



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, October 7, 2015, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
.....		
John O. D'Agostino	—	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. Valerie Riddick Mason Principal Lake Park Elementary School Tab 1
2. Special Presentation from the Palm Beach County Property Appraiser's Office Tab 2

D. PUBLIC COMMENT:

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

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

sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

3. Final Public Hearing on the Budget meeting minutes of September 15, 2015 Tab 3
 4. Regular Commission Meeting Minutes of September 16, 2015 Tab 4
 5. Architectural/Engineering of Kelsey and Lake Shore Park Restrooms & Tennis Court Lighting Improvements Workshop minutes of September 16, 2015 Tab 5
 6. Commission and Planning & Zoning Mixed Use Corridor Workshop meeting minutes of September 21, 2015 Tab 6
 7. Resolution No. 35-10-15 Authorizing the Mayor to Sign the Application for State Aid to Libraries Grant Tab 7
 8. Resolution No. 36-10-15 Establishing the General Election on March 15, 2016 Tab 8
 9. Resolution No. 37-10-15 Requesting that the Palm Beach County Supervisor of Elections Appoint Poll Workers for the General Election to be conducted on March 15, 2016 for Commissioners Tab 9
 10. Resolution No. 38-10-15 Declaring Certain Town Owned, Tangible Personal Property as "Surplus" and Eligible for Disposal Tab 10
 11. Completing the Six Month Performance Evaluation of the Town Manager Tab 11
- F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:
None
- G. PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:
None
- H. PUBLIC HEARING(S) – QUASI-JUDICIAL RESOLUTION:
12. Resolution No. 39-10-15 An Application by the Palm Beach County Department of Environmental Resource Management (PBC DERM), Applicant and Agent of the Lake Park Scrub Natural Area Located on the North Side of Silver Beach Road to Construct a 5 Car/1 Bus Parking Area, a Concrete Nature Trail, a Wildlife Observation Planform and At-Grade Hiking Trails. Tab 12
- I. RESOLUTION:
13. Resolution No. 40-10-15 Accepting a Special Warranty Deed and Bill of Sale from Congress Avenue Properties, LTD., Conveying Parcel C of the Plat of Congress Business Park for Right-of-Way Purposes; Authorizing and Directing the Mayor to Execute the Bill of Sale Which Grants to the Town the Improvements Tab 13

J. NEW BUSINESS:

14. Establishing a Date for an Executive Session to Discuss the Collective Bargaining Agreement between the Town of Lake Park and the Federation of Public Employees for the Period of October 1, 2015 to September 30, 2018

Tab 14

15. Resolution No. 41-10-15 to Amend the Town of Lake Park Uniform Classification System to Revise the Job Description for the Position of Harbor Marina Director

Tab 15

K. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

L. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, October 21, 2015

Special Presentations /Reports

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 7, 2015

Agenda Item No. Tab 1

Agenda Title: Valerie Riddick Mason Principal Lake Park Elementary School

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

Approved by Town Manager [Signature] Date: 9-23-15
John D'Agostino, Town Manager

Name/Title

Table with 3 columns: Originating Department (Town Manager), Costs (\$0), Attachments (E-mail exchange), Advertised (Not Required), and notification details.

Summary Explanation/Background:

The Town Manager's Office received an e-mail request from Chanda Kinlaw, Instructional Team Leader Area 4 Superintendent's Office on behalf of Valerie Riddick Mason, Principal of Lake Park Elementary School to meet with the Town Commission of Lake Park.

My sense of the meeting is for the School Department to establish an open line of communication between the Commission and the local Elementary School in Lake Park.

host during the school calendar year? How can Town Government partner with the local school to ensure the school's success?

Just some thoughts relative to talking points for the Commission Meeting.

Recommended Motion: None.

John D'Agostino

From: John D'Agostino
Sent: Friday, September 4, 2015 3:15 PM
To: 'chanda.kinlaw@palmbeachschools.org'
Cc: Commission; Janet Perry; Vivian Mendez (vmendez@lakeparkflorida.gov)
Subject: Valerie Riddick Mason Principal of Lake Park Elementary School

Dear Chanda Kinlaw:

Senior Staff have scheduled for Wednesday October 7th under the Special Presentation Section of our public meeting. If Valerie Riddick Mason has presentation material for that evening, please provide the same to my office no later than September 21, 2015 to be included in the agenda packet which will be published prior to the October 7th meeting.

Sincerely Yours,

John O. D'Agostino
Town Manager, Town of Lake Park, FL
561-881-3304 (Office)
561-881-3314 (Fax)
jdagostino@lakeparkflorida.gov
www.lakeparkflorida.gov

Please note: Florida has a very broad public records law. Written communication regarding town business are public records available to the public upon request. Your e-mail communications are therefore subject to public disclosure. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entry, instead contact this office by phone or in writing. Section 668.6076, FS

John D'Agostino

From: Chanda Kinlaw <chanda.kinlaw@palmbeachschools.org>
Sent: Friday, September 4, 2015 3:19 PM
To: John D'Agostino
Subject: Re: Valerie Riddick Mason Principal of Lake Park Elementary School

Thank you!

On Fri, Sep 4, 2015 at 3:15 PM, John D'Agostino <JD'Agostino@lakeparkflorida.gov> wrote:

Dear Chanda Kinlaw:

Senior Staff have scheduled for Wednesday October 7th under the Special Presentation Section of our public meeting. If Valerie Riddick Mason has presentation material for that evening, please provide the same to my office no later than September 21, 2015 to be included in the agenda packet which will be published prior to the October 7th meeting.

Sincerely Yours,

John O. D'Agostino

Town Manager, Town of Lake Park, FL

[561-881-3304](tel:561-881-3304) (Office)

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Chanda Kinlaw
Instructional Team Leader
Area 4 Superintendent's Office
Office: 561-494-1500
PX: 81500
Email: chanda.kinlaw@palmbeachschools.org

Disclaimer: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

John D'Agostino

From: John D'Agostino
Sent: Thursday, September 3, 2015 12:46 PM
To: Vivian Mendez
Cc: Janet Perry
Subject: Re: Lake Park Elementary Building a Relationship with the City of Lake Park

Hi Vivian:

We will discuss at tomorrow's meeting on agenda items. Janet please remind me.

John O. D'Agostino
Town Manager, Town of Lake Park, FL

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Sent from my iPhone

On Sep 3, 2015, at 11:22 AM, Vivian Mendez <vmendez@lakeparkflorida.gov> wrote:

Good morning,

Below is a request from a representative of the Palm Beach County School District requesting to be placed on a Town agenda. Please advise me of which agenda would be best for this presentation and who would create the ARF.

Sincerely,

Vivian Mendez, CMC
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403
561-881-3311
561-881-3314 (fax)
vmendez@lakeparkflorida.gov

* Please note: Florida has a very broad public records law. Written communication regarding Town business are public records available to the public upon request. Your email communications are therefore subject to public disclosure. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity, instead contact this office by phone. Florida State Statute Section 668.6076.

From: Chanda Kinlaw [<mailto:chanda.kinlaw@palmbeachschools.org>]
Sent: Thursday, September 3, 2015 10:40 AM

To: Vivian Mendez <vmendez@lakeparkflorida.gov>

Subject: Lake Park Elementary Building a Relationship with the City of Lake Park

Hello Vivian,

As a follow-up to our phone conversation.

I am one of the liaisons for Dr. Camille Coleman the Area 4 Superintendent of Palm Beach School District. Our area is comprised of 38 schools comprised in the West Palm Beach, Riviera Beach, Lake Park, North Palm Beach, Palm Beach Gardens, and Jupiter area.

It is our hope to establish a relationship with the city and our principal of our school in the Lake Park area so that the city and the community can know what is happening at Lake Park Elementary.

We would like to schedule date(s) for our Lake Park principal Valerie Reddick Mason to attend a monthly city meeting and to briefly share in 3-5 minutes information as it pertains to Lake Park Elementary school. It is our goal to be able to highlight the programs and activities that are being implemented at Lake Park Elementary to the community.

If you have any questions please feel free to contact me. My contact information is listed below. Thanks for your assistance! I look forward to hearing from you.

--

Chanda Kinlaw
Instructional Team Leader
Area 4 Superintendent's Office
Office: 561-494-1500
PX: 81500
Email: chanda.kinlaw@palmbeachschools.org

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TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 7, 2015

Agenda Item No. *Tab 2*

Agenda Title: Special Presentation from the Palm Beach County Property Appraiser's Office

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: 9-24-15
 Blake K. Rane *BKR* Finance Director
 Name/Title

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

Summary Explanation/Background:

Mr. Nikolits, the Palm Beach County Tax Appraiser, has offered to have one of the officials from his office address the Commission. Chief Deputy Dorothy Jacks has been assigned to make the presentation.

Recommended Motion:

None required.

Consent Agenda

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **October 7, 2015**

Agenda Item No. *Tab 3*

Agenda Title: Final Public Hearing on the Budget meeting minutes of September 15, 2015

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

Approved by Town Manager _____

Date: *9-16-15*

Vivian Mendez - Town Clerk

Name/Title

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

Summary Explanation/Background:

Recommended Motion:

To approve the Final Public Hearing on the Budget meeting minutes of September 15, 2015.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Final Public Hearing
On the Budget Meeting
Tuesday, September 15, 2015, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
.....		
John O. D'Agostino	—	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. PUBLIC HEARINGS

****OPEN PUBLIC BUDGET HEARING****

- A. Staff Report
- B. Public Comments
- C. Commission Deliberation

1. Resolution No. 30-09-15 Adopting the Final Millage Rate for Fiscal Year 2015-2016

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A FINAL MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016; STATING THE ROLLED-BACK RATE FOR THE TOWN OF LAKE PARK; STATING THE PERCENT BY WHICH THE TOWN MILLAGE RATE EXCEEDS, IF ANY, THE ROLLED-BACK MILLAGE RATE; AND LEVYING FOR AD

Tab 1

VALOREM TAXES ON ALL TAXABLE REAL AND TANGIBLE PERSONAL PROPERTY IN THE TOWN OF LAKE PARK FOR FISCAL YEAR 2015/2016; PROVIDING FOR AN EFFECTIVE DATE.

**2. Resolution No. 31-09-15 Adopting the Budget for Fiscal Year 2015-2016
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, MAKING SEPARATE AND SEVERAL APPROPRIATIONS FOR ITS NECESSARY OPERATING EXPENSES, THE EXPENSES OF THE VARIOUS FUNDS AND DEPARTMENTS OF THE TOWN FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015, AND ENDING SEPTEMBER 30, 2016, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.**

Tab 2

******* CLOSE PUBLIC BUDGET HEARING*******

D. PUBLIC COMMENT:

This time is provided for addressing item 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. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

F. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, September 16, 2015



Minutes
Town of Lake Park, Florida
Final Public Hearing on the Budget Meeting
Tuesday, September 15, 2015, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of the Final Public Hearing on the Budget Meeting on Tuesday, September 15, 2015 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager John O. D'Agostino, Town Attorney Thomas Baird, and Town Clerk Vivian Mendez.

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

PUBLIC HEARING(S) Opened:

Town Manager D'Agostino explained that this was the Final Public Hearing on the Budget for fiscal year 2015-2016. He stated that the operating budget was fashioned in a collaborative manner with a finance team. He stated that the budget team consisted of Finance Director Blake Rane, Human Resources Director Bambi Turner, Community Development Director Nadia DiTommaso, Administrative Assistant to the Town Manager Janet Perry, and himself. He stated that the first presented proposed budget was over the millage rate. He explained that the first presented budget had been submitted with all the department initiatives to give a sense of what each department needed to function. He explained that as staff worked through the budget they trimmed approximately \$560,000 from the initiatives. He stated that the departments were asked to resubmit their budgets in a manner in which they would still be able to maintain the current level of service. He explained that the budget team met with the Commissioners individually to discuss the budget. During the individual meetings, they discussed the necessity to build capacity in each department. As a result, of the meetings, the budget establishes one full-time employee it upgrades some existing personnel to take on more duties and responsibilities to establish that capacity. He stated that the Public Works Department was being reorganized by taking a tier of reporting that was going directly to the Director and would then report to an assistant operations person, which was an existing employee. He explained that the intent was to conduct business on a day-to-day basis in the absence of key personnel. He used the Marina Director position as an example of how an interim was appointed to fill the position until a Director could be hired. He stated that an assistant position was not necessary at this time for the Marina.

He stated that the budget has the millage rate that was approved at the First Public Hearing on the Budget, which was 5.3474 with the estimated revenue earnings of \$2,664,003.00. The Operating Budget would be approximately \$12 million, which included the Enterprise Funds. He explained that Resolution 30-09-15 was to adopt the millage rate. The millage rate was properly advertised in the Palm Beach Post, which shows a reduction in the millage rate from 8.805 to 5.3474 as a result of the Municipal Service Trust Unit (MSTU). He explained that although the millage rate shows that it

declined since last year, the millage rate has not increased or decreased. It had been separated out to show exactly what was covered by the MSTU.

Finance Director Blake Rane explained that the advertisement was approved by the State. He explained to the staff at the State that the Town was participating, for the first time, in an MSTU and wanted to verify that the advertisement was done correctly. The State verified that the advertisement was correct.

Commissioner O'Rourke stated that it does not appear as though the budget has decreased since last year, but instead it appears as though it has increased significantly. He stated that with the increase in property values the Town has received addition funds. He recapped the General Fund, which looks as though the Town Commission budget goes down; the Town Manager's budget had an increase due to the Administrative Assistant position being placed back in that budget; Human Resources budget increased due to the Administrative Assistant position. Town Manager D'Agostino explained that the Administrative Assistant position salary and responsibilities would not be split between the Human Resources Department and Recreation Department. Commissioner O'Rourke stated that it looks as though the Public Works department budget has decreased. Finance Director Rane explained that there are four (4) Divisions in Public Works. He explained that the Public Works Administration budget increased from \$95,000 to \$112,000. Grounds Maintenance budget increased from \$360,000 to \$390,000. Facility Maintenance budget increased from \$286,000 to \$307,000, caused by the initiatives of repairing the Mirror Ballroom doors, and upgrading the doors around Town Hall. Vehicle Maintenance budget increased from \$82,000 to \$122,000, which was to fund another mechanic. Commissioner O'Rourke explained that the parking meters were being removed from the budget. He explained that he was highlighting these items because he would like the public to understand what was occurring with the budget and why changes were being made. He stated that the Recreation Department budget looks as though it had decreased minimally. Town Manager D'Agostino pointed out that there would be two (2) Event Coordinators working in the Recreation Department to manage events, rentals, and the Sunset Celebrations. Commissioner O'Rourke stated that unfortunately it looks as though the Library budget did not increase.

