can adequately communicate on-site, by telephone, and by e-mail with Town staff relative to any service problems, or service requirements. Contractor shall respond to services within 2 to 4 hours of notification, in person or by telephone.

The Town shall be furnished a list of all personnel assigned to the contract. The contractor shall be responsible for keeping this list up to date during the contract term.

The contractor shall provide the Town with a listing, and keep current, to include the names and emergency telephone numbers of supervisory personnel who are assigned to the Town contract. It is the intention of the Town that the contractor's management or supervisory personnel proposed for the contract will be available for the initial contract term.

Contractor's employees shall present a professional appearance: neat, clean, well groomed, and courteous and conduct themselves in a respectable manner, in the performance of duties, and while on Town property.

The Town shall have the right to require the contractor to remove from assignment to its facilities such employees as shall be deemed incompetent, careless, insubordinate, or in any way objectionable, or any personnel whose actions may be contrary to the public interest or inconsistent with the best interests of the Town of Lake Park.

Selected contractor must comply with all applicable labor/employment laws and regulations. The contractor shall be required to pay its' employees at least the federal minimum wage rate. The Town reserves the right to inspect the payroll records of the contractor as may be deemed necessary to determine contractor's compliance with the Federal Wage and Hour Law.

SERVICE HOURS / RESPONSE TIME / EMERGENCY SERVICE / PROPERTY DAMAGE:

All services provided shall be performed in accordance with the times specified in the bid specifications. Any change to that schedule shall be requested in writing, and approved by the Town prior to implementation. Contractor shall advise Town personnel immediately of any damage noticed by contractor personnel while on duty, or any damage done to Town property by contractor's personnel, NOT LATER THAN THE NEXT WORKING DAY after which such damage may occur. Contractor caused damage shall be promptly corrected to the satisfaction of the Town, and any cost to resolve the matter will be borne solely by the contractor.

Service Response Time: contractor shall have 24 hr. telephone service to insure the contractor's ability to respond and comply with Town requests on a timely basis. Contractor should respond and comply with any Town request for service for emergency service within 2 to 4 hours from time of Town contact. Failure to respond or comply with the service request within the time parameters stated above may result in Town invocation of a documented poor performance complaint.

SECURITY

- A. The contractor shall at all times enforce strict discipline and good order among his employees. No children, friends, or relatives, or any person not employed and assigned to subject sites are allowed on subject premises. Unauthorized use of Town property is prohibited.
- B. Contractor will not use employees of any temporary (help-type) employee agency. Only actual bona fide contractor employees are to be used to perform the specifications unless otherwise approved in writing by the Public Works Director.
- C. Contractor will be responsible for securing keys for the facilities at least 24 hours in advance of contract start date. The successful bidders will pick up the necessary keys at the Public Works Department for Town Hall, Lake Shore Park Restrooms and the Public Works Complex. The keys for Lake Park Harbor Marina shall be picked up from the Harbor Master. **Arrangements must be made directly with the Sheriff for access to the PBSO District 10 Substation.** Any labor and/or material cost for replacement keys, recoding of access keys/doors, and/or re-keying of locks as a result of the actions of the janitorial service provider (lost/misplaced keys, etc.) will be deducted from the monthly payments.

TERMINATION FOR CAUSE:

The contractor's services may be terminated for any of the following causes: poor performance to cure client complaints within two days of notice by the Town, or after three documented poor performance complaints from the Town's contract administrator; if there is a perceived breach of security; if personnel are used who are unknown by the Town agency, or who pose a threat to the security of agency by action, deed or appearance.

Designated Town personnel shall periodically review contractor's performance. If any discrepancies are found, contractor shall be immediately notified, the situation jointly reviewed and corrected by the contractor in an agreed upon time frame, at no cost to the Town.

Thereafter, further discrepancy or unsatisfactory performance by the contractor may be cause for contract termination, at the Town's discretion.

NOTE: Poor performance complaints by the Town will not preclude the Town from canceling the contract for cause, in accordance with the bid specifications.

THERMOSTATS

All thermostats in the buildings are not to be touched. Thermostats are preset.

RECYCLING

The Contractor must remove all recyclable trash from each location on the cleaning days specified. Recyclable trash must be removed separately from other trash to avoid contamination and placed in designated recycle bins.

SPECIAL PROVISION FOR CLEANING AREAS WITH ELECTRONIC DEVICES

While cleaning areas with data processing machines, work processing machines and/or other electronic devices:

- A. Contractor shall not move nor jar computers, and/or data processing machines, equipment or accessories.
- B. Contractor shall not use steel wool, powdered cleansers, brushes, dusters, rags or waste material that leave dust nor any material containing silicon on or around this equipment.
- C.

COST TO THE TOWN:

The contractor shall be responsible for all costs incurred in providing the required services to include: all labor, management, all janitorial cleaning supplies, equipment, insurance, licenses and police background checks of employees, in accordance with the bid specifications. The total cost to the Town for the required services shall be the costs proposed by the bidder, and accepted by the Town, as submitted in the SCHEDULE OF BID ITEMS response that follows.

CONTRACT COORDINATOR

The Public Works Director, or his designee, shall function as the contract coordinator. The coordinator's duties shall include:

- Liaison with contractor
- Coordinate and approve all work under the contract
- Resolve any disputes
- Assure consistency and quality of Contractor's work
- Review and approve for payment, invoices for work performed in accordance with the contract specifications

TECHNICAL SPECIFICATIONS SECTION

The following are separate, site specific specifications available as a compliment to the Scope of Work for this project. All required bid items are described in the Scope of Work, and may be further clarified in any Addenda issued. Bidders must attend a pre-bid conference at the project site to become familiar with existing and local conditions.

See Appendix A for "PBSO Vendor Fingerprint Instructions"

**TECHNICAL SPECIFICATIONS
SPECIFIC TO:**

Town Hall
535 Park Avenue, Lake Park, Florida 33403

IN GENERAL

The Town Hall is a two story office building housing the Town Manager, Town Clerk, Human Resources, Community Development, and Finance Departments. It has a Commission Chambers, ballroom with stage (not a part of the regular cleaning duties), a conference room, two kitchenettes, and side conference offices. There are four bathrooms of approximately 150 square feet each and one bathroom of about 35 sq.ft. There is a 23 step, carpeted grand stairway in the tile foyer. The floor covering is approximately 3,385 sq.ft. of commercial glue down carpeting and several area rugs over wood flooring; 3,730 sq.ft. of Dade County pine wood flooring in the offices and 2,300 sq. ft. in the Mirror Ballroom; 425 sq.ft. of waxed paver tiles in the foyers and about 600 sq.ft. of ceramic tile in the bathrooms.

SPECIFIC HOUSEKEEPING PROVISIONS -- FREQUENCY

- A. The following duties shall be performed **5 times per week**, Monday, Tuesday, Wednesday, Thursday and Friday between the hours of 4:00 p.m. and 11:00 p.m. by the CONTRACTOR at the facility; cleaning activities shall not disrupt public meetings.

Duties include:

1. Empty trash, recycling and waste containers (wash trash lids and containers as needed before replacing liner) in all rooms, and hallways.
2. Replace plastic liners of appropriate size in waste receptacles. Liners shall be replaced only when soiled, torn or no longer useful.
3. Maintain all file cabinets, workstation partitions, ledges, sills, communication consoles and all furniture in a dust free condition. Clean and sanitize telephones. **NOTE: DO NOT DISTURB OR MOVE ANYTHING ON THE DESKS.**
4. Clean conference room table and dust chairs and all other furniture in the room.
5. Clean and sanitize all drinking fountains using metal polish as necessary to remove watermarks.
6. Vacuum all carpeted floor areas, including areas under desks, chairs, tables and other furniture, as well as corners, baseboards and stairs. The vacuuming shall remove staples,

particles of paper or other material, mud, dirt or any other debris on the carpet. Spot clean carpets on an as needed basis.

7. All non-carpeted floor areas shall be washed with clean water and a clean mop. Disinfect all non-carpeted floor areas including stairwells and landings. Wash and mop procedures should leave a clean appearance, without streaks or spots, and should not splatter walls or baseboards. Floor tiles and grout should be maintained in a clean and stain free condition.
 8. Remove all cobwebs; remove fingerprints from doors and partition glass. Disinfect all entry door handles.
 9. Clean all interior building entranceways and the south exterior foyer.
 10. Clean elevator flooring and door tracks. Remove fingerprints from elevator doors and polish surface top to bottom. Disinfect call buttons and control panel buttons.
 11. Clean and disinfect all restrooms, including sinks, toilets, urinals, mirrors (must be streak and spot free), floors, walls, partitions, door handles and fixtures. Clean underside rim on urinals and toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats and sanitary napkin receptacles. Fill toilet tissue, towels, and soap dispensers with designated materials. Replace urinal blocks and screens as needed. Wet mop floors with disinfectant cleaner. Gather all waste paper and dispose in proper receptacles. Tile surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.
 12. Wipe down clean and disinfect the outside of all appliances with suitable cleaners in the employee lounge areas. In addition, wipe down, clean and disinfect all sinks, counters, tables, chairs and fixtures. Sweep floors. Wet mop floors with disinfectant cleaner. Dispose of all trash and replace liners, empty recycle bins.
 13. Clean all open stairwell surfaces daily.
- B. The following duties shall be performed on a weekly basis by the CONTRACTOR at the facility (cleaning activities shall not disrupt public meetings):
1. Dust all picture frames, charts, graphs and similar wall hangings. Dust all ledges and other flat surfaces within reach. Dust tops of all bookcases.
 2. Remove fingerprints from walls, woodwork and doorframes.
 3. Systematically clean all elevator tracks.
 4. Clean all elevator phone closet interiors.
 5. Hand wash walls, stall partitions and light switches in restrooms. Flush floor drains. Dust partitions and wall surfaces.
 6. Wipe walls and light switches as necessary.

C. The following duties shall be performed on a monthly basis by the CONTRACTOR at the facility (cleaning activities shall not disrupt public meetings):

1. High dusting. (High partitions and moldings).
2. Dust or vacuum outside of air conditioning vents including restrooms.
3. Dust all blinds.
4. Dust all baseboards including restrooms.
5. Dust all fire extinguisher closets.
6. Dust window ledges.
7. Wipe down interior doors.

End of Town Hall Technical Specifications

**TECHNICAL SPECIFICATIONS
SPECIFIC TO:**

PBSO District 10 Substation
700 Sixth Street, Lake Park, Florida 33403

IN GENERAL

The Sheriff's office substation is a single story office building housing a District Commander, his Administrative Assistant, Sergeants' offices, conference room, kitchenette, public information area, and unoccupied holding cells. There are four, single toilet bathrooms ranging in size from 30 square feet to 40 square feet. The floor covering is approximately 3,500 sq.ft. of ceramic tile and about 175 sq.ft. of commercial glue down carpeting.

Note: the County shall conduct fingerprint based criminal history record checks on all persons who have unescorted access to the Palm Beach Sheriff's Office District 10 Substation, a designated "critical facility". A fingerprint based criminal history record check shall be conducted on all contractor's employees who are unescorted when entering a facility determined to be critical to the public safety and security of the Town. The bidder is solely responsible for understanding the financial, schedule, and staffing implications of this Ordinance. Further, the bidder acknowledges that its bid price includes any and all direct or indirect costs associated with compliance of this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the County.

Arrangements must be made directly with the Sheriff for access to the PBSO District 10 Substation.

SPECIFIC HOUSEKEEPING PROVISIONS – FREQUENCY

A. The following duties shall be performed **3 times per week**, Monday, Wednesday and Friday between the hours of 8:00 a.m. and 4:00 p.m. by the CONTRACTOR at the facility:

Duties include:

1. Empty trash, recycling and waste containers (wash trash lids and containers as needed before replacing liner) in all rooms, hallways and outside of buildings.
2. Replace plastic liners of appropriate size in waste receptacles. Liners shall be replaced only when soiled, torn or no longer useful.
3. Maintain all file cabinets, workstation partitions, ledges, sills, communication consoles and all furniture in a dust free condition. Clean and sanitize telephones. **NOTE: DO NOT DISTURB OR MOVE ANYTHING ON THE DESKS.**
4. Clean conference room table and dust chairs and all other furniture in the room.

5. Clean and sanitize all drinking fountains using metal polish as necessary to remove watermarks and fingerprints.
 6. Vacuum all carpeted floor areas, including areas under desks, chairs, tables and other furniture, as well as corners, baseboards and stairs. The vacuuming shall remove staples, particles of paper or other material, mud, dirt or any other debris on the carpet. Spot clean carpets on an as needed basis.
 7. All non-carpeted floor areas shall be washed with clean water and a clean mop. Disinfect all non-carpeted floor areas including stairwells and landings. Wash and mop procedures should leave a clean appearance, without streaks or spots, and should not splatter walls or baseboards. Floor tiles and grout should be maintained in a clean and stain free condition.
 8. Remove all cobwebs; remove fingerprints from doors and partition glass. Disinfect all entry door handles.
 9. Clean all building entranceways, inside and outside. Particular attention should be given to the storefront glass doors and sidelights. Clean and maintain cigarette receptacles outside of exterior doors. Remove trash or litter and mop or vacuum.
 10. Clean all glass in the main lobby and all other interior areas (excluding exterior windows).
 11. Clean and disinfect all restrooms, including sinks, toilets, urinals, mirrors (must be streak and spot free), floors, walls, partitions, door handles and fixtures. Clean underside rim on urinals and toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats and sanitary napkin receptacles. Fill toilet tissue, towels, and soap dispensers with designated materials. Wet mop floors with disinfectant cleaner. Gather all waste paper and dispose in proper receptacles. Tile surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.
 12. Wipe down clean and disinfect the outside of all appliances with suitable cleaners in the employee lounge areas. In addition, wipe down, clean and disinfect all sinks, counters, tables, chairs and fixtures. Sweep floors. Wet mop floors with disinfectant cleaner. Dispose of all trash and replace liners, empty recycle bins.
- B. The following duties shall be performed on a weekly basis by the CONTRACTOR at the facility:
1. Dust all picture frames, charts, graphs and similar wall hangings. Dust all ledges and other flat surfaces within reach. Dust tops of all bookcases.
 2. Remove fingerprints from walls, woodwork and doorframes.

3. Hand wash walls, stall partitions and light switches in restrooms. Flush floor drains. Dust partitions and wall surfaces.
 4. Wipe walls and light switches as necessary.
 5. Clean restroom in jail cell.
- C. The following duties shall be performed on a monthly basis by the CONTRACTOR at the facility:
1. High dusting. (High partitions and moldings).
 2. Dust or vacuum outside of air conditioning vents including restrooms.
 3. Dust all blinds.
 4. Dust all baseboards including restrooms.
 5. Dust all fire extinguisher closets.
 6. Dust window ledges.
 7. Wipe down interior doors.

End of PBSO District 10 Substation Technical Specifications

**TECHNICAL SPECIFICATIONS
SPECIFIC TO:**

Public Works Department
650 Old Dixie Highway, Lake Park, Florida 33403

IN GENERAL

The Public Works Department consists of three buildings on a single site.

The two story Administration facility houses the Director, his Assistant, and the Project Manager, four office areas, an executive kitchenette, a staff break room with kitchenette, and a conference room. There are two, tiled bathrooms with showers, approximately 50 square feet each and a 20 sq.ft. wash room. The floor covering is approximately 950 sq.ft. of commercial glue down carpeting, 675 sq.ft. of concrete, and 550 sq.ft. of ceramic tile. There is a 13 step, carpeted service stairway.

The Vehicle Maintenance office is a 170 sq.ft. carpeted area with a bathroom and a washroom. There is approximately 65 sq.ft. of ceramic tile in these two "wet" areas.

The Facilities Maintenance barn has a 65 sq.ft. washroom with two toilet stalls with ceramic tile flooring. There is a 25 sq.ft. shower with a concrete floor. There is a utility "wash-up" sink out on the floor.

SPECIFIC HOUSEKEEPING PROVISIONS – FREQUENCY

A. The following duties shall be performed 2 times per week, Tuesday and Thursday between the hours of 4:00 p.m. and 11:00 p.m. by the CONTRACTOR at the facility:

Duties include:

1. Empty trash, recycling and waste containers (wash trash lids and containers as needed before replacing liner) in all rooms, and hallways.
1. Replace plastic liners of appropriate size in waste receptacles. Liners shall be replaced only when soiled, torn or no longer useful.
2. Maintain all file cabinets, workstation partitions, ledges, sills, communication consoles and all furniture in a dust free condition. Clean and sanitize telephones. **NOTE: DO NOT DISTURB OR MOVE ANYTHING ON THE DESKS.**
3. Clean conference room table and dust chairs and all other furniture in the room.

