



# AGENDA

Lake Park Town Commission  
 Town of Lake Park, Florida  
 Special Call Commission Meeting  
 Wednesday, September 8, 2010, Immediately  
 following the 1<sup>st</sup> Public Hearing of the  
 Tentative Budget  
 Lake Park Town Hall  
 535 Park Avenue

<b>Desca DuBois</b>	—	<b>Mayor</b>
<b>Patricia Osterman</b>	—	<b>Vice-Mayor</b>
<b>Steven Hockman</b>	—	<b>Commissioner</b>
<b>Jeanine Longtin</b>	—	<b>Commissioner</b>
<b>Kendall Rumsey</b>	—	<b>Commissioner</b>
.....		
<b>Maria V. Davis</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian M. Lemley, CMC</b>	—	<b>Town Clerk</b>

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

- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE
- D. ROLL CALL
- E. ADDITIONS/DELETIONS - APPROVAL OF AGENDA
- F. PROCLAMATION  
Employee of the Year Award to Doris K. Bainter
- G. PUBLIC and OTHER COMMENT  
This time is provided for audience members to address items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

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

For Approval:

- |  |       |
|--|-------|
| 1. Budget Workshop Meeting Minutes of July 28, 2010                                    | Tab 1 |
| 2. Regular Commission Meeting Minutes of August 4, 2010                                | Tab 2 |
| 3. Regular Commission Meeting Minutes of August 18, 2010                               | Tab 3 |
| 4. Resolution No. 35-09-10 Renewal of Employee Benefits Package                        | Tab 4 |
| 5. Resolution No. 36-09-10 State Aid for Libraries Fiscal Year 2010-2011               | Tab 5 |
| 6. Resolution No. 37-09-10 Amending Citation Fine Schedule                             | Tab 6 |
| 7. Notification of Placement of United States Geological Survey (USGS) Monitoring Well | Tab 7 |
| 8. Proclamation recognizing Constitution Week  | Tab 8 |
| 9. Kiwanis Waiver Request for Marina Halloween Event                                   | Tab 9 |

I. **PUBLIC HEARING(S):**

**ORDINANCE ON SECOND READING:**

10. ORDINANCE NO. 09-2010 - PUD Change

Tab 10

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 77, SECTION 78-77 PERTAINING TO PLANNED UNIT DEVELOPMENT REGULATIONS; PROVIDING FOR MINIMUM SITE AREA AND BUILDING HEIGHT LIMITS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF ALL LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

J. **ORDINANCE ON FIRST READING**

11. ORDINANCE NO. 10-2010 – Amending Chapter 54 to Add Additional Nuisances to be Abated

Tab 11

A ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 54 “BUILDINGS AND BUILDING REGULATION”, ARTICLE III, SECTION 54-131 TO ADD ADDITIONAL CONDITIONS OR ACTIVITIES WHICH MAY BE DECLARED TO BE A NUISANCE; PROVIDING FOR THE AMENDMENT OF SECTION 54-132 TO AUTHORIZE THE TOWN TO TAKE SUCH METHODS OR ACTIVITIES AS MAY BE NECESSARY TO ABATE A DECLARED NUISANCE; PROVIDING FOR SEVERABILITY, PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**K. DISCUSSION AND POSSIBLE ACTION:**

**12. Red Light Camera Report Presented by Attorney Thomas Baird**

**Tab 12**

**13. New Town Logo**

**Tab 13**

**14. Lighting Consultant Contract**

**Tab 14**

**L. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:**

**M. ADJOURNMENT:**

# **Proclamation**

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date: September 8, 2010**

Agenda Item No.

- |   |   |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING                 | <input type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> Ordinance on Second Reading    |   |
| <input type="checkbox"/> Public Hearing                 | <input type="checkbox"/> DISCUSSION     |
| <input type="checkbox"/> ORDINANCE ON FIRST READING     | <input type="checkbox"/> BID/RFP AWARD  |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM       | <input type="checkbox"/> CONSENT AGENDA |
| <input checked="" type="checkbox"/> Other: Proclamation |   |

**SUBJECT:** Proclamation for Doris K. Bainter, Employee of the Year for 2009

**RECOMMENDED MOTION/ACTION:** Approval of Proclamation

Approved by Town Manager *W. Davis* Date: *9/1/10*

*Bambi McHoban-Sumner* *9/1/10*  
Name/Title *HR Director* Date of Actual Submittal

<b>Originating Department:</b> Human Resources	Costs: \$500.00 Funding Source: Acct. <u><i>105-15000</i></u>	<b>Attachments:</b> Copy of Proclamation Copy of Employee of the Year Guidelines
<b>Department Review:</b> <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input checked="" type="checkbox"/> Finance <u><i>AMC 9/1/10</i></u>	<input type="checkbox"/> Fire Dept _____ <input checked="" type="checkbox"/> Human Resources <u><i>BMT</i></u> <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	<b>Yes I have notified everyone</b> <u><i>BMT</i></u> or Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:**

**On August 16, 2010, the nomination period opened up for receipt of nominations from all full time employees for the award of Employee of the Year for 2009. Attached is a copy of the Employee of the Year Guidelines for this award.**

**Nominations were received by the August 23, 2010 deadline, and Dena D. Davis and Doris K. Bainter were the nominees for this award. By a majority vote of the ballots submitted by full-time employees, Doris K. Bainter was selected as the Employee of the Year for 2009. Ms. Bainter will receive a one-time monetary award of \$500.00 and will also be eligible for nomination by the Town Commission for recognition by other agencies.**

# ***EMPLOYEE OF THE YEAR GUIDELINES***

***PURPOSE:*** The Town of Lake Park has established by resolution its Employee of the Year award program, which was re-activated by the Town Commission at its September 7, 2005 meeting. The individual selected as Employee of the Year:

- will receive a one-time cash award of \$500.00 and a Proclamation from the Town Commission;
- will have his or her name engraved on the Town plaque honoring the municipal Employee of the Year; and
- will be eligible for consideration for other Employee of the Year recognition provided by other agencies such as the Florida League of Cities.

***ELIGIBILITY CRITERIA:*** Only regular full-time employees who have been employed by the Town of Lake Park for at least one continuous year as of January 1, 2010 are eligible for nomination. An employee will not be eligible if his or her most recent 2009 employee evaluation carries a rating of less than 2.0 (acceptable score) or if there is a record of any disciplinary action in his or her personnel file occurring during the calendar year 2009. Department heads are not eligible for nomination.

***CONSIDERATION FACTORS:*** Consideration factors consist of an employee's exemplary efforts on behalf of the Town of Lake Park during the calendar year 2009 based upon excellence in the following job-related areas:

- Work performance/productivity
- Judgment
- Initiative
- Integrity
- Dependability
- Cooperation
- Citizen Relations

***PROCEDURE:*** All full-time employees are eligible to nominate and vote for the Employee of the Year. Attached is the nomination form to be used for the purpose of nominating a full-time employee for this award. Completed nomination forms must be returned to the Human Resources Department **no later than Monday, August 23, 2010, at 5:00 p.m.**, where eligibility for this award will be verified pursuant to the Eligibility Criteria outlined above. Thereafter, the Human Resources Director will provide to all full-time Town employees a listing of all nominees whose eligibility has been verified, along with ballots on which employees will be able to vote for the Employee of the Year by majority vote.



**PROCLAMATION  
TOWN OF LAKE PARK, FLORIDA  
RECOGNIZING DORIS K. BAINTER  
AS THE 2009 EMPLOYEE OF THE YEAR**

**WHEREAS;** Doris K. Bainter commenced her employment with the Town of Lake Park as a Code Compliance Officer on January 29, 2007; and

**WHEREAS;** throughout her employment with the Town of Lake Park, Doris K. Bainter has in a diligent and caring manner worked with members of the community in an effort to correct problem areas and provide for an improved environment for the community as a whole; and

**WHEREAS;** Doris K. Bainter has done so with the utmost degree of professionalism and customer service; and

**WHEREAS;** Doris K. Bainter has distinguished herself as a dedicated, dependable and hard working employee who has often gone beyond the call of duty by accepting and performing additional duties and responsibilities and by recommending solutions to recurring issues; and

**WHEREAS;** by so doing, Doris K. Bainter has exceeded the expectations of her position and has distinguished herself by establishing an excellent record of job performance and service to the Town of Lake Park; and

**WHEREAS;** the Town of Lake Park wishes to publicly recognize Doris K. Bainter for her service and accomplishments.

**NOW, THEREFORE,** on behalf of the Commission of the Town of Lake Park, I, Desca DuBois, Mayor of the Town of Lake Park, do hereby publicly recognize and commend Doris K. Bainter for her dedication and service, and recognize her as the 2009 Employee of the Year.

**IN WITNESS WHEREOF,** I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 8<sup>th</sup> day of September, 2010.

By: \_\_\_\_\_  
Mayor Desca DuBois

ATTEST:

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

# Consent Agenda

# TAB 1

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date:**      **September 8, 2010**

Agenda Item No.

- |   |   |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input type="checkbox"/> GENERAL APPROVAL OF ITEM<br><br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><br><input type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
|---|---|

**SUBJECT:**      **Budget Workshop Meeting Minutes of July 28, 2010.**

**RECOMMENDED MOTION/ACTION:** **Approve the Budget Workshop Meeting Minutes of July 28, 2010.**

Approved by Town Manager

*W. Davis*

Date:

*8/31/10*

Deputy Clerk

*V. Pealy*

*8/17/10*

Date of Actual Submittal

<b>Originating Department:</b> <b>Town Clerk</b>	Costs: \$    N/A  Funding Source:  Acct. #	<b>Attachments:</b> <b>Meeting Minutes</b>
<b>Department Review:</b> <input type="checkbox"/> City Attorney <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input checked="" type="checkbox"/> <b>Town Clerk</b> <i>VML</i> <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	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 <input checked="" type="checkbox"/> _____:  Please initial one.

**Summary Explanation/Background:**



**Minutes**  
**Town of Lake Park, Florida**  
**Commission Budget Workshop**  
**Wednesday, July 28, 2010, 6:30 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Commission Budget Workshop on Wednesday, July 28, 2010 at 6:30 p.m. Present were Mayor DuBois, Vice-Mayor Osterman, Commissioners Hockman, Longtin, and Rumsey, Town Manager Maria Davis, and Town Clerk Vivian Lemley.

Mayor DuBois led the Pledge of Allegiance.  
Town Clerk Vivian Lemley performed the Roll Call.

**DISCUSSION:**  
**General Fund**

Town Manager Davis explained that the Town was experiencing technical difficulties with its Government Access Channel. She stated that Comcast was currently working on the issue and would have it working shortly.

She explained that the proposed budget was a comprehensive document of revenue and expenditures. She stated that over the past three years property values have diminished making this year's budget the most difficult in her 25 year career. She stated that statutorily the budget was required to be balanced. The revenue and expenditures must match. She stated that they were able to balance the budget without requesting a millage or tax rate increase. The process was very arduous and she thanked the Department Heads for stepping up to the plate and making some of the suggestions to lower the budget. She stated that the PowerPoint presentation would be presented by Finance Director, Anne Costello, and that the Commission was free to interrupt and ask questions. She explained that the Commission would not be voting this evening on the budget and that the public would have ample time to come and speak during the two public hearings scheduled in September. She explained that the Commission would need to come to consensus on the tentative millage rate that evening.

Mayor DuBois explained that to make the process go more smoothly the Commissioners should comment on each department budget as it was being presented.

Town Manager Davis announced that Comcast had cleared the issue and viewers at home were now able to watch the Budget Workshop.

Finance Director Anne Costello began the PowerPoint presentation by explaining the "Budget Overview" (Exhibit "A" page 3). Finance Director Costello explained that the following budgets would be discussed: General Fund, Debt Service Fund, Streets & Roads Fund, Marina Fund, Stormwater Utility Fund, and Sanitation Fund. She explained that the General Fund was supported by property tax revenues, utility service tax,

franchise fees, charges and fees for services, as well as state shared revenues, such as sales tax, communication services tax, and entitlement proceeds. She explained that the Streets & Roads Funds was also supported by state shared revenues, from fuel tax and local option gas tax, which will be covered in more detail. She explained that the other funds; Marina, Stormwater and Sanitation were enterprise funds which operate like a business and are designed to be self supporting from the fees that are charged for the specific service. She explained the "General Fund Overview" (Exhibit "A" page 4). She explained the Assessed Taxable Value (Exhibit "A" page 5). She explained the "Total Assessed Taxable Value" (Exhibit "A" page 6) which was lower than in 2005. She explained the "Cumulative Loss of Taxable Value as a result of Amendment 1" (Exhibit "A" page 9) which was a cumulative loss of 35% which brings the Town back to the 2005 levels. She explained the "Tax Dollar Equivalent" (Exhibit "A" page 7) of the cumulative loss of \$255 million which equates to a loss in the past three (3) years of \$2,069,000 or 23% of the General Fund budget. She stated that looking at the relationship of "Commercial versus Residential Assessed Taxable Value" (Exhibit "A" page 8) which has had a dramatic shift which results in a 70/30 ratio of Commercial versus Residential. Commercial value fell 6% last year while Residential value fell nearly 39% for the overall decrease of 17.5%. She explained the "Analysis of New Construction" (Exhibit "A" page 10) of one new house and no new commercial properties in the past year. Pet Smart will not reflect until next years tax roll. She explained that corresponding to the drop in construction were the "Number of Permits Issued" (Exhibit "A" page 11) with 570, which was approximately 2.5 permits per day. She stated that this was a 50% decline in building permits. She stated that corresponding "Building Permit Revenue" (Exhibit "A" page 12) has gone from \$356,023 in 2003 to \$112,500 for fiscal year 2010. She explained the "Terms to Know" (Exhibit "A" page 13). She stated that the "Statutory Restrictions" (Exhibit "A" page 14) caps off the millage at 10.00 mills. She explained that the rolled-back rate would need to be at 10.0123 mills. She stated that the Town's current rate is 8.5163 mills, which means in order to generate the same amount of tax dollars as we did this current year the Town would have to levy \$10.123 cents per \$1000 of assessed value.

Town Manager Davis asked Finance Director Costello to repeat the rolled-back rate.

Finance Director Costello explained that the rolled-back rate was the tax rate that would generate the same amount of tax revenue as collected this current year. She stated that the Town would have to levy more than \$10 per \$1000 of assessed value which was against the law.

Town Manager Davis stated that it would not be legal for the Town to levy the same amount of tax dollars as was levied last year, which shows how far the property values have dropped.

Finance Director Costello stated that the rolled-back rate was higher than the current rate because the values fell. She stated that the "Recommended Millage" (Exhibit "A" page 15) was 8.5163, which is the same as the current rate. She explained that this would produce \$813,200 less in ad valorem revenue than the current year. She stated that this equated to a loss for the Town of \$617,500 and \$195,700 to the CRA. She stated that no new "Revenue" (Exhibit "A" page 16) was being proposed for fiscal year 2011. She

explained that the “Analysis of Property Tax Revenue” (Exhibit “A” page 17) from 2010 to 2011 total proceeds were \$4.6 million this year and anticipated for next year was \$3.8 million. She explained that of those amounts Palm Beach County Sheriff’s Office and Fire Rescue account for \$4,778,000 last year and \$4,268,000 this year. The CRA TIFF payment will decrease from \$492,000 to \$296,000 next year. She explained that Ad Valorem Tax Revenue does not pay for public safety. She stated that other revenues of the Town including State shared funds and fees for services need to be tapped in to pay for public safety leaving less for Town services including Administrative Services, Public Works, Community Development, Recreation, and Library. She explained that the total “Revenue by Source” (Exhibit “A” page 18) of the General Fund was anticipated at \$8,871,545, which comprises of property tax, CRA property tax, intergovernmental (State Shared) and other revenue. Other revenue was consistent of business tax receipts; utility service tax on electric, gas and water; franchise fees for electric, gas, and solid waste; building permits, parking fees, charges for services of administrative fees, and fines. Additional explanations have been provided in the budget message within the document. She stated that the “Breakdown of Revenue” (Exhibit “A” page 19) was reflected in the color pie chart. She stated that of the total budget, Ad Valorem Taxes was 39.76%, Stated Shared Revenues was 9.65% and transfers from other funds was 36.34%.

Town Manager Davis clarified that Ad Valorem Tax means property tax.

Commissioner Rumsey asked Finance Director Costello what made up the transfer.

Finance Director Costello stated that the transfer was made up of enterprise operations in lieu of taxes.

Town Manager Davis explained that enterprise operations were the Sanitation Fund, Stormwater, and Marina.

Vice-Mayor Osterman asked if this fund was also where other administrative costs for other funds were located.

Finance Director Costello stated that this fund was not where those administrative fees were part of Other Revenue. Transfer fees were strictly from the CRA for the Interlocal Agreement for the Alleyway Project, Palm Beach County Sheriff’s Office, Property Purchases, Streets & Roads, Marina, Stormwater and Sanitation. She explained that administrative fees were not considered transfers.

Finance Director Costello explained that the “General Fund Expenditures” (Exhibit “A” page 21) decreased by \$853,210 from fiscal year 2010 to fiscal year 2011. She explained that the majority of the decrease was due to the tax to the CRA which is budgeted as a transfer so the decline is represented in non-departmental. She explained that the “Expenditure Breakdown” (Exhibit “A” page 22) was 50% Public Safety; 26% Personnel Expenses; 12% for Operating Expenses; 12% Non-Departmental Debt; and the Capital Outlay was such a small amount that it equated to 0% of the budget.

Mayor DuBois stated that the Town Manager had negotiated with PBSO and Fire Rescue to reduce the rate and still maintain the same level of service. Finance Director Costello indicated that it was true and that it would appear on a future slide.

Finance Director Costello stated that "Positions Eliminated" (Exhibit "A" page 23) were twelve in 2008; five in 2009; four full-time and three full-time positions were reduced to part-time in 2010, it is proposed to eliminate two full time positions in 2011. She explained that to break that down even further (Exhibit "A" Continued on page 24) the workforce was reduced from 79 to 56 positions overall, total reduction of 29% of the workforce. She stated that several positions were eliminated in fiscal year 2008 and 2009 (Exhibit "A" page 25). She stated that this current year there were additional eliminations (Exhibit "A" page 26). She stated that proposed fiscal year 2011 eliminations (Exhibit "A" page 27) are for a Grounds Maintenance Crew Leader and an Administrative Assistant in the Community Development Department. She explained the "Expenditures Highlights" (Exhibit "A" page 28) of no COLA, no merit raises, five furlough days, the elimination of travel budgets in departments, and minimal capital outlay. She stated that the Commission budget would remain at \$7,500 for travel and the capital outlay budget would maintain \$7,500 for the replacement of the carpet in Town Hall.

Finance Director Costello stated that at this point the "Departmental Highlights" (Exhibit "A" page 29) would begin and that Mayor DuBois had suggested that the Commission discuss each department as they went along.

Mayor DuBois stated that it would help keep everyone on track if Finance Director Costello discussed each department's budget so that the Commissioners would have the opportunity to ask questions.

**The Commission came to consensus to discuss each department budget before moving on to the next.**

### **Town Commission Budget**

Mayor DuBois began by asking Finance Director Costello to clarify why the Commission's salaries did not reflect the 1.92% reduction for furlough days (Exhibit "A" page 29).

Finance Director Costello explained that she was correct.

**The Commission came to consensus to reduce each Commissioner's salary by 1.92% for the furlough days which equates to a savings of \$1,000.**

Mayor DuBois explained that the travel budget also reflected training sessions for Commissioners to attend, such as the League of Cities Basic and Advanced for Elected Officials. She stated that for the current League of Cities session she would be paying all of her own expenses. She explained that in past sessions she had also paid for herself.

Commissioner Rumsey agreed that the 1.92% salary reduction should be reflected on the Commissioners' salaries. He asked how much of the travel budget for the Commission had been used to date.

Finance Director Costello reported that \$750 had been used excluding the Florida League of Cities.

Commissioner Rumsey asked how much the current year League of Cities would cost for the two Commissioners to attend.

Finance Director Costello indicated that it was typically \$1000.

Commissioner Rumsey asked if travel had been cut completely out of the staff's budget.

Town Manager Davis stated yes.

Finance Director Costello stated that per State Statute the Finance Department must receive some training, so that department had a small amount of funds for the statutory required class.

Commissioner Rumsey requested lowering the total travel budget for the Commissioners to \$2500. He requested that the \$2000 currently spent on phone lines for the Commission be eliminated and have all calls to the Commission go through the main line, the person can then leave a message and the receptionist could email the message to the Commissioner.

Town Manager Davis explained that the phone lines for the Commissioners cost \$1300 and the remaining \$700 was used to pay for the Mayor's cell phone.

Commissioner Longtin suggested keeping the Commission travel budget and phone lines as is. She asked for clarification of what Gomez, Barker & Associates does for the Town.

Town Manager Davis explained that they were the Town's lobbyist.

Commissioner Longtin asked for examples of what their business does for the Town.

Town Manager Davis indicated that they lobbied for the Town to receive funds for stormwater for Lake Shore Drive. She explained that last year they lobbied on the Sober House Issue. She explained that they have been working vigorously on the Army Reserve issue.

Commissioner Longtin asked if their budget was listed under Professional Services.

Town Manager Davis explained that 50% of the budget was in Professional Services and the other 50% was in the CRA. She stated that they have voluntarily taken a 10% reduction in fees.

Commissioner Longtin asked for clarification on what was included in the Promotional Activities.

Town Manager Davis stated that Promotional Activities included the Volunteer Dinner, Holiday Luncheon and advertisements.

Commissioner Longtin asked for clarification on the Holiday Luncheon.

Town Manager Davis explained that it was the Employee Holiday Luncheon.

Commissioner Longtin asked for clarification on the membership dues and subscriptions for \$7500.

Town Manager Davis stated that the Florida League of Cities membership fee is \$5000, PBC League of Cities, Florida League of Mayors, and Kiwanis for \$1000.

Mayor DuBois asked if there was a different solution to the phone line expenses for the Commissioners.

Town Manager Davis stated that it had already been researched.

Mayor DuBois stated that she supported the need for training and understands the financial situation of the Town which was why she had decided to pay for her own expenses to go to training and will go with the consensus of the Commission on the training budget.

Vice-Mayor Osterman suggested changing the training budget to reflect that it was for training and lobbying and not conferences. She stressed that the Elected Official's training was the most beneficial she had attended and would prefer that the funds be spent on those three day sessions. She agreed that the phone lines should be removed and the calls sent to the main line to save money.

Commissioner Hockman expressed concern with the type of phone system that the Town uses due to cost. He referred to the use of a PBX system.

Information Technology Hoang explained that the Town uses Bell South and that the lines are individual, not like a PBX system.

Commissioner Hockman stated that he was concerned that the Town spends \$34,000 a year on phones.

Commissioner Rumsey asked for clarification from the Mayor on getting consensus on the Commission's budget.

Town Manager Davis recapped for the Commission that they had come to consensus on eliminating the phone lines, but no consensus on the training budget.

Discussion ensued on the training budget.

**The Commission came to consensus to keep \$5000 in the training budget.**

### **Town Manager Budget**

Finance Director Costello explained the “Town Manager Budget” (Exhibit “A” page 29).

Commissioner Hockman asked for clarification on the health and dental care structure.

Finance Director Costello explained that the Town has a four tier structure, employee only; employee plus child; employee plus spouse; employee plus family. The Town covers 100% of the employee only coverage and 50% of the employee other three tiers.

Commissioner Hockman asked if the Town had obtained bids for health and dental care services.

Finance Director Costello indicated that the health and dental care services went out to bid last month and the Town was awaiting the tabulations from the agent.

Town Manager Davis stated that the current carrier responded with a 20% increase in service and the Town decided to go out for bid.

Discussion ensued between Commissioner Hockman and Finance Director Costello on the health and dental coverage budget.

Commissioner Longtin asked for a breakdown of the phone lines and there locations as well as the cell phones.

Finance Director Costello explained that those phone lines were in Town Hall. She explained that Department Heads used the cell phones.

Commissioner Longtin asked for clarification as to if the Town was paying for anyone’s home phone.

Finance Director Costello stated that no employees’ home phone was being paid for by the Town.

### **Human Resource Budget**

Mayor DuBois asked for clarification on the subscription on two separate cost centers.

Finance Director Costello clarified that all subscriptions were budgeted through one cost center.

Commissioner Hockman asked for clarification on the Professional Services line items budgeted at \$20,000.

Finance Director Costello stated that the line item was for criminal background checks performed on all new hires.

Human Resource Director Bambi Turner explained that all new employees have a criminal background check performed as well as a national background check and state criminal check. There was also a comprehensive background check that was performed during the pre-employment process.

Commissioner Hockman asked if this service was paid on a contract basis or was it paid per use.

Human Resource Director Turner explained that it was paid per use.

Town Manager Davis asked Human Resource Director to explain how much each service cost.

Human Resource Director Turner stated that the comprehensive background check cost \$17 each, the criminal background check was \$24 each and the national criminal background check cost \$10 each.

Commissioner Hockman asked to have the line item cut in half since it was not expected that the Town would have a large amount of new hires in the next fiscal year.

Human Resource Director Turner explained that the line item also included prescreen drug testing, and physicals and CDL shots for employees that are required to have them.

Town Manager Davis stated that to date there has been \$7500 spent. She explained that staff reviewed every line item and cut everywhere it possibly could. She stated that she did not want to come back to the Commission mid-year and ask to have funds taken from reserves to cover costs.

Vice-Mayor Osterman reviewed the amounts that have been spent on that item over the past several years.

Town Manager Davis explained that all volunteers especially those in the Library must have a background check performed to work with the children.

Mayor DuBois stated that background checks were performed as a safety measure and that it was extremely important that the Town performed them.

Human Resource Director Turner explained that all employees and volunteers that work with children have the same background check performed as the School Board.