Commissioner Rapoza commented that she agrees with the budget.

Commissioner Flaherty asked if Information Technology (IT) was keeping up with current technology to keep the Town up-to-day and running smoothly without procuring additional Professional Services expenses in consulting fees. He realizes that there were many computers purchased this fiscal year and wondered why there was an increase in the upcoming budget for the consultant. Town Manager D'Agostino explained that there are several challenges in the IT Department. He explained that when looking at the integration of technology in the delivery of services and how to best deliver those services in a more efficient manner, it requires us to upgrade systems. When systems are upgraded then the hardware needs to be upgraded. He explained that they are looking at moving the current Finance package out of a DOS base to Windows base. He stated that as hardware and software are upgraded and provided to those employees in the field, capacity in the IT Department would be necessary to support the upgrades, or contract those services out. He stated that over the next few years there would be move forward

with creating strategies to update the hardware and software. He stated that there was a server that needed to be replaced. He pointed out that the IT Department was functioning in an effective way with only one person, making sure that all of the systems are up and running across the entire Town. He stated that different departments are looking to increase the hardware and software they need to operate their departments efficiently, which would cost additional funds. He stated that all these decisions are designed to put the information in front of those employees to make the most informed decisions possible for the Town. His vision would be to have the Town be a data driven decision making organization. Finance Director Rane explained that the Town has taken a small steps to keep up with technology.

Vice-Mayor Glas-Castro stated that she had received a similar question from a resident. She stated that one person was frustrated on how long it took to upgrade the Library computer system this summer. Town Manager D'Agostino explained that he was equally frustrated with the process this summer. He stated that the system that was installed runs better, faster, more efficient, and has a great network capability. However, capital funds need to be invested in the Library so that when there are power surges, or lightning strike (which happens frequently this time of year), the system does not completely go down because there are no backup power generators to power up the Library. He explained that when the upgrade was taking place each of the 24 computers were being established individually and creating a mirror image of each other so that they were running off of one main type server. He explained that during that process there was a lightning strike, power was lost, and the entire system was corrupted and had to be rebuilt, which resulted in another week with no computer service at the Library. He stated that it was just one example of how the Town has not invested in the infrastructure that was needed to protect our information base. He stated as a result the system was working well and has not gone down since.

Mayor DuBois asked if the only position that was vacant was the mechanic in the Public Works Department. Town Manager D'Agostino stated that the position was laid off several years ago. Mayor DuBois clarified that there were other position that were in the budget in the past, but had not been funded and are now being funded. Town Manager D'Agostino stated one of the departments that he was most concerned about was the Town Clerk's Office because there was no support in that department. He stated that since there has been no support the Town Clerk has had to work nights and weekends and sometimes on days off to get the work completed. He stated that the position of Deputy Town Clerk has been funded and they are working at filling that position for the first time in several years. He stated that it would give some continuity of service because if you hire that position as an assistant, that person does not have the statutory authority to do many of the duties that the Clerk would do. However, the Deputy, in the absence of the Clerk has the statutory authority, so an uninterrupted level of service was important to achieve, which was why there was an increase in the Town Clerk's budget. He stated that there was also an increase in technology in the Town Clerk's budget for five (5) licenses so that other departments could research documents that are stored in the Laserfiche system. This would allow departments to directly access the Laserfiche system and obtain the information they need to increase efficiency.

1. Resolution No. 30-09-15 adopting the Final Millage Rate for Fiscal Year 2015-2016.

PUBLIC COMMENT:

None

Motion: Commissioner O'Rourke moved to approve Resolution No. 30-09-15; 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	X		
Mayor DuBois	X		

Motion passed 5-0.

2. Resolution No. 31-09-15 Adopting the Budget for Fiscal Year 2015-2016.

PUBLIC COMMENT:

None

Motion: Commissioner O'Rourke moved to approve Resolution No. 31-09-15; 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	X		
Mayor DuBois	X		

Motion passed 5-0

Public Hearing Closed:

PUBLIC COMMENT:

None

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D'Agostino had no comments.

Commissioner O'Rourke thanked staff and everyone for their work on the budget.

Commissioner Rapoza had no comments.

Commissioner Flaherty thanked staff for their work on the budget.

Vice-Mayor Glas-Castro had no comments.

Mayor DuBois thanked staff for a great job on the budget.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner O'Rourke, and by unanimous vote, the meeting adjourned at 7:08 p.m.

Mayor James DuBois

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2015

TAB 4



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **October 7, 2015**

Agenda Item No. *Tab 4*

Agenda Title: Regular Commission meeting minutes of September 16, 2015

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

Approved by Town Manager *J. D. [Signature]* **Date:** *9-18-15*

Vivian Mendez - Town Clerk

Name/Title

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

Summary Explanation/Background:

Recommended Motion:

To approve the Regular Commission meeting minutes of September 16, 2015.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting

Wednesday, September 16, 2015, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
<hr/>		
John O. D'Agostino	—	Town Manager
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A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

1. Proclamation for Fensely Wisdom Employee of the Year for 2014

Tab 1

D. PUBLIC COMMENT:

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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. Regular Commission meeting minutes of September 2, 2015 Tab 2

3. First Public Hearing on the Budget meeting minutes of September 3, 2015 Tab 3

F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:

None

G. PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

None

H. PUBLIC HEARING(S) – QUALSI-JUDICIAL - RESOLUTION:

4. Resolution No. 32-09-15 Approving a Site Plan and the Special Exception Use for an Auto Paint and Body Shop to be Located at 1145 Water Tower Road in the Commercial 4 (C-4) Business District

Tab 4

I. NEW BUSINESS:

5. Resolution No. 33-09-15 to Amend the Town of Lake Park Uniform Classification System to Revise the Job Descriptions for positions of Assistant to the Town Manager, Operations Manager, and Special Projects Coordinator; and, to Create the New Job Description for the Assistant to the Human Resources Director, Assistant to the Community Development Director, Sanitation Forman, Grounds Maintenance Foreman, and Assistant Town Manager/Human Resources Director

Tab 5

6. Resolution No. 34-09-15 Authorizing Execution of an Agreement between the Town of Lake Park and Calvin Giordano & Associates, Inc. for Continuing Professional Consultant Services in Response to RFQ 103-2015

Tab 6

7. Scheduling a Visioning Workshop (October or November)

Tab 7

J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

K. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, October 7, 2015



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, September 16, 2015, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, September 16, 2015 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

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

SPECIAL PRESENTATIONS/REPORTS

1. Proclamation for Fensely Wisdom Employee of the Year for 2014.

Mayor DuBois presented Fensely Wisdom the proclamation for the 2014 Employee of the Year. Mr. Wisdom thanked the Commission and the staff for the honor. He explained that during his interview he stated that he would give 100 percent every day. He is proud to live and work for the Town of Lake Park.

PUBLIC COMMENT:

None

CONSENT AGENDA:

- 2. Regular Commission meeting minutes of September 2, 2015**
- 3. First Public Hearing on the Budget meeting minutes of September 3, 2015**

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	X		
Mayor DuBois	X		

Motion passed 5-0.

PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:

None

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

None

PUBLIC HEARING(S) – QUALSI-JUDICIAL - RESOLUTION:

4. Resolution No. 32-09-15 Approving a Site Plan and the Special Exception Use for an Auto Paint and Body Shop to be Located at 1145 Water Tower Road in the Commercial 4 (C-4) Business District.

Public Hearing Opened:

The members of the Commission made the following ex-parte communication disclosures:

Commissioner O’Rourke had no ex-parte communications to disclose.

Vice-Mayor Glas-Castro had no ex-parte communications to disclose.

Mayor DuBois had no ex-parte communications to disclose.

Commissioner Flaherty had no ex-parte communications to disclose.

Commissioner Rapoza had no ex-parte communications to disclose.

Town Attorney Baird swore in all of the witnesses.

Community Development Director Nadia DiTommaso presented the item (see Exhibit “A”). Mayor DuBois asked if the property was using sanitary sewer. Community Development Director DiTommaso stated that it was not on septic and that it was using sanitary sewer. Town Manager D’Agostino asked if they were planning on using an alternative to the watering system. Mr. Khaled Grayeb stated that another alternative has been reviewed, steam or foam. He expected that the steam system would work best. Town Manager D’Agostino asked if the steam system had been proposed to be used at the site. Mr. Grayeb stated “yes”.

Public Comment

None

Public Hearing Closed:

Motion: Commissioner O’Rourke moved to approve Resolution 32-09-15; 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	X		
Mayor DuBois	X		

Motion passed 5-0.

NEW BUSINESS:

5. Resolution No. 33-09-15 to Amend the Town of Lake Park Uniform Classification System to Revise the Job Descriptions for positions of Assistant to the Town Manager, Operations Manager, and Special Projects Coordinator; and, to Create the New Job Description for the Assistant to the Human Resources Director, Assistant to the Community Development Director, Sanitation Forman, Grounds Maintenance Foreman, and Assistant Town Manager/Human Resources Director.

Town Manager D'Agostino/Human Resources Director Bambi Turner presented the item (see Exhibit "B"). Mayor DuBois agrees that an Assistant Town Manager position be created with someone within the organization and does not feel that a standalone position was necessary. He expressed concern that in the future if associating Assistant Town Manager with Human Resources (HR) was the correct way to go, or reserving that choice of who would serve in that position for the Town Manager, rather than assigning it a position. He stated that Ms. Turner has proven to be capable of the responsibilities by stepping in as Interim Town Manger. He asked for clarification if the position of HR become available, would the Town be hiring someone to fill both roles as the job description describes. Town Manager D'Agostino explained that the way the job description was being proposed that would be the case; however, any manager that would recruit for that position would look for someone that has the characteristic to carry the load responsibilities. He stated that the job description could be changed if they were unsuccessful in recruiting the right candidate. He stated that Ms. Turner has those qualifications and abilities and it would be up to the individual being hired. He stated that the need to reevaluate the Assistant Town Manager portion of the job description could be removed. Mayor DuBois asked if the Town Manger would preferred to reserve that selection among the staff to himself rather than having it assigned to a particular position. Town Manager D'Agostino stated that at this point he was very comfortable with Ms. Turner. Mayor DuBois stated that prior to hiring him (Mr. D'Agostino) as Town Manager, there was a discussion among the Commissioner about having the HR act as the Interim Town Manger considering that HR has access to confidential medical record information. He stated that there needs to be a wall between the information and the hiring/firing of people. He used an example of HR having the private information and hiring/firing someone, he felt it was a conflict. Town Manager D'Agostino stated that the Mayor raised good questions and suggested that they postpone action and staff would come back with another recommendation. Human Resources Director Bambi Turner clarified the concern of access to medical information and protected information. She stated that currently HR Director does make recommendations to the Town Manager in situation involving hiring of new personnel and termination of employment. However, the HR Director, by law, cannot let any medical information enter into a decision regarding hiring/firing of an employee, which was contrary to Health Insurance Portability and Accountability Act (HIPAA). Mayor DuBois expressed concern with having the same person that has hiring/firing capacities and being the Assistant Town Manager. He reiterated that Ms. Turner knows how to separate out those responsibilities, but was concerned by the perception. Human Resources Director Turner stated that they make every effort possible to keep those types of considerations out of the hiring/firing decisions. She stated that HR always makes sure that there are cause and that a person has gone through the progressive disciplinary process outlined in the employee handbook

before being fired. She stated that the protected factors are against the HIPAA discrimination laws. Town Manager D’Agostino stated that they would rewrite the job description better to avoid those types of issues. He explained that he received a Master Degree in Human Resource Development because employment law was complicated.

Motion: Commissioner O’Rourke moved to approve Resolution 33-09-15 excluding the job description of Assistant Town Manager/Human Resources Director; 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	X		
Mayor DuBois	X		

Motion passed 5-0

6. Resolution No. 34-09-15 Authorizing Execution of an Agreement between the Town of Lake Park and Calvin Giordano & Associates, Inc. for Continuing Professional Consultant Services in Response to RFQ 103-2015.

Town Manager D’Agostino presented the item (see Exhibit “C”). Mayor DuBois asked if the outfall project on Northlake Blvd was part of the list. Town Manager D’Agostino stated that the outfall project was a new project. Vice-Mayor Glas-Castro stated that it does not appear that Calvin Giordano & Associations (CGA) has a traffic engineer. She asked what other disciplines would the Town need to hire sub-consultants for. Patrick Figurella with CGA stated that they have four (4) traffic engineer in-house and that no disciplines would need to be sub-contracted. Mayor DuBois asked if CGA had an office in Palm Beach County. Mr. Figurella stated “yes”, 560 Village Blvd, suite 340.

Motion: Commissioner O’Rourke moved to approve Resolution 34-09-15; 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	X		
Mayor DuBois	X		

Motion passed 5-0.

7. Proposed Workshop Dates for Lake Park Visioning.

Town Manager D’Agostino presented the item (see Exhibit “D”). The Commission discussed and decided that the Visioning sessions would be conducted after Regular Commission meetings. They chose to have the first session for Wednesday, October 7,

2015 after the Regular Commission meeting, with a second session on Wednesday, November 4, 2015 after the Regular Commission meeting.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D'Agostino announced that the Sunset Celebration would be held on Friday, September 25, 2015 from 6:00 p.m. – 9:00 p.m. at the Harbor Marina. He announced that an October Fall Fest would be held at Lake Shore Park on October 30, 2015 at 6:00 p.m. – 9:00 p.m. He stated that candy would be distributed to children. Commissioner O'Rourke asked if the Palm Beach Sheriff's Office (PBSO) would have their "Truck or Treat" event. Town Manager D'Agostino stated that PBSO would not have a Truck or Treat event, but would be donating candy for the event. He announced that a new band would be playing at the October Fall Fest event.

Commissioner O'Rourke thanked Palm Beach County Fire Rescue and Bright Futures for their help during the 911 Memorial Ceremony held at the Fire station. He would be interested in the Town having its own 911 Memorial.

Commissioner Rapoza announced that she would not be attending the October 21, 2015 meeting.

Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro had no comments.

