



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, August 21, 2013,
Immediately Following the
Special Call CRA Board Meeting
Lake Park Town Hall
535 Park Avenue

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

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

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

None

D. PUBLIC COMMENT:

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

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

- 1. Regular Commission Meeting Minutes of August 7, 2013 Tab 1
- 2. Resolution No. 20-08-13 Support of the All Aboard Florida Project Effort to Install Fiber Optic Cable for Public Use in the Florida East Coast Rail Corridor. Tab 2
- 3. Award of Budgeted Sidewalk Replacement Contract Tab 3
- 4. Rescheduling the Regular Commission Meeting of September 4, 2013 to Tuesday, September 10, 2013 immediately following the First Public Hearing on the Budget Tab 4

F. **OLD BUSINESS:**
None

G. **PUBLIC HEARINGS - ORDINANCES ON FIRST READING:**

- 5. Ordinance No. 11-2013 Text Amendment to Section 78-111 Changing the Fence Height Requirements Tab 5
APPROVAL OF THE STAFF INITIATED TEXT AMENDMENT TO SECTION 78-111(B)(1) OF THE TOWN OF LAKE PARK CODE OF ORDINANCES TO CREATE A MAXIMUM FRONT YARD FENCE HEIGHT OF SIX FEET FOR MULTI-FAMILY STRUCTURES GREATER THAN THREE STORIES WITH PARKING AREAS FACING THE STREET

- 6. Ordinance No. 12-2013 Text Amendment Section 78-184 Special Exception Notice and Submittal Requirements Tab 6
APPROVAL OF THE STAFF INITIATED TEXT AMENDMENT TO SECTION 78-184 OF THE TOWN OF LAKE PARK CODE OF ORDINANCES TO ADD A CERTIFIED MAIL REQUIREMENT AND SUBMITTAL REQUIREMENTS FOR SPECIAL EXCEPTION USE APPLICATIONS

- 7. Ordinance No. 13-2013 Text Amendment to Section 78-144 to Create Cross and Joint Access Tab 7
APPROVAL OF THE STAFF INITIATED TEXT AMENDMENT TO SECTION 78-144 OF THE TOWN OF LAKE PARK CODE OF ORDINANCES TO CREATE LANGUAGE RELATING TO CROSS ACCESS AND JOINT ACCESS

H. **PUBLIC HEARINGS – ORDINANCE ON SECOND READING:**

- 8. Ordinance No. 10-2013 Changing the Board Appointment Process Tab 8
AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE IV, DIVISION 1, SECTION 2-112 OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, PERTAINING TO THE APPOINTMENT OF MEMBERS TO TOWN BOARDS AND COMMITTEES; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

- I. **PUBLIC HEARING – QUASI-JUDICIAL HEARING:**
9. Resolution No. 21-08-13 Special Exception Application for the Approval of an Animal Service Establishment at 524 Northlake Blvd. **Tab 9**
- J. **NEW BUSINESS:**
10. Resolution No. 22-08-13 To Amend the Town of Lake Park Uniform Classification System to Revise the Job Description for the Position of Town Clerk; to Revise the Job Description for the Positions of Equipment Operator II, Equipment Operator III, Maintenance Worker II, Mechanic II, Foreman, Vehicle Maintenance Foreman in the Public Works Department; and to Create the New Job Description of Accountant I, Accountant II, and Accountant III in the Finance Department **Tab 10**
11. Resolution No. 23-08-13 Restricting the Unspent Legal Settlement Proceeds from the Marina Lawsuit and Designating these Funds for the Repair of the Seawall. **Tab 11**
12. Award of Contract for Lake Park Harbor Marina Seawall Joint Sealing-Demonstration (Chemical Grouting), RFP No. 103-2013 to Stable Soils of Florida **Tab 12**
13. Resolution 24-08-13 Appointing a Commissioner to the Audit Committee and Authorizing the Town Manager to Identify and Appoint Two Independent Volunteers to the Committee **Tab 13**
- K. **TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**
- L. **ADJOURNMENT**

Next Scheduled Special Call Commission Meeting will be held on TUESDAY, September 10, 2013

Consent Agenda

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Tab 1*

Agenda Title: Regular Commission Meeting Minutes of August 7, 2013

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

Approved by Town Manager *DSS* Date: *8/12/13*

Shari Canada, CMC, Deputy Town Clerk
Name/Title

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

Summary Explanation/Background:

Recommended Motion: To approve the Regular Commission Meeting Minutes of August 7, 2013.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, August 7, 2013, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

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

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

B. **PLEDGE OF ALLEGIANCE**

C. **SPECIAL PRESENTATIONS/REPORTS**

1. Presentation of Plaque to Commissioner Kathleen Rapoza by the Palm Beach County Sheriff's Office Tab 1
2. A Presentation by Kristen Solomon, Circuit Director for the Palm Beach County Guardian ad Litem Program Tab 2

D. **PUBLIC COMMENT:**

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

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

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

- 3. Commission Budget Meeting Minutes of July 17, 2013 Tab 3
- 4. Regular Commission Meeting Minutes of July 17, 2013 Tab 4
- 5. Resolution No. 16-08-13 To Approve Letter of Agreement for Renewal of Partnership between Children's Home Society and the Town of Lake Park Tab 5
- 6. Approval of Quote for Repairs to Fuel Pump System at Lake Park Harbor Marina Tab 6

F. PUBLIC HEARINGS - ORDINANCE ON FIRST READING:

- 7. Ordinance No. 10-2013 Changing the Board Appointment Process Tab 7

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE IV, DIVISION 1, SECTION 2-112 OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, PERTAINING TO THE APPOINTMENT OF MEMBERS TO TOWN BOARDS AND COMMITTEES; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

G. PUBLIC HEARINGS – ORDINANCE ON SECOND READING:

- 8. Ordinance No. 09-2013 An Ordinance Initiated by the Town's Community Development Department Proposing Modifications to Section 54-1 of the Town of Lake Park Code of Ordinances to modify the Address Number/Letter Height Requirement for Residential Buildings from Four to Six Inches in Height and the Address Number/Letter Height Requirement for Non-Residential Buildings from Six to Eight Inches in Height; and the Repeal of Section 70-61 (g) of the Town of Lake Park Code of Ordinances because it duplicates the Requirements of Section 54-1. Tab 8

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 54, ARTICLE I, SECTION 54-1 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "BUILDINGS AND BUILDING REGULATIONS" TO INCREASE THE HEIGHT OF THE STREET NUMBERS FOR RESIDENTIAL BUILDINGS FROM FOUR INCHES TO SIX INCHES, AND NON-RESIDENTIAL BUILDINGS FROM SIX INCHES TO EIGHT INCHES; PROVIDING FOR THE REPEAL OF CHAPTER 70, ARTICLE III, SECTION 70-61(G), ENTITLES "SIGNS"; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

H. NEW BUSINESS:

- 9. Amendment to the Fiscal Year 2012/2013 Budget Allowing the Removal of Debts Owed by the Marina Fund to the General Fund and the Sanitation Fund. Tab 9

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, August 21, 2013



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, August 7, 2013, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, August 7, 2013 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager Dale S. Sugerman, Town Attorney Thomas Baird, and Town Clerk Vivian Mendez.

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

SPECIAL PRESENTATIONS/REPORTS

1. Presentation of Plaque to Commissioner Kathleen Rapoza by the Palm Beach County Sheriff's Office

Lt. Chris Myers presented a plaque to Commissioner Rapoza in recognition and appreciation for her dedicated service as a volunteer Citizen on Patrol (COP) member for the Palm Beach County Sheriff's Office District 10 in Lake Park.

2. A Presentation by Kristen Solomon, Circuit Director for the Palm Beach County Guardian ad Litem Program

Kristen Solomon made a presentation regarding the Palm Beach County Guardian ad Litem Program. She provided an information handout to the Commission (see attached Exhibit "A"). She stated that the Guardian ad Litem Program is a state agency that is primarily run by volunteer child advocates. The program is set up to represent the best interest of minor children when they enter the dependency system (they have been abused, abandoned, or neglected). The volunteers that participate in the program, along with trained Child Advocacy Coordinators and Child Best Interest Attorneys advocate as a team to achieve permanency, stability, security and normalcy for the children they are assigned to represent. She stated that in Palm Beach County alone there are over 1600 children involved in the dependency program and there are over 500 volunteers. She stated that because there are not enough volunteers they are only appointed to 1200 children in Palm Beach County, leaving over 400 children without a voice. She stated that she is here to advocate for the program and seeking volunteers. She explained that to be a volunteer one must be over 21 years of age, commit to thirty (30) hours of training, undergo a level 2 background screen, and have an open heart. She stated that volunteers usually commit ten (10) to fifteen (15) hours per month. She stated that what's also important is that the children have normalcy in their life and if one cannot be a volunteer they might be able to support the program with resources such as funds for camp, clothing and musical instruments through the non-profit Speak With For Kids.

Commissioner O'Rourke asked if the Guardian ad Litem work within the Family Court System in Divorce cases.

Ms. Solomon explained that due to lack of resources they do not go into the Family Court System and work only within the dependency system. She stated that once all the children within the dependency system are represented they are permitted to go within other areas such as the Family Court System.

Commissioner O'Rourke asked if they handle juvenile delinquency cases.

Ms. Solomon explained that they handle juvenile delinquency cases if there is also a dependency case.

Mayor DuBois asked if they have a website and suggested that a link to the Guardian ad Litem Program be placed on the Town's website homepage.

Ms. Solomon stated that they do have a website and that a link and logo could be provided to the Town.

The Commission concurred to place the link and logo on the Town's website homepage.

PUBLIC COMMENT:

Juliette Mauvais, 929 Park Avenue, stated that she owns Gift Shop Uniform at 929 Park Avenue. She stated that she has been there for two (2) years and asked for assistance to advertise her business.

Mayor DuBois stated that he will try to send as many customers as possible to the business.

Commissioner Rapoza stated that she has been in contact with Ms. Mauvais and that she is very passionate about wanting to stay in Lake Park and offered her assistance.

Sue-Ellen Mosler, 201 Foresteria Drive, stated that there have been several break-in instance since June 18, 2013 in the 700 block of Park Avenue. She also stated that there is other suspicious activities going on in the area. She stated that the Sheriff's Office is contacted and by the time they arrive the people involved have left the area. She stated that the area is under surveillance and the Sheriff's Office is called when suspicious activity is seen and asked if the Commission had any other suggestions on what can be done and asked for assistance and support. She stated that there are drainage issues in the alleyway and the asphalt is pitching towards the doors of the businesses instead of toward to swale in the alleyway and asked when the Town would address that issue. Ms. Mosler provided a letter regarding the drainage issue (see attached Exhibit "B").

Mayor DuBois stated that he will take up the issue with Town Administration and the Sheriff's Office to address the crime situation. He stated that he would follow-up on the letter regarding the drainage issue in the alleyway to the rear of 700 Park Avenue.

Diane Bernhard, 301 Lake Shore Drive, she stated that the two (2) areas of importance to the Town are the Park Avenue Business District and the Zoned Industrial Area. It is vital to economic growth and stability of the Town to attract businesses to these areas and to support the businesses in the area. She believes that the Town has fallen short in supporting existing businesses and in making the Town attractive to new businesses. She spoke about private property owners denying public access to business parking and this has happened to existing businesses and may be a deterrent to future business locating within Lake Park. She discussed proscriptive right to property and explained that it is an easement that gives someone the right to use land owned by someone else for a particular purpose. She provided the example of using a path through someone land to get to your land. She suggested that prospective rights may be a solution to some of the issues in the Town. She provided a handout (see attached Exhibit "C"). She encouraged the Commission to explore any and all avenues through which to help existing businesses and attract new businesses to the Town.

Mayor DuBois stated that at the August 5, 2013 Planning and Zoning Board meeting the Board considered an item regarding property cross-access and joint-access and that the items will be coming before the Commission for consideration.

CONSENT AGENDA:

- 3. Commission Budget Meeting Minutes of July 17, 2013**
- 4. Regular Commission Meeting Minutes of July 17, 2013**
- 5. Resolution No. 16-08-13 To Approve Letter of Agreement for Renewal of Partnership between Children's Home Society and the Town of Lake Park**
- 6. Approval of Quote for Repairs to Fuel Pump System at Lake Park Harbor Marina**

Commissioner Flaherty requested to pull item 6 Approval of Quote for Repairs to Fuel Pump System at Lake Park Harbor Marina.

Vice-Mayor Glas-Castro requested to pull item 3 Commission Budget Meeting Minutes of July 17, 2013.

Motion: A motion was made by Commission O'Rourke to approve Consent Agenda Items 4 and 5; Commissioner Flaherty made the second.

Vote on Motion:

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

Motion passed 5-0.

- 3. Commission Budget Meeting Minutes of July 17, 2013**

Vice-Mayor Glas Castro requested that on page 8 that the motion be changed from “to set the current year Proposed Operating Millage Rate at 8.9000 mills” to: “to Set the Tentative Maximum Millage Rate at 8.9 Mills” and leave the remainder of the motion.

Mayor DuBois requested that all instances of “MTSU” be changed to “MSTU”.

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

Vote on Motion:

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

Motion passed 5-0.

6. Approval of Quote for Repairs to Fuel Pump System at Lake Park Harbor Marina

Commissioner Flaherty stated that he was concerned regarding the \$8,800 and that the other quotes went into more detail. He was concerned that the lowest bidder K&K Electric, Inc. did not describe as such work being done as the other quotes and that once they began work that the quote would increase to cover the additional work the other companies had in their quote. He asked if other than cost why was K&K Electric, Inc. chosen.

Town Manager Sugerman stated that K&K Electric, Inc. is the lowest responsive and responsible bidder for this particular work with a quote of \$8,800.00 and that staff is satisfied that they will do the work in a responsible and responsive way at the price quoted.

Marina Director Jaime Hart, stated that he had the same concern and that K&K Electric, Inc is a large and repeatable company and that he checked their references. He stated that all the references checked out and stated that K&K Electric, Inc is a very good and responsible firm.

Vice-Mayor Glas-Castro asked what line item this repair is being paid.

Marina Director Hart stated that the line item is Equipment Repair.

Vice-Mayor Glas-Castro asked if this line item is a budgeted line item for general equipment repair.

Marina Director Hart stated “yes” and if needed money is available in Reserves to pay for the expenditure.

Motion: A motion was made by Commission O'Rourke to approve the Quote for Repairs to Fuel Pump System at Lake Park Harbor Marina from K&K Electric, Inc.; Commissioner Flaherty made the second.

Vote on Motion:

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

Motion passed 5-0.

PUBLIC HEARINGS - ORDINANCE ON FIRST READING:

7. Ordinance No. 10-2013 Changing the Board Appointment Process

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

Mayor DuBois suggested that he sit down with Town Manager Sugerman and Town Clerk Mendez and review the process before the next applicant is brought forward.

Motion: A motion was made by Commissioner O'Rourke to adopt Ordinance 10-2013 on First Reading; Commissioner Flaherty made the second.

Vote on Motion:

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

Motion passed 5-0.

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

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

8. Ordinance No. 09-2013 An Ordinance Initiated by the Town's Community Development Department Proposing Modifications to Section 54-1 of the Town of Lake Park Code of Ordinances to modify the Address Number/Letter Height Requirement for Residential Buildings from Four to Six Inches in Height and the Address Number/Letter Height Requirement for Non-Residential Buildings from Six to Eight Inches in Height; and the Repeal of Section 70-61 (g) of the Town of Lake Park Code of Ordinances because it duplicates the Requirements of Section 54-1.

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

Motion: A motion was made by Commissioner Flaherty to adopt Ordinance 09-2013 on Second Reading; Commissioner O’Rourke made the second.

Vote on Motion:

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

Motion passed 5-0.

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

NEW BUSINESS:

9. Amendment to the Fiscal Year 2012/2013 Budget Allowing the Removal of Debts Owed by the Marina Fund to the General Fund and the Sanitation Fund.

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

Commissioner Flaherty asked if there is a way to remove the debt from the books without striking it forever where the Commission could payback the debt in the future.

Town Manager Sugerman stated “yes” and explained that Town Commission controls the budget of the General Fund, Marina Fund and Sanitation Fund and in future years once the Marina Fund becomes highly profitable the Commission can create a budget line item that transfers money from the Marina Fund to the General Fund and/or the Sanitation Fund.

Commissioner Rapoza asked if the transfer would be for the entire amount of the debt.

Town Manager Sugerman stated that the amount would be whatever the Commission at that time determined is appropriate and the Commission could transfer the funds in increments over time.

Mayor DuBois stated that the Town does a mid-year budget adjustment and if the Marina Fund is doing well and another fund is in need fund could be transferred at that time.

Town Manager Sugerman concurred.

Commissioner O’Rourke asked if the suggestion that the Marina will become profitable in the future is speculative.

Town Manager Sugerman stated “yes”.

Commissioner O'Rourke stated that one of the main reasons for taking this action is because this will bring the Town in a better financial picture for those people that may want to invest into the Town. He asked if it would help the Town's bond rating.

Town Manager Sugerman stated "yes".

Commissioner O'Rourke asked if the debt forgiveness was done incrementally what impact would that have on Town's bond rating if the increment was 30%.

Town Manager Sugerman stated that has not recommended that the Commission do an incremental forgiven of debt. He suggests that the Commission forgive 100% of the debt but an incremental payback once the Marina becomes profitable.

Commissioner O'Rourke stated that there is an interlocal agreement with Palm Beach County that states that the Town is supposed to develop the Marina in a certain way and there are certain requirements that the Town has related to the interlocal agreement and that right now that Town can show the County that the Marina is not doing well and asked if the forgiveness of debt have an impact on that discussion.

Town Manager Sugerman stated that he does not think the forgiveness of debt would have an impact on the interlocal agreement or discussion regarding the interlocal agreement with the County. He stated that the Town and County are currently in negotiations regarding modifications to the interlocal agreement and at no time has there been discussion regarding the burden of the debt the Marina owes the General Fund and he does not think it would have an impact.

Commissioner O'Rourke stated that he is concerned that the County would say that the Marina does not have the debt anymore and that the development should move forward at a time when the Town is not ready financially to move forward.

Town Manger Sugerman thinks that the going forward obligation is still there regardless of whether the Marina is in debt or not and that part of negotiations has been to help the Town find a way to come into full compliance with the interlocal agreement and he does not think the forgiveness of debt has an impact.

Motion: A motion was made by Commissioner O'Rourke to Approve Resolution 17-08-13; Vice-Mayor Glas-Castro made the second.

Vice-Mayor Glas-Castro stated that she received an e-mail from Steve Hockman and that he expressed concern that if the debt is forgiven that the residents will be the ones that end up paying for it. She clarify that the residents pay for it anyway; that it may be a different fund but it is all Town money and the Commission can transfer among the funds as the Commission determines appropriate. She asked if the debt includes outstanding debt on the bond for the renovations of the Marina.

Town Manager Sugerman stated "no".

Commissioner O'Rourke asked if a lot of the debt had to do with the lawsuit.

Town Manager Sugerman stated “yes”.

Mayor DuBois stated that it was not only the lawsuit but the inability of the Marina because of the construction deficiencies and an economic downturn to generate revenue. He stated that the Marina Fund is an enterprise fund in order to be able to receive loans and generate revenue. He asked if performance bond for the construction at the Marina maintained within the Marina Fund.

Town Manager Sugerman stated “yes”. He stated an enterprise fund, which is run like a business, do not make profit they have what is called retained earnings and the Commission has a right to used retained earnings for any lawful public purpose.

Vote on Motion:

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

Motion passed 5-0.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Attorney Baird no report.

Town Manager Sugerman he reminded the Commission the Second Budget Workshop will be on Tuesday, August 13, 2013 at 6:30 pm in the Commission Chambers. He stated that there will be a Special Call CRA meeting on Wednesday, August 21, 2013 at 6:30 pm for the CRA budget approval.

Commissioner Rapoza stated that Sheryl Steckler, Inspector General, has requested to put on a 20 minute presentation before an upcoming Commission meeting.

Mayor DuBois asked Town Attorney Baird if it would be a conflict given the Town’s ongoing litigation regarding the Inspector General’s Office.

Attorney Baird stated that it would not be a conflict as long as the litigation is not discussed.

The Commission reached consensus to have Sheryl Steckler, Inspector General make a presentation.

Commissioner Rapoza thanked staff for the copy of the Organizational database and thanked the organizations for their involvement. She stated that on August 14, 2013 Crime Watch will be holding a meeting at the Fire Station on Park Avenue at 6:30 pm. She thanked Publix for donation of goods, supporting Town events and \$500 gift card for the Lake Park Elementary School program “Blessings and a Backpack”. She thanked

First United Bank for their programs at Lake Park Elementary School. She thanked Staples for their donation of furniture and \$500 printer to the Library. She thanked Lake Park Kiwanis for sponsoring the Town's summer camp program for \$340. She thanked Earl Stewart Toyota and Toyota Corporation have both contributed \$1,000 to the summer camp program and Recreation Department. She requested that each of the entities she thanked be presented with a proclamation for their support.

The Commission reached consensus to recognize the entities that made donations at an upcoming meeting.

Commissioner Flaherty stated that there will be Budget Workshop on Tuesday, August 13, 2013 in the Commission Chambers at 6:30 pm. He stated that a Community Watch meeting will be held on Wednesday, August 14, 2013 at 6:30 at the Fire Station. He encouraged residents to reach out to the Commission and share their comments regarding the budget. He thanked Ms. Mauvais for coming out and introducing her business. He thanked Sue-Ellen Mosler for coming and her hard work in the community. He thanked Diane Bernhard for her comments and research.

Commissioner O'Rourke stated that he is interested in developing a Recreation Program that is a viable program and it has been difficult in getting that accomplished. He stated that he has spoken with Recreation Director Kathleen Carroll regarding the Recreation Program. He stated that he has good connections with the Palm Beach Gardens Youth Athlete Association and he had them committed to putting together a soccer program for the Town at no cost. He stated that the concept was that they have a growing program in Palm Beach Gardens with 1,000 children in their soccer program and they are out growing there facility and that the program could be shared by sharing fields. He stated that in the northern Palm Beach County area the Palm Beach Gardens Youth Athlete Association Soccer Program is the top program. He wants to bring the Youth Soccer Program back. He stated that there was supposed to be a free clinic to gauge the community interest and unfortunately they got to the fields, the fields are unusable. The grass is Saint Augustine Grass and it is dangerous when it comes to sports activities. The grass that is appropriate is Bermuda Grass. He stated that the turf that is there would need to be removed and Bermuda Grass would need to be laid down and the estimated cost to do that is \$18,000 and that is a conservative estimate. He is aware of the Town's budget situation and asked if there is a way to find someone in the community that wants to commit to doing that type of program. He thinks this will turn the community into a community that have something to offer.

Commissioner Rapoza offered to work with Commissioner O'Rourke.

Commissioner O'Rourke stated that the only people currently renting the field are Lacrosse players because they can play on the Saint Augustine Grass. He stated that until the grass to changed to Bermuda Grass he does not think the Town can have a sports program.

Mayor DuBois stated that when the American Youth Soccer Organization (AYSO) was using the fields the fields were mostly dirt and that the Commission was constantly receiving comments regarding the grass and ways to maintain the fields.

Commissioner O'Rourke stated that once the facility is in place the Town will be able to generate revenue because outside organizations will want to use the facility. He stated that dirt would be the better surface than the Saint Augustine Grass.

Commissioner Rapoza stated that a good business plan is integral in creating the movement forward and that it should not be that difficult.

Commissioner O'Rourke stated that he is not trying to criticize anyone, the field looks great and it is lush a green but, it is not a playable surface for soccer.

Vice-Mayor Glas-Castro stated that the Youth Athlete Association (YAA) puts on the program in Palm Beach Gardens and not the municipality it's self and suggested that a YAA be started in Lake Park.

Commissioner O'Rourke stated that the Palm Beach Gardens Youth Athlete Association is willing to expand into Lake Park. He stated that the trend is to get out running these programs and turning it over to these types of youth organizations.

Vice-Mayor Glas-Castro asked who was on the community organization list so the Commission could reach out to other organizations to add them to the list. She stated that as the Commission has meetings regarding western development and Federal Highway that stakeholders need to be involved and to make the community organizations aware of upcoming meetings. She stated that Ms. Bernhard brought up prescriptive right and has discussed with Town Manager Sugerman the Town role/obligation to asset prescriptive rights when it comes to access in different areas of Town. She stated that based on her experience with prescriptive right the municipality participates in the assertion of these rights. She stated that her position on Park Avenue was that the Town had done the Streetscape project and closed access and forced everyone to share access. She stated that she thought Town Manager Sugerman provided a good prospective in that whichever side the Town took it would be a losing battle because the other side would file a claim and it would result in litigation. She stated that the shared access Ordinance will be coming before the Commission and she thinks it is one avenue to take but, she thinks this is still a challenge for the Town.

Commissioner Rapoza asked for an update on the Tennis Court resurfacing project.

Town Manager Sugerman stated that the Town has received the approved interlocal agreement for the Community Development Block Grant (CDBG) from Palm Beach County on Monday, August 5, 2013 and the Town has until September 18, 2013 to award the construction contract, construction to be completed by December 31, 2013 and Town will request reimbursement by January 31, 2014.

Mayor DuBois asked if the entire project will be complete by December 31, 2013 and if it will be staged construction with some courts open while others are being resurfaced.

Town Manager Sugerman stated that the interlocal agreement does not address the means and methods of construction but, he does believe the language means that all of the work will be completed by December 31, 2013.

Mayor DuBois asked if the Town is planning a staged construction so that the tennis courts are not closed down completely.

Town Manager Sugerman stated "yes".

Commissioner O'Rourke asked if the next step in the process is to go out for bids.

Town Manager Sugerman stated "yes" and that he believes that the plan is for the Commission to award a contract at the September 18, 2013 Commission meeting.

Mayor DuBois thanked Tom Twyford for the Annual Kids Fishing Days Event. He stated that it is a great event. He stated that he attended the Senior Management meeting on Friday, August 2, 2013 and stated that the Department Directors are doing a wonderful job and he appreciated the opportunity to attend the meeting and encouraged the rest of the Commissioners to attend a meeting. He stated that Peter Braun advised that the Edie's Corner in the Library has generated \$1200 from donations and thanked all of the donors that contributed. He stated that school grades were posted and that he wants to get with Town Manager Sugerman about what the Town can do because the grade has dropped again this year and he is concerned.

Vice-Mayor Glas-Castro asked if someone has picked up doing the homework club.

Library Director Karen Mahnk stated that several volunteers help with homework. She stated that during the summer they do reading and that as school begins they will be helping with homework. She stated that she also saw the grades in the paper and was concerned because the library does outreach with the schools and was hoping to see and improvement.

Mayor DuBois asked to be included in upcoming plans regarding the school outreach program. He stated that he will be meeting with Town Manager Sugerman and Town Clerk Mendez regarding the upcoming workshop on Thursday, August 8, 2013 at 10:30 am.

Commissioner Rapoza stated that Kiwanis is having a Fund Raiser with coupons for 10% and 25% off at Macy's on August 24, 2013 for a \$5 donation.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Flaherty and seconded by Commissioner Rapoza, and by unanimous vote, the meeting adjourned at 8:03 p.m.

Mayor James DuBois

Deputy Town Clerk, Shari Canada, CMC

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2013

Guardian Ad Litem Program *Exhibit "A"* Palm Beach County

A formidable voice for our community's most vulnerable

Society's Fundamental Obligation

To ensure the unalienable right of each child to thrive – not just survive – and to live a life of destiny as opposed to fate.

Guardian Ad Litem (GAL) Defined

A Guardian ad Litem (GAL) is a volunteer appointed by the court to protect the rights and advocate for the best interests of a child involved in an abuse, neglect, or abandonment court case. We are the local advocacy agency associated with Court Appointed Special Advocates (CASA), the larger, national advocacy agency.

The Role of the Guardian Ad Litem

- ✕... The volunteer GAL makes independent recommendations to the court by focusing on the needs of each child after conducting interviews with people associated with the child, such as parents, caregivers, and all social and medical providers.
- ✕... GALs advocate for the best interests of the child(ren) they represent.

Palm Beach County – 15th Judicial District

- ✕... Number of cases currently under supervision >1,600
- ✕... Percentage of those cases will GALs assigned – approximately 72%
- ✕... Shortfall - 28% or more than 400 cases



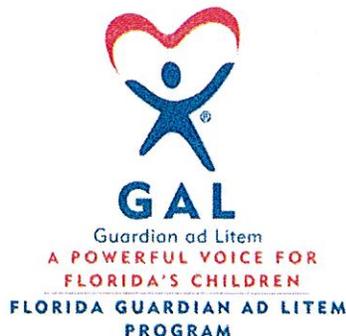
Guardian ad Litem (GAL) Requirements

- ✕... Volunteers must be at least 21 years old
- ✕... Complete 30 hours of training
- ✕... Possess a strong desire to help children
- ✕... Demonstrate good judgment and common sense
- ✕... Exhibit good communication skills and have basic computer skills
- ✕... Provide favorable references and consent to a background checks
- ✕... Case commitment through permanency
- ✕... Commit to 10-15 hours per case per month
- ✕... Commit to attending court dates

Guardian ad Litem (GAL) Non-advocacy Opportunities

- ✕... Fundraising the Speak Up For Kids of PBC
- ✕... Recruiting
- ✕... General Office Support
- ✕... Technical Support
- ✕... Special Events
- ✕... PR / Marketing
- ✕... Service on Advisory Council or Committee

Contact Us



205 N. Dixie Hwy, Ste 5.1130
West Pam Beach, FL 33401
561-355-6224
GALRecruitment15@gal.fl.gov
www.GALPBC.org

The need for volunteer Guardians Ad Litem is great and the work is rewarding. With each interaction, you have the ability to positively impact the lives of the most vulnerable members of our community.

Exhibit "B"

FREDRICK T. VECCHIONE
LAND DEVELOPMENT & CONSTRUCTION
1200 TOWN CENTER DRIVE
JUPITER, FL 33458

June 10, 2013

Richard Pittman, CRA Project Manager
J. David Hunt, Public Works Director
Town of Lake Park
Lake Park, FL 33403

Re: Mos'Art Center/700 Block Park Avenue, Back Alley Drainage

Dear Sirs:

I recently met with Richard Pittman and Patricia West at the property mentioned above to discuss the water intrusion into the tenants' rear entrance doors.

My inspection revealed that this intrusion is due to the new exterior asphalt elevation being higher than interior finished surface. Standard construction practice allows for a 4" step down outside of entry doors.

I recommend that the alley asphalt adjacent to the building be removed and reinstalled creating a step down from the entry doors with a proper swale directing water away from the building.

I will be available for any questions you may have regarding my recommendations.

Sincerely,

Frederick T. Vecchione

Cc: James Dubois, Mayor
Dale Sugerman, Town Manager

Exhibit "C"

Diane Bernhard

August 7, 2013

What is prescriptive rights to property? www.ASK.com

Answer

Prescriptive right to property is an easement that gives some one the right to use land owned by someone else for a particular purpose. An example is using a path through Party A's land to get to your land, a prescriptive easement is allowed which gives the user the right to get to his land through A's property.

- See more at: http://realestate.findlaw.com/land-use-laws/prescriptive-easements.html?DCMP=GOO-REAL_LandUse-EasementsPrescriptive&HBX_PK=prescriptive+easement+law#sthash.OTV99Yvk.dpuf

[What Is a Prescriptive Easement? - wiseGEEK](http://www.wisegeek.com/what-is-a-prescriptive-easement.htm)

www.wisegeek.com/what-is-a-prescriptive-easement.htm

Apr 9, 2013 - A *prescriptive easement* is permission to use another person's property that's acquired by continuously using the property without...



Exhibit "D"
8/7/2013

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 7, 2013

Agenda Item No. Tab 7

Agenda Title: Ordinance 10-2013 Changing the Board Appointment Process

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager  Date: 7/19/13

Vivian Mendez - Town Clerk

Name/Title

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: <p style="text-align: center;">Ordinance 10-2013</p>
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <u>VM</u> Please initial one.

Summary Explanation/Background: During the May 30, 2013 Commission Workshop the Commission directed staff to create an Ordinance changing the Board Appointment Process. At the June 26, 2013 Commission Workshop the Commission reviewed the first draft of the Board Appointment Process Ordinance and suggested changes, which have been incorporated in the attached Ordinance.

Recommended Motion: I move to adopt Ordinance 10-2013 on first reading.



Town of Lake Park Town Commission
Agenda Request Form

Exhibit "E"
 8/7/2013

Meeting Date: August 7, 2013

Agenda Item No. Tab 8

Agenda Title: AN ORDINANCE INITIATED BY THE TOWN'S COMMUNITY DEVELOPMENT DEPARTMENT PROPOSING MODIFICATIONS TO SECTIONS 54-1 OF THE TOWN OF LAKE PARK CODE OF ORDINANCES TO MODIFY THE ADDRESS NUMBER/LETTER HEIGHT REQUIREMENT FOR RESIDENTIAL BUILDINGS FROM FOUR TO SIX INCHES IN HEIGHT AND THE ADDRESS NUMBER/LETTER HEIGHT REQUIREMENT FOR NON-RESIDENTIAL BUILDINGS FROM SIX TO EIGHT INCHES IN HEIGHT; AND THE REPEAL OF SECTION 70-61(G) OF THE TOWN OF LAKE PARK CODE OF ORDINANCES BECAUSE IT DUPLICATES THE REQUIREMENTS OF SECTION 54-1.

- SPECIAL PRESENTATION/REPORTS CONSENT AGENDA
 BOARD APPOINTMENT OLD BUSINESS
 PUBLIC HEARING ORDINANCE ON 2nd READING
 NEW BUSINESS
 OTHER: _____

Approved by Town Manager Date: 7/18/13

Nadia Di Tommaso / Community Development Director
 Name/Title

Originating Department: Community Development	Costs: Legal Ad Funding Source: Town Clerk Acct. # 106-48100 <input type="checkbox"/> Finance _____	Attachments: →ORDINANCE 09-2013 →Legal Ad
Advertised: Date: July 2nd, 2013 Paper: Palm Beach Post <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <i>ND (Legal Ad)</i> or Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

Staff discovered an inconsistency in the Town of Lake Park Code of Ordinances as it relates to residential and non-residential address number/letter height requirements. The inconsistency exists vis-à-vis the Palm Beach County Fire Prevention Code (PBCFPC) which sets the address number height requirements for all buildings in Palm Beach County to ensure adequate visibility in the event of an emergency. Currently, the PBCFPC requires all residential buildings to be identified with letters/numbers containing a minimum height of **six** inches and requires all non-residential buildings to be identified with letter/numbers containing a minimum height of **eight** inches. The Town Code currently reflects an older version of the PBCFPC which required residential address numbers/letters to be four inches in height and non-residential address number/letters to be six inches in height. While the PBCFPC currently supersedes the Town Code, it is important to modify Section 54-1 through Ordinance 09-2013 which is attached, in order to meet PBCFPC standards. In doing so, a repeal of Section 70-61(g) is also being proposed as this code section duplicates the requirements of Section 54-1.

Ordinance on 1st Reading: **Approved 5-0** at the July 17th Town Commission meeting.

Recommended Motion: I move to ADOPT Ordinance 09-2013 on first reading.



Exhibit "F"
8/7/2013

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 7, 2013

Agenda Item No. Tab 9

Agenda Title: AMENDMENT OF THE FISCAL YEAR 2012/2013 BUDGET
ALLOWING THE REMOVAL OF DEBTS OWED BY THE MARINA
FUND TO THE GENERAL FUND AND THE SANITATION FUND

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

Approved by Town Manager [Signature] Date: 7/24/2013

 Blake K. Rane, Finance Director
 Name/Title

Originating Department: FINANCE	Costs: See Attachment A Funding Source: Acct. # <input checked="" type="checkbox"/> Finance ___BKR___	Attachments: Resolution __-08-13, Budget Adjustment detail (Attachment A), and Letter from Nowlen, Holt & Miner, P.A.
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _BKR_ Please initial one.

Summary Explanation/Background:

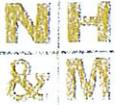
For the Fiscal Year Ended September 30, 2012 the Marina Fund borrowed from the General Fund \$2,480,000 and from the Sanitation Fund \$400,000. This borrowing results from the unbudgeted use of cash from these funds by the Marina Fund. This has primarily been the result of the Marina Fund operating at a deficit and incurring the legal and engineering expenses in pursuing the lawsuit against the Marina Contractors in connection with the most recent Marina Construction.

This liability has contributed to the fact that no banks were willing to participate in the Town's recent effort to refinance selected long-term debts; contributed to the negative and somewhat complex nature of the Town's Financial Statements; and, has resulted in negative comments in the management letter.

Such action has been recommended by the Town's independent auditors (a copy of their 7/3/2013 letter in this regard is attached) and will not preclude the Marina Fund repaying the borrowed cash once the Marina Fund returns to profitability.

Recommended Motion:

I move that the Town Commission approve resolution __-08-2013.



NOWLEN, HOLT & MINER, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

WEST PALM BEACH OFFICE
NORTHBRIDGE CENTRE
515 N. FLAGLER DRIVE, SUITE 1700
POST OFFICE BOX 347
WEST PALM BEACH, FLORIDA 33402-0347
TELEPHONE (561) 659-3060
FAX (561) 835-0628
WWW.NHMCIPA.COM

EVERETT B. NOWLEN (1938-1984), CPA
EDWARD T. HOLT, CPA
WILLIAM B. MINER, CPA
ROBERT W. HENDRIX, JR., CPA
JANET R. BARICEVICH, CPA
TERRY L. MORTON, JR., CPA
N. RONALD BENNETT, CPA
ALEXIA G. VARGA, CFE, CPA
EDWARD T. HOLT, JR., CPA
BRIAN J. BRESCIA, CFP®, CPA

KATHLEEN A. MINER, CPA
J. MICHAEL STEVENS, CPA
KARA D. PETERSON, CFE, CPA
MARK J. BYMASTER, CPA
PUI K. LAI, CPA
RYAN M. SHORE, CPA

July 3, 2013

BELLE GLADE OFFICE
333 S.E. 2nd STREET
POST OFFICE BOX 338
BELLE GLADE, FLORIDA 33430-0338
TELEPHONE (561) 996-5612
FAX (561) 996-6248

Mr. Blake K. Rane
Finance Director
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Dear Mr. Rane:

This letter is in response to your request that we comment on the advisability and process of the Town's General Fund and Sanitation Fund forgiving the debt owed by the Marina Fund. At September 30, 2012, the Marina fund owed \$2,480,000 to the General Fund and \$400,000 to the Sanitation Fund. Also at September 30, 2012 the Marina Fund had deficit unrestricted net assets of \$2,924,454.

There are no reasons under generally accepted accounting principles or auditing standards that would prohibit the Town from forgiving the debt. Ultimately the final decision to forgive the debt would require the approval of the Town Commission and consultation with the Town's attorney. If approved the General Fund and the Sanitation Fund would record transfers out and the Marina Fund would record a transfer in for the debt forgiveness.

The attached schedules I and II, show what affect the forgiveness would have had on the individual and total funds if it had been done as of September 30, 2012. As shown on this schedule the positive affect on the Marina Fund overshadows the negative effects on the General and Sanitation Funds. The forgiveness of the debt would not have any effect on the unassigned fund balance of the General Fund and the unrestricted net assets of the Sanitation Fund is still positive.

The assets of both the General Fund and Sanitation Fund would decrease by the amount of debt forgiven, but since it is unlikely that the Marina Fund would have sufficient income or cash flows to repay this debt in the near future one could make an argument that the adjusted numbers are a more accurate reflection of the true financial condition of the Town. The adjusted numbers also lead to financial statements that are less complex and are more easily understandable by the average reader. The net assets of the Marina Fund would go from a negative \$2,924,454 to a negative \$44,454, which might help in securing grant funding in the future. In future years, if the Marina Fund operations generate a surplus, the Town could repay the funds through an interfund transfer.

As you are aware, in the 2010 and the 2011 audits the deficit unrestricted net assets in the Marina fund met the criteria of a Condition of a Financial Emergency according to section 218.503(1)(e), Florida Statutes. If this debt had been forgiven in fiscal year 2010 or 2011, the Town would not have met a Condition of a Financial Emergency according to section 218.503(1)(e), Florida Statutes and there would not have been a comment in the management letter concerning this. For fiscal year 2012, the State Legislature changed the definition of Financial Emergency, such that deficit net assets are no longer considered a condition. However, the large deficit in unrestricted net assets is the most significant factor in determining that the Marina Fund is in a deteriorating financial condition as reported in our Management Letter for 2012.

Please let us know if you would like to discuss this in more detail or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry J. Nowlen", with a stylized flourish at the end.

Nowlen, Holt & Miner, P.A.

Schedule I
 Affect of Debt Forgiveness
 on Individual Funds

September 30, 2012

	Actual Balances	Debt Forgiveness	Adjusted Balance
<u>General Fund</u>			
Assets	\$ 3,781,743	(2,480,000)	\$ 1,301,743
Liabilities	\$ 661,011		\$ 661,011
Fund balances			
Nonspendable	3,045,989	(2,480,000)	565,989
Restricted	54,100		54,100
Assigned	-		-
Unassigned	20,643		20,643
Total fund balances	\$ 3,120,732		\$ 640,732
<u>Sanitation Fund</u>			
Assets	\$ 983,183	(400,000)	\$ 583,183
Liabilities	\$ 401,424		\$ 401,424
Net assets			
Investment in capital assets, net of debt	43,406		43,406
Unrestricted	538,353	(400,000)	138,353
Total net assets	\$ 581,759		\$ 181,759
<u>Marina Fund</u>			
Assets	\$ 9,853,627		\$ 9,853,627
Liabilities	\$ 7,893,616	(2,880,000)	\$ 5,013,616
Net assets			
Investment in capital assets, net of debt	4,884,465		4,884,465
Unrestricted	(2,924,454)	2,880,000	(44,454)
Total net assets	\$ 1,960,011		\$ 4,840,011

Schedule II
 Affect of Debt Forgiveness
 on Total Funds

	September 30, 2012		
	<u>Actual Balances</u>	<u>Debt Forgiveness</u>	<u>Adjusted Balance</u>
<u>Total Governmental Funds</u>			
Assets	\$ 4,648,155	(2,480,000)	\$ 2,168,155
Liabilities	\$ 1,531,715		\$ 1,531,715
Fund balances			
Nonspendable	3,045,989	(2,480,000)	565,989
Restricted	267,633		267,633
Assigned	18,458		18,458
Unassigned	(215,640)		(215,640)
Total fund balances	\$ 3,116,440		\$ 636,440
<u>Total Enterprise Funds</u>			
Assets	\$ 11,872,459	(400,000)	\$ 11,472,459
Liabilities	\$ 8,718,808	(2,880,000)	\$ 5,838,808
Net assets			
Investment in capital assets, net of debt	5,205,987		5,205,987
Restricted	99,592		99,592
Unrestricted	(2,151,928)	2,480,000	328,072
Total net assets	\$ 3,153,651		\$ 5,633,651

TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Tab 2*

Agenda Title: Resolution No. 20-08-13 Support of the All Aboard Florida Project Effort to Install Fiber Optic Cable for Public Use in the Florida East Coast Rail Corridor.

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

Approved by Town Manager *DM* **Date:** *8/6/13*

Vivian Mendez - Town Clerk

Name/Title

Originating Department: <p style="text-align: center;">Mayor DuBois</p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: 1) Treasure Coast Regional Planning Council Letter 2) Sample Resolution 3) Lake Park Support Resolution
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u><i>VM</i></u> Please initial one.

Summary Explanation/Background: At the July Treasure Coast Regional Planning Council meeting, the Council unanimously passed a Resolution to support the installation of fiber optic cable for public use in the Florida East Coast rail corridor. This initiative to expand broadband connectivity seeks to provide an expansive, competitive, high capacity network that becomes available to all local government, hospitals, schools, and non-profit biomedical institutions. The first significant opportunity to expand broadband connectivity in the region is with the All Aboard Florida project, which is a proposal by Florida East Coast Industries to introduce express passenger rail service between Miami and Orlando. A significant portion of the route follows the Florida East Coast rail corridor. This is an ideal location for the collocation of fiber technology infrastructure because it links most of the urban areas along the east coast of Florida.

Mayor DuBois has asking the Town Commission to adopt the attached Resolution to show the Town's support of the expansion of fiber optic cable for public use.

Recommended Motion: I move to adopt this Resolution in support of the All Aboard Florida Project effort to install fiber optic cable for public use.



TREASURE COAST REGIONAL PLANNING COUNCIL

INDIAN RIVER - ST. LUCIE - MARTIN - PALM BEACH

MEMORANDUM

To: Governor Rick Scott
Secretary Prasad, Florida Department of Transportation
Mr. Gray Swoope, President & CEO Enterprise Florida, Inc.
Mr. Jesse Panuccio, Executive Director, Department of Economic Opportunity
City/County Elected Officials
Life Sciences South Florida
Interested Parties

From: Michael J. Busha, Executive Director 

Date: July 23, 2013

Subject: Expansion of Fiber Optic Cable for Public Use

At its July meeting, Council unanimously passed the attached resolution to support the installation of fiber optic cable for public use in the Florida East Coast rail corridor. The initiative to expand broadband connectivity seeks to provide an expansive, competitive, high capacity network that becomes available to all local governments, hospitals, schools, colleges, universities, and non-profit biomedical institutions. The goal of this effort is to provide fiber optic cable at the time work is performed on major regional infrastructure systems. This will allow for a complex network, fundamental to ensure reliability, speed, and strength in communications.

The first and most significant opportunity to expand broadband connectivity in the region is with the All Aboard Florida project, which is a proposal by Florida East Coast Industries to introduce express passenger rail service between Miami and Orlando. A significant portion of the route follows the Florida East Coast rail corridor. This is an ideal location for the colocation of fiber technology infrastructure because it links most of the urban areas along the east coast of Florida.

Council encourages all local governments, agencies, and organizations located along the rail corridor and involved in the All Aboard Florida project to support the effort to install fiber optic cable for public use in the Florida East Coast rail corridor. We are offering the attached resolution as a model for your organization to support this unique opportunity to enhance communication capabilities throughout Florida.

Attachment

"Regionalism One Neighborhood At A Time"- Est.1976

421 SW Camden Avenue - Stuart, Florida 34994
Phone (772) 221-4060 - Fax (772) 221-4067 - www.tcrpc.org

RESOLUTION #13-01

A RESOLUTION OF THE TREASURE COAST REGIONAL PLANNING COUNCIL REPRESENTING THE LOCAL GOVERNMENTS OF INDIAN RIVER, MARTIN, PALM BEACH, AND ST. LUCIE COUNTIES, FLORIDA SUPPORTING THE INSTALLATION OF FIBER OPTIC CABLE FOR PUBLIC USE IN THE FLORIDA EAST COAST RAIL CORRIDOR

WHEREAS, Fiber optic technology provides a high speed broadband communication system that is a catalyst to enhance job creation, economic development, healthcare, and education; and

WHEREAS, Southeast Florida does not have fiber optic infrastructure available for public use throughout the region; and

WHEREAS, the proposed All Aboard Florida project in the Florida East Coast rail corridor provides significant opportunity to expand fiber optic infrastructure in the region; and

WHEREAS, the Florida East Coast rail corridor is an ideal location for the colocation of fiber optic infrastructure because it links most of the urban areas in Southeast Florida; and

WHEREAS, fiber optic technology infrastructure could be installed in the Florida East Coast rail corridor in conjunction with planning and construction of the All Aboard Florida project; and

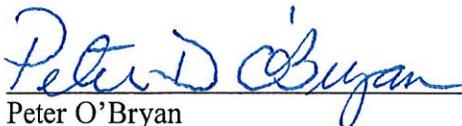
WHEREAS, high-speed fiber optic infrastructure and connectivity is: vital to maintain competitive schools, colleges, and universities; an important factor to attract and retain the research and biotech industry; is critical to significant job growth in the region; and

WHEREAS, Martin County has led the effort to secure installation of fiber optic cable for public use in the Florida East Coast rail corridor; and

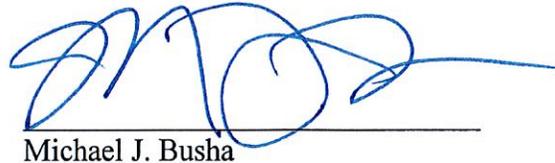
WHEREAS, the Seven50 Southeast Florida Prosperity Plan planning process is considering the installation of fiber optic cable as a critical project to improve the economy and communications capacity in Southeast Florida.

NOW, THEREFORE, BE IT RESOLVED THAT TREASURE COAST REGIONAL PLANNING COUNCIL SUPPORTS THE INSTALLATION OF FIBER OPTIC CABLE FOR PUBLIC USE IN THE FLORIDA EAST COAST RAIL CORRIDOR

DULY ADOPTED by the Treasure Coast Regional Planning Council this 19th day of July 2013.



Peter O'Bryan
TCRPC Chairman



Michael J. Busha
Executive Director

RESOLUTION NO. 20-08-13

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, SUPPORTING THE INSTALLATION OF FIBER OPTIC CABLE FOR PUBLIC USE IN THE FLORIDA EAST COAST RAIL CORRIDOR; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, Fiber optic technology provides a high speed broadband communication system that is a catalyst to enhance job creation, economic development, healthcare, and education; and

WHEREAS, Southeast Florida does not have fiber optic infrastructure available for public use throughout the region; and

WHEREAS, the proposed All Aboard Florida project in the Florida East Coast rail corridor provides significant opportunity to expand fiber optic infrastructure in the region; and

WHEREAS, the Florida East Coast rail corridor is an ideal location for the co-location of fiber optic infrastructure because it links most of the urban areas in Southeast Florida; and

WHEREAS, fiber optic technology infrastructure could be installed in the Florida East Coast rail corridor in conjunction with planning and construction of the All Aboard Florida project; and

WHEREAS, high-speed fiber optic infrastructure and connectivity is: vital to maintain competitive schools, colleges, and universities; an important factor to attract and retain the research and biotech industry; is critical to significant job growth in the region; and

WHEREAS, Martin County has led the effort to secure installation of fiber optic cable for public use in the Florida East Coast rail corridor; and

WHEREAS, the Seven50 Southeast Florida Prosperity Plan planning process is considering the installation of fiber optic cable as a critical project to improve the economy and communications capacity in Southeast Florida.

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

Section 1. The “whereas” clauses are incorporated herein as true and correct and are hereby

made a specific part of this Resolution.

Section 2. The Town Commission hereby supports the installation of fiber optic cable for public use in the Florida East Coast Rail Corridor.

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

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Tab 3*

Agenda Title: Award of Budgeted Sidewalk Replacement Contract

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

Approved by Town Manager *[Signature]* Date: *8/9/13*

[Signature] *8/5/13*
David Hunt / Public Works Director

<p>Originating Department: Public Works</p>	<p>Costs: \$14,719.36 Funding Source: Streets & Roads, FY '12/'13 Budget Acct. # 190-63050 [X] Finance <u><i>BKR</i></u></p>	<p>Attachments: Replacement Location Spreadsheet - Contractor Quote Sheets w/ Unit Costs - Purchase Order - Florida Department of State Printout Stating the Active Corporate Status of Dunworth Construction, Inc, - A Copy of Dunworth's Florida Contractor's License</p>
<p>Advertised: Date: _____ Paper: _____ [X] 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 <u><i>[Signature]</i></u> or Not applicable in this case _____ Please initial one.</p>

Summary Explanation/Background: The Fiscal Year 2011-2012 Budget contains a line item for sidewalk improvements. These funds are to be used for needed sidewalk replacement in various locations around Town. In addition, a new sidewalk section will be placed between

Town Hall and the 700 Sixth Street building which houses PBSO District 10 and a driveway approach will be replaced at 921 Evergreen Drive.

Consistent with the Town's purchasing policies, three contractors were solicited to provide unit price quotes. The attached spreadsheet reflects the contractors' prices calculated to the nearest lineal inch. The contractors' submittals had rounding errors but the low bidder, Dunworth Construction, Inc., has agreed to perform the work at the price calculated by the Town in the amount of \$14,719.36

Recommended Motion: I move to award the Annual Sidewalk Improvement Project to Dunworth Construction, Inc. in the Amount of \$14,719.36.

SIDEWALK & DRIVEWAY APPROACH REPLACEMENT LIST

LOCATION	WIDTH (FEET)	LENGTH (FEET)	THICKNESS (INCHES)	RATING	CONTRACTORS' QUOTES TO REMOVE AND REPLACE						COST PER SQUARE FOOT
					Dunworth Construction, Inc.		Galiano Concrete, Inc.		Wynn & Sons Environmental Const. Co.		
					4"	6"	4"	6"	4"	6"	
					\$5.75	\$7.00	\$7.00	\$8.50	\$6.264	\$7.113	
750 Bayberry Drive	5	28.42	6	4		994.70		1,207.85			1,010.76
209 Cypress Drive (east side)	5	45.17	6	4		1,580.95		1,919.73			1,606.47
700 Sixth Street (rear of PBSO District 10)	5	16.08	6	5		562.80		683.40			571.89
700 Sixth Street (rear of PBSO District 10)	5	6.00	6	NEW (no demo)		210.00		255.00			213.39
Kelsey Park	5	5.00	6	4		175.00		212.50			177.83
Kelsey Park	8	27.00	6	4		1,512.00		1,836.00			1,536.41
Kelsey Park	8	5.92	6 (with exp. joint)	4		331.52		402.56			336.87
356 Flagler Drive	5	60.17	6	4		2,105.95		2,557.23			2,139.95
356 Flagler Drive	5	4.75	6 (ADA delineation)	4		166.25		201.88			168.93
652 Bayberry Drive	5	97.83	4	4		2,812.61		3,424.05			3,064.04
Crescent Drive at Northlake Blvd.	5	22.42	4	4		644.58		784.70			\$702.19
UNIT COST TOTALS:						3,457.19	7,639.17	4,208.75	9,276.14	3,766.23	7,762.49
MISC. COSTS (ADA MAT, EXPANSION JOINT, ETC.):							304.00	N/A			520.00
MOBILIZATION:							1,115.00	N/A			N/A
	SQUARE FEET					COST / SQ. FT.		COST / SQ. FT.		COST / SQ. FT.	
921 Evergreen Drive (east side - DRIVEWAY APPROACH)	304		6	4		7.25	2,204.00	NON-RESPONSIVE		16.345	4,968.88
TOTAL						\$14,719.36		\$13,484.89		\$17,017.60	

lineal feet of 6" sidewalk pour	1091.31
lineal feet of 4" sidewalk pour	120.25

2 = Narrow crack/shallow spall; potential trip hazard
 3 = Cracks >1/8"w and/or deep spalls; 1/4"-1/2" lip

4 = 1/2"-3/4" lip or elevation drop; multiple cracks; Trip Hazard.
 5 = >3/4" lip; severely crushed; In need of "Immediate Repair".

