AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, September 17, 2014
Immediately Following the
Final Public Hearing on the Budget
Lake Park Town Hall
535 Park Avenue

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

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

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

1. Certificate of Appreciation to James Hart for his Years of Service as Harbor Marina Director **Tab 1**

D. PUBLIC COMMENT:

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

E. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of

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

2. First Public Hearing on the Budget Meeting of September 3, 2014 **Tab 2**
3. Regular Commission Meeting Minutes of September 3, 2014 **Tab 3**

F. PUBLIC HEARINGS - ORDINANCE ON FIRST READING:
None

G. PUBLIC HEARINGS – ORDINANCE ON SECOND READING:
4. Ordinance No. 12-2014 An Ordinance providing for the Town's Consent to the Inclusion of the Town into Palm Beach County's Fire/Rescue Municipal Service Taxing Unit (MSTU) **Tab 4**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA; PROVIDING FOR THE TOWN'S CONSENT TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE TOWN OF LAKE PARK'S MUNICIPAL BOUNDARIES INTO PALM BEACH COUNTY'S FIRE/RESCUE MUNICIPAL SERVICE TAXING UNIT FOR FIRE-RESCUE, FIRE PROTECTION, ADVANCED LIFE SUPPORT (OR SIMILAR EMERGENCY SERVICES), FIRE CODE ENFORCEMENT AND OTHER NECESSARY AND INCIDENTAL SERVICES; PROVIDING FOR INTENT, PURPOSE, CONSENT AND DURATION; PROVIDING FOR EARLIER REPEAL OF ORDINANCE; PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; ACKNOWLEDGING LIMITATION ON AD VALOREM MILLAGE RATE FOR MUNICIPAL PURPOSES.

H. NEW BUSINESS:
5. Resolution No. 30-09-14 Adjusting the Building Permit Fee Schedule **Tab 5**

6. Resolution No. 31-09-14 To Amend the Town of Lake Park Uniform Classification System to Revise the Job Description for the Position of Harbor Marina Director **Tab 6**

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, October 1, 2014

Presentation

TAB 1

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **September 17, 2014** **Agenda Item No.** Tab 1

Agenda Title: **Presentation of Certificates of Appreciation to James Hart, C.M.M. for His Years of Service as Harbor Marina Director**

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

Approved by Town Manager DSS **Date:** 9/9/14

Vivian Mendez – Town Clerk
Name/Title

Originating Department: **Town Clerk**	Costs: **$ 0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Certificate of Appreciation**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case *VM* **Please initial one.**

Summary Explanation/Background:

A Certificates of Appreciation is being presented to James Hart for his dedicated years of service as the Harbor Marina Director..

Recommended Motion: No motion is necessary.

Certificate of Appreciation

James Hart, C.M.M.

Is hereby recognized for his outstanding service to the citizens of the Town of Lake Park during his service as the Lake Park Harbor Marina Director and for having unselfishly given of his time and commitment on behalf of the citizens of the Town of Lake Park.

Presented this 17th day of September, 2014

Mayor James DuBois

Town Clerk Vivian Mendez

Consent Agenda

TAB 2

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **September 17, 2014** **Agenda Item No.** Tab 2

Agenda Title: First Public Hearing on the Budget Meeting Minutes of September 3, 2014

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

Approved by Town Manager _____ **Date:** 9/4/14

Vivian Mendez – Town Clerk
Name/Title

Originating Department: **Town Clerk**	Costs: **$ 0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Agenda** **Meeting Minutes** **Exhibit A** **Exhibit B**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case *V.M* **Please initial one.**

Summary Explanation/Background:

Recommended Motion:

To approve the first public hearing on the budget meeting minutes of September 3, 2014.

Minutes
Town of Lake Park, Florida
First Public Hearing
on the Budget Meeting
Wednesday, September 3, 2014, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, September 3, 2014 at 6:30 p.m. Present were Mayor James DuBois, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager Dale S. Sugerman, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Vice-Mayor Kimberly Glas-Castro was absent.

Town Clerk Mendez performed the roll call and Mayor DuBois led the pledge of allegiance.

PUBLIC HEARING:

Open Public Budget Hearing

Mayor DuBois opened the public budget hearing.

A. Staff Report

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

B. Public Comments

John Hanley, 618 Date Palm Drive – (see Exhibit "B").

C. Commission Deliberation

Commissioner Rapoza had questions regarding the Recreation department budget as it pertained to the Tree Lighting; Car Show; and the Easter Egg Hunt.

1. Resolution No. 24-09-14 Adopting the Proposed Millage Rate for Fiscal Year 2014-2015

Motion: Commissioner O'Rourke moved to approve Resolution No. 24-09-14; Commissioner Rapoza seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		

Vice-Mayor Glas-Castro		Absent	
Mayor DuBois	X		

Motion passed 4-0

2. Resolution No. 25-09-14 Adopting a Tentative Budget for Fiscal Year 2014-2015

Motion: Commissioner O'Rourke moved to approve Resolution No. 25-09-14; Commissioner Rapoza seconded the motion.

Vote on Motion:

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

Motion passed 4-0

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager Sugerman had no comments.

Commissioner O'Rourke had no comments.

Commissioner Rapoza had no comments.

Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro was absent.

Mayor DuBois had no comments.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner O'Rourke and seconded by Commissioner Rapoza, and by unanimous vote, the meeting adjourned at 6:57 p.m.

_____

Mayor James DuBois

_____

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2014

2014 NOTICE OF PROPOSED PROPERTY TAXES AND PROPOSED OR

Full Parcel ID: 36

Legal Description:
KELSEY CITY

DO NOT PAY
THIS IS NOT A BILL

The taxing a
HEARINGS
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Taxing Authority *Dependent Special Districts	COLUMN 1 Your Property Taxes Last Year			COLUMN 2 Your Taxes This Year If proposed budget change is made		
	Taxable Value	Millage Rate	Tax Amount	Taxable Value	Millage Rate	Tax Amount
COUNTY						
County Operating	80,168	4.7815	383.32	82,121	4.7815	392.66
County Debt	80,168	.2037	16.33	82,121	.1914	15.72
PUBLIC SCHOOLS						
By State Law	105,168	5.0880	535.09	107,121	5.0960	545.89
By Local Board	105,168	2.4980	262.71	107,121	2.4980	267.59
MUNICIPALITY						
Lake Park Operating	80,168	8.8055	705.92	82,121	8.8055	723.12
Lake Park Debt	80,168	1.7400	139.49	82,121	1.6650	136.73
INDEPENDENT SPECIAL DISTRICTS						
So. Fla. Water Mgmt. Basin	80,168	.1838	14.73	82,121	.1717	14.10
So. Fla. Water Mgmt. Dist.	80,168	.1685	13.51	82,121	.1577	12.95
Everglades Construction	80,168	.0587	4.71	82,121	.0548	4.50
Fl. Inland Navigation District	80,168	.0345	2.77	82,121	.0345	2.83

Exhibit "A"

2014 NOTICE OF PROPOSED PROPERTY TAXES AND PROPOSED OR

Full Parcel ID: 36

Legal Description:
KELSEY CITY

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HEARINGS
PUBLIC HE
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Each taxing

Taxing Authority *Dependent Special Districts	COLUMN 1 Your Property Taxes Last Year			COLUMN 2 Your Taxes This Year If proposed budget change is made		
	Taxable Value	Millage Rate	Tax Amount	Taxable Value	Millage Rate	Tax Amount
COUNTY						
County Operating	80,168	4.7815	383.32	82,121	4.7815	392.66
County Debt	80,168	.2037	16.33	82,121	.1914	15.72
PUBLIC SCHOOLS						
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By Local Board	105,168	2.4980	262.71	107,121	2.4980	267.59
MUNICIPALITY						
Lake Park Operating	80,168	8.8055	705.92	82,121	8.8055	723.12
Lake Park Debt	80,168	1.7400	139.49	82,121	1.6650	136.73
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So. Fla. Water Mgmt. Dist.	80,168	.1685	13.51	82,121	.1577	12.95
Everglades Construction	80,168	.0587	4.71	82,121	.0548	4.50
Fl. Inland Navigation District	80,168	.0345	2.77	82,121	.0345	2.83

2015 NOTICE OF PROPOSED PROPERTY TAXES AND PROPOSED OR

Full Parcel ID: 36

Legal Description:
KELSEY CITY

EXAMPLE ONLY

DO NOT PAY

THIS IS NOT A BILL

The taxing a
HEARINGS
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Taxing Authority *Dependent Special Districts	COLUMN 1 Your Property Taxes Last Year			COLUMN 2 Your Taxes This Year If proposed budget change is made		
	Taxable Value	Millage Rate	Tax Amount	Taxable Value	Millage Rate	Tax Amount
COUNTY						
County Operating	80,168	4.7815	383.32	82,121	4.7815	392.66
County Debt	80,168	.2037	16.33	82,121	.1914	15.72
* Fire/Rescue				82,121	3.4581	283.98
PUBLIC SCHOOLS						
By State Law	105,168	5.0880	535.09	107,121	5.0960	545.89
By Local Board	105,168	2.4980	262.71	107,121	2.4980	267.59
MUNICIPALITY						
Lake Park Operating	80,168	8.8055	705.92	82,121	5.3474	439.13
Lake Park Debt	80,168	1.7400	139.49	82,121	1.6650	136.73
INDEPENDENT SPECIAL DISTRICTS						
So. Fla. Water Mgmt. Basin	80,168	.1838	14.73	82,121	.1717	14.10
So. Fla. Water Mgmt. Dist.	80,168	.1685	13.51	82,121	.1577	12.95
Everglades Construction	80,168	.0587	4.71	82,121	.0548	4.50
Fl. Inland Navigation District	80,168	.0345	2.77	82,121	.0345	2.83

TOWN OF LAKE PARK
PUBLIC COMMENT CARD

First Public Hearing

Exhibit "B"

MEETING DATE: 9/3/14

Cards must be submitted before the item is discussed!!
*****Three (3) minute limitation on all comments**

Name: JOHN HANLEY
Address: 618 DATE PALM DRIVE
If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following ***Agenda Item***:
WHY NOT SWITCH OVER TO LINUX AND SAVE 1,000 + YEARLY ON SOFTWARE AND COMPUTER REPLACEMENT

I would like to make comments on the following ***Non-Agenda Item(s)***:
SEE REVERSE FOR PAGE # AND SALARY INFO. WHY ARE SO MANY POSITIONS NOT HOURLY SALARY CAPPED.

