Minutes
Town of Lake Park, Florida
Special Call Regular Commission Meeting
Tuesday, September 10, 2013, 8:08 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Special Call Regular Commission Meeting on Tuesday, September 10, 2013 at 8:08 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.

Town Clerk Mendez performed the roll call.

Mayor DuBois led the pledge of allegiance.

SPECIAL PRESENTATIONS/REPORTS

1. **Presentation of a Plaque by Thomas L. Twyford, Jr./ President, Palm Beach County Fishing Foundation to the Town of Lake Park.**

Thomas Twyford presented the plaque to the Town and showed a PowerPoint presentation (see attached Exhibit "A").

Motion: A motion was made by Commissioner O'Rourke to Approve the Use of the Marina for the 2014 Kid's Fishing Day Event; 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.

PUBLIC COMMENT:

None

CONSENT AGENDA:

2. **Budget Workshop Meeting Minutes of August 13, 2013**
3. **Regular Commission Meeting Minutes of August 21, 2013**
4. **Commission Workshop Meeting Minutes of August 26, 2013**

5. **Extension of Landscape Maintenance Agreement with Chris Wayne & Associates, Inc. for the Lake Park Harbor Marina.**

Motion: A motion was made by Commissioner O'Rourke to approve the Consent Agenda; Vice-Mayor Glas-Castro 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 SECOND READING:

6. **Ordinance No. 11-2013 Text Amendment to Section 78-111 (B)(I) 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**

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

Motion: A motion was made by Vice-Mayor Glas-Castro to adopt Ordinance 11-2013 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.

7. **Ordinance No. 12-2013 Text Amendment 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**

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

Motion: A motion was made by Commissioner O'Rourke to adopt Ordinance 12-2013 on Second 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.

8. Ordinance No. 13-2013 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

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

Motion: A motion was made by Commissioner Flaherty to adopt Ordinance 13-2013 on Second Reading; Commissioner Rapoza made the second.

Vote on Motion:

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

Motion passed 5-0.

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

NEW BUSINESS:

9. Approving Commissioner Rapoza's Use of Town Stationary

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

Motion: A motion was made by Commissioner O'Rourke to approve Commissioner Rapoza's Use of Town Stationary; 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.

10. Resolution No. 28-09-13 Authorizing the Town Manager to Renew for FY 2014 Property, Flood, Inland Marine, Crime Coverage, General Liability, Network Security and Privacy Liability, Public Official Liability, and Employment Practices Liability, Automobile Liability, and Worker's Compensation Insurance through the Florida League of Cities/Florida Municipal Insurance Trust

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

Commissioner O'Rourke asked what lighting has been added to the asset list.

Town Manager Sugerman stated that the additional lighting is street lighting.

Finance Director Blake Rane explained that the facilities group performed a detailed inventory of all the lights within the Town. The additional lighting is primarily the decorative lighting at the Marina and in the CRA.

Mayor DuBois asked if there is a claim how is the lose compensated.

Ellen Jones, Gehring Group, explained that it would depend on if the damage to the property was caused by a named storm or other act. She explained that the deductible for a named storm is calculated differently then damage caused by fire, vandalism or other related act.

Motion: A motion was made by Commissioner O'Rourke to approve Resolution No. 28-09-13; 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.

11. Resolution No. 29-09-13 Authorizing the Town Manager to Obtain for Fiscal Year 2014 Medical Insurance Coverage through Florida Blue; to Renew for Fiscal Year 2014 MetLife Dental Insurance; to Renew for Fiscal Year 2014 the Lincoln Financial Group Employee Life, Short-Term Disability, and Long-Term Disability Insurance; and to Renew for Fiscal Year 204 the Contract with The Center for Family Services of Palm Beach County, Inc. for an Employee Assistance Program for Town Employees

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

Motion: A motion was made by Commissioner O'Rourke to approve Resolution No. 29-09-13; 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.

12. Resolution No. 30-09-13 Authorizing the Town Manager to Execute the Letter of Agreement with the International City/County Management Association Retirement Corporation in Order to Establish a Vantagepoint Payroll Deduction Roth Individual Retirement Account for Town Employees

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

Motion: A motion was made by Commissioner O'Rourke to approve Resolution No. 30-09-13; 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.

13. Award of Contract for Lake Park Harbor Marina Seawall Joint Sealing-Demonstration (Filter Fabric Retro-Fit), Bid 102-2013 to Palmwood Corporation

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

Commissioner O'Rourke stated that the contract includes an hourly rate and asked if there is a cap on the number of hours.

Town Manager Sugerman stated that the cap is fifteen (15) hours.

Mayor DuBois asked how many seawall joints will be included in this demonstration.

Town Manager Sugerman explained that it will be thirteen (13) joints and fourteen (14) seawall panels.

Mayor DuBois stated that this demonstration is for the loss of fill between the panels and under the panels.

Town Manager Sugerman concurred and explained that the filter-fabric does not go down to the seabed floor.

Commissioner O'Rourke asked what period of time will the demonstration project be tested in order to determine what method is best.

Town Manager Sugerman explained that the demonstration project will run between ninety (90) and one hundred and twenty (120) days.

Commissioner O'Rourke asked if that is an adequate time.

Town Manager Sugerman stated "yes" and explained that if the weather is nice that staff will create mini storms and flood the sidewalks to test the demonstrations. He hopes that both methods work so that the Town can use either or both methods and the lowest cost.

Mayor DuBois stated that it is his understanding that the original filter-fabric that was installed was not installed properly and that is why there is an issue with the loss of backfill.

Town Manager Sugerman explained that based on discussions with experts not associated with the original design it is suspected that the filter-fabric was not properly installed. However, the Town has not excavated deep enough to prove that the filter-fabric was not installed properly and that part of the demonstration will expose whether or not the original filter-fabric was installed properly.

Mayor DuBois asked if the original filter-fabric was installed using the method that will be used in this demonstration project.

Public Works Director David Hunt explained that excavation has commenced and have found a section at the seams between the panels a portion of filter-fabric with a pair of parallel of furring strips fastened to the concrete according the specifications being recommended.

Mayor DuBois asked if the furring strips where inside "pockets" of filter-fabric and then attached to the concrete.

Public Works Director Hunt stated that he could not confirm that the furring strips where inside "pockets" of filter-fabric. He explained that they have found incidences of the filter-fabric "sloughing" off the panels throughout the panel.

Mayor DuBois stated that by creating the "pocket" the filter-fabric is secured on both sides and prevents tearing of the filter-fabric and is an improvement over the original design.

Vice-Mayor Glas-Castro asked if the pavers going to be left off during the demonstration for observation.

Town Manager Sugerman stated "yes".

Vice-Mayor Glas-Castro asked once the paver bricks can be put back in will Public Works do that work.

Town Manager Sugerman stated that the paver bricks may not be re-installed and another material may be used.

Motion: A motion was made by Commissioner O'Rourke approve contracting with Palmwood Corporation in the amount of $24,448.96 to perform the requirements of Bid No. 102-13 and establish a contingency of $2,240.00; Vice-Mayor Glas-Castro 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.

14. Authorizing the Mayor to Execute the Ninth Addendum to the Law Enforcement Services Agreement between the Town of Lake Park and Sheriff Ric L. Bradshaw for the Period Beginning October 1, 2013 through September 30, 2014

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

Commissioner Flaherty stated that the renewal term in the ninth addendum states: "In accordance with Article 12, Section 12.2 of the Law Enforcement Service Agreement, this Agreement is renewed for an additional four (4) year term commencing October 1, 2013 and ending September 30, 2017, unless the Agreement is otherwise extended or terminated" and asked if the contract is being renewed for four (4) years.

Town Manager Sugerman explained that the addendum is renewing the agreement for a four (4) year term with an annual six (6) month notice to terminate the agreement.

Commissioner Flaherty asked if the Town will not be able to re-negotiate or renew the agreement until 2017.

Town Manager Sugerman stated that the Town does not re-negotiate the contract that the Town is told the cost to provide the service.

Vice-Mayor Glas-Castro asked if the Town terminated the contract and brought back law enforcement as a Town department could the Town cover the personnel and capital for the $2.6 million.

Town Manager Sugerman stated "no".

Vice-Mayor Glas-Castro asked if there were any other viable alternatives such as a neighboring municipality providing the service.

Town Manager Sugerman explained that last year the three (3) physically adjacent neighbors were invited to provide police services to the Town and all three (3) declined to provide services. He stated that the Town could ask again but that he knows what the answer will be.

Commissioner O'Rourke asked if the Town could provide patrol services and contract out the Detective Division.

Town Manager Sugerman stated that he does not know the answer to that question because they have not asked that question. He stated that the invitation was to match the existing services provided by the Palm Beach County Sheriff's Office (PBSO). He has not taken the time to break down the individual components.

Commissioner Flaherty asked if there was a contract with PBSO for the CRA.

Town Manager Sugerman stated that the CRA had contracted with PBSO separately to provide two (2) full-time Deputies three (3) years ago; that was amended and reduced to one (1) and then two (2) years ago the contract was amended to eliminate that CRA contract with PBSO. He explained that is why a year ago the CRA hired the security firm whose contract was subsequently terminated.

Commissioner O'Rourke asked if the PBSO contract covers the CRA.

Town Manager Sugerman stated "yes".

Mayor DuBois stated PBSO defines what the staffing level is and stated that on Schedule 6 of the original agreement it states that the current anticipate staffing is for sixteen (16) law enforcement officers and asked if that is the current number of Deputies being provided.