4. Vacuum all carpeted floor areas, including areas under desks, chairs, tables and other furniture, as well as corners, baseboards and stairs. The vacuuming shall remove staples, particles of paper or other material, mud, dirt or any other debris on the carpet. Spot clean carpets on an as needed basis.
5. All non-carpeted floor areas shall be washed with clean water and a clean mop. Disinfect all non-carpeted floor areas including stairwells and landings. Wash and mop procedures should leave a clean appearance, without streaks or spots, and should not splatter walls or baseboards. Floor tiles and grout should be maintained in a clean and stain free condition.
6. Remove all cobwebs; remove fingerprints from doors and partition glass.
7. Clean all building entrance doors, disinfect door handles.
8. Clean and disinfect all restrooms in all three (3) buildings, including sinks, toilets, mirrors (must be streak and spot free), floors, walls, partitions and fixtures. Clean underside rim on toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats. Fill toilet tissue, towels, and soap dispensers with designated materials. Wet mop floors with disinfectant cleaner. Gather all waste paper and dispose in proper receptacles. Tile surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.
9. Wipe down clean and disinfect the outside of all appliances with suitable cleaners in the employee lounge areas. In addition, wipe down, clean and disinfect all sinks, counters, tables, chairs and fixtures. Sweep floors. Wet mop floors with disinfectant cleaner. Dispose of all trash and replace liners, empty recycle bins.
10. Clean all open stairwell surfaces.

B. The following duties shall be performed on a weekly basis by the CONTRACTOR at the facility:

1. Dust all picture frames, charts, graphs and similar wall hangings. Dust all ledges and other flat surfaces within reach. Dust tops of all bookcases.
2. Remove fingerprints from walls, woodwork and doorframes.
3. Hand wash walls, stall partitions and light switches in restrooms. Flush floor drains. Dust partitions and wall surfaces.
4. Wipe walls and light switches as necessary.

C. The following duties shall be performed on a monthly basis by the CONTRACTOR at the facility:

1. High dusting. (High partitions and moldings).
2. Dust or vacuum all ceiling vents including restrooms.
3. Dust all blinds.
4. Dust all baseboards including restrooms.

5. Dust all fire extinguisher closets.
6. Dust window ledges.

End of Public Works Department Technical Specifications

**TECHNICAL SPECIFICATIONS
SPECIFIC TO:**

Lake Park Harbor Marina
105 and 103 Lake Shore Drive, Lake Park, Florida 33403

IN GENERAL

The Lake Park Harbor Marina is a Town operated marina and public boat launching facility serving tourists, transient, and resident boaters. Public restroom facilities that serve the boat launching facilities are used by approximately 35 people per day; and restroom, shower and laundry facilities for occupants of the marina are used by approximately 60 persons per day.

Not part of the weekly cleaning contract are the Marina office and the second floor, rental meeting room. The flooring consists of approximately 1,250 square feet of waxed vinyl flooring.

The weekly cleaning contract is only for the public restrooms and limited access bathrooms with showers.

There are two, 55 sq.ft. public restrooms with tile, next to the public boat ramp located at the south of the facility. Each restroom has one toilet and one sink.

The men's and women's limited access bathrooms with showers are located in the Marina office building at the north end of the facility. Each bathroom measures approximately 290 sq.ft. and has two fully tiled shower stalls. There are a total of eight toilets and/or urinals and four sinks.

SPECIFIC HOUSEKEEPING PROVISIONS – FREQUENCY

A. The following duties shall be performed **4 times per week**, Monday, Wednesday, Friday, and Saturday including holidays, between the hours of 6:00 p.m. and 11:00 p.m. by the CONTRACTOR at the facility:

Duties include:

1. Clean and disinfect all restrooms in both buildings, including sinks, toilets, mirrors (must be streak and spot free), floors, walls, partitions and fixtures. Clean underside rim on toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats. Fill toilet tissue, towels, and soap dispensers with designated materials. Replace urinal blocks and screens as needed. Thoroughly sweep and then wet mop floors with disinfectant cleaner. Gather all waste paper and dispose in proper receptacles. Tile surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.

2. Clean and disinfect all showers, including tile walls, floors, faucets, drains, and shower heads. Remove all mildew, mold, soap scum and residue from all surfaces including shower curtains.

3. Clean and disinfect all sinks, counters, soap and towel dispensers. Remove all soap scum and residue.

4. Empty trash, recycling and waste containers (wash and disinfect trash lids and containers as needed before replacing liner) in all rooms, hallways and areas immediately outside of restrooms and bathrooms. Empty and disinfect sanitary napkin disposal containers.

5. Remove all cobwebs; remove fingerprints from doors and walls. Disinfect all entry door handles.

B. The following duties shall be performed on a monthly basis by the CONTRACTOR at the facility:

1. Hand wash walls, stall partitions and light switches in restrooms. Flush floor drains.

2. Dust or vacuum all ceiling vents including restrooms.

End of Lake Park Harbor Marina Technical Specifications

**TECHNICAL SPECIFICATIONS
SPECIFIC TO:**

Lake Shore Park Public Restroom
701 Lake Shore Drive, Lake Park, Florida 33403

IN GENERAL

The Lake Shore Park Public Restroom is a 380 square foot facility with both a men's and a ladies' room. It has painted concrete floors and walls and a total of three toilets, one urinal, and four sinks. It is situated between the tennis courts and the rental pavilion. There is a chrome dished, chilled water fountain in the foyer.

SPECIFIC HOUSEKEEPING PROVISIONS -- FREQUENCY

- A. The following duties shall be performed **5 times per week**, Monday, Wednesday, Thursday, Friday and Saturday between the hours of 3:00 p.m. and 6:00 p.m. by the CONTRACTOR at the facility:
1. Clean and disinfect two (2) restrooms, including sinks, toilets, urinals, mirrors (must be streak and spot free), floors, walls, partitions and fixtures. Clean underside rim on urinals and toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats and sanitary napkin receptacles. Fill toilet tissue, and soap dispensers with designated materials. Wet mop floors with green products. Gather all waste paper and dispose in proper receptacles. Painted surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.
- B. The following duties shall be performed on a **weekly** basis by the CONTRACTOR at the facility:
1. Hose down walls and floors, spray with disinfectant, scrub with a stiff brush, and rinse. Squeegee water out of the building.

End of Lake Shore Park Public Restroom Technical Specifications

END OF TECHNICAL SPECIFICATIONS SECTION

CUSTODIAL SERVICES TERM CONTRACT
VARIOUS TOWN LOCATIONS-TOWN OF LAKE PARK
TOWN BID No. 107-2012

ITEM NO.	ITEM DESCRIPTION	UNIT	Distinction Services	Sparkle Team	Superior Service	USSI	
1	Indemnification	Job		\$ 100.00	\$ 100.00	\$ 100.00	
2	Mobilization & Registration with Town	L.S.		\$ 50.00	\$ 20.00	\$ 150.00	
2a	Criminal History Records Check	Job		\$ 300.00	\$ 300.00	\$ 300.00	
3	Provide labor, supervision, equipment and supplies required to professionally clean the listed Town facilities for 12 months:						
3A	Town Hall	L.S.		\$ 12,480.00	\$ 11,412.00	\$ 10,560.00	
3a	Initial cleaning to bring location into contract compliance	Job		\$ 200.00	\$ 300.00	\$ 150.00	
3B	P8SO Substation	L.S.		\$ 3,400.00	\$ 4,716.00	\$ 3,744.00	
3b	Initial cleaning to bring location into contract compliance	Job		\$ 500.00	\$ 150.00	\$ 160.00	
3C	Public Works Department	L.S.		\$ 2,640.00	\$ 4,152.00	\$ 3,456.00	
3c	Initial cleaning to bring location into contract compliance	Job		\$ 100.00	\$ 125.00	\$ 60.00	
3D	Lake Park Harbor Marina	L.S.		\$ 3,900.00	\$ 5,004.00	\$ 3,264.00	
3d	Initial cleaning to bring location into contract compliance	Job		\$ 50.00	\$ 100.00	\$ 40.00	
3E	Lake Shore Park Restrooms	L.S.		\$ 2,928.00	\$ 6,180.00	\$ 4,224.00	
3e	Initial cleaning to bring location into contract compliance	Job		\$ -	\$ 100.00	\$ 40.00	
BASE BID: TOTAL ITEMS 1 THRU 3				\$ -	\$ 26,648.00	\$ 32,659.00	\$ 26,248.00
BASE BID: TOTAL SUBMITTED BY VENDORS				\$ 26,348.00	\$ 31,464.00	\$ 26,248.00	

NON-RESPONSIVE

COST COMPARISON FOR LIBRARY SERVICES			
TOWN HALL COST PER SQUARE FOOT (8,175 SQ.FT.)			
Sparkle Team	1.53	\$	
Superior Service	1.40	\$	
USSI	1.29	\$	

TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 15, 2013

Agenda Item No. *Tab 5*

Agenda Title: **Award of the Repair of Public Works Sanitation Vehicle to Sunbelt Waste Equipment**

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

Approved by Town Manager *[Signature]* Date: *5/13/13*

[Signature]
David Hunt / Public Works Director

Originating Department: Public Works	Costs: \$12,327.20 Funding Source: Sanitation Division, budgeted funds Acct. # 404-46000 <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	Attachments: (3) Vendor written quotes Quote spreadsheet
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u><i>[Signature]</i></u> Please initial one.

Summary Explanation/Background: The Public Works Sanitation Division operates a 2006 International recycling truck with a Labrie Maximizer body (Vehicle No. 54) to perform weekly curbside collections. Due to the caustic nature of the liquids that spill from the collected materials (e.g., sugar-laced and carbonated beverage containers), the steel in the compaction blade has corroded to the point that the vehicle is inoperable. Three quotes have been solicited for the repair of the packing unit. Two vendors have quoted the repair using factory manufactured components. Expenses associated with shipping and handling from the manufacturer significantly increase the cost of their repair proposal.

The third vendor, Sunbelt Waste Equipment, is an authorized repair center for Heil brand equipment. In addition to repairing Heil units, Sunbelt works on Labrie equipment for Miami-Dade County. Sunbelt has a fabrication facility in Pompano Beach and has rebuilt at least six Labrie packing units rather than installing new, factory manufactured units. Their work comes with a one year workmanship warranty.

Based upon the age of the Town's sanitation vehicle and the fact that it is only used once a week, staff has determined that rebuilding the damaged parts is preferable to purchasing and installing new parts. Staff estimates that this seven-year-old vehicle will be in service for another three to five years which will put it beyond the industry's useful life expectancy. Because of this, staff thinks it is advisable to re-sheet the floor of the hopper while the compactor unit is pulled for the rebuild, rather than duplicate the removal a year or two from now in order to regain access to the floor. Once Sunbelt Waste Equipment was established as the low bidder, staff requested that they provide a line item for re-sheeting the floor as a preventative maintenance item.

Staff recommends awarding the repair of the compactor unit, along with re-sheeting the hopper floor, to the low bidder, Sunbelt Waste Equipment. Attached along with the three individual quotes, is a spreadsheet summary listing each vendor's submitted price.

Recommended Motion: Award the job for the repair of Sanitation Vehicle No. 54 to the lowest bidder, Sunbelt Waste Equipment, in the amount of \$12,327.20.

Sunbelt Waste Equipment
 2201 N.W. 22nd Street
 Pompano Beach, FL 33069

Quote

Customer No.: T/LAKE PARK
 Quote No.: 1485

Quote To: **TOWN OF LAKE PARK**
 535 Park Ave.
 Lake Park, FL 33403

Ship To: **TOWN OF LAKE PARK**
 535 Park Ave.
 Lake Park, FL 33403

Date		Ship Via		F.O.B.		Terms		
04/25/13				Origin		Net 30		
Purchase Order Number			Sales Person			Required		
			Mickey Chavez			04/25/13		
Quantity			Item Number	Description	Unit Price	Amount		
Required	Shipped	B.O.						
1				REBUILD CENTER BLADE	6753.80		6753.80	
1				REMOVE,REBUILD AND INSTALL CYLINDER	1723.40		1723.40	
1				MISC PINS,HYDRAULIC HOSES, FITTINGS AND SUPPLIES	650.00		650.00	
1				RESHEET FLOOR	3200.00		3200.00	
				FLOOR DOES NOT NEED TO BE DONE.				
						Quote subtotal	12327.20	
						Quote total	12327.20	

Thank You

From: [Mario P Chavez](#)
To: [David Hunt](#)
Subject: FW: Warranty
Date: Monday, April 29, 2013 11:10:02 AM



Mario (Mickey) Chavez
2201 N.W. 22nd Street
Pompano Beach , FL 33069
Cell: (561) 441-3174
Office: (561) 274-8505
Fax: (561) 274-8506

From: Mario P Chavez [mailto:mickeychavez@sunbeltwaste.com]
Sent: Monday, April 29, 2013 10:56 AM
To: 'garage@lakeparkflorida.gov'
Subject: Warranty

Quote # 1485. Sunbelt will give 1 year warranty on workmanship.

Mickey



Mario (Mickey) Chavez
2201 N.W. 22nd Street
Pompano Beach , FL 33069
Cell: (561) 441-3174
Office: (561) 274-8505
Fax: (561) 274-8506



7010 Barbour Road
West Palm Beach, FL 33407

Estimate

Date	Order #
4/10/2013	2030

Bill To

The Town of Lake Park
Public Works Department
650 Old Dixie Highway
Lake Park, FL 33403

P.O. #		Terms	Net 30	Truck# 54	
Item	Description	Qty	Rate	Total	
NREP	Replace Lower Blade Section Remove Upper Blade Section, Rebuild & Install on New Lower Blade Replace Blade Cylinder & Pin Replace Blade Cylinder Cover	1	15,328.85	15,328.85	

Phone #	561-881-8101
Fax #	561-881-8601
Web Site:	www.gtsupplies.com

Sales Tax (0.0%)	\$0.00
Total	\$15,328.85

CLARKE WASTE SYSTEMS, INC.
 2651 Wiles Road
 Pompano Beach, FL 33073

Quotation

Quote Number:
14832

Voice: 954-587-7380
 Fax: 954-587-3164

Quote Date:
Apr 15, 2013

Page:
1

Quoted Town of Lake Park
 650 Old Dixie Highway
 Lake Park, FL 33403

Customer:
 Town of Lake Park

Customer ID	Good Thru	Payment Terms	Sales Rep
LAKEPARK	5/15/13	Net 30 Days	

Quantity	Item	Description	Unit Price	Extension
45.00	LABOR-SHOP	Labrie Maximizer-TS05105AUG Cut top cover to remove blade;remove & replace cylinder and lower packer assy. Reweld top cover. Remove old tailgate seal & frame;weld new frame & replace seal.	97.00	4,365.00
1.00	LB-9576	Lower Maxi.Packer Assy/TSLRH	5,629.80	5,629.80
1.00	LB-8472	Maximizer Cylinder Cover	94.32	94.32
1.00	LB-8473	Maximizer Cover End Cap	5.79	5.79
1.00	LB-8453	Maximizer Pin-may be needed	94.75	94.75
1.00	LB-HYC02300	Cylinder Maximazer (Push Out)	4,762.62	4,762.62
1.00	LB-8446	Cylinder Attachment	186.56	186.56
1.00	LB-CIC01950	Tailgate Seal Exp. TS,EX,CF	132.06	132.06
1.00	LB-10154	JE PAR Shaped Rail/Track	70.73	70.73
1.00	FRT	QUOTED PRICES DO NOT INCLUDE SHIPPING AND HANDLING COSTS. THEY WILL BE ADDED TO THE INVOICE.		

NOTE:

Quoted prices do not include shipping and handling costs.

Subtotal	15,341.63
Sales Tax	
Total	15,341.63

From: [Diane](#)
To: [David Hunt](#)
Subject: Maximizer Quote_veh#54_clarke
Date: Thursday, April 25, 2013 10:27:44 AM
Attachments: [Quote # 14832.PDF](#)

<<Quote # 14832.PDF>> Good Morning, Dave-
Attached please find the quote for the Labrie Maximizer. Parts are available at Labrie although some will ship from Canada. Raul said he can cut the top cover and reweld it rather than replacing the \$1000 part but that would be your decision.

Thank you for allowing us to quote this job for you. Please call if you have any questions.

Diane McCue
P: 954-587-7380
F: 954-834-0191
E: diane@clarkewaste.com

DPW SANITATION DIVISION
 COMPACTION UNIT REBUILD
 RECYCLE TRUCK No. 54
 VENDOR QUOTES

VENDOR	SCOPE OF WORK	PRICE
Clarke Waste Systems, Inc.	Remove & replace cylinder and lower packer assembly. Remove & replace tailgate seal & frame.	\$15,341.63 (shipping & handling not included)
GT Supplies, Inc.	Replace lower blade section. Remove & replace upper blade. Remove & replace cylinder.	\$15,328.85
Sunbelt Waste Equipment	Rebuild center blade assembly. Remove, rebuild & replace cylinder. (Inc. tailgate seal replacement)	\$9,127.20
option:	Resheet steel floor	\$3,200.00
RECOMMENDED AWARD PRICE:		\$12,327.20

Board Membership

TAB 6



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 15, 2013

Agenda Item No. *Tab 6*

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

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

Approved by Town Manager *DSS* **Date:** *5/1/13*

Shari Canada, CMC, Deputy Town Clerk
Name/Title _____

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$- 0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Applications Ballots
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u><i>sc</i></u> OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background: The Town Commission may appoint up to five (5) regular members and (2) two alternate members to the Planning and Zoning Board. Currently there are three (3) regular members and one (1) alternate member appointed to the Planning and Zoning Board.