Mayor DuBois announced that the Kiwanis garage sale was canceled due to a lack of items to sell. He attended the Mayor's Literacy Luncheon where they announced the "Read for the Record" event would be held the week of October 18, 2015 through October 23, 2015. The Town would participate on October 22, 2015 and that they would be reading "Not Norman" by Kelly Bennett.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner O'Rourke, and by unanimous vote, the meeting adjourned at 7:46 p.m.

Mayor James DuBois

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2015



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "A"

Meeting Date: September 16, 2015

Agenda Item No. Tab 4

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A SITE PLAN AND THE SPECIAL EXCEPTION USE FOR AN AUTO PAINT AND BODY SHOP TO BE LOCATED AT 1145 WATERTOWER ROAD IN THE C-4 BUSINESS DISTRICT; PROVIDING FOR CONDITIONS ASSOCIATED WITH THE USE; AND PROVIDING FOR AN EFFECTIVE DATE.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON ___ READING
- NEW BUSINESS – RESOLUTION – PUBLIC HEARING/QUASI-JUDICIAL**
- OTHER
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager J. A. Carty Date: 8-31-15

Nadia Di Tommaso / Community Development Director ND
Name/Title

<p>Originating Department: Community Development</p>	<p>Costs: \$ Legal Ads and Certified Mail Funding Source: Applicant Escrow Account Acct. # 4896 <input checked="" type="checkbox"/> Finance <u>BK2</u></p>	<p>Attachments:</p> <ul style="list-style-type: none"> → Staff Report → Resolution <u>32-09-15</u> → Copy of Applicant's Application, including proposed site/landscape plan and site photos → Legal Ad
<p>Advertised: Date: September 6, 2015 Paper: Palm Beach Post <input type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <u>ND</u> or Not applicable in this case _____ Please initial one.</p>

Summary Explanation/Background: PLEASE SEE STAFF REPORT.

Recommended Motion: I MOVE TO APPROVE THE PROPOSED SPECIAL EXCEPTION USE OF AN AUTO PAINT AND BODY SHOP AT 1145 WATERTOWER ROAD WITH THE CONDITIONS OF APPROVAL #1 THROUGH #5 AS LISTED IN THE STAFF REPORT.



Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015

SPECIAL EXCEPTION APPLICATION FILED BY KALED GRAYEB FOR THE SPECIAL EXCEPTION USE OF AN AUTO PAINT AND BODY SHOP (“SPECTRUM COLLISION AND AUTO REPAIR”) TO BE LOCATED IN THE C-4 COMMERCIAL DISTRICT

BACKGROUND INFORMATION:

Applicant: Khaled Grayeb (“Spectrum Collision and Auto Repair”)
Owner: Watertower LLC
Site: 1145 Watertower Road
Net Acreage: 0.29
Legal Description: 20-42-43 WLY 100 FT OF SLY 74.96 FT & WLY 73.15 FT OF NLY 74.97 FT OF SLY 150 FT OF ELY 312.6 FT
Current Zoning: C-4 Business District
FLUM land use category: Commercial Light Industrial

Adjacent Zoning

North: Commercial-4 (C-4)
South: Campus Light Industrial/Commercial District (CLIC)
East: Commercial-4 (C-4)
West: Commercial-4 (C-4)

Adjacent Existing Land Use

North: Commercial Light Industrial
South: Commercial Light Industrial
East: Commercial Light Industrial
West: Commercial Light Industrial

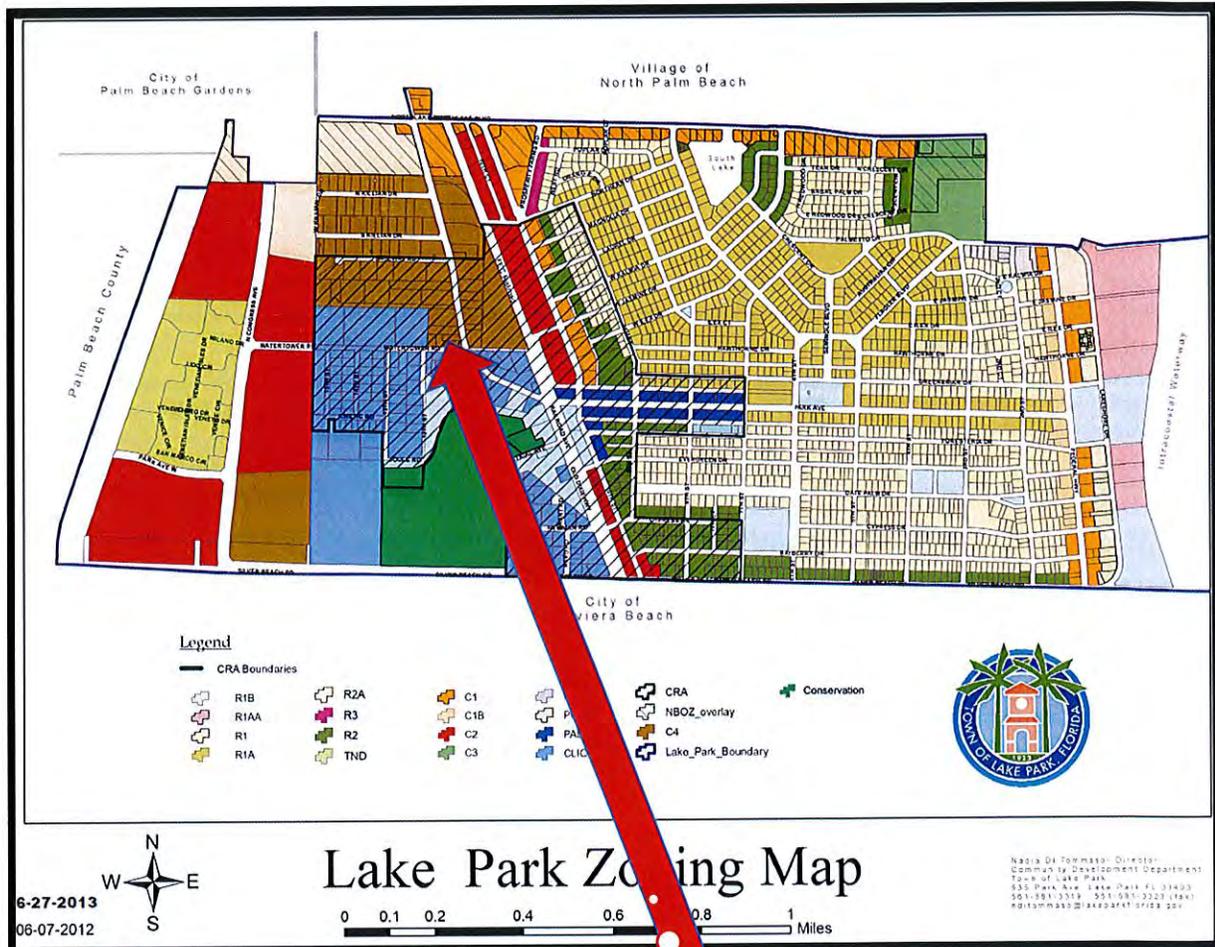
FIGURE 1: Aerial View





Town of Lake Park
TOWN COMMISSION
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FIGURE 2: Town Zoning Map

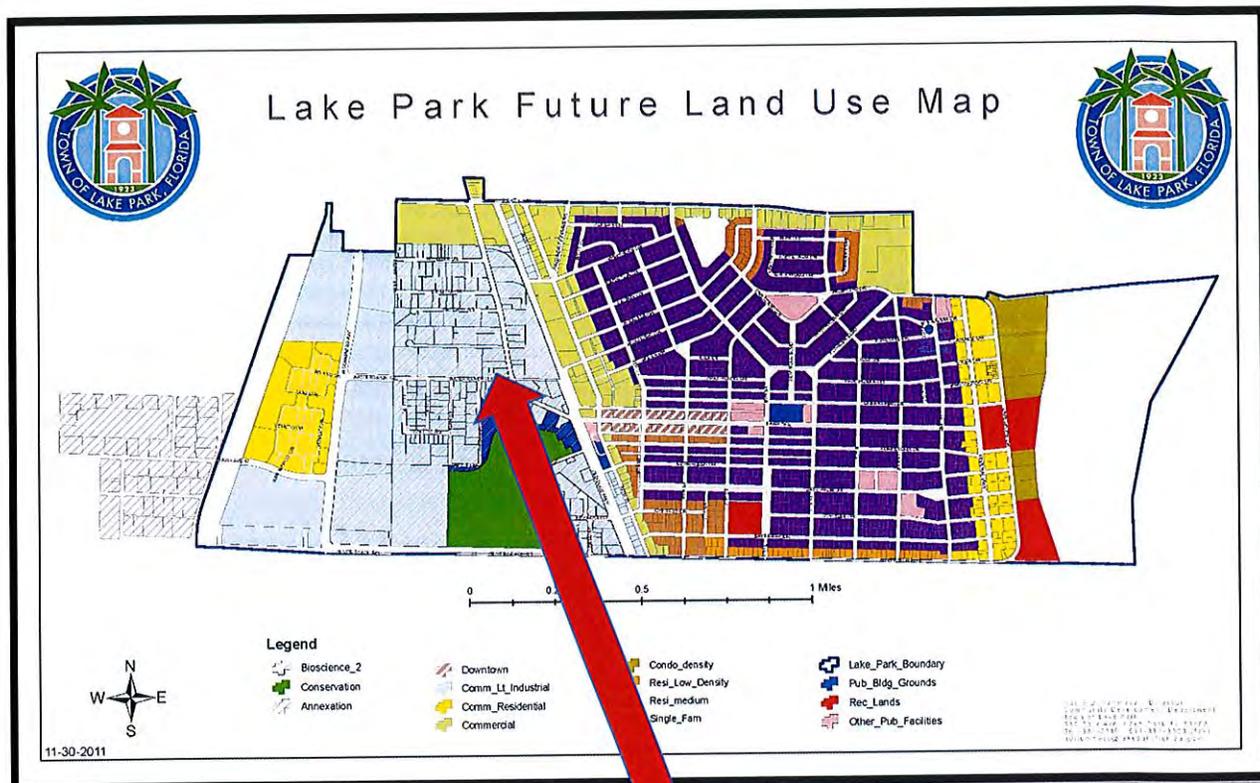


Location of site



Town of Lake Park
TOWN COMMISSION
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FIGURE 3: Town Future Land Use Map (FLUM)



Location of site



**Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015**

SUMMARY OF THE APPLICATION:

The Applicant proposes an auto paint and body shop use at 1145 Watertower Road. The use may include some mechanical work to a vehicle, as part of the body shop component, depending on the extent of the damage. Examples of this mechanical work includes the replacement of radiators, condensers or suspension parts. All of the mechanical work will be performed inside the building (as conditioned and required by Code as well). The Applicant's proposed operating hours are 8:00 am to 5:00 pm Monday through Friday, and 8:00am to 1:00pm on Saturday. Vehicles that are to be restored/repared, or have already been restored/repared will be stored inside the building, or occasionally outside of the building in a secured gated portion of the property. The building is to consist of approximately 280 square feet of office space and a garage of approximately 5,180 square feet.

The site upon which the special exception use is proposed was originally developed in 1970 (the Site). The Site is located in a Commercial-4 (C-4) Zoning District, across the street from properties within the Campus Light Industrial Commercial (CLIC) Zoning District. While an auto paint and body business is a special exception use in the C-4 Zoning District, it is a use by right in the CLIC Zoning District. To the east of the Site is an automotive mechanic business. To the west of the Site are two auto body repair businesses. To the south of the Site is a concrete plant. The properties further south of the Site, between 12th and 15th Streets comprise a warehouse district primarily of light manufacturing uses also catering to automotive uses.

The Site and the overall area has a future land use designation of Commercial Light Industrial. The C-4 and the CLIC are the only two districts allowing (by right or special exception) the auto paint and body shop use proposed by this special exception application.

PLANNING & ZONING (P&Z) BOARD

The P&Z Board considered this application at their August 20, 2015 Special Call Meeting. At this meeting, the Board reviewed visuals of the interior (included herein) and received clarifications that all repair and auto paint work would be conducted indoors. The site will be equipped with an adequate ventilation system which will require inspection and approval by the Town's Building Official and the Palm Beach County Fire Rescue Inspector. The site also currently has insulation which shall serve as a noise barrier. The Application explained that all of the required employee and customer spaces, including one accessible space, will located in front the building on the exterior. The additional code required spaces are needed for repair vehicles and will be located inside the building, using lifts to maximize the interior space, pursuant to Plan Sheet A submitted as part of this packet for the Town Commission. Additionally, the Applicant has confirmed that a waterless car washing system will be used following repair to clean off of the repair vehicles for customer pick-up. If water is used in the future, a water reclamation system permit, approved by Seacoast and the Florida Department of Environmental Protection, will be required prior to this change being made. The P&Z Board recommended APPROVAL the Application (5-0) with added conditions #4 and #5 found herein.



Town of Lake Park
TOWN COMMISSION
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Figure 4: Panoramic View of Property:



Figure 5: Panoramic View Directly South Across Watertower Road:





**Town of Lake Park
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ANALYSIS OF SPECIAL EXCEPTION CRITERIA

The six criteria required for the approval of a Special Exception Use and the analysis of same are as follows:

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

Applicable Goals and Objectives:

The proposed special exception use is consistent with Chapter 3, Objective 5 of the Future Land Use Element of the Comprehensive Plan, which states:

“As a substantially built-out community in an urbanized area, the Town shall promote redevelopment and infill development in a manner that is considerate to existing neighborhoods and uses, the built and natural environments, and neighboring jurisdictions.”

Staff Comments

The Comprehensive Plan encourages redevelopment and infill development provided it is considerate to existing uses. As referenced above, the proposed special exception use is consistent with the commercial and industrial uses in this area of the Town.

FINDING: CRITERIA MET



Town of Lake Park
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Criteria 2: *The proposed special exception is consistent with the land development and zoning regulations and all other portions of this Code.*

Staff Comments

Parking:

Per Section 78-142 of Town Code, parking space requirements allow for the following calculations:

- *Auto Paint and Body: 4 spaces per 1,000 square feet calculated at 5,180 square feet calls for a minimum of 21 spaces.*

Therefore a total of 21 spaces, inclusive of 1 ADA space, is required for the proposed development.