The Town of
Lake Park



FAX COVER SHEET

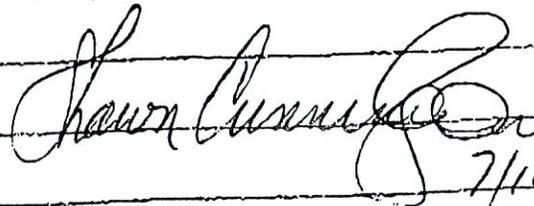
TO: SHAWN COMPANY DUNWORTH CONST.
FAX# 561-784-4972 PHONE# 561-966-0089
FROM: HOWARD BUTTS COMPANY TOWN OF LAKE PARK
FAX# 561-881-3349 PHONE# 561-722-9379
RE: SIDEWALK REMOVE/REPLACE.

DATE: 7/15/13 TOTAL PAGES INCLUDING COVER 3

SHAWN, THE 8' AREAS ARE IN
THE PARK. WE'LL NEED TO BE WHEELED
IN OR PUMPED. (DON'T WANT TO
CAUSE MORE DAMAGE) IF YOU WANT
TO LOOK AT THESE AREAS CALL
ME WITH A TIME.

SIGN AND RETURN

THANKS - HOWARD


7/16/2013

Department of Public Works

7/14/2013

TOWN OF LAKE PARK
SCOPE OF WORK
SIDEWALK REPAIR/REPLACEMENT

Contractor to supply all materials.

Contractor responsible for all underground locates.

All contractors must register with the Town of Lake Park Community Development Department for a permit.

Contractor must supply barricades, cones, caution tape and/or any signage to protect work site.

Areas to be saw cut by contractor, remove and dispose of all materials.

All A.D.A. areas to meet current code as per Palm Beach County.

Install forms, compact loose soil, remove any tree roots that may cause future damage.

Forms to be inspected by Town of Lake Park before pouring.

All locations to be marked with orange paint by Town of Lake Park.

Contractor to replace any sprinkler parts that are damaged during removal.

All sidewalks/driveways to be hand tooled joints every 5' with light broom finish.

Contractors to supply expansion joint where needed - as per location sheet.

Keep concrete truck on roadway, DO NOT RUT SWALE AREAS.

Clean up all debris after pour.

3,000 PSI concrete.

Back fill after forms removed.

Thickness to be noted on location sheet.

Width to be noted on location sheet.

LAKE PARK

INITIAL D DATE 7/16/2013

SIDEWALK REPLACEMENT LOCATIONS	WIDTH	LENGTH	THICKNESS	ADA MAT OR ADA STAMP	EXP. JOINT	ROOTS	RATING
750 BAYBERRY DR.	5'	18' 4"	6"	NO	NO	NO	4
" "	5'	5' 1"	6"	NO	NO	NO	4
" "	5'	5'	6"	NO	NO	NO	4
209 (EAST SIDE) CYPRESS DR.	5'	45' 2"	6"	NO	NO	?	5
700 P.D. 6TH ST. (REAR)	5'	16' 1"	6"	NO	NO	?	NEW
" "	5'	6'	6"	NO	NO	?	4
KELSEY PARK (US-1 & PARK AVE)	5'	5'	6"	NO	NO	?	4
" "	8'	10'	6"	NO	NO	?	4
" "	8'	17'	6"	NO	NO	?	4
" "	8'	5' 11"	6"	NO	YES (8')	?	4
356 FLAGLER DR.	5'	16' 3"	6"	NO	NO	?	4
" "	5'	25'	6"	NO	NO	?	4
" "	5'	13' 5"	6"	NO	NO	?	4
" "	5'	5' 6"	6"	NO	NO	?	4
" "	5'	4' 9"	6"	YES	NO	?	4

2 = Narrow crack/shallow spall; potential trip hazard
 3 = Cracks > 1/8" w and/or deep spalls; 1/4" - 1/2" lip
 4 = 1/2" - 3/4" lip or elevation drop; multiple cracks; Trip hazard
 5 = > 3/4" lip; severely crushed; In need of "Immediate Repair"

167 X 5 X 6"
 33 X 8 X 6"
 10 ADA
 8' Exp Joint

Remove - 10" 250.
 RIP 6" 450
 ADA 30.00
 9 x 0 1.50

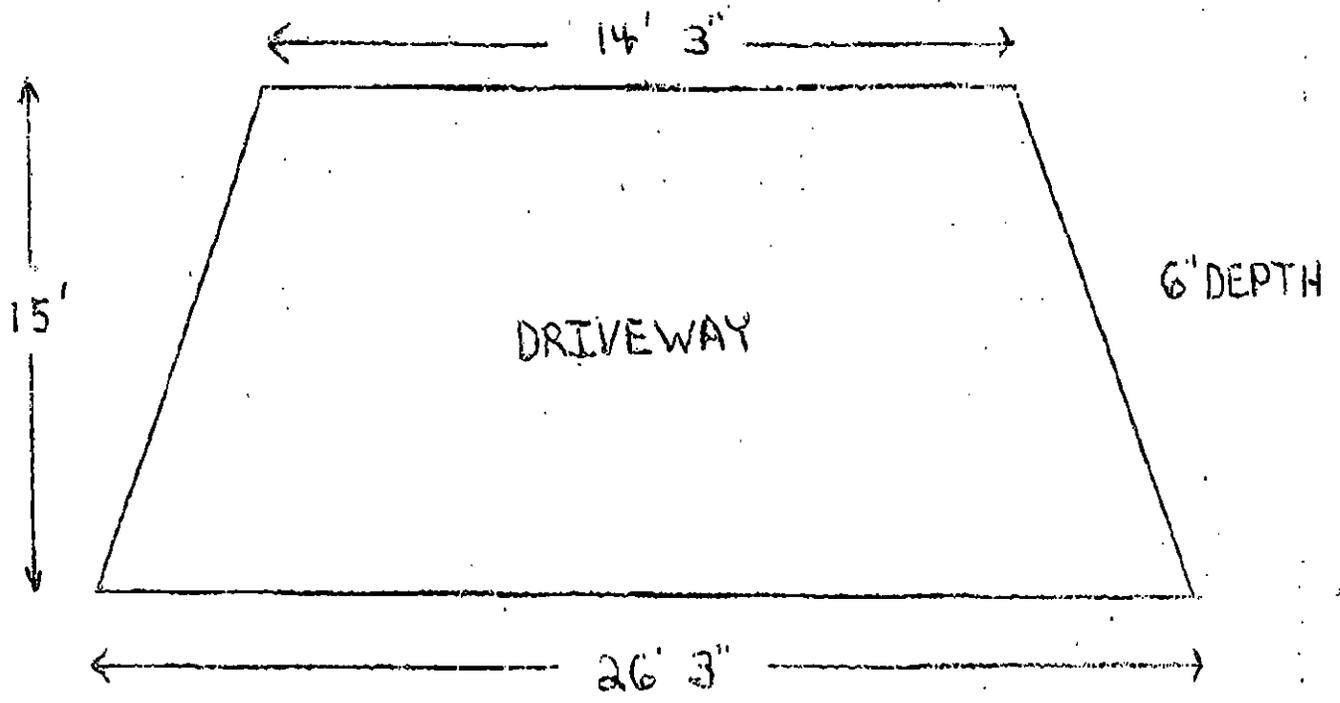
Whitman
 5 yd @ 20 / cu

TOWN OF LAKE PARK

921 EVERGREEN DR.
(EAST SIDE)

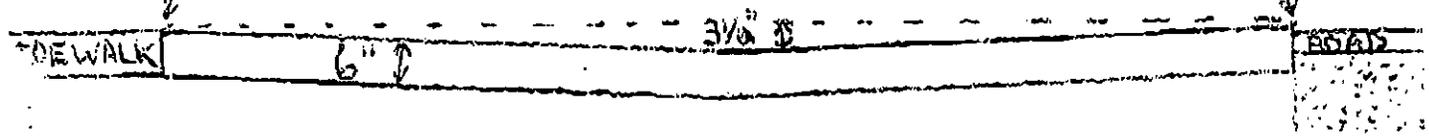
INITIAL
AND DATE

⑧
8/1



EXPANSION JOINT / 3500 PSI CONCRETE

POUR 3/4" HIGHER
THAN ROAD



TAMP SOIL

FOR FAX ADVANTAGE ASSISTANCE, PLEASE CALL 1-800-HELP-FAX (435-7329).

TO TURN OFF REPORT, PRESS 'MENU' #04.
THEN SELECT OFF BY USING '+' OR '-'

NO. OTHER FACSIMILE 01 19045656082
 START TIME Jun. 26 01:48PM 00'41
 USAGE TIME MODE PAGES RESULT
 YOUR LOGO : Dunworth Construction Inc.
 YOUR FAX NO. : 5617844972

Jun. 26 2013 01:49PM

SENDING REPORT

Dunworth Construction, Inc.

11924 W Foresthill Blvd.
 Suite 22-386
 Wellington, Florida 33414

Estimate

Date	Estimate #
7/15/2013	24514

Name / Address
Town of Lake Park 650 Old Dixie Highway Lake Park, Florida 33403 Attn: Howard Butts

Ship To
Sidewalk repairs

Project

Description	Qty	Cost	Units	Total
REMOVE 6" CONCRETE AND HAUL ALL MATERIALS AWAY	1,091.30	1,100	2.50 SF	2728 ²⁵ 2,750.00
FORM AND FINISH FLATWORK 6" CONCRETE SIDEWALKS	1,100	4.50	SF	4910 ⁵⁵ 4,950.00
INSTALL NEW ADA HANDICAP RAMP 6"	10	30.00	SF	300.00
MISC MATERIALS EXPANSION JOINT	8	0.50	LF	4.00
MAN HOURS TO PLACE CONCRETE 5 MEN AND A TRUCK 5.5 CYD	4	210.00	HOUR	840.00
PROCURE PERMIT WITH CUSTOMERS PROVIDED SURVEY.	1	275.00	EACH	275.00
REMOVE 4" CONCRETE AND HAUL ALL MATERIALS AWAY	601.25	604	2.00 SF	1202 ⁵⁰ 1,208.00
FORM AND POUR 4" CONCRETE SIDEWALKS	604	3.75	SF	2251 ⁶⁵ 2,265.00
Thank you for your business.				Total 12,515.29 \$12,592.00

Dunworth Construction, Inc.

11924 W Foresthill Blvd.
 Suite 22-386
 Wellington, Florida 33414

Estimate

Date	Estimate #
8/1/2013	24522

Name / Address
Town of Lake Park 650 Old Dixie Highway Lake Park, Florida 33403 Attn: Howard Burns

Ship To
921 Evergreen Drive apron replacement

Project

Description	Qty	Cost	Units	Total
REMOVE 6" CONCRETE, TAMP EXISTING SOIL AND REPLACE WITH CONCRETE 6" 3500 PSI INCLUDING EXPANSION JOINT AT SIDEWALK.	304	7.25	SF	2,204.00
Thank you for your business.				Total \$2,204.00

GALIANO CONCRETE, INC

5861 ROEBUCK RD.
JUPITER, FL 33458
561-662-1842
561-529-2203 fax
Galianos611@yahoo.com
Established 1979

TOTAL OF 4 PAGES

① OF ④

PROPOSAL

7/21/13

RE: LAKE PARK SIDEWALK REPAIRS

Attn: Howard Butts

We propose to furnish all labor and material for the scope of work furnished by the Town Of Lake Park:

1091 sf of 6 inch thick (received 1 sheet with 15 locations) sidewalk remove and replace – 1 ADA mat.
1091 sf @ \$8.50 / sf = \$9273.50

601 sf of 4 inch thick (received 1 sheet with 6 locations) sidewalk remove and replace.
601 sf @ \$7.00 / sf = \$4207.00

Note:

I added fibers to the 3000 psi.

Since all irrigation can't be located properly we will be responsible for all minor repairs only, funny pipe, sprinkler heads, pipe repairs up to 1 inch.

We prefer to saw cut every 5ft on center if allowed.

Thank You,
Gary Galiano

INITIAL

SS

DATE

2 OF 4

TOWN OF LAKE PARK
SCOPE OF WORK
SIDEWALK REPAIR/REPLACEMENT

Contractor to supply all materials.

Contractor responsible for all underground locates.

All contractors must register with the Town of Lake Park Community Development Department for a permit.

Contractor must supply barricades, cones, caution tape and/or any signage to protect work site.

Areas to be saw cut by contractor, remove and dispose of all materials.

All A.D.A. areas to meet current code as per Palm Beach County.

Install forms, compact loose soil, remove any tree roots that may cause future damage.

Forms to be inspected by Town of Lake Park before pouring.

All locations to be marked with orange paint by Town of Lake Park.

Contractor to replace any sprinkler parts that are damaged during removal.

All sidewalks/driveways to be hand tooled joints every 5' with light broom finish.

Contractors to supply expansion joint where needed - as per location sheet.

Keep concrete truck on roadway, DO NOT RUT SWALE AREAS.

Clean up all debris after pour.

3,000 PSI concrete. — With Fibers.

Back fill after forms removed.

Thickness to be noted on location sheet.

Width to be noted on location sheet.

3 of 4

LAKE PARK

INITIAL SS DATE

WALK PLACEMENT NOTATIONS	WIDTH	LENGTH	THICKNESS	ADA MAT OR ADA STAMP	EXP. JOINT	ROOTS	RATING
1 BERRY DR.	5'	18' 4"	91.65 6"	NO	NO	NO	4
" "	5'	5' 1"	25.4 6"	NO	NO	NO	4
" "	5'	5'	25. 6"	NO	NO	NO	4
3A (EAST SIDE) PRESS DR.	5'	45' 2"	225.80 6"	NO	NO	NO	4
30 P.D. TH ST. (REAR)	5'	16' 1"	80.40 6"	NO	NO	?	5
" "	5'	6'	30 6"	NO	NO	?	NEW
4 LEEY PARK & PARK AVE)	5'	5'	25 6"	NO	NO	?	4
" "	8'	10'	80 6"	NO	NO	?	4
" "	8'	17'	136 6"	NO	NO	?	4
" "	10'	5' 11"	47.04 6"	NO	YES (8')	?	4
6 FLAGLER DR.	5'	16' 3"	81.65 6"	NO	NO	?	4
" "	5'	25'	125 6"	NO	NO	?	4
" "	5'	13' 5"	67.10 6"	NO	NO	?	4
" "	5'	5' 6"	27.40 6"	NO	NO	?	4
" "	5'	4' 9"	23.60 6"	YES	NO	?	4

2 = Narrow crack/shallow spall; potential trip hazard
3 = Cracks >1/8" w and/or deep spalls; 1/4"-1/2" lip

4 = 1/2"-3/4" lip or elevation drop; multiple cracks; Trip Hazard.
5 = >3/4" lip; severely crushed; in need of "Immediate Repair".

TOTAL - 1091.04 SF @ 6" Thick

4 of 4

TOWN OF LAKE PARK

INITIAL SS DATE

WALK PLACEMENT
 WIDTH LENGTH THICKNESS ADA MAT OR ADA STAMP EXP. JOINT ROOTS RATING

2 BERRY DR.	5'	15'	4" 75	NO		?	4
" "	5'	28' 5"	4" 142.10	NO		?	4
" "	5'	25' 3"	4" 126.10	NO		?	4
" "	5'	19' 1"	4" 95.40	NO		?	4
" "	5'	10' 1"	4" 50.40	NO		?	4
2 LAKE BLVD CRESCENT DR.	5'	22' 5"	4" 112	NO		?	4

TOTAL - 601 SF @ 4" Thick

2 = Narrow crack/shallow spall; potential trip hazard
 3 = Cracks >1/8" w and/or deep spalls; 1/4"-1/2" lip

4 = 1/2"-3/4" lip or elevation drop; multiple cracks; Trip Hazard.
 5 = >3/4" lip; severely crushed; In need of "Immediate Repair".

The Town of
Lake Park



FAX COVER SHEET

From
TO

TO: RICK COMPANY WYNN

FAX# 561-686-2433 PHONE# 561-686-6077

FROM: HOWARD BUTTS COMPANY TOWN OF LAKE PARK

FAX# 561-881-3349 PHONE# 561-722-9379 CELL

RE: SIDEWALK REMOVE/REPLACE

DATE: 7/15/13 TOTAL PAGES INCLUDING COVER 3

RICK, THIS IS THE LIST TO REPLACE

NOTE; JOINTS TO BE HAND TOOLED

INITIAL AND DATE AT TOP OF EACH

PAGE

TOTAL 12,159.80

The Town of Lake Park



FAX COVER SHEET

TO: RICK COMPANY WYNN CONST.

FAX# 561-686-2433 PHONE# 561-686-6077

FROM: HOWARD BUTTS COMPANY TOWN OF LAKE PARK

FAX# 561-881-3349 PHONE# 561-722-9379

RE: DRIVEWAY R AND R

DATE: 7/31/13 TOTAL PAGES INCLUDING COVER 2

DRIVEWAY REMOVE AND REPLACE

SAME SCOPE OF WORK EXCEPT 3,500PSI

MIX - 6" DEPTH - 3 1/2" DROP - TAMP

THANKS - HOWARD

LAKE PARK

INITIAL PCW DATE 1/29/13

DEWALK REPLACEMENT LOCATIONS	WIDTH	LENGTH	THICKNESS	ADA MAT OR ADA STAMP	EXP. JOINT	ROOTS	RATING
50 HAYBERRY DR.	5'	18' 4"	92.5 6"	NO	NO	NO	4
" "	5'	5' 1"	25 6" (16)	NO	NO	NO	4
" "	5'	5'	25 6" (24)	NO	NO	NO	4
109 (EAST SIDE) SPRESS DR.	5'	45' 2"	226.25 6" (25.5)	NO	NO	NO	4
700 P.D. 2TH ST. (REAR)	5'	16' 1"	80 6" (20)	NO	NO	?	5
" "	5'	6'	30 6" (12)	NO	NO	?	NEW
ELSEY PARK S-1 & PARK AVE.)	5'	5'	25 6"	NO	NO	?	4
" "	8'	10'	80 6"	NO	NO	?	4
" "	8'	17'	134 6" (32)	NO	NO	?	4
" "	8'	5' 11"	(48) 6"	NO	YES (8') (16)	?	4
56 FLAGLER DR.	5'	16' 3"	81 6"	NO	NO	?	4
" "	5'	25'	125 6" (24)	NO	NO	?	4
" "	5'	13' 5"	67.5 6" (31)	NO	NO	?	4
" "	5'	5' 6"	27.5 6"	NO	NO	?	4
" "	5'	4' 9"	25 6"	YES (24)	NO	?	4

2 = Narrow crack/shallow spall; potential trip hazard
3 = Cracks > 1/8" w and/or deep spalls; 1/4"-1/2" lip

4 = 1/2"-3/4" lip or elevation drop; multiple cracks; Trip Hazard.
5 = > 3/4" lip; severely crushed; In need of "Immediate Repair".

1094
1215

INITIAL

Jan

DATE

7/29/13

TOWN OF LAKE PARK
SCOPE OF WORK
SIDEWALK REPAIR/REPLACEMENT

Contractor to supply all materials.

Contractor responsible for all underground locates.

All contractors must register with the Town of Lake Park Community Development Department for a permit.

Contractor must supply barricades, cones, caution tape and/or any signage to protect work site.

Areas to be saw cut by contractor, remove and dispose of all materials.

All A.D.A. areas to meet current code as per Palm Beach County.

Install forms, compact loose soil, remove any tree roots that may cause future damage.

Forms to be inspected by Town of Lake Park before pouring.

All locations to be marked with orange paint by Town of Lake Park.

Contractor to replace any sprinkler parts that are damaged during removal.

All sidewalks/driveways to be hand tooled joints every 5' with light broom finish.

Contractors to supply expansion joint where needed - as per location sheet.

Keep concrete truck on roadway, DO NOT RUT SWALE AREAS.

Clean up all debris after pour.

3,000 PSI concrete.

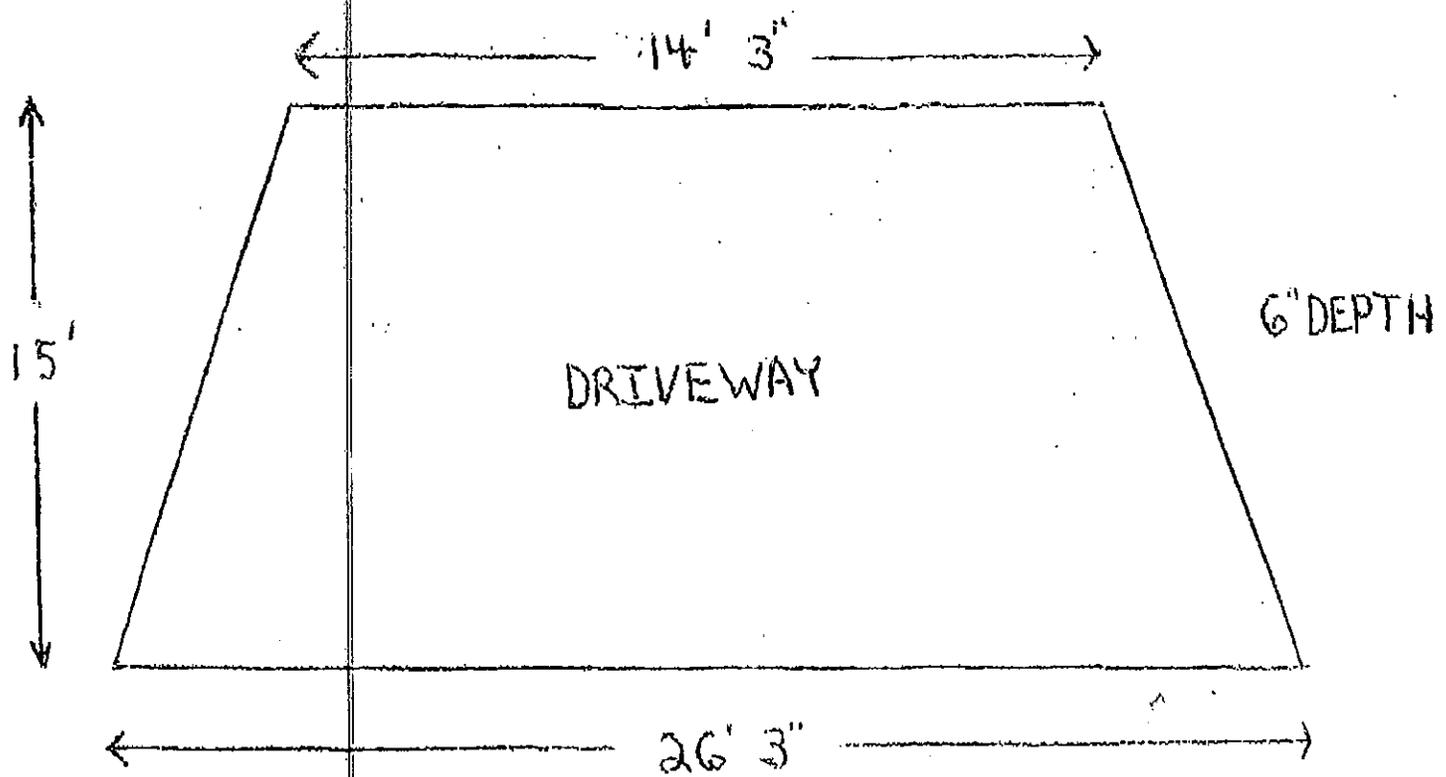
Back fill after forms removed.

Thickness to be noted on location sheet.

Width to be noted on location sheet.

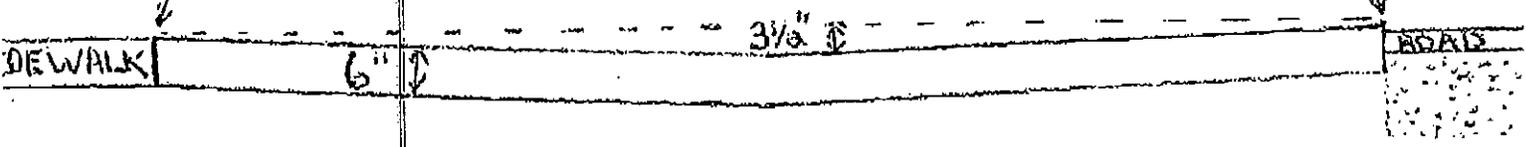
INITIAL
AND DATE

921 EVERGREEN DR.
(EAST SIDE)



EXPANSION JOINT / 3500 PSI CONCRETE

POUR 3/4\" HIGHER
THAN ROAD



TAMP SOIL

WYNN & SONS ENVIRONMENTAL CONSTRUCTION CO.
INC.

Estimate

7268 BELVEDERE RD
WEST PALM BEACH, FL. 33411

Date	Estimate #
7/16/2013	381

TOWN OF LAKE PARK
650 OLD DIXIE HWY.
LAKE PARK, FL 33403
per PBC annual 2013-051

Ship To
TOWN OF LAKE PARK
Mr. Howard Butts
6" concrete

Project

Item	Description	Qty	Rate	Total	
#42	6" CONCRETE REMOVAL	122	\$7.113/ft	1,464.00	
#14	FINISH GRADING	122		10.00	1,220.00
#41	6" CONCRETE 355Y	122		42.00	5,124.00
#46	CAST IN PLACE TACTILE SURFACE	26		20.00	520.00
			Total	58,328.00	

Phone # 561-686-6077

Fax # 561-686-2433

rickatwynnandsons@comcast.net

**WYNN & SONS ENVIRONMENTAL CONSTRUCTION CO.
INC.**

7268 BELVEDERE RD
WEST PALM BEACH, FL. 33411

Estimate

Date	Estimate #
7/16/2013	380

TOWN OF LAKE PARK
650 OLD DIXIE HWY.
LAKE PARK, FL 33403
per PBC annual 2013-051

Ship To
TOWN OF LAKE PARK Mr. Howard Butts 4" concrete

Project

Item	Description	Qty	Rate	Total
38	4" CONCRETE REMOVAL	68	12.00	816.00
# 14	FINISH GRADING	68	10.00	680.00
37	4" CONCRETE 85Y-<50sy	68	34.35	2,335.80

Total \$3,831.80

WYNN & SONS ENVIRONMENTAL CONSTRUCTION CO.
INC.

7268 BELVEDERE RD
WEST PALM BEACH, FL. 33411

Estimate

Date	Estimate #
7/31/2013	393

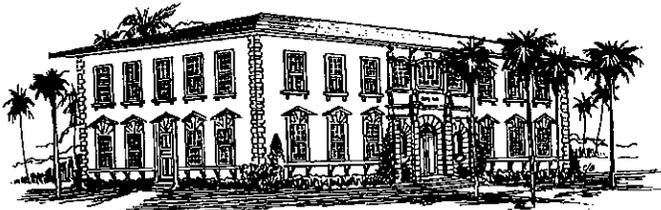
TOWN OF LAKE PARK
650 OLD DIXIE HWY.
LAKE PARK, FL 33403
per PBC annual 2013-051

Ship To
TOWN OF LAKE PARK
Mr. Howard Bulls
6" concrete

Project

Item	Description	Qty	Rate	Total
#42	6" CONCRETE REMOVAL	34	12.00	408.00
# 14	FINISH GRADING	34	10.00	340.00
#40	CONCRETE 6"	34	125.00	4,250.00

Phone # 561-686-6077	Fax # 561-686-2433	rick@wynnandsons.comcast.net	Total	54,998.00
----------------------	--------------------	------------------------------	--------------	-----------



LAKE PARK TOWN HALL

NATIONAL HISTORIC SITE

THE TOWN OF LAKE PARK

535 PARK AVENUE
 LAKE PARK, FLORIDA 33403
 (561) 881-3350 FAX (561) 881-3358

TO: 17285
 DUNWORTH CONSTRUCTION INC
 11924 W FOREST HILL BLVD
 SUITE 22-386
 WELLINGTON, FL 33414

PURCHASE ORDER	
PURCHASE ORDER NUMBER	55318
DATE	08/05/13
DEPT. CODE	
REQUISITION NUMBER	190-138
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST, AND CORRESPONDENCE.	

SEND INVOICE TO	DELIVER ITEMS TO	DELIVERY DATE
TOWN OF LAKE PARK DIRECTOR OF FINANCE 535 PARK AVENUE LAKE PARK, FL 33403	PUBLIC WORKS DEPARTMENT 650 OLD DIXIE HIGHWAY LAKE PARK 33403	08/05/13
SPECIAL INSTRUCTIONS		TERMS
PENDING COMMISSION APPROVAL		NET

SPECIAL INSTRUCTIONS: PENDING COMMISSION APPROVAL

THIS IS...
 AN ORDER A CONFIRMATION

UNIT DESCRIPTION	ACCOUNT NUMBER	QUANTITY	UNIT PRICE	AMOUNT
SIDEWALK & DRIVEWAY REPLACEMENT PENDING COMMISSION APPROVAL.	190-63050	1.00	14719.36	14,719.36
			TOTAL	14,719.36

FLORIDA STATE SALES TAX EXEMPTION CERTIFICATE NO. 60-13-116484-54C	FEDERAL TAX EXEMPTION CERTIFICATE NO. 59-6000355
APPROVED DIRECTOR of FINANCE	PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND SHIPPING DOCUMENTS. DELIVERIES WILL BE ACCEPTED MONDAY THRU FRIDAY 8:30 AM - 4:00 PM

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS

Detail by Entity Name

Florida Profit Corporation

DUNWORTH CONSTRUCTION, INC.

Filing Information

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FEI/EIN Number	651070173
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Event Date Filed	01/06/2003
Event Effective Date	NONE

Principal Address

11924 W FORESTHILL BLVD
22-386
WELLINGTON, FL 33414

Changed: 02/19/2010

Mailing Address

11924 W FORESTHILL BLVD
22-386
WELLINGTON, FL 33414

Changed: 02/19/2010

Registered Agent Name & Address

DUNWORTH, ROY F
625 SW SALERNO ROAD
STUART, FL 34997

Officer/Director Detail

Name & Address

Title PTS

DUNWORTH, ROY F
625 SW SALERNO ROAD

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State of Florida, Department of State

Title V

CUNNINGHAM, SHAWN E
625 SW SALERNO RD
STUART, FL 34997

Annual Reports

Report Year	Filed Date
2011	01/05/2011
2012	01/26/2012
2013	04/14/2013

Document Images

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<u>12/12/2001 -- Name Change</u>	View image in PDF format
<u>01/18/2001 -- Domestic Profit</u>	View image in PDF format



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399-0783

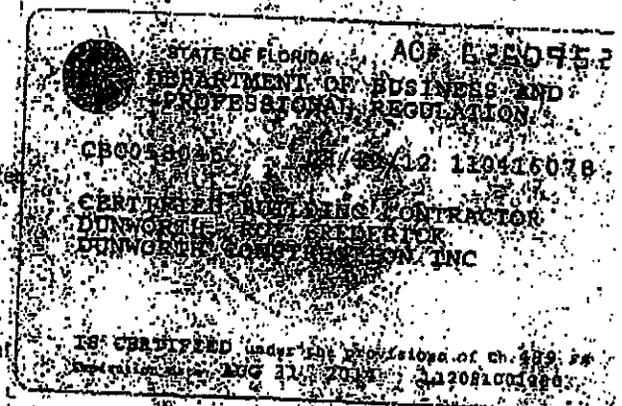
(850) 487-1395

DUNWORTH, ROY FREDERICK
DUNWORTH CONSTRUCTION INC
625 SW SALERNO ROAD
STUART FL 34997

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

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Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



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AC# 6260952

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

SEQ# 112081001200

DATE	BATCH NUMBER	LICENSE NUMBER
08/10/2012	110416078	CB0058046

The BUILDING CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489, F.S.
Expiration date: AUG 31, 2014

DUNWORTH, ROY FREDERICK
DUNWORTH CONSTRUCTION INC
625 SW SALERNO ROAD
STUART FL 34997

RICK SCOTT
GOVERNOR

KEN TAWSON

TAB 4



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Tab 4*

Agenda Title: Rescheduling the Regular Commission Meeting of September 4, 2013 to Tuesday, September 10, 2013 Immediately Following the First Public Hearing on the Budget

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

Approved by Town Manager *DSS* Date: *8/9/13*

DALE S. SOBERMAN / TOWN MANAGER
Name/Title

Originating Department: Town Clerk	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: None
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u><i>VM</i></u> Please initial one.

Summary Explanation/Background: The Regular Commission meeting scheduled for Wednesday, September 4, 2013 falls on the Jewish Holiday of Rosh Hashanah. At the July 17, 2013 Regular Commission meeting the Commission approved setting the date of the first Public Budget Hearing for Tuesday, September 10, 2013. Staff recommends rescheduling the Regular Commission meeting of September 4, 2013 to Tuesday, September 10 immediately following the First Public Hearing on the Budget.

Recommended Motion: I move to reschedule the September 4, 2013 Regular Commission meeting to Tuesday, September 10, 2013.

Ordinance
on
First
Reading

TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Tab 5*

Agenda Title: APPROVAL OF THE STAFF INITIATED TEXT AMENDMENT TO SECTION 78-111(B)(1) OF THE TOWN OF LAKE PARK CODE OF ORDINANCES TO CREATE A MAXIMUM FRONT YARD FENCE HEIGHT OF SIX FEET FOR MULTI-FAMILY STRUCTURES GREATER THAN THREE STORIES WITH PARKING AREAS FACING THE STREET

- | | | | |
|-------------------------------------|---|--------------------------|----------------|
| <input type="checkbox"/> | SPECIAL PRESENTATION/REPORTS | <input type="checkbox"/> | CONSENT AGENDA |
| <input type="checkbox"/> | BOARD APPOINTMENT | <input type="checkbox"/> | OLD BUSINESS |
| <input checked="" type="checkbox"/> | PUBLIC HEARING ORDINANCE ON <u>1st</u> READING | | |
| <input type="checkbox"/> | NEW BUSINESS | | |
| <input type="checkbox"/> | OTHER: _____ | | |

Approved by Town Manager *DSS* Date: *8/13/13*

Nadia Di Tommaso / Community Development Director *ND*
Name/Title

Originating Department: Community Development	Costs: \$ <u>0</u> Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: → Staff Report → Ordinance ___-2013
Advertised: Date: <i>N/A on first reading</i> Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u><i>ND</i></u> OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

Please refer to the Staff Report.

Recommended Motion: I move to APPROVE Ordinance *11*-2013 on first reading.

Town of Lake Park Community Development Department



Meeting Date: August 21, 2013

Nadia Di Tommaso
Community Development Director

To: Town Commission

Re: Changes to Section 78-111
Multi-Family Front Yard Fence Height Provisions

Planning and Zoning Board Recommendation (August 5, 2013): [Approved unanimously \(4-0\) with the addition of the "greater than three stories" provision to the proposed language.](#)

I have come across what I believe to be a problem in the Code that needs to be fixed. The problem is in regards to the fence/wall height requirements for multi-family structures. The current Code contains regulations for fences/walls in 'residential' and commercial districts. Multi-family structures are located within the 'residential' districts. The regulations limit the height of front yard fences in the residential districts to 40 inches with an additional 6 inches for decorative caps. While these regulations are suitable for single-family and duplex lots, and may also be suitable for two or three-storey multi-family structures that are newly developed, or developed with interior parking areas, the regulations are not appropriate for higher intensity (more than three-story) multi-family buildings with parking areas facing the street. Generally, these types of multi-family buildings require front yard security which is accomplished through a combination of landscaping with a fence and a gate. Consequently, staff is recommending a modification to the Town's Code of Ordinances to provide for an increased height limitation for multi-family residential structures with parking areas facing the street as follows:

Sec. 78-111. In residential areas.

(b) *Front yard walls and fences.* Front yard walls and fences are those that are located, erected, constructed, reconstructed or altered along the front property line and along the side property line between the front building line and front property line to enclose the front yard.

- (1) *Front yard fences.* The maximum height of front yard fences shall be 40 inches above grade level. Poles and decorative caps may extend an additional six inches above the top of the wall or fence to a maximum of 46 inches in height above grade level. *Multi-family buildings greater than three-stories with parking areas facing the street shall have a maximum front yard fence height of six feet and shall be set back a minimum of three feet or sufficiently to include a landscaped strip between the fence and the street right-of-way line.* Front yard fences may be constructed of the following materials: painted/stained wood pickets, painted wrought iron, or painted aluminum. Front yard fences may not be constructed of chainlink fabric, chicken wire or unpainted/unstained wood material.

Several condominium buildings which are more than three stories along Lake Shore Drive already have five or six foot high fences/gates which were permitted long ago. Throughout time, the regulations have been modified; however, this has only recently come to staff's attention. The amendment recommended by staff would provide for a commonly accepted security practice for the condominium buildings along Lake Shore Drive that are designed with parking areas adjacent to the street, whereby a combination fence/gate at a maximum height of six feet is a common practice. Staff's intent is to allow what appears to have been permitted many years ago.

STAFF RECOMMENDATION: I MOVE TO APPROVE ORINANCE NO. 11 -2013 on first reading.

ORDINANCE NO. 11-2013

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 78, ARTICLE IV, SECTION 78-111(b)(1) OF THE TOWN'S CODE OF ORDINANCES ESTABLISHING STANDARDS FOR THE FENCE HEIGHT OF MULTI-FAMILY STRUCTURES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the Town Commission has adopted general provisions pertaining to land development and zoning, which have been codified in Chapter 78 of the Code of Ordinances of the Town of Lake Park; and

WHEREAS, the Town's Community Development Department has recommended amendments to Sections 78-111(b)(1) of the Code of Ordinances, known as the Zoning Code; and

WHEREAS, the amendments to the Zoning Code add front yard fence height requirements for multi-family structures; and

WHEREAS, the Town's Planning and Zoning Board has reviewed the proposed amendments to the Town's Code of Ordinances and has provided its recommendations to the Town Commission; and

WHEREAS, the Town Commission has determined that the recommended amendments would further the public's health, safety and general welfare.

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

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

Section 2. Chapter 78, Article IV, Section 78-111(b)(1) is hereby amended to add the following definitions, as follows:

Sec. 78-111. In residential areas.

(b)

Front yard walls and fences. Front yard walls and fences are those that are located, erected, constructed, reconstructed or altered along the front property line and along the side property line between the front building line and front property line to enclose the front yard.

(1)

Front yard fences. The maximum height of front yard fences shall be 40 inches above grade level. Poles and decorative caps may extend an additional six inches above the top of the wall or fence to a maximum of 46 inches in height above grade level. *Multi-family buildings greater than three-stories with parking areas facing the street shall have a maximum front yard fence height of six feet and shall be set back a minimum of three feet or sufficiently to include a landscaped strip between the fence and the street right-of-way line.* Front yard fences may be constructed of the following materials: painted/stained wood pickets, painted wrought iron, or painted aluminum. Front yard fences may not be constructed of chainlink fabric, chicken wire or unpainted/unstained wood material.

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

TAB 6



Town of Lake Park Town Commission
Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Table*

Agenda Title: APPROVAL OF THE STAFF INITIATED TEXT AMENDMENT TO SECTION 78-184 OF THE TOWN OF LAKE PARK CODE OF ORDINANCES TO ADD A CERTIFIED MAIL REQUIREMENT AND SUBMITTAL REQUIREMENTS FOR SPECIAL EXCEPTION USE APPLICATIONS

- | | |
|--|--|
| <input type="checkbox"/> SPECIAL PRESENTATION/REPORTS
<input type="checkbox"/> BOARD APPOINTMENT
<input checked="" type="checkbox"/> PUBLIC HEARING ORDINANCE ON 1st READING
<input type="checkbox"/> NEW BUSINESS
<input type="checkbox"/> OTHER: _____ | <input type="checkbox"/> CONSENT AGENDA
<input type="checkbox"/> OLD BUSINESS |
|--|--|

Approved by Town Manager *DSS* **Date:** *8/14/13*

Nadia Di Tommaso / Community Development Director *ND*
 Name/Title

Originating Department: Community Development	Costs: \$ 0 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: → Staff Report → Ordinance ___-2013
Advertised: Date: <i>N/A on first reading</i> Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u><i>ND</i></u> OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

Please refer to the Staff Report.

Recommended Motion: I move to APPROVE Ordinance *12*-2013 on first reading.

Town of Lake Park Community Development Department



Meeting Date: August 21, 2013

Nadia Di Tommaso
Community Development Director

To: Town Commission

Re: **Changes to Section 78-184**
*Noticing and Submittal Requirements
for Special Exception Use Applications*

Planning and Zoning Board Recommendation (August 5, 2013): *Approved unanimously (4-0).*

The Town Staff and the Commission have discussed the Town Code's noticing requirements (or lack thereof) pertaining to Special Exception Use applications. Section 55-64 of the Code pertaining to development applications of the Planning and Zoning Board, requires a certified mail notice to property owners within 300 feet (commonly referred to as a "courtesy" notice) of a proposed development application. This notice provision requires an Applicant who has made application to the Town for a development application to notify property owners within 300 feet of the property which is the subject of the application of the dates and times that a public hearing will be held to consider the application. Staff has previously determined that this provision does not necessarily apply to applications for a special exception use given that development applications are specifically referenced in the Site Plan criteria of the land development section of the Code. Consequently, Section 78-184 of the Town's Code of Ordinances which is entitled "Criteria for special exception", does not require a certified mail notice to property owners within 300 feet of a proposed special exception use because being that the Code does not currently identify these applications as development applications and lacks submittal requirement criteria. This being said, special exception use applications, because of their nature, often impact properties within 300 feet of the use to an even greater extent than a permitted use. Accordingly, it is appropriate to require a courtesy notice to property owners within 300 feet of a proposed special exception use. To do so, it will be necessary to extend the requirements of Sections 55-64 to Section 78-184 of the Town Code which deals with Special Exception Use applications.

The Town Commission, at prior public meetings, has also discussed the necessity of requiring Site Plans for owners of properties who propose to locate a special exception use on their property. To do so, it will also be necessary to extend Section 67-37 and 67-38 of the Town Code to incorporate this requirement into Section 78-184 which handles Special Exception Use applications. The text of the language to be added at an appropriate location within Section 78-184 is shown below:

Section 78-184. Application requirements and criteria for the evaluation of special exception uses.

A. Application requirements

The applicant shall be required to submit the following as part of a special exception use application:

- (1) In accordance with Section 67-38 of the Code submit a location map identifying the general area of the proposed special exception use, including the area within a 300 foot radius of the subject property.**
- (2) A Site Plan which identifies the site characteristics of the property upon which the proposed special exception use is located. The Site Plan shall be inclusive of both interior and exterior activity notations.**

The Site Plan shall identify all proposed uses, provide square footage information, and demarcate the required parking spaces, including handicap parking for the property.

- (3) Aerial photographs of the subject property and abutting properties showing existing structures, terrain and vegetation as viewed from all lot lines and street lines of the application property. The photographs shall be clearly dated and labeled as to the location and direction from which the photographs were taken. The use of digital photography is preferred, in which case a disk containing those digital photographs shall also be provided.
- (4) Upon the determination of the Director of Community Development, the applicant may be required to submit additional data, studies, or site characteristics depending upon the type of use proposed.
- (5) A Statement of Use which explains the use that is proposed for the property, including any accessory uses.

(a)B. Criteria for the evaluation of special exception uses. A special exception use shall not be approved unless an applicant establishes that all of the following criteria are met:

- (1) The proposed special exception use is consistent with the goals, objectives, and policies of the Town's Comprehensive Plan.
- (2) The proposed special exception is consistent with the land development and zoning regulations and all other portions of this Code.
- (3) The proposed special exception use is compatible with the character and use (existing and future) of the surrounding properties in its function; hours of operation; type and amount of traffic to be generated; building location, mass, height and setback; and other relevant factors peculiar to the proposed special exception use and the surrounding property.
- (4) The establishment of the proposed special exception use in the identified location does not create a concentration or proliferation of the same or similar type of special exception use, which may be deemed detrimental to the development or redevelopment of the area in which the special exception use is proposed to be developed.
- (5) The proposed special exception use does not have a detrimental impact on surrounding properties based on:
 - a. The number of persons anticipated to be using, residing, or working on the property as a result of the special exception use;
 - b. The degree of noise, odor, visual, or other potential nuisance factors generated by the special exception use; and
 - c. The effect on the amount and flow of traffic within the vicinity of the proposed special exception use.
- (6) That the proposed special exception use:
 - a. Does not significantly reduce light and air to adjacent properties.
 - b. Does not adversely affect property values in adjacent areas.

c. Would not be a deterrent to the improvement, development or redevelopment of surrounding properties in accord with existing regulations.

d. Does not negatively impact adjacent natural systems or public facilities, including parks and open spaces.

e. Provides pedestrian amenities, including, but not limited to, benches, trash receptacles, and/or bicycle parking.

C. Procedural requirements for special exception use applications.

1. Upon the determination of the Community Development Department that the special exception use application and the accompanying Site Plan are complete, it shall prepare a Staff Report evaluating the anticipated impacts of the proposed special exception use. Thereafter, the Community Development Department shall schedule a public hearing of the Planning and Zoning Board for its consideration of the application. It shall be the applicant's responsibility to provide a courtesy notice pursuant to Section 55-64 of the Code which notifies owners of property within 300 feet of the property which is the subject of the application for special exception use of the date and time that a public hearing of the Planning and Zoning Board and Commission's consideration of the proposed special exception use application.
2. The Planning and Zoning Board shall conduct a public hearing to consider the proposed special exception use. At that hearing, the Board shall receive any public comments, testimony and information from the Town staff, any affected third parties, and the public which is relevant to the application. At the conclusion of the hearing, the Planning and Zoning Board shall make a recommendation to the Town Commission.
3. Within a reasonable time after the Planning and Zoning Board meeting wherein it makes its recommendation to the Commission, and in accordance with the notice requirements of Section 55-64 of the Code and § 166.041, F.S., the Town shall provide for and publish a notice that a quasi-judicial public hearing will be held to consider the proposed special exception use application in accordance with the procedures set forth in section 2-2 of this Code.

D. Notice requirements.

1. Courtesy certified mail notice required. At the applicant's expense, a courtesy notice of the proposed special exception use and Site Plan shall be mailed by the town return receipt requested to the owners of record of properties within a radius of 300 feet of the property which is the subject of the application, at least ten days prior to the Planning and Zoning Board meeting and shall include the date of the Town Commission meeting. The notice shall state the date, time and place of the Planning and Zoning Board and Commission meetings, the name of the owner of the property, the name of the project and/or applicant, and a general written description of the request and the location, or specific street address of the property. Failure to receive such notice, however, shall not affect any action or proceeding taken thereon, nor is it intended to supplement the required notice provisions of state law for due process or any other purposes. A copy of the notice shall be retained for public inspection during regular business hours in the Town Clerk's office.
2. Newspaper notice. Notice of the meetings wherein the proposed special exception use application will be considered shall be published in a newspaper of general circulation in the Town at least ten days

prior to the Planning and Zoning Board and Town Commission hearings. The notice of the proposed public meetings wherein the special exception use application and Site Plan will be considered shall state the date, time, and place of the meetings and general description of the special exception being proposed, as well as the place or places within the Town where the proposed special exception use application may be inspected by the public. The notice shall also advise that interested parties may appear at the meeting and be heard with respect to the proposed special exception use application.

~~(b) E. Conditions. The Town Commission may impose such conditions of approval as it deems necessary to mitigate the adverse impacts of the proposed special exception use. The conditions may require the applicant to exceed the minimum zoning or land development regulations established by this Code. Conditions of approval may include, but are not limited to, the following. Should the Town Commission determine that the proposed special exception use is not consistent with the criteria outlined hereinabove, it may either deny the application or impose such conditions of approval as it deems necessary to mitigate the adverse impacts of the proposed special exception use. The condition of approval may require the applicant to exceed the minimum zoning or land development regulations established by this Code. Conditions of approval may include, but are not limited to, the following:~~

- (1) Limit the manner in which the use is conducted, including restricting the time an activity may take place and/or restraints to minimize such effects as noise, vibration, air pollution, glare and/or odor.
- (2) Establish a special setback, open space requirement, and/or lot area or dimension.
- (3) Limit the height, size, and/or location of a building or other structure.
- (4) Designate the size, number, location and/or nature of access points (vehicle and pedestrian).
- (5) Designate the size, location, screening, drainage, type of surfacing material and/or other improvement of a parking and/or loading area.
- (6) Limit or otherwise designate the number, size, location, height and/or lighting of signs.
- (7) Require the use of, and designate the size, height, location and/or landscaping materials which may be necessary to screen, buffer, or protect adjacent properties from the potential adverse impacts of the special exception use. This may include designating standards for installation and/or maintenance of the facilities.

- (8) Require the protection and/or relocation of additional trees, shrubs, hedges, or other vegetation, water resources, wildlife habitat and/or other appropriate natural resources.
- (9) Require specific architectural details and/or design to produce a physical development which is compatible in appearance with the uses permitted by right in the zoning district.
- (10) Specify other conditions of approval to permit development of the special exception use in conformity with the intent and purpose of this Code and the Town's Comprehensive Plan.

(e) F. Enforcement. The violation of any conditions, when made a part of the terms under which the special exception use is approved, shall be deemed a violation of this chapter subject to enforcement under the provisions of this Code.

Recommended Motion:

STAFF RECOMMENDATION: I MOVE TO APPROVE ORINANCE NO. 12-2013 on first reading.

ORDINANCE NO. 12-2013

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 78, ARTICLE VI, SECTION 78-184 OF THE TOWN'S CODE OF ORDINANCES, CREATING CERTAIN REQUIREMENTS FOR THE SUBMISSION OF SPECIAL EXCEPTION USE APPLICATIONS; PROVIDING FOR A REQUIREMENT FOR CERTIFIED MAIL COURTESY NOTICES TO OWNERS OF PROPERTY WITHIN 300 FEET OF A PROPOSED SPECIAL EXCEPTION USE; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the Town Commission has adopted general provisions pertaining to land development and zoning, which have been codified in Chapter 78 of the Code of Ordinances of the Town of Lake Park; and

WHEREAS, the Town's Community Development Department has recommended amendments to Section 78-184 of the Code of Ordinances; and

WHEREAS, the amendments to the Zoning Code add a certified mail courtesy notice requirement and certain requirements regarding the submission of applications for special exception uses; and

WHEREAS, the Town's Planning and Zoning Board has reviewed the proposed amendments to the Town Code of Ordinances and has provided its recommendations to the Town Commission; and

WHEREAS, the Town Commission has determined that the recommended amendments would further the public's health, safety and general welfare.

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

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

Section 2. Chapter 78, Article VI, Section 78-184 is hereby amended as follows:

Section 78-184. Application requirements and criteria for the evaluation of special exception uses.

A. Application requirements

The applicant shall be required to submit the following as part of a special exception use application:

- (1) In accordance with Section 67-38 of the Code submit a location map identifying the general area of the proposed special exception use, including the area within a 300 foot radius of the subject property.
- (2) A Site Plan which identifies the site characteristics of the property upon which the proposed special exception use is located. The Site Plan shall be inclusive of both interior and exterior activity notations. The Site Plan shall identify all proposed uses, provide square footage information, and demarcate the required parking spaces, including handicap parking for the property.
- (3) Aerial photographs of the subject property and abutting properties showing existing structures, terrain and vegetation as viewed from all lot lines and street lines of the application property. The photographs shall be clearly dated and labeled as to the location and direction from which the photographs were taken. The use of digital photography is preferred, in which case a disk containing those digital photographs shall also be provided.
- (4) Upon the determination of the Director of Community Development, the applicant may be required to submit additional data, studies, or site characteristics depending upon the type of use proposed.
- (5) A Statement of Use which explains the use that is proposed for the property, including any accessory uses.

(a)B. Criteria for the evaluation of special exception uses. A special exception use shall not be approved unless an applicant establishes that all of the following criteria are met:

(1) The proposed special exception use is consistent with the goals, objectives, and policies of the Town's Comprehensive Plan.

(2) The proposed special exception is consistent with the land development and zoning regulations and all other portions of this Code.

(3) The proposed special exception use is compatible with the character and use (existing and future) of the surrounding properties in its function; hours of operation; type and amount of traffic to be generated; building location, mass, height and setback; and other relevant factors peculiar to the proposed special exception use and the surrounding property.

(4) The establishment of the proposed special exception use in the identified location does not
create a concentration or proliferation of the same or similar type of special exception use, which
may be deemed detrimental to the development or redevelopment of the area in which the special
exception use is proposed to be developed.

(5) The proposed special exception use does not have a detrimental impact on surrounding
properties based on:

a. The number of persons anticipated to be using, residing, or working on the property as a result of the special exception use;

b. The degree of noise, odor, visual, or other potential nuisance factors generated by the special exception use; and

c. The effect on the amount and flow of traffic within the vicinity of the proposed special exception use.