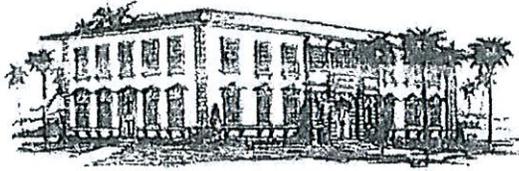
The Planning and Zoning Board has openings for two (2) regular members and one (1) alternate member. The Town Clerk's office has received applications from Diane Bernhard, Cynthia Grey and Martin Schneider. Their applications are attached for your review. Additionally attached are three ballots, one for each applicant. Each Commissioner can choose to vote to appoint up to two (2) regular members and one (1) alternate member.

Recommended Motion: To appoint applicants to the Planning and Zoning Board.

AUG 24 2013

RECEIVED

The Town of Lake Park



LAKE PARK TOWN HALL

NATIONAL HISTORIC SITE

"Jewel of the Palm Beaches"

Application to Serve on Town Boards and Committees

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

Please print the following information:

Name: Bernhard, Diane N/A
Last First Middle

Address: 301 Lake Shore DR, #203, Lake Park, FL 33403

Telephone: home 844-1333 work N/A cell 707-7057

E-Mail Address dianebernhard@comcast.net

- | | | |
|---|---|--|
| Are you a resident of Lake Park | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you a non-resident business owner in Lake Park | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Are you a registered voter (Response to this question is not mandatory) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you currently serve on a Town Board or Committee | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
- If so, which one(s): _____

Have you been convicted of a crime Yes No
If so, when? _____ where? _____

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

- | | | | |
|--|--|--|--|
| <input checked="" type="checkbox"/> <u>3</u> | <u>Code Compliance *</u> | <input type="checkbox"/> _____ | <u>Tree Board</u> |
| <input type="checkbox"/> _____ | <u>CRA Board (Community Redevelopment Agency)</u> | <input checked="" type="checkbox"/> <u>1</u> | <u>Planning & Zoning/Historic Preservation Board *</u> |
| <input checked="" type="checkbox"/> <u>2</u> | <u>Harbor Marina Advisory Board</u> | <input type="checkbox"/> _____ | <u>Library Board</u> |
| <input type="checkbox"/> _____ | <u>Construction Board of Adjustments & Appeals</u> | | |

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

Your Name: Diane Bernhard

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

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

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

What is/was your profession or occupation: _____

How long: _____

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: _____

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: _____

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

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

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

Signature: Diane Bernhard Date: 8/23/12

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

1. **Planning and Zoning:** The recent discussions about (re) development of the waterfront pointed out to me the necessity for citizen participation on all levels of community change. I believe it is important to have a board that represents the community and that will strive for fairness and impartiality. I believe that a board member should represent the values and goals of the community. I believe that a board member who is dedicated to preserving and improving the community's quality of life is of primary importance to the community.

2. (If there were such a board) **Harbor Marina Advisory Board:** See above. For twelve years, I lived aboard a boat in marinas in South East Florida and visited many of the marinas along the eastern seaboard of the US and in the Bahamas. I also managed the administrative end of a charter fishing business. I have first-hand knowledge of how to run a tournament and what it takes to make a marina safe and attractive to both permanent slip renters and daily visitors.

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

Five CRA meetings. (There was no meeting in July.) I attended 2 P & Z meetings over a period of 12 months.

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

High school and some college. Vocational training in massage.
Continuing education in massage – especially biological sciences.

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee.

I have been professionally engaged in public speaking; teaching in post-secondary schools and researching, writing and presenting continuing education programs. As the Director of a Massage School I successfully juggled recruitment, administrative, curricular and teaching responsibilities.

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen:

I am chairperson of two boards in my condominium – The Screening and Orientation Committee and the Parking Committee. I write all letters and documents pertaining to these committees.

Screening Committee: Duties include gathering, organizing and reviewing information, scheduling appointments, and chairing interviews with prospective residents.

Parking Committee: Duties include informing people of the parking rules, ticketing inappropriately parked vehicles and arranging to have repeat offender's

vehicles towed. Needless to say – this gives me ample opportunity to remain calm while under fire.

I believe in community participation. We cannot complain if we have not made our views heard. Communities are best served when input from the citizens is combined with the skills offered by elected and employed officials. I can pay attention to details and keep to a point. I have conflict management skills. I do not confuse the person with the problem. I can hear all voices, not just the loudest ones. I can read and understand documents and put the information to use.

I believe it is important to have a board that represents the community and that will strive for fairness and impartiality. I believe that a board member should represent the values and goals of the whole community. I believe that a board member who is dedicated to preserving and improving the community's quality of life is of primary importance to the community.

JAN 22 2013

LAKE PARK
TOWN CLERK'S OFFICE

The Town of Lake Park



Application to Serve on Town Boards and Committees

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

Please print the following information:

Name: Grey Cynthia
Last First Middle

Address: 503 Sabal Palm Drive

Telephone: home 863-0800 work _____ cell _____

E-Mail Address cynpozluminc@me.com

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

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

Choice #	Board	Choice #	Board
<input type="checkbox"/> _____	Code Compliance *	<input type="checkbox"/> 2 _____	Tree Board
<input type="checkbox"/> _____	CRA Board (Community Redevelopment Agency)	<input type="checkbox"/> 1 _____	Planning & Zoning/Historic Preservation Board *
<input type="checkbox"/> _____	Harbor Marina Advisory Board	<input type="checkbox"/> _____	Library Board
<input type="checkbox"/> _____	Construction Board of Adjustments & Appeals		

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

Your Name: Cynthia Grey

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

I care about the beautification of Lake Park and architecture as an art form .

influences residents everyday. It is the foundation of our buildings and what keeps them standing. Trees are very important they shade, cool, clean the soil, & absorb Carbons.

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

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

Music & Art Highschool, College, Fashion Institute of Technology & Pratt Institute and a

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

How long: 35

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

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

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

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

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

Signature: Cynthia Grey

Date: 1-22-13

SUBMIT

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

EXHIBITIONS: JURIED/CURATED

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

GRANTS & AWARDS:

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

PUBLISHED STILLS/ARTICLES:

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

ARTIST-IN-RESIDENT WORKSHOPS:

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

COMMISSIONS:

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

PROFESSIONAL AFFILIATION:

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

EDUCATION:

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

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

APR - 2 2013

RECEIVED



The Town of Lake Park

Application to Serve on Town Boards and Committees

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

Please print the following information:

Name: Schneider, Martin AI
Last First Middle

Address: 632 Park Avenue, Lake Park, FL

Telephone: home 561-848-1338 work 561-741-2290 cell 561-317-0809

E-Mail Address mschneid44@gmail.com

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

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

Choice #	Board	Choice #	Board
<input type="checkbox"/> _____	Code Compliance *	<input type="checkbox"/> _____	Tree Board
<input type="checkbox"/> 2 _____	CRA Board (Community Redevelopment Agency)	<input type="checkbox"/> 1 _____	Planning & Zoning/Historic Preservation Board *
<input type="checkbox"/> _____	Harbor Marina Advisory Board	<input type="checkbox"/> _____	Library Board
<input type="checkbox"/> _____	Construction Board of Adjustments & Appeals		

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

Your Name: Martin Schneider

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

I would like to be more involved in the community, and as a professional planner I believe my expertise would be helpful to the Town.

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

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

What is/was your profession or occupation: Planner

How long: 25 years

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: I am currently a senior planner with the Town of Jupiter.

I have been a planner in south Florida for over 25 years.

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: I have been involved with all aspects of site plan reviews, land use and zoning amendments, zoning text amendments, master plans, and redevelopment plans, and have presented findings to City Councils, CRA boards, and Planning and Zoning boards.

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

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

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

Signature: _____



Date: 04/01/13

SUBMIT

Martin A. Schneider, AICP

(561) 317-0809
mschneid44@gmail.com

632 Park Avenue
Lake Park, FL 33403

Professional Planner and Project Manager with over 25 years experience working with South Florida municipalities on a variety of contemporary planning issues with emphasis on public outreach and consensus building, development review and compliance, economic development and redevelopment, green initiatives, and current and long-range planning.

- Directed numerous stakeholder participation projects - developed vision plans, neighborhood master plans, comprehensive plans, and code amendments.
- Promoted creative planning concepts and solutions to city councils, planning boards, city staff, reviewing agencies, and skeptical members of the public.
- Managed staff, budgets, timelines, and production for a wide-range of municipal planning projects.
- Coordinated with department heads, business owners, and residents to streamline and process development applications, business licensing, and code compliance issues.

PROFESSIONAL EXPERIENCE

Principal Planner/Project Manager

- Project management for Iler Planning, including supervising staff, producing and reviewing documents, estimating and tracking staff hours, and maintaining budgets for: Town of Davie Visioning and EAR-based amendments; City of Titusville Visioning and EAR; City of Cape Coral planning projects; and City of Miami Gardens land development regulations.
- Supervision of development review, land development code and comprehensive plan amendments, EAR preparation, annexation studies, neighborhood master plans, and other ongoing planning services for the City of Homestead. (Interim Planning Director for the City of Homestead, May - August 2005)
- Promotion of innovative planning projects to city councils and planning boards.
- Coordination of Request for Proposals responses, including shortlist presentations, production of proposals, and calculating project cost estimates.
- Facilitation of community visioning workshops and production of master plans, code revisions, and comprehensive plan elements for client cities.

Municipal Planner

Various planning positions with four South Florida municipalities (Town of Jupiter, City of Palm Beach Gardens, City of Coral Springs, and City of Hollywood)

- Administration of neighborhood partnership program including: writing commission memos, contracts, and license agreements; facilitating neighborhood meetings; and monitoring projects implemented through neighborhood grants.
- Coordination with Code Enforcement, Building Department, Business Services, and members of the business community and general public on code compliance, development review, zoning determination, and other planning and development issues.
- Management of development applications from initial submission through final adoption and final zoning inspection including: assisting applicants; coordinating interdepartmental review; writing staff reports; presenting findings to city councils and planning boards; drafting development order conditions, resolutions, and ordinances; and zoning compliance inspections.

Martin A. Schneider, AICP

(561) 317-0809
mschneid44@gmail.com

632 Park Avenue
Lake Park, FL 33403

- Management of traffic calming program including: coordinating with residents, police, and engineering consultants, analyzing traffic speed and volume studies, and facilitating traffic management team and neighborhood meetings.
- Direction of city-initiated land development regulation and comprehensive plan amendments from inception through adoption.
- Facilitation of Coral Springs' annual "Slice of the Springs" community meetings from inception through implementation involving city department heads, residential and business communities, and the City Commission.
- Development of a neighborhood vitality index analyzed through: crime statistics, property values, code enforcement violations, building permits issued, and other indicators.

EMPLOYMENT HISTORY

- 2012 - present Town of Jupiter, Jupiter, FL
Senior Planner
- 2009 - 2011 City of Palm Beach Gardens, Palm Beach Gardens, FL
Planner
- 2004 - 2008 Iler Planning Group, Palm Beach Gardens, FL (Now: Iler Planning, Jupiter, FL)
Principal Planner
- 2001 - 2004 City of Coral Springs, Community Development Division, Coral Springs, FL
Neighborhood Planning Analyst
- 1999 - 2001 City of Hollywood, Community Planning Division, Hollywood, FL
Associate Planner
- 1988 - 1999 FAU/FIU Joint Center for Environmental and Urban Problems, Fort Lauderdale, FL (Now: FAU Center for Urban and Environmental Solutions)
Researcher

EDUCATION

- 1997 M.A., Urban Geography, Florida Atlantic University, Boca Raton, FL
- 1986 B.A., English, Florida Atlantic University, Boca Raton, FL

PROFESSIONAL AFFILIATIONS

- Certifications American Institute of Certified Planners (AICP), 1997 - present
Leadership in Energy and Environmental Design (LEED) Green Associate, 2011 - 2012
- Memberships American Planning Association (National and State Chapters)
Palm Beach County Planning Congress
- Special Affairs Coordinator, American Planning Association of Broward County, 2001-2002
- Board Member, Downtown Ft. Lauderdale Transportation Management Association, 1993-1999

PUBLICATIONS AND PRESENTATIONS

- Presented: "Challenges in Creating Community Indicators," with Lorraine Tappen, 2002 FAPA Conference in Key West.
- Published: Three articles on growth management, environmental issues, development regulations and community design in FAU's *Environmental and Urban Problems*.

BALLOT

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES.

CURRENTLY THE BOARD HAS THREE (3) REGULAR MEMBERS AND ONE (1) ALTERNATE MEMBER APPOINTED.

THERE ARE OPENINGS FOR TWO (2) REGULAR MEMBERS AND ONE (1) ALTERNATE.

Shall **Diane Bernhard** be appointed to the Planning and Zoning Board as a:

	Yes	No
Regular Member	_____	_____
Alternate Member	_____	_____

BALLOT

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES.

CURRENTLY THE BOARD HAS THREE (3) REGULAR MEMBERS AND ONE (1) ALTERNATE MEMBER APPOINTED.

THERE ARE OPENINGS FOR TWO (2) REGULAR MEMBERS AND ONE (1) ALTERNATE.

Shall Cynthia Grey be appointed to the Planning and Zoning Board as a:

	Yes	No
Regular Member	_____	_____
Alternate Member	_____	_____

BALLOT

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES.

CURRENTLY THE BOARD HAS THREE (3) REGULAR MEMBERS AND ONE (1) ALTERNATE MEMBER APPOINTED.

THERE ARE OPENINGS FOR TWO (2) REGULAR MEMBERS AND ONE (1) ALTERNATE.

Shall **Martin Schneider** be appointed to the Planning and Zoning Board as a:

	Yes	No
Regular Member	_____	_____
Alternate Member	_____	_____

**Ordinance
on
First
Reading**

TAB 7



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 15, 2013

Agenda Item No. *Tab 7*

Agenda Title: Adoption of the Florida-Friendly Fertilizer Use on Urban Landscapes Ordinance

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

Approved by Town Manager *DSS* Date: *5/13/13*

David Hunt
David Hunt, Public Works Director

Originating Department: Public Works, Stormwater Fund	Costs: None Funding Source: Acct. # <input type="checkbox"/> Finance <u><i>N/A</i></u>	Attachments: Proposed Ordinance
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>ghd</i> Please initial one.

Summary Explanation/Background: In 1972, the federal government passed the Clean Water Act. One of its provisions called for the issuance of a permit to any entity discharging a pollutant into navigable waters. The National Pollutant Discharge Elimination System (NPDES) detailed specific permit requirements for non-point source pollutants such as oily water coming off of wet pavement. The federal government acknowledgement of home rule, and the fact that each state had unique stormwater issues, allowed each state to administer its own permit as long as it met, at a minimum, the federal requirements.

It was determined that municipalities discharge effluents, such as motor oil from roadways, floatable trash, and fertilizers from landscaped areas into waters of the state through their municipal separate storm sewer system (MS4). Federal requirements set effluent limits for the amount of nutrients,

such as nitrogen (N) and phosphorous (P), that could be found in receiving bodies of water due to these discharges. The state is expected to enforce these limitations. Bodies of water that exceed the limits are considered impaired and state, county, and local agencies are expected to work together to implement programs that will clean up these waterways.

The Town of Lake Park's stormwater runoff discharges into the receiving bodies of water of the South Florida Water Management District's C-17 flood control canal and the Intracoastal Waterway. While these water bodies are not considered to be impaired adjacent to the Town, there are sections that are receiving excessive nutrients which are promoting overgrowth of algae and aquatic vegetation. The Town's NPDES permit stipulates that the Town must take steps to help improve these Palm Beach County waterways.

As an alternative to adopting a Florida-Friendly Landscaping Ordinance that would suggest what kind of plants with which to landscape, mulching specifications, efficient irrigation practices, proper pesticide usage, and reductions in stormwater runoff, the Town may adopt the attached Ordinance for Florida-Friendly Fertilizer Use on Urban Landscapes pursuant to State Senate Bill 494 (2009).

The purpose and intent of this Ordinance is to regulate the proper use of fertilizers by any applicator; to require proper training of commercial and institutional fertilizer applicators; to establish training and licensing requirements; to establish a Prohibited Application Period; and to specify allowable fertilizer application rates and methods, fertilizer-free zones, and exemptions. This Ordinance requires the use of Best Management Practices to minimize negative environmental effects associated with excessive nutrients in our water bodies, which have been observed in and on Palm Beach County's natural and constructed stormwater conveyances, rivers, creeks, canals, lakes, estuaries and other water bodies. Collectively, these water bodies are an asset important to the environmental, recreational, cultural and economic well-being of Palm Beach County residents and the health of the public. Overgrowth of algae and vegetation hinder the effectiveness of flood attenuation provided by natural and constructed stormwater conveyances. Regulation of nutrients, including both phosphorus and nitrogen contained in fertilizer, is anticipated to help improve and maintain water and habitat quality.