There is a total of 7 customer parking spaces, including 1 ADA space, located in the front yard along Watertower Road and an additional 3 spaces for employee parking located in the eastern side yard. These areas provide ample parking for customers and employees, while the remaining 11 spaces that are required by Town Parking Code will be designated for use only by vehicles received for repair and located inside the garage. The facility's large interior space can easily accommodate this indoor storage need above and beyond the maximum number of vehicles they will service in one week. Per the business model, they expect to service 3-4 cars at one time with a turnaround of 2-3 days. This equates to an average of 3.5 cars in a 2.5 day period or 7 cars over one week (5 days).

Landscaping:

The Site is entirely paved except for several narrow linear areas along the eastern and western property lines. Staff recommends that landscaping be applied to these east and west linear areas and a 15' landscaping buffer should be excavated along a portion of Watertower Road, which may have the opportunity to contain some hedging that will screen a portion of the parking lot as indicated on the proposed plan SP-1 and dated June 22, 2015.

Building Height:

The structure complies with maximum building height for this district. Per Section 78-74, structures shall not exceed 45 feet in height.

Lot Coverage:

Section 78-74 requires that the maximum lot coverage is no more than 50% of the lot area. The Site is .29 acres or 12,632ft². The building covers approximately 5,608 square feet, or 44% lot coverage. Thus, the lot coverage regulation has been met.

Outdoor Storage:

Section 78-74 allows for the outdoor storage of goods, materials and vehicles as an accessory to the primary land use provided it is on an improved surface, and is screened by fencing, landscaping, fabric fence or other suitable materials. If approved, the applicant is required to add screening to the fence located along the front and western side yards to screen the storage area as indicated on the proposed plan SP-1 and dated June 22, 2015.

Setbacks:

The structure encroaches on its western side yard setback, but the applicant does not propose any expansion of the building that will result in an increase of this non-conformity. The structure meets all other setbacks required for this site.



Town of Lake Park
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The special exception use will meet requirements of this zoning district by:

1. Not expanding the structure's non-conforming western side yard setback.
2. Providing all necessary customer, employee and ADA parking in the front and eastern side yards and reserving the remaining 11 spaces for vehicle repair within the structure given its 5,460 total square foot size.
3. Add additional landscaping and screening were feasible and per the plans referenced in condition of approval #1.

FINDING: CRITERIA MET

(intentionally left blank)



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

Staff Comments

Function:	The Site is located in the C-4 Commercial District, which promotes, among others, light manufacturing activities and has a future land use designation of Commercial Light Industrial, which promotes light industrial and small scale uses that are contained within a building. The activities on the Site are compatible with the character and uses of the surrounding properties.
Hours of Operation:	The business proposes to operate between the hours of 8:00-5:00pm Monday through Friday and 8:00-1:00pm on Saturday. These hours and days of operation are consistent with the days and business hours of neighboring businesses in the district.
Traffic:	The volume of work is estimated to service 3-4 cars at a time with an average turnaround time of 2-3 days. This may generate an average of 18 trips per week or 72 per month. The traffic which will be generated will not exceed any applicable traffic standards.
Location\Mass\ Setbacks:	The structure encroaches on its western side yard setback, but the applicant does not propose any expansion of the building that will result in an increase of this non-conformity. The Site meets the other setbacks, massing, and height requirements of the Code.
Future Land Use:	The Site's future land use is designated as Commercial Light Industrial, which is defined by the Comprehensive Plan as: <i>"Lands and structures devoted to light industrial uses [and small scale commercial uses] with pollutants controlled on site, warehouses, commercial, wholesale establishments..."</i> Since the proposed special exception use and all of its activities will be contained completely indoors with adequate screening, and the use being proposed is light industrial in nature, the use is consistent with the future land use designation.

The proposed special exception use is compatible and complimentary to the existing and future uses and character of the surrounding properties.

FINDING: CRITERIA MET



Town of Lake Park
TOWN COMMISSION
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Criteria 4:

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

Staff Comments

The approval of the proposed special exception use will result in three auto body/paint shops in very close proximity to one another. However, because the C-4 and CLIC zoning districts are the only districts which permit these types of automotive uses those who want to establish such uses in the Town are limited to this area. Therefore, staff finds that the proposed special exception use will not create a concentration of uses which is detrimental to the development or redevelopment of this area of the Town.

FINDING: CRITERIA MET

(intentionally left blank)



**Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015**

Criteria 5:

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

- (a) The number of persons anticipated to be using, residing, or working on the property as a result of the special exception use;*
- (b) The degree of noise, odor, visual, or other potential nuisance factors generated by the special exception use; and*
- (c) The effect on the amount and flow of traffic within the vicinity of the proposed special exception use.*

Staff Comments

- (a) The establishment will employ four people inclusive of the owner/operator. The proposed number of individuals working at the property is minimal and will not have a detrimental impact on surrounding properties as a result of this special exception use.
- (b) The proposed special exception use may generate noise or odor. However, the work generating the greatest noise (such as welding and use of other handheld power tools) will be performed indoors and consequently the noise will be mitigated by the building's insulated walls and ceiling. Also, to further mitigate the noise emanating from the Site, staff is proposing a condition to the development order that will require the building's two garage doors to remain closed except when vehicles need to enter/exit the facility. In addition, staff is recommending a condition to require the business to implement "best practices" to mitigate any odors produced from painting and the use of the spray booth that filters air returned to the environment.



- (c) The proposed special exception use will not have a detrimental impact on surrounding properties based on the amount and flow of traffic within the vicinity of the proposed special exception use.

Overall, the proposed special exception, if approved, will be located in a district of like uses and is not near any residential district, or a commercial use that will create nuisance. Therefore, it will not have a detrimental impact on surrounding properties.

FINDING: CRITERIA MET



**Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015**

Criteria 6:

That the proposed special exception use:

- (a) Does not significantly reduce light and air to adjacent properties;*
- (b) Does not adversely affect property values in adjacent areas;*
- (c) Would not be a deterrent to the improvement, development or redevelopment of surrounding properties in accord with existing regulations;*
- (d) Does not negatively impact adjacent natural systems or public facilities, including parks and open spaces; and,*
- (e) Provides pedestrian amenities, including, but not limited to, benches, trash receptacles, and/or bicycle parking.*

Staff Comments

Staff findings for Criteria 6 are as follows:

- (a) The proposed special exception use **will not** reduce light or air to adjacent properties since the application does not propose any additions or exterior renovations that will alter building height and mass.
- (b) The proposed special exception use **will not** adversely affect property values in the surrounding areas.
- (c) The proposed special exception use **will not** be a deterrent to the improvement, development or redevelopment of surrounding properties.
- (d) The proposed special exception use **will not** have a negative impact on adjacent natural systems or public facilities since there are no adjacent lands or facilities of this nature.
- (e) n/a

FINDING: CRITERIA MET



Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015

CONCLUSION AND STAFF RECOMMENDATION

Staff finds that the proposed special exception use meets the criteria set forth in the Zoning Code. Staff recommends approval of the Applicant's proposed Special Exception Use with the following conditions:

1. The Owner is required to improve the site pursuant to Site Plan SP-1 and the Interior Floor Plan A prepared by Khaled Grayeb and received by the Community Development Department on July 22, 2015 and August 28, 2015, respectively, for the location of landscaping, indoor and outdoor parking, and screening.
2. The Owner shall keep the two east garage bay doors closed at all times except when it is necessary for vehicles to enter or exit the building.
3. The Owner is required to implement best practices to mitigate any odors produced from painting vehicles.
4. All painting and repairs of vehicles shall be conducted indoors.
5. The Owner shall operate with a waterless vehicle washing system for cleaning the vehicles being repaired on the Subject Property. Should the Owner propose the use of a different washing system, that system shall be subject to the review and approval of the Town Commission and shall be permitted through the Seacoast Utility Authority and the Department of Environmental Protection.



Town of Lake Park Town Commission

Agenda Request Form *Exhibit "B"*

Meeting Date: September 16, 2015

Agenda Item No. *Tab 5*

Agenda Title: Resolution to Amend the Town of Lake Park Uniform Classification System to Revise the Job Descriptions for the Positions of Assistant to the Town Manager, Operations Manager, and Special Projects Coordinator; and, to Create the New Job Descriptions of Assistant to the Human Resources Director, Assistant to the Community Development Director, Sanitation Foreman, Grounds Maintenance Foreman, and Assistant Town Manager/Human Resources Director

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *9-4-15*

Name/Title *Benita M. Kibba-Sher*
HUMAN RESOURCES DIRECTOR

<p>Originating Department: Human Resources</p>	<p>Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____</p>	<p>Attachments: Resolution; Revised Job Descriptions in <i>CLEAN</i> Format, Clean copies of Current Job Descriptions</p>
<p>Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____ or Not applicable in this case BMT Please initial one.</p>

Summary Explanation/Background:

Revision of the Assistant to the Town Manager and Operations Manager Job Descriptions:

Currently, job descriptions exist in the Town's Uniform Classification System entitled Assistant to the Town Manager, and Operations Manager in the Public Works Department. The purpose of the action to revise the Assistant to the Town Manager and Operations Manager job descriptions to reflect the increased level of responsibilities to be undertaken by the employees in these two positions effective October 1, 2015.

The annual pay range for the Assistant to the Town Manager position as set forth in the Fiscal Year 2016 budget will be \$38,750.40 to \$52,145.60. The annual salary range for the Operations Manager position as set forth in the Fiscal Year 2016 budget will be \$44,137.60 to \$68,140.80.

Redline versions of these two revised job descriptions could not be provided as the current job descriptions do not exist in electronic format. Clean copies of the current job descriptions and the revised job descriptions are attached.

Revision of the Special Projects Coordinator Job Description:

There also exists a job description in the Town's Uniform Classification System entitled Special Projects Coordinator in the Parks and Recreation Department. The purpose of action is to revise this job description reflect the duties and responsibilities that will be undertaken effective October 1, 2015 by the two new part-time employees that have been included in the Fiscal Year 2016 budget for this position. Secondly, it is to change the job title to Special Events Coordinator.

The hourly rate for this part-time position as set forth in the Fiscal Year 2016 budget is \$15.00.

A redline version of this revised job description could not be provided as the current job description does not exist in electronic format. A clean copy of the current job description is attached and the new job description are attached.

Creation of the New Job Descriptions of Assistant to the Human Resources Director and Assistant to the Community Development Director:

The purpose of this action is to create the two new the new job description of Assistant to the Human Resources Director and Assistant to the Community Development Director to reflect the increased level of responsibilities to be undertaken by the employees in these positions effective October 1, 2015.

The annual pay range for these two positions as set forth in the Fiscal Year 2016 budget will be \$38,750.40 to \$52,145.60.

These job titles do not currently exist in the Town's classification plan. Therefore copies of the current job descriptions could not be provided. Clean copies of these two new job descriptions are attached.

Creation of the Sanitation Foreman and Grounds Maintenance Foreman Job Descriptions:

The purpose of this action is to create the new job descriptions of Sanitation Foreman and Grounds Maintenance Foreman in the Public Works Department. Currently, the Foreman in both the Sanitation Division and Grounds Maintenance Divisions have worked under the same general job description. This action will more accurately capture and reflect the current specific duties of a Sanitation Division foreman and a Grounds Maintenance foreman.

There will be no additional financial burden placed on the budget of the Town of Lake Park as a result of this action as the annual pay range for this position will remain the same, i.e., \$30,908.80 to \$52,540.80.

These job titles do not currently exist in the Town's classification plan. Therefore copies of the current job descriptions could not be provided. A copy of the general "Foreman" job description is attached, along with clean copies of new job descriptions for Sanitation Foreman and Grounds Maintenance Foreman.

Creation of the Assistant Town Manager/Human Resources Director Job Description:

Currently, a position exists in the Town of Lake Park Uniform Classification System entitled Human Resources Director. The purpose of action is create a new job description to provide that in addition to performing the current duties as Human Resources Director, the Human Resources Director shall also serve as the Assistant Town Manager and as acting Town Manager in the Town Manager's absence. Secondly, the purpose is to change the job title to Assistant Town Manager/Human Resources Director.

There will be no additional financial burden placed on the budget of the Town of Lake Park as a result of this action as the annual salary range for this position will remain the same, i.e., \$51,875.20 to \$80,516.80.

The position of Assistant Town Manager has remained unfilled for more than ten years. As a result, a copy of the current job description could not be located. Therefore, a clean copy of the new job description is attached along with a clean copy of the job description for the position of Human Resources Director.

Recommended Motion: I move to approve Resolution 33-09-15.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "C"

Meeting Date: September 16, 2015

Agenda Item No. *Tab 6*

34-09-15
Agenda Title: Resolution No. -2015 Authorizing Execution of an Agreement between the Town of Lake Park and Calvin, Giordano & Associates, Inc. for Continuing Professional Consultant Services in Response to RFQ No. 103-2015

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *8-31-15*

for David Hunt/Director of Public Works *Richard Pittman, Project Manager*
 Name/Title

Originating Department: Public Works	Costs: \$ 0 Funding Source: N.A. Acct. # _____ <input checked="" type="checkbox"/> Finance <u><i>B192</i></u>	Attachments: Resolution No. <i>34-09-15</i> Contract with Exhibits Older Fee Schedules
Advertised: Date: April 26, 2015 Paper: Palm Beach Post <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on the agenda.	Yes I have notified everyone _____ or Not applicable in this case <u><i>BP</i></u> Please initial one.

Summary Explanation/Background: On April 26, 2015 the Town solicited for Continuing Professional Consultant Services. Per Section 287.055, Florida Statutes, Consultants Competitive Negotiation Act, the Town went through a selection process culminating in the firm of Calvin, Giordano and Associates, Inc. being the highest ranked firm of three firms interviewed.

On July 15, 2015 the Town Commission approved authorization for the Town Manager to negotiate a contract with Calvin, Giordano & Associates for Continuing Professional Consultant

Services. Subsequent negotiations have resulted in a basic contract which includes exhibits that identifies types of services to be provided, hourly rates of qualified personnel that may be assigned to perform the work.

The term of the agreement is for three years with limited fee increases to be considered at the second and third years of the contract. The agreement provides an option to extend the term of the contract for up to two one-year periods with limited fee increases. The agreement has terms for termination.

Older fee schedules are included as attachments to this agenda item for comparison purposes only.

