



**Minutes**  
**Town of Lake Park, Florida**  
**Regular Commission Meeting**  
**Wednesday, August 15, 2012, 7:00 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, August 15, 2012 at 7:00 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioners Steven Hockman, and Jeanine Longtin, Town Manager Dale S. Sugerman, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley. Commissioner Tim Stevens arrived at 7:03 pm.

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

**ADDITIONS/DELETIONS/APPROVAL OF AGENDA:**

**Motion: A motion was made by Vice-Mayor Rumsey to approve the Agenda; Commissioner Longtin made the second.**

Vote on Motion:

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

Motion passed 4-0

**PRESENTATION:**

- 1. Proclamation in Honor of Appreciation to James S. Titcomb for his Service as Interim Town Manager.**

Mayor DuBois presented the Proclamation to Jamie Titcomb.

- 2. Proclamation in Memory of Edmond and Eva Folsom.**

Mayor DuBois presented the Proclamation to the family of Edmond and Eva Folsom.

### **3. Proclamation Recognizing September as Muscular Dystrophy Association Firefighters Appreciation Month**

Mayor DuBois read the Proclamation.

### **4. 2012 Summer Camp**

Parks and Recreation Director Kathleen Carroll presented a PowerPoint presentation. She explained that 21 children were registered for Summer Camp of which 14 were residents. She stated that one participated via sponsorship and one via scholarship. She described the activities that the children participated in during Summer Camp.

Commissioner Longtin stated that the Summer Camp is a huge difference from what it was and is happy that Parks and Recreation Director Carroll is with the Town.

Commissioner Stevens stated that he appreciated that Parks and Recreation Director Carroll hit the ground running and that he hopes that more children will participate next year for a bigger and better program.

Parks and Recreation Director Carroll stated that revenues were \$8,857.50 and the expenses were \$4,585.77 for the Summer Camp.

Vice-Mayor Rumsey stated that he appreciated Parks and Recreation Director Carroll's efforts and that she is a great addition to the Town staff.

Mayor DuBois asked what is the age range for the participants.

Parks and Recreation Director Carroll stated that the age range was 6 to 12 years old. She noted that one 5 year old and two 13 year old participated because they had siblings in the program.

Mayor DuBois suggested that funds be raised for scholarships for next year's program. He stated that he will be providing a scholarship for one child to participate in next year's summer camp program and offered to help in the fundraising effort. He suggested using senior volunteers for future events.

Parks and Recreation Director Carroll stated that the organization Family Central which assists under privileged families by paying for after school and summer programs could be a resource. She stated that the Town would have to apply to participate in the program and that she will do so for future activities. She stated that a donation of sandwiches and cookies was provided by one of the local churches and that she will continue to utilize those resources.

Commissioner Stevens suggested that a wish list of items needed to be put together.

**PUBLIC and OTHER COMMENT:**

*Jim Lloyd, 220 Lake Shore Drive*, stated that he is concerned about the Marina being empty and that the Town needs to address getting more people to utilize the Marina. He stated that he is excited about Town Manager Sugerman’s concept of a task forces and that he thinks that it will be a positive addition to the Town. He hopes that the task force is the first of many.

Mayor DuBois congratulated Mr. Lloyd on his appointment to the Planning and Zoning Board.

*Maurice Leckler, 640 Northlake Boulevard*, stated that flags and banners are restricted to grand openings and special events. He thinks that it would be in the best interest of the Town to broaden the time flags and banners can be used so that businesses could use them to promote their business and attract people to Lake Park. He stated that he owns “Medical Homecare Supply” and that because of the location of the building it is hard to see. He stated that it would be in the best interest of his business to see if the Town would change some of the restrictions so that he can put up banners and flags during business hours to attract business.

**CONSENT AGENDA ITEMS:**

- 5. **Special Call Commission Meeting "Budget Workshop" Minutes of July 11, 2012**
- 6. **Regular Commission Meeting Minutes of July 18, 2012**
- 7. **Regular Commission Meeting Minutes of August 1, 2012**
- 8. **Replacement of the Irrigation Pump and Motor at Bert Bostrom Park**
- 9. **Resolution No. 19-08-12 To Amend the Town Classification and Pay Plan to Include the Position and Job Description of Project Manager**

Commissioner Hockman requested that item 8 be pulled from the consent agenda.

Commissioner Longtin requested that item 5 and 9 be pulled from the consent agenda

**Motion: A motion was made by Commissioner Hockman to approve the Consent Agenda items 6 and 7; Commissioner Stevens made the second.**

Vote on Motion:

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

Mayor DuBois	X		
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Motion passed 5-0.

**5. Special Call Commission Meeting "Budget Workshop" Minutes of July 11, 2012**

Commissioner Longtin stated that on page 10 of the minutes it states that she would give up her entire pay for one year if the rest of the Commission would and requested clarification in that section that she is talking about the Commission's salaries. She stated that on page 18 there is a spelling error and that she will advise Town Clerk Lemley of what that is. She requested that on page 27 the last line that the word "Quintero" be changed to "Quintero's".

**Motion: A motion was made by Commissioner Longtin to approve the Special Call Commission Meeting "Budget Workshop" Minutes of July 11, 2012 as amended with clerical changes; Commissioner Hockman made the second.**

Mayor DuBois stated that references to "Land-to-Rail" needs to be corrected to "Lambda Rail".

Vote on Motion:

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

Motion passed 5-0.

**8. Replacement of the Irrigation Pump and Motor at Bert Bostrom Park**

Commissioner Hockman asked why the irrigation contractor is not doing all the work including the electrical. He stated that the pump is being changed to a submersible pump and that he is concerned that there are no specifications regarding the moisture sensors, that modifications to the control panel may be needed, that there are loose ends regarding what electrical work is going to be required, and issues regarding having multiple contractors on the job. He asked if the replacement pump is the same size and pumping capacity as the existing pump and asked about the voltage.

Public Works Director David Hunt explained that one of the contractors contacted for a quote on this project is exclusively a well construction company and does not have an electrical contracting license and that he decided that in order to get an equal quote from all firms solicited to have the electrical work done by another contractor. He stated that he has the specifications for the pump and motor and that he has reviewed the plans with the electrical contractor. He explained that the horsepower of the replacement pump is different because of the style of pump, but the flow capacity is the same as the existing pump system and that the electrical contractor verified the voltage and that information was included in the specifications.

**Motion: A motion was made by Vice-Mayor Rumsey to approve the Replacement of the Irrigation Pump and Motor at Bert Bostrom Park; Commissioner Stevens made the second.**

Commissioner Hockman feels that there should be one point of contact to handle the job from start to finish.

Commissioner Longtin asked who is overseeing the job and who the electrician is overseeing the project.

Public Works Director Hunt stated that the Public Works Department would oversee the project and that Casper Electric would be the electricians for the project.

Commissioner Stevens asked if Hydro Dynamic Pumping Services has the ability to do the electrical work.

Public Works Director Hunt stated that he does not know if Hydro Dynamic Pumping Services is a licensed electrician.

Commissioner Stevens suggested checking with Hydro Dynamic Pumping Services to see if they can provide the electrical services.

Commissioner Hockman suggested that Hydro Dynamic Pumping Services bring in Casper Electric as a sub-contractor. He stated that way if anything goes wrong the Town would have one company to contact to resolve the issue.

Public Works Director Hunt stated that if he has Commission approval to proceed with Hydro Dynamic Pumping Services that he would be able to work with the contractor to complete the project as directed by the Commission.

Mayor DuBois asked if requiring the contractor to hire the electrician would be considered a minor adjustment to the contract and how much would it increase the contract.

Public Works Director Hunt stated that it does not change the purchasing parameters.

Commissioner Longtin stated that the electrical contractor should represent the Town of Lake Park and Hydro Dynamic Pumping Services should not be hiring the electrician.

Commission Hockman stated that Hydro Dynamic Pumping Services should hire the electrical contractor as a sub-contractor, that way Hydro Dynamic Pumping Services is responsible for the whole project from start to finish.

Mayor DuBois asked for a motion that Hydro Dynamic Pumping Services hire the electrical contractor.

Vice-Mayor Rumsey amended his motion to include the recommendation.

Commissioner Stevens seconded the amended motion.

Vote on Motion:

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

Motion passed 5-0.

**9. Resolution No. 19-08-12 To Amend the Town Classification and Pay Plan to Include the Position and Job Description of Project Manager**

Commissioner Longtin requested that Town Manager Sugerman explain the item.

Town Manager Sugerman explained that the item is regarding changing the job title of the CRA Project Manager to Project Manager.

Commissioner Longtin asked if this project manager is going to work all over Town and that any work that they do in the CRA will be billed to the CRA and if this action would create another position.