Commissioner Longtin stated that the budgeted amount for this line item should remain the same. She asked for clarification on what a CDL shot was.

Human Resource Director Turner clarified that it was for drug testing done on those with CDL licenses.

Town Manager Davis explained that it was random drug testing required by law.

### **Town Clerk Budget**

Finance Director Costello explained that additional funds were added to cover the cost of the referendum questions and any educational material that is sent to registered voters. (Exhibit "A" page 30)

Commissioner Longtin stated that no elections were expected in 2012.

### **Legal Department Budget**

Finance Director Costello stated that the "Legal Budget" (Exhibit "A" page 30) had been reduced by \$10,000 and should the Sober House issue continue beyond the budgeted amount the funds would need to come from contingency.

### **Information Technology Budget**

Finance Director Costello stated that there were no computer replacements planned for next year. She reviewed the rest of the "IT Budget" (Exhibit "A" page 30).

Commissioner Rumsey asked what KDT did for the Town for \$10,000.

Information Technology Director Hoa Hoang provided a brief history of the IT duties and explained that KDT Solutions provides technical support to the Town including hosting the Town email and spam filter.

Commissioner Rumsey asked when was the last time the KDT Solutions contract was bided.

Information Technology Director Hoang stated that it was a "piggy back" contract with Seacoast Utilities that renews every three years.

Commissioner Rumsey requested additional information to be provided regarding KDT Solutions.

Town Manager Davis stated that the information would be provided to the Commission.

Commissioner Longtin asked if the Town was paying for employees' home phone.

Finance Director Costello stated that the Town pays for a DSL line for one employee. There were no other lines that the Town pays for.

### **Finance Department Budget**

Finance Director Costello reviewed the "Finance Budget" (Exhibit "A" page 30) and stated that the audit fees have been reduced.

Commissioner Hockman asked for clarification on the \$500 budgeted for air cards.

Finance Director Costello stated that it was for the use of a lap top so that she could dial in and work from home.

Town Manager Davis indicated that there were three or four employees that have air cards; the Town Manager, Information Technology, Finance, and Community Development had two for the Code Compliance Officers.

Commissioner Hockman stated that maybe some of the air cards could be shared. He stated that not every employee works after hours or on weekends.

Commissioner Rumsey stated that it was not known when an employee was going to need to dial in on a weekend or at night, and he asked "What if the employee that needs the air card did not have it on the night that the system goes down?"

Mayor DuBois agreed that the employees needed their air cards.

Commissioner Longtin asked who the Palm Beach County Emergency Operations contact for the Town was in the event of an emergency. In the past they would contact the Public Works Director. She questioned that if they still follow that practice then shouldn't the Public Works Director also have an air card?

Town Manager Davis stated that the PBC Emergency Management has Public Works, the Town Manager, and a Code Officer as contacts. She stated that Commissioner Longtin made a good point that Public Works should have an air card.

Vice-Mayor Osterman asked if the person they contact would need either a phone or an air card.

Commissioner Longtin explained that they would need computer access. Things have changed as a result of what took place during the 2004 and 2005 hurricane seasons.

Commissioner Rumsey suggested adding an air card to the Public Works department budget.

**The Commission came to consensus to add funds to purchase an air card for the Public Works Director.**

Commissioner Rumsey asked if the employee could receive a discounted rate for joining Costco, since the Town has taken so much away from employees. He asked if the Town could somehow provide for a little something to be given back to the employees.

Finance Director Costello stated that she would find out if it were possible.

Commissioner Longtin asked if the employee would get reimbursed for the membership fees.

Town Manager Davis clarified and stated that the employee would pay a discounted rate to become a member. The Town would not pay for the employees' membership.

### **Police Department Budget**

Finance Director Costello explained the "Police Budget" (Exhibit "A" page 31) which reflected a reduction of \$142,430 due to a negotiated decrease. The Captain was also replaced by a Lieutenant.

Vice-Mayor Osterman stated that the Town Manager, along with other Palm Beach County managers met with the PBC Sheriff and together they negotiated the discounted rate that the Town received.

### **Fire Rescue Budget**

Finance Director Costello explained the "Fire Rescue Budget" (Exhibit "A" page 31) which reflects no millage increase, currently 3.4581 mills and contractual savings of \$367,715 due to declining property values.

Town Manager Davis stated that if it had not been for the Sheriff and Fire Rescue budgets reduction in staff, they would not have been able to balance the budget without having to request a tax increase.

Commissioner Rumsey requested a break down of staff for Fire Rescue.

Town Manager Davis stated that she received the breakdown and it was three full time fire staff members at each shift.

Commissioner Longtin asked to have the contract reviewed because Fire Rescue was to staff four firefighters so that they could have two members that go into a fire while two other members wait outside.

Town Manager Davis stated that she would find out and get back to the Commission.

### **Emergency Management**

Finance Director Costello explained that this budget covered hurricane preparedness necessity.

### **Public Works Budget**

#### **Administration**

Finance Director Costello stated that the only highlight of this budget was that a new Public Works Director was hired.

#### **Grounds Maintenance**

Finance Director Costello explained the budget for the Grounds Maintenance Division (Exhibit "A" page 32) which proposes to eliminate one Crew Leader position and the reduction in contractual services of \$4,300 due to the 33% reduction in the fertilization program.

### **Facilities Division**

Finance Director Costello explained the budget for the Facilities Division (Exhibit "A" page 32) which proposes the elimination of custodial contract for the Library to be replaced by a part-time custodian in the Library Department and a capital outlay of \$7,500 to replace the Town Hall carpet.

Commissioner Longtin stated that she felt the Town Hall carpet could wait another year before being replaced.

Town Manager Davis explained that the carpet was 12 years old and the cleaning company could no longer get the carpet to look any cleaner than it appears.

Vice-Mayor Osterman asked if only the worse section of the carpet can be replaced now and the rest be done at some other time.

Town Manager Davis agreed that only sections of the carpet could be done.

Finance Director Costello asked if the total amount would remain in the budget and only use what was necessary.

Vice-Mayor Osterman suggested \$5,000 remain to have the specific sections of the carpet replaced.

Town Manager Davis stated that other sections of the carpet need to be replaced but it will be done after the awnings are installed.

Discussion ensued between the Commissioners and Town Manager Davis regarding replacing the Town Hall carpet.

**The Commission came to consensus to replace the carpet of the stairs and upstairs landing only.**

### **Vehicle Maintenance Division**

Finance Director Costello explained the budget for Vehicle Maintenance Division (Exhibit "A" page 32) which transferred a Mechanic II position to Sanitation.

**Mayor DuBois convened the meeting at 8:00 p.m. for a five minutes recess.**

**The meeting reconvened at 8:07 p.m.**

## **Parking Meter Division**

Finance Director Costello explained the budget for the Parking Meters Division (Exhibit "A" page 33) which reflects the operating expenses projected at \$18,425 excluding enforcement, the debt service of \$32,280 to be paid off in 2014, the revenue offset of parking fees of \$46,600, parking fines of \$20,000 and transfer from the Marina of \$10,000. She stated that the net revenue to the general fund of \$25,300 and net revenue to the Marina fund of \$16,000.

Mayor DuBois wanted clarification with the acts of vandalisms to the meters and asked if there was still an active boycott toward the meters.

Town Manager Davis explained that glue had been poured into the parking meter machine.

Finance Director Costello stated that she was not aware of a boycott.

Commissioner Rumsey wanted to know if the funds transferred from the Marina include the new parking lot.

Finance Director Costello indicated that it did not include the new parking lot. She explained that the transfer from the Marina included the debt service for the equipment and its share of the annual operating cost.

Commissioner Longtin asked for clarification about the transfer from the Marina.

Finance Director Costello stated that the transfer funds from the Marina included the debt service for the equipment of the parking meters and the Marina's share of the annual operation. She explained how the transfer appears in governmental accounting as a transfer.

Commissioner Longtin wanted to know where the labor for the parking meters was budgeted.

Finance Director Costello explained that this section of the budget for the meters did not include labor or enforcement. Enforcement was budgeted in Community Development and maintenance was budgeted in Public Works. Collection of the meter funds were performed once a week by Public Works and they are escorted by an armed guard.

Discussion ensued among the Commissioners regarding the parking meters.

Vice-Mayor Osterman suggested having the budget reflect what the true cost and expenses were for the parking meters.

Finance Director Costello stated that she would reflect the cost for maintenance and salaries, and any other expenses to the parking meters cost center to reflect the true cost involved with the parking meters.

Vice-Mayor Osterman stated that if the Town decided to get rid of the meters that it would also have to lay off those employees.

Finance Director Costello explained that even if the Commission decided to remove the meters, the Town would still be paying for them until 2014 in the debt service.

Discussion continued among the Commission regarding the meters and the effects it has had since they were installed.

The Commission came to consensus to have the parking meter brought back for further discussion with the cost center reflecting exact cost and expenditures.

### **Community Development Budget**

Finance Director Costello explained the budget for the Community Development Department (Exhibit "A" page 34) which reflects 20% of the Director's salary, 10% of the Planners salary and 10% of the two full-time Code Inspector's salaries are abated to the CRA. She explained the elimination of the Administrative Assistant position. She explained the decrease to inspections contract of \$5,200 and the funds appropriated from amendments to the EAR for Comprehensive Plan Amendments.

Mayor DuBois expressed deep concern with the elimination of a position proposed in the Community Development Department.

Commissioner Rumsey expressed the same concern regarding the elimination of the position. He stated that he would not approve the budget if the proposed position elimination remained.

Commissioner Longtin stated that she had to consider the position that was proposed for elimination, not the person that held the position.

Vice-Mayor Osterman stated that she could not consider the person and had to consider the position. This was not a decision that has been made lightly by anyone. She commended staff for balancing the budget with the proposal of only one position being eliminated.

Commissioner Hockman asked if this was the only position that was being eliminated.

Town Manager Davis stated that there was only one other position that was being eliminated but the position was vacant.

Commissioner Hockman wanted to make sure that everything that could be done would be done to keep the employee employed with the Town.

Vice-Mayor Osterman asked if the Town Manger could explain why the decision was made to eliminate that position.

Mayor DuBois stated that in an earlier slide staff showed that there was a decrease in permits.

Town Manager Davis explained how difficult the budget process has been over the past two years. She indicated that this position should have been eliminated last year, but that they were able to justify it for one more year. She stated that the position could not be justified any longer when it showed that the permits have declined to about two per day. She explained that employees were doing more with less.

Mayor DuBois stated that this process has been very difficult for everyone and understood why it was necessary.

Commissioner Rumsey asked Finance Director Costello out of the 56 employees how many were Town residents.

Finance Director Costello stated that she did not know.

Commissioner Rumsey stated that he believed that two or three employees were residents. He stated that the employee represented the 10,000 residents in the Town. He stated that if the employee was put out on the street that the Commission has just put one of its own out on the street. He re-iterated that he would not support the proposed budget.

Commissioner Longtin stated that all employees were valuable regardless of where they live. She stated that Lake Park residents can do the jobs that are available and that last year another employee was let go from this department. She stated that it was a heart breaking situation. She also stated that she was surprised that staff did not propose an increase in taxes.

Town Manager Davis stated that the employee that was laid off last year was called back to work part-time in the Library because a position had become available.

Commissioner Hockman stated that the Hy-Byrd contract was an \$84,000 contract. He questioned the need to have a contract with the company when the building permits have been cut down to less than half. He asked for clarification on the duties of the company.

Town Manager Davis asked the Community Development Director if the Town pays for each inspection and if the contract is on retainer.

Community Development Director Patrick Sullivan explained what the contract covered. He stated that the Town pays a monthly fee in which Hy-Byrd does the inspections and other duties for the department.

Town Manager Davis pointed out that the fee was reduced by about \$27,000 over the past two years.

Discussion ensued regarding the Hy-Byrd contract with the Community Development Director.

Town Manager Davis stated that she would review the Hy-Byrd contract and report back to the Commission.

Commissioner Hockman asked for clarification on the Inkforce contract.

Town Manager Davis stated that Inkforce was the Code Compliance software used by the Community Development Department.

### **Recreation Department Budget**

Finance Director Costello explained that the budget for the Recreation Department (Exhibit "A" page 35) reflected that 50% of the Director's salary was abated to the CRA for special events planning. She stated that it was proposed to eliminate the After School Program, Easter Egg Hunt, and Santa's Ride

Town Manager Davis stated the staff was still actively pursuing sponsorship to cover the cost of the activities for the Town.

Commissioner Longtin asked what activities the Town was offering the children.

Town Manager Davis stated that they have a Summer Camp Program. She asked Recreation Director Greg Dowling to explain the other activities.

Recreation Director Dowling stated that there is a Karate class that an instructor conducts.

Commissioner Longtin clarified by asking what did Recreation staff offer.

Town Manager Davis stated that there were no activities the Recreation Director could perform. She explained that Recreation staff was only one person.

Discussion ensued regarding all the functions the Recreation Direction performed for the Town.

Vice-Mayor Osterman asked for the total cost of the After School Program.

Town Manager Davis stated that it cost \$4,300.

Vice-Mayor Osterman asked which was more beneficial the After School Program or the Summer Camp Program.

Town Manger Davis stated that she was concerned with the ratio of children to staff for the Summer Camp Program. She explained that eliminating the Summer Camp Program would provide the funds necessary for the After School Program.

Vice-Mayor Osterman asked what the other members believed would be more beneficial.

Mayor DuBois stated that she felt she didn't want either program to go away, but the ratio of children to director was concerning.

Vice-Mayor Osterman asked how many of the Summer Camp and After School Program children were from Lake Park versus area municipalities.

Recreation Director Dowling stated that out of 25 After School children about 14 were Lake Park children; out of 44 Summer Camp children about 32 were Lake Park children.

Commissioner Rumsey wanted to know what was charged for the After School Program.

Recreation Director Dowling indicated that the After School Program was free.

Commissioner Rumsey wanted to know if a minimal charge could be applied to the After School Program.

Recreation Director Dowling stated that there would possibly be only 5 to 6 children that would attend the After School Program and he would have to attend to the children, or someone would need to be hired to watch the After School children.

Town Manager Davis explained that thus far the Commission had made some cuts to the budget and that those funds could be transferred to the Recreation Budget to pay for the programs or activities.

Discussion ensued among the Commission regarding the Recreation Budget.

**The Commission came to consensus to review the entire budget and if they found funds in another area of the budget then it would be allocated to the Recreation Department to cover the cost of activities.**

### **Library Budget**

Finance Director Costello explained the budget for the Library (Exhibit "A" page 36) which reflected the eliminated part-time Library Assistant II position and restructured hours of remaining part-time personnel. She explained the addition of a part-time Custodian position from funds eliminated in Facilities for contractual services. She explained the restructured Library hours that would remain at 40 hours per week.

Town Manager Davis stated that the new director of the Library was doing a great job and has restructured the Library hours.

Commissioner Longtin asked for clarification on the Phone Budget.

Finance Director Costello explained that the funds were paid for the employees' cell phone.

Commissioner Longtin asked for more clarification.

Town Manager Davis stated that the Library Director as well as all the other Department Heads were on-call.

Commissioner Rumsey asked for clarification on how the Library Assistant II hours were restructured.

Library Director Karen Mahnk explained the restructure of the hours and the duties of the staff.

### **Library State Aid**

Finance Director Costello explained the budget for Library State Aid (Exhibit "A" page 37) which reflected a decrease due to budgetary reductions in previous years State Aid. It went down from \$11,650 to \$7,675. She stated that funding was anticipated to increase to \$8,025 next year.

### **Non-Departmental Budget**

Finance Director Costello explained that this was the last budget in the General Fund to be reviewed. (Exhibit "A" page 38) She explained that it was impossible to foresee all emergency expenses and explained how contingency funds were handled. She explained how the revenue projections were determined.

Town Manager Davis explained that other emergency repairs are taken from contingency.

Commissioner Rumsey asked for the total in fund balance.

Finance Director Costello stated that it was at 1.1 million.

Commissioner Rumsey asked at what percentage should the fund balance be.

Finance Director Costello stated that with a Town this size the fund balance should be 15-20%, the Town is currently at 12%.

Commissioner Rumsey asked for clarification on the transfer funds to the CRA to cover for the TIFF.

Finance Director Costello explained that the funds that were collected for eight years were not placed in the current fund, it was placed in the General Fund instead of the CRA.

Commissioner Rumsey asked if the dollar amount being transferred each year had to be at the amount chosen, or could less be transferred to the CRA to cover the transfer that was owed to the CRA.

Town Manager Davis explained that to ease the amount owed to the CRA from the General Fund staff divided the amount and transferred \$250,000.

Finance Director Costello explained that due to interest and penalties they will be paying this amount to the CRA for a few more years.

Commissioner Hockman asked if any projects were done in the CRA during that timeframe that was paid out of the General Fund.

Town Manager Davis explained that through debt service, projects were done.

Discussion ensued among the Commission regarding the CRA and the General Fund.

### **Debt Service Fund**

Finance Director Costello explained the “Debt Service Fund” (Exhibit “A” page 40) which reflected the 1997 G.O. Bond to be paid off in 2017; the 1998 G.O. Bond to be paid off in 2018, with a total annual debt service of \$768,150. She explained the proposed increase to the Debt Service Millage Rate to 1.70 mills from 1.40 mills.

Vice-Mayor Osterman asked if the Debt Service Millage Rate was included in the regular millage.

Finance Director Costello stated that it was not. She explained that the Debt Service Millage was levied by referendum of the voters.

### **Recommended Millage Rate**

Finance Director Costello explained the recommended millage rate (Exhibit “A” page 42) She explained the “Comparison 100K Market Value above Save Our Home Cap”. (Exhibit “A” page 43) She explained the “Comparison 100K Market Value below Save Our Homes Cap” (Exhibit “A” page 44), “Comparison 250K Commercial Property” (Exhibit “A” page 45) She requested a consensus from the “Commission on the Operating Millage Rate” (Exhibit “A” page 46), which is being proposed at 8.5163. She stated that she has a deadline to the PBC Property Appraiser by August 4th, but the Tax Rate Coordinator would need the proposed millage rate by tomorrow. She explained that the Commission could go down from the proposed rate but after providing the information to the Tax Rate Coordinator it could not go up.

Mayor DuBois stated that she was impressed by how staff was able to balance the budget without requesting to raise the rate.

Commissioner Rumsey echoed the Mayor. He stated that he does not agree with some of the proposed decisions but does agree with the proposed millage rate.

Commissioner Longtin agreed with the proposed millage rate.

Vice-Mayor Osterman stated that she was concerned by the estimates.

Finance Director Costello explained the decisions that were proposed with the budget because of tourism going down and other unforeseen expenses.

Commissioner Hockman agreed with the proposed millage rate. He stated that he agreed with Commissioner Rumsey in that he would like to keep staff without any lay offs. He stated he would like to see a cut in some contract costs to be able to give a little bit of a merit raise to the employees, since this was the third year without a raise. He stated that costs have gone up but employee pay has remained the same.

Finance Director Costello recapped that there was a solid consensus from the Commission to keep the millage rate at 8.5163. She explained the public hearing process (Exhibit "A" page 47) and requested a change to the September Commission meeting schedule.

Discussion ensued among the Commission to decide on the September meeting schedule.

**The Commission came to consensus to have a Special Call Public Hearing on September 8<sup>th</sup> at 7:00 p.m., followed by a Special Call Commission Meeting and then a Public Hearing for the Budget at 7:00 p.m. on September 15<sup>th</sup> followed by a Regular Commission Meeting.**

Vice-Mayor Osterman asked if at this time discussion regarding the Recreation activities for the children could take place.

Finance Director Costello explained that the Commission had cut \$7,500 from other budgets and that those funds could be used to fund the Easter Egg Hunt; Santa's Ride and the After School Program.

Town Manager Davis stated that she wanted an analysis on the student to staff ratio before moving forward.

Finance Director Costello stated that the analysis would be brought back at the first public hearing in September.

### **Streets & Road Fund**

Finance Director Costello explained the "Streets & Roads Budget" (Exhibit "A" page 48) which reflected the total budget of \$372,220 with \$12,000 for road repairs, \$30,000 for sidewalk improvements, and \$100,000 transferred to the General Fund.

Commissioner Hockman asked if the Town typically budgets \$30,000 for sidewalk repair.

Town Manager Davis explained that in the past few years, staff has budgeted to have the sidewalks repaired because of their conditions.

Commissioner Hockman asked if staff would repair the sidewalks.

Town Manager Davis stated that sidewalk repair would be contracted.

Commissioner Hockman asked if staff has looked at “piggy backing” this type of contract.

Town Manager Davis stated that they had and it was more expensive than the quotes received by staff.

Commissioner Longtin repeated that “piggy backing” was more expensive than a contract the Town was able to obtain. She asked if repairs to the sprinkler system was necessary and where it would be budgeted.

Town Manager Davis stated that it would be budgeted under the Streets & Roads Budget. She explained that there were funds in this budget for irrigation supplies, but not \$30,000 for a new sprinkler system.

Discussion ensued regarding the repair of different Town property.

### **Marina Fund**

Finance Director Costello explained the Marina budget. (Exhibit “A” page 49 and 50) A spreadsheet was provided to the Commission (see Exhibit “B”) on the new rates being proposed for the Marina dockage.

Commissioner Hockman asked if the Town was expected to pay a percentage to the Department of Environmental Protection (DEP).

Town Manager Davis explained if the Town wanted to build a restaurant at the Marina then the Town would need to pay DEP a percentage because of the deed restrictions.

Commissioner Hockman asked for clarification on what the bank fees were on the Marina budget.

Finance Director Costello stated that those fees were for credit card transactions at the Marina for dockage, fuel, etc.

Commissioner Hockman suggested placing all the charges referring to the parking meter to be in one location. He asked for a break down of diesel and gas at the Marina to know how much is collected from each of those. He asked if it were possible to lower the amount spent on insurance.

Finance Director Costello explained that an agenda item would be coming before the Commission regarding insurance premiums in the next few weeks.

Commissioner Hockman asked where in the budget were the Marina deficiencies reflected.

Town Manager Davis indicated that those deficiencies have not been reflected. She explained that there would be no way of knowing the amount therefore they were unable to budget for it.

Finance Director Costello explained further on the budget for the Marina and General Fund.

Commissioner Longtin asked for clarification on the longevity pay.

Finance Director Costello explained that it was for the employee that was celebrating five years with the Town.

Commissioner Longtin asked for clarification on the professional services line item.

Finance Director Costello explained that it was for services to collect past due accounts. She explained that there have been situations where boat owners had pulled their boats out of the Marina and not paid there invoice.

Discussion ensued regarding the Marina professional services.

Commissioner Hockman asked for clarification on the Marina landscape maintenance fee. He asked if Town staff could do the landscape at the Marina and save those fees.

Town Manager Davis explained that staff was maintaining the landscaping at the Marina and it was looking terrible. The Town does not have the necessary equipment to maintain the landscape at the Marina.

### **Stormwater Utility Fund**

Finance Director Costello explained the "Storm Water Utility Fund" (Exhibit "A" page 51 and 52). She explained that the rate was \$6.50 per month for a yearly rate of \$78.00, which appeared as a Non-Ad-Valorem Assessment.

### **Sanitation Fund**

Finance Director Costello explained the Sanitation Fund (Exhibit "A" page 53) which reflected no proposed rate increase, no new positions or eliminations, Mechanic II position transferred from Vehicle Maintenance, and modest increase (6.25%) in disposal fees proposed from Solid Waste Authority.

Commissioner Longtin asked for clarification of the vehicle maintenance which was reduced by \$59,900 because the mechanic position was eliminated and transferred to the sanitation department, yet the sanitation salary did not increase by \$59,900. She wanted to know if the employee took a pay cut.

Finance Director Costello explained that the salary line item reflected the change from \$346,000 to \$386,000. She explained that the \$59,900 reflected benefits and wages.

Commissioner Longtin asked for clarification of the special pay for \$2000.

Finance Director Costello explained that the special pay was for longevity pay of several employees.

Vice-Mayor Osterman thanked staff and the Town Manager for working with the Union and for everything that was involved in the budget process.

Commissioner Hockman asked for clarification on the recycling income.

Finance Director Costello explained that the Solid Waste Authority has implemented a new revenue sharing program, which reflected an increase.

Commissioner Hockman asked if they could raise the amount if more residents recycled.

Town Manager Davis stated that the amount could be raised.

Commissioner Longtin wanted to thank staff as well and appreciated the presentation. She commended the Mayor for running the meeting nicely where everyone got along well.

Vice-Mayor Osterman thanked Finance Director Costello and Town Manager Davis for including language to better explain the budget. It made the review of the budget easier to understand.

Commissioner Rumsey stated that he would like to incentivize our employee to continue to find ways to save money throughout the year for the Town. He gave an example of how an employee saved the Town money.

Commissioner Hockman thanked staff for doing a wonderful job of putting the budget together without raising taxes. He stated that the car show last Saturday was a successful event and thanked staff for their work at the event. He stated that based on comments that he heard at the car show the only negative was that it needed more vendors. He stated that he looked forward to the next car show in October.

Town Manager Davis stated that staff enjoyed working with the car show vendors.

Mayor DuBois stated that she was very proud that Lake Park was not raising taxes.

**ADJOURNMENT**

There being no further business to come before the Commission the meeting adjourned at 10:00 p.m.

\_\_\_\_\_  
Mayor Desca DuBois

\_\_\_\_\_  
Deputy Town Clerk, Jessica Shepherd, CMC

\_\_\_\_\_  
Town Clerk, Vivian M. Lemley, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2010

# TAB 2





**Minutes**  
**Town of Lake Park, Florida**  
**Regular Commission Meeting**  
**Wednesday, August 4, 2010, 7:00 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, August 4, 2010 at 7:00 p.m. Present were Mayor Desca DuBois, Vice-Mayor Patricia Osterman, Commissioners Kendall Rumsey, Steven Hockman and Jeanine Longtin, Town Manager Maria Davis, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley.

