AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, July 6, 2016, 6:30 PM,
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Anne Lynch	—	Commissioner
Michael O'Rourke	—	Commissioner
John O. D'Agostino	—	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 tbe 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. David Fifer, Economic Impact of Sugar/Farm Industry to Palm Beach County Tab 1

D. PUBLIC COMMENT:

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

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

2. Commission Visioning Workshop Minutes of June 15, 2016 **Tab 2**
3. Regular Commission Meeting Minutes of June 15, 2016 **Tab 3**

F. **PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:**
4. Ordinance No. 4-2016 Amending the Town Code at Chapter 2, Article V, Division 2, Entitled "Purchasing". **Tab 4**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN CODE AT CHAPTER 2, ARTICLE V, DIVISION 2, ENTITLED "PURCHASING" PROVIDING FOR THE AMENDMENT OF SECTION 2-242 TO PROVIDE PREFERENCES TO CERTIFIED MINORITY OWNED BUSINESSES; PROVIDING FOR THE AMENDMENT OF~~TO AMEND~~ SECTION 2-244 ~~ENTITLED "APPLICATIONS AND EXCLUSIONS"~~; PROVIDING FOR THE AMENDMENT OF SECTION 2-245_ TO AMEND~~ING~~ AND ADD~~ING~~ DEFINITIONS; PROVIDING FOR THE AMENDMENT OF SECTION 2-246 DESIGNATING THE TOWN MANAGER AS THE TOWN'S PURCHASING AGENT~~ENTITLED "ORGANIZATION"~~; PROVIDING FOR THE AMENDMENT OF SECTION 2-247 ~~ENTITLED "PROCUREMENT"~~ MAKING MINOR CHANGES TO THE TEXT; PROVIDING FOR THE AMENDMENT OF SECTION 2-248 TO CHANGE THE TERM BIDDER TO OFFERER ~~ENTITLED "COMPETITIVE SEALED BID PROCESS"~~; PROVIDING FOR THE AMENDMENT TO SECTION 2-249 PERTAINING TO CONSULTANTS NOT SUBJECT TO THE CCNA ~~ENTITLED COMPETITIVE SEALED PROPOSAL PROCESS. REQUESTS FOR PROPOSALS (RFP) OR REQUESTS FOR INFORMATION (RFI)"~~; PROVIDING FOR THE AMENDMENT TO SECTION 2-250 DELETING FIELD PURCHASE ORDERS~~ENTITLED "ALTERNATIVE SOURCE SELECTION"~~; PROVIDING FOR THE AMENDMENT TO SECTION 2-251 TO LIMIT THE TERM OF THE RENEWAL OF A CONTRACT ~~ENTITLED "CONTRACT DOCUMENT"; SECTION 2-252 ENTITLED "PROTESTED SOLICITATIONS AND AWARDS"; SECTION 2-253 ENTITLED "SUSPENSION AND DEBARMENT"; SECTION 2-254 ENTITLED "INSPECTION AND TESTS"; SECTION 2-255 ENTITLED "EQUAL OPPORTUNITY/MINORITY AND WOMEN BUSINESS ENTERPRISES"~~; PROVIDING FOR THE AMENDMENT OF ~~REMOVING~~ SECTION 2-256 PERTAINING TO~~ENTITLED~~

~~"CONFLICT OF INTEREST"; AND, ADDING NEW SECTION 2-256~~ **"BID PREFERENCES"; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

5. Ordinance No. 5-2016 Approval of the staff initiated text Amendment to Chapter 2, Article IV, Section 2-112(K) of the Town of Lake Park Code of Ordinances to eliminate outdated language related to Board Member Residency Requirements. **Tab 5**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE IV, SECTION 2-112 PERTAINING TO THE RESIDENCY REQUIREMENT FOR MEMBERSHIP ON TOWN BOARDS AND COMMITTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

H. NEW BUSINESS:

6. A Request from the Event Organizer of The 29th Annual Kids Fisbing Days Program to waive The Marina Conference Room Deposit/Staff fee associated with the boat slip space and respective electric and water usage required for the 60-foot charter boat that will be used during the program. **Tab 6**

7. Stipulation and Agreed Final Order between the Town of Lake Park and Park Avenue BBQ & Grille of Lake Park **Tab 7**

8. Designation of the Town's Voting Delegate for the 2016 Annual Conference of the Florida League of Cities **Tab 8**

9. Unified Communications Policy, Town of Lake Park **Tab 9**

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, July 20, 2016

Special Presentations /Reports

TAB 1

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **July 6, 2016** **Agenda Item No.** Tab 1

Agenda Title: David Fifer, Economic Impact of Sugar/Farm Industry to Palm Beach County

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

Approved by Town Manager _____ **Date:** 6-22-16

John O. D'Agostino, Town Manager
Name/Title

Originating Department: **Town Manager**	Costs: -0- Funding Source: General Fund Acct. # [ ] Finance _____	**Attachments:** • **Florida Sugar Cane League Presentation.**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ____ JOD **Please initial one.**

Summary Explanation/Background: David Fifer is the Community Relations Director of the Florida Sugar Cane League, Inc. His presentation will focus on the economic impacts of the industry in Palm Beach County and beyond. In addition, we should take this opportunity to discuss the possibility of creating a farm to table initiative here in Lake Park. If so, we'd be one of the first municipalities in Palm Beach County to encourage residents and restaurants to purchase farm fresh food items for meal preparation, restaurant cooking and possibly create a green market here in Lake Park.

Recommended Motion: No motion is necessary.

Florida Sugar Cane League

An Introduction

Who are we?

- Trade Association of Florida Sugar Cane Growers and Processors
- Founded in 1964
- Made up of U.S. Sugar and Florida Crystals, working with our independent growers

FLORIDA CRYSTALS

UNITED STATES SUGAR CORPORATION

What do we do?

- Be Good Neighbors
- Work Within Our Communities
- Educate
  - Tours
  - Farmers Markets
  - Public Education
- Cool Stuff (Like this. Right now. Hi Lake Park!)

Florida Sugar Cane League

The Importance of Agriculture

National Economic Impact

- Economic output of $320.3 billion alone
- Approximately 22 million agriculture related jobs

Sugar Agriculture

- $20 billion in economic activity is generated by sugar
- 2.1 million acres of sugar planted
- 142,000 jobs

Statewide Economic Impact

Agriculture

- $148.5 billion economic output
- 1.52 Million jobs
- 47,500 commercial farms

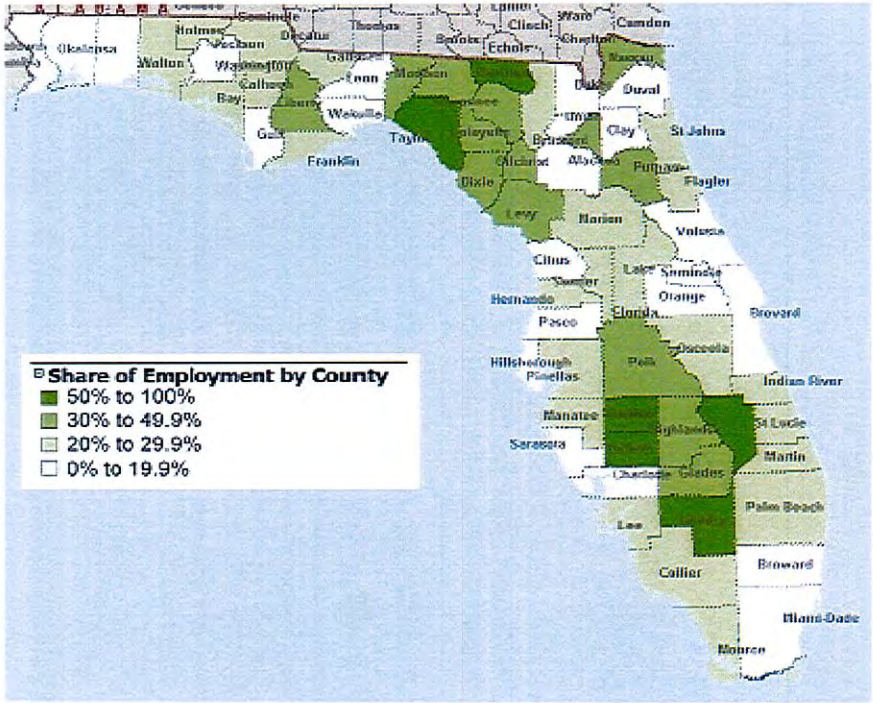
Sugar

- Ranked #1 in value production of sugar cane
- $3.27 billion in economic output
- 12,500 jobs

In 2012, in terms of total value of production, Florida accounted for:

- **66%** of the total U.S. value for **Oranges** $1.5 billion
- **65%** of the total U.S. value for **Grapefruit** $187 million
- **52%** of the total U.S. value for **Snap Beans** $167 million
- **49%** of the total U.S. value for **Sugarcane** for sugar and seed $673 million*
- **33%** of the total U.S. value for **Bell Peppers** $207 million
- **31%** of the total U.S. value for **Fresh Market Tomatoes** $268 million
- **27%** of the total U.S. value for **Squash** $67 million
- **27%** of the total U.S. value for **Fresh Market Cucumbers** $67 million
- **27%** of the total U.S. value for **Watermelons** $138 million
- **22%** of the total U.S. value for **Sweet Corn** $180 million
- **16%** of the total U.S. value for **Tangerines** $55 million

Local Economic Impact



Agriculture

- $1.356 billion output
- 146,714 jobs or 18.9% of the Palm Beach workforce

Sugar Cane

- $511 million in economic output
- 3,209 jobs
- 300,000 acres of sugar cane in the county

RICE

Leaders in Science and Technology

- Self driving technology
- Large scale Wi-Fi
- Bio-science
- Renewable Energy

Leaders in Science and Technology

- Sustainability

EVERGLADES AGRICULTURAL AREA
Water Quality Permit Requirements

On- Farm Requirements Upstream of Environmental Resources of National Interest

Water Quality Action Required to Comply with Law	Agricultural Watershed					
	EAA	Lake Okeechobee	Indian River Lagoon	Chesapeake Bay	Sacramento River Delta	Mississippi River
Mandatory Water Quality Permit for Every Farm.	Yes	Yes	Yes	Varies by State	Yes	No
Report rainfall and flow for every event.	Yes	No	No	No	No	No
Report the water quality of every runoff event.	Yes	No	No	No	No	No
Mandatory performance standard for Phosphorus Reduction.	Yes	No	No	No	No	No
Periodic audits of on-farm practices by agency personnel.	Yes	Yes	Yes	Varies by State	Yes	No
Annual per-acre tax	Yes	No	No	No	No	No

So what?

- Next generation of jobs
- Impacts
  - Local Economy
  - Our Health
  - Grocery Bill

So what?

Palm Beach County sugar cane crop hit hard by wet weather

Updated: 2:12 p.m. Thursday, Jan. 28, 2016 | Posted: 12:47 p.m. Thursday, Jan. 28, 2016

Email 20 Share 81 Tweet 7 ShareThis 663

By Susan Salisbury - Palm Beach Post Staff Writer

Palm Beach County's winter vegetables don't like it too hot, rainy

Posted: 12:00 a.m. Sunday, Jan. 24, 2016

Email 6 Share 51 Tweet 8 ShareThis 86

By Susan Salisbury - Palm Beach Post Staff Writer

So what?

El Nino weather hurting farmers, will likely impact produce prices at grocery stores

Strong rain and winds have bad timing for farmers

BY: Charlie Keegan
POSTED: 8:01 PM, Feb 2, 2016
UPDATED: 8:01 PM, Feb 2, 2016

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Rain causes farming disaster in the Glades

BY: Brian Entin
POSTED: 4:03 PM, Feb 10, 2016
UPDATED: 5 hours ago

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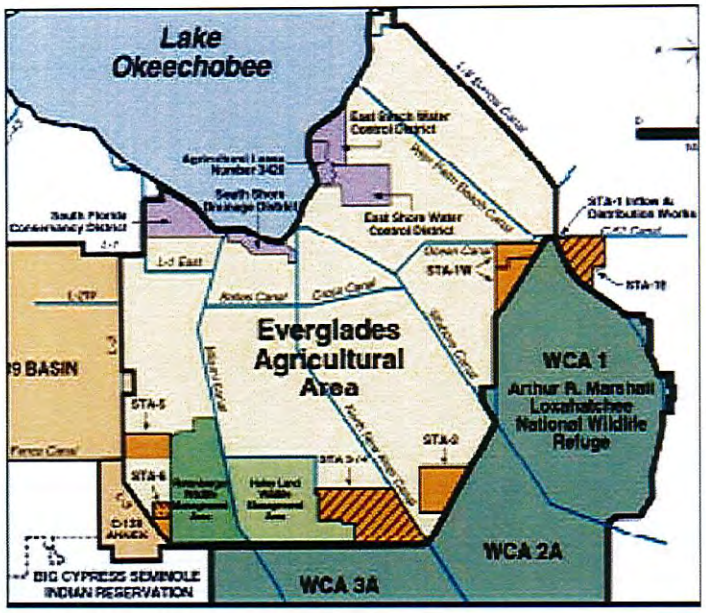
PICTURE BY WPTV

+SHOW CAPTION

So what?



- What to do?
  - Be aware
  - Come see us
  - Get involved in gleaning

Thank You!

Consent Agenda

TAB 2

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **July 6, 2016** **Agenda Item No.** Tab 2

Agenda Title: Commission Visioning Workshop Minutes of June 15, 2016

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

Approved by Town Manager _____ **Date:** 6-23-16

Vivian Mendez – Town Clerk
Name/Title

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

Summary Explanation/Background:

Recommended Motion:

To approve the Commission Visioning Workshop Minutes of June 15, 2016.

AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Visioning Workshop
Wednesday, June 15, 2016 6:00 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Mayor**
Kimberly Glas-Castro	—	**Vice-Mayor**
Erin T. Flaherty	—	**Commissioner**
Anne Lynch	—	**Commissioner**
Michael O'Rourke	—	**Commissioner**
John O. D'Agostino	—	**Town Manager**
Thomas J. Baird, Esq.	—	**Town Attorney**
Vivian Mendez, CMC	—	**Town Clerk**

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A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS:

1. Visioning Workshop for the Future of the Town of Lake Park **Tab 1**

D. PUBLIC COMMENT:

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

E. ADJOURNMENT:

Minutes
Town of Lake Park, Florida
Commission Visioning Workshop
Wednesday, June 15, 2016, 6:00 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Visioning Workshop on Wednesday, June 15, 2016 at 6:00 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Anne Lynch and Michael O'Rourke, Town Manager John O. D'Agostino, Attorney Thomas Baird, Administrative Assistant Shaquita Edwards, and Town Clerk Vivian Mendez.

Administrative Assistant Edwards performed the roll call and Mayor DuBois led the pledge of allegiance.

SPECIAL PRESENTATIONS/REPORTS

1. Recap of the Previous Visioning Process Meeting

Town Manager D'Agostino explained the item (see Exhibit "A"). What staff was hoping to achieve was guidance and direction in relationship to where we see this community in 10 to 20-years. He stated that when determining the vision for the Town, it should be achievable, realistic, easily understood, inspires enthusiasm, and encourage. He explained that we want a Marina village, a community center, park improvements where events could be held, and a green market. Mayor DuBois felt that the Town was already a Marina village and the Town should figure out a way to accommodate residents that have boats and trucks on their property.

Town Manager D'Agostino suggested developing a stakeholders committee to assist with the visioning process who would work with the Commission to establish the vision of the Town. Vice-Mayor Glas-Castro asked if the stakeholders group would meet and then make recommendations to the Commission on the vision of the Town or have workshop sessions with the Commission. Town Manager D'Agostino stated that they would work together with the Commission. Mayor DuBois stated that the Commission has been conducting visioning workshop sessions. Vice-Mayor Glas-Castro stated that the Commission needs community buy-in with stakeholders that agree with the priorities. Mayor DuBois stated that the Commission has tried to engage the community in the past and was not sure what it would take. The Mayor provided a list of priorities but nothing had been completed. He suggested that if the Commission wanted to move forward with the Marina village concept then the Town Codes would need to be reviewed to accommodate the concept. Commissioner Lynch shared an encounter she had with a family at the Lake Park Library and the family would be ideal residents to the Town.

Commissioner O'Rourke shared what he felt Lake Park was as a Town. He stated that Lake Park was a small diverse, walkable community. He stated that since the Town was small growth was inhibited. He explained that the only way for growth to occur was "smart growth" or in an upward direction. He shared that his vision of the Town was in three (3) separate areas. US 1 Corridor, which would include the Marina; downtown,

which would include up to Northlake and 10th Street; and the industrial park area, which would include rail connection. He explained that the Town parks are other strengths of the Town, which included Bert Bostrom Park. He addressed safety and security for the downtown areas with additional lighting and a parking plan. He addressed the US 1 corridor project, which included the drainage issue on Lake Shore Drive. He felt that the visioning workshops were nice, but a plan needed to be developed to implement the projects that have been placed on the list.

Commissioner Lynch asked what steps needed to be taken to implement a plan. Mayor DuBois stated that with the western expansion area a master plan would be created by hiring a consultant company to assist staff with the task. He suggested reaching out to large property owners and finding out what they needed to maximize buildings so they do not have vacancies on their properties. He explained that the way he envisioned working with the Town, the property owner and Palm Beach County was to rebuild the roads.

Vice-Mayor Glas-Castro explained that each project on the list has Commission support. She suggested conducting workshops with stakeholders to be sure; the Commission were listening to what the community needs. She stated that jumping from project to project without prioritizing was stretching staff too thin. Mayor DuBois stated that each manager has known the needs of the community and have chosen to work on different project. He understood why the US1 corridor project became a staff driven priority, but felt that it was to increase the tax base that cost a lot of money to run. He stated that the tax base that are purely commercial and do not cost as much are services, which was why he felt the western area of Town was the best place to start. Vice-Mayor Glas-Castro stated that US1 was a priority, but was not sure that it was the priority for the Town. She stated that by meeting with residents and businesses the statements could be prioritized, which would give the manager and staff direction to move forward. Mayor DuBois stated that the main priority that has not shown up on the list was the rezoning of US1. Commissioner O'Rourke stated that there was strong community support for that project. He stated that it would not be the Town that could make these projects move forward. The Town would need outside assistance.

Town Manager D'Agostino clarified that under the Visioning Workshop of October 14, 2015 item number 5 – Mixed Use Zoning was on the list. Mayor DuBois stated that by 2015 the US1 corridor project was underway.

Commissioner Lynch asked how many objectives could be handled that would lead to then setting priorities. She asked if that was what Commission O'Rourke meant. Commissioner O'Rourke explained that these projects have been discussed each year and nothing goes. He stated that if these were the Commission's priorities then the Commission should pick something and do it. Commissioner Lynch asked if that would be the way to get the project moving. Would a vote of the Commission be necessary. Vice-Mayor Glas-Castro felt that a public workshop with business owners and residents was necessary to see if they agree with what the Commission was discussing. Mayor DuBois suggested listing five (5) priorities for the public to discuss. Commissioner O'Rourke felt that as an elected official of the Town the process needs to take a leadership role and if the public does not want to participate in the process then it would be up to the Commission to set the priorities. He stated that the public has opportunities

to speak to the Commission at each meeting and via other means. Mayor DuBois expressed his frustration with projects that were requested from past administrators that had not been done.

Commissioner Flaherty suggested that the Commission pick a smaller project that could be accomplished with little resources rather than taking on another large project. Town Manager D'Agostino posed the question to the Commission "if we spend that money how does it get us further along in our vision for the community as a whole over the next 10-20-years".

Commissioner Lynch asked if projects could be sorted by topic so that all the projects that are associated with one another would be together. She suggested that workshops, such as the Mixed-Use Corridor include other information since many people turn out for those workshops. Mayor DuBois explained how the Commission could explain how certain projects could be done with their assistance, such as the addition on lighting on their street. Town Manager D'Agostino included that going to Florida Power and Light and requesting LED lighting would also improve the cost of the residents electric bills. He stated that block meetings would also be held in the future.

Vice-Mayor Glas-Castro shared her experience when working with the City of Palm Beach Gardens where they went out and invited people to be part of a committee that represented different neighborhoods, businesses districts, different advisory board members, etc. She stated that the committee she represented met for two (2)-years discussing different topics, which formulated a vision for the City, which was then brought to the Council. She stated that the vision was then adopted and it became the bases for justifying budget requests, etc. She gave some suggestions on how the process would be handled.

Commissioner O'Rourke expressed that he was willing to meet with stakeholders, but felt that nothing was being done. Vice-Mayor Glas-Castro explained that the list was too long and needed to be narrowed down. Mayor DuBois stated that the Vice-Mayor has proposed a good mode. Town Manager D'Agostino suggested that staff would review the list and all the re-occurring themes that have appears over the past two (2)-years would become a list of items around which a visioning session with stakeholders would then focus. He stated that they would work from what they had built.

The Commission discussed additional lighting in Town. Commissioner Lynch suggested combining projects such as the Police Athletic League (PAL), a community center, and programs for the ballpark.

Vice-Mayor Glas-Castro asked if the sewer assessment project was a priority. Mayor DuBois provided the history of the sewer assessment project with Seacoast Utility Authority. Town Manager D'Agostino stated that he would speak with Seacoast regarding the assessment project.

Mayor DuBois explained that there are several vacant properties in the Town that are not listed on the "shovel ready" map of the Business Development Board (BDB). Town

Manager D'Agostino stated that on the Town's website was a list of developable properties. He stated that only three (3) projects qualify as "shovel ready".

Vice-Mayor Glas-Castro stated that she did not want staff to get distracted from the efforts on US1, so it was not slowed down. Mayor DuBois stated that it was for this exact reason that he requested that an outside resource be brought in to assist staff with developing a five (5)-year road plan, railroad, and sewer plan in the industrial area. He suggested a mobility plan be created to support roads, a rail platform, and walkable streets.

Mayor DuBois asked how does staff get stakeholders together to accomplish a committee. Vice-Mayor Glas-Castro explained that in the City of Palm Beach Gardens they specially invited stakeholders representing the different segments of the population and business community they had a primary and a secondary representative attend the meetings.

Town Manager D'Agostino stated that a visioning stakeholders group would be established to work with the Commission in the development of the vision through workshops with buy-in from the committee. He would create a list of focal points that were discussed by the Commission. He stated that he would seek the Commission's input on who they would like to see as a cross-section of businesses, residential, and non-profit groups to attend the workshop.

2. Continuing the Visioning Process

3. Town Managers Report

PUBLIC COMMENT:

1. James Sullivan – asked the Commission to consider what would improve the finances for the Town. He stated that moving forward with the US1 corridor project and the western area of Town would allow the other projects in Town to be funded. He explained that it was important to make the Town green by planting trees and plants.

2. Robert Trepp – suggested that during events the Town have a tent manned by staff or the elected officials who would speak with the community members about issues.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner O'Rourke and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 7:37 p.m.

_____
Mayor James DuBois

_____
Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2016

Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **June 15, 2016** **Agenda Item No.** Tab 1

Agenda Title: Visioning Workshop for the Future of the Town of Lake Park

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

Approved by Town Manager _____ **Date:** 6-7-16

John O. D'Agostino, Town Manager
Name/Title

Originating Department: **Town Manager**	Costs: Funding Source: General Fund Acct. # [ ] Finance _____	**Attachments:** • **Visioning Workshop November 18, 2015.**
Advertised: Date: _____ Paper: _____ [ ] 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: Over the course of the last year, the Town Commission and I have put forth several initiatives or projects that if completed would move the Town of Lake Park forward in a positive direction. We narrowed those projects and initiatives down to incorporate eight funding initiatives that are a "funding priority" to the Town of Lake Park. Those initiatives can be found in Attachment I. The funding priorities in Attachment I are project specific. This approach is different from the need to create and implement a vision for the Town of Lake Park with a span of Ten (10) to Twenty (20) years. The importance of developing a consensus Vision for the Town will require us to establish a cross section of stakeholders in Lake Park to assist the Commission in shaping a vision and direction for the Town.

Visioning is a process that defines who we are and who we want to be. As we develop visioning ideas, we must keep these two statements in mind: Who we are and who we want to be. A successful visioning process requires EVERYONE to provide input and generate ideas no matter how unrealistic, quirky, or pie-in-the-sky they appear to be. A good visioning process creates participation and buy-in, allowing everyone to see how their ideas fits with everyone else's ideas. An essential tool to create visioning is brainstorming sessions, creating sketches and renderings for the ideas generated. Once you have established your visioning statements, the town will need to develop a strategic plan to implement the visioning statements created through a public input process. Everyone's idea counts as stated earlier.

The commission over the years has brainstormed ideas. The information contain in this Agenda Request Form (ARF) is an attempt to compile those statements and ideas. The objective tonight is to identify common themes and determine what you want to keep and what you may want to discard. Keep in mind the ideas generated tonight must lead us to address: Who we are and who we want to be.

Visioning Key Components:

- ✓ The vision is realistic enough so that people believe it is achievable, but idealistic enough so that it cannot be achieved without stretching.
- ✓ The vision must be consistent with the organization's values and culture and its place in its environment. The vision must be realistic.
- ✓ The vision sets standards of excellence and reflects high ideals.
- ✓ The vision clarifies purpose and direction.
- ✓ The vision sets standards of excellence and reflects high ideals.
- ✓ The vision is appropriate for the organization and for the times.
- ✓ The vision is well articulated and easily understood.
- ✓ The vision inspires enthusiasm and encourages commitment.
- ✓ The vision reflects the uniqueness of the organization, its distinctive competence, what it stands for, and what it is able to achieve.
- ✓ The vision must be ambitious.

Finally, the development of a strategic plan must include specific and measurable goals to implement the vision of the town. A comprehensive plan will recognize where the organization is today, and cover all the areas where action is needed to move toward that vision. Once the town establishes the vision statements and creates the vision necessary to move the town forward, the strategic plan becomes the how-to-steps for implement the vision. Real implementation of a vision is in the execution of the strategic plan throughout the entire organization. The town will have to continually monitor the progress toward the vision, and continually revise the strategic plan as changes in the organization or its environment necessitate such change. The bottom line is that visioning is not a discrete event, but an ongoing process.

The following represent previous Statement by Commission Members of project specific initiatives:

Park Enhancement:

- ✓ Marina Village, create a village type attraction for the Marina including vendors (food and merchandise), by temporarily closing off street locations on weekends.
- ✓ Refurbishment or reuse of Bert Bostrom Park. One suggestion was to create a Community Center on part of the land and create open and active recreational space for the balance of land at Bert Bostrom Park. The park needs an infusion of capital to bring the park back.
- ✓ The Town needs to understand how the noise ordinance impacts events planned for our public parks.
- ✓ Park improvements and layouts for events impact sound levels for participants and residents living near the parks.
- ✓ Increase the use of our parks by creating an amphitheater at Lake Shore Park. Think about green markets and promote the park as a destination for festivals, performances and multi-uses by residents and visitors. Our Parks are underutilized presently. A plan to increase park usage is necessary including how to engage the population in the various sport disciplines i.e. Football, Basketball, Baseball and Soccer, Field Hockey, Lacrosse etc.
- ✓ Consensus building on current and future uses of Lake Shore Park, Kelsey Park and possibly the Marina.
- ✓ Use of CDBG Funds to replace benches and trash receptacles. Use CDBG funds to construct a restroom facility at Kelsey Park. Install better lighting around the tennis courts at Lake Shore Park.

Community Based Initiatives:

- ✓ Strengthen our educational system serving Lake Park Students. Understand how the Town can impact the quality of education because property values and attractiveness to the Town of Lake Park is impacted in a positive manner by having high performing local schools for our families and children to attend. How can the Town partner with local schools to increase performance and effectiveness?
- ✓ Improve the design, visibility, layout and lighting of Welcome to Lake Park signage. The town desires for residents and visitors to know they have arrived to the Jewel of the Palm Beaches (Lake Park).
- ✓ Cross Access Ordinance.
- ✓ Explore the feasibility of Annexation of property from the Fiscal Drive Bridge west to 95 and all properties inclusive of that location. Most of the properties are commercial and would expand our commercial property tax base. The Town would have to offer incentives for the properties in this area to want to join the Town of Lake Park. We should consider what those incentive might mean for businesses in that area as well as the costs to the Town. Such an analysis could determine the feasibility to proceed with annexation.

What do we hope to accomplish in this Visioning Session? We desire to paint a Vision of the Town over the next ten to twenty years in broad brush strokes of what we envision for the Town.

Do we see the Town of Lake Park as a Millennial Village that is walkable and bike-able with amenities for families including open space, restaurants, arts and entertainment? Do we see the Town of Lake Park as a unique place to live, work and recreate with a definable downtown that appeals to every unique quality residents enjoy? Is Lake Park a unique enough community to establish a Farm to Table initiative with restaurants, grocery stores and the Community Garden? Do we see Western Palm Beach County Farms playing a role in supplying fresh, high quality and healthy food items on restaurant menus in Lake Park? Do we see the redevelopment of our industrial land to include more than just warehouse and auto mechanic businesses? Do we see the ability to transform the Industrial Park into a diversified businesses mix including Class A Office Space, Bio-technology, Boat technology, and manufacturing industries? Do we see the multi-cultural and diverse aspects of the residents of Lake Park as an asset to build upon? How do we envision the community growing with Mixed Use Development that diversifies our value tax base? We must move away from the mentality that we cannot do things because of the lack of revenue and find ways to increase revenue options to the Town.

Recommended Motion: Schedule next Visioning Workshop and to establish a Visioning Group of Stakeholders to work with the Commission in the Development of a Vision for the Town of Lake Park.

TAB 3

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 6, 2016 **Agenda Item No.** Tab 3

Agenda Title: Regular Commission Meeting Minutes of June 15, 2016

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

Approved by Town Manager _____ **Date:** 6-24-16

Shaquita Edwards, Administrative Assistant
Name/Title

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

Summary Explanation/Background:

Recommended Motion:

To approve the Regular Commission Meeting Minutes of June 15, 2016.

AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, June 15, 2016
Immediately Following Visioning Workshop
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Mayor**
Kimberly Glas-Castro	—	**Vice-Mayor**
Erin T. Flaherty	—	**Commissioner**
Anne Lynch	—	**Commissioner**
Michael O'Rourke	—	**Commissioner**
John O. D'Agostino	—	**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. Chili Cook-off Wrap-up **Tab 1**

D. PUBLIC COMMENT:

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

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

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

2. Regular Commission Meeting Minutes of June 1, 2016 **Tab 2**

F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:
None

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

H. NEW BUSINESS:

3. Budget Initiatives for Fiscal Year 2016-2017 **Tab 3**

4. Award of Bid 102-2016 Repair to Town Hall Air Conditioning Chiller System **Tab 4**

5. Amendment for State Aid to Libraries Grant Amount **Tab 5**

6. Resolution No. 23-06-16 First Amendment to the Town Manager Employment Agreement between the Town of Lake Park and John O. D'Agostino **Tab 6**

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, July 6, 2016

Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, June 15, 2016, 7:37 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, June 15, 2016 at 7:37 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Anne Lynch and Michael O'Rourke, Town Manager John O. D'Agostino, Attorney Thomas Baird, Administrative Assistant Shaquita Edwards, and Town Clerk Vivian Mendez.

Administrative Assistant Edwards performed the roll call and Mayor DuBois led the pledge of allegiance.

SPECIAL PRESENTATIONS/REPORTS
1. Chili Cook-off Wrap-up

Robert Trepp and John Ench presented Commissioner O'Rourke with the Official Chili Cook-off Award Plaque. Commissioner O'Rourke thanked Mr. Trepp and Mr. Ench for the award and acknowledgement. Mr. Trepp thanked the Commissioners for allowing the Chili Cook-off to be held in the Town of Lake Park. Mr. Trepp informed the Commissioners that his organization was officially sanctioned by the International Chili Society to host the Florida State Championship for next year. Mr. Ench thanked the Town of Lake Park and the Commissioners for working with Kawanis over the years, and informed them that all funds received from the Chili Cook-off are primarily used at Lake Park Elementary for various activities and events.

PUBLIC COMMENT:
None

CONSENT AGENDA:

2. Regular Commission meeting minutes of June 1, 2016.

Motion: Commissioner Flaherty moved to approve the consent agenda; Commissioner O'Rourke seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

NEW BUSINESS:

3. Budget Initiatives for Fiscal Year 2016-2017.

Town Manager D'Agostino explained the item (see Exhibit "A").

He explained that he would appreciate the Commissioners input and comments in consideration of the budget initiatives. He also explained that (Exhibit "A") is a list of proposed initiatives and that those with great need would be given priority when the Town becomes aware of its budget.

Town Manager D'Agostino explained the budget initiatives of department 100 (Town Commission) and department 104 (Town Manager). Mayor DuBois asked if there was an accommodation for budget initiative one, Tuition Reimbursement in department 104 (Town Manager). Town Manager D'Agostino answered "yes" and that the accommodation is listed in the Employee Handbook and that reimbursement is based on the letter grade received by the employee. Mayor DuBois asked if this item required the Commission's approval. Vice-Mayor Glas-Castro explained that the item must be budgeted.

Commissioner Flaherty asked if an item is approved during a Commission Meeting is it considered budgeted. Town Manager D'Agostino answered "no" and explained that the items were initiatives and that only becomes a part of the budget if the Town receives enough funds. Vice-Mayor Glas-Castro asked why tuition reimbursement was budgeted in the amount of $6, 500.00. Town Manager D'Agostino explained that he budgeted that amount based on the Tuition Reimbursement initiative for the Administrative Assistant to the Town Clerk (department 106). He also explained that the amount could be reduced based on coursework and that the Town of Lake Park has an employee who is currently a recipient of the tuition reimbursement program provided by the Town.

Commissioner Flaherty asked if the employee would be required to provide a list of school expenses. Town Manager D'Agostino explained that the employee would have to provide their letter grade for each course and that reimbursement is completed according to the policy. Commissioner Lynch asked if the amount provided was based on full-time attendance. Town Manager D'Agostino answered "no", and explained that the proposed number is projected tuition over the fiscal year to include fall, spring and summer semesters. He suggested that the projected amount listed under tuition reimbursement could be reduced. Administrative Assistant Edwards explained that tuition would be based on the amount per credit hour charged by the institution attended and the degree of study. She also explained that for a Master's Degree that the price per credit hour would exceed or fall just below $300.00 and that credit hours range from three to four per course and that the price of one course could be close to $1,100.00.

Town Manager D'Agostino continued to explain initiative number two of department 104 (Town Manager). Vice- Mayor Glas-Castro asked should the ratio for a grant writer be two or three times of the budgeted amount. Town Manger D'Agostino explained that it could be five times the budgeted amount. He explained initiative three of department 104 (Town Manager). He explained a downloadable software application called Click-Fix.

Commissioner Flaherty asked if people would be able to pay their business tax and citations online. Town Manager D'Agostino explained that online payments were a separate issue because the Town of Lake Park has a small population but that it is in consideration.