Town Manager Sugerman stated that it would depend on what the project manager is actually doing and if the CRA can afford it. He stated that all personnel have been eliminated from the CRA budget and moved the positions over to the Town's General Fund. He stated that this project manager position will be full-time within the Public Works Department. He stated that the person in this position does some CRA work, the work will be evaluated to determine if it is appropriate to charge the CRA for the work. He stated that a new position is not being created.

Commissioner Stevens asked if the person in this position will have CRA and non-CRA duties.

Town Manager Sugerman stated “no” because there are no more employees in the CRA and if a project manager is assigned to do work in the CRA, that work will be evaluated to determine if it is appropriate to bill the CRA.

**Motion: A motion was made by Commissioner Hockman to approve Resolution No. 19-08-12 To Amend the Town Classification and Pay Plan to Include the Position and Job Description of Project Manager; Commissioner Stevens made the second.**

Vote on Motion:

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

Motion passed 5-0.

**BOARD MEMBER APPOINTMENT:**

Commissioner Longtin asked if the Construction Board of Adjustment and Appeals is the same as the Planning and Zoning Board and if not are there any members on the Construction Board of Adjustment and Appeals.

Town Clerk Lemley advised that the Construction Board of Adjustment and Appeals is a separate Board and that there are no members on the Board.

Commissioner Longtin asked if the Town needs members on that Board.

Town Clerk Lemley explained that the Board has very specific parameters under which it meets and conducts business and that the Town has not had any items for which the Board to take action on.

Commissioner Longtin requested that Town Manager Sugerman look into the necessity of the Board.

Commissioner Stevens commented that he would like to have a Tree Board.

**10. Reappointment to the Library Board**

Town Clerk Lemley announced that Candice Moss has been reappointed to the Library Board. (see Exhibit "A")

**11. Board Appointment to the Planning and Zoning Board**

Town Manager Sugerman requested that the Commission consider tabling the Board Appointment of the Planning and Zoning Board.

Mayor DuBois suggested postponing the item and explained the reason to postpone instead of tabling the item.

**Motion: A motion was made by Commissioner Stevens to postpone the Board Appointment to the Planning and Zoning Board; Commissioner Hockman made the second.**

Vote on Motion:

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

Motion passed 4-1.

**DISCUSSION AND POSSIBLE ACTION:**

**12. Appointment of a Marina Task Force to Specifically Address Parking and Circulation Issues at the Lake Park Harbor Marina**

Town Manager Sugerman explained the item (see attached ARF Exhibit "B")

Mayor DuBois stated that Town Manager Sugerman said that the Task Force's work includes abandoning the current right-of-way of Lake Shore Drive and that Town Manager Sugerman's statement implies a conclusion regarding the abandonment of that right-of-way before the Task has convened and it makes him wonder what the point is to having the Task Force. He does not like abandoning Town rights-of-way particularly when it comes to traffic and traffic related matters. He stated that traffic and traffic related matters are very important aspects of redevelopment. He stated that this is a very important area of redevelopment. He urged that an open mind be brought to the discussion by all parties. He stated that construction costs should be evaluated against bringing in bigger boats to the Marina. He stated that the underlying presumption regarding the Marina has been to use the slips to make money and use the boat launch to

serve the Town residents. He stated that the residents have paid tax dollars for a bond and loan for construction of the Marina with the assumption that the boat ramp would be available for their use.

Town Manager Sugerman stated that he is changing the second assignment to “dealing with traffic flow at the Marina including the possibility of abandoning the current right-of-way of Lake Shore Drive which cuts through the lower parking lot, reconfiguring the existing lot to accommodate the larger trucks and boat trailers, tearing down the existing wall, and integrating the corner lot”.

Commissioner Hockman stated that he believes that this discussion regarding the abandoning of the Lake Shore Drive right-of way is only in the parking lot and that the intention is to re-route traffic and to create a better flow of traffic and to discuss how to lay the parking lot out to get better use out of it.

Commissioner Stevens stated that the Marina is running a deficit of over \$300,000 per year due largely to construction related repair, that it owes the General Fund over \$2,000,000 and the Town will be receiving \$880,000 in the settlement, which will help the Town deal with these issues. However, proactive measures are warranted and the Marina Task Force seems like a good idea to consider possibilities like lowering rates, expanding parking, and addressing rights-of-way. He asked if the Task Force would be working with staff and then come back to the Commission with suggestions.

Town Manager Sugerman stated that the Task Force of citizens work with the Town staff and based on that work staff will bring forward recommendation to the Commission.

Commissioner Longtin asked how often the Task Force would meet.

Town Manager Sugerman stated that the Task Force would meet as often as it needs to get its work done.

Commissioner Stevens asked how the selection of the members would be done.

Town Manager Sugerman stated that he spoke with the Town Attorney regarding the minimum standards for appointing people to the Task Force and as he has recommended each member of the Commission appoint one member at a public meeting. He stated that if any of the Commissioners are ready at this meeting then that Commissioner can make their appointment or they can wait until the next meeting.

Commissioner Longtin asked if this would be a quasi-judicial board.

Attorney Baird responded no.

Mayor DuBois commented that this is a “Sunshine Board”.

Vice-Mayor Rumsey asked if the members of the Task Force are subject to the same “Sunshine Laws” as any other member of an advisory board.

Town Manager Sugerman stated “yes”.

Commissioner Longtin stated that she is in favor of bring back the Marina Board because there are so many other things to address at the Marina, but that she is willing to settle for this at this time.

Mayor DuBois asked if the agendas, minutes, and meeting notices will be published and access provided via the Town website.

Town Manager Sugerman stated “yes” in the same manner as other Boards and Committees.

Commissioner Longtin asked if the meetings are open to the Public.

Town Manager Sugerman stated “yes”.

**Motion: A motion was made by Commissioner Hockman to create the Marina Task Force to Specifically Address Parking and Circulation Issues at the Lake Park Harbor Marina; Commissioner Stevens made the second.**

Mayor DuBois stated that the right-of-way and traffic at the Marina has been a hotly debated subject over the years in the Town and that he looks forward to the discussion. He stated that any improvements that are made will help the Marina.

Vote on Motion:

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

Motion passed 5-0.

Mayor DuBois appointed Richard Ahrens.

Commissioner Longtin appointed Jorge Quintero.

Vice-Mayor Rumsey appointed Erin Flaherty.

Commissioner Hockman appointed Brent Headberg.

Commissioner Stevens requested that anyone interested in serving on the Task Force contact him and stated that he will make his appointment at the next Commission meeting.

**13. Authorizing the Mayor to Execute the 8<sup>th</sup> Addendum to the Law Enforcement Services Agreement with Palm Beach Sheriff's Office (PBSO) Beginning October 1, 2012 through September 30, 2013**

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

Commissioner Hockman asked if anybody from PBSO at the meeting to discuss this item.

Town Manager Sugerman stated that the District Commander Chris Myers is here, but that there is no one at the meeting from the Contract Administrators Office.

Commissioner Hockman stated that he does not have a modification of the contract, but a clarification regarding the number of deputies on duty per shift. He stated he wanted added to the addendum that a certain number of deputies are on per shift. He stated that he has met with Lt. Palenzuela and Myers in the past regarding this issue and nothing has been done. He stated that the contract states that the Town will be staffed with the same as the Lake Park Police Department was, but the contract does not specify the number of deputies, the ratio per shift, or any other personnel measures.

Town Manager Sugerman stated that Section 3.1 "STAFFING provides that PBSO shall schedule, provide, and employ the personnel deemed necessary or desirable by PBSO to provide the Services in Town. That PBSO shall have the sole responsibility and control over setting performance standards, disciplinary standards and, all other matters related to performing the Services and employing the Town District Employees. He stated that there is no language in the contract that calls for minimum staffing and if it is the Commission's desire that he talk with PBSO regarding an amendment to the base contract that would set minimum manning standards he is prepared to do so, but he needs direction from the Commission.

Commissioner Hockman stated that the Town is paying for nineteen (19) deputies, not counting the sergeant and the lieutenant, which equals approximately (4) deputies per shift. His concern is regarding past practices when only two (2) deputies are on duties and then one (1) deputy leaves the Town.

Commissioner Stevens stated that the Town does not have a lot of leverage at this point and that by March 2013 if the Commission decides to partner with a neighboring police agencies or renegotiate with PBSO the Town would be in a better position to get the things it wants. He asked for clarification regarding Commissioner Hockman's request and if the desire is to a minimum of three (3) deputies per shift in the Town of Lake Park.

Commissioner Hockman stated "yes".