Instructions: *Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.*

IT DEPT SALARIES FAR TOO HIGH - MY SUGGESTION IS $25/HR CAP
PAGE 48 - NO MENTION OF FREE LINUX OS AND LINUX OFFICE
PAGE 51-53 - CAP ALL EXECUTIVE SALARIES TO MAX $25/HR
PAGE 57 - ELIMINATE THE LIEUTENANT AND ONE SERGEANT POSITION IF COUNTY HAS 1% INCREASE
PAGE 61 - ELIMINATE HIGHEST PAID FIRE DEPT POSITION
PAGE 69 - PUBLIC WORKS - CUT HOURLY RATE TO CAP OUT AT $25/HR
NOTE WELL!! - KEEP IN MIND - MIN WAGE IS 7.50/HR. TWICE THAT IS $15/HR DOESN'T AUTO MAGICALLY MEAN TWICE THE OUTPUT. TRIPLE IS $22.50/HR MEANS ITS BETTER TO HAVE 3 WORKERS THAN ONE.

PAGE 79 - NEEDS $20/HR CAP
80 - " " " " "
102 - RANGE SHOULD BE $15 → $25/HR CAP
111 - NEEDS $20/HR CAP

ALL DIRECTOR POSITIONS SHOULD BE BID OUT TO LOWEST BIDDER.

TAB 3

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **September 17, 2014** **Agenda Item No.** Tab 3

Agenda Title: Regular Commission Meeting Minutes of September 3, 2014

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

Approved by Town Manager DSS **Date:** 9/8/14

Vivian Mendez – Town Clerk
Name/Title

Originating Department: **Town Clerk**	Costs: **$ 0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Agenda** **Meeting Minutes** **Exhibit A, B, C, D, E, F, G**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case *VM* **Please initial one.**

Summary Explanation/Background:

Recommended Motion:

To approve the Regular Commission meeting minutes of September 3, 2014.

AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, September 3, 2014,
Immediately Following the
First Public Budget Hearing
Lake Park Town Hall
535 Park Avenue

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

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A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS
None

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

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

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

1. Commission Budget Workshop Meeting Minutes of August 20, 2014 Tab 1
2. Regular Commission Meeting Minutes of August 20, 2014 Tab 2

F. PUBLIC HEARINGS - ORDINANCE ON FIRST READING:

3. Ordinance No. 12-2014 An Ordinance providing for the Town's Consent to the Inclusion of the Town into Palm Beach County's Fire/Rescue Municipal Service Taxing Unit (MSTU) Tab 3

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA; PROVIDING FOR THE TOWN'S CONSENT TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE TOWN OF LAKE PARK'S MUNICIPAL BOUNDARIES INTO PALM BEACH COUNTY'S FIRE/RESCUE MUNICIPAL SERVICE TAXING UNIT FOR FIRE-RESCUE, FIRE PROTECTION, ADVANCED LIFE SUPPORT (OR SIMILAR EMERGENCY SERVICES), FIRE CODE ENFORCEMENT AND OTHER NECESSARY AND INCIDENTAL SERVICES; PROVIDING FOR INTENT, PURPOSE, CONSENT AND DURATION; PROVIDING FOR EARLIER REPEAL OF ORDINANCE; PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; ACKNOWLEDGING LIMITATION ON AD VALOREM MILLAGE RATE FOR MUNICIPAL PURPOSES.

G. PUBLIC HEARINGS – ORDINANCE ON SECOND READING:

4.Ordinance No. 11-2014 Amendment of Section 18-120 through 18-127 of the Code of Ordinances Related to Special Events Tab 4

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 18, ARTICLE IV, OF THE TOWN CODE ENTITLED "SPECIAL EVENT PERMITS; PROVIDING FOR THE AMENDMENT OF SECTION 18-120 TO SPECIFY WHEN A SPECIAL EVENT PERMIT IS REQUIRED; PROVIDING FOR THE AMENDMENT OF SECTION 18-121 IDENTIFYING DEADLINES FOR THE SUBMISSION OF SPECIAL EVENT PERMIT APPLICATIONS; PROVIDING FOR THE AMENDMENT OF SECTION 18-122 SPECIFYING THE CRITERIA FOR THE REVIEW OF SPECIAL EVENT PERMITS; PROVIDING FOR THE AMENDMENT OF SECTION 18-123 TO REQUIRE APPLICANTS FOR SPECIAL EVENT PERMITS TO ARRANGE FOR SANITATION SERVICES FROM THE PUBLIC WORKS DEPARTMENT AND ESTABLISHING INSURANCE REQUIREMENTS; PROVIDING FOR THE AMENDMENT OF SECTION 18-124 PERTAINING TO THE ISSUANCE OF PERMITS ONLY UPON MEETING ALL OF THE ESTABLISHED CRITERIA AND PAYMENT OF ALL FEES; PROVIDING FOR THE AMENDMENT OF SECTION 18-125 TO ELIMINATE

THE REQUIREMENT TO PROVIDE A TRAFFIC CIRCULATION PLAN AND REPLACING IT WITH THE AUTHORITY TO REVOKE A SPECIAL EVENT PERMIT UPON THE DETERMINATION THAT THE CONDITIONS UPON WHICH THE PERMIT HAS BEEN ISSUED HAVE BEEN VIOLATED; PROVIDING FOR THE REPEAL OF SECTIONS 18-126 AND SECTION 18-127; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

H. NEW BUSINESS:

5. Resolution No. 26-09-14 Authorizing the Town Manager to Renew for Fiscal year 2015 the Employee Medical Insurance through Florida Blue; the Employee Dental Insurance through MetLife; the Employee Vision Insurance through MetLife SafeGuard; and, the Contract with The Center for Family Services of Palm Beach County, Inc. for an Employee Assistance Program **Tab 5**

6. Resolution No. 27-09-14 Authoring the Town Manager to Renew for Fiscal Year 2014-2015 the Town's Property, Inland Marine, Crime, General Liability, Public Official Liability and Employment Practices Liability, Automobile Liability, and Worker's Compensation Insurance through the Florida League of Cities/Florida Municipal Insurance Trust **Tab 6**

7. Award Contract for Remediation of the Marina Seawall and Walkway **Tab 7**

8. A Request from the Event Organizer of the Chili Cook-off to Waiver Fees; Extend The Signage Placement Timeframe; and for the Town to be an In-kind Sponsor **Tab 8**

9. Commission Discussion on the Subject of Holding a Volunteer Recognition Event Tab 9

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, September 17, 2014

Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, September 3, 2014, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, September 3, 2014 at 6:30 p.m. Present were Mayor James DuBois, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager Dale S. Sugerman, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Vice-Mayor Kimberly Glas-Castro was absent.

Town Clerk Mendez performed the roll call and Mayor DuBois led the pledge of allegiance.

Mayor DuBois asked for consensus from the Commission to move new business item number 8, A request from the event organizer of the Chili Cook-off to waive fees; extend the signage placement timeframe; and for the Town to be an in-kind sponsor, to the Special Presentation/Report section of the agenda.

The Commission gave consensus to move the new business item to Special Presentation/Reports.

SPECIAL PRESENTATIONS/REPORTS

8. A request from the event organizer of the Chili Cook-off to waive fees; extend the signage placement timeframe; and for the Town to be an in-kind sponsor.

Robert Trepp presented the item (see attached Exhibit "A").

Commissioner Flaherty asked if the request was to place signs out 30 days before the event.

Mr. Trepp stated "yes".

Commissioner Flaherty asked how many signs would be placed around Town.

Mr. Trepp stated that there would be three banners. He explained that two banners would be placed on US1 and one on Park Avenue.

Commissioner Flaherty asked for clarification on what the Town's liability would be as a sponsor of the event.

Town Manager Sugerman stated that if the Town is a co-sponsor it exposes the Town's liability and it is likely that if there were an incident, the Town would be sued first due to the Town having "deep pockets".

Mr. Trepp clarified each item proposed to be waived.

Commissioner O'Rourke explained that if the event continues to be profitable, the Town would need to reconsider waiving fees in the future.

Mr. Roger Michaud, President of Lake Park Kiwanis introduced himself and gave a brief history of his involvement with Mr. Trepp and the events.

Motion: Commissioner O'Rourke moved to approve the waiving of fees; extending the signage placement timeframe; and for the Town to be an in-kind sponsor; Commissioner Rapoza seconded the motion.

Mr. Trepp asked for clarification on the use of the Lake Shore Park pavilion.

Mayor DuBois stated that Mr. Trepp should work with the administration on the use of the pavilion on the day of the event if it is available. Mr. Trepp offered that if the Town could rent the pavilion at least one week before the event, that it should be rented to a paying applicant and that he would forgo the use of the pavilion.

Vote on Motion:

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

PUBLIC COMMENT:

Paul Martin explained the benefits of the Town changing to solar energy.

CONSENT AGENDA:

1. Commission Budget Workshop Meeting Minutes of August 20, 2014.
2. Regular Commission Meeting Minutes of August 20, 2014.

Motion: Commissioner O'Rourke moved to approve the Consent Agenda; Commissioner Rapoza seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

PUBLIC HEARINGS - ORDINANCES ON FIRST READING:

3. Ordinance No. 12-2014 An Ordinance providing for the Town's consent to the inclusion of the Town into Palm Beach County's Fire/Rescue Municipal Service Taxing Unit (MSTU).

Town Manager Sugerman and Finance Director Blake Rane explained the item (see attached Exhibit "B") and showed an example of how the MSTU would appear on a tax bill if the Commission approves the same.

Public Comment Open:

None

Public Comment Closed:

Mayor DuBois asked questions about whether or not participation in the MSTU would modify the level of service currently provided to the Town by the County. Palm Beach County Fire Rescue Battalion Chief Mike Wells responded that the Town would not see any change in the Level of Service if the Town were to establish an MSTU.

Mayor DuBois stated that he has spoken to a number of subject matter experts about the impact of the Town establishing an MSTU and every individual he spoke with, including Palm Beach County Tax Collector Gary Nikolits said that there would be no negative impact to the Town if it were to do so.

The Mayor went on to say that there were a number of advantages to establishing the MSTU, including the fact that residents would be able to take advantage of early tax payment discounts as well as the fact that the MSTU tax is clearly a transparent disclosure on property owner's tax bills.

Motion: Commissioner O'Rourke moved to approve Ordinance 12-2014 on first reading; Commissioner Rapoza seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

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

PUBLIC HEARINGS - ORDINANCE ON SECOND READING:

4. Ordinance No. 11-2014 Amendment of Section 18-120 through 18-127 of the Code of ordinances related to special events.

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

Public Comment:
None

Public Comment Closed:

Motion: Commissioner Rapoza moved to approve Ordinance 11-2014 on second reading; Commissioner Flaherty seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

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

NEW BUSINESS:

5. Resolution No. 26-09-14 Authorizing the Town Manager to renew for fiscal year 2015 the employee medical insurance through Florida Blue; the employee dental insurance through Metlife; the employee vision insurance through Metlife SafeGuard; and the contract with The Center for Family Services of Palm Beach County, Inc. for an employee assistance program.