Town Manager Sugerman stated "yes" and explained that the Town has been able to adjust the level of service and provided the examples of changing from a Captain to a Lieutenant as District Commander, and reducing the number of school crossing guard.

Mayor DuBois asked if the Town is receiving the same level of service as 2001.

Town Manager Sugerman stated "no" and stated that the Town has less service for higher cost. He explained that the cost for personnel, benefits and other items have increased since 2001 and the level of service has decreased.

Motion: A motion was made by Commissioner Rapoza to Authorize the Mayor to Execute the Ninth Addendum to the Law Enforcement Services Agreement between the Town of Lake Park and Sheriff Ric L. Bradshaw for the Period Beginning October 1, 2013 through September 30, 2014; Vice-Mayor Glas-Castro made the second.

Commissioner O'Rourke asked Mayor DuBois about his comments at a previous meeting regarding using another funding mechanism other than through the millage rate to pay for police services.

Mayor DuBois stated that Non-Ad Valorem Assessments or Municipal Service Taxing Units (MSTU) can be used instead of Ad Valorem. He stated that there are a number of item in the budget, such as the Library, that can be attributed to Non-Ad Valorem that remove it from the Ad Valorem Millage Rate and provides a for property owners to see dollar for dollar what they are paying for. It would be a similar mechanism as for the current Stormwater and Sanitation Non-Ad Valorem Assessments. He thinks that using this mechanism provides transparency to what is being provided particularly with Police and Fire.

Commissioner O'Rourke stated that it could add to public relations because the Town is now labeled with having the highest Millage Rate but it is an unfair assessment because the Police and Fire Service contracts are lumped into the Millage Rate with no designation of what the money is being used for. He thinks changing to this method would be a benefit.

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 comments.

Town Manager Sugerman stated that in the monthly report he included a copy of the City of Lake Worth's Ordinance which prohibits net fishing, netting, or trapping of fish and asked if the Commission wanted to amend the Town Code of Ordinances to prohibit net fishing at the Marina.

Mayor DuBois asked if the prohibition would be just from the fishing pier.

Town Manager Sugerman explained that the Lake Worth Ordinance prohibits net fishing within 500 feet of any public facility.

Mayor DuBois asked for additional information from Fish and Wildlife regarding if there is a threat. He thinks that there is a safety hazard to net fishing from the pier. He asked if net fishing could be allowed on the seawall in the park where casting a net would be safe.

Town Manager Sugerman stated that it is up to the Commission's discretion and explained that this issue was brought to his attention because of a complaint regarding over fishing at the pier.

Commissioner O'Rourke stated that he sees the net fishermen regularly and that they are respectful of the environment and using the fish they are catching as bait fish.

Commissioner Rapoza stated that she was told that the net fishermen where selling what they were catching and received a complaint that the fishermen were interfering with people using the park.

Mayor DuBois stated that the complaint was received from a person who fishes at the pier with a rod and reel and stated that commercial quantities were being caught at the pier with a cast net. He does not think it is inappropriate to cast net to catch bait fish and then use the bait fish for rod and reel. He questioned proving casting netting for bait fish or other purpose.

Town Manager Sugerman stated that at the second Budget Workshop he had advised that he would have the Marina Parking Pass item on the September 10, 2013 agenda. He explained that he was not able to complete the item in a timely manner to be on the September 10, 2013 agenda and therefore it will be on the September 18, 2013 agenda. He stated that there was an error in the last monthly report that the Federal Highway Public Workshop will be September 28, 2013 and that the correct start time for the workshop is 9:30 am.

Commissioner O'Rourke advised that resident has applied and desires to be nominated to the Planning and Zoning Board. He asked what is the process to fill the open position on Town Boards.

Town Manager Sugerman explained that there are two (2) ways a nomination can be made the first way is that the Commission can make a nomination during the Commissioner Comment portion of the agenda to have the name placed on a future agenda for consideration or a Commissioner can request through the Town Manager's or Town Clerk/Deputy Town Manager's office for an agenda item to be prepared for an upcoming meeting.

Mayor DuBois requested that the Commission be advised when an application is received to make the information available to all of the Commissioner's at the same time.

Town Manager Sugerman stated that a Commissioner can visit the Clerk's office to review any applications on file and that the applications will also be placed in the Dropbox. He explained that the goal of the new process is to avoid self nomination by residents and that the only way to do that is to place the nomination process in the hands of the Commission.

Mayor DuBois asked to be notified when new applications are received.

Commissioner O'Rourke requested that Ludie Francios be nominated to serve on the Planning and Zoning Board and the item be placed on the next Commission agenda for consideration.

Vice-Mayor Glas-Castro asked if the nomination requires a second in order to place on an agenda.

Town Manager Sugerman stated "no that is not the process".

Commissioner O'Rourke stated that he is making a nomination and the item will appear on an agenda and the nominee will appear before the Commission for consideration. He stated that the notification that there were applicants was provided in the Town Manager's monthly report.

Vice-Mayor Glas-Castro no comments.

Commissioner Flaherty no comments.

Commissioner Rapoza no comments.

Mayor DuBois stated that he received a letter from Congressman Hastings regarding the Town's support and assistance to his aide Dan Liftman in moving in and setting up a temporary office in Lake Park Town Hall. He thanked the Veterans' of Foreign Wars (VFW) for the invitation to the V-J Day ceremony.

Commissioner O'Rourke stated that there is a budget surplus and that the Governor is putting on a "road show" for the return of tax dollars and will be holding meeting with citizens on how the money should be properly returned to the citizens. He asked if the Town's lobbyist could contact the Governor's office regarding the Town's stormwater project being funded.

Town Manager Sugerman explained that the Governor is attempting to return $500 million dollars to the voters of the State of Florida and that it is his understanding that this action is to place money in the hands of individuals not to fund municipal projects but he would asked the Town's lobbyist to inquire.

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 10:06 p.m.

Mayor James DuBois

Deputy Town Clerk, Shari Canada, CMC

Town Clerk, Vivian Mendez, CMC

TOWN OF LAKE PARK SEAL FLORIDA

Town Seal

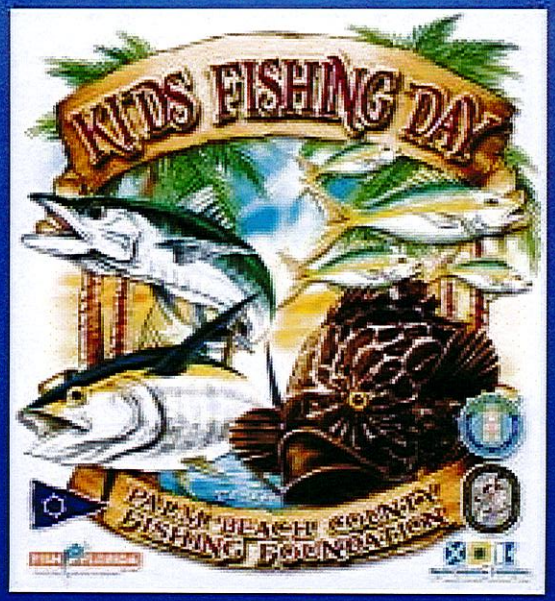
Approved on this 2 of October, 2013

Exhibit "A"

Palm Beach County Fishing Foundation

2013 Kid's Fishing Day

Presented by the Marine Industries Association of Palm Beach County

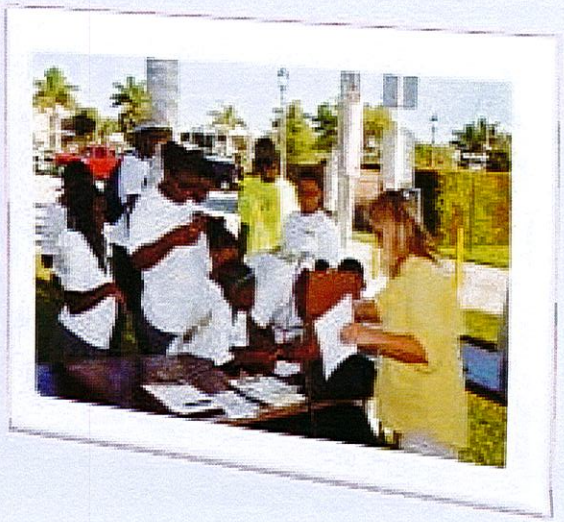


2013 LEONARD BRYANT PHOTOGRAPHY

Youth groups from throughout Palm Beach County participate each year….