Town Manager D'Agostino explained the budget initiatives (see Exhibit "A"). Mayor DuBois asked if there was another insurance group available for Town employees to join. Town Manager D'Agostino answered "yes", and explained that the Town seeks to reduce costs and deductibles and increase the amount of coverage for its employees. Vice-Mayor Glas-Castro asked Town Manager D'Agostino if he would like direction for the previously explained initiative. Town Manager D'Agostino answered "yes". Commissioner O'Rourke questioned the budgeted cost of budget initiative one of department 105 (Human Resources). Commissioner O'Rourke also questioned why the Town wants to pay employees not to have insurance coverage. Town Manager D'Agostino explained that the Town does not aim to encourage its employees not to have insurance but to pay the employee to join another plan. Mayor DuBois asked if the amount of $330.00 would be paid to employees monthly or bi-weekly. Town Manager D'Agostino explained that the amount of $330.00 would be paid per month divided equally into two payments. Town Manager D'Agostino continued to explain budget initiative one of department 105 (Human Resources). Commissioner Flaherty asked if this plan was currently in operation. Town Manager D'Agostino answered "no" and explained that the Town would pay some of its employees not to have the Towns coverage in an effort to save money.

Finance Director, Blake Rane explained that the Town offers a health savings account that has a maximum of $2,400.00 per year but an employee does have the opportunity to purchase with an outside vendor. He also explained that the Town would like to offer options to its employees because some are veterans and are already covered. Finance Director Rane explained that Town Manager D'Agostino has information that details the various types of coverage available to employees.

Town Manager D'Agostino continued to explain the budget initiatives (see Exhibit "A"). Vice-Mayor Glas-Castro suggested that budget initiative one for Laserfiche maintenance of department 106 (Town Clerk) was necessary. Vice-Mayor Glas-Castro asked how budget initiative two tuition reimbursement in department 106 would assist the Towns objectives. Town Manager D'Agostino explained that budget initiative two was included to generate the start of a succession plan for department 106. Mayor DuBois suggested that very few individuals take advantage of the established tuition reimbursement program offered by the Town. Vice-Mayor Glas-Castro asked if the Administrative Assistant seeks a Bachelor's Degree. Town Manager D'Agostino answered "no" and explained that the Administrative Assistant seeks a Master's Degree. Vice-Mayor Glas-Castro asked why does an Administrative Assistant need a Master's Degree. Town Manager D'Agostino explained that if the individual would like to become a manager of a municipality, a department head, advance further in the Town of Lake Park or in government they would have the opportunity to do so. Vice-Mayor Glas-Castro asked if the job description of an Administrative Assistant required a Master's Degree. Town Manager D'Agostino answered "no". Vice-Mayor Glas-Castro suggested that if an advanced degree is not in the job description it is unnecessary. Mayor DuBois explained

that he believes it is great to have educational funds available to Town employees. Vice-Mayor Glas-Castro suggested that educational funds need to be used in job related courses and not for personal advancement of an individual's resume so that they may seek employment elsewhere once they have received an education. Mayor DuBois suggested that educational funds should be available to employees of the Town in job related coursework. Mayor DuBois asked if the Town Manual specified the term for which a recipient of the tuition reimbursement program is retained. Town Manager D'Agostino answered "yes" and explained that there is an established agreement between recipients of the program and the Town of Lake Park that specifies the term they would be retained. Town Manager D'Agostino suggested that there is a tremendous amount of benefit in having well-rounded educated individuals in any position of government. He also explained that he has two Master's Degrees, one in Human Resources and the second in Public Administration. Town Manager D'Agostino explained that his Masters in Human Resources was not in direct relation of his job duties and responsibilities. He also explained that there are times when the responsibilities of his title requires him to act and make decisions in the realm of a Human Resources Director. Town Manager D'Agostino asked if budget initiative number two should be removed. Commissioner Lynch stated that she would like to see a general education fund.

Commissioner O'Rourke suggested that the Town Manager D'Agostino continue the presentation and that all Commissioners save their questions and comments upon the close of the presentation. Town Manager D'Agostino continued the presentation. Finance Director Rane elaborated on budget initiative number eight of department 110 (Information Technology) and explained the need to replace the broken camera in the Commission Chamber so that audiences would have a clear view of the Commissioners.

Town Manager D'Agostino continued the presentation. Vice-Mayor Glas-Castro asked the objective of budget initiative one in Finance (Department 150). Finance Director Rane explained that he would like to create a succession plan and that the pay scale mentioned in budget initiative one needs to increase in order to accommodate the succession plan. Vice-Mayor Glas-Castro questioned the need for a procedure manual and asked if the Town of Lake Park copies a neighboring municipalities procedure manual. Finance Director Rane answered "no", and explained that the Town of Lake Park does not copy a procedure manual because the auditor would disregard it, and that the manual must be specific to the Towns accounting system. Finance Director Rane explained his goal to reduce the number of comments by the auditor at least one per year. Mayor DuBois asked if a third party would be willing to write a procedure manual. Finance Director Rane answered "yes" and explained that in prior years he has solicited third parties for various prices.

Town Manager D'Agostino continued the presentation of (Exhibit "A"). Vice-Mayor Glas-Castro asked what initiative of Public Works is most important. Town Manager D'Agostino explained the importance of reliable equipment and support personnel. Mayor DuBois questioned the need for an additional grounds maintenance crew. Public Works Director David Hunt explained the need for an additional maintenance crew and equipment in effort to improve the department and its level of service. Commissioner Lynch asked Public Works Director Hunt if the old equipment caused a safety issue.

Public Works Director answered "yes", and that he has implemented a replacement program for out dated equipment to prevent failure of all equipment at once.

Town Manager D'Agostino continued the presentation. Library Director Karen Mahnk provided clarification for budget initiatives for department 700 (Library). Commissioner Lynch asked Library Director Mahnk how she arrived at the number for increased revenue. Library Director Mahnk explained that she reached the increased revenue amount by assessment of the developed services that libraries provide to communities. She also explained the importance of additional staff and salary variations of Library Assistants. Town Manager D'Agostino asked Library Director Mahnk if library hours would be extended due to the addition of staff. Library Director Mahnk explained that the component of additional hours has not been included but would be considered. Vice-Mayor Glas-Castro asked if additional programs and services provided by the Library would require additional funds. Library Director Mahnk explained that with additional staff the Library would be able to dedicate time to fund-raising and seek additional funds through community outreach.

Town Manager D'Agostino continued the presentation. Mayor DuBois asked if sidewalks were budgeted. Town Manager D'Agostino asked Public Works Director Hunt for clarification of the amount specified for sidewalks. Public Works Director Hunt verified the amount and explained that sidewalk funds were previously budgeted. He also explained that there was an estimated cost of a twenty-year program for milling and overlay for streets as well as sidewalk replacements.

Town Manager D'Agostino continued the presentation. Vice-Mayor Glas-Castro asked for clarification of the Sanitation Fund projected cost. Public Works Director Hunt explained that projected costs have been previously budgeted. Mayor DuBois asked Town Manager D'Agostino what the next step is of the budget process. Town Manager D'Agostino explained that once the Town is made aware of its budget in July the Town would proceed with the budget process.

4. Award of Bid 102-2016 Repair to Town Hall Air Conditioning Chiller System.

Motion: Commissioner O'Rourke moved to approve the award of bid 102-2016 repair to Town Hall air conditioning chiller system; Commissioner Flaherty seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

5. Amendment for State Aid to Libraries Grant Amount.

Motion: Commissioner O'Rourke moved to approve the amendment for State Aid to Libraries Grant amount; Commissioner Flaherty seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

6. Resolution No. 23-06-16 First Amendment to the Town Manager Employment Agreement between the Town of Lake Park and John O. D'Agostino

Motion: Commissioner O'Rourke moved to approve Resolution No. 23-06-16; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird announced that he has provided a litigation status report to the Commissioners and suggested that they contact him with questions.

Town Manager D'Agostino announced that the band Whisky Six would be performing at the Lake Park Sunset Celebration on Friday, June 24, 2016. He also announced that the Town of Lake Park would have a Korean Delegation visit at the Library on Friday, June 24, 2016 from 11:00 a.m. until 12:30 p.m. and that Commissioners are invited to attend. He announced that there would be a reception for the Korean Delegation after a tour of the Lake Park Town Hall. He announced that the railroad crossing closure at Silver Beach Road and Old Dixie Highway would be closed from June 14, 2016 until June 15, 2016. Town Manager D'Agostino also announced that the Town of Lake Park stands in solidarity with the City of Orlando in wake of events that had taken place on Sunday, June 12, 2016. He announced that the Town of Lake Park was featured in the Atlantic Current Circular.

Commissioner Lynch had no comments.

Commissioner O'Rourke announced that on Thursday, June 23, 2016 he would be performing at the Lake Park Brew House Gallery and extended an open invitation.

Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro congratulated newlywed Commissioner Flaherty, she also congratulated Commissioner O'Rourke on winning the Chili Cook-off. She announced that the Palm Beach County League of Cities monthly meeting would be held on Wednesday, June 22, 2016 at Bear Lakes Country Club, and that the topic of discussion would be hurricane preparedness. She announced that the Annual Florida League of Cities Conference would be held in Hollywood, Florida. She recommended the attendance of the Commissioners to meet the 4-hour ethics requirement for the year.

Mayor DuBois had no comments.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Flaherty and seconded by Vice-Mayor Glas-Castro, and by unanimous vote, the meeting adjourned at 9:37 p.m.

_____
Mayor James DuBois

_____
Town Clerk, Vivian Mendez, CMC

_____
Administrative Assistant, Shaquita Edwards

Town Seal

Approved on this _____ of _____, 2016

Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 15, 2016 **Agenda Item No.** Tab 3

Agenda Title: Budget Initiatives for Fiscal Year 2016-2017

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

Approved by Town Manager _____ **Date:** 6-8-16

John O. D'Agostino, Town Manager
Name/Title

Originating Department: **Town Manager**	Costs: $2,014,434 Funding Source: General Fund Acct. # various X Finance BKR	**Attachments:** • **Schedule V Budget Initiatives by Department.**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ~~JOD~~ **Please initial one.**

Summary Explanation/Background: This year, Town staff has decided to present departmental initiatives in advance of the operating budget. The purpose is for the Commission to focus on departmental needs. The total budget initiative requests total $2,014,434 from all Departments including Enterprise Accounts (Sanitation, Storm Water and Lake Park Harbor Marina).

The intent will be to have a discussion around what initiatives fulfill the mission of the Town and to provide staff with input into what initiatives the Commission would like to fund given the availability of funds. This may seem like putting the cart before the horse. In order to focus on each department's needs, we must understand what each department's priorities are. We then can match those priorities to the funds that are available. Finally, input from the Commission is critical in determining how to fund those initiatives for FY 16-17.

Recommended Motion: Move to support departmental initiatives as prioritized by the Commission given the information submitted.

TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
Town Commission (100)				
1	Invitations to Town Commission to represent the Town in their official capacity.	Provide funding for the Town Commission to attend official events sponsored by outside partners. Ticket purchases for planned events for which in their official capacity will result in better relations between the organization hosting the event and the Town of Lake Park.		$ 12,500
Town Manager (104)				
1	Tuition Reimbursement	Tuition Reimbursement for the Assistant to the Town Manager.		$ 6,500
2	Grants Writer	The Town is eligible for Grants, some require reimbursement others do not. But for these grants that can supplement our programs and activities we need to secure these grants to increase programs and services to our residents. A Grant Writer will work on Town wide grant initiatives, CRA grant initiatives, and Grants that may support various Festival and Special Events.		$ 49,000
3	Website Re-design	Create an intuitive based website with multi-language capability to include the Lake Park Harbor Marina, the Library, and CRA websites, which currently have separate external website.		$ 10,000

TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
Human Resources (105)				
1	Insurance Opt Out Payments	Several regular full-time and regular part-time employees (who are eligible for the Town's insurance coverage) have refused such coverage because they either obtain medical services through the Veterans' Administration, they have insurance coverage through a previous employer, or their spouses have other insurance. The purpose of this item is to provide a payment to each employee for refusing the Town's insurance coverage, for which the Town pays 100 percent of coverage for the employee only tier of insurance. The proposed amount is $330.00 per month. Note that the Marina Fund and the Sanitation Fund will each incur $3,960 of expense.		$ 11,880
2	New ID Card Printer	Purchase through Department 106 (schedule 5) of a new ID card printer to replace the eight year old printer that is no longer working properly. This will enable the Town to replace Town ID cards for current employees on which the dates have expired, and to more efficiently produce ID cards for newly hired Town employees.		$ 4,000
Town Clerk (106)				
1	Professional Services	Laserfiche - maintenance, upgrade to Avante, total of 11 licenses		$ 25,000
2	Tuition Reimbursement	Tuition Reimbursement for Administrative Assistant		6,500

TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
		Information Technology (110)		
1	New Voice over IP Telephone System	The existing telephone system at Town Hall, Public Works and Marina was established in 1998 by Bellsouth, and AT&T will not be supporting this equipment in the near future. In order to replace this equipment with Voice over IP (VoIP), the installation of new equipment is required. Florida Government Information System Association (FLGISA) preformed a survey of other municipalities and has evaluated the following systems: ShoreTel, Acatel-Lucent, Avaya, Unify (Siemens) or AT&T by Department of Management Services (DMS) State of Florida. Staff is proposing the acquisition and installation of a VoIP system. The anticipated total cost of this project is $50,000.		$ 50,000
2	Disaster Recovery	Staff proposes to add the Public Works and Marina servers to the Back Up Disaster Recovery System (BDRS) that are provided by KDT Solutions, Inc. (Town Hall servers have utilized this system for the last 10 years). This will prevent loss of data and malware attack that would cause interruption in operation.		$ 1,800
3	Work Station Management Agents and Web Protection	CyberSecurity has become a significant issue with small municipalities. Install new Work Management and Web Protection software on all computers in the domain to proactively maintain the health and security of the network, and provide web filtering on the Internet browser.		$ 2,700
4	Purchase of new Laptop Computers	Purchase and provide new laptop computers to the following departments for day-to-day operations and to be used at the Emergency Operation Center (Palm Beach County Fire Rescue Station 68): Community Development, Human Resources, Public Works and Finance.		$ 6,000
5	Purchase Spare Server	Purchase and add a spare server at Town Hall to serve as a back-up in the event of a break down of the existing servers. This additional server would be put in service if either of the existing servers fail and require service from manufacturer. This will prevent an interruption in service.		$ 3,200
6	Purchase Commission Chamber Monitors	Add two large monitors in the Commission Chamber, one facing the Commission and the second facing the public for presentations.		$ 10,000

TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
7	Web Streaming	Add equipment into existing LPTV channel 18 Comcast to provide Live Web Streaming Video for public meetings through Telvue.		$ 10,330
8	Purchase LPTV 18 Camera for Commission Chamber	Replace broken adjustable video camera in the Commission Chambers		$ 25,000
9	Purchase new Library Monitors	Replace 12 older small public access computer monitors at Library.		$ 2,400
10	Install Free Wi-Fi in Town Hall	This will enable the general public to be able to access the internet in the Commission Chamber, front hall, and Mirror Ballroom.		$ 2,000
11	Lambda Rail Fiber Optic	Link and connect the Town's facilities with State of Florida Lambda Rail system which is located at Palm Beach County Fire Rescue Station 68.		$ 214,507
Finance Department (150)				
1	Job Descriptions and Pay Plan Changes	Revise the position description from "Chief Accountant" to "Assistant Finance Director" and adjust the Town Pay Plan for the Finance Department to correspond to the PEPIE Survey at the 1st Quartile. Two employees would then fall below the minimum and be adjusted up to the minimum.		$ 8,428
2	Conversion to ADP to latest version	The Town's accounting system provider, American Data Group (ADG) has migrated the system to a web-based platform. This items is to support the transition to the current version		$ 5,000
3	Procedure Manual	Professional fee connected to completing a Policy and Procedures manual for the Finance Department		$ 20,000

TOWN OF LAKE PARK - ANNUAL BUDGET
General Fund (001)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
Public Works - Administration (400)				
1	Additional Staff	Hire Administrative Assistant for Public Works		$ 40,163
2	(2) Desktop computers (1) Lap top computer	Create work station for additional position added to DPW Administration; Replace desktop computer for Project Manager; Purchase laptop (MS Surface Pro 4) for emergency management purposes.		$ 4,500
Public Works - Grounds Maintenance (406)				
1	Replace turf mower	Start replacement of 72" mulching mowers. Purchase one (1)Toro Grounds Master		$ 20,000
2	Upgrade irrigation controls	Purchase and install irrigation controls (variable frequency drive) at Bostrom Park. These controls will protect the submersible pump.		$ 9,000
3	Additional Staff	Create a second grounds maintenance crew. (1) Crew Leader and (1) Maintenance Worker II. Existing truck, trailer, and equipment are available to support second crew. Split maintenance of town alleys and medians between two crews. Create a regular town-wide, tree trimming program. Start replanting material lost to age, disease, and infestations.	Crew Leader	$ 40,604
			Maintenance Worker II	$ 35,945

TOWN OF LAKE PARK - ANNUAL BUDGET
General Fund (001)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
Public Works - Facilities (408)				
1	Waterproof Town Hall	Prepare and execute a contract to prep, seal, prime, and paint the exterior of Town Hall.		$ 85,000
2	Additional Staff	Add a Facility Maintenance Worker II position to the Division. Currently, little to no preventive maintenance is being performed on Town properties. Public Works is only able to fix items as they break. All facilities are in need of door and lockset maintenance, pressure cleaning, caulking and painting. Additional staff will be needed to support an expanded special events program.		$ 41,570
Public Works - Vehicle Maintenance (410)				
1	Replace Aging Fleet	Purchase five (5) pre-owned vehicles from Palm Beach County for the replacement of the oldest vehicles in Facilities and DPW Admin. Divisions		$ 40,000
2	Replace Aging Fleet	Alternate: Purchase two (2) half ton pick-up trucks, extend cab for Facilities Maintenance		$ 55,000
3	Shop Tools	Misc. shop tools		$ 3,000

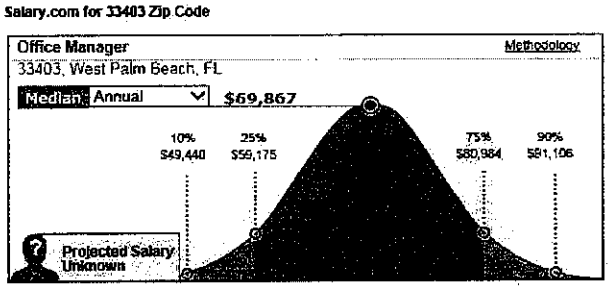
TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
		Community Development (500)		
1	Personnel	**FULL-TIME OFFICE MANAGER/CODE COMPLIANCE SUPERVISOR** *(Exempt – benefits package included)* - If treated as a promotion, existing employee (Assistant to the Community Development Director) currently earning $19.72/hour ($41,018 annually) would be bumped 5% or to the starting salary ($49,440 - estimation only) of this newly created position, whichever is **greater** according to the employee handbook. The **$49,440** estimate is the greater option ($23.77 per hour - see preliminary salary.com research), for an **annual increase of $8,424**. The job description would need to be created and include a supervisory role which will serve to maximize productivity in the department (by freeing up some of the Director's supervisory time- especially as it relates to the Code Division); develop additional policies and procedures to promote productivity; all administrative-type duties; minimum high-school diploma with at least 7 years experience in the public sector, or similar combination; and supervision of the code division to ensure additional compliance and quality assurance. Account 500-12000 (Regular Salaries). 		$ 8,424

TOWN OF LAKE PARK - ANNUAL BUDGET

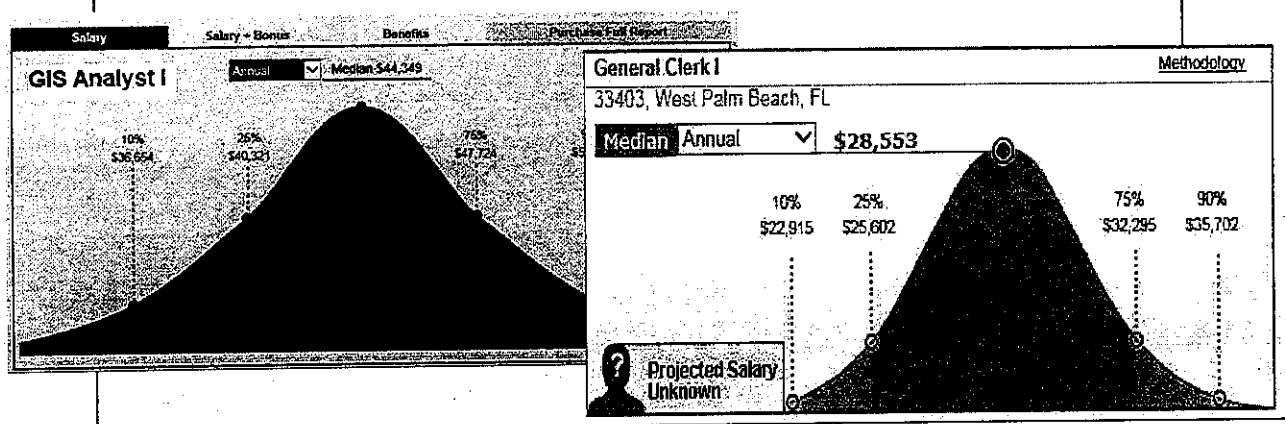
General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
2	Personnel	**PART-TIME (25 hours per week) ZONING/GIS TECHNICIAN – ENTRY LEVEL** *(Non-Exempt – No Benefits)* - Under the general supervision of the Community Development Director, the position of Zoning/GIS Technician is a part-time, non-exempt, entry-level paraprofessional position. The Zoning/GIS Technician devotes a significant amount of time on routine administrative tasks. The Zoning Technician will work closely with the public on a regular basis to provide customer service on zoning issues. The Zoning Technician will also act as the Town's Geographic Information Systems (G.I.S.) technician (which would save consultant costs, particularly when updating maps). The actual hourly rate would need to be determined however, based on some research for a General Office Clerk and GIS Analyst I (since this position would be a combination of the two), the mean hourly rate between the two positions at the lower end of the bracket is $14.32 per hour (**<u>$18,616 annually</u>** at 25 hours per week). A draft job description is available, and can be provided as back-up if this initiative is approved and one is created through HR. Account 500-13000 (Part Time Salaries).		$ 18,616



TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
3	Personnel	**PART-TIME CODE COMPLIANCE OFFICER** (EVENINGS/WEEKENDS - 18 hours per week with alternating days/shifts - *Non-Exempt, No Benefits*) - The existing full-time code officers have worked certain evenings and weekends, but with the increase in cases, recovery residences, and Code being down one Officer for approximately 3 months in FY 15/16, a dedicated part-time officer should be considered (especially for initiative #4 below). A proposal for one additional part-time code compliance officer to cover two evenings per week (4:30-9:30) and a Saturday or Sunday (on a rotating basis – 7:30-4:00 with half hour lunch), for a total of 18 hours per week is being proposed for Account 500-13000 (Part Time Salaries). The starting hourly rate is $14.57 per hour, which **annualizes (if offered at $15/hour)** to a **$14,040 increase**. Currently, the Town has two full-time (primarily daytime) officers and with the amount of violations to address on a daily basis, the effectiveness of the operation would suffer if the daytime officer shifts are split to include weekly evenings and weekends. They do however, work certain evenings and weekend days as needed. With a third officer, there is also an opportunity to create rotating schedules to increase awareness between officers throughout the varying enforcement hours. Evening and weekend enforcement will likely focus heavily on work without permits; commercial vehicles; noise; and events being held without appropriate permits (as some of the main issues), along with assistance with BTR annual inspections (initiative #4 below) in order to provide flexibility on the scheduling.		$ 14,040

TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
4	Rental Properties (Single-Family and Duplex Properties) - Annual Inspections	In an attempt to further promote the public's health, safety and general welfare, it is recommended that annual inspections are performed by Code staff on single-family, duplex and multi-family buildings that rent out 100% of their units. **This initiative will only be possible if a third Code Compliance Officer is considered (see additional initiative above).** This will allow for any serious interior structural issues and overcrowding issues to be addressed and will serve as an added initiative to improve our residential areas. This inspection would be listed as a requirement on the Rental Business Tax Receipt application for Single-Family, Duplex Lots and Multi-Family structures that rent 100% of their units (and included in renewal statements for those already registered with the Town). The additional inspection cost per BTR would be $50. In reviewing our BTR software, we have approximately 108 single-family rental BTR's and over 250 duplex and multi-family rental BTR's, of which approximately 175 (70%) are likely duplex lots and 100% multi-family rental properties. If these numbers remain constant, this equates to approximately 280 BTR's requiring annual inspections at $50 each (emphasizing the need for an additional officer), for a total annual revenue of $14,000.	$ 14,000	
5	Housing	The Housing Element of the Comprehensive Plan identifies the following Policy: *Policy 2.4: The Town shall coordinate with the appropriate agencies, including the State of Florida and Palm Beach County, to attempt to secure grant funds (i.e. CDBG, HOME, SHIP) to assist income-qualified households in conducting repairs to correct substandard housing conditions, and to improve the condition of the rental housing stock that is affordable to income-qualified households.* While not all programs require matches (CDBG is a good example), in an effort to set aside certain dollars to fund these initiatives, and possibly additional housing programs which a future Grants Writer may be tasked to seek as well, a set aside of $20,000 is being requested. This may also enable staff to develop a local housing assistance program by ordinance; develop a local housing assistance plan and housing incentive strategy (CRA Plan can also be used as a guide); promote homeownership by securing grant funds to assist income-qualified renter households to become homeowners; amend land development regulations or establish local policies to implement the incentive strategies; form partnerships and combine resources in order to reduce housing costs; and so on.		$ 20,000

TOWN OF LAKE PARK - ANNUAL BUDGET

General Fund (001)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
6	Equipment [verified with Chief Information Technology Officer (CITO)]	Car Desk with Laptop Mount for Code Vehicles. Two (2) are required at $300 each. Surface Pro 4 (with Windows 10 Pro; 256GB; Intel Core i7; Microsoft Office, case and keyboard) - two required for Code Officers at $2,100 each. $200 contingency.		$ 5,000
7	Zoning Certificate Applications	The Zoning Certificate is the initial process leading towards the Business Tax Receipt Application. This application reviews zoning; corporation/fictitious name papers; state/county licenses; PBC Fire Rescue and Zoning inspection coordination for nonresidential locations; and a great deal of staff follow-up. The Department averages approximately 15 per month (180 annually). The Planner alone spends at least an average of 2 hours for zoning review, coordination and inspection/site-visits (sometimes much more and sometimes much less) with Community Director involvement; and the CD Technician spends several hours on intake and follow-up. Staff is proposing to increase this fee from $85 to $125 per zoning certificate. If the 180 annual applications remains constant, this equates to an additional annual revenue of approximately $7,200.	$ 7,200	$ -
Special Events (600)				
1	4th of July Event	Budget a half hour fireworks show for the Town of Lake Park		$ 40,000
2	Special Events Supervisor	Salary Range: $36,025- $56,857		$ 46,441
3	Events Currently Budgeted	Move from Town Commission and Recreation department budgets to Special Events Department. Holiday Tree Lighting Ceremony and Easter Egg Hunt (Recreation) and Sunset Celebration (Town Commission). ($20,300)		

TOWN OF LAKE PARK - ANNUAL BUDGET
General Fund (001)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
		Library (700)		
	Technical upgrades	Adding 3 tablet units as kiosks to main area of library		$ 2,100
		Adding 4 tablet unit to children's room		$ 4,000
		Add wireless printer for library users to access		$ 2,600
		Add databases accessible to public		$ 3,600
	Staff	Increase Librarian's salary		$ 3,000
		Increase Library Accounting Clerk hours from 30 to 40 hours and change from part time to full time		$ 6,900
		Increase part time Library Assistant I from 10 hours to 25 hours devoted to circulation desk in morning, afternoon/evenings (with other associated duties)		$ 8,689
	Additional Staff	***The objective is to improve efficiency, customer service and expand programs in response to library user demands. Some outcomes include improved staff efficiency, higher productivity.***		
		Additional part time Library Assistant I for 20 hours per week devoted to circulation desk in morning and afternoon/evenings (with other associated duties)		$ 11,586
		Part time (quarter) Technical Assistant devoted to media maintenance and other required special technical projects.		$ 6,900
TOTALS FOR INITIATIVES PROPOSED FOR THIS FUND			$ 21,200	$ 985,423

TOWN OF LAKE PARK - ANNUAL BUDGET

Streets and Roads Fund (190)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Reconstruct 10th St.	Design and Reconstruct one block of !0th St. between Silver Beach Rd. and Bay Berry Dr. in conjunction with drainage improvements (See Stormwater Fund, $50,000 allocation)		$ 165,000
2	Replace decorative streetlight bulbs with L.E.D.	Reduce FPL billing rate on US 1 streetlights		$ 27,500
3	Replace decorative streetlight bulbs with L.E.D.	Reduce electric bill by replacing existing bulbs with L.E.D. at Town Hall and Lake Shore-Kelsey Parks		$ 13,500
4	Park Avenue Streetscape Renovation	Repair/replace lifted sidewalk and driveway turnout sections in the 700,800, and 900 blocks of Park Avenue (approx. $20,000 per block)		$ 60,000
5	Park Avenue Mill & Overlay	Mill & Overlay 800 and 900 blocks of Park Avenue (approx. $35,000 per block)		$ 70,000
6	Purchase towable boom lift	Eliminate the current practice of renting this equipment. Will provide more rapid response to light bulb replacement. Equipment can be used for safe access to high areas (I.e., tree trimming, painting, roof repair, etc.		$ 25,000
7	Purchase self-propelled line striping machine	Purchase self-propelled line striping machine along with paint and glass beads for placing roadway centerlines, crosswalks, and stop bars.		$ 23,500
8				
TOTALS FOR INITIATIVES PROPOSED FOR THIS FUND				$ 384,500

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TOWN OF LAKE PARK - ANNUAL BUDGET

Marina Fund (401)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Flag Pole	Purpose will be to include a new flag pole at a sizable height to be viewed from the Intracoastal. The reason being, Lake Park Harbor Marina is tucked away along the coast line. Signage and a high flag pole, with garfe and mast with a large light American flag, will provide boaters with the opportunity to see the Marina. No other marina in the area has such a visual to attract people/boaters to the Marina. (100 ft. flag pole and signage is proposed.)		$ 20,731
2	Teak Wood Furniture	Purchase new teak wood tables, chairs and umbrellas for the Marina. Staff will be charged with maintaining such equipment. 52" tables and chairs 6 @ $2,100/each = $12,600 with Royal Teak umbrellas 6 @ $300/each = $1,800.		$ 14,400
3	Two Full-Time Dock Attendants	Staff has been requesting additional help at the Marina for years. (2 x $15/hr. x 40 hrs. x 52 = $62,4000		$ 62,400
4	Oil Remediation Follow-up	Need to construct a self-contained slab to contain oil dispenser, filters and rags. The facility needs to be fenced in and locked when the Marina is closed.		$ 10,000
5	Marina Office Improvements & Customer Business Center	Creat a semi-privatemarina manager office downstairs and a half-wall counter to service customers with a small customer waiting area. Use the upstairs manager office to create a storage area with a separate customer lounge and business center.		$ 9,480
TOTALS FOR INITIATIVES PROPOSED FOR THIS FUND				$ 117,011

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TOWN OF LAKE PARK - ANNUAL BUDGET

Stormwater Fund (402)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Master Drainage Plan	Prepare Phase I of town-wide Master Drainage Plan		$ 100,000
2	Refurbish Vacuum Truck	Refurbishment of Vac-con brand truck will extend life for three years until funds have accumulated to purchase replacement		$ 90,000
3	Outfall Replacement	Replace deep drainage structure and outfall line into Earman River. This project will likely require dredging.		$ 90,000
4	10th Street Drainage Improvement	Design and build drainage system beneath 10th Street between Silver Beach Rd. and Bay Berry Drive. Perform work in conjunction with street reconstruct.		$ 50,000
		Note: Funding will come from existing reserves along with a proposed stormwater utility rate increase.		
5	Lap top 'air card'	Obtain annual contract for an air card so that tablets/laptops can communicate with DPW servers from the field. Use for recording stormwater system conditions. Create reports in the field with access to office server files.		$ 500
TOTALS FOR INITIATIVES PROPOSED BY THE DEPARTMENT				$ 330,500

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TOWN OF LAKE PARK - ANNUAL BUDGET

Sanitation Fund (404)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Replacement clam shell trash truck	28 cu.yd. body on a Class VII chassis (Continue with long range refurbish and replacement schedule)		$ 160,000
2	Refurbish front loader (Veh. No. 47)	Continue with long range refurbish and replacement schedule		$ 25,000
3	Replace cart tippers on rear loader (Veh. No. 42)	Rear loader is back up to recycling and garbage collection operations		$ 9,000
4	Place lift gate on pickup truck (Veh. No. 36)	Vehicle is used for transporting heavy, unwieldy loads on a regular basis		$ 3,000
5	Laptop 'air card'	Obtain annual contract for an air card so that tablets/laptops can communicate with DPW servers from the field. Use for filing sanitation violations and tracking waste loads during emergencies.		$ 500
6				
7				
TOTALS FOR INITIATIVES PROPOSED BY THE DEPARTMENT				$ 197,500

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Ordinance on First Reading

TAB 4

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 6, 2016 **Agenda Item No.** Tab 4

Agenda Title: An Ordinance of the Town Commission of the Town of Lake Park, Florida, Amending the Town Code at Chapter 2, Article V, Division 2, Entitled "Purchasing"

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[x] PUBLIC HEARING ORDINANCE ON 1st READING
[ ] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 6-24-16

Name/Title
HUMAN RESOURCES DIRECTOR.

Originating Department: **Human Resources and Finance Department**	**Costs: $ -0-** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Proposed Amended Purchasing Policy in Redline Format**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or **Not applicable in this case** **BMT** **Please initial one.**

Summary Explanation/Background:

At its June 4, 2014 meeting, the Town Commission adopted Ordinance 6-2014 amending the Town's Purchasing Policy and Procedures codified at Chapter 2, Article V, Division 2 of the Town of Lake Park Code of Ordinances. From time to time, it is important that the Town's policies and procedures be reviewed to make sure that they are as current as possible.

Staff has reviewed the Town's purchasing policies as revised in June of 2014, and has determined that further revisions need to be made in order to reflect best municipal purchasing practices, and to address some housekeeping changes.

Therefore, below you will find a brief summary of substantive revisions that are being proposed and the rationale for such revisions:

Section Proposed to be Modified	Rationale
§2-242(d). Supplementary General Principles of Law Applicable	Changes "vendors" to "offerors" and revises the language pertaining to women owned businesses enterprises to comply with F.S. 288.703. Please note that the word "vendors" is changed to "offerors" in several sections of this Ordinance.
§2-245 Definitions	Revises several definitions to clarify them and make them more legally sufficient.
§ 2-246. Organization	Provides that the town manager is the Town's purchasing agent (pursuant to the Town Chapter 2, Article III, § 2-82 pertaining to the powers and duties of the Town Manager) and the processing of a purchasing requisition.
§2-248)l) Competitive Sealed Bid Process (Definition of responsive bidder)	Removed as "responsive bidder" is defined in the Definitions section.
§2-248(m) Competitive Sealed Bid Process (tie bids)	Reduces and clarifies the criteria for breaking a tie bid among two or more offerors.
§2-249 Competitive Sealed Proposal Process	Clarifies language pertaining to competitive sealed proposals

§2-249(2) Competitive Sealed Proposal Process	Clarifies language pertaining to the consultants services that are not subject to the Competitive Negotiation Act (CCNA)
§2-250(f) Alternative Source Selection (field purchase orders)	Deletes language that describes a process that is administrative in nature.
§2-251(6) Contract Document	Revises the language describing the process for renewing a contract and changes the period for which a contract may be renewed from a maximum of two years to a period that may not exceed three years or the term of the original contract, whichever is longer.
§2-256 Bid Preferences	Clarifies the criteria according to which bid preference may be provided.