Town Manager Sugerman and Human Resources Director Bambi Turner explained the item (see attached Exhibit "D").

Mayor DuBois mentioned that there were only two bidders this time around and noticed that in the past that there were more bidders than just two. He asked if there was any particular reason why this year there was only two bidders.

Shawn Fleming, Gehring Group answered that due to the marketplace being somewhat impacted by the Affordable Care Act, many insurance providers were being a bit more conservative in what they were willing to bid on and there just were not that many companies willing to bid this year. In addition, over the prior 3 years the Town had developed a bit of a reputation of shopping around, year-to-year, amongst insurance companies, so some of the providers were a little leery of submitting a quote. The good news was that the Town was sticking with Blue Cross/Blue Shield for a second year in a row and therefore, the reputation of shopping around was probably going to disappear in future years and there may be more insurance companies willing to bid.

Motion: Commissioner Rapoza moved to approve Resolution 26-09-14; Commissioner O'Rourke seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

6. Resolution No. 27-09-14 Authorizing the Town Manager to renew for fiscal year 2014-2015 the Town's property, inland marine, crime, general liability, public official liability and employment practices liability, automobile liability, and Workers' Compensation insurance through the Florida League of Cities/Florida Municipal Insurance Trust.

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

Commissioner O'Rourke asked for an explanation of the basis for the return of premium.

Ellen Jones of the Gehring Group, explained that the Town participates in the Florida Mnnicipal Insurance Trust (rather than a traditional insurance company) and that if the Trust has excess premiums over the amount of claims that they pay over the course of a year, that some of those excess premiums are returned to member municipalities in the form of a return of premium. In any given year, the return of premium can be higher with greater savings and lower if there are less savings.

Mayor DuBois congratulated staff on their efforts of lowering the rates and the Workers' Compensation claims.

Human Resource Director Turner stated that through the efforts of Public Works Director Dave Hunt, by providing training to his staff, the Workers' Compensation insurance premiums have decreased significantly.

Motion: Commissioner Rapoza moved to approve Resolution No. 27-09-14; Commissioner O'Rourke seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

7. Award contract for remediation of the Marina seawall and walkway.

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

Commissioner O'Rourke asked if West Construction is in the business of doing chemical grouting.

Project Manager Richard Pittman explained they intend to hire a sub-contractor to perform the chemical grouting.

Mayor DuBois stated that engineers would be used throughout the construction of the project.

Town Manager Sugerman stated that an on-site inspector would be overseeing all construction activities during the project. The Commission will hire the inspection service company at the October 1, 2014 Commission meeting.

Commissioner Flaherty asked if all of the brick pavers would be removed and the concrete poured.

Project Manager Pittman explained that when the plywood is removed the inspector would observe the areas where there are depressions in the brick. When the brick pavers are removed that would be the next opportunity for the inspector to look for soil leakage. He stated that they would also be probing with a long rod for any other soil leakage areas.

He explained that the walkway would be broom finished throughout most of the Marina, but there would be a stamped patterned built into the sidewalk along Lake Shore Drive.

Motion: Commissioner O'Rourke moved to award contract for remediation of the Marina seawall and walkway; Commissioner Flaherty seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

8. This item was heard earlier in the meeting as a special presentation/report.

9. Commission discussion on the subject of holding a volunteer recognition event.

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

The Commission discussed several locations in Town where the event could be held (Brew House Gallery; Art on Park Studio; and the Carving Station) as well as the format for serving attendees. Town Manager Sugerman advised the Commission that the date, the venue, and the menu were the easiest decisions to make. The most difficult decision would be who should be invited to participate. Commissioner Flaherty offered to develop

a guest list. Mayor DuBois suggested that Commissioner Flaherty check the Town's non-governmental organizations roster as a basis for the invitation list.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird gave an update on Attorney MacFarland's visit with the Commissioners. He explained that the Department of Justice would not be in favor of returning to the Town's previous voting method, but they would be receptive to listening to any alternative the Town may propose. Attorney Baird said that he would contact Attorney MacFarland asking for an outline of how the Town should proceed with its request to modify the Town's voting method. He suggested that a workshop be schedule for the Commission to consider the outline proposed by Attorney MacFarland. Attorney Baird advised the Commission that the public records request lawsuit had been settled and that the Town had obtained a Dismissal of the lawsuit with Prejudice.

Town Manager Sugerman explained that the Federal Emergency Management Agency (FEMA) has provided the preliminary updated flood maps. FEMA will be conducting community meetings in Palm Beach County the week of September 8, 2014. The closest community meeting to Lake Park will be at the Jupiter Community Center on Thursday, September 11th from 4:00 to 7:00 p.m., where Town staff will in attendance and the public is invited and encouraged to attend.

Commissioner O'Rourke had no comments.

Commissioner Rapoza wished Jamie Hart well in his future endeavors. She congratulated the September "Property of the Month".

Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro was absent.

Mayor DuBois gave a recap of the Sister Cities meeting and thanked staff for their assistance in preparing for the meeting. He explained that the next Sister Cities meeting would be conducted in November in West Palm Beach. He thanked Jamie Hart for his years of service and invited him to the podium.

Jamie Hart, Harbor Marina Director thanked the Town Manager and the Commission for their support. He spoke of the upcoming changes that will occur at the Marina over the next few months.

Mayor DuBois suggesting presenting Mr. Hart with a certificate of appreciation.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner O'Rourke and seconded by Commissioner Rapoza, and by unanimous vote, the meeting adjourned at 8:50 p.m.

_____

Mayor James DuBois

_____

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2014

Town of Lake Park Town Commission

Agenda Request Form

Exhibit "A"

Meeting Date: September 3, 2014 **Agenda Item No.** 8

Agenda Title: A REQUEST FROM THE EVENT ORGANIZER OF THE CHILI COOK-OFF TO WAIVE FEES; EXTEND THE SIGNAGE PLACEMENT TIMEFRAME; AND FOR THE TOWN TO BE AN IN-KIND SPONSOR.

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING - ORDINANCE ON 1st READING
[X] NEW BUSINESS
[ ] OTHER:

Approved by Town Manager DSS **Date:** 8/25/14

Nadia Di Tommaso / Community Development Director ND
Name/Title

Originating Department: **Community Development**	Costs: **$ 0** Funding Source: Acct. # [ ] Finance _____	**Attachments:** ➔ **Copy of Special Event Application**
Advertised: Date: ***N/A*** Paper: [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone__***ND*** or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

A special event permit application was submitted by the Kiwanis of Lake Park (a non-profit organization) on August 5, 2014 to the Community Development Department. The permit application is proposing a second Chili Cook-Off event to be held in Kelsey Park on Saturday, November 15, 2014 from 12:00pm – 9:00pm. Mr. Robert Trepp is listed as the individual responsible for the event on the application. Mr. Trepp and the Kiwanis are jointly requesting that the Town Commission consider approving the following special requests which cannot be granted administratively:

REQUESTED CATEGORY	VALUE *(monetary or other)*	APPLICANT REQUEST	NOTES
Parking Meters	$114 per hour (over $900 at full capacity for a full 8 hours).	**WAIVE ALL FEES**	Operating Hours: **7am - 8pm** *(event proposed from 12pm-9pm)* Meter Cost: **$1 per hour** Total # of Meters: **114** *Greenbriar Drive (30); Foresteria Drive (19); Lakeshore Lot (42); Tennis Court Lot (23)*
Sign Permit Application	$100	**WAIVE FEE**	This would be lost revenue to the General Fund
Special Event Signage Installation Timeframe	14 consecutive days	**EXTEND to 30 consecutive days**	Town Code Section 70-103(3)(e) regulates the 14-day maximum placement timeframe
Sanitation	$93.48	**WAIVE FEE**	The Town's Public Works Department requires sanitation services for larger special events held on Town property. Various sanitation options are offered, some of which include Town personnel. The most affordable option is a 4 or 8-cubic yard dumpster without personnel. An 8-cubic yard dumpster is appropriate for an event similar to the proposed Chili Cook-Off. The fee for this dumpster is $93.48 and would be lost revenue to the Sanitation Fund.
Special Event Permit Application	$25	**WAIVE FEE**	Given that the special event permit application was required to be submitted prior to this agenda item moving forward to the Town Commission, the $25 application fee has already been paid. If the fee is waived, it will be reimbursed.

Indoor Pavilion Facility Rental	$540 rental fee; $200 refundable deposit [1]	**WAIVE RENTAL FEE** *(Applicant is not requesting a waiver from the refundable deposit and intends on paying this fee)*	The Pavilion is proposed to be used by the event organizers for coordination and setup purposes only on Saturday 11/15/14 from 9am-9pm at $45 per hour, for a total rate of $540. This total rate already includes a discount of $180 because the event is being organized by a non-profit entity (Kiwanis). The total rate of $540 also includes a staff fee of $120 which the Town will incur even if the total fee is waived. The facility will not be open to the public however, a staff member is required to open, monitor, clean and close the facility.
Kelsey Park Rental	$400 rental fee; $500 refundable deposit [1]	**N/A**	The facility rental fee of $400 is automatically being waived because non-profit organizations of events of community interest are, according to the Town Code, entitled to three FREE facility rentals per year. This will be Kiwanis' third free rental with the Pirate's Fest in February having been the first and the first Chili Cook-Off in April having been the second. Applicant will still be required to pay the refundable deposit fee and is NOT requesting a waiver of the deposit.
In-Kind Sponsorship for Additional Marketing	Kelsey Park/Town exposure	Applicant is requesting that the Town become an in-kind sponsor through approving the above requests – this would then further allow the Applicant to advertise on the Town website; Channel 18 and in the E-News.	**Please be aware** that the Town is a public entity and has increased liability risks. From a risk management perspective, being an in-kind sponsor for an event that is ***not*** being organized by the Town would increase the Town's liability risk.
Fourth FREE Facility Rental for a Non-Profit Event of Community Interest	Depends on the facility selected for the fourth event	Providing the Kiwanis with a fourth facility rental waiver	Currently, the facility rental guidelines grants a non-profit organization which is organizing an event of community interest, with

			three facility rentals, free of charge, per calendar year. The individual responsible for the Chili Cook-Off is Mr. Robert Trepp and he is working with the Kiwanis, the event organizer on the special event application. Mr. Trepp is also requesting that the Town Commission consider possibly allocating a FOURTH community event to the Kiwanis, FREE of any facility rental fees (refundable deposits excluded) in the future.
TOTAL:	**Fiscal Impact – $2,058.48(2)** **Other – An additional 16 days for signage placement and additional marketing through in-kind sponsorship**		

(1) Applicant is NOT requesting a waiver from the refundable deposit fees and intends on paying them

(2) This amount assumes parking meters are at full capacity and this amount does not include the refundable deposit requirements which the Applicant agrees to pay. If the Town Commission approves a fourth facility rental waiver for the Kiwanis, there will be an added fiscal impact associated with this request which will depend on the selected facility.