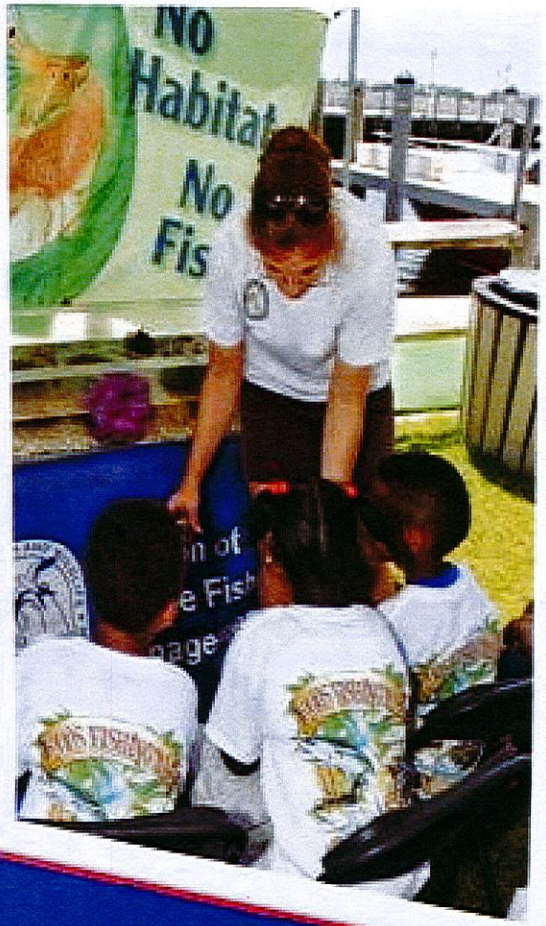
- Lake Park Elementary
- City of West Palm Beach Recreation Dept.
- Town of Lake Park Recreation Dept.
- New Hope Charities - Pahokee
- Riviera Beach Recreation Dept. – Wells Rec
- Phyllis DeGeorge Boys & Girls Club
- Max Fischer Boys & Girls Club
- J.A.Y Outreach Ministries
- West Palm Beach Police Athletic League
- Lake Worth C.R.O.S. Camp
- Caregiving Youth Project

…and many others through the years. Approximately 350 – 400 kids participate each year. Over 11,000 have been served since 1988.