In addition to the above substantive amendments, staff has made several non-substantive housekeeping clarifications, as well as grammatical and clerical corrections, which are identified throughout the attached Ordinance in underlined format.

<u>Recommended Motion:</u> I move to approve Ordinance 4-2016 **on first reading.**

EXHIBIT A

~~O~~RDINANCE NO. 4-2016

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN CODE AT CHAPTER 2, ARTICLE V, DIVISION 2, ENTITLED "PURCHASING" PROVIDING FOR THE AMENDMENT OF SECTION 2-242 TO PROVIDE PREFERENCES TO CERTIFIED MINORITY OWNED BUSINESSES; PROVIDING FOR THE AMENDMENT OF~~TO AMEND~~ SECTION 2-244 ~~ENTITLED "APPLICATIONS AND EXCLUSIONS"~~; PROVIDING FOR THE AMENDMENT OF SECTION 2-245 TO AMEND~~ING~~ AND ADD~~ING~~ DEFINITIONS; PROVIDING FOR THE AMENDMENT OF SECTION 2-246 DESIGNATING THE TOWN MANAGER AS THE TOWN'S PURCHASING AGENT~~ENTITLED "ORGANIZATION"~~; PROVIDING FOR THE AMENDMENT OF SECTION 2-247 ~~ENTITLED "PROCUREMENT"~~ MAKING MINOR CHANGES TO THE TEXT; PROVIDING FOR THE AMENDMENT OF SECTION 2-248 TO CHANGE THE TERM BIDDER TO OFFERER ~~ENTITLED "COMPETITIVE SEALED BID PROCESS"~~; PROVIDING FOR THE AMENDMENT TO SECTION 2-249 PERTAINING TO CONSULTANTS NOT SUBJECT TO THE CCNA ~~ENTITLED COMPETITIVE SEALED PROPOSAL PROCESS. REQUESTS FOR PROPOSALS (RFP) OR REQUESTS FOR INFORMATION (RFI)"~~; PROVIDING FOR THE AMENDMENT TO SECTION 2-250 DELETING FIELD PURCHASE ORDERS~~ENTITLED "ALTERNATIVE SOURCE SELECTION"~~; PROVIDING FOR THE AMENDMENT TO SECTION 2-251 TO LIMIT THE TERM OF THE RENEWAL OF A CONTRACT ~~ENTITLED "CONTRACT DOCUMENT"~~; ~~SECTION 2-252 ENTITLED "PROTESTED SOLICITATIONS AND AWARDS"; SECTION 2-253 ENTITLED "SUSPENSION AND DEBARMENT"; SECTION 2-254 ENTITLED "INSPECTION AND TESTS"; SECTION 2-255 ENTITLED "EQUAL OPPORTUNITY/MINORITY AND WOMEN BUSINESS ENTERPRISES"~~; PROVIDING FOR THE AMENDMENT OF ~~REMOVING~~ SECTION 2-256 PERTAINING TO~~ENTITLED "CONFLICT OF INTEREST"; AND, ADDING NEW SECTION 2-256 "~~BID PREFERENCES~~"~~; 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 ("Town") is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town has codified a procedure governing the procurement of goods and services, in which the Town has established procedures and the methods of procurements to be used when the Town desires to purchase goods and services; and

WHEREAS, it is generally in the best interest of the Town to use competitive procurement methods in order to obtain the best price and maximize the value of public funds in procurements; and

WHEREAS, establishing procurement methods and procedures for Town purchases, will provide for the fair and equitable treatment of persons and entities involved in purchasing by the Town, and establish safeguards for maintaining a procurement system of quality and integrity; and

WHEREAS, Town staff has recommended to the Town Commission that it amend Chapter 2, Article V, Division 2, Sections 2-244,2-245, 2-246, 2-247, 2-248, 2-249, 2-250, 2-251, 2-252, 2-253, 2-254, 2-255, and 2-256; and

WHEREAS, the Town Commission has reviewed the recommendations of Town staff, and has determined that amending Chapter 2, Article V, Division 2, Sections 2-244,2-245, 2-246, 2-247, 2-248, 2-249, 2-250, 2-251, 2-252, 2-253, 2-254, 2-255, and 2-256 of the Town's Code of Ordinances is necessary to further the public health, safety and welfare.

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

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

Section 2. Chapter 2, Article V, Division 2, Sections 2-244,2-245, 2-246, 2-247, 2-248, 2-249, 2-250, 2-251, 2-252, 2-253, 2-254, 2-255, and 2-256 of the Town's Code of Ordinances are hereby amended to read as follows:

DIVISION 2. PURCHASING

Sec. 2-241. General purpose.

The purpose of this division is to meet the following objectives:

(1) Establish policies governing all purchases and contracts;

(2) Encourage and promote fair and equal opportunity for all persons doing business with the town;

(3) Obtain goods and services of satisfactory quality and quantity at reasonable cost for the town;

(4) Permit the continued development of procurement policies and procedures through the promulgation of administrative regulations and internal procedures of purchasing and contracts;

(5) Foster effective broad-based competition within the free enterprise system; and

(6) Provide safeguards for the maintenance of a procurement system of quality and integrity.

Sec. 2-242. Supplementary general principles of law applicable.

(a) *Compliance with federal and state law.* The town shall comply with all applicable federal and state laws.

(b) *Principles of law and equity.* The principles of law and equity, including the Uniform Commercial Code of this state (F.S. chs. 670--680), laws relative to ethics, and laws relative to contract, agency, fraud, misrepresentation, duress, coercion, mistake or bankruptcy shall supplement the provisions of this division.

(c) *Access to procurement information.* Procurement information shall be a public record to the extent provided in F.S. ch. 119, and shall be available to the public as provided by law.

(d) *Preference to proposals for goods and services.* The town shall have the option to give preference to proposals for goods and services received from ~~vendors~~ ~~vendorsofferors~~ whose businesses are based within the town where price, quality and other relative factors are comparable, and to certified minority owned business

enterprises ~~or women-owned business enterprises~~as defined by F.S. 288.703.~~in this ordinance.~~

Sec. 2-243. Requirement of good faith.

The provisions of this division require all parties involved in the development, performance or administration of purchasing contracts of the town commission to act in good faith.

The town commission recognizes that fair and open competition is a basic tenant of public procurement; that such competition reduces the appearance and opportunity for favoritism and inspires public confidence that contracts are awarded equitably and economically, and that documentation of the acts taken and effective monitoring mechanisms are important means of curbing any improprieties and establishing public confidence in the process by which commodities and contractual services are processed. The purchase of all commodities and services will be in accordance with town policy, codes, regulations and all applicable state statutes.

Sec. 2-244. Application and exclusions.

(a) The provisions of this division shall apply to every purchase/procurement by the town, irrespective of their fund source, including state and federal assistance monies, except as otherwise specified by law. Items in this category shall be paid for through a request for disbursement or other payment approval techniques. The provisions of this division shall not apply to:

(1) Interlocal agreements between the town commission and nonprofit organizations or governmental entities including the procurement, transfer, sale or exchange of goods and/or services.

(2) Payment of dues and memberships in trade or professional organizations; subscriptions to periodicals; title insurance for real property; court reporter services; water, sewer and electrical utility services; copyrighted materials; patented materials; and fees and costs of job-related seminars and training.

(3) Real property.

(4) Legal services, including attorney, paralegal, expert witness, appraisal, or mediator services.

(5) ~~Auditing services.~~ Accounting services, including consultation and auditing services.

(6) Lectures by individuals.

(7) Goods and/or services given, or accepted by the town via grant, gift or bequest.

(8) Goods purchased with petty cash in accordance with established town procedures.

(9) Goods and/or services purchased under contract with the federal, state or any other municipal government or government agency or political subdivision providing the ~~vendor~~ offeror extends the same terms and conditions of the contract to the town.

(10) Items purchased for resale to the general public.

(11) Permits (payable to governmental entities).

(12) Approved travel expenses.

(13) Insurance.

(14) Health services.

(15) Conferences and travel.

(16) Utilities bills.

(17) Consultants, for the purpose of marketing studies, grant writing and management, Community Redevelopment Plan modification, and other project related services limited to projects less than $9,999.99.

(~~17~~18) Normal recurring disbursements not for the purpose of acquiring goods and services.

(b) The exclusions listed above do not preclude the town from procuring such goods and/or services using the procedures listed in this division.

(c) The minimum requirements of this division do not preclude additional procedures from being taken as deemed appropriate by the town manager or town staff.

Sec. 2-245. Definitions.

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

~~*[Agreement:* The written agreement between the Town of Lake Park and or covering the work to be performed; other contract documents are incorporated into or referenced in the agreement and made a part thereof as provided therein.*Agreement:* The written agreement between the Town of Lake Park and vendor covering the work to be performed; other contract documents are incorporated into or referenced in the agreement and made a part thereof as provided therein.~~

Amendment: A modification, deletion or addition to an executed contract by means of a formally executed document signed by both parties.

Bid: A formal written price offer by an offeror~~vendor~~ to the town to furnish specific goods and/or services in response to an invitation to bid.

Bid award: A contract and/or purchase order to the selected ~~vendor~~ offeror to provide specific commodities and/or services to the town for which funds have been appropriated by the Town of Lake Park Commission.

Bid criteria: The basis upon which the town will rely to determine acceptability of a bid or proposal, as stated in the bid or the proposal, including, but not limited to, inspection, testing, quality, workmanship, delivery, price, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total cost or life cycle costs.

Blanket purchase order: A purchase order under which vendor agrees to provide goods and/or services to a purchaser on a demand basis.

Certificate of contract completion: A form which indicates that a project has been satisfactorily completed and the contractor has paid all labor, materials and other charges against the project in accordance with the terms of the contract.

Certificate of insurance: A document which shows proof of insurance, coverage, types and amounts. ~~[and coverage of names the town as an individual insured pursuant to Section 2-265 of this Ordinance.]~~

Change order: A written instrument issued on or after the effective date of the formal written contract or purchase order which, when duly executed by the town and contractor, amends the contract documents to provide for a change in the work or in the provisions of the contract documents, or changes in contract price or contract time, or any combination thereof.~~[A change order to a purchase order must be approved by the finance director and/or town manager for all changes that affect the original dollar amount by an increase of ten (10%) percent or more. Change orders of $10,000.00 or more shall proceed pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.]~~

~~. A change order to a purchase order must be approved by the finance director and/or town manager for all changes that affect the original dollar amount by an increase of ten (10%) percent or more. Change orders of $10,000.00 or more shall proceed pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.~~

Commodities: ~~Any tangible personal property other than services or real property.Any tangible personal property other than services or real property.~~ Anything defined in 287.012(5), F.S.

Consultants Competitive Negotiation Act (CCNA): The state statute that applies to the ~~A~~acquisition~~s~~ of architectural, engineering, landscape architectural or surveying and mapping services where the estimated cost of the planning or study activity with professional services fees exceeds $35,000.00 (the Category Two threshold amount), or where the estimated basic project construction cost exceeds ~~which are solicited in accordance with the provisions of (F.S. § 287.055).~~$325,000.00 (the Category Five threshold amount).

Consulting services – non-CCNA: If the solicitation is not for architectural, engineering, landscape architecture or surveying, the CCNA bidding process is not to be utilized. ~~All other professional services which are solicited pursuant to a competitive process as defined herein, but which that do not fall under the definition of professional services for are not required to by state statute to comply with the Consultant Competitive Negotiation Act (CCNA).~~

~~*Consulting services contract:* A continuing contract to retain the services of a consultant(s). The authorization for performance of services by the consultant shall be in written form issued and executed by the town and signed by the consultant.~~

~~*Consulting services contract:* A continuing contract to retain the services of a consultant(s). The authorization for performance of services by the consultant shall be in written form issued and executed by the town and signed by the consultant.*Consulting services contract:* A continuing contract to retain the services of a consultant(s). The authorization for performance of services by the consultant shall be in written form issued and executed by the town and signed by the consultant.~~

Contract: ~~A deliberate verbal or written agreement between two or more competent parties to perform or not perform a specific act or acts, or any type of agreement (regardless of what it is called) for the procurement or disposal of goods, services or construction in exchange for money or other consideration. An authorized purchase order is a contract even though it is only signed by the town manager, finance director or designee.~~ An agreement with sufficient consideration between two or more parties which sets forth the total legal obligations of the parties.

Cooperative purchasing: A method of purchasing the same goods or services with the same terms and conditions utilizing a contract issued by another public agency that has fulfilled the requirements of competitive solicitation (commonly referred to as "piggybacking").

Debarment: The exclusion, for cause, of an ~~vendor~~ offeror or contractor from bidding and/or receiving a contract to do business with the town.

Design-build: The requirement for which a single contract with a design-build firm is entered into for the design and construction of a capital improvement construction project.

Designee: A duly authorized representative of a person, organization, or agency.

Discrimination: Any ~~vendor~~ offeror that has been placed on the discrimination vendor list as defined by F.S. § 287.134, shall not be able to transact business with the town to the extent as specified in § 287.134 (2) (b).

Emergency purchase: Procurement made in response to certain emergencies or when the delay caused by complying with all governing rules, regulations, and/or procedures would be detrimental to the health, safety and welfare of the town and/or its citizens or would create a hardship on the reasonable conduct of business in a timely fashion. Lack of planning, or funding surpluses, do not justify emergency purchases.

Estimate: A stated expectation of price based upon time, quantity or other qualifiers.

Evaluation committee: A committee comprised of ~~Town of Lake Park staff is hereby~~ town employees established for the purpose of evaluating ~~all~~ bids and proposals submitted in response to invitations for bids or requests for proposals for purchases with an estimated cost of $25,000 or more. The evaluation committee shall have no less than three voting members and shall consist of the following:

(1) The originating department director who in conjunction with the finance director appoints the other members of this committee ~~may appoint up to three other members of the same department~~; and

(2) The finance director who shall chair the evaluation committee as a non-voting member.

(3) The town attorney shall provide advisory legal assistance as requested.

Field purchase order: A purchase of less than $1,500.00 that does not require a purchase requisition or regular purchase order.

~~*Formal contract:* Represents a legal obligation on the part of each party to the form which results from both parties' signatures being affixed to the contract documents and some additional obligation imposed by law.~~

Health services: The procurement of any medical functions not covered by insurance, including but not limited to pre-employment physicals, random drug screening, medical consultations, and the contractual employment of the medical director for the county fire department.

Invitation for bids: ~~All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids for the procurement of construction, commodities, and/or services.~~ A written or electronically posted solicitation for competitive sealed bids.

~~*Letter of renewal:* A document, generated by either party, to renew or extend the contract in accordance with the terms of the original contract. Contract renewals will be requested by the department director of the originating department and prepared and approved by the town manager, finance director or designee and/or town commission where applicable per contract documents.~~

Local merchant: A merchant whose primary place of business is located within the municipal boundaries of the Town of Lake Park, Florida, and which has possessed a valid Town of Lake Park Business Tax Receipt for a minimum of one continuous year prior to the issuance of the invitation for bids or request for proposals.

Mandatory bid amount: The threshold dollar amount established as policy by the town commission at and above which the formal competitive sealed bid process shall be used, except as otherwise provided herein. The mandatory bid amount is $25,000.00 as established by the town commission.

Minority-~~owned~~ business enterprise (certified): ~~Any~~ A business ~~certified by the Office of Supplier Diversity which meets the criteria outlined by~~ as defined by F.S. § 288.703 (1). ~~, as amended from time to time~~.

Minority person: ~~Shall be~~ A person defined ~~as described~~ by F.S. § 288.703. ~~as amended from time to time~~.

Nonresponsive ~~bidder, proposer or~~ respondent: Any ~~vendor~~ offeror responding to an invitation to bid, request for proposals, or request for statement of qualifications that does not submit the required signed documents or submits incomplete ~~requested~~ documents and/or information.

Notice to proceed: A written notification from the town ~~manager or finance director or~~ his ~~designee~~ to the contractor to establish commencement of the contractor's responsibilities under the provisions of the contract.

Originating department: The town department issuing the invitation to bid, request for proposals, or request for statement of qualifications.

Palm Beach County Merchant: A merchant whose primary place of business is located within the boundaries of Palm Beach County, Florida, and which has possessed a valid Palm Beach County Local Business Tax Receipt for a minimum of one (1) continuous year prior to the issuance of the invitation for bids or request for proposals.

Person: Any business, individual, union, committee, club, or organization, or group of individuals.

~~*Piggyback:* A method of procuring the same goods or services utilizing a contract issued by another public agency that has fulfilled the requirements of competitive solicitation.~~

Procurement: Buying, purchasing, renting, leasing or otherwise acquiring any commodities and/or services for public purposes in accordance with the law, rules, regulations and procedure intended to provide for the economic expenditure of public funds. It includes, but is not limited to, all functions which pertain to the obtaining of any

supplies, materials, equipment and/or services including construction projects and capital improvement projects, as defined herein, required by the town.

~~*Professional services (PS):* A solicitation for responses for CCNA services which include architectural, engineering, landscape architectural, and registered land surveying and mapping services as defined and prescribed under F.S. § 287.055.~~

Project manager: A person designated by the town manager to manage and to ensure compliance with ~~town codes, resolutions, procedures, and specification for~~ contracts which he/she originates. ~~The project manager, along with the department director of the originating department is held accountable for contract compliance.~~

Proposal: An executed formal document submitted by an offeror ~~vendor~~ to the town stating the goods and/or service offered to satisfy the need as described in a request for proposals (RFP), request for statement of qualifications (RFQ) or a request for information (RFI).

Public entity crime: A violation as defined in F.S., § 287.133(1)(g). ~~A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in F.S. § 287.017 for category two for a period of 36 months following the date of being placed on the convicted vendor list.]~~

Public notice: The required notification or advertisement of an invitation to bid, request for proposal, or other competitive solicitation provided for in this division, to be given to prospective ~~vendors~~offerors for a reasonable/required period of time as determined by the town manager, which shall, at a minimum, include:

(i) Posting public notice on the town's official website; and

(ii) Notice in a newspaper of general circulation when required by applicable law.

The public notice shall describe the goods or services sought, and state the date, time and place of the bid/proposal/solicitation opening.

~~*Public record:* Upon award recommendation or ten days after opening, invitation to bid, request for proposals, request for statement of qualifications and request for information become public records and shall be subject to public disclosure consistent with F.S. ch. 119. Sealed bids, proposals, or replies received by the town pursuant to a competitive solicitation are exempt from public disclosure until such time as the town provides notice of its intended decision or until 30 days after opening the bids, proposals, or final replies whichever is earlier. F.S. ch 119.071(2).~~

Purchasing agent: The town manager pursuant to Chapter 2, Article III, § 2-82.

Purchase order: The town's document used to authorize a purchase transaction with a vendor, which contains provisions and/or descriptions for goods and/or services ordered. Acceptance of a valid purchase order by a vendor shall constitute a legally binding contract.

Purchasing card: A method of payment whereby charges are paid based on receipts or invoices at month end utilizing a supplier-specific credit card and not requiring a purchase order.

~~*Quotation:* Any offer by a vendor to the town to furnish specific goods and/or services at a stated price.~~

Request for a Quote~~ation:~~ ~~Any offer by a vendor~~offeror ~~to the town to furnish specific goods and/or services at a stated price.~~ An oral or written request for written pricing or services, information for commodities or contractual services.

Request for information (RFI): A solicitation ~~for~~ of responses from interested and prospective offerors ~~vendors/contractors~~ to provide information to determine specifications, qualifications and/or capabilities to satisfy a need rather than a firm specification and in which the respondent may be given latitude in order to develop a product and/or service which will fulfill the need. ~~[Upon receipt of responses to the RFI, the town may develop specifications for an invitation for bid or criteria for a request for proposal, either of which may be issued to qualified proposers that submitted responses to the RFI.]~~

Request for letters of interest: A solicitation of responses from interested and prospective ~~vendors~~offerors to provide information and/or specifications in order to determine qualifications and/or capabilities to satisfy a need rather than a firm specification, and in which the ~~vendor~~offeror may be given latitude in order to develop a product and/or service which will fulfill the need.

Request for proposal (RFP): ~~A solicitation of responses for commodities and/or services for which the scope of work, specifications or contractual terms and conditions cannot reasonably be closely defined. Evaluation of a proposal is based on prior established criteria wherein the RFP shall state the relative importance of price and other evaluation factors.~~ A written or electronically posted solicitation for competitive sealed proposals.

~~*Request for qualification (RFQ):* Solicitation for statement of qualifications pursuant to F.S. § 287:055, known as the Consultants Competitive Negotiation Act (CCNA).~~

Request for information: A written or electronically posted request made by the town to vendors for information concerning commodities or contractual services.

Responses to these requests are not offers and may not be accepted by the town in the form of a binding contract.

Requisition: An internal document generated by the originating department and forwarded to the town manager or finance director requesting purchase of commodities and/or services.

Responsible offeror ~~bidder~~, proposer, or respondent: A person or business entity who has the capability in all respects to fully perform fully the contract requirements, and the ~~tenacity, perseverance, experience,~~ integrity, ~~ability,~~and reliability, ~~capacity, facilities, equipment, financial resources and credit which~~ that will assure good faith performance.

Responsive bid, proposal or reply: A bid, proposal or reply submitted by a responsive and responsible ~~bidder~~ offeror, that ~~which~~ conforms in all material respects to the solicitation ~~invitation for bids~~.

Responsive ~~bidder~~ offeror: An offeror ~~bidder~~ that has submitted a bid, proposal, or reply that~~which~~ conforms in all material respects to the solicitation ~~invitation for bids~~.

Responsive bid proposal: A bid proposal, or reply submitted by a responsive and responsible ~~proposer~~ offeror~~,~~ which conforms in all material respects to the solicitation ~~request for proposal~~.

Responsive ~~proposer~~ offeror: An ~~proposer~~ offeror that has submitted a bid proposal, or reply that ~~which at a minimum~~ conforms in all material respects to the request for proposal.

Sales tax recovery: An option, resulting from the town's tax exempt status, reserved by the town to purchase all, any, or none of the materials and equipment included in each contract agreement directly from the manufacturer or supplier.

Sole source: The only existing source of an item or service which meets the needs of the originating department as determined and documented by a reasonable analysis of the marketplace. If in the process of a public bid, only one response is received, the town manager or finance director may proceed as a sole source purchase.

Specification: A concise statement of terms, conditions and a set of requirements to be satisfied by a product, material, service, or process used in an invitation for bids, request for proposals, and request for statement of qualifications. It may include a description of any requirement for inspecting, testing, or preparing a commodity, service, or construction item for delivery.

Surety bonds: A document from the contractor, which is issued to guarantee that an obligation will be fulfilled. The nature of the obligation determines the type of bond that will be issued. The types of surety bonds include: license and permit bonds, public official bonds, bid, performance, labor, material and payment bonds.

Suspension: The temporary debarment of an offeror ~~vendor~~ for a period not to exceed three years.

Town: ~~When herein referenced refers to t~~The Town of Lake Park.

Veteran business enterprise: Any business- which meets the definition of F.S. § 295.187 (3), and which has been certified by the Department of Management Services.

Warranty: The representation, either expressed or implied, that a certain fact regarding the subject matter of a contract is presently true or will be true.

~~[*Woman-owned business enterprise*: Any business which meets the criteria outlined by F.S. § 288.703, as amended from time to time and which has submitted the required documentation to the Florida Office of Supplier Diversity and obtained certification from that office as a woman-owned business enterprise.~~

Sec. 2-246. Organization.

The town manager is the town's purchasing agent. Once the purchase of goods or services has been approved, a purchase requisition form shall be properly completed by the department director who shall submit it to the finance department for final approval by the town manager. The finance department shall be the agency through which the town will conduct all of its procurement and contracting for all supplies, material, equipment, contractual services, professional and consultant services, construction and/or combination of goods and services. When a field purchase order is used, a requisition need not be completed but the field purchase order should be approved by the department director, and a copy of the field purchase order promptly sent to the finance department.

Sec. 2-247. Procurement thresholds.

(a) *Twenty-five thousand dollars or more estimated cost.* Any purchase with an estimated cost of $25,000.00 or more, except in an emergency situation (as determined by the town manager), or when involving single-source commodities (as determined by the finance director or town manager) must have an invitation to bid or request for proposal formally advertised in a newspaper of general circulation in the county, for a period of time as specified in Section 2-248(c) prior to the date set for submittal of bids or proposals. All purchases with an estimated cost of $25,000 or more shall proceed pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.

(b) *Ten thousand dollars through $24,999.99.* All purchases having a value between $10,000.00 through $24,999.99 must have at least three written quotes from ~~vendors~~ offerors. The results should be summarized by the originating department, and the purchase reviewed by the finance director, and approved by the town manager. Three quotes are not required in emergency situations or when involving single-source commodities, as determined by the finance director and the town manager. All purchases with an estimated cost of $10,000.00 or more shall proceed in pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.

(c) *Fifteen hundred dollars through $9,999.99.* All purchases having a value of $1,500.00 through $9,999.99 must have at least three documented ~~phone~~ quotes

~~documented~~ obtained by the originating department. The documentation ~~should~~ shall include the vendor name, phone number, contact person, and quoted price. The town manager, ~~finance director or the designee's assistant~~ must approve all purchases between the amounts of $1,500.00 and $9,999.99. Appropriate quotes should be submitted to the finance department with the purchase requisition. All purchases having a value of between the amounts of $1,500.00 and $9,999.99 shall proceed in accordance with Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.

(d) *One cent through $1,499.99.* All purchases having a value between $0.01 and $1,499.99 may be made using a field purchase order (FPO). It is the responsibility of the originating department to ensure that items are obtained at a competitive price, and that the department has not exceeded the line-item budgetary appropriation for the items purchased. The originating department shall not use field purchase orders to make more than one purchase of the same item within five business days if the total cost is more than $1,499.99.

(e) *Review of purchases.* The finance department may review purchases from time to time to ensure the validity of the purchase, including but not limited to, a confirmation of the need for the items purchased, verification of the department's report and its supporting documentation, the adherence to these purchasing procedures, and the overall integrity of the process used. One copy of each field purchase order shall be immediately forwarded to the finance department by the originating department after completion of the purchase.

(f) *Aggregate Annual Amounts.* All references to bids and purchases and amounts established for bid parameters shall be deemed to be aggregate annual amounts, to the extent feasible by each department. The total annual expected value of the purchase is to be used to determine the type of bid process to be applied. There shall be no artificial division of orders, piecemeal orders or other plans of order diversion or pyramiding to avoid said requirement.

(g) *Unauthorized purchases prohibited.* Unless specifically identified and approved it shall be prohibited for any town employee to order the purchase of any goods or services or make a contract other than through the finance director unless otherwise provided herein. Any purchase or contract made contrary to the provisions hereof are not authorized and shall not be binding upon the town, even though said goods and/or services are used or consumed in support of the effort of the town.

Sec. 2-248. Competitive sealed bid process.

(a) *Threshold amount.* The threshold dollar amount established as policy by the town commission at and above which the competitive sealed bid process shall be used, except as otherwise provided herein shall be $25,000.00.

(b) *Invitation for bids.* Shall include the specifications, scope of service, and all terms and conditions applicable to the bid and shall set forth the evaluation criteria to be used to determine the award.

(c) *Publication of notice.* Public notice of the invitation to bid shall be published in a newspaper of general circulation in the county for a period of time, as determined herein, prior to bid submittal deadline, and posted on the Town of Lake Park official web site. The public notice shall state the place, date, and time of bid opening.

(1) For bids estimated to be from $25,000.00 or more and expected to be less than $200,000.00, the public notice of the invitation to bid shall provide a minimum of 21 days for submission of bids.

(2) For bids estimated to be more than $200,000.00 public notice of the invitation to bid shall provide at least 30 days for submission of bids unless determined by the town manager or finance director to not be in the best interest of the town.

(d) *Bid submission.* Bids must be submitted in a sealed envelope no later than the time and date set forth as the bid submittal deadline and at the location specified in the invitation to bid. Any bids received later than the bid submittal deadline or at any other location than as specified in the invitation to bid shall not be accepted and shall be returned unopened to the ~~bidder~~ offeror. It shall be the ~~bidder~~ offerors sole responsibility to ensure that its bid reaches the specified place for receipt of bids by the specified deadline. The town shall bear no responsibility for any failure of the U.S. Postal Service, other courier service or town employee to successfully deliver a bid to the designated delivery location. It is noted that ~~bidders~~ offerors shall be allowed to withdraw their bids at any time prior to bid opening.

(1) All bids and accompanying documentation received from ~~bidders~~ offerors in response to an invitation to bid become the property of the town, and will not be returned to the ~~bidders~~ offerors. In the event of a contract award, all documentation produced as part of the contract shall become the exclusive property of the town.

(e) *Bid acceptance and evaluation.* Bids shall be accepted from all qualified ~~vendor~~ offerors except as otherwise provided herein and shall be evaluated based on the requirements set forth in the invitation for bid. Unsolicited alternates will not be considered.

The town may, at any time and in its sole discretion, reject all bids and/or re-advertise for bids using the same or different specifications and terms and conditions.

(f) *Bid opening.* Bids shall be opened publicly in the presence of one or more witnesses at the time and place specified in the invitation to bid. At the time of public opening, the town clerk or designee will officiate at all public bid opening of sealed bids, and shall announce and record the name of each bidder, the amount of each bid and such other relevant information as the town manager deems appropriate.

(g) *Public record.* Upon award recommendation or ten days after opening, bids become public records and shall be subject to public disclosure consistent with F.S. ch. 119.

(h) *Cancelling or postponing invitation to bid.* The town manager or finance director may, prior to bid opening, elect to cancel an invitation to bid or postpone the date and/or time of bid submission or opening. In such situations, an addendum will be issued.

(i) *Withdrawal of bids.* An offeror ~~bidder~~ can withdraw its bid up to the time listed for receipt of bids. If an offeror ~~bidder~~ unilaterally withdraws its bid without permission after bid opening, the finance director may suspend the vendor from participating in future bids for up to three years.

(j) *Corrections to bids.* The following shall govern the corrections of information submitted in a bid when the information is a material factor in determining the responsiveness of the bid.

(1) Errors in extension of unit prices or in multiplication, division, addition or subtraction in a bid may be corrected by the finance director or designee prior to award. In such cases, the unit prices bid shall not be changed. When ~~bidders~~ offerors quote in words and in figures on items on the bid sheet and the words and figures do not agree, the words shall govern and the figures shall be disregarded.

(2) Nothing herein is intended to prohibit the acceptance of a voluntary reduction in price from the low ~~bidder~~ offeror after recommendation to award bid to the low ~~bidder~~ offeror, provided such reduction is not conditioned on, or does not result in, the modification or deletion of any specifications or conditions contained in the invitation to bid.

(k) *Standards~~Responsible bidder offeror~~.* Factors to be considered in determining whether the standard of responsibility for ~~bidders/proposer~~ offerors has been met include whether, in the town's determination, an offeror ~~prospective vendor/contractor~~ has:

(1) Appropriate financial, material, equipment, facility, and personnel resources, experience, knowledge and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements as demonstrated by the ~~vendor~~ offerors submitted bid documents.

(2) A satisfactory record of performance on similar projects as set forth by the ~~vendor~~ offerors submitted bid documents and as verified by the town.

(3) A record of integrity that is satisfactory to the town.

(4) Documented that it is legally established to conduct business and to contract with the town.

~~(l) *Responsive offeror bidder.* A bid shall be considered responsive only if it conforms to the requirements of the invitation for bids concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of required~~

~~documents and signed forms and any other matter unequivocally stated in the invitation for bids.~~

(~~m~~l~~m~~) *Tie bids.* If two or more ~~bidders~~ offerors are tied, the tie may be broken and the successful ~~bidder~~ offeror selected by the following criteria presented in order of importance and consideration:

(1) Quality of the items or services bid if such quality is ascertainable.

(2) Delivery time if provided in the bids by the ~~bidders~~ offerors.

~~(3) Certification of a "Drug-Free Workplace Program" which meets criteria established in F.S. § 287.087.~~

~~(4) Physical location of the vendors with award preferences in the following order of priority for purposes of tabulating and/or ranking proposals:~~

~~i. A local merchant (first priority).~~

~~ii. A Palm Beach County merchant (second priority).~~

~~iii. A Florida merchant (third priority).~~

~~iv. A minority business enterprise certified pursuant to the provisions of F.S. § 288.703, as amended from time to time.~~

(3) If it is impossible with any reasonableness to determine if any of the above criteria have been met, or if application of the above criteria do not resolve the issue, the award will be given to that ~~bidder~~ offeror whose bid was received earliest in time by the town as indicated by the time clock stamp impressed upon the bid envelope of each ~~bidder~~ offeror.

(m~~n~~) *Bid award.* Award will ordinarily be made to the lowest responsive and responsible ~~bidder~~ offeror whose bid meets the requirements and criteria set forth in the invitation for bids. Notice of intent to award, along with a tabulation of the bid/proposal results, shall be posted by the town clerk on the town's official website five business days prior to the commission award. All ~~bidders, proposer~~ offerors, or contractors affected by the proposed award of contract will also be notified by the town clerk at the time of posting, via telefax or other means, of the intended award. The award shall be effective upon approval by the town commission and upon issuance of a purchase order, execution of a contract, or written notice of award by the finance director or town manager. The town may reject any bid prior to such issuance. In the event only one bid is received, the town may award to the sole ~~bidder~~ offeror if the bid is deemed to be reasonable and in the best interests of the town or to request new bids. In the event all bids exceed budgeted funds, the finance director, with direction of the town manager, in cooperation with the department director of the originating department, is authorized, when time or economic considerations preclude re-solicitation to negotiate an adjustment

of the bid price and/or bid specifications with the low responsive and responsible ~~bidder~~ offeror in order to bring the bid within the amount of budgeted funds.

(n~~e~~) *Rejection or award of bids.*

(1) The town reserves the right to accept or reject any and all bids and/or to make award to the lowest responsive and responsible ~~bidder~~ offeror whose bid meets the requirements and criteria set forth in the invitation ~~to~~ for bid and whose award will, in the opinion of the town, be in the best interest of and most advantageous to the town.

(2) Factors to be considered in determining whether the standard of responsibility has been met include whether a prospective offeror ~~vendor/contractor~~ has provided:

a. Appropriate financial, material, equipment, facility, and personnel resources, experience, knowledge, and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements as demonstrated by the offeror ~~vendor~~ in the bid documents;

b. A satisfactory record of performance on similar projects as specifically set forth in the bid submitted by the offeror ~~vendor/contractor~~ and verified by the town;

c. A record of integrity that is satisfactory to the town;

d. Documentation that the offeror ~~vendor/contractor~~ is a legally established business entity, is in good standing, and is able to conduct business in the state of Florida and to contract with the town;

e. A summary~~record~~ of any and the identification of all parties pertaining to all litigation ~~involving~~ which the offeror has been a party over the past five years; and

~~e~~f. All necessary information in connection with the inquiry concerning responsibility including but not limited to any current licenses, permits, insurance, or official documentation of its legal status.