*signage permit / copy of flyer (?)
*insurance certificate
*alcohol permit

DATE RECEIVED:
AUG - 5 2014 12:25pm
Development

TOWN OF LAKE PARK
SPECIAL EVENT PERMIT APPLICATION

Please read instructions before filling out application.

Please submit application fourteen (14) calendar days prior of proposed event to:

DEPARTMENT OF COMMUNITY DEVELOPMENT
535 PARK AVENUE
LAKE PARK, FL 33403
Telephone: 561-881-3318 Fax: 561-881-3323

Instructions:
Please print legibly using dark ink. COPY
Application must be filled out completely. $75.00 Application fee must accompany application. Non-profit or individual application fee: $25.00 Please note the permit requirements necessary to be attached to application.

Non-Profit Tax Status Identification Number: 26-0162372
(If applicable)

Name of Event or Name of Event Organizer:
Lake Park Chili Cook-Off

Address/Location of Event:
601 Federal Hwy Lake Park, Fl 33403
(Kelsey Park)

Detailed description of use (use additional sheet if applicable)
Chili Cooks, Vendors, Exhibitors, Music, Chalk Art on Sidewalks inside park.

If the event requires a facility rental, please contact 561-881-3338.

Dates/Times of the event:

	Date	Day	Begin Time	End Time
Event Day 1	11/15/14	Sat	12:00 ()AM (X) PM	9:00 () AM (X) PM
Event Day 2			() AM () PM	() AM () PM
Event Day 3			() AM () PM	() AM () PM

Revised: 11/15/2012

Organization(s) Producing Special Event (if applicable):

Name: Kiwanis of Lake Park Name: Roger Michaud

Address: 355 E. Ilex Dr. Address: _____

State/Zip L.P. Fl 33403 State/Zip: _____

Phone: 561-512-3914 Phone: _____

Alternate Phone # 561-355-6030 Alternate Phone # _____

Fax: _____ Fax: _____

E-mail : rmichaud@pbcgov.org E-mail: _____

Individual(s) Responsible:

Name: Robert Trepp Name _____

Address: 15427 80th Ln N Address: _____

State/Zip: Loxa Fl 33470 State/Zip: _____

Phone: (H) 561-420-9509 or Phone: (C) 772-201-2593

Alternate Phone # _____ (Denise Smith) Alternate Phone # 753-6798 (Denise) 561-452-4865 cell

Fax: _____ Fax: _____

E-mail : deniseevents@aol.com E-mail: _____

Purpose of the event

fundraiser

Estimated number of participants? 400

Has this event ever occurred in the Town of Lake Park? Yes ✓ No ____

Has this site had a Special Event Permit this calendar year? Yes ✓ No ____

THE FOLLOWING SECTIONS MAY NOT APPLY TO NON-COMMERCIAL EVENTS

Will your event require road closure? Yes ~~✓~~ No ✓

If YES, describe the requested street segment closure and time and provide a traffic circulation plan including a detour signage plan. You are responsible for notifying affected business/entities, including Palm Tran, regarding affected routes.

(Initial to acknowledge statement)

Lake shore Dr. North of parking lot to south of Greenbriar Dr. Barricades and detour signs directing traffic to Fed. Hwy

Will the event require the use of electricity? Yes ✓ No ____

Will the event require water hook-up? Yes ✓ No ____

Describe restroom availability: We will bring portables

Will food and/or beverages be served? Yes ✓ No ____

Will the event have vendors or concession sales, including food? Yes ✓ No ____

If YES, the event organizer is responsible for securing all respective PBC and State of Florida Health Certificates for food vendors, as well as copies of all other commercial vendor licenses.

The event organizer holds full responsibility and liability for vendors. RT

(Initial to acknowledge statement)

Will Palm Beach County Sheriff's Office services be required? Yes ___ No ✓

Will Palm Beach County Fire-Rescue services be required? Yes ___ No ✓

Will alcoholic beverages be served? Yes ✓ No ____

If YES, additional liquor legal liability with a $1million limit is required.

Commercial for-profit and non-profit special events will require a Certificate of General Liability with the following limits:

$1 million per occurrence;
$2 million aggregate;
$100,000 damage to rented premises.

Are you proposing signage? Yes ✓ No ____

If YES, please fill out the signage permit application attached. An additional $100 fee is required for signage.

Will the event have an official "Flyer" and/or promotional materials? Yes ✓ No ____

If yes, the Town Logo and/or reference is not permitted unless pre-approved by providing a copy of the Flyer. RT
(Initial to acknowledge statement)

Please provide a sketch of the special event site including: Proposed location of parking, tent(s), concession stand(s), booth(s), stage(s), etc. OR provide an attachment:

Request the Town waive the following fees:
Parking (both Lakeshore lots & all street meters)
Park
Signage
Garbage
Special Event fee
Indoor Pavilion fee) (Friday + Saturday)
Attached
~~Signage for 30 days~~
Request signage extension for 30 days
Request Lake Park to be an in-kind sponsor through the above actions.

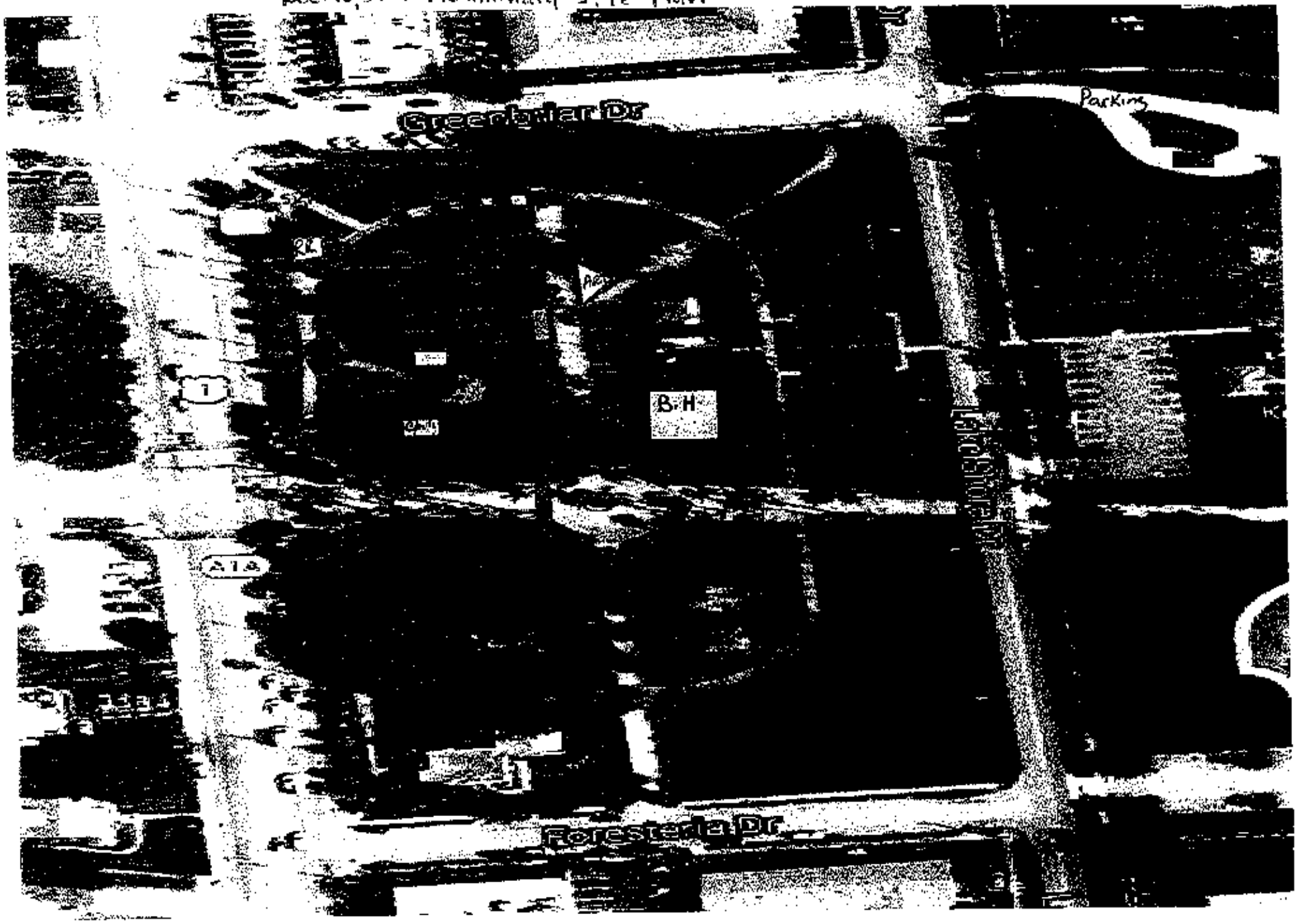
NOTE: Public parking spaces are first-come, first-serve.

IF TENTS ARE BEING UTILIZED:

For any tent which is larger than 10 ft. x 10 ft. and pop-up style, a *Certificate of Flame Resistance* will be required to be attached to this Special Event Permit application.