The Town's Public Works Department is already complying with provisions of this Ordinance by having staff trained in the proper use of fertilizer and ensuring that, as a part of a contract, vendors applying fertilizer on Town property have a properly trained staff.

It should be noted that in the current session of the State Legislature, an amendment to an environmental regulation bill (HB99), that would block communities from regulating fertilizer use on lawns until 2016, has passed the House and is pending Senate review. This will be counter to the 2009 Senate Bill 494. It is recommended that the Town move ahead with the first reading of the fertilizer Ordinance to demonstrate compliance with the current legislation. The approval of the Town Ordinance on second reading can be postponed until the Senate completes its action on the bill before it. The Town shall follow the mandates of the legislation that is adopted.

Recommended Motion: Approval of Ordinance on First Reading.

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ORDINANCE NO. 2013-__

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 32, ENTITLED "UTILITIES", BY CREATING A NEW ARTICLE IV ENTITLED "FLORIDA-FRIENDLY FERTILIZER USE" AND ESTABLISHING REGULATIONS TO ADDRESS STORMWATER RUNOFF WITH EXCESSIVE NUTRIENT LEVELS IN WATER BODIES; PROVIDING FOR DEFINITIONS; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR APPLICABILITY; PROVIDING FOR TIMING OF FERTILIZER APPLICATIONS; PROVIDING FOR FERTILIZER FREE ZONES; PROVIDING FOR FERTILIZER CONTENT AND APPLICATION RATES; PROVIDING FOR FERTILIZER APPLICATION PRACTICES; PROVIDING FOR MANAGEMENT OF GRASS CLIPPINGS AND VEGETATIVE MATTER PROVIDING FOR EXEMPTIONS; PROVIDING FOR TRAINING; PROVIDING FOR LICENSING OF COMMERCIAL APPLICATORS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF LAWS AND ORDINANCES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR CAPTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

29 **WHEREAS**, pursuant to Section 303(d) of the federal Clean Water Act and the
30 resulting Florida Impaired Waters Rule (Chapter 62-303, Florida Administrative Code),
31 the Florida Department of Environmental Protection (FDEP) has classified specific
32 water bodies in Palm Beach County (the County) as "impaired" as a result of the
33 presence of excessive nutrients; and

34 **WHEREAS**, Section 403.9337, Fla. Stat., requires those governmental entities
35 located within the watershed of a water body or water segment that is listed as impaired
36 by nutrients pursuant to Section 403.067, Fla. Stat. to adopt regulations to implement
37 Florida-Friendly™ fertilizer use on urban landscapes; and

1 **WHEREAS**, the FDEP on the 2nd day of March 2011, issued its Palm Beach
2 County Municipal Separate Storm Sewer System Permit No. FLS 000018-003
3 (hereinafter referred to as the “MS4 Permit”) to 41 governmental entities including Town
4 of Lake Park; and

5 **WHEREAS**, the MS4 permit requires all of the 41 governmental entities
6 (including Lake Park) which are within the watershed of a nutrient impaired water body
7 to adopt all of the requirements set forth in the FDEP’s Model Ordinance for Florida
8 Friendly Fertilizer Use on Urban Landscapes; and

9 **WHEREAS**, surface water runoff and base flow runoff leaves residential
10 neighborhoods, commercial centers, industrial areas, and other lands in the Town and
11 the County enters into natural and artificial stormwater and drainage conveyances and
12 natural water bodies within the Town and the County; and

13 **WHEREAS**, phosphorus and nitrogen, the primary nutrients associated with the
14 degradation of surface water, are commonly the primary components of fertilizer for turf
15 and landscape application; and

16 **WHEREAS**, the quality of streams, lakes, and wetlands is important to
17 environmental, economic, and recreational prosperity and to the health, safety, and
18 welfare of the residents of the Town and County; and

19 **WHEREAS**, algae blooms and accelerated growth of aquatic weeds in the
20 Town’s and the County’s water bodies have heightened community concerns about
21 water quality and eutrophication of surrounding waters; and

22 **WHEREAS**, it is generally recognized that Eastern Palm Beach County soils
23 naturally have adequate phosphorus content for most vegetative needs and that

1 additional phosphorus is therefore only occasionally needed to create or maintain a
2 vibrant landscape; and

3 **WHEREAS**, it has been recognized that proper application of slow-release
4 nitrogen sources is more efficiently used by plants and less likely to leach or runoff; and

5 **WHEREAS**, this Ordinance is part of a larger regulatory program to address
6 nonpoint sources of nutrient pollution which is scientifically based, and economically
7 and technically feasible; and

8 **WHEREAS**, in the process of adoption of this Ordinance, Town Commission has
9 considered scientific information, including input from the Department of Environmental
10 Protection, the Department of Agriculture and Consumer Services, and the University of
11 Florida Institute of Food and Agricultural Sciences.

12 **NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF**
13 **LAKE PARK, FLORIDA, that:**

14 **SECTION 1. Chapter 32 of the Town Code, entitled "Utilities" is hereby amended**
15 **to create a new Article IV, entitled Florida-Friendly Fertilizer Use, as follows:**

16 **ARTICLE IV. FLORIDA-FRIENDLY FERTILIZER USE**

17 **SEC. 32-80 . Definitions.**

18 The following words, terms, and phrases, when used in this chapter, shall have
19 the meanings ascribed to them in this section, except where the context clearly
20 indicates a different meaning:

21 "Application" or "Apply" means the actual physical deposition of fertilizer to turf or
22 landscape plants.

1 "Applicator" means any person who applies fertilizer on turf and/or landscape
2 plants in Town of Lake Park.

3 "Approved Test" means a soil test from the University of Florida, government, or
4 other commercial licensed laboratory that regularly performs soil testing and
5 recommendations.

6 "Best Management Practices (BMP's)" means turf and landscape practices or
7 combination of practices based on research, field-testing, and expert review,
8 determined to be the most effective and practical site-specific means, including
9 economic and technological considerations, for improving water quality, conserving
10 water supplies and protecting natural resources.

11 "Commercial Fertilizer Applicator" except as provided in section 482.1562(9),
12 F.S., means any person who applies fertilizer for payment or other consideration to
13 property not owned by the person or firm applying the fertilizer or the employer of the
14 applicators.

15 "Fertilizing", or "Fertilization" means the act of applying fertilizer to turf,
16 specialized turf, or landscape plants.

17 "Fertilizer" means any substance or mixture of substances that contains one or
18 more recognized plant nutrients and promotes plant growth, or controls soil acidity or
19 alkalinity, or provides other soil enrichment, or provides other corrective measures to
20 the soil.

21 "Institutional Applicator" means any person, other than a private, non-commercial
22 or a Commercial Applicator (unless such definitions also apply under the
23 circumstances), that applies fertilizer for the purpose of maintaining turf and/or

1 landscape plants. Institutional Applicators shall include, but shall not be limited to,
2 owners, managers, or employees of public lands, schools, parks, religious institutions,
3 utilities, industrial or business sites and any residential properties maintained in
4 condominium and/or common ownership.

5 "Landscape Plant" means any native or non-native tree, shrub, or groundcover
6 (excluding turf).

7 "Pasture" means land managed for livestock grazing.

8 "Person" means any natural person, business, corporation, limited liability
9 company, partnership, limited partnership, association, club, organization, and/or any
10 group of people acting as an organized entity.

11 "Prohibited Application Period" means the time period during which a Flood
12 Watch or Warning, a Tropical Storm Watch or Warning, or a Hurricane Watch or
13 Warning is in effect for any portion of Town of Lake Park, issued by the National
14 Weather Service, or if heavy rain (2 inches or more within a twenty-four (24) hour
15 period) is likely.

16 "Saturated Soil" means a soil in which the voids are filled with water. Saturation
17 does not require flow. For the purposes of this Ordinance, soils shall be considered
18 saturated if standing water is present or the pressure of a person standing on the soil
19 causes the release of free water.

20 "Slow-Release", "Controlled Release", "Timed Release", "Slowly-Available", or
21 "Water Insoluble Nitrogen" means nitrogen in a form which delays its availability for
22 vegetative uptake and use after application, or which extends its availability to the
23 vegetation longer than a reference rapid or quick release product.

1 "Turf", "Sod", or "Lawn" means an area of grass-covered soil held together by the
2 roots of the grass.

3 "Urban Landscape" means pervious areas on residential, commercial, industrial,
4 institutional, highway rights-of-way, or other nonagricultural lands that are planted with
5 turf or landscape plants. For the purposes of this section, agriculture has the same
6 meaning as provided in section 570.02, Florida Statutes.

7 **SEC. 81. FINDINGS:**

8 As a result of the Florida Department of Environmental Protection's (FDEP)
9 determination that certain water bodies within Palm Beach County are impaired for
10 excessive nutrient levels, the Town finds that the best management practices contained
11 in the most recent edition of the *"Florida-Friendly Best Management Practices for
12 Protection of Water Resources by the Green Industries"*, should be implemented by this
13 Ordinance. Overgrowth of algae and vegetation hinder the effectiveness of flood
14 attenuation provided by natural and constructed stormwater conveyances. Regulation
15 of nutrients, including both phosphorus and nitrogen contained in fertilizer, is anticipated
16 to help improve and maintain water and habitat quality.

17 **SEC. 82. PURPOSE AND INTENT:**

18 These regulations are intended to provide for the proper use of fertilizers by any
19 applicator; to require the training of commercial and institutional fertilizer applicators; to
20 establish training and licensing requirements; to establish a Prohibited Application
21 Period; and to specify allowable fertilizer application rates and methods, fertilizer-free
22 zones, and exemptions. It is also the intent and purpose of these regulations to require
23 the use of Best Management Practices to minimize negative environmental effects

1 associated with excessive nutrients in the Town's natural and constructed stormwater
2 conveyances, rivers, creeks, canals, lakes, estuaries and other water bodies.
3 Collectively, these water bodies are an asset important to the environmental,
4 recreational, cultural and economic well-being of the residents of the Town and Palm
5 Beach County and the furtherance of the public's health, safety, and general welfare.

6 **SEC. 83. APPLICABILITY:**

7 This regulation shall be applicable to and shall regulate any and all applicators of
8 fertilizer and areas of application of fertilizer to urban landscapes within the area Town,
9 unless such application is specifically exempted as provided for herein.

10 **SEC. 84. TIMING OF FERTILIZER APPLICATIONS.**

11 1. No applicator shall apply fertilizers containing nitrogen and/or phosphorus
12 to turf and/or landscape plants during the Prohibited Application Period or to saturated
13 soils.

14 2. Fertilizer containing nitrogen and/or phosphorus shall not be applied
15 before seeding or sodding a site, and shall not be applied for the first 30 days after
16 seeding or sodding, except when hydro-seeding for temporary or permanent erosion
17 control in an emergency situation (wildfire, etc), or in accordance with the Stormwater
18 Pollution Prevent Plan for that site.

19 **SEC. 85. FERTILIZER FREE ZONES:**

20 Fertilizer shall not be applied within 10 feet, or 3 feet if a deflector shield or drop
21 spreader is used, of any pond, stream, water body, lake, canal, or wetland as defined by
22 Chapter 62-340 of the Florida Administrative Code or from the top of a seawall or lake
23 bulkhead. Newly planted turf or landscape plants may be fertilized in this zone only for

1 a 60 day period beginning thirty 30 days after planting if needed to allow the vegetation
2 to become well established. Caution shall be used to prevent direct deposition of
3 fertilizer into the water.

4 **SEC. 86. FERTILIZER CONTENT AND APPLICATION RATES:**

5 1. Fertilizers applied to turf within Town shall be applied in accordance with
6 requirements and directions provided by Rule 5E-1.003(2), Florida Administrative Code,
7 *Labeling Requirements For Urban Turf Fertilizers*. Under Rule 5E-1.003(2), Florida
8 Administrative Code, the required application rate and frequency maximums, which vary
9 by plant and turf types, can be found on the labeled fertilizer bag or container.

10 2. Nitrogen or phosphorus fertilizer shall not be applied to turf or landscape
11 plants except as provided for hereinabove, or in UF/IFA recommendations for
12 landscape plants, vegetable gardens, and fruit trees and shrubs, unless a soil or tissue
13 deficiency has been verified by an approved test.

14 3. Fertilizer used for sports turf at golf courses shall be applied in accordance
15 with the recommendations in "Best Management Practices for the Enhancement of
16 Environmental Quality on Florida Golf Courses", published by the FDEP, dated January
17 2007, as amended. Fertilizer used at park or athletic fields shall be applied in
18 accordance with Rule 5E-1.003(2), Florida Administrative Code.

19 **SEC. 87. FERTILIZER APPLICATION PRACTICES:**

20 1. Spreader deflector shields shall be used when fertilizing via rotary
21 (broadcast) spreaders. Deflectors must be positioned such that fertilizer granules are
22 deflected away from all impervious surfaces, fertilizer-free zones and water bodies,
23 including wetlands. Any fertilizer applied, spilled, or deposited, either intentionally or

1 accidentally, on any impervious surface shall be immediately and completely removed
2 to the greatest extent practicable.

3 2. Fertilizer released on an impervious surface shall be immediately
4 contained and either legally applied to turf or any other legal site, or returned to the
5 original or other appropriate container.

6 3. In no case shall fertilizer be washed, swept, or blown off impervious
7 surfaces into stormwater drains, ditches, conveyances, or water bodies.

8 4. Property owners and managers shall use an Integrated Pest Management
9 (IPM) strategy as currently recommended by the University of Florida Cooperative
10 Extension Service publications.

11 **SEC. 88. MANAGEMENT OF GRASS CLIPPINGS AND VEGETATIVE MATTER:**

12 In no case shall grass clippings, vegetative material, and/or vegetative debris
13 intentionally be washed, swept, or blown on to or into stormwater drains, ditches,
14 conveyances, water bodies, wetlands, sidewalks or roadways.

15 **SEC. 89. EXEMPTIONS:**

16 The provisions set forth above shall not apply to:

17 (a) bona fide farm operations as defined in the Florida Right-to-Farm Act,
18 Section 823.14, Florida Statutes.

19 (b) other properties not subject to or covered under the Florida Right-to-Farm
20 Act that have pastures used for grazing livestock.

21 (c) any lands used for bona fide scientific research, including, but not limited
22 to, research on the effects of fertilizer use on urban stormwater, water quality,
23 agronomics, or horticulture.

1 **SEC. 90. TRAINING:**

2 1. All commercial and institutional applicators of fertilizer within the Town
3 shall abide by and successfully complete the six-hour training program in the "*Florida-*
4 *Friendly Best Management Practices for Protection of Water Resources by the Green*
5 *Industries*" offered by the FDEP through the University of Florida/Palm Beach County
6 Cooperative Extension Service "Florida-Friendly Landscapes" program or an approved
7 equivalent program.

8 2. Non-commercial and non-institutional applicators not otherwise required to
9 be certified, such as private citizens on their own residential property, are encouraged to
10 follow the recommendations of the University of Florida/IFAS "Florida-Friendly
11 Landscape Program" and label instructions when applying fertilizers.

12 **SEC. 91. LICENSING OF COMMERCIAL APPLICATORS:**

13 1. All businesses applying fertilizer to turf or landscape plants (including, but
14 not limited to, residential lawns, golf courses, commercial properties, and multi-family
15 and condominium properties) in the Town must ensure that the business owner or
16 his/her designee holds the appropriate "*Florida-Friendly Best Management Practices for*
17 *Protection of Water Resources by the Green Industries*" training certificate prior to the
18 business owner obtaining a Town Business Tax Certificate. Owners for any category of
19 occupation which may apply any fertilizer to Turf and/or Landscape Plants in the Town
20 shall provide proof of completion of the program to the Town's Business Registration
21 Office. It is the responsibility of the business owner to maintain the "*Florida-Friendly*
22 *Best Management Practices for Protection of Water Resources by the Green Industries*"
23 certificate to receive their Business Tax Receipt annually.

1 2. After December 31, 2013, all commercial applicators of fertilizer within
2 Town, shall have and carry in their possession at all times when applying fertilizer,
3 evidence of certification by the Florida Department of Agriculture and Consumer
4 Services as a Commercial Fertilizer Applicator per Rule 5E-14.117(18), Florida
5 Administrative Code.

6 3. All businesses applying fertilizer to turf and/or landscape plants (including,
7 but not limited to, residential lawns, golf courses, commercial properties and multi-family
8 and condominium properties) must ensure that at least one employee has an
9 appropriate "Florida-Friendly Best Management Practices for Protection of Water
10 Resources by the Green Industries" training certificate prior to the business owner
11 obtaining a Local Business Tax Certificate. Standard Business Tax Receipt (BTR and
12 transaction fees shall apply).

13 **SEC. 92. ENFORCEMENT:**

14 Violations of this Ordinance in the Town shall be enforced by the
15 Town's Enforcement Board or Special Magistrate pursuant to the authority granted by
16 Section 162.01 et. seq., Fla. Stat., as amended and the Town Code, as amended.