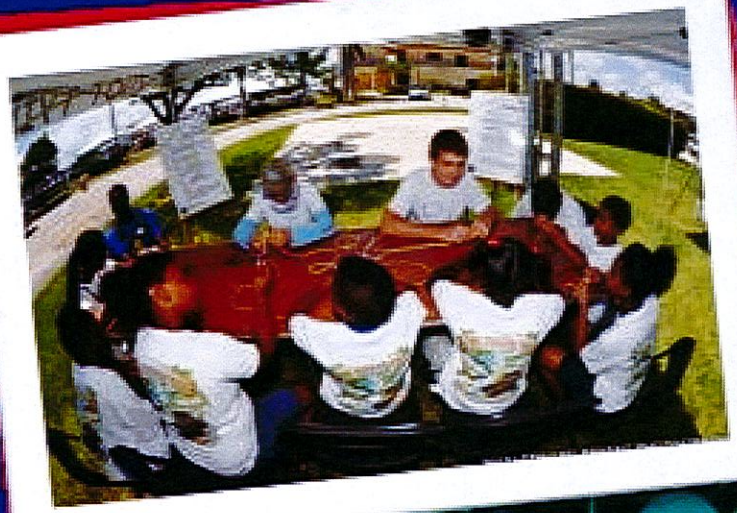


FISH MORPHOLOGY

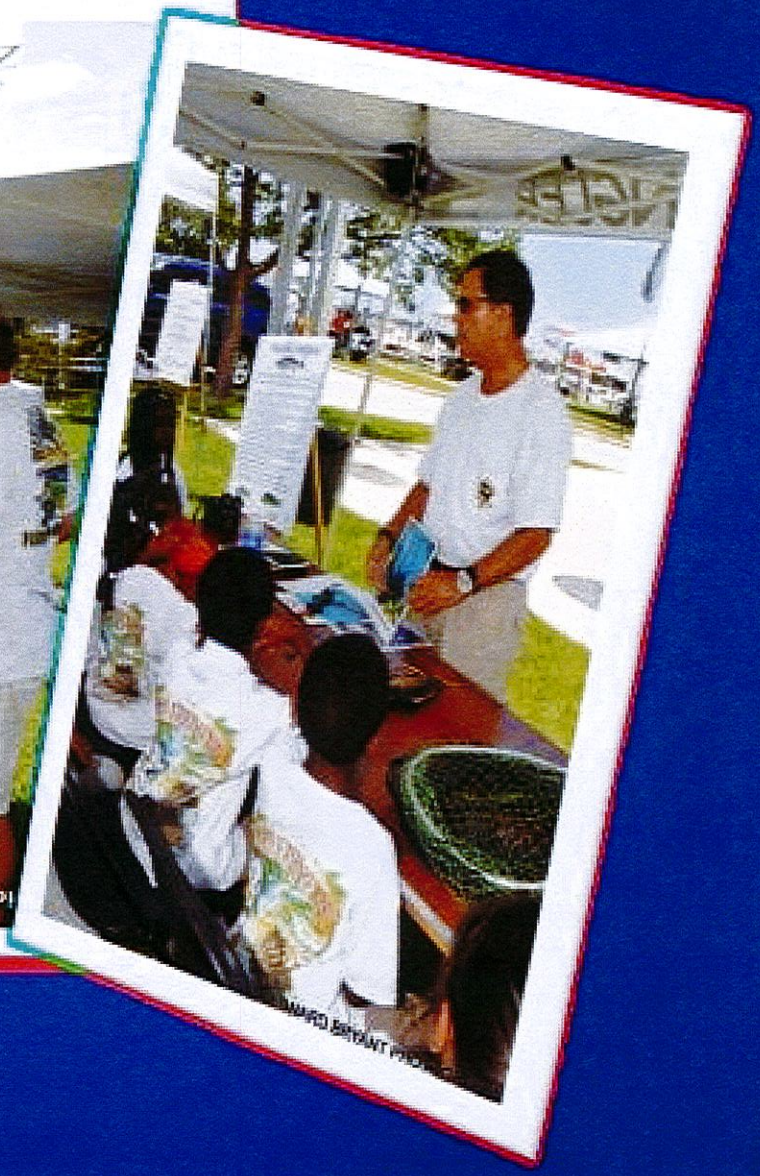
Marine Touch Tank



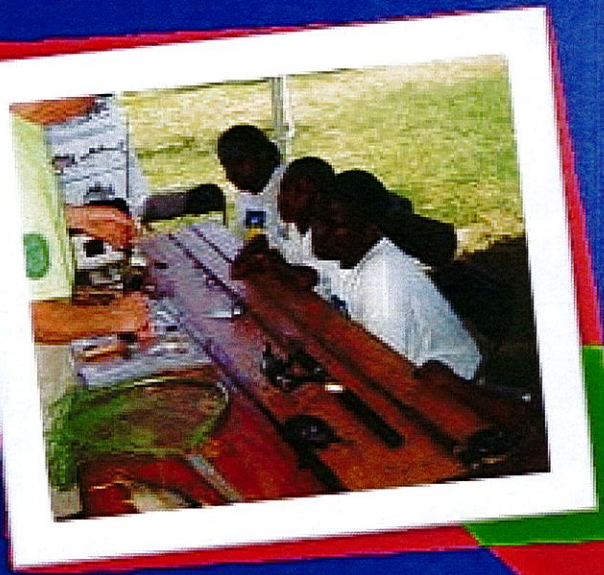
Knot Tying



Good Angler Station



Fishing Tackle Station



F.W.C. Boating Safety

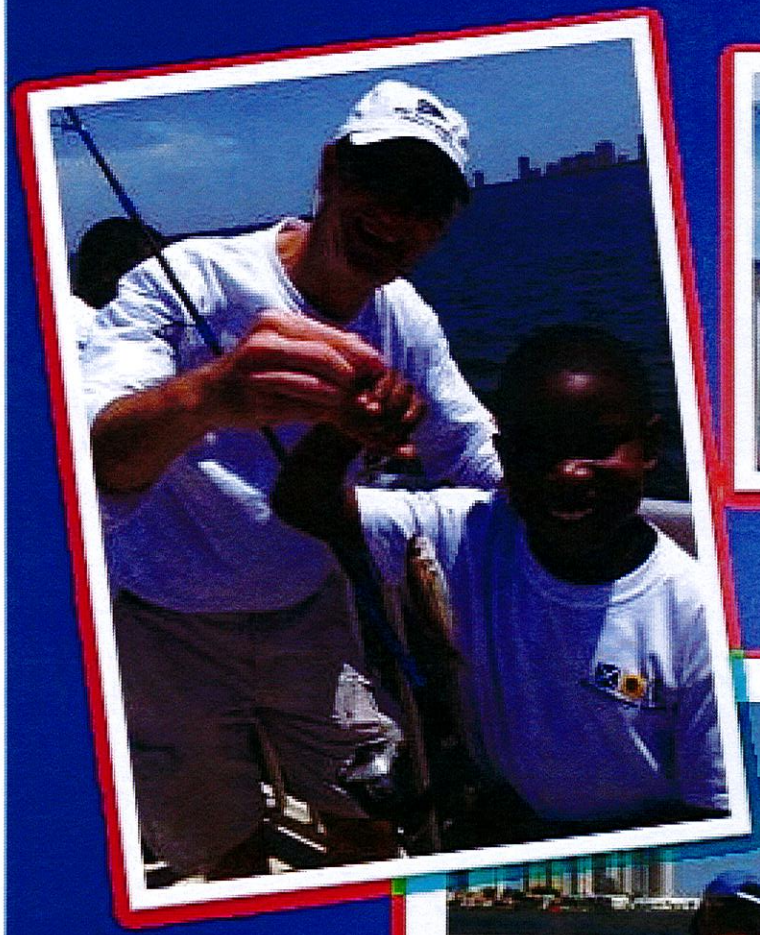
CASTING STATION

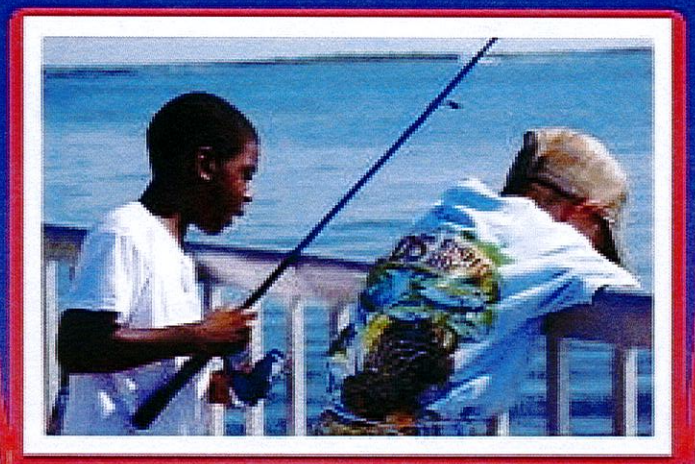
F.W.C. Manatee Booth

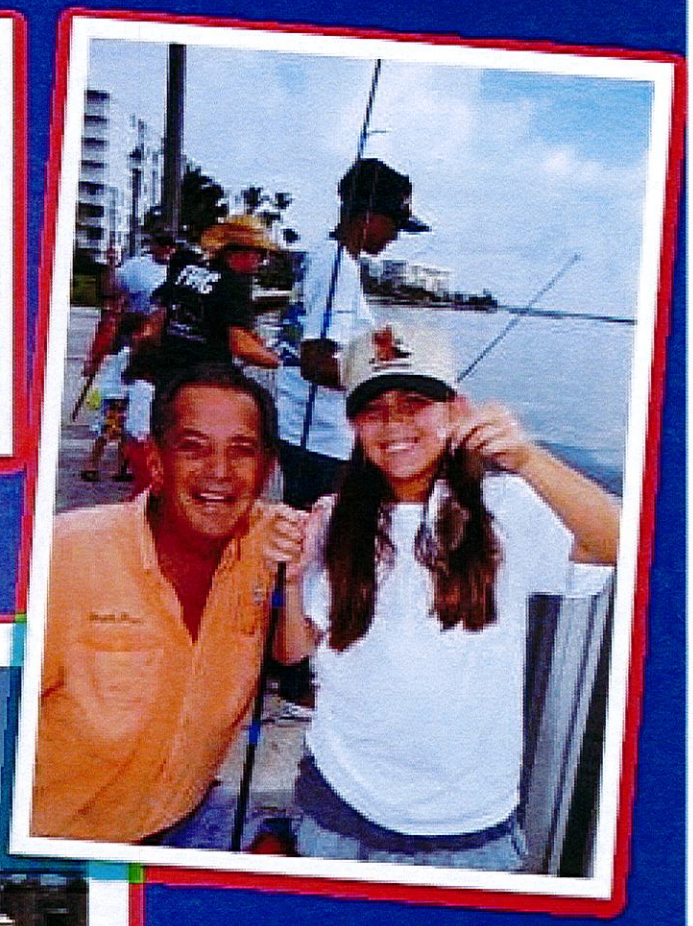
P.B.S.O. Gang Prevention Station

E.R.M. Habitat Booth

Dock Fishing Station

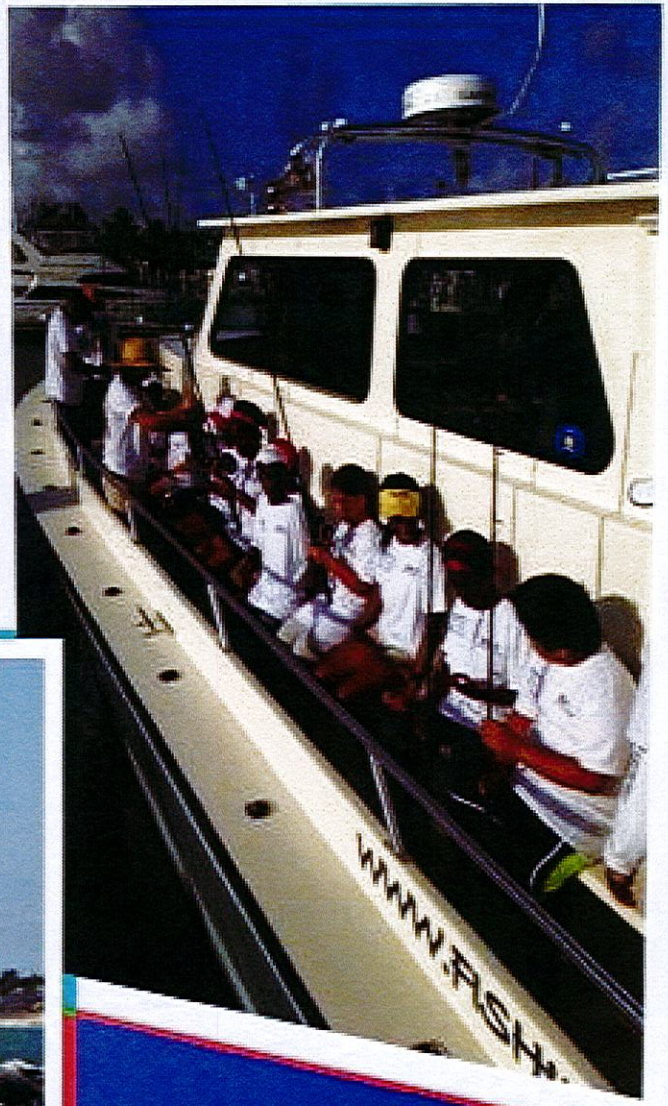






Drift Fishing Adventure

2013 LEONARD BRYANT PHOTOGRAPHY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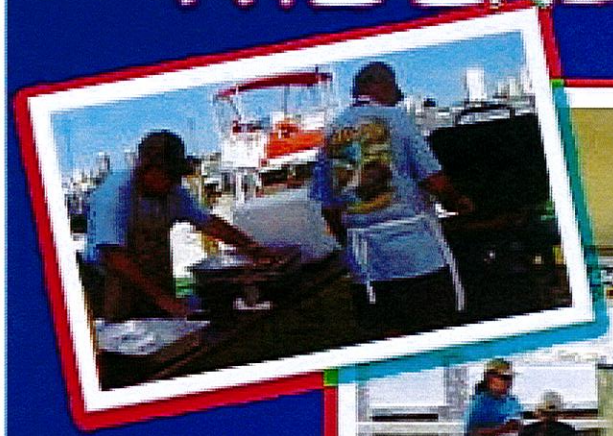
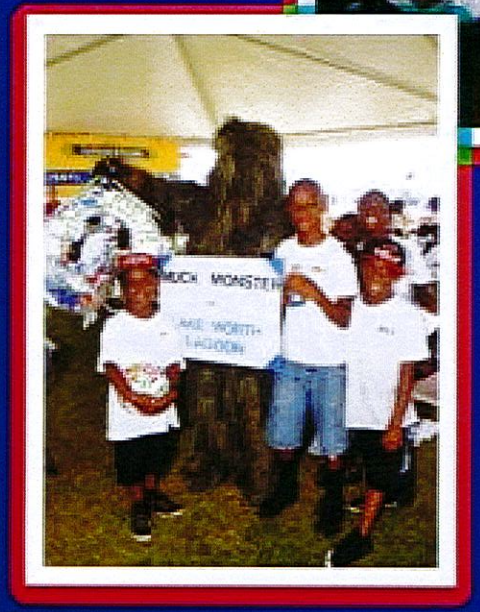
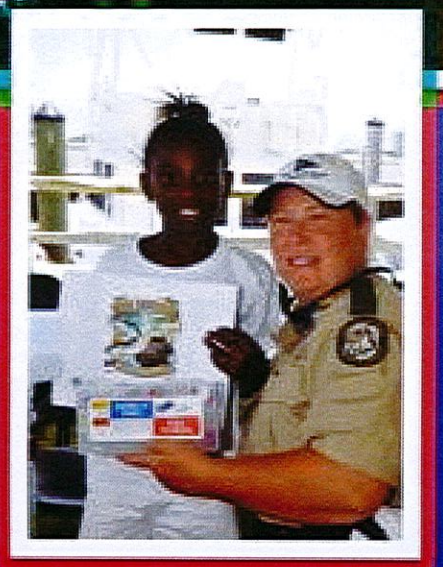
Catch of the Day…

THE END OF A MEMORABLE DAY







The PBCFF gratefully acknowledges The generosity and support of all our Kid's Fishing Day Partners & Major Sponsors

FISH FLORIDA

Marine Industries Association
OF PALM BEACH COUNTY, INC.

TOWN OF LAKE PARK, FLORIDA

FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

Sandie & Ethan Weitz

PALM BEACH COUNTY KDW CLASSIC 2013

The Fleming Family Foundation

DELRAY YACHT CRUISES

KIA
Bev Smith TOYOTA

Ryborich Endowment Memorial Funds benefiting Kid's Fishing Day

GORDON & DONER
ForTheInjured.com • (561) 333-3333

The Walter & Adi Blum Foundation, Inc.