(FOR OFFICE USE ONLY)

Dec. 15, 2014 Preliminary Site Plan



DEPARTMENT OF COMMUNITY DEVELOPMENT
RECEIPTS TRANSMITTAL FORM

DATE: 08-05-14

RECEIVED FROM: Chili Cook-Off

08/05/14 12:28 PM LCARISEO

CHIL AUG - 5 2014

RECEIPT NUMBER: 24150

	AMOUNT
FASH CHILI COOK-OFF	25.00
PAYMENT RECEIVED	AMOUNT
	25.00
TOTAL AMOUNT	25.00

		G/L ACCT #	
1.	PERMITS		
	(a) BUILDING PERMIT OR REVISION W/MINIMUM SURCHARGE	001-322.100	
	(b) BUILDING PERMIT OR REVISION - OTHER	001-322.110	
	(c) SURCHARGES (3% of permit fee, minimum amount $4.00)	001-208.300	
	(d) ADMINISTRATIVE FEE FOR BUILDING PERMITS	001-322.111	
	(e) AFTER HOURS INSPECTION/REQUEST FOR S.O. SERVICES	001-329.105	
	(f) RE-INSPECTION OR RE-INSTATEMENT FEES / CHANGE OF CONTRACTOR	001-329.110	
	(g) SIGNAGE PERMIT	001-329.200	
2.	CONTRACTOR'S REGISTRATION	001-316.110	
3.	PAPER COPIES (_____) & BLUEPRINT COPIES (_____)	001-341.900	
4.	ADMINISTRATIVE COSTS FOR PUBLIC RECORDS REQUEST	001-341.905	
5.	GARAGE SALE PERMIT	001-369.100	
6.	SPECIAL EVENT PERMIT	001-322.500	25.00
7.	CODE COMPLIANCE		
	(a) ADMINISTRATIVE COSTS	001-354-110	
	(b) FINES	001-354.100	
	(c) PARKING VIOLATIONS	001-354.130	
	(d) INTEREST	001-361.130	
	(e) BANK REGISTRATION FEE	001-342.520	
8.	REVIEW FEE SCHEDULE		
	(a) Reso. 38-10-11 # ____	001-342.510	
	(b) DEPOSIT - PLAN REVIEW ESCROW	001-220.100	
	(c) PROJECT NAME: _____		
9.	BUSINESS TAX RECEIPTS		
	(a) ZONING CONFIRMATION & DETERMINATION / APPL. FEE (OCAFE)	001-316.120	
	(b) BUSINESS TAX RECEIPT FEES (OCCLI)	001-316.100	
	(c) TRANSFER FEE (OCCTF)	001-316.100	
	(d) OUTSIDE CONTRACTOR & EXTRA DECAL (OCCLI)	001-316.130	
		TOTAL $	25.00

COMMENTS:

Town of Lake Park Town Commission Exhibit "B"

Agenda Request Form

Meeting Date: September 3, 2014 **Agenda Item No.** 3

Agenda Title: **AN ORDINANCE PROVIDING FOR THE TOWN'S CONSENT TO THE INCLUSION OF THE TOWN INTO PALM BEACH COUNTY'S FIRE/ RESCUE MUNICIPAL SERVICE TAXING UNIT (MSTU)**

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

Approved by Town Manager DSS **Date:** 8/22/14

Blake K. Rane **Finance Director**
Name/Title

Originating Department: **FINANCE**	Costs: $0.00 Funding Source: _____ [X] Finance BKR	**Attachments:** **Ordinance No.** _____
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case _BKR_ **Please initial one.**

Summary Explanation/Background:

During the second workshop meeting of the draft of the 2014-2015 annual operating budget, the Town Commission discussed the possibility of separating out the cost of annual fire/rescue services from the ad valorum taxes collected within the General Fund, by participating in the already established Fire/Rescue MSTU within Palm Beach County. In order to do so, the Town Commission must give its consent to participate, and must do so by October 1, 2014 to make the tax roll for Fiscal Year 2015/2016 (October 1, 2015). The Town may choose to be included in the Palm Beach County Fire/Rescue (PBCF/R) Municipal Service Taxing Unit (MSTU) pending County Commission acceptance. Selecting this method of funding for PBCF/R allows the MSTU to be funded directly from the taxpayer via the property tax bill and would eliminate the funding of PBCF/R from the annual budget of the Town of Lake Park. If consented to, this method would clearly display the cost of fire/rescue services directly to each taxpayer.

Recommended Motion: I move approval of Ordinance 12-2014 on first reading.

Town of Lake Park Town Commission

Exhibit "C"

Agenda Request Form

Meeting Date: September 3, 2014 **Agenda Item No.** 4

Agenda Title: AMENDMENT OF SECTIONS 18-120 THROUGH 18-127 OF THE TOWN CODE OF ORDINANCES RELATED TO SPECIAL EVENTS.

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

Approved by Town Manager _____ **Date:** 8/22/14

Nadia Di Tommaso / Community Development Director ND
Name/Title

Originating Department: **Community Development**	Costs: **$ Legal Ad** Funding Source: **Town Clerk** Acct. # **106-48100** [ ] Finance _____	**Attachments:** ➔ **Ordinance 11-2014** ➔ **Legal Ad**
Advertised: Date: **08/24/2014** Paper: **Palm Beach Post** [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone__*ND* or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

Ordinance on first reading **APPROVED** (5-0) – *Wednesday, August 20, 2014*
Discussion on first reading: There was some discussion regarding possibly extending the permitted special event signage installation timeframe. The existing Code provisions for special event signage in Chapter 70, Section 70-103(3)(e) and Chapter 78, Section 78-70-7 which is specific to the Park Avenue Downtown District, limits the placement of special event signage to 14 consecutive days, while Chapter 78, Division 5, Section 5-4 which is specific to Northlake Boulevard, limits the special event signage to 15 days plus an additional 48 hours following the event. If the Town Commission would like to entertain a modification to any one of these Code Sections, a separate Ordinance is required.

This Ordinance on second reading relating solely to Chapter 18 of the Town Code remains unchanged from its first reading. It is proposing to: (1) provide for an extended review timeframe for special event permit applications, and (2) modify the language so as to have it more accurately reflect the special event review procedure. This item is not proposing any new procedures or fees other than the extended review timeframe mentioned above; however, it is proposing to address *more clearly* the special event permit application requirements and criteria for review. The changes being proposed by staff are found in redline format in the attached Ordinance.

Recommended Motion: I move to ADOPT Ordinance 11-2014 on 2nd reading.

Exhibit "D"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 3, 2014 **Agenda Item No.** 5

Agenda Title: Resolution Authorizing the Town Manager to Renew for Fiscal Year 2015 the Employee Medical Insurance through Florida Blue; the Employee Dental Insurance through MetLife; the Employee Vision Insurance through MetLife SafeGuard; and, the Contract with The Center for Family Services of Palm Beach County, Inc. for an Employee Assistance Program

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

Approved by Town Manager DSS **Date:** 8/18/14

Name/Title HUMAN RESOURCES DIRECTOR

Originating Department:	**Costs: $** 408,908.82	**Attachments:**
Human Resources	**Funding Source: Various** **Acct. # Various as funded in FY 2014 budget** [x] Finance BKR	**Resolution; Gehring Group Medical Insurance RFP Evaluation, Dental Insurance RFP Evaluation, Vision Insurance RFP Evaluation; and, Fiscal Year 2015 and Current Contracts with The Center for Family Service of Palm Beach County, Inc.**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	**Yes I have notified everyone** BMT or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background

Medical Insurance:

The current provider of the Town's employee medical insurance is Florida Blue, which is due for renewal on October 1, 2014 for Fiscal Year 2015. Gehring Group obtained from Florida Blue an in-network renewal rate of 12.57 percent, or $44,882.22, over the expiring coverage for Fiscal Year 2014. At the direction of staff, and in order to obtain the most competitive renewal rates, Gehring Group submitted a market request for proposals to several carriers. The following carriers responded:

- Florida Blue
- United Healthcare

Aetna, Cigna, Florida League of Cities, and Humana declined to provide a quote for medical insurance coverage.

Florida Blue provided a revised renewal rate of 6.20 percent, or $22,139.58, over the expiring coverage. United Healthcare provided rates for its Choice Plus Plan OGT-RX 40 and its Choice Plus Plan OGT-RX 44 plans. Based upon its review of the most competitive rates offered by United Healthcare, which is the Choice Plus Plan OGT-RX40 plan, staff directed that Gehring Group again approach Florida Blue for a more competitive renewal rate. The resultant best and final revised in-network renewal rate provided by Florida Blue is 5.14 percent, or $18,349.80, over the expiring coverage.

Attached as **Exhibit A** is the Medical Insurance RFP Evaluation prepared by Gehring Group which sets forth the best and final revised renewal rates presented by Florida Blue, and the rates provided by United Healthcare.

After careful review, and upon recommendation by Gehring Group, staff recommends that the medical insurance coverage for Town employees be renewed with Florida Blue for Fiscal Year 2015.

Dental Insurance:

The current provider of the Town's employee dental insurance is MetLife which is due for renewal on October 1, 2014. At the direction of staff, and in order to obtain competitive renewal rates, Gehring Group submitted a market request for proposals to several carriers for such coverage. The following carriers responded:

- MetLife
- Ameritas
- Assurant
- Mutual of Omaha
- The Standard
- Florida Combined Life
- Delta Dental

MetLife has provided an in-network renewal rate with a -0.9 percent decrease, or -$234.12, from the expiring coverage.

Attached as **Exhibit B-1** is the Dental Insurance RFP Evaluation prepared by Gehring Group which sets forth the renewal rates presented by MetLife as well as the most competitive rates obtained for Fiscal Year 2015. Copies of the Gehring Group Dental Insurance RFP Evaluations of all of the quotes received ere also included at **Exhibit B.**

After careful review, and upon recommendation by Gehring Group, staff recommends that the dental insurance coverage for Town employees be renewed with MetLife for Fiscal Year 2015.

Vision Insurance:

The current provider of the Town's employee vision insurance is MetLife SafeGuard which is due for renewal on October 1, 2014. At the direction of staff, and in order to obtein competitive renewal rates, Gehring Group submitted a market request for proposals to several carriers for such coverage. The following carriers responded:

- MetLife SafeGuard
- Ameritas
- MetLife
- EyeMed
- Superior Vision
- Assurant

MetLife SafeGuard has provided an in-network renewal rate with no increase or decrease from the expiring coverage.

Attached as **Exhibit C-1** is the Vision Insurance RFP Evaluation prepared by Gehring Group which sets forth the renewal rates presented by MetLife SafeGuard as well as the most competitive rates obtained for Fiscal Year 2015. Copies of the Gehring Group Vision Insurance RFP Evaluations of all of the quotes received are also included at **Exhibit C**.

After careful review, and upon recommendation by Gehring Group, staff recommends that the vision insurance coverage for Town employees be renewed with MetLife SafeGuard for Fiscal Year 2015.

Employee Assistance Program:

The Town's current administrator of its Employee Assistance Program is The Center for Family Services of Palm Beach County, Inc. (the "Center") and such contract is due for renewal on October 1, 2014. The basic level of services will remain unchanged from Fiscal Year 2014.

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

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

Staff is recommending renewal of the contract with The Center for Family Services for Fiscal Year 2015. A copy of the Fiscal Year 2015 contract with The Center for Family Services, as well as the current contract for Fiscal Year 2014, is attached at **Exhibit D**.

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

As information, the current provider of the Town's employee life, long-term and short-term disability insurance is Lincoln Financial Group, which is not due for renewal at this time inasmuch as this carrier has provided the Town with a rate guarantee through the end of Fiscal Year 2015.

