



Minutes
Town of Lake Park, Florida
Special Call Commission Budget Meeting
Wednesday, August 10, 2016, 8:00 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Special Call Commission Budget Meeting on Wednesday, August 10, 2016 at 8:00 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, Assistant Town Attorney Kelly Gardner, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Mayor DuBois led the pledge of allegiance during the Special Call CRA Board meeting earlier in the evening.

DISCUSSION:

1. Proposed Budget for Fiscal Year 2016/2017

Town Manager D'Agostino explained the proposed budget process. He stated that each member of the Commission has met with the budget team to discuss the details of the budget. There was no proposal to increase the Ad-Valorem Millage Rate (5.3474). The total Revenue increase was \$588,490.00 of which \$167,496 was from increased property Millage Revenue; \$93,000 was an increase in the CRA; Franchise Fees were \$32,000, with several taxes equating to just under \$100,000; Fines and Code Violation was \$110,000, which includes the \$85,000 in fines relating to the Sorota property; Event Sponsorship of \$25,000; Cost Recovery of \$35,000; with other miscellaneous revenues of \$31,106. He stated that they were proposing to spend \$53,000 on a Grant Writer; \$54,446 in the 12th Amendment to the Palm Beach County Sheriff's Office (PBSO) contract; \$41,570 for additional staff in Facility Maintenance; \$22,391 for part-time Code Compliance Officer; \$60,544 for a Recreation Supervisor; an increase of about 12.79% in the Library, which equates to a salary adjustment for a licensed Librarian II; increasing the hours of the Accounting Clerk from 30 to 40 hours; addition of one part-time Library Assistant for 20 hours; wage adjustment, which includes Cost of Living increases and Merit increases at \$72,872; Retired Officers Pension Increase at \$36,832; the total amount was \$588,000, which balances the budget.

He stated that with respect to Streets and Roads they were proposing to use \$195,000 from the Town's abandonment of Jasmine Drive for Earl Stewart Toyota for a total of \$310,000. He stated that the remainder of the funds were being proposed to be used for the Park Avenue Streetscape renovation of \$35,000 for redesign, repair of sidewalks for \$60,000 and Park Avenue mill and overlay of \$70,000. He stated that those funds would supplement the \$50,000 proposed in the CRA budget. He explained that a self-propelled line strip machine was being proposed as well as a used dump truck.

He stated that they are proposing Marina Office improvements; deck furniture; as well as Ramp area improvements at \$7,300. He explained that the patrons would have the ability to pay a launch fee or ramp fees as part of the Marina Plan. He explained that if the

patron decide not to purchase an annual pass, they would have the ability to pay for a launch fee or ramp fee using a Smart Phone App.

He explained the Stormwater Revenue of \$190,000; retained earnings of \$290,000, which \$190,000 was being proposed to be used for the Master Drainage Plan, which was \$100,000; and the Firestone Outfall Remediation of \$90,000.

He explained that under Sanitation they are proposing to replace the Clam Shell Truck at \$160,000 and refurbish a Front End Loader at \$25,000.

He stated that the total funded initiatives are \$884,631.

Commissioner O'Rourke announced that individual meetings with the Commission and Administration were held to discuss the budget in detail. During those meeting questions were answered, concerns were raised, and the Commission was now very familiar with the budget.

Vice-Mayor Glas-Castro asked about the revisions to the Master Drainage Plan, would that then result in a calculation of the Stormwater Assessment. Town Manager D'Agostino stated that in part it would because the last Master Drainage Plan was created in 1999. He stated that new drainage issues need to be addressed and that the Master Drainage Plan would identify areas that we need to focus on with repair, maintenance, and upgrade of the existing plan. He explained that it would then show what areas need a Drainage Plan. He stated that once the information were gathered that would then drive what the rate would be over the next few years. He stated that what would be proposed in any rate increase would be a gradual adjustment rate increase. He stated that he would propose gradually phasing those increases in.