Thank You
Town of Lake Park &
Lake Park Harbor Marina

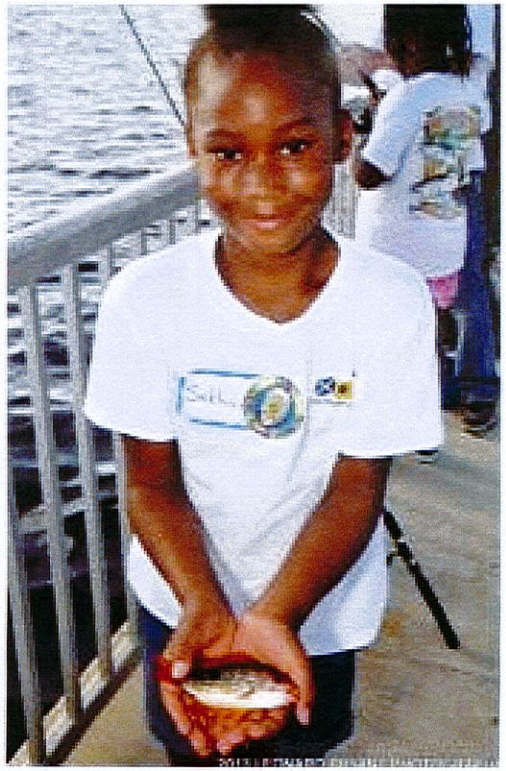


Exhibit "B"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013 **Agenda Item No.** Tab 6

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

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

Approved by Town Manager _____ **Date:** 8/28/13

Nadia Di Tommaso / Community Development Director ND
Name/Title

Originating Department: **Community Development**	Costs: **Legal Ad ($309.60 for three Ordinances)** Funding Source: **Town Clerk** Acct. **#106-48100** [X] Finance BKR	**Attachments:** → **Staff Report** → **Ordinance 11-2013** → **Legal Ad**
Advertised: Date: **08-31-2013** Paper: **Palm Beach Post** [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone__*ND*_____ or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

Please refer to the Staff Report.

Recommended Motion: I move to ADOPT Ordinance 11-2013 on second reading.

Town of Lake Park
Community Development Department

Meeting Date: September 10, 2013
2nd Reading

Nadia Di Tommaso
Community Development Director

To: **Town Commission**

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

Town Commission 1st Reading (August 21, 2013): Approved unanimously (4-0).

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 ADOPT ORINANCE NO. 11-2013 on second reading.

Exhibit "C"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013 **Agenda Item No.** Tab 7

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

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

Approved by Town Manager DSS **Date:** 8/28/13

Nadia Di Tommaso / Community Development Director ND
Name/Title

Originating Department:	Costs: **Legal Ad ($309.60 for three Ordinances)**	**Attachments:**
Community Development	Funding Source: **Town Clerk** Acct. **#106-48100** [X] Finance BKR	→ **Staff Report** → **Ordinance 12-2013** → **Legal Ad**
Advertised: Date: **08-31-2013** Paper: **Palm Beach Post** [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone__*ND*_____ or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

Please refer to the Staff Report.

Recommended Motion: I move to ADOPT Ordinance 12-2013 on second reading.

Town of Lake Park
Community Development Department

Meeting Date: September 10, 2013
2nd Reading

Nadia Di Tommaso
Community Development Director

To: Town Commission

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

Town Commission 1st Reading (August 21, 2013): Approved unanimously (4-0).

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 Commision, 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.

~~(c)~~ 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 ADOPT ORINANCE NO. 12-2013 on second reading.

Exhibit "D"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013 **Agenda Item No.** Tab 8

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

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

Approved by Town Manager DSS **Date:** 8/28/13

Nadia Di Tommaso / Community Development Director ND
Name/Title

Originating Department:	Costs: **Legal Ad ($309.60 for three Ordinances)**	**Attachments:**
Community Development	Funding Source: **Town Clerk** Acct. **#106-48100** [X] Finance BKR	→ **Staff Report** → **Ordinance 13-2013** → **Legal Ad**
Advertised: Date: **08-31-2013** Paper: **Palm Beach Post** [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone__*ND*_____ or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

Please refer to the Staff Report.

Recommended Motion: I move to ADOPT Ordinance 13-2013 on second reading.

Town of Lake Park
Community Development Department

Meeting Date: September 10, 2013
2nd Reading

Nadia Di Tommaso
Community Development Director

To: **TOWN COMMISSION**

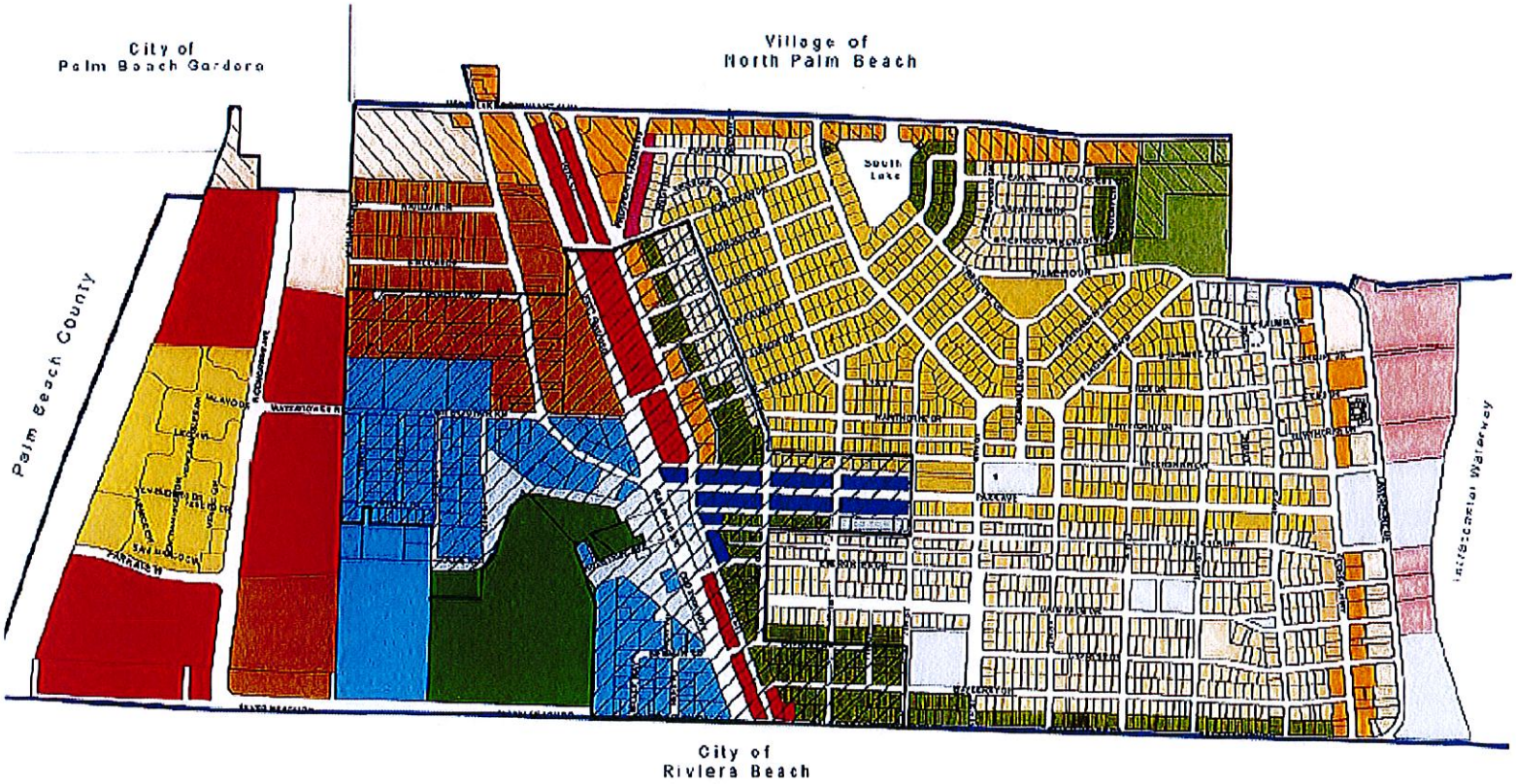
Re: **Changes to Section 78-144**
Creating Joint Access and Cross Access Language

Town Commission 1st Reading (August 21, 2013): Approved unanimously (4-0).

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	CRA	Conservation
R-AA	R3	C1B	PUD	NBOZ_overlay	
R-	R2	C2	PADD	C4	
R-A	TND	C3	CLIC	Lake_Park_Boundary	

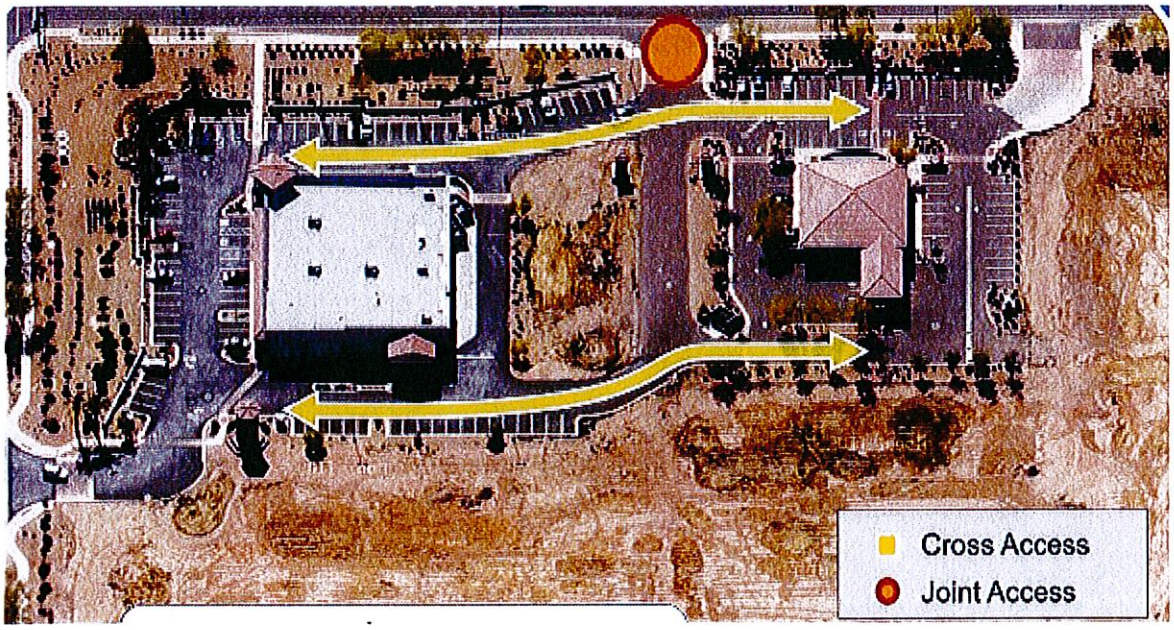
Policy 8.2 of the Town's Comprehensive Plan's Traffic Circulation Element promotes cross access and shared access (joint access) in stating the following:

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.