17 1. Failure to comply with these regulations shall constitute a violation and
18 shall be a separate violation for each new day the violation continues to exist.
19

1 **SECTION 2. SEVERABILITY:**

2 If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is
3 for any reason held by a Court of competent jurisdiction to be unconstitutional,
4 inoperative, or void, such holding shall not affect the remainder of this Ordinance.

5 **SECTION 3. INCLUSION IN THE CODE OF LAWS AND ORDINANCES:**

6 The provisions of this Ordinance shall become and be made a part of the Town
7 of Lake Park Code. The sections of this Ordinance may be renumbered or relettered to
8 accomplish such, and the word “ordinance” may be changed to “section”, “article”, or
9 other appropriate word.

10 **SECTION 4. EFFECTIVE DATE:**

11 The provisions of this Ordinance shall become effective upon adoption.

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Ordinance
on
Second
Reading

TAB 8



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2013

Agenda Item No. *Tab 8*

Agenda Title: Amending the Code of Ordinances Changing the Starting Time for Commission Meetings of the Town of Lake Park

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

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

Vivian Mendez - Town Clerk
Name/Title

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: <p style="text-align: center;">Ordinance</p>
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required on first reading	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 during first reading. VM Please initial one.

Summary Explanation/Background: During the April 5, 2013 Commission Orientation Workshop the Commission discussed changing the start time of the Commission meetings. The Commission by consensus directed staff to prepare an Ordinance amending the Town Code to change the starting time of Commission meetings from 7:00 p.m. to 6:30 p.m.

Recommended Motion: Approval of Ordinance 06-2013 on First Reading.

ORDINANCE NO. 06-2013

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, DIVISION 2, SECTION 2-51, OF THE TOWN CODE ENTITLED "MEETINGS" TO CHANGE THE TIME OF MEETINGS OF THE TOWN COMMISSION; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the Town Commission has adopted a municipal Code of Ordinances, which contains among other matters, provisions pertaining to officials elected to the office of Town Commission and to the meetings of those officials; and

WHEREAS, the Town Commission has determined it is in the best interests of the Commission and the residents, businesses and property owners of the Town to change the meeting time of the Town Commission from 7:00 pm to 6:30 pm on the first and third Wednesday of the month.

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

Section 1. The whereas clauses are incorporated herein as the legislative findings of the Town Commission.

Section 2. Article II, Division 2, Section 2-51, entitled "Schedule" of the Town Code is hereby amended to read as follows:

DIVISION 2. MEETINGS*

Sec. 2-51. Schedule.

All meetings of the town commission shall be scheduled as follows:

- (1) Meetings of the town commission shall be conducted on the first and third Wednesdays of each month commencing at ~~7:00~~ 6:30 p.m.
- (2) The regular and special meetings and workshops of the town commission shall be adjourned on or before 11:00 p.m. on the date when the meeting convened.
- (3) Special meetings of the town commission shall be scheduled, with at least 48 hours' public notice, upon majority vote of its members at any regular meeting.
- (4) Emergency meetings of the town commission shall be conducted on the call of the mayor, the vice-mayor in the mayor's absence, or a majority of its members upon, whenever practical, not less than 12 hours' written notice to each member, the town manager, the town clerk, the town attorney and the public. Said notice shall contain a brief description of the nature and necessity of the emergency meeting and shall be undersigned by the official calling for same. The first order of business at any emergency meeting shall be a restatement and detailed explanation of the nature and necessity of the meeting, for the record, by the presiding official. Such meetings shall be called only in response to a matter requiring commission action which, if unaddressed prior to the next regularly scheduled meeting, is likely to result in serious harm or loss to the town.
- (5) Workshop meetings of the town commission shall be scheduled upon majority vote of its members at any regular or special meeting for the purpose of planning, discussion, and study. No official action shall be taken by the town commission at such meetings.
- (6) The town commission may, by resolution adopted at any regular meeting, cancel or reschedule any subsequent regular meeting.
- (7) In the event a special or workshop meeting of the Commission is scheduled on the Commission's regular meeting date, the Commission may begin its regular meeting immediately following the adjournment of the special or workshop meeting or as soon thereafter as the Commission deems appropriate provided the notice of the special or workshop meeting has stated the Commission's intention to do so.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Repeal of Laws in Conflict. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Codification. The Sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "Ordinance" may be changed to "section", "article", or any other appropriate word.

Section 6. Effective Date. This Ordinance shall take effect immediately upon adoption.

NEW BUSINESS

TAB 9



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 15, 2013

Agenda Item No. *Tab 9*

Agenda Title: Review and Response to the Marina Task Force Report

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

Approved by Town Manager *[Signature]* Date: *4/18/13*

Dale S. Sugerman, Town Manager
Name/Title

Originating Department: <p style="text-align: center;">Town Manager</p>	Costs: \$ TBD Funding Source: Acct. # N/A <input type="checkbox"/> Finance _____	Attachments: <p style="text-align: center;">Report from the Marina Task Force dated March 11, 2013</p>
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case ____ Please initial one.

Summary Explanation/Background:

On March 11, 2013 I filed with the Town Commission the Report from the Marina Task Force. A copy of that report is included with this Agenda Request Form.

In summary, the Marina Task Force made the following recommendations:

- 1) Implement the integration of the two parking areas based upon the conceptual parking plan enclosed within Attachment A of the report.

- 2) Change the traffic flow pattern of the entire parking areas based upon the traffic pattern enclosed within Attachment B of the report.
- 3) Develop and implement a new locational and wayfinding scheme of signage as identified in Attachment C of the report.
- 4) Modify the parking fee structure based upon the schedule outlined in the report.
- 5) Approach Palm Beach County to request a modification to the existing Interlocal Agreement.

Recommended Motion:

Guidance and direction on some or all of the 5 recommendations is requested of the Town Commission.

M E M O R A N D U M

TO: Honorable Mayor and Members of the Town Commission

FROM: Dale S. Sugerman, Town Manager

DATE: March 11, 2013

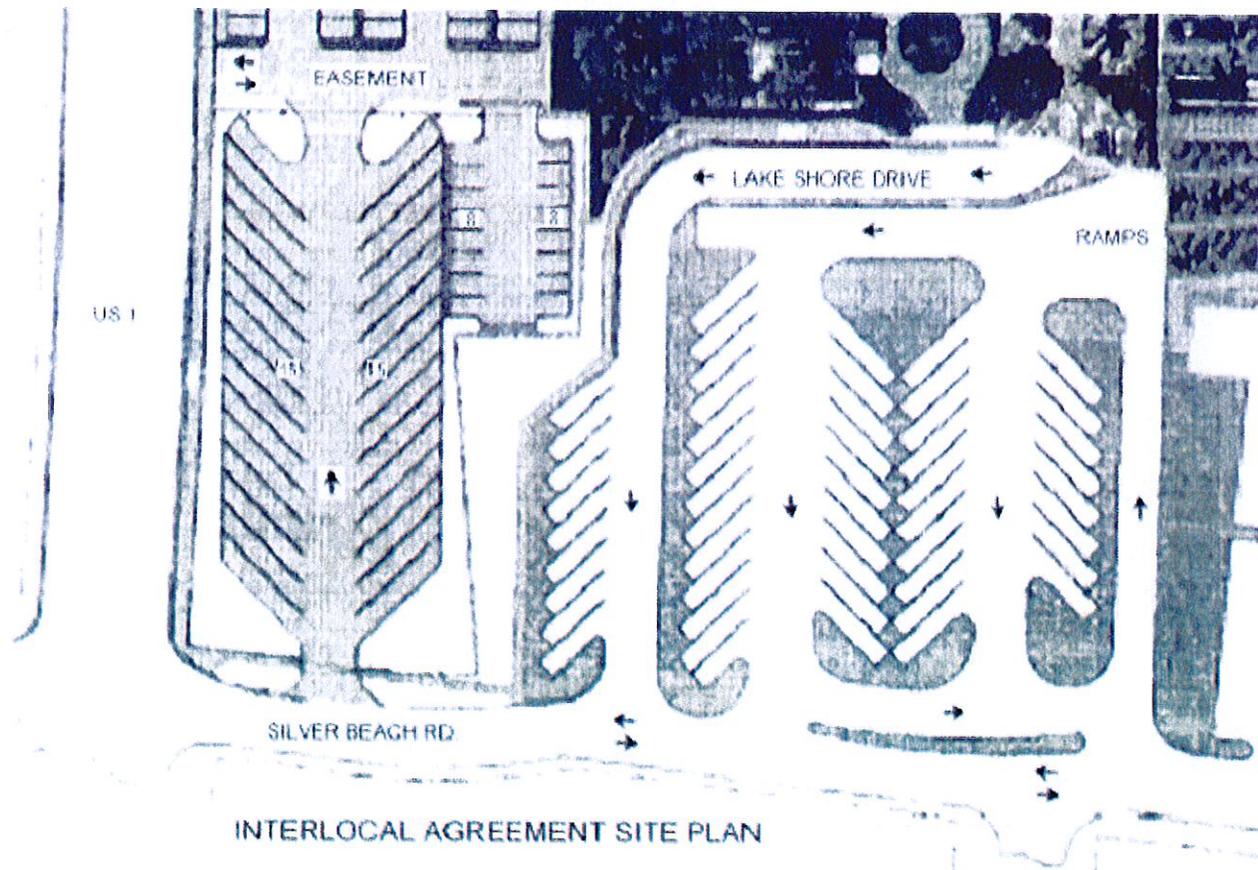
SUBJECT: Report from the Marina Task Force

In August of 2012 the Town Commission appointed 5 citizens and as town manager I appointed 4 staff members plus myself to a Marina Task Force. The 5 citizen appointees included Diane Bernhard, Wayne Creber, Erin Flaherty, Brent Headberg, and Jorge Quintero. The other four staff members included Marina Director James Hart, Public Works Director David Hunt, Project Manager Richard Pittman, and Finance Director Blake Rane. The Marina Task Force was given three specific assignments and six months to complete those assignments. The assignments included:

- 1) Dealing with parking at the Marina (including the configuration of the existing lot and better integration of the corner lot at US 1 and Silver Beach Road).
- 2) Dealing with traffic flow at the Marina (including abandoning the current right-of-way of Lake Shore Drive which cuts through the lower parking lot, reconfiguring the existing lot to accommodate the larger trucks and boat trailers, tearing down the existing wall, and integrating the corner lot).
- 3) Developing alternatives for enhancing revenues both through a reconfiguration of the existing lots, and finding a way to better utilize our daily boat launch ramp and supporting facilities.

The Task Force met once a month, for six consecutive months between the months of September 2012 and February 2013. What follows below is the final report from the Task Force.

Dealing with Parking

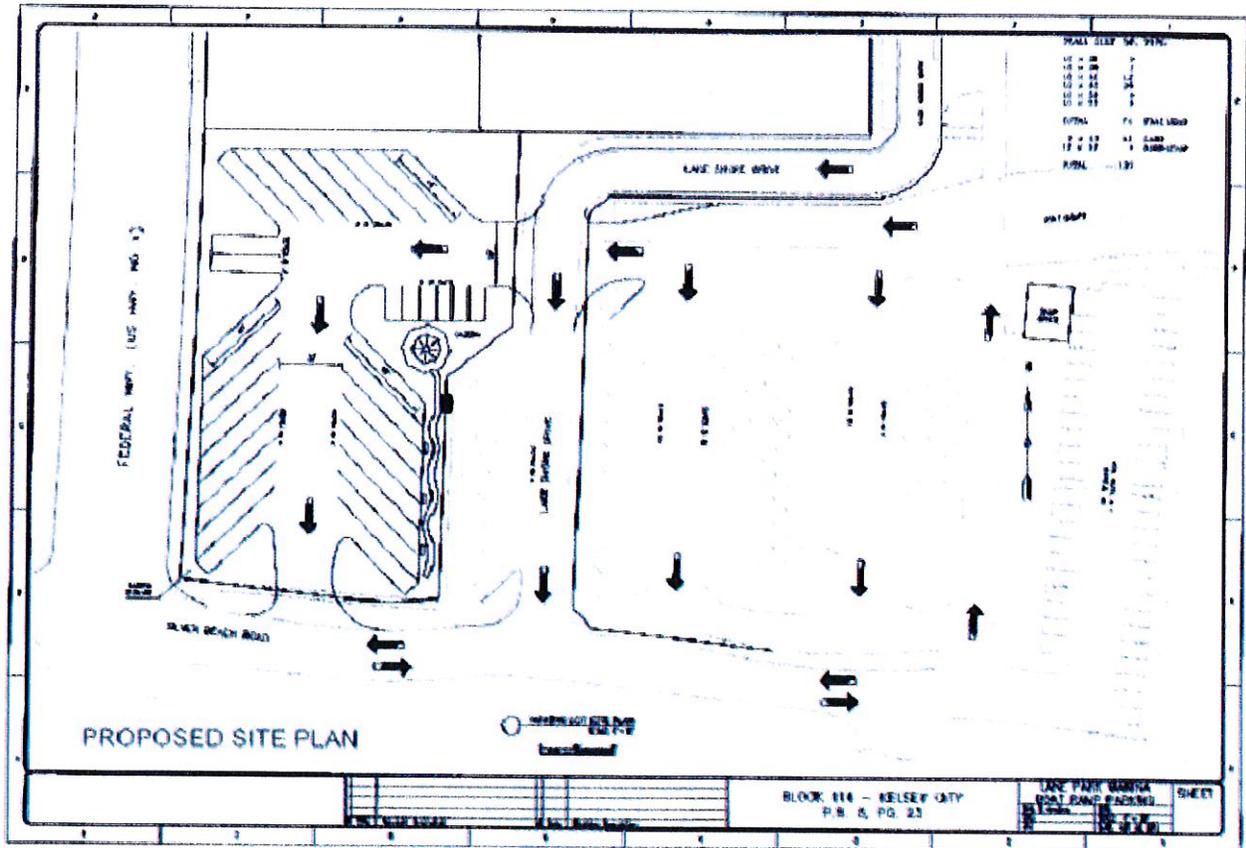


Displayed above is the existing parking configuration as proposed in the Interlocal Agreement between the Town of Lake Park and Palm Beach County which funded the acquisition of the upper parking lot along Federal Highway. It reflects the existing parking lot configuration with the exception of the 16 proposed standard sized car parking spaces which have yet to be constructed.

When one analyzes the current use of the existing parking lots (both the lower existing parking lot and the upper recently purchased parking lot) it is apparent that the parking stalls do not easily accommodate the size of the largest rigs that trailer boats to the facility, launch their boat and then park in the parking lot. Many trucks with large trailers actually jump the wheelstops in the lower lot because the length of the truck and trailer do not fit within the existing parking spaces in the lower lot. If they didn't jump the wheelstop, the back end of the trailer would hang into the travel lane. Also, many of

these larger rigs do not park in the upper parking lot (which can handle the larger rigs) because movement into and out of the upper parking lot is difficult at best.

The first effort of the Task Force was to develop a conceptual parking plan to integrate the lower and the upper lot, with as many larger (55' and 50') parking spaces as physically possible fitting into the upper parking lot only; such that the lower parking lot would not need any significant reconfiguration and costs could be held to a minimum.



The conceptual parking plan above, which has been developed with the help of Task Force member Brent Headberg, would accommodate eight 55' and nine 50' parking spaces in the upper lot (see also Attachment A). As proposed, the reconfigured upper lot can be easily reached after the boat is launched at the ramp.

Once the upper and the lower parking lots are physically reconfigured, the overall parking space count would result in the following total parking spaces being available throughout the Marina:

Parking Space Configuration

<u>Size of Parking Spaces</u>	<u>Number</u>	<u>Type</u>
10' x 55'	8	Vehicle & Trailer
10' x 50'	9	Vehicle & Trailer
10' x 45'	36	Vehicle & Trailer
10' x 40'	12	Vehicle & Trailer
10' x 38'	2	Vehicle & Trailer
10' x 30'	<u>9</u>	Vehicle & Trailer
Trailer spaces	76	
9' x 19'	42	Automobile
12' x 19'	<u>4</u>	Handicapped
Automobile spaces	46	
Total Parking Spaces	122	

In advance of the development of the proposed conceptual parking plan for both the upper and lower parking lots, including the creation of eight 55' parking spaces and nine 50' parking spaces in the upper lot, a survey was conducted over a period of approximately three weeks by Marina staff of the number and lengths of the larger rigs typically using the facility. Results showed that there were approximately seven (7) larger rigs ranging from 50' to 55' in length that parked in the lower lot during the survey time frame from 9/21/12 to 10/15/12. The number of larger rigs in the 50' to 55' size range represented approximately 12% of the total number of rigs surveyed; or approximately 7 out of a total of 60 rigs. The number of larger rigs in the 50' plus size range would typically be higher during the summer season when the boat ramp facility is at its peak use.