Recommended Motion: In order to provide continuing medical insurance, dental insurance vision insurance and an Employee Assistance Program for Town employees, I move to adopt Resolution _____ ~~08-14:~~
26-09-14

Town of Lake Park Town Commission Exhibit "E"

Agenda Request Form

Meeting Date: September 3, 2014 **Agenda Item No.** 6

Agenda Title: Resolution Authorizing the Town Manager to Renew for Fiscal Year 2014 – 2015 the Town's Property, Inland Marine, Crime, General Liability, Public Official Liability and Employment Practices Liability, Automobile Liability, and Workers' Compensation Insurance through the Florida League of Cities/Florida Municipal Insurance Trust

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

Approved by Town Manager _____ **Date:** 8/21/14

Name/Title HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	**Costs: $197,370** **Funding Source:** **Acct. # Various as funded in FY 2014 budget** **[x] Finance** BKR	**Attachments:** **Copy of Resolution and Gehring Group Property and Casualty Renewal Evaluation for the 2014-2015 Plan Year**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	**Yes I have notified everyone** BMT or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

The current carrier of the Town's Property, Flood, Inland Marine, Crime Coverage, General Liability, Network Security and Privacy Liability, Public Official Liability and Employment Practices Liability, Automobile Liability, and Workers' Compensation Insurance is the Florida League of Cities/Florida Municipal Insurance Trust (FMIT). Such coverage is due for renewal on October 1, 2014 for Fiscal Year 2014 – 2015. As set forth in the attached Gehring Group Property and Casualty Renewal Evaluation for the 2014 – 2015 Plan Year, FMIT has provided a renewal quote of $204,068. Added to this amount is the Gehring Group fee of $10,203. These amounts combined, minus the return of premium credit in the amount of $16,901 should the Town elect to renew coverage with FMIT for Fiscal Year 2014 – 2015, result in a total net premium of $197,370, which represents an overall 11.2 percent, or $24,885, decrease from the expiring coverage.

Because of the significant decrease in the FMIT premium for the 2014 – 2015 plan year, the property and casualty program is recommended for renewal with the same carrier as opposed to going to the marketplace for alternative quotes.

After careful review, and upon recommendation by Gehring Group, staff recommends that the Town's property and casualty insurance coverage be renewed with FMIT for Fiscal Year 2014 – 2015.

Recommended Motion: **I move to adopt Resolution** 27-09-14

Town of Lake Park Town Commission

Agenda Request Form Exhibit "F"

Meeting Date: September 3, 2014 **Agenda Item No.** 7

Agenda Title: AWARD CONTRACT FOR REMEDIATION OF THE MARINA SEAWALL AND WALKWAY

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

Approved by Town Manager DSS **Date:** 8/18/14

David Hunt / Public Works Director

Originating Department: **Public Works**	**Costs:** **Contract:** $403,682.56 **Contingency:** $ 60,552.38 **Total:** $464,234.94 **Funding Source: Marina Fund** **Acct. # 800-46060** **[X] Finance** BKR	**Attachments:** **I) Public Notice, Invitation to Bid** **II) Bid Tabulation** **III) West Construction Inc. Submittal** **IV) Stable Soils of FL, Inc. Submittal** **V) TSI Disaster Recovery, LLC Submittal** **VI) Bid Document w/ Drawings** **VII) Concrete Color Chart**
Advertised: **Date:** July 6, 2014 **Paper:** Palm Beach Post [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	**Yes I have notified everyone** RP or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

Staff is requesting the Commission approve awarding the contract for the remediation of the Marina seawall and walkways in the amount of $403,682.56 and to establish a contingency of 15%. Staff also is requesting that the Commission consider using Alternate III, 1.) and Alternate III, a.) as a partial replacement for Bid Item No. 18.

As background, approximately five years after the seawall was reconstructed at the Lake Park Harbor Marina, the paver brick walkway adjacent to the seawall pile cap started to settle in areas that were generally located behind pilings. As time passed, some of the paver bricks collapsed into holes that were forming beneath the surface. It was discovered that soil was leaking through poorly sealed joints where the concrete wall panels meet behind the driven pilings.

To protect the public from the failing paver bricks, plywood panels covered with indoor / outdoor carpeting were placed over all of the walkways while the construction procedures and practices were litigated. Once the lawsuits were settled and the Town was compensated, plans were made to evaluate repair options. Two types of remediation procedures were demonstrated in the field to see which method would be the most effective in stopping soil leakage as well as being the least disruptive to marina operations.

After reviewing the demonstration results, the Town's engineering consultant Simmons & White Inc., recommended that a chemical grout injection method be used to solidify the soils behind each pile that had evidence of soil leakage. To compensate for sealed joints, wall drains would be placed in the seawall panels to allow groundwater to pass through to the marina waters. In order to ensure proper injection of the chemical grout, it was advised that all of the paver bricks be removed to provide access to the seawall panel joints. Only about a third of the pilings would receive this treatment so there will still be the potential for leakage to occur at other seawall panel joints. Future depressions can also be treated with chemical grout but it would make good economic sense to address multiple depressions at one time rather than mobilizing for each sink hole as it occurs.

In order to protect the public from trip and fall hazards associated with suddenly occurring sink holes, it was recommended that the paver brick walkway be replaced with a concrete sidewalk of sufficient strength to span depressions until soil remediation takes place.

The Engineer's recommendations were presented to the Town Commission at the February 19, 2014 meeting and approval was given for Simmons & White to prepare plans and specifications for the bid and remedial construction of the seawall and walkway.

The Lake Park Harbor Marina Seawall Remediation project, Town Bid No. 103-2014 was advertised in the Palm Beach Post on July 6, 2014 (see attached copy). A pre-bid meeting was held on July 28, 2014 and sealed bids were opened on August 7, 2014. Three bids were received with West Construction, Inc. submitting the lowest responsive base bid in the amount of $417,758.56 (see attached bid tabulation). West Construction has been in business in Palm Beach County since at least 1983.

The contract makes it clear that the project must be completed in 120 calendar days. Construction activity shall proceed in clearly defined phase areas in order to reduce the disruption to marina operations and to accommodate the temporary relocation of boats outside of the work zones.

At the February 19, 2014 meeting, the Commission also gave direction to provide a replacement walkway material that is decorative in nature. The project design incorporates integral color with a stamped, running bond pattern. Bid Item No. 18 of the base bid calls for all walkways to have this appearance. In addition, the project's structural engineer, Alan Gerwig & Associates, Inc., designed the walkway to maintain its structural integrity over a potential void that might extend up to ten feet along its length. All of the walkways will be constructed with concrete that has a color throughout the mix. Town staff is recommending that Maschmeyer Concrete Company of Florida mix Grace Construction

Product's "Terra Cotta" colorant (see attached concrete color chart) into the concrete that is delivered to the Marina job.

Staff is proposing that an alternate to the base bid be considered. Bid Item No. 18 is still recommended for use when constructing the eleven foot wide walkway at the western most part of the Marina, adjacent to Lake Shore Drive. This area is more susceptible to vehicular loads and it is reasonable that additional reinforcement be provided. In addition, the concrete will also have the stamped, colored pattern that will complement the paver bricks salvaged from the Marina. The salvaged paver bricks will be stored at an off-site Town property for later use in the expanded promenade area adjacent to the walkway.

The remaining walkways are less than six foot wide and for the most part, vehicles are prevented from driving over them by split rail fencing. By substituting welded wire mesh for rebar in the concrete it will make it easier cut through the walkway in the event that repairs need to be made to the underground utilities. In addition, marina patrons access and provision their boats over these walkways so wheeled carts are constantly in use. Steff believes that a stamped concrete pattern would make it difficult to push or pull these loaded carts.

The bid documents included three Alternates that give the Town options for the construction of the concrete walkways. For future maintenance considerations and for the convenience of the Merina patrons, staff is recommending that Alternete III, 1.) and Alternate III, a.) (see attached bid tabulation) be used for a portion of Bid Item No. 18. The concrete will still have the integral "Terra Cotta" color but it will have a broom finish rather than the stamped pattern. Also, the reinforcing steel will be reduced to welded wire mesh. This will reduce West Construction's base bid by $14,076.

At the August 20, 2014 Commission meeting a budget adjustment was approved by Resolution which set aside $550,000 in the Marina Fund for Seawall Remediation (Account No. 800-46060). Staff is recommending that West Construction, Inc. be awarded the seawall remediation project in the amount of $403,682.56 after opting for Alternate III, 1.) and Alternate III, a.). Bid Item No.'s 13 and 14 used estimated quantities with unit costs to aid in the competitive bid process. Unforeseen field conditions associated with subterranean soil deficiencies could drive these quantities upward. It is for this reason that a 15% contingency be established in the amount of $60,552.38 to ensure a quality job. The estimated total amount for West Construction to complete the project should not exceed $464,234.94. This amount will leave over $85,750 in the budget for material sampling and testing services, on-site construction inspection services, and engineering review with close-out documents.

Recommended Motion:

I move to approve contracting with West Construction, Inc.in the amount of $403,682.56 to perform the requirements of Bid No. 103-2014 [opting for Alternate III, 1.) and Alternate III, a.)] and establishing a contingency of $60,552.38.

Town of Lake Park Town Commission

Agenda Request Form Exhibit "G"

Meeting Date: September 3, 2014, 2014 **Agenda Item No.** 9

Agenda Title: Commission Discussion on the Subject of Holding a Volunteer Recognition Event.

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

Approved by Town Manager DSS **Date:** 8/21/14

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

Originating Department: **Commissioner Flaherty**	Costs: None Funding Source: Acct. [ ] Finance _____	**Attachments:** None
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case *DSS* **Please initial one.**

Summary Explanation/Background:

At the August 20th Commission Workshop meeting, Commissioner Flaherty asked the Commission to support placing funds in the 2014-2015 annual operating budget to sponsor a volunteer recognition event. The Commission decided to place $5,000.00 in the budget. The purpose of this agenda item is to discuss the type of volunteer recognition event to be held, who would be invited, and when and where it might be held.

Recommended Motion: No motion is necessary as this is a discussion item only.

Ordinance on Second Reading

TAB 4

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 17, 2014 **Agenda Item No.** Tab 4

Agenda Title: AN ORDINANCE PROVIDING FOR THE TOWN'S CONSENT TO THE INCLUSION OF THE TOWN INTO PALM BEACH COUNTY'S FIRE/ RESCUE MUNICIPAL SERVICE TAXING UNIT (MSTU)

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

Approved by Town Manager DSS **Date:** 9/4/14

Blake K. Rane BKR **Finance Director**
Name/Title

Originating Department: FINANCE	Costs: ____$0.00_____ Funding Source: _____ Acct. # [X] Finance ____BKR_____	**Attachments:** **Ordinance No. __12-2014___**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case _BKR_ **Please initial one.**

Summary Explanation/Background:

During the second workshop meeting of the draft of the 2014-2015 annual operating budget, the Town Commission discussed the possibility of separating out the cost of the annual fire/rescue services from the ad valorum taxes collected within the General Fund, by participating in the already established Fire/Rescue MSTU within Palm Beach County. In order to do so, the Town Commission must give its consent to participate, and must do so by October 1, 2014 to make the tax roll for the Fiscal Year 2015/2016 (October 1, 2015). The Town may choose to be included in the Palm Beach County Fire/Rescue (PBCF/R) Municipal Service Taxing Unit (MSTU) pending County Commission acceptance. Selecting this method of funding for PBCF/R allows the MSTU to be funded directly from the taxpayer via the property tax bill and would eliminate the funding of PBCF/R from the annual budget of the Town of Lake Park. This method clearly shows the cost of the service directly to each taxpayer.