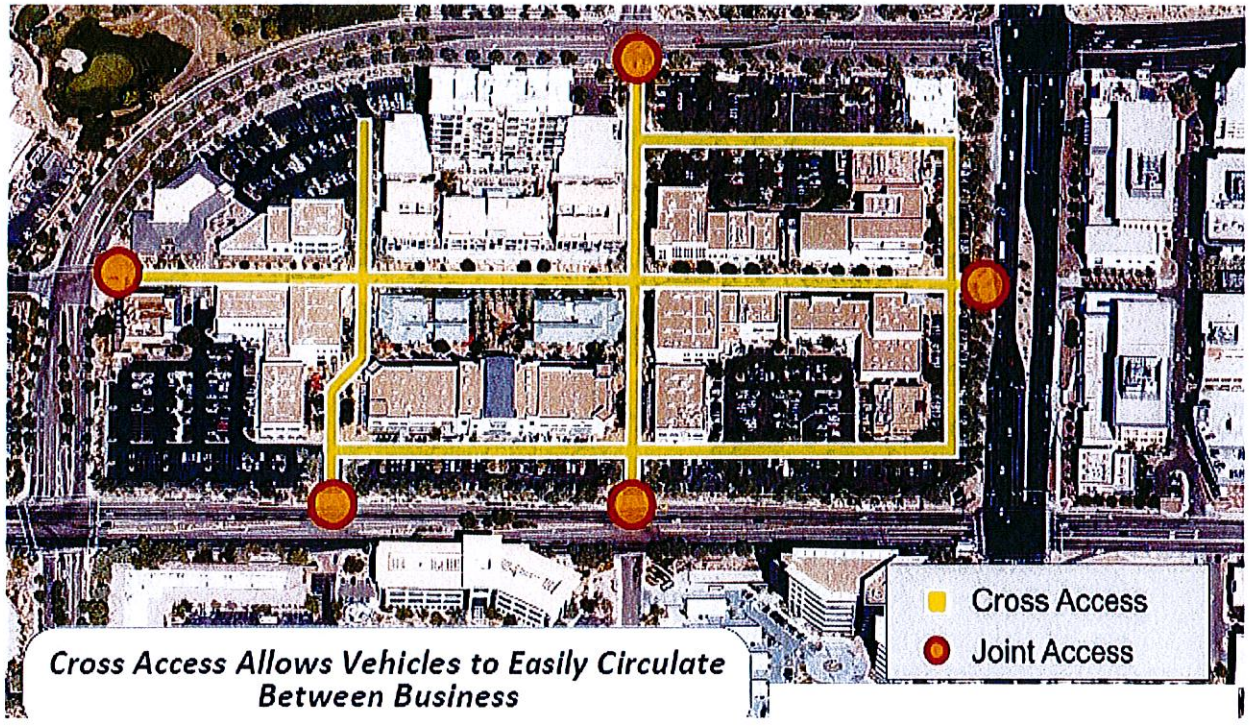
Property owners should be encouraged and incentivized to select option (2) because cross and joint access will enhance a property owner's development opportunities; improve roadways, pedestrian, and bicycle safety; reduce congestion; and support multi-modal travel. Cross access may also have an incidental 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.



Cross Access Allows Vehicles to Easily Circulate Between Business

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;

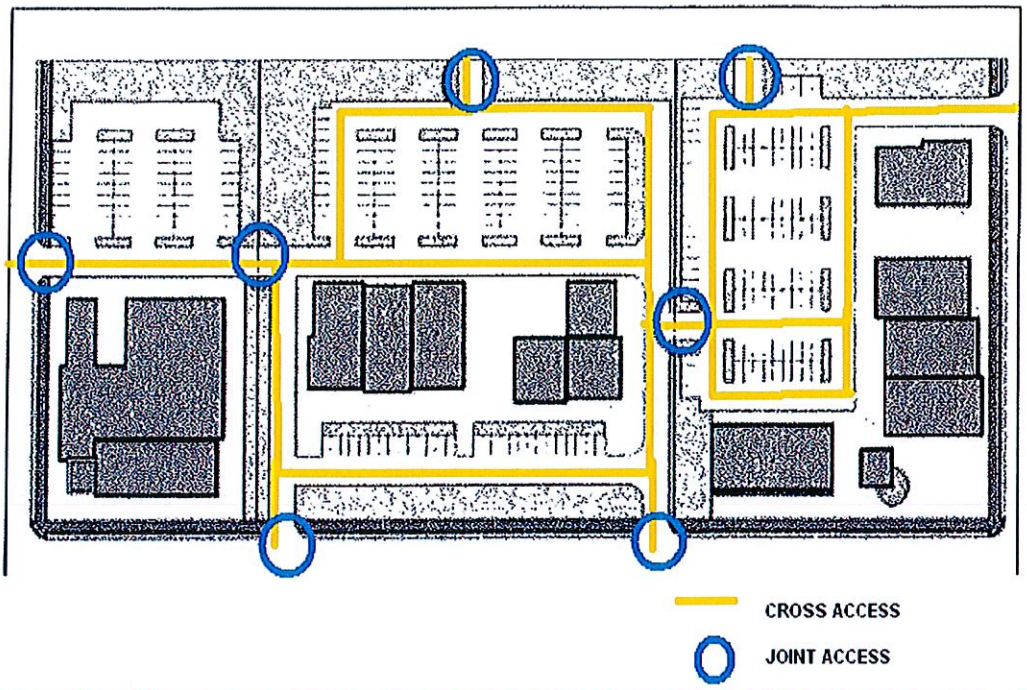


Figure 78-144-1: Cross access between parking areas and adjacent properties. Joint access through the use of common driveways entrances and between properties.

(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 ADOPT ORINANCE NO. 13-2013 on second reading.

Exhibit "E"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013 **Agenda Item No.** Tab 9

Agenda Title: Approving Commissioner Rapoza's Use of Town Stationary

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

Approved by Town Manager DSS **Date:** 8/20/13

Dale S. Sugerman, Ph.D./Town Manager
Name/Title

Originating Department: **Commissioner Rapoza**	Costs: N/A Funding Source: [ ] Finance _____	**Attachments:** Draft letter raising funds for the summer camp program
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case *DSS* **Please initial one.**

Summary Explanation/Background:

Commissioner Rapoza would like to send a letter on Town stationary to raise funds for the Lake Park Summer Camp Program. A copy of her draft letter is attached. According to Resolution No. 65-12-08, "*...the general substance of any written communication wherein the Mayor, Vice-Mayor or a Commissioner proposes to use his or her official title or to be written on the official letterhead of the Town of Lake Park shall be subject to the approval of a majority of the Commission at a public meeting prior to mailing*".

This item is being advanced to the Town Commission for review and approval of the draft letter.

Recommended Motion: I move to authorize the use of Town stationary by Commissioner Rapoza to raise funds for the Lake Park Summer Camp program.

T own of Lake Park
535 Park Avenue
Lake Park, FL 33403
Attn: Finance Director

Sirs/Madam;

Please allow this letter to serve as an introduction to myself, Kathy Rapoza, Commissioner of Lake Park. I have made it my personal goal to raise enough funds to support those children in financial duress. They need your help. Lake Park's Summer Camp Program as with our town's economical situation, is falling short of Summer Camp, financial needs. The Summer Camp Program falls under the Recreation Dept. and hopefully I am appealing to your generosity and sponsorship.

Lake Park's Summer Camp Program this year accommodated 25 children ranging from ages 6 to 12 years old. Our businesses never cease to amaze me and have been extremely generous in their contributions. I hope we can count on your generosity as well.

The cost per child to attend Summer Camp is $340.00 per child. Our Summer Camp provides recreational and educational activities throughout the summer for ten weeks. It beginning in June and ends in August. Activities include field trips every week, almost daily, ice and roller skating, trips to Peanut Island on the ferry, water park excursions, Flamingo Gardens, magic shows, movies, Bounce U, fishing trip, Kid's Fitness Festival and many more. Arts and craft projects are worked on throughout the summer usually centered around a theme, indoor games and outdoor sport activities are slotted in each week, swimming lessons are offered, speakers visit (ie, Christine from Blind Services will talk to the children about how it feels to be blind and she will be bringing her service dog, too.) We also supply lunch two and three times per week, plus snacks daily.

Again, reach into your heart and help us continue is enriching program. 501C, tax deductable documentation will be provided, please request.

Checks made payable to: The Town of Lake Park
535 Park Ave.
Lake Park, FL 33403
Attn: Finance Director

From the bottom of my heart, I graciously thank you.