The proposed conceptual parking plan (Attachment A) depicts 27 large parking spaces and 6 car parking spaces in the upper parking lot. The InterLocal agreement (ILA) between Palm Beach County and the Town of Lake Park for the acquisition of the upper parking lot calls for an "additional 30 boat trailer parking spaces along with 16 standard vehicle parking spaces" (see Section 2.01, Exhibit "A", Phase I, No. B of the InterLocal Agreement R2010, 1943, dated November 16, 2010). Obviously, the proposed

conceptual parking plan does not meet the exact intent of the ILA. That being said, it is the belief of the Marina Task Force that the proposed conceptual parking plan results in a much better parking scheme than what was envisioned when the ILA was approved by Palm Beach County and the Town of Lake Park.

The proposed conceptual parking plan is a much better parking scheme for a number of reasons. First and foremost, as proposed, it provides an adequate number of very large parking spaces such that larger rigs will have easily accessible parking spaces in the upper lot where they will not have to jump any wheelstops to fit into a properly sized parking space. Second, the proposed conceptual plan has been designed to increase the utilization of both the existing lot and the upper parking lot due to the proposed interconnectivity of the two lots. Finally, and possibly most importantly, the reconfigured parking plan greatly enhances safety for boat-hauling traffic. All of the traffic movements have been internalized to the parking areas; with no ingress or egress from U.S. Highway 1 (Federal Highway). All internal travel lanes are one-way, thus ensuring that no rig will be put into a position of having to back up (but to leave from a parking space). Finally, any rig which leaves the parking lot must do so via the signalized intersection of Federal Highway and Silver Beach Road.

The conceptual parking plan creates 25 large (45', 50' and 55') boat trailer parking spaces, 2 smaller trailer spaces (38') and 6 standard parking spaces in the upper lot. While the Interlocal Agreement calls for "30 *additional boat trailer parking spaces* (without any indication of size) *along with 16 standard vehicle parking spaces*" (emphasis added), the proposed conceptual parking plan better utilizes the existing space of the upper parking lot to meet the demand for the much needed longer trailer spaces. While the Task Force attempted to develop a conceptual parking plan which satisfied the Interlocal Agreement, the resulting plan better addresses market demands and will increase utilization of the upper lot through improved traffic flow.

Since the proposed conceptual parking plan cannot meet the exact intent of the ILA, Palm Beach County will have to be approached for acceptance of the proposed conceptual parking plan via a modification of the Interlocal Agreement.

The conceptual parking plan is just that; it is conceptual. If the proposed parking plan is to become a reality, it would have to be designed by a licensed professional engineer, and all of the appropriate permits would have to be obtained before this project could be bid out to a licensed contractor to undertake the necessary construction. No budget estimates have been developed at this time. Should the Town Commission wish to proceed with the proposed parking plan, then a budget would have to be developed.

Dealing with Traffic Flow

At present, the traffic circulation through both the lower parking lot and the upper parking lot is not working effectively. Anyone who would like to park their truck and trailer in the upper parking lot has to negotiate a series of tight turns to get into the lot, and then negotiate an awkward set of maneuvers to exit the upper parking lot onto U.S. 1. To that end, the Task Force has developed a safer plan of traffic flow which corrects the current conditions, ultimately directing the flow of all truck and trailer traffic to utilize the signalized light at U.S. 1 and Silver Beach Road. This makes for a much safer movement when exiting the Marina site.

The new pattern of traffic flow includes the following dynamics:

- Lake Shore Drive would remain southbound only from Cypress Drive to Silver Beach Road.
- The traffic pattern through the eastern (lower) parking lot remains the same. The western (upper) lot can only be accessed from Lake Shore Drive or from the boat ramp drive aisle.
- All traffic patterns along the parking aisles with pull-in parking spaces are conveniently set up as one-way only parking.
- A new access drive will be constructed at the point where trailers traveling south on Lake Shore Drive can make an easy right hand turn into the upper parking lot (at the western-most 90° bend in the road). This new access drive to the upper parking lot is also directly in line with the boat ramp, providing easy access between the ramp and the upper parking lot.

While not a physical improvement, it will also be necessary to redefine the existing right-of-way of Lake Shore Drive in as much as current and future plans have moved Lake Shore Drive to the west; but the legal description has not been adjusted accordingly.

To summarize, boat trailer traffic will enter the Marina either from Lake Shore Drive or Silver Beach Road, eventually driving to the southeast corner of the property. All vehicles would then turn left (to the North) at the eastern most traffic aisle, continuing northbound until reaching the boat ramp. The boat could then be launched and the vehicle and empty trailer would travel westward to one of the appropriate parking aisles (with oversized rigs being directed to the upper parking lot). A traffic flow map can be found in Attachment B.

Another topic dealing with traffic flow addressed by the Task Force was the issue of signage (both locational and wayfinding). The Task Force recognized that appropriate signage both along the U.S. 1 roadway corridor and near and within the Marina property is critical. Therefore, a full report with recommendations and alternatives was developed by Task Force member Jorge Quintero. The members of the Task Force have fully endorsed Mr. Quintero's work. A copy of his report and recommendations can be found in Attachment C.

Finally, although it was not a specific assignment, the Task Force considered the topics of landscaping and architectural features, such as a gazebo or pergola. Colors were also discussed and the Task Force would like the ultimate plans to include signage and architectural features with *Lake Park Yellow* and existing tan as the basic colors used throughout the Marina property. The conceptual parking plans do identify locations for potential architectural features which should be built to match the existing Marina color and design scheme.

Developing Alternatives for Enhancing Revenue
(Lot Reconfiguration and Boat Ramp)

The Marina Task Force studied the topic of enhancing revenues, based upon a reconfiguration of the two parking lots as well as the use of the boat ramp facility. The Task Force developed a plan wherein the Lake Park Harbor Marina facility would do everything that it could to encourage an increased usage of the facility. To that end, it was suggested that we should encourage use of the facility by providing free boat ramp launch services (currently we charge \$10.00 per launch) and that we concentrate on generating additional revenue by charging for the use of the parking facilities as well as the current availability of some of the slips for daytime or weekend use (short-term only).

In addition, it has been suggested by the Task Force that a variety of launch, park, and dock options should be offered to weekend transient boaters. The following fee schedule has been developed:

Launch fee:	No charge.
Parking (in numbered spaces):	\$2.00 per hour with a 5 hour minimum*.
Daytime launch, park, and dock:	\$25.00**
Launch, park, and weekend dock:	\$49.00/night up to a 3 night maximum**
Annual non-commercial daytime parking pass:	\$50.00 to \$75.00***
Annual commercial parking pass:	\$150.00**

- * Using the current parking meter kiosk system.
- ** Special use passes to be purchased at the Dockmaster's office.
- *** Members of the Task Force could not agree on a final fee for this service and therefore a range of costs has been outlined in the report.

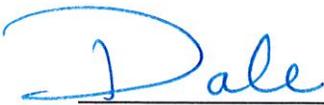
Summary

In summary, the Marina Task Force is making the following recommendations:

- Implement the integration of the two parking areas based upon the conceptual parking plan enclosed herein (Attachment A).
- Change the traffic flow pattern of the entire parking areas based upon the traffic pattern enclosed herein (Attachment B).
- Develop and implement a new locational and wayfinding scheme of signage (Attachment C).
- Modify the parking fee structure based upon the schedule outlined above in this report.
- Approach Palm Beach County to request a modification to the existing Interlocal Agreement.

On behalf of the Town Commission, myself, the members of the staff, and the residents of the Town of Lake Park, I would like to thank all members of the Marina Task Force for their incredible hard work, their tremendous insight into the subject, their individual and collective skills, and the end product which has resulted in this Report.

Respectfully Submitted,



Dale S. Sugerman, Ph.D.
Town Manager

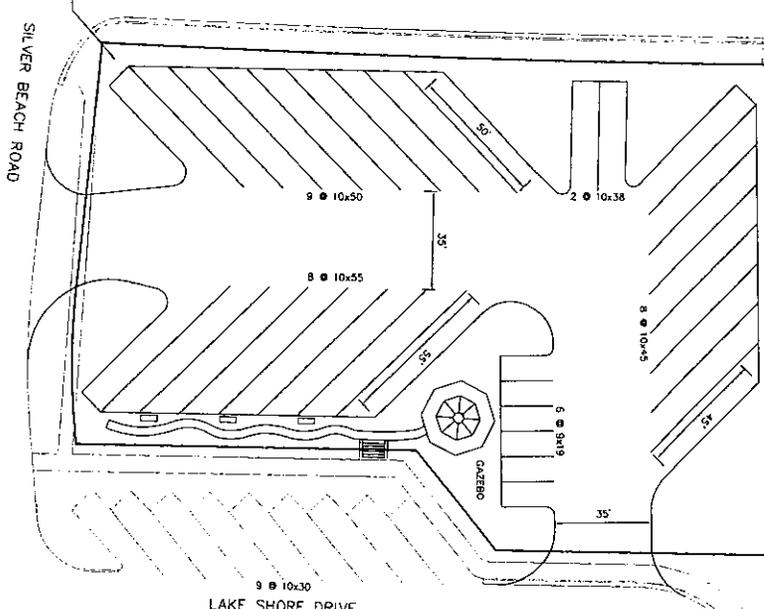
cc: Members of the Marina Task Force

ATTACHMENT

A

FEDERAL HWY. (US HWY. NO. 1)

SILVER BEACH ROAD
MARINA SIGNAGE



LAKE SHORE DRIVE

LAKE SHORE DRIVE

LAKE SHORE DRIVE

PARKING LOT SITE PLAN
SCALE: 1" = 20'



No.	Date	Revision Description
1		
2		
3		
4		
5		
6		

BLOCK 114 - KELSEY CITY
P.B. 8, PG. 23

LAKE PARK MARINA
BOAT RAMP PARKING SHEET

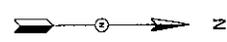
DATE	SCALE	DATE
05/26/2013	1" = 20'	05/26/2013

STALLS	5
10 x 30	2
10 x 38	12
10 x 40	36
10 x 45	9
10 x 50	8
10 x 55	0
TOTAL	70
9 x 19	42
12 x 19	4
TOTAL	122

35 9x19
4 12x19 HCP

BOAT RAMPS

RAMP OFFICE



ATTACHMENT

B

ATTACHMENT

C

ATTACHMENT C

Marina Signage Report and Recommendations.

By Jorge Quintero

Looking at the directional metal signs the Town has placed on US 1 and Dixie highway that include the Town logo and a background of blue with white letters. I don't know what the dimensions of the signs are, or the height that they need to be, but I am assuming that the Town can craft the signs to meet the required height and dimensions. I attempted to use the font style that appeared to me closest in appearance to the existing signs. What I am showing for the "Lake Park" letters is the font known as @MingLiu. The marina letters are Arial Bold, but in both cases they should be the same as what has been used on the current signs.

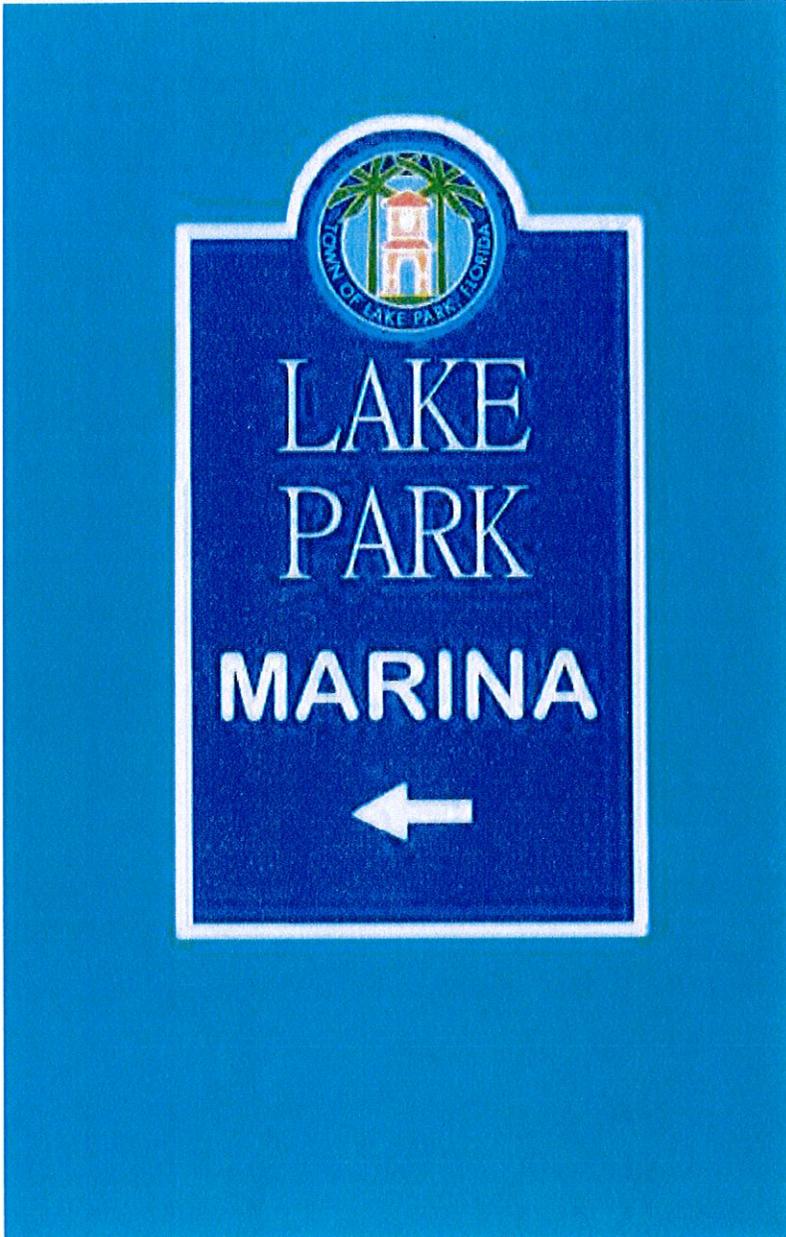
The following sign would be placed on the east side of US 1, facing south, at the corner of Cypress Drive and US 1. It would direct northbound traffic to turn right on Cypress Drive.



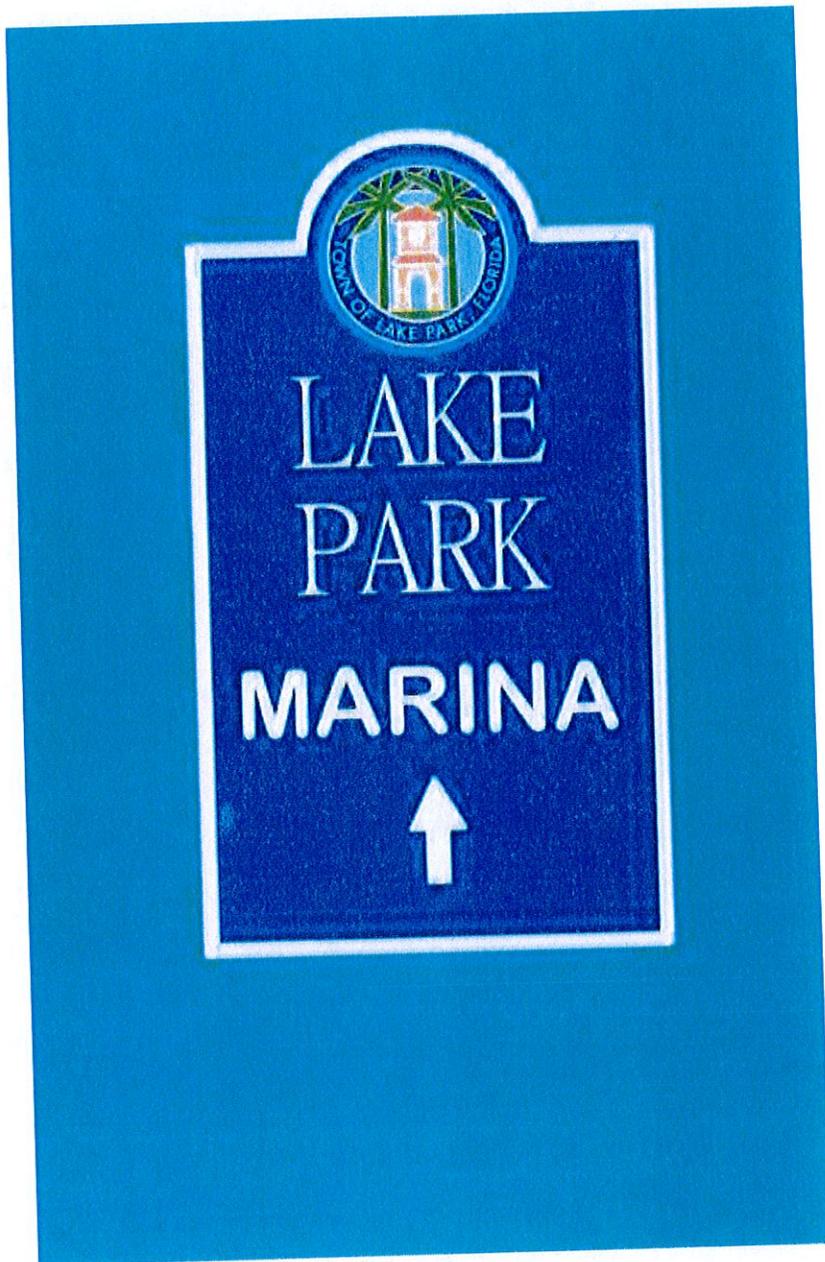
LAKE
PARK
MARINA



The following sign would be placed on the west side of US 1, facing north, either within the R.O.W. or within east/west drainage easement the Town owns in the vicinity of the Dunkin Donuts store. It would direct south bound traffic to turn left onto Cypress Drive.