(6) That the proposed special exception use:

a. Does not significantly reduce light and air to adjacent properties.

b. Does not adversely affect property values in adjacent areas.

c. Would not be a deterrent to the improvement, development or redevelopment of surrounding properties in accord with existing regulations.

d. Does not negatively impact adjacent natural systems or public facilities, including parks and open spaces.

e. Provides pedestrian amenities, including, but not limited to, benches, trash receptacles, and/or bicycle parking.

C. Procedural requirements for special exception use applications.

1. Upon the determination of the Community Development Department that the special exception use application and the accompanying Site Plan are complete, it shall prepare a Staff Report evaluating the anticipated impacts of the proposed special exception use. Thereafter, the Community Development Department shall schedule a public hearing of the Planning and Zoning Board for its consideration of the application. It shall be the applicant's responsibility to provide a courtesy notice pursuant to Section 55-64 of the Code which notifies owners of property within 300 feet of the property which is the subject of the application for special exception use of the date and time that a public hearing of the Planning and Zoning Board and Commission's consideration of the proposed special exception use application.
2. The Planning and Zoning Board shall conduct a public hearing to consider the proposed special exception use. At that hearing, the Board shall receive any public comments, testimony and information from the Town staff, any affected third parties, and the public which is relevant to the application. At the conclusion of the hearing, the Planning and Zoning Board shall make a recommendation to the Town Commission.
3. Within a reasonable time after the Planning and Zoning Board meeting wherein it makes its recommendation to the Commission, and in accordance with the notice requirements of Section 55-64 of the Code and § 166.041, F.S., the Town shall provide for and publish a notice that a quasi-judicial public hearing will be held to consider the proposed special exception use application in accordance with the procedures set forth in section 2-2 of this Code.

D. Notice requirements.

1. Courtesy certified mail notice required. At the applicant's expense, a courtesy notice of the proposed special exception use and Site Plan shall be mailed by the town return receipt requested to the owners of record of properties within a radius of 300 feet of the property which is the subject of the application, at least ten days prior to the Planning and Zoning Board meeting and shall include the date of the Town Commission meeting. The notice shall state the date, time and place of the Planning and Zoning Board and Commission meetings, the name of the owner of the property, the name of the project and/or applicant, and a general written description of the

request and the location, or specific street address of the property. Failure to receive such notice, however, shall not affect any action or proceeding taken thereon, nor is it intended to supplement the required notice provisions of state law for due process or any other purposes. A copy of the notice shall be retained for public inspection during regular business hours in the Town Clerk's office.

2. Newspaper notice. Notice of the meetings wherein the proposed special exception use application will be considered shall be published in a newspaper of general circulation in the Town at least ten days prior to the Planning and Zoning Board and Town Commission hearings. The notice of the proposed public meetings wherein the special exception use application and Site Plan will be considered shall state the date, time, and place of the meetings and general description of the special exception being proposed, as well as the place or places within the Town where the proposed special exception use application may be inspected by the public. The notice shall also advise that interested parties may appear at the meeting and be heard with respect to the proposed special exception use application.

(b) E. Conditions. The Town Commission may impose such conditions of approval as it deems necessary to mitigate the adverse impacts of the proposed special exception use. The conditions may require the applicant to exceed the minimum zoning or land development regulations established by this Code. Conditions of approval may include, but are not limited to, the following ~~Should the Town Commission determine that the proposed special exception use is not consistent with the criteria outlined hereinabove, it may either deny the application or impose such conditions of approval as it deems necessary to mitigate the adverse impacts of the proposed special exception use. The condition of approval may require the applicant to exceed the minimum zoning or land development regulations established by this Code. Conditions of approval may include, but are not limited to, the following:~~

- (1) Limit the manner in which the use is conducted, including restricting the time an activity may take place and/or restraints to minimize such effects as noise, vibration, air pollution, glare and/or odor.
- (2) Establish a special setback, open space requirement, and/or lot area or dimension.
- (3) Limit the height, size, and/or location of a building or other structure.
- (4) Designate the size, number, location and/or nature of access points (vehicle and pedestrian).

- (5) Designate the size, location, screening, drainage, type of surfacing material and/or other improvement of a parking and/or loading area.
- (6) Limit or otherwise designate the number, size, location, height and/or lighting of signs.
- (7) Require the use of, and designate the size, height, location and/or landscaping materials which may be necessary to screen, buffer, or protect adjacent properties from the potential adverse impacts of the special exception use. This may include designating standards for installation and/or maintenance of the facilities.
- (8) Require the protection and/or relocation of additional trees, shrubs, hedges, or other vegetation, water resources, wildlife habitat and/or other appropriate natural resources.
- (9) Require specific architectural details and/or design to produce a physical development which is compatible in appearance with the uses permitted by right in the zoning district.
- (10) Specify other conditions of approval to permit development of the special exception use in conformity with the intent and purpose of this Code and the Town's Comprehensive Plan.

(e) F. Enforcement. The violation of any conditions, when made a part of the terms under which the special exception use is approved, shall be deemed a violation of this chapter subject to enforcement under the provisions of this Code.

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

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

Section 5. **Codification.** The sections of the Ordinance may be made a part of the Town Code of Laws and Ordinances and may be renumbered or relettered to accomplish such, and the word “ordinance” may be changed to “section,” “article,” or any other appropriate word.

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

TAB 7



Town of Lake Park Town Commission
Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Tab 7*

Agenda Title: APPROVAL OF THE STAFF INITIATED TEXT AMENDMENT TO SECTION 78-144 OF THE TOWN OF LAKE PARK CODE OF ORDINANCES TO CREATE LANGUAGE RELATING TO CROSS ACCESS AND JOINT ACCESS

- | | |
|--|--|
| <input type="checkbox"/> SPECIAL PRESENTATION/REPORTS
<input type="checkbox"/> BOARD APPOINTMENT
<input checked="" type="checkbox"/> PUBLIC HEARING ORDINANCE ON 1st READING
<input type="checkbox"/> NEW BUSINESS
<input type="checkbox"/> OTHER: _____ | <input type="checkbox"/> CONSENT AGENDA
<input type="checkbox"/> OLD BUSINESS |
|--|--|

Approved by Town Manager *[Signature]* Date: *8/14/13*

Nadia Di Tommaso / Community Development Director *ND*
 Name/Title

Originating Department: Community Development	Costs: \$ 0 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: → Staff Report → Ordinance ___-2013
Advertised: Date: <i>N/A on first reading</i> Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u><i>ND</i></u> OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

Please refer to the Staff Report.

Recommended Motion: I move to APPROVE Ordinance *13*-2013 on first reading.



Town of Lake Park Community Development Department

Meeting Date: August 21, 2013

Nadia Di Tommaso
Community Development Director

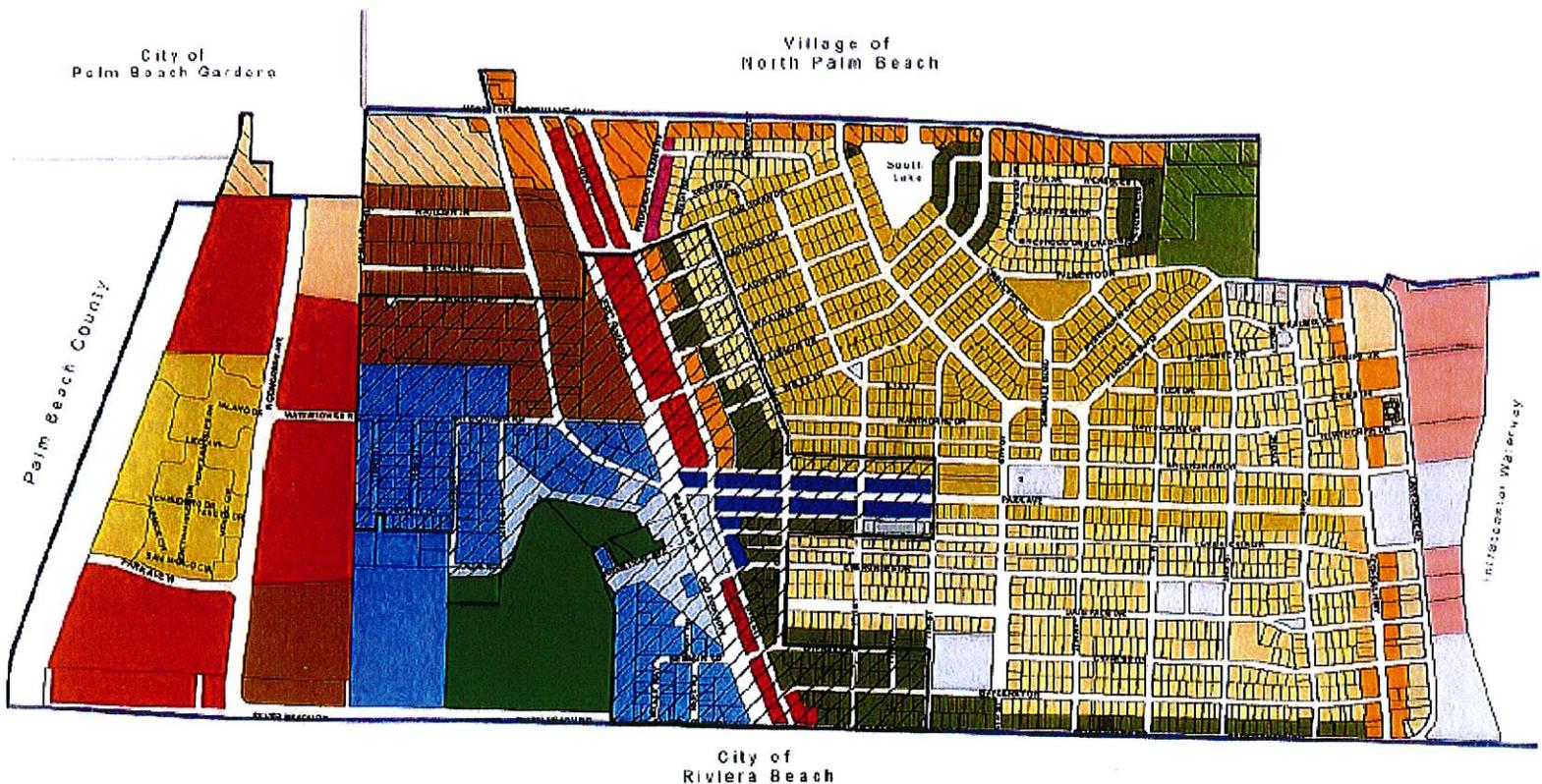
To: TOWN COMMISSION

Re: Changes to Section 78-144
Creating Joint Access and Cross Access Language

Planning and Zoning Board Recommendation (August 5, 2013): *Approved unanimously (4-0).*

Over the past few months, several staff members have participated in conversations with private property owners as it relates to their parking lots, driveway connections and overall access to their properties. The Town's commercial zoning districts are illustrated on the Town's Zoning Map below:

- Commercial-1 (C-1)
- Commercial 1B (C-1B)
- Commercial-2 (C-2)
- Commercial-3 (C-3)
- Commercial-4 (C-4)
- Campus Light Industrial and Commercial (CLIC)
- Park Avenue Downtown District (PADD)



Legend

- | | | | | | |
|------------------|-----|-----|--------|--------------------|------------|
| — CRA Boundaries | | | | | |
| R'B | R2A | C1 | Public | GRA | Commission |
| R'AA | R3 | C1B | PUD | NB02_overlay | |
| R' | R2 | C2 | PADD | C4 | |
| R'A | TND | C3 | CLIC | Lake_Park_Boundary | |

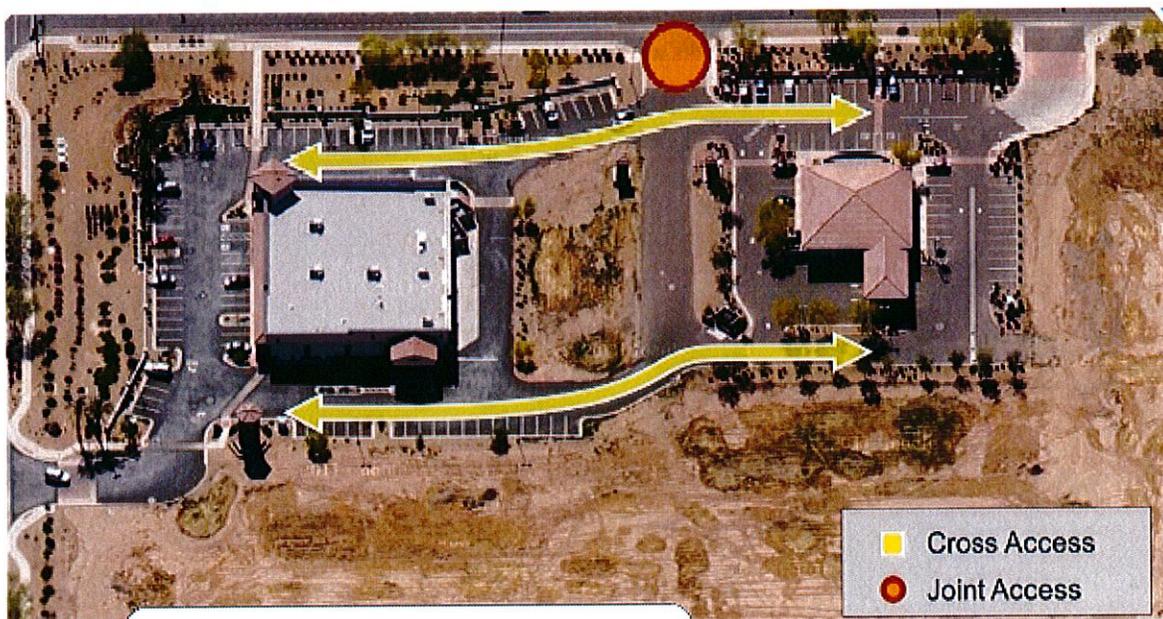
Policy 8.2 of the Town's Comprehensive Plan's Traffic Circulation Element promotes cross access and shared access (joint access) in stating the following:

Policy 8.2: At the time of redevelopment and through cross-access and shared access agreements, the Town shall discourage excessive curb cuts including the control of connections and access points of driveways and roads to roadways on arterial and major collector streets within the confines of the Town's roadway network.

WHAT IS JOINT ACCESS AND WHAT IS CROSS ACCESS?

Joint and cross access are methods of allowing adjacent properties to share driveways, drive aisles, and parking lot facilities. **Joint access** allows two adjacent property owners to share a driveway along their common property line. **Cross access** allows traffic to move between adjacent properties without re-entering the public roadway.

Example of Joint and Cross Access:



WHY IS JOINT ACCESS/CROSS ACCESS IMPORTANT?

The majority of the Town's commercial structures were built in the early 1960's and 1970's. While some of these commercial structures have been renovated, many of these commercial structures were built on lots that do not meet the Town's current land development regulations. Consequently, the majority of the existing parking lots, and the

number of available parking spaces, drive aisles and driveways for commercial properties in the Town, are non-conforming. The businesses and the Town would be better served if these businesses, on separate lots, were operated in conjunction with their neighboring lots. The changes proposed by staff **provide an alternative method** to property owners to meet the access, parking and circulation requirements of the Code. Ultimately, a property owner will have two options:

- (1) Utilize, build, renovate or expand upon their properties such that they meet the existing land development regulations, including those for parking, drive aisles, service drives and access points as required by Code.

OR

- (2) Utilize, build, renovate or expand upon their private property through the sharing of parking spaces, drive aisles, service drives and all relevant access points using the provisions proposed as part of this agenda item. This would require property owners to agree to cross and joint access easements.

Property owners should be encouraged and incentivized to select option (2) because cross and joint access will enhance a property owner's development opportunities; improve roadways, pedestrian, and bicycle safety; reduce congestion; and support multi-modal travel. Cross access may also have an incidental benefit to the businesses to the extent that customers are encouraged to stay on-site and visit multiple businesses.

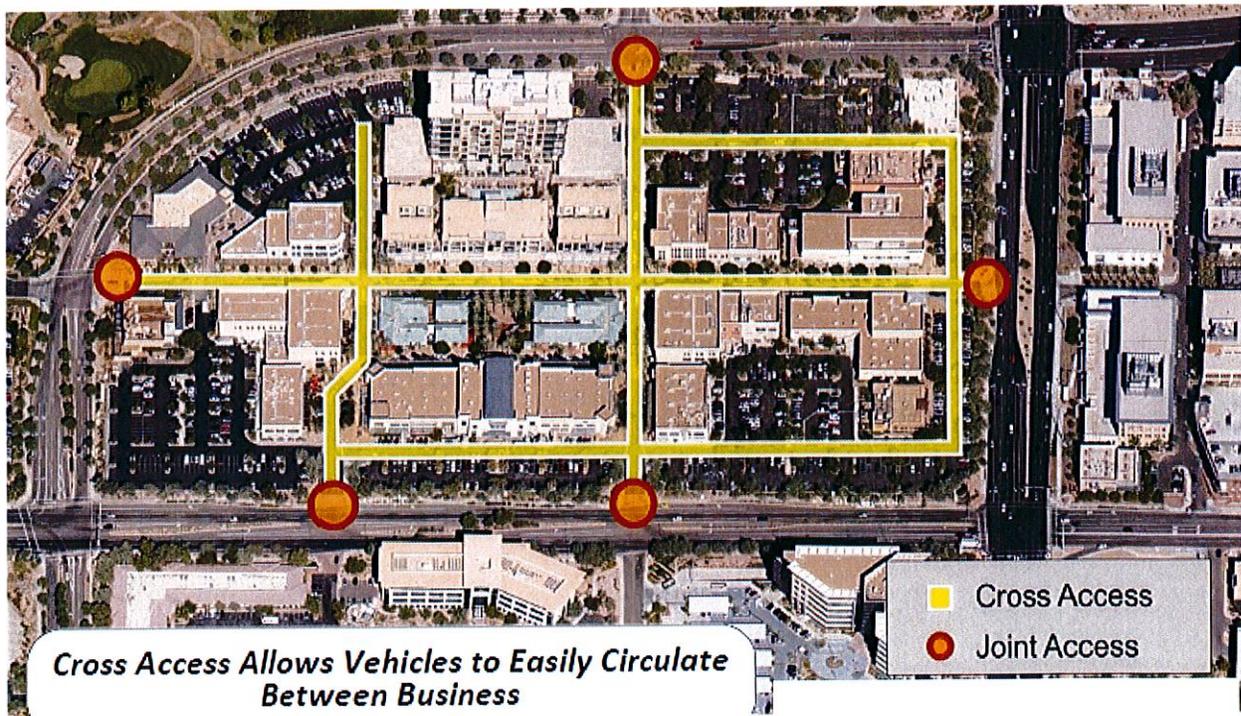
Joint and cross access diminishes roadway inefficiency. "Driveway hopping" occurs when vehicles are forced to go from one driveway to another, using the public street, to access an adjacent property. Slower vehicles that "driveway hop" then mix with higher speed vehicles traveling the street which causes traffic on the public street to slow down, and sometimes brake quickly, on the public street. This can cause accidents and leads to driver frustration. With joint and cross access easement agreements in place, vehicles can travel between adjacent properties without having to use the public street.

Example of driveway hopping:



Joint access increases safety. Consolidating and using shared access points on a public roadway may reduce the number of accidents. Driveways of access points without a traffic signal allow vehicles to enter or exit the public roadway freely. This movement increases the potential for a conflict with vehicles in the traffic stream. When traffic volumes are high, the spacing between vehicles is smaller and drivers have less opportunity to safely enter or exit a driveway. A vehicle exiting the public roadway will generally brake before turning, which may result in rear-end and lane-change collisions. Encouraging adjacent property owners along public roadways to execute cross and joint access easements to share access may improve safety by minimizing driveway conflict areas.

Joint and cross access will benefit businesses. Properly designed driveways shared by multiple businesses may allow more site area for parking and landscaping. Sites with landscaped areas and sufficient parking are generally more attractive and convenient to customers and maintain or even increase their property values. Cross access connections between adjacent commercial developments will improve customer convenience. More businesses will be accessible to a customer without having to re-enter the public roadway. Individual businesses may also experience increased exposure from customers visiting adjacent businesses.



Staff is proposing the following text amendments to Section 78-144 of the Town of Lake Park Code of Ordinances, to include the following language:

Section 78-144 – Access to rights-of-way

(f) Cross access/joint access easements

(1)

In order to provide for an alternative method to ensure the safe and efficient movement of traffic along public roadways and to comply with the minimum parking standards for those properties which front public streets in the Town’s commercial zoning districts, property owners shall, whenever feasible, execute cross access and joint access easements to share common driveways, drive aisles, service drives, and parking areas, to facilitate access between their properties and the businesses located thereon. Property owners who agree to execute cross access and/or joint easements may be entitled to a reduction of the number of required parking spaces upon their respective properties by up to 50 percent provided a shared parking study is submitted to the Director of Community Development which demonstrates that the parking demand for the properties subject to the cross access and/or joint access easement can be met. The parking demand study shall be subject to the review and approval of the Community Development Director. The study shall:

- i. List the legal names of the property owners, the size and type of uses located and being operated upon that owners property;
- ii. Include the amount of average and peak daily trips to the uses on their properties;
- iii. Include the rate of turnover of parking spaces during business hours;
- iv. Include the anticipated peak parking and traffic loads to be encountered; and

- v. Include the executed cross access/joint access easement between the property owners.

(2) Any property owner who proposes the expansion of an existing business, the development of a new or different use, or the redevelopment of a property, shall design the site to accommodate vehicular circulation through its site to adjacent owners' sites by the use of a cross access and/or joint access easement which defines the shared access points or driveway, drive aisles, service drives, and parking spaces that can be connected to an adjacent property owners' property. Provided, however, a property owner within a commercially zoned district whose property fronts a public street, who can connect to the public roadway, and whose uses meet the Town's parking standards, may elect to not participate in cross access/joint access easements with adjacent property owners.

(3) All properties with frontage on public streets which are within commercial Zoning Districts shall be subject to the access to rights-of-way regulations in Section 78-144 of the Code which can be supplemented by the execution of cross and joint access easements between Owners of properties whose properties front public streets as shown in Figure 78-144-1. Cross and joint access circulation is encouraged whenever feasible and shall include the following:

- (i) A cross access drive extending the entire length of each block served to provide for driveway separation consistent with the access to rights-of-way system in Section 78-144 and standards;
- (ii) A design speed respective of the individual vehicular drive aisles and which maintains a sufficient width to accommodate two-way travel aisles shall be designed to accommodate personal vehicles and service vehicles; and
- (iii) Stub-outs and other design features to make it visually obvious that adjacent properties may be legally bound to provide cross access points, consistent with the visibility triangle requirements and the landscape requirements of the Town Code;

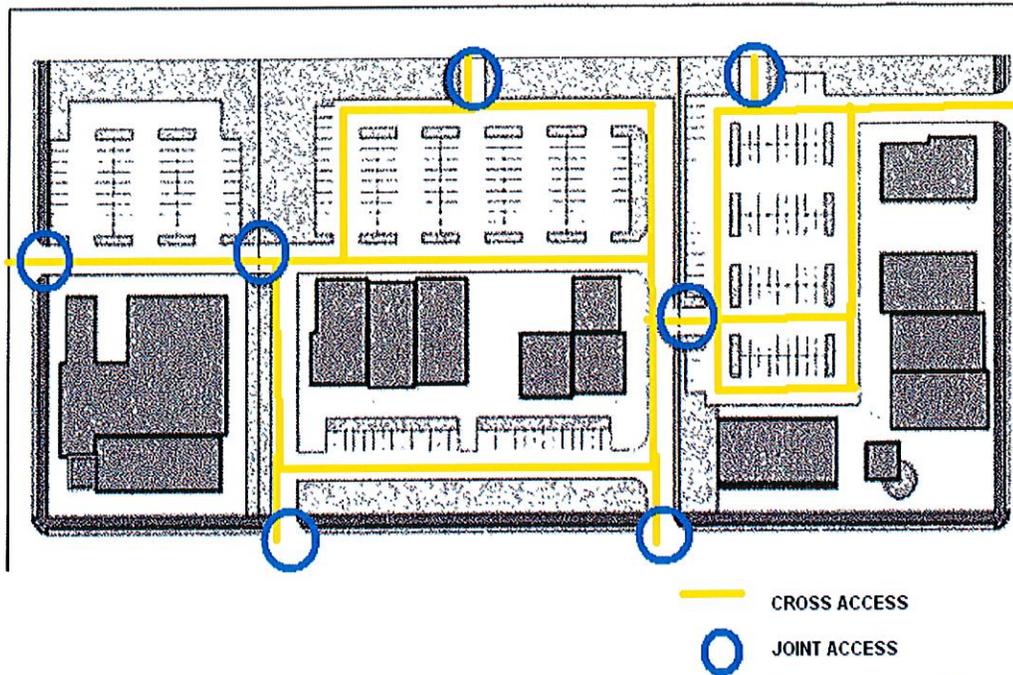


Figure 78-144-1: Cross access between parking areas and adjacent properties. Joint access through the use of common driveways entrances and between properties.

(4) Pursuant to this section, where cross access or joint access easements between Property Owners has been agreed to, the parties to the cross access and/or joint access easements shall record the easement allowing cross and/or joint access between properties.

(5) Pursuant to this section, where cross and/or joint access easements between property owners has been agreed to, those properties proposing reconstruction or redevelopment shall provide that remaining access rights along the public roadway shall be dedicated to the Town and any pre-existing driveways shall be closed following the reconstruction or redevelopment of the properties.

STAFF RECOMMENDATION: I MOVE TO APPROVE ORINANCE NO. ___-2013 on first reading.

ORDINANCE NO. 13-2013

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 78, ARTICLE V, SECTION 78-144 OF THE TOWN'S CODE OF ORDINANCES TO AUTHORIZE AND ENCOURAGE THROUGH INCENTIVES THE PROVISION OF CROSS ACCESS AND JOINT ACCESS EASEMENTS BETWEEN THE OWNERS OF TWO OR MORE PROPERTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the Town Commission has adopted land development regulations pertaining to access to rights of way, which have been codified in Chapter 78, Article V, Section 78-144 of the Code of Ordinances of the Town; and

WHEREAS, the Town Commission has directed the Town Manager to prepare amendments to Section 78-144 to create opportunities for, and incentives to encourage two or more property owners to enter into cross access and parking easements for properties which share parking areas, driveways and drive aisles in the Town's commercial Zoning Districts; and

WHEREAS, it is the intent of this Ordinance to provide opportunities for and to encourage by providing incentives for vehicular cross access and joint access between commercial businesses' vehicular driveways, drive aisles, and parking areas; and

WHEREAS, it is the intent of this Ordinance to provide opportunities for, and to encourage through incentives, the joint use of driveways, drive aisles, parking areas, and service

drives by authorizing two or more properties through the execution of cross access and/or joint access easements; and

WHEREAS, it is the intent of this Ordinance to, wherever feasible, provide for a system of the joint use of driveways, drive aisles, and parking areas to be implemented through cross access and/or joint access easements between two or more property owners within the Town's commercial Zoning Districts; and

WHEREAS, it is the intent of this Ordinance to provide opportunities for vehicular connectivity to integrate and connect businesses which front the Town's public streets in its commercial Zoning Districts, without compromising the capacity of these streets; and

WHEREAS, it is the intent of this Ordinance to limit additional, direct vehicular access by discouraging multiple curb cuts to individual properties so as to provide for the safe and efficient mobility.

Section 78-144 – Access to rights-of-way

(f) Cross access/joint access easements

(1)

In order to provide for an alternative method to ensure the safe and efficient movement of traffic along public roadways and to comply with the minimum parking standards for those properties which front public streets in the Town's commercial zoning districts, property owners shall, whenever feasible, execute cross access and joint access easements to share common driveways, drive aisles, service drives, and parking areas, to facilitate access between their properties and the businesses located thereon. Property owners who agree to execute cross access and/or joint easements may be entitled to a reduction of the number of required parking spaces upon their respective properties by up to 50 percent provided a shared parking study is submitted to the Director of Community

Development which demonstrates that the parking demand for the properties subject to the cross access and/or joint access easement can be met. The parking demand study shall be subject to the review and approval of the Community Development Director. The study shall:

- i. List the legal names of the property owners, the size and type of uses located and being operated upon that owners property;
- ii. Include the amount of average and peak daily trips to the uses on their properties;
- iii. Include the rate of turnover of parking spaces during business hours;
- iv. Include the anticipated peak parking and traffic loads to be encountered; and
- v. Include the executed cross access/joint access easement between the property owners.

(2) Any property owner who proposes the expansion of an existing business, the development of a new or different use, or the redevelopment of a property, shall design the site to accommodate vehicular circulation through its site to adjacent owners' sites by the use of a cross access and/or joint access easement which defines the shared access points or driveway, drive aisles, service drives, and parking spaces that can be connected to an adjacent property owners' property. Provided, however, a property owner within a commercially zoned district whose property fronts a public street, who can connect to the public roadway, and whose uses meet the Town's parking standards, may elect to not participate in cross access/joint access easements with adjacent property owners.

(3) All properties with frontage on public streets which are within commercial Zoning Districts shall be subject to the access to rights-of-way regulations in Section 78-144 of the Code which can be supplemented by the execution of cross and joint access easements between Owners of properties whose properties front public streets as shown in Figure 78-144-1. Cross and joint access circulation is encouraged whenever feasible and shall include the following:

- (i) A cross access drive extending the entire length of each block served to provide for driveway separation consistent with the access to rights-of-way system in Section 78-144 and standards;
- (ii) A design speed respective of the individual vehicular drive aisles and which maintains a sufficient width to accommodate two-way travel aisles shall be designed to accommodate personal vehicles and service vehicles; and
- (iii) Stub-outs and other design features to make it visually obvious that adjacent properties may be legally bound to provide cross access points, consistent with the visibility triangle requirements and the landscape requirements of the Town Code;

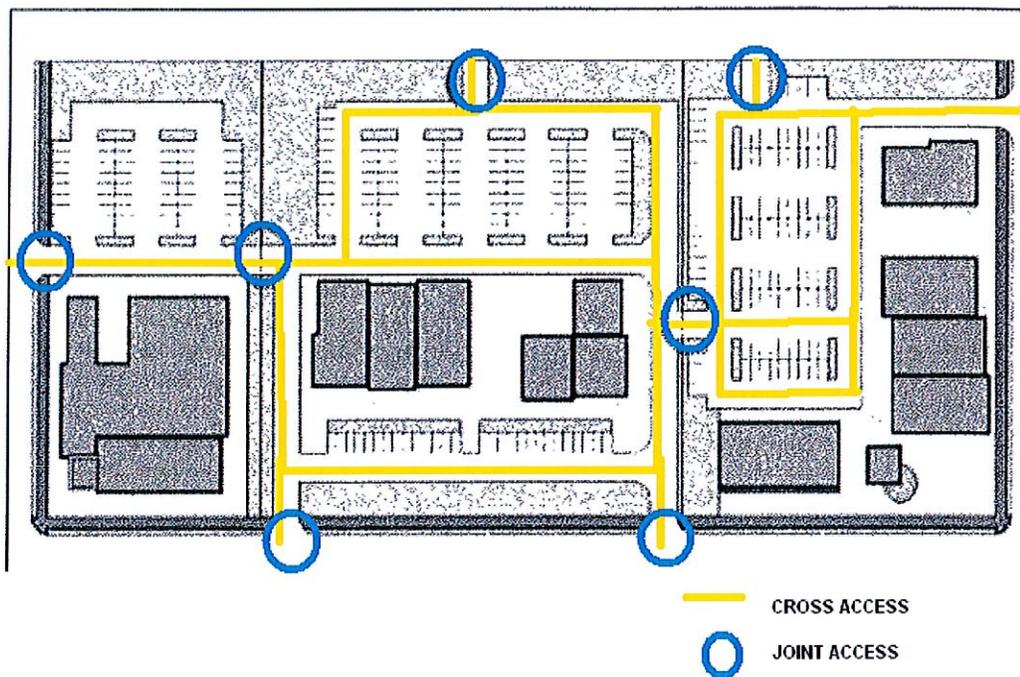


Figure 78-144-1: Cross access between parking areas and adjacent properties. Joint access through the use of common driveways entrances and between properties.

(4) Pursuant to this section, where cross access or joint access easements between Property Owners has been agreed to, the parties to the cross access and/or joint access easements shall record the easement allowing cross and/or joint access between properties.

(5) Pursuant to this section, where cross and/or joint access easements between property owners has been agreed to, those properties proposing reconstruction or redevelopment shall provide that remaining access rights along the public roadway shall be dedicated to the Town and any pre-existing driveways shall be closed following the reconstruction or redevelopment of the properties.

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

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

Section 2. Chapter 78, Article V, Section 78-144 is hereby amended as follows:

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

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

Section 5. Codification. The sections of the Ordinance may be made a part of the Town Code of Laws and Ordinances and may be renumbered or relettered to accomplish such, and the word "Ordinance" may be changed to "Section," "Article," or any other appropriate word.

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

Ordinance
on
Second
Reading

TAB 8



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Tab 8*

Agenda Title: Ordinance 10-2013 Changing the Board Appointment Process

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *DM* **Date:** *8/21/13*

Vivian Mendez – Town Clerk

Name/Title

<p>Originating Department:</p> <p>Town Clerk</p>	<p>Costs: \$ 175.44</p> <p>Funding Source: Advertising</p> <p>Acct. # 106-48100</p> <p><input checked="" type="checkbox"/> Finance <u><i>BKZ</i></u></p>	<p>Attachments:</p> <p>Ordinance 10-2013 Receipt of Advertisement</p>
<p>Advertised:</p> <p>Date: <u>August 11, 2013</u></p> <p>Paper: <u>Palm Beach Post</u></p> <p><input 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 _____</p> <p>OR</p> <p>Not applicable in this case <u><i>VM</i></u></p> <p>Please initial one.</p>

Summary Explanation/Background: During the May 30, 2013 Commission Workshop the Commission directed staff to create an Ordinance changing the Board Appointment Process. At the June 26, 2013 Commission Workshop the Commission reviewed the first draft of the Board Appointment Process Ordinance and suggested changes, which have been incorporated in the attached Ordinance.

Recommended Motion: I move to adopt Ordinance 10-2013 on second reading.

ORDINANCE NO. 10-2013

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE IV, DIVISION 1, SECTION 2-112 OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, PERTAINING TO THE APPOINTMENT OF MEMBERS TO TOWN BOARDS AND COMMITTEES; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the Town Commission has adopted general provisions pertaining to the appointment of the membership of certain Town boards and committees which have been codified in Section 2-112 of the Town’s Code of Ordinances; and

WHEREAS, certain provisions of Code Section 2-112 of the Town’s Code of Ordinances require amendment, repeal, modification, or revision; and

WHEREAS, Town staff has recommended to the Town Commission that Section 2-112 (i), and (j) of the Town Code of Ordinances be amended, and

WHEREAS, the Town Commission has reviewed this recommendation and agrees with the Town staff’s recommendation to amend Section 2-112 (i), and (j), of the Town’s Code of Ordinances regarding the appointment of regular and alternate members of certain boards and committees and the nomination for action on vacancies on any such board or committees.

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

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

Section 2. Chapter 2, Article IV, Division 1, Section 2-112 of the Code of Ordinances of the Town of Lake Park, Florida is hereby amended as follows:

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

(i) Ballet *Nomination for action on vacancies.* The clerk shall prepare the ballot a list of volunteers, including members who seek reappointment, along with the profile sheet for commission action on a vacancy. The ballot list of volunteers shall include the name of each person seeking the appointment for which a profile sheet has been timely received. Each person seeking appointment shall be identified as a current member, current first alternate member, current second alternate member or new applicant, as appropriate. The commission may interview board and committee members appearing on the clerk's list who volunteer for reappointment or appointment. A nomination to fill a vacancy may be made by any member of the commission. For a nominee to be appointed there must be a second and majority vote of the commission. The clerk shall receive, tally and announce the results at the town commission meeting at which the balloting occurs. Thereafter, the clerk shall notify each volunteer applicant in writing of the town commission's action upon the applicant's request for appointment.

(j) Vacancies on a board or committee shall be automatically filled by an alternate member of that board or committee for the unexpired term. If two vacancies occur at the same time, the second vacancy shall be filled by the second alternate for the unexpired term. If a board or committee has more that two vacancies, the Town Commission may appoint temporary members, as necessary, who shall serve until the Commission makes a regular appointment. The Town Clerk shall notify an alternate upon a change in status.

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

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

Section 5. **Codification.** The sections of the Ordinance may be made a part of the Town Code of Laws and Ordinances and may be renumbered or re-lettered to accomplish such, and the word “ordinance” may be changed to “section,” “article,” or any other appropriate word.

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

Palm Beach Post, The

08/11/2013

Miscellaneous Notices

LEGAL NOTICE OF PROPOSED ORDINANCE

TOWN OF LAKE PARK

Please take notice that on Wednesday, August 21, 2013 at 6:30 p.m. or soon thereafter the Town Commission, of the Town of Lake Park, Florida in a regular session to be held in the Commission Chambers, Town Hall, 535 Park Avenue, Lake Park, Florida will consider the following Ordinances on second reading and proposed adoption thereof:

ORDINANCE NO. 10-2013

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE IV, DIVISION 1, SECTION 2-112 OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, PERTAINING TO THE APPOINTMENT OF MEMBERS TO TOWN BOARDS AND COMMITTEES; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

If a person decides to appeal any decision made by the Town Commission with respect to any hearing, they 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. For additional information, please contact Vivian

Mendez, Town Clerk at 561-881-3311.

Vivian Mendez, CMC, Town Clerk

Town of Lake Park, Florida

PUB: The Palm Beach Post

8-11/ 2013 #112698

**Quasi-
Judicial
Public
Hearing**

TAB 9



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Tab 9*

Agenda Title: APPROVAL OF THE REQUEST FILED BY BARKLEY'S CANINE CLUB FOR THE SPECIAL EXCEPTION USE OF AN ANIMAL SERVICE ESTABLISHMENT, WHICH INCLUDES THE COMPONENTS OF A BOARDING KENNEL AND AN OUTDOOR AREA FOR DAYTIME USE, TO BE LOCATED AT 524 NORTHLAKE BOULEVARD IN THE C-1 BUSINESS DISTRICT

- SPECIAL PRESENTATION/REPORTS
 - BOARD APPOINTMENT
 - PUBLIC HEARING
 - NEW BUSINESS
 - OTHER: SPECIAL EXCEPTION APPLICATION - RESOLUTION
- CONSENT AGENDA
 - OLD BUSINESS
 - ORDINANCE ON __ READING

Approved by Town Manager *DSS* Date: *8/14/13*

Nadia Di Tommaso / Community Development Director *ND*
Name/Title

<p>Originating Department: Community Development</p>	<p>Costs: \$ 750 application fee Funding Source: Applicant ("Barkley's") Acct. # 4649 <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u> **A Town courtesy notice to all properties within 300 feet was also provided: \$213.85** Acct# 500-41200</p>	<p>Attachments:</p> <ul style="list-style-type: none"> → Staff Report → Resolution 21-08-13 → Copy of Applicant's Application → Exhibit "A" PBC Animal Care and Control Ordinance → Exhibit "B" Current Photos of Facility → Exhibit "C" PBC email correspondence → Exhibit "D" Section 10-155 Noise Ordinance → Exhibit "E" – Letters of Support → Exhibit "F" – Legal Ad → Exhibit "G" – Site Plan and Aerial Image
<p>Advertised: Date: August 9, 2013 Paper: Palm Beach Post <input 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 __ <u><i>ND</i></u> – see notation in cost field or Not applicable in this case ____ Please initial one.</p>

Summary Explanation/Background: PLEASE REFER TO THE STAFF REPORT.

Recommended Motion: I move to APPROVE Resolution 21-08-13.



**TOWN LAKE OF PARK
TOWN COMMISSION
Meeting Date: August 21, 2013**

REQUEST FILED BY BARKLEY'S CANINE CLUB FOR THE SPECIAL EXCEPTION USE OF AN ANIMAL SERVICE ESTABLISHMENT, INCLUSIVE OF AN OUTDOOR COMPONENT, IN THE C-1 BUSINESS DISTRICT.

APPLICANT'S REQUEST: Barkley's Canine Club ("Applicant") located at 524 Northlake Boulevard ("Property") has submitted an application for the Special Exception use of "Animal Service Establishment" in the C-1 Business District as listed in Section 78-71 of the Town Code. The approval of this Special Exception use would authorize the Applicant to provide overnight animal boarding services to its patrons, and to operate an outdoor area for dogs as components of an Animal Service Establishment .

[Planning and Zoning Board Recommendation \(May 6, 2013\): APPROVAL 4-0 with conditions.](#)

BACKGROUND:

Applicant(s): Barkley's Canine Club
Owner(s): Tra & Truc Phan Nguyen
Address/Location: 524 Northlake Blvd
Existing Zoning: C-1 Business District / Northlake Boulevard Overlay Zone (NBOZ)
Future Land Use: Commercial

Adjacent Zoning

North: N/A (North Palm Beach)
South: R-1 Residential District
East: C-1 Business District / NBOZ
West: C-1 Business District / NBOZ

Adjacent Existing Land Use

North: Commercial (Village of North Palm Beach)
South: Residential
East: Commercial
West: Commercial

I. SUMMARY AND HISTORY OF REQUEST

The Applicant is requesting approval for the special exception use of an Animal Service Establishment, inclusive of an outdoor area component, in the C-1 Business District. The proposed use will be in addition to the Applicant's existing permitted uses of Animal Indoor Training Center and Animal Grooming Establishment. The business currently operates at 524 Northlake Boulevard.

The Applicant has a 3,000 square foot facility which occupies two-thirds of the building located at 524 Northlake Boulevard. The Applicant has operated its dog training and grooming business under the categories of “beauty shop” and “instructional studio” since February of 2012. Both of these uses are permitted uses in the C-1 Business District. Recently, Code Section 78-71 was changed to incorporate and recognize that the Applicant is operating animal-related uses, and not a “beauty shop” or an “instructional studio”. The instructional studio operation of the Applicant's businesses are now more appropriately classified as an *Animal Indoor Training Center*, and the “Beauty Shop” use is now more appropriately classified as an *Animal Grooming Establishment*.

In mid-2012, Staff permitted the Applicant to operate an “accessory” outdoor area by issuing a fence permit. While factors such as parking, noise, and sanitation were considered at the time, staff expressed concerns regarding nuisances and regulatory control primarily because the Property abuts the R-1 Residential District. Staff learned that Palm Beach County Animal Care and Control (PBCACC) regulates all animal service establishments and oversees all aspects of their operations by requiring licensure for each service provided. Staff also understood that PBCACC's Ordinance 98-22 Section 4-23 enforces standards specifically for kennels and grooming facilities regarding frequent inspections, licensing and permitting requirements, health hazards, sanitation, record keeping, facility requirements, and operational standards (see Exhibit “A” for detailed descriptions from PBCACC's regulating Ordinance). The Town Code's regulations pertaining to noise and odor would be adequate to enforce any potential nuisances that the business might create. At the time, staff was comfortable with the operation of this business because it had been operating for more than a year without any documented complaints or concerns. It was only when the staff discovered that a boarding component was added, without prior approval, that staff realized the initial intent of treating the use under the “general” instructional use and beauty shop category with the allowance of a outdoor fenced area enclosure, could no longer fit the general intent of the Code. Specific animal-related uses needed to be incorporated into the Code, inclusive of a boarding component, which was not permitted at the time, but is now permitted as a special exception use.

Even though the Applicant's intention was to initially apply for a Special Exception use to allow the boarding-kennel component of an Animal Service Establishment at the subject property, the approved language in Section 78-71 also requires a Special Exception use be approved to operate any animal-related use having an outdoor component. In order to authorize the existing operation, including the outdoor component, the Applicant is also requesting the Special Exception use of an outdoor area. The outdoor area is directly related to the Boarding-Kennel in that it serves the “daytime” component of the operation whereby dogs staying overnight will naturally be at the facility during daytime hours as well, at which time the outdoor areas will be utilized. Staff has been informed by the business operator, Ms. Cindy Hackle, that the dogs are not permitted outdoors past 8pm.

To address potential nuisances, staff is recommending a series of conditions of approval, seen in Section III of this Report. Additionally, while a site plan was not specifically requested as this request moved through the Planning and Zoning

Board meeting, Staff has been diligently working with the Applicant on a site plan which is included as Exhibit "G". The site plan serves as a visual aid detailing the internal location of the Applicant's business; the outdoor area, as well as the existing parking layout and landscaping which was all approved back in 1979.

It is important to note that based on **Sec. 78-184**, the Town Commission may include conditions of approval upon reviewing the Special Exception, such as:

1. Limit the manner in which the use is conducted, including restricting the time an activity may take place and/or restraints to minimize such effects as noise, vibration, air pollution, glare and/or odor.
2. Establish a special setback, open space requirement, and/or lot area or dimension.
3. Limit the height, size, and/or location of a building or other structure.
4. Designate the size, number, location and/or nature of access points (vehicle and pedestrian).
5. Designate the size, location, screening, drainage, type of surfacing material and/or other improvement of a parking and/or loading area.
6. Limit or otherwise designate the number, size, location, height and/or lighting of signs.
7. Require the use of, and designate the size, height, location and/or materials for, berming, screening, landscaping and/or other facilities to protect and/or buffer adjacent or nearby property, including designating standards for installation and/or maintenance of the facilities.
8. Require the protection and/or relocation of additional trees, vegetation, water resources, wildlife habitat and/or other appropriate natural resources.
9. Require specific architectural details and/or design that produces a physical development which is compatible in appearance with the uses permitted by right in the zoning district.
10. Specify other conditions of approval to permit development of the special exception use in conformity with the intent and purpose of this Code and the town's comprehensive plan.

II. SPECIAL EXCEPTION REVIEW CRITERIA

1. **The proposed Special Exception use is consistent with the goals, objectives, and policies of the town's comprehensive plan.**

The Town's Future Land Use Element designates Northlake Boulevard's future land use as "commercial" which consists of, "retail, service and professional businesses," (Section 3.2.6.2 Town Comprehensive Plan). The Future Land Use Classification System restricts "commercial" land use to:

“Lands and structures devoted primarily to the delivery, sale or otherwise transfer of goods or services on a retail basis, with a maximum F.A.R. of 2.0. This category also includes personal and professional services.”

-Section 3.4.3 “Future Land Use Classification System”, Lake Park Comprehensive Plan

Criteria Met. The business currently operates as a commercial establishment providing services for the owners of dogs..

2. The proposed special exception is consistent with the land development and zoning regulations and all other portions of this Code.

Criteria Met. An Animal Service Establishment with outdoor area component is permitted as a Special Exception use in the C-1 Business District.

3. The proposed special exception use is compatible with the character and use (existing and future) of the surrounding properties in its function; hours of operation; type and amount of traffic to be generated; building location, mass, height and setback; and other relevant factors peculiar to the proposed special exception use and the surrounding property.

Criteria Met. The Applicant is currently located within the C-1 Business District and has a future land use designation of “commercial”. The physical characteristics of the Property are consistent with the neighboring businesses in terms of height, setbacks, and architectural elements. The Applicant's existing permitted uses (pet grooming and training) and proposed Special Exception use (Animal Service Establishment, a component of which is a boarding-kennel) are service-oriented uses which are compatible with the neighboring personal and professional service uses. The outdoor area is not incompatible with the surrounding uses. Staff has not received any complaints since the business' inception, but has actually received letters of support which can be found in **Exhibit “E”**. The Applicant's existing hours of operation and traffic circulation have not presented any nuisances to the surrounding properties. The additional proposed use is not expected to have any negative impacts towards on-site traffic circulation since the Applicant will be primarily serving existing patrons who are expected to generate the same amount of traffic. The parking on-site is shared amongst the two existing commercial tenants and the combined retail and personal-service related uses can accommodate the Code requirement of 5 spaces per 1,000 square feet. The traffic impacts were also reviewed with the Palm Beach County Traffic Division and no additional issues were raised (see **Exhibit “C”** for a copy of the email correspondence).

The Property abuts the R-1 Residential District. An alleyway and adjacent concrete wall is south of the Applicant's property line. The outdoor area is also located 55 feet from the residential properties in the rear and meets the minimum 40-foot requirement defined in Section 78-2 of the Code. While service-oriented establishments are typically compatible with residential districts, concerns with noise and odor may arise with the use of "boarding-kennels". Staff is proposing additional conditions which can be found in Section III of this report. These conditions also include additional mitigation provisions for outdoor run areas, providing for sanitary requirements and minimum setback requirements to residential areas.

4. **The establishment of the proposed special exception use in the identified location does not create a concentration or proliferation of the same or similar type of special exception use, which may be deemed detrimental to the development or redevelopment of the area in which the special exception use is proposed to be developed.**

Criteria Met. Currently, there are no uses along the south side of Northlake Boulevard that are the same or similar to the proposed Special Exception use. This use will be the first of its kind in the C-1 Business District and the Town as a whole.

5. **The proposed special exception use does not have a detrimental impact on surrounding properties based on:**

- a. **The number of persons anticipated to be using, residing, or working on the property as a result of the special exception use;**

Criteria Met. The Applicant plans to use one overnight employee and existing daytime staff which does not exceed 3 employees.

- b. **The degree of noise, odor, visual, or other potential nuisance factors generated by the special exception use;**

Criteria Met. The nature of the Applicant's establishment is such that odor and noise nuisances may occur.

The area most susceptible to odor is the Applicant's exterior play area. The Applicant installed a small open turfed area located in the rear of the Property. According to the Applicant, the turf has a built in irrigation and drainage system to ensure sanitation. The turf is frequently treated with anti-odor sprays and is cleaned after every use. All aspects of outdoor play/run areas are regulated by the PBCACC division.

The Town's Noise Control Ordinance states that noise in the commercial district is limited to 60 decibels during all times of the day. If complaints arise, Town staff can enforce the Code by using a decibel meter to measure the decibels and determine whether or not the activity complies with the Code. Staff is also recommending as a condition of approval found in Section III of this report, that a letter from a noise professional be submitted within six months of the special exception approval, to the Town's Community Development Department. This letter shall certify, through a minimum four-week study, that the Town's noise levels are being met per the Town's Noise Ordinance in Section 10-155 of the Town Code.

In the case of visual nuisances, the demarcation line between the Residential-1 District and the Commercial-1 Business District is a cement wall which acts as a visual and sound buffer. Other nuisances, such as vibrations, are not a concern since the Applicant's establishment does not generate vibrations. The outdoor area is located 55 feet from the residential properties in the rear and meets the minimum 40-foot requirement defined in Section 78-2 of the Code.

c. The effect on the amount and flow of traffic within the vicinity of the proposed special exception use.

Criteria Met. The Applicant proposes to extend the boarding-kennel service to its existing patrons. While the Applicant might generate more clients, the nature of the business typically does not cause overflow traffic or disturb on-site circulation. The parking lot is essentially used as a drop-off/pick-up site for clients (see **Exhibit "C"** as referenced above).

6. That the proposed special exception use:

a. Does not significantly reduce light and air to adjacent properties.

Criteria Met. The proposed Special Exception use does not reduce lighting, nor will it adversely affect the air quality for adjacent properties. The outdoor area is only utilized during daytime hours.

b. Does not adversely affect property values in adjacent areas.

Criteria Met. As long as the Applicant regularly maintains the facility's sanitation to prevent odor and stays within the permitted sound decibel range, the proposed Special Exception use should not negatively impact property values for the adjacent areas.

- c. **Would not be a deterrent to the improvement, development or redevelopment of surrounding properties in accord with existing regulations.**

Criteria Met. The proposed Special Exception use would not be a deterrent to the future improvement, redevelopment, or development of surrounding properties.

- d. **Does not negatively impact adjacent natural systems or public facilities, including parks and open spaces.**

Criteria Met. There would not be any adverse impacts to natural systems or public facilities.

- e. **Provides pedestrian amenities, including, but not limited to, benches, trash receptacles, and/or bicycle parking.**

N/A.

III. STAFF RECOMMENDATION

Staff recommends that the Town Commission **APPROVE** the Special Exception use of an Animal Service Establishment which includes the components of an outdoor area and an animal boarding-kennel business, **based on the following conditions of approval, and any additional conditions proposed by the Town Commission:**

1. The Animal Service Establishment shall be limited to the boarding of dogs. Farm animals such as pigs and chickens or exotic animals such as snakes are expressly prohibited.
2. No animal having a disease harmful to humans shall be boarded or maintained in the facility
3. No outdoor area shall be located within 40 feet of any adjacent residential property line.
4. If the outdoor area is constructed using a chainlink fence, the fabric shall include a green mesh to screen the area from public view.
5. The outdoor area in or adjacent to a residential use shall not be used between the hours of 10:00 p.m. and 7:00 a.m.

6. Within six months of the effective date of the Resolution approving the Animal Service Establishment, the Applicant shall submit to the Community Development Department a letter from a sound professional indicating the results of a four-week noise study as it relates to the Applicant's business. The study shall compare the noise levels from the business with the decibel levels established in the Town code. In the event the study reveals that the uses are creating noise which exceeds the decibel levels established in the Code, the Applicant shall employ methods such as the use of sound barrier material such as "bark-block" and/or other approved insulation to mitigate the noise such that the establishment is operating within the decibel levels permitted by Code.
7. The Animal Service Establishment shall have flushing drains which shall be connected to an approved sanitary facility and other physical elements to properly dispose of the waste products generated by the business.
8. The facility shall be operated with air conditioning and heat so that the windows and doors can remain closed at all times, except when employees, patrons, and guests are entering and leaving the facility.

