



**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; 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.

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 Manager 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**

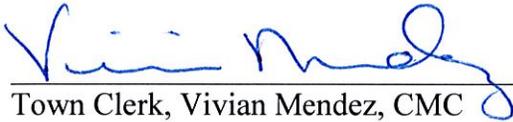
There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner O'Rourke, and by unanimous vote, the meeting adjourned at 8:56 p.m.



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



\_\_\_\_\_  
Deputy Town Clerk, Shari Canada, CMC



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



FLORIDA

Approved on this 15 of May, 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.), Advertised (Not Required), and notification status (Yes I have notified everyone).

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*

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

**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 3<sup>rd</sup> 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 [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[X] PUBLIC HEARING ORDINANCE ON FIRST READING
[ ] NEW BUSINESS
[ ] OTHER:

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

Vivian Mendez - Town Clerk
Name/Title

Table with 3 columns: Originating Department (Town Clerk), Costs (0.00), Attachments (Ordinance), and Advertised status (Not Required on first reading).

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
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON \_\_\_ READING
- NEW BUSINESS**
- OTHER: \_\_\_\_\_

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *DSS* Date: 4/16/13

DALE S. SOGERMAN / TOWN MANAGER  
Name/Title

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

**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 Commission included one condition which was that the event be reevaluated in 90 days. The current contract will expire on May 11, 2013.

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



# 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

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

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

A. **CALL TO ORDER/ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **SPECIAL PRESENTATIONS/REPORTS**

1. 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/OUASI-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**