Vice-Mayor Glas-Castro shared that during her discussion with Administration one of her main comments was that the budget message and departmental message were not identifications of what the objectives are with the budget and the main priorities. She has asked that the information be included as part of the budget. Town Manager D'Agostino explained that he agreed and staff was going to put that together by the First Budget Hearing.

2. Progress Report for the Kelsey and Lake Shore Park Community Development Block Grant (CDBG) Improvements Project.

Town Manager D'Agostino explained that staff was coming back to the Commission with an update as to where the restroom facilities at Kelsey and Lake Shore Parks project stood (see Exhibit "A").

NEW BUSINESS:

3. Resolution 28-08-16 Authorizing and Directing the Town Manager to Obtain for Fiscal Year 2017 the Employee Medical Insurance through the Florida Blue Care 59 HMO Plan and to Offer the Florida Blue PPO Plan as a Buy-up Option; to Renew the Employee Dental Insurance with MetLife; to Continue the Employee Vision Insurance with Humana; and, to Continue the Basic Life and Accidental Death and

Dismemberment Insurance, Short Term Disability and Long Term Disability Insurance through Florida Combined Life.

Town Manager D’Agostino explained the item (see Exhibit “B”). Human Resources Director Bambi Turner explained that the Town sponsored health medical plan would be the Florida Blue Care 59 HMO Plan. She explained that the Town would maintain the PPO Plan as an option if employees want to continue in the PPO Plan they would “buy-up” to that plan and pay the difference. In terms of the Dental Insurance, there was no proposal of an increase, which staff recommends remaining with the Plan for 2017. In terms of Vision Insurance, it was implemented in 2015 with a twenty-four month rate guarantee, so there would be no increase over the current premium. The Florida Combined Life Insurance Plan was also implemented under the same conditions and expires on September 30, 2017 with no premium increases.

Motion: Commissioner O’Rourke moved to approve Resolution 28-08-16; 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

4. Authorizing and directing the Town Manager to Accept Property and Casualty Insurance Coverage through the Preferred Governmental Insurance Trust for Fiscal Year 2017.

Human Resources Director Turner explained the item (see Exhibit “C”).

Motion: Commissioner O’Rourke moved to accept Property and Casualty Insurance Coverage through the Preferred Governmental Insurance Trust for Fiscal Year 2017; 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.

PUBLIC COMMENT:

1) Derrick Dorsett, 1400A 10th Street – expressed concern with a violation for signage received for his business. Mayor DuBois explained that the Commission could not act on

any Code Violations. He explained the Special Magistrate process that would hear the Code Violation and the Community Development Department would review the permit application. He recommended that Mr. Dorsett schedule an appointment to meet with the Community Development Department staff to discuss the process of the Special Magistrate Hearing.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Assistant Town Attorney Gardner had no comments.

Town Manager D'Agostino had no comments.

Commissioner Lynch had no comments.

Commissioner O'Rourke had no comments.

Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro reminded everyone that she would not be attending the First Public Hearing on the Budget meeting scheduled for September 8, 2016.

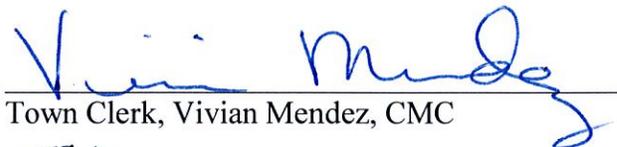
Mayor DuBois had no comments.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner O'Rourke and seconded by Vice-Mayor Glas-Castro, and by unanimous vote, the meeting adjourned at 8:34 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



Approved on this 7 of September, 2016



Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Special Call Budget Meeting Date:
August 10, 2016

Agenda Item No. Tab 2

Agenda Title: Progress Report for the Kelsey Park & Lake Shore Park Community Development Block Grant (CDBG) Improvements Project