Recommended Motion: I move approval of Ordinance 12-2014 on second reading.

ORDINANCE NO. 12-2014

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA; PROVIDING FOR THE TOWN'S CONSENT TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE TOWN OF LAKE PARK'S MUNICIPAL BOUNDARIES INTO PALM BEACH COUNTY'S FIRE/RESCUE MUNICIPAL SERVICE TAXING UNIT FOR FIRE-RESCUE, FIRE PROTECTION, ADVANCED LIFE SUPPORT (OR SIMILAR EMERGENCY SERVICES), FIRE CODE ENFORCEMENT AND OTHER NECESSARY AND INCIDENTAL SERVICES; PROVIDING FOR INTENT, PURPOSE, CONSENT AND DURATION; PROVIDING FOR EARLIER REPEAL OF ORDINANCE; PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; ACKNOWLEDGING LIMITATION ON AD VALOREM MILLAGE RATE FOR MUNICIPAL PURPOSES.

WHEREAS, pursuant to Section 125.01(1)(q) and (r), Florida Statutes, the Florida Legislature has empowered counties to establish Municipal Service Taxing Units ("MSTU"s), whereby a County may levy a tax, within the MSTU for certain essential municipal services, including the provision of fire-rescue services; and

WHEREAS, pursuant to Section 125.01(1)(q), Florida Statutes, a municipality may be included within an MSTU, subject to approval by ordinance of the governing body of the municipality giving consent either annually or for a term of years; and

WHEREAS, Palm Beach County (the "County") established an "MSTU" known as the Fire/Rescue MSTU to provide fire protection, fire rescue, advanced life support (or similar emergency services), code enforcement and other services necessary and incidental to the purpose for which the MSTU was created; and

WHEREAS, the Town Commission of the Town of Lake Park (the "Town") desires to consent to the inclusion of all territory lying within the municipal boundaries of the Town within the County's Fire/Rescue MSTU for fire-rescue services benefitting residents within the Town; and believes that such inclusion is in the best interests of the health, safety and welfare of the citizens of the Town of Lake Park.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE

TOWN OF LAKE PARK, FLORIDA, THAT:

Section 1: It is the intent, purpose and effect of this ordinance to comply with the provisions of Section 125.01(1)(q), Florida Statutes. The Town Commission of the Town of Lake Park hereby consents to the inclusion of all territory within the incorporated municipal boundaries of the Town, as may be amended from time to time, within the County's Fire/Rescue Municipal Service Taxing Unit (the "Fire/Rescue MSTU"), which was established pursuant to enabling legislation adopted by the Board of County Commissioners of Palm Beach County. The purpose of the enactment of this ordinance is to enable the County to provide fire-rescue and related services within the territorial limits of the Town including, but not limited to, the enforcement of the Florida Fire Prevention Code and Palm Beach County Local Amendments thereto (the "Fire Code") and any other applicable laws and regulations.

Section 2: The provisions of this ordinance shall become effective December 31, 2014 to be implemented for tax year 2015, for County fire-rescue and related services to begin at 7:30 a.m. on October 1, 2015. The Town's consent to be included in the County's Fire/Rescue MSTU shall continue for a term of ten (10) years through December 31, 2024; provided, however, that the Town's consent and inclusion in the County's Fire/Rescue MSTU shall be deemed to continue through 7:30 a.m. on October 1, 2025, to the extent necessary to enable the County to provide within the Town fire/rescue and related services including, but not limited to, the enforcement of the Fire Code and any other applicable laws and regulations.

Section 3: Should the Town intend to repeal this ordinance prior to its expiration on December 31, 2024, the Town shall provide written notice to Palm Beach County, by March 1st of any given year, of the Town's intent to repeal this Ordinance, with such repeal to be effective December 31st of the same year; and the Town shall provide a certified copy of the repealing ordinance to the County and the Property Appraiser by said December 31st. In such case, the Town's inclusion in the County's Fire/Rescue MSTU shall terminate on said December 31; provided, however, that the Town's inclusion in the County's Fire/Rescue MSTU shall be deemed to continue through the following October 1 at 7:30 a.m. to the extent necessary to enable the County to provide within the Town fire-rescue and related services, including, but not limited to, the enforcement of the Fire Code and any other applicable laws and regulations.

Section 4: Repeal of Conflicting Ordinances: All other ordinances and parts of the ordinances in conflict with any provisions of this ordinance are hereby repealed to the extent of the conflict.

Section 5: Severability: Should any section or provision of this Ordinance or any portion

thereof, any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof as a whole or any part thereof other than the part to be declared invalid.

Section 6: Effective Date: This Ordinance shall become effective on December 31, 2014, provided that the Board of County Commissioners of Palm Beach County has adopted an ordinance providing for the inclusion of the territorial limits of the Town within the County's Fire/Rescue MSTU. The Town's continuing participation in the MSTU is contingent upon the County maintaining an ordinance including the Town within the MSTU.

Section 7: The Town acknowledges that by opting into the MSTU, it cannot levy an annual ad valorem millage rate that would exceed the ten (10) mill cap for municipal purposes when combined with the Fire/Rescue MSTU's annual ad valorem levy.

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The Palm Beach Post

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RECEIPT

Account: G3573
Name: TOWN OF LAKE PARK
Address: 535 PARK AVE
LAKE PARK FL 33403-2603

Phone: 561-881-3300
E-mail: VMENDEZ@LAKEPARKFLORIDA.GOV

Order Name:	LEGAL NOTICE
Order Id:	297760
Original Order Id:	
Copy Line:	LEGAL NOTICE OF PROPOSED ORDINANCE TOWN
Sales Rep:	PB116 R Hindmarch (P)
Purchase Order:	
Pay Type:	Billed
Account Group:	
Caller:	VIVIAN MENDEZ
Section:	6205 Legal Notices
Reply Request:	
Tear Sheets:	0

Order Summary

Base:	$196.08
Other Charges:	$0.00
Discounts:	$0.00
Agency Commission:	$0.00
Sales Tax:	$0.00
Total Order	$196.08

Payment Summary

No payment information available.

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RECEIPT

Ad Name: 592359A

Ad Id: 592359

Original Ad Id:

Start:	09/07/2014
Stop:	09/07/2014
Issues:	1
Words:	256
Dimensions:	1 X 57
Color:	

Editions
PB Post
PB Post Web

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RECEIPT

LEGAL NOTICE OF PROPOSED ORDINANCE TOWN OF LAKE PARK

Please take notice that on Wednesday, September 17, 2014 at 6:30 p.m. or soon thereafter the Town Commission, of the Town of Lake Park, Florida in a regular session to be held in the Commission Chambers, Town Hall, 535 Park Avenue, Lake Park, Florida will consider the following Ordinance on second reading and proposed adoption thereof:

ORDINANCE NO. 12-2014

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA; PROVIDING FOR THE TOWN'S CONSENT TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE TOWN OF LAKE PARK'S MUNICIPAL BOUNDARIES INTO PALM BEACH COUNTY'S FIRE/RESCUE MUNICIPAL SERVICE TAXING UNIT FOR FIRE-RESCUE, FIRE PROTECTION, ADVANCED LIFE SUPPORT (OR SIMILAR EMERGENCY SERVICES), FIRE CODE ENFORCEMENT AND OTHER NECESSARY AND INCIDENTAL SERVICES; PROVIDING FOR INTENT, PURPOSE, CONSENT AND DURATION; PROVIDING FOR EARLIER REPEAL OF ORDINANCE; PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; ACKNOWLEDGING LIMITATION ON AD VALOREM MILLAGE RATE FOR MUNICIPAL PURPOSES.

If a person decides to appeal any decision made by the Town Commission with respect to any hearing, they will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. For additional information, please contact Vivian Mendez, Town Clerk at 561-881-3311.

Vivian Mendez, CMC, Town Clerk
Town of Lake Park, Florida
PUB: The Palm Beach Post
9-7/ 2014 #297760

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Ad shown is not actual print size.

New Business

TAB 5

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 17, 2014 **Agenda Item No.** Tab 5

Agenda Title: ADJUSTING THE BUILDING PERMIT FEE SCHEDULE.

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING - ORDINANCE ON 1st READING
[X] NEW BUSINESS - RESOLUTION
[ ] OTHER:

Approved by Town Manager DSS **Date:** 9/5/14

Nadia Di Tommaso / Community Development Director ND
Name/Title

Originating Department: **Community Development**	Costs: **$ 0** Funding Source: Acct. # [ ] Finance _____	**Attachments:** → **Resolution 30-09-14**
Advertised: Date: ***N/A*** Paper: [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone__***ND*** or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

The Community Development Department's Building Division is continuing to see an increase in the number of general building permit applications coming into the Department. This seems to be due to the state of the improved economy. We believe that the Department will only continue to get busier. We also are very proud of the fact that, at no cost to the applicant, we are a one-stop shop providing a rather quick turnaround of permit applications; which is often referred to as "expedited" permitting. Of course, there are a variety of fees associated with obtaining a building permit. While the schedule of building permit fees has gone through modifications over the years, the actual building permit and related fees have not been adjusted since 2007. Given that it has been 7 years since the building permit and related fees were reviewed, an analysis of some Palm Beach County municipality fees was undertaken to see how the Town of Lake Park stacked up against some of the other municipalities in our County. We looked at the City of Boca Raton, the City of Delray Beach, the Town of Jupiter, the Town of Juno Beach, the Town of Highland Beach, the City of Palm Beach Gardens, and the City of West Palm Beach. It turns out that each of the

municipality fee schedules studied were structured differently and this is primarily due to varying day-to-day operations and personnel levels of each individual municipality; thereby making it very difficult to perform an apples-to-apples comparison.