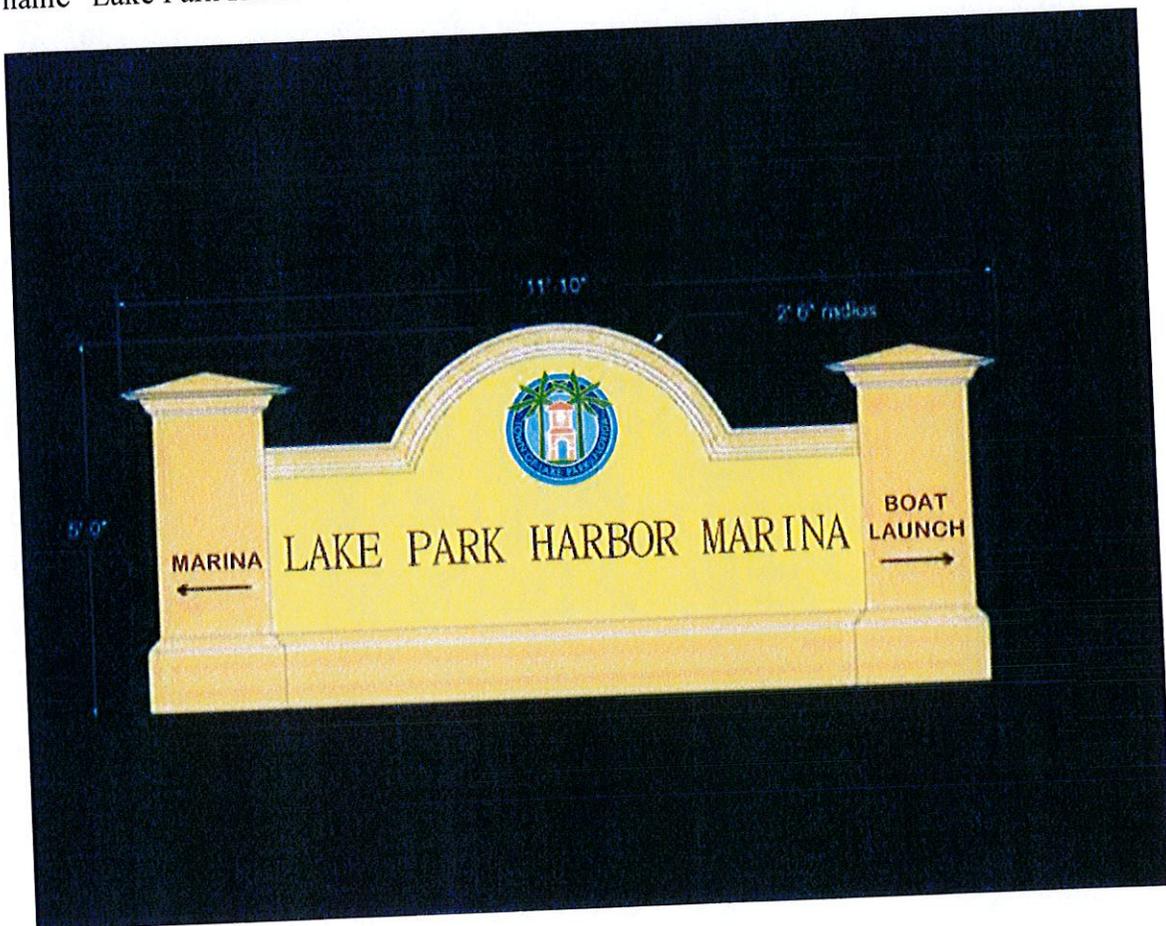
If a suitable location can be found, I think it would be helpful to have the following sign somewhere further north on US 1, perhaps just behind the northernmost Town entry sign at US 1 and Palmetto. It would direct southbound traffic toward the marina.



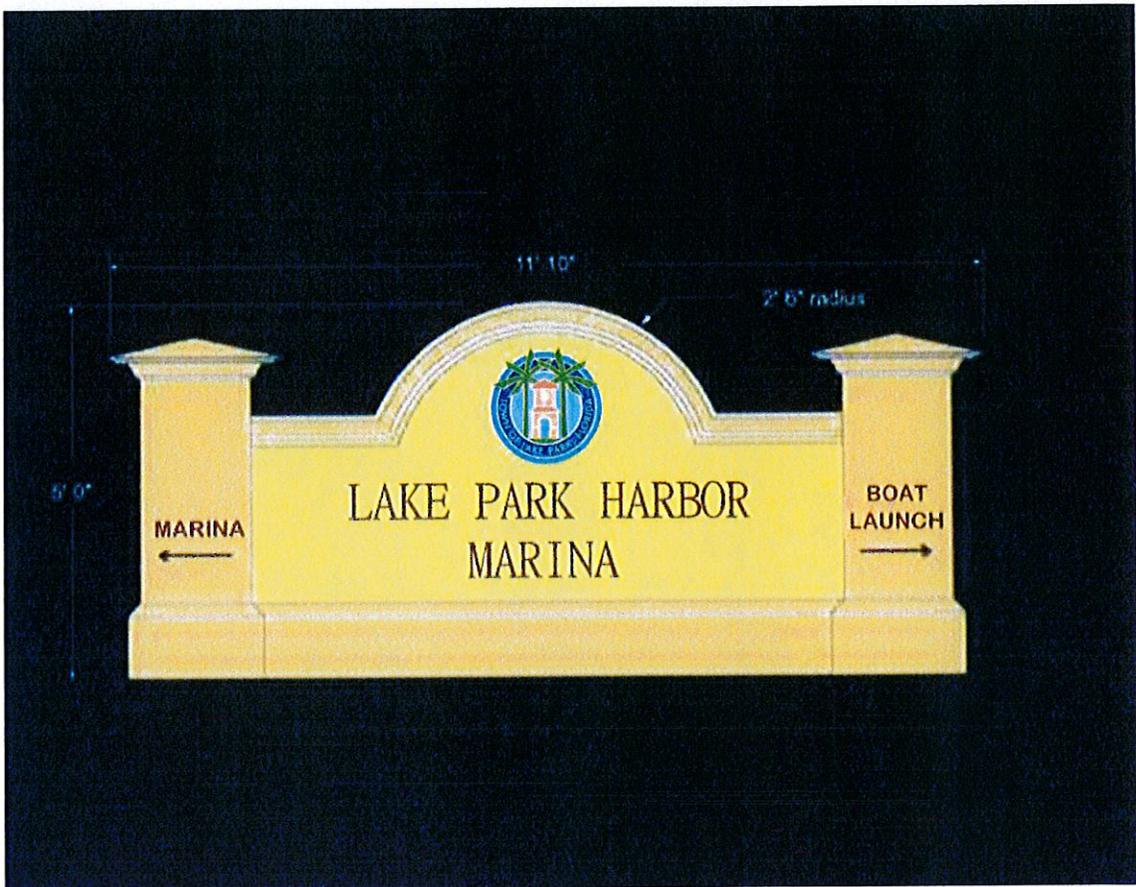
In addition to the directional signs, I was asked to consider additional options to the monument sign at the intersection of US 1 and Silver Beach Road. I was asked to present the signs with either the Town logo or the Marina logo, and to present them with the entire name "Lake Park Harbor Marina" on one and two lines, as well as the shortened name "Lake Park Marina" on a single line.

I was also asked to include colors utilized on the existing town entry signs, which I was told was sort of yellow and tan. They appeared more beige and tan to me, but for purposes of this presentation, I am utilizing yellow and tan. Colors are difficult to match on computer screens as the screen colors themselves will vary significantly. For purposes of these drawings, the colors are meant primarily to indicate where the contrasting colors occur. The actual colors should be verified by staff. Fonts are the same as those used on the directional signs.

Here are the versions utilizing the Town logo. The first one is with the long version name "Lake Park Harbor Marina" on a single line.



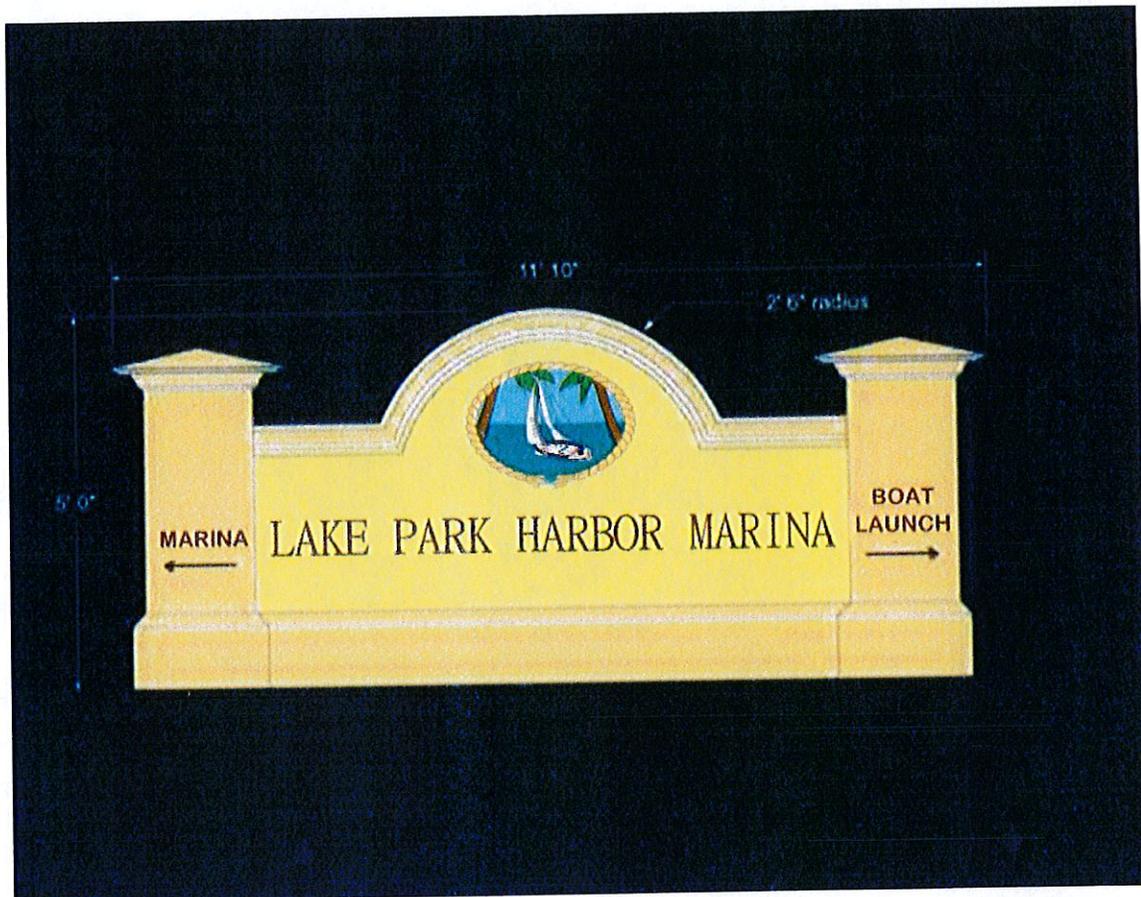
This version is with the Town logo and the long-version name on two lines.



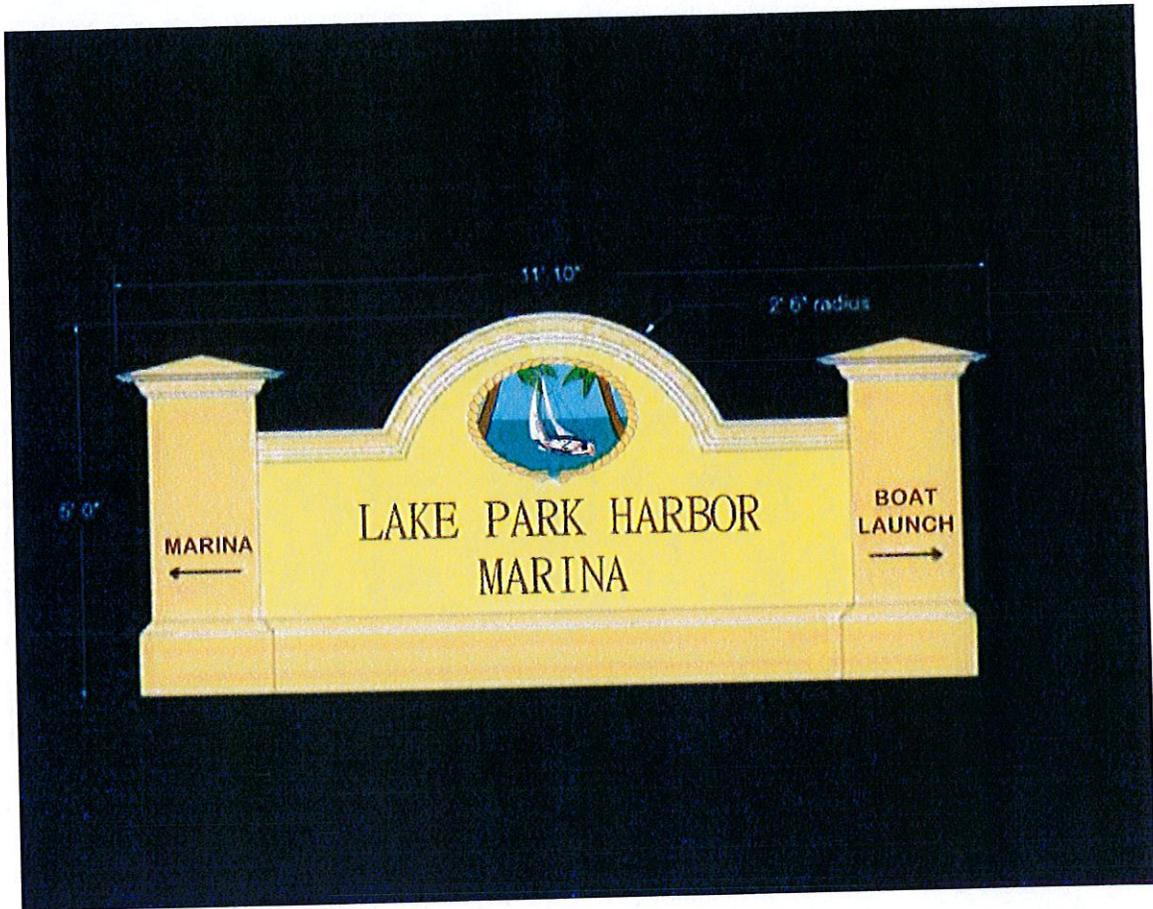
Here is the version with the Town logo and the shortened name "Lake Park Marina".



The next three versions utilize the marina logo. The first one presents the long version name "Lake Park Harbor Marina":



This one uses the marina logo with the long-version name on two lines.



The last version utilizes the marina logo with the shortened name "Lake Park Marina".



TAB 10



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 15, 2013

Agenda Item No. *Tab 10*

Agenda Title: Completing the Annual Performance Evaluation of the Town Manager

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

Approved by Town Manager *DSS* Date: *4/29/13*

Emily M. Kibben-Surver
Name/Title *HUMAN RESOURCES DIRECTOR*

Originating Department: Human Resources	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Town Manager Evaluation Form and Town Manager Job Description
Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone: <u>BMT</u> or Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

Pursuant to Section 7 of the June 29, 2012 Employment Agreement between the Town of Lake Park and Town Manager Dale Sugerman, the Commission is required to conduct an annual review to evaluate the performance of the Town Manager. Such review is due for the period of June 29, 2012 to June 29, 2013. The Town Manager evaluation form is being distributed with this agenda item, along with a copy of the job description for the position of Town Manager. Please complete the attached evaluation form and return it to the Human Resources Director in hard copy format no later than June 3, 2013 for placement on the June 19, 2013 Commission Agenda.



Town of Lake Park

PERFORMANCE EVALUATION FORM

TOWN MANAGER

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments.

TOWN MANAGER

Evaluator's Name

EVALUATION PERIOD

6/29/2012 to 6/29/2013

EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
3	Effective	Regularly meets standards of work performance.
2	Marginally Effective	Often fails to meet standards of work performance.
1	Ineffective	Clearly and consistently fails to meet standards of work performance.