Resolution No. ³⁴⁻⁰⁹⁻¹⁵ _____-2015 authorizes execution of an agreement with Calvin, Giordano & Associates, Inc. for Continuing Professional Engineering Consultant Services

Recommended Motion: Approval of Resolution No. _____ is recommended.
³⁴⁻⁰⁹⁻¹⁵



Town of Lake Park Town Commission

Agenda Request Form *Exhibit "D"*

Meeting Date: September 16, 2015

Agenda Item No. *Tab 7*

Agenda Title: Proposed Workshop Dates for Lake Park Visioning

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

Approved by Town Manager *[Signature]* Date: *9-9-15*
John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$ 0 Funding Source: Acct. # <input type="checkbox"/> Finance <input checked="" type="checkbox"/> N/A	Attachments: None
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case JOD Please initial one.

Summary Explanation/Background:

The Town Commission requested dates for at least one, if not multiple visioning workshop sessions. The sessions are designed to facilitate broad discussions about the direction, makeup, composition and development of the Town of Lake Park for the next ten to twenty years. What would you like Lake Park to look like over the next decade or two? The action steps to realize this vision will evolve into the strategic plan for the Town. Discussion should NOT focus on project specific issues, but rather on the broad vision and direction for the community-at-large. As the Strategic Plan is developed to implement the vision, all resources available to the community must be committed to the action steps necessary to implement the vision.

Senior staff met collectively to provide input for the commission on the areas the Commission Members might want to focus in on. The following represents some ideas:

- ✓ Create more business activity along Park Avenue, 10th Street and Old Dixie Highway
- ✓ Community Redevelopment Area (CRA) District should consider extending its boundary, if a Finding of Necessity is justified, to encompass the northern segments of Old Dixie Highway and 10th Street, which includes Cardello's Plaza.
- ✓ Development of a Marketing Plan that establishes Lake Park as a Multi-Cultural, ethnically diverse and welcoming community. The Marketing Plan must establish an identity for Lake Park. Implement a multi-cultural festival, food and entertainment activities on Park Avenue.
- ✓ Establish geographic identity for the Community.
- ✓ Park Avenue Extension
- ✓ Annexation of industrial land contiguous to Lake Park, west of Walmart.
- ✓ Establish Lake Park as an Amenity Driven Municipality.
- ✓ Community Center
- ✓ Mixed-Use along Federal Highway.
- ✓ Review Code to Create Higher Density/Intensity development in areas of the Town that make sense.
- ✓ Understand why businesses are leaving Lake Park and create a strategy to retain existing businesses and attract new businesses to Lake Park.
- ✓ Network with all businesses in the Town.
- ✓ Brownfield site designation for the 5.4 acres on the north side of Silver Beach Road, known as Thousand Parks.
- ✓ Assist in the creation of Neighborhood Associations, Downtown Associations to engage residents and business owners in local government.
- ✓ Assist in the creation of an Industrial Development Board for Industrial Businesses in Lake Park.
- ✓ Engage the Community by hosting neighborhood/district meetings in unique areas of Town.
- ✓ Celebrate diversity by attracting unique and culturally diverse restaurants to Park Avenue.
- ✓ Attract Millennials to the Downtown by creating open air café's, unique dining experiences, micro-brew pubs and entertainment venues, including artist loft apartments or condominiums, thereby creating a live/work/play environment, similar to the Mixed-Use strategy for Federal Highway
- ✓ Given our geographic size and our grid network street pattern, enhance walkability through integrating various techniques in town. Consider establishing bike lanes, where appropriate, in Town. Repair, install and link (as needed) all sidewalks in Town.
- ✓ Enhance walking trails internal to the existing open air parks in Town.
- ✓ Promote Yacht and Marine related businesses to the industrial areas to complement the existing Marina and create a niche market.

The above represents some of the ideas you may want to keep in mind as we collectively develop a vision and direction for our community. The information above was culled from staff who, like the Town Commission, have a significant interest in making Lake Park a Community people want to visit, live, work and recreate in.

The following are suggested dates for the visioning workshop:

Monday, October 26, 2015 @ 6:30 pm
Tuesday, October 27, 2015 @ 6:30 pm
Thursday, October 29, 2015 @ 6:30 pm
Tuesday, November 3, 2015 @ 6:30 pm
Thursday, November 5, 2015 @ 6:30 pm
Monday, November 9, 2015 @ 6:30 pm
Tuesday, November 10, 2015 @ 6:30 pm

Recommended Motion: Move to establish _____, at 6:30 p.m., as the Town's Visioning Workshop date.

TAB 5



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Architectural/Engineering of
Kelsey & Lake Shore Park Restrooms
& Tennis Court Lighting Improvements
Workshop
Wednesday, September 16, 2015,
Immediately Following the
Regular Commission Meeting,
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
.....		
John O. D'Agostino	—	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. Workshop for the Presentation and Discussion of Design Concepts for the Community Development Block Grant Improvements at Kelsey Park, Lake Shore Park and Tennis Court 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. ADJOURNMENT:



Minutes
Town of Lake Park, Florida
Architectural/Engineering of Kelsey &
Lake Shore Park Restrooms &
Tennis Court Lighting Improvements
Workshop

Wednesday, September 16, 2015, 7:56 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met to for the purpose of the Architectural/Engineering of Kelsey & Lake Shore Park Restrooms & Tennis Court Lighting Improvements Workshop on Wednesday, September 16, 2015 at 7:56 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Mayor DuBois led the pledge of allegiance earlier in the evening during the Regular Commission meeting.

SPECIAL PRESENTATIONS/REPORTS

1. Workshop for the presentation and discussion of design concepts for the Community Development Block Grant Improvements at Kelsey Park, Lake Shore Park and Tennis Court

Town Manager D'Agostino introduced Chris Zimmerman, AIA, President of CPZ Architects, Inc. Mr. Zimmerman presented the item (see Exhibit "A"). The Commission discussed the proposed design and budget for the projects. Commissioner Flaherty commented that the Kelsey Park restrooms should be constructed and that the Lake Shore Park restrooms should remain. Vice-Mayor Glas-Castro stated that Kelsey Park restrooms must remain as part of the scope of work. She expressed concern regarding the tennis lounge. Mayor DuBois asked what the Bert Bostrom Ballfield restroom cost. Public Works Director Dave Hunt explained that the 550 square foot restroom at Bert Bostrom Park was a single user bathroom. It cost approximately \$129 per square foot. The project consisted of no floor finish, porcelain fixtures, with an asphalt shingle roof for about \$66,000. Mayor DuBois asked if there was a storage room. Public Works Director stated "yes". He explained that the project was constructed in 2012 when the economy was in a different place than it currently was. He explained the issues with building the restrooms at Kelsey Park because a bathroom had never been designed at the north end of the park. Commissioner O'Rourke stated that he was part of the committee that met with the architect and he was stunned by the proposed cost for the projects.

Commissioner Rapoza asked what was the purpose of the tennis lounge. Public Works Director Hunt explained that the original concept was for the tennis professional to use the space as their office with possibly snack machines, an ice machine, and an area to support their operation. Commissioner O'Rourke stated that the area that was used by the

former tennis professional was now being used as the Recreation Director's office. Public Works Director Hunt agreed. He stated that the committee meeting held in August provided the architect with ideas of what the project scope would entail. Commissioner O'Rourke stated that the restrooms at Lake Shore Park should remain and a new restroom built at Kelsey Park.

Mr. Zimmerman agreed that the Lake Shore Park restrooms could be refurbished and a new bathroom could be built at Kelsey Park. He offered design suggestions for a Kelsey Park restrooms. Town Manager D'Agostino stated that staffs concerns are that the restrooms are not being locked consistently at night and therefore the bathrooms are vandalized. Public Works Director Hunt stated that the current bathroom stalls have steel doors that go to the floor. He suggested stainless steels doors that do not go to the floor, plastic partitions, and stainless steel fixtures. Mayor DuBois suggested changing the surface material used on the walls. Commissioner O'Rourke suggested that the both restrooms be designed and abandon the tennis court lighting improvements.

Mayor DuBois recapped that the Lake Shore Park restrooms needs to be locked. Commissioner O'Rourke suggested that controlling the facility needs to tie in together with current Ordinances. Town Manager D'Agostino stated that there was a need to have Code Compliance on duty on nights and weekends, but would need additional staff to accomplish the patrolling. He stated that the current staff could have their hours shifted to cover nights and weekends, but felt that additional staff would be needed. Commissioner O'Rourke asked if the Town were on track with the deadline dates to Palm Beach County. Mayor DuBois asked if the grant would allow for new construction. Town Manager D'Agostino stated that the scope of work could be modified and staff was on track with the deadlines. Public Works Director Hunt stated that he researched public restrooms and West Palm Beach has a restroom near their boat ramp that had hours of operation posted, which controlled the hours that they would be opened and closed.

Mayor DuBois recapped the scope of work to refurbishing the Lake Shore Park restrooms, remove the concrete walls in-between both stalls, electronic lock controls, and build a restroom at Kelsey Park. Commissioner O'Rourke stated that the tennis court lighting would not be done as part of the grant.

Town Manager D'Agostino asked for clarification as to why tennis court lighting was necessary. Commissioner O'Rourke explained that the lighting was old, too low, and it does not cover the entire area of the court. Town Manger D'Agostino asked the Commission if the tennis court lighting could wait until the next fiscal year where they Town could enter into a 10-year lighting program with a company such as Musco Lighting.

The Commission discussed the tennis court lighting and the current tennis professional contract.

Public Works Director Hunt recapped the entire project as follows: refurbishing the Lake Shore Park restrooms; keep the roof as-is; interior amenities; paint the outside of the building. They would demolish both buildings at Kelsey Park and build a modest size restroom with storage facility, which could be converted into a concession stand in the

future at the north end of Kelsey Park. The Commission came to consensus to have stainless steel fixtures installed. Town Manager D'Agostino asked if the plumbing could be installed inside of the wall instead of how it currently sits. Public Works Director Hunt stated that there was space to move the fixtures behind the plumbing wall. He stated that he was not sure the plumbing could be hidden for the sinks. Public Works Director Hunt asked the Commission what type of roof they wanted on the Kelsey Park restrooms. The Commission agreed to go with a shingle roof. They would install a wrought iron gate on the outside, which would be locked at night. The Mayor and Mr. Zimmerman discussed the type of lock that would be safe to use.

Mr. Zimmerman agreed to bring the designs back to the Commission at 30 % completion for their review and approval. Public Works Director Hunt suggested that when they are ready to go out for bid for the construction phase of the project that they could include some alternate design options of the project such as the tennis court lighting.

PUBLIC COMMENT:

None

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D'Agostino had no comments.

Commissioner O'Rourke had no comments.

Commissioner Rapoza had no comments.

Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro had no comments.

Mayor DuBois had no comments.

ADJOURNMENT

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

Mayor James DuBois

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2015



Town of Lake Park Town Commission

Agenda Request Form *Exhibit "A"*

Meeting Date: September 16, 2015

Agenda Item No. *Tab 1*

Agenda Title: Workshop for the Presentation and Discussion of Design Concepts for the Community Development Block Grant Improvements at Kelsey Park, Lake Shore Park and Tennis Courts

- SPECIAL PRESENTATION/REPORTS CONSENT AGENDA
- BOARD APPOINTMENT OLD BUSINESS
- PUBLIC HEARING ORDINANCE ON ____ READING
- NEW BUSINESS
- OTHER: Discussion and Comments to the Architect

Approved by Town Manager *[Signature]* Date: *8-31-15*
[Signature]
 David Hunt / Public Works Director

Originating Department: Public Works	Costs: N/A Funding Source: FY '16 CDBG Acct. # <input checked="" type="checkbox"/> Finance _____	Attachments: Power Point Presentation
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <i>[Signature]</i> Please initial one.

Summary Explanation/Background: Application was made to Palm Beach County for Community Development Block Grant (CDBG) funds to be used for new restroom facilities at Kelsey Park and Lake Shore Park along with the replacement of the tennis court lights and poles. The Town Commission expressed a desire to participate in the design and this workshop has been called to review and comment on the building concepts and interior finishes that the Building Design Committee had previously submitted to the architect.

Mr. Chris P. Zimmerman, AIA, President of CPZ Architects, Inc. has prepared a Power Point presentation based upon the input he received from the Building Design Committee on August 14, 2015. The Committee suggested design elements that would resist vandalism and keep maintenance costs low while being aesthetically pleasing. CPZ Architects was advised to match the exterior shell of the building to the existing Lake Shore Park buildings. This building style would carry over to the Kelsey Park facility.

Further items for Commission consideration:

- The original CDBG agreement that was submitted to Palm Beach County stated that the project would include air conditioning in the Lake Shore Park restrooms. Mr. Zimmerman will provide you with the pros and cons of this design element. If the air conditioning feature is removed, the CDBG agreement would have to go back to the County for approval of the amendment.
- The Building Design Committee considered including the construction of a handicap accessible bathroom in the Tennis Pro office. It was decided that CPZ Architects would include this in the design but it would be bid as an alternate. The grant funds may not be sufficient to build this bathroom. The Town would have to supply unbudgeted funds to make up the shortfall for this item that was not included in the original agreement with the County. This would also apply to including air conditioning in the Tennis Pro office space.

Mr. Zimmerman will document the Commissioners' comments and proceed accordingly. Having received clear direction on the Town's design expectations, adjustments can be made to the design services and construction services contract. This contract for CPZ's professional services will come before the Commission for approval at the October 7, 2015 meeting.