The offeror ~~prospective vendor/contractor~~ shall supply the above information or documentation to the town as part of the bid documents it submits to the town pursuant to the town's invitation to bid. If an offeror ~~vendor/contractor~~ fails to supply such information the town shall consider the bid documents submitted to be not responsive to the invitation to bid and find the offeror ~~prospective vendor/contractor~~ nonresponsive.

(3) The town may conduct a prequalification process to evaluate the responsibility of potential offerors ~~vendors/contractors~~ and may then limit acceptance of bids or proposals to those offerors ~~vendors/contractors~~ deemed qualified in such process.

(o~~p~~) *Changes and amendments.* The finance director and/or town manager may authorize changes/amendments for construction, and goods and/or services within the overall scope of the project or procurement pursuant to § 2(10) of Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager. If the amendment/change order exceeds the maximum amounts herein, the amount of the amendment/change order must be approved by the town commission. If the change is outside the scope of the original project or procurement as determined by the finance director and/or town manager, a new invitation to bid must be issued, unless an emergency or sole source situation exists. Should an emergency or sole source situation exist, a new contract with the existing contractor may be negotiated and presented to the town commission for approval, provided such contractor is qualified and available to perform on the new project, or is capable of securing the services of a qualified subcontractor. Extensions of time frames for completion of contracts may be authorized by the finance director and/or town manager.

A change order to a purchase order must be approved by the finance director and/or town manager for all changes that affect the original dollar amount by an increase of ten (10%) percent or more. Change orders of $10,000.00 or more shall proceed pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.

Sec. 2-249. Competitive sealed proposal process. ~~Requests for proposal (RFP) or requests for information (RFI).~~

The competitive sealed proposal process shall consist of the following:

~~When it is determined by the town manager that the use of competitive sealed bidding is either not practical or not advantageous to the town, the competitive proposal process may be used as an alternative to the competitive bid process.~~

~~(a)~~ *Public notice.* Public notice of the request for proposal or request for statement of qualification shall be given in the same manner as provided for competitive sealed bidding except all RFP or RFQ require a minimum of 21 days for submission of proposals unless determined by the finance director to be not in the best interest of the town.

~~(b) *Evaluation factors.* The request for proposals shall state the relative importance of price and other evaluation factors as listed in the request for proposal.~~

~~(c)~~ *Submission.* Proposals must be received no later than the specified time and date and at the location specified for submission in the request for proposal (RFP) or request for statement of qualifications (RFQ). No proposal shall be accepted after such time or at any other location than specified; any proposal received later or at any other location than specified shall be returned unopened.

~~(d)~~ *Proposal cancellation or postponement.* The town manager, finance director or designee may, prior to the RFP or RFQ due date, elect to cancel or postpone the date and/or time for submission or opening. In such situations an addendum will be issued.

(~~e~~d) *Discussion with responsible ~~proposer~~ offeror and revisions to ~~proposals.~~ ~~as~~ ~~P~~proposals as* provided in the request for proposals, discussions may be conducted with any responsible ~~proposer~~ offeror that submits a proposal determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. ~~Proposer~~ Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no exchange of information regarding the content or feasibility of the proposals to competing ~~vendors~~ offerors.

A ~~proposer~~ offeror ~~or bidder~~ shall not communicate with any town elected or appointed official or employee other than a person listed in the bid or contract documents as the contact person for a particular bid or contract- prior to the time an award decision has been made by the town. Any communication between the ~~proposer~~ offeror ~~or bidder~~ and the town shall be submitted in writing to the office of the town clerk ~~employee~~ as listed in the bid or contract documents and shall be solely for the purposes of obtaining information or clarification necessary to develop a responsive, accurate- proposal or bid. If an ~~proposer~~ offeror ~~or bidder~~ fails to observe this restriction on communications, it shall be grounds for disqualifying the offending ~~proposer~~ offeror ~~or bidder~~ from consideration for award of the proposal or bid.

(e) *Proposal evaluation.* Award shall be made to the most responsive, responsible ~~proposer~~ offeror whose proposal is determined to be the most advantageous to the town in accordance with the evaluation criteria contained in the RFP/RFQ. Evaluation of proposals may be made in a multi-step selection process as set forth in the RFP or RFQ.

(f) *Award.* Notice of the intent to award, along with a tabulation of the bid/proposal results, shall be posted by the town clerk on the town's official website five business days prior to the commission award. All ~~bidders, proposer,~~ offerors or contractors affected by the proposed award of contract will also be notified by the town clerk at the time of posting, via telefax or other means, of the intended award.

~~(f)~~(g) *Special consideration for consulting contracts:*

(1) Negotiations involving the Consultants Competitive Negotiation Act (CCNA) will be conducted by a team selected by the town manager.

(2) Consultant services – non-CCNA. Consultant services for services other than for architecture, engineering, landscape architectural or surveying and mapping services are acquired in compliance with policies outlined in invitation to bid and/or request for proposal.

~~(1)~~(3) ~~*Proposal vs. bid.* All of the guidelines specified for invitation to bid will apply to request for proposals unless otherwise stated in the guidelines for request for proposals.~~

~~(2) *Consultant services.* Consultant services for services other than for architecture, engineering, landscape architectural or surveying and mapping services are acquired in compliance with policies outlined in invitation to bid and/or request for proposal.~~

~~(1) Architectural, engineering, landscape architectural or surveying and mapping services are acquired using F.S. § 287.55, known as the Consultants Competitive Negotiation Act (CCNA).~~

(3) Design build contracts shall be established in compliance with F.S. § 287.055, known as the Consultants Competitive Negotiation Act (CCNA).

(4) Continuing consultant services. The Consultant's Competitive Negotiation Act (CCNA) does not provide criteria for negotiating a contract for continuing consultant services. Accordingly, ~~T~~the town ~~has~~will establish~~ed~~ a selection criteria in the RFP among consultants under continuing consultant services contracts. Consultant services required for any project, which is within the scope of a continuing service contract with the town, which services are within the scope of the Consultant Competitive Negotiations Act, shall be awarded as follows:

(h) The town manager and department director of the originating department shall determine which of the service providers then under continuing contract with the town are potentially capable of providing the required services.

(i) The town manager or finance director shall then request that each such provider submit a proposed scope of services and a fee quotation. The department director of the originating department shall review the proposals received. In the event he/she determines it to be in the best interest of the town, prior to completing his/her review, to enter into negotiations with any service provider which has submitted a proposal with respect to the proposed scope of services, the proposed fee, or both, in order to have the project completed in the most efficient and economical manner possible, upon the conclusion of any such negotiations, the department director shall complete review of the proposals.

(j) Upon completion of the proposals review, the department director of the originating department shall prepare and submit to the finance director and town manager his/her recommendation as to which service provider should, in his/her professional judgment, receive authorization to perform the work. In making such determination he/she shall take into account factors set forth in F.S. § 287.055 (4)(b), with respect to service providers then under continuing contracts with the town and the price for which the services are to be rendered.

(4k) The town manager will be the approving authority for all price proposals pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.

Sec. 2-250. Alternative source selection.

(a) *Small purchases.* Any purchase for an amount less than the mandatory bid amount may be made in accordance with those procedures promulgated in the Code; provided, however, no purchase shall be artificially divided so as to constitute a purchase for an amount less than the mandatory bid amount.

(b) *Sole source purchases.* The town manager may make or authorize a purchase without competitive bid when the department director of the originating department has documented in writing that such good and/or service is the only item that meets the need and is available through only one source of supply. Sole source purchases greater than $10,000.00 must be approved pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager. Written determinations documenting sole source purchases shall be retained for a period of at least three years.

(c) *Emergency purchases.* The town manager or designee may make or authorize emergency purchases as defined herein. The appropriate department director of the originating department shall document in writing that such goods and/or services need to be purchased on an emergency basis. Emergency purchases above the town manager's purchasing authority shall be approved by the town commission at the next regularly scheduled commission meeting. Written determinations documenting emergency purchases shall be retained for a period of at least three years.

(d) *Authority to waive bidding.* Bidding may be waived when it is determined to be not practicable or advantageous for the town as declared by the town commission.

(e) *Cooperative purchase~~s~~ing ("~~-~~piggybacking~~-~~").* Cooperative purchasing ~~or piggybacking~~ is only allowed for the purchase of the same product or service and limited only to variances in~~-~~ the quantity and or minor features of a product or service. The town may cooperatively purchase ~~or piggyback~~ from offerors ~~vendors or contractors~~ who have been selected after a competitive process and selected by other governmental entities who are subject to competitive solicitations by Florida law. The offeror ~~vendor or contractor~~ shall confirm in writing that it will provide the goods or services to the town based upon the~~-~~ terms of the contract which is the subject of the cooperative purchasing~~-~~. The town and the offeror ~~vendor or contractor~~ shall enter into a contract which incorporates the terms of the cooperative purchasing contract. Cooperative purchas~~es~~ing shall be subject to the approval levels specified in § 2-247.

~~(f) *Field purchase orders.* Field purchase orders may be utilized for purchases of less than $1,500.00. Field purchase orders do not require the preparation of a purchase requisition by the originating department or the approval of the finance director prior to the procurement of a commodity and/or service. The originating department is responsible for ensuring that a competitive price is received for the commodity and/or service ordered, and that the budgetary appropriation for the~~

~~commodity and/or service purchased is not over expended. The town manager or the finance department shall determine the integrity of such purchases.~~

(~~g~~f) *Construction services.* The procurement of construction services by the town shall be acquired in accordance with the competitive sealed bid process outlined in § 2-248.

(1) Bid security shall be required for all competitive sealed bidding for construction contracts when the total cost of construction is estimated by the town manager or the finance director to exceed $200,000.00. Bid security shall be an original bid bond executed by a surety company admitted and authorized to do business in the State of Florida. Cash, a certificate of deposit, treasurer's check, or a certified cashier's check satisfactory to the town may be tendered in lieu of the bid bond. Nothing contained herein shall prevent the town from requiring bid security on construction contracts of less than $200,000.00 as determined in the discretion of the town manager to be in the best interest of the town. Bid security shall be in an amount deemed sufficient by the town manager to ensure bid compliance but in no event shall the bid security be less than five percent of the bid amount.

(2) Bids or proposals which are submitted without the required bid security shall be rejected.

(3) Any person, firm or entity that enters into a written construction contract with the town which is for $200,000.00 or more shall, before commencing the work, execute and deliver to the town within the time specified by the contract or procurement documents, a payment and performance bond, each in the amount equal to or greater than 100 percent of the total contract price, unless the amount of the bonds is reduced to a lesser amount as determined by the town commission, but in no event shall the amount of each bond be less than 100 percent of the total contract price. The bonds shall be issued by a surety insurer authorized to do business in the State of Florida as a surety. The required bonds shall also be recorded in the public records of Palm Beach County. At the discretion of the town commission, any person or entity entering into a construction contract which is for $200,000.00 or less may be exempted from executing the payment and performance bond.

(4) In lieu of the bond required by this section, a contractor may file with the town an alternative form of security in the form of cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in F.S. Chapter 625, pt. IL. Any such alternative form of security shall be for the same purpose and be subject to the same conditions as those applicable to the bond required by this section. The determination of the value of an alternative form of security shall be made by the town manager.

(5) The bond must state on its front page: the name, principal business address, and phone number of the contractor, the surety, the owner of the property being improved, and, if different from the owner, the contracting public entity; the contract number assigned by the contracting public entity, and a description of

the project sufficient to identify it, such as a legal description or the street address of the property being improved, and a general description of the improvement. Such bond shall be conditioned upon the contractor's performance of the construction work in the time and manner prescribed in the contract and promptly making payments to all persons defined in F.S. § 713.01, as amended, who furnish labor, services, or materials for the prosecution of the work provided for in the contract.

(6) If at any time after the execution of the contract and the surety bonds, the town deems the surety or sureties upon such bonds to be unsatisfactory or, if for any reason such bonds cease to be adequate to cover the requirements of the contract, the town may require the contractor, at its sole expense and within five days after the receipt of notice from the town, to furnish an additional bond in such form and amount and with such surety as shall be satisfactory to the town. In such event, no further payment to the contractor shall be deemed to be due under the contract until such new or additional security shall be furnished in manner and form satisfactory to the town as to protect the interests of the town and ensure the payment of persons supplying labor and materials under the contract. Final payment of all construction projects shall be approved by the town manager after certification of completion from the community development director.

(7) Nothing herein shall prohibit the town from deleting line items within the invitation to bid and purchasing said items directly from a supplier in an amount not exceeding the bid amount per line item of the successful ~~bidder~~ offeror, without further bidding, in an effort to benefit from the town's tax exempt status.

Sec. 2-251. Contract document.

(a) *General provisions.* Every procurement of contractual services shall be evidenced by a written agreement embodying all provisions and conditions of the procurement of such services, which provisions and conditions shall not be limited to:

(1) A provision that bills for fees or other compensations for services or expenses be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

(2) A provision allowing unilateral cancellation by the agency for the refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of F.S. ch. 119 and made or received by the contractor in conjunction with the contract.

(3) Where feasible, a provision dividing the contract into units of deliverables, which shall include, but not be limited to, reports, findings, and drafts, that must be received and accepted in writing by the contract manager prior to payment.

(4) A provision specifying the criteria and the final date by which such criteria must be met for completion of the contract.

(5) A provision specifying that the offeror ~~vendor~~ (contractor) shall maintain the following- insurance coverages in the amounts specified below during the term of the contract and any extensions thereof:

a. Workers' compensation insurance for all employees of the contractor for statutory limits in compliance with applicable state and federal laws. Notwithstanding the number of employees or any other statutory provisions to the contrary, coverage shall extend to all employees of the contractor and all subcontractors. Employers liability limits shall be not less than $1,000,000.00 each accident; $1,000,000.00 disease-policy limit; and $1,000,000.00 disease-each employee.

b. Comprehensive general liability of $1,000,000.00, per occurrence, premises and operations, independent contractors, products and completed operations, personal and advertising injury, XCU coverage, and a contractual liability endorsement $2,000,000.00 aggregate.

c. Business auto liability of $1,000,000.00 per occurrence or combined single limit for bodily injury and property damage liability. This insurance shall be an "any-auto" policy including hired and non-owned auto liability coverage.

The town shall be included as an additional named insured under the general liability and automobile liability policies and a waiver of subrogation against the town shall be included in all workers' compensation policies. Current valid insurance policies meeting the requirements herein identified shall be maintained during the term of the contract, and any extensions thereof. A current certificate of insurance issued not more than 30 calendar days prior to the submission of the bid documents demonstrating the required coverages shall be submitted with

the ~~proposer~~ offerors ~~or vendor's~~ bid documents. There shall be a 30 day notification to the town in the event of cancellation or modification of any stipulated insurance policy. It shall be the responsibility of the contractor to ensure that all subcontractors are adequately insured or covered under their policies.

All certificates of insurance shall be subject to the town's verification and approval as part of the town's evaluation of the bid or proposal. The town may require the contractor ~~or vendor~~ to provide a complete certified copy of the insurance policy(ies). If the contractor ~~or vendor~~ includes the installation of machinery and/or equipment into an existing structure, the comprehensive general liability policy must include an endorsement covering same, including installation and transit.

The required insurance coverages shall be issued by an insurance company duly authorized and licensed to do business in the State of Florida with minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide: Financial Stability: B+ to A+.

All required insurance shall preclude any underwriter's rights of recovery or subrogation against the town with the express intention of the parties being that the required coverages protect both parties as the primary insurance for any and all losses covered by the above described insurance.

Violation of the terms of such insurance requirements shall constitute a material breach of the contract by the contractor and the town, at its sole discretion, may cancel the contract and all rights, title and interest of the contractor shall thereupon cease and terminate.

~~(6) Where applicable, a provision specifying that the contract may be renewed on a yearly basis for a maximum of two years after the initial contract, the terms under which the cost may change as determined in the invitation to bid or request for proposals; and that renewals shall be contingent upon satisfactory performance evaluations by the agency and subject to the availability of appropriate funds.~~ A provision specifying that the contract may be renewed for a period that may not exceed three years or the term of the original contract, whichever is longer, specifying the renewal price for the contractual service as set forth in the bid, proposal, or reply; specifying that costs for the renewal may not be charged; and, specifying that renewals are contingent upon satisfactory performance evaluations conducted by the town and subject to the availability of funds.

(~~7~~6) A provision specifying that the execution of the contract does not violate the Public Entity Crimes Act (F.S. § 287.133), and certifying that the offeror ~~vendors~~ or its subcontractor(s) under the contract have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within 36 months from the date of submitting the bid or proposal for the contract.

(b) *Signing of written agreement.* The written agreement shall be signed by the town manager and/or the mayor and an authorized representative of the contractor prior to the rendering of any contractual service, except in the case of a valid emergency as certified by the town manager.

Sec. 2-252. Protested solicitations and awards.

(a) *Right to protest.* Any actual~~,~~ or prospective~~, bidder or proposer~~ offeror that is allegedly aggrieved in connection with the solicitation or pending award of a contract may protest to the town's finance director.

(b) *Notice.*

(1) A written notice (e.g., letter, etc.) that a bid protest will be filed must be submitted to the office of the finance director no later than 5:00 p.m. Eastern Time, three business days from the time of initial posting of notice of intent to award. The notice of bid protest must be in writing, and must identify the protestant and the solicitation involved, and shall include a factual summary of the basis of the protest.

(2) The formal written protest must then be filed at the office of the finance director no later than 5:00 p.m. Eastern Time, within five business days after the date of filing the notice of bid protest. The formal written bid protest shall contain at a minimum the following information:

a. Identification of the name, address and contact information of the protestant and the solicitation involved;

b. A clear, brief, statement of the facts, legal arguments and other grounds on which the protest is based;

c. Identification of any applicable statutes, or ordinance(s), or other legal authority(ies) which the protestant deems applicable to the solicitation involved; and

d. A clear statement, in writing, of the specific nature of the relief requested by protestant.

e. Any additional written or physical materials, objects, statements, and arguments, which the protestant deems relevant to the issues raised in the request for review.

The protestant shall mail a copy of the notice of protest and the formal written protest to the finance director, and shall provide the town manager with evidence of such mailing.

(3) The formal written protest is considered filed with the town when it is received by the finance director and is not timely filed unless it is received by the

finance director within the times specified above. Failure to file a written notice of bid protest and subsequent formal written protest within the time period specified shall result in relinquishment of all rights of protest by the ~~vendor~~ offeror and abrogation of any further bid protest proceedings.

(4) These protest procedures shall be the sole remedy for challenging an award of bid or proposal. ~~Bidders and proposers~~Offerors are prohibited from attempts to influence, persuade or promote through any other channels or means. Such attempts shall be cause for suspension in accordance with subsection 2-253(a).

(c) *Authority to resolve.* The finance director shall attempt to resolve the protest in a fair and equitable manner, and shall render a written decision within 10 business days to the protestant. The protestant may appeal such decision, in writing to the finance director within five business days of the date of the written decision, whereby a protest committee, comprised of the finance director, town manager, town attorney, and the department director of the originating department, shall have the authority to settle and resolve the protest.

(d) *Proceedings.* The finance director shall serve as the presiding officer of the protest committee in a nonvoting capacity. The town clerk shall give reasonable notice to all substantially affected persons or businesses prior to the date scheduled to consider the appeal of the protest.

(1) At or prior to the protest proceeding, the protestant may submit any written or physical materials, objects, statements, affidavits, and arguments which the protestant deems relevant to the issues raised.

(2) In the proceeding, the protestant, or its representative or counsel, may also make an oral presentation of the evidence and arguments. However, neither direct nor cross examination of witnesses will be permitted, although the presiding officer and other protest committee members may make whatever inquiries deemed pertinent to a determination of the protest.

(3) The judicial rules of evidence shall not apply and the protest committee shall base its decision on such information adduced in the course of the proceeding upon which reasonable prudent persons rely in the conduct of their affairs.

(4) A quorum of the committee consists of a majority of protest committee members. A decision shall be rendered by a majority vote of the committee members in attendance.

(5) If it is deemed that the solicitation or award is in violation of law or the procedures outlined herein~~ this resolution~~, the solicitation or award shall be cancelled or revised.

(6) If it is determined that the solicitation or award should be upheld, the finance director shall promptly issue a decision on behalf of the protest committee in writing stating the reason for the action with a copy furnished to the protestant and all substantially affected persons or businesses. The decision shall be final and conclusive as to the town. Any party may arrange for the proceedings to be

stenographically recorded, and shall bear the expense of such recording. The proceedings shall be open to the general public.

(e) *Stay of procurement during protests.* In the event of a timely protest, the finance director shall not proceed further with the solicitation or with the pending award of the contract until the finance director, with the advice of the town attorney and after consultation with the department director of the originating department makes a determination that the award of the contract without delay is necessary to protect substantial interests of the town.

(f) *Reservation of powers to settle actions pending before the courts.* Nothing in this section is intended to affect the existing powers of the town commission to settle actions pending before the courts.

(g) *Damages.* In the event that a court of competent jurisdiction upholds the protestant's claim, the court awarded damages on behalf of the protestant shall be solely limited to bid/proposal preparation costs.

Sec. 2-253. Suspension and debarment.

(a) *Suspension.* An offeror ~~vendor~~ may be suspended for a period not to exceed two years as determined by the finance director based upon the following:

(1) ~~Vendor~~ Offeror defaults or fails to fully comply with the conditions, specifications, or terms of any current or previous bid, quotation, proposal or contract with the town;

(2) ~~Vendor~~ Offeror commits any fraud or misrepresentation or provides false information in connection with a bid, quotation proposal or contract with the town;

(3) ~~Vendor~~ Offeror is charged by a court of competent jurisdiction with the commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;

(4) ~~Vendor~~ Offeror is charged by a court of competent jurisdiction with the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a town government contractor. If charges are dismissed or the ~~vendor~~ offeror found not guilty, the suspension shall be lifted automatically upon written notification and proof of final court disposition provided by the ~~vendor~~ offeror to town;

(5) ~~Vendor~~ Offeror becomes insolvent, has proceedings in bankruptcy instituted against it, or compounds its debts or assigns over its estate or effects for payment thereof, or has a receiver or trustee appointed over its property;

(6) ~~Vendor~~ Offeror violates the ethical standards set forth in local, state, or federal law;

(7) ~~Vendor~~ Offeror fails to comply with the minority or women business enterprise participation or minority or women business enterprise requirements of an awarded contract; or

(8) Any other cause the finance director determines to be so serious and compelling as to materially and adversely affect responsibility of a business to perform as a town government contractor, including but not limited to suspension by another governmental entity for substantial cause.

(b) *Debarment.* An ~~vendor~~ offeror may be permanently debarred for the following:

(1) Default or failure to fully comply with the conditions, specifications, drawings, or terms of a bid, proposal or contract with the town twice in any three-year period.

(2) Conviction by or judgment obtained in a court of competent jurisdiction for commission of those offenses in connection with the ~~vendor~~ offeror's commercial enterprise stated in subsections (b)(3) and (b)(4) of this section. If the conviction or judgment is reversed through the appellate process, the debarment shall be removed immediately upon written notification and proof of final court disposition from the ~~vendor~~ offeror to the town.

(3) Placement of the ~~vendor~~ offeror or its subcontractor(s) on the convicted vendor list maintained by the State of Florida Department of Management Services within thirty-six months from the date of submittal of the bid or proposal.

(c) *Decision.* After the finance director has determined there is cause to suspend or debar an ~~vendor~~ offeror, the finance director shall notify the ~~vendor~~ offeror in writing of the debarment or the period of suspension and the reasons for the action taken.

(d) *Finality of decision.* The suspension or debarment shall be final and conclusive unless the suspended or debarred ~~vendor~~ offeror initiates protest proceedings pursuant to section 2-252 within 21 days after the date of notification.

Sec. 2-254. Inspections and tests.

(a) The finance director or department director of the originating department may inspect, or arrange for the inspection of, all deliveries of supplies, materials, equipment or contractual services to determine conformance with specifications set forth in the order of contract.

(b) Any originating department which has the staff and facilities for adequate inspection may be authorized by the finance director to inspect deliveries made to it.

(c) The finance director shall have the authority to require chemical and/or physical tests or samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications. For such

tests, the finance director shall have the authority to make use of any facilities of the town where such tests may be competently performed or an outside laboratory may be utilized. Should the product fail such testing, the town may require the ~~vendor~~ offeror to pay the town for any expense incurred in testing.

Sec. 2-255. Equal opportunity/minority and women business enterprise.

(a) The town shall use its best efforts to ensure that minority and women businesses shall have an equitable opportunity to participate in the town's procurement process and that no business shall be excluded from participation in, denied benefits of, or be otherwise discriminated against in connection with the award and performance of any contracts with the town because of race, color, religion, ~~natural~~ national origin, age, sexual orientation, gender, marital status, handicap or physical impairment.

(b) This division shall be read consistently with the Florida Civil Rights Act, F.S. ch. 760, and shall not repeal existing or subsequently enacted town minority/women business enterprise ordinances.

Sec. 2-256. Bid preferences.

The town shall provide a five percent bid preference for one of the following ~~bid preferences~~ criteria, and the specific application of that preference must be included in the RFP~~.~~:

(1) To local merchants whose principal office is within the town's boundaries, and who have maintained a valid town business tax receipt for the previous two years ~~that are within five percent of the lowest bid submitted~~; or

~~(2)~~ To certified minority or Florida veteran owned business enterprises ~~certified minority, women or veteran owned business enterprises or women business enterprises~~ pursuant to the Florida Office of Supplier Diversity.~~that are within five percent of the lowest bid submitted.~~

[Sec. 2-257. Conflict of interest.

The standards of conduct for public officers and employees as set forth in the Palm Beach County Code of Ethics and ~~the Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees~~ F.S. §112.313 Part III are hereby adopted and incorporated herein by reference as if fully set forth herein.~~]~~

Secs. 2-258--2-280. Reserved.

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.

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ordinance amending purchasing policy procedures 6 25 15 revised

TAB 5

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 6, 2016 **Agenda Item No.** Tab 5

Agenda Title: APPROVAL OF THE STAFF INITIATED TEXT AMENDMENT TO CHAPTER 2, ARTICLE IV, SECTION 2-112(K) OF THE TOWN OF LAKE PARK CODE OF ORDINANCES TO ELIMINATE OUTDATED LANGUAGE RELATED TO BOARD MEMBER RESIDENCY REQUIREMENTS.

[ ] SPECIAL PRESENTATION/REPORTS
[ ] BOARD APPOINTMENT
[X] ORDINANCE ON 1st READING
[ ] NEW BUSINESS
[ ] OTHER:
[ ] CONSENT AGENDA
[ ] OLD BUSINESS

Approved by Town Manager _____ **Date:** 6-20-16

Nadia Di Tommaso / Community Development Director ND
Name/Title

Originating Department: **Community Development**	Costs: **$ 0** Funding Source: Acct. # [ ] Finance _____	**Attachments:** ➔ **Ordinance** 5 - **16**
Advertised: Date: ***N/A on 1st reading*** Paper: [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone__ ***ND*** or Not applicable in this case ___ **Please initial one.**

Summary Explanation/Background:

This agenda item is fairly simple. The purpose of it is to eliminate outdated language in the Code as it relates to the residency requirements of Board Members by eliminating the Code's reference to the Board of Adjustments. This Board, who would otherwise have authority over variances and similar requests, now falls under the jurisdiction of the Planning and Zoning Board.

RECOMMENDED MOTION: I move to APPROVE Ordinance 5 **-16 on first reading.**

ORDINANCE NO. 05-2016

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE IV, SECTION 2-112 PERTAINING TO THE RESIDENCY REQUIREMENT FOR MEMBERSHIP ON TOWN BOARDS AND COMMITTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Chapter 2, Article IV, of the Town Code provides for the Town Commission's appointment of members to its standing Boards and Committees; and

WHEREAS, the Town Commission has determined that it is necessary and appropriate to amend Section 2-112 of the Code of Ordinances of the Town of Lake Park; and

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 true and correct, and the findings of the Commission.

Section 2. Chapter 2, Article IV, Section 2-112 (k) of the Code of Ordinances of the Town of Lake Park is hereby amended as follows:

ARTICLE IV. BOARDS AND COMMITTEES

Sec. 2-112. - Membership on boards and committees terminated for missing meetings; filling of vacancies.

(k) *Residency requirement.* All members of town boards shall be residents of the town. However, unless otherwise prohibited by law, the town commission may appoint no more than two (including alternate members) town business owners to a~~the~~ board~~s~~ or committee of the town. ~~, excepting the Board of Adjustment, and all appointments to said boards shall be made by the town commission~~.

Section 3. Conflicts. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Codification. The sections of the ordinance may be renumbered or relettered to accomplish codification, and the words "ordinance," "section," "article," or "paragraph" may be changed to provide for continuity.

Section 5. Severability. If any section, subsection, sentence, clause, phase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

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

New Business

TAB 6

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 6, 2016 **Agenda Item No.** Tab 6

Agenda Title: A REQUEST FROM THE EVENT ORGANIZER OF THE 29th ANNUAL KIDS FISHING DAYS PROGRAM TO WAIVE THE MARINA CONFERENCE ROOM DEPOSIT/STAFF FEE AND THE FEES ASSOCIATED WITH THE BOAT SLIP SPACE AND RESPECTIVE ELECTRIC AND WATER USAGE REQUIRED FOR THE 60 FOOT CHARTER BOAT THAT WILL BE USED DURING THE PROGRAM.

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING - ORDINANCE ON 1st READING
[X] NEW BUSINESS
[ ] OTHER:

Approved by Town Manager _____ **Date:** 6-20-16

Nadia Di Tommaso / Community Development Director ND
Name/Title

Originating Department: **Community Development**	Costs: **$ 0 (see requests listed herein)** Funding Source: Acct. # [ ] Finance _____	**Attachments:** ➔ **Copy of Special Event Application and Letter Request**
Advertised: Date: ***N/A*** Paper: [ ] 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 ___ ***ND*** **Please initial one.**

Summary Explanation/Background:

A special event permit application was submitted to the Community Development Department by Tom Twyford of the Palm Beach County Fishing Days Foundation on April 12, 2016, with a letter requesting certain waivers submitted on May 31, 2016. The 29th Annual Kids Fishing Days Program will be held in the Lake Park Harbor Marina on 07-26-2016 through 07-28-2016 from 7:30am – 7:00pm each day. Having held this event in Lake Park in prior years, Mr. Twyford is requesting the following waivers which cannot be granted administratively:

1. **Marina Conference Room** (requested for storage use only): Since the Foundation is a non-profit, this $60/hour venue rental fee is automatically waived. This request is to additionally waive the $200 deposit and $30/hour staff fee.

STAFF RESPONSE: This was a similar practice in previous years since the conference room is only being requested for storage purposes.

2. **Boat Slip Space** and associated electric and water fees for a 60 foot charter boat during the event days.

STAFF RESPONSE: This was also a similar practice in previous years and the Marina Director, Salvatore Schiafone approves this request and has indicated his staff is prepared to assist with the request.

RECOMMENDED MOTION: **At the Town Commission's discretion based on the information provided above.**

PALM BEACH COUNTY FISHING FOUNDATION

• *The charitable affiliate of the West Palm Beach Fishing Club - improving fishing for the future.* •

A charitable corporation, contributions to which are deductible.

Community

MAY 31 2016

Development

PALM BEACH COUNTY FISHING FOUNDATION
29TH ANNUAL KIDS FISHING DAYS PROGRAM

July 26th – July 28th, 2016
Lake Park Harbor Marina

Program request of the Town of Lake Park:

1. Use of the various areas indicated on our site map (included with our Special Event Permit application) for our educational programs and use of the (marina conference room) for storage of program equipment during the event. Items will be moved into the conference room on Monday, July 25th and moved out of the conference room on Friday, July 29th.

Non-profit is granted the room free of charge however $200 deposit + $30/hr staff fee would still apply unless waived.

2. ~~A waiver on the daily parking fees for *Kids Fishing Days* participants and volunteers. We request 50 parking passes (7am to 7pm) for the three days of the event (7/26 - 7/28). We distribute the passes to the youth groups and volunteers when they arrive on site. They turn in the passes when they leave so we can use them the following day.~~

Parking meters no longer exist.

3. A waiver on the boat slip space, electric and water fees required for the 60' charter boat we use during the program. The vessel arrives on Monday evening July, 25th and will depart after our final session on Thursday, July 28th.

Physical Address:
201 5th Street
West Palm Beach, FL 33401

Phone - (561) 832-6780
Fax - (561) 832-2137
www.westpalmbeachfishingclub.org

Mailing Address:
P.O. Box 468
West Palm Beach, FL 33402

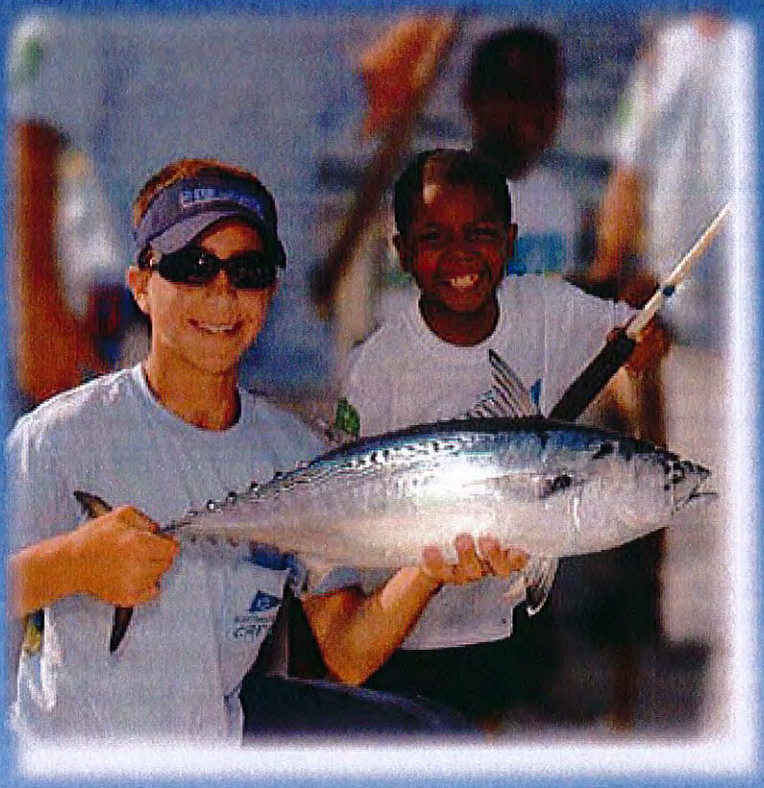
*A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

Palm Beach County

Fishing Foundation

The charitable affiliate of the West Palm Beach Fishing Club

- Est. 1934 -



"Creating a Legacy of Education, Historic Preservation & Marine Conservation for Future Generations"

Palm Beach County
Fishing Foundation

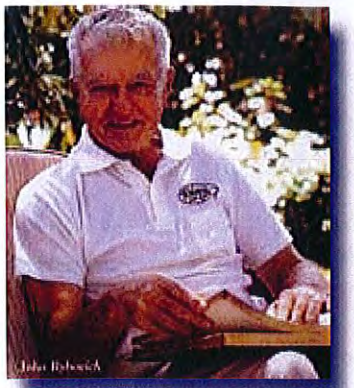
Introduction

The Palm Beach County Fishing Foundation (PBCFF) was established to serve as the charitable affiliate of the West Palm Beach Fishing Club (WPBFC). For much of its storied history the WPBFC, founded in 1934, has fulfilled many important roles in the sport fishing community and been a tireless voice for conservation. However, the WPBFC's tax status limited the organization's ability to raise funds for its educational and conservation initiatives. In 1990, the board of directors took action to solve this dilemma by establishing a tax qualified 501(c) 3 charitable affiliate. As an extension of the fishing club, the PBCFF was created to address specific educational outreach needs and issues related to fishing and the health of our resources. There are few privately funded organizations which address all these issues. To accomplish its mission, the PBCFF conducts a variety of marine related programs and has achieved many significant conservation and educational milestones since inception. The following is a description of some of our current programs.