Vice-Mayor Rumsey stated when there is an issue in Lake Park that deputies from other Districts are brought into the Town to resolve those issues. He stated that one of the ways the Sheriff's Office does work is through the fluid movement of deputies and resources throughout all of its service areas. He stated that the Town has additional resources such as a helicopter, other tactical services, and random policing activities as part of the contract. He stated that he is concerned that if the Town requires that there be three (3) deputies per shift then that is all the Town is going to get and the Town will not receive any of the other services or resources.

Commissioner Hockman stated that the Town would get the helicopter and other resources because these resources are paid for under the County taxes and the Town would receive those services without a police service contract with PBSO. He stated that in the past several months the Town has not had deputies because they are being called out of the Town to handle other things.

Commissioner Longtin stated that she agrees with Commissioner Hockman and thinks it would be nice to know that the Town has a least three (3) deputies in Town. She stated that if the Town asks for a minimum of three (3) deputies, that does not mean the Town would only get three (3) deputies and that the extra resources would be provided on an as needed basis regardless. She stated that the possibility of having only one (1) deputy in Town is a concern. She stated that she is happy with PBSO and the services that they provide, but she would want to know that there are at least three (3) deputies in Town.

Commissioner Stevens thinks that the current contract places a lot of burden on the Town, but that the Town needs to have Police Services on October 1, 2012. He suggested postponing this item in order to provide Town Manager Sugerman the time to talk with PBSO about their willingness to amend the base contract. He stated that he also has Vice-Mayor Rumsey's concerns that if the Town locks PBSO to three (3) deputies that they might penalize the Town with only three (3) deputies. He stated that the number of deputies per shift varies day by day and shift by shift and is hard to monitor or enforce that provision. He stated that he is prepared to vote in support of this item to provide time until March of 2013 for the Town to make other arrangements or renegotiate with PBSO. He stated that he would also support postponing the item to give Town Manger Sugerman time to discuss options with PBSO.

Mayor DuBois stated that the Town cannot afford this contract and that it is 125% of the Town's Ad Valorem revenue goes to Police and Fire Services and that the Police Service contract is almost double the Fire Service contract. He stated that the renewal of this contract has been out there for several months and that the Commission decided to set the millage rate below the rollback rate. The cost of PBSO contract is the same as last year and is one of the reasons that he suggested that the Commission set the millage rate for next year at the rollback rate. He stated that he would like discussions to continue with PBSO on how to trim the cost of the contract. He questioned if the revenue received from traffic violations offsets the cost of the deputy that has been dedicated to that task. He stated that he would rather stop pulling over traffic violators on Northlake Boulevard and put that deputy on Park Avenue for additional security. He asked to be provided the revenue that the traffic violations on Northlake Boulevard provide to the Town and if it is not significant can an officer be removed or reassigned to reduce the cost of the contract.

He stated that he thinks it is important that the Commission consider the cost of each deputy assigned to the Town and that he does not agree with Commissioner Hockman regarding requiring a minimum number of deputies. He questioned whether North Palm Beach would get the services of the PBSO helicopter free and thinks that it is likely if a helicopter was called in that a bill would be sent for those services. He stated that the Town needs to have an understanding of what is needed, where it is needed and when it is needed in order to reduce the cost of the contract for this fiscal year. He spoke in support of postponing the item.

Vice-Mayor Rumsey stated that he does not think the Commission can wait until the September 12, 2012 meeting to consider this item because the Commission would not have the opportunity to vote on the contract by October 1, 2012. He asked if the item was postponed to the August 22, 2012 Budget Workshop could someone from the Sheriff's Office be invited to discuss the Commission's concerns.

Town Manager Sugerman stated that he has contacted PBSO Contract Administrator Major Dan Smith and advised him that the Town cannot afford this contract. He stated that Major Smith's response was that PBSO has significant increase in costs every year and that PBSO is offering the Town a contract extension with no additional costs. He stated that Major Smith made it very clear that there was nothing he could do as the Town Manager to get a lower contract price. He stated that if the Commission could get a different response that is great and that he would invite someone to come to the Budget Workshop.

Mayor DuBois stated that he is not talking about the same deal at a lower price, but that he is talking about level of service. He stated that last year the Town reduced the cost of the contract by cutting two (2) crossing guards and that reduced the contract by \$70,000. He stated that the Commission did not want to reduce the number of crossing guards, but the cost savings warranted the change. He stated that level of service in regards to the number of personnel assigned to Lake Park needs to be addressed in order to lower the cost of the contract. He stated that PBSO will not offer the same level of service at a lower price and that the reduction in the millage rate and reduction in Ad Valorem revenue has to be taken from somewhere. He stated that he does not know how to task the Town Manager to find the savings when the Town's staffing is already reduced to the bone when there is a large contract that has not been reduced.

Town Manager Sugerman stated that he is working closely with District Commander Myers and that he has been told that if the Town has any type of event going on that there will be as many officers as needed in the Town in whatever capacity that is needed. He stated that the current contract allows the District Commander to fulfill the needs to the Town. He stated that in order to get the level of service the Town is currently receiving it will cost the Town \$2,500,000.

Mayor DuBois stated that he thinks level of service is a policy question that the Commission needs to address.

Vice-Mayor Rumsey stated that his vote would be no and that he will not jeopardize the safety of the community and if the Commission is going to cut this budget it needs to be somewhere other than public safety.

Mayor DuBois stated that if the Town is going to cut expenses then this contract needs to be on the table.

Commissioner Stevens stated that the PBSO contract has increased 55% or over \$1,000,000 even though the Town's population has dropped by 6.5% over that same period. He is happy that PBSO has not asked for an increase in the contract, however the Town needs police services on October 1, 2012 so the Town does not have a lot of leverage at this point to make demands of PBSO. He stated that Commission can ask questions about level of service, number of deputies per shift, and different ways of dealing with the contract going forward. However, he believes that by renegotiating the contract before March of 2013 with PBSO or a new contract with another policing agency that there are ways in which the Commission can maintain the current level of service or expand the level of service and pay a lower cost. He recommended that PBSO be invited to the Budget Workshop and hopefully work something out and if not the Town really has no alternative then PBSO at this point for the next fiscal year.

Mayor DuBois stated that the Town was able to remove two crossing guards from the contract last year and reduce the cost.

Commissioner Stevens stated that he thinks that the best time to renegotiate this contract is during the period between October 1, 2012 and March, 2013.

Mayor DuBois stated that it is not a negotiation to remove personnel from the level of service it is a straight cost benefit and that he thinks PBSO is likely to entertain the change.

Vice-Mayor Rumsey asked if Mayor DuBois is asking the other Commissioners to go on the record right now, regarding whether or not they are willing to do that.

Mayor DuBois stated that he has no desire what so ever to cut the level of service of PBSO in the Town, but he feels that he has no other choice because of the reduction in the millage rate. He stated that he is willing to do this with the knowledge that at times of emergency the Town has the full service of the entire PBSO.

Vice-Mayor Rumsey stated that his vote is no.

Commissioner Stevens suggested that before the Commission tells what it is and is not willing to do that PBSO be invited to the Budget Workshop and find out what PBSO wants and find out if a middle ground can be found.

Vice-Mayor Rumsey stated that PBSO has told the Town what they want and what they are willing to do and so the options are to cut services or to sign the contract that is before the Commission. He stated that the Town would have the opportunity to negotiate a new contract before March 2013.

Commissioner Stevens stated that he does not think that the Town is limited to those options and that he thinks there are other creative ways to address it.

Mayor DuBois stated that this is not a decision that any member of the Commission wants to make or to use this to scare the Town, but it is a simple matter of dollars and level of service. He requested that PBSO be asked what reductions in cost would be provided by reducing actual staffing.

**Motion: A motion was made by Vice-Mayor Rumsey to Authorize the Mayor to Execute the 8<sup>th</sup> Addendum to the Law Enforcement Services Agreement with Palm Beach Sheriff's Office (PBSO) Beginning October 1, 2012 through September 30, 2013; Commissioner Longtin made the second.**

Vice-Mayor Rumsey called the question.

Town Manager Sugerman requested a roll call vote.

Mayor DuBois concurred and requested a roll call vote.

Vote on Motion:

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

Motion failed 2-3.

Mayor DuBois suggested a motion to bring the item back to the next regular meeting.

**Motion: A motion was made by Commissioner Stevens to bring the item back to the next Regular Commission; Commissioner Hockman made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner			

Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0.

Town Manager Sugerman asked if the Commission had any instruction for him for between now and the next Commission meeting.

Mayor DuBois suggested that Town Manager Sugerman find out how much savings there would be if the level of service was changed.

Commissioner Longtin stated that she is not in favor of that direction.

**Motion: A motion was made by Commissioner Steven to Direct the Town Manager to discuss with PBSO the number of minimum officers per shift and options for reducing costs to the Town; Commissioner Hockman made the second.**

Vote on Motion:

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

Motion passed 5-0.