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

**ADDITIONS/DELETIONS/APPROVAL OF AGENDA**

None

**Motion: A motion was made by Commissioner Rumsey to approve the Agenda; Commissioner Hockman made the second.**

Vote on Motion:

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

Motion passed 5-0

**PUBLIC AND OTHER COMMENTS:**

*Chuck Balias, 148 Date Palm Dr.* – stated that he had a complaint regarding the utility easements and the lack of permits that the utility companies failed to get. He stated that the easement next to his house there was a swale and they had dug a hole in it in May and the hole was still there. He went to the Building Department and they said that the utility company did not have a permit to do that. He waited a month and checked and they still did not have a permit. He stated that they were required to get a permit before digging in utility easements. He stated that the code was approved in 1994 and was passed so that the Town would know when utility companies planned on digging in easements and to

also know a start date and end date. He stated that no one has gone to check the hole and because of the rain it has begun to cave in.

Mayor DuBois directed Community Development Director Sullivan to check on Mr. Balias' complaint.

Community Development Director Sullivan stated that he would check into it tomorrow.

*John Lineweaver 836 Evergreen Dr.* – gave an update on the Baseball Clinic. He showed the Commission examples of what the children would receive in their gift bags and stated that they would also receive t-shirts. He stated that he has worked with Recreation Director Greg Dowling and that he has been great and the ball field looks good. He thanked the Commission. He announced that the clinic would take place on August 28, 2010, registration for ages 5 to 6 will be at 9 a.m. to 10:30 a.m. and ages 7 to 9 will be from 10:30 a.m. to 12 noon. He stated that they may have some high school ball players and possibly some minor league players come out.

Commissioner Rumsey asked Mr. Lineweaver if he had all sponsorship needed.

Mr. Lineweaver stated that they had sponsors but additional ones were welcome because the sponsorship goes directly to paying for children to play baseball in the Fall and Spring seasons. He explained that initially, the sponsorship pays for materials and advertisements. Any additional funds would go directly to the children.

Commissioner Rumsey stated that there was a link on the Town's website that has information for anyone interested in sponsorship.

Mr. Lineweaver stated that was correct and the link was [northpalmbeachlittleleague.org](http://northpalmbeachlittleleague.org).

*Roselyn Saunders 211 E. Ilex Dr.* – stated that she and Town Manager Davis were working on a big project for Labor Day where she would like to invite all of the children and a lot of dignitaries including Governor Crist, John Walsh, and Edna Hibal. She stated that she would like to have a parade with rainbow balloons and open the Mirror Ballroom so that the children could come in and color and she would provide them with food. She explained everything that she would like to do for the project.

**Public Comment Closed.**

**CONSENT AGENDA:**

1. Sidewalk Repair Contract Award
2. Resolution No. 27-08-10 Extension of Franchise Agreement
3. Community Beautification Improvements Grant Award Not to Exceed \$3,000
4. Resolution No. 28-08-10 Property and Casualty Insurance Renewal
5. Change the September Meeting Date Schedule

**Public Comment Open.**

*None*

**Public Comment Closed.**

Commissioner Longtin and Commissioner Hockman asked that items 1 through 3 be pulled from the Consent Agenda for discussion.

Commissioner Hockman stated that he had a question regarding the sidewalk repair contract. He stated that the quotes were all over the place for what was being priced. He wanted to see exactly what was given out because he wanted to compare apples to apples and that \$22,000 to \$60,000 was a wide price range.

Public Works Director David Hunt explained that there was a standardized list of sidewalks that were going to be addressed for the program. They did an initial estimate of the project and realized that it was going to be underneath their requirements for an RFP so they went for three quotes. They contacted two contractors who had adequately performed for the Town in the past and they also sought a third contractor. It was the third contractor who had the exceedingly high quote. He stated that he had done some piggyback comparisons.

Town Manager Davis stated that Commissioner Hockman wanted to know what the scope of work was for the project.

Commissioner Hockman explained that he was asking for the scope of work and didn't understand the large difference in price quotes.

Public Works Director Hunt explained that he gave each contractor an address with the linear footage of sidewalk to be replaced at that address as well as the depth of sidewalk. He stated that each contractor had the same list.

Town Manager Davis stated that it was a typical procedure.

Public Works Director Hunt stated that each contractor was accompanied by staff when they went out to each of those addresses.

Commissioner Hockman asked if just those three contractors were contacted for quotes.

Public Works Director Hunt stated that there were only three quotes obtained.

Town Manger Davis stated respectively that according to Town code only three quotes were required for scopes of work under \$25,000.

Public Works Director David Hunt continued and stated that he had done cost comparisons on a Palm Beach County piggyback through Charles Whiteside Construction who had the piggyback unit price contract. He compared the four inch and six inch sidewalk replacement and demolition and the low bidder that he was recommending came in \$4,500 less than the County contract and the second lowest bidder came in at approximately \$1,200 less than the County contract.

Commissioner Longtin asked how Public Works Director Hunt chose the contractors for quotes.

Public Works Director Hunt stated that two of them were chosen based on past performance and work with the Town. The third was chosen by doing a yellow page search.

Commissioner Longtin stated that she believed one of the companies may not be incorporated through the State of Florida. She recommended confirming their corporation status before calling them back.

Commissioner Rumsey stated that the two companies had only a \$1,900 dollar difference between their quotes but the third had a huge dollar difference in their quote.

**Motion: A motion was made by Commissioner Rumsey to approve item number 1 of the Consent Agenda; Vice-Mayor Osterman made the second.**

Vote on Motion:

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

Motion passed 5-0.

**Public Comment Open.**

*None*

**Public Comment Closed.**

Commissioner Longtin asked if the contract with Waste Management was renewed three months ago. She asked why the contract was being renewed again.

Town Manager Davis stated that it was renewed three months ago. She asked Finance Director Costello to explain.

Finance Director Costello explained that the original franchise agreement with Waste Management had expired in March and there was not a Public Works Director on board at that time so they renewed the contract for only three months. She stated that they were working on a non-exclusive franchise agreement and she wanted to establish the program appropriately and give other haulers time to apply for the non-exclusive agreement in

order for residents to be able to choose what company they want for roll-off and compactor services. She stated that they will be bringing back a Resolution to the Commission for approval to establish the non-exclusive franchise program and then would advertise for haulers to apply and then bring it back again to the Commission to award the non-exclusive franchise agreements for a three year period.

Town Manager Davis explained that the Town currently has a proprietary franchise agreement with one company and the Town has received a lot of complaints because there were other roll-off companies that could provide services cheaper than the company that the Town is currently enrolled with.

Commissioner Hockman asked if the program was being offered to all other roll-off companies to provide services within the Town.

Finance Director Costello explained that the companies would have to apply with the Town and pay the appropriate fees and be approved by the Commission to have a franchise agreement with the Town. The contracts would start on January 1, 2011 and the companies that are approved would have a three year period to solicit and practice business in the Town.

Commissioner Hockman asked if there were specific companies that would be notified or if all roll-off companies would be notified.

Finance Director Costello explained that all of the roll-off companies would be notified of the program.

Commissioner Rumsey asked what the fees would be for the roll-off companies who want to solicit business in the Town.

Finance Director Costello stated that the fees would be approximately a \$1,500 annual franchise fee for doing business in the Town as well as a 15% roll-off collection fee of all revenues.

Commissioner Rumsey recommended that the Finance Director look at the fees that other municipalities charge for roll-off companies.

Finance Director Costello explained that she looked at the fees that the City of West Palm Beach charged and found that they charged approximately \$12,000 to \$15,000 per year but they have a much larger number of businesses than the Town.

Town Manager Davis explained that the Town's franchise fee was a few points higher than other municipalities and stated that the difference would make up for the lower fees.

Discussion continued between Commissioner Hockman and Finance Director Costello regarding the new program and the time it would take to implement the new program.

**Motion: A motion was made by Commissioner Longtin to approve item number 2 of the Consent Agenda; Commissioner Hockman made the second.**

Vote on Motion:

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

Motion passed 5-0.

**Public Comment Open.**

*None*

**Public Comment Closed.**

Commissioner Longtin expressed her concerns with providing grant money from the Town and not disclosing who the money was being granted to. She stated that she did not understand the anonymity.

Community Development Director Sullivan explained that it was not the Town's practice lately to reveal the name of those who received Beautification Grant money. He stated that if the Commission directed him to provide the name he would provide it.

Commissioner Longtin stated that the grant money was taxpayer money and the taxpayers had the right to know who the money was going to.

Mayor DuBois explained the reasons that grant money would be given for the Beautification Grants. She also explained the process by which the funds were given.

Town Manager Davis stated that if the Commission would like the names of those given Beautification Grant money she would supply those names on the application. She explained that she was trying to preserve the dignity of those who apply.

Commissioner Rumsey asked if a public records request was done on a Beautification Grant application would the name be provided in the request.

Town Manager Davis stated that the name would be provided in the public records request.

Vice-Mayor Osterman stated that there were a lot of people who need the grant and would not apply for it even now in the state of the economy. She stated that she was very comfortable with providing the name in a public records request should someone request that information.

Commissioner Longtin stated that she was not against the grant. She asked who keeps the information on the grant applications.

Town Manager Davis stated that the information is kept by the Community Development Department and the Town Clerk.

Commissioner Longtin asked if the item was a grant or a loan.

Town Manager Davis explained that the item was a grant and that 20% of all of the Town's code violations go into the Beautification Grant fund. She explained that there was \$70,000 to \$80,000 in the fund last year and the Town could not afford to keep that amount in the fund. The Commission approved to keep only \$10,000 in the fund and the code violation fines that go over that amount are placed into the General Fund.

Commissioner Longtin stated that she understood the purpose of the grant and does not disagree with the concept. She stated that she could not give money when she did not know who she was giving money to and for that reason she would vote against it.

Commissioner Hockman asked how the applicant received a code violation for their windows.

Community Development Director Sullivan explained that the windows had been broken out and they have dry rot and are in need of replacement.

Commissioner Hockman asked if the house would have hurricane shutters on them.

Community Development Director Sullivan explained that the house already had hurricane shutters installed.

**Motion: A motion was made by Commissioner Rumsey to approve item number 3 of the Consent Agenda; Vice-Mayor Osterman made the second.**

Vote on Motion:

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

Motion passed 4-1.

**Public Comment Open.**

*None*

**Public Comment Closed.**

**ORDINANCES ON SECOND READING:**

**ORDINANCE NO. 08-2010 Red Light Cameras**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA TO AUTHORIZE THE INSTALLATION OF TRAFFIC INFRACTION DETECTORS INSTALLATIONS; PROVIDING THAT THE TOWN COMMISSION MAY IDENTIFY THE SPECIFIC LOCATIONS OF THE INSTALLATION OF TRAFFIC INFRACTION DETECTORS BY SEPARATE RESOLUTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF ALL ORDINANCES, OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Vice-Mayor Osterman to discuss Ordinance No. 08-2010 upon 2<sup>nd</sup> reading; Commissioner Rumsey made the second.**

Vote on Motion:

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

Motion passed 4-1.

Commissioner Longtin stated that she wanted to see the contract for the red light cameras before approving the Ordinance.

Commissioner Rumsey explained that they were merely passing the Ordinance so that if the Commission does decide to have red light cameras the process could be expedited.

Mayor DuBois explained that there were laws in the books that are sometimes never utilized.

Vice-Mayor Osterman explained why they were trying to pass the Ordinance before deciding whether or not they would approve a red light traffic camera contract.

**Motion: A motion was made by Vice-Mayor Osterman to approve Ordinance No. 08-2010 upon 2<sup>nd</sup> reading; Commissioner Rumsey made the second.**

Vote on Motion:

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

Motion passed 4-1.

Town Attorney Baird read Ordinance No. 08-2010 by caption-only.

**ORDINANCE ON FIRST READING:**

**ORDINANCE NO. 07-2010 Temporary Signage**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING SECTION 70-103(3)(e)(10) OF CHAPTER 70, ARTICLE IV, PERTAINING TO TEMPORARY SIGNS; PROVIDING FOR THE WAIVER OF PERMIT FEES FOR TEMPORARY SIGNS ANNOUNCING THE OPENING OF A NEW BUSINESS OR A CHANGE IN THE OWNERSHIP OF AN ESTABLISHED BUSINESS OR A CHANGE IN BUSINESS LOCATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF ALL LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Public Comment Open.**

*None*

**Public Comment Closed.**

Community Development Director Sullivan explained the reason for Ordinance No. 07-2010.

Commissioner Rumsey asked if there was an amount of time that a business owner could leave their sign once they have vacated that property.

Community Development Director Sullivan stated that a business owner would have 60 days before being required to remove the sign.

**Motion: A motion was made by Commissioner Rumsey to approve Ordinance No. 07-2010 upon 1st reading; Commissioner Hockman made the second.**

Vote on Motion:

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

Motion passed 5-0.

Town Attorney Baird read Ordinance No. 07-2010 by caption-only.

**DISCUSSION AND POSSIBLE ACTION**  
**County Water Access Bond Grant**

Town Manager Davis explained that the Town received a \$2.4 million grant for the acquisition of a parcel owned by South Florida Yachts to used for boat trailer parking.

Community Development Director Sullivan explained the purpose and the history behind the grant. He began a PowerPoint presentation (see Exhibit “A”). He explained that it was approximately seven years ago when South Florida Yachts came to the Town and stated that they were interested in redeveloping the city block between Silver Beach Rd. and Cypress Drive adjacent to the Town Marina. At the time they said they were going to buy up as much land as they could and eventually integrate their properties with the Marina to create an entertainment district along the waterfront. In order to realize the vision they needed the Town to work with them and also needed County money that was available through the County Water Access Bond. He stated that they have met with South Florida Yachts and the County many times and after a long arduous process the County had agreed to grant 2.4 million dollars toward the project (see page 2 of Exhibit “A”). The grant would be given to the Town to buy a parcel of land from South Florida Yachts and install additional boat trailer parking. The Town would purchase the land from South Florida Yachts and South Florida Yachts would in turn take the money and build a restaurant and other amenities on Lake Shore Drive overlooking the Marina. He showed a map showing where the property and development would occur (see page 3 of Exhibit “A”). He showed a picture showing the parcels of the land that South Florida Yachts has acquired over the years (see page 4 of Exhibit “A”). He explained the parcels in detail. He showed a picture of the parcel that the Town would be purchasing (see page 5 of Exhibit “A”). He explained that there was currently a boat storage and boat repair facility on the property. The Town’s plan would be to utilize the parcel as is and strike

the parking lot. Then the Town would apply for grant money and demolish the building and integrate the site with lots to the east in order to provide a seamless parking area for boat trailers (see page 6 of Exhibit "A"). The site would accommodate an additional 70 boat trailer parking spaces. He stated that this would make the Town competitive with other sites that provide boat trailer parking. He showed a picture of the site plan (see page 7 of Exhibit "A") He explained that it was a very preliminary proposal of the site plan and it was not a final plan. He explained and discussed the different areas of the site plan. He discussed other proposed improvements to the site such as a promenade area (see page 8 of Exhibit "A"). He showed a picture of the area where cars park on Lakeshore Dr. (see page 9 of Exhibit "A"). He stated that the area would be turned into a pedestrian promenade. He gave an example of the full promenade concept (see page 10 of Exhibit "A"). He discussed the changes that would be made to make the promenade. He showed a picture of the house owned by South Florida Yachts and stated that that was the property where the restaurant would be built (see page 12 of Exhibit "A") He continued to explain the proposed changes and gave examples of each (see pages 13 through 16 of Exhibit "A"). He stated that the site scored high in points for receiving grant money to make improvements in the area (see page 17 of Exhibit "A").

Town Manager Davis stated that the proposed project would open up a lot of parking for Marina events. She stated that she wanted to make it clear that the Town did not have to depend on a grant to just enhance the site. She stated that there were future plans and the Town did not have to go after any other grants.

Mayor DuBois asked how much it would cost to paint the striping.

Town Manager Davis stated that she did not have an estimate but it would not cost much. She stated that the lot was in good shape and the Town would not have to renovate the lot. She stated that Mr. Creber from South Florida Yachts was there if the Commission would like to speak with him.

Commissioner Hockman asked if the Town was going to buy the property for \$2.4 million.

Town Manager Davis explained that that was what the County wanted to do.

Commissioner Hockman asked if it would be possible to pay the \$2.4 million in payments since he had concerns about giving the money in one lump sum for a property that was only appraised at \$800,000. He stated that the lot could not hold as many boat trailers parked at the site that was presented. He explained the reasons why.

Town Manager Davis stated that she could not dispute or discuss the proposed site since it was given to engineers to design the site plan.

Mr. Wayne Creber introduced himself and stated that the parking was engineered and would be adequate for truck and trailer parking. He stated that the County originally tried to purchase the property during the time that he was trying to purchase it and they offered substantially more to the owner than they have to South Florida Yachts. He stated that they would not profit from the sale but lose money on the sale. He stated that it was an

opportunity for the Town to have contiguous property for the Marina. He explained all of the benefits of the property. He explained that there was a sign on the property stating that it was available for a waterfront site not that it was for sale.

Commissioner Hockman stated that tax records showed that Mr. Creber paid \$2 million for the property and the Town would be paying 2.4 million for a property that's been appraised at \$800,000.

Mr. Creber explained that the appraisal was probably inaccurate. He stated that there were no other like properties or a signalized intersection with high drainage. He stated that the company had put in a lot more than 2 million dollars. He explained the issues with the property that needed to be fixed. He stated that there was inventory on the property that had to be purchased separately for 1 million dollars in order to buy the property. He stated that they lost hundreds of thousands of dollars liquidating boats and outboard motors. He stated that they also had to carry other substantial costs over the last five years such as permits and closing costs. He stated that the tax records show that the property was purchased for \$2 million but they spent well over that.

Commissioner Longtin asked who would actually own the property.

Town Manager Davis explained that the Town would own the property.

Commissioner Longtin asked who would have control of the property.

Town Manager Davis explained that the Town would have control of the property. She stated that the agreement with the County was that they would give the Town the funds to purchase the property. The only caveat was that the Town would have to turn the property into boat trailer parking and they would also like for the Town to make it a pedestrian friendly area. They asked that the Town put aside two or three slips so that boaters could dock their boats and go to the restaurant. She stated that the Town would have full control of the parking. There would be an interlocal agreement between the Town and the County.

Commissioner Longtin asked what else was scheduled or proposed on the property.

Community Development Director Sullivan explained that the property would be built out as things came available. He stated that there would need to be a catalyst such as the proposed restaurant.

Town Manager Davis stated that she could show Commissioner Longtin the various plans that have been proposed.

Commissioner Longtin stated that she had concerns for the homeowner who does not want to sell. She stated that they may want to shield the home from the extra noise and traffic from the restaurant. She asked if the Town would be flexible with them should they decide to put up some type of barrier around their home.

Community Development Director Sullivan stated that they could install a fence or concrete wall if they so choose.

Commissioner Longtin stated that she thought it was a good plan and good start for the Marina.

Commissioner Rumsey congratulated staff and Mr. Creber for all of their hard work on the project. He stated that the project would be a great thing for the Town. He stated that he was excited about what it will do for the Marina. He stated that he was also concerned about the homeowner but they had been offered fair market value for their home on more than one occasion. He asked Mr. Creber to explain.

Mr. Creber explained that the homeowner has been a very cooperative neighbor and she had been talking to several people including the County over the years regarding a sale. He stated that they were still open to conversation with her and hoping that they could include that property in the project.

Commissioner Rumsey asked if Mr. Creber was going to build the restaurant and then have someone come in to run the restaurant.

Mr. Creber stated that they had several letters of intent from large companies who were interested in running the restaurant on the site, but until there was an approval and confirmed plan and see what the size of the restaurant will be they can move forward. He stated that they were looking to have a family oriented restaurant.

Commissioner Rumsey asked if Mr. Creber had a projection of when he would be able to break ground on a restaurant.

Town Manager Davis explained that it was up to the Town to get all of the permitting expedited.

Mr. Creber explained that they were currently looking at the different concepts for the restaurant. Once they decide on the concept they can begin the permitting process.

Commissioner Rumsey addressed the argument of using taxpayer money for projects. He stated that he would rather see 2.4 million dollars of taxpayer money come to the Town of Lake Park than another municipality. He stated that if the County had 2.4 million dollars to give away then he wanted it for the Town.

Vice-Mayor Osterman congratulated staff on all of their hard work towards the project. She stated that she did not make her decision based on anything beyond what was happening on the property in the future. She was basing her decision on whether or not there was any value to the Town as just a boat parking site for now. She expressed that the site was a great opportunity for the Town as is with the potential of being better.

Commissioner Hockman expressed his concerns with a metal building on the property. He wanted to know if that building would be removed.

Mr. Creber explained that they were looking into their options for the building. He stated that the building may be taken down and the metal sold for scrap.

Mayor DuBois stated that the project would be good for the Town and its citizens.

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Commissioner Rumsey to accept the County Water Access Bond Grant for the purpose of purchasing 115 Federal Highway; Vice-Mayor Osterman made the second.**

Vote on Motion:

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

Motion passed 5-0.

**Traffic Calming & Safety Measures Financial Assessment**

Town Manager Davis explained that there was an analysis and options provided to the Commission.

Vice-Mayor Osterman stated that she wanted the financials on the traffic calming measures since there was a lot of numbers tossed around at the last meeting of how much it would cost taxpayers and she thought that the costs were wrong. According to the analysis provided she was right. She stated that staff provided a breakdown of the costs of different traffic calming options. The costs were broken down by cost per traffic calming option, the cost average per street and the total cost of all 24 streets. She gave some examples of what it would cost for particular traffic calming options. She stated that she had several calls from residents who were in favor of the traffic calming. She stated that those residents did not want to come out and speak for fear of being portrayed as racist by the media. She stated that they were not getting an accurate representation of what people in the Town wanted because of how it was being portrayed in the media. She gave examples of how much it would cost homeowners in taxes should the Town implement traffic calming measures. She stated that a lot could be done to improve the flow of traffic and the safety of the Town's residents for not a lot of money. She stated that the calls she received said to make the decision to send the question to referendum

and let the residents make the decision. She stated that the Commission needed to take action. Residents do not feel safe letting their kids out to play or taking walks in the neighborhood.

Commissioner Rumsey stated that he was in favor of putting out the question to referendum, however they didn't know what they were putting out to referendum. He stated that there were two public forums where people have come and spoken. He stated that he also received many phone calls from those who were in favor of the traffic calming. He stated that he made the recommendation at the last meeting to take the map and go street by street and the Commission vote up or down to put that street on a referendum as a street closure or not. He stated that he continued to support that recommendation and if they were going to do it they needed to decide what to put on the referendum. He stated that there needed to be a plan before moving forward.

Mayor DuBois stated that she agreed with Commissioner Rumsey. She stated that she had done some research on the different calming options and found street humps that were less costly than those presented in the example. She stated that the Commission should decide on a time to meet and discuss a plan for the referendum question. She asked the Commission to come up with a workshop date.

Commissioner Hockman stated that he agreed to having a workshop but his only concern was whether or not they would contact the neighboring streets that are closed to let the residents be aware that traffic will increase on their street. He stated that he was concerned about how those residents will feel about the increased traffic. He stated that there was a need to slow down the traffic but there will still be those who will speed. He stated that he didn't think that they would have enough time to discuss the topic and hear from all of the residents in time to put the referendum question out on the March 2011 ballot.

Vice-Mayor Osterman stated that staff initially intended to do a Commission Workshop and then do Public Workshops. She stated that the Public Workshops came first and she recommended having a Commission Workshop in order for the Commission to comment, make a decision and then put it forward for referendum.

Commissioner Hockman stated that the biggest issue he had with the street closure issue was that it was started to cut crime. He stated that the issue has been twisted around to state that it was traffic calming instead of street closures. He asked why if it was always a traffic calming issue that it was brought forward at the first few meetings as a crime issue.

Vice-Mayor Osterman stated that it was called both and she was the one who brought the issue forward.

Commissioner Longtin stated that she has not heard overwhelming support for the street closure. She stated that the Commission could have the workshop but most people she has spoken with were not in favor of it. She felt that having a workshop would be a waste of time and money.

Commissioner Rumsey stated that he agreed with Commissioner Hockman's comments. He stated that the issue has been twisted every which way without saying exactly what they proposed to do. He stated the issue came about to address crime by proposing street closures. He stated that as far as he was concerned, street closure was what they should be discussing. He asked Town Clerk Lemley what the time frame would be to have the referendum question on the March 2011 election ballot.

Town Clerk Lemley explained that an Ordinance adopting the wording for the referendum question would need to be adopted by the end of January 2011.

Commissioner Rumsey stated that it was time that the Commission stepped up and got the work done.

Mayor DuBois asked for a date for a Commission only workshop.

Vice-Mayor Osterman stated that staff was buzzing because of a time issue. She asked for staff's recommendation.

Town Manager Davis stated that she was concerned about the timeline. She stated that staff could move at any pace that the Commission wanted them to move. She stated that her concern was that the timeline was tight to inform residents of the street closures as Commissioner Hockman had recommended earlier, but that she was able to work on the issue at a fast pace should the Commission want her to do so.

Commissioner Rumsey stated that one of the things that was not mentioned was that if someone did not want the street closure they could come to the ballot box and vote no.

Mayor DuBois stated that the Commission should have the workshop to come up with the plan to place the referendum question on the ballot.

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Commissioner Rumsey to have a Commission Workshop regarding Street Closures on October 13, 2010 at 7 p.m.; Commissioner Hockman made the second.**

Vote on Motion:

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

Osterman	X		
Mayor DuBois	X		

Motion passed 5-0.

**Mayor DuBois convened the meeting at 8:40 p.m. for a brief recess.**

**Mayor DuBois reconvened the meeting at 8:47 p.m.**

**Irrigation Repair on Flagler Boulevard Median**

Town Manager Davis asked Public Works Director David Hunt to come up to discuss the item.