Recommended Motion: N/A

GPZ

Town of Lake Park Lake Shore Park & Kelsey Park Restroom Facilities

600 Lake Shore Drive, Lake Park, FL 33403



Lake Shore Park & Kelsey Park Site



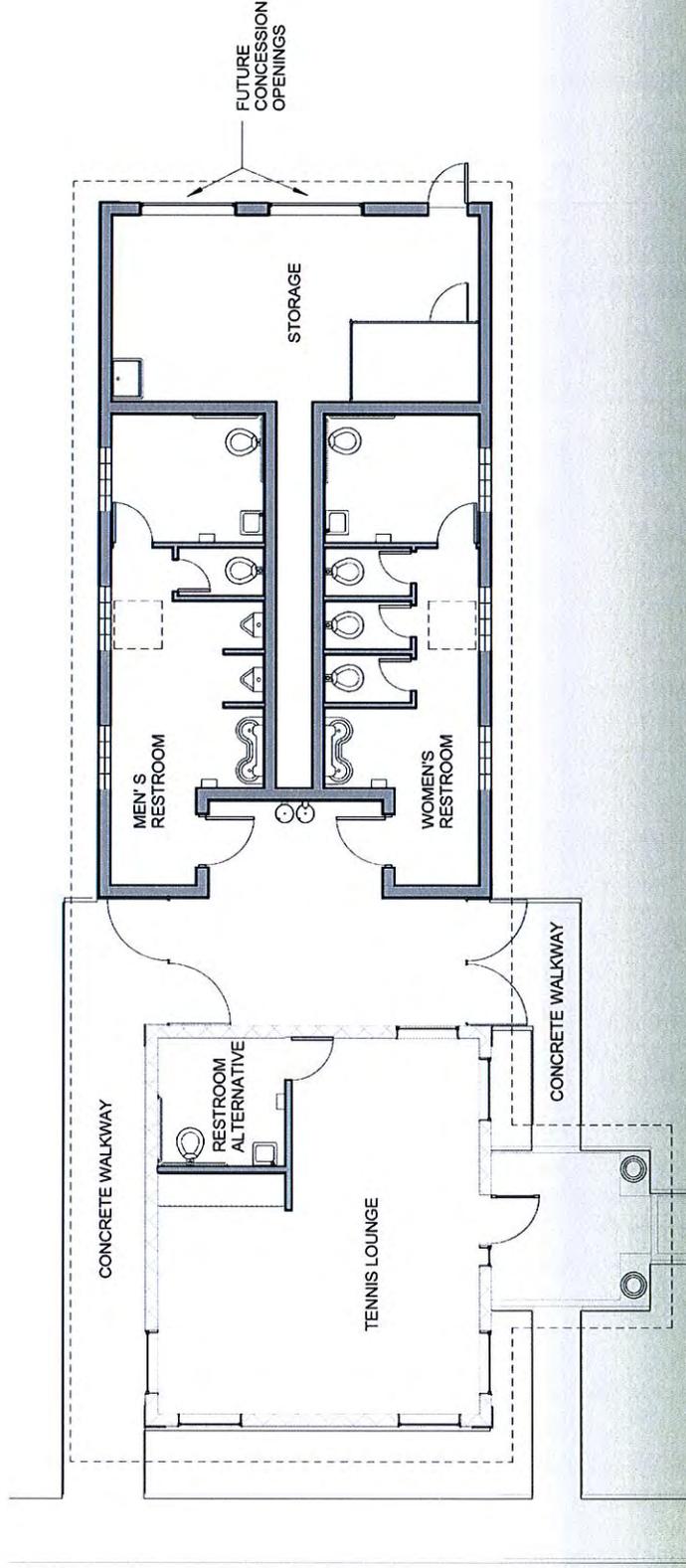


Lake Shore Park Restroom Facility





Lake Shore Park Restroom Facility



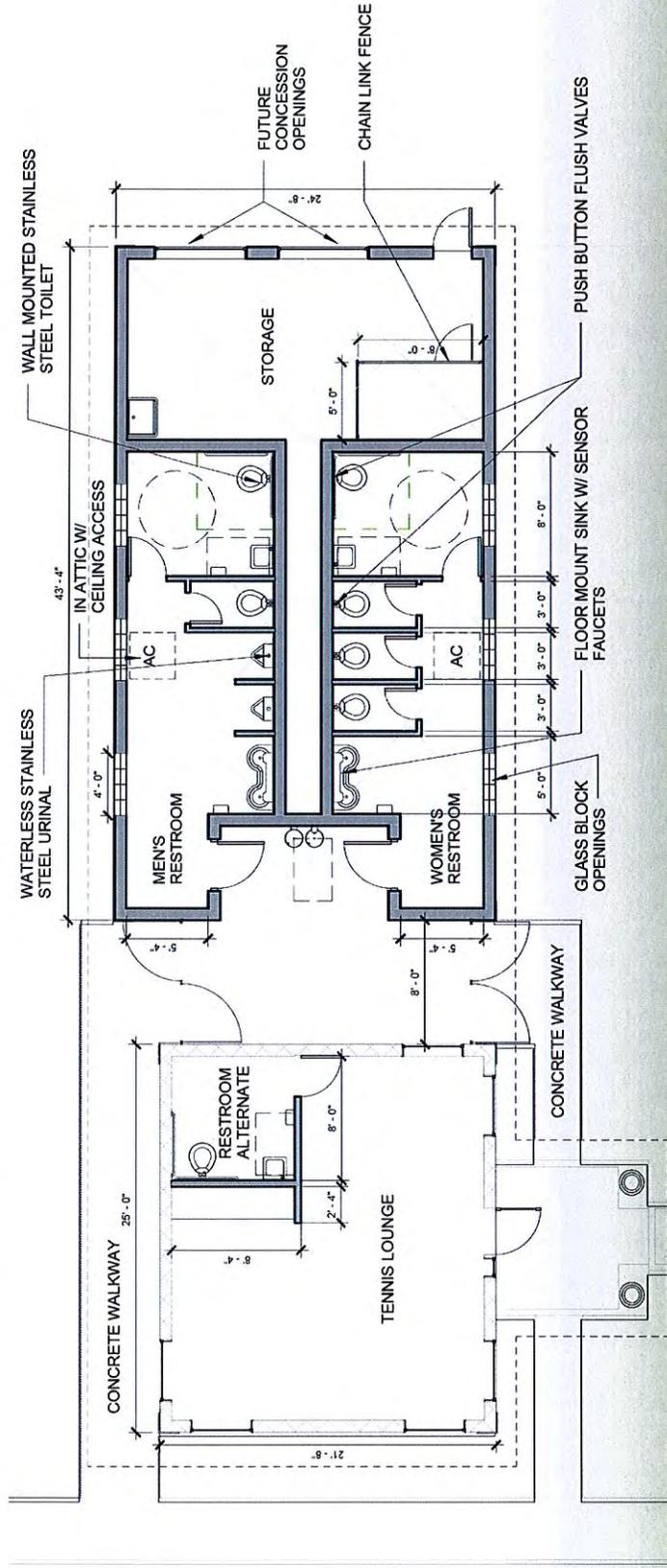
Proposed Floor Plan (Air Conditioned)

Scale: 1/8" = 1'-0"





Lake Shore Park Restroom Facility



Proposed Detail Floor Plan (Air Conditioned)

Scale: 1/8" = 1'-0"