**14. Authorize the Mayor to Sign a Contract for Events Coordination with J.E.S. Production and Design**

**Public Comment**

*Edie McConville, 638 W Kalmia Drive*, stated that she is the President of Lake Park Kiwanis and that Kiwanis serves the children of Lake Park. She requested that the Commission approve Kiwanis to do three (3) events on a continuing annual basis 1) Oktoberfest, 2) Irish Fair and 3) Easter Egg Hunt. She explained that the funds raised at these events could be used for scholarships for children to attend Summer Camp. She asked if the Town is going to continue membership in Kiwanis.

Vice Mayor Rumsey asked if Ms. McConville would be interested in a trade for in-kind services for the three (3) events in exchange for the Town's membership in Kiwanis.

Ms. McConville stated that she would bring the suggestion to the Kiwanis Board for consideration.

Mayor DuBois advised Ms. McConville to work with Town staff through the special event permit procedure.

**Public Comment Closed.**

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

Mayor DuBois asked how this item will proceed and if there would be an agreement followed by a formal contract.

Attorney Baird stated that this document provided is a proposal to provide services and that a formal agreement would need to be drafted and brought forward for Commission approval if the proposal is accepted.

Mayor DuBois asked if the Commission could make modification to the proposal through discussion.

Town Manager Sugerman stated "yes".

Commissioner Hockman asked if this would have to go out to bid for other companies to be able to make a proposal.

Attorney Baird stated that this does not fall into one of the categories that requires bidding for professional services. However, the Commission can send it out to bid if it desires.

Commissioner Hockman asked Ms. Spicer if it is her intention to get a business license.

Economic Development Director Jennifer Spicer stated that her company has been registered since 2007 through the Department of Business and Regulations all she has to do is process the renewals to be current. She stated that insurance will be in place and the Town will be named as a certificate holder.

Commissioner Hockman stated that Ms. Spicer needs a Palm Beach County License and a State License.

Economic Development Director Spicer stated that all of those items will be obtained before the events.

Commissioner Hockman stated that he is concerned that this is a business that Ms. Spicer has been operating for the last three (3) to four (4) years while employed with the Town.

Economic Development Director Spicer explained that she opened the company prior to working for the Town and that operations of the business ceased prior to her employment

with the Town and that once she found out that she was no longer going to be employed by the Town she started putting together the paperwork to be able to earn an income.

Commissioner Hockman asked if the Parks and Recreation Director is planning on doing the 4<sup>th</sup> of July event next year.

Town Manager Sugerman stated that would depend upon whether the Commission accepts this proposal and that Town staff will actively participate in these events and work to ensure their success based upon the Town's limited staff and diminishing budget.

Commissioner Hockman asked if Ms. Spicer has done any work in production and design of events.

Economic Development Director Spicer stated "yes".

Commissioner Longtin asked if Ms. Spicer knows her tax identification number, whose name the company is registered.

Economic Development Director Spicer stated that she can provide her tax identification number and that the company is registered under Jennifer Spicer. She explained that it can be found on sunbiz.org under "Fictitious Name" and it is active until December 2012.

Mayor DuBois asked if the Commission does enter into a contract for these services if all the necessary documents for doing business with the Town would be provided.

Economic Development Director Spicer stated "yes".

Commissioner Hockman stated that he is concerned that the events would not be marketed as a Town of Lake Park event because if something went wrong he wants to make sure that the vendors do not think it was the Town that did it.

Economic Development Director Spicer stated that she will obtain all the proper insurance and that the Town would be named as a certificate holder. She stated that her proposal is to promote and market all the events as the Town of Lake Park in order to continue to promote the Town. She explained that she is providing the services at no cost to the Town and that she is taking the gamble on the production of the events. She explained that the events are not being promoted as the Town is putting on the event, but that the event is being held in the Town of Lake Park.

Town Manager Sugerman stated that if the Commission does not want to allow for the promotion of the events as the Town of Lake Park then there might be an issue with Kiwanis naming the Easter Egg Hunt as the Town of Lake Park Easter Egg Hunt.

Commissioner Hockman explained that is not his concern that his concern is about the use of the Town logo and name in the promotion of the events.

Mayor DuBois stated that the Town could charge a license fee for the use of the Town name and logo for the promotion of these events. He asked if Ms. Spicer would consider

amending the proposal to drop the St. Patrick's Day event and the BBQ event that was put on by a private promoter.

Economic Development Spicer stated that the previous BBQ event was a BBQ challenge and that she is not proposing a BBQ challenge, but that this will be an Arts and Crafts events with food to bring in more people. She would be glad to remove the St. Patrick's Day event and explained that the list was just for feedback and that she is not interested in taking away any events from Kiwanis. She stated that she is willing to offer her assistance to Kiwanis and thinks it could be a great team effort.

Mayor DuBois stated that Ms. Spicer could also do other events that are not included in the list.

Economic Development Director Spicer stated that a schedule of all the events would be provided to the Town with dates and all of the specific information.

Commissioner Longtin asked what is Ms. Spicer website address.

Economic Development Director Spicer stated that she does not have a website yet.

Commissioner Stevens asked where the weekly Green Market and the monthly Night at Park Avenue Events would be held.

Economic Development Director Spicer stated that the Night at Park Avenue Events would be in Downtown Park Avenue similar to the Clematis at night event in West Palm Beach and the Green Market would be at Downtown Park Avenue on Fridays and at Kelsey Park on Sundays.

Commissioner Stevens asked if the Town would need to provide any funding to Ms. Spicer.

Economic Development Director Spicer stated that the Town would be required to provide her with any funds received related to the 2012 Seafood Festival and that no other funds are being solicited by her from the Town. She stated that she is providing the service at no cost to the Town.

Vice-Mayor Rumsey stated that he is not in favor of moving forward with this agreement. He suggested that the Town enter into an agreement with Ms. Spicer to manage the upcoming Seafood Festival under the terms that by the middle of September that Ms. Spicer has all of her insurance, licensing, and other documentation in place. He stated that he is in favor of turning over the funds allocated to that event to Ms. Spicer. He stated that after the Seafood Festival he would like it publicized to producers in the area that Lake Park is interested in producing events. He stated that he is not willing, at this time, to turn over all of these events to one person without hearing from other people.

Economic Development Director Spicer stated that if the Commission decides to enter into a contract with her that she would obtain all the necessary insurance and licenses.

She explained that she is not going to obtain the insurance and licenses without a contract.

Commissioner Hockman asked if there are any outstanding invoices for the Seafood Festival that the Town has not paid or have not come in yet.

Economic Development Director stated that no one has been engaged to provide any services at the Seafood Festival.

Commissioner Hockman stated that he wants all the contact and sponsorship database information regarding the Seafood Festival to remain in the Town.

Economic Development Director Spicer stated that every sponsorship and check that has come in has been made payable to the Town of Lake Park and provided to the Finance Department and all the data is on file in the Finance Department.

Vice-Mayor Rumsey stated that he wants an understanding that the contract will not be signed by the Town until the insurance and licenses are provided.

Economic Development Director Spicer concurred. She stated that her proposal is for a one year contract and for her to provide the events services during that period and then after that the Commission is free to do as they see is for the best.

**Motion: A motion was made by Vice-Mayor Rumsey to offer a contract to JES Production and Design to produce the Lake Park Seafood Festival with the understanding that by September 15, 2012 that all the insurances, documentation and licensing be provided to the Town Manager to execute the contract; Commissioner Stevens made the second.**

Commissioner Longtin asked when the Seafood Festival will take place.

Economic Development Director Spicer stated that the Seafood Festival is set for November 10, 2012.

Mayor DuBois stated that he is not in favor of just doing the Seafood Festival and that he thinks that this agenda item brings to the Town a weekly Greens Market, an Arts and Crafts Festival with BBQ, Italian Fest and a Night on Park Avenue. He stated that the 4<sup>th</sup> of July event was paid for by the Town and through this agreement it would be paid for by the promoter. He asked if any other promoters have come to the Town offering to bring these types of events to the Town.

Town Manager Sugerman stated “no”, but that the Town has not solicited for these services.

Mayor DuBois stated that he would prefer to accept the agreement for a one-year term and know for certain that the Town was going to have these events.

Vice-Mayor Rumsey stated that Ms. Spicer can still come back to the Commission with the idea of bringing these other events forward, however the agreement that he is interested in entering into is for the Seafood Festival and then advertise that the Town is looking for producers for the other events.

Mayor DuBois stated that he would be more willing to accept this proposal now then to go on a “maybe” and incur more cost for the Town in a solicitation for these services with an uncertain end.