Public Works Director Hunt explained that he examined the system that had been in disrepair for years. He stated that he received various quotes based upon what they would recommend and based on the quotes they would have to go to an RFP where they would put in their recommendations of all the things necessary to complete the project. He stated that quotes ranged from a low of \$30,000 to \$50,000.

Town Manager Davis explained that the existing system was beyond repair due to broken lines due to tree roots and inoperable pumps.

Mayor DuBois asked how long the system has not been working.

Town Manager Davis stated that the system had not worked for three to four years or more.

Commissioner Hockman stated that the system has been down for four to five years. He recommended having a gentleman who has a sprinkler system company and has done work for the Village of North Palm Beach come and look at the system. He stated that this gentleman was willing to test the system for free and work with the Town in getting the sprinkler system running again. He asked if the main line of the sprinkler system has actually been tested.

Mayor DuBois stated that she welcomed anyone coming in to repair the system. She stated that the problem was that there was no money in the budget and she was ready to present the options to the Commission one of which was to use the funds from Reserves.

Commissioner Hockman stated that the gentleman was willing to come out and look at the system for free. He recommended having the gentleman come and give a quote of what was needed to be replaced and put his findings out for a more accurate quote.

Vice-Mayor Osterman stated that there were three Commissioners who either live on Flagler or are associated with someone who lives on Flagler. She stated that Commissioner Hockman and Commissioner Longtin both live on Flagler Blvd. and

that she was the beneficiary of her mother's estate which was also located on Flagler Blvd. She stated that she thought that information was important for the public to know.

**A motion was made by Vice-Mayor Osterman to table the Irrigation Repair on Flagler Boulevard to the next Commission Meeting of August 18, 2010.**

Commissioner Hockman went on the record as saying that the gentleman he mentioned was not a personal friend but someone he happens to know that maintains properties.

**Commissioner Longtin seconded Vice-Mayor Osterman's motion.**

Commissioner Rumsey stated that he had questions.

Town Attorney Baird explained that a motion to table was not debatable.

**Vice-Mayor Osterman pulled her motion.**

**Commissioner Longtin pulled her second on the motion.**

Commissioner Longtin stated that she appreciated Commissioner Hockman's offer. She stated that if it were her system she would check the pumps and wells but she did not think it was necessary to do a complete overhaul. She stated that if it were any other street she would want the sprinkler system repaired so that the Town could be as beautiful as it can possibly be and she did not understand why the system has been broken for years and weeds and dirt have been mowed and it was never brought to the attention of the Town's Department Heads.

Commissioner Rumsey stated that he agreed with Commissioner Longtin regarding the beautification of the Town. He asked Public Works Director Hunt from what street to what street was the irrigation repair needed.

Public Works Director Hunt explained that all streets that have a median throughout Flagler Drive as well as two medians at the southern intersecting tip needed repair.

Commissioner Rumsey asked if there were other medians in the Town that had sprinkler systems that were not working.

Public Works Director Hunt stated that he did not know.

Commissioner Rumsey asked if Date Palm Drive's system was working.

Town Manager Davis stated that the system at Date Palm Drive was working.

Commissioner Rumsey stated that the median did not look good and looked as if the irrigation system was not working.

Town Manager Davis stated that he was confusing the median at Date Palm Drive with the median on 6<sup>th</sup> Street since that median looked pretty rough. She stated that she could check if there were any other systems that were inoperable.

Commissioner Rumsey asked Commissioner Hockman if the gentleman he was recommending for the sprinkler system was a business associate.

Commissioner Hockman explained that the gentleman was not a business associate and had only met him twice.

Commissioner Rumsey stated that if there was somebody willing to come and look at the system, he fully supported that.

Commissioner Longtin stated there was a problem of drivers driving over the median and when that occurs she recommended that the Town send out a letter to the homes in the area asking that the residents and their friends not drive over the medians. She asked Town Manager Davis what could be done to prohibit people from driving over the medians or parking on the medians and she suggested curbs. She asked that curbs be something kept in mind for the Commission to discuss and resolve in the future.

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Vice-Mayor Osterman to table the Irrigation Repair on Flagler Blvd. Median discussion item to the next Commission Meeting of August 18, 2010; Commissioner Longtin made the second.**

Vote on Motion:

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

Motion passed 5-0.

Commissioner Longtin asked when they would get the information regarding the sprinkler system.

Commissioner Hockman stated that he would get with the gentleman and get his full name and phone number and provide it to staff so that they can contact him.

## **Business District Signage on Federal Highway**

Town Manager Davis explained that at the last meeting, Mayor DuBois requested that directional signs be placed on Federal Highway to identify the Town's business district on Park Avenue. She stated that staff was providing samples to the Commission for review. She stated that there were DOT requirements on the signs and she and Community Development Director Sullivan were looking in to those requirements.

Mayor DuBois explained her reasoning for the request.

Town Manager Davis explained the sign samples provided were not designs just examples.

Commissioner Rumsey stated that he agreed that the signage was needed. He stated that he was glad to know that the sign samples provided were just samples and not the recommended designs. He stated that there were a lot of companies that could be utilized to design the signs.

Commissioner Hockman stated that he also agreed that signage was needed and would like to see more decorative signage as well. He recommended having signs placed on Northlake pointing down 10<sup>th</sup> Street toward the Historical District.

Commissioner Longtin stated that she would like the signs to have large lettering.

### **Public Comment Open.**

*None*

### **Public Comment Closed.**

**Motion: A motion was made by Commissioner Hockman to approve the Business District Signage on Federal Highway; Commissioner Rumsey made the second.**

Vote on Motion:

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

Motion passed 5-0.

## **Ad Hoc Committee for July 4<sup>th</sup> Celebration**

Town Manager Davis explained that Mayor DuBois requested the Ad Hoc Committee.

Mayor DuBois explained her reasoning for the request.

Commissioner Rumsey stated that he was all in favor of having an Ad Hoc Committee for the Town's 4<sup>th</sup> of July Celebration. He stated that it was very sad that the Town was unable to have the celebration this year and the funds were not in the budget for next year. He stated that he had been in the sponsorship business for years and have worked with sponsorships and a friend of his was in charge of bringing sponsorships to the City of West Palm Beach. He stated that she was in an exclusive contract with the City and cannot work with other cities but he believed there was an opportunity for the Town as a community to bring on a commission only position someone who could bring sponsorship to the Town. He stated that at the last meeting he had recommended getting in touch with the Village of North Palm Beach to see if they would be interested in partnering with the Town for the 4<sup>th</sup> of July celebration.

Town Manager Davis stated that she had not contacted the Village of North Palm Beach as of yet.

Commissioner Longtin asked if the celebration would be held on the 4<sup>th</sup> of July or be considered an Independence Day celebration held on another day.

Mayor DuBois stated that Commissioner Longtin had a good point since the Town would hold the 4<sup>th</sup> of July celebration the weekend before the 4<sup>th</sup> since it was more difficult to get vendors for the event.

Commissioner Longtin asked if the event would be held on the actual 4<sup>th</sup> of July holiday.

Mayor DuBois explained that that was one of the reasons they wanted the Ad Hoc Committee and that the date could be recommended and discussed by the Committee.

Commissioner Rumsey explained that the Town held the 4<sup>th</sup> of July event on the weekend before since the fireworks cost only a tenth of what they would cost if the event was held on the 4<sup>th</sup>.

Vice-Mayor Osterman stated that she was in favor of an Ad Hoc Committee and thought that it was a great idea.

Commissioner Hockman stated that he was in favor of the Ad Hoc Committee.

## **Public Comment Open.**

None

**Public Comment Closed.**

**Motion: A motion was made by Vice-Mayor Osterman to appoint Mayor DuBois as Chair of the July 4<sup>th</sup> Celebration Ad Hoc Committee; Commissioner Hockman made the second.**

Vote on Motion:

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

Motion passed 5-0.

**Street Lighting Consultant Contract**

Town Manager Davis stated that Robert Rausch who was the Director of Electrical Engineering for Calvin, Giordano and Associates was present. She explained that she needed the Commission’s approval to proceed. The proposal started out at \$74,000. The scope of work and cost was negotiated down to \$37,740.

Commissioner Rumsey recommended asking their second choice of consultant for a bid as well.

Commissioner Hockman stated that he reviewed the cost estimate and stated that he was very concerned with the numbers. He stated that he thought that time wise at what they were looking to do would be half the time that Calvin, Giordano and Associates was proposing. He explained the different tasks proposed and what their estimated times to complete the work should be. He reviewed the proposed work and gave his recommendations.

Vice-Mayor Osterman stated that she was willing to request a bid from the second firm and to discuss their proposal.

Mayor DuBois asked Town Attorney Baird for direction.

Town Attorney Baird asked if the Commission was not able to reach an agreement with the first firm.

Mayor DuBois stated that she was hearing three Commissioners express their concerns.

Commissioner Longtin stated that she would like to hear from the representative from Calvin, Giordano and Associates.

Vice-Mayor Osterman expressed her concerns with the proposal.

Town Attorney Baird stated that if the Commission was unable to reach a contract with the first firm then the Commission could proceed to request a bid from the second firm.

Commissioner Rumsey stated that the Commission had given Calvin, Giordano and Associates two opportunities to put together a bid that was feasible and since they did not give the other two firms a chance to come back and speak with the Commission he did not think they should give Calvin, Giordano & Associates another opportunity to speak.

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Vice-Mayor Osterman to begin negotiations with the second Street Light Consultant Firm as voted on by the Commission; Commissioner Rumsey made the second.**

Vote on Motion:

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

Motion passed 5-0.

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

**Commissioner Rumsey** recommended giving direction to staff and requested that they go out and start the process of hiring on a commission basis only, a sponsorship person who could go out and bring in sponsorships to the Town. He stated that his friend who works as a sponsorship person would not be able to work for the Town but she was willing to work with the Town and help put together an RFP to put the request out for bid. He stated that there would be no cost except for the RFP. He stated that in his conversations with her she mentioned that the Town could easily bring in \$120,000 in sponsorship money which would allow them to bring back events to the Town and to offset the cost for the events in the CRA. He asked for consensus to put it forward to

staff.

**The Commission came to consensus to direct staff to put together an RFP for a sponsorship person for the Town.**

**Commissioner Rumsey** stated that he had the opportunity to meet a gentleman at the Town's Car Show Event who was in charge of a tennis program for PAL kids. He announced that on August 21, 2010 there will be tennis opening day for the kids of Lake Park with PAL. If anyone was interested they could contact the Town's Recreation Department at 881-3338.

**Commissioner Longtin** asked if the Commission was supposed to give consensus on the voting delegate for the Florida League of Cities or was it just assumed to be the Mayor.

**Mayor DuBois** stated that she was voted in last time.

**Commissioner Longtin** stated that it should be made official and voted on.

**Vice-Mayor Osterman** explained that the Mayor was voted on as the voting the delegate for all Florida League of Cities functions.

**Commissioner Longtin** read a prepared statement as follows "I've heard some say that being up here is like being a member of a family. That makes me cringe. There is an adage that states you should not hire friends or family. Why? Well, many reasons, but one of them is that it is more difficult to reprimand a family member or a friend. It is even harder to release that person from your employed. If the friend or relative isn't doing the job correctly it can be difficult to evaluate him or her, to impose discipline, or ultimately to terminate the relationship. Imagine firing a friend or a family member. Every member of this Commission was elected by the voters to do the best for the residents and taxpayers of this Town. We were elected to run this Town more like a business than a family. This is a business relationship and should be treated as such. At our Budget Workshop in July, we discussed eliminating a position in the Community Development Department. This position has been held by a Lake Park resident since I believe since 2001. We were told that among other things the number of building permits was down and the position could no longer be justified. The Vice-Mayor reminded us that we needed to look at the position, not the person. I agree with her. If the position cannot be justified, then the position should be eliminated. Commissioner Rumsey and the Mayor both expressed extreme displeasure at the thought of losing this employee who again is a resident of Lake Park and has been for I think something like 30 years. I agree with them. I believe she and her family have been active in Town to some degree or another since the day they moved in. The Town of Lake Park benefits from this resident/employee over and above salary because she's got a personal stake in the Town of Lake Park. Over the years I've heard far more positive than negative about this employee from residents and visitors to the Community Development Department. I believe management should practice the LIFO method of personnel, last in first out. Not always, but often, usually. This employee, this Lake Park resident could do the job of other recent hires. This employee could certainly check meters. I contend she could do the job of the Economic Development Director or the CRA Director. We are paying the

current CRA Director, who is a friend, \$80,000 and she only works on two blocks of Town. She was hired at the top of the salary scale even though she had no CRA background. This tells me that anyone could take over the position with no CRA history on their resume. I believe we could put the Lake Park resident/employee in the same position and she could take on the entire CRA plus we could save \$33,000. We have to think of what is best for the Town. This employee/resident has proven that she is good for Lake Park.”

**Vice-Mayor Osterman**

None

**Commissioner Hockman**

None

**Mayor DuBois** stated that the Car Show Event was great and looked forward to more bigger and better Car Show Events.

**Attorney Baird**

None

**Town Manager Davis** announced a free baseball clinic and the signups would be taking place on Saturday, August 28, 2010 from 9 a.m. to 12 noon girls and boys ages 5 to 9. If interested the Recreation Department could be contacted at 561-881-3338. She stated that also on August 28, 2010 the Town would be having its first Youth Street Painting Festival which would be put on by Art on Park Studios and Gallery. There will be prizes for youngsters where they will actually be painting the street with chalk. On Saturday, August 14, 2010 they will be having the Town’s monthly art opening at the Art on Park Gallery at 800 Park Avenue at 6 p.m. to 8 p.m. and will be featuring Mary Delaney who does stamp art and she’ll be showing her Harvest Series for the opening. Also, on August 23, 2010 at 6:15 p.m. at the Town’s Library they will be showing “Charlie Wilson’s War” a true story comedy starring Tom Hanks and Julia Roberts. Lastly, she announced that the bids for the West Ilex Park Improvements would be opened on Friday, August 6, 2010.

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rumsey and seconded by Commissioner Hockman, and by unanimous vote, the meeting adjourned at 9:30 p.m.

---

Mayor Desca DuBois

---

Deputy Town Clerk, Jessica Shepherd, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2010

# TAB 3

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date:**      **September 8, 2010**      Agenda Item No.

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                       |
| <input type="checkbox"/> Ordinance on Second Reading |   |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> DISCUSSION                       |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD                    |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
| <input type="checkbox"/> Other:                      |   |

**SUBJECT:**    Regular Commission Meeting Minutes of August 18, 2010.

**RECOMMENDED MOTION/ACTION:** Approve the Regular Commission Meeting Minutes of August 18, 2010.

Approved by Town Manager *W. Davis*      Date: *9/2/10*

*Jessie [Signature]*      *9/1/10*  
Deputy Clerk      Date of Actual Submittal

<b>Originating Department:</b> Town Clerk	Costs: \$ N/A Funding Source: Acct. #	<b>Attachments:</b> Meeting Minutes
<b>Department Review:</b> <input type="checkbox"/> City Attorney <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input checked="" type="checkbox"/> <b>Town Clerk</b> _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	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 <input checked="" type="checkbox"/> _____;  Please initial one.

**Summary Explanation/Background:**



**Minutes**  
**Town of Lake Park, Florida**  
**Regular Commission Meeting**  
**Wednesday, August 18, 2010, 8:08 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, August 18, 2010 at 8:08 p.m. Present were Vice-Mayor Patricia Osterman, Commissioners Kendall Rumsey, Steven Hockman and Jeanine Longtin, Town Manager Maria Davis, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley. Mayor Desca DuBois was absent.

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

**ADDITIONS/DELETIONS/APPROVAL OF AGENDA**

None

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

Vote on Motion:

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

Motion passed 4-0

**PUBLIC AND OTHER COMMENTS:**

*Bettye Alexander-Hodges 620 Crescent Dr.* - stated that she was having difficulty with her neighbors. She stated that they have been letting out their pets and those pets have been defecating in her yard and the owners do not pick it up. She asked if the Town honored the Palm Beach County Ordinance that pet owners must have their pets on a leash and clean up their pets' droppings.

Vice-Mayor Osterman explained that the Town had enacted a strong pet ordinance.

Ms. Hodges stated that she could provide the addresses of the violators.

Vice-Mayor Osterman stated that she could provide those addresses to the Community Development Department where it would then be forwarded to Code Enforcement.

**Public Comment Closed.**

**CONSENT AGENDA:**

1. Special Call Commission Meeting Minutes of July 14, 2010
2. Resolution No. 29-08-10 Marina Dockage Rate Schedule Adjustment
3. Resolution No. 30-08-10 Change to Fee Schedule
4. Resolution No. 31-08-10 Yearly Contract Renewal for Tennis Pro
5. Resolution No. 32-08-10 Florida Recreation Development Assistance Program
6. Dunkin Donut License Agreement
7. Award of Bid for West Iles Park Improvement Phase III to Browning & Becker Construction, Inc. in the Amount of \$44,687.00

**Public Comment Open.**

*None*

**Public Comment Closed.**

Commissioner Longtin asked that Consent Item number 3 be pulled for discussion.

**Motion: A motion was made by Commissioner Rumsey to approve items 1 through 2 and items 4 through 7 of the Consent Agenda; Commissioner Hockman made the second.**

Vote on Motion:

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

Motion passed 4-0.

Commissioner Longtin asked if the only change was the addition of the Marina fees. She stated that it showed that the fees could be waived or reduced at the discretion of the Town Manager. She asked if that should be the Commission.

Community Development Director Sullivan explained that he recommended that language be included in the Resolution for certain situations such as special events at the Marina like the Kiwanis Pancake Breakfast. He stated that the Town would not want to charge them \$500 for those events. He stated that in some instances events come up in a hurry and he felt that it was important to allow the Town Manager the ability to waive fees in such instances.

Vice-Mayor Osterman stated that the Commission had set a very clear set of guidelines as to what could and couldn't be waived for the Town's facilities. She asked how Community Development Director Sullivan viewed that situation differently.

Town Manager Davis explained that there was a Resolution passed regarding facility rentals. She explained that the point came about when Marina Director Pisano came to her and made her aware that other Marinas charge for events to use their facilities. She stated that when the Town had events at the Marina it has spent money cleaning up after the events. Marina Director Pisano recommended covering the Town's expenses by charging a fee and Community Development Director Sullivan took it upon himself to modify the fee schedule. She stated that when she saw that the Manager had the right to waive the fees she also questioned it and staff provided a reasonable explanation. She stated that she was not wedded to the idea and was open to striking the language on the Resolution so that the Commission could approve any fee waivers or changes.

Commissioner Longtin stated that fee waivers or changes should be maintained solely by the Commission.

Commissioner Rumsey recommended a waiver on all non-profit agencies only using the facilities at the Marina for events and to set that standard now.

Vice-Mayor Osterman asked Town Manager Davis if she recalled that the waiver for non-profit agencies was only once per year per agency and for Lake Park non-profit agencies only.

Town Manager Davis concurred that the Resolution stated that facility fees could be waived once per year for Lake Park non-profit agencies.

Vice-Mayor Osterman explained that she did not have a problem changing the Resolution's wording to only have the Commission approve fee changes or waivers. She stated that her concern was only allowing Lake Park non-profit agencies one fee waiver per year. She explained her reasoning behind not waiving fees for other non Lake Park non-profit agencies who put on fish tournaments at the Marina or other non-profit agencies who do not benefit the Town of Lake Park. She stated that the Marina Director has been very good at bringing in fishing tournaments and she did not want to turn those tournaments down because the Town cannot afford to pay for them. She explained that the non-profit agencies are always get what is given after proceeds so there are expenses that they have by putting on the tournament and they would be covered by the fees that are charged for people to fish. In saying that she does not have a problem with the fee

being waived for Kiwanis and such agencies that use the money to benefit Lake Park but cannot waive fees for those agencies who do not put their money back into Lake Park.

Commissioner Longtin agreed with Vice-Mayor Osterman.

Commissioner Rumsey stated that he agreed in concept with what Vice-Mayor Osterman was saying but however if there was a large fishing tournament with additional garbage, he did not have a problem asking the organization to pay for the additional pick up but he did not think the rental charge should be \$500. He stated that he had a problem charging that much to a non-profit organization.

Vice-Mayor Osterman asked what the standard charge was for other marinas.

Marina Director Pisano explained that the fees vary and the Town went on the low side of those fees. He stated that the fees could be upwards of \$1000 and \$500 was a very small fee and the smallest to have for one of those tournaments.

Vice-Mayor Osterman reiterated by saying that the fee was a fee that within the industry was a norm and the organizers of the event would expect to pay.

Marina Director Pisano stated that was correct.

Vice-Mayor Osterman asked Commissioner Rumsey if he had a better understanding.

Commissioner Rumsey stated that he understood the point but philosophically he had an issue with it.

Commissioner Hockman expressed his views and opinion regarding the fees. He stated that the fee waivers should be approved by the Commission.

Discussion ensued among the Commission and Town Attorney regarding how to proceed with the motion.

**Motion: A motion was made by Commissioner Longtin to approve item number three Resolution No. 30-08-10 with the language change of fee waiver approved by the Town Manager to fee waiver approved by the Commission; Commissioner Hockman made the second.**

Vote on Motion:

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

Osterman	X		
Mayor DuBois			Absent

Motion passed 3-1.

**PUBLIC HEARING(S):**

**ORDINANCE ON SECOND READING:**

**ORDINANCE NO. 07-2010 Temporary Signage**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING SECTION 70-103(3)(e)(10) OF CHAPTER 70, ARTICLE IV, PERTAINING TO TEMPORARY SIGNS; PROVIDING FOR THE WAIVER OF PERMIT FEES FOR TEMPORARY SIGNS ANNOUNCING THE OPENING OF A NEW BUSINESS OR A CHANGE IN THE OWNERSHIP OF AN ESTABLISHED BUSINESS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF ALL LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Public Comment Open.**

*None*

**Public Comment Closed.**

Community Development Director Sullivan explained the purpose of Ordinance No. 07-2010. He stated that there were no changes since the last reading.

**Motion: A motion was made by Commissioner Rumsey to approve Ordinance No. 07-2010 upon second reading; Commissioner Hockman made the second.**

**Vote on Motion:**

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

Motion passed 4-0.

Town Attorney Baird read Ordinance No. 07-2010 by caption-only.

**ORDINANCE ON 1<sup>ST</sup> READING:**

**ORDINANCE NO. 09-2010 - PUD Change**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 77, SECTION 78-77 PERTAINING**

**TO PLANNED UNIT DEVELOPMENT REGULATIONS; PROVIDING FOR MINIMUM SITE AREA AND BUILDING HEIGHT LIMITS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF ALL LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Public Comment Open.**

*None*

**Public Comment Closed.**

Community Development Director Sullivan explained the reason for Ordinance No. 09-2010. He recommended that the minimum required size of a PUD be reduced to 80,000 square feet in a commercial district and 150,000 in a residential district. He explained that anything that would come to the Town as a PUD would go before the Planning & Zoning Board and would need staff approval and review as well as Commission approval and review.

Vice-Mayor Osterman explained that her understanding was that the Ordinance was a progressive measure to encourage new development and re-conceptualization of various properties to encourage a business owner who might want a bigger piece of property.

Commissioner Rumsey stated that he was in favor of the changes except for in the R-1 District. He stated that he did not want someone to buy up enough land to put in a huge estate on his block.

Community Development Director Sullivan explained that the Ordinance was just setting up the size limits but it was not approval. Any application would have to go through the approval process.

Discussion ensued between Community Development Director Sullivan and the Commission regarding Ordinance No. 09-2010.

Town Attorney Thomas Baird addressed the Commission's concerns and explained the process that would fall under Ordinance 09-2010.

**Motion: A motion was made by Commissioner Rumsey to approve Ordinance No. 09-2010 upon 1<sup>st</sup> reading; Commissioner Hockman made the second.**

Vote on Motion:

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

Osterman	X		
Mayor DuBois			Absent

Motion passed 4-0.

Town Attorney Baird read Ordinance No. 09-2010 by caption-only.

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

**Mayor DuBois**

Absent

**Commissioner Rumsey** asked if there were contracts and insurance for Town activities offered like Line Dancing.

**Town Manager Davis** explained that there was no insurance or contracts for those activities. She stated that she asked Attorney Baird about the subject and he stated that in his experience he did not know of other municipalities with contracts with contractors who offer programs. She explained that the Town had a contract with the Tennis pro because he was using multiple facilities and paying the Town rent. The other instructors, such as the Line Dancing instructor, do not charge but obtain waivers.

**Commissioner Rumsey** announced that the Journey's Inn was finally going to be demolished. He stated that there have been several articles in the paper regarding red light cameras and other municipalities being sued. He stated that the Commission has started discussing the red light camera program and he asked Attorney Baird to provide a legal opinion regarding the red light cameras so that the Town does not waste staff or Commission time on the subject.

**Commissioner Longtin** asked if there was an update on the irrigation repair. She asked if the parking meters could be discussed at the September 15, 2010 meeting. She asked if there would need to be consensus from the Commission to have the discussion item.

**Vice-Mayor Osterman** stated that consensus would not be needed.

Discussion ensued between Vice-Mayor Osterman and Commissioners Longtin and Rumsey regarding whether or not consensus was needed.

It was agreed that consensus was not needed and parking meters would be a discussion item at the September 15, 2010 meeting.

**Town Manager Davis** stated that Commissioner Longtin had requested that the parking meters be discussed at the September 8, 2010 meeting.

It was agreed that the parking meters would be discussed at the September 8, 2010 meeting.

**Commissioner Hockman** discussed the irrigation issue on Flagler Blvd. He stated that he had gone out while the testing was done and the irrigation worked correctly on the one block that was tested at that time.