Lake Shore Park Restroom Facility



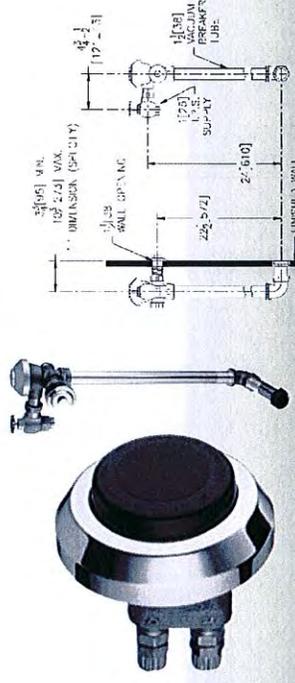
WALL MOUNTED STAINLESS STEEL TOILET



FLOOR MOUNT SINK W/ SENSOR FAUCETS



WATERLESS STAINLESS STEEL URINAL

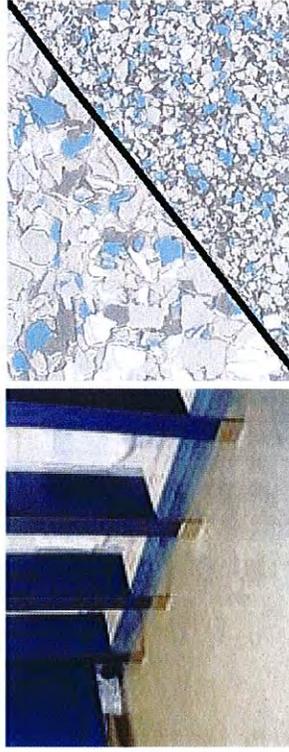


VANDAL PROOF PUSH BUTTON FLUSH VALVES

Fixtures & Finishes



Lake Shore Park Restroom Facility



QUARTZ EPOXY FLOORING



XCELERATOR HAND DRYER



STAINLESS STEEL MIRRORS



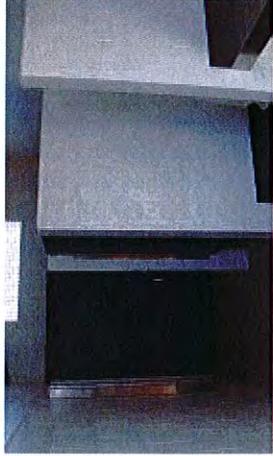
Fixtures & Finishes



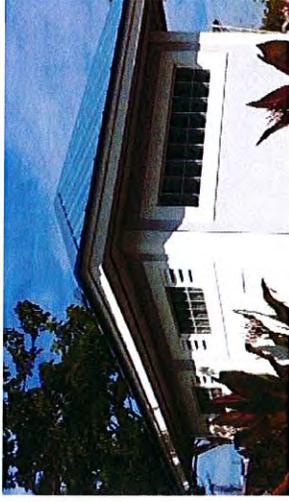
Lake Shore Park Restroom Facility



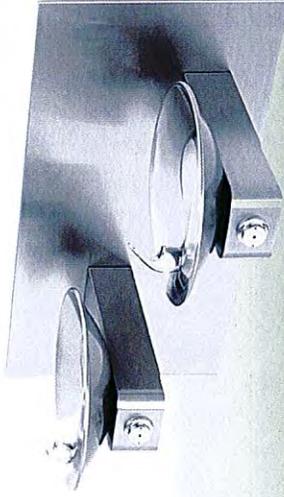
CEILING A/C



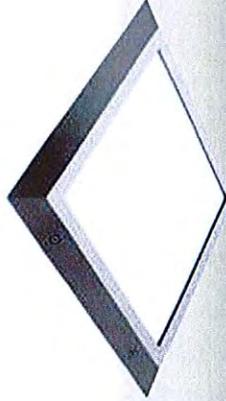
STUCCO OVER 4" BLOCK PARTITIONS
W/ SOLID PLASTIC HDPE DOORS



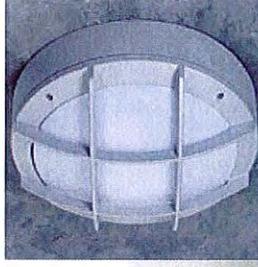
GLASS BLOCK OPENINGS



DRINKING FOUNTAIN



RECESSED LED LIGHTS

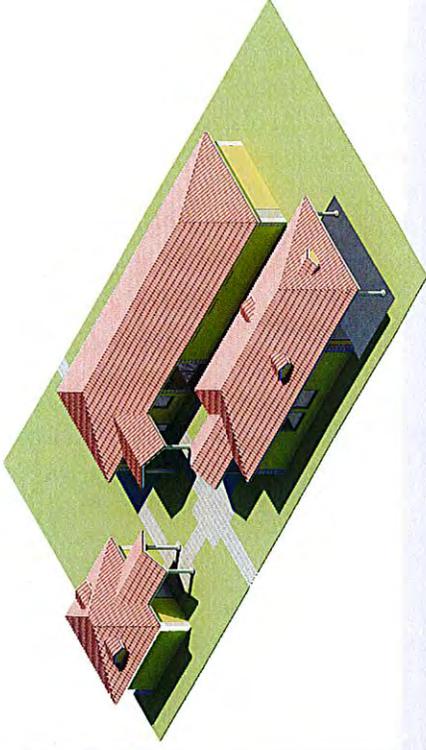


EXTERIOR LED LIGHT
FIXTURE

Building Components



Lake Shore Park Restroom Facility

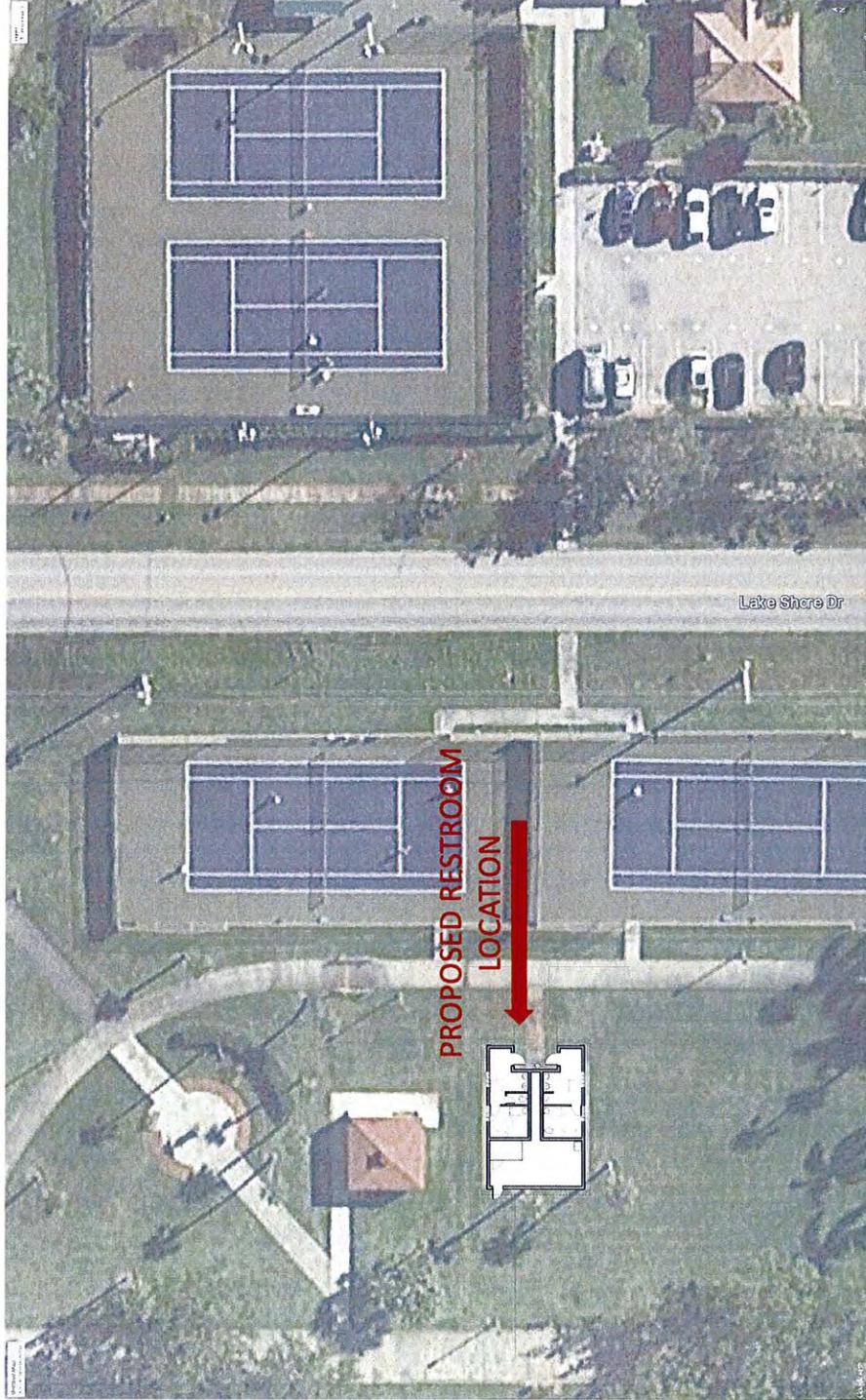


Renderings





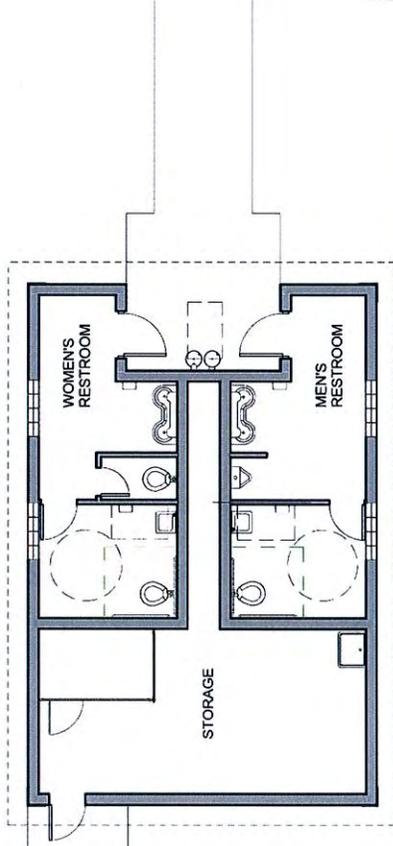
Kelsey Park Restroom Facility



Kelsey Park Restroom Facility



TENNIS
COURTS



Proposed Floor Plan (Non Air Conditioned)

Scale: 1/8" = 1'-0"





Opinion of Construction Costs

• Lake Shore Park Restroom	1000sf x \$340/sf	\$340,000
• Lake Shore Park Tennis Lounge	540sf x \$250/sf	\$135,000
• Kelsey Park Restroom	840sf x \$340/sf	\$285,600
	TOTAL	\$760,600

Funding

• Grant Funding	\$404,000	
• Professional Services	\$ 49,000	
	Balance	\$355,000



Opinion of Construction Costs

- Site Lighting (LED) Per Musco Quote \$145,000
Comes with 10 year complete warranty
Alternate method is to finance with Musco
5 years = \$32,591.34 / year
7 years = \$24,644.45 / year
10 years = \$18,836.44 / year





Suggested Revisions to meet budget

- Lake Shore Park Restroom
 - Delete the Air Conditioning
 - Do not connect to the Existing building
- Lake Shore Park Tennis Lounge
 - Only renovate as a storage building
 - Leave existing roof
 - Allows for future renovation to Tennis Lounge
- Kelsey Park Restroom
 - Remove from the scope of work
- Tennis Court Lighting
 - Use any remaining funding as down payment





Suggested Revisions to meet budget

• Lake Shore Park Restroom	1000sf x \$300/sf	\$300,000
• Lake Shore Park Tennis Lounge	540sf x \$100/sf	\$ 54,000
• Kelsey Park Restroom	not included	
TOTAL		\$354,000

Funding

• Grant Funding	\$404,000
• Professional Services	\$ 49,000
Balance	\$355,000

- Tennis Lighting – Finance



Lake Shore Park & Kelsey Park Restroom Facilities

Questions &

Answers

Lake Shore Park & Kelsey Park Restroom Facilities



TAB 6



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **October 7, 2015**

Agenda Item No. *Tab 6*

Agenda Title: Commission and Planning and Zoning Board Mixed-Use Corridor Workshop meeting minutes of September 21, 2015

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

Approved by Town Manager *[Signature]* **Date:** *9-23-15*

Vivian Mendez - Town Clerk
 Name/Title _____

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

Summary Explanation/Background:

Recommended Motion:

To approve the Commission and Planning & Zoning Board Mixed-Use Corridor workshop meeting minutes of September 21, 2015.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Town Commission and
Planning and Zoning Board
Mixed-Use Corridor Workshop
Monday, September 21, 2015, 6:00 p.m.,
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
.....		
John O. D'Agostino	—	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. DISCUSSION and PUBLIC COMMENTS:
 - (1) Introduction/Project History and Overview
 - (2) Comprehensive Plan Amendments
 - (3) Land Development Regulations
 - (4) Roadway Cross Sections and Exercise
 - (5) Conclusion/Next Steps
- D. ADJOURNMENT



Minutes
Town of Lake Park, Florida
Town Commission and
Planning & Zoning Board joint
Mixed-Use Corridor Workshop
Monday, September 21, 2015, 6:00 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a joint workshop with the Planning and Zoning Board members to discuss the Mixed-Use Corridor on Monday, September 21, 2015 at 6:35 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke (arrived at 7:25 p.m.) and Kathleen Rapoza, Board Members Erich von Unruh, Martin Schneider, Anne Lynch, and Ludie Francois, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Board members Michelle Dubois and Judith Thomas were absent.

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

DISCUSSION AND PUBLIC COMMENT:

- 1) Introduction/Project History and Overview**
- 2) Comprehensive Plan Amendments**
- 3) Land Development Regulations**
- 4) Roadway Cross Sections and Exercise**
- 5) Conclusion/Next Steps**

Community Development Director Nadia DiTommaso introduced her staff. Town Planner Scott Schultz, Town consultant Jerry Bell Principal of Bell David Planning Group Inc, Architect Urban Designer Camilo Lopez. Community Development Director DiTommaso presented the Mixed-Use Corridor concept (see Exhibit "A"). She stated that the next steps would be to engage the community and hold several technical workshops, the first being sometime in November, where comments/concerns/feedback are welcomed and encouraged. She stated that the proposed mixed-use development language would be brought before the Planning and Zoning Board as a public hearing followed by a public hearing of the Commission. The Comprehensive Plan Amendments requires a lengthier process because those amendments must be submitted to the State for review and approval.

Town Manager D'Agostino thanked Community Development Director DiTommaso and staff for a great presentation. He shared his vision for the Town of Lake Park and US Highway 1. He stated that during the economic downturn the Town suffered significantly, while our neighboring communities were able to "weather the storm". He stated that the Town needs to improve its streets and road, but does not have the financial ability to do so. He stated that the mixed-use project was important to the Town's financial future. He stated that his vision for the Town (in the next ten-years) would be as a diversified community that has welcomed many different cultural backgrounds. He

stated that the Town was designed with its residential community on the inside and commercial, retail, and industrial along its perimeters. He stated that this development would enhance what the Town already offers. Mayor DuBois opened the floor to the public.

1) Janet Hash expressed concern regarding where the additional parking would be placed, which was not mentioned during the presentation. She asked what would be facing Lake Shore Drive. Would retail be expected on Lake Shore Drive. Community Development Director DiTommaso stated that staff has considered each of Ms. Hash's concerns. She stated that the Town needs to decide if they would allow for such uses along Lake Shore Drive, and would it be appropriate to do so for the entire corridor or only to the Urban Waterfront Block. She stated that with the increase in density it would possibly require internalized parking. She stated that depending on the type of development on Lake Shore Drive would determine the amount of increased traffic to the area.

2) Mr. James Sullivan suggested that any construction done on Lake Shore Drive to be leveled with US Highway 1 because Lake Shore Drive was much lower and had more potential for flooding and evacuations during hurricanes.

3) Tony Ziaja asked if there were no changes made in the corridor, how long before the Town would run out of money. Town Manager D'Agostino stated that it would be his responsibility to make sure that the Town does not run out of money. He stated that several years-ago the Town had \$20,000 in reserves and the Town was currently rebuilding its reserves. He stated that other communities have 50 percent of their operating budgets in reserve. Mayor DuBois clarified that the Town would not run out of money. He explained that the concern was the level of service that could be provided and the capital improvements that are necessary. He stated that the Town does not have the means to maintain its basic infrastructure such as roadways, sidewalks, stormwater improvements, etc. He explained that in the 1990's the Town borrowed large amounts of money to make improvements to the Town. He gave a few examples of what the improvements were building a fire station, rebuilding Town Hall, beautification of Park Avenue, rebuilding Kelsey and Lake Shore Parks, etc.

4) Diane Bernhard was confused by two topics discussed. The first was that the Town should be consistent with the other communities, and the second was that the Town should have a sidewalk that looks unique. She suggested that the Town have development that looks unique. She expressed concern with parking. She would like to see commercial properties on US Highway 1, not on Lake Shore Drive. She was glad to see that a tiered building design was being proposed for Lake Shore Drive. She asked that the Planners consider if a cell tower would help "the cause" at the Marina.

5) Penny Broda expressed concern with possibly six-story building on Lake Shore Drive. She asked how would the buildings be financed. She expressed concern for the current store owners that would be asked to finance the new projects, or are investors expected to come in and buy out the small store owners. Community Development Director DiTommaso emphasized that the goal was to create development option. The Town would not be developing buildings. It would be up to the private property owner to choose if they wanted to use the mixed-use option.

6) Ryan Burnside with Decorators Resource asked if there were any developers interested. Community Development Director DiTommaso stated “yes” there are developers that are interested. Dodi Glas, Land Planner has worked within the Town with private property owners and stated that there are many developers that are interested. She stated that there are property owners that are anxious to see this project move forward, so timing was critical to them. She stated that whenever doing info redevelopment one of the key components was how much property could be controlled, what they could do, how it was consistent and the longer it takes the more critical. She stated that several neighboring municipalities have conducted similar workshops to engage their communities. She stated that the Town was unique with its historic properties and the timing of the project could be really interesting.

7) Amy Clyman expressed concern with the proposed project on Lake Shore Drive and the Marina. She expressed concern about the noise impact to the area.

8) Larry Malanga expressed concern with the possibility that only a few property owners would opt to develop. He asked what happens if not every parcel in the corridor uses the options, such as what has happened on Park Avenue. Town Manager D’Agostino explained that the Town could only encourage development and provide incentives to property owners. The Town could not require the owners to develop. He stated that the Town would encourage that property owners work together to share the vision.

Board member von Unruh asked how businesses on US Highway 1 were notified of the workshop. Community Development Director DiTommaso stated that the Community Development Department mailed an invitation to all the property owners in the corridor, hand delivered to all businesses owners, notice was placed on the Town’s website and on channel 18. Board member von Unruh stated that the owner of the Pelican Café was not notified, but was present at the workshop. Community Development Director DiTommaso apologized for not delivering the invitation to the business owner.

9) James Sullivan stated that other municipalities have experienced an increase in property values from offering similar types of options.

10) H. B. Frasier asked for clarification with the proposed building heights for Lake Shore Drive. Community Development Director DiTommaso stated that if a developer wanted to incorporate mixed-use from US Highway 1 to Lake Shore Drive then that mixed-use development would extend to Lake Shore Drive. She stated “yes” it would have a component that faces Lake Shore Drive. Mr. Frasier was in favor of development, but expressed concern on how the mixed-use on US Highway 1 would complement to Park Avenue. Community Development Director DiTommaso explained that the project would be a segway to Park Avenue. She explained that Park Avenue was still a focal area, but US Highway 1 has more potential to incorporate these types of development. She stated that if the Town was looked at as a whole then the mixed-use development on US Highway 1 could connect to Park Avenue. She stated that eventually the western part of the Town would also be incorporated if a train station were built on 10th Street. She explained that the Town has the ability to connect the different corridors because it was a small Town. Mr. Frasier asked if the Town could guarantee that it would not lose the

“hometown” feel. Community Development Director DiTommaso stated that there were no guarantees of anything, but would guarantee that staff would create a development option with certain characteristics that would incorporate certain design elements that would allow some sort of compatibility. She stated that we would be dealing with more intense development, so we would never have the same compatibility that a single family home adjacent to a single family home has, so the dynamic would change.

Mayor DuBois asked that a particular slide regarding what would need to be done be placed on the screen. Town Manager D’Agostino explained that the Town was designed with most of its residential properties in the middle of the Town and commercial along the outer perimeters. Ms. Amy Clyman expressed concern with the possible noise level development would bring to Lake Shore Drive. Mayor DuBois referred to slide 22 (see Exhibit “A”), Identifying Problems. He asked that “enhance property values” be added because the project would need to enhance property values to be worth the efforts to the property owners and the Town. He stated that he could not envision the west side of Lake Shore Drive having commercial uses. He does envision commercial uses on US Highway 1. Ms. Diane Bernhard asked if there was a proposal to have an Urban Marina area on Lake Shore Drive. Mayor DuBois stated that there was the potential for increased density and intensity on the property at the corner of US Highway 1 and Silver Beach Road, which was adjacent to the Marina. He stated that there was some commercial residential zoning currently in that area of US Highway 1 and Lake Shore Drive. Town Manager D’Agostino reminded everyone that the main road of traffic was on US Highway 1 not Lake Shore Drive. He explained what could be conducive to the Marina area, such as a restaurant or grocery store. He invited everyone to continue to attend the workshops so that everyone’s needs are heard, including the developers. An unidentified resident supported the mixed-use concept and the possibility of a grocery store or restaurant near the Marina. She stated that one parking lot would work in that area instead of having individual parking lots for each commercial business.

Mayor DuBois invited the Planning and Zoning Board members to comment. Board member Martin Schneider stated that the overall mixed-use concept was good, but the density and intensity would need to be reviewed to see if they were realistic for the area. He suggested that one block be used as an example to see if the concept would work. He suggested that the height be scaled down on the west side of US Highway 1.