RESOLUTION NO. 21-08-2013

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A SPECIAL EXCEPTION USE FOR AN ANIMAL SERVICE ESTABLISHMENT INCLUSIVE OF AN OUTDOOR AREA FOR DAYTIME USE TO BE LOCATED AT 524 NORTHLAKE BOULEVARD; PROVIDING FOR CONDITIONS ASSOCIATED WITH THE USE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Barkley's Canine Club, ("Applicant") is proposing to operate an Animal Service Establishment at 524 Northlake Boulevard (the "Subject Property") in the Town of Lake Park, Florida (Town); and

WHEREAS, the Subject Property is owned by Tra and Truc Phan Nguyen ("Owners"); and

WHEREAS, the Subject Property is located within the Town's C-1 Business District, and

WHEREAS, the Applicant has submitted an application seeking authorization to operate the special exception use of Animal Service Establishment (the "Application") including the components of a boarding-kennel and an outdoor area for daytime use only at 524 Northlake Boulevard; and

WHEREAS, the Town's Planning and Zoning Board has reviewed the Application and has recommended to the Town Commission that it approve the Application; and

WHEREAS, the Town Commission has conducted a quasi-judicial public hearing to consider the Application; and

WHEREAS, at this hearing, the Town Commission considered the evidence presented by the Town staff, the Applicant, and other interested parties and members of the public, regarding the Application's consistency with the Town's Comprehensive Plan, the special exception criteria set forth in Section 78-184, and other provisions of the Town's Land Development Regulations which are applicable; and

WHEREAS, at this hearing the Town Commission determined that certain conditions are necessary in order for the Application to be consistent with the Town's Comprehensive Plan, and to meet the special exception criteria of Section 78-184 and the Town's Land Development Regulations.

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

Section 1: The whereas clauses are incorporated herein as the findings of fact and conclusions of law of the Town Commission.

Section 2. The Town Commission hereby approves the request for an Animal Service Establishment Special Exception use, which includes the components of a boarding kennel and an outdoor area for daytime use subject to the following conditions:

1. The Animal Service Establishment shall be limited to the boarding of dogs. Farm animals such as pigs and chickens or exotic animals such as snakes are expressly prohibited.
2. No animal having a disease harmful to humans shall be boarded or maintained in the facility
3. No outdoor area shall be located within 40 feet of any adjacent residential property line.
4. If the outdoor area is constructed using a chainlink fence, the fabric shall include a green mesh to screen the area from public view.
5. The outdoor area in or adjacent to a residential use shall not be used between the hours of 10:00 p.m. and 7:00 a.m.
6. Within six months of the effective date of the Resolution approving the Animal Service Establishment, the Applicant shall submit to the Community Development Department a letter from a sound professional indicating the results of a four-week noise study as it relates to the Applicant's business. The study shall compare the noise levels from the business with the decibel levels established in the Town code. In the event the study reveals that the uses are creating noise which exceeds the decibel levels established in the Code, the Applicant shall employ methods such as the use of sound barrier material such as "bark-block" and/or other approved insulation to mitigate the noise such that the establishment is operating within the decibel levels permitted by Code.

7. The Animal Service Establishment shall have flushing drains which shall be connected to an approved sanitary facility and other physical elements to properly dispose of the waste products generated by the business.
8. The facility shall be operated with air conditioning and heat so that the windows and doors can remain closed at all times, except when employees, patrons, and guests are entering and leaving the facility.

Section 3: The Owners, Applicant and their successors and assigns shall be subject to the conditions of approval included in Section 2.

Section 4. This Resolution shall become effective upon adoption.



Community

APR 12 2013

THE TOWN OF LAKE PARK
Community Development Department

APPLICATION FOR SPECIAL EXCEPTION REVIEW

Name of Applicant/Agent: Barkley's Canine Club

Address: 524 Northlake Blvd

Telephone: 561-904-6999 Fax: 561-904-6998

E-mail address: Cindyhackle@yahoo.com

Owner Agent (Attach Agent Authorization Form)

Owner's Name (if not applicant): Cindy Hackle + Carisa Deitz

Address: _____

Telephone: [REDACTED] Fax: _____

E-Mail address: _____

Property Location: _____

(authorized to act on behalf of owner Tia + Truc Nguyen)

Legal Description: Lake Park Add No 3 LT 7 + LT 8
(Less E 76.25 Ft) BLK 139

Property Control Number: 36434221031390070

Future Land Use: Commercial Zoning: C1-NB02

Acreage: 0.6350 Square Footage of Use: 3000

Proposed Use: DOG Slumber Party Boarding
no cages - no kennels upscale Resort
to add to current Business: w/outdoor component

Adjacent Property

Direction	Zoning	Business Name	Use
North		NA	
East	C1	Palm Beach respa	respa dealership
South		NA	
West	C1	Barkley's Dog Wash	Groom Salon

APPLICATION REQUIREMENTS:

1. Please discuss how the Special Exception use is consistent with the goals, objectives, and policies of the Town's Comprehensive Plan.

The exception is consistent w/
the goals of Lake Park. We serve the
residents in our surrounding area
and they support us

2. Please discuss how the proposed Special Exception is consistent with the land development and zoning regulations and all other portions of the Town of Lake Park Code of Ordinances.

The existing structure is compliant
w/ the land development of the C1
district. Our existing use is
permitted in the C1 district

3. Please explain how the proposed Special Exception use is compatible with the character and use (existing and future) of the surrounding properties in its function; hours of operation; type and amount of traffic to be generated; building location; mass; height and setback; and other relevant factors peculiar to the proposed Special Exception use and the surrounding property.

The special use exception is compatible with
an existing business which is a dog day care,
room, salon, + do it yourself dogwash. The boarding
compliments our existing business and is a very
requested service.

4. Please explain how the establishment of the proposed Special Exception use in the identified location does not create a concentration or proliferation of the same or similar type of Special Exception use, which may be deemed detrimental to the development or redevelopment of the area in which the Special Exception use is proposed to be developed.

The exception will not be detrimental
to the development of the area

APR 12 2013

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5. Please explain how the Special Exception use does not have a detrimental impact on surrounding properties based on; (a) The number of persons anticipated to be using, residing, or working on the property as a result of the Special Exception use; (b) The degree of noise, odor, visual, or other potential nuisance factors generated by the Special Exception use; (c) The effect on the amount and flow of traffic within the vicinity of the proposed Special Exception use.

 6. Please explain how the proposed Special Exception use meets the following requirements; (a) does not significantly reduce light and air to adjacent properties; (b) does not adversely affect property values in adjacent areas; (c) would not be deterrent to the improvement, development or redevelopment of surrounding properties in accord with existing regulations; (d) does not negatively impact adjacent natural systems or public facilities, including parks and open spaces; and (e) provides pedestrian amenities, including, but not limited to, benches, trash receptacles, and/or bicycle parking.

The outside play area is fenced + has artificial K-9 Turf - which is irrigated + antibacterial - it is sprayed w/orderban and hosed several times a day + has no offensive odor - There is no noise nuisance and Portunia does not pose a problem.



The Town of Lake Park

Community Development Department

COMMUNITY

APR 12 2013

DEVELOPMENT

PLEASE DO NOT DETACH FROM APPLICATION.

SIGNATURE REQUIRED BELOW.

Please be advised that the Town of Lake Park Code of Ordinances under Section 51-6 provides for the Town to be reimbursed, in addition to any application or administrative fees, for any supplementary fees and costs the Town incurs in processing development review requests.

These costs can include, but are not limited to, advertising and public notice costs, legal fees, consultant fees, additional staff time, cost of reports and studies, NPDES stormwater review and inspection costs, all engineering fees and inspection costs, and any additional costs associated with the building permit and the development review process.

For further information and questions please contact the Community Development Department at 561-881-3318.

I, <u>Cindy Hackle</u>	have read and understand the regulations above regarding cost recovery.
<u>[Signature]</u>	<u>4/11/2013</u>
Signature of Property Owner	Date

Palm Beach County Animal Care and Control Ordinance 98-22

Animals Chapter 4*

***Editor's note:** Ord. No. 98-22, §§ 1--31, adopted June 16, 1998, amended the Code by repealing former Ch. 4, §§ 4-1--4-21, 4-31--4-35, 4-51--4-56, 4-66, and 4-67, and adding a new Ch. 4, §§ 4-1--4-31. Former Ch. 4 pertained to similar subject matter and derived from Ord. No. 79-16, adopted December 4, 1979; Ord. No. 82-9, adopted March 23, 1982; Ord. No. 89-2, adopted March 3, 1989; Ord. No. 92-7, adopted April 21, 1992; and Ord. No. 93-24, adopted September 21, 1993.

State law references: Home rule powers of chartered counties, Fla. Const., art. VIII, § 1(g).

Sec. 4-1. Short title.

Sec. 4-2. Definitions.

Sec. 4-3. Females in heat.

Sec. 4-4. Dog and cat control.

Sec. 4-5. Animals creating nuisances.

Sec. 4-6. Scientific experimentation/animals as prizes.

Sec. 4-7. Injured animals, action required.

Sec. 4-8. Keeping/adopting stray animals and maintaining feral cats.

Sec. 4-9. Animal waste.

Sec. 4-10. Rabies vaccinations.

Sec. 4-11. Dog and cat rabies/license tags.

Sec. 4-12. Redemption and adoption.

Sec. 4-13. Adoption fees and sterilization requirements for dogs and cats.

Sec. 4-14. Records.

Sec. 4-15. Humane education.

Sec. 4-16. Animal bites and quarantining.

Sec. 4-17. Placement and impoundment of honeybee hives.

Sec. 4-18. Guard dogs.

Sec. 4-19. Evictions, jail terms, community service adjudications, and other involuntary occurrences; effect on animals.

Sec. 4-20. Disposal of bodies of dead animals.

Sec. 4-21. Livestock.

Sec. 4-22. Number of animals; acreage restrictions/excess animal habitats.

Sec. 4-23. Kennel, excess animal habitat, commercial breeder, pet dealer, pet shop, grooming parlor, and commercial stable permits.

Sec. 4-24. Animal care; manner of keeping.

Sec. 4-25. Dogs and cats offered for sale; health requirements.

Sec. 4-26. Animal agencies.

Sec. 4-27. Aggressive dogs, dangerous dogs and vicious dogs.

Sec. 4-28. Sterilization program for dogs and cats.

(2) All horses other than those sold for slaughter, must have a report of a negative Coggins test conducted within the previous twelve (12) months for change of ownership. The negative Coggins test report must be provided to the new owner or custodian at the time of change of location or ownership.

(Ord. No. 98-22, § 21, 6-16-98)

Sec. 4-22. Number of animals; acreage restrictions/excess animal habitats.

(a) The chart set forth below prescribes the number of dogs and/or cats per specified acreage restrictions:

TABLE INSET:

If You Have:	Less Than 1.5 Acres	1.5 to Less Than 2.5 Acres	2.5 or More Acres
1--10 dogs and/or cats	Allowed	Allowed	Allowed
11--20 dogs and/or cats	Prohibited	Allowed	Allowed
21--30 dogs and/or cats	Prohibited	Prohibited	Allowed

Acreage determination excludes easements for roads or other areas that must allow public egress and ingress. All property must be contiguous.

(b) References to dogs and cats only refer to dogs and cats older than eight (8) months. There are no restrictions on the number of dogs and cats younger than eight (8) months old that can be on the premises.

(c) If it is determined that a person is in violation of this section, such person shall be allowed thirty (30) days from the notice of violation to cure same.

(d) Any person who wishes to exceed the maximum number of thirty (30) dogs and/or cats on two and one-half (2.5) acres or more must apply to the division for a special "excess animal habitat" permit. The owner must comply with all animal care standards as required in section 4-23 of this chapter.

(Ord. No. 98-22, § 22, 6-16-98)

Sec. 4-23. Kennel, excess animal habitat, commercial breeder, pet dealer, pet shop, grooming parlor, and commercial stable permits.

(a) *Applicability of this chapter and other laws.*

(1) In addition to this chapter, all licensees must comply with: Florida Statutes, Ch. 588, "Livestock at Large"; Florida Statutes, Ch. 585, "Animal Industry"; Florida Statutes, Ch. 828, "Cruelty to Animals"; Florida Department of Health and Rules and Regulations Chapter 64D-3 Florida Administrative Code, Control of Communicable Diseases and Conditions Which May Significantly Affect Public Health"; Unified Land Development Code of Palm Beach County as adopted by Ordinance 92-20, as amended; Palm Beach County Ordinance No. 72-7, as amended, "Business Taxes"; and any and all other applicable rules and regulations, policies and laws.

(2) This section shall not be interpreted to require a permit from a veterinary clinic/hospital establishment working under the direct authority and control of a veterinary clinic/hospital, humane society, government animal control shelter, hobby breeder or private stable. All other animal establishments as defined in this chapter are required to secure a permit.

(b) *Permit procedures and requirements.*

(1) No person shall operate, solicit business, or advertise an animal establishment without first obtaining an operational permit (hereinafter, "permit") issued by the division.

(2) Permit applications shall be valid for thirty (30) days in order for applicants to make corrections to meet minimum compliance specifications. A permit shall be issued only after the division completes an inspection and determines that the minimum requirements and standards, as set forth herein have been met. After approval, a permit shall be issued upon payment of the applicable fee. The permit shall be prominently displayed on the premises where animals are located. The cost of a permit and other related fees shall be established by the board by resolution.

(3) The permit is valid for a period of one (1) year from the date of issue, unless otherwise stated or revoked. The permit shall be renewed annually. Said permit is not transferable, assignable or refundable. Renewal applications for permits shall be made at least thirty (30) days prior to the expiration date. The board shall by resolution establish late fees for untimely permit renewal applications. Failure to timely apply for a permit renewal may result in a lapse in the permit.

(4) A new animal establishment shall use its initial permit issue date as the anniversary date for the purposes of permit expiration and renewal.

(5) Each separate place of business or property shall be required to have a permit. Each individual mobile grooming unit shall be subject to inspection and shall be required to have a separate permit.

(6) If there is a change in ownership of any animal establishment, the new owner shall obtain a permit.

(7) It shall be a condition of the issuance of any permit that the division shall be allowed, at any reasonable time, to inspect without notice, all domestic animals, all premises where animals are kept, all records pertaining to such animals, and all records pertaining to the business.

(8) No permit shall be renewed hereunder if an applicant has outstanding and unsatisfied civil penalties imposed due to violations of this chapter.

(9) No permit shall be issued or renewed without proof of a current business tax receipt issued by the county tax collector in accordance with Palm Beach County Ordinance No. 72-7, as amended.

(10) An animal control officer may conduct an investigation of any complaint concerning any animal establishment within the county.

(11) If an inspection of an animal establishment reveals noncompliance with this chapter, an animal control officer may issue a citation, setting forth the name of the establishment being cited, to owners or managers of an animal establishment. Said citation shall be issued in the name of the animal establishment's owner and also state the name of the person signing for the owner of the animal establishment.

(12) By notice of adverse action, the division may deny, revoke or suspend any permit if it is determined that:

- a. There has been a material misstatement or misrepresentation in the permit application;
- b. The permit holder has been cited for at least two (2) violations within a one-year period, each resulting in the imposition of a fine;
- c. The permit holder has failed to pay a fine or to request a hearing in county court to answer the charges of a citation within thirty (30) days of issuance of the violation;
- d. The permit holder or any of his agents have been convicted of a violation of law involving cruelty to animals;
- e. An animal under the care and responsibility of a permit holder has been found to be in need of immediate veterinary care that, if not treated, would result in suffering, pain or death; or
- f. The permit holder and/or their employees/agents, refuses to allow the inspection of the premises.

(13) No permit fee shall be refunded for a permit that is revoked or suspended. For a permit that is denied after review and inspection, the permit fee shall be refunded as provided by the board by resolution.

(c) *Reserved.*

(d) *Appeal process.*

(1) Any person who has been denied a permit or whose permit has been revoked or suspended may appeal this action to a special master within the ten-day period after the division originates the adverse action. A written notice of appeal and appeal bond must be filed with the division within ten (10) days of the notice of adverse action. The board of county commissioners is hereby authorized to establish the amount of the appeal bond by resolution. The appeal bond shall be remitted to the division in the form of a money order, a certified check, a cashier's check, or a bank check payable to the county.

(2) The appeal must be heard by a special master within thirty (30) calendar days after the owner has submitted a notice of appeal. The appeal may be delayed by the division, the special master, or the permit applicant or permit holder beyond the thirty (30) calendar days for good cause shown.

(3) The person receiving the notice of adverse action shall, until final disposition of the appeal, take whatever positive measures are necessary to prevent any future violations of this chapter from occurring.

(4) Unless otherwise provided herein, the hearing before the special master shall be governed as provided in section 4-30, Animal care and control special master hearing.

(5) The denial, revocation or suspension of the permit shall be upheld or revoked by the special master.

(e) *Owner requirements following notice of adverse action and/or appeal process.*

(1) If the notice of adverse action of denial, revocation or suspension of a permit issued under this section is not appealed, the animal establishment shall be required to humanely dispose, by means of returning to owner, sale, gift, euthanasia performed by a licensed veterinarian or other humane method, all animals in its possession that it is not otherwise entitled to possess under this chapter, within fifteen (15) days after the deadline to appeal has passed. If the notice of adverse action of denial, revocation, or suspension of a permit

issued under this section is upheld on appeal, the animal establishment shall be required to humanely dispose, by means of returning to owner, sale, gift, euthanasia performed by a licensed veterinarian or other humane method, all animals in its possession that it is not otherwise entitled to possess under this chapter, within fifteen (15) days after the appeal hearing unless otherwise ordered by the special master. The permit applicant or permit holder shall provide the division with written notification of the disposition and location of each animal, including the name, address, and telephone number of each new owner. If the animals have not been humanely disposed of as described above, the division shall attempt to notify owner(s), if applicable, and may impound any animals found to be housed or kept in violation of this chapter. Such animals may be redeemed in accordance with section 4-12, Redemption and adoption.

(2) Any person whose permit has been revoked may not reapply for a period of one (1) year. Each reapplication shall be accompanied by a fee to be established by the board by resolution.

(3) Any person with a guilty adjudication of animal cruelty within the past five (5) years may not hold a permit to operate an animal establishment in the county.

(f) *Inspection procedures.*

(1) An inspection form shall be used as a guideline for the inspecting officer and the animal establishment.

(2) Inspections of animal establishments shall be made without notice, during normal business hours or at any reasonable time during daylight hours. All inspections shall be made in the presence of the owner, manager or person in charge of the establishment whenever possible.

(3) The inspecting officer will complete the inspection form by marking unsatisfactory items. Instructions and comments will be made at the bottom of the inspection form.

(4) Whenever deficiencies are noted or the division receives a complaint from the public, a follow-up inspection of the establishment may be initiated by the division.

(5) After the inspection is complete, the owner, manager or person in charge of the animal establishment shall sign the inspection form whereupon a copy of the completed form will be given to the owner or manager. If the owner or manager is not present, a copy of the form will be mailed to the owner or manager and the original copy will be kept by the division.

(6) The owner or manager of the animal establishment shall correct or initiate corrections within seven (7) days, unless otherwise stated by the inspecting officer.

(g) *Minimum general operational standards.*

(1) Each animal establishment will prominently display a current, valid county animal care and control operational permit.

(2) Each animal establishment which accepts privately owned animals into its custody, shall report to the division, any obvious case of neglect or animal abuse pursuant to this chapter or Florida Statutes Ch. 828, "Cruelty to Animals." The division's phone number shall be posted in a prominent location visible to both employees and customers.

(3) Each animal establishment shall meet all fire safety requirements in accordance with the local fire and zoning regulations. A posted plan and diagram to evacuate all animals in case of fire shall be provided in a prominent location.

- (4) Each animal establishment shall have a working telephone available at all times in case of an emergency. The name of the establishment's veterinarian and the veterinarian's phone number shall be posted and made available to all employees and customers.
 - (5) Every owner or manager of an animal establishment must provide for adequate rodent and insect control.
 - (6) Each animal establishment shall have sufficient lighting to permit routine inspection and cleaning of the facility, and clear observation of the animals. Animal areas must be lighted for at least eight (8) hours a day, by either natural or artificial light, corresponding to the natural period of daylight. If only artificial light, such as florescent light is provided, it must provide full-spectrum illumination. Animal enclosures must be placed so as to protect animals from excessive light.
 - (7) All areas of each animal establishment shall be clean, orderly and free of garbage, unused food, standing water, litter or refuse. Garbage shall be kept in garbage cans with lids and disposed of daily. (Commercial stables refer to requirements in subsection (k)).
 - (8) Animal excrement shall be removed by spot cleaning regularly throughout the work day. (Commercial stables refer to requirements in subsection (k)).
 - (9) All cleaning solutions and disinfectants shall be stored and used in accordance with the manufacturer's instructions, properly labeled as to content, and shall be stored so as to not come into any contact with animals.
 - (10) All equipment, buildings, appurtenances, plumbing, electrical wiring and electrical appliances/equipment shall be in good repair and appropriate for intended use.
 - (11) Wherever animals are housed or cared for, floors, moldings, walls, shelves and work areas shall be of a nonporous material impervious to fecal matter and urine that can be easily swept, wiped, mopped and disinfected daily. Carpeting as a flooring or wall covering shall not be used wherever animals are housed or maintained. Notwithstanding the foregoing, the division may in writing approve the use of alternative materials when the animal establishment provides a written plan for keeping all surfaces in the animal enclosure clean and properly disinfected and demonstrates compliance with such plan. (Stables refer to requirements in subsection (k)).
 - (12) All aisles shall be kept clear to provide safe, free access throughout the animal establishment.
 - (13) Animal establishments which fail to obtain licensed veterinary care or show proof of same, for any sick or injured animal found in the animal establishment's custody may be charged for violating section 4-24, Animal care; manner of keeping, of this chapter or Florida Statutes Ch. 828, "Cruelty to Animals." Proof of adequate, timely, veterinary care must be provided to the inspecting officer upon request.
 - (14) Bodies of dead animals must be disposed of according to this chapter and any and all other applicable county and state regulations, policies and laws.
 - (15) All animals in an animal establishment must be given a humane existence, and shall at all times be maintained in accordance with section 4-24, Animal care; manner of keeping.
 - (16) A commercial breeder's permit number shall be included in all advertisements offering a dog or cat for sale.
- (h) *Minimum operational standards for kennels, commercial breeders, pet dealers and excess animal habitats (EAH).*
- (1) *Record keeping--Kennels, commercial breeders and excess animal habitats.*

- a. Kennels, commercial breeders and excess animal habitats shall keep records on all animals currently bred, born, boarded, housed and/or being trained. These records shall be maintained on each animal individually.
- b. The information in these records shall include but not be limited to rabies vaccination, all other inoculations and prescription or medical treatment administered. In addition, kennels shall be required to obtain the owner's name, address, emergency telephone number, proof of owner's identification, and name and telephone number of owner's veterinarian. Excess animal habitats shall also include records indicating where the animal was obtained. The above information shall be available to the inspecting officer upon request.
- c. A medical release must be obtained from the owner or his designee, for each animal and shall become part of the animal's record so that emergency treatment can be given if the animal shows signs of illness or is injured while in the care and custody of the kennel.
- d. Commercial breeders shall comply with section 4-25, Dogs and cats offered for sale; health requirements, and shall maintain a separate file for each dog and cat containing all Official Certificate of Veterinary Inspection's (OCVI) and medical records for each individual dog and cat. Such records shall be kept on file at all times on the premises and available to the inspecting officer upon request. Such records shall be maintained for a period of two (2) years after an animal is sold or otherwise disposed of.
- e. All dogs housed at a kennel for training purposes shall have a training contract. The training contract shall state that the dog is housed specifically for training. The dog shall be housed in an enclosure appropriate for its breed and size to stand or sit erect, lie down in a comfortable normal position, stretch out and turn about freely. The contract shall include notice that the dog will be interacting with other pets in training classes. The contract shall be signed by the dog's owner.
- f. Commercial breeders shall maintain records of each litter of puppies and kittens born. Such records shall include the date of birth, number of puppies or kittens in the litter, and license tag number of the parents.
- g. On a quarterly basis, commercial breeders shall provide the division with the name, address, and telephone number of the new owner of any puppy or kitten placed in the county.

(2) *Animal housing requirements--Kennels and excess animal habitats.*

- a. For kennels, dogs must be separated by a wall at least four (4) feet high or one (1) foot higher than the top of each dog's head (excluding the ears), when the dog is standing on all four (4) feet.
- b. Animals shall be confined and not allowed to run at large on the premises, except when housed for training and a training contract has been signed by the owner as stated in subsection (h)(1)e. of this section.
- c. Animals housed in kennels shall be separated in individual cages in the following manner:
 - 1. Dogs from cats.
 - 2. Unsterilized males from females.
 - 3. Nursing mothers with their young from all others.

4. Boarding dogs from registered guard dogs.

By special request of the owner, as noted in the record, animals from the same household may be boarded together and may be allowed to interact with other animals during supervised play periods.

d. Animals having a known or suspected communicable animal-to-human or animal-to-animal disease shall be maintained in individual cages in an isolated location where they cannot directly or indirectly come into contact with any other animals or the public.

e. Applicable county and state health regulations must be followed when caring for any animal harboring an animal-to-human disease.

f. Dogs kenneled for a period longer than three (3) months shall be afforded protective measures. Kennel operators shall notify the division regarding all dogs maintained at their kennel for longer than three (3) months and shall comply with the following requirements:

1. Arrange for a professional behaviorist or trainer to visit once every three (3) months for the purpose of evaluation, therapeutic or obedience training.

2. A veterinarian examination prior to the fourth month of confinement, and every ninety (90) days thereafter. Dogs not maintained on a heartworm preventative program shall be given an occult heartworm test and started on preventative or treated for same.

3. Each week a minimum of fifty (50) minutes for play, interaction, grooming and/or training. This may be done by volunteers, however, dogs with medical conditions prohibiting play or training sessions shall be excluded from this requirement upon written certification of the medical condition by a licensed veterinarian.

4. Records shall be kept at the kennel evidencing compliance with the above.

(3) Physical facility requirements--Kennels, commercial breeders, pet dealers and excess animal habitats.

a. Floors and walls of all animal enclosures shall be made of nonporous material impervious to fecal matter and urine that can be easily disinfected. The floors shall slope toward the drains or troughs. Notwithstanding the foregoing, the division may in writing approve the use of alternative materials when the animal establishment provides a written plan for keeping all surfaces in the animal enclosure clean and properly disinfected and demonstrates compliance with such plan.

b. The premise shall have drainage and plumbing adequate to handle the heavy load of daily cleaning.

c. Indoor/outdoor housing facilities. Indoor and outdoor housing facilities shall be maintained in accordance with section 4-24, Animal care; manner of keeping.

d. Animal enclosures.

1. General requirements.

A. Animal enclosures must be designed and constructed of suitable materials so they are structurally sound. The animal enclosures must be kept in good repair.

B. Animal enclosures must be constructed and maintained so they:

- i. Have no sharp points or edges which could injure the dogs and cats;
- ii. Protect the dogs and cats from injury;
- iii. Keep predators and unauthorized individuals from accessing the enclosure;
- iv. Enable the dogs and cats to remain dry and clean;
- v. Provide shelter and protection from extreme temperatures and weather conditions that may be uncomfortable or hazardous to the dogs and cats;
- vi. Are shaded to shelter all the dogs and cats housed in the animal enclosure;
- vii. Provide the dogs and cats with easy and convenient access to clean food and water;
- viii. Enable all surfaces in contact with the dogs and cats to be readily cleaned and disinfected; and
- ix. Have floors which are constructed in a manner that protects the dogs' and cats' appendages from injury and that will not allow the dogs' and cats' appendages to pass through any openings in the floor.

C. Airline type containers normally used for shipping and transporting animals shall not be used to permanently house animals.

D. Space requirements for dogs:

- i. Indoor/outdoor enclosures for extra large dogs over seventy-five (75) pounds shall be at least thirty-two (32) square feet, per dog.
- ii. Indoor/outdoor dog enclosures for large dogs fifty-one (51) pounds to seventy-five (75) pounds shall be at least twenty-four (24) square feet, per dog.
- iii. Indoor/outdoor dog enclosures for medium dogs thirty-six (36) to fifty (50) pounds shall be at least twenty (20) square feet, per dog.
- iv. Indoor/outdoor dog enclosures for small dogs twenty-one (21) to thirty-five (35) pounds shall be at least twelve (12) square feet, per dog.
- v. Indoor/outdoor dog enclosures for dogs eleven (11) to twenty (20) pounds shall be at least eight (8) square feet, per dog.
- vi. Indoor/outdoor dog enclosures for dogs ten (10) pounds and under shall be at least six (6) square feet, per dog.
- vii. The interior height of an indoor/outdoor dog enclosure must be at least one (1) foot higher than the highest point of

the body (normally the ears) of the dog in the enclosure when it is in a normal standing position.

E. Space requirements for cats.

i. Each cat that is housed in any animal enclosure must be provided minimum space as follows:

- (a) Each animal enclosure housing cats or kittens must be at least twenty-four (24) inches high;
- (b) Adult cats and kittens over four (4) months old must be provided with at least four (4) square feet, per cat; and

ii. Compatibility.

- (a) All cats housed in the same animal enclosure must be compatible and have the same owner.
- (b) Queens in heat may not be housed in the same animal enclosure with any mature males unless an appropriate breeding permit has been obtained.
- (c) Queens with litters may not be housed in the same animal enclosure with other adult cats.
- (d) Kittens under four (4) months of age may not be housed in the same animal enclosure with adult cats.
- (e) Cats with a vicious or aggressive disposition must be housed separately.

iii. Cat litter.

- (a) In all animal enclosures, a receptacle containing sufficient clean litter must be provided to contain excreta and body wastes.
- (b) Litter pans shall be cleaned and changed daily or more often when necessary.

iv. Resting surfaces (perches).

- (a) Each animal enclosure housing cats shall contain a solid resting surface or surfaces that, in the aggregate, are large enough to hold all the occupants of the animal enclosure at the same time comfortably.
- (b) The resting surfaces must be elevated, impervious to moisture and able to be easily disinfected, or easily replaced when soiled or worn.
- (c) The resting surfaces shall not be considered part of the minimum floor space.

(4) *Food and water requirements: Dogs and cats--Kennels, commercial breeders, pet dealers and excess animal habitats.*

- a. Food shall be stored in rodent, pest and moisture proof containers with lids. Containers shall be clearly and properly labeled as to contents.

b. Fresh water shall be available to all animals at all times and shall be maintained in a container in such a manner that animals cannot turn the container over.

c. Food and water shall be fresh, appropriate and free from contamination.

(5) *Cleaning procedures for (animal enclosures)--Kennels, commercial breeders, pet dealers and excess animal habitats.*

a. All animal enclosures including floors, walls and doors shall be cleaned, disinfected and dried daily.

b. Dogs and cats shall not be directly exposed to water or disinfectant and shall be removed from animal enclosures during cleaning procedures.

c. Drains and walkways adjacent to all animal enclosures shall be hosed and disinfected daily.

d. All animal enclosures shall be spot cleaned as necessary to remove animal excrement throughout the day.

e. Food dishes and water bowls shall be cleaned and disinfected daily.

f. Appropriate cleaning methods shall be used to ensure that fumes from excreta and urine do not adversely affect the lungs of animals or humans.

(i) *Minimum operational standards for pet shops and pet dealers.*

(1) *General requirements for pet shops and pet dealers.* For the purpose of this section, the word dog means a dog of any age and the word cat means a cat of any age.

a. For each dog and cat transported into the county from outside of the State of Florida for sale, the tests, vaccines, and anthelmintics required by this chapter must be administered by or under the direction of a veterinarian, licensed by the state of origin and accredited by the United States Department of Agriculture, who issues the Official Certificate of Veterinary Inspection (OCVI). The tests, vaccines, and anthelmintics must be administered no more than thirty (30) days and no less than fourteen (14) days before the dog or cat's entry into the State of Florida. An OCVI certifying compliance with this chapter must accompany each dog and cat transported into the State of Florida for sale.

b. No dog or cat imported into the State of Florida for sale shall be offered for sale without an OCVI issued by a veterinarian licensed in the state of origin.

c. The following tests, vaccines, and anthelmintics must be administered to each dog before the dog is offered for sale in the county, unless a licensed, accredited veterinarian certifies on the OCVI that to inoculate or deworm the dog is not in the best medical interest of the dog, in which case the vaccine or anthelmintic may not be administered to that particular dog:

1. Canine distemper.
2. Leptospirosis.

3. Bordetella (by intranasal inoculation or by an alternative method of administration if deemed necessary by the attending veterinarian and noted on the health certificate, which must be administered in this state once before sale).
4. Parainfluenza.
5. Hepatitis.
6. Canine parvo.
7. Rabies, provided the dog is over three (3) months of age and the inoculation is administered by a licensed veterinarian.
8. Roundworms.
9. Hookworms.

If the dog is under four (4) months of age, the tests, vaccines, and anthelmintics required by this chapter must be administered no more than twenty-one (21) days before sale within the county. If the dog is four (4) months of age or older, the tests, vaccines, and anthelmintics required by this chapter must be administered at or after three (3) months of age, but no more than one (1) year before sale within the county.

d. The following tests, vaccines, and anthelmintics must be administered to each cat before the cat is offered for sale in the county, unless the licensed, accredited veterinarian certifies on the OCVI that to inoculate or deworm the cat is not in the best medical interest of the cat, in which case the vaccine or anthelmintic may not be administered to that particular cat:

1. Panleukopenia.
2. Feline viral rhinotracheitis.
3. Calici virus.
4. Rabies, if the cat is over three (3) months of age and the inoculation is administered by a licensed veterinarian.
5. Hookworms.
6. Roundworms.

If the cat is under four (4) months of age, the tests, vaccines, and anthelmintics required by this section must be administered no more than twenty-one (21) days before sale within the state. If the cat is four (4) months of age or older, the tests, vaccines, and anthelmintics required by this section must be administered at or after three (3) months of age, but no more than one (1) year before sale within the state.

e. Every dog and cat offered for sale by a pet shop or pet dealer must be accompanied by a current OCVI at all times while being offered for sale within the county. The examining veterinarian must retain one (1) copy of the OCVI on file for at least one (1) year after the date of examination.

f. Each dog and cat in the possession of a pet shop or pet dealer shall be examined by a veterinarian licensed to

practice in Florida no more than thirty (30) days before the sale within the county. The examination must include, but not be limited to, a fecal test to determine if the dog or cat is free of internal parasites, including hookworms, roundworms, tapeworms, and whipworms. If the examination warrants, the dog or cat must be treated with a specific anthelmintic. In the absence of a definitive parasitic diagnosis, each dog or cat must be given a broad spectrum anthelmintic. At the conclusion of the examination, the veterinarian shall complete an OCVI, which shall remain current for a period of thirty (30) days. Each dog and cat in the possession of a pet shop or pet dealer shall be re-examined by a veterinarian every thirty (30) days and the pet shop or pet dealer shall ensure that a current OCVI is completed by the examining veterinarian.

g. Each dog over six (6) months of age must be tested by a veterinarian for heartworms before being offered for sale and the results of the tests must be listed on the OCVI.

h. Each cat must be tested by a veterinarian for feline leukemia before being offered for sale and the results of the tests must be listed on the OCVI.

i. Each dog and cat obtained by the pet shop or pet dealer for the purpose of sale shall be examined by a veterinarian licensed in Florida within two (2) business days of the day the pet shop or pet dealer obtains the dog or cat.

j. No pet shop or pet dealer shall possess, offer for sale, sell, transport, or arrange for the transportation of any dog or cat that is less than eight (8) weeks of age.

k. No pet shop or pet dealer shall import a dog into the United States in violation of 7 U.S.C. 2148, *Importation of live dogs*.

l. No pet shop or pet dealer shall obtain a dog or cat from any source, including but not limited to a breeder or dealer, if the source or an owner, operator or employee of the source:

1. has been convicted of cruelty to animals under any federal, state or local law.
2. has had a final judgment entered against it/him/her based upon a finding of animal neglect or mistreatment pursuant to Florida Statutes § 828.073 or comparable statute.
3. has been temporarily or permanently enjoined from breeding, selling or dealing in dogs or cats by any court.
4. whose license/permit issued by any local government, state, or federal government to breed,

sell or otherwise deal in dogs or cats is suspended or revoked.

5. does not hold a current license/permit to breed, sell or otherwise deal in dogs or cats as required by the applicable local, state, or federal law.

m. An OCVI must:

1. be signed on the date of examination by the examining veterinarian who is licensed by the state of origin and accredited by the United States Department of Agriculture and must include the veterinarian's license number.

2. show the age, sex, breed, color, and health record of the dog or cat examined.

3. contain the printed or typed names and addresses of the person or business from whom the dog or cat was obtained, the consignor or seller, the consignee or purchaser, and the examining veterinarian.

4. for each dog or cat, list all tests performed, the results of all tests performed, all vaccines and deworming medications administered, including the manufacturer, vaccine, type, lot number, expiration date, and the dates of administration thereof.

5. state that the examining veterinarian warrants that, to the best of his or her knowledge, the dog or cat has no sign of contagious or infectious diseases and has no evidence of internal or external parasites, including coccidiosis and ear mites, but excluding fleas and ticks.

6. state whether the examining veterinarian has detected any physical abnormalities in the dog or cat including but not limited to a heart murmur, an umbilical hernia, entropion, an inguinal hernia, and cryptorchidism.

An OCVI that does not meet the above-cited requirements shall not comply with this chapter.

n. It shall be a violation of this chapter to falsify any information provided in any OCVI.

o. All dogs and cats offered for sale and copies of OCVI's held by a pet shop, pet dealer or veterinarian are subject to inspection by any agent of the division, the Department of Agriculture and Consumer Services, any agent of the United States Department of Agriculture, any law enforcement officer, or any agent appointed under Florida Statutes § 828.03.

p. All dogs and cats offered for sale by a pet shop or pet dealer shall be implanted with an electronic animal identification device (EAID).

(2) *Records.*

a. Each pet shop or pet dealer shall maintain the following written records on each dog and cat offered for sale for a period of not less than two (2) years after disposition of each dog and cat:

1. The name and address of the breeder of the dog or cat. If the breeder of the dog or cat is licensed by the United States Department of Agriculture, a state, or a local government to breed, sell or otherwise deal in dogs and cats, the pet shop or pet dealer shall maintain the license number, identification number, or other permit number.
2. The name and address of any other person who or business that owned or possessed the dog or cat from its birth to the point of sale. If such person or business is licensed by the United States Department of Agriculture, a state, or a local government to breed, sell or otherwise deal in dogs and cats, the pet shop or pet dealer shall maintain the license number, identification number, or other permit number.
3. The date the dog or cat was born and the date the pet shop or pet dealer received the dog or cat.
4. The breed, sex, color, and identifying marks of the dog or cat. If the breed is unknown or mixed, the record shall so indicate.
5. If the dog or cat is being sold as capable of registration, the names and registration numbers of the sire and dam and litter number.
6. A copy of each OCVI that has been completed for the dog or cat up to the point of sale.
7. A complete record of any medical treatment or medication provided to or recommended for each dog or cat by a veterinarian and any medical diagnosis made by a veterinarian concerning each dog or cat up to the point of sale. If such information is contained in an OCVI, the OCVI shall be sufficient; if not, the pet shop or pet dealer shall obtain a copy of each dog or cat's medical records from the veterinarian.
8. A record of any known disease, illness, or congenital or hereditary condition that adversely affects the health of the dog or cat at the time of sale

or is likely to adversely affect the health of the dog or cat in the future.

b. For a period of two (2) years from the disposition of each dog and cat, the pet shop or pet dealer shall maintain records specifying the date and nature of disposition of each dog and cat and the name, address, and phone number of the purchaser (or owner if different than the purchaser) of each dog or cat.

c. Once per month, each pet shop and pet dealer shall provide the division with records indicating the number of dogs and cats sold or disposed of during the previous month; the name and physical address (no P.O. boxes) of the breeder, dealer, or source from which each dog and cat was obtained; the date each dog and cat was obtained; and the date each dog and cat was sold or otherwise disposed of by the pet shop or pet dealer; and the name, physical address (no P.O. boxes), and telephone number of the purchaser or owner (if different from the purchaser) of each dog and cat sold during that month, including the EAID number, breed, color, sex, and age of each dog and cat.

d. If any dog or cat dies while in the possession of a pet shop or pet dealer, the pet shop or pet dealer shall maintain a record of the date of death and known or suspected cause of death. Any dog or cat that dies while being treated by a veterinarian or person at the request of the pet shop or pet dealer shall be considered in the possession of the pet shop or pet dealer at the time of death. The veterinarian shall specify the date of and known or suspected cause of death on the dog or cat's OCVI. Upon the death of a dog or cat, the pet shop or pet dealer shall provide the division with records reflecting the date and cause of the dog or cat's death. The pet shop or pet dealer shall maintain a copy of such record for a period of two (2) years from the date of the dog or cat's death.

e. Each pet shop and pet dealer shall maintain on the premises all records required by this chapter and shall make such records available to the division upon request.

f. The failure to maintain complete records on each dog and cat as required by this chapter shall constitute a separate violation as to each record missing or incomplete.

(3) *Notices and disclosures to purchasers*

a. Each pet shop and pet dealer shall post conspicuously on the cage or enclosure of each dog and cat offered for sale a written notice in twelve-point or greater type identifying the breed, sex, and date of birth of each dog and

cat and the name and address of the sources that bred each dog and cat and sold each dog and cat to the pet shop.

b. Each pet shop and pet dealer shall post conspicuously in close proximity to the cages or enclosures where dogs and cats are offered for sale a notice in at least fifty-point type containing the following:

"Notice to consumers: Before purchasing a dog or cat you may request information concerning each dog or cat's health, medical history, and the source from which the dog or cat was obtained. Upon your request, the pet shop or pet dealer is required to show you these records before you purchase a dog or cat and to give you a copy of these records when you purchase a dog or cat."

c. At the time of sale, each pet shop and pet dealer shall provide the purchaser with a written notice in twelve-point or greater type stating:

Pursuant to the Palm Beach County Animal Care and Control Ordinance, every owner of a dog or cat is required to obtain a license tag for each dog and cat from the Palm Beach County Division of Animal Care and Control ("Division") or an authorized veterinarian. The license tag must be renewed every year, and proof of an up to date rabies vaccination is required to obtain or renew a license tag.

The Palm Beach County Board of County Commissioners has determined that the unintended or uncontrolled breeding of dogs and cats leads to pet overpopulation at great expense to the community and that every feasible means of reducing the number of unwanted dogs and cats should be encouraged. The Board of County Commissioners has also determined that spaying and neutering every dog and cat is one of the best ways to reduce the number of unwanted pets. Therefore, every dog and cat in Palm Beach County must be spayed or neutered by the time the dog or cat is six (6) months old, unless certain exceptions apply.

Every owner of a dog or cat must obtain an annual unaltered license tag from the Division or a veterinarian for each dog or cat over the age of six (6) months that is not spayed or neutered. A dog or cat with an unaltered license tag cannot be bred

unless an appropriate breeding permit is first obtained from the Division.

No person shall breed any dog or cat in Palm Beach County without first obtaining a breeding permit. Contact the Division at (561) 233-1200 or www.pbcgov.com/publicsafety/animalcare/ with questions about regulations pertaining to your new dog or cat.

The division shall have the authority to establish an alternative written disclosure form that includes the essential elements of the written notice provided herein.

d. At the time of sale, each pet shop and pet dealer shall deliver to the purchaser of each dog and cat a written disclosure(s) containing the following:

1. The name and physical address (no P.O. boxes) of the breeder of the dog or cat. If the breeder of the dog or cat is licensed by the United States Department of Agriculture, a state, or a local government to breed, sell or otherwise deal in dogs and cats, the pet shop or pet dealer shall maintain the license number, identification number, or other permit number.
2. The name and physical address (no P.O. boxes) of any other person who or business that owned or possessed the dog or cat from its birth to the point of sale. If such person or business is licensed by the United States Department of Agriculture, a state, or a local government to breed, sell or otherwise deal in dogs and cats, the pet shop or pet dealer shall maintain the license number, identification number, or other permit number.
3. The date the dog or cat was born and the date the pet shop or pet dealer received the dog or cat.
4. The breed, sex, color, and identifying marks of the dog or cat. If the breed is unknown or mixed, the record shall so indicate.
5. If the dog or cat is being sold as capable of registration, the names and registration numbers of the sire and dam and litter number.
6. A copy of each OCVI that has been completed for the dog or cat up to the point of sale.
7. A complete record of any medical treatment or medication provided to or recommended for the dog or cat by a veterinarian and medical diagnosis made by a veterinarian concerning the dog to cat up to the point of sale. If such information is contained in an OCVI, the OCVI shall be sufficient; if not, the pet

shop or pet dealer shall obtain a copy of each dog or cat's medical records from the veterinarian.

8. A record of any known disease, illness, or congenital or hereditary condition that adversely affects the health of the dog or cat at the time or sale, or is likely to adversely affect the health of the dog or cat in the future.

A pet store or pet dealer shall provide all of the above-cited written disclosures to the prospective purchaser of each dog or cat for review prior to the purchase upon request.

(4) *Warranties for dogs and cats.*

a. A dog or cat that is purchased from a pet shop or pet dealer shall be considered unfit for purchase if any of the following apply:

1. Within fourteen (14) days following the sale of a dog or cat by a pet shop or pet dealer a licensed veterinarian of the purchaser's choosing certifies that, at the time of the sale, the dog or cat was unfit for purchase due to illness or disease, the presence of symptoms of a contagious or infectious disease, or the presence of internal or external parasites, excluding fleas and ticks.

2. Within one (1) year following the sale of a dog or cat, a licensed veterinarian of the purchaser's choosing certifies such dog or cat to be unfit for purchase due to a congenital or hereditary disorder that adversely affects the health of the dog or cat.

3. Within one (1) year following the sale of a dog or cat, the breed, sex, or health of such dog or cat is found to have been misrepresented to the purchaser.

b. If a dog or cat is unfit for purchase for any of the above-cited reasons, the pet shop or pet dealer shall afford the purchaser the right to choose one (1) of the following options:

1. The right to return the dog or cat and receive a refund of the purchase price, including the sales tax, and reimbursement for reasonable veterinary costs directly related to the veterinarian's examination and certification that the dog or cat is unfit for purchase pursuant to this chapter and directly related to necessary emergency services and treatment undertaken to relieve suffering;

2. The right to return the dog or cat and receive an exchange dog or cat of the purchaser's choice of equivalent value, and reimbursement for reasonable veterinary costs directly related to the veterinarian's examination and certification that the dog or cat is

unfit for purchase pursuant to this section and directly related to necessary emergency services and treatment undertaken to relieve suffering; or

3. The right to retain the dog or cat and receive reimbursement for reasonable veterinary costs for necessary services and treatment related to the attempt to cure or curing of the dog or cat.

Reimbursement for veterinary costs may not exceed the purchase price of the dog or cat. The cost of veterinary services is reasonable if comparable to the cost of similar services rendered by other licensed veterinarians in proximity to the treating veterinarian and the services rendered are appropriate for the certification by the veterinarian.

c. The refund or exchange required by this chapter shall be made by the pet shop or pet dealer not later than ten (10) business days following receipt of a signed veterinary certification as required in this chapter. The purchaser must notify the pet shop or pet dealer within a reasonable time after the veterinarian's determination that the animal is unfit and must provide the pet shop or pet dealer with a copy of the written certification of unfitness.

d. A dog or cat may not be determined unfit for sale on account of an injury sustained or illness contracted after the purchaser takes possession of the dog or cat. A veterinary finding of intestinal or external parasites is not grounds for declaring a dog or cat unfit for sale unless the dog or cat is clinically ill because of that condition.

e. If a pet shop or pet dealer wishes to contest a demand for veterinary expenses, refund, or exchange made by a purchaser under this section, the pet shop or pet dealer may require the purchaser to produce the dog or cat at a mutually agreed upon time and place for examination by a licensed veterinarian designated by the pet shop or pet dealer. Upon such examination, if the purchaser and the pet shop or pet dealer are unable to reach an agreement that constitutes one (1) of the options set forth in this chapter within ten (10) business days following examination by the pet shop or pet dealer's designated veterinarian, the purchaser may initiate an action in a court of competent jurisdiction to recover or obtain reimbursement of veterinary expenses, refund, or exchange.

f. No pet shop or pet dealer shall require or attempt to require a purchaser to sign a contract or agreement to waive any of the rights provided by this chapter. Any contract or agreement in which a purchaser agrees to waive any rights

provided under this chapter shall be null and void and unenforceable.

g. This chapter does not in any way limit the rights or remedies that are otherwise available to a purchaser under any other law.

h. Each pet shop and pet dealer shall provide the purchaser of a dog or cat at the time of sale with the written notice required by Florida Statutes § 828.29(12), which shall be provided in twelve-point or greater type.

i. No pet shop or pet dealer shall require the purchaser of a dog or cat to use the pet shop's veterinarian in order to receive a refund or exchange required by this chapter.

j. If a purchaser requests a refund or requests to return or exchange a dog or cat pursuant to this chapter, each pet shop and pet dealer shall maintain all records related to the purchaser's request for a period of two (2) years from receipt of such records and shall deliver a copy of the purchaser's request to the division within seven (7) days of receipt.

(5) *Animal housing requirements--Pet shops and pet dealers.*

a. Animals having a known or suspected communicable animal-to-human or animal-to-animal disease shall be maintained in individual cages in an isolated location where they cannot directly or indirectly come into contact with other animals or the public.

b. Animals with diseases that can be airborne must be isolated in an area with independent ventilation.

c. Any animal that cannot stand on its own or that has a life threatening disease must be hospitalized, housed under the direct care of a veterinary hospital/clinic or humanely euthanized.

d. State and county health regulations must be followed when caring for any animal harboring an animal-to-human disease.

(6) *Animal care--Pet shops and pet dealers.*

a. Each animal shall be examined daily for signs of illness or injury. Any suspected illness or injury shall be reported to the owner or manager of the establishment immediately. Any sick animal shall be immediately isolated from other animals. All bedding material and feces in a sick animal's cage shall be removed and disinfected or discarded. Display areas, holding crates, cages or animal enclosures, trays and feeding equipment used by a sick animal shall be disinfected immediately.

b. Failure to obtain adequate, timely care from a licensed veterinarian for any diseased or injured animal found in the

custody of any establishment shall be a violation of this chapter and/or Florida Statutes Ch. 828, "Cruelty to Animals". Proof of adequate and timely veterinary care must be provided to the division upon request.

c. All animals that show signs or symptoms of injury, contagious or infectious disease shall be seen by a veterinarian within twenty-four (24) hours and at least one (1) other time prior to being sold to certify that they are free from illness or injury.

d. All animals other than dogs and cats (i.e., rabbits, gerbils, hamsters, guinea pigs, all other rodents, birds, and reptiles) shall be cared for pursuant to general guidelines and accepted animal husbandry standards for each species.

(7) *Physical facility requirements--Pet shops.*

a. All animals shall be contained in appropriate animal enclosures and shall not be permitted to be at large in the facility.

b. All cages and animal enclosures shall be constructed in such a way that they can be maintained in a clean, dry and sanitary manner. All cages and animal enclosures shall be made of non-porous material, impervious to fecal matter and urine, which can be easily disinfected.

c. Heating, cooling and temperature.

1. Indoor housing facilities for animals must be sufficiently heated and cooled when necessary to protect the animals from cold and hot temperatures and to provide for their health, comfort and well-being.

2. When animals are present, the ambient temperature in the facility must not fall below fifty (50) degrees F (ten (10) degrees C) for animals not acclimated to lower temperatures. Such animals would include short-haired breeds, sick, aged, young, infirm dogs and cats, and small domestic animals.

3. The ambient temperature must not fall below fifty (50) degrees F (ten (10) degrees C) or must not rise above eighty-five (85) degrees F (thirty-five (35) degrees C) at any time.

d. Ventilation.

1. Indoor housing facilities for animals must be sufficiently ventilated at all times when animals are present to provide for their health, comfort and well-being, and to minimize odors, drafts, ammonia levels and moisture condensation.

2. Air, preferably fresh air, must be provided through windows, vents, fans (exterior) or air-conditioning.
3. Auxiliary ventilation or air-conditioning must be provided when the ambient temperature is eighty-five (85) degrees F (thirty (30) degrees C) or higher.

e. Cages/animal enclosures.

1. Animal enclosures must be designed and constructed of suitable materials so they are structurally sound. Animal enclosures must be maintained in good repair.
2. Animal enclosures must be constructed and maintained so that they:
 - A. Have no sharp points or edges that could injure animals;
 - B. Protect animals from injury;
 - C. Keep predators and unauthorized individuals from accessing the enclosure(s);
 - D. Provide animals with easy and convenient access to clean food and water;
 - E. Enable all surfaces in contact with animals to be readily cleaned and disinfected.
 - F. Have floors which are constructed in a manner that protects the animals' appendages from injury, and that if of mesh or slatted construction, will not allow the animals' appendages to pass through any openings in the floor.

3. Space requirements for dogs.

- A. The guideline for minimum size for an animal enclosure for a dog ten (10) pounds and under shall be three and one half (3.5) square feet.
- B. The guideline for minimum size for an animal enclosure for a dog from eleven (11) to twenty (20) pounds shall be six (6) square feet.
- C. The guideline for minimum size for an animal enclosure for a dog from twenty-one (21) to thirty-five (35) pounds shall be eight (8) square feet.
- D. The guideline for minimum size for an animal enclosure for a dog from thirty-six

(36) to fifty (50) pounds shall be twenty (20) square feet.

E. The guideline for minimum size for an animal enclosure for a dog over fifty (50) pounds shall be twenty-four (24) square feet.