Vote on Motion:

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

Motion passed 3-2.

Mayor DuBois stated that the next item is to direct the Town Manager to enter into discussion with Ms. Spicer on her interest in providing the Seafood Festival for the Town.

Town Manager Sugerman stated that he does not think that there is another time for him to have a discussion with Ms. Spicer and bring back a report to the Commission before the September 15, 2012 deadline. He suggested that the Commission solicit from Ms. Spicer if she is willing to accept the conditions that the Commission has imposed.

Attorney Baird stated that he thinks Vice-Mayor Rumsey’s intention is that a contract be brought back for the Seafood Festival at the next meeting and the Commission would either approve or deny. In the contract it would have the usual things such as insurance, who is responsible, what services are being provided, and what the consideration is being provided for the services.

Vice-Mayor Rumsey concurred.

Town Manager Sugerman stated that if Ms. Spicer is not interested in entering into a contract with the Town for just the Seafood Festival that the Commission may want to know that at this meeting.

Mayor DuBois stated that it could depend on the terms of the contract on whether she would be interested.

Commissioner Longtin asked Ms. Spicer if she would be interested in the offer from the Town.

Economic Development Director Spicer stated that she has put a lot of time into the Seafood Festival and that she is interested in the offer from the Town, but that she would need to see the contract before she made a final decision.

**15. Review of Draft of Revised Handbook of Procedures and Policies for Employees of the Town of Lake Park (Employee Handbook)**

**Public Comments:**

*Susan Lloyd, 220 Lakeshore Drive*, advised that she would read her statement from the February 2012 Commission meeting “stated that since the former Town Manager resigned due to her supposed connection to Patricia Bass, who was paid over \$100,000 to revise the Employee Handbook, she decided it would be of interest to read the old and revised Handbook. She stated that the first book was 69 pages and the second book was 135 pages. She stated that while reading the revised Town Handbook, two words kept jumping out at her, Town Manager. She stated that she compared the two Handbooks and compared the number of time the words Town Manager appeared. She stated that in the first manual the words Town Manager appeared 47 times and in the second manual the words Town Manager appeared 146 times. She stated that in the revised Town manual, the Town Manager can do the follow items with no questions asked: 1. hire a person at will, bypass the promoting from within or advertising for the position, 2. terminate an employee without cause and that employee cannot appeal the termination decision and 3. there are positions in the Town that work at the pleasure of the Town Manager and those employees are not subject to any probationary period to which all other employees are subject.” She stated that six months have passed and the Handbook has not been revised. She stated that the Commission should place their trust is Human Resources Director Bambi Turner, who has been working to make changes to the Handbook and that this should not be dragged on for months. She encouraged residents to read the blog the streetswherelive.wordpress.com.

*Diane Bernhard, 301 Lake Shore Drive*, quoted Town Manager’s Sugerman “I have attempted to create an environment where Department Heads will feel comfortable unleashing their own potential. I have already charged Department Heads to get creative in the programming they are going to offer the community.” She asked if that would be possible in an environment where a Department Heads serve at the pleasure of the Town Manager and may be terminated from employment without cause and without the right to appeal such termination. She stated that the revisions in the Handbook do not reduce the legal authority of the Town Manager, but are about correcting the arbitrary upgrades in power that were in the last revision of the Handbook in 2009. She encouraged the Commission to make the changes in the Handbook that are included in the Agenda.

**Public Comment Closed.**

Commissioner Longtin asked for an explanation of “Administrative Orders”

Human Resources Director Turner explained that an Administrative Order issued by the Town Manager is done between the re-adoption of the Handbook. Administrative Orders may include items such as the Palm Beach County Ethics Code, Lobbyist Registration requirements, and direction that needs to be provided to Town employees as soon as possible and cannot wait until the re-adoption on the Handbook by the Commission.

Commissioner Longtin requested that the line “Administrative Orders shall be provided to Town employees at any time and are expected to be adhered to by Town employees even prior to re-adoption of the Handbook by the Town Commission.” be struck.

Commissioner Hockman concurred.

Human Resources Director Turner recommended language “Administrative Order shall be provided to the Town pursuant to Town Commission approval”.

Commissioner Longtin agreed.

Town Manager Sugerman stated that Administrative Orders are not done by the Commission, but by the Town Manager.

Attorney Baird asked if the Town has Administrative Orders.

Human Resources Director Turner stated “yes” and that the previous Town Manager issued one (1) Administrative Order regarding the amount of time an employee has to report an accident.

Attorney Baird concurred that the language “Administrative Orders shall be provided to Town employees at any time and are expected to be adhered to by Town employees even prior to re-adoption of the Handbook by the Town Commission.” be struck. He stated that if the Town Manager needs to issue an Administrative Order, then the Town Manager can do that whether it is called an Administrative Order or not.

Human Resources Director Turner stated that the remainder of the paragraph would be removed.

Commissioner Longtin stated that Section 3.17 Emergency Compensation provided that Non-Exempt full-time and part-time employees who are designated to work during the emergency be paid at two (2) times their regular rate of pay during the emergency period and asked if the other Commissioner wanted to pay part-time employee two (2) times their regular pay.

Commissioner Stevens stated that during emergency periods.

Vice-Mayor Rumsey asked why part-time was added in.

Human Resources Director Turner explained that it was added in to take into account that there are a number of part-time employees that have been called in during emergencies and it is an effort to treat these employees equally.

Vice-Mayor Rumsey asked if Human Resources Director Turner added the language or if she was directed to add the language.

Human Resources Director Turner stated that she added the language for consideration by the Commission.

Commissioner Longtin asked for each Commissioner to advise if they are ok with leaving in part-time employees.

Mayor DuBois stated that he would prefer if the original language was not changed.

Vice-Mayor Rumsey concurred with Mayor DuBois and that the addition of the word full-time and part-time was redundant and does not need to be in there.

Commissioner Hockman asked how often part-time employees are called in for an emergency.

Town Manager Sugerman stated that he would like to have the flexibility to call them in for an emergency whenever needed.

Commissioner Stevens stated that often FEMA compensates for those hours.

The Commission reached consensus to remove the additional language "full-time and part-time".

Commissioner Longtin stated that section 4.9 Annual Performance Evaluation provides that the Town reserves the right not to provide merit pay increases in the absence of sufficient Town finances and recommended that the language "in the absence of sufficient Town finances" be struck.

The Commission reached consensus to remove the language "in the absence of sufficient Town finances".

Commissioner Longtin stated that in Section 5.8 Computer Information Systems and Town Cell Phone Usage there has been a category added called Social Media and asked if the Town Attorney has reviewed this section. She asked if it is ok for an employee to have their Facebook page on Town computers.

Vice-Mayor Rumsey explained that this is not regarding personal Facebook pages, but regarding the Marina, Parks and Recreation, and Park Avenue Facebook pages.

Commissioner Longtin stated that section 5.8 Computer Information Systems and Town Cell Phone Usage provides that when an employee is operating a Town vehicle or off road equipment that the use of cellular phones shall be used with a hands-free device and that text messaging is strictly prohibited. She suggested changing it to no phone use in a moving vehicle.

Vice-Mayor Rumsey suggested that he would like added if an employee is caught text messaging that the employee is terminated.

Commissioner Longtin concurred.

Mayor DuBois stated that he uses “Siri” and text messages by voice.

Human Resources Director Turner explained that appendix “D” titled Town of Lake Park Cellular Phones and Mobile Communication Devices Policy further describes the cell phone policy and states that the use of a Cell Phones or Mobile Communication Devices while driving is strongly discouraged. The policy specifically provides that when driving a Town vehicle or off road equipment that the use of a Cell Phone or Mobile Communication Device shall be with a hands-free device, and that text messaging while driving a Town vehicle is strictly prohibited.

Commissioner Longtin suggested adding to the end of the last sentence “and shall result in dismissal”.

Attorney Baird stated that anything that is prohibited would have grounds for termination and suggested leaving the language the way that it is thus providing the Town Manager with the ability to evaluate the facts and circumstances of the incident and determine the appropriate disciplinary action. He stated that prohibiting the act accomplishes what the Commission would like to do and the implication of doing the action is that the employee would be subject to discipline and if appropriate termination.

Commissioner Longtin stated that Section 5.9 Use of Town Vehicle provides that Town vehicles may be used for transportation to and from an employee's residence in writing by the Department Head or the Town Manager” and stated that she thinks that it should be the Department Head “and” the Town Manager to assign Town vehicles.

Vice-Mayor Rumsey stated that he supports the existing language.