The mission of the Palm Beach County Fishing Foundation is to fill a community need by supporting education, conservation and historic preservation programs that have a lasting beneficial impact on the youth, marine resources and history of Palm Beach County and beyond.

Palm Beach County
Fishing Foundation

John Rybovich Endowment



In 1992, the PBCFF Board of Directors approved the creation of the John Rybovich Endowment. This special fund was established to help ensure the financial stability and growth of the institution. To date, over $250,000 has been conntributed. The principal is invested with a long-term balanced strategy. Funds are professionally managed and regularly audited. Only earnings are used to help support board approved projects. Our goal is to raise over one million dollars. Reaching this financial milestone will help perpetuate educational and conservation initiatives and will give the foundation the ability to launch new programs.

One way you can help grow the PBCFF's endowment is by becoming a member of the Rybovich Fellowship. Individuals or businesses can become a 'Rybovich Fellow' by making a contribution of $1,000 or more specifically earmarked for the John Rybovich Endowment. Donors are recognized on the Rybovich Fellowship plaque displayed at the West Palm Beach Fishing Club. We gratefully acknowledge the generous support of the individuals listed below and their interest in following the path John Rybovich began. We are honored to continue the Rybovich legacy of conservation through this endowment.

Rybovich Fellowship Members

James D. Bishop, Sr. • Howard Bubis
Robert J. Callaway • Allan J. Carlton, Jr. • Sam Evert
Joe Fearnley • Ken Hart • Arthur M. "Pro" Herbert
Catherine Jennings • John Jolley • Linda Jolley
Sandra Kaupe • Dan Kleiser • Phil & Maryellen Lewis
R.E. "Ted" Naftzger • Capt. Al Nathan, III
Justine Nathan • The Nora Family
Howard & Nancy Paul • John J. Rybovich
Kay Rybovich • Bill & Sally Watson
Wes & Suzi Watson • F. Thomas Westcott
Don A. "Hap" Wilson • Gilbert & Betty Walker

Scholarships

The PBCFF annually awards marine biology scholarships at area universities. Since 1994, the PBCFF has presented a marine biology scholarship to a deserving undergraduate student at Palm Beach Atlantic University (PBAU). For well over a decade, the foundation has enjoyed a longstanding and positive relationship with PBAU's Biology Department faculty members.

In 2003, the PBCFF expanded its scholarship program by establishing the Capt. Al Nathan Memorial Scholarship for a marine biology graduate enrolled in Florida Atlantic University's (FAU) Charles E. Schmidt College of Science. Capt. Al Nathan was a lifetime member of the West Palm Beach Fishing Club and active in many of the club's programs. We are thrilled to continue his legacy through this meaningful scholarship program.

In addition to our FAU and PBAU scholarships, we also contribute annually to the Riviera Beach Maritime Academy, a vocational school preparing students for work in the marine industry.

Rods & Reels For Kids

The PBCFF's *Rods & Reels for Kids* program was developed in 2001 under the leadership of the late Jim Ewing. The goal of this program is simply to place fishing tackle into the hands of kids and local youth groups that do not have adequate resources to obtain their own gear. To date, approximately one thousand rod and reel outfits have been donated to kids from throughout the region including Boys & Girls Clubs, Cub Scouts, and municipal recreation departments. The PBCFF collects used fishing tackle year-round from the public and fishing club volunteers refurbish the gear for distribution. New tackle is also purchased when necessary.

Palm Beach County
Fishing Foundation

Educational Seminars

A variety of youth groups regularly visit our historic facility to learn about our marine environment. Grade schoolers to college students use our facility as a field trip destination because of the impressive collection of fish mounts and historical memorabilia. The PBCFF also conducts specialized fishing seminars that promote new conservation techniques, such as proper catch & release methodology and the use of circle hooks. Promoting ethical angling practices is one of the PBCFF's priorities.

Advocacy & Support

The PBCFF/WPBFC is an active advocate for issues relating to sustainable fishery management practices and habitat protection. We are frequently solicited to submit comments to fishery managers and government agencies on a variety of issues. We also host meetings with various resource managing agencies. Additionally, the PBCFF supports other organizations like the Coastal Conservation Association, National Coalition for Marine Conservation and The Billfish Foundation.

Historic Perservation

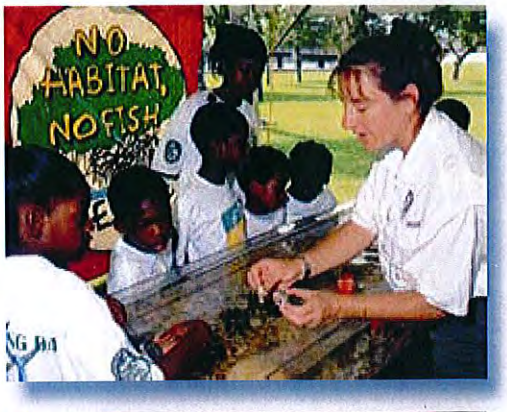
Founded in 1934, the West Palm Beach Fishing Club is one of the oldest and largest institutions of its kind in the country. Our facility was added to the West Palm Beach Register of Historic Places in 1998. The building has become a repository of sport fishing memorabilia, trophy game fish mounts and historical photographs which document the evolution of fishing in the region. As the curator of archives, the PBCFF is taking steps to preserve the history of sport fishing in the region and our unique role in Florida's history. National historic site designation is being pursued.

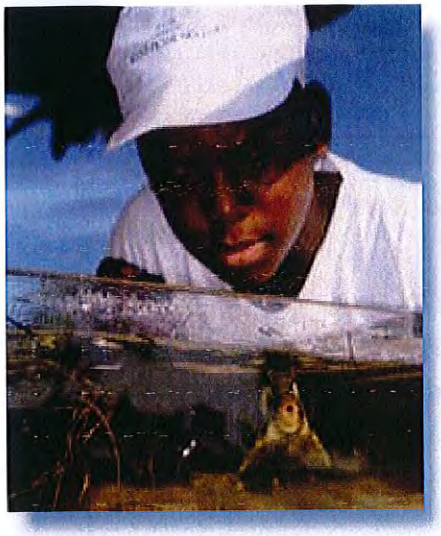
Palm Beach County
Fishing Foundation

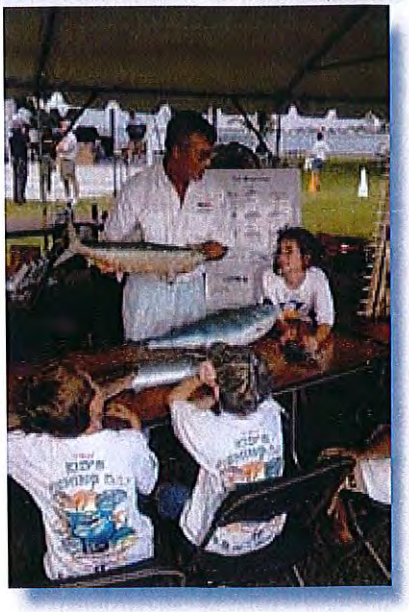
Kid's Fishing Day

It's all about introducing kids to fishing and our marine environment! Since 1988, the Palm Beach County Fishing Foundation, along with the assistance of volunteers and important comminuty partners like the Marine Industries Association of Palm Beach County has conducted an annual *Kid's Fishing Day* Program. Each year, hundreds of less fortunate, at-risk and special needs children from throughout Palm Beach County experience what most of us take for granted, a day of boating and fishing on the ocean. It takes three days and 12 separate drift boat trips to get all the kids on the water. More importantly, because of this program's strong educational component, the kids learn all about our marine environment and why we need to protect it. This is accomplished through a variety of hands-on educational stations based on land, which includes the Florida Fish & Wildlife Conservation Commission's Marine Touch Tank.

To date, over 9,000 special kids have participated in this heartwarming community outreach event. The program is free of charge to those who participate and is made possible each year through the generosity of many sponsors and volunteers. Each child receives an event t-shirt, lunch, drinks, dessert, and an official certificate of participation. If that wasn't enough, every kid goes home with a brand new fishing rod and reel. 'Big fish' awards are presented to those lucky enough to catch the largest fish on each drift boat trip. Of course, each child walks away with special memories of a fun day on the water and a better understanding of our unique marine environment. For many, this ocean adventure is a first time experience. Seeing flying fish, sea turtles and large oceanic predators like sharks is a thrill not soon forgotten! We believe programs like our *Kid's Fishing Day* help build better citizens and environmental stewards for the future.







"Your Kid's Day is the model for the rest of the United States."

- Mr. Bill Cole
U.S. Fish & Wildlife Service, 1996

Palm Beach County
Fishing Foundation

Habitat Initiatives

Palm Beach County has experienced tremendous coastal growth the last fifty years. As a result, loss of natural marine and estuarine habitat, increased fishing pressure and other environmental stressors have all contributed to a depletion of biodiversity and abundance. The PBCFF has identified and helped initiate specific projects designed to help improve our marine environment. In the 1960's, under the leadership of John Rybovich, it was the West Palm Beach Fishing Club that first launched Palm Beach County's artificial reef program. Today, the PBCFF continues to be actively involved in the program and members serve on the Artificial Reef Committee. We have partnered with Palm Beach County's Environmental Resources Management Department in recent years on several reef-building projects. New reef designs are being planned. One area of particular focus has been habitat enhancement in the Lake Worth Lagoon. Over 85% of this area's mangrove fringe, mud flats and oyster & sea grass beds have been destroyed or altered due to bulkhead development, dredge and fill operations and degraded water quality. The PBCFF has already experimented with sea wall mangrove planters and will be assisting with future mangrove and oyster enhancement projects. This program aiding local governmental efforts to improve the Lake Worth Lagoon represents cooperation with the private sector to benefit all taxpayers. The potential to mitigate environmental damage and increase healthy habitat within the lagoon is significant. The PBCFF will continue to play an important role.

"The old ideas on how we manage, protect & restore marine resources haven't always worked. We're interested and willing to try new ideas that will."

- John Jolley, PBCFF President

Palm Beach County
Fishing Foundation

Methods of Giving:

Your support is needed. The Palm Beach County Fishing Foundation (PBCFF) depends upon donations to fulfill its mission. Contributions can be specified to fund current programs & projects, or can be earmarked to support the endowment fund. Charitable gifts can be made through several methods:

Cash Donations

This form of donating is the most popular and familiar. Simply write a check made payable to the PBCFF. This is the most popular form of giving for programs like *Kid's Fishing Day*.

Memorial Contributions

Create a lasting legacy in memory of a friend or family member by making charitable contributions on their behalf. Donations can be earmarked to support specific PBCFF programs.

Bequests of Wills & Living Trusts

By naming the PBCFF as a recipient in a Will or Living Trust, estate tax exposure may be reduced. The PBCFF has a standard Codicil to Will form that can be furnished to donors who are interested in amending their Will to support the PBCFF.

Stocks, Bonds & Mutual Funds

Donations of securities are an excellent way to support the PBCFF. This form of giving can be particularly beneficial for donors if they have stocks that have appreciated in value. The full current market value of the stock is tax deductible, not just the original investment. Thus donors can avoid capital gains taxes. Consult your tax advisor and broker regarding this type of contribution.

Property

Both real estate and personal property qualify. Year-round donations of unwanted fishing tackle and marine related items are what support the annual *Marine Yard Sale*, a PBCFF fund raising event. Donations of old fish mounts, antique tackle & other fishing memorabilia support ongoing historic preservation efforts.

Palm Beach County
Fishing Foundation

METHODS OF GIVING CONTINUED...

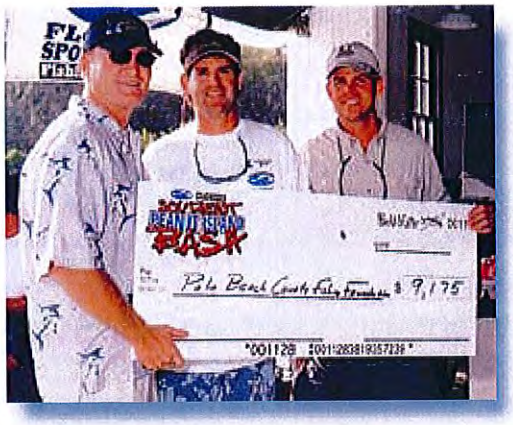
Matching Gifts

If you are an employee or a participating retiree of a company with a 'Matching Gifts Program', a gift to the PBCFF may qualify to be matched by your company. Many large corporations have charitable giving programs in place that give their employees an opportunity to support non-profit organizations like the PBCFF.

Life Insurance

Cash value in current or paid up life insurance policies can provide benefit. Consider adding the PBCFF as a beneficiary to a current life insurance policy. Even a small percentage of the policy can make a big difference. Donors of financial means may want to consider annual contributions that enable the PBCFF to purchase a substantial life insurance policy for the donor(s) that ultimately will benefit the foundation. This form of giving can have a huge impact on our programs.

The Palm Beach County Fishing Foundation is a tax qualified 501(c) 3 charitable organization. Before considering any donation, please review all tax and financial implications with a professional advisor. The responsibility to determine any tax advantages and to insure compliance with all laws remains that of the donor. A copy of the organization's Internal Revenue Service Letter of Determination can be furnished to donors who require such documentation. Please do not hesitate to contact us should you need additional information. Your generous support will continue to help the PBCFF play a unique educational & conservation role in our community. Thank you.



Some organizations have designated the PBCFF as the beneficiary of their special event.

brochure photos courtesy of Leonard Bryant & the WPBFC archives

Palm Beach County
Fishing Foundation

DONOR FORM:

Name of Donor _____

Address _____

City/State _____

Zip: _____ Ph.: _____

email: _____

METHOD OF PAYMENT:

cash ☐ check ☐ M/C ☐ Visa ☐

card number exp. date

signature of cardholder: _____

DONATION AMOUNT: $ _____

Donation to be applied to:

Kid's Fishing Day ☐ *Rods & Reels For Kids* ☐
Rybovich Endowment ☐ *Other PBCFF Programs* ☐

☐ YES, I WOULD LIKE MAKE A CHARITABLE CONTRIBUTION OF $1,000 OR MORE TO BECOME A 'RYBOVICH FELLOW'.

Enclosed is my donation in the amount of:
$1,000 ☐ $2,500 ☐ $5,000 ☐ Other: $ _____

please print your name as you would like it to appear on the Rybovich Fellowship Plaque: _____

I AM ABLE TO MAKE AN 'IN-KIND' DONATION OF:

_____

_____

_____

_____

Thank You For Your Support!

To contact us for further information, or to mail your donation, clip and send this form to:

PALM BEACH COUNTY FISHING FOUNDATION
P.O. BOX 468
WEST PALM BEACH, FL. 33402
PH: 561.832.6780 • FAX: 561.832.2137
www.westpalmbeachfishingclub.org

PALM BEACH COUNTY FISHING FOUNDATION

the charitable affiliate of the West Palm Beach Fishing Club

P.O. BOX 468

WEST PALM BEACH, FL. 33402

PH: 561.832.6780 • FAX: 561.832.2137

www.westpalmbeachfishingclub.org

ATTACHMENT #2

The Palm Beach County Fishing Foundation

invites you to help us

Take A Kid Fishing

It's all about introducing kids to fishing and our marine environment! The **Palm Beach County Fishing Foundation** (the charitable affiliate of the West Palm Beach Fishing Club) will conduct its annual *Kid's Fishing Day* on **July 28, 29 & 30, 2015.** Hundreds of disadvantaged children from throughout Palm Beach County will experience what many of us take for granted, a day of boating and fishing on the ocean. With the support of knowledgeable volunteers and our event partner, the **Florida Fish & Wildlife Conservation Commission**, the kids will receive quality fishing instruction and learn all about our marine environment, why we need to protect it, and why it's important to be an ethical angler.

Nearly 12,000 special kids have participated in this heartwarming community outreach event. Foster children, mentally and physically challenged kids and at-risk children have benefited from previous *Kid's Fishing Day* events. The program, now celebrating its 28th year, is free of charge to those who participate and is made possible through the generosity of numerous community volunteers and sponsors.

You or your business can help **Take a Kid Fishing** by sponsoring one or more children. A **tax-deductible donation of $35.00** will help cover the cost of one child's participation. Larger donations are greatly appreciated and will help cover significant expenses such as charter fees, t-shirts and rental expenses. Each child receives a t-shirt, lunch, drinks, dessert, an official certificate of participation and a brand new fishing rod and reel. Of course, each child walks away with special memories of a fun day on the water and a better understanding of our unique marine environment.

Many thanks to these major Kid's Fishing Days sponsors:

The Walter & Adi Blum Foundation, Inc.

TAYLOR FOUNDATION

Marine Industries Association OF PALM BEACH COUNTY, INC.

Sandie & Ethan Weitz

DELRAY YACHT CRUISES

KDW CLASSIC

KIA Gen Smith TOYOTA

Rybovich Endowment Memorial Funds benefiting Kid's Fishing Day

---

Cut and mail with your donation today

Yes, I/we would like to help the Palm Beach County Fishing Foundation

Take A Kid Fishing

Presented by: Marine Industries Association OF PALM BEACH COUNTY, INC.

Donor's Name: _____ Email: _____

(Please print name as you would like it to appear in *Tight Lines*)

Mailing Address: _____ City/St: _____ Zip: _____

Donation amount: ☐ $35 ☐ $70 ☐ $125 ☐ $250 Other $ _____ ☐ Check (payable to the Palm Beach County Fishing Foundation)

☐ VISA ☐ MC ☐ AMEX ☐ DISC ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Exp. Date ☐☐☐☐ CCV: _____

SIGNATURE: _____ ***ALL CONTRIBUTIONS ARE TAX DEDUCTIBLE & ACCEPTED YEAR AROUND***

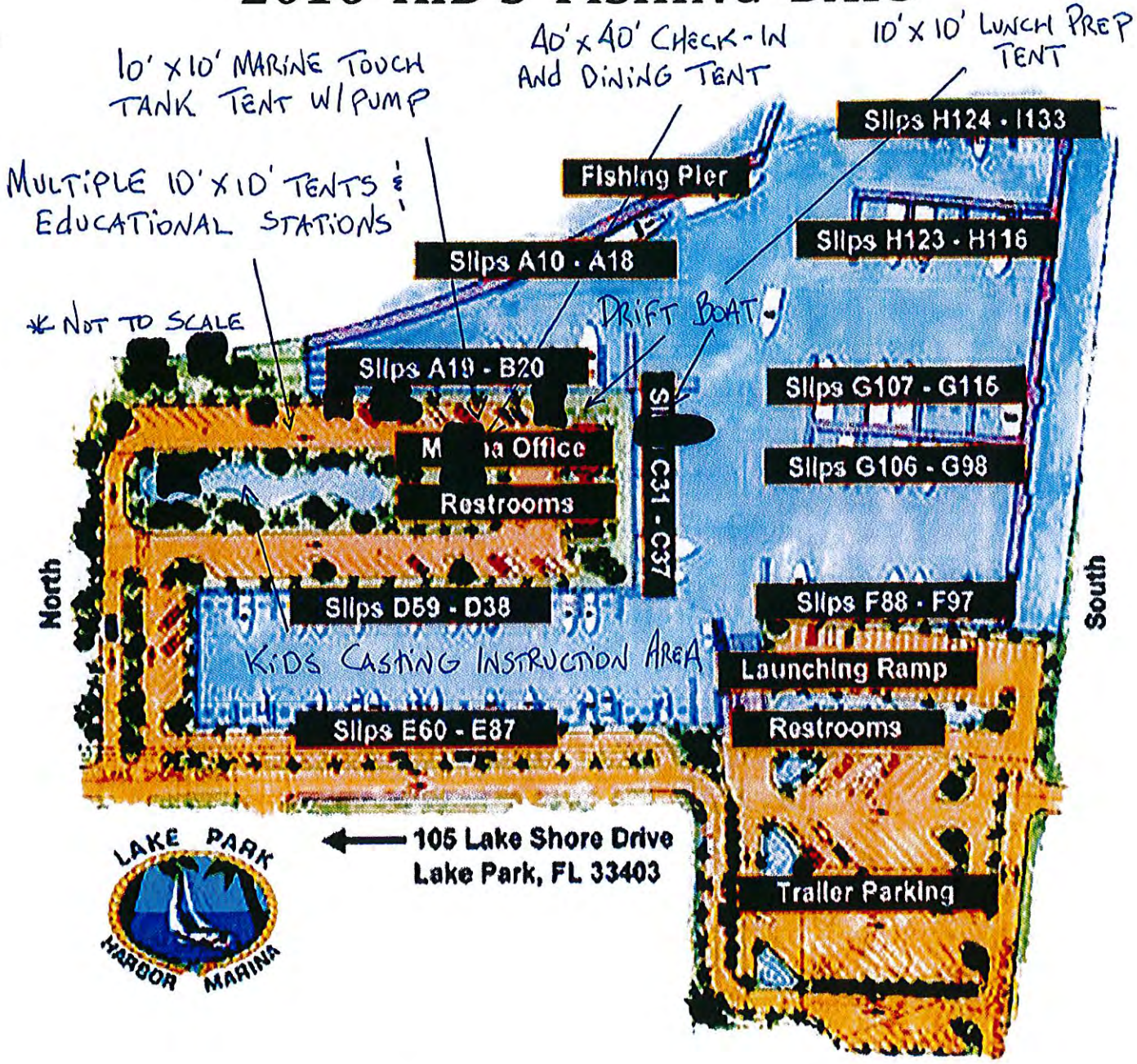
Return completed form with check or fax donations to:

Palm Beach County Fishing Foundation, P.O. Box 468, West Palm Beach, FL 33402

(561) 832-6780 • Fax (561) 832-2137

ATTACHMENT #3

2016 KID'S FISHING DAYS



Program Schedule:

Monday, July 25th (event set-up)
Tuesday, July 26th (day one of program)
Wednesday, July 27th (day two of program)
Thursday, July 28th (day three of program)
Friday, July 29th (event breakdown)

ATTACHMENT #4

Certificate of Flame Resistance

Registered No.
F98301

ISSUED BY
Tacoma Tent & Awning
Tacoma, Washington
(253) 627-4128

Manufacture Date
1/16/2015

This is to certify that the materials described below have been flame retardant treated (or are inherently nonflammable).

For: Regency Party Rental
City: West Palm Beach
Address 1: 1195 S. Congress Ave
Address 2
State, Zip: FL 33406

Certification is hereby made that: (Check "a" or "b")

[ ] a) The articles described below have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of Chemical: Chem. Registered No.:

Method of Application:

[✔] b) The articles described below are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use.

Trade name of flame-resistant fabric: DBO Herculite | F 98301 (Registered No.)

[x] All items made from material that is certified to meet NFPA 701 standards

The flame retardant process used will not be removed by washing.

Darrel Brown
Name of Production Superintendent

Description:

(2) 40x b/o Gable ends – s & b
(4) 40 x 15 b/o mids – s & b

DATE/TIME RECEIVED:

APR 12 2016

Development

Pending: Cert. of Ins.

TOWN OF LAKE PARK
NITY DEVELOPMENT DEPARTMENT
EVENT PERMIT APPLICATION

erty, Town services may be requested for an additional ittal meeting with the Community Development Director advance of your event by calling 561-881-3319.
st be completed and submitted by the Event Organizer ("Applicant")*

Instructions:

ompleted Special Event Permit Application and all relevant attachments must submitted to the Community Development Department not less than twenty-one (21) calendar days prior to the date of the proposed Event.
For events being proposed on Town Property, the deadline to submit is sixty (60) calendar days prior to the date of the proposed Event.

Application Fee Due and Payable Upon Submittal: $75.00 ***($25.00 for individuals or Non-profit organizations)***

Non-Profit IRS Tax Identification Number ***(required if Applicant is a non-profit)*****:**
65-0213715

(If applicable)

Name of Applicant (i.e. Event Organizer): TOM TWYFORD
29TH ANNUAL KIDS FISHING DAYS - COORDINATED by THE PALM BEACH COUNTY FISHING FOUNDATION AND FLORIDA FISH & WILDLIFE CONSERVATION COMMISSION.

Name of Event: Kids Fishing Days

Address/Location of Event:
LAKE PARK HARBOR MARINA - 105 LAKESHORE DRIVE, LAKE PARK, FL 33403

If this Event requires a Town facility rental, please contact our Parks and Recreation Department at 561-881-3338 regarding the completion of the Facility Usage Application PRIOR to submitting this application.

Dates/Times of the event (*as applicable*):

	Date	Day	Begin Time	End Time
Event Day 1	7/26/16	TUESDAY	7:30 (X) AM ( ) PM	7:00 ( ) AM (X) PM
Event Day 2	7/27/16	WEDNESDAY	7:30 (X) AM ( ) PM	7:00 ( ) AM (X) PM
Event Day 3	7/28/16	THURSDAY	7:30 (X) AM ( ) PM	7:00 ( ) AM (X) PM
Event Day 4			( ) AM ( ) PM	( ) AM ( ) PM
Event Day 5			( ) AM ( ) PM	( ) AM ( ) PM
Event Day 6			( ) AM ( ) PM	( ) AM ( ) PM

Additional Applicant Information:

Name: Tom Twyford - Palm Beach County Fishing Foundation

Address: P.O. Box 468 West Palm Beach

State/Zip FL 33402

CONTACT PHONE: (561) 832-6780

Alternate Phone # (561) 373-0957

Fax: (561) 832-2137

E-mail : ttwyford @ WestPalmBeachFishingClub.org

Description and Purpose of the Event (ATTACHMENT #1)

TO INTRODUCE DISADVANTAGED AND AT-RISK CHILDREN TO THE MARINE ENVIRONMENT AND THE JOYS OF FISHING, WHILE PROMOTING ENVIRONMENTAL EDUCATION AND A STRONG CONSERVATION ETHIC.

(SEE ATTACHED EVENT DESCRIPTION)

Estimated number of participants? 400

Has this event ever occurred in the Town of Lake Park? Yes ✓ No ____

Has this site had a Special Event Permit this calendar year? Yes ____ No ____

* NOT SURE - WE HAVE NOT HELD ANY SPECIAL EVENTS AT MARINA SINCE LAST YEAR.

Will there be an admission fee for the Event? *If yes, how much?* Yes ____ ($__) No ✓

THE FOLLOWING SECTIONS MAY NOT APPLY TO NON-COMMERCIAL EVENTS

Will your event require road closure? Yes ____ No ✓

If YES, describe the requested street segment closure and time and provide a Traffic Circulation Plan prepared by a Traffic Engineer, including a detour signage plan. You are responsible for notifying affected businesses/entities, including Palm Tran, regarding affected routes: _____
(Initial to acknowledge statement)

EVENT COMPONENTS (Check the items that will be associated with your event.)

____ Road closure
____ Electric service hook-up required
____ Water service hook-up required
____ Sidewalks blocked
____ Municipal park(s) prepared
✓ Booths or other temporary structures (TENTS)
____ Parking lots to be partially or completely closed
____ Food Vendors
____ Town litter pick-up or street sweeping
✓ Tents (if yes, describe type and size 10 - 10' X 10' TENTS AND ONE 40' X 40' FRAME TENT. (ALL SAME AS PREVIOUS YEARS). ALL TENTS ANCHORED WITH CEMENT BUCKETS AND/OR LARGE WATER BARRELS. REGENCY PARTY RENTAL IS TENT VENDOR.
____ Barricades ordered
____ Alcohol served
____ Security/Law Enforcement
____ Music, bands, DJ
____ Rides or other amusements
____ Animals
____ Fireworks
____ Food Vendors
____ Bleachers
____ Designated parking area
✓ Town Restroom (if yes, please describe WE WILL USE MARINA RESTROOMS, which HAVE BEEN ADEQUATE IN YEARS PAST.)
____ Portable Restrooms (if yes, please describe _____)
____ Dumpsters/Trash Receptacles
____ Portable stage
____ Other (e.g., bounce house, etc.)

* MAKE SURE ALL THE EXTINGUISHER ARE UP TO DATE.

EVENT VENDOR(S) LIST ALL NAMES

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Will the event require the use of electricity? Yes ✓ No ____

* FOR FANS AND MARINE TOUCH TANK PUMP.

Will the event require water hook-up? Yes ✓ No ____

* AT BOAT SLIP FOR DRIFT BOAT

*Will food and/or beverages be served? Yes ✓ No ____

* HOT DOGS, SODA AND LOTS OF WATER FOR THE KIDS.

*Will the event have vendors or concession sales, including food? Yes ___ No ✓

If the answers to the above questions are YES, the Applicant is responsible for securing all respective Palm Beach County and State of Florida Health Certificates for food vendors, as well as copies of all other commercial vendor licenses. Florida hood system inspection reports are required for all food trucks and must accompany this Special Event Permit Application.

All Applicants must also provide to the Town a Certificate of Insurance issued no more than thirty (30) days prior to the date of the event and naming the Town of Lake Park (and the CRA, if the event is taking place within the CRA area) as certificate holder and an additional insured with respect to commercial general liability. The required limits are $1 million per occurrence and $2 million aggregate. $100,000 damage to rented premises must also be provided. * OUR INSURANCE CERTIFICATE IS BEING PROCESSED FOR THIS SPECIAL EVENT - WE WILL HAVE ALL REQUIRED COVERAGE AND LIMITS AS IN PAST. WE WILL NAME TOWN OF LAKE PARK AS ADDITIONAL INSURED

The Applicant holds full responsibility and liability for its vendors. ___JCT___

(Initial to acknowledge statement)

**Will alcoholic beverages be served? Yes ___ No ✓

****If the answer to the above question is YES, additional liquor legal liability insurance usual to the insured's operations with a $1million limit must be included on the Certificate of Insurance.***

***Are you proposing signage? Yes ___ No ✓

*****If the answer to the above question is YES, please fill out the Signage Permit Application available in the Community Development Department. An additional $100.00 application fee is required for this signage application. This application will be deemed incomplete if signage is proposed and a signage application is not submitted.***

Will the event have an official "Flyer" and/or promotional materials? Yes ✓ No ____

If yes, please provide a copy of the "Flyer". * COPY OF LAST YEARS FLYER IS ATTACHED. THIS YEARS FLYER IS NOT PRINTED YET. ATTACHMENT #2

Will the event require the use of electricity? Yes ✓ No ____

* FOR FANS AND MARINE TOUCH TANK PUMP.

Will the event require water hook-up? Yes ✓ No ____

* AT BOAT SLIP FOR DRIFT BOAT

*Will food and/or beverages be served? Yes ✓ No ____

* HOT DOGS, SODA AND LOTS OF WATER FOR THE KIDS.

*Will the event have vendors or concession sales, including food? Yes ____ No ✓

7/19/16 all extension cords must be free of splices with grounding prong intact. DPW

If the answers to the above questions are YES, the Applicant is responsible for securing all respective Palm Beach County and State of Florida Health Certificates for food vendors, as well as copies of all other commercial vendor licenses.* ***Florida hood system inspection reports are required for all food trucks and must accompany this Special Event Permit Application.*

All Applicants must also provide to the Town a Certificate of Insurance issued no more than thirty (30) days prior to the date of the event and naming the Town of Lake Park (and the CRA, if the event is taking place within the CRA area) as certificate holder and an additional insured with respect to commercial general liability. The required limits are $1 million per occurrence and $2 million aggregate. $100,000 damage to rented premises must also be provided. * OUR INSURANCE CERTIFICATE IS BEING PROCESSED FOR THIS SPECIAL EVENT - WE WILL HAVE ALL REQUIRED COVERAGE AND LIMITS AS IN PAST. WE WILL NAME TOWN OF LAKE PARK AS ADDITIONAL INSURED *The Applicant holds full responsibility and liability for its vendors.* TCT

(Initial to acknowledge statement)

**Will alcoholic beverages be served? Yes ____ No ✓

***If the answer to the above question is YES, additional liquor legal liability insurance usual to the insured's operations with a $1million limit must be included on the Certificate of Insurance.*

***Are you proposing signage? Yes ____ No ✓

****If the answer to the above question is YES, please fill out the Signage Permit Application available in the Community Development Department. An additional $100.00 application fee is required for this signage application. This application will be deemed incomplete if signage is proposed and a signage application is not submitted.*

Will the event have an official "Flyer" and/or promotional materials? Yes ✓ No ____

If yes, please provide a copy of the "Flyer". * COPY OF LAST YEARS FLYER IS ATTACHED. THIS YEARS FLYER IS NOT PRINTED YET. ATTACHMENT #2.

Please provide a sketch of the Special Event site including: Proposed location of parking, tent(s), concession stand(s), booth(s), stage(s), etc. OR provide an attachment:

(SEE ATTACHED DIAGRAM ATTACHMENT #3).

NOTE: Public parking spaces are on a first-come, first-serve basis, and may be metered depending on where your event is being held.

IF TENTS ARE BEING UTILIZED:
MAXIMUM ALLOWABLE TENT SIZE IS 35' X 45'

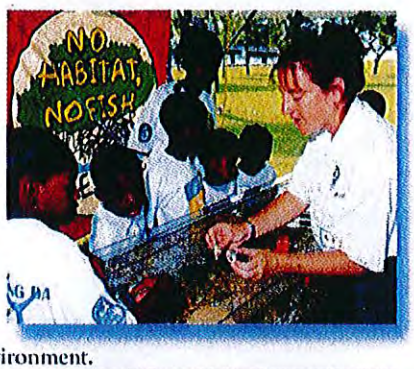
For ALL tents larger than 10 ft. x 10 ft. (pop-up style), a *Certificate of Flame Resistance* is required and must accompany this Special Event Permit Application. ATTACHMENT #4

Palm Beach County
Fishing Foundation

KID'S FISHING DAY

This is all about introducing kids to fishing and our marine environment! Since 1988, the Palm Beach County Fishing Foundation, along with the assistance of volunteers and important community partners like the Marine Industries Association of Palm Beach County, has conducted an annual *Kid's Fishing Day* program. Each year, hundreds of less fortunate, at-risk and special needs children from throughout Palm Beach County experience what most of us take for granted, a day of boating and fishing on the ocean. It takes three days and 12 separate drift boat trips to get all the kids on the water. More importantly, because of this program's strong educational component, the kids learn all about our marine environment and why we need to protect it. This is accomplished through a variety of hands-on educational stations based on land, which includes the Florida Fish & Wildlife Conservation Commission's Marine Touch Tank.