**Vice-Mayor Osterman** asked for staff to give an update on the irrigation issues on Flagler Blvd.

**Public Works Director David Hunt** gave a brief background on the irrigation issue. He stated that Mr. Johnson had met with Public Works to test the irrigation system and concluded that the system was viable but an old style system. Mr. Johnson gave an initial material budget on the system of \$1000 for just the western half of Flagler Blvd. and did not include sprinkler heads. He stated that he estimated the time for the Town's Irrigation Tech to put into fixing the system and estimated that it would take approximately two to three weeks and that would leave other grounds that the Town currently maintains with no maintenance during that period. He returned to Mr. Johnson and asked him if he would serve as the Town's consultant and put together a bid package. Mr. Johnson stated that he could put a bid package together for \$600 and would also recommend contractors that would be competent enough to work on the system. He asked Mr. Johnson how much he would charge to the work. Mr. Johnson stated that he would charge \$6000 for a fully operable system without sprinkler heads. The system would have to be fully pressurized and working before he could give an accurate estimate for the sprinkler heads.

**Vice-Mayor Osterman** asked if Mr. Johnson also knew other companies that were reputable and knowledgeable enough to repair the system.

**Public Works Director Hunt** explained that if Mr. Johnson served as consultant and put together a bid package he would recuse himself as a bidder. He stated that he asked Mr. Johnson what his estimate would be as a contractor if they Town chose him and did not put the repair out for bid and the \$6000 estimate he gave was for time and material not to exceed \$6000.

**Commissioner Longtin** asked if the Town Manager had a threshold and was the \$6000 underneath that threshold.

**Vice-Mayor Osterman** explained that yes the Town Manager had a threshold and the \$6000 estimate fell under that threshold.

**Town Manager Davis** stated that she would need to know how much the sprinkler heads would cost and how many heads need to be replaced because they could drive the estimate up and above her threshold of authority in approving a purchase.

**Vice-Mayor Osterman** asked for direction from the Commission.

**Commissioner Longtin** asked Town Manager Davis what her threshold amount was.

**Town Manager Davis** stated that her purchasing threshold was \$10,000 and would need to have three phone quotes.

Discussion ensued between the Commissioners, Town Manager Davis and Public Works Director Hunt regarding what direction to take on the repair of the irrigation system.

**Commissioner Rumsey** recommended that Public Works Director Hunt be allowed to do more research and get more information from Mr. Johnson and bring the item back for discussion at the next Commission Meeting.

**Town Manager Davis** recommended authorization to proceed with phase one so that they can come back and give an accurate estimate of what the sprinkler heads would cost.

**Commissioner Rumsey** stated that he was willing to go forward with the process because he wanted to issue put to rest and fixed.

**Vice-Mayor Osterman** stated that she would like to see the sprinkler system fixed and the Town beautified but was struggling with the fact that \$10,000 could be used for the Town's Aftercare Program or Easter Egg Hunt. She recommended bringing it back as a discussion item at the next Commission Meeting.

More discussion ensued among the Commission regarding what direction to take with the sprinkler system issue.

**The Commission came to consensus for the staff to move forward with Phase One of the Flagler Boulevard sprinkler system repair.**

**Vice-Mayor Osterman**

None

**Town Manager Davis** announced the Town's Street Painting Festival on August 28, 2010 and you can register with the Town's Recreation Department at 881-3338. There will be face painting and refreshments and will be held at the Art on Park Gallery parking lot located on 800 Park Avenue from 10 a.m. to 1 p.m.

**Vice-Mayor Osterman** asked if a link could be provided on the website to register.

**Town Manager Davis** stated yes.

**Attorney Baird** gave an update on Mr. Sevino's appeal with the Circuit Court on the Town's Special Magistrate's order to allow only five people living in his two sober house facilities. He stated that the matter was heard by a three judge panel and that panel agreed with the Special Magistrate's order. He stated that a Stipulation was reached with Mr. Sevino to not prosecute him for other violations that had occurred if he would vacate those houses by October 7, 2010. Mr. Sevino agreed and those two houses will cease as sober housing facilities.

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rumsey and seconded by Commissioner Hockman, and by unanimous vote, the meeting adjourned at 9:10 p.m.

\_\_\_\_\_  
Mayor Desca DuBois

\_\_\_\_\_  
Deputy Town Clerk, Jessica Shepherd, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2010

# TAB 4

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date: September 8, 2010**

Agenda Item No.

- PUBLIC HEARING
- Ordinance on Second Reading
- Public Hearing

- RESOLUTION**
- DISCUSSION

ORDINANCE ON FIRST READING

BID/RFP AWARD

GENERAL APPROVAL OF ITEM

**CONSENT AGENDA**

Other:

**SUBJECT:** Resolution Authorizing the Town Manager to Execute the Renewal Applications for Blue Cross Blue Shield for Employee Health Insurance, for Lincoln Financial Employee Dental Insurance, Life Insurance, Short Term Disability, Long Term Disability, for Humana/CompBenefits for Vision Insurance, and the Contract with The Center for Family Services for an Employee Assistance Program for Fiscal Year 2011.

**RECOMMENDED MOTION/ACTION:** Adoption of Resolution

Approved by Town Manager  
Date:

*W. Davis* 9/1/10

*Debra McKelton*  
Name/Title *HR Director*

*9/1/10*  
Date of Actual Submittal

<b>Originating Department:</b> Human Resources	Costs: <i>see attached</i> Funding Source: Acct. <i>various</i>	<b>Attachments:</b> Copy of Resolution, Gehring Group Employee Benefits Insurance Analysis and Recommendation, and EAP Contract
<b>Department Review:</b> <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input checked="" type="checkbox"/> Finance <i>AMC</i>	<input type="checkbox"/> Fire Dept _____ <input checked="" type="checkbox"/> Human Resources <i>BMT</i> <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	<b>Yes I have notified everyone</b> <i>BMT</i> OR Not applicable in this case _____: Please initial one.

**Summary Explanation/Background:**

The purpose of this item is to provide for the Fiscal Year 2011 renewal of the benefits package which consists of health insurance, dental insurance, life insurance, short term and long term disability insurance, vision insurance, and an employee assistance program for Town employees.

For the employee health insurance renewal, the initial renewal proposal from Blue Cross Blue Shield for employee health insurance provided for an overall increase of 22.3 percent, or \$98,120 when compared to current premiums. At the Town Manager's direction, Requests for Proposals were released and pricing was obtained for renewal and alternate rates from Blue Cross Blue Shield, as well as a combination of health plans from Aetna, Cigna, Neighborhood Health Partnership and United Healthcare, as set forth in the attached Employee Benefits Insurance Analysis and Recommendation. As a result of negotiation by Gehring Group, the renewal rate through Blue Cross Blue Shield was negotiated down to a 14.8 percent, or \$65,249, increase overall effective October 1, 2010. Such increase is below the 15 percent increase which has been budgeted for Fiscal Year 2011. Staff is recommending that employee health insurance through Blue Cross Blue Shield be renewed for the Fiscal Year 2011.

The attached Employee Benefits Insurance Analysis and Recommendation prepared by Gehring Group sets forth information regarding the renewal of employee dental, life insurance, short term and long term disability insurance, and vision insurance for Fiscal Year 2011 through our current carriers.

The rates and level of services through The Center for Family Services of Palm Beach County, Inc. for administration of the Employee Assistance Program remain unchanged from Fiscal Year 2010. Staff is recommending renewal of this contract for Fiscal Year 2011.

**RESOLUTION NO. 35-09-10**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING THE TOWN MANAGER TO EXECUTE THE RENEWAL APPLICATION FOR BLUE CROSS BLUE SHIELD OF FLORIDA FOR EMPLOYEE HEALTH INSURANCE COVERAGE, A RENEWAL APPLICATION FOR LINCOLN FINANCIAL GROUP FOR RENEWAL OF EMPLOYEE DENTAL INSURANCE, LIFE INSURANCE, SHORT TERM DISABILITY, LONG TERM DISABILITY, FOR HUMANA/COMPBENEFITS FOR VISION INSURANCE, AND A CONTRACT WITH THE CENTER FOR FAMILY SERVICES OF PALM BEACH COUNTY, INC. FOR AN EMPLOYEE ASSISTANCE PROGRAM FOR FISCAL YEAR 2011; AND PROVIDING 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**, the Town Commission has determined that it will provide the Town’s employees with health insurance coverage, dental insurance, life insurance coverage, short term disability, long term disability, vision insurance, and an employee assistance program for Fiscal Year 2011; and

**WHEREAS**, the Town Commission of the Town of Lake Park has reviewed the Employee Benefits Insurance Analysis and Recommendation effective October 1, 2010 presented by Gehring Group, a copy of which is attached hereto and incorporated herein as **Exhibit “A”**; and

**WHEREAS**, the Town Commission has determined that it is in the best interest of the Town of Lake Park and its employees to execute the renewal application for Blue Cross Blue Shield pursuant to the negotiated renewal as outlined in the analysis, a renewal application with Lincoln Financial for renewal of the dental insurance, life insurance, short term disability, long term disability, , a renewal application with Humana/CompBenefits for vision insurance, and a contract with The Center for Family Services of Palm Beach County, Inc. for an employee assistance program for Fiscal Year 2011. A copy of The Center for Family Services of Palm Beach County, Inc. contract for an employee assistance program is attached hereto and incorporated herein as **Exhibit “B”**; and

**WHEREAS**, the Town Commission of the Town of Lake Park has directed that adequate funds be allocated for such coverage in Fiscal Year 2011.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PAK, FLORIDA AS FOLLOWS:**

**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 authorizes and directs the Town Manager to execute the renewal application for Blue Cross Blue Shield for Fiscal Year 2011 pursuant to the negotiated renewal as outlined in the Employee Benefits Insurance Analysis and Recommendation presented by Gehring Group (attached hereto as **Exhibit "A"**).

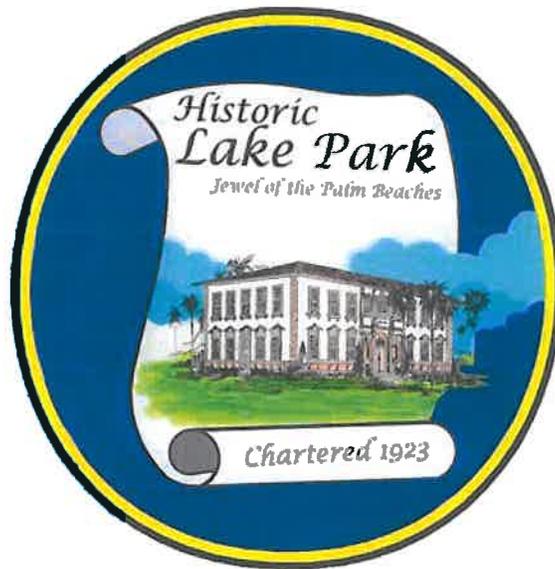
**Section 3.** The Town Commission hereby authorizes and directs the Town Manager to execute the renewal application for Lincoln Financial for renewal of the dental insurance, life insurance, short term disability and long term disability insurance for Fiscal Year 2011.

**Section 4.** The Town commission hereby authorizes and directs the Town Manager to execute the renewal application for Humana/CompBenefits for renewal of the vision insurance for Fiscal Year 2011.

**Section 5.** The Town Commission hereby authorizes and directs the Town Manager to execute the contract (attached hereto as **Exhibit "B"**) with The Center for Family Services of Palm Beach County, Inc. for the employee assistance program for Fiscal Year 2011.

**Section 6.** This Resolution shall become effective immediately upon adoption.

# Town of Lake Park



## Employee Benefits

### *Insurance Analysis and Recommendation*

**Effective Date: October 1, 2010**

*Presented by:*

**GEHRING GROUP**  
PROFESSIONAL SERVICES

11505 Fairchild Gardens Ave., Ste 202  
Palm Beach Gardens, Florida 33410  
Telephone: (561) 626-6797  
Fax: (561) 626-6970  
[www.gehringgroup.com](http://www.gehringgroup.com)

## TABLE OF CONTENTS

<b>Section 1</b> .....	<b>Executive Summary of Recommendations</b>
<b>Section 2</b> .....	<b>Health Insurance Proposal Analysis</b>
<b>Section 3</b> .....	<b>Vision Insurance Proposal Analysis</b>
<b>Section 4</b> .....	<b>Executive Summary</b>

## SECTION 1

### Health Insurance Evaluation

The Town of Lake Park currently offers employees and their dependents medical insurance through Blue Cross and Blue Shield of Florida. Blue Cross and Blue Shield provided the Town notice that the current plan (BlueOptions Plan 1667) would no longer be offered to the Town effective October 1, 2010. Taking into consideration Blue Cross's retiring of the current plan, Town Staff and the Gehring Group elected to release a Request for Proposals (RFP). Conducting an RFP allows the Town to evaluate all available options in the marketplace, while attempting to maintain the current benefit structure and reduce the overall renewal impact on a fiscal basis.

The alternate plan provided by Blue Cross and Blue Shield (BlueOptions Plan 3766) includes minimal plan design changes when compared to the current offering and allows the Town's benefit program to remain competitive when compared to other entities throughout the County. The initial proposal from BlueCross and BlueShield for Plan 3766 called for an overall increase to the Town of 22.3%, or \$98,120, when compared to current premiums. After subsequent negotiations, the Gehring Group was able to reduce the renewal to an increase of 14.8%, or \$65,249. This negotiation resulted in an overall savings of approximately \$32,871.

In addition to the renewal and alternates provided by Blue Cross and Blue Shield, pricing was provided for a combination of health plans from alternate carriers including Aetna, Cigna, and United Healthcare. The rates from the varying proposals ranged widely from 19.1% overall increase for plan benefits more closely related to current to 1.4% overall decrease for plans with significant benefit reductions when compared to the current offering.

Upon review of the negotiated premiums and benefits associated with the proposed alternatives, the Gehring Group along with Town staff have determined that the most viable option for the Town at this time is to renew its health insurance coverage with BlueCross BlueShield of Florida at an overall premium increase of 14.8% overall. The fiscal impact is an increase of approximately \$54,986 to the Town effective October 1, 2010 through September 30, 2011.

## **Dental Insurance Evaluation**

The current dental program is an employer-sponsored program offered through Lincoln Financial and consists of a single option Preferred Provider Organization (PPO) dental plan.

Upon review of the plan claims paid for the current year, Lincoln Financial offered a rate pass for the upcoming plan year. Upon review of the renewal evaluation with Town staff, it is recommended that the Town renew its dental insurance program with Lincoln Financial and maintain the current dental plan for the upcoming 2010/2011 plan year.

## **Life Insurance Evaluation**

The Town of Lake Park currently offers all employees one times their annual salary to a maximum of \$50,000 of basic life and accidental death and dismemberment insurance. Employees are able to purchase an additional benefit up to \$250,000.

This benefit is currently provided through Lincoln Financial. Upon review of the plan claims paid for the current year, Lincoln Financial will not be increasing rates for the 2010/2011 plan year. It is recommended that the Town renew its life insurance program with Lincoln Financial and maintain the current basic life and accidental death and dismemberment insurance for the upcoming plan year.

## **Short Term & Long Term Disability Insurance Evaluation**

In addition to the dental and life insurance being offered, Lincoln Financial also provides the short term disability and long term disability insurance for the Town's employees. Upon review of the Short Term Disability plan claims paid for the current year, Lincoln Financial offered a rate pass for the 2010/2011 plan year. The Long Term Disability insurance is entering the second year of a two year rate guarantee. It is recommended that the Town renew its Short Term Disability insurance programs with Lincoln Financial and maintain the current Long Term Disability insurance for the upcoming 2010/2011 plan year.

## Vision Insurance Evaluation

The Town of Lake Park currently offers employees and their dependents vision insurance through Humana / CompBenefits. Humana / CompBenefits has proposed a renewal increase of 5.2% over the current year rates, or an annual increase to the Town of \$244. The renewal rates will be guaranteed for a two year period ending September 30, 2012.

After reviewing several alternate vision carrier rates and comparing the plan benefits, The Gehring Group recommends that the Town renew its vision insurance with Humana / CompBenefits effective October 1, 2010.

## SECTION 2

# Health Insurance Proposal Analysis

**Town of Lake Park**  
**Medical Insurance Renewal Evaluation**  
**2010-2011**



**Current**

**Renewal**

**Renewal (Negotiated)**

SCHEDULE OF BENEFITS	BlueCross Blueshield of Florida BlueOptions PPO Plan 1667 (SG)	BlueCross Blueshield of Florida BlueOptions PPO Plan 3766	BlueCross Blueshield of Florida BlueOptions PPO Plan 3766
Plan Basics	In Network	In Network	In Network
Lifetime Maximum			
Calendar Year Deductible	\$5 million	Unlimited	Unlimited
Single	No Deductible	No Deductible	No Deductible
Family	No Deductible	No Deductible	No Deductible
Out of Pocket CVM	Includes Copays, CYD & Coinsurance; Excludes Rx	Includes Copays, CYD & Coinsurance; Excludes Rx	Includes Copays, CYD & Coinsurance; Excludes Rx
Single	\$2,500	\$2,500	\$2,500
Family	\$5,000	\$5,000	\$5,000
Coinsurance	20%	20%	20%
Physician Services			
Primary Care Physician	\$15	\$20	\$20
Specialist	\$30	\$40	\$40
Pre-Natal	\$15 / \$30	\$40	\$40
Chiropractic Services	\$30	\$40	\$40
Laboratory Services	No Charge	No Charge	No Charge
Advanced Imaging	\$100	\$100	\$100
Hospital Services			
Inpatient Hospital	Tier 1 / Tier 2		
Outpatient Hospital	\$600 / \$900	\$600 / \$1,000	\$600 / \$1,000
Emergency Room	\$200 / \$300	\$200 / \$300	\$200 / \$300
Physician Services	\$100	\$100	\$100
Urgent Care	No Charge	No Charge	No Charge
Outpatient Therapy	\$50	\$50	\$50
	20%	\$45 / \$60	\$45 / \$60
Pharmacy Services			
Inpatient Hospital	30 days CVM; 20 visits CVM		
Outpatient Services	\$600 / \$900	No Charge	No Charge
	\$30	No Charge	No Charge
Pharmacy Plan			
Generic	\$15	\$10	\$10
Preferred Brand	\$30	\$30	\$30
Non Preferred Brand	\$50	\$50	\$50
Self Injectables	N/A	N/A	N/A
Mail Order Copay	2x Retail	2.5x Retail	2.5x Retail
Employee	35		
Employee + Spouse	7		
Employee + Child(ren)	3		
Family	4		
Monthly Premium	\$36,717.52	\$44,894.23	\$42,154.94
Annual Premium	\$440,610.24	\$538,730.76	\$505,859.28
\$ Increase	N/A	\$98,120.52	\$65,249.04
% Increase	N/A	22.3%	14.8%
	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>
	\$541.32	\$657.50	\$617.38
	\$1,120.53	\$1,459.66	\$1,370.60
	\$1,017.63	\$1,196.65	\$1,123.64
	\$1,718.88	\$2,018.54	\$1,895.38
	\$31,621.10	\$38,555.87	\$36,203.28
	\$379,453.20	\$462,670.38	\$434,439.36
	N/A	\$83,217.18	\$54,986.16
	N/A	21.9%	14.5%

**Town of Lake Park**  
**Medical Insurance Renewal Evaluation**  
**2010-2011**

**Current**

**Alternate #1**

**Alternate #2**



Plan Basics	BlueCross BlueShield of Florida BlueOptions PPO Plan 1667 (SG)		BlueCross BlueShield of Florida BlueOptions PPO Plan 3768		GIGNA Healthcare FL QAPLUS Plan A	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Lifetime Maximum Calendar Year Deductible	\$5 million		Unlimited		Unlimited	
Single Family	No Deductible	\$500	\$250	\$1,000	\$500	\$2,000
Out of Pocket CVM	No Deductible	\$1,500	\$750	\$3,000	\$1,500	\$6,000
Single Family	Includes Copays, CYD & Coinsurance; Excludes Rx		Includes Copays, CYD & Coinsurance; Excludes Rx			CYD Only
Coinsurance	\$2,500		\$3,000	\$6,000	\$500	\$2,000
	\$5,000		\$6,000	\$12,000	\$1,500	\$6,000
	20%	40%	0%	50%	0%	30%
<b>Physician Services</b>						
Primary Care Physician	\$15	\$30	\$20	CYD then 50%	\$20	CYD then 30%
Specialist	\$30	\$45	\$45	CYD then 50%	\$30	CYD then 30%
Pre-Natal	\$15 / \$30	\$30 / \$45	\$40	CYD then 50%	\$20 / \$30	CYD then 30%
Chiropractic Services	\$30	40%	\$45	CYD then 50%	\$30	30%
Laboratory Services	No Charge	40%	No Charge	CYD then 50%	No Charge	30%
Advanced Imaging	\$100	40%	\$200	CYD then 50%	\$250 per scan	\$500 per scan
<b>Hospital Services</b>						
Inpatient Hospital	Tier 1 / Tier 2	\$1,200	\$700 / \$1,000	CYD then 50%	CYD	\$500 + CYD then 30%
Emergency Room	\$600 / \$900	\$400	\$300 / \$600	CYD then 50%	CYD	\$500 + CYD then 30%
Physician Services	\$200 / \$300	\$200	\$200	CYD then 50%	\$200	\$200
Urgent Care	\$100	40%	\$50	CYD then 50%	No Charge	CYD then 30%
Outpatient Therapy	No Charge	40%	\$50	CYD then 50%	\$50	\$50
	\$50	40%	\$45	CYD then 50%	\$30	CYD then 30%
	20%	40%				
<b>Mental Health/Substance Abuse</b>						
Inpatient Hospital	30 days CVM; 20 visits CVM	40%	No Charge	CYD then 50%	\$500	\$500 + CYD then 30%
Outpatient Services	\$600 / \$900	40%	No Charge	CYD then 50%	\$30	\$500 + CYD then 30%
	\$30					
<b>Pharmacy Plan</b>						
Generic	\$15	\$15	\$15		\$15	
Preferred Brand	\$30	\$30	\$40		\$40	
Non Preferred Brand	\$50	\$50	\$60		\$60	
Self Injectables	N/A	N/A	N/A		20%	
Mail Order Copy	2x Retail		2.5x Retail		2.5x Retail	
<b>Employee</b>	<b>Total Cost</b>	<b>Town Cost</b>	<b>Total Cost</b>	<b>Town Cost</b>	<b>Total Cost</b>	<b>Town Cost</b>
35	\$541.32	\$541.32	\$631.29	\$631.29	\$644.51	\$644.51
7	\$1,120.53	\$830.93	\$1,401.47	\$1,016.38	\$1,334.14	\$989.33
3	\$1,017.63	\$779.48	\$1,148.96	\$890.13	\$1,211.68	\$928.10
4	\$1,718.68	\$1,130.00	\$1,938.07	\$1,284.68	\$2,046.32	\$1,345.42
<b>Family</b>	<b>Total Cost</b>	<b>Town Cost</b>	<b>Total Cost</b>	<b>Town Cost</b>	<b>Total Cost</b>	<b>Town Cost</b>
Monthly Premium	\$36,717.52	\$31,621.10	\$43,104.60	\$37,018.91	\$43,717.15	\$37,649.07
Annual Premium	\$440,610.24	\$379,453.20	\$517,255.20	\$444,226.86	\$524,605.80	\$451,788.84
% Increase	N/A	N/A	\$76,644.96	\$64,773.66	\$83,995.56	\$72,335.64
	N/A	N/A	17.4%	17.1%	19.1%	19.1%

Town of Lake Park  
 Medical Insurance Renewal Evaluation  
 2010-2011



Plan Basics	Current		Alternate #3		Alternate #4	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
<b>BlueCross BlueShield of Florida</b> BlueOptions PPO Plan 1667 (SG)			<b>CIGNA Healthcare</b> FL OAPLUS Plan G		<b>CIGNA Healthcare</b> FL OAPLUS-IN Plan G	
<b>Physician Services</b>						
Primary Care Physician	\$15	\$30	\$20	CYD then 50%	\$20	
Specialist	\$30	\$45	\$40	CYD then 50%	\$40	
Pre-Natal	\$15 / \$30	\$30 / \$45	\$20 / \$40	CYD then 50%	\$20 / \$40	
Chiropractic Services	\$30	40%	\$40	CYD then 50%	\$40	
Laboratory Services	No Charge	40%	No Charge	CYD then 50%	No Charge	
Advanced Imaging	\$100	40%	\$250 per scan	\$500 per scan	\$250 per scan	
<b>Hospital Services</b>						
Inpatient Hospital	Tier 1 / Tier 2 \$600 / \$900	\$1,200	CYD then 20%	\$500 + CYD then 50%	CYD then 20%	
Outpatient Hospital	\$200 / \$300	\$400	CYD then 20%	\$500 + CYD then 50%	CYD then 20%	
Emergency Room	\$100	\$200	\$200	\$200	\$200	
Physician Services	No Charge	40%	CYD then 20%	CYD then 50%	CYD then 20%	
Urgent Care	\$50	40%	\$50	\$50	\$50	
Outpatient Therapy	20%	40%	\$40	CYD then 50%	\$40	
<b>Potential Liability / Substance Abuse</b>						
Inpatient Hospital	\$600 / \$900	40%	CYD then 20%	\$500 + CYD then 50%	CYD then 20%	
Outpatient Services	\$30	40%	\$40	CYD then 50%	\$40	
<b>Pharmaceutical Plan</b>						
Generic		\$15		\$15	\$15	
Preferred Brand		\$30		\$40	\$40	
Non Preferred Brand		\$50		\$60	\$60	
Self Injectables		N/A		20%	20%	
Mail Order Copay		2x Retail		2.5x Retail	2.5x Retail	
<b>Employee</b>	35	Total Cost \$541.32	Total Cost \$569.57	Total Cost \$569.57	Total Cost \$546.76	Total Cost \$546.76
<b>Employee + Spouse</b>	7	\$1,120.53	\$1,179.01	\$874.29	\$1,131.79	\$839.28
<b>Employee + Child(ren)</b>	3	\$1,017.63	\$1,070.79	\$820.18	\$1,027.90	\$787.33
<b>Family</b>	4	\$1,718.68	\$1,808.38	\$1,188.98	\$1,735.95	\$1,141.36
<b>Monthly Premium</b>		\$36,717.52	\$38,633.91	\$33,271.42	\$37,086.63	\$31,938.94
<b>Annual Premium</b>		\$440,610.24	\$463,606.92	\$399,257.04	\$445,039.56	\$383,267.22
<b>% Increase</b>		N/A	5.2%	5.2%	1.0%	1.0%