Commissioner Longtin read Section 5.11 Accepting Gifts and Gratuities “Over the course of the calendar year, Town employees are prohibited from accepting or asking for gifts worth more than \$100 in the aggregate from a person who the employee knows or should know with the exercise of reasonable care, is a vendor, lobbyist or any principal or employer of a lobbyist who sells or leases real or personal property, provides goods or services or lobbies the Town”. She suggested changing the language that employees are prohibited from asking for accepting gifts from anybody in relation to Town business.

Vice-Mayor Rumsey asked if this is the same language in the County Code of Ethics.

Human Resources Director Turner stated “yes”.

Mayor DuBois stated that he would like to see the information that has now been included in the Handbook that relates to the County Code of Ethics be removed and that the County Code of Ethics Ordinance be included by reference as an appendix. He does not think it is a good policy to amend the Handbook every time an Ethic rule is changed.

He explained that he thinks that the County Ethics Ordinance and Rules, Whistle Blower Policy, Bullying Policy and Inspector General Policy and Rules should be attached as an appendix because he find it prohibitive to have to amend the Handbook every time these policies and rules are changed.

Attorney Baird stated that the result of the Charter Amendments by the County is to make the provisions of the Commission on Ethics, Inspector General and Lobbyist Registration applicable to the cities and that putting any of those provisions into the Handbook is of no consequence because they are trumped by County regulations anyway. He stated that if they are added to the Handbook that the Town runs the risk of the provisions being inconsistent with the law. He stated that if there is anything in the Handbook that is a repetition of the County's Ethics regulations that it should be taken out.

Vice-Mayor Rumsey asked Attorney Baird if he has reviewed the Handbook.

Attorney Baird stated that he has reviewed as such of it as he can get through, but that he has not reviewed it in its entirety.

Vice-Mayor Rumsey asked if Attorney Baird's comments have been included in the revision.

Attorney Baird stated that he has not made any comments. He stated that he did not have any difficulty with the Handbook as it was written and he does not view the changes that have been provided to be substantive in nature. He stated that any reference to the County Ethics Codes and Inspector General Rules in the Handbook is legally ineffective because the Town employees are already governed by those laws at the County level.

Mayor DuBois asked if Whistle Blower Protection and Bullying is included in the County laws.

Attorney Baird stated that Whistle Blower Protection is covered under State and Federal law.

Commissioner Stevens suggested referencing the applicable codes and laws within the body of the Handbook to avoid conflict with any possible future changes and to be fluid with any changes made by the State or County.

Human Resources Director Turners stated that she is aware of what sections have been added per County or State law and that she can remove them and add the appropriate reference.

Commissioner Longtin stated that section 5.13 Employment of Relatives/Anti-Nepotism provides that Town employees who are members of the same immediate family may be employed in the same department or in the Town but may not supervise or authorize payroll for that relative.

Attorney Baird explained that as long as Department Heads are not hiring family members there is no violation of the State Statutes and that per the Town Charter all hiring and firing is done by the Town Manager.

Commissioner Longtin asked the Commission if they have an issue with the provision. She stated that she has an issue, but if the Commission does not then that is fine.

Commissioner Longtin stated that section 5.15 Political Activity prohibits the use of Town email servers and individual email accounts for political purposes and suggested changing it to the use of any Town equipment for political purposes is prohibited.

Human Resources Director Turner suggested, "using Town email servers, individual email accounts or any Town equipment for political purposes".

Commissioner Longtin concurred. She stated that section 5.17 Non-Solicitation prohibits unauthorized solicitation or distribution of non-work related literature and suggested that it stated that the Town Manager can authorize these activities.

Human Resources Director Turner stated that language can be added.

Commissioner Longtin stated that section 5.22 Town's Right to Perform Periodic Criminal Background Checks provides that Town may in its discretion periodically update an employee's criminal history background and asked if the employee should be advised prior to the background check is being performed.

Attorney Baird stated that by including it in the Handbook that the Town may perform periodic background checks the employees are on notice that a periodic background check may be performed.

Commissioner Longtin asked if the employee should be noticed after the background check is performed.

Attorney Baird stated that there is no requirement to notify the employee that a background check has been performed.

Commissioner Longtin stated that section 6.4 Medical Insurance Benefits provides that the Town shall pay to the extent financially feasible for the full cost of each full-time employee's medical insurance and may pay a set amount to be utilized for the employee's dependent care coverage and recommended that the language as per Commission directive be added.

Human Resources Director Turner suggested "The Town shall pay the cost of each full-time employees medical insurance pursuant to Commission direction and may pay a set amount for employee's dependent care coverage".

Commissioner Longtin asked about section 6.5 Dental and Vision Insurance and if there was suggested changes to the language.

Human Resources Director Turner suggested the removal of “to the extent financially feasible” and add “pursuant to Commission direction”. She explained that it is suggested that the same changes be made in section 6.6 Life Insurance.

Commissioner Longtin stated that in section 6.9 Vacation, Sick and Personal Leave under sick leave it states that sick leave may be taken to care for an immediate family member and immediate family member is defined as spouse, domestic partner, children, or parent and recommended expanding the language to include other family members such as grandparent. She suggested that language be added that the Town Manager can grant sick leave for other purposes.

Commissioner Stevens asked if the Family Medical Leave Act govern this area.

Attorney Baird stated that an employee could use personal or vacation leave to care for someone other than those listed under sick leave.

Commissioner Longtin stated that in section 6.11 Sick Leave Donation Program for an employee to be eligible to donate sick time that they must have at least 80 hours of sick leave of which a maximum of 40 hours can be donated and asked why the employee is being limited to what they can donate.

Vice-Mayor Rumsey suggested striking the referenced paragraph.

Commissioner Hockman concurred.

Commissioner Longtin stated that section 6.12 Leave of Absence without Pay requires that all leave be utilized before Leave Without Pay is authorized except in unusual circumstances and noted that she is concerned about the phrase “unusual circumstances”.

Commissioner Stevens stated that it provides discretion to the Town Manager.

Human Resources Director Turner asked if “unusual circumstances” should be struck.

Commissioner Stevens stated “no”.

Commissioner Longtin stated that section 6.13 Bereavement Leave specifies that bereavement is for immediately family and that she has an issue of limiting who employees can take time off for bereavement purposes. She suggested that in section 6.19 Military Leave that the employee be required to complete six (6) months of employment with the Town before being entitled to receive Military Leave and asked if the Town will attempt to provide employment upon their return.

Commissioner Stevens stated that there is Federal legislation governing Military Leave.

Commissioner Longtin stated that section 6.20 College Tuition Reimbursement provides that the Town will reimburse employees for coursework at accredited educational institutions related to their job and that the employee has to agree in writing to remain in the Town for 2 years after completion of last reimbursed class. However, there is no

requirement that the employee repay the Town for the reimbursement if they leave the Town before the 2 years.

Human Resources Director Turner suggested that “In the event that the employee does not remain in the Town’s employment for 2 years following the completion of such course the employee will be required to repay the Town the amount of the reimbursement” be added.

Commissioner Stevens suggested that language be added to the written agreement that the employees signs.

Attorney Baird stated that the additional language would be better in the written agreement because it would be contractually binding.

Human Resources Director Turner stated that the Town has offered Tuition Reimbursement in the past and that language is in the written agreement.

Commissioner Longtin stated that section 7.16 Composition of Employee Complaint Review Committee (ECRC) provides for who shall be members of the Committee and asked if the Committee is subject to the “Sunshine Laws”. She stated that she has an issue that the members of the Committee serve in an advisory capacity to the Town Manager and are appointed by the Town Manager.

Attorney Baird stated that the Committee is not subject to the “Sunshine” and that according to the Charter and Code the Town Manager has the exclusive authority to hire and fire employees therefore regardless of any decision of the ECRC that it is still the Town Manager’s decision.

Commissioner Longtin stated that the ECRC is an exercise in futility and just in place so that the Town Manager could say they went through the motions.

Attorney Baird stated that he does not know the drafters intention but that it could be a means to allow employees to feel that they were in part judged by their peers before anything goes on to the Town Manager. He stated that the Town Manager has many people under his employ and that the Town Manager values their opinions and he does not think that any Town Manager would reject outright what a group of employees might have to say about their review of an employment situation.

Human Resources Director Turner stated that there have been instances that the ECRC’s findings have come out against the action that a Department Head has taken against an employee.

Commissioner Longtin asked what “potential artificial barriers” in section 8.6 Equal Employment Opportunity Policy means.

Town Manager Sugerman provided an example that if the Town wanted to prohibit English speaking people from applying for employment at the Town then the Town would have all of the application in Latin.

Commissioner Stevens asked if Town Manager Sugerman had any thought regarding the merits of this exercise in light that the Commission changed the Charter and that this is still a Commission/Manager Form of Government.