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- ___ Maintains open and informative communications with the Town Commission
- ___ Knowledgeable of current developments affecting the local government management field.
- ___ Effectively implements and enforces Town policies and procedures
- ___ Demonstrates a capacity for innovation and creativity
- ___ Anticipates problems and develops effective approaches for solving them.
- ___ Maintains a work atmosphere conducive to productivity and efficiency
- ___ Takes responsibility for staff actions.
- ___ Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- ___ Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- ___ Properly controls the Town's operational and functional activities and motivates others to maximum performance
- ___ Effectively recruits professional staff

COMMENTS:

2. FISCAL MANAGEMENT

- ___ Possesses knowledge of governmental accounting/budget procedures
- ___ Prepares a balanced budget to provide services at a level directed by the Town Commission
- ___ Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- ___ Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- ___ Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town
- ___ Expenditures are made within budget limitations according to established policy

COMMENTS:

3. PERSONAL SKILLS/COMMUNICATIONS

- Willing to commit time necessary to complete required tasks
- Demonstrates high concern for ethical behavior
- Skillful in verbal communication
- Skillful in written communication
- Informs the Commission of current issues and administrative developments
- Encourages a positive attitude regarding the Town
- Receptive to constructive criticism and advice
- Manages stress effectively

COMMENTS:

4. RELATIONS WITH THE TOWN COMMISSION

- Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
- Carries out the directives of the Commission as a whole, rather than those of any one member
- Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
- Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
- Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

5. COMMUNITY RELATIONS

- ___ Effectively addresses and accommodates citizen complaints
- ___ Shows a sensitivity to and appreciation of diversity of the Town's population
- ___ Responsive to issues of both commercial and residential populations
- ___ Takes a "hands-on" approach when necessary
- ___ Maintains an effective working relationship with other local governments
- ___ Takes a diplomatic approach to problem solving
- ___ Projects a positive image on behalf of the Town of Lake Park
- ___ Provides management support to Town Boards
- ___ Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

ADDITIONAL SUMMARY COMMENTS:

OVERALL RATING:

- 5 - Outstanding
- 4 - Very Effective
- 3 - Effective
- 2 - Marginally Effective
- 1 - Ineffective

EVALUATOR'S SIGNATURE **DATE**

TOWN MANAGER

JOB CODE: 100
DEPARTMENT: TOWN MANAGER

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Town Commission, serve as the Chief Administrative Officer of the Town by directing and supervising the administration of all departments, and by implementing policy established by the Town Commission. Work is reviewed through periodic evaluations by the Town Commission. Performs such other duties as may be required by the Town Commission not inconsistent with the Town Charter, State law or applicable Ordinances. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Appoints, hires, disciplines and removes all employees and department heads of the Town in accordance with the Town established employee policies and procedures.
2. Provides staffing for the appointed boards, committees, and agencies of the Town, as necessary or directed by the Town Commission.
3. Prepares and submits to the Town Commission a monthly report. Also, directs all department heads to file monthly reports with the Office of Town Manager, which shall collect and forward these reports to the Town Commission without correction or modification.
4. Prepares, with the assistance of the Finance Director an annual budget and presents the same to the Town Commission with a message describing the important features, and is responsible for the administration of such budget after adoption.
5. Prepares and submits to the Town Commission at the end of each fiscal year a complete report on the preceding year's finances and administrative activities, which report shall include an annual audit for the preceding fiscal year prepared by an independent auditor retained by the Town Commission.
6. Keeps the Town Commission advised of the financial condition and future needs of the Town, and make such recommendations as may be desirable on a timely basis. The Town Manager is encouraged to actively seek out potential grant monies that may be available to support Town projects.

*Approved on
6/20/12 jmm
to Resolution 14-06-12*

7. Recommends to the Town Commission a standard schedule of pay for all Town positions, including minimum and maximum rates of pay.
8. Organizes, reorganizes, consolidates, combines or abolishes positions, offices, department divisions or departments of the Town only with the approval of the Town Commission.
9. Recommends in consultation with the Town Attorney appropriate action with respect to negotiation, approval and/or rejection of labor agreements with public employee organizations acting on policy directives provided by the Commission in proper sessions.
10. Recommends to the Town Commission the adoption of such Ordinances and policies as may be necessary or expedient for the health, safety or welfare of the community, or for the improvement of administrative services.
11. Attends meetings of the Town Commission, Town committees and boards, and other Town meetings, as the Town Manager deems necessary, or as directed by the Town Commission. At such meetings, the Town Manager shall have the right to take part in the discussion, but without a vote.
12. Serves as purchasing agent for the Town, responsible for overseeing the purchase of equipment and supplies pursuant to Town policy.
13. Provides staff support services for the Mayor and Commission members which shall be limited to those necessary in support of Town activities.
14. In consultation with the Town Attorney, enforces the Town's laws and Ordinances.
15. Investigates the affairs of the Town, or complaints regarding any department or division; investigates all complaints in relation to matters concerning administration; investigates complaints regarding service maintained by public utilities; and, sees that all terms and conditions imposed in favor of the Town in any franchise, contract or agreement are faithfully observed.
16. Devotes all working time to the discharge of official duties.

REQUIREMENTS:

A. Education and Experience:

Bachelor's degree in Public Administration or a closely related field from an accredited college or university and at least five (5) years of experience as a full-time employee in Public Administration at the administrative level. Must possess a valid Florida driver's license.

B. Knowledge, Skills and Abilities:

- Knowledge of the organization, functions of a municipal government
- Knowledge of budgetary development, administration and control
- Knowledge of local Codes, Ordinances and regulations
- Ability to plan and coordinate complex administrative activities
- Ability to formulate plans, budgets and related policy papers, synthesizing information from a variety of sources
- Ability to delegate authority and responsibility appropriately
- Ability to communicate effectively both orally and in writing
- Ability to follow complex oral and written instructions
- Ability to work effectively with the Town Commission, the general public and Town staff

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

ENVIRONMENTAL REQUIRMENTS:

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide

occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

TAB 11



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 15, 2013

Agenda Item No. *Tab 11*

Agenda Title: Resolution to Amend the Town of Lake Park Uniform Classification System to Revise the Job Descriptions for the Positions of Camp Counselor and Recreation Bus Driver

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

Approved by Town Manager *DSS* Date: *4/29/13*
Donna McMillan Turner
 Name/Title HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Resolution, Revised Job Descriptions in Redline Format, and Current Job Descriptions
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>BMT</u> Please initial one.

Summary Explanation/Background:

Currently, two job descriptions exist in the Town of Lake Park Uniform Classification System entitled Camp Counselor and Recreation Bus Driver. The purpose of this item is to revise these job descriptions to more accurately reflect the current duties and requirements of this position as the summer camp program has evolved.

There will be no additional financial burden placed on the budget of the Town of Lake Park as a result of this action as the hourly rates for these positions will remain the same, as follows:

- **Camp Counselor -- \$7.79 per hour**
- **Recreation Bus Driver -- \$7.79 per hour**

Copies of the revised job descriptions are attached in redline format as well as the current job descriptions for ease of reference.

Recommended Motion: Approval of Resolution

RESOLUTION NO. 10-05-13

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTIONS FOR THE POSITIONS OF CAMP COUNSELOR AND RECREATION BUS DRIVER; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Uniform Classification System of the Town of Lake Park is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service.

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

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Uniform Classification System is amended to revise the job descriptions for the positions of Camp Counselor and Recreation Bus Driver. Copies of the revised job descriptions are attached hereto as Exhibits A and B respectively.

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

CAMP COUNSELOR

JOP CODE: 181
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, responsible for leading, directing and assisting youth enrolled in summer camp group activities, educational programs, arts and crafts, team sports, off- site field trips **including beach, pool, water park and splash pad activies**, games and special events. Serves as a positive role model for campers and ensures a safe, diverse and fun environment for youth in a day camp setting. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Camp Counselor position.

- Assist Recreation Department staff in the supervision of campers during all summer camp activities pursuant to the summer camp counselor guidelines.
- Assist Recreation Department staff in enforcing summer camp safety rules and carrying out established procedures for ensuring the health and safety of summer camp participants
- Guide individual campers in participating successfully in all aspects of summer camp activities
- Assume responsibility for coordinating workshops, hikes or other special activities as assigned
- Assist Recreation Department staff in leading activities as assigned
- Assist in maintaining good public relations with campers' parents or guardians
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED or be enrolled in an accredited high school or GED program. One year of experience as a recreation volunteer preferred. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer camp. **Must be able to swim and** be able to work a varied work schedule, including some weekends and holidays, during the period of June 1st through August 1st of each year.

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation of vehicles, office, computer keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

RECREATION BUS DRIVER

JOB CODE: 182
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, responsible for driving the Town bus during summer camp and Town sponsored events and bus trips. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Recreation Bus Driver position.

- Operate the Town bus during the Town of Lake Park summer camp program, for Town sponsored events and bus trips
- Will adhere to the summer camp counselor guidelines when working with summer camp children
- Check the operating condition of the Town bus before commencing on each trip
- Immediately report any defects to the Recreation Director
- Ensure that transported children observe all regulations prescribed by the Town of Lake Park and the State of Florida
- Maintain orderly conduct on the bus and ensure that children adhere to safety practices and procedures
- Keep the interior of the bus clean and neat
- Serve as a positive role model and refrain from using harsh or derogatory language when speaking to children and adults
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED, plus valid Florida CDL Class C Drivers License. Must present a certified driving record acceptable to the Town. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer camp, and be able to work a varied work schedule, including some weekends and holidays.

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight, and the operation of vehicles or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

CAMP COUNSELOR

CLASSIFICATION CODE: 181
PAY GRADE:
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, responsible for leading, directing and assisting youth enrolled in summer camp group activities, educational programs, arts and crafts, team sports, off site field trips, games and special events. Serves as a positive role model for campers and ensures a safe, diverse and fun environment for youth in a day camp setting. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Camp Counselor position.

- Assist Recreation Department staff in the supervision of campers during all summer camp activities
- Assist Recreation Department staff in enforcing summer camp safety rules and carrying out established procedures for ensuring the health and safety of summer camp participants
- Guide individual campers in participating successfully in all aspects of summer camp activities
- Assume responsibility for coordinating workshops, hikes or other special activities as assigned
- Assist Recreation Department staff in leading activities as assigned
- Assist in maintaining good public relations with campers' parents or guardians
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED or be enrolled in an accredited high school or GED program. One year of experience as a recreation volunteer preferred. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer camp. Must be able to work a varied work schedule, including some weekends and holidays, during the period of June 1st through August 1st of each year.

*Approved on 5/21/08
forward to
Resolution 28-05-08*

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation of vehicles, office, computer keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

RECREATION BUS DRIVER

CLASSIFICATION CODE: 182
PAY GRADE:
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, responsible for driving the Town bus during summer camp and Town sponsored events and bus trips. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Recreation Bus Driver position.

- Operate the Town bus during the Town of Lake Park summer camp program, for Town sponsored events and bus trips
- Check the operating condition of the Town bus before commencing on each trip
- Immediately report any defects to the Recreation Director
- Ensure that transported children observe all regulations prescribed by the Town of Lake Park and the State of Florida
- Maintain orderly conduct on the bus and ensure that children adhere to safety practices and procedures
- Keep the interior of the bus clean and neat
- Serve as a positive role model and refrain from using harsh or derogatory language when speaking to children and adults
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED, plus valid Florida CDL Class C Drivers License. Must present a certified driving record acceptable to the Town. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer

*Approved on
5/21/08 Pursuant
to Resolution 29-05-08*

camp, and be able to work a varied work schedule, including some weekends and holidays.

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight, and the operation of vehicles or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

TAB 12



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 15, 2013

Agenda Item No. *Tab 12*

Agenda Title: Resolution to Amend the Town of Lake Park Uniform Classification System to Revise the Job Description for the Position of Assistant to the Finance Director

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

Approved by Town Manager *[Signature]* Date: *4/30/13*

Name/Title *Donna McKittrick, Human Resources Director*

Originating Department: Human Resources	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Resolution; Revised Job Description in Redline Format; and, Current Job Description
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 BMT Please initial one.

Summary Explanation/Background:

Currently, a job description exists in the Town of Lake Park Uniform Classification System entitled Assistant to the Finance Director. The purpose of this item is to revise this job description to more accurately reflect the current duties and requirements of this position, and to change the title from Assistant to the Finance Director to Chief Accountant.

There will be no additional financial burden placed on the budget of the Town of Lake Park as a result of this action as the annual salary range for this position will remain the same, which is \$50,854.75 to \$78,943.41.

A copy of the revised job description is attached in redline format as well as the current job description for ease of reference.

Recommended Motion: Approval of Resolution

RESOLUTION NO. 11-05-13

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTION FOR THE POSITION OF ASSISTANT TO THE FINANCE DIRECTOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Uniform Classification System of the Town of Lake Park is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service.

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

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Uniform Classification System is amended to revise the job description for the position of Assistant to the Finance Director, and to change the title to Chief Accountant. A copy of the revised job description is attached hereto as Exhibit A.

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

EXHIBIT A

**ASSISTANT TO THE FINANCE DIRECTOR CHIEF
ACCOUNTANT**

JOB CODE: 125

DEPARTMENT: FINANCE

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Finance Director, responsible for assisting the Finance Director in managing directing and coordinating the activities carried of the Finance Department including on in the areas of accounting, budgeting, debt administration, cash management, data base management, insurance administration, data base management, monthly financial reporting and general ledger account reconciliation. Work is performed with a significant some degree of independence under the direction of the Finance Director. Performs other work and duties as assigned or necessary. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined here, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Chief Accountant position.

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1. Prepares monthly and special periodic financial statements and reports; maintains official financial records and files.

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2. Coordinates and may direct members of the Finance Department in matters concerning accounting and reporting.

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3. Maintains the Accounting Policy and Procedure Manual and the Revenue Manual.

4. Participates in the preparation of the annual budget and annual financial audit. Responsible for budget data input into the financial system.

5. Serves as support liaison and network coordinator for the accounting system.

6. Prepares and processes monthly billings and collections for the Sanitation Fund.

7. Prepares and files monthly and quarterly reports with various governmental agencies such as sales tax, employment reports, etc.

8. Maintains accounting system software database; establishes revenue, expenditure and general ledger accounts in accordance with the State Uniform Accounting System.

9. Handles all bank reconciliations.

2. **Knowledge, Skills and Abilities:**

- Knowledge and understanding of the requirements of the Financial Accounting Standards Board and the Government Accounting Standards Board governmental accounting principles, practices, methods and procedures.
- Ability to present ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates and the public.
- Proficiency in the use of Knowledge of computer operations and network systems such as Microsoft Word and Excel.

3. **Physical Requirements:**

~~Work involves some physical effort, i.e. some standing and walking or frequent light lifting (five to twenty pounds), dexterity in use of fingers, limbs or body in the use of shop or office equipment. Work may involve extended periods of time at a computer keyboard and monitor.~~

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

4. **Environmental Requirements:**

Work is performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes, etc.

~~5. **Sensory Requirements:**~~

~~Work requires color and form perception and discrimination.~~

~~6.5. **Blood Borne Pathogens:**~~

~~Category II— Minimal to No Risk of Exposure~~

~~The Town of Lake Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Lake Park will provide reasonable accommodation to~~

~~qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.~~

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

ASSISTANT TO THE FINANCE DIRECTOR

CLASSIFICATION CODE: 125
PAY GRADE: 15
DEPARTMENT: FINANCE

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Finance Director. Responsible for assisting the Finance Director in directing and coordinating activities carried on in the areas of accounting, budgeting, debt administration, cash management, insurance administration, data base management, monthly financial reporting and general ledger account reconciliation. Work is performed with some degree of independence under the direction of the Finance Director. Performs other work and duties as assigned or necessary. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Prepares monthly and special periodic financial statements and reports; maintains official financial records and files.
2. Participates in the preparation of the annual budget and annual financial audit. Responsible for budget data input into the financial system.
3. Serves as support liaison and network coordinator for the accounting system.
4. Prepares and processes monthly billings and collections for the Sanitation Fund.
5. Prepares and files monthly and quarterly reports with various governmental agencies such as sales tax, employment reports, etc.
6. Maintains accounting system software database; establishes revenue, expenditure and general ledger accounts in accordance with the State Uniform Accounting System.
7. Handles all bank reconciliations.
8. Monitors cash receipting.

REQUIREMENTS:

1. **Training and Experience:**

Bachelor's Degree from an accredited college or university with a major in accounting preferred; or the equivalent combination of education and experience

*Adopted via
Resolution 20-06-05
7/6/05.*

2. **Knowledge, Skills and Abilities:**

- Knowledge of governmental accounting principles, practices, methods and procedures.
- Ability to present ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates and the public.
- Knowledge of computer operations and network systems.

3. **Physical Requirements:**

Work involves some physical effort, i.e. some standing and walking or frequent light lifting (five to twenty pounds), dexterity in use of fingers, limbs or body in the use of shop or office equipment. Work may involve extended periods of time at a computer keyboard and monitor.

4. **Environmental Requirements:**

Work is performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes, etc.

5. **Sensory Requirements:**

Work requires color and form perception and discrimination.

6. **Blood Borne Pathogens:**

Category II – Minimal to No Risk of Exposure

The Town of Lake Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Lake Park will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.