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

Approved by Town Manager [Signature] Date: 8-2-16

[Signature]
David Hunt / Public Works Director

[Signature]
Richard Pittman / Project Manager

<p>Originating Department: Public Works</p>	<p>Costs: Project Estimates for Discussion Funding Source: 03/16 thru 07/17, Comm. Develop. Block Grant (CDBG) Acct. # 301-63818 <input checked="" type="checkbox"/> Finance <u>BKR</u></p>	<p>Attachments: Bid Form, incl. Schedule of Bid Items (with comments)</p>
<p>Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____ or Not applicable in this case <u>[Signature]</u> Please initial one.</p>

Summary Explanation/Background: The Palm Beach County Department of Economic Sustainability (DES) approved the plans and contract documents for the Kelsey Park and Lake Shore Park improvements on July 29, 2016, and the bid packet was published on August 3, 2016. Attached is a copy of the contract Bid Form which includes the Schedule of Bid Items. The bid items reflect the project plans that were delivered to the Town Commission's Dropbox account in mid-July for review.

The following progress report details the bidding and site preparation phases that will precede bringing a contract approval request before you at the September 21, 2016 Commission Meeting.

The Commission approved two amendments to the architect's contract and a revised agreement with Palm Beach County on March 2, 2016. The Town received the fully executed Community Development Block Grant (CDBG) agreement from Palm Beach County on April 7, 2016. Between April and July, the Town submitted several iterations of the draft project bid documents to Palm Beach County DES for review and approval. The Town received final approval to advertise the project for bid on July 29, 2016.

The proposed project schedule moving forward is as follows:

- August 3, 2016 - Advertise for bid
- August 12th - Mandatory pre-bid meeting
- September 2nd - Tentative bid opening
- Sept. 2nd thru Sept.6th - Review of bid submittals
- Week of September 6th - Agenda Request Form submitted with recommendation
- September 21st - Agenda item presented to Commission for funding approval and contract award
- Month of September - Town Public Works Department preps demolition sites and commences demolition of Kelsey Park buildings
- Week of October 24 - Contractor commences work at Kelsey Park restroom
- Week of March 27, 2017 - Contract completion (150 calendar days after commencement).

Items of interest to the public associated with improvements at Kelsey Park:

- The new ADA compliant restroom building will be located due west of the tennis courts in Kelsey Park.
- Demolition and construction vehicle access into Kelsey Park will be via Foresteria and Greenbrier Drives. Use of Lake Shore Drive will be discouraged.
- The new restroom building will have the finished floor at elevation 8.0 which is approximately 2.5 feet higher than the existing ground elevation in Kelsey Park.
- Site work associated with construction access, utility connections and soil fill is a substantial cost.
- The new restroom building is designed for extreme wind conditions (gusts to 150 mph).
- The new restroom will feature vandal resistant features such as stainless steel water closets and lavatories.
- The new restroom will have easy to clean ceilings, wall, and floor finishes.
- The new restroom building includes a storage area that could be converted into a concession stand in the future.
- The bid documents include the replacement of Kelsey Park's benches and trash receptacles per the comments of the Town's insurance carrier.

Items of interest to the public associated with improvements at Lake Shore Park:

- The existing restroom building adjacent to the tennis courts is anticipated to be out of service for up to five months while being renovated.
- The contractor is required to provide and maintain portable toilets when the restroom building is out of service.
- The renovated restroom will be ADA compliant and feature vandal resistant features such as stainless steel water closets and lavatories.
- The renovated restroom will have easy to clean ceilings, wall, and floor finishes.
- The roof, which has reached the end of its useful life cycle, will be replaced.

Contract Information

From the outset of the preparation of the project plans, it was understood that the CDBG funds would not be sufficient to cover all of the desired park improvements. However, in order to assist with long range planning, the grant reimbursable design services included the preparation of specifications, not only for the immediate project, but also for future improvements. For example, plans were prepared and items specified for the replacement of the Lake Shore tennis court lights and for the re-roof of the Tennis Center Office Building.

\$379,555 of CDBG funds remain for the project after deducting for the design and bidding phases. Once the contractors' bids have been submitted and opened on September 2nd, the Town will have a better idea as to which base bid items can be kept (or those items that must be deleted) in order to keep the project budget within the remaining grant amount.