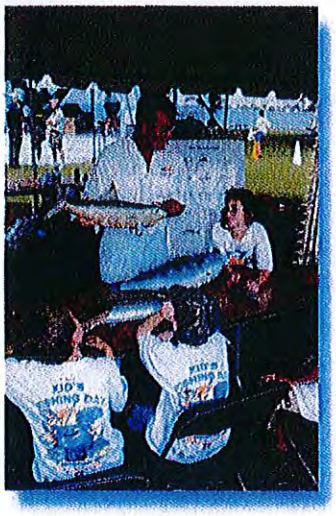
To date, over 11,000 special kids have participated in this heartwarming community outreach event. The program is free of charge to those who participate and is made possible each year through the generosity of many sponsors and volunteers. Each child receives an event t-shirt, lunch, drinks, dessert, and an official certificate of participation. If that wasn't enough, every kid goes home with a brand new fishing rod and reel. Of course, each child walks away with special memories of a fun day on the water and a better understanding of our unique marine environment.



For many, this ocean adventure is a first time experience. Seeing flying fish, sea turtles and large oceanic predators like sharks is a thrill not soon forgotten! We believe programs like our *Kid's Fishing Day* help build better citizens and environmental stewards for the future.

"Your Kid's Day is the model for the rest of the United States."

- Mr. Bill Cole
U.S. Fish & Wildlife Service, 1996



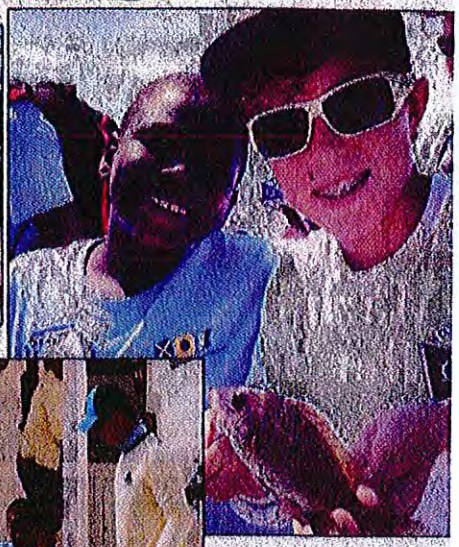
ATTACHMENT #1
EVENT DESCRIPTION

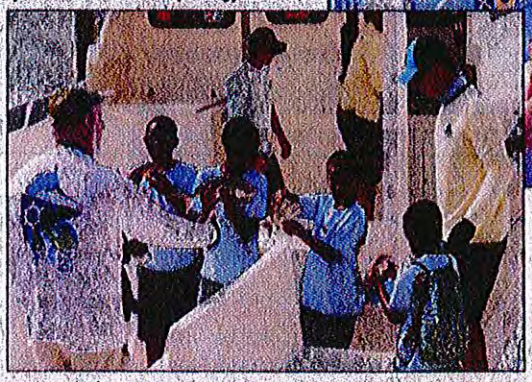
COASTAL ANGLER Magazine PALM BEACH COUNTY
www.coastalanglermagazine.com Serving the Coastal Communities of Palm Beach County SEPTEMBER

Palm Beach County Fishing Foundation Celebrate 28 Years of Introducing Kids to Fishing

by Tom Twyford, West Palm Beach Fishing Club
Contributing Writer

Dr. Ray Waldner talks 'Morphology'


Kids show off their catch



Terry Jone
a kid how
spi

Volunteer Joe Jacobs shares tips on being a 'Responsible Angler'

WPBFC volunteer Butch Farrell takes a photo of a Kids Fishing Day participant

Eyes would widen and screams of excitement could be heard each time the Living on Island Time drift boat would crank up its diesel engines in preparation for another trip offshore Palm Beach Inlet. For many local anglers this scenario is routine and uneventful. However, for the hundreds of kids from throughout Palm Beach County who participated in the annual Kids Fishing Day program the offshore excursion was a thrilling first time experience.

For the past 28 years the Palm Beach County Fishing Foundation has been introducing underprivileged and at-risk kids to the joys of saltwater fishing and boating through its unique educational outreach program, Kids Fishing Day. The event is based out of the Lake Park Harbor Marina and is typically held several weeks before the kids return to school. Over a three day period nearly 400 kids were treated to hands on fishing instruction, environmental education, boating safety and an offshore fishing adventure.

The program is set up like an outdoor classroom where knowledgeable anglers and biologists serve as volunteers teaching the kids about everything from how to tie specific fishing knots, to how to properly release their catch. Other learning stations covered fishing tackle, casting instruction, seawall fishing techniques, mangrove education, fish morphology and how to be a responsible angler. At the marine touch tank the kids learned about the importance of marine habitat and were introduced to animals they might be likely to see on their next visit to the beach. Since many of the kids come from regions of the county where gangs are present the Palm Beach County Sheriff's Office provides a gang prevention officer on site. "We enjoy being a part of this program every year. These kids are at an age when they are easily influenced. So this type of outreach is critical to help educate them about the dangers of joining a gang. Our message is don't join a gang, go fishing instead," said PBSO Gang Prevention Officer Marcia Bahia.

Of course plenty of fishing took place as well. Many kids caught their first-ever saltwater fish. "We really try to make sure every kid catches a fish. Most of the fish the kids catch are small, but when it's your first fish it really doesn't matter. It might as well be a trophy catch judging by their smiles," said West Palm Beach Fishing Club volunteer Bob Pascale. A new twist this year was that kids who caught fish off the seawall were able to get an instant photograph of themselves holding their catch. "I can only imagine the fish stories that accompanied those pictures when they went home," said Pascale.

The two hour drift boat trip is the program highlight for many. "We jokingly say it's a great day for kids and a bad day for bonito. Although we caught a lot more grunts and snappers than bonito this year," laughed one volunteer. Nearly all the fish caught during the Kids Fishing Day program are released. On one of the twelve drift boat trips this year a few small sharks were caught. Before being released the kids had a chance to see the fish up close, some even getting to touch the shark's sandpaper-like skin. "It was like watching the Discovery Channel, only it was the real deal," said a chaperone who was accompanying the lucky group of kids. Other kids told tales of catching as many as a dozen fish or seeing flying fish launch from the boats wake.

A small army of volunteers from the West Palm Beach Fishing Club serve as program instructors. "I take off work every year to do this. It is so rewarding to share what we know about fishing and the environment with these kids. Funny thing is, I think the adult chaperones enjoy the program and learn just as much as the kids do," said Jeff Malsky who assisted with the site set up and volunteered all three cont'd on page 16

INSIDE: Fishing Forecasts • Coastal Calendar • Tide Charts • Dive Reports

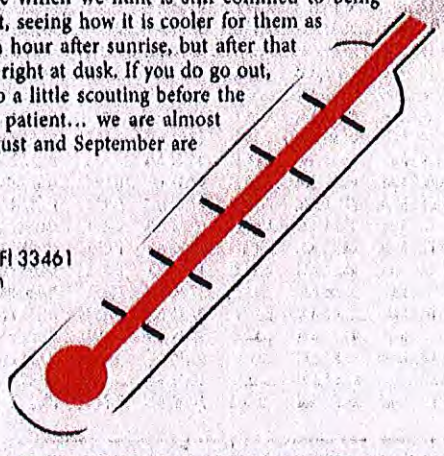
HUNTINGFLORIDA

Almost There!

: Chuck Papp Contributing Writer

We are getting closer to the "official" opening of hunting season. We say official ıe to the fact that wimps like me say it's still just too hot. Yes, call me a wimp, but ting there in camo, wearing a face mask, bug repellant, Thermacell blazing away, ıd sweat running down my back is just not fun anymore. Maybe when I was 27 ıt now at 43....Na I will wait just a little while longer.

October is not far; where yes we can and do get a break in the heat and then ɔvember is right on its way when there is a noticeable difference. One thing to ıember is if it's too hot for some of us, it's the same for the woodland eatures as well. The game which we hunt is still confined to being ıcturnal for the most part, seeing how it is cooler for them as ell. You also may have an hour after sunrise, but after that ıthing will be moving 'til right at dusk. If you do go out, en take your time and do a little scouting before the oler weather arrives. Be patient... we are almost ere. The dog days of August and September are ıost gone.



uck Papp, Manager
lm Beach Shooting Center,
1 Industrial St, Lake Worth, Fl 33461
lmBeachShootingCenter.com
1.588.GUNS

PBCFF Kids Fishing cont'd from page 1

days of the program this year. Some program volunteers are experts in their fields lil those from Palm Beach County's Department of Environmental Resources Managerne who taught the kids about the important environmental role red mangroves play in tl Lake Worth Lagoon. Dr. Ray Waldner, an ichthyologist and longtime biology professor Palm Beach Atlantic University, has been volunteering in the Fish Morphology booth f decades teaching kids about the various parts of fish and how those parts function. Eve paramedics and EMT's from Boca Raton Fire Rescue volunteer their time each year help ensure program safety both on and off the water.

Over a dozen different youth groups from area churches, municipal recreatic programs and youth mentoring organizations took part in the annual event. The childre ranged in ages from 8 to 14 years old. Kids Fishing Day is provided to these groups an other individuals free of charge thanks to support from many community sponsors an partners. The Marine Industries Association of Palm Beach County has been the tit sponsor of the event since its inception. The Town of Lake Park and The Florida Fish an Wildlife Conservation Commission are key partners as well. The Florida Foundation f Responsible Angling (the Fish Florida specialty license tag) contributes a new rod an reel for every child. Many local businesses and individuals also play a valuable role wit donations that help underwrite program costs like shirts, hats, certificates, food, drink rental equipment and charter fees.

Over 13,000 area kids have participated in the program since 1988. "It is increasing difficult to keep kids connected to the outdoors, especially in this age of digital devic like smart phones and video games. Our intention with this program has always been open their eyes to the outdoors and give kids an exciting introduction to saltwater fishin especially kids who don't have access or the resources to go saltwater fishing. Hopeful we are providing a spark that will get them excited about going fishing. These will be th future stewards of our resources, so it is important that they are exposed to the uniqu marine environment that is right here in our backyard," said Pete Schulz, Chairman of th West Palm Beach Fishing Club. For more information on the West Palm Beach Fishin Club, or its charitable affiliate, the Palm Beach County Fishing Foundation visit ww westpalmbeachfishingclub.org or call (561) 832-6780.

COASTALCALENDAR

ept 2: West Palm Beach Fishing Club ıeeting from 7-9 pm. Guest speaker will e John Lang, a fly & light tackle expert ho will present a visual account of Cuba's ɔectacular shallow water angling. For more ıformation call 561.832.6780 or visit www. estpalmbeachfishingclub.org

ept. 5: FWC Saltwater Fishing License- ree Day! For more information visit www. ıyfwc.com/license/recreational/do-i-need- license/free-fishing

ept 5: Palm Beach PS Boating Course 8 our course. Squadron Headquarters, 1125 ld Dixie Hwy, Lake Park. 561.863.1461 r email wce99@comcast.net for more ıformation.

ept 12: CHASIN' TAILZ 2nd Annual DW Tournament @ Guanabannas in ıpiter, Fl. For more information visit www. ıasentailz.com or call 561.220.7757

ept 12: Blue Heron Bridge Night Dive @ hil Foster Park. For more information visit ww.puravidadivers.com

ept 12 & 13: So Fla Fall Boat Show- Marine lea Market - Seafood Festival at the South Florida Fairgrounds.

Sept 18 & 19th: XGeneration-440 Challenge. Captain's Mtg. Friday. Tournament on Saturday with weigh in at Palm Beach Yacht Center. For more information email info@xgeneration440.com or call 561.577.0706.

Sept 19: Bass Fishing Kids Classic Tournament @ John Prince Park - Smythe Pavilion. Must qualify to participate in this final event. Visit www.bassfishingkids.com

Sept 22: Boynton Beach Fishing Club - General Meeting: Speaker: Capt. Danny Barrow, Director of the Snook and Gamefish Foundations, speaking about fishing for snook. Visit: www.bfc.org for more information.

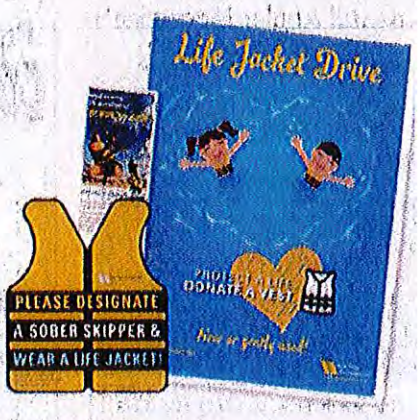
Sept 23: West Palm Beach Fishing Club meeting from 7-9 pm. Guest speaker will be Capt. George Mitchell, Penn Pro staff member who will speak on how to beat the heat with afternoon and evening dolphin and swordfish strategies. For more information call 561.832.6780 or visit www.westpalmbeachfishingclub.org

Sept 26: USCG Delray-Boynton "About Boating Safely" Class - Harvey Oyer Building at 2210 N. Federal Hwy, Boynton Beach. For further information call 561.389.1850

Sept 26: Blue Heron Bridge Night Dive @ Phil Foster Park. For more information visit www.puravidadivers.com.

Sept 27: USCG The Palm Beaches "About Boating Safely" Class - 247 Edwards Lane, Palm Beach Shores. Call to register 561.684.6914

Sea Tow Foundation Programs



The Boating Safety Challenge has been presented to thousands of boaters at boat shows across the country. This interactive effort not only teaches each participant about boating safety concepts in a fun way, but it also provides rewards to the participants like t-shirts and other gifts.

In the last 3 years, the Sea Tow Foundation has provided over 12,000 life jacket to recreational boaters via Life Jacket Loaner programs established by local Sea To Captains. Without this program, many boaters would not have had the proper lif jackets for all of their passengers.

I experienced this first hand when I found myself with out-of-town guest travelling with two small children, and we wanted to take them to Peanut Island. recalled reading something about this program and called my friends at Sea To Services of the Palm Beaches to see if lifejackets were available that I could rent We are members, but it doesn't matter, their loaner program is available to anyon and there is no cost. We swung by the office on Broadway in Riviera Beach on ou way to the boat ramp. Chris, who I had spoken to on the phone had the life jacket laying on the desk up front waiting for my arrival. I introduced myself and thanke him for the lifejackets - an infant and a youth size that both still had tags on then as they had never been used. Tried to return them after our day on the water, bu the office was closed. I returned them to Kay, the office manager the following da Thank you Catherine and Will for offering this program to local boaters! For mor information visit www.seatowwpb.com or call 561.844.8056.

TAB 7

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **July 6, 2016** **Agenda Item No.** Tab 7

Agenda Title: Stipulation and Agreed Final Order between Town of Lake Park and Park Avenue BBQ & Grille of Lake Park

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

Approved by Town Manager _____ **Date:** 6-27-16

John O. D'Agostino, Town Manager
Name/Title

Originating Department: **Town Manager**	Costs: -0- Funding Source: General Fund Acct. # [ ] Finance _____	**Attachments:** • **Stipulation of Agreed Final Order.**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ____ JOD **Please initial one.**

Summary Explanation/Background: The Town of Lake Park and Dean Lavallee, property owner of 754 Park Avenue have come to terms on a Stipulation of Agreement and Final Order. The building has remained vacant for over ten years. To encourage redevelopment of this parcel, the Town of Lake Park required the property owner to pay a fine of upwards of $80,000 as leverage to encourage redevelopment. The Town has entered into a stipulated agreement with Mr. Lavallee to bring the property up to code and to redevelop the parcel as outlined in the attached agreement. The milestones of the agreement are as follows; the final order requires the property owner to submit a site plan and other such applications necessary to redevelop the property by November 1, 2016. All staff comments shall be addressed by Mr. Lavallee by February 6, 2017. Mr. Lavallee shall submit all required applications for a building permit including alteration of the building no later

than March 6, 2017. Finally, Mr. Lavallee must obtain all necessary approvals, licenses, permits and a certificate of occupancy to operate a Micro-Brewery or Restaurant and other or other such uses no later than December 15, 2017.

Further, the Micro-Brewery or Restaurant shall be continually operated for a minimum of two years from December 15, 2017 or sooner. If Mr. Lavallee fails to meet the conditions of this agreement within the time periods agreed upon, Mr. Lavallee agrees to pay the Town of Lake Park an additional penalty of $20,000.

Upon the execution of this agreement with the Magistrate scheduled for July 12, 2016. Mr. Lavallee agrees to pay the Town of Lake Park a $10,000 fine. The purpose of the Stipulation is to encourage the property owner to redevelop a key piece of real estate within the CRA that has remained vacant for over ten years. The consent of the Commission and the Mayor signature are required to execute the Stipulation of Agreement.

Recommended Motion: I move to have the Mayor sign the Stipulation of Agreement and Final Order on the redevelopment of 754 Park Avenue.

IN THE JURISDICTION OF THE TOWN
OF LAKE PARK SPECIAL MAGISTRATE

Case No.: 09040041

TOWN OF LAKE PARK, FLORIDA

Petitioner,

vs.

PARK AVENUE BBQ & GRILLE OF
LAKE PARK, INC.

PCN: 36-43-42-20-01-010-0201

Respondent.

STIPULATION AND AGREED FINAL ORDER

The Petitioner, Town of Lake Park, Florida (Town), and the Respondent, Park Avenue BBQ & Grille of Lake Park, Inc. (hereinafter referred to as Respondent), hereby stipulate and agree to resolve the above referenced code violation case pertaining to the property located at 754 Park Avenue, and legally described as: KELSEY CITY LT 20 (LESS E 10 FT) & LTS 21 TO 24 INC BLK 10 (the Property), as follows:

1. The Respondent shall obtain all necessary permits to correct the following new violations (which have not yet been cited) within the time periods referenced below for each item:
    a. The front parking lot is collapsing and/or separating in the area underneath the building's concrete slab. There are potholes in the parking lot. The Respondent shall make such improvements as may be necessary, including but not limited to regrading, repaving or resurfacing the parking lot to correct the deterioration of the parking lot and potholes therein. A permit is required to **regrade, repave** and **resurface** the parking lot. The Respondent shall cause to be submitted a permit application for the work and the work shall be

completed and request made for final inspection by the Town within 60 days from issuance of the issuance of the permit. This requirement and deadline shall be extended if, and only if, prior to the expiration of the 60 days Respondent makes an application to the Town for a permit to convert the front parking area into a covered patio dining area with a new slab and awning(s).

b. There is discoloration and missing stucco on the building's walls. The stucco shall be refaced, pressure cleaned and painted so that the discoloration and missing stucco on the walls is, in the determination of the Town compliant with Code. A permit is required to reface the stucco in certain areas. The Respondent shall cause to be submitted a permit application and the work is completed and request made for final inspection by the Town within 30 days from issuance of the issuance of the permit.

c. All outdoor storage, including but not limited to concrete blocks, miscellaneous vegetation and bucket in the back and pole structure / rusted railings and sporadic overgrowth on the back side shall be removed or stored in an appropriate location such that they are not outside the building. In addition, the title poles shall be brought upright and painted. The rust on the railings shall be removed and the railing shall then be cleaned and painted. No permit is required for this work. The Respondent shall cause this work to be completed within 21 days.

d. All overgrown vegetation shall be trimmed or removed within 7 days.

2. The Respondent shall cause to be prepared such site, building and landscaping plans as may be necessary, and to submit a site plan and such other applications (the Application) as may be necessary (inclusive of all site plan checklist requirements) to the Town no later than November 1, 2016.
3. The Respondent shall address all staff comments regarding the Application so that the Application is complete and can be scheduled for the Commission's consideration of the Application no later than February 6, 2017.
4. The Respondent shall submit the required building permit(s) applications for the conversion or alteration of the building to the Department of Community Development no later than March 6, 2017. The building shall be converted into a Micro-brewery, or a restaurant which is appropriately licensed to brew beer on the Property, and such other commercial uses as permitted in the PADD (the Application). If a Micro-brewery, the Respondent shall obtain a license per § 561.221(2), F.S. or if a Restaurant then it shall be licensed in accordance with § 561.221(3)(a), F.S.
5. The Respondent shall obtain all necessary approvals, licenses, permits and a certificate of occupancy required for the Application so as to open and begin operating the Micro-brewery or Restaurant and other uses no later than December 15, 2017.
6. Upon the execution of this Stipulation, the Town Manager shall direct his staff to promptly process such amendments to the Town's Comprehensive Plan and Code of Ordinances as may be required for the Respondent to proceed with the

application to convert the building into a Micro-brewery or Restaurant, as enumerated above. Provided the Application meets all code requirements for proceeding with the Application the Community Development Department shall recommend such amendments to the Planning and Zoning Board and the Town Commission to accomplish the Application.

7. The Town Manager agrees to direct his staff to explore options whereby additional parking might be made available to the Respondent for lease on Town owned properties, including but not limited to the Seeds of Hope Garden property.
8. The Micro-brewery or Restaurant shall be open for business on or before December 15, 2017, and shall be continuously operated for two years thereafter (with the exception only of a "Force Majure" circumstance).
9. In consideration for the Respondent's execution of this Stipulation the Town agrees to waive of all but $10,000 of the fines which have accrued against the Property. Upon the Magistrate's execution of the Agreed Order and Respondent's payment of the $10,000, the Town shall release the existing code enforcement liens which have been recorded against the Property pursuant to Case No. 09040041.
10. In the event the Respondent does not meet any of the requirements associated with the commencement of operations of a Micro-brewery or Restaurant, by December 15, 2017, or the Micro-brewery or Restaurant is not continuously operated through December 15, 2019, the Respondent shall pay the Town $20,000.
11. The Town's Code Enforcement Magistrate shall retain jurisdiction regarding this case and may enforce the terms of same.

12. In the event the Town is required to enforce the terms of this Settlement Stipulation, the prevailing party shall be entitled to recover its costs and attorney fees.

IN WITNESS WHEREOF, the Parties hereto have executed this Stipulation on the dates set forth under their signature.

TOWN OF LAKE PARK, Petitioner

Dated: _____

By: _____
James Dubois, Mayor

PARK AVENUE BBQ & GRILLE OF LAKE PARK, INC.

Dated: 6/21/16

By: _____
Dean Lavallee, President

p:\docs\26508\00002\doc\1pr472402.doc

AGREED FINAL ORDER

This Stipulation and Agreed Order having been presented to the Town of Lake Park's Code Compliance Special Magistrate on this ___ day of _____, 2016 and with the Special Magistrate being fully informed in the premises and accepting the Stipulation, it is hereby ORDERED AND ADJUDGED that the Town and Respondent, shall comply with the terms of the Stipulation.

By: _____
GARY M. BRANDENBURG
MAGISTRATE

TAB 8

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **July 6, 2016** **Agenda Item No.** Tab 8

Agenda Title: Designation of the Town's Voting Delegate for the 2016 Annual Conference of the Florida League of Cities.

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

Approved by Town Manager _____ **Date:** 6-20-16

John O. D'Agostino, Town Manager
Name/Title

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

Summary Explanation/Background:
The 90th Annual Florida League of Cities Conference will be held in Hollywood from August 18-20, 2016 at the Diplomat Resort. The Commission will need to designate a Voting Delegate to represent the Town at the Annual Business Meeting. The voting delegate is typically an elected official of the Town who will be attending the conference, but can be an appointed official as well.

Recommended Motion: I move to designate _____ as the Voting Delegate for the Town of Lake Park for the 90th Annual Conference of the Florida League of Cities.

RECEIVED

MAY 2 2016

Office of Town Manager
TOWN OF LAKE PARK

301 South Bronough Street • Suite 300 • P.O. Box 1757 • Tallahassee, FL 32302-1757 • (850) 222-9684 • Fax (850) 222-3806 • www.floridaleagueofcities.com

TO: Municipal Key Official

FROM: Michael Sittig, Executive Director

DATE: May 17, 2016

SUBJECT: 90th Annual FLC Conference – *Florida Cities: United & Strong*
VOTING DELEGATE INFORMATION
August 18-20, 2016 – Diplomat Resort, Hollywood

As you know, the Florida League of Cities' Annual Conference will be held at the Diplomat Resort, Hollywood, Florida on August 18-20. The theme for this year's conference is *Florida Cities: United & Strong*, which will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

It is important that each municipality designate one official to be the voting delegate. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will make decisions that determine the direction of the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida for 2015.

Conference registration materials will be sent to each municipality in the month of June. Materials will also be posted on-line. Call us if you need additional copies.

If you have any questions on voting delegates, please call Gail Dennard at the League (850) 701-3619 or (800) 616-1513, extension 3619. **Voting delegate forms must be received by the League no later than August 12, 2016.**

Attachments: Form Designating Voting Delegate

President **Matthew D. Surrency,** Mayor, Hawthorne
First Vice President **Susan Haynie,** Mayor, Boca Raton • Second Vice President **Gil Ziffer,** Commissioner, Tallahassee
Executive Director **Michael Sittig** • General Counsel **Harry Morrison, Jr.**

90th Annual Conference
Florida League of Cities, Inc.
August 18-20, 2016
Hollywood, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws requires that each municipality select one person to serve as the municipalities voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified.

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Municipality of: _____

AUTHORIZED BY:

_____
Name

_____
Title

Return this form to:

Gail Dennard
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Fax to Gail Dennard at (850) 222-3806 or email *gdennard@flcities.com*

Important Dates

May 2016
Notice to Local and Regional League Presidents and Municipal Associations regarding the Resolutions Committee

June 2016
Appointment of Resolutions Committee Members

July 12th
Deadline for Submitting Resolutions to the League office

August 18th
Policy Committee Meetings
Resolutions Committee Meeting
Voting Delegates Registration

August 20th
Immediately Following Breakfast – Pick Up Voting Delegate Credentials
Followed by Annual Business Session

FLORIDA CITIES: UNITED & STRONG

Florida League of Cities 90th Annual Conference

August 18-20, 2016
Diplomat Resort, Hollywood, Fla.

Registration Information

Paid registration is required to receive housing information, so sign up early! See page 11 for details.

Hotel Registration Deadline: July 22, 2016

Conference Registration Deadline: August 1, 2016

#FLCities2016

President's Invitation to the Florida League of Cities 90th Annual Conference

Dear Friends:

The **90th Annual Conference of the Florida League of Cities** will be held August 18-20, 2016, at the Diplomat Resort in Hollywood. This year's conference will explore the many ways that cities can work together to make Florida a stronger state. Taking place during a politically charged election year, we are pleased to have two prominent political experts join us to offer their analysis of this unprecedented presidential race.

As you have come to expect from a League conference, this year's schedule is packed with interactive workshops, engaging speakers and networking opportunities galore! With general sessions featuring renowned keynote speakers and workshops that will provide you with tools to help your city navigate the current economic and political landscape, you are sure to return home with new ideas that will benefit your community.

In addition to sessions on the timeliest municipal issues, we will also showcase the success of the Florida Regional Compact Initiative, which has far surpassed my expectations as a presidential initiative and will continue to make our cities stronger for years to come.

The schedule includes keynote presentations from **National League of Cities President Melodee Colbert-Kean,** councilmember for the City of Joplin, Mo.; **Mark Halperin,** managing editor of *Bloomberg Politics* and host of Bloomberg TV's *With All Due Respect;* and **Ana Navarro,** a well-known Republican strategist who serves as a political analyst for CNN and a political contributor for ABC's *The View*.

We are very excited about this year's conference and hope you'll plan to attend. Knowledge is power, and nothing is more powerful than the united voice of Florida's 411 municipalities working together to make our cities the best in the nation. I look forward to seeing you in Hollywood!

Sincerely,

Matthew Surrency, FLC President
Mayor, City of Hawthorne

General Information

The League's 2016 annual conference will explore how cities, working together, can help to make Florida a stronger state. With this being an election year, we are also excited to hear from two prominent political experts as they share their analysis of this current unprecedented presidential race.

As always, the conference schedule is full of topical workshops, engaging speakers and networking opportunities that will allow you to explore these issues.

Location/Dates

Diplomat Resort - Hollywood, Fla.
Thursday, August 18 - Saturday, August 20, 2016

Registration Hours

Thursday, August 18:	7:30 a.m. - 7:00 p.m.
Friday, August 19:	7:00 a.m. - 5:00 p.m.
Saturday, August 20:	7:30 a.m. - 4:00 p.m.

Registration Fees

City/County/Government ($525), **Corporate** ($625) and **Guest** ($125): These fees cover your name badge, admission to all conference sessions and the exhibit hall, refreshment breaks, Friday's membership networking event, Saturday's Past Presidents' Luncheon and the Inaugural Celebration Saturday night.
NOTE: Registrants are defined as any elected government official, or any employee of governments, organizations or corporations. **Guests** are defined as spouses, partners or other non-professional relations of conference delegates. Guest registration **may not** be used for other elected government officials, staff or company representatives.

Teen Guest 13-18 years ($20) and **Child Guest 3-12 years** ($15): These fees cover your name badge, admission to the exhibit hall, Friday's membership networking event and refreshment breaks. **Teen and child guest registration does not include Saturday's Past Presidents' Luncheon or Inaugural Celebration.**

Exhibit Hall Pass ($20): This pass allows family members and guests who are not registered for the conference to visit our vendors on Thursday and Friday. Passes permit access to the exhibit hall on Thursday afternoon, Thursday evening and Friday morning. The pass allows access to all events in the exhibit hall, as well as Friday's membership networking event. **The pass is not good for any other conference events, and is not equivalent to a registration.**

Youth Council Program ($75): This fee covers all Youth Council Program activities on Saturday, plus lunch. See page 15 for details and registration information.

Deadlines

Registration - Conference registration forms must be postmarked on or before **Monday, August 1, 2016**. If you are unable to meet this deadline please register on-site. **NOTE: Registration fees will increase to $555 for government and $655 for corporate registrants for all registrations done on-site**, so we encourage you to register in advance.

Hotel Reservations - The cut-off date for reservations at the Diplomat is **July 22, 2016.** Reservations must be made via an FLC-provided security code only. No one will receive housing information until **after** their **paid** registration is received. Please see page 11 for more details.

Cancellation Policy

Conference registration cancellations must be done in writing by email, fax or mail to ***mhowe@flcities.com***; **fax (850) 222-3806**; or **Florida League of Cities, Inc., P.O. Box 1757, Tallahassee, FL 32302-1757**. All cancellations received in the FLC office by 5:00 p.m., **Monday, August 1, 2016,** will receive refunds, minus a **$50.00** cancellation fee. Refunds will be issued after the conference.

Hotel reservations must be canceled no later than **72 hours** prior to the scheduled arrival date to avoid a penalty of one night's room and tax.

Special Needs

If you are physically challenged and require special services, or if you have special dietary needs (i.e. allergies or Kosher or vegetarian meals), please attach a written description to your registration form. Contact the hotel directly if you will need any special accommodations in your room.

Continuing Education Credit

Some of the conference's educational sessions may be eligible for continuing education credit through The Florida Bar and/or the Florida Board of Accountancy. It is the attendee's responsibility to submit these hours for approval. The FLC will provide sign-in sheets at each session and will send certificates of attendance to all delegates who complete the sign-in sheets.

Live Feeds via Twitter and Facebook

The League will be offering live updates via Twitter and Facebook during the conference. Follow the League at *www.twitter.com/flcities* or become a fan of the League on Facebook to participate. Use the hashtag **#FLCities2016**.

Thursday is City Shirt Day!

We encourage all of you to show your city spirit by wearing your city shirt on **Thursday, August 18**.

Contact Information

For additional information, please contact Melanie Howe at *mhowe@flcities.com;* (850) 222-9684; fax: (850) 222-3806; or write to Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757

Tentative Program

Workshop Topics

We are planning a variety of informative workshops to provide you with the tools to help your city navigate the current economic, technological and political landscape. The specific workshop schedule will be posted to our website as soon as it is available, so check for updates! Topics being considered include:

- Advocacy: How to Meet with Your Legislators
- Challenges of Addressing Mental Health Issues for Cities
- Preparing the Next Generation of Public Servants
- Rough Waters or Smooth Sailing: What's Ahead for Municipalities in Implementing 2016 Water Bill
- Florida Constitutional Revision Commission: What Cities Need to Know
- How Autonomous Vehicles Could Transform Cities
- Media Training for City Officials
- NASA Tech Transfer Program
- Public Records
- Resilient Redesign: Sustainability for Cities in Flood Areas
- The Sharing Economy
- Village Square
- Working with Your City Attorney

WEDNESDAY, AUGUST 17, 2016

8:30 a.m. - 1:00 p.m.

Research Symposium: Building Better Cities for the 21st Century

In today's environment, municipalities are facing the ever-challenging task to create workable entrepreneurial environments that capture local talent while stimulating the economy. How do we move our communities forward by creating new opportunities with cutting-edge technology and budding start-up communities? Come hear from the experts in civic tech, university tech transfer and the exciting new entrepreneurial incubators collaborating with municipalities to learn how it can be done. This Center for Municipal Research & Innovation Research Symposium will take a deep dive into how you can transform your community and will include a special luncheon keynote address from NASA's director of tech transfer. Space technology meets municipal innovation!

While there is no fee to attend the symposium, registration is required. Be sure to check the box on the enclosed registration form. Please note that anyone who signs up and does not attend the symposium will be assessed a no-show fee of $45.

2:00 p.m. - 5:00 p.m.

Florida League of Mayors Roundtable

Additional registration required through the Florida League of Mayors; contact Jenny Anderson at janderson@flcities.com.

THURSDAY, AUGUST 18, 2016

7:30 a.m. - 7:00 p.m.
Registration Desk Open

8:00 a.m. - 9:00 a.m.
Florida League of Mayors Nominating Committee Meeting

8:00 a.m. - 12:00 p.m.
Continuing Education in Ethics: Are Your Hours Done?
Florida's municipal elected officers are required to take four specific hours of continuing education in ethics. If you haven't completed your hours yet, this is your opportunity! The four hours include two hours on the Florida Ethics Law (Chapter 112, F.S.), one hour of public meetings (Chapter 286, F.S.) and one hour of public records (Chapter 119, F.S.). If your hours are completed, this is a good refresher class.
NOTE: *You must be registered for the full conference to attend this session and pre-registration is required. Registration is limited to the first 150 people. See the registration form for details.*

11:30 a.m. - 12:30 p.m.
Florida League of Mayors Business Meeting
For more information, contact Jenny Anderson at janderson@flcities.com.

12:00 p.m. - 5:00 p.m.
Connect and Recharge at the Technology Center
Back again by popular demand, the Florida League of Cities Technology Center is ready to help you connect and recharge! Are you without your own mobile device? Want to view the internet on a larger screen? The Florida League of Cities Technology Center provides you the perfect place to get online access with PCs and staff to assist you. The Technology Center will also feature a charging station for your personal devices. Please note that children must be supervised while in this area.

12:30 p.m. - 1:30 p.m.
Florida League of Mayors Board of Directors Meeting

12:30 p.m. - 7:30 p.m.
Municipal Marketplace Open

1:00 p.m. - 3:00 p.m.
"Cities 101" Workshop
If you are newly elected or newly appointed, this "crash course" is designed for you. Details about Florida municipalities, services and governing challenges will be discussed. This is a prequel to the popular Institute for Elected Municipal Officials, but is not a substitute for the three-day IEMO class.

1:00 p.m. - 3:00 p.m.
Legislative Policy Committee Meetings
Energy, Environment and Natural Resources
Finance, Taxation and Personnel
Growth Management and Economic Affairs
Transportation and Intergovernmental Relations
Urban Administration

3:00 p.m. - 4:00 p.m.
International Relations Committee Meeting

3:15 p.m. - 4:30 p.m.
Workshops

4:00 p.m. - 5:00 p.m.
Resolutions Committee Meeting

5:00 p.m. - 6:00 p.m.
Federal Action Strike Team (FAST) Meeting

5:15 p.m. - 6:00 p.m.
First-Time Attendees' Orientation
If this is your first FLC Conference - **Welcome!** This workshop will acquaint you with the League, the conference program (with tips for the best use of your time), how to get involved in your local or regional league, FLC legislative policy committees and other municipal services.