F. The interior height of each animal enclosure for a dog must be at least six (6) inches higher than the highest point of the body (normally the ears) of the dog in the enclosure when it is in a normal standing position.

G. All dogs over thirty-five (35) pounds shall be required to be exercised on a leash three (3) times per day for a minimum of ten (10) minutes per exercise period.

4. Space and other requirements for cats.

A. Each cat that is housed in any animal enclosure must be provided minimum vertical space and floor space as follows:

i. Each animal enclosure housing cats must be at least twenty-two (22) inches in interior height.

ii. Cats up to and including nine (9) pounds must be provided with at least three (3) square feet.

iii. Cats over nine (9) pounds must be provided with at least four (4) square feet.

B. Compatibility.

i. All cats housed in the same animal enclosure must be compatible, as determined by observation.

ii. Kittens under four (4) months of age may not be housed in the same animal enclosure with adult cats.

C. Litter.

i. In all cat enclosures, a receptacle containing sufficient clean litter must be provided to collect excreta and body wastes.

ii. Litter pans shall be cleaned and changed daily or more often if necessary.

D. Resting surfaces.

- i. Each animal enclosure housing cats should contain a solid resting surface or surfaces that, in the aggregate, are large enough to hold all the occupants of the animal enclosure at the same time comfortably.
- ii. The resting surfaces must be elevated, impervious to moisture and able to be easily cleaned and disinfected, or easily replaced when soiled or worn.
- iii. The resting surfaces shall not be considered part of the minimum floor space.

(8) *Food and water requirements--Pet shops.*

- a. Food shall be stored in rodent, pest and moisture proof containers with lids. Containers shall be clearly and properly labeled as to contents.
- b. Fresh water shall be available to all animals at all times and shall be maintained in a container in such a manner that animals cannot turn container over.
- c. Food and water shall be fresh, appropriate and free from contamination.

(9) *Cleaning procedures; dogs and cats--Pet shops.*

- a. Animals (other than water dependent species) shall not be directly exposed to water or disinfectant and shall be removed from animal enclosures during cleaning procedures. Water dependent species shall not be directly exposed to disinfectant and shall be removed from tanks during cleaning procedures.
- b. The entire cage of each dog and cat including top, sides, floor, grate, wall and door shall be cleaned with soap and disinfected, rinsed and dried daily.
- c. Drains and walkways adjacent to all cages and animal enclosures shall be cleaned with soap and disinfected daily.
- d. Runs and cages shall be spot cleaned as necessary to remove animal excrement throughout the day.
- e. Food dishes and water bowls/containers shall be cleaned and disinfected daily.
- f. Appropriate cleaning procedures shall be used to ensure that fumes from excreta and urine do not adversely affect the lungs of animals or humans.

(j) *Minimum operational standards for grooming parlors and mobile grooming units.*

- (1) *Record keeping--Groomers.*

- a. All grooming parlors and mobile grooming units shall maintain a record of all animals currently on premises or being groomed.
- b. A medical emergency release form must be obtained from the owner of each animal so that emergency treatment can be given if an animal shows signs of illness or is injured while in the care and custody of the grooming parlor/unit.
- c. The information on this medical release form shall include, but not be limited to: the owner's name, address, emergency telephone number, owner's veterinarian and veterinarian's telephone number. This information shall be provided to the inspecting officer upon request.

(2) *Physical facility requirements--Groomers.*

- a. All animals shall be contained in appropriate animal enclosures and shall not be permitted to be at large in the facility.
- b. All cages and animal enclosures shall be constructed in such a way that they can be maintained in a clean, dry and sanitary manner. All cages and animal enclosures shall be made of non-porous material, impervious to fecal matter and urine, which can be easily disinfected.
- c. Heating, cooling and temperature.
 1. Indoor facilities for dogs and cats must be sufficiently heated and cooled when necessary to protect the dogs and cats from cold and hot temperatures and to provide for their health, comfort and well-being.
 2. When dogs and cats are present, the ambient temperature in the facility must not fall below fifty (50) degrees F (ten (10) degrees C) for dogs and cats not acclimated to lower temperatures and for those breeds that cannot tolerate lower temperatures without stress or discomfort (such as short-haired breeds).
 3. The ambient temperature must not fall below fifty (50) degrees F (ten (10) degrees C) and must not rise above eighty-five (85) degrees F (thirty (30) degrees C) at any time.
- d. Ventilation.
 1. Indoor facilities for dogs and cats must be sufficiently ventilated at all times when dogs and cats are present to provide for their health, comfort and well-being, and to minimize odors, drafts, ammonia levels and moisture condensation.
 2. Air, preferably fresh air, must be provided through windows, vents, fans or air-conditioning.
 3. Auxiliary ventilation or air-conditioning must be provided when the ambient temperature is eighty-five (85) degrees F (twenty-nine and one-half (29.5) degrees C) or higher.
 4. Proper ventilation shall insure that the fumes from urine do not adversely affect the lungs of the animals or humans.
- e. Cages/animal enclosures.
 1. Animal enclosures must be designed and constructed of suitable materials so they are structurally sound. Animal enclosures must be maintained in good repair.
 2. Animal enclosures must be constructed and maintained so that they:
 - A. Have no sharp points or edges that could injure dogs and cats;

- B. Protect dogs and cats from injury;
- C. Keep predators and unauthorized individuals from accessing the enclosure;
- D. Provide dogs and cats with easy and convenient access to clean water as needed;
- E. Enable all surfaces in contact with dogs and cats to be readily cleaned and disinfected.
- F. Have floors which are constructed in a manner that protects the dogs' and cats' appendages from injury, and that if of mesh or slatted construction, will not allow the dogs' and cats' appendages to pass through any openings in the floor.

3. Animal enclosures for dogs and cats which are housed for less than twelve (12) hours must provide sufficient space for each dog and cat, appropriate to its species, breed and size to stand erect, lie down in a comfortable, normal position, stretch out, and to turn about freely.

4. In order to house animals for more than twelve (12) hours, a kennel permit must be obtained from the division.

(3) *Animal care--Groomers.*

- a. Each cage and animal enclosure including top, sides, floor, grate and door shall be cleaned with soap and disinfected, rinsed and dried after each animal occupant.
- b. Clippers, combs, brushes and any other equipment shall be disinfected after each animal grooming.
- c. Clean, separate drying towels shall be used for each individual animal groomed.
- d. Every grooming facility must use tepid water for the purpose of washing dogs and cats. Cold water is not acceptable.
- e. Grooming bathtubs shall be cleaned with soap and disinfected and rinsed after each animal grooming. Grooming bathtubs shall be maintained free of mold and mildew.
- f. Clippers, dryers, combs, brushes and any other grooming equipment shall be maintained in good repair so that they are appropriate for the intended safe use per the manufacturers' or suppliers' instructions.
- g. No animal having a known or suspected communicable or infectious disease, shall be accepted for grooming care by a grooming business.
- h. No animal is to be housed overnight at any grooming parlor/unit unless the premise is also permitted as a kennel.

(k) *Minimum operational standards for commercial stables.*

(1) *Record keeping requirements--Commercial stables.*

- a. Commercial stables shall keep a reference file on all animals. These files shall be maintained on each animal individually. The information in these files shall include but not be limited to vaccination records, medical treatment administered at the facility, owner's name, address, emergency telephone number, proof of owner's identification, and name and telephone number of owner's veterinarian.
- b. A medical release must be obtained from the owner or his designee, for each animal and shall become part of the animal's record so that emergency treatment

may be given if the animal shows signs of illness or injury while in the care and custody of the commercial stable.

c. A copy of a current (within the previous twelve (12) months) negative Coggins test (equine infectious anemia) shall be on record for each equine (except nursing foals) boarded or kept at a commercial stable. No equine shall be accepted for board unless a current (within the past twelve (12) months) negative Coggins test record is produced by the owner.

d. All records shall be made available to the inspecting officer upon request.

(2) *Physical facility requirements--Commercial stables.*

a. Barn.

1. All barns shall be well ventilated so as to have free flow of air or forced ventilation.

2. All feed and tack rooms shall be kept clean and orderly, clear of litter and refuse. Aisles shall be kept clear to provide free exit of stabled animals.

3. All barns or structures shall be in good repair with no water leaks. The floor of all stalls shall be free of standing water. There shall be sufficient drainage on the property to prevent accumulation of persistent standing water in paddock areas.

4. Manure which has been removed from stalls and paddocks shall be maintained at least seventy-five (75) feet from the nearest animal stall. Manure shall be situated so as to assure that there shall be no run-off into canals or retention ponds.

b. Pasturing.

1. Every owner or manager of any commercial stable shall make daily observation of all animals housed or boarded on the property.

2. Adequate water containers shall be available in all pasture areas sufficient to supplement all equine during dry periods when retention ponds lack sufficient clean water. Stagnant water with floating algae is unacceptable for drinking.

3. Separate feed buckets for each equine shall be used when feeding. When a feed trough or bunker is used, there shall be two (2) lineal feet per head or a two (2) foot feed box for each animal.

4. Every commercial stable shall have sufficient drainage in order to provide sufficient dry land for all animals pastured and to prevent accumulation of persistent standing water over the entire pasture.

5. As necessary, all pasture areas shall be dragged to spread and remove manure. Pasture rotation is recommended if sufficient pasture area is available.

c. Exercise area.

1. A designated safe exercise area, which is a minimum of two thousand five hundred (2,500) square feet, shall be provided for all equine.

2. This exercise area shall be appropriately fenced.

3. Equine shall be provided appropriate exercise as recognized by accepted animal husbandry practices.

d. Paddock area.

1. Paddock areas are not required.
 2. If an optional paddock area is provided, the area provided shall be a minimum of one hundred (100) square feet up to a maximum of two thousand five hundred (2,500) square feet.
- (3) *Food and water supplies--Commercial stables.*
- a. Opened food bags shall be stored in rodent, pest and moisture resistant containers with lids and properly labeled as to content.
 - b. Unopened food bags shall be stored off the ground and kept clean and dry.
 - c. Stored hay shall be kept clean and dry.
 - d. Fresh water, free of algae, shall be available to all animals at all times.
 - e. Hay provided to equine must be distributed to prevent contamination from manure, urine and stagnant water.
- (4) *Animal housing requirements--Commercial stables.*
- a. Any animal having a known or contagious disease or suspected of having a contagious disease, shall be contained in an area away from other animals. This area shall be clearly and visibly posted with signage stating: "CONTAINS QUARANTINED ANIMALS."
 - b. The owner or manager of any commercial stable that has an animal with a known or suspected contagious or infectious disease must seek immediate veterinary care for that animal and follow veterinary instructions.
 - c. Stalls which are used to house animals shall be large enough to allow the animal to stand in an erect position, turn without touching the sides or move about without restriction.
 - d. All animals must be securely confined and not permitted to run at large.
 - e. All fences must be secure and safe to prevent injury (i.e., no broken rails, exposed nails, etc.; barbed (where permitted) or any other kind of wire must be taut and sufficiently marked to be visible to livestock).
- (5) *Cleaning procedures--Commercial stables.*
- a. Stalls shall be cleaned daily. Paddocks shall be cleaned as often as necessary. Manure, urine soaked hay, shavings, straw or bedding must be removed daily and replaced with clean dry hay, shavings, straw or bedding.
 - b. All stalls and paddock areas shall be free of safety hazards (i.e., nails, wire, rocks, wood, other debris or loose fencing upon which animals may become injured).
 - c. All water containers, buckets, troughs and the like, shall be maintained in such a manner as to be kept free of floating algae.
 - d. All owners or managers of any commercial stable shall check for and remove any poisonous plants growing in or near where horses are being housed or boarded.
 - e. All chemicals, pesticides, cleaning solutions and disinfectants shall be stored in accordance with manufacturers' instructions, properly labeled as to content and away from contact with animals.

(Ord. No. 98-22, § 23, 6-16-98; Ord. No. 05-044, § 2, 9-27-05; Ord. No. 2011-005, § 4, 3-15-11)

Sec. 4-24. Animal care; manner of keeping.

- (a) It shall be unlawful for any person keeping an animal to fail to provide for that animal:

- (1) Clean, sanitary, safe and humane conditions;
 - (2) Sufficient quantities of appropriate food daily;
 - (3) Proper air ventilation and circulation;
 - (4) Adequate quantities of visibly clean and fresh water available at all times; and
 - (5) Medical attention and/or necessary veterinary care when an animal is sick, diseased or injured. Upon request by the division, written proof of veterinary care must be provided.
- (b) It shall be unlawful for any person keeping an animal to fail to provide shelter for that animal.
- (1) Shelter for dogs, cats and small domestic animals must:
 - a. Provide adequate protection from the cold and heat. When the outdoor temperature falls below forty (40) degrees Fahrenheit, all cats, small domestic animals and those dogs that cannot tolerate such temperatures without stress or discomfort (i.e., short-haired breeds, sick, aged, young or infirm), must be moved indoors or provided adequate heating to maintain temperature above forty (40) degrees Fahrenheit range. When the outdoor temperature rises above eighty-five (85) degrees Fahrenheit all dogs, cats, and small domestic animals must be provided air conditioning, a fan, or another cooling source to maintain the temperature in the shelter at or below eight-five (85) degrees Fahrenheit;
 - b. Provide protection from the direct rays of the sun and the direct effect of wind and rain;
 - c. Provide a wind break and rain break;
 - d. Contain clean, dry, bedding material;
 - e. Provide protection from the elements at all times;
 - f. Provide sufficient space for each animal to comfortably stand up, sit down, lie down, and turn around in the shelter. If the shelter is used for more than one (1) animal at the same time, it must provide enough space for each animal to comfortably stand up, sit down, lie down and turn around simultaneously; and
 - g. Provide a solid roof.
 - (2) Shelter for equine, bovine, ovine and porcine normally maintained in outdoor areas must:
 - a. Provide protection from the direct rays of the sun and the direct effect of wind and rain;
 - b. Provide a wind break and rain break;
 - c. Provide a solid roof;
 - d. Provide protection from the elements at all times; and
 - e. Provide space for each animal to comfortably stand up, sit down, lie down and turn around in the shelter. If the shelter is used for more than one (1) animal at the same time, it must provide enough space for each animal to comfortably stand up, sit down, lie down and turn around simultaneously.
- (c) It shall be unlawful for any person maintaining equine or ovine to fail to keep hooves trimmed so as to prevent lameness and extreme overgrowth causing deformities.
- (d) No person shall tether an animal to a stationary or inanimate object as a means of confinement or restraint unless such person is with the animal and the animal is at all times visible to such person. Choke or prong type collars shall not be used on an animal while such animal is tethered. As used in this chapter, tether means to restrain an animal by tying the animal

to any object or structure, including without limitation a house, tree, fence, post, garage, or shed, by any means, including without limitation a chain, rope, cord, leash, or running line. Tethering shall not include using a leash or lead to walk an animal. Notwithstanding the foregoing, an animal may be tethered while actively participating in or attending an organized show, field trial, agility event, herding contest or other similar exposition or event, of a limited duration, that involves the judging or evaluation of animals.

(e) Any dog maintained outdoors for all or part of the day in a fenced yard or other type of enclosure shall be provided a minimum of eighty (80) square feet of open space. An additional forty (40) square feet shall be required for each additional dog kept in the same enclosed area. Each dog shall be provided sufficient shelter within the enclosed area. Any enclosed area where a dog is confined shall be kept free of objects that may injure the dog and shall be cleaned regularly to remove feces. Dogs shall not be maintained outdoors during periods of extreme weather including but not limited to hurricanes, tropical storms, and tornados.

(f) Animals must be given appropriate daily exercise.

(g) No humane slaughter of animals as defined in Florida Statutes, §§ 828.22 and/or 828.23 shall be done within earshot or view of the public.

(h) It shall be unlawful for any person to tease or molest any animal.

(i) It shall be unlawful for any person to:

(1) Leave an animal in any unattended motor vehicle;

(2) Transport an animal in any motor vehicle without adequate ventilation or in unsanitary conditions; or

(3) Subject or cause an animal to be subjected to extreme temperatures that adversely affect the animal's health or safety.

(j) It shall be unlawful to transport any animal on a public road in any vehicle unless the animal is safely and humanely restrained (at a minimum by a harness with double tethering for dogs) so that the animal is unable to jump or fall out of the vehicle. When animals are transported in a pickup truck with a metal bed, the animals shall be provided protection from the metal bed.

(k) Animals shall not be allowed on any median or in any roadway, highway or street intersection for any purpose other than crossing same.

(l) Any person trapping an animal must:

(1) Use a humane trap;

(2) Provide protection from the direct rays of the sun and direct effect of wind, rain and irrigation/sprinkler system;

(3) Provide fresh water in the trap;

(4) Remove the trapped animal within twenty-four (24) hours of capture. All trapped dogs and cats must be returned to their rightful owner, or to a governmentally operated animal shelter or humane society in the county; and

(5) Make every attempt to locate the offspring of any lactating/nursing mother. No trapped animal shall be killed in any manner other than a method approved in the American Veterinary Medical Association Guidelines on Euthanasia, as may be amended from time to time.

(m) To the extent not inconsistent with this chapter the following portions of the Florida Statutes, in their current form and as subsequently amended, are hereby adopted and incorporated by reference except as to penalty, shall be part of this section as if they were set out in full and shall be punishable as civil infractions:

(1) Section 828.058, Florida Statutes;

- (2) Section 828.065, Florida Statutes;
- (3) Section 828.08, Florida Statutes;
- (4) Section 828.12, Florida Statutes;
- (5) Section 828.121, Florida Statutes;
- (6) Section 828.122, Florida Statutes;
- (7) Section 828.123, Florida Statutes;
- (8) Section 828.1231, Florida Statutes;
- (9) Section 828.125, Florida Statutes;
- (10) Section 828.13, Florida Statutes;
- (11) Section 828.14, Florida Statutes;
- (12) Section 828.16, Florida Statutes;
- (13) Section 828.161, Florida Statutes;
- (14) Section 828.22, Florida Statutes;
- (15) Section 828.23, Florida Statutes;
- (16) Section 828.24, Florida Statutes; and
- (17) Section 828.252, Florida Statutes.

(n) No person, for the purpose of that person's sexual gratification, may:

- (1) Engage in a sexual act with an animal;
- (2) Coerce any other person to engage in a sexual act with an animal;
- (3) Use any part of the person's body or an object to sexually stimulate an animal;
- (4) Videotape a person engaging in a sexual act with an animal; or
- (5) Kill or physically abuse an animal.

(Ord. No. 98-22, § 24, 6-16-98; Ord. No. 03-029, § 1, 8-19-03; Ord. No. 2011-005, § 5, 3-15-11)

Editor's note: Section 17 of Ord. No. 2011-005 specifies that § 4-24(d) and (e) shall become effective on July 1, 2011.

Sec. 4-25. Dogs and cats offered for sale; health requirements.

(a) It shall be unlawful for any person to offer for sale or sell any dog, cat, puppy or kitten without first obtaining an official certificate of veterinary inspection pursuant to Florida Statutes, § 828.29. Dogs, cats, puppies or kittens offered for sale must be at least eight (8) weeks old, free of internal and external parasites, and have proper inoculations as described below.

(b) The official certificate of veterinary inspection shall document that the following inoculations, tests and treatments have been administered:

- (1) Dogs/puppies.
 - a. Inoculated against: canine distemper, leptospirosis, parainfluenza, hepatitis, canine parvo virus, and bordatella. A rabies inoculation must be provided for any dog three (3) months of age or older.
 - b. Diagnostic tests to detect the following internal parasites: hookworms, roundworms, whipworms, tapeworms, coccidia and giardia. Heartworm detection must occur for dogs six (6) months of age or older. Appropriate treatment for all positive findings must be documented.
- (2) Cats/kittens.
 - a. Inoculated against: panleukopenia, feline viral rhino tracheitis, calici virus and rabies (provided the cat is over three (3) months of age).

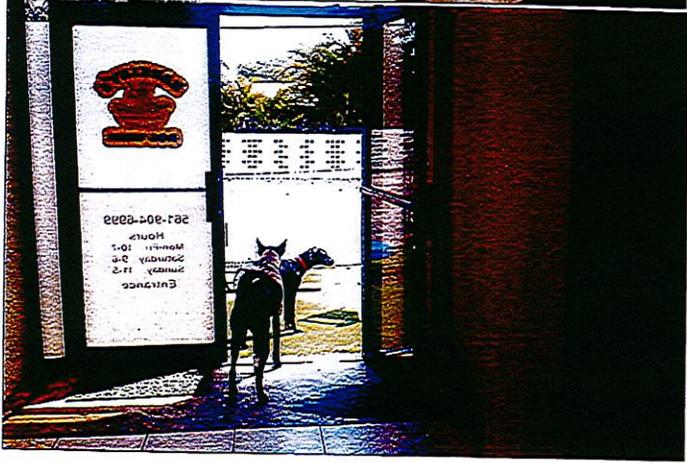
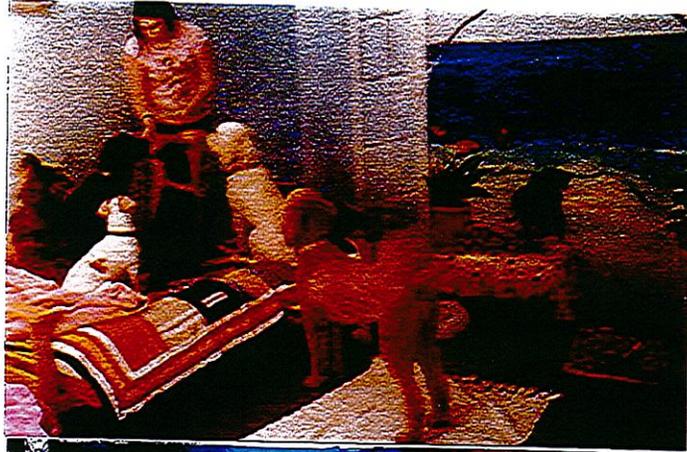


Exhibit "B"
Facility Photos

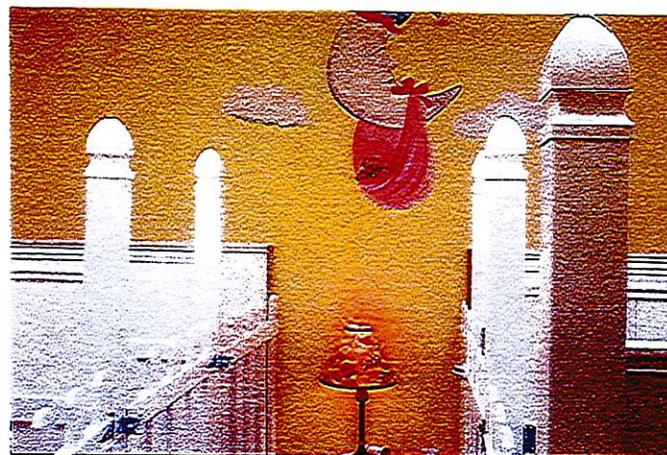
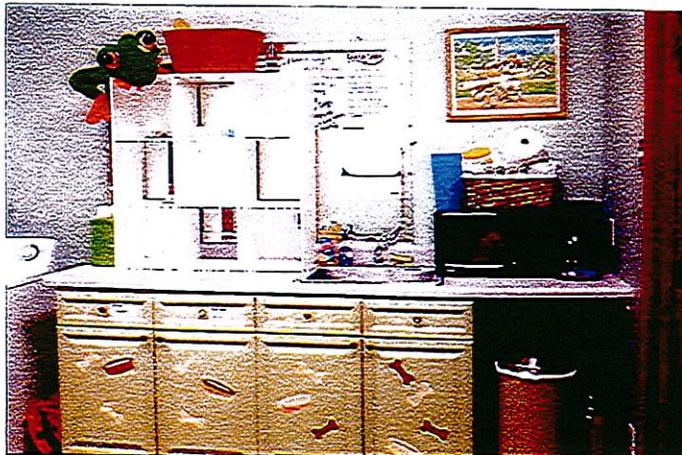




Exhibit "C"

PBC Traffic
E-mail

From: Masoud Atefi
To: Debbie Abraham
Subject: RE: Traffic Impacts of Kennel
Date: Friday, April 26, 2013 4:15:17 PM

No – I would not consider it a big traffic generator – especially during the peak hours of traffic.
Good Luck

Masoud Atefi

From: Debbie Abraham [mailto:dabraham@lakeparkflorida.gov]
Sent: Friday, April 26, 2013 11:46 AM
To: Masoud Atefi
Subject: Traffic Impacts of Kennel

Hi Masoud,

We are processing a Special Exception Application for the use of a "kennel" at 524 Northlake Blvd. The Site is currently being used as a pet grooming and training facility and the Applicant, Barkley's Canine Club, is interested in adding overnight animal boarding ("kennel") services to its existing functions. While the Site is a multi-tenant plaza, the Applicant uses 3000 sf of the 5584 building square footage.

Can you please tell me if this use will incur a lot of additional traffic and if you foresee any negative impacts arising? I appreciate your help.

Thanks,

Debbie Abraham, *Town Planner*
Town of Lake Park
Ph: 561-881-3320

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Exhibit D: Town of Lake Park Noise Ordinance

Sec. 10-155. - Maximum permissible sound levels by receiving land use.

No person shall operate or cause to be operated any source of sound in such manner as to create a sound level which exceeds the limits set forth for the receiving land use district in Table 1, for more than 50 percent of any period of observation which shall not be less than ten minutes, when measured at the boundary of the receiving land use and as a result of a source of sound being located on some other property.

TABLE 1

Sound Levels by Receiving Land Use

Receiving Land Use	Time	Sound Level Limit dBA
Conservation	6:00 a.m.–7:00 p.m.	55
	7:00 p.m.–6:00 a.m.	50
Residential	7:00 a.m.–10:00 p.m.	55
	10:00 p.m.–7:00 a.m.	50
Commercial/Residential and Downtown	7:00 a.m.–10:00 p.m.	55
	10:00 p.m.–7:00 a.m.	50
Commercial	At all times	60
Commercial/Light Industrial	At all times	65
Public Buildings/Grounds and Other Public Facilities	7:00 a.m.–10:00 p.m.	60
Recreation and Open Space	10:00 p.m.–7:00 a.m.	55

DocId:32155776, File Name: 10-155, File Size: 13,176 bytes, Modified: 2/2/2013 3:53:31 PM

Exhibit "E"

Community

December 28, 2012

JAN 7 2013

12/28/2012 10:00 AM

Michelle Mullins
603 6th Court
Palm Beach Gardens, Fl 33410

To Whom It May Concern:

As the owner of a Great Dane Service Dog, I am writing this letter too express my support of Barkley's Do-It-Yourself Dog Wash. I am a local resident living in the Sandalwood Estate Townhouse Community. I am an avid runner, and frequently jog with my service dog, Crickett. A few months back as I was jogging down Northlake with her, I encountered a pet emergency she had began too bleed from her paw. I happened too be walking and came across Barkley's, they were warm caring and compassionate and helped administer the necessary first aid that Crickett required. They are truly an asset too the community of Lake Park. I came too find out that they offer boarding services as well, what impressed me about there boarding service is that they have an on site personnel stay with the dogs overnight. I really enjoy having the piece of mind that a caregiver is staying over night with my furry friend. I feel this kind of small business is a great asset to the Lake Park/ Palm Beach Gardens area. **PLEASE ALLOW BARKLEYS TOO CONTINUE PROVIDING THESE SERVICES TOO THE PET LOVERS OF THE LAKE PARK COMMUNITY.**

Sincerely,



Michelle Mullins
Owner of Crickett
Service Great Dane

24-Seven Drug Testing, Inc
3923 Lake Worth Rd, Suite 211
Lake Worth, FL 33461

COMMUNICATIONS
JAN - 2 2013
DEVELOPMENT

December 28, 2012

Anthony A Leo
603 6th Court
Palm Beach Gardens, FL 33410

Town of Lake Park:

Let me introduce myself , I am Anthony A. Leo , President & Owner of 24-Seven Drug Testing , Inc. I am a small business owner myself. As the owner of a Great Dane Service dog, I am writing this letter in support of Barkley's Do-It-Yourself Dog Wash and Barclay's Canine Club. I am a resident in the Sandalwood Estates Townhome neighborhood; I have utilized Barclay's Services numerous times. I feel very strongly that they are an asset to the community of Lake Park.

It is my understanding that the Town of Lake Park does not support the overnight stay of personnel at Barclay's. I am in full support of Barkley's having overnight personnel on this basis: first and foremost of the dog's safety and a business like this is a tremendous asset too the people of Lake Park and neighboring Palm Beach Gardens. In support of having on staff after hours personnel at Barkley's, I am willing too donate my services to provide Lab certified DRUG TESTING too each and every personnel that stay over night at the facility too ensure the safety of the dogs and the community.

Thank you



Anthony A Leo
President / Owner
24-Seven Drug Testing, Inc

AUDREY DAVIS
3928 BUTTERCUP CIRCLE NORTH
PALM BEACH GARDENS, FL 33410
561-685-3344

COMMUNITY

JAN 2 2013

COMMUNITY

28 December 2012

To Whom It May Concern:

I am writing to recommend Barkley's. This is the one place my dogs can stay where they feel like they are at home and also allows me to travel and board them at a fraction of the price of having someone come into my home and stay with them. I prefer not to have to bring someone into my house to stay the night while I travel as all of my personal items are at risk. Instead, I would like the option of leaving my dogs with a loving person in a homelike setting instead of a cage and a run. When my girls stay at Barkley's, they can play with other dogs and get snuggles from a loving human anytime they want. This is a very important part of the reason I choose Barkley's.

Barkley's offers a much needed service in our community and I truly hope you allow them to continue. Thank you for your consideration.

Sincerely,



Audrey E. Davis

CLARK A. JOHNSON

CONFIDENTIAL

JAN - 2 2013

614 501 5000

December 30, 2012

As when of my CMO2M

My wife & I are excited
to learn about Bartley's
which has been returning to
state open 24 hrs a day -

We will rely on you to care
for our dog, Cooper and
provide an impartial source
to dog owner all over
the Washou County Area
Please say "yes"

Clark Johnson

December 28, 2012

COMMUNITY

JAN - 2 2013

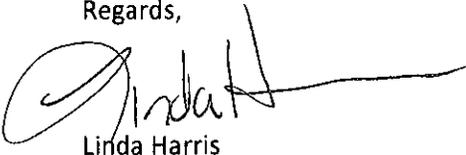
COMMUNITY

To whom it may concern:

Please give careful consideration to keeping Barkley's overnight boarding facility open. I discovered Barkley's earlier this year when they opened their daycare business. At the time my 2 furry babies, Ellie Mae & Otis would go to daycare & board at another facility in PBG. Once I met the wonderful owners Cindy & Carrie and the staff at the dog-wash & daycare, I saw how genuine, caring & loving they were toward all the dogs, I started to send my babies to Barkley's for daycare & boarding. Barkley's is like a second home for my dogs and they are treated like family by everyone on the staff. I completely trust the care of my babies to everyone on staff when I need to go out of town. They love when they have their doggie slumber parties and they have their freedom to sleep where they like. I also don't know of any other daycare facility that will take in foster dogs in the hopes that they will be adopted, which they have had success. Barkley's is wonderful and needs to stay open in the community as the only daycare/boarding facility. They are not a kennel, the dogs are not caged overnight and I can speak from experience that all the dogs are stress free when they go to Barkley's.

Please let Barkley's stay open for overnight boarding, if they don't I don't know what we would do when I have to go out of town. I can't imagine having Ellie Mae & Otis go back to a facility where they have to be in a cage and they don't receive special attention.

Regards,

A handwritten signature in black ink, appearing to read "Linda Harris", with a long horizontal flourish extending to the right.

Linda Harris

Ellie Mae & Otis

EXHIBIT "F"

LEGAL NOTICE OF PUBLIC HEARING FOR SPECIAL EXCEPTION USE
APPLICATION - TOWN OF LAKE PARK

PLEASE TAKE NOTICE AND BE ADVISED that the Town Commission will hold a public hearing on **Wednesday, August 21, 2013, at 6:30 p.m.** in the Lake Park Town Commission Chambers at Town Hall, located at 535 Park Avenue, Lake Park, Florida, for a Special Exception application filed by Barkley's Canine Club, for an Animal Service Establishment which shall include the overnight boarding of dogs and a daytime outdoor play area within the Commercial-1 Business District, for a property located at 524 Northlake Boulevard, in the Town of Lake Park, Florida.

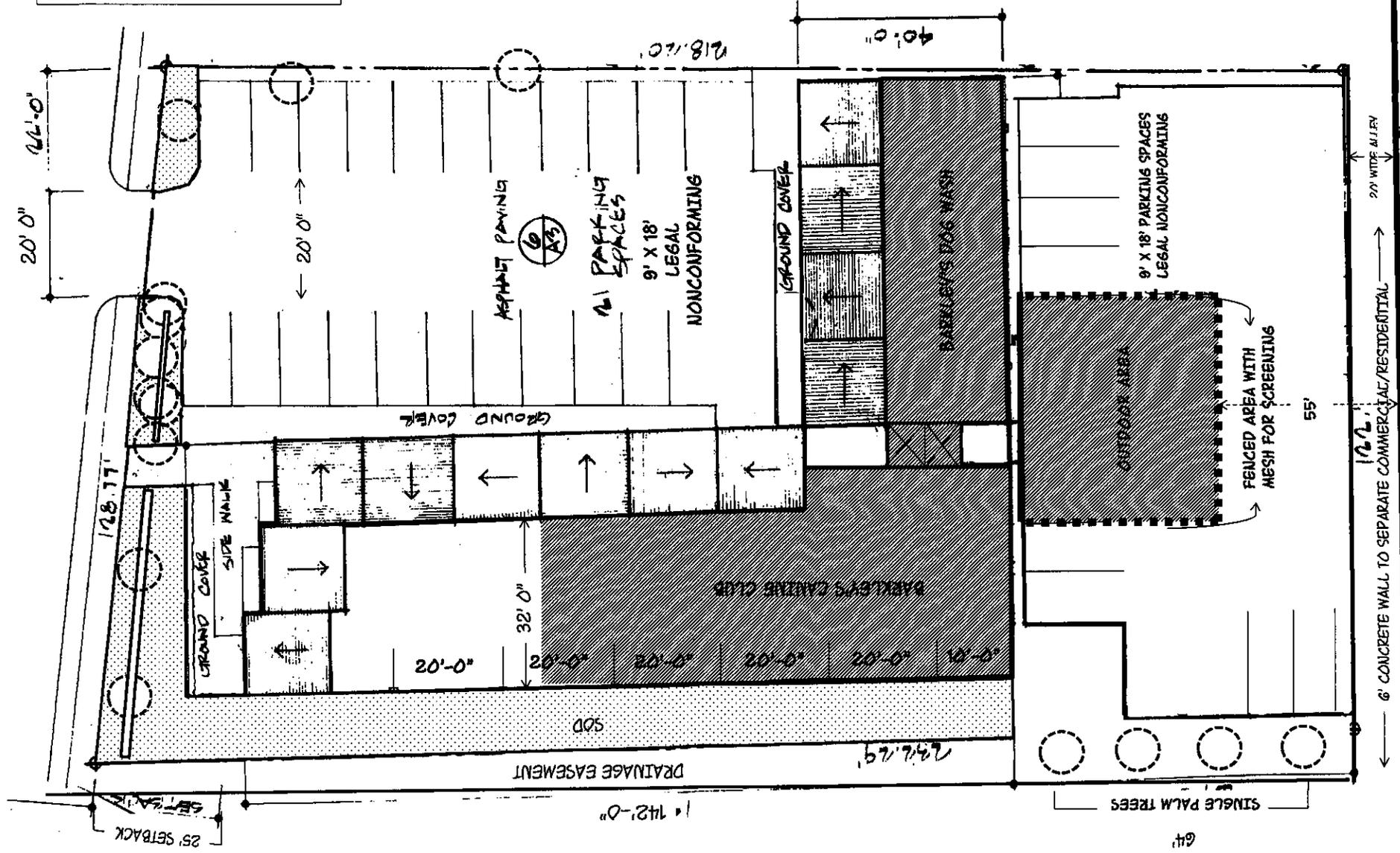
If a person decides to appeal any decision made by the Town Commission with respect to any hearing, they will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. For additional information, please contact Vivian Mendez, Town Clerk at 561-881-3311.

Town Clerk: Vivian Mendez

PUB: The Palm Beach Post – Friday, August 9, 2013

Exhibit "G" page 1 of 2

SITE DETAILS
 BUILDING SQUARE FOOTAGE: 5,584 S.F.
 BARKLEY'S OCCUPANCY: 3000 S.F.
 PARKING REQUIREMENT: 28 SPACES
 EXISTING PARKING: 28 SPACES



SITE PLAN





↘ outdoor area included on image 05-2013 *

NEW BUSINESS

TAB 10



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Tab 10*

Agenda Title: Resolution to Amend the Town of Lake Park Uniform Classification System to Revise the Job Description for the Position of Town Clerk; to Revise the Job Descriptions for the Positions of Equipment Operator II, Equipment Operator III, Maintenance Worker II, Mechanic II, Foreman, Vehicle Maintenance Foreman in the Public Works Department; and, to Create the New Job Descriptions of Accountant I, Accountant II and Accountant III in the Finance Department

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *8/13/13*

Name/Title *Denise McElroy-Sorenson*
HUMAN RESOURCES DIRECTOR

<p>Originating Department: Human Resources</p>	<p>Costs: \$ <i>2875</i> Funding Source: <i>2013/14</i> Acct. # <i>106-11000</i> <input checked="" type="checkbox"/> Finance <i>BK</i></p>	<p>Attachments: Resolution; Revised Job Descriptions in Clean and Redline Format; Current Job Descriptions; and New Job Descriptions</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 BMT Please initial one.</p>

Summary Explanation/Background:

Revision of the Town Clerk Job Description:

Currently, a job description exists in the Town of Lake Park Uniform Classification System entitled Town Clerk. The purpose of action is two-fold. First, it is to revise this job description to provide that in addition to performing the current duties as Town Clerk, the Town Clerk shall also serve as the acting Town Manager in the Town Manager's absence. Secondly, the purpose is to change the job title to Town Clerk/Deputy Town Manager.

For performing the additional duties of Deputy Town Manager, the Town Clerk will receive an additional 5 percent in incentive pay effective October 1, 2013.

A clean copy of the revised job description, a redline version and a copy of the current job description are attached for ease of reference.

Revision of the Equipment Operator II, Equipment Operator III, Maintenance Worker II, Mechanic II, Foreman, and Vehicle Maintenance Foreman Job Descriptions:

Currently, job descriptions exist in the Town's Uniform Classification System entitled Equipment Operator II, Equipment Operator III, Maintenance Worker II, Mechanic II, Foreman, and Vehicle Maintenance Foreman which are assigned to the Public Works Department. The purpose of this action is to revise such job descriptions to more accurately reflect the current duties and requirements of these positions as they have evolved to meet current industry standards.

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

- Equipment Operator II with the pay range of \$28,143.24 to \$48,620.25
- Equipment Operator III with the pay range of \$33,542.50 to \$51,000.77
- Maintenance Worker II with the pay range of \$22,731.08 to \$34,034.18
- Mechanic II with the pay range of \$30,308.10 to \$47,404.74
- Foreman with the pay range of \$30,296.45 to \$51,515.10
- Vehicle Maintenance Foreman with the pay range of \$33,542.50 to \$55,636.31

Clean copies of the revised job descriptions, redline versions and copies of the current job descriptions are attached for ease of reference.

Creation of New Finance Department Job Descriptions:

The purpose of this action is to create the following three new job descriptions in the Finance Department. This action will more accurately capture the actual duties and current requirements of a municipal Finance Department and respond to municipal finance best practices:

- Accountant I with the pay range of \$29,214.43 to \$48,580.56
- Accountant II with the pay range of \$34,624.51 to \$54,653.13
- Accountant III with the pay range of \$40,000.00 to \$62,000.00

There will be no additional financial burden placed on the budget of the Town as the annual pay range for the Accountant I position will remain the same as the existing Accounts Payable/Receivable Coordinator position and the pay range for the Accountant II position will remain the same as the pay range for the existing Accountant position.

The Accountant III position will remain unfilled.

The remaining Finance Department positions, which are currently unfilled, are hereby eliminated from the Uniform Classification Plan.

Copies of the new job descriptions are attached.

Recommended Motion: I move to approve Resolution 22-08-13.

RESOLUTION No 22-08-13

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTION FOR THE POSITIONS OF TOWN CLERK; TO REVISE THE JOB DESCRIPTIONS FOR THE POSITIONS OF EQUIPMENT OPERATOR II, EQUIPMENT OPERATOR III, MAINTENANCE WORKER II, MECHANIC II, FOREMAN, VEHICLE MAINTENANCE FOREMAN IN THE PUBLIC WORKS DEPARTMENT; AND, TO CREATE THE NEW JOB DESCRIPTIONS OF ACCOUNTANT I, ACCOUNTANT II AND ACCOUNTANT III IN THE FINANCE DEPARTMENT; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

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

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

Section 2. The Uniform Classification System is amended to revise the job descriptions for the positions of Town Clerk, and to change the title to Town Clerk/Deputy Town Manager; to revise the job descriptions for the positions of Equipment Operator II; Equipment Operator III; Foreman; Maintenance Worker II; Mechanic II; Vehicle Maintenance Foreman in the Public Works Department; and, to create the new job descriptions of Accountant I, Accountant II and Accountant III in the Finance Department. Copies of the revised job descriptions are attached hereto as Exhibit A, Exhibit B, Exhibit C, Exhibit D, Exhibit E, Exhibit F, and Exhibit G respectively. Copies of the new Finance Department job descriptions are attached hereto as Exhibit H, Exhibit I and Exhibit J.

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

TOWN CLERK/DEPUTY TOWN MANAGER

JOB CODE: 190
DEPARTMENT: TOWN CLERK

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, directly responsible for the management of the budget, personnel and all administrative aspects of the Office of Town Clerk. Provides customer service to all Town residents and customers in matters pertaining to Town government. Serves as the Supervisor of Elections for all municipal elections, as the Financial Disclosure Coordinator with the Florida Commission on Ethics, and the Records Management Liaison to the Florida Department of State. Serves as acting Town Manager in the Town Manager's absence by supervising administrative staff and resolving problems across the Town's organizational structure. In such capacity, the Town Clerk/Deputy Town Manager shall provide support to all Town Commissioners and Department Directors, shall function with a high degree of independence, and shall utilize sound professional judgment and demonstrate planning and organizational skills. Performs related duties as directed. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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

- Attends Commission meetings and records the minutes of such proceedings
- Transcribes Commission meeting minutes and prepares them for approval by the Town Commission
- Prepares, tracks and publishes items for the Commission meeting agendas
- Ensures that all Ordinances are codified in a proper and timely manner
- Issues public notification of all official meetings
- Prepares, maintains, and updates documents such as the Commission agendas, Town Code of Ordinances, the Town Charter, advertisements, public notices, Ordinances, Resolutions and proclamations
- Responds to information requests from the public and other municipalities, state officials, and federal legislative offices
- Supervises all Town municipal elections
- Maintains and updates fiscal records and contracts
- Maintains custody of the Town seal

- Serves as the Town's chief records custodian by protecting and preserving all official records and documents, such as Ordinances, Resolutions, Commission and board minutes, contracts and agreements.
- Develops the annual fiscal budget for the Town Clerk's Department for approval by the Town Manager and presentation to the Town Commission
- Provides leadership, management direction and supervises activities of assigned departments.
- Encourages innovation and collaboration among departments and outside agencies.
- Promotes activities that encourage innovation and support agents of positive change.
- Represents the Town Manager in a variety of meetings, conferences, and governmental events at the local, state, and federal levels.
- Performs special assignments at the Town Manager's discretion
- Performs related duties as required.

REQUIREMENTS

A. Training and Experience:

Bachelor's degree in Public Administration or a closely related field from an accredited college or university or at least five (5) years of experience as a full-time employee in public administration at the administrative level, supplemented by a minimum of five (5) years of experience in the maintenance of complex records and the preparation of official documents with at least three (3) of those years as a municipal clerk or deputy clerk, including a minimum of three (3) years of managerial experience. Must be a Florida notary public. Certification as a municipal clerk preferred. Must possess a valid Florida driver's license.

B. Knowledge Skills and Abilities:

- Thorough knowledge of the procedures of the office of the Town Clerk, Town Commission, and functions of a municipal government.
- Thorough knowledge of Florida election laws, procedures, and activities.
- Knowledge of the Town Code, budget, government practices and procurement policies and procedures.
- Ability to read, analyze, and interpret complex documents.
- Ensures compliance with applicable federal, state, and local laws and ordinances.
- Ability to respond effectively to inquiries or complaints orally and in writing.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations. Ability to delegate authority and responsibility appropriately.
- Ability to organize, direct and coordinate a complete range of administrative activities obtaining maximum efficiency.

- Ability to follow complex oral and written instructions.
- Ability to research, collate and present information effectively.
- Ability to establish and maintain effective work relationships with the Town Commission, the general public and Town staff.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology

PHYSICAL REQUIREMENTS:

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

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

TOWN CLERK/DEPUTY TOWN MANAGER

JOB CODE: 190
DEPARTMENT: TOWN CLERK

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, directly responsible for the management of the budget, personnel and all administrative aspects of ~~this department~~ the Office of Town Clerk. Provides customer service to all Town residents and customers in matters pertaining to Town government. Serves as the Supervisor of Elections for all municipal elections, as the Financial Disclosure Coordinator with the Florida Commission on Ethics, and the Records Management Liaison to the Florida Department of State. ~~Performs related duties as directed.~~ Serves as acting Town Manager in the Town Manager's absence by supervising staff and resolving problems across the Town's organizational structure. In such capacity, the Town Clerk/Deputy Town Manager shall provide support to all Town Commissioners and Department Directors, shall function with a high degree of independence, and shall utilize sound professional judgment and demonstrate planning and organizational skills. Performs related duties as directed. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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

- Attends Commission meetings and records the minutes of such proceedings
- Transcribes Commission meeting minutes and prepares them for approval by the Town Commission
- Prepares, tracks and publishes items for the Commission meeting agendas
- Ensures that all Ordinances are codified in a proper and timely manner
- Issues public notification of all official meetings
- Prepares, maintains, and updates documents such as the Commission agendas, Town Code of Ordinances, the Town Charter, advertisements, public notices, Ordinances, Resolutions and proclamations
- Responds to information requests from the public and other municipalities, state officials, and federal legislative offices
- Supervises all Town municipal elections
- Maintains and updates fiscal records and contracts
- Maintains custody of the Town seal

- Serves as the Town's chief records custodian by protecting and preserving all official records and documents, such as Ordinances, Resolutions, Commission and board minutes, contracts and agreements
- Develops the annual fiscal budget for the Town Clerk's Department for approval by the Town Manager and presentation to the Town Commission
- Provides leadership, management direction and supervises activities of assigned departments
- Encourages innovation and collaboration among departments and outside agencies
- Promotes activities that encourage innovation and support agents of positive change
- Represents the Town Manager in a variety of meetings, conferences, and governmental events at the local, state and federal levels
- Performs special assignments at the Town Manager's discretion
- Performs related duties as required
- ~~Performs other duties as directed~~

REQUIREMENTS

A. Training and Experience:

Bachelor's degree in Public Administration or a closely related field from an accredited college or university or at least five (5) years of experience as a full-time employee in public administration at the administrative level. ~~Graduation from an accredited high school or GED,~~ supplemented by a minimum of five (5) years of experience in the maintenance of complex records and the preparation of official documents with at least three (3) of those years as a municipal clerk or deputy clerk, including a minimum of three (3) years of managerial experience. Must be a Florida notary public. Certification as a municipal clerk preferred. Must possess a valid Florida driver's license.

B. Knowledge Skills and Abilities:

- Thorough knowledge of the procedures of the office of the Town Clerk, Town Commission, and related Town operations functions of a municipal government
- ~~Thorough knowledge of clerical and modern office practices and procedures~~
- Thorough knowledge of Florida election laws, procedures and activities
- Thorough knowledge of the Town Code of Ordinances of the Town of Lake Park and the Florida State Code, budget, government practices and procurement policies and procedures
- Ability to read, and understand laws, resolutions, ordinances, codes, etc. analyze, and interpret complex documents
- Ensures compliance with applicable federal, state and local laws and ordinances
- Ability to respond effectively to inquiries or complaints orally and in writing

- Ability to prepare and present accurate and reliable reports containing findings and recommendations. Ability to delegate authority and responsibility appropriately
- Ability to organize, direct and coordinate a complete range of administrative activities obtaining maximum efficiency
- Ability to follow complex oral and written instructions
- Ability to research, collate and present information effectively
- Ability to establish and maintain effective work relationships with the Town Commission, the general public and Town staff
- Knowledge of standard business English, spelling, grammar and punctuation
- Ability to prepare business correspondence
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Strong interpersonal skills
- Excellent organizational skills
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates, Town officials, and the general public

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PHYSICAL REQUIREMENTS:

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

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

TOWN CLERK

JOB CODE: 190
DEPARTMENT: TOWN CLERK

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, directly responsible for the management of the budget, personnel and all administrative aspects of this department. Provides customer service to all Town residents and customers in matters pertaining to Town government. Serves as the Supervisor of Elections for all municipal elections, as the Financial Disclosure Coordinator with the Florida Commission on Ethics, and the Records Management Liaison to the Florida Department of State. Performs related duties as directed. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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

- Attends Commission meetings and records the minutes of such proceedings
- Transcribes Commission meeting minutes and prepares them for approval by the Town Commission
- Prepares, tracks and publishes items for the Commission meeting agendas
- Ensures that all Ordinances are codified in a proper and timely manner
- Issues public notification of all official meetings
- Prepares, maintains, and updates documents such as the Commission agendas, Town Code of Ordinances, the Town Charter, advertisements, public notices, Ordinances, Resolutions and proclamations
- Responds to information requests from the public and other municipalities, state officials, and federal legislative offices
- Supervises all Town municipal elections
- Maintains and updates fiscal records and contracts
- Maintains custody of the Town seal
- Serves as the Town's chief records custodian by protecting and preserving all official records and documents, such as Ordinances, Resolutions, Commission and board minutes, contracts and agreements.
- Develops the annual fiscal budget for the Town Clerk's Department for approval by the Town Manager and presentation to the Town Commission
- Performs other duties as directed

*Approved 5/18/11
presented to
Resolution 14-05-11*

REQUIREMENTS

A. Training and Experience:

Graduation from an accredited high school or GED, supplemented by a minimum of five (5) years of experience in the maintenance of complex records and the preparation of official documents with at least three (3) of those years as a municipal clerk or deputy clerk, including a minimum of three (3) years of managerial experience. Must be a Florida notary public. Certification as a municipal clerk preferred.

B. Knowledge Skills and Abilities:

- Thorough knowledge of the procedures of the office of the Town Clerk, Town Commission, and related Town operations
- Thorough knowledge of clerical and modern office practices and procedures
- Thorough knowledge of Florida election laws, procedures and activities
- Thorough knowledge of Code of Ordinances of the Town of Lake Park and the Florida State Code
- Ability to read and understand laws, resolutions, ordinances, codes, etc.
- Knowledge of standard business English, spelling, grammar and punctuation
- Ability to prepare business correspondence
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Strong interpersonal skills
- Excellent organizational skills
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates, Town officials, and the general public

PHYSICAL REQUIREMENTS:

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

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

EQUIPMENT OPERATOR II

JOB CODE: 545
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general supervision of the division Foreman, or designee, is responsible for the safe and effective operation of a variety of medium to heavy duty, residential sanitation collection vehicles which require a valid Florida Class B Commercial Driver's License. This includes, but is not limited to, side and rear load garbage packers, trash trucks with grapple boom, skid steer loaders, and tractors with or without attachments. Employees of this classification generally operate curbside residential sanitation equipment but may be assigned to operate medium duty street maintenance equipment as needed to accomplish work order objectives in the Town's rights-of-way, building grounds, parks, and related public maintenance functions. Performs other work that requires the operation of gasoline powered turf maintenance equipment as required. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

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

1. Operates various medium to heavy duty equipment; e.g. side and rear load garbage packers, trash trucks with grapple boom, tractor with rotary cutter or grader attachment, skid steer loader, pickup trucks.
2. Operates equipment for curbside garbage and trash pickup and the maintenance of swales, alleys, building grounds and parks.
3. Operates various trucks and equipment in the loading, hauling, and transfer of various materials and supplies.
4. Performs routine inspections, cleaning, fueling, and preventive maintenance on assigned vehicles and equipment. Reports defects, repairs and maintenance issues to the appropriate staff person.
5. Performs field crew duties in support of accomplishing assigned work objectives as required or assigned.
6. Responds to call-backs in the event of hurricanes or other critical events.

REQUIREMENTS

A. **Training and Experience:**

High School diploma or GED required, supplemented by two (2) years of related experience in the operation of various medium to heavy duty equipment, such as side and rear load garbage packers, trash trucks with grapple boom, tractor with rotary cutter or grader attachment, skid steer loaders, pickup trucks. Must have valid Florida Class B Commercial Driver's License with air brake endorsement.

B. **Knowledge, Skills and Abilities:**

- Knowledge of occupational safety rules and practices.
- Knowledge of operation and routine maintenance inspections of light and heavy equipment.
- Ability to understand and follow verbal instructions.
- Skill in operating and performing maintenance inspections of light and heavy equipment.

C. **Physical Requirements:**

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally handling very heavy items up to 100 pounds; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of devices such as residential sanitation route trucks. Must be able to perform strenuous work in all weather conditions.

D. **Environmental Requirements:**

Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

E. **Sensory Requirements:**

Tasks requires color, sound, form and texture perception and discrimination.

F. **Bloodborne Pathogens:**

Category II – Moderate to Minimal Risk Exposure.