The bids could also come in below budget. If that is the case, the Commission could choose from the following DES approved alternates in order to expend all grant monies:

ALTERNATE II: Re-roof of Community Meeting Building

ALTERNATE IV: Tennis Court Lighting

a. Install empty conduit from existing electric panel to future light pole locations

Or:

Use excess funds to cover the Consultants' construction field inspection costs

Reserve Funding

Early on during project presentations to the Commission, staff estimated that bid prices would exceed the available grant funds. As a result, certain tasks were left out of the contract bid items under the assumption that they could be accomplished more economically by using town reserve funds and avoiding contractor mark-ups. The following are some of the items that will need to be performed in conjunction with the project in Fiscal Year 2017, but have not been addressed in the contract scope of work.

- Seacoast Utility Fees/Building Permit Fees
- Soil Density Testing
- Concrete Testing
- Construction Contingency (est. 10% of Base Bid)

Tennis Center Office Building Roof

Since all three of the buildings clustered next to the Lake Shore tennis courts have roofs that are at the end of their expected lifespans, the project architect was tasked with preparing specifications for their replacement. Two of the roofs were deemed appropriate for reimbursement by DES but the third, the Tennis Center Office Building, was not. The Town has already paid 'out of pocket' for the design of this roof replacement as part of this project.

The Commission may want to take this opportunity of having roofing specifications, along with a mobilized roofing sub-contractor, to get all three roofs replaced during this project. They will have to be replaced sooner rather than later and at town expense, anyway. The Community Meeting Building can be re-roofed with reimbursable grant funds but the Tennis Center Office Building will have to be done with town funds. This roof replacement has been itemized in the Schedule of Bid Items as ALTERNATE III. The Commission can consider moving ahead with this task once the costs have been determined in the contract submittals.

BID FORM: BID No. 104-2016
KELSEY AND LAKE SHORE PARKS
RESTROOM CONSTRUCTION AND RENOVATION
TOWN OF LAKE PARK

Instructions: Remove this and all following pages, complete and execute, and submit in triplicate with your bid package (1 Original and 2 copies).

In accordance with the plans and specifications noted in this Bid document, the **TOTAL BASE BID** for this project is:

(\$ _____)

Completion: One hundred fifty (150) calendar days after Commencement of Work [Contractor may only perform work on this project Monday – Friday between 8am – 5pm, unless pre-approved for other hours by the Town]. **NOTE: Awarded Contractor should plan on commencing work during the week of October 24, 2016 having been notified of the contract award on September 22, 2016**

Required documents attached?	(Yes or No)
- Schedule of Bid Items	_____
- Acknowledge Addenda # ____ (if issued)	_____
- Bid bond (minimum of 5% of total base bid)	_____
- 1 Original and 2 copies of the following:	
- Bid Form (signed)	_____
- Clarifications/Exceptions/Substitutions	_____
- List of Subcontractors	_____
- 'Drug Free Workplace Cert. (signed)	_____
- List of References	_____
- Licenses/Certifications (copies of applicable licenses)	_____
- Proof of Existing Insurance Coverage	_____
- Noncollusion Affidavit of Prime Bidder	_____
- Anti-kickback Affidavit	_____
- Certification of Eligibility of General Contractor	_____
- Certification of Nonsegregated Facilities	_____
- Workforce Projection	_____