Regards,

Kathy Rapoza,
Commissioner, Lake Park

Exhibit "F"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013 **Agenda Item No.** Tab 10

Agenda Title: Resolution Authorizing the Town Manager to Renew for Fiscal Year 2014 Property, Flood, Inland Marine, Crime Coverage, General Liability, Network Security and Privacy Liability, Public Official Liability and Employment Practices Liability, Automobile Liability, and Workers' Compensation Insurance through the Florida League of Cities/Florida Municipal Insurance Trust

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

Approved by Town Manager DSS **Date:** 8/26/13

Bambi McKibbon-Pursner
Name/Title HUMAN RESOURCES DIRECTOR

Originating Department: **Human Resources**	**Costs: $222,320.00** **Funding Source:** **Acct. # Various as funded in FY 2014 budget** [X] Finance BKR	**Attachments:** **Copy of Resolution and Gehring Group Property and Casualty Request for Quotes (RFQ) Evaluation for the 2013-2014 Plan Year**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	**Yes I have notified everyone BMT** or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

The current carrier of the Town's Property, Flood, Inland Marine, Crime Coverage, General Liability, Network Security and Privacy Liability, Public Official Liability and Employment Practices Liability, Automobile Liability, and Workers' Compensation Insurance is the Florida League of Cities/Florida Municipal Insurance Trust (FMIT). Such coverage is due for renewal on October 1, 2013 for Fiscal Year 2014.

In order to obtain competitive renewal rates for Fiscal Year 2014, staff directed that Gehring Group submit a market request for quotes to several brokers and carriers for such coverage, which included the following:

- Florida League of Cities
- The Public Risk Insurance Agency
- Absolute Underwriting Managers, Inc.
- North American Risk Services
- Public Risk Management
- Wells Fargo Insurance
- Semark Insurance Services
- Brown and Brown of Florida, Inc.

The incumbent carrier, Florida League of Cities (which administers FMIT) and The Public Risk Insurance Agency (which administers the Preferred Governmental Insurance Trust) were the only two respondents. As set forth in the attached Gehring Group Property and Casualty RFQ Evaluation for the 2013-2014 Plan Year (Exhibit A), FMIT's renewal quote for such coverage is $220,367 (identified on the attached RFQ Evaluation as Proposal #1). Added to this amount is the Gehring Group fee of $11,043. These amounts combined, minus the return of premium credit in the amount of $21,167 should the Town elect to renew coverage with FMIT for Fiscal Year 2014, result in a total net premium of $210,243, which represents an overall 2.8 percent, or $6,040, decrease from the expiring coverage.

It should be noted that with the assistance of the Florida League of Cities and Gehring Group, staff conducted a Town-wide survey of assets which revealed that there is existing lighting inventory in the amount of $1,460,835 not included in the Town's current property schedule. The premium to include the existing lighting inventory in the current property schedule would be an amount not to exceed $12,077, which can be found in the footnote on the attached RFQ evaluation.

Staff recommends renewal of the Town's Property, Flood, Inland Marine, Crime Coverage, General Liability, Network Security and Privacy Liability, Public Official Liability and Employment Practices Liability, Automobile Liability, and Workers' Compensation Insurance through FMIT for the total net premium of $210,243, and that the additional lighting inventory be added to the current property schedule for an additional premium amount not to exceed $12,077, for a total premium of $222,320.

Recommended Motion: **I move to adopt Resolution** 28-09-13.

Exhibit "G"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013 **Agenda Item No.** Tab 11

Agenda Title: Resolution Authorizing the Town Manager to Obtain for Fiscal Year 2014 Medical Insurance Coverage through Florida Blue; to Renew for Fiscal Year 2014 MetLife Dental Insurance; to Renew for Fiscal Year 2014 the Lincoln Financial Group Employee Life, Short-Term Disability, and Long-Term Disability Insurance; and, to Renew for Fiscal Year 2014 the Contract with The Center for Family Services of Palm Beach County, Inc. for an Employee Assistance Program for Town Employees

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

Approved by Town Manager _____ **Date:** 8/28/13

Pamela McLibbon-Turner
Name/Title HUMAN RESOURCES DIRECTOR

Originating Department:	**Costs: $ 429,177**	**Attachments:**
Human Resources	**Funding Source: Various** **Acct. # Various as funded in FY 2013 budget** [x] Finance BKZ	**Resolution; Gehring Group Medical Insurance RFP Evaluations, Dental Insurance Renewal Evaluations, Life Insurance, Long Term Disability and Short Term Disability Renewal Evaluations; and, Fiscal Year 2014 and Current Contracts with The Center for Family Service of Palm Beach County, Inc.**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	**Yes I have notified everyone** BMT or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background

Medical Insurance:

The current provider of the Town's employee medical insurance is United Healthcare, which is due for renewal on October 1, 2013 for Fiscal Year 2014. The incumbent carrier, United Healthcare, provided an initial increased in-network renewal rate of 22 percent over the expiring coverage.

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

- United Healthcare
- Florida Blue
- Humana
- Coventry
- Aetna

At the second budget workshop which occurred on August 13, 2013, staff presented the Medical Insurance RFP Evaluation (Exhibit A-1) prepared by Gehring Group which presented the most competitive rates obtained for Fiscal Year 2014. Among such respondents is United Healthcare, which reduced its in-network renewal rate to a 16 percent increase, or $52,257.12, over the expiring coverage. Florida Blue presented an in-network renewal rate which represents a 10.8 percent, or $35,351.88, increase over the expiring coverage for a total expected annual premium of $396,020.32 which is identified as Alternative #1 on the attached Exhibit A-1. After careful review, and upon recommendation by Gehring Group, staff recommends obtaining medical coverage for Town employees through Florida Blue.

Copies of the Gehring Group Medical Insurance RFP Evaluations of all of the quotes received are also included at Exhibit A.

Dental Insurance:

The current provider of the Town's employee dental insurance is MetLife which is due for renewal on October 1, 2013. At the direction of staff, and in order to obtain competitive renewal rates, Gehring Group submitted a market request for proposals to several carriers for such coverage. The following carriers responded:

- MetLife
- Delta Dental
- United Concordia
- Principal Financial
- Guardian
- The Standard

- Lincoln Financial
- Ameritas
- Aetna
- Sun Life

Attached is the Dental Insurance Renewal Evaluation (Exhibit B) prepared by Gehring Group which presents the most competitive rates obtained for Fiscal Year 2014. Among such respondents is MetLife which submitted an increased renewal rate of 5.5 percent, or $1,512.96, over the expiring coverage for a total expected annual premium of $29,012.52 which is identified as the MetLife Renewal on the attached Exhibit B-1. Staff recommends the renewal of dental insurance coverage with MetLife.

Copies of the Gehring Group Dental Insurance Renewal Evaluations of all of the quotes received are also included at Exhibit B.

Life Insurance, Long Term Disability and Short Term Disability Insurance:

The current provider of the Town's employee life, long-term and short-term disability insurance is Lincoln Financial Group. At the direction of staff, and in order to obtain competitive renewal rates, Gehring Group submitted a market request for proposals to several carriers for such coverage. The following carriers responded:

For Life Insurance:

- Lincoln Financial Group
- Cigna
- The Standard
- Principal Financial
- The Hartford
- Sun Life Financial
- Prudential
- MetLife
- Humana
- Guardian

For Long Term Disability Insurance:

- Lincoln Financial Group
- Cigna
- The Standard
- Prudential
- Sun Life
- The Hartford
- MetLife
- Principal Financial

For Short Term Disability Insurance:

- Lincoln Financial Group
- Cigna
- The Standard
- Prudential
- Sun Life
- Principal Financial
- MetLife
- Humana
- The Hartford

Attached are the Life Insurance, Long Term Disability and Short Term Disability Renewal Evaluations (Exhibit C) prepared by Gehring Group which presents the most competitive rates obtained for Fiscal Year 2014. Among such respondents is Lincoln Financial Group, which submitted the following renewal rates:

- Life Insurance Renewal - 8.7 percent, or $693.67, increase over the expiring coverage (for a total expected annual premium of $8,670.83) which is identified on the attached Exhibit C-1 as the Lincoln Financial Revised Renewal
- Long Term Disability Renewal – 2.2 percent, or $201.34, increase over the expiring coverage (for a total expected annual premium of $9,462.96) which is identified on the attached Exhibit C-2 as the Lincoln Financial Revised Renewal
- Short Term Disability Renewal – 0.0 percent increase over the expiring coverage (for a total expected annual premium of $17,373.53) which is identified on the attached Exhibit C-3 as the Lincoln Financial Renewal
    - For an overall total expected annual premium of $35,507.32

Copies of the Gehring Group Life Insurance, Long Term Disability, and Short Term Disability Insurance Renewal Evaluations of all of the quotes received are also included at Exhibit C.

Staff recommends the renewal of life insurance, short term disability and long term disability insurance with Lincoln Financial Group.

Employee Assistance Program:

The Town's current administrator of its Employee Assistance Program is The Center for Family Services of Palm Beach County, Inc. (the "Center") and such contract is due for renewal on October 1, 2013. The basic level of services will remain unchanged from Fiscal Year 2013, except that unlimited legal/financial consultations will no longer be provided through the Center by CLC Consolidated Legal Concepts as the Center found that most of its municipal clients make such assistance available to their employees through other sources. The Town makes available to its employees the opportunity to enroll in Legal Shield and to access prepaid legal assistance at no cost to the Town.