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

EQUIPMENT OPERATOR II

CLASSIFICATION/JOB CODE: 545

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DEPARTMENT: PUBLIC WORKS

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CHARACTERISTICS OF THE CLASS

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Under the general supervision of the division Foreman, or designee, is responsible for the safe and effective operation of a variety of medium to heavy duty, residential sanitation collection vehicles which require a valid Florida Class "B", Commercial Driver's License. This includes, but is not limited to, side and rear load garbage packers, trash trucks with grapple boom, skid steer loaders, and tractors with or without attachments. Employees of this classification generally operate curbside residential sanitation equipment but may be assigned to operate medium duty street maintenance equipment as needed to accomplish work order objectives in the Town's rights-of-way, building grounds, parks, and related public maintenance functions. Performs other work that requires the operation of gasoline powered turf maintenance equipment as required. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

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

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1. Operates ~~Performs skilled operation of~~ various medium to heavy duty equipment; E.g. side and rear load garbage packers, trash trucks with grapple boom, tractor with rotary cutter or grader attachment, skid steer loader, pickup trucks.
1.
2. Operates equipment for curbside garbage and trash pickup and the maintenance of swales, alleys, building grounds and parks.
2.
3. Operates various trucks and equipment in the loading, hauling, and transfer of various materials and supplies.
3.
4. Performs routine inspections, cleaning, fueling, and preventive maintenance on assigned vehicles and equipment. Reports defects, repairs and maintenance issues to the appropriate staff person.
5. Performs field crew duties in support of accomplishing assigned work objectives as required or assigned.
5-6.
- 6-7. Responds to cCall-backs in the event of hurricanes or other critical events.

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REQUIREMENTS

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A. Training and Experience:

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High School diploma or G.E.D. required, supplemented by two (2) years of related experience in the operation of ~~various moderately heavy residential sanitation vehicles and medium medium to heavy duty equipment, such as side and rear load garbage packers, trash trucks with grapple boom, tractor with rotary cutter or grader attachment, skid steer loaders, pickup trucks.~~

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~~equipment or an equivalent combination of training and experience. Must have valid State of Florida Class "B" Commercial Driver's License with air brake endorsement.~~

B. Knowledge, Skills and Abilities:

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- Knowledge of occupational safety rules and practices.
- Knowledge of operation and routine maintenance inspections of light and heavy equipment.
- Ability to understand and follow verbal instructions.
- ~~Ability to perform strenuous work in all weather conditions.~~
- Skill in operating and performing maintenance inspections of light and heavy equipment.

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C. Physical Requirements:

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Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally handling very heavy items up to 100 pounds; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of devices such as residential sanitation route trucks. Must be able to perform strenuous work in all weather conditions.

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D. Environmental Requirements:

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Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

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E. Sensory Requirements:

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Tasks requires color, sound, form and texture perception and discrimination.

F. Bloodborne Pathogens:

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Category II – Moderate to Minimal Risk Exposure.

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

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DEPT: Public Works

CHARACTERISTICS OF THE CLASS

Under the general supervision of the division Foreman, or designee, operates a variety of medium to heavy size automotive vehicles, equipment. Performs other work as required.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Operate a wide range of medium to heavy automotive vehicles.
2. Assist with maintenance inspections of vehicles and equipment, including but not limited to tires, brakes general safety and fueling.
3. Perform a wide range of manual tasks.

REQUIREMENTS

A. Training and Experience:

High school diploma or equivalent; supplemented by two (2) years of experience in the operation of moderately heavy vehicles and light equipment or an equivalent combination of training and experience. Must have valid State of Florida drivers license with class as mandated by State law.

B. Knowledge, Abilities and Skills:

Knowledge of occupational safety rules and practices.
Knowledge of operation and routine maintenance inspections of light and heavy equipment.
Ability to understand and follow oral instructions.
Ability to perform strenuous work in all weather conditions.
Skill in operating and maintenance inspection of light and heavy equipment.

C. Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

D. Environmental Requirements: Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements: Task requires color, sound, form and texture perception and discrimination.

F. Bloodborne Pathogens: Category II-Moderate to Minimal Risk Exposure.

EQUIPMENT OPERATOR III

JOB CODE: 546
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general supervision of the division Foreman, or designee, is responsible for the safe and effective operation of all commercial and residential sanitation collection vehicles which require a valid Florida Class B Commercial Driver's License. This includes, but is not limited to, front, side and rear load garbage packers, trash trucks with grapple boom, skid steer loaders, and tractors with or without attachments. Employees of this classification generally operate all sanitation equipment but may be assigned to operate medium duty street maintenance equipment as needed to accomplish work order objectives in the Town's rights-of-way, building grounds, parks, and related public maintenance functions. Provides lead worker direction to work crews when applicable to assigned work orders. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

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

1. Operates various medium to heavy duty equipment, e.g. front, side, and rear load garbage packers, trash trucks with grapple boom, tractor with rotary cutter or grader attachment, skid steer loader, pickup trucks.
2. Operates equipment for commercial garbage and recycling container service, curbside garbage and trash pickup and the maintenance of swales, alleys, building grounds and parks.
3. Operates various trucks and equipment in the loading, hauling, and transfer of various materials and supplies.
4. Oversees field crews of equipment operators and maintenance workers when applicable to work order assignments.
5. Performs routine inspections, cleaning, fueling, and preventive maintenance on assigned vehicles and equipment. Reports defects, repairs and maintenance issues to the appropriate staff person.

6. Performs field crew duties in support of accomplishing assigned work objectives as required or assigned.
7. Responds to call-backs in the event of hurricanes or other critical events.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED required, supplemented by five (5) years of related experience in the operation of heavy commercial sanitation vehicles and medium equipment or an equivalent combination of training and experience. Must have valid Florida Class B Commercial Driver's License with air brake endorsement.

B. Knowledge, Skills and Abilities:

- Knowledge of occupational safety rules and practices.
- Knowledge of operation and routine maintenance inspections of light and heavy equipment.
- Ability to understand and follow verbal instructions.
- Ability to perform strenuous work in all weather conditions.
- Skill in operating and performing maintenance inspections of light and heavy equipment.

C. Physical Requirements:

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally handling very heavy items up to 100 pounds; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both, or the sustained operation, on a production basis, of devices such as residential sanitation route trucks. Must be able to perform strenuous work in all weather conditions.

D. Environmental Requirements:

Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

E. Sensory Requirements:

Tasks require color, sound, form and texture perception and discrimination.

F. Bloodborne Pathogens:

Category II – Moderate to Minimal Risk Exposure.

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

EQUIPMENT OPERATOR III

CLASSIFICATION JOB CODE: 546

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DEPARTMENT: PUBLIC WORKS

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CHARACTERISTICS OF THE CLASS

Under the general supervision of the division Foreman, or designee, is responsible for the safe and effective operation of all commercial and residential sanitation collection vehicles which require a valid Florida Class "B", Commercial Driver's License. This includes, but is not limited to, front, side and rear load garbage packers, trash trucks with grapple boom, skid steer loaders, and tractors with or without attachments. Employees of this classification generally operate all sanitation equipment but may be assigned to operate medium duty street maintenance equipment as needed to accomplish work order objectives in the Town's rights-of-way, building grounds, parks, and related public maintenance functions. Provides lead worker direction to work crews when applicable to assigned work orders. ~~Performs other work that requires the operation of gasoline powered turf maintenance equipment as required.~~ Performs related duties as directed. This is a non-exempt position.

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EXAMPLES OF ESSENTIAL FUNCTIONS

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

1. Operates ~~Performs skilled operation of~~ various medium to heavy duty equipment; Ee.g. front, side, and rear load garbage packers, trash trucks with grapple boom, tractor with rotary cutter or grader attachment, skid steer loader, pickup trucks.
2. Operates equipment for commercial garbage and recycling container service, curbside garbage and trash pickup and the maintenance of swales, alleys, building grounds and parks.
2. Operates various trucks and equipment in the loading, hauling, and transfer of various materials and supplies.
3. Oversees field crews of equipment operators and maintenance workers when applicable to work order assignments.

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5. Performs routine inspections, cleaning, fueling, and preventive maintenance on assigned vehicles and equipment. Reports defects, repairs and maintenance issues to the appropriate staff person.
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6. Performs field crew duties in support of accomplishing assigned work objectives as required or assigned.
- 6.
7. Responds to call-backs in the event of hurricanes or other critical events.

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REQUIREMENTS

A. Training and Experience:

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High School diploma or G-E-D; required, supplemented by five (5) years of related experience in the operation of heavy commercial sanitation vehicles and medium equipment or an equivalent combination of training and experience. Must have valid State of Florida Class "B" Commercial Driver's License (CDL) with air brake endorsement.

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B. Knowledge, Skills and Abilities:

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- Knowledge of occupational safety rules and practices.
- Knowledge of operation and routine maintenance inspections of light and heavy equipment.
- Ability to understand and follow verbal instructions.
- Ability to perform strenuous work in all weather conditions.
- Skill in operating and performing maintenance inspections of light and heavy equipment.

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C. Physical Requirements:

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Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally handling very heavy items up to 100 pounds; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of devices such as residential sanitation route trucks. Must be able to perform strenuous work in all weather conditions.

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D. Environmental Requirements:

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Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

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E. Sensory Requirements:

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Tasks require color, sound, form and texture perception and discrimination.

F. Bloodborne Pathogens:

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Category II – Moderate to Minimal Risk Exposure.

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

EQUIPMENT OPERATOR III

CLASSIFICATION CODE: 546
PAY GRADE: **
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS:

responsible for the safe and effective operation of all sanitation vehicles and heavy equipment in the areas of residential and commercial sanitation pickup; and the excavation, construction, and maintenance of Town roadways, grounds, parks, and related public maintenance functions. Employees in this classification generally operate heavy equipment, but may be assigned to operate medium equipment as needed to accomplish work order objectives. Provides lead worker direction to work crews when applicable to assigned work orders. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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

1. Performs skilled operations of various medium to heavy equipment, e.g. clamshells, front end loaders, side arm loaders, rear loaders, backhoes, lifts, tractors, graders.
2. Operates equipment for excavation, construction, and maintenance purposes. swales, ditches, roads, streets, grounds, parks, and construction
3. Operates various trucks and equipment in the loading, hauling, and transfer of various materials and supplies.
4. Oversees field crews of equipment operators and maintenance workers when applicable to work order assignments.
5. Performs routing cleaning, inspections, and preventative maintenance on assigned equipment and reports defects, maintenance, and repairs to appropriate staff
6. Performs duties of field crews in order to support accomplishing assigned work objectives as required or assigned
7. Responds to Call-ins in the event of hurricanes or other critical events.

*Approved via
Resolution 48-09-86
on 10/4/06*

EQUIPMENT OPERATOR III (page 2)

KNOWLEDGE, SKILLS AND ABILITIES:

High School Diploma or GED required. Valid Florida CDL drivers license with Class B endorsement required plus five years of related experience in heavy, medium and light equipment operation, as well as the ability to satisfy the physical requirements of the job.

PHYSICAL REQUIREMENTS:

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20 – 50 pounds). May require occasional lifting, carrying, pushing, and/or pulling of heavier objects.

ENVIROMENTAL REQUIRMENTS:

Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

The Town of Lake Park is an Equal Opportunity Employer. In compliance with Equal Opportunity guidelines and the Americans with Disabilities Act, the Town of Lake Park provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

FOREMAN

JOB CODE: 560
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director, performs supervisory work and assigned operations specific to the respective Public Works Division. The employee is a working supervisor directing the employees of the Commercial Sanitation, Residential Sanitation or Grounds Maintenance Division and performing work consistent with the division's tasks, and is responsible for organizing, assigning and reviewing the work of subordinates. Supervision is exercised over various skill-level employees and/or technicians. Work is reviewed in progress and upon completion for conformance with policies and procedures. Communicates with residents, customers and vendors and ensures that performance standards are met. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

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

- 1) Plans, assigns, coordinates and exercises general and direct supervision over the activities of Commercial Sanitation, or Residential Sanitation, or Grounds Maintenance Division.
- 2) Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, and maintains records of activities, personnel, and purchases.
- 3) Estimates costs of projects, determines equipment and material needs, equipment specifications and other documents as needed, and makes recommendations. Prepares reports and budgets accordingly.
- 4) Oversees the efficiency, productivity, safety and work habits of division employees. Provides technical assistance and training in use of procedures and equipment.
- 5) Supervises, trains and evaluates staff and provides for continuing development and training.
- 6) Schedules, directs and reviews the work in the upkeep and maintenance of municipal grounds, along with related equipment and vehicles.
- 7) Schedules, directs and reviews the work associated with commercial and residential sanitation collection or with grounds maintenance. Monitors the conditions and status of related equipment and vehicles as this relates to scheduled operations.

- 8) Responds to the citizen inquiries and complaints regarding Town services performed under the jurisdiction of Public Works. Enforces Ordinances.
- 9) Provides input and information as required for the preparation of the annual department budget and monitors expenditures throughout the fiscal year.
- 10) Evaluates and rates individual employee's performance and discusses the evaluation at least annually with workers under supervision.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED required, supplemented by five (5) years of experience in grounds maintenance (including irrigation systems) or sanitation services of which one (1) year must have been at the supervisory level or an equivalent combination of training and experience. Must possess valid Florida Class B Commercial Driver's License with air brake endorsement. Must have successfully completed a fertilizer applicator training program (for Foremen for Grounds Maintenance Division only).

B. Knowledge, Abilities and Skills:

For Grounds Maintenance Division Foremen:

- Knowledge of cultivation and maintenance principles and practices for municipal grounds and park facilities
- Knowledge of tools and equipment needed to perform commercial grounds maintenance
- Skill in operating a variety of tools and equipment used in grounds maintenance

For Sanitation Division Foremen:

- Knowledge of route service operations on a prescribed schedule
- Knowledge of the operation of commercial or residential sanitation collection equipment
- Skill in operating a variety of commercial or residential sanitation collection equipment

For All Foremen:

- Knowledge of the principles and practices of supervision and management
- Ability to supervise employees and to instruct them in the safety rules and practices of the work, and in the use of job-related tools and equipment
- Ability to communicate effectively, both verbally and in writing
- Ability to operate basic computer programs including Microsoft Word, Outlook and Excel
- Ability to prepare and submit various forms of written communication such as monthly reports, memoranda, equipment specifications and maintain records and files
- Ability to make cost estimates for project needs including equipment and materials.

- Ability to plan and schedule work projects and personnel, write reports and maintain records and files.
- Ability to monitor monthly activity budgets and prepare requisitions for parts and supplies.
- Ability to provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year.
- Ability to work effectively and courteously with employees and the public.

C. Physical Requirements:

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20-50 pounds) items and occasionally handling very heavy items up to 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and lawn maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, dimensions and contours. Must be able to perform manual labor in all types of weather conditions.

D. Environmental Requirements:

Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

E. Sensory Requirements:

Tasks requires color, sound, odor, form and texture perception and discrimination.

F. Bloodborne Pathogens:

Category II – Moderate to Minimal Risk Exposure.

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

FOREMAN

CLASSIFICATION JOB CODE: 560

PAY GRADE: **

DEPARTMENT: PUBLIC WORKS

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CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director, performs supervisory work ~~over and assigned operations specific to the respective Public Works Division~~ ~~Division (Sanitation or Grounds Maintenance)~~. ~~The employee is a working supervisor directing the employees of the Commercial Sanitation, Residential Sanitation or or Grounds Maintenance Division and performing work consistent with the Division's tasks, and is responsible for organizing, assigning and reviewing the work of subordinates. Supervision is exercised over various skill-level employees and/or technicians. and is responsible for participating with crew members in work projects. Is responsible for organizing, assigning and reviewing work of subordinates.~~ Work is reviewed in progress and upon completion for conformance with policies and procedures. ~~Performs other work as requested.~~ Communicates with residents, customers and vendors and ensures that performance standards are met. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

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

1) Plans, assigns, coordinates and exercises general and direct supervision over the activities of Commercial Sanitation, or Residential Sanitation, or Grounds Maintenance Division.

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2) Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, and maintains records of activities, personnel, and purchases.

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3) Estimates costs of projects, determines equipment and material needs, equipment specifications and other documents as needed, and makes recommendations. Prepares reports and budgets accordingly.

3)

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4) Oversees the efficiency, productivity, safety and work habits of division employees. Provides technical assistance and training in use of procedures and equipment.

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5) Supervises, trains and evaluates staff and provides for continuing development and training.

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6) Schedules, directs and reviews the work in the upkeep and maintenance of municipal grounds, along with related equipment and vehicles.

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7) Schedules, directs and reviews the work associated with commercial and residential sanitation collection or with grounds maintenance. Monitors the conditions and status of related equipment and vehicles as it relates to scheduled operations.

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8) Responds to the citizen inquiries and complaints regarding Town services performed under the jurisdiction of Public Works. Enforces Ordinances.

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9) Provides input and information as required for the preparation of the annual department budget and monitors expenditures throughout the fiscal year.

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10) Evaluates and rates individual employee's performance and discuss the evaluation at least annually with workers under supervision.

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REQUIREMENTS

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A. Training and Experience:

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High School diploma or G-E-D: required, supplemented by five (5) years of experience in grounds maintenance (including irrigation systems) or sanitation services of which one (1) year must have been at the supervisory level or an equivalent combination of training and experience.

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Must possess valid Florida Class B Commercial dDriver's LLicense with air brake endorsement .

Must have successfully completed a fertilizer applicator training program (for Foremen for Grounds Maintenance Division only).

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B. Knowledge, Abilities and Skills:

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- Knowledge of the principles and practices of supervision and management.

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B: For Grounds Maintenance Division Foremen:

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- Knowledge of cultivation and maintenance principles and practices for municipal grounds and park facilities

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- Knowledge of tools and equipment needed to perform commercial grounds maintenance
- Skill in operating a variety of tools and equipment used in grounds maintenance

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- **For Sanitation Division Foremen:**

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- Knowledge of route service operations on a prescribed schedule (if applicable to position for Foreman for Sanitation Divisions Foreman only).
- Knowledge of the operation of commercial or residential sanitation collection equipment (if applicable to position).

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- Skill in operating a variety of commercial or residential sanitation collection equipment (if applicable to position).

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- ~~Knowledge of the principles and practices of supervision and management.~~
- ~~Knowledge of tools and equipment needed to perform commercial grounds maintenance (if applicable to position).~~
- ~~Skill in operating a variety of tools and equipment used in grounds maintenance (if applicable to position).~~
- ~~Knowledge of the operation of commercial or residential sanitation collection equipment (if applicable to position).~~
- ~~Skill in operating a variety of commercial or residential sanitation collection equipment (if applicable to position).~~

• **For All Foremen:**

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- Knowledge of the principles and practices of supervision and management.
- -Ability to supervise employees and to instruct them in the safety rules and practices of the work, and in the use of job-related the tools and equipment of the job.
- Ability to communicate effectively, both verbally and in writing.
- Ability to operate basic computer programs including Microsoft Word, Outlook and Excel.
- -Ability to prepare and submit various forms of written communication such as monthly reports, memoranda, equipment specifications and maintain records and files.
- Ability to make cost estimates for project needs including equipment and materials.
- Ability to plan and schedule work projects and personnel, write reports and maintain records and files.
- Ability to monitor monthly activity budgets and prepare requisitions for parts and supplies.
- Ability to provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year.
- Ability to work effectively and courteously with employees and the public.
- Ability to perform manual labor in all weather conditions.

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C. Physical Requirements:

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• Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20-50 pounds) items and occasionally handling very heavy items up to 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and lawn maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, dimensions and contours. Must be able to perform manual labor in all types of weather conditions.

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D. Environmental Requirements:

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Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

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E. Sensory Requirements:

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E. Tasks requires color, sound, odor, form and texture perception and discrimination.

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F. Bloodborne Pathogens:

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F. Category II – Moderate to Minimal Risk Exposure.

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

DEPT: Public Works

CHARACTERISTICS OF THE CLASS

Under the direction of the Public Works Director or division Foreman performs supervisory work over assigned operations within the Public Works Department such as parks, construction and maintenance. Supervision is exercised over unskilled and semi-skilled employees and is responsible for participating with crew members in work projects. Work is reviewed in progress and upon completion for conformance with policies and procedures. Performs other work as requested.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Prepare daily work schedules, plan work procedures, assign personnel, oversee supervision of work, maintain records of activities and personnel.
2. Determine equipment and material needs, prepare, reports, specifications, and other documents as needed, investigate for needed repairs and make recommendations.
3. Oversee the efficiency, production, safety, and work habits of departmental employees, provide technical assistance and training in use of procedures and equipment.
4. Supervise, train, and evaluate staff and provides for continuing development and training.
5. Schedule, direct and review the work in the construction, maintenance and repair of municipal streets, grounds, building facilities, other Town property and related equipment and vehicles.
6. Respond to citizen inquiries and complaints regarding Town services performed under the jurisdiction of Public Works.
7. Determine purchases needed for regular and special projects.

REQUIREMENTS**A. Training and Experience:**

High School graduate or equivalent supplemented by five (5) years of experience in construction or transportation maintenance, of which one (1) year must have been at the supervisory level. Must possess valid Florida drivers license with class as mandated by law.

B. Knowledge, Abilities and Skills:

Knowledge of construction and maintenance principles and practices for streets, grounds and building facilities.

Knowledge of the principles and practices supervision and management.

Knowledge of occupational safety rules and practices.

Knowledge of tools and equipment needed to perform public works construction, maintenance and repair.

Ability to supervise employees and to instruct them in the safety rules and practices of the work, and in the use of the tools and equipment of the job.

Foreman (continued)

Ability to communicate effectively, orally and in writing.
Ability to work effectively with employees and the public.
Ability to make cost estimates for project needs including equipment and materials.
Ability to plan and schedule work projects and personnel, write reports and maintain records and files.
Ability to perform manual labor in all weather conditions.
Skill in operating a variety of tools and equipment used in public works construction and maintenance.

- C. Physical Requirements: Task involves the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and shop equipment; or the skilled and complex operation of heavy equipment calling for adherence to exacting standards of depth, grade, dimensions and contours.
- D. Environmental Requirements: Task may require frequent exposure to adverse environmental conditions.
- E. Sensory Requirements: Task requires color, sound, odor, form and texture perception and discrimination.
- F. Bloodborne Pathogens: Category II-Moderate to Minimal Risk Exposure

MAINTENANCE WORKER II

JOB CODE: 555
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the supervision of a Foreman, performs manual and skilled work maintaining grounds, equipment and public facilities. Assists skilled trade workers in the maintenance and repair of public buildings and equipment. Work is performed according to regular procedures and is reviewed in progress and upon completion. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

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

1. Operates power mowers, edgers, clippers and other hand and power tools used in municipal maintenance; mows grass, trims hedges, trees and shrubbery; maintains municipal parks, ball fields, tennis courts and related recreational facilities.
2. Assists skilled trade workers in maintenance and repair of buildings, parks, irrigation systems, streets or equipment using hand and power tools.
3. Patches asphalt and concrete in streets, sidewalks gutters and curbs; installs and repairs street signage.
4. Lays sod; waters parks and grounds; rakes; picks-up paper and other trash from assigned areas; places fertilizers, pesticides and herbicides under the supervision of the Foreman. Makes repairs to irrigation systems.
5. Cleans up trash and litter in and around municipal parks, ball fields, tennis courts and related recreational facilities and areas.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED supplemented by three (3) years of experience in general landscape maintenance work or an equivalent combination of training and experience. Must have a valid Florida Drivers' License.

B. Knowledge, Abilities and Skills:

- Knowledge of the practices, tools and materials used in the performance of a variety of skilled and manual maintenance tasks.
- Knowledge of occupational safety rules and practices.
- Knowledge of the operation and routine maintenance inspection of equipment and vehicles.
- Knowledge of the proper use of the tools and equipment used in municipal maintenance.
- Knowledge of tropical plant care and growing conditions.
- Ability to safely operate hand and power tools.
- Ability to operate automotive vehicles and other power driven equipment.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees.

C. Physical Requirements:

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20-50 pounds) items and occasionally handling very heavy items up to 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and lawn maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, dimensions and contours. Must be able to perform strenuous work in all weather conditions.

D. Environmental Requirements:

Tasks may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Tasks require color, sound, odor, form and texture perception and discrimination.

F. Bloodborne Pathogens:

Category II-Moderate to Minimal Risk Exposure.

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

MAINTENANCE WORKER II

CLASSIFICATION JOB CODE: 555

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PAY GRADE: **

DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the supervision of a Foreman, performs manual and skilled work maintaining grounds, equipment and public facilities. Assists skilled trade workers in the maintenance and repair of public buildings and equipment. Work is performed according to regular procedures and is reviewed in progress and upon completion. ~~Performs other work as requested.~~ Performs related duties as directed. This is a non-exempt position.

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EXAMPLES OF ESSENTIAL FUNCTIONS

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

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1. Operates power mowers, edger^s, clippers and other hand and power tools used in municipal maintenance; mows grass, trims hedges, trees and shrubbery; maintains municipal parks, ball fields, tennis courts and related recreational facilities.
2. Assists skilled trade workers in maintenance and repair of buildings, parks, irrigation systems, streets or equipment using hand and power tools.
3. Patches asphalt and concrete in streets, sidewalks gutters and curbs; installs and repairs street signage.
4. Lays sod; waters parks and grounds; rakes; picks-up paper and other trash from assigned areas; places fertilizers, pesticides and herbicides under the supervision of the Foreman. Makes repairs to irrigation systems.
5. ~~Refuse collection.~~ Clean up trash and litter in and around municipal parks, ball fields, tennis courts and related recreational facilities and areas.

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REQUIREMENTS

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A. Training and Experience:

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High School diploma or G.E.D.: supplemented by three (3) years of experience in general landscape maintenance work or an equivalent combination of training and experience. Must have a valid Florida Drivers' License.

B. Knowledge, Abilities and Skills:

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- Knowledge of the practices, tools and materials used in the performance of a variety of skilled and manual maintenance tasks.
- Knowledge of occupational safety rules and practices.
- Knowledge of the operation and routine maintenance inspection of equipment and vehicles.
- Knowledge of the proper use of the tools and equipment used in municipal maintenance. Knowledge of the geography of the Town
- Knowledge of tropical plant care and growing conditions.
- Ability to safely operate hand and power tools.
- Ability to operate automotive vehicles and other power driven equipment.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to perform strenuous work in all weather conditions.

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C. Physical Requirements:

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C. Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20-50 pounds) items and occasionally handling very heavy items up to 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and lawn maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, dimensions and contours. Must be able to perform strenuous work in all weather conditions.

D. Environmental Requirements:

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D. Tasks may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

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E. Tasks require color, sound, odor, form and texture perception and discrimination.

F. Bloodborne Pathogens:

F. Category II-Moderate to Minimal Risk Exposure.

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

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DEPT: Public Works

CHARACTERISTICS OF THE CLASS

Under the supervision of a Foreman, performs manual and skilled work in the maintenance and repair of public buildings, grounds, facilities, and equipment. Assists skilled trade workers in the maintenance and repair of facilities and equipment. Work is performed according to regular procedures and is reviewed in progress and upon completion. Performs other work as requested.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Assist skilled trade workers in maintenance and repair of buildings, parks, streets or equipment using hand and power tools.
2. Operate power mowers, edgers, clippers and other hand and power tools used in municipal maintenance; mow grass, trim hedges, trees and shrubbery; maintain parks, ball fields, tennis courts and related recreational facilities.
3. Patch asphalt and concrete in streets, sidewalks gutters and curbs; install and repair street signage.
4. Lay sod; water parks and grounds; rake; pick-up paper and other trash from assigned areas; fertilize grounds and make repairs to sprinkler systems.
5. Refuse collection.

REQUIREMENTS

A. Training and Experience:

High school diploma or equivalent; supplemented by three (3) years of experience in general maintenance work; or an equivalent combination of training and experience.

B. Knowledge, Abilities and Skills:

Knowledge of the practices, tools and materials used in the performance of a variety of skilled and manual maintenance tasks.
Knowledge of occupational safety rules and practices.
Knowledge of the operation and routine maintenance inspection of equipment and vehicles.
Knowledge of tools and equipment used in municipal maintenance.
Knowledge of the geography of the Town.
Ability to operate hand and power tools.
Ability to operate automotive vehicles and other power driven equipment.
Ability to understand and follow oral and written instructions.
Ability to establish and maintain effective working relationships with other employees.
Ability to perform strenuous work in all weather conditions.

Maintenance Worker II (continued)

- C. Physical Requirements: Task involves the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and shop equipment; or the skilled and complex operation of heavy equipment calling for adherence to exacting standards of depth, grade, dimensions and contours.
- D. Environmental Requirements: Task may require frequent exposure to adverse environmental conditions.
- E. Sensory Requirements: Task requires color, sound, odor, form and texture perception and discrimination.
- F. Bloodborne Pathogens: Category II-Moderate to Minimal Risk Exposure

MECHANIC II

JOB CODE: 530
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under direct supervision of the division Foreman performs skilled, journeyman-level work in the service, maintenance, adjustment, and repair of diesel and/or gasoline automotive commercial truck equipment and related mechanical equipment including small engine turf equipment. Also performs lead worker duties in the operation and maintenance of the shop facility, equipment and maintenance of records. Work is reviewed through observation while in progress and upon completion. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

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

1. Performs general overhaul work on Town cars, heavy duty diesel trucks and hydraulics, mowers, and related automotive equipment, machinery, and tools; test drives vehicles and diagnoses equipment problems.
2. Makes repairs to equipment such as changing belts, pumps and alternators; adjusts clutches and brakes; replaces fuel injection systems, electronic controls, water, hydraulic and fuel pumps, hoses and other components; tunes engines.
3. Performs welding and electrical work on automotive and other mechanical equipment.
4. Ensures that repair work meets scheduling deadlines; places orders for parts; controls inventory; and, maintains vehicle and purchasing records. Coordinates all activities, including the general operation of the shop, with the division Foreman.
5. Conducts safety checks on Town vehicles and equipment.
6. Organizes and maintains departmental tools and equipment and maintains shop facility in clean condition.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED required or completion of an accredited automotive vocational course, plus ASE certification, or the ability to obtain ASE certification, within twelve (12) months of date of hire, in the following categories:

Automotive Engine Performance	Medium/Heavy Truck Diesel Engines
Automotive Brakes	Medium/Heavy Truck Brakes
Automotive Heating & Air Conditioning	Medium/Heavy Truck Electrical/Electronics
Automotive Electrical/Electronics	Medium/Heavy Truck PMI

Three (3) years of experience in the service, maintenance and repair of diesel and gas automotive and mechanical equipment required or an equivalent combination of training and experience. Must possess a valid Florida Class B Commercial Driver License with air brake endorsement.

Employee must provide basic hand tool set with locking cabinet.

B. Knowledge, Abilities and Skills:

- Knowledge of the methods and procedures of organizing and maintaining an automotive and diesel repair shop.
- Knowledge of the operation, maintenance and repair of gas and diesel automotive and heavy truck equipment, hydraulic systems and mowers.
- Knowledge of tools and standard practices of the automotive/diesel truck trade.
- Skill in operating a variety of tools and equipment used in vehicle maintenance.
- Knowledge of occupational safety rules and practices.
- Knowledge of the methods and procedures of metal welding and fabrication.
- Ability to diagnose problems in the operation of motor equipment and to make corrective adjustments and repairs.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain accurate inventory records.
- Knowledge of vehicle electronic and computer systems and controls and electric circuitry. Must be able to diagnose and repair.
- Knowledge of computerized diagnostic systems.
- Must possess basic computer skills including Microsoft Excel and Word.

C. Physical Requirements:

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20-50 pounds) items and occasionally handling very heavy items weighing more than 100 pounds; or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range

of hand and power tools and fleet maintenance equipment; or, the skilled and complex operation of equipment calling for adherence to exacting standards while manipulating multiple controls to make fine adjustments.

Tasks involve the reading of gages and computer screens.

D. Environmental Requirements:

Tasks are regularly performed with potential for frequent exposure to adverse conditions such as chemicals, solvents, fuels, dirt, dust, odors, fumes, temperature and noise extremes, machinery, vibrations, or animal/wildlife.

E. Sensory Requirements:

Tasks require color, sound, odor, form and texture perception and discrimination.

F. Bloodborne Pathogens:

Category II-Moderate to Minimal Risk Exposure.

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

MECHANIC II

CLASSIFICATION JOB CODE: 530

PAY GRADE: **

DEPARTMENT: PUBLIC WORKS

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CHARACTERISTICS OF THE CLASS

Under direct supervision of the division Foreman performs skilled, journeyman-level work in the service, maintenance, adjustment, and repair of diesel and/or gasoline automotive and/or commercial truck equipment and related mechanical equipment including small engine turf equipment. Also performs ~~Lead worker duties are also performed~~ in the operation and maintenance of the shop facility, equipment and maintenance of records. Work is reviewed through observation while in progress and upon completion. Performs related duties as directed. This is a non-exempt position. ~~Performs other work as requested.~~

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EXAMPLES OF ESSENTIAL FUNCTIONS

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

1. Performs general overhaul work on Town cars, heavy duty diesel trucks and hydraulics, mowers, and related automotive equipment, machinery, and tools; test drives vehicles and diagnoses equipment problems.
2. Makes repairs to equipment such as changing belts, pumps and alternators; adjusts clutches and brakes; replaces fuel injection systems, electronic controls, water, hydraulic and fuel pumps, hoses and other components; tunes engines.
3. Performs welding and electrical work on automotive and other mechanical equipment.
4. Ensures that repair work meets scheduling deadlines; places orders for parts; controls inventory; and maintains vehicle and purchasing records. Coordinates all activities, including the general operation of the shop, with the division Foreman.
5. Conducts safety checks on Town vehicles and equipment.
6. Organizes and maintains departmental tools and equipment and maintains shop facility in clean condition.

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REQUIREMENTS

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A. Training and Experience:

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High School diploma or G-E-D, required or completion of an accredited acceptable automotive vocational course, plus ASE certification, or the ability to obtain ASE certification, within twelve (12) months of date of hire, in the following categories:

<u>Automotive Engine Performance</u>	<u>Medium/Heavy Truck Diesel Engines</u>
<u>Automotive Brakes</u>	<u>Medium/Heavy Truck Brakes</u>
<u>Automotive Heating & Air Conditioning</u>	<u>Medium/Heavy Truck Electrical/Electronics</u>
<u>Automotive Electrical/Electronics</u>	<u>Medium/Heavy Truck PMI</u>

~~supplemented with courses relating to automotive mechanics or equivalent experience.~~ Three (3) years of experience in the service, maintenance and repair of diesel and gas automotive and mechanical equipment required or an equivalent combination of training and experience. Must possess a valid Florida Class B Commercial Driver License with air brake endorsement.

Employee must provide basic hand tool set with locking cabinet.

B. Knowledge, Abilities and Skills:

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- Knowledge of the methods and procedures of organizing and maintaining an automotive —and diesel repair shop.
- Knowledge of the operation, maintenance and repair of gas and diesel automotive and —heavy truck equipment, hydraulic systems and mowers.
- Knowledge of tools and standard practices of the automotive/diesel truck trade.
- Skill in operating a variety of tools and equipment used in vehicle maintenance.
- Knowledge of occupational safety rules and practices.
- Knowledge of the methods and procedures of metal welding and fabrication.
- Ability to diagnose problems in the operation of motor equipment and to make corrective —adjustments and repairs.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain accurate inventory records.
- Knowledge of vehicle electronic and computer systems and controls and electric circuitry. Must be able to diagnose and repair.
- Knowledge of computerized diagnostic systems.
- —Must possess basic computer skills including MS Microsoft Excel and Word.

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C. Physical Requirements:

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Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20-50 pounds) items and occasionally handling very heavy items weighing more than 100 pounds; or may involve the frequent use

of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and fleet maintenance equipment; or, the skilled and complex operation of equipment calling for adherence to exacting standards while manipulating multiple controls to make fine adjustments.

Tasks involve the reading of gages and computer screens.

D. Environmental Requirements:

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Tasks are regularly performed with potential for frequent exposure to adverse conditions such as chemicals, solvents, fuels, dirt, dust, odors, fumes, temperature and noise extremes, machinery, vibrations, or animal/wildlife.

E. Sensory Requirements:

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Tasks require color, sound, odor, form and texture perception and discrimination.

F. Bloodborne Pathogens:

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Category II-Moderate to Minimal Risk Exposure.

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

DEPT: Public Works

CHARACTERISTICS OF THE CLASS

Under direct supervision of the division Foreman performs skilled, journeyman-level work in the service, maintenance, adjustment, and repair of diesel and gas automotive equipment and related mechanical equipment. Lead worker duties are also performed in the operation and maintenance of the shop facility, equipment, and the maintenance of records. Work is reviewed through observation while in progress and upon completion. Performs other work as requested.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Perform general overhaul work on Town cars, police vehicles, trucks, mowers, and related automotive equipment, machinery, and tools; test drive vehicles and diagnose equipment problems.
2. Make repairs to equipment such as changing belts, pumps, and alternators; rebuild clutches, power takeoffs, and two and four cycle engines; adjust clutches and brakes; replace carburetors, water and fuel pumps, and other components; tune engines.
3. Perform welding and electrical work on automotive and other mechanical equipment.
4. Supervise the scheduling of repair work, ordering and control of inventory, and the general operation of the shop; prepare purchase orders; maintain work related records for shop
5. Conduct safety checks on Town vehicles and equipment.
6. Organize and maintains departmental tools and equipment and maintain shop facility in clean condition.

REQUIREMENTS**A. Training and Experience:**

High school diploma or equivalent; supplemented by three (3) years of experience in the service, maintenance, and repair of diesel and gas automotive and mechanical equipment; or an equivalent combination of training and experience. Must possess A.S.E. certifications and a valid State of Florida drivers license with class as mandated by State law.

B. Knowledge, Abilities and Skills:

Knowledge of the methods and procedures of organizing and maintaining an automotive and powered tool shop.

Knowledge of the operation and maintenance of gas and diesel automotive equipment, mowers, and other motor equipment.

Knowledge of occupational safety rules and practices.

Knowledge of the methods and procedures of welding and automotive electrical maintenance and repair.

Ability to diagnose problems in the operation of motor equipment and to make corrective adjustments and repairs.

Ability to understand and follow oral and written instructions.

Ability to maintain accurate inventory records.

Mechanic II (continued)

Ability to perform strenuous work in varying environmental conditions.

Skill in the use of hand power tools in the service, repair and maintenance of automotive and mechanical equipment.

- C. Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.
- D. Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions.
- E. Sensory Requirements: Task requires color, sound, odor, form and texture perception and discrimination.
- F. Bloodborne Pathogens: Category II-Moderate to Minimal Risk Exposure.

VEHICLE MAINTENANCE FOREMAN

JOB CODE: 615
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director, performs supervisory and skilled, master-level work in the service, maintenance, adjustment, and repair of diesel or gasoline automotive and/or commercial truck equipment and related mechanical equipment including small engine turf equipment. Supervisory duties are also performed in the operation and maintenance of the shop facility, equipment, and maintenance of records. The employee is a working supervisor directing the employees of the municipal garage and performing mechanical work in the nature of servicing/maintaining vehicles, as well as other mechanical and electrical generating equipment in various Town buildings as needed. Employee is responsible for organizing, assigning and reviewing work of subordinates. Work is reviewed in progress and upon completion for conformance with policies and procedures. Communicates with Department Heads, general employees, and vendors and ensures that performance standards are met. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

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

1. Plans, assigns, coordinates and exercises general and direct supervision over the activities of the municipal garage.
2. Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, and maintains records of activities, personnel, and purchases.
3. Estimates costs of projects, determines equipment and material needs, equipment specifications and other documents as needed, determines need for repairs and makes recommendations. Prepares reports and budgets accordingly.
4. Oversees the efficiency, productivity, safety and work habits of division employees. Provides technical assistance and training in use of appropriate maintenance procedures and equipment.
5. Supervises, trains and evaluates staff and provides for continuing development and training.
6. Establishes work standards and procedures for equipment repair/maintenance.

7. Plans and directs a preventive maintenance program for the Town's vehicles, grounds maintenance equipment, off-road equipment, tools and other equipment as needed.
8. Performs inspections of work in progress and completion.
9. Performs general overhaul work on Town cars, heavy duty diesel trucks and hydraulics, mowers, and related automotive equipment, machinery, and tools; test drives vehicles and diagnoses equipment problems.
10. Makes repairs to equipment such as changing belts, pumps and alternators; adjusts clutches and brakes; replaces fuel injection systems, electronic controls, water, hydraulic and fuel pumps, hoses and other components; tunes engines.
11. Performs welding and electrical work on automotive and other mechanical equipment.
12. Ensures that repair work meets scheduling deadlines; places orders for parts; controls inventory; and maintains vehicle and purchasing records.
13. Conducts safety checks on Town vehicles and equipment.
14. Organizes and maintains departmental tools and equipment and maintains shop facility in clean condition.
15. Maintains a complete inventory program of all vehicle parts.
16. Develops and maintains capital equipment replacement program.
17. Provides input and information as required for the preparation of the annual department budget and monitors expenditures throughout the fiscal year.
18. Evaluates and rates individual employee's performance and discusses the evaluation at least annually with workers under supervision.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED required or completion of an accredited automotive vocational course, plus ASE certification, or the ability to obtain ASE certification, within twelve (12) months of the date of hire, in the following categories:

Automotive Engine Performance	Medium/Heavy Truck Diesel Engines
Automotive Brakes	Medium/Heavy Truck Brakes
Automotive Heating and Air Conditioning	Medium/Heavy Truck Electrical/Electronics
Automotive Electrical/Electronics	Medium/Heavy Truck PMI

Five (5) years of experience in the service, maintenance and repair of diesel and gas automotive and mechanical equipment of which one (1) year must have been at the supervisory level required, or an equivalent combination of training and experience.

Must possess a valid Florida Class B Commercial Driver License with air brake endorsement.

Employee must provide basic hand tool set with locking cabinet.

B. Knowledge, Abilities and Skills:

- Knowledge of the methods and procedures of organizing, supervising, and maintaining an automotive and diesel repair shop.
- Knowledge of the principles and practices of supervision and management.
- Considerable knowledge of the operation, maintenance and repair of gas and diesel automotive and heavy truck equipment, hydraulic systems, construction related equipment, and mowers.
- Considerable knowledge of tools and standard practices of the automotive/diesel truck trade.
- Skill in operating a variety of tools and equipment used in vehicle maintenance
- Ability to supervise employees and to instruct them in the occupational safety rules and practices of the work, and in the use of the tools and equipment used in vehicle maintenance.
- Knowledge of the methods and procedures of metal welding and fabrication.
- Ability to diagnose problems in the operation of motor equipment and to make corrective adjustments and repairs.
- Ability to communicate effectively, both verbally and in writing.
- Ability to operate basic computer programs including Microsoft Word, Outlook and Excel.
- Knowledge of vehicle electronic and computer systems and controls and electric circuitry. Must be able to diagnose and repair.
- Knowledge of computerized diagnostic systems and computer controlled fuel dispensing equipment.
- Ability to inventory and order fuel for fuel storage tanks, as well as compile computer records of usage for monthly and quarterly reports.
- Ability to prepare and submit various forms of written communication such as: monthly reports, memoranda, objective employee evaluations, equipment specifications; and, to maintain records and files.
- Ability to make cost estimates for repair needs including parts and materials.
- Ability to plan and schedule work projects and personnel, write reports and maintain records and files including accurate inventory records.
- Ability to monitor monthly activity budgets and prepare requisitions for parts and supplies.
- Ability to provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year.
- Ability to maintain effective working relationships with other employees, other departments and the general public.

C. Physical Requirements:

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20-50 pounds) items and occasionally handling very heavy items weighing over 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and fleet maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards while manipulating multiple controls to make fine adjustments. Tasks involve the reading of gages and computer screens. Must be able to perform manual labor in all types of weather conditions.

D. Environmental Requirements:

Tasks are regularly performed with potential for frequent exposure to adverse conditions such as chemicals, solvents, fuels, dirt, dust, odors, fumes, temperature and noise extremes, machinery, vibrations, or animal/wildlife.

E. Sensory Requirements:

Tasks require color, sound, odor, form and texture perception and discrimination.

F. Bloodborne Pathogens:

Category II – Moderate to Minimal Risk Exposure.

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

VEHICLE MAINTENANCE FOREMAN

CLASSIFICATION JOB CODE: 615

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PAY GRADE: **

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DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director, performs supervisory and skilled, master-level work in the service, maintenance, adjustment, and repair of diesel or gasoline automotive and/or commercial truck equipment and related mechanical equipment including small engine turf equipment. Supervisory duties are also performed in the operation and maintenance of the shop facility, equipment, and maintenance of records. The employee is a working supervisor directing the employees of the municipal garage and performing mechanical work in the nature of servicing/maintaining vehicles, as well as other mechanical and electrical generating equipment in various Town buildings as needed. Employee is responsible for organizing, assigning and reviewing work of subordinates. Work is reviewed in progress and upon completion for conformance with policies and procedures. Performs other work as requested. Communicates with Department Heads, general employees, and vendors and ensures that performance standards are met. Performs related duties as directed. This is a non-exempt position.

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EXAMPLES OF ESSENTIAL FUNCTIONS

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

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1. Plans, assigns, coordinates and exercises general and direct supervision over the activities of the municipal garage.
2. Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, and maintains records of activities, personnel, and purchases.
3. Estimates costs of projects, determines equipment and material needs, equipment specifications and other documents as needed, determines need for repairs and makes recommendations. Prepares reports and budgets accordingly.
4. Oversees the efficiency, productivity, safety and work habits of division employees. Provides technical assistance and training in use of appropriate maintenance procedures and equipment.

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5. Supervises, trains and evaluates staff and provides for continuing development and training.

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6. Establishes work standards and procedures for equipment repair/maintenance.

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7. Plans and directs a preventive maintenance program for the Town's vehicles, grounds maintenance equipment, off-road equipment, tools and other equipment as needed.

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8. Make/Performs inspections of work in progress and completion.

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9. Performs general overhaul work on Town cars, heavy duty diesel trucks and hydraulics, mowers, and related automotive equipment, machinery, and tools; test driven/drives vehicles and diagnoses equipment problems.

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10. Makes repairs to equipment such as changing belts, pumps and alternators; adjusts clutches and brakes; replaces fuel injection systems, electronic controls, water, hydraulic and fuel pumps, hoses and other components; tunes engines.

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11. Performs welding and electrical work on automotive and other mechanical equipment.

11.

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12. Ensures that repair work meets scheduling deadlines; places orders for parts; controls inventory; and maintains vehicle and purchasing records.

12.

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13. Conducts safety checks on Town vehicles and equipment.

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14. Organizes and maintains departmental tools and equipment and maintains shop facility in clean condition.

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15. Maintains a complete inventory program of all vehicle parts.

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16. Develops and maintains capital equipment replacement program.

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17. Provides input and information as required for the preparation of the annual department budget and monitors expenditures throughout the fiscal year.

17.

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18. Evaluates and rates individual employee's performance and discusses the evaluation at least annually with workers under supervision.

REQUIREMENTS

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A. Training and Experience:

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High School diploma or G.E.D. required or completion of an accredited automotive vocational course, plus ASE certification, or the ability to obtain ASE certification, within twelve (12) months of the date of hire, in the following categories:

<u>Automotive Engine Performance</u>	<u>Medium/Heavy Truck Diesel Engines</u>
<u>Automotive Brakes</u>	<u>Medium/Heavy Truck Brakes</u>
<u>Automotive Heating and Air Conditioning</u>	<u>Medium/Heavy Truck Electrical/Electronics</u>
<u>Automotive Electrical/Electronics</u>	<u>Medium/Heavy Truck PMI</u>

~~acceptable vocational school supplemented with courses relating to automotive mechanics or equivalent experience.~~ Five (5) years of experience in the service, maintenance and repair of diesel and gas automotive and mechanical equipment of which one (1) year must have been at the supervisory level required, or an equivalent combination of training and experience.

Must possess a valid ~~State of~~ Florida Class B Commercial Driver License with ~~at least a Class B, with~~ with air brake endorsement.

~~A condition of employment is that the employee must have and maintain suitable and dependable means of communication/transportation available whereby contacts can be made by management and staff for response to emergencies requiring expeditious corrective action.~~

Employee must provide basic hand tool set with locking cabinet.

B. Knowledge, Abilities and Skills:

- Knowledge of the methods and procedures of organizing, supervising, and maintaining an —automotive and diesel repair shop.
- Knowledge of the principles and practices of supervision and management.
- Considerable knowledge of the operation, maintenance and repair of gas and diesel —automotive and heavy truck equipment, hydraulic systems, construction related —equipment, and mowers.
- Considerable knowledge of tools and standard practices of the automotive/diesel truck trade.
- Skill in operating a variety of tools and equipment used in vehicle maintenance
- Ability to supervise employees and to instruct them in the occupational safety rules and —practices of the work, and in the use of the tools and equipment **of the job used in vehicle maintenance.**
- Knowledge of the methods and procedures of metal welding and fabrication.
- Ability to diagnose problems in the operation of motor equipment and to make corrective —adjustments and repairs.
- Ability to communicate effectively, both verbally and in writing.
- Ability to operate basic computer programs including Microsoft Word, Outlook and Excel.
- Knowledge of vehicle electronic and computer systems and controls and electric circuitry. —Must be able to diagnose and repair.
- Knowledge of computerized diagnostic systems and computer controlled fuel —dispensing equipment.
- Ability to inventory and order fuel for fuel storage tanks, as well as compile computer —records of usage for monthly and quarterly reports.
- Ability to prepare and submit various forms of written communication such as: monthly —reports, memoranda, objective employee evaluations, equipment specifications; and, **to** maintain records and files.
- Ability to make cost estimates for repair needs including parts and materials.
- Ability to plan and schedule work projects and personnel, write reports and maintain —records and files including accurate inventory records.
- Ability to monitor monthly activity budgets and prepare requisitions for parts and supplies.
- Ability to provide input and information as required for the preparation of the annual —department budget and monitor expenditures throughout the fiscal year.
- Ability to maintain effective working relationships with other employees, other departments and the general public.

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C. Physical Requirements:

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Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20-50 pounds) items and occasionally handling very heavy items weighing over 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and fleet maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards while manipulating multiple controls to make fine adjustments.

Tasks involve the reading of gages and computer screens. Must be able to perform manual labor in all types of weather conditions

D. Environmental Requirements:

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Tasks are regularly performed with potential for frequent exposure to adverse conditions such as chemicals, solvents, fuels, dirt, dust, odors, fumes, temperature and noise extremes, machinery, vibrations, or animal/wildlife.

E. Sensory Requirements:

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Tasks require color, sound, odor, form and texture perception and discrimination.

F. Bloodborne Pathogens:

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Category II – Moderate to Minimal Risk Exposure.

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

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CHARACTERISTICS OF THE CLASS**Dept. Public Works**

Under the general direction of the Public Works Director and/or Operations Manager, performs supervisory and technical work in the maintenance of Town owned automobiles, light and heavy trucks, construction and off-road equipment. The employee is a working supervisor directing the employees of the municipal garage and performing mechanical work in the nature of servicing/maintaining vehicles, as well as, other mechanical and electrical equipment in various Town buildings as needed. Is responsible for organizing, assigning and reviewing work of subordinates. Performs other work as requested.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Plan, assign, coordinate and exercise general and direct supervision over the activities of the municipal garage.
2. Prepare daily work schedules, develop work procedures, assign personnel, maintain records of activities and personnel.
3. Estimate costs of projects, determine equipment and material needs, prepare reports, equipment specifications and other documents as needed, determine need for repairs and make recommendations.
4. Oversee the efficiency, productivity, safety and working habits of departmental employees, provide technical assistance and training in use of appropriate maintenance procedures and equipment.
5. Supervise, train and evaluate staff and provide for continuing development and training.
6. Establish work standards and procedures for equipment repair/maintenance, determines needs and feasibility of major repairs.
7. Plan and direct a preventive maintenance program for the Towns vehicles, grounds maintenance equipment, off road equipment, tools and other as needed.
8. Make inspections of work in progress and completion.
9. Repair and overhaul automobiles, trucks and other equipment. Replace faulty parts and perform routine maintenance.
10. Maintain a complete inventory program of all vehicle parts.
11. Develop and maintain capital equipment replacement program.
12. Provide input and information as required for the preparation of the annual department budget.

Vehicle Maintenance Foreman (continued)

REQUIREMENTS

A. Training and Experience:

High School graduate or acceptable vocational school supplemented with courses relating to automotive mechanics or equivalent experience. Five (5) years experience in the field of repairing vehicles and equipment.

SPECIAL REQUIREMENTS

Must possess a minimum Florida Class B CDL with air brake and cargo endorsements. Employee must be ASE certified for air conditioning work or acquire such within six (6) months from date of employment or promotion.

A condition of employment is that the employee must have and maintain suitable and dependable means of communication/transportation available whereby contacts can be made by management and staff for response to emergencies requiring expeditious corrective action.

Employee must wear a pager at all times.

B. Knowledge, Abilities and Skills:

Considerable knowledge of methods, materials and equipment utilized in servicing/repairing vehicles and construction related equipment.

Considerable knowledge of tools and standard practices of the automotive trade.

Knowledge of computers and computer generated fuel dispensing equipment.

Ability to prepare and submit various forms of written communication such as: monthly reports, memoranda, objective employee evaluations, equipment specifications and maintain records and files.

Ability to plan, organize and supervise the work of subordinates and to instruct persons on proper safety techniques.

Ability to monitor activity budgets and prepare requisitions for parts.

Ability to express ideas effectively orally and in writing.

Ability to inventory and order fuel for fuel storage tanks, as well as compile computer records of usage for monthly and quarterly reports.

Ability to maintain effective working relationships with other employees, representatives, other departments and the general public.