.....
 NAME OF FIRM _____

ADDRESS _____

PHONE# _____ FAX# _____

AUTHORIZED SIGNATURE _____

NAME & TITLE (TYPED or PRINTED) _____

POINT OF CONTACT EMAIL ADDRESS: _____

DATE: _____ TAX PAYER ID#: _____

**KELSEY AND LAKE SHORE PARKS
RESTROOM CONSTRUCTION & RENOVATION
TOWN OF LAKE PARK BID NO. 104-2016**

SCHEDULE OF BID ITEMS

ITEM No.	ITEM DESCRIPTION	UNIT	QUANTITY	TOTAL PRICE
1.	Indemnification	Job	1	\$ _____
2.	General Conditions			
2A.	Mobilization	Job	1	\$ _____
2B.	Registration with the Town, No-Fee Town Permit, Renovation Permit (Health Dept.)	Job	1	\$ _____
2C.	Payment Bond & a Performance Bond	Job	1	\$ _____
2D.	Shop Drawing Processing	Job	1	\$ _____
2E.	Project Close-Out incl. Record Drawings, Manuals & Warranties	Job	1	\$ _____
3.	Temporary silt fencing and fencing around Kelsey site	Job	1	\$ _____
4.	Temporary access corridor, cap sprinkler heads & restoration of grass & concrete	Job	1	\$ _____
5.	Select soil import for building pad, walkways, and transition fill incl. grading compaction, soil testing & report per specification on plan sheet S1.1 & Exhibit "B"	(compacted) C.Y.	156@	\$ _____ /CY \$ _____
6.	Remove encountered abandoned utility pipes	L.F.	100@	\$ _____ /L.F. \$ _____
7	Cap abandoned utility pipes	EA.	8@	\$ _____ /EA. \$ _____
8A.	New restroom/storage building in Kelsey Park	L.S.	1	\$ _____
8B.	Water service line & connection to existing for new restroom building	L.F.	50@	\$ _____ /L.F. \$ _____
8C.	Backflow prevention device	L.S.	1	\$ _____
8D.	Electrical service (new from existing panel at north west corner of park to new building)	L.F.	250@	\$ _____ /L.F. \$ _____
8E.	Sanitary sewer connection per Seacoast Utility Authority requirements	L.F.	20@	\$ _____ /L.F. \$ _____
8F.	Const. concrete walkways and ramped walkways to new restroom building	S.Y.	124@	\$ _____ /S.Y. \$ _____
8G.	Const. reinforced concrete steps	L.S.	1	\$ _____
8G.	Hand rail at ramped walkway and steps	L.F.	170@	\$ _____ /L.F. \$ _____
9.	Site drainage (basin, swale, sod)	L.S.	1	\$ _____
10	Build irrigation system in areas receiving fill dirt and in dry detention area. Incl. labor, equipment, materials. Install Town supplied sprinkler heads.			
10.A	Sch. 40 pipe, fittings, flex pipe 1" or less	L.F.	250@	\$ _____ /L.F. \$ _____
10.B	Sch. 40 pipe, fittings, flex pipe 1-1/4" thru 2"	L.F.	150@	\$ _____ /L.F. \$ _____
11.	Sod (Floritam associated with building site)	L.S.	1	\$ _____

(SCHEDULE OF BID ITEMS CONT.)

12A.	Park Benches, 6' (remove & dispose of existing, provide & install new)	EA.	15@\$	/EA.	\$	Estimated Value of Bid Item No.'s 12A., 12B., & 13 = \$38,000
12B.	Remove & dispose of concrete slabs for benches, construct new slabs	EA.	3@\$	/EA.	\$	
13.	Trash Receptacles	EA.	6@\$	/EA.	\$	
14A.	Renovations to Lake Shore Park Restroom	L.S.	1		\$	
14B.	Reroof Lake Shore Park Restroom ("S" tile) incl. dormer removal, reframe & sheath	L.S.	1		\$	
14C.*	Replace rotted roof sheathing	S.F.	96@\$	/S.F.	\$	
14D.*	Replace damaged fascia	L.F.	20@\$	/L.F.	\$	
14E.*	Replace damaged soffit incl. vents	L.F.	20@\$	/L.F.	\$	
15.	(5) Portable toilets for public use (2 men, 2 women, 1 ADA Handicap)	Month	5@\$	/Mo.	\$	

BASE BID: TOTAL ITEMS 1 THRU 15

Staff Estimate = \$408,000

CDBG Funds Available After Design Services = \$380,555

Written Amount \$ _____
.....