6:00 p.m. - 7:30 p.m.
President's Welcome Reception in the Municipal Marketplace

FRIDAY, AUGUST 19, 2016

7:00 a.m. - 7:50 a.m.
FREE Sunrise Yoga on the Beach
See page 10 for full details.

7:00 a.m. - 8:30 a.m.
Florida Black Caucus of Local Elected Officials Breakfast
To be eligible to attend, a membership application and paid dues must be submitted. Membership applications can be obtained at www.fbc-leo.org. For more information regarding FBC-LEO, visit their website.

7:00 a.m. - 9:00 a.m.
Continental Breakfast in the Municipal Marketplace

7:00 a.m. - 1:00 p.m.
Municipal Marketplace Open

7:00 a.m. - 5:00 p.m.
Registration Desk Open

8:00 a.m. - 10:00 a.m.
Leadership Workshop: City and Party
We like to say that "there's no Republican or Democratic way to pick up the trash." In an era of both heightened public partisanship and significant party involvement in municipal politics, this familiar adage merits some careful reflection. In this workshop, **Dr. Scott Paine** will lead a discussion that examines party interests in municipal politics, the critical differences between governing at the municipal, state, and national level, and ways of managing partisan sentiments (our own as well as those of others) that can preserve municipalities' reputations for meeting public expectations without partisan rancor.

8:45 a.m. - 10:00 a.m.
Workshops

8:00 a.m. - 5:00 p.m.
Technology Center Open
See page 6 for more information.

10:15 a.m. - 11:45 a.m.
OPENING GENERAL SESSION
Featuring the presentation of the E. Harris Drew Award and a keynote presentation by **Mark Halperin**.

MARK HALPERIN

Mark Halperin, managing editor of *Bloomberg Politics* and host of Bloomberg TV's *With All Due Respect,* has covered every American election since 1988. He is also a regular contributor to MSNBC's *Morning Joe* and the most frequent guest in the history of Charlie Rose.

Prior to joining Bloomberg in 2014, Halperin served as editor-at-large and senior political analyst for *TIME,* covering politics, elections and government for the magazine and *TIME.com.* He was also the creator and author of TIME.com's "The Page."

He is the co-author of *New York Times* best sellers *Double Down: Game Change 2012* and *Game Change: Obama and the Clintons, McCain and Palin, and the Race of a Lifetime;* author of *The Undecided Voter's Guide to the Next President;* and co-author of *The Way to Win: Taking the White House in 2008.*

Game Change received wide acclaim and HBO Films adapted the book for a movie, which won five Emmy Awards and three Golden Globes, including outstanding TV movie or miniseries.

Prior to joining *TIME* in April 2007, Halperin worked at ABC News for nearly 20 years, where he covered five presidential elections and served as political director from November 1997 to April 2007.

FLORIDA CITIES: UNITED & STRONG

FRIDAY, AUGUST 19, 2016 (CONTINUED)

11:45 a.m. - 1:00 p.m.
Sidewalk Café in the Municipal Marketplace (Cash Sales)

12:00 p.m. - 1:00 p.m.
Women Elected to Municipal Government Luncheon
Luncheon by invitation only. If you do not receive your invitation, please contact WEMG at susanadams19@outlook.com. See letter on page 17 for details.

12:30 p.m. - 2:30 p.m.
Regional Compact Initiative Exposition

1:15 p.m. - 2:30 p.m.
Workshops

2:45 p.m. - 4:00 p.m.
Workshops

4:15 p.m. - 5:30 p.m.
Workshops

6:00 p.m. - 7:00 p.m.
Membership Networking Event

Evening Open

SATURDAY, AUGUST 20, 2016

7:30 a.m. - 8:30 a.m.
Various Local/Regional League Breakfast Meetings
Contact your local league for more information.

7:30 a.m. - 4:00 p.m.
Registration Desk Open

8:00 a.m. - 5:00 p.m.
Technology Center Open
See page 6 for more information.

8:30 a.m. - 9:00 a.m.
Voting Delegate Registration Open

8:30 a.m. - 4:30 p.m.
Youth Council Program
See page 15 for details and registration information.

9:00 a.m. - 10:00 a.m.
Annual Business Meeting

10:15 a.m. - 12:00 p.m.
SECOND GENERAL SESSION
Featuring recognition of the Years of Service awards, a special presentation by NLC President **Melodee Colbert-Kean** and a keynote address by **Ana Navarro.**

MELODEE COLBERT-KEAN

Melodee Colbert-Kean, councilmember for the **City of Joplin, Mo.**, was elected president of the National League of Cities at the organization's 2015 Congress of Cities in Nashville. She was first elected to the City Council in 2006. A small business owner and community volunteer, Colbert-Kean has made service to her community a priority. Together with her husband, William Kean Jr., she is the owner of MEs Place Soul Food Kitchen.

In 2011, the City of Joplin experienced an EF5 tornado, which claimed the lives of 161 people and devastated homes, businesses and churches in the community. Speaking about the tornado, Colbert-Kean said, "In those hours and days after a disaster you learn exactly what you need to know about the citizens in your community – that everyday people do extraordinary things."

In the wake of the disaster, Colbert-Kean was elected mayor, becoming Missouri's first female African-American mayor and Joplin's first African-American mayor. She served as mayor for two years, during which she had a central role in helping Joplin's residents rebuild areas destroyed by the tornado.

She serves on the Missouri Municipal League's Economic Development & Human Resources Board and is a governor's appointee to the Missouri Women's Council, which is a resource for women interested in starting a business.

FLORIDA CITIES: UNITED & STRONG

ANA NAVARRO

Ana Navarro is a well-known Republican strategist and political analyst for CNN and CNN en Español, and is a political contributor on ABC's *The View.*

The *Miami New Times* named her a "Republican power-consultant," and the *Tampa Bay Times* called her "a sought-after voice in Republican politics and an adviser for any presidential hopeful." Respected on both sides of the aisle for her straight shooting and candor, Navarro frequently appears in the media, including *Meet the Press, Bill Maher's Real Time, Anderson Cooper 360,* and *The View*.

Navarro served as the national Hispanic co-chair for Gov. Jon Huntsman's 2012 campaign and the national co-chair of John McCain's Hispanic Advisory Council in 2008. She served on Gov. Jeb Bush's transition team in 1998 and was his first director of immigration policy in the Executive Office of the Governor.

In 2001, she served as ambassador to the United Nation's Human Rights Commission, devoting much of her energy to condemning human rights abuses in Cuba. In 1999, she worked in the private sector, representing private and public clients on federal issues, particularly related to immigration, trade, and policy affecting Central America. In 1997, she was a special advisor to the government of Nicaragua.

FLORIDA CITIES: UNITED & STRONG

SATURDAY, AUGUST 20, 2016 (CONTINUED)

12:15 p.m. - 1:45 p.m.
Past Presidents' Luncheon and Installation of New President

2:00 p.m. - 4:00 p.m.
U.S. Senate Candidates Forum

4:00 p.m. - 5:00 p.m.
Networking Roundtables

6:00 p.m. - 10:00 p.m.
Childcare Provided
Pre-registration required. See enclosed form to register.

6:30 p.m. - 9:30 p.m.
Inaugural Celebration: Picnic in the Park
Enjoy a classic summer picnic in the park, including activities, entertainment and great food. The event will include a buffet-style dinner and plenty of fun so be sure to attend. We'll bring everything but the ants!

Schedule and speakers subject to change.

Top Reasons to Attend the Florida League of Cities 90th Annual Conference in Hollywood:

Meet with colleagues and friends from around the state and exchange ideas and solutions.

Learn what national political experts are thinking about the 2016 presidential race.

Discover innovative ways to expand services and save tax dollars.

Visit the Municipal Marketplace exhibits to get information to solve your city's problems.

Learn more about key issues that passed the 2016 legislative session and learn strategies to get ready for 2017.

Bring value back to your municipality as your return home a reenergized, renewed, educated and informed official.

The Florida League of Cities Annual Conference! BE THERE!

Additional Activities

Off-Site Activities

The Diplomat Resort provides a professional concierge desk to answer all questions regarding what to do, where to dine and how to get there, as well as brochures on area attractions, shopping and restaurants. For complete information, please contact the Diplomat at (954) 602-6000 or visit their website at *www.diplomatresort.com*.

FREE Sunrise Yoga on the Beach

Join us on the beach at **7:00 a.m.** on **Friday, August 19**, for a **sunrise yoga class sponsored by Hometown Health**. Flow with grace in a variety of postures designed to open up your mind, body and heart. This relaxing class will be lead by a Certified Personal Trainer and is great for individuals at all levels of fitness. You don't need to bring a yoga mat, but be sure to wear comfortable clothing. There is no charge for the event, **but pre-registration is required** (see main registration form) and the class is limited to the **first 50 participants**.

Saturday Night Childcare

Childcare services will be available on **Saturday, August 20, from 6:00 p.m. until 10:00 p.m.** during the Inaugural Celebration. This service, provided by the League through Sitter Solutions, will be offered at no charge, but pre-registration is required.

The League will provide pizza, snacks and drinks. Sitter Solutions will provide quality childcare with loads of activities and games. Toys will be provided for children 1-3 years old, as well as videos for quiet time. Pillows and blankets will also be available. This service is licensed, bonded, insured and CPR trained, and there is no cost to you.

AGENDA

6:00 p.m. - 6:30 p.m.	Registration
6:30 p.m. - 7:30 p.m.	Dinner
7:30 p.m. - 10:00 p.m.	Activities
10:00 p.m.	Closes

Please be sure to pick up your child by 10:00 p.m.

In order for us to provide this service, you will need to fill out the Childcare Registration Form on page 16 so we can determine how many sitters will be needed. Please return childcare forms to Melanie Howe, *mhowe@flcities.com,* fax (850) 222-3806 or mail to P.O. Box 1757, Tallahassee, FL 32302-1757.

FLORIDA CITIES: UNITED & STRONG

Conference Housing Information

The **Diplomat Resort** will serve as the conference hotel. It is located at 3555 S. Ocean Drive in Hollywood. The hotel's phone is (954) 602-6000. (**NOTE:** Reservations may be made via an FLC-provided code only. Please **do not** call the Diplomat to make reservations until you receive this code.) FLC has secured the reduced rate of **$10** per day for self parking, and **$20** per day for valet parking.

The landmark Diplomat Resort sits right on Hollywood Beach and features incredible views of the Atlantic. The hotel boasts a spectacular two-level lagoon-style pool, a kids' club and many water activities. The nearby Diplomat Country Club offers top-of-the-line golf, tennis and spa facilities. Directly across the street from the hotel, the Diplomat Landing features shopping and dining opportunities, plus water taxi service. Visit the hotel's website at *www.diplomatresort.com* for more details. **The Diplomat is a smoke-free property.**

Directions

From North: Take Interstate 95 South to Exit #18. Turn left onto Hallandale Beach Boulevard and proceed 3.5 miles. Turn left onto Ocean Boulevard (Route A1A). The hotel is located on the right.

From South: Take I-95 North to Exit #18. Turn right onto Hallandale Beach Boulevard. Proceed to Ocean Boulevard (Route A1A) and turn left. The hotel is located on the right.

From West: Take Interstate 75 East to Interstate 595 East. Then proceed to I-95 South. Take Exit #18 and turn left onto Hallandale Beach Boulevard. Proceed to Ocean Boulevard (Route A1A) and turn left. The hotel is located on the right.

ROOM RESERVATIONS - IMPORTANT - PLEASE READ

To protect our room blocks for conference registrants, it is our policy that no one will receive housing information **until we have received your PAID registration**. Once your registration is paid, you will be sent housing information via email. (If you do not have an email address, we will mail or fax the information to you.) **NOTE:** If you register online, but choose to mail in your check, you **will not** receive your housing information until your registration is **paid.**

Please note that the reservation cut-off date at the Diplomat is **July 22, 2016,** and the rate is **$182/night**. It is important that you register for the conference early so you have plenty of time to make your reservations. **Availability is on a first-come, first-served basis.**

Remember that we are unable to guarantee reservations for anyone, nor the exact date on which the hotel block will sell out, **so please register early.**

Conference Registration Information

Email, Fax or Mail Registrations

Use the enclosed registration form to register for the conference. Register early to avoid delays. Email or fax your registration with Visa or MasterCard payment as directed at the top of the form, or mail your registration with payment to the address at the top of the form. No purchase orders or telephone registrations will be accepted.

Online Registration

You can register online by accessing the Florida League of Cities' website at *www.flcities.com*. Simply fill out the online application, select your method of payment and your application will automatically be sent to the Florida League of Cities. For your convenience, the costs for all registration choices are automatically totaled for you.

Remember: A user name and password are required to access online conference registration. If you need help logging-in, please contact Melanie Howe at (850) 222-9684.

If you register online there are two payment options. You can send your registration fees by check to the Florida League of Cities, **(NOTE: You are not registered until we receive your payment and you will not receive your housing information until your registration is paid.)** or you can simply pay online with your Visa or MasterCard. Registrations submitted and paid online via credit card will automatically be marked as paid and you will receive your conference confirmation immediately via email! Conference confirmations include your registration information, totals and registration number for your reference. **Please check your confirmation carefully to verify that all information is correct. Please inform the League immediately of any errors.**

Registration Fees

The registration fees for the 2016 annual conference are:

City/County/Government $525.00*

Guests $125.00

Guests (3-12 years) $15.00

Guests (13-18 years) $20.00

Corporate/Other $625.00*

Exhibit Hall Pass $20.00

Extra Luncheon Ticket $40.00

Extra Inaugural Celebration Ticket $50.00

Youth Council Program $75.00

***Registration fees will increase to $555 for government and $655 for corporate registrants for all registrations done on-site.**

Conference Registration Information (Continued)

City/County/Government ($525), **Corporate** ($625) and **Guest** ($125): These fees cover your name badge, admission to all conference sessions and the exhibit hall, refreshment breaks, Friday's membership networking event, Saturday's Past Presidents' Luncheon and the Inaugural Celebration Saturday night.

NOTE: Registrants are defined as any elected government official, or any employee of governments, organizations or corporations. **Guests** are defined as spouses, partners or other non-professional relations of conference delegates. Guest registration **may not** be used for other elected government officials, staff or company representatives.

Teen Guest 13-18 years ($20) and **Child Guest 3-12 years** ($15): These fees cover your name badge, admission to the exhibit hall, Friday's membership networking event and refreshment breaks. **Teen and child guest registration does not include Saturday's Past Presidents' Luncheon or Inaugural Celebration.**

Exhibit Hall Pass ($20): This pass allows family members and guests who are not registered for the conference to visit our vendors on Thursday and Friday. Passes permit access to the exhibit hall on Thursday afternoon, Thursday evening and Friday morning. The pass allows access to all events in the exhibit hall, as well as Friday's membership networking event. **The pass is not good for any other conference events, and is not equivalent to a registration.**

Youth Council Program ($75): This fee covers all Youth Council Program activities on Saturday, plus lunch. See page 15 for details and registration information.

Deadlines/Cancellations

Advance registration forms must be postmarked **on or before Monday, August 1, 2016.** If you are unable to meet this deadline, please register on-site at the conference registration desk.

Conference registration cancellations must be done in writing via email or fax to ***mhowe@flcities.com*** or **(850) 222-3806.** All cancellations received in the FLC office by 5:00 p.m., **Monday, August 1, 2016,** will receive refunds, minus a **$50.00** cancellation fee. Refunds will be issued after the conference. **No refunds can be made after August 1 or for early departure from the conference.**

2016 FLC Annual Conference Registration Form

August 18-20, 2016 | Diplomat Resort | Hollywood

Florida League of Cities | P.O. Box 1757 | Tallahassee, FL 32302 | (850) 222-9684 | Fax (850) 222-3806 | *mhowe@flcities.com*

DELEGATE INFORMATION

Name: _____ | _____ | _____
First *M.I.* *Last*

First Name or Nickname: _____
As You Wish to Appear on Badge

Title: _____ Affiliation: _____
City, County, Government or Company

Mailing Address: _____
Note: If you will be paying with a credit card below, please use the billing address for that card.

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Email Address (for confirmations): _____
Please provide the address of the person who should receive the confirmation.

First-Time Attendee? ☐ Yes ☐ No Contact Person: _____

GUEST INFORMATION (Please complete only if registering a guest for the conference.)

Guest's Name: _____ First Name: _____
As You Wish to Appear on Badge

Child's Name: _____ Age: _____ First Name: _____
As You Wish to Appear on Badge

Child's Name: _____ Age: _____ First Name: _____
As You Wish to Appear on Badge

REGISTRATION FEES	NO.		FEE	TOTAL FEE
City/County/Government	___	@	$525.00*	$ _____
Corporate	___	@	$625.00*	$ _____
Guest	___	@	$125.00	$ _____
Guest (13-18 years)	___	@	$20.00	$ _____
Guest (3-12 years)	___	@	$15.00	$ _____
Exhibit Hall Pass	___	@	$20.00	$ _____

OPTIONAL ACTIVITIES	NO.		FEE	TOTAL FEE
Wednesday, August 17				
Research Symposium	___	@	$0.00	$ _____
Thursday, August 18				
Ethics Session	___	@	$0.00	$ _____
Friday, August 19				
Sunrise Yoga	___	@	$0.00	$ _____
Saturday, August 20				
Extra Luncheon Ticket	___	@	$40.00	$ _____
Extra Inaugural Celebration Ticket	___	@	$50.00	$ _____
			Total	**$** _____

***NOTE: Registration fees will increase to $555 for government and $655 for corporate for all registrations done onsite.**

SPECIAL NEEDS

If you require special services, or have special dietary needs, please attach a written description to your registration form.

REGISTRATION

Registration form must be accompanied by payment made payable to **Florida League of Cities**. Mail this form to: Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757. Registration forms must be postmarked by **August 1, 2016**. **Remember:** You will not receive housing information until we have received your **PAID** registration.

EMAIL OR FAX REGISTRATION

Registration forms with Visa or MasterCard payments can be emailed to *mhowe@flcities.com* or faxed to (850) 222-3806.

CANCELLATION POLICY

All cancellations received in writing via email or fax to ***mhowe@flcities.com*** or **(850) 222-3806** and received by 5:00 p.m., **August 1, 2016,** will receive refunds, minus a **$50.00** cancellation fee. Refunds will be issued after the conference. **No refunds can be made after August 1 or for early departure from the conference.**

CREDIT CARD INFORMATION

Credit Card type: ☐ MasterCard ☐ Visa

Number: _____ Exp. Date: _____

Account Name: _____

Signature: _____

2016 Florida League of Cities Youth Council Program

Saturday, August 20, 2016 | 8:30 a.m. - 4:30 p.m.

We are pleased to invite youth councils from throughout the state to participate in the annual conference. Attendees will learn about issues facing municipalities across the country and have the opportunity to network with members of other Florida youth councils.

The registration fee for this program is **$75** per person and includes the keynote presentation during Saturday's general session, lunch and youth-targeted presentations. **For more information, please contact Sharon Berrian at (850) 222-9684.**

Please complete one form per youth council. The form may be duplicated if you are registering more than six people.

Youth Council Name:_____

Contact Person:_____

Address:_____

City: _____ State: _____ Zip:_____

Phone:_____ FAX:_____

Email:_____ Contact Cell Phone:_____

Name:_____ ☐ Student ☐ Chaperone

Name:_____ ☐ Student ☐ Chaperone

Name:_____ ☐ Student ☐ Chaperone

Name:_____ ☐ Student ☐ Chaperone

Name:_____ ☐ Student ☐ Chaperone

Name:_____ ☐ Student ☐ Chaperone

Registration Fee – $75.00 per person if received by Monday, August 1, 2016. The final deadline for registration is **Monday, August 1, 2016**.

Total Amount Enclosed: $_____

Method of Payment: ☐ Check (payable to **Florida League of Cities)** ☐ Visa ☐ MasterCard

Card #:_____ Exp. Date:_____

Billing Address *(If different from above)*:_____

Cardholder's Name:_____ Cardholder's Signature:_____

Mail checks to: **Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302**
Fax Visa or MasterCard payments to: **(850) 222-3806, Attn: Melanie Howe**
Email Visa or MasterCard payments to: ***mhowe@flcities.com***

Youth council registration cancellation must be done in writing via email or fax to *mhowe@flcities.com* or (850) 222-3806. All cancellations received in the FLC office by 5:00 p.m., **Monday, August 1, 2016,** will receive refunds. Refunds will be issued after the conference.

Saturday Night Childcare Form

August 18-20, 2016 | Diplomat Resort | Hollywood

Sitter Solutions, Inc.
Pre-Registration Form

Parent Name: _____ Phone ( ) _____
Address: _____ Cell Phone: _____
City: _____ State: _____ Zip/Postal Code: _____

Please list each child's name, age and any allergies or special needs as indicated below.

Child Name	Age	Allergies/ Special Needs

Who is authorized to pick up your child?

Name:	Relationship:
Name:	Relationship:

1. The undersigned parent/guardian, for himself or herself, and his or her heirs, successors and/or assigned, herby releases, acquits and fully discharges, Sitter Solutions and their respective shareholders, officers, directors, agents, employees, representatives, predecessors, successors and assigns from any and all claims, suits, sums of money, judgments, executions, damages, losses, expenses of any kind including without limitation, court demands, causes of actions and rights whatsoever, known or unknown contingent or otherwise, that parent, guardian or child might have, in whole or in connection with directly or indirectly, in the provision of child care services and or any use by parent/guardian or their children at such facility.
2. Parent/guardian may not bring toys, jewelry, valuables or medications into child care facility. Sitter Solutions, Inc. will not be responsible for such items and will not administer medication of any kind.
3. Parent/guardian warrants that the child has no allergies or disabilities, which have not been noted above.
4. This agreement shall be interpreted and construed under and in accordance with the laws of the State of Florida.
5. I hereby grant permission for Sitter Solutions, Inc. to take whatever steps necessary to obtain emergency medical care if warranted. If the parent cannot be reached emergency personnel will be called.
6. I hereby give permission for photographs/video to be taken of my child (ren) while attending a Sitter Solutions, Inc. children's convention. These photographs/video may be used for Sitter Solutions, Inc.

This will serve as my authorization to Sitter Solutions, Inc.

_____ _____
Signature Relationship

For more information, call Sitter Solutions, Inc. at
813-900-0927

Women Elected to Municipal Government in Florida

Dear Members, Conference Guests and Spouses:

We invite you to join with us at our Annual Luncheon being held during the Florida League of Cities Conference, at the Diplomat Resort in Hollywood, Florida. This event will be on Friday, August 19th from 12:00 p.m. to 1:00 pm.

The annual luncheon is designed to encourage fellowship and networking amongst our members and guests, and increase awareness about the organization for non-members. Each year, we have a keynote address by a woman that has risen to the top of her chosen career and is making a significant difference in her community.

To reserve your place please complete the form below and mail it to the address shown below together with your check for $40 (Member rate) or $45 (Non-Member rate) payable to Women Elected to Municipal Government or WEMG. We must have your reservation by August 5th. If you would like to pay your membership at this time please feel free to do so. The membership fee is $30.

We look forward to having you join us for lunch and our annual meeting on August 19th!

Sincerely,

Dr. Stephany Eley
President, Women Elected to Municipal Government

Reservation Form Clip and return with your check to the address below

Name_____

Title if Elected Official_____ City _____

Mailing Address _____

City, State and Zip Code _____

Luncheon Payment: Member Rate $40_____ Non - Member Rate $45 _____

Membership Fee Payment or Renewal $30 _____

Email _____

Luncheon Registration c/o Susan Adams, Treasurer
100 S Pine St, Fellsmere, FL 32948
Email: susanadams19@outlook.com
Web site: www.wemg.org

TAB 9

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **July 6, 2016** **Agenda Item No.** Tab 9.

Agenda Title: Unified Communications Policy, Town of Lake Park

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

Approved by Town Manager _____ **Date:** 6-24-16

John O. D'Agostino, Town Manager
Name/Title

Originating Department: **Town Manager**	Costs: -0- Funding Source: General Fund Acct. # [ ] Finance _____	**Attachments:** • **Draft Unified Communications Policy with Attachment Palm Beach County Media Handbook**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ____ JOD **Please initial one.**

Summary Explanation/Background: Several months ago, I committed to completing a unified communications policy for all Senior Staff members to follow. The attached two documents provide Staff's commitment to providing transparent, concise and correct information to stakeholders in and outside of our community. The policy breaks down two distinct audiences, those who live in Lake Park and those who live outside of corporate Lake Park. In both cases, the policy is designed to communicate with area residents in their native language. Lake Park is a very diverse community and our commitment is to communicate to all stakeholders both outside and inside of Lake Park in the diverse languages they understand.

This administrative policy is before the Commission to seek your input and ideas into the policy. The purpose of the Commission Meeting is to solicit and incorporate your ideas and suggestions to finalize the policy that will be implemented administratively.

Recommended Motion: No Vote is necessary.

Unified Communications Policy
Town of Lake Park Unified Communications Policy

MISSION OF THE TOWN OF LAKE PARK
(Adopted in 02/2003)

"To improve the quality of life for all Town stakeholders through the provision of effective and efficient service delivery service delivery while maintaining a small town atmosphere in an urban environment and embracing the sense of place and community that make the Town of Lake Park special".

I. Purpose

The purpose of the Town of Lake Park's unified communications policy is to provide a cohesive structure to guide the creation and transmission of clear, consistent and transparent communications from the Town of Lake Park Departments to our residents, businesses and other stakeholders in our Community. In order to communicate with all stakeholders in a diverse community like the Town of Lake Park, this policy breaks down outreach into Primary and Secondary Audiences, Primary Audiences are: Multi-Cultural, Multi-Lingual and English speaking Residents, Business Owners, Local Media, Town Commission, and Town Based Non-Profits. The Secondary Audiences are: Multi-Cultural, Multi-Lingual and English Speaking Residents outside of the corporate limits of Lake Park, Business Owners outside of the Corporate limits of the Town of Lake Park, Non-Profit Agencies who serve Lake Park residents who have an address outside the corporate limits of Lake Park, County and State and local Elected Officials outside of the corporate limits of the Town of Lake Park It shall apply to

any and all messages originating from the Town of Lake Park, its departments, boards and committees that are intended to inform, educate or otherwise engage a public audience beyond simple personal interactions. Anytime information is disseminated, the Unified Communications Policy shall apply. Information submitted that may appear to a group of residents, in print, voice or on the air must be shared with the Town Commission through the Town Manager.

II. Methodology for Communications

A. *Mass Notification Communications:*

1. *General Policy*: It shall be the policy of the Town to utilize print and electronic media (including but not limited to social media, Constant Contact, Short Message Service [SMS], the Town's official website, etc.) to rapidly and proactively disseminate information (including information that is time-sensitive in nature) to its primary and secondary audiences. In recognition of the cultural diversity of its community, the Town will strive to disseminate such information in diverse languages such as English, Spanish and Haitian Creole.

2. *External Communication Types:* The following three communication types govern how and when communications may be issued to the public through the mass notification system:

- *Informational Bulletin:* For the purposes of this policy, an "informational bulletin" is defined as a message issued by the Town's Public Information

Officer (PIO) in response to a situation that has an effect or may have an effect on a certain number of people where notification is needed but time is not of the essence including but not limited to planned road closures, special notices regarding refuse and recycling services and miscellaneous other programs. Informational notifications may only be issued with the approval of specific Authorized Personnel as outlined in **Appendix A** and will include Reverse 911, Constant Contact, and SMS messages. The Town Manager and the Commission must be notified prior to the issuance of the notification. The Town Commission, Department Heads, Department Secretaries, Supervisors must also be notified prior to the notification if the message is to be sent to a population equal to or greater than 100 contacts (except for those situations meeting the qualifications of Section III (H) of this policy). Public meeting notices (including special call meetings notices) shall be published by the office of the Town Clerk,

In working with the media, the PIO shall follow recommendations as outlined in the Palm Beach County Board of County Commissioners Media Handbook as updated from time to time. A copy of the current Media Handbook is attached hereto as Appendix A.

The Town shall maintain a portal linked to Constant Contact on the Town's official website to allow users to opt-in to receive mass notification communications which shall be kept updated by the Town Clerk's Office.

- *Emergency Bulletin:* According to the Town of Lake Park Storm Emergency Response Plan (which is Annex VI of the Town's Emergency

Management Plan), emergency public notification is necessary when the health, safety and welfare of Town residents and merchants is threatened by the eminent danger of a hurricane strike or other catastrophic event. In such event, the Town is required to notify town residents and merchants of such an impending threat. For this purpose, the Town government has identified and established various means of making contact with the public to relate emergency information to the general population. Some forms of this notification would include the following:

- The Town will "piggyback" onto the Palm Beach Countywide Emergency Notification System;

- The Town Hall main telephone number will contain pre-recorded messages with information for callers who call if Town Hall is closed for any reason. (Also, in order to facilitate communication with callers who may have a hearing loss or speech disability, the Town has become a business partner with the Florida Telecommunications Relay, Inc., a statewide non-profit 501(c)(3) organization that administers the Specialized Telecommunications Equipment Distribution Program for citizens who are hearing or speech impaired to enable them to communicate via Florida Relay using TTY equipment);

- Following the National Incident Management System (NIMS) structure, the Town's PIO will (under the lead of the Incident

Commander [Town Manager]) gather and disseminate clear, accurate and timely information to the public about actions or services that can help save lives or change circumstances before, during and after an emergency. The PIO will disseminate and coordinate information, resources, and capabilities among and within the appropriate private and public sector agencies and organizations in order to enhance business disaster preparedness and facilitate post disaster business, economic and community recovery. The Town's PIO will coordinate with the Palm Beach County PIO. Such information will also be disseminated via the Town's official website in diverse languages such as English, Spanish and Creole.

- *Online Media Communications*:
  - *General Policy*: It is the general policy of the Town to utilize its websites (www.lakeparkflorida.gov, www.lakeparkcra.org, www.lakepark-fl.gov and www.lakeparkmarina.com and Government Channel 18) and any electronic systems as a method of providing and regularly communicating timely information of general interest to the public by allowing authorized personnel access to these communication mediums. This policy establishes the Town's websites as the flagship communication medium and requires that information posted through any other medium must be cross posted to the Town's official website either simultaneously or, in the case of an emergency, as soon as practical.
  - *Official Website and Listserv System*: The Town shall maintain one official website and one electronic listserv system for all communications. No Department may create a separate website without the prior written approval of the Town Manager or his/her designee. The official website shall have a multi-lingual feature for all Primary and Secondary Audiences to view and retrieve information in diverse

languages such as English, Spanish and Haitian Creole

- *Consistency*: All website pages and e-mails issued by the Town must follow a consistent, uniform pattern as determined by the Town's Information Technology Officer (CITO). Specials exceptions may be granted on a case by case basis by the Town Manager or his/her designee.
- *Third Party Information Sharing*: Authorized personnel may provide links and information to any third-party organization's website such as Seacoast Utilities, Florida Power and Light, Palm Beach County, State of Florida, or bona fide 501 (c)3 organizations or non-governmental organizations (NGO's) concerning public/private partnerships with the Town with the advance permission of the Town Manager or the CITO, provided that the other organization meets one of following criteria:
    - The organization provides direct services to residents in Lake Park;
    - The organization is partnered or affiliated with the Town or another taxing body in any manner; or
    - The 501(c) (3) organization has secular charitable ends that directly benefit Lake Park residents.
-
- *Brochures and Other Informational Documents*: The Departments can prepare and/or display any printed brochures, pamphlets or any other informational materials related to Town programs and services upon consent of the Town Manager.
- *Inserts*: The Town shall deny all requests for paper inserts in any sort of printed and

mailed form of communication (including but not limited to newsletters and utility bills) from any third party source unless authorized in advance by the Town Manager or his/her designee.

- *Social Media Communications:*
  - *General Policy:* It is the general policy of the Town to utilize social media as a method of providing emergency as well as timely information of general interest to Primary and Secondary Audiences through accounts created on major social media websites. Prior to the creation of such sites, the Town Manager or his designee must approve of the use of the site and must appoint an employee to be the Site Administrator. A Site Administrator must be appointed for each site created.
    - Before a social media site may be created, the Site Administrator must complete and submit a Town Media Registration Form, which must be completed for each social media site. The CITO shall maintain a record of the completed Town Media Registration Forms and must be notified promptly of any change in the Site Administrator, account information or removal/deactivation of the site.
    - The Site Administrator is responsible for the administration, updating and monitoring of the site. The Site Administrator shall not reveal an account password to anyone (with the exception of the CITO) or allow another individual to post content on the site.
    - The profile/username shall clearly identify the name of the Town department, office or program for which the site is being established.

- Any email address used in the account set-up must be a Town-issued email address. No personal email address may be registered with an account.

- Social media sites shall clearly indicate that any content posted or submitted for posting is subject to public disclosure pursuant to Chapter 119, Florida Statutes.

- The use of the Town seal shall be the official seal as approved by the Town Commission.

- No copyrighted material shall be shared, posted, or uploaded on any social media site authorized under this policy unless the Town has an active, legitimate license for such purpose or the written consent of the copyright owner.

- *Single Accounts:* The Town shall maintain one account on each social media website selected for use by the Site Administrator. In all instances, the Site Administrator shall report to the CITO concerning his or her actions on each social media site created.
- *Limits on Two-Way Communication/Blogs*: In general, the Town shall take all actions necessary to limit the amount of two-way communication on each of its social media accounts (including but not limited to disabling any commenting features).
- *Comments*: Authorized personnel are prohibited from deleting comments left on Town social media accounts to protect users' First Amendment rights except those comments that, under case law, are considered obscene or unworthy of

First Amendment protection as determined by the Town Attorney.

- *Social Media Account Maintenance*: The CITO shall be responsible for monitoring the Town's social media accounts and shall issue new passwords in response to personnel changes and/or periodically as a best practice for security.

Definitions:

A. *Communication:* Any message created by the Town of Lake Park and intended for mass dissemination to any group of external users for the purposes of public information or education.

B. *Mass Notification:* Any information designed to rapidly transmit information to Primary and Secondary Audiences through media including but not limited to Reverse 911 calls, e-mails, Websites, Constant Contact, and SMS messages.

C. *Network:* The relationship between the Town of Lake Park and any formal or informal organization recognized by the Town.

D. *Online Media:* Any communication system based on the internet and exclusively under the control of the Town of Lake Park and specifically, the Town's website and electronic lists servers.

E. *Press:* Any member or representative of a news-reporting organization whether it is based on-line or in print format

F. *Print Media:* Media that uses regular printed format (e.g., the printed version of the Palm Beach Post)

G. *Social Media:* Any communication system based on the internet and designed to allow interactive communication in a public forum between users including but not limited to blogs, social networking sites, Wiki, Facebook, Twitter, MySpace, LinkedIn, YouTube, Instagram, microblogs and/or any other multimedia sharing platforms not exclusively

under the control of the Town of Lake Park.