Town of Lake Park  
 Medical Insurance Renewal Evaluation  
 2010-2011

Current

Alternate #5



SCHEDULE OF BENEFITS		BlueCross BlueShield of Florida BlueOptions PPO Plan 1667 (SG)		Aetna Choice POS 05/09		Aetna Choice POS 03/09	
Plan Basics	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	
Lifetime Maximum Calendar Year Deductible	\$5 million		Unlimited				
Single	No Deductible	\$500	No Deductible	\$1,500	\$500	\$1,500	
Family	No Deductible	\$1,500	No Deductible	\$3,000	\$1,000	\$3,000	
Out of Pocket CVM	Includes Copays, CYD & Coinsurance; Excludes Rx						
Single Family	\$2,500		\$2,500	\$5,000	\$3,000	\$6,000	
Coinsurance	\$5,000		\$5,000	\$10,000	\$6,000	\$12,000	
Physician Services	20%	40%	20%	40%	20%	40%	
Primary Care Physician	\$15	\$30	\$20	40%	\$15	40%	
Specialist	\$30	\$45	\$35	40%	\$25	40%	
Pre-Natal	\$15 / \$30	\$30 / \$45	\$35 (Initial Visit Only)	40%	\$25 (Initial visit only)	40%	
Chiropractic Services	\$30	40%	\$35	40%	\$25	40%	
Laboratory Services	No Charge	40%	No Charge	40%	\$25	40%	
Advanced Imaging	\$100	40%	\$35	40%	\$25	40%	
Hospital Services	Tier 1 / Tier 2						
Inpatient Hospital	\$600 / \$900	\$1,200	20%	40%	CYD then 20%	40%	
Outpatient Hospital	\$200 / \$300	\$400	20%	40%	CYD then 20%	40%	
Emergency Room	\$100	\$200	\$150	40%	\$100	40%	
Physician Services	No Charge	40%	No Charge	40%	No Charge	40%	
Urgent Care	\$50	40%	\$50	40%	\$50	40%	
Outpatient Therapy	20%	40%	\$35	40%	\$25	40%	
Mental Health / Substance Abuse	30 days CYM; 20 visits CYM						
Inpatient Hospital	\$600 / \$900	40%	20%	40%	CYD then 20%	40%	
Outpatient Services	\$30	40%	\$35	40%	\$25	40%	
Pharmacy Plan							
Generic	\$15	\$15	\$15		\$10		
Preferred Brand	\$30	\$30	\$35		\$30		
Non Preferred Brand	\$50	\$50	\$60		\$50		
Self Injectables	N/A	N/A	10%	Not Covered	10%	Not Covered	
Mail Order Copay	2x Retail	2x Retail	2x Retail		2x Retail		
Employee	Total Cost	Town Cost	Total Cost	Town Cost	Total Cost	Town Cost	
Employee + Spouse	\$541.32	\$541.32	\$561.96	\$561.96	\$521.66	\$521.66	
Employee + Child(ren)	\$1,120.53	\$830.93	\$1,341.89	\$951.93	\$1,245.66	\$883.66	
Family	\$1,017.63	\$779.48	\$1,050.49	\$806.23	\$975.16	\$748.41	
Family	\$1,718.68	\$1,130.00	\$1,992.46	\$1,127.21	\$1,571.09	\$1,046.38	
Monthly Premium	\$36,717.52	\$31,621.10	\$38,983.14	\$33,259.59	\$36,187.56	\$30,874.45	
Annual Premium \$ Increase	\$440,610.24	\$379,453.20	\$467,797.68	\$399,115.08	\$434,250.72	\$370,493.40	
% Increase	N/A	N/A	\$27,187.44	\$19,661.88	-\$6,359.52	-\$8,959.80	
			6.2%	5.2%	-1.4%	-2.4%	

Illustrative Rates - Requires Completion of Individual Health Questionnaires. Rates subject to change or declination.

**Town of Lake Park  
Medical Insurance Renewal Evaluation  
2010-2011**



SCHEDULE OF BENEFITS		BlueCross BlueShield of Florida BlueOptions PPO Plan 1667 (SG)	Neighborhood Health Partnership EVA HMO w/Access Rider	United Healthcare Choice Plus F18	
Plan Basics		In Network	Out of Network	In Network	Out of Network
Lifetime Maximum Calendar Year Deductible		\$5 million	Unlimited	Unlimited	Unlimited
Single	No Deductible	\$500	\$500	\$500	\$2,000
Family	No Deductible	\$1,500	\$1,000	\$1,500	\$6,000
Out of Pocket CYM	Includes Copays, CYD & Coinsurance; Excludes Rx	\$2,500	\$3,000 per member \$3,000 per member	\$3,500	\$7,000
Single		\$5,000	20%	\$7,000	\$14,000
Family				20%	\$40
Coinsurance		40%			
<b>Physician Services</b>					
Primary Care Physician	\$15	\$30	\$25	\$20	CYD then 40%
Specialist	\$30	\$45	\$45	\$35	CYD then 40%
Pre-Natal	\$15 / \$30	\$30 / \$45	\$25 / \$45	\$25 / \$35	CYD then 40%
Chiropractic Services	\$30	40%	\$45	\$25 / \$35	CYD then 40%
Laboratory Services	No Charge	40%	No Charge	No Charge	CYD then 40%
Advanced Imaging	\$100	40%	\$200	No Charge	CYD then 40%
<b>Hospital Services</b>					
Inpatient Hospital	Tier 1 / Tier 2	\$1,200	\$250 + CYD then 20%	\$750	CYD then 40%
Outpatient Hospital		\$400	\$250 + CYD then 20%	CYD then 20%	CYD then 40%
Emergency Room	\$100	\$200	\$200	\$200	\$200
Physician Services	No Charge	40%	CYD then 20%	CYD then 20%	CYD then 40%
Urgent Care	\$50	40%	\$50	\$75	CYD then 40%
Outpatient Therapy	20%	40%	\$50	\$20	CYD then 40%
<b>Medical Health/Substance Abuse</b>					
Inpatient Hospital	30 days CYM, 20 visits CYM	40%	\$250 + CYD then 20%	\$750	CYD then 40%
Outpatient Services		40%	\$45	\$35	CYD then 40%
<b>Pharmaceutical Plan</b>					
Generic		\$15	\$20	\$10	\$10
Preferred Brand		\$30	\$40	\$35	\$35
Non Preferred Brand		\$50	\$60	\$60	\$60
Self Injectables		N/A	20%	20%	20%
Mail Order Copay		2x Retail			2.5x Retail
		<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>
Employee	35	\$541.32	\$380.69	\$380.69	\$448.41
Employee + Spouse	7	\$1,120.53	\$788.03	\$584.36	\$928.21
Employee + Child(ren)	3	\$1,017.63	\$715.66	\$548.18	\$842.97
Family	4	\$1,718.68	\$1,208.68	\$794.69	\$1,423.70
Monthly Premium		\$36,717.52	\$25,822.06	\$22,237.94	\$30,415.53
Annual Premium		\$440,610.24	\$309,864.72	\$266,855.22	\$364,986.36
% Increase		N/A	-\$130,745.52	-\$112,597.98	-\$75,623.88
		N/A	-29.7%	-29.7%	-17.2%

**Illustrative Rates - Requires Completion of Individual Health Questionnaires. Rates subject to change or declination.**

**SECTION 3**

**Vision Insurance Proposal Analysis**

**Town of Lake Park**  
**Vision Insurance Renewal Evaluation**  
**Effective Date: October 1, 2010**

SCHEDULE OF BENEFITS	Current		Renewal		Alternate 1	
	Humana/CompBenefits		Humana/CompBenefits		EyeMed Vision Care Low Option Mixed	
Plan Basics	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Exams	\$10	\$35 Reimbursement	\$10	\$35 Reimbursement	\$10	Up to \$35
Frequency						
Exams	Once every 12 Mos.	Once every 12 Mos.				
Lenses	Once every 12 Mos.	Once every 12 Mos.				
Frames	Once every 24 Mos.	Once every 24 Mos.				
<b>Benefits Payable</b>						
Single Vision	\$15	\$25 Reimbursement	\$15	\$25 Reimbursement	<b>\$25</b>	Up to \$25
Bifocal	\$15	\$40 Reimbursement	\$15	\$40 Reimbursement	<b>\$25</b>	Up to \$40
Trifocal	\$15	\$60 Reimbursement	\$15	\$60 Reimbursement	<b>\$25</b>	Up to \$60
Contact Lenses (Elective)	\$100 Reimbursement	\$100 Reimbursement	\$100 Reimbursement	\$100 Reimbursement	Up to \$115 then 15% off	Up to \$81
Contact Lenses (Medically Necessary)	Paid in Full	\$210 Reimbursement	Paid in Full	\$210 Reimbursement	Paid in Full	<b>\$200</b>
<b>Frames</b>						
Basic	\$35 Wholesale	\$35 Wholesale	\$35 Wholesale	\$35 Wholesale	Up to \$100 then 20% off	\$40
Preferred	\$45 Wholesale	\$45 Wholesale	\$45 Wholesale	\$45 Wholesale	Up to \$100 then 20% off	\$40
Non-Preferred	\$45 Wholesale	\$45 Wholesale	\$45 Wholesale	\$45 Wholesale	Up to \$100 then 20% off	\$40
Lasik	\$1,800 / eye	Not Offered	\$1,800 / eye	Not Offered	15% off	Not Offered
<b>Employee Cost</b>						
Employee Only	38	4.29	4.52	4.52	4.76	4.76
Employee + Family	14	16.39	17.22	17.22	12.08	12.08
Monthly Cost		\$392.48		\$412.84		\$350.00
Annual Cost		\$4,709.76		\$4,954.08		\$4,200.00
\$ Increase / Decrease		N/A		\$244.32		-\$509.76
% Increase / Decrease		N/A		5.2%		-10.8%

**Town of Lake Park**  
**Vision Insurance Renewal Evaluation**  
**Effective Date: October 1, 2010**

SCHEDULE OF BENEFITS	Current		Renewal		Alternate 2	
	Humana/CompBenefits		Humana/CompBenefits		EyeMed Vision Care Medium Option Mixed	
Plan Basics	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Exams	\$10	\$35 Reimbursement	\$10	\$35 Reimbursement	\$10	Up to \$35
Frequency						
Exams Lenses	Once every 12 Mos.	Once every 12 Mos.				
Lenses	Once every 12 Mos.	Once every 12 Mos.				
Frames	Once every 24 Mos.	Once every 24 Mos.				
<b>Benefits Payable</b>						
Single Vision	\$15	\$25 Reimbursement	\$15	\$25 Reimbursement	<b>\$25</b>	Up to \$25
Bifocal	\$15	\$40 Reimbursement	\$15	\$40 Reimbursement	<b>\$25</b>	Up to \$40
Trifocal	\$15	\$60 Reimbursement	\$15	\$60 Reimbursement	<b>\$25</b>	Up to \$60
Contact Lenses (Elective)	\$100 Reimbursement	\$100 Reimbursement	\$100 Reimbursement	\$100 Reimbursement	Up to \$135 then 15% off	Up to \$95
Contact Lenses (Medically Necessary)	Paid in Full	\$210 Reimbursement	Paid in Full	\$210 Reimbursement	Paid in Full	\$200
<b>Frames</b>						
Basic	\$35 Wholesale	\$35 Wholesale	\$35 Wholesale	\$35 Wholesale	Up to \$120 then 20% off	\$40
Preferred	\$45 Wholesale	\$45 Wholesale	\$45 Wholesale	\$45 Wholesale	Up to \$120 then 20% off	\$40
Non-Preferred	\$45 Wholesale	\$45 Wholesale	\$45 Wholesale	\$45 Wholesale	Up to \$120 then 20% off	\$40
Lasik	\$1,800 / eye	Not Offered	\$1,800 / eye	Not Offered	15% off	Not Offered
<b>Employee Cost</b>						
Employee Only	38	\$4.29	38	\$4.52	38	\$5.28
Employee + Family	14	\$16.39	14	\$17.22	14	\$13.40
Monthly Cost		\$392.48		\$412.84		\$388.24
Annual Cost		\$4,709.76		\$4,954.08		\$4,658.88
\$ Increase / Decrease		N/A		\$244.32		-\$50.88
% Increase / Decrease		N/A		5.2%		-1.1%



## SECTION 4

# Executive Summary

Town of Lake Park  
Employee Benefits Cost Summary - October 1, 2010



COVERAGE		CURRENT	RENEWAL
<b>HEALTH</b>		<b>BCBSFL Blue Options 1667</b>	<b>BCBSFL Blue Options 3766</b>
<b>BlueOptions PPO</b>		<b>Total</b>	<b>Total</b>
Employee	35	\$541.32	\$617.38
EE+Spouse	7	\$1,120.53	\$1,370.60
EE+Child(ren)	3	\$1,017.63	\$1,123.64
EE+Family	4	\$1,718.68	\$1,895.38
<b>MONTHLY PREMIUM</b>		<b>\$36,717.52</b>	<b>\$42,154.94</b>
<b>ANNUAL PREMIUM</b>		<b>\$440,610.24</b>	<b>\$505,859.28</b>
<b>\$ INCREASE</b>		<b>N/A</b>	<b>\$65,249.04</b>
<b>% INCREASE</b>		<b>N/A</b>	<b>14.8%</b>
<b>DENTAL</b>		<b>Lincoln Financial Group</b>	<b>Lincoln Financial Group</b>
<b>PPO Program</b>		<b>Total</b>	<b>Total</b>
Employee	30	\$35.88	\$35.88
EE+Family	19	\$103.08	\$103.08
<b>MONTHLY COST</b>		<b>\$3,034.92</b>	<b>\$3,034.92</b>
<b>ANNUAL COST</b>		<b>\$36,419.04</b>	<b>\$36,419.04</b>
<b>\$ INCREASE</b>		<b>N/A</b>	<b>\$0.00</b>
<b>% INCREASE</b>		<b>N/A</b>	<b>0.0%</b>
<b>Vision</b>		<b>Lincoln Financial Group</b>	<b>Lincoln Financial Group</b>
<b>PPO Program</b>		<b>Total</b>	<b>Total</b>
Employee	38	\$4.29	\$4.52
EE+Family	14	\$16.39	\$17.22
<b>MONTHLY COST</b>		<b>\$392.48</b>	<b>\$412.84</b>
<b>ANNUAL COST</b>		<b>\$4,709.76</b>	<b>\$4,954.08</b>
<b>\$ INCREASE</b>		<b>N/A</b>	<b>\$244.32</b>
<b>% INCREASE</b>		<b>N/A</b>	<b>5.2%</b>
<b>LIFE</b>		<b>Lincoln Financial Group</b>	<b>Lincoln Financial Group</b>
		<b>Total</b>	<b>Total</b>
Life Rate		\$0.29	\$0.29
AD&D Rate		\$0.040	\$0.040
Total Life and AD&D		\$0.330	\$0.330
Life Volume		\$2,357,500	\$2,357,500
<b>MONTHLY PREMIUM</b>		<b>\$777.98</b>	<b>\$777.98</b>
<b>ANNUAL PREMIUM</b>		<b>\$9,335.70</b>	<b>\$9,335.70</b>
<b>\$ INCREASE</b>		<b>N/A</b>	<b>\$0.00</b>
<b>% INCREASE</b>		<b>N/A</b>	<b>0.0%</b>
<b>LONG TERM DISABILITY</b>		<b>Lincoln Financial Group</b>	<b>Lincoln Financial Group</b>
		<b>Total</b>	<b>Total</b>
LTD Rate		\$0.46	\$0.46
LTD Volume		\$208,833	\$208,833
<b>MONTHLY PREMIUM</b>		<b>\$960.63</b>	<b>\$960.63</b>
<b>ANNUAL PREMIUM</b>		<b>\$11,527.58</b>	<b>\$11,527.58</b>
<b>\$ INCREASE</b>		<b>N/A</b>	<b>\$0.00</b>
<b>% INCREASE</b>		<b>N/A</b>	<b>0.0%</b>
<b>SHORT TERM DISABILITY</b>		<b>N/A</b>	<b>Lincoln Financial Group</b>
		<b>Total</b>	<b>Total</b>
STD Rate		\$0.54	\$0.54
STD Volume		\$34,588	\$34,588
<b>MONTHLY PREMIUM</b>		<b>\$1,867.75</b>	<b>\$1,867.75</b>
<b>ANNUAL PREMIUM</b>		<b>\$22,413.02</b>	<b>\$22,413.02</b>
<b>\$ INCREASE</b>		<b>N/A</b>	<b>\$0.00</b>
<b>% INCREASE</b>		<b>N/A</b>	<b>0.0%</b>
<b>SUMMARY</b>		<b>Total</b>	<b>Total</b>
<b>TOTAL ANNUAL PREMIUM</b>		<b>\$525,015.35</b>	<b>\$590,508.70</b>
<b>\$ INCREASE</b>		<b>N/A</b>	<b>\$65,493.36</b>
<b>% INCREASE</b>		<b>N/A</b>	<b>12.5%</b>

THE CENTER FOR FAMILY SERVICES OF PALM BEACH COUNTY,  
INC.

LIFE ENRICHMENT EMPLOYEE ASSISTANCE PROGRAM

AGREEMENT made this 21st day of August 2010 between THE CENTER FOR FAMILY SERVICES OF PALM BEACH COUNTY, INC., hereinafter referred to as "CFS", and the TOWN OF LAKE PARK referred to as "the Company."

WHEREAS, the Company desires to retain CFS with expertise in the Employee Assistance Program (EAP) and Drug Free Workplace Program (DFWP) Services and CFS agrees to be retained to provide services as called for in this agreement. Therefore, in consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows:

I. TERM OF AGREEMENT

This Agreement shall be in full force and in effect for the period beginning October 1, 2010 and ending September 30, 2011, unless terminated earlier pursuant to Section XI.

II. SERVICES TO BE PERFORMED BY CFS:

A. CFS shall perform for the Company's employees and their eligible family members, unlimited sessions for the following EAP services. If multiple family members attend a session as a group, each individual family member will use one of their allotted number of sessions.

1. Marital counseling
2. Divorce adjustment counseling
3. Job related counseling
4. Parent/child counseling
5. Substance abuse assessment and counseling or referral
6. Counseling related to the problems of older persons
7. Counseling or referral related to physical or developmental disabilities
8. Mental Health assessment and counseling
9. Unlimited Legal/ Financial Consultations provided by CLC, Consolidated Legal Concepts
10. Elder care resource and referral per contract year

B. CFS further agrees to provide to the Company:

1. Technical assistance in the development of EAP policies & procedures
2. Case management (coordination of community resources, follow-up and case advocacy)
3. Referral to specialized services not offered by CFS, but required by an employee/eligible family member
4. One two hour Supervisory Training session
5. Telephone consultation with EAP staff or CFS as necessary
6. On-site consultation by CFS staff in those cases where CFS deems it necessary
7. Priority for EAP appointments
8. Benefit Talks / Fairs as needed
9. New Employee Orientation
10. Annual Drug Free Workplace Training
11. Three one hour Worksite Seminars
12. One Critical Incident Stress Debriefing (CISD)

III. SERVICE LOCATIONS:

The services under this Agreement will be provided at CFS locations or those of its network agencies.

IV. METHOD OF INTAKE:

Employees/eligible family members desiring counseling or assistance should call the Center at 1-800-404-7960. Within 24 hours of an initial call, CFS will notify employees/eligible family members of an appointment time to occur within three (3) working days. For those employees/eligible family members that CFS considers to have an emergency, CFS will grant an appointment within 4 hours of an initial call. For urgent care, an appointment will be made within 24 hours. These appointments can be made at any one of our three locations.

V. EMPLOYEE AWARENESS:

Whenever the Company deems it necessary to communicate the benefits of the counseling program to the Company's employees/eligible family members, the Company shall provide for and incur all related mailing expenses. CFS agrees to provide the printed material to be enclosed.

VI. REPORTING:

CFS agrees to provide annual utilization reports to the Company. The reports will include statistics for the preceding year including the number of new employees/eligible family members seen, the number of new cases opened, and the number of cases closed, as well as year-to-date statistics.

VII. CONFIDENTIALITY:

Employees/eligible family members who utilize the counseling services are entitled to privacy. CFS will maintain a confidential relationship with all employees/eligible family members within the limitations of the law. No reports which contain any identifying information will be provided to the Company without the knowledge, approval and written consent of the employee or eligible family member. Likewise, information learned about the Company, such as salaries, personnel problems, etc., are treated in a confidential manner.

VIII. PAYMENT TO CFS:

The Company agrees to pay CFS for all services performed pursuant to this Agreement at the rate of:

\$3.75 per employee per month, based upon 70 employees, payable in advance at the beginning of each annual quarter of the year and by the first of each quarter (October 1, January 1, April 1, and July 1.) This amounts to four (4) payments of \$787.50.00 or \$3,150.00 per year. If the number of employees varies (+) or (-) 5% the necessary cost adjustments will be made on a quarterly basis.

Supervisory training sessions, other than the initial session provided in section II-B 4, shall be performed at a cost of \$250.00 per hour. In addition to those services performed pursuant to the agreement, including employee seminars on a variety of subjects, other than the initial sessions provided in section II-B11, may be performed at a cost of \$250.00 per hour. Critical Incident Stress Debriefing interventions, other than the initial debriefing provided in section II-B12, shall be performed at a cost of \$250.00 per hour. However, the one debriefing included in the contract is performed up to three hours at no charge. Any additional hours of debriefing relating to the same event will be charged at a cost of \$125.00 per hour.

IX. RELATIONSHIP BETWEEN THE PARTIES:

CFS's relationship to the Company created by this Agreement is that of an independent contractor and not an employee, agent, partner or joint venturer with the Company. The Company is only interested in the results of CFS' performance under this Agreement. No agent, employee or servant of CFS, including the EAP Director will be or will be deemed to be, the employee, agent or servant of the Company and the Company agrees not to hire any such individual during the course and duration of this Agreement. CFS shall assume all responsibility for the payment of wages and benefits to its agents, employees, and servants, if any, for services performed by them under this Agreement. None of the benefits provided by the Company to its employees, including, without limitation, compensation insurance and unemployment insurance, will be available to CFS or its agents, employees or servants. CFS will assume full responsibility for the payment of all federal, state and local taxes or other contributions imposed or required under unemployment, social security and

income tax laws, with respect to CFS's engagement by the Company under this agreement.

X. CONTINUITY OF CARE:

Should the counseling needs exceed the designated number of sessions allowed pursuant to Section II, employees / eligible family members may continue sessions without interruption based on a CFS sliding fee scale, payable at time of service, and are responsible for their fees. If the employer wishes to pay for extended sessions for employees, the rate for the session is \$150.00 per hour billed monthly. Should this Agreement terminate pursuant to Section XI or by non-renewal, employees / eligible family members may elect to continue counseling and pay out of pocket or use insurance benefits based on CFS' fee schedule. Upon termination of an employee, the employee / eligible family member receiving services may also convert to self-pay or use CFS' fee schedule and shall be responsible for her/his own fees.

USE OF OUTSIDE PROVIDERS:

The only time authorization is approved by EAP Director for use of an outside provider for counseling, is when an employee's access to CFS' three locations is beyond a twenty mile radius. In the event authorization is granted for use of outside provider, the number of sessions offered may be limited. On contracts that offer "unlimited" number of sessions to their employees, CFS will not grant the use of "unlimited" sessions for outside providers. The employee must come to a CFS office location to be eligible for the "unlimited" sessions. Otherwise, employee may be responsible for additional fees to the outside provider.

XI. TERMINATION:

This Agreement is subject to termination, prior to its expiration, upon either party delivering to the other a written notice of intention to terminate this Agreement, which shall become effective ninety (90) days thereafter. Unless otherwise terminated by either party, this Agreement is to be renegotiated at the end of each contract period.

XII. DEFINITIONS:

"Eligible family member" includes an employee's legal spouse, an employee's unmarried children under the age of 19, and employee's unmarried children under the age of 22 who are full-time students, and the domestic partner of the employee. "EAP" is the Employee Assistance Program.

XIII. MISCELLANEOUS:

A. Enforceability

If any term or condition of this Agreement shall be invalid or unenforceable to any extent or in any application, then the remainder of this Agreement, and

such term or condition except to such extent or in such application, shall not be affected hereby and each and every term and condition of this Agreement shall be valid and enforced to the fullest extent and in the broadest application permitted by law.

**B. Notice**

All notices or other communications required or permitted to be given pursuant to this Agreement shall be in writing and shall be considered as properly made if hand delivered, mailed from within the United States by certified or registered mail.

**1. If to the Company in care of**

Bambi McKibbon-Turner  
Human Resource Director  
Town of Lake Park  
535 Park Avenue  
Lake Park, Florida 33403

**2. If to CFS in care of**

Dorla Leslie  
Executive Director  
The Center For Family Services  
4101 Parker Avenue  
West Palm Beach, Florida 33405

or to such other addresses as any other party may have designated by like notice forwarded to the other party hereto. Notices other than those dealing with a change of address shall be deemed given when mailed using United States Postal Service mail or hand delivered. Change of address notices shall be deemed given when received.