ALTERNATE I: Install Dimensional Asphalt Shingle Roof in lieu of "S" tile roof

- a. Kelsey Park Deduct \$ _____
- b. Lake Shore Restrooms Deduct \$ _____

ALTERNATE II: Re-roof of Community Meeting Building

- a. With "S" tile as specified for restroom building Add \$ _____
- b. With Dimensional Asphalt Shingle as specified Add \$ _____
- c. Remove dormers, reframe and sheath Add \$ _____
- d. *Total bid items 14C, 14D, 14E Add \$ _____

ALTERNATE III: Re-roof of Tennis Center Office Building*

- a. With "S" tile as specified Add \$ _____
- b. With Dimensional Asphalt Shingle as specified Add \$ _____
- c. Remove dormers, reframe and sheath Add \$ _____
- d. *Total bid items 14C, 14D, 14E Add \$ _____

ALTERNATE IV: Tennis Court Lighting

- a. Install all (empty) conduits from panel location to future pole locations Add \$ _____
- b. Demolish existing lighting system and install the new poles, lighting, controls, conduits and wiring for a complete system Add \$ _____

Submitted By: _____ Title: _____
Signature of Firm' Representative

Name of Firm: _____

*Unit price of bid items 14C, 14D, 14E will be used if Roof Alternate is selected
 FAILURE TO ADDRESS ALL BID ITEMS MAY RESULT IN REJECTION OF BID
 AWARD OF CONTRACT WILL BE BASED ON THE LOWEST RESPONSIVE BASE BID
 Note: Bid Bond amount is to be based on 5% of base bid.



Exhibit "B"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 10, 2016

Agenda Item No. Tab 3

Agenda Title: Resolution Authorizing and Directing the Town Manager to Obtain for Fiscal Year 2017 the Employee Medical Insurance through the Florida Blue Care 59 HMO Plan and to Offer the Florida Blue PPO Plan as a Buy-up Option; to Renew the Employee Dental Insurance with MetLife; to Continue the Employee Vision Insurance with Humana; and, to Continue the Basic Life and Accidental Death and Dismemberment Insurance, Short Term Disability and Long Term Disability Insurance through Florida Combined Life

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

Approved by Town Manager *[Signature]* Date: 8-3-16

[Signature]

Name/Title
HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	Costs: \$ <u>411,412</u> Funding Source: Various Acct. # Various as funded in FY 2017 budget [x] Finance <u>BKR</u>	Attachments: Resolution; and, Gehring Group Employee Benefits Insurance Evaluation for Fiscal Year 2017 (Exhibit A); and, Florida Blue Provider Disruption Report (Exhibit B)
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>BMT</u> or Not applicable in this case _____ Please initial one.

Summary Explanation/Background

Medical Insurance:

The current provider of the Town's employee medical insurance is Florida Blue, which is due for renewal on October 1, 2016 for Fiscal Year 2017. The current coverage is a Preferred Provider Organization (PPO) plan. Gehring Group obtained from Florida Blue an initial in-network renewal rate of 15.6 percent, or approximately \$80,000 over the expiring coverage for Fiscal Year 2016. At the direction of staff, and in order to obtain the most competitive renewal rates and better coverage for Town employees, Gehring Group submitted a market request for proposals to several carriers and requested a quote from Florida Blue for an in-network Health Maintenance Organization (HMO) plan .

The following carriers responded to the request for quotes:

- Florida Blue
- Cigna
- Humana
- United Healthcare

As set forth in the attached Gehring Group Employee Benefits Insurance Evaluation (**Exhibit A**), Florida Blue proposed an alternate Florida Blue Care 59 Plan (an in-network only HMO) which would result in a 6.4 percent decrease resulting in a savings of approximately \$33,000 in annual premium as compared to the current annual premium.

Cigna proposed a comparable plan generating a 5.8 percent increase which would require the completion of individual medical questionnaires by Town employees which would involve potential network disruption. The pricing of Humana's plan was in line with the Florida Blue Care 59 Plan but would not produce a savings by comparison that would merit network disruption. United Healthcare's comparable plan generated a significant increase making their proposal uncompetitive.