D. *Prohibitions:* All communications originating from the Town are prohibited from containing any of the following types of content:

1. Content in support or opposition of any political campaign or ballot measure; however, the Town may provide relevant, objective information regarding a referendum question in order to ensure residents are able to make an informed decision regarding the measure.
2. Content that promotes, fosters or perpetuates discrimination against any protected group based on their race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, order of protection status or physical or mental handicap.
3. Content that is itself illegal or promotes illegal activity.
4. Content that compromises the safety or security of public or private persons or systems.
5. Content that violates the legal interest of another party.
6. Content containing opinions or information that would be considered highly subjective by a reasonable person.
7. Content that contains information that is exempted from disclosure by Chapter 119 F.S.

❖ **Press Relations**

Unified Communications Policy

- *General Policy:* It is the general policy of the Town to act in cooperation with any type of press group and provide press representatives with any and all information requested to the extent of the Town's ability to do so as soon as possible after request.
- *Inquiries:* All inquiries from a member of the press should be forwarded to the PIO.
- *Responses:* If the Town is able to furnish the information requested and is not otherwise prohibited from releasing that information, the employee who received the request shall respond promptly to all inquiries in order to meet press deadlines.
- *Public Information Officers:* From time to time and in case of an emergency, the Town may deem it necessary to appoint various Public Information Officers to handle press and public relations. In these cases, the Town shall direct all staff to forward inquiries to these individuals for comment or questions.

❖ **Exceptions and Amendments to this Policy**

- *Exceptions:* The Town recognizes that special cases may arise from time to time as technology advances and new communications become available that may not be defined within this policy. The Town Manager or his/her designee shall be empowered to make all decisions regarding general exceptions to this policy until such time as it can be amended.

Amendments: **This policy may be amended at any time by the Town Manager and or the Town Commission to encompass changes, additions or deletions as may become necessary.**

Revised: Feb. 2014

Media Handbook

A directory and guide to working with the media

Palm Beach County
Board of County Commissioners
Public Affairs Department

IN THREE, TWO, ONE...

The world of communications keeps expanding at a seemingly exponential rate. Whenever something important happens, in a matter of seconds articles, comments, clips and tweets are posted on social media, news channels, Web sites and blog pages. Millions of people now watch or read the news via the Internet, a medium that barely existed 20 years ago.

Back in the 1970s, the idea of a national TV network carrying only news, weather or sports 24 hours a day was unthinkable. Nowadays, we get round-the-clock, live reporting and commentary from CNN, MSNBC, CNBC, Fox News, ESPN, the Weather Channel, Twitter and Facebook, and many other information outlets.

There are specialized cable, satellite and Web-based stations with niche programming for just about any topic and genre imaginable, including music and art, talk, news/politics, economics, entertainment/gossip and sports.

FREEDOM OF THE PRESS

Just as the U.S. Constitution serves as the basis for our individual rights as citizens, the First Amendment guarantees freedom

of speech, religion, peaceable assembly and the right to petition the government. It also guarantees freedom of the press. In America, a free and unfettered news media was of such paramount importance to our founding fathers that they listed it first in the Bill of Rights.

As Palm Beach County government employees, we operate under the provisions of Florida's Government in the Sunshine Law, the Public Records Act and the state code of ethics. We are accountable to the citizens we serve. By extension, we also have a responsibility to the media.

SO, WHAT IS NEWS?

Just as "beauty is in the eye of the beholder," very often so is news. Whatever people are talking about is news, and vice versa. As a test of whether a particular item may be newsworthy, editors sometimes apply the acronym **NIDI**. Is this **n**ew, **i**mportant, **d**ifferent or **i**nteresting? Any of these qualifiers could be enough to warrant a story.

Publishers and broadcasters are in the business of selling a product - news - to their readers or viewers. And the quality of their product largely depends on the reliability and accuracy of the information they present. That's why reputable news organizations always want to get the story right. Of course, they want to beat the competition with a big story or an exclusive interview, but not at the expense of accuracy.

ROLE AND RESPONSIBILITIES OF MEDIA RELATIONS

The news media help us inform citizens about county government's plans, goals and achievements, as well as our stewardship of public funds. The Public Affairs Department helps reporters gather information, locate documents and get in contact with those who are in the best position to answer their questions.

The purpose of media relations is to:

1) ensure accuracy of information;
2) assure that no preferential treatment is given;
3) avoid dissemination of conflicting information;
4) minimize the spread of rumors.

The responsibilities of media relations can be expressed in the acronym **TACT**: **t**ruth, **a**ccuracy, **c**onsistency and **t**imeliness.

Truthfully dealing with the media is central to establishing and maintaining our credibility.

Accuracy means checking our information *before* giving it to a reporter. What was accurate last week may have changed.

Consistency means not having one county official say one thing and having it contradicted by another.

Timeliness is important because all news agencies work under intense deadlines. When a reporter needs a response for a story, we should always try to comply. If the information is not readily available, advise the reporter when it could possibly be provided.

WHY COOPERATE WITH THE NEWS MEDIA?

It is in our best interest to answer reporters' questions promptly and provide the information they request. Refusing to respond can result in one-sided stories and may give the impression that we have something to hide. For the county's position to be fairly represented, we must cooperate when reporters call asking for comment.

Not only that, it's the law. All governments in Florida operate under the Government in the Sunshine Law and public records laws, which were enacted to make government in Florida open and accessible to the public. This includes providing the news media access to information and making government documents and data available for public review.

WHO CAN SPEAK TO THE MEDIA?

According to the PPM on news releases and media contact (CW-0-011), "any employee may respond to press inquiries, if the queries concern information of a general nature involving well-known, documented facts." For example, a reporter may only be calling to get a phone number or to confirm the date and time of an upcoming event. However, if the reporter is asking questions that require *interpretive* answers or opinions, it is probably best to defer to a department director, the county administrator, or to a

commissioner if the issue involves a specific district.

The PPM can be found on the intranet under "publications." It is provided to enhance communications between county staff and journalists and to assist in working effectively with the media. For more information, contact Public Affairs at (561) 355-2754.

NEWS ETIQUETTE

Media calls should always be returned promptly. Clerical support staff should be aware of this and consider pulling managers out of routine meetings to answer media inquiries. If the reporter is not available when you call back, ask to speak to the editor or producer.

Be fair with all reporters, not just those who are assigned to your beat or are more familiar with your department or project.

Be careful not to share with one reporter something another reporter is working on. If a reporter happens to ask, it is okay to confirm that you have been contacted by another about a particular issue (if, in fact, you have), but under no circumstances should you disclose details of that discussion.

Do not ask to see or approve a story before it is published or aired. This is viewed as censorship. You can ask when the story will run, but the reporter may not know. That decision is usually up to editors and producers.

GENERATING POSITIVE PRESS COVERAGE

Government reporters are looking for stories that affect large numbers of people, involve new policies and programs, represent a cost savings to taxpayers, and/or deal with proposals being considered by the Board of County Commissioners. Sometimes new information or a different angle will trigger a news piece, even if the issue itself has already been reported.

Routine items do not appeal to reporters and editors. For instance, you probably wouldn't care about the employee of the month at a local business or an announcement for a civic club. These items are more appropriate for a company newsletter. Main-

stream news needs to appeal to a broader audience.

Some stories lend themselves better to print than TV and radio and vice versa. A print reporter, for example, might not need a photo for a story that contains a lot of facts and quotes. But TV news usually wants visuals for each story aired. In fact, a station may not cover an otherwise good story simply because there isn't enough video to support it. Radio reporters want short, taped soundbites to supplement their pieces.

PITCHING A NEWS STORY

News tips are ideas for stories you can pass along to an editor or reporter. The reporter develops the story; we just plant the seed. If you think of a news tip, check with the Public Affairs staff for advice on which news agencies might be interested.

Remember, TV news needs visuals, so think in terms of video when pitching a TV story. Assignment editors also appreciate "self-contained" stories -- a convenient single location where interviews can be conducted and supporting photos or video shot.

Here are some hypothetical examples of news tips:

Success stories: A 75-year-old woman has been riding Palm Tran since the service started. She averages five bus rides per week and has accumulated more than 50,000 miles. A story like this could be shot on a bus, at a bus stop, or at the Palm Tran compound; the supporting video and sound bites are readily available.

Innovative techniques: County employees devised an electronic system to help pedestrians cross the street, but not everyone knows how to use it. A news feature story will help educate the public.

Trends: Many county employees have worked in the same department 20 years or longer. Some of them may have helped initiate a county program that's approaching a milestone or experiencing a resurgence. Perhaps the original program director is available and can explain how things used to be back in the "dark ages."

ISSUING A RELEASE

One way to get your message out to the public is by issuing

a **news release**. This can be about a new county program, a major award, key personnel appointments, or to explain or expand on a subject that has already been reported.

News operations receive hundreds of releases each week, so it is important that yours is brief and contains all the information reporters need to develop a story. The fewer calls they have to make, the more likely your release will be used for a story. Small newspapers will often "pick up" a particularly interesting or timely release and run it as is.

All news releases should include the who, what, where, when, why and how, along with a contact name and phone number. Try to keep the release to one page -- assignment editors are looking for a few key facts, not a long, complicated report.

Mid-morning is usually a good time to issue a news release because it allows time to obtain supporting quotes and photos or video.

Send out a **media advisory** when you want to invite the press to cover something, such as a news conference or special event. An advisory is usually issued a day or two before the event. If it is an emergency item, try to give the media at least an hour lead time. The most important facts in a media advisory are the date, time and place, and a contact name and number.

Distributing Your Release - Any county department, division or office may generate a news release or media advisory, but it should be sent to Public Affairs for copy checking and distribution. Public Affairs will fax and e-mail it to local news agencies, post it to the county's Web site, and circulate it to county administrators and the Board of County Commissioners. Public Affairs also keeps a copy on file for public records purposes.

CALLING A NEWS CONFERENCE

When you want to make a major announcement about county government, or if many reporters are calling for comment about the same issue or topic, it may be best to schedule a news conference.

That way, all questions can be addressed and any other appropriate information dispensed at the same time.

Any department or division may call a news conference, but the county administrator and the Public Affairs director should be notified. Public Affairs can provide guidance on when and where to hold your news conference, who should be present, what communication equipment may be needed, and whether there are any visuals that might be helpful. Be sure to issue a media advisory a day or two before the news conference.

WHEN A REPORTER CALLS

Being interviewed by phone

Newspaper and radio reporters gather most of their information by phone. If you are contacted for a phone interview, try to learn as much as you can on the subject. If you know someone who is more knowledgable, see if they would prefer to do the interview.

During the conversation with the reporter, refrain from using "bureaucratese," jargon and acronyms. These terms may be familiar to you, but not to the general public.

A radio reporter will usually want to record the conversation, possibly for broadcast later. It could also be a live, on-the-air conversation. Either way, this should be cleared beforehand. A print reporter may also ask to record the conversation. This saves time and helps ensure accuracy of quotes.

Note: You do not have to agree to be recorded, but if you do, by law, the interviewer must have your permission before proceeding.

Once the reporter has finished asking questions, volunteer any pertinent information you feel should be included. (Again, do not bring up anything you have mentioned to another reporter.) Get the reporter's name and phone number in case you think of something else later.

Being interviewed on camera

When doing a TV interview:

1) Avoid wearing loud or contrasting clothing colors and bulky, shiny or noisy jewelry.

2) Comb your hair and check your appearance.

3) Ask the interviewer approximately how long the interview will run and what questions or topics will be covered.

4) Look at the interviewer, not the camera.

5) Do not feel pressured to respond. If you don't know an answer, it's okay to say, "I'm not sure, I'll check on that for you."

6) Listen carefully to the interviewer's comments, not just the questions. Politely correct any misinformation or errors that may arise.

DO'S AND DON'TS OF GIVING INTERVIEWS

Regardless of the medium, the following guidelines will help you avoid pitfalls and be more confident when answering press questions.

The Do's

Prepare thoroughly - Have your responses ready, but do not memorize or read them.

Present your points first - Even if the precise question isn't asked, state your most important information near the beginning.

Speak simply and concisely - Try to answer in 10 to 20-second segments that can stand alone as sound bites.

Provide additional sources - Prepare a list of names and numbers of others who may be more familiar with certain facts and details.

The Don'ts

Don't lose your temper - Keep your cool at all times, regardless of provocation. A reporter can always edit out a hostile question, but you can't edit out your angry response.

Don't speak off the record - Regardless of your relationship with the media, any information you give "off the record" may still be used.

Don't respond with "no comment" - This implies guilt, ignorance or that you have something to hide. It's better to say: "We're looking into that," or "We'll get back to you with an answer."

Don't make up an answer - If you aren't sure of the facts, ask to call the reporter back with the correct information.

FIXING AN ERROR

Everyone makes mistakes, and reporters are no exception. They may create the wrong impression, misspell a person's name, or state an incorrect fact, figure or date. By keeping track of news stories, we will be more aware of when an error has occurred and, depending upon the severity, what to do about it. To help you stay apprised of news pertaining to county government, Public Affairs posts newspaper clippings on the intranet each day.

Before taking any action, make sure everything was done on our end to provide accurate information in a timely manner. If you are annoyed by a quote or headline, but the overall story is accurate, you should probably let it go. **Note:** Newspaper reporters should not necessarily be held responsible for a story's headline. Headlines are often written or changed by copy editors after the story is filed.

You should not be offended if someone else who disagrees with you is quoted in the story. Part of a journalist's job is to verify facts through independent sources; sometimes this information will be contrary to the county's position. Presenting contrasting viewpoints doesn't mean the reporter did not believe you, only that someone else sees the situation differently.

After considering all this, if you still believe a news error needs to be addressed, call the Public Affairs Department at 355-2754. As liaison to reporters, Public Affairs may recommend one of the following:

• Call or e-mail the reporter

A friendly conversation should get the point clarified, and it is to the reporter's advantage to have the correct facts, if there is a follow-up story. If the same incorrect information continues to be reported, ask to speak to the managing editor (print media) or the news director (TV and radio).

• Ask for a correction, not a retraction

Demanding a retraction is for only the most egregious offenses, such as a reporter knowingly presenting false information intended to harm someone. Rarely is this the case, and it is very difficult to prove.

Asking for a correction will usually repair what was likely an honest mistake without pointing an accusing finger.

Many newspapers print their corrections on page two or on the editorial page. Seldom do they appear on the front page, even if the original error was in a front page story.

• Write a letter to the editor

This is a formal response for publication. It should be written in a clear, concise and diplomatic manner, pointing out the error, clarifying an issue, or adding information to a previous story. Letters also may be used to counter an editorial.

Do not write a letter to the editor to complain about incorrect information reported by another news agency.

All letters written to the news media by staff as an official statement or position of county government must be sent to Public Affairs in advance for review.

• Write a rebuttal or guest column

Many newspapers allow counterpoint columns. These are opinion pieces taking a viewpoint opposite to that of a story or editorial previously published or aired. Before submitting a rebuttal, coordinate your material with Public Affairs to ensure accuracy and completeness, and to avoid duplication of efforts.

AND THAT'S A WRAP

In conclusion, members of the news media are always on the lookout for interesting stories, and they can't be everywhere at once. County employees can help by keeping their eyes and ears open and suggesting news and feature ideas.

The press is not "the enemy." The vast majority of journalists are hard working professionals whose main interests are to inform and educate and, above all, to get the story right.

When we cooperate with the news media, our message has a much better chance of reaching our residents. You should always return reporters' calls promptly.

The Public Affairs Department can assist with formulating and disseminating your message about the accomplishments and activities of your department, division or office.

LOCAL MEDIA CONTACTS

(INFORMATION SUBJECT TOCHANGE WITHOUT NOTICE)

DAILY NEWSPAPERS

ASSOCIATED PRESS (SUBSCRIPTION WIRE SERVICE)

2751 S. Dixie Highway — Main: (561) 832-3466
West Palm Beach, FL 33405 — Fax: (561) 832-9739
miami@ap.org — Miami: (305) 594-5825
(SUBSCRIPTION WIRE SERVICE)

PALM BEACH DAILY NEWS (THE SHINY SHEET)

Circulation: 7,400
400 Royal Palm Way, Suite 100 — Main: (561) 820-3800
Palm Beach, FL 33480 — Fax: (561) 655-4594
www.palmbeachdailynews.com — News: (561) 820-3865
Printed daily Sept. thru May, Thursday and Sunday only in June, July and August
Deadlines: news noon; ads Monday and Wednesday noon

PALM BEACH POST

Circulation: 168,000 daily; 200,000 Sunday
Palm Beach County Main Office
2751 S. Dixie Highway — Main: (561) 820-4100
West Palm Beach, FL 33405 — News: (561) 820-4401
P.O. Box 24700, WPB, FL 33416-4700 — Fax: (561) 655-4594
Deadlines: news 5 p.m.; ads two days prior; calendar & PSAs two weeks prior

PALM BEACH DAILY BUSINESS REVIEW

Circulation: 10,000
324 Datura Street, Suite 140 — Main: (561) 820-2060
West Palm Beach, FL 33401 — Fax: (561) 820-2077
www.dailybusinessreview.com; dlyons@alm.com
Deadlines: news and ads 1 p.m. two days prior; calendar & PSAs seven days prior

SUN-SENTINEL

Coverage Area: southern Palm Beach County and Broward County
Circulation: 78,000 (PBC)
Palm Beach County Main Office
333 Southwest 12th Avenue — Main: (561) 243-6600
Deerfield Beach, FL 33442 — News: (561) 243-665
pbcnewsroom@sunsentinel.com — Fax: (561) 272-3189
Deadlines: news 5 p.m.; ads 3 p.m. two days prior

NON-DAILY NEWSPAPERS

COASTAL STAR (MONTHLY)

Coverage Area: Briny Breezes, coastal Delray Beach and Boca Raton, Gulf Stream, Manalapan, Highland Beach, Lantana/Hypoluxo Island, Ocean Ridge, South Palm Beach, and County Pocket

Circulation: 17,000 | Run date: first Saturday of month
5011 N. Ocean Blvd. | Main: (561) 337-1553
Ocean Ridge, FL 33435 | Fax: (561) 337-1553
editor@thecoastalstar.com
Deadlines: news and ads two weeks prior (camera-ready ads one week prior)

CONDO NEWS, INC.

Coverage Area: Delray Beach to North Palm Beach

Circulation: 13,000 | Run date: Wednesday, biweekly
2827 Exchange Court, Suite C | Main: (561) 471-0329
West Palm Beach, FL 33409 | No fax
Mailing Address: P.O. Box 109, WPB, FL 33402-0109
info@condonewsonline.com
Deadlines: news and ads Friday noon

EL HISPANO (SPANISH)

Circulation: 40,000 | Run date: Thursday
102 N.W. Airoso Blvd. | Main: (772) 878-6488
Port St. Lucie, FL 34983 | Fax: (772) 878-7457
info@elhispanoparatodos.com
Deadline: Monday 5 p.m.

EL LATINO SEMANAL (SPANISH)

Circulation: 39,000 | Run date: Friday
4404 Georgia Avenue | Main: (561) 835-4913
West Palm Beach, FL 33405 | News: (561) 310-5333
ellatinomedia@msn.com | Fax: (561) 655-5059
Deadlines: news Monday 5 p.m.; ads Tuesday noon

FORUM PUBLISHING GROUP

THE FORUM EDITIONS FOR BOCA RATON, WEST BOCA, DELRAY BEACH, BOYNTON BEACH, LAKE WORTH, WELLINGTON AND ROYAL PALM BEACH

Coverage Area: south and central PBC; delivered with Wednesday *Sun-Sentinel*

Circulation: 600,000 | Run date: Wednesday
1701 Green Road, Suite B | Main: (954) 574-5300
Deerfield Beach, FL 33064 | Fax: (954) 429-1207
bocaratonforum@tribune.com (Boca Raton and West Boca editions)
delrayforum@tribune.com | boyntonforum@tribune.com
lakeworthforum@tribune.com | wellingtonforum@tribune.com
royalpalmforum@tribune.com
Deadlines: news Thursday 5 p.m.; PSAs two weeks prior

FLORIDA TREND (MONTHLY MAGAZINE)
Circulation: 54,000
490 First Avenue South, 8th Floor | Run date: 25th of prior month
St. Petersburg, FL 33701 | Main: (727) 821-5800
www.floridatrend.com | Fax: (727) 822-5083
Deadline: five weeks prior

JEWISH JOURNAL FORUM PUBLISHING GROUP
Coverage Area: Zone 1 Boca and Delray; Zone 2 Boynton to Jupiter
Palm Beach County Circulation: 58,000 | Run date: Tuesday
1701 Green Road, Suite B | Main: (954) 574-5300
Deerfield Beach, FL 33064 | Fax: (954) 429-1207
jewishjournal@tribune.com
Deadlines: news Thursday 5 p.m.; calendar and PSAs two weeks prior

JUPITER COURIER SCRIPPS TREASURE COAST NEWSPAPERS
Coverage Area: North Palm Beach to Hobe Sound
Circulation: 24,000 | Run dates: Wednesday and Sunday
P.O. Box 9009 | News: (561) 745-3311
Stuart, FL 34995-9009 | (561) 745-3314
TCNyournews@scripps.com | No fax
Deadlines: news Tuesday and Friday noon; ads Monday and Wednesday

JUPITER LIFE (MONTHLY)
Coverage Area: Jupiter/Tequesta
Circulation: 5,000 in 33458 ZIP code | Run date: first week of month
2581 NW 36th Street | Main: (610) 731-2996
Boca Raton, FL 33434 | (954) 218-3543
Jupiter@hibu.com | No fax
Deadlines: news articles and ads three months lead time, first week of month

LA GUIA GRATUITA (SPANISH)

Circulation: 35,000
2500 Quantum Lakes Drive, Suite 203
Boynton Beach, FL 33426
mluaces@laguiagratuita.com
Deadline: prior Friday

Run date: Wednesday
Main: (561) 853-2128
Fax: (561) 853-2258

LAKE WORTH HERALD and **COASTAL/GREENACRES OBSERVER**

Coverage Area: Lake Worth, Lantana, Manalapan, Hypoluxo, Lake Clarke Shores, Greenacres, Palm Springs, and South Palm Beach
Circulation: 38,000
130 South H Street
Lake Worth, FL 33460
lwherald@bellsouth.net
Deadline: Tuesday noon

Run date: Thursday
Main: (561) 585-9387
Fax: (561) 585-5434

NEIGHBORHOOD POST

Circulation: 168,000
P.O. Box 24700
WPB, FL 33416
neighborhood@pbpost.com
Delivered with Thursday *Palm Beach Post*
Deadlines: news one week prior, undated items up to one month prior

Run date: Thursday
Main: (561) 820-4763
Fax: (561) 837-8320

PALMS WEST MONTHLY (MONTHLY)

Coverage Area: WPB, Wellington, Royal Palm Beach, The Acreage, Loxahatchee
Circulation: 22,000
1125 S. State Road 7, Suite 104-364
Wellington, FL 33414
newsdesk@palmswestmonthly.com
Deadline: two weeks prior

Run date: last Saturday of month
News: (561) 793-6397
Fax: (561) 793-9017

SEMANARIO ACCION (SPANISH)

Circulation: 54,000; mailed free to Hispanic PBC residents weekly
P.O. Box 6726
WPB, FL 33405
semanario@hotmail.com
Deadlines: news Tuesday 5 p.m.; ads Wednesday noon

Run date: Friday
Main: (561) 586-8699
Fax: (561) 586-2838

SOUTH FLORIDA BUSINESS JOURNAL

Circulation: 10,000
6400 N. Andrews Avenue, Suite 200
Fort Lauderdale, FL 33309
kgale@bizjournals.com
Deadline: eight days prior

Run date: Friday
Main: (954)-949-7600
Fax: (954)-949-7595

SOUTH FLORIDA WEEKENDER

Coverage Area: Riviera Beach, North Palm Beach, Lake Park, Palm Beach Gardens, Palm Beach Shores, Juno Beach, Jupiter, and select areas of West Palm Beach
Circulation: 10,000
962 Northlake Blvd.
Box 111, Lake Park, FL 33403
sfweekender@gmail.com
Deadline: news Tuesday 5 p.m.; ads prior Friday

Rundate: Thursday
Main: (561) 667-0887
No fax

SUBURBAN LAKE WORTH LIFE (MONTHLY)

Coverage Area: Lake Worth area
Circulation: 5,000 in 33463 ZIP code
2581 NW 36th Street
Boca Raton, FL 33434
SuburbanLakeWorth@hibu.com
Deadlines: news articles and ads three months lead time, first week of month

Run date: second week of month
Main: (610) 731-2996
(954) 218-3543
No fax

SUN

Coverage Area: Belle Glade, Pahokee, South Bay, Canal Point
Circulation: 2,500
P.O. Box 1236
Clewiston, FL 33440
sunnews@newszap.com
Deadline: Monday noon

Run date: Thursday
News: (863) 983-9148
Fax: (863) 983-7537

TOWN CRIER

Coverage Area: Royal Palm Beach, Wellington, The Acreage, Loxahatchee
Circulation: 30,000
12794 W. Forest Hill Blvd., Suite 31
Wellington, FL 33414
news@gotowncrier.com
Deadlines: news Monday noon; ads Monday 5 p.m.

Run date: Friday
News: (561) 793-7606
Fax: (561) 793-6090

WEST BOYNTON BEACH LIFE (MONTHLY)

Coverage Area: Lake Worth area

Circulation: 5,000 in 33437 ZIP code | Run date: first week of month

2581 NW 36th Street | Main: (610) 731-2996

Boca Raton, FL 33434 | (954) 218-3543

WestBoyntonBeach@hibu.com | No fax

Deadlines: news articles and ads three months lead time, first week of the month

WESTSIDE GAZETTE

Coverage Area: Palm Beach, Broward and Miami-Dade counties

Circulation: 50,000 | Run date: Thursday

545 N.W. 7th Terrace | Main: (954) 525-1489

Fort Lauderdale, FL 33311 | Fax: (954) 525-1861

wgazette@thewestsidegazette.com

Deadline: prior Friday

TV STATIONS

PBC TV (Cable Channel 20)
Palm Beach County Education and Government Television
300 N. Dixie Highway — Main: (561) 355-4573
West Palm Beach, FL 33401 — Fax: (561) 355-6685
channel20@pbcgov.com

WFLX FOX 29 (Fox)
1100 Banyan Blvd. — Main: (561) 655-5455
West Palm Beach, FL 33401 — News: (561) 653-5700
newstips@wptv.com — Fax: (561) 653-5719

WPBF 25 NEWS (ABC)
3970 RCA Blvd., Suite 7007 — Main: (561) 694-2525
Palm Beach Gardens, FL 33410 — News: (561) 624-6398
wpbfnews@hearst.com — Fax: (561) 624-1089

WPEC CBS 12 (CBS)
1100 Fairfield Drive — Main: (561) 844-1212
West Palm Beach, FL 33407 — News: (561) 881-0796
newstips@cbs12.com — Fax: (561) 842-5642

WPTV NEWS CHANNEL 5 (NBC)
1100 Banyan Blvd. — Main: (561) 655-5455
West Palm Beach, FL 33401 — News: (561) 653-5700
newstips@wptv.com — Fax: (561) 653-5719

WTVX CHANNEL 34 (CW West Palm) (no news)
1700 Palm Beach Lakes Blvd., Suite 150 — Main: (561) 681-3434
West Palm Beach, FL 33401 — Fax: (561) 684-9193

WWHB 48 AZTECA AMERICA (Spanish)
1700 Palm Beach Lakes Blvd., Suite 150 — Main: (561) 681-3442
West Palm Beach, FL 33401 — Fax: (561) 684-9193
info@wwhb.com

HOLAVISION 12.2 Digital Cable (Spanish)
1100 Fairfield Drive, Suite A — Main: (561) 686-5151
West Palm Beach, FL 33407 — Fax: (561) 844-4454
noticiero@holavision.tv

RADIO STATIONS

CLEAR CHANNEL COMMUNICATIONS

3071 Continental Drive — Main: (561) 616-6600
WPB, FL 33407 — News: (561) 616-6760
www.clearchannel.com — Fax: (561) 881-8553

STATIONS

WAVW 92.7 FM The Wave (Country)
WBZT 1230 AM (News/FinancialTalk)
WJNO 1290 AM (News/Talk)
WLDI 95.5 FM Wild 95 (Top 40)
WKGR 98.7 FM THE GATER (Classic Rock)
WOLL 105.5 FM Kool 105 (Classic Hits)
WRLX 92.1 FM Mia 92.1 (Latin Adult Contemporary)
WZZR 94.3 FM Real Radio (Talk)

PALM BEACH BROADCASTING

701 Northpoint Parkway, Suite 500 — Main: (561) 616-4600
West Palm Beach, FL 33407 — Fax: (561) 689-4291

STATIONS

WEAT 107.9 FM SUNNY (ADULT CONTEMP) — Listener Line: (800) 919-1079
Fax: (561) 868-1111

WIRK 103.1 FM (COUNTRY) — Main: (561) 616-4777
Listener Line: 1-855-400-9475

WRMF 97.9 FM (ADULT CONTEMPORARY) — Main: (561) 868-1100
www.wrmf.com — Fax: (561) 868-1111
Listener Line: 1-877-979-9763

WMBX 102.3 FM X-102.3 (URBAN CONTEMPORARY)

WPBR 1340 AM (CREOLE)

1776 Lake Worth Road — Main: (954) 444-4032
Lake Worth, FL 33460

WWRF 1380 AM RADIO FIESTA (SPANISH)

1939 7th Avenue North — Main: (561) 585-5533
Lake Worth, FL 33461 — Fax: (561) 585-0131
www.radiofiesta.com

WPSP 1190 AM 11Q La Primera (Spanish Adult Contemporary)
5730 Corporate Way, Suite 210 Main: (561) 681-9777
West Palm Beach, FL 33407 Fax: (561) 687-3398
1190am@gmail.com

WFTL 850 AM Big Talk 850 (News/Talk)
2100 Park Central Blvd. North, Suite 100 Main: (877) 850-8585
Pompano Beach, FL 33064 News: (954) 315-1515
www.bigtalk850.com Fax: (954) 315-1555

WAY-FM 88.1 FM (Adult Contemporary Christian)
800 Northpoint Parkway, Suite 881 Main: (561) 881-1929
West Palm Beach, FL 33407 Listener Line: (888) 448-7234
http://wayf.wayfm.com

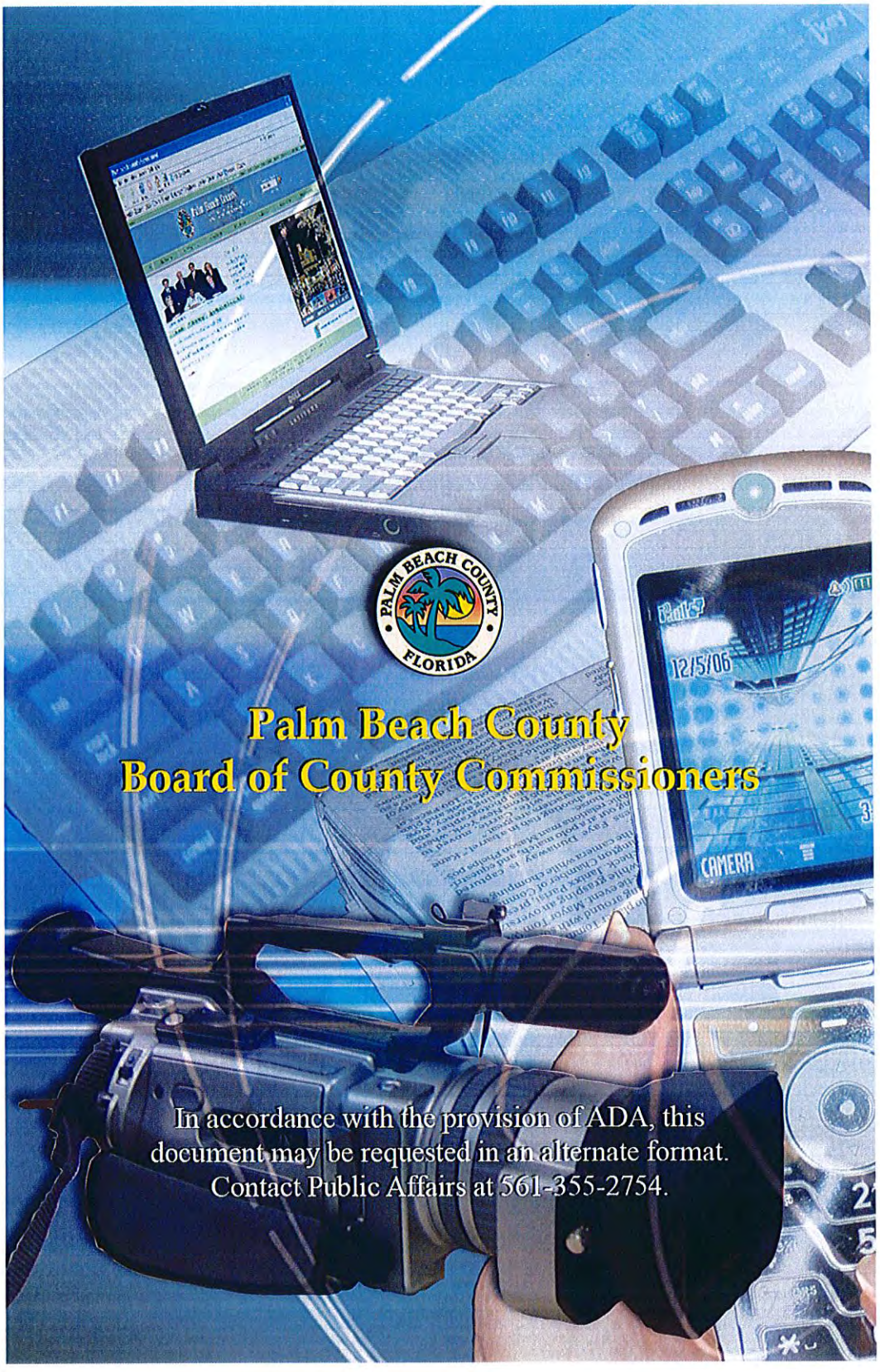
WCNO 89.9 FM (Adult Contemporary Christian)
2960 S.W. Mapp Road Main: (772) 221-1100
Palm City, FL 34990 (888)-221-8990
wcno@wcno.com Fax: (772) 221-8716

WRMB 89.3 FM Moody Radio (Christian Talk)
1511 W. Boynton Beach Blvd. Main: (561) 737-9762
Boynton Beach, FL 33436 Fax: (561) 737-9899
wrmb@moody.edu

WSBR 740 AM Moneytalk Radio (Financial)
WNN 1470 AM (Health) Main: (561) 997-0074
1650 S. Dixie Highway, 5th Floor Fax: (561) 997-0476
Boca Raton, FL 33432 Call in: (561) 995-8255

WSWN 900 AM Sugar 900 (Gospel)
P.O. Box 1505 Request Line: (561) 996-9796
Belle Glade, FL 33430 Fax: (561) 996-1852
(Fax emergency info only)

WBGF 93.5 FM Radio Lobo (Regional Mexican)
P.O. Box 1505 Request Line: (561) 439-0711
Belle Glade, FL 33430 Fax: (561) 996-1852
www.lobo935.com



Palm Beach County
Board of County Commissioners

In accordance with the provision of ADA, this document may be requested in an alternate format. Contact Public Affairs at 561-355-2754.