Town Manager Sugerman stated that his over arching thought is that an Employee Handbook should be a guide to help employees understand their rights which in most instances exist somewhere else first in the United States Constitution, secondly in Federal Law, third in State Statutes, fourth in County Ordinances, fifth in the Town Charter and sixth in the Town Code. All the rights, benefits and privileges for all Town employees exists in all of those documents before the Employee Handbook. He stated that he thinks that the Employee Handbook should address those things that are not clearly defined by the preceding documents such as a prohibition against texting while driving. He suggested that the probation against texting while driving should be an Ordinance. He stated that he is not trying to crush this effort, but he is suggesting that most of the Employee Handbook exists in other documents except for some of the finer points and those finer points should be in the Employee Handbook.

Commissioner Longtin concurred.

Commissioner Stevens thanked Town Manager Sugerman for his prospective and stated that the Supreme Court of the United States would be number one for him, then followed by the other documents that Town Manager Sugerman provided.

Commissioner Longtin stated that section 8.8 Non-Discrimination/Harassment Complaint Procedures provides that a person's cannot be discriminated/harassed based on their "sincerely held religious practices" and asked for an explanation of "sincerely held religious practices".

Town Manager Sugerman stated that the Commission should look to the First Amendment of the United States Constitution.

Commissioner Longtin stated that this should not be in the Employee Handbook because it opens the Town to legal issues.

Town Manager Sugerman concurred.

Commissioner Longtin read the list of protected class in section 7.11 Category III – Grounds for Disciplinary Action.

Town Manager Sugerman explained that the list is provided by Federal Law.

Mayor DuBois stated that he does not know how to proceed from here. He stated that he is not sure that the Commission authorized the beginning of a Committee or provided the Committee direction to make changes and now he does not know how to proceed.

Vice-Mayor Rumsey stated that he thinks that the Handbook has come to this point because there were some well intention residents of the Town that stepped up and wanted

to help, but there was never a Committee formed by the Commission for this task. There was an Ad Hoc group of residents told to get with Human Resources Director Turner and look at the Handbook and he thinks that it grew to a much bigger scope of work than intended. He stated that he remembers members of the public coming forward and requesting that the overbearing abilities of the Town Manager and that the Commission agreed with them and the changes were brought back as an Ordinance that the Commission adopted. He stated then the Commission was brought the changes to the Handbook, which he thought was more changes than the Commission is planned. He stated that the work is appreciated, but he does not think that the Commission intended to go through all of this that he thinks the intention was to focused on the Town Manager responsibilities and abilities.

Commissioner Longtin thinks there has been good discussion regarding the Handbook and appreciated the residents and staff's work on the Handbook.

Vice-Mayor Rumsey stated that he agreed, but that he did not think that the Commission was looking to re-write the whole Handbook.

Commissioner Stevens stated that he thinks that the Employee Handbook falls largely in the purview of the Town Manager's responsibilities and asked him for his suggestion on how to move forward.

Commissioner Longtin suggested either bringing back the Handbook at the next meeting with changes or the Commission blesses it now and move on.

Vice-Mayor Rumsey stated that the problem is that he does not think that all of the members of the Commission want to bless all of the changes that have been made during the meeting.

Attorney Baird stated that sections 8.18; 8.9; 5.16; 5.13; 5.11; and 5.10 can be removed because they are referenced in laws elsewhere. He stated that the remaining changes are minor and Commissioner Longtin solicited the Commission for agreement. He stated that the Constitution, Federal Law, State Law, County Ordinance, Town Charter or Town Code all trump the Handbook.

Vice-Mayor Rumsey asked Attorney Baird for a recommendation on how to move forward on this item.

Attorney Baird recommended that the Commission approve the changes to the Handbook as discussed and consensus by the Commission was reached and deletion of sections 8.18; 8.9; 5.16; 5.13; 5.11; and 5.10.

**Motion: A motion was made by Vice-Mayor Rumsey to amend the Employee Handbook as discussed and consensus reached by the Commission and to delete sections 8.18; 8.9; 5.16; 5.13; 5.11; and 5.10; Commissioner Hockman made the second.**

Commissioner Stevens asked if it would be advantageous to reference the different laws, Ordinances, and charter provisions within the body of the document.

Attorney Baird stated “yes”.

Vote on Motion:

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

Motion passed 4-1.

**COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY**

**Commissioner Hockman** thanked Ms. Bernhard and Ms. Lloyd for their effort on the Handbook and that he hopes the Town Manager now and in the future will treat employees equally.

**Vice-Mayor Rumsey** wished Barbara Bursey well. He asked for the status on the Pirate’s Well restaurant, if it is a bar/restaurant or just a restaurant, if this is a second location, and if the restaurant will have extended hours after 2:00 am.

Community Development Director DiTommaso stated that the Pirate’s Well restaurant has applied for all interior renovation permits, sign permits, business tax receipt. She stated that they hope to be done with the interior renovations in a week and to be open within two weeks. She stated that it is full service restaurant and bar. She stated that it is an upscale version of the restaurant they have on A1A and that this will be a second location. She advised that the application stated that the daily hours would be 11:00 am to 2:00 am although the owners have voiced to her that they would probably be closed by midnight. She explained that the restaurant has a full liquor license and intend on selling liquor until 2:00 am and that by Ordinance in order to sell liquor after 2:00 am the restaurant must continue to serve food and that they do not intent to keep the restaurant open after 2:00 am.

Vice-Mayor Rumsey explained the Northlake Boulevard area is under the Northlake Task Force and that the Town abides by the signage rules adopted by the Northlake Boulevard Task Force through an Interlocal Agreement and therefore it is something that would need to be changes by all three (3) municipalities that are a part of the Task Force.

**Mayor DuBois** thanked Kim Delaney from the Treasure Coast Regional Planning Council for her presentation in Transit-Oriented Development at the Planning and Zoning Board meeting. He congratulated everyone who participated in the Olympics. He stated that regarding the vacancies at the Marina mentioned by Mr. Lloyd that the summer is typically the slow time for the Marina because people take the boats up north and hurricane insurance issues. He stated that he does not support the banner and feather signs and that based on information provided by Community Development Director DiTommaso that not many communities allow them except for special occasions.

**Commissioner Stevens** stated that only one other municipality in Palm Beach County permits feather flags, but recommended that he get with staff regarding what is allowed. He thanked Ms. Bernhard and staff for their work on the Employee Handbook.

**Commissioner Longtin** suggested that the Commission be allowed to address comments made by the public when they are at the podium because the Commission is now addressing comments when the person is no longer at the meeting. She stated that the Budget Workshop will be on Wednesday, August 22, 2012 at 6:30 pm. She encouraged residents to check out the Town's website at [lakeparkflorida.gov](http://lakeparkflorida.gov) and the calendar and noted that there is a lot going on especially at the Library.

**Attorney Baird** no comments.

**Town Manager Sugerman** corrected his statement that the Project Manager position discussed earlier is a part-time position not a full-time position. He stated that he will be using his Birthday Holiday on Thursday, August 16, 2012. He provided to the Commission the Final Recommended Fiscal Year 2013 Budget for the Budget Workshop on Wednesday, August 22, 2012 at 6:30 pm.

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Rumsey and seconded by Commissioner Hockman, and by unanimous vote, the meeting adjourned at 11:08 p.m.

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

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

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



FLORIDA

Approved on this 5 of September, 2012



# BALLOT

Longtin  
MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER LIBRARY BOARD WITH TWO ALTERNATES.

THE FOLLOWING BOARD APPLICANT REQUEST RE-APPOINTMENT AS A REGULAR MEMBER TO THE LIBRARY BOARD.

Applicant:	Yes	No
Candace Moss (as regular)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- NO OTHER APPLICATIONS HAVE BEEN RECEIVED

# BALLOT

Rumsey  
MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER LIBRARY BOARD WITH TWO ALTERNATES.

THE FOLLOWING BOARD APPLICANT REQUEST RE-APPOINTMENT AS A REGULAR MEMBER TO THE LIBRARY BOARD.

Applicant:	Yes	No
Candace MOSS (as regular)	<u>X</u>	<u>      </u>

- NO OTHER APPLICATIONS HAVE BEEN RECEIVED

# BALLOT

S Hoekman  
MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER LIBRARY BOARD WITH TWO ALTERNATES.

THE FOLLOWING BOARD APPLICANT REQUEST RE-APPOINTMENT AS A REGULAR MEMBER TO THE LIBRARY BOARD.

Applicant:	Yes	No
Candace Moss (as regular)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- NO OTHER APPLICATIONS HAVE BEEN RECEIVED

# BALLOT

Tim Stevens

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER LIBRARY BOARD WITH TWO ALTERNATES.