- C. Physical Requirements:** Task involves the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and shop equipment, or the skilled and complex operation of heavy equipment calling for adherence to exacting standards of depth, grade, dimensions and contours.

Vehicle Maintenance Foreman (continued)

D. **Environmental Requirements:** Task may require frequent exposure to adverse environmental conditions.

E. **Sensory Requirements:** Task requires color, sound, odor, form and texture perception and discrimination.

F. **Bloodborne Pathogens:** Category II - Moderate to Minimal Risk Exposure.

ACCOUNTANT I

JOB CODE: 211
DEPARTMENT: FINANCE

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Finance Director, responsible for performing a variety of accounting functions. Work is performed under the general supervision of the Finance Director with technical support from the Chief Accountant with limited use of independent judgment and discretion in the performance of the work. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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

1. Prepares financial reports of all types, and may include those required by auditors engaged in periodic or special audits of the Town's financial administration
2. Prepares tax reports including but not limited to sales tax, fuel tax and 941 returns
3. Compiles and analyzes financial information to prepare journal entries
4. Prepares regulatory reports as required by State and Federal agencies
5. Prepares daily cash reports, accurate deposits and data entries to accounts
6. Performs monthly bank statement reconciliations or reviews reconciliation for completeness
7. Performs monthly analysis of revenues and expenditures and comparison of budget to actuals
8. Performs monthly review and reconciliations of balance sheet accounts and follows up on discrepancies and irregularities
9. Prepares bi-weekly payroll and associated reports as required or review payroll reports for accuracy and completeness
10. Issues purchase orders and processes invoices for payment against purchase orders
11. Processes all other payments for goods and services
12. Processes payments and cash receipts from the public, other agencies and other departments
13. Assists auditors in completing the yearly audits
14. Performs all tasks related to the Local Business Tax Receipts.

15. Performs other accounting and administrative functions for the Finance Director as assigned
16. Monitors all Town grants and prepares and submits required reports and maintains a schedule of all grants for management and auditors

REQUIREMENTS:

A. Training and Experience:

Graduation from an accredited college or university with a Bachelors Degree in accounting or related field. A combination of education and experience may be substituted for degree. Must be proficient in Microsoft Excel and Word. Municipal accounting experience is preferred.

B. Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Principles; Government Accounting, Auditing and Financial Reporting; and, Government Accounting Standards Board requirements
- Ability to prepare basic financial reports using advanced computer techniques and software programs such as Microsoft Excel and Word
- Ability to establish and maintain working relationships with other employees, Town officials and the general public
- Ability to work independently with direction from others
- Ability to perform multiple tasks simultaneously

PHYSICAL REQUIREMENTS:

Tasks require limited physical activities, lifting a maximum of 20 pounds, standing and walking, and dexterity in the use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination.

ENVIRONMENTAL CONDITIONS:

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

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

ACCOUNTANT II

JOB CODE: 212
DEPARTMENT: FINANCE

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Finance Director, responsible for performing a variety of accounting functions. Work is performed under the general supervision of the Finance Director with technical support from the Chief Accountant with latitude for the use of independent judgment and discretion in the performance of the work. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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

1. Prepares financial reports of all types, and may include those required by auditors engaged in periodic or special audits of the Town's financial administration
2. Prepares tax reports including but not limited to sales tax, fuel tax and 941 returns
3. Compiles and analyzes financial information to prepare journal entries
4. Prepares regulatory reports as required by State and Federal agencies
5. Prepares daily cash reports, accurate deposits and data entries to accounts
6. Performs monthly bank statement reconciliations or reviews reconciliation for completeness
7. Performs monthly analysis of revenues and expenditures and comparison of budget to actuals
8. Performs monthly review and reconciliations of balance sheet accounts and follows up on discrepancies and irregularities
9. Prepares bi-weekly payroll and associated reports as required or review payroll reports for accuracy and completeness
10. Issues purchase orders and processes invoices for payment against purchase orders
11. Processes all other payments for goods and services
12. Processes payments and cash receipts from the public, other agencies and other departments
13. Assists auditors in completing the yearly audits
14. Performs all tasks related to the Local Business Tax Receipts.

15. Performs other accounting and administrative functions for the Finance Director as assigned
16. Monitors all Town grants and prepares and submits required reports and maintains a schedule of all grants for management and auditors

REQUIREMENTS:

A. Training and Experience:

Graduation from an accredited college or university with a Bachelors Degree in accounting or related field plus five years of experience in municipal accounting. A combination of education and experience may be substituted for degree. Must be proficient in Microsoft Excel and Word.

B. Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Principles; Government Accounting, Auditing and Financial Reporting; and, Government Accounting Standards Board requirements
- Ability to prepare financial reports using advanced computer techniques and specific software programs such as Microsoft Excel and Word
- Ability to establish and maintain working relationships with other employees, Town officials and the general public
- Ability to work independently and to make appropriate decisions
- Ability to perform multiple tasks simultaneously

PHYSICAL REQUIREMENTS:

Tasks require limited physical activities, lifting a maximum of 20 pounds, standing and walking, and dexterity in the use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination.

ENVIRONMENTAL CONDITIONS:

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

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

ACCOUNTANT III

JOB CODE: 213
DEPARTMENT: FINANCE

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Finance Director, responsible for performing a variety of accounting functions. Work is performed under the general supervision of the Finance Director with wide latitude for the use of independent judgment and discretion in the performance of the work and application of professional accounting techniques. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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

1. Prepares financial reports of all types, and may include those required by auditors engaged in periodic or special audits of the Town's financial administration
2. Prepares tax reports including but not limited to sales tax, fuel tax and 941 returns
3. Compiles and analyzes financial information to prepare journal entries
4. Prepares regulatory reports as required by State and Federal agencies
5. Prepares daily cash reports, accurate deposits and data entries to accounts
6. Performs monthly bank statement reconciliations or reviews reconciliation for completeness
7. Performs monthly analysis of revenues and expenditures and comparison of budget to actuals
8. Performs monthly review and reconciliations of balance sheet accounts and follows up on discrepancies and irregularities
9. Prepares bi-weekly payroll and associated reports as required or review payroll reports for accuracy and completeness
10. Issues purchase orders and processes invoices for payment against purchase orders
11. Processes all other payments for goods and services
12. Processes payments and cash receipts from the public, other agencies and other departments
13. Assists auditors in completing the yearly audits
14. Performs all tasks related to the Local Business Tax Receipts.

15. Performs other accounting and administrative functions for the Finance Director as assigned
16. Monitors all Town grants and prepares and submits required reports and maintains a schedule of all grants for management and auditors

REQUIREMENTS:

A. Training and Experience:

Graduation from an accredited college or university with a Bachelors Degree in accounting or related field. MBA and/or CPA, and municipal accounting experience preferred. Must be proficient in Microsoft Excel and Microsoft Word.

B. Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Principles; Government Accounting, Auditing and Financial Reporting; and Government Accounting Standards Board requirements
- Ability to prepare complex financial reports using advanced computer techniques and specific software programs such as Microsoft Excel and Microsoft Word
- Ability to establish and maintain working relationships with other employees, Town officials and the general public
- Ability to plan projects, to work independently, to make appropriate decisions, and to direct others as part of a project
- Ability to perform multiple tasks simultaneously

PHYSICAL REQUIREMENTS:

Tasks require limited physical activities, lifting a maximum of 20 pounds, standing and walking, and dexterity in the use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination.

ENVIRONMENTAL CONDITIONS:

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

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

TAB 11



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Tab 11*

Agenda Title: **RESOLUTION RESTRICTING THE UNSPENT LEGAL SETTLEMENT PROCEEDS FROM THE MARINA LAWSUIT AND DESIGNATING THESE FUNDS FOR THE REPAIR OF THE SEAWALL**

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *DSS* Date: *8/7/13*

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

Originating Department: <p style="text-align: center;">FINANCE</p>	Costs: \$ -0- Funding Source: Acct. # <input checked="" type="checkbox"/> Finance ___ BKR _____	Attachments: Resolution No. ___-08-13
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone ___ OR Not applicable in this case ___ BKR ___ Please initial one.

Summary Explanation/Background:

The Marina Lawsuit was settled in October 2012 in the amount of \$880,000. The current forecast is that the Marina Fund will finish the fiscal year with a surplus of \$470,084. This Resolution restricts the actual surplus specifically for use in repairing the seawall.

Recommended Motions:

I move to approve Resolution No. ___-08-13, restricting the surplus Marina Lawsuit funds for use in repairing the seawall.

RESOLUTION NO. 23-08-13

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, RESTRICTING THE UNSPENT LEGAL SETTLEMENT PROCEEDS FROM THE MARINA LAWSUIT AND DESIGNATING THESE FUNDS FOR THE REPAIR OF THE SEAWALL; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

WHEREAS, the Town has settled the litigation (the Marina Lawsuit) for \$880,000; and

WHEREAS, the intent of the lawsuit was to facilitate the repair of the seawall, and

WHEREAS, the research into the most effective and efficient method of repair has not yet been recommended by the engineering firms, as they have been contracted to do.

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

That any unspent funds at the end of the fiscal year ended September 30, 2013 that result from the legal settlement of the Marina Lawsuit are to be restricted and designated specifically for the repair of the seawall.

TAB 12



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Tab 12*

Agenda Title: Award of Contract for Lake Park Harbor Marina Seawall Joint Sealing-Demonstration (Chemical Grouting), RFP No. 103-13 to Stable Soils of Florida

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

Approved by Town Manager *[Signature]* Date: *8/8/13*

Richard Pittman/Project Manager
Name/Title

Originating Department: Public Works	Costs: \$ 19,044.63 Funding Source: Marina Acct. # 800-46050 <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	Attachments: Bid Tabulation Bid Document Bid Submittals
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u><i>RP</i></u> or Not applicable in this case _____ Please initial one.

Summary Explanation/Background: In April, 2013 the Town Commission approved an agreement with Simmons and White Engineers to perform consultant services for the remedial sealing of the seawall joints and the associated soil and paver brick walkway settlement at the Lake Park Harbor Marina. Simmons and White prepared specifications and details for three demonstration methods of remediation of soil seepage at the seawall. The methods are:

1. Placement of filter fabric at up to 13 panel joints on the land side of the seawall, backfill and compaction.

2. Excavation and injection of chemical grout at up to four seawall panel joints on the land side of the seawall, install wall drain, backfill and compact.
3. Injection of chemical grout at up to four piling (two joints/pile) on the water side of the seawall.

Bids for the filter fabric placement method were solicited as RFP Bid No. 102-13. Bids for the two methods of chemical grout injection were solicited as RFP Bid No. 103-13. Each method of repair is being termed "demonstration". At the conclusion of the three demonstrations, Simmons and White will evaluate which methodology best addresses the deficiencies compared with the associated costs. Simmons and White's recommendation will form the basis of a Request for Proposal (RFP) that will be advertised to complete repairs throughout the entire Marina where a paver brick walkway is adjacent to the seawall.

The RFP Bid No. 103-13 consists of specifications and details for paver brick removal and excavation along 56 feet of seawall and injection of chemical grout at panel joints. This 56 foot section is north of the Marina office building. Three void locations under the brick pavers have been identified either by the use of ground penetrating radar or by observation of paver brick settlement. Excavation will be performed in a manner to determine if undetected voids are discovered. The bid allots for up to eight joints or piling to be grouted. Wall drains will be installed to compensate for water tight joints. Backfill and compaction will be accomplished in a prescribed manner. Replacement of the paver brick is not included in the contract. Based upon the effectiveness of the remediation project, alternate walkway designs may be contemplated.

Five contractors whose line of work is similar to requirements of the project were invited to bid the project. Two bids were received (see attached bid tabulation). Stable Soils of Florida submitted the low base bid in the amount of \$17,094.63. Stable Soils of Florida has been in business for more than five years performing work associated with grout injection.

The bid includes a price for Alternate 1, removal of flowable fill concrete if found during excavation. This Alternate 1 if needed will be paid on a cubic yard basis estimated to be three cubic yards. Staff recommends award of the contract to Stable Soils of Florida and to include Alternate 1 in the amount of \$1,950.00 in the awarded contract amount. The recommended awarded contract amount is \$19,044.63 (\$17,094.63 + 1,950.00).

A contingency amount of \$1,900.00 (10 percent of the awarded contract price) is also recommended.

In addition to contracting with Stable Soils of Florida, Simmons and White, Ardaman and Associates, and Al Gargiulo, P.E. will monitor the construction during the demonstration work. The funds for construction inspection services have been included in the Simmons and White contract.

Recommended Motion: I move to approve contracting with Stable Soils of Florida in the amount of \$19,044.63 to perform the requirements of Bid No. 103-13 and to establish a contingency of \$1,900.

BID TABULATION RFP BID NO. 103-13
LAKE PARK HARBOR SEAWALL JOINT SEALING DEMONSTRATION
EASTERLY DEMONSTRATION AREA (CHEMICAL GROUTING)

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	STABLE SOILS OF FLORIDA		CERTIFIED FOUNDATIONS INC.	
				Unit Cost L.S.	Amount. \$	Unit Cost L.S.	Amount. \$
1	Mobilization incl. registration w/ Town and permit (fee waived).	1	Job	L.S.	\$ 5,000.00	L.S.	\$ 3,030.00
2	Pedestrian Safety.	1	Job	L.S.	\$ 350.00	L.S.	\$ 500.00
3	Excavation (complete); incl. removal of full 5' width of paver, stacking on pallets, excavation of backfill, support and protection of existing utilities, notification and limits of flowable fill encountered.	56	L.F.	\$ 33.35	\$ 1,867.60	\$ 244.00	\$ 13,664.00
4	"Landside" chemical grouting (complete); incl. all labor, material, tools and equipment and other incidentals. Assume 0.75 gal./vert. foot per joint, avg. 10 vert. ft./jt. 4 joints, 30 gallons	30	Gallons	\$ 102.30	\$ 3,069.00	\$ 208.33	\$ 6,249.90
5	"Waterside" chemical grouting (complete); incl. all labor, material, tools and equipment and other incidentals. Assume 10 vert. ft./pile, 4 pilings ea. pile incl. 2 joints	4	Piling	\$ 722.37	\$ 2,889.48	\$ 5,700.00	\$ 22,800.00
6	Wall drain (complete); incl. all labor, materials, tools, and equip. and other incidentals necessary to complete all specified work	48	L.F.	\$ 37.85	\$ 1,816.80	\$ 175.31	\$ 8,414.88

BID TABULATION RFP BID NO. 103-13 (CONTINUED)
LAKE PARK HARBOR SEAWALL JOINT SEALING DEMONSTRATION
EASTERLY DEMONSTRATON AREA (CHEMICAL GROUTING)

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	STABLE SOILS OF FLORIDA		CERTIFIED FOUNDATIONS INC.	
				Unit Cost	Amount.	Unit Cost	Amount.
7	Wall drain sheet pile penetration (complete); incl. all labor, materials, tools and equip. and other incidentals to complete the specified work.	7	Each	\$ 191.45	\$ 1,340.15	\$ 125.00	\$ 875.00
8	Backfill excavation and recompact to 11" below seawall cap	56	L.F.	\$ 13.60	\$ 761.60	\$ 131.22	\$ 7,348.32
BASE BID TOTAL ITEMS 1-8					\$ 17,094.63		\$ 62,882.10
9	Alternate 1; Flowable fill removal on landside to facilitate chemical grout installation	3	C.Y.	\$ 650.00	\$ 1,950.00	\$ 493.00	\$ 1,479.00
TOTAL ESTIMATED COST					\$ 19,044.63		\$ 64,361.10

RECOMMENDED AWARD TO: STABLE SOILS OF FLORIDA FOR BASE BID PLUS ALTERNATE 1: \$19,044.63



Arts District



Commerce District



Hometown District

July 16, 2013

.....

**REQUEST FOR PROPOSAL
 BID # 103-13**

**TITLE: Lake Park Harbor Marina Seawall Joint Sealing-Demonstration
 Easterly Demonstration Area (Chemical Grouting)**

QUOTE DUE DATE: 2:00 p.m. August 7, 2013

CONTACT PERSON WITH TOWN: Richard Pittman, Tel. (561) 881-3347

Please quote the following associated with drawings titled:

Lake Park Marina Existing Condition Detail (1 of 1)

Lake Park Marina Excavation Detail (2 of 2)

Lake Park Marina "Landside" Chemical Grouting Demonstration Alternative Detail (6 of 6)

Lake Park Marina "Waterside" Chemical Grouting Demonstration Alternative Detail (3 of 3)

Lake Park Marina Wall Drain Demonstration Alternative Detail (4 of 4)

Lake Park Marina Trench Backfill (2 of 2)

SCHEDULE OF BID ITEMS

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>ESTIMATED COST</u>
1	Mobilization includes registration with the Town and permit (permit fee waived).	1	Job	L.S.	\$_____
2	Pedestrian Safety	1	Job	L.S.	\$_____

3	Excavation (complete); includes removal of full 5' width of pavers, stacking on pallets, excavation of backfill, support and protection of existing utilities, notification of Town if flowable fill is encountered (and identification of limits of flowable fill to the extent possible).	56 106	L.F.	\$ _____	\$ _____
4	"Landside" chemical grouting (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work (assumes 0.75 gal/vertical foot per joint, avg. 10 vertical feet per joint, 4 joints, 30 gallons total).	30	Gallons	\$ _____	\$ _____
5	"Waterside" chemical grouting (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work. (Assumes 10 vertical feet per piling, 4 pilings.) NOTE: <u>Each piling includes 2 joints/seams.</u>	4	Pilings	\$ _____	\$ _____
6	Wall drain (complete); includes all labor materials, tools, and equip. and other incidentals necessary to complete the specified work, including additional excavation noted on detail.	48	L.F.	\$ _____	\$ _____
7	Wall drain sheet pile penetration (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work.	7	Each	\$ _____	\$ _____
8	Backfill excavation and recompact to 11" below seawall cap.	56	L.F.	\$ _____	\$ _____
Base Bid Total Items 1 - 8					\$ _____

9 Alternate 1: Flowable Fill removal and disposal (complete); includes removal and disposal of flowable fill (if any) identified during excavation necessary to facilitate "Landside" chemical grout installation. NOTE: Quantities to be field verified by Town prior to disposal of material.

3 C.Y. \$ _____ \$ _____

TOTAL ESTIMATED COST *: \$ _____

* If Total for Items 1-9 exceeds \$25,000.00, Town to exclude work items from the project scope to limit total project maximum cost to \$25,000.00. It shall be the sole discretion of the Town, what, if any, scope is to be reduced, i.e., the deletion of waterward and/or landward sheet pile sealing, wall drain, etc.

Submitted by: _____

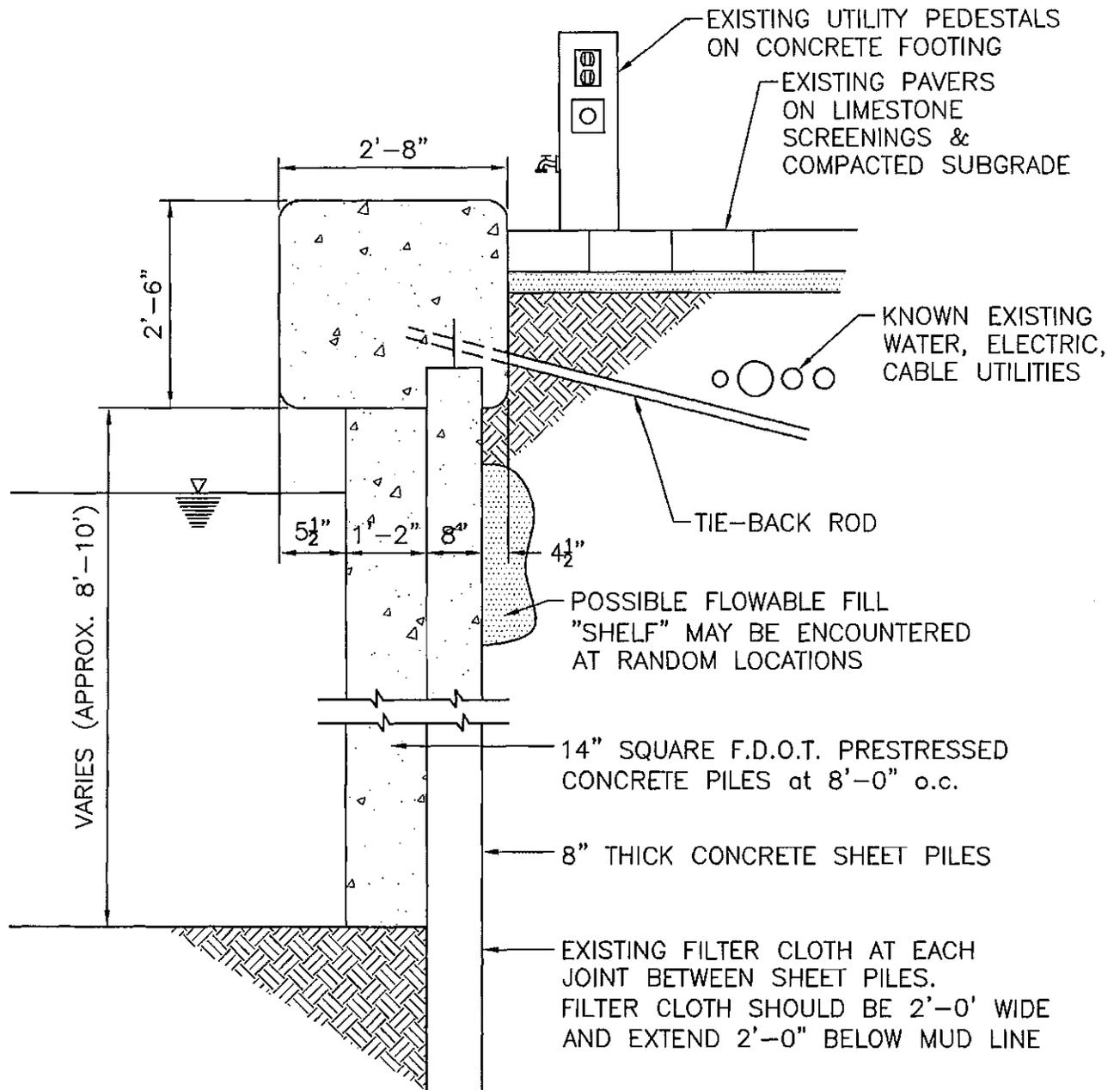
Name of firm: _____

Tel. # _____ **Date:** _____

Please submit to: Vivian Mendez, Town Clerk
535 Park Avenue
Lake Park, Fl. 33403

Bid # 103-13 Bid Due Aug. 7, 2013

Town Clerk:
Tel. (561) 881-3311
Fax. (561) 881-3314



NOTE: FILTER CLOTH HAS BEEN OBSERVED TO BE UNSUPPORTED AND SAGGING AT TEST HOLE LOCATIONS. INITIAL IN-FIELD OBSERVATION REVEALS FILTER FABRIC NOT INSTALLED PER ORIGINAL DESIGN SPECIFICATIONS

EXISTING CONDITION DETAIL

NOT TO SCALE



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LAKE PARK MARINA
EXISTING CONDITION DETAIL

REVISIONS

DESIGN
R.R.

DRAWN
E.P.

CHECKED

APPROVED

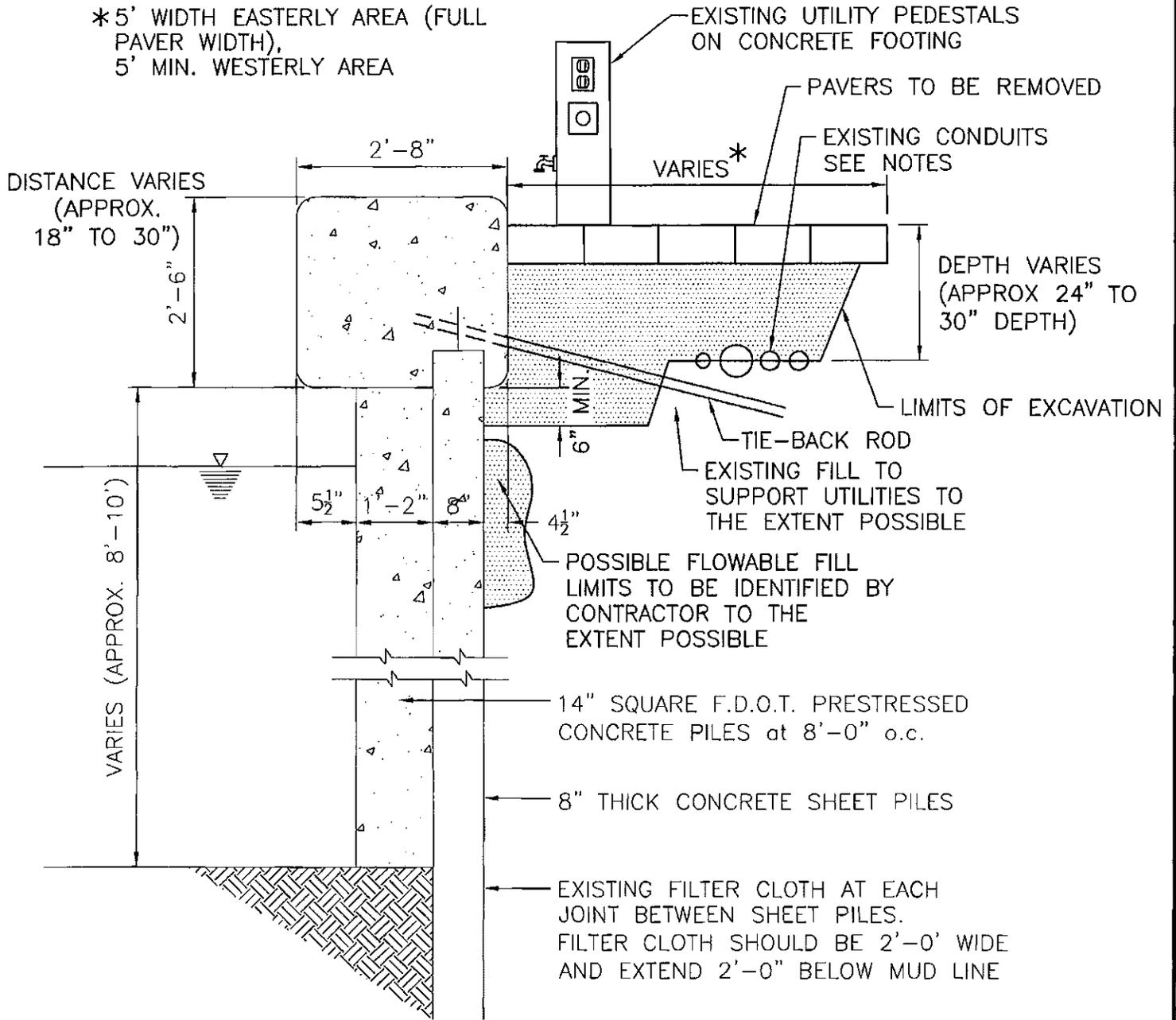
DATE
07-01-13

JOB NO.
11-106B

DRAWING NO.
11-106B

SHEET 1 OF 1

*5' WIDTH EASTERLY AREA (FULL
PAVER WIDTH),
5' MIN. WESTERLY AREA



EXCAVATION DETAIL

NOT TO SCALE



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LAKE PARK MARINA
EXCAVATION DETAIL

REVISIONS

DESIGN
R.R.

DRAWN
E.P.

CHECKED

APPROVED

DATE
07-01-13

JOB NO.
11-106B

DRAWING NO.
11-106B

SHEET OF
1 2

EXCAVATION DETAIL NOTES

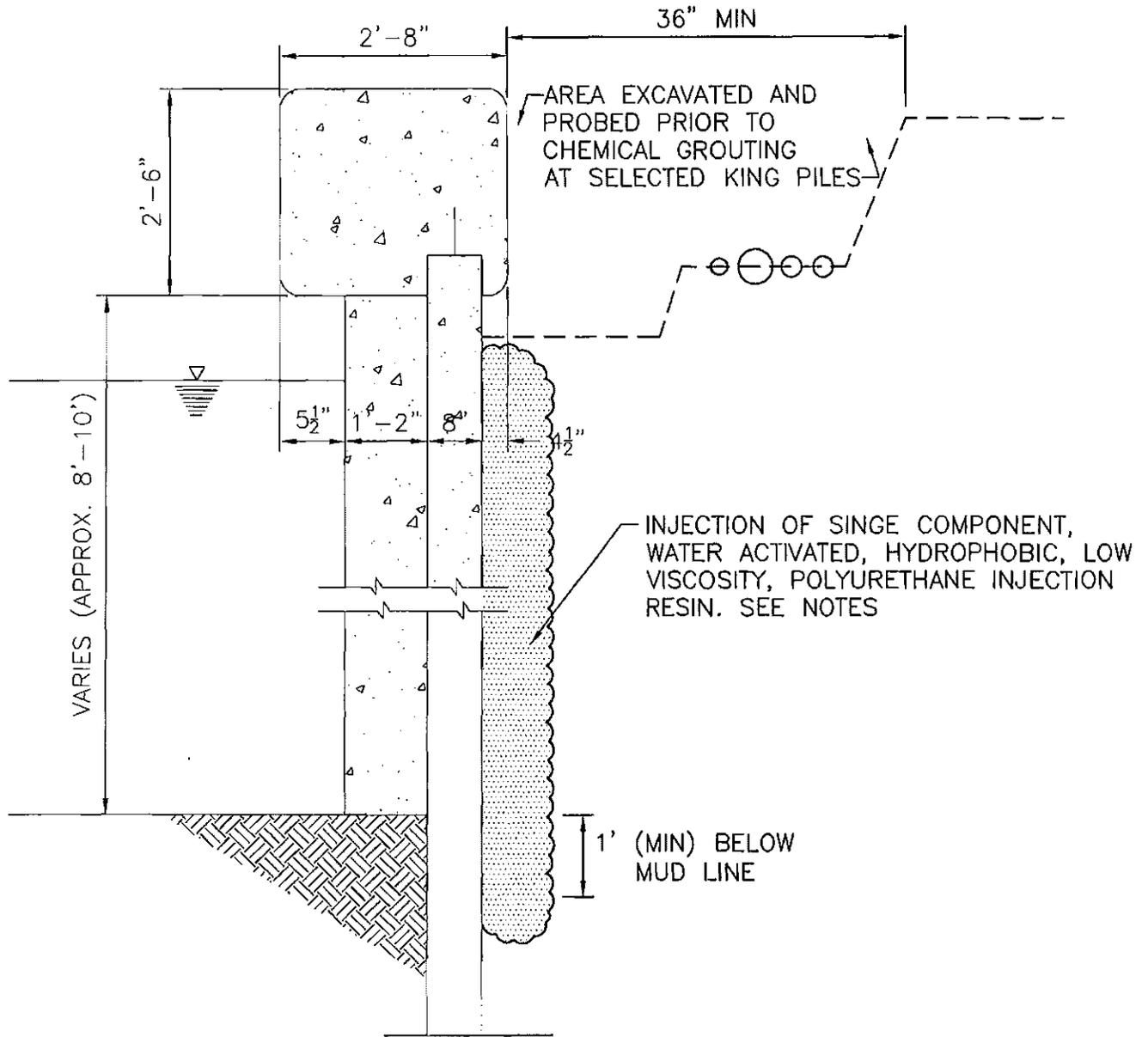
1. WESTERLY DEMONSTRATION AREA APPROXIMATELY 106' LONG WITH 13 PILES ALONG SEAWALL. EXISTING PAVER WIDTH APPROXIMATELY 10'.
2. EASTERLY DEMONSTRATION AREA APPROXIMATELY 56' LONG WITH 8 PILES ALONG SEAWALL. EXISTING PAVER WIDTH APPROXIMATELY 5'.
3. CONTRACTOR TO REMOVE LIMITED WIDTH OF PAVERS AS NEEDED FOR EXCAVATION DEPTH (FULL 5' WIDTH ON EAST DEMONSTRATION AREA, 5' MIN. ON WEST DEMONSTRATION AREA) AND STACK NEATLY ON TOWN SUPPLIED PALLETS. TOWN TO REMOVE AND STORE PAVERS OFFSITE. PAVER REMOVAL TO BE UNIT COST, PER S.F.
4. CONTRACTOR TO EXCAVATE EXISTING SEAWALL BACKFILL TO A MINIMUM DEPTH OF 6" BELOW SEAWALL CAP (APPROXIMATE TOTAL DEPTH OF 36") TO EDGE OF EXISTING CONDUITS WITH TOTAL TRENCH WIDTH TO CONTINUE TO FAR EDGE OF EXISTING UTILITY CONDUITS (36" MIN). SUPPORT AND PROTECTION OF EXISTING CONDUITS IS RESPONSIBILITY OF CONTRACTOR. EXCAVATED BACKFILL MATERIAL TO REMAIN ADJACENT TO TRENCH. EXCAVATION TO BE UNIT COST, PER L.F. OF SEAWALL.
5. IF FLOWABLE FILL IS LOCATED, CONTRACTOR TO IDENTIFY TO THE EXTENT POSSIBLE THE LIMITS OF THE FLOWABLE FILL.
6. CONTRACTOR TO NOTIFY TOWN UPON COMPLETION OF EXCAVATION. TOWN GEOTECHNICAL ENGINEER (ARDAMAN & ASSOCIATES) AND REPRESENTATIVE OF CONTRACTOR TO PROBE EXCAVATION TO DETERMINE/IDENTIFY VOIDS, DECOMPACTED SOILS, AND LOCATION/LIMITS OF EXISTING FLOWABLE FILL. OBSERVATION OF PROBING TO BE UNIT COST, PER HOUR ONSITE (EXCLUDES TRAVEL TIME).



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LAKE PARK MARINA
EXCAVATION DETAIL

REVISIONS		DESIGN R.R.	DRAWN E.P.	CHECKED	APPROVED	DATE 07-01-13	JOB NO. 11-106B	DRAWING NO. 11-106B	SHEET 2	OF 2
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"LANDSIDE" CHEMICAL GROUTING DEMONSTRATION
ALTERNATIVE DETAIL

NOT TO SCALE



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LAKE PARK MARINA
 CHEMICAL GROUT DEMONSTRATION
 ALTERNATIVE DETAIL

REVISIONS

DESIGN
R.R.

DRAWN
E.P.

CHECKED

APPROVED

DATE
07-01-13

JOB NO.
11-106B

DRAWING NO.
11-106B

SHEET OF
1 OF 6

CHEMICAL GROUTING DEMONSTRATION ALTERNATIVE NOTES

1. CONTRACTOR TO SUPPLY ALL LABOR AND MATERIAL TO INJECT A THIN LIQUID RESIN THAT REACTS WITH WATER AND EXPANDS TO FORM A CLOSED CELL, WATER TIGHT, RIGID FOAM TO FILL VOIDS, STABILIZE SOIL, AND SEAL THE SHEET PILE JOINT AT THE KING PILE. MATERIAL TO BE A SINGLE COMPONENT, WATER ACTIVATED HYDROPHOBIC LOW VISCOCITY POLYURETHANE INJECTION RESIN THAT REQUIRES THE USE OF A CATALYST.
2. THE CHEMICAL GROUTING TO UTILIZE A 1/8" DIAMETER (OR APPROVED EQUIVALENT) STAINLESS STEEL INJECTION ROD OF A LENGTH SUITABLE TO PENETRATE TO 1' BELOW THE SEAWALL MUDLINE (APPROXIMATELY 9 - 11') AND GENERALLY INJECT APPROXIMATELY 0.75 GALLONS PER VERTICAL FOOT OF SPECIFIED MATERIAL. VOLUME OF MATERIAL INJECTED MAY VARY TO OBTAIN 6" MIN. (9" PREFERRED) WIDTH OF COVERAGE EACH SIDE OF SHEET PILE JOINT.
3. THE MANUFACTURER OF THE SPECIFIED PRODUCT SHALL HAVE AN ESTABLISHED PROGRAM OF TRAINING AND TECHNICALLY SUPPORT APPROVED CONTRACTORS.
4. CONTRACTOR SHALL BE AN APPROVED CONTRACTOR OF THE MANUFACTURER OF THE SPECIFIED PRODUCT, WHO HAS BEEN INSTRUCTED IN THE USE OF THE SPECIFIED REPAIR MATERIAL, AND PROVIDE CERTIFICATION FROM THE MANUFACTURER ATTESTING TO THEIR APPROVED CONTRACTOR STATUS. CONTRACTOR SHALL BE ABLE TO DEMONSTRATE PAST PERFORMANCE ON JOBS OF SIMILAR SCOPE AND SIZE. CONTRACTOR MUST HAVE A MINIMUM OF TWO YEARS EXPERIENCE INJECTING POLYURETHANE GROUTS.
5. MAKE ALL ARRANGEMENTS AND PAY ALL COSTS TO HAVE MANUFACTURER'S AUTHORIZED REPRESENTATIVE ON THE JOB AT THE BEGINNING OF ALL MAJOR PHASES OF THE WORK, INCLUDING JOINT PREPARATION, AND INSTALLATION OF POLYURETHANE GROUT, TO ENSURE PROPER PROCEDURES AND QUALITY CONTROL TECHNIQUES ARE IN COMPLIANCE.
6. SUBMIT MANUFACTURER'S PRODUCT DATA, INSTALLATION INSTRUCTIONS, USE LIMITATIONS AND RECOMMENDATIONS FOR POLYURETHANE GROUT MATERIAL
7. THE CONTRACTOR SHALL SUBMIT A COMPLETE LIST OF EQUIPMENT AND PROCEDURES FOR THE PROPOSED SEALING OF CONCRETE CRACKS, HOLES, FRACTURES AND JOINTS.
8. THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER FOR APPROVAL A DETAILED PROCEDURE FOR THE INSTALLATION OF THE WATER REACTIVE POLYURETHANE GROUT.



LAKE PARK MARINA
CHEMICAL GROUT DEMONSTRATION
ALTERNATIVE NOTES

REVISIONS

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11-106B

SHEET 2 OF 6

9. PROVIDE A CERTIFICATE OF COMPLIANCE STATING THAT THE REPAIR MATERIAL MEETS THE SPECIFIED PRINTED LITERATURE ON THE SPECIFIED PRODUCT.
10. MATERIAL TO BE PRIME FLEX 920 AS MANUFACTURED BY PRIME RESINS, 2291 PLUNKETT ROAD, CONYERS, GEORGIA 30012 (770-388-0626) OR FLEX SLV PURE OR CUT PURE AS MANUFACTURED BY DENEUF CONSTRUCTION CHEMICALS 5610 BRYSTONE DRIVE, HOUSTON, TEXAS 77041. THE GROUTING MATERIAL SHALL BE A HYDROPHOBIC POLYURETHANE LIQUID WITH CATALYST DEVELOPED TO STOP HIGHLY ACTIVE LEAKS. THE GROUT SHALL BE NON-TOXIC AFTER CURING. THE POLYURETHANE LIQUID SHALL REACT WITH WATER TO FOAM AND EXPAND TO FORM A FLEXIBLE, TOUGH, GASKET THAT STOPS WATER. THE CATALYST IS ADDED TO THE GROUT TO DETERMINE THE REACTION TIME WITH WATER.
11. THE CONTRACTOR SHALL ARRANGE WITH THE MATERIAL'S MANUFACTURER OR DISTRIBUTOR TO HAVE THE SERVICES OF A COMPETENT FIELD REPRESENTATIVE AT THE WORK SITE PRIOR TO START OF GROUTING WORK TO INSTRUCT THE WORK CREWS IN THE PROPER APPLICATION PROCEDURES. HE SHALL REMAIN AT THE JOB SITE AFTER WORK COMMENCES AND CONTINUE TO INSTRUCT UNTIL HE AND THE CONTRACTOR AND ENGINEER ARE SATISFIED THAT THE CREW HAS MASTERED THE TECHNIQUE OF INSTALLING THE SYSTEM SUCCESSFULLY. THE REPRESENTATIVE SHALL MAKE PERIODIC VISITS TO THE PROJECT AS THE WORK PROGRESSES AND SHALL CONFER TO EACH VISIT WITH THE CONTRACTOR OR ENGINEER.
12. THE MANUFACTURER'S FIELD REPRESENTATIVE SHALL BE FULLY QUALIFIED TO PERFORM THE WORK AND SHALL BE SUBJECT TO THE APPROVAL OF THE ENGINEER.
13. THE REPAIR OF LEAKING CRACKS WILL BE PAID FOR AT THE CONTRACT UNIT BID PRICE PER GALLON OF MATERIAL USED AS STIPULATED IN THE SCHEDULE OF BID PRICES, WHICH PAYMENT SHALL BE FULL COMPENSATION FOR FURNISHING AND INSTALLING ALL MATERIALS, LABOR, TOOLS, EQUIPMENT AND OTHER INCIDENTALS NECESSARY TO COMPLETE THE SPECIFIED WORK.
14. A WALL DRAIN MAY BE INSTALLED AT CHEMICAL GROUTING DEMONSTRATION AREAS. SEE WALL DRAIN DEMONSTRATION ALTERNATIVE DETAIL. WALL DRAIN TO BE SEPARATE PAY ITEM.



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CHEMICAL GROUT DEMONSTRATION
ALTERNATIVE NOTES

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SPECIFICATIONS

1.01 Purpose

- A. Furnish all materials, labor, tools and equipment to stabilize soils and fill voids as indicated on drawings or in contract documents.

1.02 Quality Assurance

- A. Manufacturer of polyurethane material shall have been in existence for a period _____ of not less than 15 (fifteen) years.

1. The contractor must provide the engineer with job references where they successfully used hydrophobic polyurethane resins for soil stabilization.

1.03 Delivery, Storage, and Handling

- A. Deliver the specified products in original, unopened containers with _____ manufacturer's name, labels, product identification, and batch numbers intact.

- B. Store and condition the specified product as recommended by the manufacturer.

1.04 Job Conditions

- A. Do not apply the material if it is or it appears that it will be raining unless precautions are taken to protect the material from moisture.

- B. Contractor will take all precautions necessary to insure that no damage will _____ occur to any work zone due to handling or pumping of the polyurethane resin.

Part 2 Materials

2.01 Acceptable Manufacturers

- A. Prime Flex 920, as manufactured by Prime Resins, Inc., Conyers, Georgia _____ (800-321-7212) is considered to conform to the requirements of this specification _____ and has performed satisfactorily for soil stabilization and void filling.

- B. The use of a product other than specified will be considered providing the contractor requests its use in writing to the Engineer. Acrylamide grouts will not be considered. The request shall be accompanied by a notarized certification of compliance from an approved independent testing laboratory that the proposed substitute product meets or exceeds the specified performance criteria, tested in accordance with the specified test standards, and documented proof that the proposed product has a proven record of performance of soil stabilization, confirmed by actual field tests and five successful installations that the Engineer can investigate.

2.02 Performance Criteria

- A. Physical properties of polyurethane resin:

1. Water activated resin.
2. Variable cure rate.
3. Viscosity 120 cps. - 20 cps
4. Solids Content 100% solids
5. Characteristics Hydrophobic polymer

- B. Physical properties of Catalyst:

1. Appearance - Clear liquid
2. Viscosity 15 - 20 cps
3. Solids content 100%



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LAKE PARK MARINA SPECIFICATIONS

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11-106B

SHEET OF
4 OF 6

3.03 Safety

- A. Copy of Data sheet and Material Safety Data Sheet (MSDS) of all chemicals used must be on site at all times.
- B. Workers must wear protective rubber gloves, full protection (front and side) safety glasses, chemical goggles or face shield and any other necessary precautions as outlined in product MSDS when handling or pumping grout.
- C. All chemicals used on site including grout, catalyst and chemicals to clean pumps and equipment shall be non-flammable.

3.04 Cleaning

- A. Flush the pump and hoses with approved pump flush. Do not use solvents to clean off human skin.
- B. Uncured polyurethane resin can be removed from tools with an approved solvent. Cured polyurethane can only be removed mechanically.
- C. Remove all pipes from work area.
- D. Leave work area clean and neat.

Part 4 Payment

4.0 Measurement

- A. Lump sum price shall be given for mobilization, all necessary tools, equipment, labor, permits, materials, except for Chemical Grout, Catalyst, and piping.
- B. Unit price for pipe shall be based on actual quantity of pipe used and shall be measured by the lineal foot. Lineal foot price shall include placement, all pipe fittings, modifications (cutting, threading ect...) and accessories including drive tips or probes.
- C. Unit price for Chemical Grout shall be based on actual quantity of chemical grout (including catalyst) pumped in gallons. Payment shall be made based on quantities reported in grout logbook and approved by Engineer or Inspector.



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**LAKE PARK MARINA
SPECIFICATIONS**

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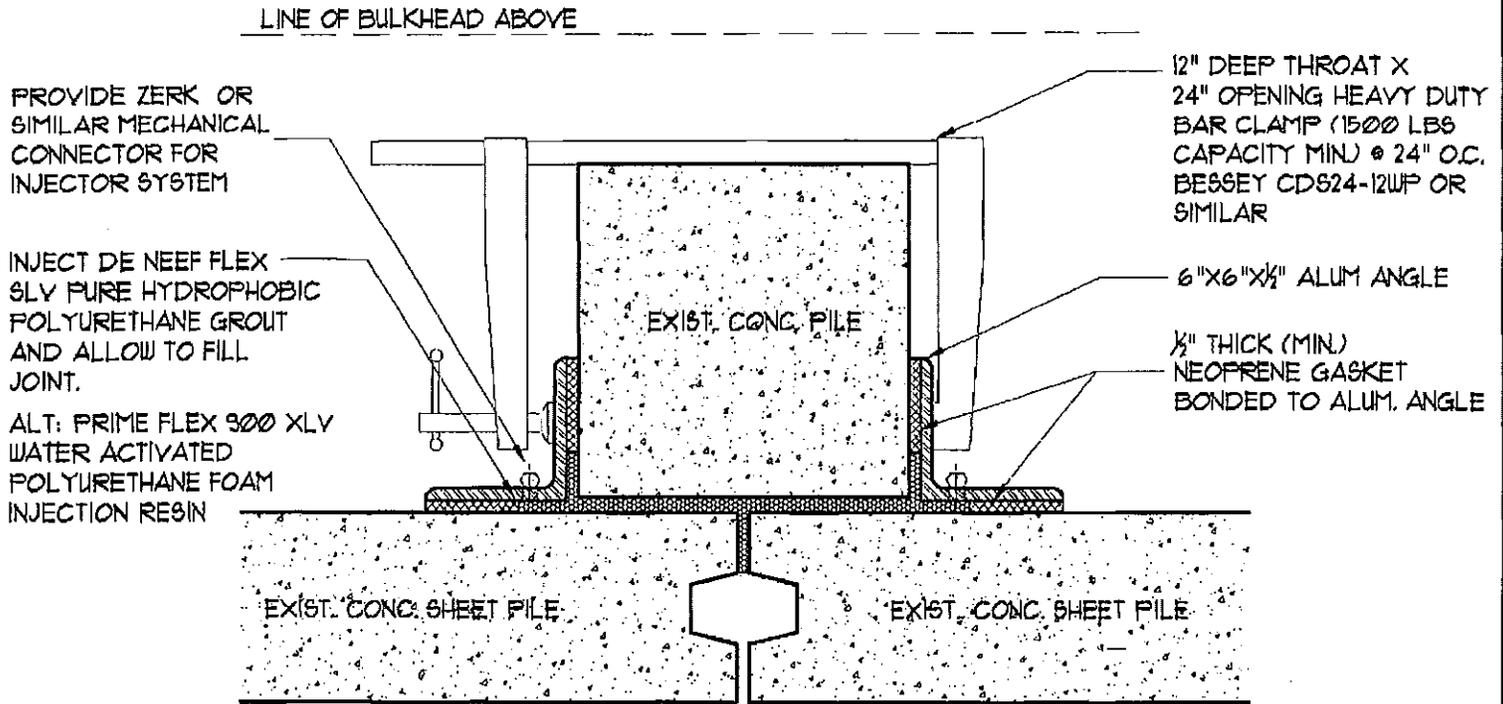
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11-106B

SHEET **6** OF **6**



LINE OF BULKHEAD ABOVE

"WATERSIDE CHEMICAL GROUTING" DEMONSTRATION ALTERNATE DETAIL

NOTES:

1. CONTRACTOR TO REMOVE ALL BARNACLES FROM CONCRETE FACE OF PILE AND SHEET PILE TO PROVIDE A SMOOTH SURFACE PRIOR TO INSTALLATION OF METAL FORMWORK.
2. CONTRACTOR SHALL REMOVE ALL EXCESS FOAM GROUT AFTER CURING PERIOD.
3. REFER TO FOAM GROUT SPECIFICATION FOR ADDITIONAL INFORMATION.