**C. Application of Florida Law**

This Agreement, and the application or interpretation thereof, shall be governed exclusively by its terms and by the laws of the State of Florida.

**D. Counterparts**

This Agreement may be executed by any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**E. Assignment**

CFS may not assign or subcontract its rights or obligations under this Agreement without the prior written consent of the Company. The Company

may not assign its rights or obligations without prior written consent of CFS.  
F. Entire Agreement

This Agreement represents the entire agreement and understanding between the parties and supersedes all prior negotiations, understandings, representations (if any), and agreements made by and between the parties. This Agreement shall not be subject to modification or amendment by any oral representation, or any written statement by either party, except for a dated written amendment to this Agreement signed by CFS and an authorized representative of the Company.

G. Litigation

In the event of litigation between the parties hereto arising out of or to settle issues or disputes arising under this Agreement, the prevailing party in such litigation shall be entitled to recover against the other party its costs including reasonable attorney's fees, which shall include any fees and costs attributable to trial, appellate, or post judgment proceedings.

IN WITNESS WHEREOF, the parties hereunto executed this Agreement the day and year first above written

TOWN OF LAKE PARK

WITNESSES:

(1) \_\_\_\_\_ by: \_\_\_\_\_  
Its \_\_\_\_\_  
"the Company"

THE CENTER FOR FAMILY SERVICES OF  
PALM BEACH COUNTY, INC.

(1) \_\_\_\_\_ By: \_\_\_\_\_  
Executive Director  
"CFS"

# TAB 5

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date: August 8, 2010**

Agenda Item No.

PUBLIC HEARING

**RESOLUTION**

ORDINANCE ON FIRST READING

ORDINANCE ON SECOND READING

BID/RFP Award

DISCUSSION

GENERAL APPROVAL OF ITEM

**CONSENT AGENDA**

Other:

**SUBJECT: State Aid for Libraries, FY 2010-2011**

**RECOMMENDED MOTION/ACTION: That by resolution, the Town Commission approve submission of the grant application for State Aid to Libraries for the Lake Park Public Library.**

Approved by Town Manager

*W. Davis*

Date:

*9/2/10*

Virginia Martin, Grants Writer  
Name/Title

07/28/2010  
Date of Actual Submittal

<b>Originating Department:</b>  <b>Grants</b>	Costs: \$ 0 Funding Source: Acct. #	<b>Attachments:</b> <b>Resolution</b>
<b>Department Review:</b> <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input checked="" type="checkbox"/> <b>Finance</b> _____	<input type="checkbox"/> Fire Dept _____ <input checked="" type="checkbox"/> <b>Grants</b> <i>GM</i> _____ <input type="checkbox"/> Human Resources _____ <input checked="" type="checkbox"/> <b>Library</b> _____ <input type="checkbox"/> Marine _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Town Clerk _____ <input checked="" type="checkbox"/> <b>Town Manager</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	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 <b>Not applicable in this case</b> <i>GM</i> _____: Please initial one.

**Summary Explanation/Background: The Resolution is required as part of the approval process for the Library's annual application for State Aid to Libraries. Anticipated funding for FY 20010-2011 is approximately \$8,025. No local match is required to receive these funds.**

**RESOLUTION NO. 36-09-10**

**A RESOLUTION OF THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA APPROVING THE SUBMISSION OF AN APPLICATION REQUESTING STATE AID TO LIBRARIES GRANT FUNDING FOR LIBRARY SERVICES AND PROVIDING REQUIRED ASSURANCES**

**WHEREAS**, effective July 1, 2003 the Florida Legislature amended Chapter 257 Florida Statutes to allow application for State Aid to Libraries Grant Funding by municipalities; and

**WHEREAS**, in order to meet the requirements for application for State Aid to Libraries Grant Funding, the Town of Lake Park is required to approve submission of the application and make the following certifications provided herein;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA THAT;**

- Section 1. The Town of Lake Park, Florida is an eligible political subdivision.
- Section 2. The Town of Lake Park is the single library administrative unit.
- Section 3. The Commission of the Town of Lake Park is the designated governing body to provide library services.
- Section 4. The Library Director shall be the single administrative head employed by the Town of Lake Park with authority to manage and coordinate operations of the Town of Lake Park Public Library and shall have an approved job description.
- Section 5. The Library Director shall have an American Library Association accredited professional degree, and have at least two (2) years of full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of forty (40) hours per week.
- Section 6. All funds will be centrally expended by the single administrative head as part of the Library's budget.
- Section 7. The Town of Lake Park Public Library will extend borrowing privileges without charge to residents of all library service areas in the county that receives State Aid to Libraries Grants.
- Section 8. The Town of Lake Park Library will provide free library services.

- Section 9. The Town of Lake Park Library will participate with all libraries in the county that receives State Aid to Libraries Grants in joint planning for the coordination of library services to residents.
- Section 10. The Town of Lake Park Library will continue to be operated a minimum of forty (40) hours per week.
- Section 11. Attached hereto is Exhibit A, a three (3) year long-range plan as approved by the Commission of the Town of Lake Park.
- Section 12. The Commission of the Town of Lake Park, Florida hereby authorizes the Mayor and Town Clerk to execute the application for the State Aid to Libraries Grant funding.
- Section 13. This Resolution shall become effective immediately upon adoption.

## STRATEGIC PLAN FOR 2010 – 2013



### VISION STATEMENT:

To cultivate and foster diversity in the community, an enthusiasm for knowledge and an atmosphere that promotes lifelong learning.

### MOTTO:

This is where education continues after school ends; where readers are grown from childhood to adulthood; and where doors are open for everyone. *THIS IS YOUR LIBRARY.*

### MISSION STATEMENT:

The mission of the Lake Park Public Library is:

- To promote knowledge and preservation of information;
- To make available materials which aid in the pursuit of education, information, research and recreation; *and*
- To provide the community with skilled guidance in navigating all information to fulfill their knowledge needs.

### ORGANIZATIONAL GOALS:

- Providing first class customer service
- Developing strong relationships with Town staff, businesses, and the community
- Focusing training on achieving our goals
- Striving to achieve excellence



## Goals • Objectives:

### 1. Respond to community needs.

Objective: Provide opportunities for community input.

- Create a Patron Board to coordinate with Library Board within the next 12 months.
- Actively promote surveys and suggestion box use.
- Promote Friends as newly revised organization.

### 2. Renew, revive, and update the library.

Objective: Address needs of the underserved.

- Focus on making youth areas more friendly and inviting to both children and parents.
- Create a children's circulation desk in the children's room by the close of 2010.
- Refinish or replace old shelving within the next 12 to 24 months.
- Create distinct areas for patrons within the next 12 to 24 months.
- Update Children's collection by the close of 2010.
- Create a Teen Center by the close of 2011.

### Strengthen current partnerships.

Objective: Provide new opportunities for community stakeholders.

- Create campaigns that include community and Town partners.
- Join with community partners to bring Town events into the Library.

Objective: Seek out new opportunities for unique partnerships.

- Seek out a strong partnership with local schools.
- Provide youth activities that complement school curriculum.

### Nurture Diversity.

Objective: Celebrate the community's unique diversity.

- Provide activities and materials that represent users' interests and origins.
- Actively participate in community diversity activities.
- Create activities that highlight and promote the community's diverse flavors.
- Partner with local and other agencies and organizations.
- Seek sponsorships by local businesses to support library activities and services.
- Foster cooperation and involvement by the local commercial businesses.

### 6. Expand availability and participation.

Objective: Seek new methods by which to reach out to the community.

- Consider innovative solutions for expanding hours of operation in the next 14 to 24 months.
- Establish as policy to ever expand the number of community stakeholders.
- Seek grants that focus on expanding library communications by both new and established technologies and provide materials in cutting edge media.

### 7. Encourage creativity.

Objective: Create an atmosphere in tandem with the Town's artistic and historical character.

- Seek support of digital archiving and access of Town historical documents by 2012.
- Support local historical society by proposing to serve as a digital archive depository.
- Continue to expand current youth Summer Program that incorporates unique creative tools that inspire reading and makes researching knowledge fun and exciting.
- Provide programs in conjunction with Town's Art Studio to promote the Arts and provide opportunities for the community to experience the connection between the two.

### 8. Foster innovation.

Objective: Invite creative innovation in a fun-filled atmosphere.

- Train staff in positive communication.
- Inspire staff with the Mission and Motto of the Library.
- Provide opportunities for staff to regularly brainstorm new and unique solutions.
- Encourage and promote spontaneity among both staff and patrons.
- Promote excellence above *just* average.

### 9. Improve continuously.

Objective: Constantly review our goals and critique our results.

- Create opportunities for close cooperation between Library staff and stakeholders such as the Library Board, Commission and other community members.

### 10. Extend our vision into the future.

Objective: Establish a policy of seeking out and applying cutting-edge technology.

- Constantly pose the questions "*can it be done better?*" and "*what else can we do?*"
- Constantly keep abreast of new techniques and trend.
- Revisit goals and accomplishments on a regularly scheduled basis.
- Support staff professional development and promote learning new skills.

# TAB 6

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date: September 8, 2010**

Agenda Item No.

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING              | <input checked="" type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> Ordinance on Second Reading |  |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> DISCUSSION                |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD             |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other:                      |  |

**SUBJECT: Amending Citation Fine Schedule to Add Fine for Failure to Pay Fee for an Out of Town Registration**

RECOMMENDED MOTION/ACTION: **Approval**

Approved by Town Manager

*W. J. Davis*

Date:

*9/1/10*

Patrick Sullivan CD Director

*PS*

8-31-2010

Name/Title

Date of Actual Submittal

<b>Originating Department:</b> Community Development	Costs: \$ N/A Funding Source: Acct. #	Attachments: Resolution and Schedule
Department Review: <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input checked="" type="checkbox"/> Community Development <i>PS</i>	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ 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.	<b>Yes I have notified everyone</b> <i>PS</i> Or 8/31/2010 Not applicable in this case _____: Please initial one.

**Summary Explanation/Background:** We presently have no way of enforcing our Code provision that requires out of town vendors to get an out of Town Business Registration. Adding this violation to the fine schedule will allow us to issue a citation to those companies that do not voluntarily register as out of town vendors (eg mowing services). We can tie the violation to the license plate and notify the offender to appear before our magistrate or else they will be fined and have a lien placed on their property.

**RESOLUTION NO. 37-09-10**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AMENDING RESOLUTION NO. 65-09-07 TO REVISE THE CITATION FINE SCHEDULE FOR VARIOUS VIOLATIONS OF THE TOWN'S CODE OF ORDINANCES, AS PRESENTED IN EXHIBIT "A" WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN; 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**, the Town Commission had previously adopted a fine schedule for various violations of the Town's Code of Ordinances which are enforced by citation and which has been previously codified in Chapter 9, Section 9-71 of the Town Code; and

**WHEREAS**, the Town Commission repealed the fine schedule previously codified at Code Section 9-71 and now provides for the establishment of a fine schedule for citations by Resolution; and

**WHEREAS**, the Town Commission recognizes that the use of citations to enforce certain sections of the Town will be an efficient and cost effective additional method of code enforcement; and

**WHEREAS**, the Town Commission desires to revise the list of citations; and

**WHEREAS**, the Town Commission has determined that it is in the best interest of the public health, safety and general welfare to revise the schedule of fines established in Resolution No. 65-09-07; and

**WHEREAS**, a copy of the revised fine schedule listing the Code Sections and corresponding fines for violations of the Town Code to be enforced by citation is attached hereto and incorporated herein as **Exhibit “A”**.

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

**Section 1.** The foregoing recitals are hereby incorporated as true and correct as the legislative findings of the Town Commission.

**Section 2.** The Town Commission hereby approves the revised schedule of fines for violations of the Town Code to be enforced by citation, as presented in **Exhibit “A”**, and Town staff is directed to implement the revised list of citations commencing with the effective date of this Resolution.

**Section 3.** This Resolution shall take effect immediately upon its adoption.

**Exhibit A**

<b>Code Section</b>	<b>VIOLATION DESCRIPTION</b>	<b>FINE</b>
10-32	Nuisance	\$100
10 -154	Noise disturbance	\$250
16 -3	Unlawful trespass on public land	\$125
18 -61	Domestic animals prohibited in park	\$50
18 -85	Violation of permit terms for use of park	\$50
18 -81	No permit for special event	\$250
20 -32	No permit for garage sale	\$50
24 -34	Illegal roll-off (residential)	\$250
24 -74	Illegal roll-off (commercial)	\$250
24 -8	Illegal dumping / littering	\$250
24-39	Overloaded sanitation container (Residential)	\$50
24 -78	Overloaded sanitation container (Commercial)	\$50
30 -2	Prohibited parking	\$50
30 -33	Commercial loading and unloading	\$250
30 -35	Parking commercial vehicle in residential are	\$125
32 -57	Illegal watering 1 <sup>st</sup> offense	\$50
32 -57	Illegal watering 2 <sup>nd</sup> offense	\$250
32-57	Illegal watering 3 <sup>rd</sup> or more offense	\$500
34 -6	Hatracking; tree topping	\$250
70 -32	Sign code violation	\$125
<u>2-320</u>	<u>No out of Town Business Registration</u>	<u>\$50</u>

# TAB 7

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: September 8, 2010

Agenda Item No.

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                |
| <input type="checkbox"/> Ordinance on Second Reading |  |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> DISCUSSION                |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD             |
| <input type="checkbox"/> APPROVAL OF ITEM            | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> OTHER                       |  |

**SUBJECT: Notification of monitoring well in the Date Palm Drive Median.**

**RECOMMENDED MOTION/ACTION: N/A**

Approved by Town Manager W. P. Davis Date: 9/1/10  
W. P. Davis PUBLIC WORKS DIR. 9/1/10  
 Name/Title Date of Actual Submittal

<b>Originating Department:</b> Public Works	<b>Costs:</b> <b>Funding Source:</b> Acct. #	<b>Attachments:</b> <b>Agreement</b>
<b>Department Review:</b> <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input checked="" type="checkbox"/> Legal <u>WPD</u>	<input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input checked="" type="checkbox"/> Public Works <u>WPD</u> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ 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>WPD</u> or Not applicable in this case _____ Please initial one.

**Summary Explanation/Background:** The U.S. Geological Survey, Florida Water Science Center would like to install and maintain a monitoring well in the median on Date Palm Drive between 6<sup>th</sup> and 7<sup>th</sup> Street. The well will be used for water-level measurements, geophysical measurements and/or water-quality sampling purposes. The monitoring well will be a hole extending into the earth produced by drilling or auguring. The hole may be cased and

**screened at an appropriate depth for water-level measurements and/or sampling. The well water may be sampled for multiple constituents.**

**The well shall be installed, properly maintained, and eventually abandoned by the USGS at its own expense. The Agreement is for a term of 5 years. After 5 years the Agreement can be terminated by either party with 60 days notice. All data retrieved will be held exclusively with the USGS and the Town of Lake Park.**

**This item is simply to notify the Commission that the well is being installed.**



# United States Department of the Interior

U.S. GEOLOGICAL SURVEY  
FLORIDA WATER SCIENCE CENTER  
2639 North Monroe Street, Suite A200  
Tallahassee, Florida 32303  
Telephone: 850-553-3640

June 17, 2010

Mr. Greg Dowling  
Director, Parks and Recreation  
Town of Lake Park  
535 Park Avenue  
Lake Park, Florida 33403

6/23/10 [Red stamp]

Dear Mr. Dowling:

The National Water-Quality Assessment (NAWQA) Program of the U.S. Geological Survey (USGS) is initiating a new water-quality study of shallow groundwater in residential and urban areas in Palm Beach County, Florida. A primary goal of the USGS NAWQA Program is to describe the water-quality conditions for the Nation and one of the components is assessing the occurrence of nutrients, pesticides, volatile organic compounds (VOCs), trace elements, and radionuclides in principal aquifers in the Nation. The surficial aquifer in Palm Beach County has been selected for study and we have already completed studies sampling domestic wells (11 wells) and public supply wells (15 wells) in Palm Beach County. Our next planned study in Palm Beach County is to install and sample 32 shallow environmental water-quality monitoring wells to assess the groundwater quality in residential and commercial areas.

Some of the locations we would like to install these monitor wells are near or within municipal and county parks. We are soliciting your assistance in allowing us to drill some wells at selected parks owned and operated by the Town of Lake Park. Drilling will occur in August or September of 2010 and take about 2 to 3 hours per site. Drilling will be monitored by USGS personnel at all times and the drilling locations will be returned to original condition upon completion. When completed, the well will be flush with the ground with a 4 inch cast iron lid (similar to a manhole cover) surrounded by an 18-inch square concrete pad. We will visit the wells once each year to measure water levels and ensure the well is properly maintained.

I would like the opportunity to discuss the possibility of drilling a well in one of your City owned parks. I will be in contact with you over the next week or so to provide additional information and arrange for a meeting the week of July 6th. If you have any questions about the USGS NAWQA program, please go to <http://water.usgs.gov/nawqa/> or contact the project manager Marian Berndt at 850-553-3670 ([mberndt@usgs.gov](mailto:mberndt@usgs.gov)) or myself at 850-553-3672 (office), 850-694-0025 (cell), [rmarella@usgs.gov](mailto:rmarella@usgs.gov)

Sincerely,

Richard L. Marella  
Geographer



# United States Department of the Interior

## U.S. GEOLOGICAL SURVEY

FLORIDA WATER SCIENCE CENTER – TALLAHASSEE  
2639 North Monroe Street, Suite A-200  
Tallahassee, Florida 32303  
Telephone: 850-553-3640  
FAX: 850-553-3641

### **NAWQA well drilling information sheet (summer 2010)**

The following information provides general procedures that for USGS well drilling in Palm Beach County, August and September 2010. Drilling will be done by GFI International from Delray Beach:

- The location of the property for each well will be determined by the USGS. Well locations will be selected randomly across the County for a fair representation of the urban landscape.
- The actual location of the well on each property will be determined by USGS personnel in conjunction with the land owner. A short agreement will be presented and signed by both parties.
- A stake will be placed at the actual drilling location, which will be approved with the land owner.
- Underground utilities will be located at each site. The USGS will contact the appropriate people to visit each site and mark for obstructions. If obstructions are found, the well site will be moved within the general area of the original placement.
- Drilling will occur several weeks later, USGS will notify the land owner of the date and approximate time of the actual drilling. All efforts will be made to make the drilling times convenient for both the land owner and the driller.
- The drillers will arrive on-site and set rig up. Rig is the approximate size of a small tow truck (see picture below).
- Actual drilling will take about 30 to 60 minutes, at which time the rig will be moved off the well and cleaned. The well will be 2 inches in diameter and about 20 feet deep.
- The well pad will be constructed while well is pumped (developed) for 20 to 30 minutes. The well pad will be about 18 inches round constructed of concrete, with a small (4 inch) man hole cover that will be bolted down (see picture below).
- Site will be cleaned up and drill rig and crew will move to next site. The entire time from arrival to leaving should take between 2 and 3 hours.
- USGS personnel will complete clean up and address any issues on site. They will also meet with land owner at that time or another time to make sure site is acceptable, if not USGS personnel will make the necessary changes or arrangements to fix.
- After we drill the well this summer, we will collect a water sample sometime early 2011. The water sample collection will take about six hours, which we do on-site in our USGS mobile lab van.
- The following 6 or 7 years, we will visit the well once a year to do a water level (takes about 5 minutes) and visually inspect the well to see if any damage occurred over the previous 12 month period. We will also repair or do any maintenance to well to keep the visible part looking good. In 8 years (2018), we will revisit the well to collect another water sample.

Form 9-1483  
 Revised (October 2002)

Agreement Number: FLNAW-01-

## Well Drilling/Sampling Agreement

Doté Palm Drive Island - Town of Lake Park

The landowner agrees that the U.S. Geological Survey (USGS), Florida Water Science Center may install and maintain a monitoring well on the landowner's property at a mutually agreed-upon site at the location listed below. The landowner also agrees that the USGS will have access to the site, as it reasonably deems necessary for water-level measurements, geophysical measurements and/or water-quality sampling purposes during the life of this agreement.

The monitoring well will be a hole extending into the earth produced by drilling or auguring. The hole may be cased and screened at an appropriate depth for water-level measurements and/or sampling. The well water may be sampled for multiple constituents.

Excavation and/or installation of the well may begin at any time after this agreement is fully executed. The well shall be excavated, installed, and properly maintained by the USGS at its own expense. This agreement shall be regarded as granting a license or easement, whichever may be most appropriately characterizes it under applicable state law, in favor of USGS to enter landowner's property for the purposes noted herein.

At the expiration of this Agreement, the well may be abandoned in one of the following ways:

1. The well may be removed, filled and/or plugged, according to federal, state, and local regulations, by the USGS at its own expense within a reasonable time after the expiration of this Agreement. The USGS, soon thereafter, shall restore the property, again at its own expense, as nearly as possible to the same condition as existed prior to the excavation and/or installation of the well, or
2. At the request of the Landowner, and if the well has been in existence for five years or more, ownership of the well may be transferred to the Landowner under a separate Well Transfer Agreement.

During the life of this Agreement, the Federal Government will be liable for any loss related to the installation, operation, maintenance, or other activities associated with the well described above in accordance with, and to the extent permitted, under the Federal tort Claims Act (28 U.S.C. 1346(b) and 2671 et seq.)

This agreement shall become effective when fully executed and shall continue in force for 5 years unless terminated earlier by the USGS upon 60 days written notice. After 5 years, the Agreement remains in force until terminated by either the USGS or the Landowner upon 60 days written notice to the other party.

Description of well located at Lat. 26.79593 N Long. 80.0650 W (Attach Drawing)



Revised (October 2002)

**U.S. Geological Survey (USGS) Well Drilling/Sampling Agreement**

Continued

Landowner: Town of Lake Park

Address: 650 Old Dixie Highway Lake Park Fla 33403

Tel. Number: 561.881.3345 Fax Number: 561.881.3349

USGS WSC Director: Eric Strom, Acting Director

Address: 720 Gracern Rd, Columbia, SC 29210

Tel. Number: 803-750-6109 Fax Number: 803-750-6181

USGS Project Chief: Marian P. Berndt

Address: 2639 North Monroe Street – Suite A-200, Tallahassee, FL 32303

Tel. Number: 850-553-3670 Fax Number: 850-553-3641

**U.S. GEOLOGICAL SURVEY**  
By

Richard L. Marella  
Print Name

Date: 8-13-2010

  
Signature

**LANDOWNER**  
By

J. DAVID HUNT, P/W DIRECTOR Date: 8/17/10  
Print Name

  
Signature

- Again, eight years later (2026) we will collect another water sample, and visit the well each in between to obtain a water level.
- During this entire time, if the well gets damaged beyond repair, or the project is discontinued, the USGS will repair or pay to properly abandon the well.



# TAB 8

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date: September 8, 2010**

Agenda Item No.

- |   |  |
|---|--|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input type="checkbox"/> GENERAL APPROVAL OF ITEM<br><br><input checked="" type="checkbox"/> Other: Proclamation | <input type="checkbox"/> RESOLUTION<br><br><input type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input checked="" type="checkbox"/> CONSENT AGENDA |
|---|--|

**SUBJECT: Proclamation for Constitution Week**

**RECOMMENDED MOTION/ACTION: Approval of Proclamation**

Approved by Town Manager *W. Davis*

Date: 8/31/10

*Ann [Signature]*  
Name/Title Town Clerk

8/31/10  
Date of Actual Submittal

<b>Originating Department:</b> Human Resources	Costs: \$500.00  Funding Source:  Acct.	<b>Attachments:</b> Copy of Proclamation
<b>Department Review:</b> <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input checked="" type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	<b>Yes I have notified everyone</b> _____ OR Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:**

**On August 18, 2010, the Clerk's office received a letter from Ms. Gail Vastola, member of the Seminole Chapter of the Daughters of the American Revolution requesting that our Town Commission adopt a proclamation recognizing September 17, 2010 as Constitution Week.**

**Dr. David & Gail Vastola**  
207 Montant Drive  
Palm Beach Gardens, FL 33410

Fla. Phone (561) 627-8522  
Mass. Phone (978) 546-7055

Cell (561) 704-5797  
E-mail: mayorgail@aol.com

August 18, 2010

Town of Lake Park  
529 Park Avenue  
Lake Park, FL 33403

Dear Mayor:

As a member of the Seminole Chapter of the Daughters of the American Revolution I would like to remind you and your council that September 17, is the beginning of Constitution Week. Our Chapter would request that your council recognize this important week with a proclamation to remember this historic moment in our country's history. Also we would request a copy of the proclamation so that we can share it with our members. I have attached three suggestions that you might want to use.

Your assistance in making this week a time to step back and remember our history, our laws and the dedication of our fore fathers would be greatly appreciated. If I can be of any assistance please let me know.

Sincerely,



Gail H. Vastola  
Constitution Committee Chair  
Seminole DAR

GHV

**PROCLAMATION  
TOWN OF LAKE PARK, FLORIDA  
CONSTITUTION WEEK**

**WHEREAS;** the Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by laws; and

**WHEREAS;** September 17, 2010, marks the two hundred twenty-third anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS;** it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

**WHEREAS;** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

**NOW, THEREFORE;** I, Honorable Desca DuBois, Mayor of the Town of Lake Park, Florida do hereby extend greetings and best wishes to all observing September 17, 2010, as *Constitution Week*.

**IN WITNESS WHEREOF,** I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this day of , 2010.

BY: \_\_\_\_\_  
Mayor Desca DuBois

ATTEST:

\_\_\_\_\_  
Vivian Lemley, Town Clerk

# TAB 9

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date: September 8, 2010**

Agenda Item No.