THE FOLLOWING BOARD APPLICANT REQUEST RE-APPOINTMENT AS A REGULAR MEMBER TO THE LIBRARY BOARD.

Applicant:

Candace MOSS (as regular)

Yes

No

- NO OTHER APPLICATIONS HAVE BEEN RECEIVED

Exhibit "B"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 15, 2012

Agenda Item No. Tab 12

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

SUBJECT: Appointment of Marina Task Force Members to Specifically Address Parking and Circulation Issues at the Lake Park Harbor Marina

RECOMMENDED MOTION/ACTION: Each member of the Town Commission is being asked to appoint one citizen to serve on a Task Force to deal with Marina parking, traffic flow, and revenue generation issues.

Approved by Town Manager [Signature] Date: 8/8/12
DALE S. SUGARMAN / TOWN MANAGER 8/8/12
Name/Title Date of Actual Submittal

Table with 3 columns: Originating Department, Department Review, and Advertised. Includes fields for costs, funding source, attachments, and notification status.

**Summary Explanation/Background:**

As previously discussed with members of the Town Commission, from time to time I am going to ask the Commission to appoint a project-specific task force of citizens to help the Town deal with on-going issues. The first task force that I am requesting be appointed is a:

**MARINA TASK FORCE**

Just as a reminder, this is how the citizen Task Force concept works. Each Task force has:

- A fixed beginning and a fixed ending time (no more than 6 months).
- Specific assignments of work.
- Staff support to the task force (led by the town manager).

The Task Force that is being requested to be created will have the following 3 assignments:

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

Once the five members of the Marina Task Force are appointed by the Commission, I will call the first meeting of the Task Force and our six month period of time will begin.

Staff support for this Task Force include:

Jamie Hart- Marina Director  
Dave Hunt- Public Works Director  
Richard Pittman- Project Manager  
Blake Rane- Finance Director

Exhibit "C"



### Town of Lake Park Town Commission

#### Agenda Request Form

Meeting Date: **August 15, 2012** Agenda Item No. *Tab 13*

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

**SUBJECT:** Authorizing the Mayor to Execute the Eighth Addendum to the Law Enforcement Services Agreement between the Town of Lake Park and Sheriff Ric L. Bradshaw for the period beginning October 1, 2012 through September 30, 2013.

**RECOMMENDED MOTION/ACTION:** Authorize the Mayor to execute the Eighth Addendum to the Law Enforcement Services Agreement between the Town of Lake Park and Sheriff Ric L. Bradshaw for the period beginning October 1, 2012 through September 30, 2013.

Approved by Town Manager *DSS* Date: *8/1/12*  
*DALE S. SUGERMAN* / TOWN MANAGER *AUGUST 1, 2012*  
 Name/Title Date of Actual Submittal

<b>Originating Department:</b> Town Manager	Costs: \$ 2,571,200.00 Funding Source: General Fund Ad Valorem Taxes Acct. # 001-52-521-200-34010	<b>Attachments:</b> • Proposed Eighth Amendment • Original Base Agreement (10/1/2001)
<b>Department Review:</b> <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input checked="" type="checkbox"/> Finance <i>BKR</i> _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input checked="" type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <i>DSS</i> <b>Please initial one.</b>

**Summary Explanation/Background:**

Sheriff Ric L. Bradshaw and his Palm Beach County Sheriff's Office (PBSO) have offered to continue to provide police protection services to the Town of Lake Park for the fiscal year beginning October 1, 2012 and continuing through September 30, 2013. The cost for the next year of police protection services is \$2,571,200.00. This is the same cost compared to the current year. In all other respects the contractual relationship is not changing.

Attached to this agenda item is the original base agreement (October 1, 2001) which is now being proposed with its eighth addendum.

If the Commission desires to terminate the contract with PBSO, such termination would be governed by Section 11.1 Notice and Section 11.7 Termination of the base agreement. Section 11.7 reads as follows:

*11.7 Termination. The TOWN shall retain the right to terminate this Agreement without cause upon one hundred eighty (180) days notice to PBSO pursuant to Article 11.1 of its desire to cancel.*

Should the Town Commission desire to cancel the proposed agreement prior to its expiration, it would have to provide PBSO with appropriate notice before March 29, 2013.

Exhibit "D"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 15, 2012

Agenda Item No. Tab 14

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

SUBJECT: Authorizing the Mayor to Sign an Agreement for Events Coordination with J.E.S. Production and Design.

RECOMMENDED MOTION/ACTION: Motion to authorize the Mayor to sign the agreement with J.E.S. Production & Design, dated August 2, 2012, for event coordination.

Approved by Town Manager [Signature] Date: 8/3/12
DALE S. SUBERMAN / TOWN MANAGER 8/3/12
Name/Title Date of Actual Submittal

Table with 3 columns: Originating Department, Department Review, and Advertised. Includes fields for costs, funding source, attachments, and departmental review checkboxes.

**Summary Explanation/Background:**

The Town has a desire to ensure that certain traditional community-based events take place throughout the year. In the most recent years, Jennifer Spicer, the CRA's Economic Development Director has coordinated many of those events. Jennifer's position is being eliminated from the budget effective September 30, 2012 and therefore she will no longer be employed by the Town/CRA.

In order to not lose any continuity in the planning and carrying out of these traditional community-based events, and in order to use Jennifer Spicer's experience and contacts with event participants, we have been presented with an agreement from Ms. Spicer, through her firm (J.E.S. Production & Design) to provide the Town with:

- Event coordination
- Sponsorship involvement
- Vendor selection
- Full entertainment
- Event marketing/advertising
- Volunteer recruitment.

The proposed agreement (attached) outlines that J.E.S. Production and Design, as part of its event coordination responsibilities will:

- Provide all required insurance
- Obtain all necessary permits for the events
- Arrange for police and fire presence
- Coordinate the necessary support for events from the Department of Public Works.

The events which will be coordinated include:

- Weekly Green Markets
- BBQ Arts & Crafts
- St. Patrick's Day
- Italian Fest
- 4<sup>th</sup> of July celebration (not including fireworks)
- Seafood Festival
- A Park Avenue at Night monthly event.

All event coordination, including purchase of insurance, payment for permits, arrangements for police, fire, and public works support will be provided at no cost to the Town. J.E.S. Production and Design, however, will solicit and keep all vendor fees, all income from sponsors and any and all fees collected for the scheduled events. In addition, J.E.S. Production and Design requires that all income deposited year-to-date into the Town's Seafood Festival Account (#110-223-130) shall be transferred to J.E.S. Production and Design.



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, August 15, 2012, 7:00 p.m.  
Lake Park Town Hall  
535 Park Avenue

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

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

- A. **CALL TO ORDER**
- B. **INVOCATION**
- C. **PLEDGE OF ALLEGIANCE**
- D. **ROLL CALL**
- E. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**
- F. **PRESENTATION:**
  - 1. **Proclamation in Honor of Appreciation to James S. Titcomb for his Service As Interim Town Manager** Tab 1
  - 2. **Proclamation in Memory of Edmond and Eva Folsom** Tab 2
  - 3. **Proclamation Recognizing September as Muscular Dystrophy Association Firefighters Appreciation Month** Tab 3
  - 4. **2012 Summer Camp** Tab 4
- G. **PUBLIC and OTHER COMMENT:**

This time is provided for audience members to address items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so

speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

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

**Recommended For Approval:**

5. Special Call Commission Meeting "Budget Workshop" Minutes of July 11, 2012 Tab 5
  6. Regular Commission Meeting Minutes of July 18, 2012 Tab 6
  7. Regular Commission Meeting Minutes of August 1, 2012 Tab 7
  8. Replacement of the Irrigation Pump and Motor at Bert Bostrom Park Tab 8
  9. Resolution No. 19-08-12 To Amend the Town Classification and Pay Plan to Include the Position and Job Description of Project Manager Tab 9
- I. **BOARD MEMBER APPOINTMENT:**
10. Reappointment to the Library Board Tab 10
  11. Board Appointment to the Planning and Zoning Board Tab 11
- J. **DISCUSSION AND POSSIBLE ACTION:**
12. Appointment of a Marina Task Force to Specifically Address Parking and Circulation Issues at the Lake Park Harbor Marina Tab 12
  13. Authorizing the Mayor to Execute the 8<sup>th</sup> Addendum to the Law Enforcement Services Agreement with Palm Beach Sheriff's Office (PBSO) Beginning October 1, 2012 through September 30, 2013 Tab 13
  14. Authorize the Mayor to Sign a Contract for Events Coordination with J.E.S. Production and Design Tab 14
  15. Review of Draft of Revised Handbook of Procedures and Policies for Employees of the Town of Lake Park (Employee Handbook) Tab 15
- K. **COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:**
- L. **ADJOURNMENT:**