Based upon the evaluation provided by Gehring Group, staff recommends the following:

- Obtain coverage through the Florida Blue Care 59 HMO plan as the Town-sponsored medical insurance plan, which would result in a 6.4 percent decrease in annual premium; and
- In order to give Town employees who wish to remain with the Florida Blue PPO the ability to do so, continue to offer the current medical Blue Options PPO plan as a buy-up option whereby employees electing to enroll with this plan would pay the difference in cost between the Florida Blue Care 59 HMO plan and the Florida Blue Options PPO plan.

Also attached as **Exhibit B** is the Florida Blue Provider Disruption Report, which is based upon Florida Blue providers utilized during the period of March 1, 2015 to February 29, 2016 showing the providers that are included under the Florida Blue Care 59 HMO plan.

Dental Insurance:

The current provider of the Town's employee dental insurance is MetLife (a PPO) which is due for renewal on October 1, 2016. MetLife PPO renewal generated a 0 percent premium increase for Fiscal Year 2017.

At the direction of staff, and in order to obtain competitive renewal rates, Gehring Group submitted a market request for proposals to several carriers for such coverage. The following carriers responded:

- Solstice
- United Healthcare
- Renaissance Dental
- United Concordia
- Cigna
- Guardian
- Delta Dental

The proposals submitted by the above carriers would generate minimal savings which would not merit network disruption.

Florida Combined Life declined to quote due to uncompetitive rates.

Based upon the evaluation provided by Gehring Group, staff recommends that the dental insurance coverage for Town employees be renewed with MetLife for Fiscal Year 2017.

Vision Insurance:

The current provider of the Town's employee vision insurance is Humana which was implemented effective October 1, 2015 with a 24-month rate guarantee which will result in a 0 percent increase over the current premium. Such rates will expire on September 30, 2017.

Basic Life and Accidental Death and Dismemberment, Short Term Disability and Long Term Disability Insurance:

The current provider of the Town's basic life and accident death and dismemberment, short term disability and long term disability insurance is Florida Combined Life which was implemented effective October 1, 2015 with a 24-month rate guarantee which will result in a 0 percent increase over the current premium. Such rates will expire on September 30, 2017.

Recommended Motion: I move to adopt Resolution 28-08-16.



Exhibit "C"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 10, 2016

Agenda Item No. Tab 4

Agenda Title: Authorizing and Directing the Town Manager to Accept Property and Casualty Insurance Coverage through the Preferred Governmental Insurance Trust for Fiscal Year 2017

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

Approved by Town Manager *[Signature]* Date: 8-3-16

Name/Title
Bowling McKelha Person
HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	Costs: \$183,409 Funding Source: Acct. # Various as funded in FY 2017 budget <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	Attachments: Gehring Group 2016/2017 Property and Casualty Insurance Election
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>BMT</u> or Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

The incumbent carrier of the Town's property and casualty insurance coverage (which includes Flood, Inland Marine, Crime Coverage, General Liability, Network Security and Privacy Liability, Public Official Liability and Employment Practices Liability, Automobile Liability, and Workers' Compensation Insurance) is the Preferred Governmental Insurance Trust (PGIT). Such coverage was implemented on October 1, 2015 with a 24-month rate guarantee. Such rates will expire on September 30, 2017.

While the actual rates will not increase for Fiscal Year 2017, there will be a 2.6 percent increase in premium due to increase in employee payroll, the additional of two Town vehicles (i.e., one 2016 Mack sider loader sanitation vehicle, and one 2016 Mack front loader sanitation vehicle) to the auto insurance, and the increase in value of Town-owned property which directly impacts the general liability, public official's, employer's liability, and workers' compensation insurance premiums.

Staff recommends acceptance of the property and casualty insurance coverage through PGIT for Fiscal Year 2017.

Recommended Motion: I move to accept property and casualty insurance coverage through the Preferred Governmental Insurance Trust for Fiscal Year 2017.