- |   |   |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input type="checkbox"/> GENERAL APPROVAL OF ITEM<br><br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><br><input type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
|---|---|

**SUBJECT: Waiver of \$500.00 Event Fee and \$25.00 Special Events Permit Fee to Lake Park Chapter of Kiwanis.**

**RECOMMENDED MOTION/ACTION: Approve**

Approved by Town Manager *[Signature]*  
 Date: 9/1/10

Karen Mahnk, Library Director

9/8/2010

Name/Title	Date of Actual Submittal	
<b>Originating Department:</b> <b>Library</b>	Costs: \$ -0-  Funding Source:  Acct.	<b>Attachments:</b> <b>Event Application</b>
<b>Department Review:</b> <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Human Resources _____ <input checked="" type="checkbox"/> <b>Library</b> _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	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 <b>Not applicable in this case</b> <u>KM</u> :  Please initial one.

**Summary Explanation/Background:** The Lake Park Chapter of Kiwanis is sponsoring the 2010 Halloween Party at the Marina. Staff is recommending that the \$500.00 Event Fee and \$25.00 Special Events Permit Fee be waived by the Town Commission.

# TAB 10

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: September 8, 2010

Agenda Item No.

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING<br><input checked="" type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input type="checkbox"/> GENERAL APPROVAL OF ITEM<br><br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><br><input type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input type="checkbox"/> CONSENT AGENDA |
|--|---|

**SUBJECT: Amend PUD Section 78-77 to Decrease the Minimum Size Area Required to Create a PUD. Second Reading.**

**RECOMMENDED MOTION/ACTION: Approval**

Approved by Town Manager

*W. J. Davis*

Date:

*8/30/10*

Patrick Sullivan CD Director

8-19-2010

Name/Title

Date of Actual Submittal

<b>Originating Department:</b> <b>Community Development</b>	Costs: \$ N/A  Funding Source:  Acct. #	<b>Attachments:</b> <b>Ordinance</b>
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input checked="" type="checkbox"/> Community Development <i>PPS</i>	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ 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.	<b>Yes I have notified everyone</b> <i>[Signature]</i> Or <span style="float: right;">8/20/2010</span> Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** As the ordinance now reads, a property owner must assemble a minimum of five acres of land in order to create a commercial PUD or ten acres for a residential PUD. Reducing the minimum size will allow for more flexibility. The Town has very small lots and trying to assemble enough lots to create a PUD based on 5 acres is unlikely to occur. By reducing the size to 80,000 square feet (1.8 acres) it provides for a developer to assemble from 4 to 6 lots for a commercial PUD. This amounts to about half a city block. An example would be the proposed redevelopment around the marina. South Florida yachts is assembling 5 lots and it would be helpful to them to be able to apply for a PUD which would allow them more flexibility in developing this area. They would be able to do away with interior lot lines

with a PUD which in turn eliminates the need for a landscape buffer around the boundaries of each individual lot. It also allows for flexibility with other zoning regulations such as height, setbacks, landscaping, etc. (but only with the approval of the Town Commission). As it stands now with the 5 acre minimum it would be very difficult to develop that area in an appropriate way.

**ORDINANCE 09-2010**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 77, SECTION 78-77 PERTAINING TO PLANNED UNIT DEVELOPMENT REGULATIONS; PROVIDING FOR MINIMUM SITE AREA AND BUILDING HEIGHT LIMITS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF ALL LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

WHEREAS, the Town has adopted a Comprehensive Plan which was previously determined by the Department of Community Affairs to be in compliance with Chapter 163, Part II, Florida Statutes; and

WHEREAS, the Town's Land Development Regulations included Planned Unit Development (PUD) regulations; and

WHEREAS, the Town staff has recommended that the Town's PUD regulations should be amended to further the public's health, safety and general welfare.

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

**Section 1.** The whereas clauses are hereby incorporated as true and correct as the findings of fact and conclusions of law of the Town Commission.

**Section 2.** Section 78-77, Section 1 (g)(1) of Section 78 of the Town Code entitled "Planned Unit Development (PUD) is hereby amended as follows:

**Sec. 78-77. Planned unit development (PUD).**

**1. [General provisions.]**

(g) *General and special regulations.* The following general and special regulations shall apply to all planned unit developments:

(1) *Minimum site area and building height limit.* No site shall qualify for a planned unit development unless it consists of a contiguous area of at least ~~ten acres~~ 150,000 square feet in for a residential districts PUD and ~~five acres~~ 80,000 square feet in business districts for a commercial PUD. Maximum allowable height of structures in the PUD without a waiver shall be four stories or 50 feet in business district.

**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. Codification.**

The Sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "Ordinance" may be changed to "section", "article", or any other appropriate word.

**Section 5. Repeal of Laws in Conflict.**

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

**Section 6. Effective Date.**

This Ordinance shall take effect immediately upon adoption by the Town Commission.

# TAB 11

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date: September 8, 2010**

Agenda Item No.

- PUBLIC HEARING
- Ordinance on Second Reading
- Public Hearing

RESOLUTION

DISCUSSION

**ORDINANCE ON FIRST READING**

BID/RFP AWARD

GENERAL APPROVAL OF ITEM

CONSENT AGENDA

Other:

**SUBJECT: Amending Chapter 54 to Add Additional Conditions Which May Be Declared To Be a Nuisance**

**RECOMMENDED MOTION/ACTION:** Approval

**Approved by Town Manager** W. Davis

**Date:** 9/1/10

Patrick Sullivan CD Director

PS  
Name/Title

9-1-2010

Date of Actual Submittal

<b>Originating Department:</b> <b>Community Development</b>	Costs: \$ N/A Funding Source: Acct. #	Attachments: <b>Ordinance</b>
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input checked="" type="checkbox"/> Community Development <i>PS</i>	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ 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.	<b>Yes I have notified everyone</b> <u>PS</u> Or 8/31/2010 Not applicable in this case _____: Please initial one.

**Summary Explanation/Background: As the ordinance now reads the Town can only abate certain landscaping nuisances. The additional nuisances added to this section already exist in Chapter 10 but there is no provision for abating them. This amendment fixes that and will allow the Town to abate all conditions that are considered and enumerated by the Code as nuisances. As an example, swimming pools will be added as will uninhabitable buildings.**

**ORDINANCE NO. 10-2010**

**A ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 54 "BUILDINGS AND BUILDING REGULATION", ARTICLE III, SECTION 54-131 TO ADD ADDITIONAL CONDITIONS OR ACTIVITIES WHICH MAY BE DECLARED TO BE A NUISANCE; PROVIDING FOR THE AMENDMENT OF SECTION 54-132 TO AUTHORIZE THE TOWN TO TAKE SUCH METHODS OR ACTIVITIES AS MAY BE NECESSARY TO ABATE A DECLARED NUISANCE; PROVIDING FOR SEVERABILITY, PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Article VIII, §2(b) of the Constitution of the State of Florida and Chapter 166, Florida Statutes, the Town of Lake Park, Florida (the "Town") has the governmental and corporate powers of a duly constituted municipality; and

**WHEREAS**, the Town Commission has previously adopted provisions pertaining to property maintenance and nuisance abatement which have been codified in Chapter 54, Sections 54-81, 54-82, 54-131, 54-132, 54-133 and 54-134; and

**WHEREAS**, subsequent to the adoption of these provisions, it has become apparent that minor revisions need to be made to various portions of Code Sections 54-131 and 54-132 in order to provide the Town with more flexibility in property maintenance and abating certain nuisances in an expedient manner; and

**WHEREAS**, Town staff has recommended that the Town Commission amend Code Section 54-131 and 54-132 as provided herein; and

**WHEREAS**, the Town Commission, deems it to be in the interest of the public health, safety and general welfare to amend Chapter 54, Sections 54-131 and 54-132, pertaining to property maintenance and nuisance abatement as recommended by Town staff.

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

**Section 1.** The foregoing recitals are adopted herein as true and correct findings of fact and conclusions of law of the Town Commission.

**Section 2.** Chapter 54, Article III, Sections 54-131 and 54-132 are hereby amended to read as follows:

**Sec. 54-131. - Nuisance declared.**

It is hereby declared and determined by the town commission, that the following shall each individually, or in any combination, be considered nuisances when they exist upon a lot in the town:

- (1) Accumulations of waste, yard trash, or rubble and debris; and other abandoned materials, metals, lumber or other things;
- (2) Accumulations of waste, yard trash, or rubble and debris and other abandoned materials that may harbor rats or poisonous snakes or that may contain pools of water that may serve as breeding grounds for insects or other disease vectors;
- (3) Uncultivated vegetation greater when:
  - a. Greater than 12 inches in height located on nonresidential vacant lots; or
  - b. Greater than eight inches in height when located on developed or undeveloped residential or developed nonresidential lots.
- (4) Schinus terebinthifolius (commonly known as Brazilian Pepper) bushes or trees, if uncultivated;
- (5) Uncultivated vegetation that constitutes a fire hazard; or
- (6) Vegetation, whether or not cultivated, that impedes or obstructs adequate view of intersections, traffic signs, railroad crossings or traffic from any street, road, or highway.
- (7) Any standing dead trees in close proximity to developed lots or rights-of-way.
- (8) Any condition which provides harborage for rats, mice, and other vermin or for the breeding of mosquitoes;
- (9) Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation, or kept in such an unsanitary condition that it is a menace to the health of people residing in the vicinity thereof, or presents a more than ordinarily dangerous fire hazard in the vicinity where it is located;
- (10) All unnecessary or unauthorized noises and annoying vibrations, including animal noises;
- (11) All disagreeable or obnoxious odors and stenches, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stenches;
- (12) The carcasses of animals or fowl not disposed of within a reasonable time after death;
- (13) The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, creamery, industrial wastes or other substances;
- (14) Any building, structure or other place or location where any activity which is in violation of local, state or federal law is conducted, performed or maintained;
- (15) Any accumulation of stagnant water on any lot or piece of ground;
- (16) Dense smoke, noxious fumes, gas, soot or cinders, in unreasonable quantities.
- (17) Swimming pools that have an accumulation of dirt, algae, scum or other materials and debris which would render a swimming pool generally unusable for recreational purposes.

**Sec. 54-132. - Nuisance to be abated.**

Any nuisance declared by this section, which is found, on any property within the town shall be abated in the following manner:

(1) If the nuisance consists solely of accumulations of waste, yard trash, or rubble and debris as provided in subsections 54-131(1) and (2), it shall be abated in its entirety, provided that the nuisance exists upon a lot which is adjacent to a property which is developed or has been used for residential, commercial or industrial purposes; or

(2) If the nuisance consists solely of uncultivated vegetation as provided in subsections 54-131(3), (4) and (5), and the parcel is less than one and one-half acres in size, the nuisance shall be abated in its entirety. If the parcel is greater than one and one-half acres in size, the nuisance shall be abated on the portion one hundred feet of the boundary of any adjacent property, which is developed or has been used for residential, commercial or industrial purposes.

(3) In cases involving areas declared by the town commission as blighted, pursuant to state statutes, or in any cases which there is evidence of vagrants using the overgrown property for habitation, or that crimes of a violent nature, or crimes involving the sale or possession of illegal substances are occurring on the premises, then the nuisance may be abated in its entirety, regardless of lot size. The evidence of such activities must be documented by the town code compliance division or other appropriate law enforcement agency. In abating such nuisances, property owners and the town are encouraged to preserve, and need not clear, trees and *Serenoa repens* (commonly known as Saw Palmetto). Property owners and the town are encouraged to clear *Melaleuca quinquenervia* (commonly known as Punk Tree, Cajeput, or Paper Bark Tree), *Casurina Spp.* (commonly known as Australian Pine); *Acacia Ariculaeformis* (commonly known as Earleaf Acacia); and property owners and the town shall be required to clear *Schinus terebinthifolius* (commonly known as Brazilian Pepper).

(4) If the nuisance consists of the obstruction of adequate view of intersections, crossings, or traffic signs, the nuisance shall be abated in accordance with the safe sight distance triangles provisions of the Code or other applicable regulations, and when not provided by law or ordinance, the nuisances shall be abated so as to afford a clear, unobstructed view.

(5) If the nuisance consists of dead trees, only those standing dead trees located in an area that, if they fell, would likely cause damage to adjacent developed lots, sidewalks, or rights-of-way, need be removed.

(6) If the nuisance consists in part of uncultivated vegetation and in part of other nuisances declared by this article, the provisions of subsections (1), (2) and (3) shall each apply to its abatement.

(7) In cases involving buildings or structures that are unfit for habitation the nuisance shall be abated by using any means available to secure the building or structure in such a manner as to prevent trespass or occupation of the premises.

(8) If the nuisance consists of a noxious swimming pool, the nuisance shall be abated either by draining the pool, chemically shocking the pool, or taking such other actions as may be necessary to eliminate the nuisance. If the property is a residential home and has been abandoned, the Town shall have the authority to secure the property to prevent trespassing or occupation of the premises.

(9) The Town is authorized to take such actions as may be necessary to abate other nuisances declared by this chapter in their entirety.

**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 12

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **September 8, 2010**

Agenda Item No. \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input type="checkbox"/> GENERAL APPROVAL OF ITEM<br><br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> RESOLUTION<br><br><input checked="" type="checkbox"/> <b>DISCUSSION</b><br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input type="checkbox"/> CONSENT AGENDA |
|---|---|

**SUBJECT: Red Light Camera Litigation and Legislation**

**RECOMMENDED MOTION/ACTION: N/A**

Approved by Town Manager \_\_\_\_\_

M. Davis

Date: \_\_\_\_\_

8/31/10

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date of Actual Submittal

<b>Originating Department:</b> <b>Town Manager</b>	<b>Costs:</b> Funding Source: Acct. #	<b>Attachments:</b>
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ 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 _____ OR Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** Commissioner Rumsey requested an opinion from the Town Attorney regarding the legality of a Red Light Camera Program. The opinion is attached.

**TOWN OF LAKE PARK**  
**INTER-OFFICE MEMORANDUM**

To: Mayor and Town Commission

From: Thomas J. Baird, Town Attorney

Date: August 31, 2010

Re: Red Light Camera Litigation and Legislation

cc: Maria Davis, Town Manager

---

The Commission has requested my analysis of those cases which have been decided by Florida courts pertaining to red light cameras, and the effect of recently enacted legislation which was intended to address these cases. The two cases are styled Masone v. City of Aventura and Udowychenko v. City of Orlando. Both cases were considered and determined by a Circuit Court Judge, thus they are only binding law in those Circuits (Miami-Dade and Orange Counties). Nevertheless, both courts reached essentially the same conclusion, i.e. the cities' red light camera enforcement laws were preempted by State law. Specifically, in ruling against the cities' red light camera enforcement ordinances these two Circuit Court Judges relied on §316.007, F. S. which provides: "no local authority shall enact or enforce any ordinance on a matter covered by this chapter unless expressly authorized..."

The Circuit Court Judges ruled that the cities did not have the authority to enact ordinances which permitted red light cameras to enforce traffic infractions because the State of Florida had exclusive jurisdiction which "preempted" the cities enactment of laws which is in conflict with the state law. In its last Legislative session the Florida Legislature enacted House Bill 325, amending Chapter 316, Florida Statutes authorizing the use of traffic infraction detectors to enforce infractions pertaining to traffic signals.

House Bill 325 authoring the use of traffic infraction detectors also know as "red light cameras" was effective as of July 1, 2010. This legislation authorizes counties and municipalities to use red light cameras to enforce §§316.074(1) and 316.075(1)(c)1, *Florida Statues*. Accordingly, House Bill 325 has "cured" the specific attacks which were brought against the cities of Aventura and Orlando, respectively. While the Legislature has provided counties and municipalities with the authority to use "red light cameras", this does not necessarily mean that the use of this technology will not be subject to other legal challenges. There may be other legal challenges of a constitutional or other nature which might be brought against the use of cameras for traffic infractions. Therefore, I cannot, at this time offer the opinion that the Town's use of red light cameras will not be the subject of litigation. Accordingly, I would recommend that any agreement with a company that supplies this technology to the town include an indemnification provision which obligates the company to defend and hold harmless the Town in the event the Town's program is legally challenged.

# TAB 13

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date: September 8, 2010**

Agenda Item No.

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                   |
| <input type="checkbox"/> Ordinance on Second Reading |   |
| <input type="checkbox"/> Public Hearing              | <input checked="" type="checkbox"/> <b>DISCUSSION</b> |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD                |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input type="checkbox"/> CONSENT AGENDA               |
| <input type="checkbox"/> Other:                      |   |

**SUBJECT: Selection of an Official Town Logo**

**RECOMMENDED MOTION/ACTION: Provide Direction to Staff**

Approved by Town Manager W. Davis Date: 8/31/10

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date of Actual Submittal

<b>Originating Department:</b> Town Manager	<b>Costs:</b> Funding Source: Acct. #	<b>Attachments:</b>
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ 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 _____ OR Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** The Town Commission recently voted to install directional signage on Federal Highway and Park Ave. In developing various designs for the signage, it became abundantly clear that the Town should have a logo prominently displayed on the directional signage.

**Currently, there exists three Town Logos; a scroll, a depiction of Town Hall and a beach scene with palms. Copies attached.**

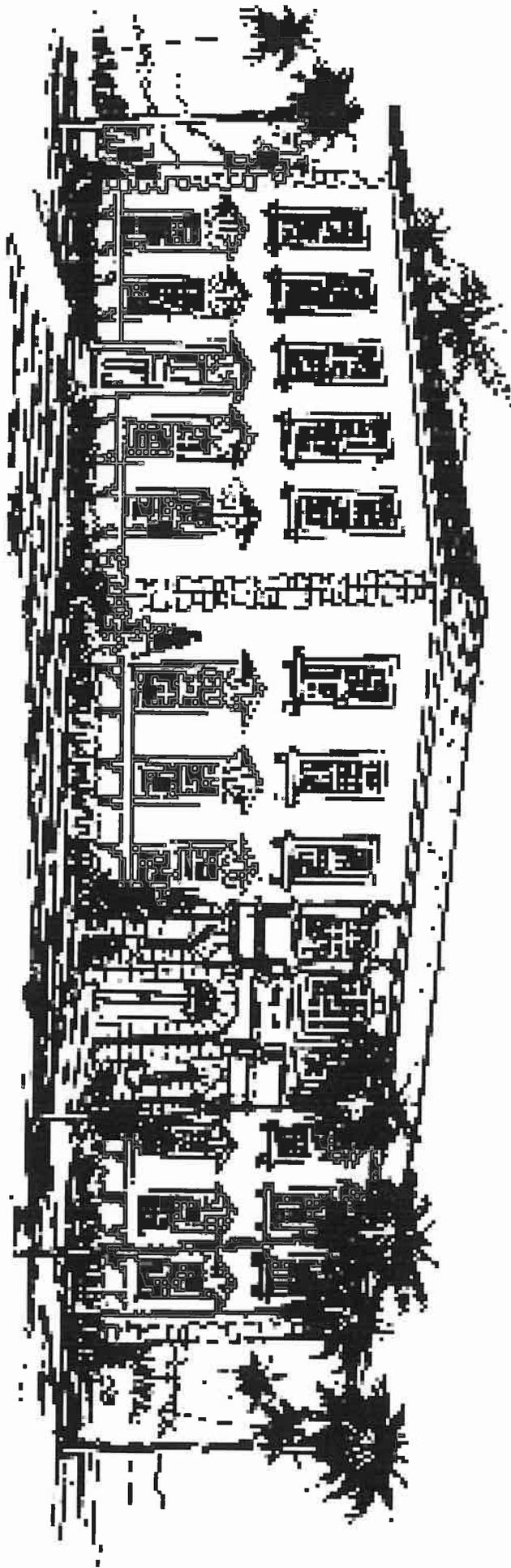
**Approximately 18 months ago the Town Commission, while sitting as the CRA Board, selected a logo for the CRA. During that meeting the Commission discussed its desire to “rebrand” the Town as a whole and develop a new logo in an effort to begin the “rebranding” process of the Town.**

**In order for staff to effectively proceed with the manufacturing and installation of the directional signs, staff believes that direction should be given by the Town Commission as to which logo the Commission wishes to use for the signage and for all official town business.**

**In response to the Commission’s previous suggestion, staff requested the Town’s communication firm, Adkins and Associates, to develop various logo options to present at the September 8<sup>th</sup> meeting.**

**Staff is requesting that the Town Commission select an official Town Logo. The Commission has the option of selecting one of the three existing logos or it can choose one of the various options presented by Adkins and Associates.**

**Once direction is provided, staff will have the directional signs designed with the Town Logo and it will begin phasing out all of the other logos accordingly.**



*Historic  
Lake Park*

*Jewel of the Palm Beaches*



*Chartered 1923*



# TAB 14

**Town of Lake Park Town Commission**  
**Agenda Request Form**

**Meeting Date: September 8, 2010**

**Agenda Item No.**

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><input type="checkbox"/> BID/RFP Award<br><input type="checkbox"/> GENERAL APPROVAL OF ITEM<br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><input type="checkbox"/> ORDINANCE ON SECOND READING<br><input checked="" type="checkbox"/> <b>DISCUSSION</b><br><input type="checkbox"/> CONSENT AGENDA |
|--|---|

**SUBJECT: Lighting Consultant Contract**

**RECOMMENDED MOTION/ACTION: Provide Direction**

Approved by Town Manager *Richard Pittman* Date: 9/1/10

Richard Pittman/CRA Project Manager  
Name/Title

09/01/10  
Date of Actual Submittal

<b>Originating Department:</b> TOWN MANAGER	<b>Costs: \$ 28,500.00</b> Funding Source: Acct. #	<b>Attachments:</b> <b>Consultant Proposal for Cost Study</b>
<b>Department Review:</b> <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> <b>Date: April 18, 2010</b> <b>Paper: Palm Beach Post</b> <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 _____ OR <b>Not applicable in this case :</b> RP <u><i>RP</i></u> Please initial one.

**Summary Explanation/Background: In April of this year the Town advertised for a consultant to perform a Townwide Street Lighting Cost Study. Three firms responded. The Town Commission interviewed and ranked the firms. Calvin, Giordano and Associates (CGA) was ranked No. 1.**

**Thompson & Youngross was ranked No. 2. The Commission directed the Town Manager to negotiate a contract with Calvin, Giordano and Associates.**

**On August 4, 2010, the Town Commission discussed hours and fees proposed by CGA to perform the services required for the cost study. At that time the Commission was presented a proposal which had been reduced in cost from \$74,000 to \$37,740. The Commission found the cost to be too high for the needed services and directed the Town Manager to negotiate a price with the number two ranked firm of Thompson & Youngross.**

**Mr. Andrew Youngross has met with the Town Manager and considered the scope of work of the cost study. The final proposal submitted by Thompson & Youngross Engineering Consultants to perform the cost study is \$28,500.00.**

**Staff is requesting direction as to whether the Commission wishes to enter into a contract with Thompson & Youngross for the proposed study. If the Commission chooses to place a referendum question on the March 11, 2011 ballot and the measure passes, the funding will be reimbursed from the loan proceeds. Otherwise, the funding for the study will be taken from the Town's fund balance (reserves). The proposal for the work is attached.**

**It should be noted that the proposal includes time to evaluate a lighting system using induction lighting. This lighting system consideration is included per Commission direction. It is almost certain that this type of lighting will not be recommended. The cost proposal can be reduced if induction lighting is eliminated from the scope of work.**



September 1, 2010

Town of Lake Park  
535 Park Avenue  
Lake Park, FL, 33403

Attn: Ms. Maria Davis  
Town Manager

Re: Town of Lake Park Cost Study for Townwide Street Lighting

Dear Maria,

Thompson Youngross Engineering Consultants is pleased to provide to the Town of Lake Park, Our estimated development hours and fee to provide the Cost study for Townwide street lighting.

Task	Personal Assigned	Man Hours
<b>Project Management</b>	<b>Principal</b>	<b>24</b>
<b>Develop layout of proposed supplemental FPL lighting and show existing and Town-owned</b>	<b>Senior Electrical</b>	<b>40</b>
<b>Cost estimate For supplemental FPL lighting/overhead distribution</b>	<b>Senior Electrical</b>	<b>6</b>
<b>Cost estimate For supplemental FPL lighting/underground distribution</b>	<b>Senior Electrical</b>	<b>6</b>
<b>Coordinate with FPL for removal of existing FPL Lighting, determine cost</b>	<b>Principal</b>	<b>4</b>
<b>Obtain town expenditures associated with existing town owned street lighting</b>	<b>Senior Electrical</b>	<b>6</b>
<b>Develop Layout New Decorative Lighting</b>	<b>Senior Electrical</b>	<b>25</b>
<b>Develop Layout New LED Lighting</b>	<b>Senior Electrical</b>	<b>25</b>

<b>Task</b>	<b>Personal Assigned</b>	<b>Man Hours</b>
<b>Develop Layout New Induction Lighting</b>	<b>Senior Electrical</b>	<b>20</b>
<b>Determine Feasibility and costs associated with lighting improvements via lease purchase from private firms</b>	<b>Senior Electrical</b>	<b>10</b>
<b>Determine Feasibility and costs associated with lighting improvements using decorative system, both underground and overhead</b>	<b>Senior Electrical</b>	<b>20</b>
<b>Determine Feasibility and costs associated with lighting improvements using Induction lighting system, both underground and overhead</b>	<b>Senior Electrical</b>	<b>16</b>
<b>Determine Feasibility and costs associated with lighting improvements using LED lighting system, both underground and overhead</b>	<b>Senior Electrical</b>	<b>16</b>
<b>Present Various cost proposals and recommendations to the town</b>	<b>Principal</b>	<b>12</b>
<b>Prepare a final report of the findings</b>	<b>Principal</b>	<b>20</b>
<b>Total Man hours Principal</b>		<b>60</b>
<b>Total Man hours Senior Engineer</b>		<b>190</b>

Based on the man-hours listed above, TYEC is proposing to perform the work for a Lump sum fee of \$28,500.

If you have any questions or require additional information, please call me to discuss.

Sincerely yours,



Andrew J. Youngross, P.E.  
Principal