The rate for the administration of the Employee Assistance Program by the Center will remain unchanged and will be as follows: $3.38 per employee per month (based upon 65 employees) = $2,636.40 per year.

The above amount will be billed to the Town on a quarterly basis of $659.10 per fiscal quarter.

Staff is recommending renewal of the contract with The Center for Family Services for Fiscal Year 2014. A copy of the Fiscal Year 2014 contract with The Center for Family Services, as well as the current contract for Fiscal Years 2012 and 2013, are attached at Exhibit D.

Recommended Motion: In order to provide continuing medical insurance, dental insurance, group employee life, short-term disability, long-term disability and an Employee Assistance Program, I move to adopt Resolution 29-09-13**.**

Exhibit "H"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013 **Agenda Item No.** Tab 12

Agenda Title: Resolution Authorizing the Town Manager to Execute the Letter Agreement with the International City/County Management Association Retirement Corporation in Order to Establish a Vantagepoint Payroll Deduction Roth Individual Retirement Account for Town Employees

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

Approved by Town Manager DSS **Date:** 8/28/13

Blake K Rane Finance Director
Name/Title

Originating Department: Finance	**Costs: $ -0-** Funding Source: Acct. # [X] Finance BKR	**Attachments: Resolution, and ICMA-RC Letter Agreement**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone BR or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

At its February 6, 2008 meeting, the Town Commission adopted the International City/County Management Association Retirement Corporation (ICMA-RC) deferred compensation plan. The adoption of this deferred compensation plan provided an option, in addition to the Town-sponsored VALIC pension and deferred compensation plan, through which Town employees can save for their retirement, and required no contribution by or cost to the Town.

The purpose of this action is to amend the existing agreement between the Town and ICMA-RC by which such deferred compensation plan was adopted to provide for a Vantagepoint Payroll Deduction Roth Individual Retirement Account through ICMA-RC. This will provide employees with an additional retirement savings option. There will be no contribution required by, or cost to, the Town as a result of this action.

Recommended Motion: **I move to adopt Resolution** 30-09-13.

Exhibit "I"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013 **Agenda Item No.** Tab 13

Agenda Title: Award of Contract for Lake Park Harbor Marina Seawall Joint Sealing-Demonstration (Filter Fabric Retro-Fit), RFP No. 102-13 to Palmwood Corporation, Inc.

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

Approved by Town Manager _____ **Date:** 8/28/13

Richard Pittman/Project Manager
Name/Title

Originating Department: Public Works	**Costs: $24,448.96** **Funding Source: Marina** **Acct. # 800-46050** **[X] Finance** _____	**Attachments:** **Bid Document** **Bid Submittal (Revised)** **Bid Submittal (Original)** PURCHASE ORDER
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case ____ **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 (contract awarded 08/21/13).

3. Injection of chemical grout at up to four piling (two joints/pile) on the water side of the seawall (contract awarded 08/21/13).

Bids for the filter fabric placement method were solicited as RFP Bid No. 102-13. The Town Commission awarded a contract for the chemical grout injection methods on August 21, 2013. 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. 102-12 consists of specifications and details for paver brick removal and excavation along 106 feet of seawall and placement of filter fabric at seawall panel joints. This 106 foot section is immediately north of the boat ramp. Seven void locations under the brick pavers have been identified either by the use of ground penetrating radar (GPR) or by observation of paver brick settlement. Excavation will be performed in a manner to discover if there are deep undetected voids. The bid allots for up to 13 joints to be covered with filter fabric. 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. Only one bid was received. Palmwood Corporation, Inc. submitted a base bid in the amount of $20,698.96 but did not price the three alternates. Alternate 1 is placement of #57 graded stone backfill and filter fabric. Alternate 2 is removal of flowable fill found to be a detriment to filter fabric installation. Alternate 3 is a deduct if filter fabric at joints per the detail could not be installed.

In order to move forward with the filter fabric retro-fit project, Town staff and Simmons and White discussed with Palmwood Construction the reason that Alternates 1, 2, and 3 were not priced. Mr. John Cleary with Palmwood Corporation suggested that a line item 4b be created to combine Alternates 1 and 3 as a methodology if filter fabric installation could not be accomplished at one or more joints (Town to provide stone). Alternate 2 could be termed Alternate 1 and priced on an hourly rate for crew and equipment if the Town disposes of excavated debris. The original bid line item number four becomes 4a - 10 joints @$1,000/ea. and 4b - 3 joints @$1,000/ea. where all thirteen joints receive a method of repair.

The Town staff believes that the purchasing policy allows negotiation with the sole bidder since bids were solicited from a number of potential bidders. Therefore, the Town Staff is recommending approval of a revised negotiated proposal of the base bid being $20,698.96 plus Alternate 1, flowable fill removal at an equipment and crew rate of $250.00/hour estimated at 15 hours ($3,750.00). The recommended contract award amount is $24,448.96.

Palmwood Corporation has been in business locally for more than 30 years.

A contingency amount of $2,440.00 (10 percent of the awarded contract price) is recommended.

In addition to contracting with Palmwood Corporation, Simmons and White and Ardaman and Associates will monitor the construction during the demonstration work.

Recommended Motion: I move to approve contracting with Palmwood Corporation in the amount of $24,448.96 to perform the requirements of Bid No. 102-13 and establish a contingency of $2,240.00.

Exhibit "J"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013 **Agenda Item No.** Tab 14

Agenda Title: Authorizing the Mayor to Execute the Ninth Addendum to the Law Enforcement Services Agreement between the Town of Lake Park and Sheriff Ric L. Bradshaw for the period beginning October 1, 2013 through September 30, 2014.

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

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

Dale S. Sugerman, Ph.D./Town Manager
Name/Title

Originating Department: **Town Manager**	Costs: $ **2,662,624.00** Funding Source: Acct. # 001-52-521-200-34010 [ ] Finance _____	**Attachments:** Copy of the Ninth Addendum Base Agreement
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case *DSS* **Please initial one.**

Summary Explanation/Background:

Sheriff Ric L. Bradshaw and his Palm Beach County Sheriff's Office (PBSO) have offered to continue to provide police protection services to the Town of Lake Park for the fiscal year beginning October 1, 2013 and continuing through September 30, 2014. The cost for the next year of police protection services is an increase of $51,424.00 over the current year contract expense of $2,571,200.00 (a 2% increase year-over-year). In all other respects the contractual relationship is not changing.

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

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

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

Should the Town Commission desire to cancel the proposed agreement prior to its expiration, it would have to provide PBSO with appropriate notice before March 29, 2014.

Recommended Motion: I move to authorize the Mayor to execute the Ninth Addendum to the Law Enforcement Service Agreement between Sheriff Ric L. Bradshaw and the Town of Lake Park.

AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Special Call
Regular Commission Meeting
Tuesday, September 10, 2013,
Immediately Following the
First Public Hearing
On the Budget
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

1. **Presentation of a Plaque by Thomas L. Twyford, Jr./President, Palm Beach County Fishing Foundation to the Town of Lake Park** **Tab 1**

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

E. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item

will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

2. **Budget Workshop Meeting Minutes of August 13, 2013** **Tab 2**
3. **Regular Commission Meeting Minutes of August 21, 2013** **Tab 3**
4. **Commission Workshop Meeting Minutes of August 26, 2013** **Tab 4**
5. **Extension of Landscape Maintenance Agreement with Chris Wayne & Associates, Inc. for the Lake Park Harbor Marina** **Tab 5**

F. OLD BUSINESS:

None

G. PUBLIC HEARINGS – ORDINANCE ON SECOND READING:

6. **Ordinance No. 11-2013 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**

Tab 6

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

7. **Ordinance No. 12-2013 Text Amendment 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**

Tab 7

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

8. **Ordinance No. 13-2013 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**

Tab 8

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. NEW BUSINESS:

9. **Approving Commissioner Rapoza's Use of Town Stationary** **Tab 9**
10. **Resolution No. 28-09-13 Authorizing the Town Manager to Renew for FY 2014 Property, Flood, Inland Marine, Crime Coverage, General Liability, Network Security and Privacy Liability, Public Official Liability, and Employment**

Practices Liability, Automobile Liability, and Workers' Compensation Insurance through the Florida League of Cities/Florida Municipal Insurance Trust **Tab 10**

11. **Resolution No. 29-09-13 Authorizing the Town Manager to Obtain for Fiscal Year 2014 Medical Insurance Coverage through Florida Blue; to Renew for Fiscal Year 2014 MetLife Dental Insurance; to Renew for Fiscal Year 2014 the Lincoln Financial Group Employee Life, Short-Term Disability, and Long-Term Disability Insurance; and, to Renew for Fiscal Year 2014 the Contract with The Center for Family Services of Palm Beach County, Inc. for an Employee Assistance Program for Town Employees** **Tab 11**
12. **Resolution No. 30-09-13 Authorize the Town Manager to Execute the Letter Agreement with the International City/County Management Association Retirement Corporation in Order to Establish a Vantagepoint Payroll Deduction Roth Individual Retirement Account for Town Employees** **Tab 12**
13. **Award of Contract for Lake Park Harbor Marina Seawall Joint Sealing-Demonstration (Filter Fabric Retro-Fit), Bid 102- 2013 to Palmwood Corporation** **Tab 13**
14. **Authorizing the Mayor to Execute the Ninth Addendum to the Law Enforcement Services Agreement between the Town of Lake Park and Sheriff Ric L. Bradshaw for the Period Beginning October 1, 2013 through September 30, 2014** **Tab 14**

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, September 18, 2013