With this being said, it turns out that all municipalities studied assess their building permit fees based on the value of the work being done and then also include additional fees for inspections, renewals and any additional reviews which might be required. While the Town's intention is not to nickel and dime applicants for all possible fees, certain fees, primarily for permit applications, re-inspections, renewals, and additional hourly review, are inevitable. The comparison made between the different municipalities studied resulted in the following:

Municipality Name	Permit Fee based on $2,400 job valuation for residential general construction/interior remodel *(roundest to nearest dollar)*	Permit Fee based on $25,000 job valuation for residential general construction/interior remodel *(roundest to nearest dollar)*	Additional Inspection fees for re-inspections; courtesy inspections; etc.	Permit Renewal or Reissuance Fee	Hourly (or other) rates for additional plan review or special projects	In-House or Contracted Out
City of Delray Beach	$71	$1,058	Yes ($50)	Yes $150	Yes (varies)	In-House
Town of Highland Beach	$40 (plus additional inspection fees of $50 each will apply for all trades)	$375 (plus additional inspection fees of $50 each will apply for all trades)	Yes ($25 to $200)	Yes $50	Yes (varies)	Contracted Out
City of Boca Raton	$124 (plus Engineering inspection fees for new constructions)	$655 (plus Engineering inspection fees for new constructions)	Yes (varies)	Yes $182	Yes (varies)	In-House
Town of Juno Beach	$147	$825	Yes ($25 to $250)	Yes $75	Yes (varies)	Contracted Out
Town of Jupiter	$75	$500	Yes ($75)	Yes (minimum $75)	Yes (varies)	Contracted Out
City of Palm Beach Gardens	$125 (plus additional $100 for expedited review)	$450 (plus additional $100 for expedited review)	Yes ($75 to $300)	Yes ($50 renewal / $100 reissuance)	Yes (varies)	In-House

City of West Palm Beach	$60	$398	Yes ($100 to $250)	Yes ($75 renewal/$100 reissuance)	Yes (varies)	In-House and Contracted Out
AVERAGE *(additional fees as indicated are included for the purposes of calculating an average for each category)*	*$98 (includes "one-stop" permitting and all the personalized services that go along with doing business in a smaller municipality)*	*$637(includes "one-stop" permitting and all the personalized services that go along with doing business in a smaller municipality)*	*$25-$100*	*$50-$185*	*N/A*	*N/A*
LAKE PARK	**EXISTING**: $60 **PROPOSED**: $100.00	**EXISTING**: $560 **PROPOSED**: $600.00	**EXISTING**: Yes ($50 to $75) **PROPOSED**: Yes (flat fee of $75.00 for re-inspections and $40 for all other inspections not associated with a building permit)	**EXISTING**: None **PROPOSED**: $75.00	**EXISTING**: Yes **PROPOSED**: Yes (will depend on contracted rate)	Contracted Out

The increases proposed are needed in order to bring us closer to the average comparable rates. As noted above, the adjustments will also allow the Town to assess an additional inspection fee for non-permit related inspections, as well as provide for a flat re-inspection fee rather than several re-inspection fees depending on how many times an inspection has failed. It will also allow the Town to charge an administrative fee for permits that have expired and have been approved by the Building Official for a renewal term of 6 months, or for permits that need to be reissued. Finally, given that the Town is currently out to bid for Building Official and related services, it is important that additional services which are contingent on contractual rates, be clearly identified on the permit fee schedule as proposed.

Recommended Motion: I move to **APPROVE** Resolution 30-09-14.

RESOLUTION NO. 30-09-14

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING RESOLUTION NO. 44-11-13 WHICH ESTABLISHED A FEE SCHEDULE FOR BUILDING AND CONSTRUCTION PERMITS AND RELATED SERVICES; 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 previously established a fee schedule pertaining to building and construction; and

WHEREAS, the Town has not increased its building permit fee schedule since 2007; and

WHEREAS, the Town's Community Development Department (the Department) conducted a survey of building permit fees charged by other municipalities in Palm Beach County; and

WHEREAS, based upon this survey, the Department has determined that the fees levied by the Town do not adequately reflect the administrative time and costs the Town incurs in the processing of building permit fees; and,

WHEREAS, the Department has recommended that the Town increase its fee schedule for building and construction permits.

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

Section 1. The Whereas clauses are hereby incorporated herein as the findings of the Commission.

Section 2. The Town Commission hereby adopts the following build and construction fee schedule:

MOVING PERMIT FEES:

For the moving of any building or structure exceeding 500 Sq Ft
the Permit Fee shall be: $500.00

DEMOLITION PERMIT FEES:

For the demolition of any building or structure exceeding 500 sq ft the Permit Fee
shall be: ..... $200.00 for the first 500 sq feet with the remainder @ $1.00 / 500 sq ft

~~RE-INSPECTION FEES:~~

~~For the first re-inspection ..... $50.00~~
~~For second and subsequent re-inspections..... $75.00~~

CONTRACTOR REGISTRATION FEES:

With Palm Beach County registration with a "W" designation..... $2.00
All Other Contractors $10.00

SIGN PERMIT FEES:

Minimum Permit Fee up to $ 3,000.00 in value $100.00
$ 3,000.00 and up in value $200.00
Window Signage (per store window frontage)..... $50.00

TAB 6

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 17, 2014 **Agenda Item No.** Tab 6

Agenda Title: Resolution to Amend the Town of Lake Park Uniform Classification System to Revise the Job Description for the Position of Harbor Marina Director

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

Approved by Town Manager _____ **Date:** 9/3/14

Bonnie McKibbon-Turner
Name/Title
HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	**Costs: $ -0-** Funding Source: Acct. # [ ] Finance _____	**Attachments: Resolution; and, Revised Harbor Marina Director Job Description in Redline Format**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or **Not applicable in this case** **BMT** **Please initial one.**

Summary Explanation/Background:

Currently, a job description exists in the Town of Lake Park Uniform Classification System entitled Harbor Marina Director. The purpose of this action is to revise this job description to update the minimum requirements and to make several housekeeping clarifications and corrections in the current job description.

A copy of the revised Harbor Marina Director job description is attached in redline format.

There will be no additional financial burden placed on the budget of the Town as a result of this action.

Recommended Motion: **I move to adopt Resolution** 31-09-14.

RESOLUTION NO. 31-09-14

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTION FOR THE POSITION OF HARBOR MARINA DIRECTOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; AND, PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the Uniform Classification System of the Town of Lake Park is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service.

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

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Uniform Classification System is amended to revise the job description for the position of Harbor Marina Director. A copy of the revised job description is attached hereto as Exhibit A.

Section 3. This Resolution shall become effective immediately.

EXHIBIT A

HARBOR MARINA DIRECTOR

~~CLASS~~JOB CODE: **620**
~~PAY GRADE:~~ **~~18~~**
DEPARTMENT: **Lake Park Harbor Marina**

CHARACTERISTICS OF THE CLASS

Under the administrative direction of the ~~Town Manager~~town manager, is responsible for the administration, direction and supervision of all Lake Park Harbor Marina activities and employees, including the planning, directing and coordinating of all Marina-related operations and activities. Oversees slip rentals, and assists the Town ~~Finance Director~~finance director with the collection and accounting of all income generated by the Marina, including, but not limited to, slip rentals, fueling charges, transient boater fees, ramp fees, concession sales and other miscellaneous revenues. Attends meetings of the ~~Harbor Marina Advisory Board, the~~ Town Commission and other meetings that may impact the functioning and performance of the Marina. Prepares and presents verbal and written reports to the ~~Town Manager~~town manager outlining the achievement of desired results on a regular basis. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed ~~within~~by this ~~classification. It is not necessarily descriptive of anyone~~ position ~~in the class~~. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develop, write and implement a comprehensive business plan for the operation of the Lake Park Harbor Marina and update such business plan on an annual basis
- Continuously seek to identify strategies for advertising Marina services and implement such strategies with the approval of the ~~Town Manager~~town manager, including but not limited to participation by the Marina in marine industry events ~~such as the Palm Beach County Boat Show~~
- Continuously seek to identify and develop proposals for revenue enhancing activities such as fishing tournaments and art shows at the Marina ~~for approval by the Town Commission~~
- Coordinate all Marina events
- Ensure positive customer service by establishing and maintaining a cordial and friendly relationship with all Marina patrons and with the general public
- Enforce the Marina rules and regulations in accordance with the Town Code
- Ensure that the Marina is maintained as a safe recreational and work environment pursuant to the Town's Workplace Safety and Health Manual, and recommend to the ~~Town Manager~~town manager steps needed to maintain the Marina in a neat, safe and orderly manner
- Supervise, direct and coordinate all activities necessary for the operation, building maintenance, repair and upkeep of the Marina
- Supervise the assignment of rental boat slips pursuant to ~~establish~~established procedure and maintain comprehensive and updated records relating to such rentals
- Supervise all functions relating to boat launching, parking and related activities
- Establish and implement, in conjunction with the Town ~~Finance Director~~finance director, a system of checks and balances to ensure accurate accounting of all revenue and inventory
- Supervise the collection, accounting and delivery to the Town Finance Department of all launching fees and revenues resulting from the daily operation of the Marina
- Maintain accurate and current records of all Marina operations, and provide periodic written and verbal reports as required by the ~~Town Manager or the Town Commission~~town manager
- Prepare annual departmental budget for approval by the ~~Town Manager~~town manager

REQUIREMENTS

A. Training and Experience:

Minimum requirements: Must possess a minimum of ~~three (3~~five (5) years of demonstrated professional experience as a marina manager which includes the complete operation and maintenance of a marina~~.~~ with 100 or more slips. Bachelor's degree from an accredited college or university majoring in ~~Business, Accounting, Public Administration~~business, accounting, public administration or related field~~, along with the stipulated experience,~~ preferred but not required. Certified Marine Manager (CMM) also preferred, but not required.

B. Knowledge, Skills and Abilities ~~and Skills~~:

- Knowledge of the principles, practices and methods for the operation of a business
- Knowledge of the principles, practices and methods of the operation of a marina
- Knowledge of boating and seamanship functions
- Knowledge and understanding of standard office procedures
- Familiarity with Dock Master~~,~~ (or similar marina accounting software package),
- Microsoft Word and Excel spreadsheet programs, and demonstrated ability to use same
- Ability to prepare and implement budgets
- Ability to establish and maintain effective public relations, with emphasis on generating excellent customer service
- Ability to develop short-term and long-term strategic plans and to effectively present them to policymaking bodies
- Ability to maintain accurate records
- Excellent oral and writing skills and the ability to present ideas clearly and concisely in ~~prepare~~ verbal and written reports
- ~~Ability to maintain and repair Marina facilities as necessary.~~
- Ability to perform required work without direct supervision
- Ability to plan, prioritize and supervise the work of other employees
- Ability to conduct himself or herself ~~themselves~~ professionally in the eyes of elected officials and the general public
- Flexibility to work independently as well as functioning as a team member

C. Physical Requirements:

Performance of the duties of this position may involve frequent walking; standing; some lifting and carrying objects of moderate-to-heavy weight (12-50 pounds); as well as operation of vehicles, office equipment, computers, shop or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Must be able to swim.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color, sound, odor, form and texture perception and discrimination.

F. Blood Borne Pathogens:

Category I - Moderate to Minimal Risk Exposure

~~The Town of Lake Park is an Equal Opportunity Employer. In compliance with Equal Opportunity guidelines and the Americans with Disabilities Act, the Town of Lake Park provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.~~

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.