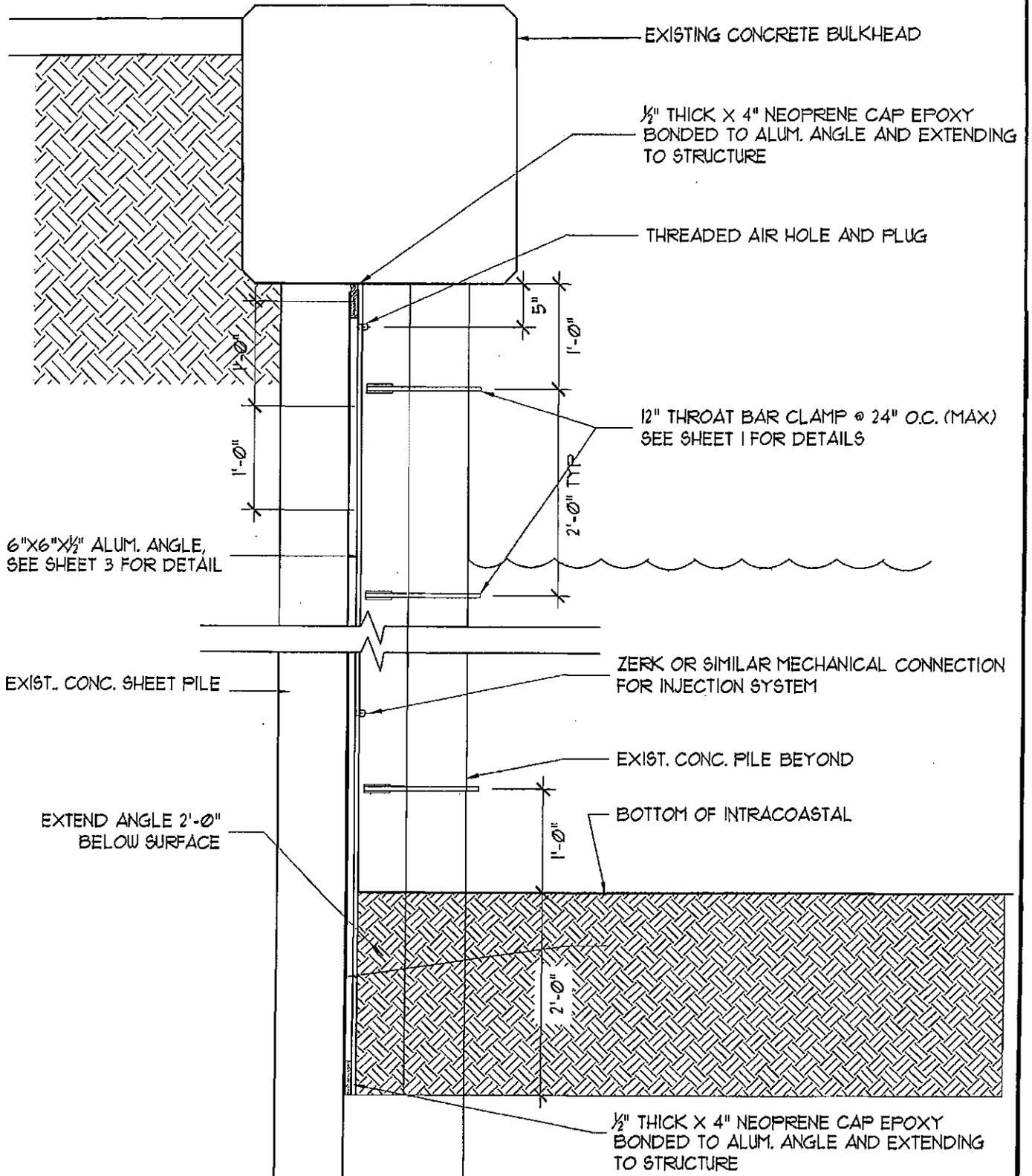
ALBERT A. GARGIULO, P.E.
CONSULTING ENGINEER FLORIDA LIC. # PE 32582
Bulkhead Pile/Sheet pile Joint Grout Injection Detail
LAKE PARK MARINA . 105 Lake Shore Drive . Lake Park, Florida

324 SUNSET RD. WEST PALM BEACH, FLORIDA 33401 - TEL. (561) 686.5554 - FAX. (561) 688.6456

DATE
7/5/2013

SCALE
1 1/2" = 1'-0"

SHEET
1 OF 3



TYPICAL SECTION AT PILE



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CONSULTING ENGINEER FLORIDA LIC. # PE 32582

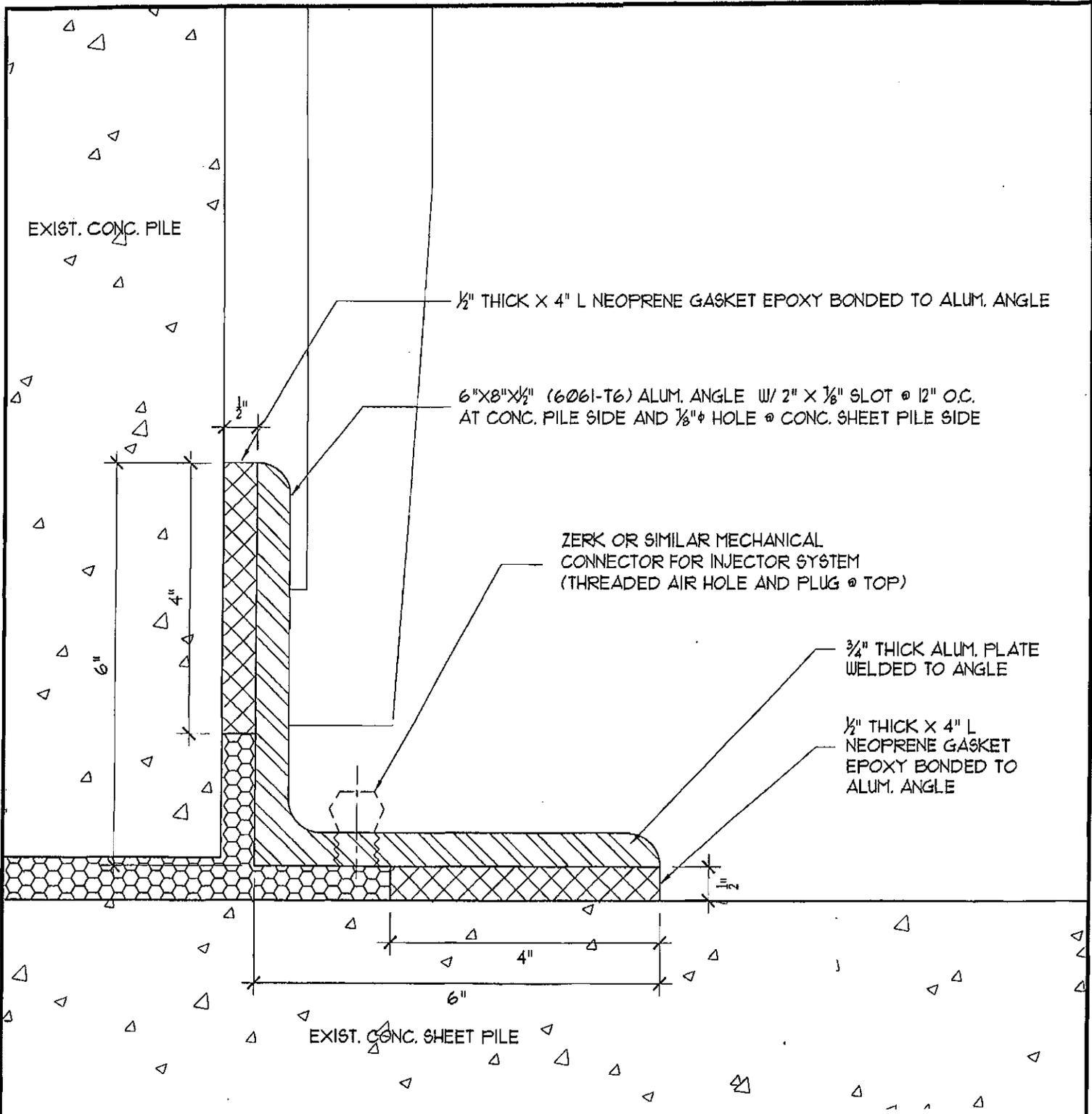
Bulkhead Pile/Sheet pile Joint Grout Injection Detail
LAKE PARK MARINA . 105 Lake Shore Drive . Lake Park, Florida

324 SUNSET RD. WEST PALM BEACH, FLORIDA 33401 - TEL. (561) 686.5554 - FAX. (561) 688.6456

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SCALE
3/4" = 1'-0"

SHEET
2 OF 3

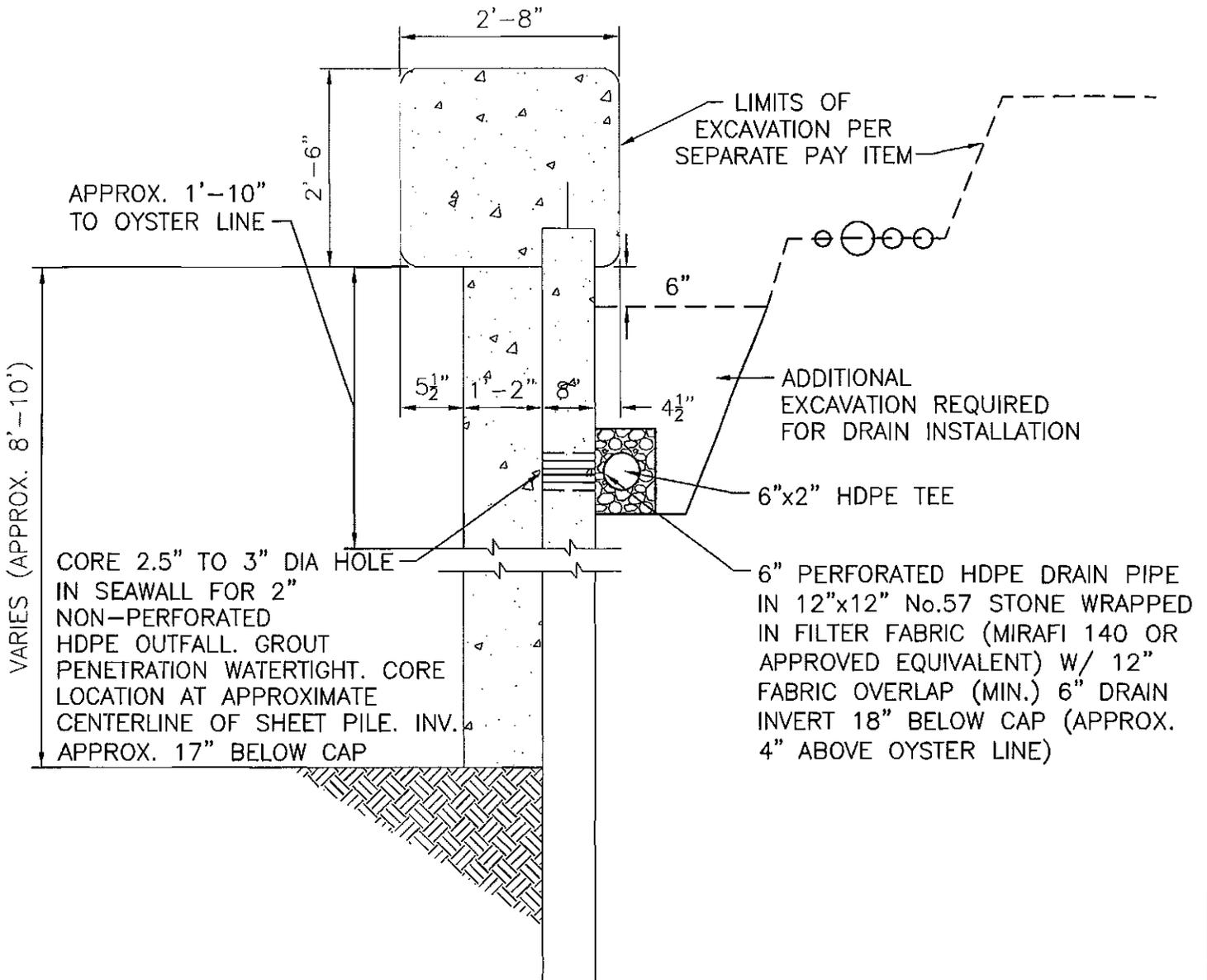


ANGLE DETAIL



ALBERT A. GARGIULO, P.E.
 CONSULTING ENGINEER FLORIDA LIC. # PE 32582
Bulkhead Pile/Sheet pile Joint Grout Injection Detail
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 324 SUNSET RD. WEST PALM BEACH, FLORIDA 33401 - TEL. (561) 686.5554 - FAX. (561) 688.6456

DATE	7/05/2013
SCALE	6" = 1'-0"
SHEET	3 OF 3



WALL DRAIN DEMONSTRATION ALTERNATIVE DETAIL

NOT TO SCALE

NOTE: THIS DETAIL IS INTENDED TO BE USED WHEN CHEMICAL GROUTING IS USED. BOTH LANDSIDE AND WATERSIDE GROUTING. SEE "CHEMICAL GROUTING DEMONSTRATION ALTERNATIVE DETAIL" AND "CONCRETE PILE AND SHEET PILE JOINT" DETAIL.



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WALL DRAIN DEMONSTRATION
ALTERNATIVE DETAIL**

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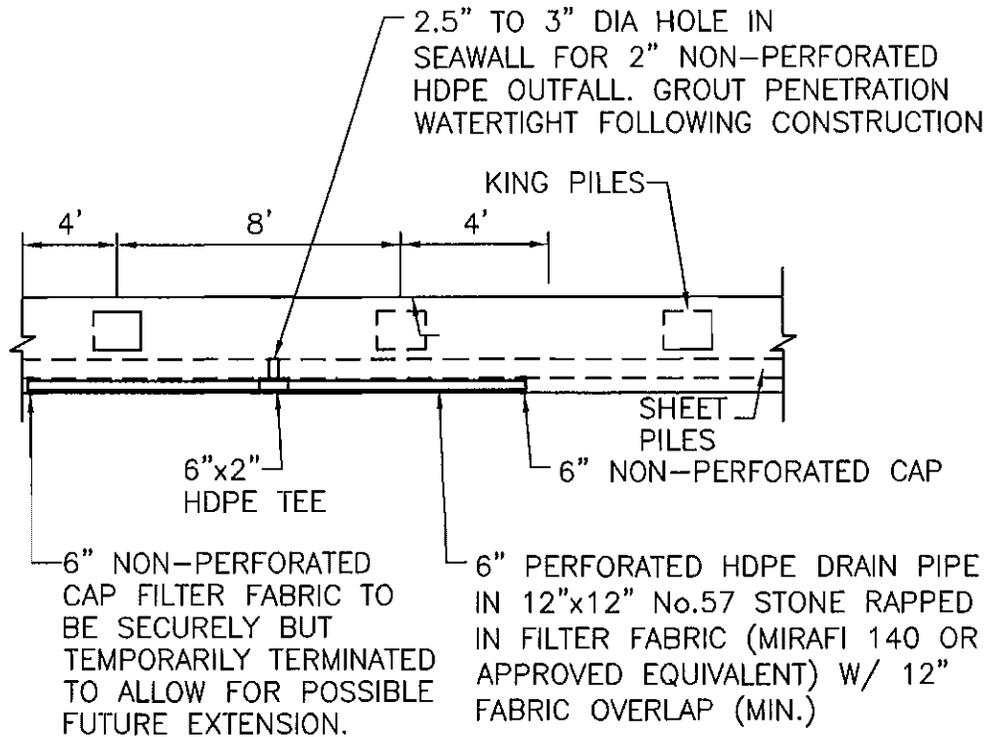
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1 OF 4



WALL DRAIN DEMONSTRATION
ALTERNATIVE DETAIL AT
"WATERSIDE" CHEMICAL GROUTING
LOCATIONS
 NOT TO SCALE



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 WALL DRAIN DEMONSTRATION
 ALTERNATIVE DETAIL

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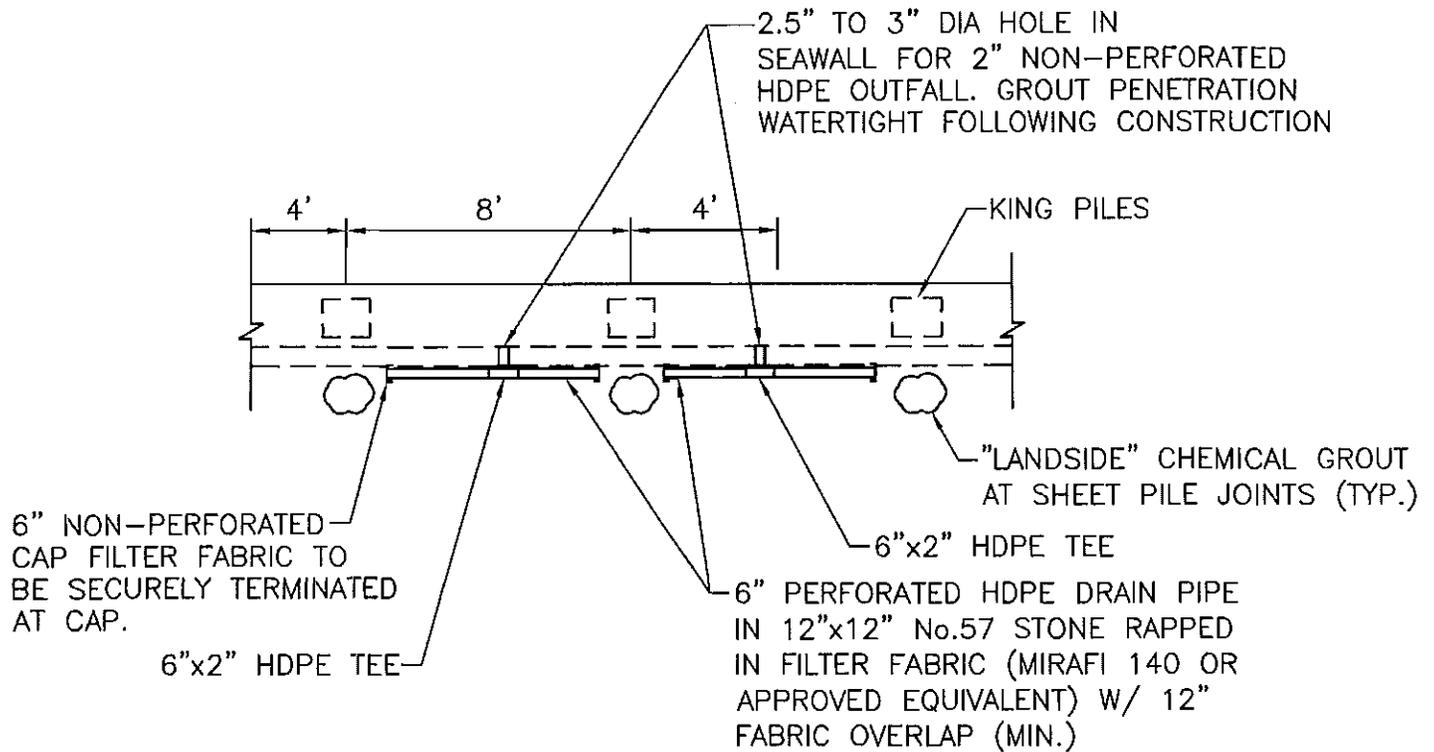
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WALL DRAIN DEMONSTRATION
ALTERNATIVE DETAIL AT
"LANDSIDE" CHEMICAL GROUTING
LOCATIONS
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SHEET 3 OF 4

WALL DRAIN DEMONSTRATION ALTERNATIVE NOTES:

1. CONTRACTOR TO PROVIDE ALL LABOR AND MATERIALS TO PROVIDE A COMPLETED 6" PERFORATED WALL DRAIN AND 12" x 12" #57 STONE COMPLETELY AND SECURELY WRAPPED IN FILTER FABRIC WITH 6" x 2" HDPE TEES AND OUTFALL VIA CORED HOLES THROUGH THE APPROXIMATE CENTER OF THE 8" SEAWALL SHEETPILE.
2. EXCAVATION TO A DEPTH OF 6" BELOW THE SEA WALL CAP NOT INCLUDED IN THIS WORK ITEM AND TO BE PAID AS A SEPARATE WORK ITEM (SEE EXCAVATION DETAIL).
3. PERFORATED WALL DRAIN TO BE A UNIT COST WORK ITEM BASED ON PER LINEAR FOOT OF PIPE/TRENCH. THE EXACT LENGTH AND LOCATION OF WALL DRAIN INSTALLATION WILL VARY AND WILL BE DETERMINED BY THE TOWN.
4. NUMBER AND LOCATION OF 2" NON-PERFORATED OUTFALLS VIA CORED 2.5" TO 3" DIAMETER SEAWALL CORES WILL VARY AND WILL BE DETERMINED IN THE FIELD BY THE TOWN. PAY ITEM FOR SEAWALL CORES TO BE UNIT COST, BASED ON NUMBER OF CORES.
5. CONTRACTOR TO ENSURE THAT FILTER FABRIC IS SECURE AND WITH MINIMUM 12" FABRIC OVERLAP. ALL MATERIALS AND SPECIFICATIONS TO BE SUBMITTED TO TOWN FOR REVIEW AND APPROVAL (I.E., PERFORATED HDPE DRAIN PIPE, FILTER FABRIC, 6" x 2" HDPE TEES AND PROPOSED GROUT MATERIAL FOR SEALING SEAWALL PENETRATIONS).
6. 2" NON-PERFORATED HDPE OUTFALL TO PENETRATE MIRAFI. MIRAFI TO BE SECURELY WRAPPED TO 2" OUTFALL AT PENETRATION TO ENSURE A SILT PROOF SEAL.
7. 6" NON-PERFORATED CAP TO BE INSTALLED AT DEMONSTRATION TERMINOUS WITH FILTER FABRIC SECURELY FASTENED TO ENSURE A TEMPORARY SILT PROOF SEAL. SUFFICIENT FABRIC SHALL BE PROVIDED TO ENSURE ADEQUATE OVERLAP FOR FUTURE EXTENSION OF WALL DRAIN.



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LAKE PARK MARINA
 WALL DRAIN DEMONSTRATION
 ALTERNATIVE NOTES

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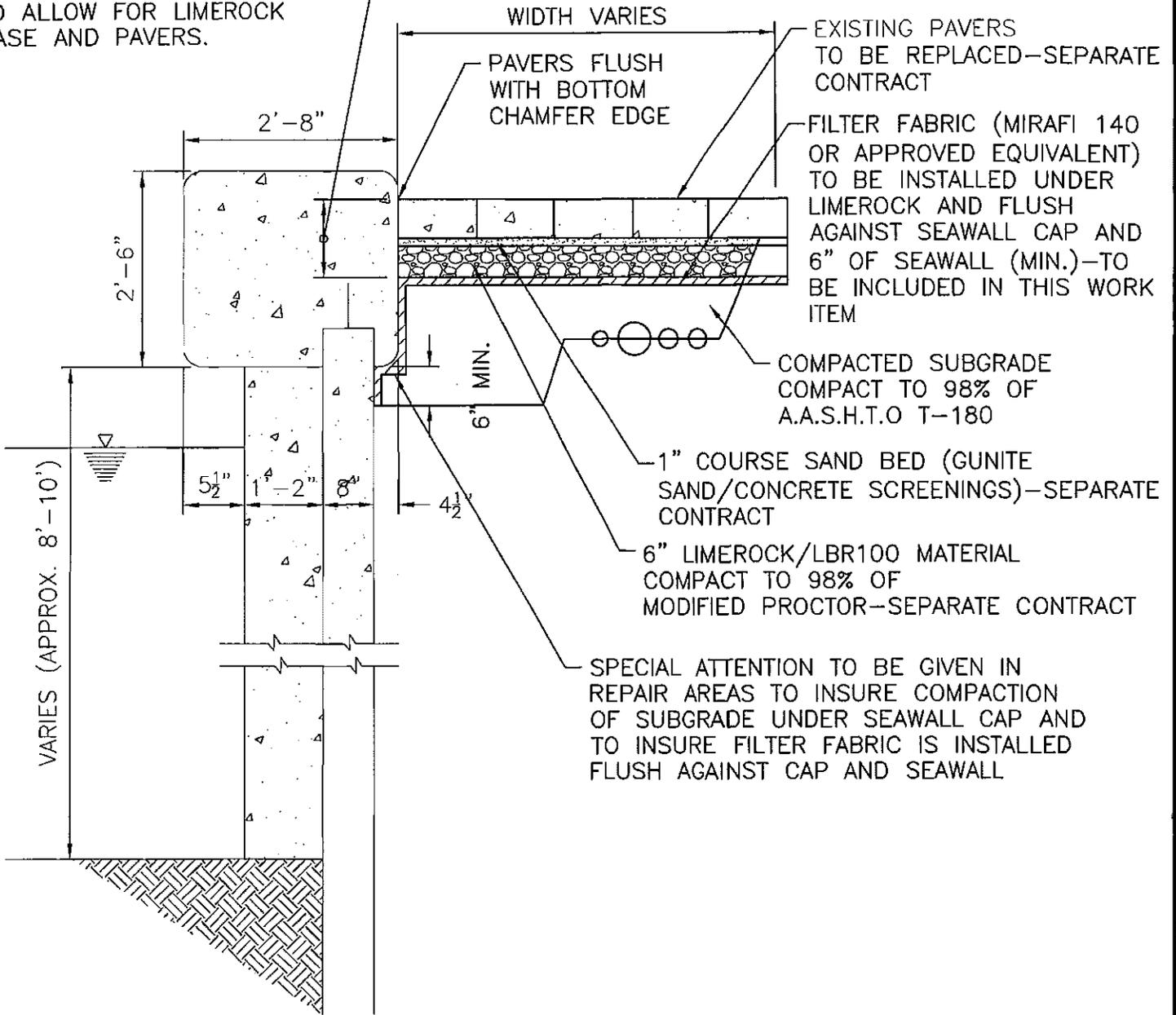
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SHEET OF
4 4

PAVERS & LIMEROCK BASE
 UNDER SEPARATE CONTRACT.
 FILTER FABRIC TO BE 11"
 BELOW TOP OF SEAWALL CAP
 TO ALLOW FOR LIMEROCK
 BASE AND PAVERS.



TRENCH BACKFILL

NOT TO SCALE

NOTE: PAVER BRICK AND LIMEROCK BASE AND SAND COURSE BY SEPARATE CONTRACT (SHOWN FOR INFORMATIONAL PURPOSES ONLY). FILTER FABRIC INCLUDED IN THIS CONTRACT.



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LAKE PARK MARINA
 TRENCH BACKFILL

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SHEET 1 OF 2

INTERLOCKING CONCRETE PAVER NOTES:

ITEMS 1-10 BY SEPARATE CONTRACT

1. EXISTING PAVERS THAT WERE REMOVED DURING INITIAL EXCAVATION TO BE PROVIDED TO PAVER CONTRACTOR FOR REINSTALLATION. EXISTING PAVERS TO BE DELIVERED TO JOB SITE FROM THE PUBLIC WORKS STORAGE YARD BY THE TOWN OF LAKE PARK.
2. BACKFILL AND COMPACTION OF EXISTING EXCAVATION AREA TO BE PAID ON A UNIT COST BASIS, PER LINEAR FOOT OF SEAWALL (SEE EXCAVATION DETAIL).
3. PAY ITEM FOR FILTER FABRIC, LIMEROCK, CONCRETE SCREENINGS AND COMPLETE PAVER INSTALLATION TO BE PAID ON A UNIT COST BASIS PER S.F. (COMPLETE).
4. IT IS ANTICIPATED THAT ADDITIONAL PAVERS WILL BE REQUIRED TO FACILITATE REINSTALLATION AND CUTS ALONG SEAWALL CAP AND EDGE OF PAVERS. CONTRACTOR TO PROVIDE MATCHING PAVERS FOR ALL EXCESS PAVERS REQUIRED. PAY ITEM FOR NEW PAVERS PROVIDED TO BE AN ADDITIONAL UNIT COST, PER S.F. (PAVERS ONLY, NO LABOR OR INSTALLATION. ALL INSTALLATION COSTS BE INCLUDED IN PAVER INSTALLATION DETAIL IN PREVIOUS ITEM).
5. THE PAVERS TO BE PLACED ON A 1" LAYER OF COURSE SAND (GUNITE SAND/CONCRETE SCREENINGS). THIS SAND MUST CONFORM TO A.S.T.M. C 33; MASON SAND IS UNACCEPTABLE.
6. INSTALL PAVER UNITS WITH JOINTS APPROXIMATELY 1/16".
7. WHERE REQUIRED, CUT PAVING STONES WITH AN APPROVED CUTTER TO FIT ACCURATELY, NEATLY AND WITHOUT DAMAGED EDGES.
8. STAMP PAVING STONES WITH MECHANICAL VIBRATOR UNIFORMLY LEVEL, TRUE TO GRADE AND FREE OF MOVEMENT.
9. 6" LIMEROCK/LBR 100 MATERIAL COMPACTED TO 98% OF THE MODIFIED PROCTOR TO BE INSTALLED ON FILTER FABRIC. TOWN OF LAKE PARK GEOTECHNICAL ENGINEER (ARDAMAN & ASSOCIATES) TO PROVIDE DENSITY TESTS TO ENSURE PROPER COMPACTION. CONTRACTOR TO BE RESPONSIBLE FOR RE-COMPACTION AND GEOTECHNICAL ENGINEER FEES FOR RE-TESTING OF ANY FAILED AREAS.

BACKFILL NOTES:

1. BACKFILL OF ORIGINAL EXCAVATION AREA TO BE COMPACTED TO 98% OF ASHTO T-180. MATERIAL TO BE CLEAN GRANULAR MATERIAL, FREE OF ALL ORGANICS, ROOTS, AND DEBRIS. SPECIAL ATTENTION TO BE GIVEN TO ENSURE COMPLETE COMPACTION OF BACKFILL UNDER THE SEAWALL CAP AND TO ENSURE FILTER FABRIC IS INSTALLED FLUSH AGAINST CAP AND SEAWALL.
2. FOLLOWING COMPACTION OF THE TRENCH BACKFILL (AND PRIOR TO PLACING LIMEROCK BASE FOR PAVER INSTALLATION) INSTALL FILTER FABRIC (MIRAFI 140 OR APPROVED EQUIVALENT) UNDER LIMEROCK AND FLUSH AGAINST SEAWALL CAP AND 6" OF SEAWALL (MINIMUM). FILTER FABRIC TO OVERLAP 12" AT EACH FABRIC JOINT TO ENSURE NO PENETRATION OF SEDIMENT.
3. ALL ROOTS FROM EXISTING TREES TO BE COMPLETELY REMOVED PRIOR TO BACKFILL.



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LAKE PARK MARINA
INTERLOCKING CONCRETE PAVER NOTES

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Arts
District



Commerce
District



Hometown
District

July 29, 2013

**ADDENDUM NO. 1
TOWN OF LAKE PARK
BID NO. 103-13**

**LAKE PARK HARBOR SEAWALL JOINT SEALING DEMONSTRATION
EASTERLY DEMONSTRATION AREA (CHEMICAL GROUTING)**

Each recipient of the Addendum No.1 to the bid who responds to the bid acknowledges all of the provisions set forth in the REQUEST FOR PROPOSAL, BID NO. 103-13 and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change or add information and clarification and become part of the bid documents for *LAKE PARK HARBOR SEAWALL JOINT SEALING DEMONSTRATION EASTERLY DEMONSTRATION AREA (CHEMICAL GROUTING)*.

REQUEST FOR PROPOSAL BID NO. 103-13, SCHEDULE OF BID ITEMS:

Page 2 of 3, bid item No. 3, Excavation (complete): The quantity 106 is in error and should be replaced with the quantity of 56. A revised page 2 of the schedule of bid items is attached.

Miscellaneous:

- 1. A non-mandatory pre bid meeting was held at the site. A list of persons in attendance is attached.**
- 2. A list of contractors invited to bid the fabric retro-fit project and the chemical grout project is attached.**
- 3. There is a split rail fence located immediately to the west of the work area. The contractor is to remove the split rail as needed for access and replace the split rail. The rail pieces will be transported off-site by Town forces for safe keeping until ready to be reinstalled by the contractor. Contractor to preserve the posts or replace if removed or damaged. Removal and replacement of the rail should be coordinated with bid item No. 2, pedestrian safety.**
- 4. Contractor storage space and free employee parking will be provided within the five angled parking space immediately adjacent to the work site. Additional no-fee contractor employee parking shall be made available at an off-site location.**

Addendum No. 1 (Cont.)

5. Header curb adjacent to the work site shall be preserved or replaced at no additional cost to the Town. Contractor must make every effort to protect sod.
6. Excavated and stockpiled flowable fill and any excavated undesirable backfill material will be disposed of by the Town.
7. The Town will not be responsible for security of stored material or equipment.
8. The Town will be able to provide sugar sand backfill material if additional fill is needed.

.....
Bidders must acknowledge receipt of the Addendum Number 1 in the space provided below. This Addendum forms an integral part of the bid document and therefore must be executed. Failure to return this addendum with your bid submittal may be cause for disqualification.

Issued By: Town of Lake Park
Department of Public Works
July 29, 2013

Signed By: Richard Pittman
Richard Pittman
Project Manager

Bidder:

Signed By: _____
Print Name: _____
Title: _____
Date: _____

End of Addendum #1

3	Excavation (complete); includes removal of full 5' width of pavers, stacking on pallets, excavation of backfill, support and protection of existing utilities, notification of Town if flowable fill is encountered (and identification of limits of flowable fill to the extent possible).	Per Addenda No. 1 56	L.F.	\$ _____	\$ _____
4	"Landside" chemical grouting (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work (assumes 0.75 gal/vertical foot per joint, avg. 10 vertical feet per joint, 4 joints, 30 gallons total).	30	Gallons	\$ _____	\$ _____
5	"Waterside" chemical grouting (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work. (Assumes 10 vertical feet per piling, 4 pilings.) NOTE: <u>Each piling includes 2 joints/seams.</u>	4	Pilings	\$ _____	\$ _____
6	Wall drain (complete); includes all labor materials, tools, and equip. and other incidentals necessary to complete the specified work, including additional excavation noted on detail.	48	L.F.	\$ _____	\$ _____
7	Wall drain sheet pile penetration (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work.	7	Each	\$ _____	\$ _____
8	Backfill excavation and recompact to 11" below seawall cap.	56	L.F.	\$ _____	\$ _____
Base Bid Total Items 1 - 8				\$ _____	

**ATTENDANCE- NON MANDATORY PRE-BID MEETING
TOWN OF LAKE PARK BID # 103-13**

**LAKE PARK HARBOR MARINA SEAWALL JOINT SEALING-DEMONSTRATION
EASTERLY DEMONSTRATION AREA (CHEMICAL GROUTING)**

NAME	COMPANY NAME	TELEPHONE NO.	FAX OR EMAIL ADDRESS
Jon Shelly	Certified Foundations CFI	813-967-7719	jshelly@certifiedfoundations.com
David Tuck	Stablesoils	352-342-2511	Stablesoils@AOL.com
Rob Rennebaum	SW	478-7848	Rob@simmonsandwhite.com
DAVE HUNT	T of LP	561-881-3345	dhunt@lakeparkflorida.gov
Richard Pittman	T of LP	561-881-3345	rpittman@lakeparkflorida.gov

Potential Bidders Town Bid No. 103-13
Lake Park Harbor Marina Seawall Joint Sealing-Easterly Demonstration Area
Chemical Grouting

Dosdourian Enterprises

300 Prosperity Farms Road Suite E

North Palm Beach, Fl. 33408

.....
Mr. David Tuck
Stable Soils of Florida
4265 Northwest 44th Ave. Suite 7
Ocala, Florida 34482

.....
Shenandoah Construction
1888 N.W. 22nd Street
Pompano Beach, Fl. 33069

.....
Jon, Shellabarger
Certified Foundations, Inc.
1306 Banana Road
Lakeland, Fl. 33810

Potential Bidders Town Bid No. 102-13
Lake Park Harbor Marina Seawall Joint Sealing-Westerly Demonstration Area
Fabric Retro-Fit

Scott Grooms/Sid Hobbs
Construction Technologies
4411 Beacon Circle #3
West Palm Beach, Fl. 33407-3278

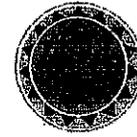
.....
Mr. John Cleary
Palmwood Construction
301 West 11th Street Unit #1
Riviera Beach, Fl. 33404

.....
Lucas Marine Construction
3130 S.E. Slater Street
Stuart, Fl. 34997

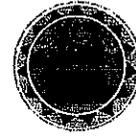
.....
Mr. David Logan
Murray Logan Construction, Inc.
313 65th Trail North West Palm Beach, Fl. 33413

.....
Mr. James Vance Jr.
The Vance Construction Co.

P.O. Box 4592
West Palm Beach, Fl. 33402



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Commerce
District



Hometown
District

Stable Soils of Florida
4265 Northwest 44th Ave. Suite 7
Ocala, Florida 34482

July 16, 2013

REQUEST FOR PROPOSAL BID # 103-13

**TITLE: Lake Park Harbor Marina Seawall Joint Sealing-Demonstration
Easterly Demonstration Area (Chemical Grouting)**

QUOTE DUE DATE: 2:00 p.m. August 7, 2013

CONTACT PERSON WITH TOWN: Richard Pittman, Tel. (561) 881-3347

Please quote the following associated with drawings titled:

Lake Park Marina Existing Condition Detail (1 of 1)

Lake Park Marina Excavation Detail (2 of 2)

Lake Park Marina "Landside" Chemical Grouting Demonstration Alternative Detail (6 of 6)

Lake Park Marina "Waterside" Chemical Grouting Demonstration Alternative Detail (3 of 3)

Lake Park Marina Wall Drain Demonstration Alternative Detail (4 of 4)

Lake Park Marina Trench Backfill (2 of 2)

SCHEDULE OF BID ITEMS

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>ESTIMATED COST</u>
1	Mobilization includes registration with the Town and permit (permit fee waived).	1	Job	L.S.	\$ <u>5,000⁰⁰</u>
2	Pedestrian Safety	1	Job	L.S.	\$ <u>350⁰⁰</u>

3	Excavation (complete); includes removal of full 5' width of pavers, stacking on pallets, excavation of backfill, support and protection of existing utilities, notification of Town if flowable fill is encountered (and identification of limits of flowable fill to the extent possible).	106	L.F.	\$ <u>33³⁵</u>	\$ <u>1,867⁶⁰</u>
4	"Landside" chemical grouting (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work (assumes 0.75 gal/vertical foot per joint, avg. 10 vertical feet per joint, 4 joints, 30 gallons total).	30	Gallons	\$ <u>102³⁰</u>	\$ <u>3,069⁰⁰</u>
5	"Waterside" chemical grouting (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work. (Assumes 10 vertical feet per piling, 4 pilings.) NOTE: <u>Each piling includes 2 joints/seams.</u>	4	Pilings	\$ <u>722³⁷</u>	\$ <u>2,889⁴⁸</u>
6	Wall drain (complete); includes all labor materials, tools, and equip. and other incidentals necessary to complete the specified work, including additional excavation noted on detail.	48	L.F.	\$ <u>37⁸⁵</u>	\$ <u>1,816⁸⁰</u>
7	Wall drain sheet pile penetration (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work.	7	Each	\$ <u>191⁴⁵</u>	\$ <u>1,340¹⁵</u>
8	Backfill excavation and recompact to 11" below seawall cap.	56	L.F.	\$ <u>13⁶⁰</u>	\$ <u>761⁶⁰</u>
Base Bid Total Items 1 - 8					\$ <u>17,094⁶³</u>

9 Alternate 1: Flowable Fill removal and disposal (complete); includes removal and disposal of flowable fill (if any) identified during excavation necessary to facilitate "Landside" chemical grout installation. NOTE: Quantities to be field verified by Town prior to disposal of material.

3 C.Y. \$ 650⁰⁰ \$ 1,950⁰⁰

TOTAL ESTIMATED COST *: \$ 19,044⁶³

* If Total for Items 1-9 exceeds \$25,000.00, Town to exclude work items from the project scope to limit total project maximum cost to \$25,000.00. It shall be the sole discretion of the Town, what, if any, scope is to be reduced, i.e., the deletion of waterward and/or landward sheet pile sealing, wall drain, etc.

Submitted by: DAVID TUCK - Mgt. PARTER

Name of firm: StableSoils of FLORIDA, INC.

Tel. # 352-342-2511 (cell) Date: 7/5/13
352-433-2323 (office)

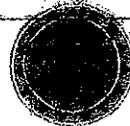
Please submit to: Vivian Mendez, Town Clerk
535 Park Avenue
Lake Park, Fl. 33403

Bid # 103-13 Bid Due Aug. 7, 2013

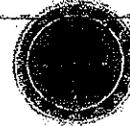
Town Clerk:
Tel. (561) 881-3311
Fax. (561) 881-3314



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July 29, 2013

**ADDENDUM NO. 1
TOWN OF LAKE PARK
BID NO. 103-13**

**LAKE PARK HARBOR SEAWALL JOINT SEALING DEMONSTRATION
EASTERLY DEMONSTRATION AREA (CHEMICAL GROUTING)**

Each recipient of the Addendum No.1 to the bid who responds to the bid acknowledges all of the provisions set forth in the REQUEST FOR PROPOSAL, BID NO. 103-13 and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change or add information and clarification and become part of the bid documents for **LAKE PARK HARBOR SEAWALL JOINT SEALING DEMONSTRATION EASTERLY DEMONSTRATION AREA (CHEMICAL GROUTING)**.

REQUEST FOR PROPOSAL BID NO. 103-13, SCHEDULE OF BID ITEMS:

Page 2 of 3, bid item No. 3, Excavation (complete): The quantity 106 is in error and should be replaced with the quantity of 56. A revised page 2 of the schedule of bid items is attached.

Miscellaneous:

1. A non-mandatory pre bid meeting was held at the site. A list of persons in attendance is attached.
2. A list of contractors invited to bid the fabric retro-fit project and the chemical grout project is attached.
3. There is a split rail fence located immediately to the west of the work area. The contractor is to remove the split rail as needed for access and replace the split rail. The rail pieces will be transported off-site by Town forces for safe keeping until ready to be reinstalled by the contractor. Contractor to preserve the posts or replace if removed or damaged. Removal and replacement of the rail should be coordinated with bid item No. 2, pedestrian safety.
4. Contractor storage space and free employee parking will be provided within the five angled parking space immediately adjacent to the work site. Additional no-fee contractor employee parking shall be made available at an off-site location.

Page 1 of 2

Addendum No. 1 (Cont.)

5. Header curb adjacent to the work site shall be preserved or replaced at no additional cost to the Town. Contractor must make every effort to protect sod.
6. Excavated and stockpiled flowable fill and any excavated undesirable backfill material will be disposed of by the Town.
7. The Town will not be responsible for security of stored material or equipment.
8. The Town will be able to provide sugar sand backfill material if additional fill is needed.

Bidders must acknowledge receipt of the Addendum Number 1 in the space provided below. This Addendum forms an integral part of the bid document and therefore must be executed. Failure to return this addendum with your bid submitted may be cause for disqualification.

Issued By: Town of Lake Park
Department of Public Works
July 29, 2013

Signed By: Richard Pittman
Richard Pittman
Project Manager

Bidder:

Signed By: David Tuck
Print Name: DAVID TUCK
Title: MANAGING PARTNER
Date: 8/5/13

End of Addendum #1

3	Excavation (complete); includes removal of full 5' width of pavers; stacking on pallets; excavation of backfill; support and protection of existing utilities; notification of Town if flowable fill is encountered (and identification of limits of flowable fill to the extent possible).	Per Addenda No. 1 56	L.F.	\$ _____	\$ _____
4	"Landside" chemical grouting (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work (assumes 0.75 gal/vertical foot per joint, avg. 10' vertical feet per joint, 4 joints, 30 gallons total).	30	Gallons	\$ _____	\$ _____
5	"Waterside" chemical grouting (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work. (Assumes 10' vertical feet per piling, 4 pilings.) <u>NOTE: Each piling includes 2 joints/seams.</u>	4	Pilings	\$ _____	\$ _____
6	Well drain (complete); includes all labor materials, tools, and equip. and other incidentals necessary to complete the specified work, including additional excavation noted on detail.	48	L.F.	\$ _____	\$ _____
7	Well drain sheet pile penetration (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work.	7	Each	\$ _____	\$ _____
8	Backfill excavation and recompact to 11" below sewer wall cap.	56	L.F.	\$ _____	\$ _____

D.L.

Base Bid Total Items 1 - 8 \$ _____

P.T.

Potential Bidders Town Bid No. 103-13
Lake Park Harbor Marina Seawall Joint Sealing-Easterly Demonstration Area
Chemical Grouting

Dosburnian Enterprises

300 Prosperity Farms Road Suite E

North Palm Beach, Fl. 33408

Mr. David Tuck

Stable Soils of Florida

4265 Northwest 44th Ave. Suite 7

Ocala, Florida 34482

Shenandoah Construction

1888 N.W. 22nd Street

Pompano Beach, Fl. 33069

Jon Shellabarger

Certified Foundations, Inc.

1306 Banana Road

Lakeland, Fl. 33810



Potential Bidders Town Bid No. 102-13
Lake Park Harbor Marina Scowall Joint Sealing-Westerly Demonstration Area
Fabric Retro-Fit

.....
Scott Grooms/Sid Hobbs
Construction Technologies
4411 Beacon Circle #3
West Palm Beach, Fl. 33407-3278

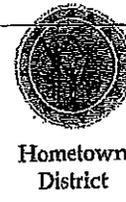
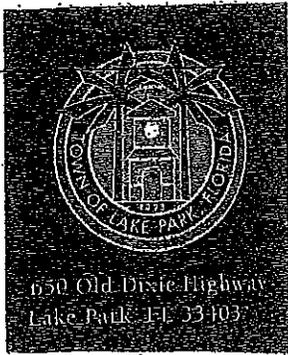
.....
Mr. John Cleary
Palmwood Construction
301 West 11th Street Unit #1
Riviera Beach, Fl. 33404

.....
Lucas Marine Construction
3130 S.E. Slater Street
Stuart, Fl. 34997

.....
Mr. David Logan
Murray Logan Construction, Inc.
313 65th Trail North West Palm Beach, Fl. 33413

.....
Mr. James Vance Jr.
The Vance Construction Co.

P.O. Box 4592
West Palm Beach, Fl. 33402



Michael Arnsteen
Certified Foundations
1306 Banana Road
Lakeland, FL 33810

July 23, 2013

REQUEST FOR PROPOSAL BID # 103-13

**TITLE: Lake Park Harbor Marina Seawall Joint Sealing-Demonstration
Easterly Demonstration Area (Chemical Grouting)**

QUOTE DUE DATE: 2:00 p.m. August 7, 2013

CONTACT PERSON WITH TOWN: Richard Pittman, Tel. (561) 881-3347

Please quote the following associated with drawings titled:

Lake Park Marina Existing Condition Detail (1 of 1)

Lake Park Marina Excavation Detail (2 of 2)

Lake Park Marina "Landside" Chemical Grouting Demonstration Alternative Detail (6 of 6)

Lake Park Marina "Waterside" Chemical Grouting Demonstration Alternative Detail (3 of 3)

Lake Park Marina Wall Drain Demonstration Alternative Detail (4 of 4)

Lake Park Marina Trench Backfill (2 of 2)

SCHEDULE OF BID ITEMS

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>ESTIMATED COST</u>
1	Mobilization includes registration with the Town and permit (permit fee waived).	1	Job	L.S.	<u>\$ 3,030.00</u>
2	Pedestrian Safety	1	Job	L.S.	<u>\$ 500.00</u>

3	Excavation (complete); includes removal of full 5' width of pavers, stacking on pallets, excavation of backfill, support and protection of existing utilities, notification of Town if flowable fill is encountered (and identification of limits of flowable fill to the extent possible).	Per Addenda No. 1	56	L.F.	<u>\$ 244.00</u>	<u>\$ 13,664.00</u>
4	"Landside" chemical grouting (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work (assumes 0.75 gal/vertical foot per joint, avg. 10 vertical feet per joint, 4 joints, 30 gallons total).		30	Gallons	<u>\$ 208.33</u>	<u>\$ 6,249.90</u>
5	"Waterside" chemical grouting (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work. (Assumes 10 vertical feet per piling, 4 pilings.) NOTE: <u>Each piling includes 2 joints/seams.</u>		4	Pilings	<u>\$ 5,700.00</u>	<u>\$ 22,800.00</u>
6	Wall drain (complete); includes all labor materials, tools, and equip. and other incidentals necessary to complete the specified work, including additional excavation noted on detail.		48	L.F.	<u>\$ 175.31</u>	<u>\$ 8,414.88</u>
7	Wall drain sheet pile penetration (complete); includes all labor, materials, tools and equip. and other incidentals necessary to complete the specified work.		7	Each	<u>\$ 125.00</u>	<u>\$ 875.00</u>
8	Backfill excavation and recompact to 11" below seawall cap.		56	L.F.	<u>\$ 131.22</u>	<u>\$ 7,348.32</u>
Base Bid Total Items 1 - 8						<u>\$ 62,882.10</u>

- 9 Alternate 1: Flowable Fill removal and disposal (complete); includes removal and disposal of flowable fill (if any) identified during excavation necessary to facilitate "Landside" chemical grout installation. NOTE: Quantities to be field verified by Town prior to disposal of material.

3 C.Y. \$ 493.00 \$ 1,479.00

TOTAL ESTIMATED COST *: \$ 64,361.10

* If Total for Items 1-9 exceeds \$25,000.00, Town to exclude work items from the project scope to limit total project maximum cost to \$25,000.00. It shall be the sole discretion of the Town, what, if any, scope is to be reduced, i.e., the deletion of waterward and/or landward sheet pile sealing, wall drain, etc.

Submitted by: Jon G Shellabarger
Name of firm: Certified Foundations Inc (CFI)
Tel. # 800-329-3889 Date: 8-2-2013

Please submit to: Vivian Mendez, Town Clerk
535 Park Avenue
Lake Park, FL 33403

Bid # 103-13 Bid Due Aug. 7, 2013

Town Clerk:
Tel. (561) 881-3311
Fax. (561) 881-3314



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District

July 29, 2013

**ADDENDUM NO. 1
TOWN OF LAKE PARK
BID NO. 103-13**

**LAKE PARK HARBOR SEAWALL JOINT SEALING DEMONSTRATION
EASTERLY DEMONSTRATION AREA (CHEMICAL GROUTING)**

Each recipient of the Addendum No.1 to the bid who responds to the bid acknowledges all of the provisions set forth in the REQUEST FOR PROPOSAL, BID NO. 103-13 and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change or add information and clarification and become part of the bid documents for ***LAKE PARK HARBOR SEAWALL JOINT SEALING DEMONSTRATION EASTERLY DEMONSTRATION AREA (CHEMICAL GROUTING)***.

REQUEST FOR PROPOSAL BID NO. 103-13, SCHEDULE OF BID ITEMS:

Page 2 of 3, bid item No. 3, Excavation (complete): The quantity 106 is in error and should be replaced with the quantity of 56. A revised page 2 of the schedule of bid items is attached.

Miscellaneous:

- 1. A non-mandatory pre bid meeting was held at the site. A list of persons in attendance is attached.**
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- 3. There is a split rail fence located immediately to the west of the work area. The contractor is to remove the split rail as needed for access and replace the split rail. The rail pieces will be transported off-site by Town forces for safe keeping until ready to be reinstalled by the contractor. Contractor to preserve the posts or replace if removed or damaged. Removal and replacement of the rail should be coordinated with bid item No. 2, pedestrian safety.**
- 4. Contractor storage space and free employee parking will be provided within the five angled parking space immediately adjacent to the work site. Additional no-fee contractor employee parking shall be made available at an off-site location.**

Addendum No. 1 (Cont.)

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6. Excavated and stockpiled flowable fill and any excavated undesirable backfill material will be disposed of by the Town.
7. The Town will not be responsible for security of stored material or equipment.
8. The Town will be able to provide sugar sand backfill material if additional fill is needed.

.....
Bidders must acknowledge receipt of the Addendum Number 1 in the space provided below. This Addendum forms an integral part of the bid document and therefore must be executed. Failure to return this addendum with your bid submittal may be cause for disqualification.

Issued By: Town of Lake Park
Department of Public Works
July 29, 2013

Signed By: Richard Pittman
Richard Pittman
Project Manager

Bidder:

Signed By: Jon G. Shellabarger
Print Name: Jon G. Shellabarger
Title: Director of Sales
Date: 8-2-13

End of Addendum #1

TAB 13



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 21, 2013 **Agenda Item No.** *Tab 13*

Agenda Title: RESOLUTION APPOINTING A COMMISSIONER TO THE AUDIT COMMITTEE AND AUTHORIZING THE TOWN MANAGER TO IDENTIFY AND APPOINT TWO INDEPENDENT VOLUNTEERS TO THE COMMITTEE

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* **Date:** *8/17/13*

Blake K. Rane Finance Director
Name/Title

Originating Department: <p style="text-align: center;">FINANCE</p>	Costs: \$ -0- Funding Source: Acct. # <input checked="" type="checkbox"/> Finance ___ BKR _____	Attachments: Resolution No. ___-08-13 Florida Statute 218.391
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone ____ or Not applicable in this case _____ BKR _____ Please initial one.

Summary Explanation/Background:

The contract with the Town's external independent auditor has expired with the Fiscal Year 2012 audit. A Request for Proposals (RFP) has been issued for external auditing services. Pursuant to Florida Statute, the Town must appoint an audit committee to evaluate the proposals received and to make a recommendation to the Town Manager and the Town Commission.

Recommended Motions:

I move to approve Resolution No. *24*-08-13, appointing _____ to the Lake Park Audit Committee and directing the Town Manager to identify and appoint a minimum of two other independent and qualified individuals from governmental agencies to serve with him/her.

RESOLUTION NO. 24-08-13

A RESOLUTION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING THE TOWN MANAGER TO IDENTIFY AND ENGAGE AN AUDIT COMMITTEE FOR THE PURPOSE OF SELECTING AN AUDITING FIRM AS REQUIRED BY FLORIDA STATUTE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park (“Town”) is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, *Florida Statutes*; and

WHEREAS, Section 218.391, *Florida Statutes* now establishes required procedures for the selection of auditors to perform the annual financial audit required by Section 218.39, *Florida Statutes*; and

WHEREAS, the legislature now requires that an audit committee be appointed by the Town Commission for the purpose of selecting an auditing firm and that all audit committees should have no fewer than three members in order to have meaningful discussion and deliberation; and

WHEREAS, qualified persons with experience in governmental financial reporting and auditing from outside sources independent of the Town Commission (i.e., the governing board) may be appointed to serve on the audit committee; and

WHEREAS, Section 218.391, *Florida Statutes* establishes that the audit committee be comprised of volunteer members of the Commission and qualified volunteers from neighboring municipalities; and

WHEREAS, the current contract period with the audit firm for independent audit services has ended; and

WHEREAS, The Town has issued a Request for Proposals for independent audit services to perform the annual financial audit required by Section 218.39, *Florida Statutes* and will need to establish an audit committee to review the proposals received.

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

Section 1: The Town Commission hereby authorizes the Town Manager to identify and engage an audit committee consisting of the following:

1. One volunteer member of the Commission, as appointed by the Town Commission who shall be _____; and
2. Two qualified volunteers from governmental agencies who shall be identified and appointed by the Town Manager.

Section 2. This resolution shall take effect immediately upon adoption.

Select Year: 2012

The 2012 Florida Statutes

Title XIV
TAXATION AND
FINANCE

Chapter 218
FINANCIAL MATTERS PERTAINING TO POLITICAL
SUBDIVISIONS

[View Entire
Chapter](#)

218.391 Auditor selection procedures.—

(1) Each local governmental entity, district school board, charter school, or charter technical career center, prior to entering into a written contract pursuant to subsection (7), except as provided in subsection (8), shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit required in s. [218.39](#).

(2) The governing body of a charter county, municipality, special district, district school board, charter school, or charter technical career center shall establish an audit committee. Each noncharter county shall establish an audit committee that, at a minimum, shall consist of each of the county officers elected pursuant to s. 1(d), Art. VIII of the State Constitution, or a designee, and one member of the board of county commissioners or its designee. The primary purpose of the audit committee is to assist the governing body in selecting an auditor to conduct the annual financial audit required in s. [218.39](#); however, the audit committee may serve other audit oversight purposes as determined by the entity's governing body. The public shall not be excluded from the proceedings under this section.

(3) The audit committee shall:

(a) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.

(b) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.

(c) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.

(d) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (a), it shall not be the sole or predominant factor used to evaluate proposals.

(e) Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to paragraph (a). If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.

(4) The governing body shall inquire of qualified firms as to the basis of compensation, select one of the firms recommended by the audit committee, and negotiate a contract, using one of the following methods:

(a) If compensation is not one of the factors established pursuant to paragraph (3)(a) and not used to evaluate firms pursuant to paragraph (3)(e), the governing body shall negotiate a contract with the firm ranked first. If the governing body is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be formally terminated, and the governing body shall then undertake negotiations with the second-ranked firm. Failing accord with the second-ranked firm, negotiations shall then be terminated with that firm and undertaken with the third-ranked firm. Negotiations with the other ranked firms shall be undertaken in the same manner. The governing body, in negotiating with firms, may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time.

(b) If compensation is one of the factors established pursuant to paragraph (3)(a) and used in the evaluation of proposals pursuant to paragraph (3)(d), the governing body shall select the highest-ranked qualified firm or must document in its public records the reason for not selecting the highest-ranked qualified firm.

(c) The governing body may select a firm recommended by the audit committee and negotiate a contract with one of the recommended firms using an appropriate alternative negotiation method for which compensation is not the sole or predominant factor used to select the firm.

(d) In negotiations with firms under this section, the governing body may allow a designee to conduct negotiations on its behalf.

(5) The method used by the governing body to select a firm recommended by the audit committee and negotiate a contract with such firm must ensure that the agreed-upon compensation is reasonable to satisfy the requirements of s. 218.39 and the needs of the governing body.

(6) If the governing body is unable to negotiate a satisfactory contract with any of the recommended firms, the committee shall recommend additional firms, and negotiations shall continue in accordance with this section until an agreement is reached.

(7) Every procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. For purposes of this section, an engagement letter signed and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:

(a) A provision specifying the services to be provided and fees or other compensation for such services.

(b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract.

(c) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.

(8) Written contracts entered into pursuant to subsection (7) may be renewed. Such renewals may be done without the use of the auditor selection procedures provided in this section. Renewal of a contract shall be in writing.

History.—s. 65, ch. 2001-266; s. 1, ch. 2005-32.