TOWN OF LAKE PARK

2016/2017 PROPERTY & CASUALTY INSURANCE ELECTION



Coverage Type	Preferred Governmental Insurance Trust 2015-2016			Preferred Governmental Insurance Trust 2016-2017			% of Change
	Deductible	Liability Limits	Premium	Deductible	Liability Limits	Premium	
Property	\$5,000 AOP; 5% Named Storm	TIV: \$15,824,207	\$ 82,122	\$5,000 AOP; 5% Named Storm	TIV \$15,844,948	\$ 82,227	0.13%
Flood	\$5,000 per occ. / \$500,000 A or V	\$ 5,000,000	Included in Property	\$5,000 per occ. / \$500,000 A or V	\$ 5,000,000	Included in Property	
Earth Movement	\$ 5,000	\$ 5,000,000	Included in Property	\$ 5,000	\$ 5,000,000	Included in Property	0.00%
Inland Marine			\$ 5,709			\$ 5,709	
Scheduled Equipment	\$ 1,000	\$ 1,675,950		\$ 1,000	\$ 1,675,950		
Unscheduled Equipment	\$ 500	\$ 1,000,000	Included in Property	\$ 500	\$ 1,000,000	Included in Property	
Equipment Breakdown	\$ 5,000	\$ 15,824,207	Included in Property	\$ 5,000	\$ 15,824,207	Included in Property	
Crime Coverage			\$ 893			\$ 893	0.00%
Employee Theft	\$ 1,000	\$ 100,000		\$ 1,000	\$ 100,000		
Theft of Money & Securities: In/Out	\$ 1,000	\$ 10,000		\$ 1,000	\$ 10,000		
Faithful Performance of Duty	\$ 1,000	Included in EE Theft		\$ 1,000	Included in EE Theft		
Business Interruption		\$ 250,000	Included in Property		\$ 250,000	Included in Property	
Total Property			\$ 88,724			\$ 88,829	0.12%
General Liability	\$ 25,000	\$ 2,000,000	\$ 13,204	\$ 25,000	\$ 2,000,000	\$ 14,102	6.36%
Network Security & Privacy Liability		\$ 1,000,000			\$ 1,000,000		
Public Official Liability & Employment Practices Liability	\$ 25,000	\$2,000,000 / \$2,000,000	\$ 13,669	\$ 25,000	\$2,000,000 / \$2,000,000	\$ 14,579	6.25%
Inverse Condemnation/Bert Harris	\$ 25,000	\$ 100,000		\$ 25,000	\$ 100,000		
Auto Liability	\$ 25,000	\$ 2,000,000	\$ 13,178	\$ 25,000	\$ 2,000,000	\$ 14,191	7.14%
Personal Injury Protection		\$ 10,000			\$ 10,000		
Medical Payments		\$ 5,000			\$ 5,000		
Uninsured Motorists		\$ 20,000			\$ 20,000		
Hired Non-Owned Liability		Included			Included		
Auto Physical Damage			\$ 4,254			\$ 4,974	14.49%
Comprehensive Coverage	\$ 25,000	Per Schedule		\$ 25,000	Per Schedule		
Collision Coverage	\$ 25,000	Per Schedule		\$ 25,000	Per Schedule		
Total Liability & Auto			\$ 44,304			\$ 47,846	7.40%
Workers' Compensation			\$ 27,239			\$ 27,828	2.12%
Mod / Payroll		.72 / \$ 2,247,833			.72 / \$ 2,400,641.44		
Compulsory / Employer Liability		Statutory / \$ 1,000,000			Statutory / \$ 1,000,000		
Total Workers Comp			\$ 27,239			\$ 27,828	2.12%
Total Annual Premium:			\$ 160,267			\$ 164,503	
Gehring Group Service Fee:			\$ 18,414.90			\$ 18,905.56	
Total Net Premium:			\$ 178,682			\$ 183,409	
\$ Increase/Decrease			N/A			\$ 4,727	
% Increase/Decrease			N/A			2.6%	