Board member Erich von Unruh stated that from the presentation it seemed as though the concept would be worked out within the next two-years. He stated that the planning would need to be completed before the Florida Department of Transportation (FDOT) would be ready to repave US Highway 1. He expressed concern on the funding for the medians, landscape, and walking areas since there was no guarantee that a developer would be ready to develop in the next five to six years. Community Development Director DiTommaso explained that the plan would be to have something completed within the next six months, which would include the streetscape master plan. She stated that it would give staff a significant amount of time to research various suitable funding sources. Board member von Unruh commented that the City of Riviera Beach had completed, what he considered, a beautification of US Highway 1, but it was not pedestrian friendly. He asked if the Town planned to do the same or would US Highway 1 be pedestrian friendly. Community Development Director DiTommaso stated that the

plan was to make US Highway 1 walkable. Commissioner O'Rourke stated that the City of Riviera Beach area that was improved was part of their Community Redevelopment Agency (CRA) and therefore the City of Riviera Beach was able to obtain CRA funding. Mayor DuBois stated that the City of Riviera Beach held several charrettes over the course of several years as they planned to make the improvements to US Highway 1. He stated that Park Avenue was redeveloped as a contribution to future impact fees before any development was approved in that area.

Board member Ludie Francois asked if the Town has made plans to accommodate the possibility of additional elementary school children as a result of the mixed-use project. Community Development Director DiTommaso explained that a capacity analysis was conducted of the existing schools based on the proposed density and intensity of the project. She stated that taking into consideration the maximum build out of the project, the schools would still have capacity (see slide 36 of Exhibit "A"). Mr. Bell explained that Palm Beach County reviewed the entire district, not just one school in order to evaluate if they have the capacity to meet the additional student demand. Palm Beach County has the capacity for the additional student demand. Board member Francois asked if there were plans in place in case the Town ran over the maximum capacity. Mr. Bell stated that these were estimates based on the maximum build out, which were unlikely. Mayor DuBois asked what was the concurrency capacity that the Town would need to reach capacity. Mr. Bell stated that the study shows that there was 8,000 to the service area at its capacity. He explained that according to the Palm Beach County School Board, for this area for additional school stations for elementary schools were 5,111; for middle schools were 2,756; for high schools were 1,733.

Board member Anne Lynch commented on the beautification of US Highway 1. She expressed concern with the level of control over what takes place over the course of the project. She stated that she wants to keep the "hometown" feel of the Town. She asked what the incentive would be to current business owners or property owners to move their buildings. Board member von Unruh explained that the incentive would be the additional revenue they would generate by having commercial/residential. Board member Lynch asked how much disruption would take place before the project begins. Community Development Director DiTommaso explained that the disruption would depend on the developer. She explained that multi developments would take place incrementally and the entire corridor would not develop all at once. Board member von Unruh explained that the property owners do not currently have the flexibility to develop with mixed-use because the corridor does not have mixed-use zoning. He reminded everyone that mixed-use would be an option that property owners could use, but are not required to use. Board member Lynch expressed concern regarding funding for the project. Community Development Director DiTommaso explained that staff would look into the different funding sources to see what was available. Board member Lynch suggested having three-dimensional maps for the next workshop.

Commissioner Kathleen Rapoza expressed concern that the "hometown" feel would be lost. She expressed concern with the level of control over the developers and capability. She expressed concern over the disruption to the area. She supports the mixed-use concept and finding funding sources.

Commissioner Michael O'Rourke clarified that it would be up to the private property owner to fund their property and therefore it would be an investment for them. He stated that there are opportunities for funding through different resources and partnerships. He pointed out that the Town was looking to enhance Kelsey and Lake Shore Parks. He explained that several historic properties were located in the area that could receive incentives to participate in the process. He stated that mixed-use was part of the overall vision for the Town.

Commissioner Rapoza clarified that the funding she was referring to was for the infrastructure, sidewalks, median on US Highway 1, not the private property owners.

Commissioner Erin Flaherty asked for clarification on blocks that has multiple lots, were the property owners required to acquire all the lots before development would occur. Community Development Director DiTommaso stated that currently that was not the intent of the regulations. She stated that the mixed-use option was being drafted to allow for flexibility for the private property owner. If a property owner acquired additional lots, it would allow them more options for development of the property.

Vice-Mayor Kimberly Glas-Castro was a proponent of preserving the historic resources even though we currently have a volunteer designation program. She suggested that we encourage preservation of the Town's historic structures through a "transferred development rights" program. This would allow the entitlements to be transferred to someone else along the corridor, which would keep the history, culture and sense of place. She suggested that with the added population along the corridor that the property owners be required to have additional recreational amenities or facilities within a project, such as a community room. She stated that she does not support regulations that are prescriptive, so she would not dictate an architectural style or specific setback. She suggested providing guidelines of recesses and projections. She would like to see articulations of the roofline and differences of the opening of windows. She would encourage green buildings, but would not be in favor or requiring it. She stated that she would not want to see commercial development along Lake Shore Drive, but does not want parking garages along there either. She would prefer to have a residential component face Lake Shore Drive, even if the parking were being wrapped around structure. She does not want to lose the "hometown" feel. She stated that it was not necessarily building structures that build environment it is the people, businesses, and having the community engaged in the process that generates the "hometown" feel.

Mayor James DuBois agreed with everyone's thoughts and concerns. He does not want to lose property values, attractiveness of living in the community by not losing it, but enhancing it instead. He thanked everyone for participating this evening. Community Development Director DiTommaso stated that the next step would be to schedule another workshop, which would be more technical for some time in November.

Dan King, property owner on Silver Beach Road and US Highway 1 asked what does the Town expect from the property owners. Community Development Director DiTommaso stated that staff wants to keep everyone engage in the process. Mr. King would like to see development of the corridor and the Marina.

ADJOURNMENT

There being no further business to come before the Commission and Planning and Zoning Board and by unanimous decision, the meeting adjourned at 8:45 p.m.

Mayor James DuBois

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2015

Exhibit "A"

TOWN OF LAKE PARK

MIXED-USE OVERLAY ZONING DISTRICT



BELL DAVID PLANNING GROUP, INC.
Managing Florida's Planning Requirements



AGENDA⁺⁺

- 01 – Overview**
- 02 – History**
- 03 – Analyzing the Corridor**
- 04 – The Plan**
- 05 – Mixed-Use Community**



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Helping Florida's Future Flourish



TOWN OF LAKE PARK
OVERVIEW

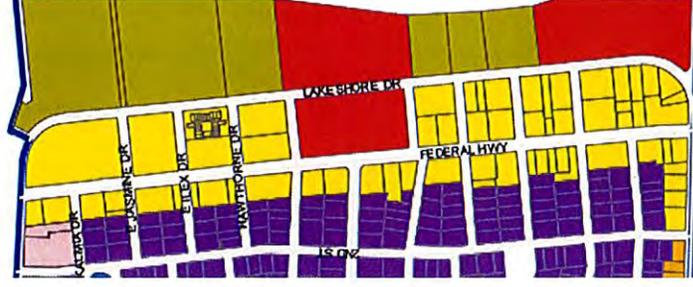
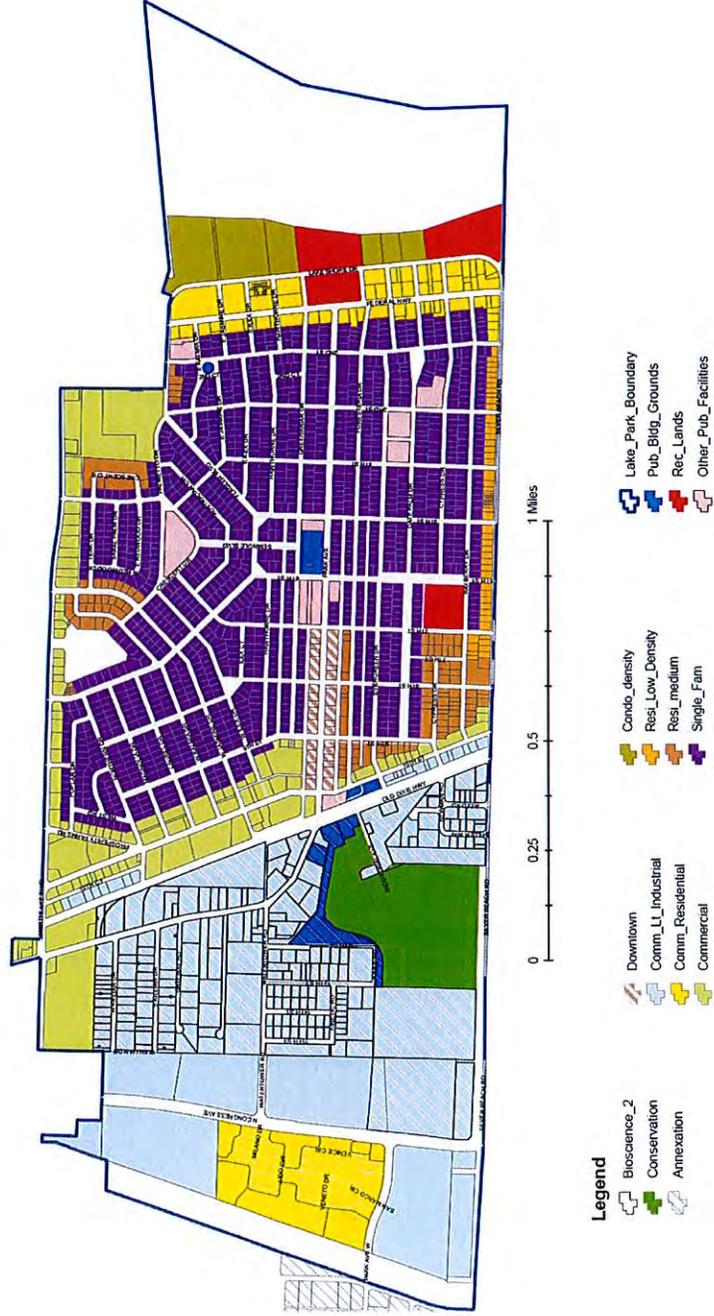


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Integrating People's Planning Experiences

OVERVIEW – KEY TERMS AND DEFINITIONS

Land Use

The designation of land for a general purpose.
 For example, commercial, residential, or industrial.



Comm_Residential

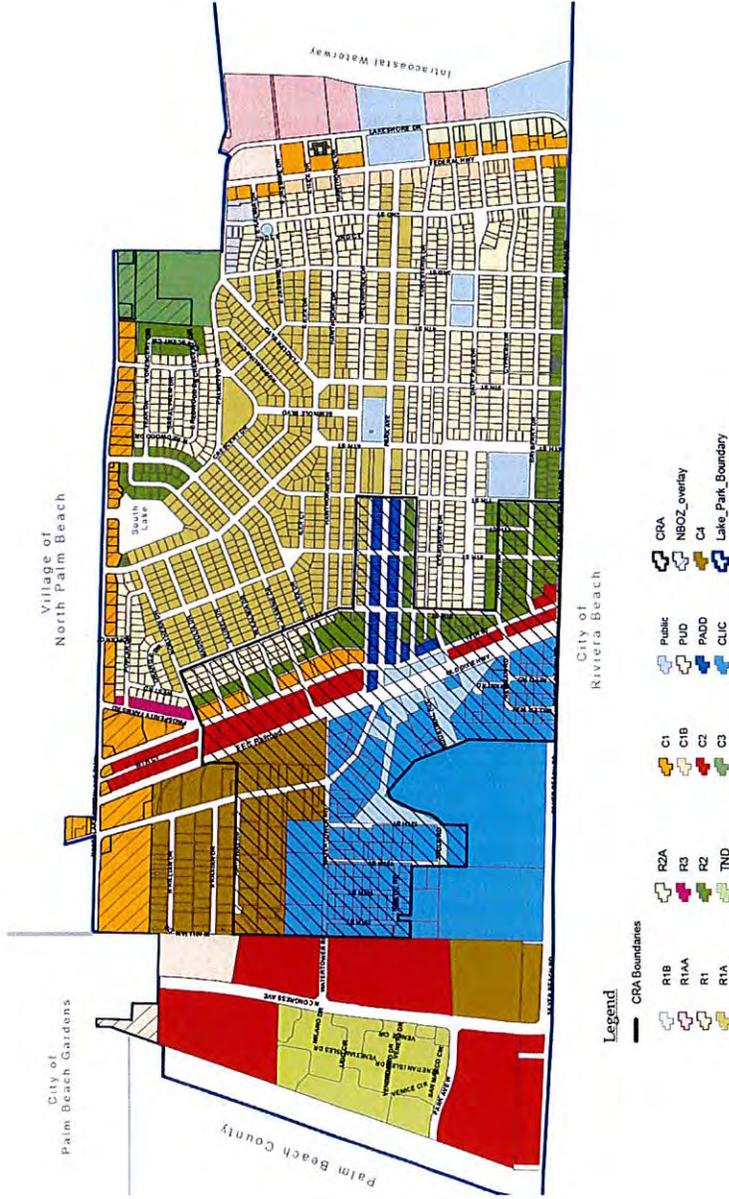


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 Planning/Health Planning Department

OVERVIEW – KEY TERMS AND DEFINITIONS

Zoning

Allowing certain activities/uses within a specified area, or district. For Example, retail shops, or business offices in an area with an overarching “commercial” land use designation.

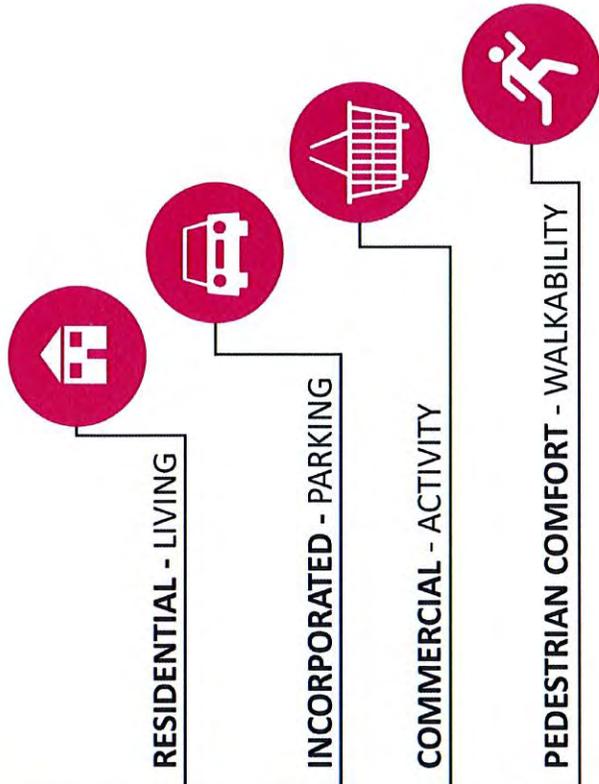
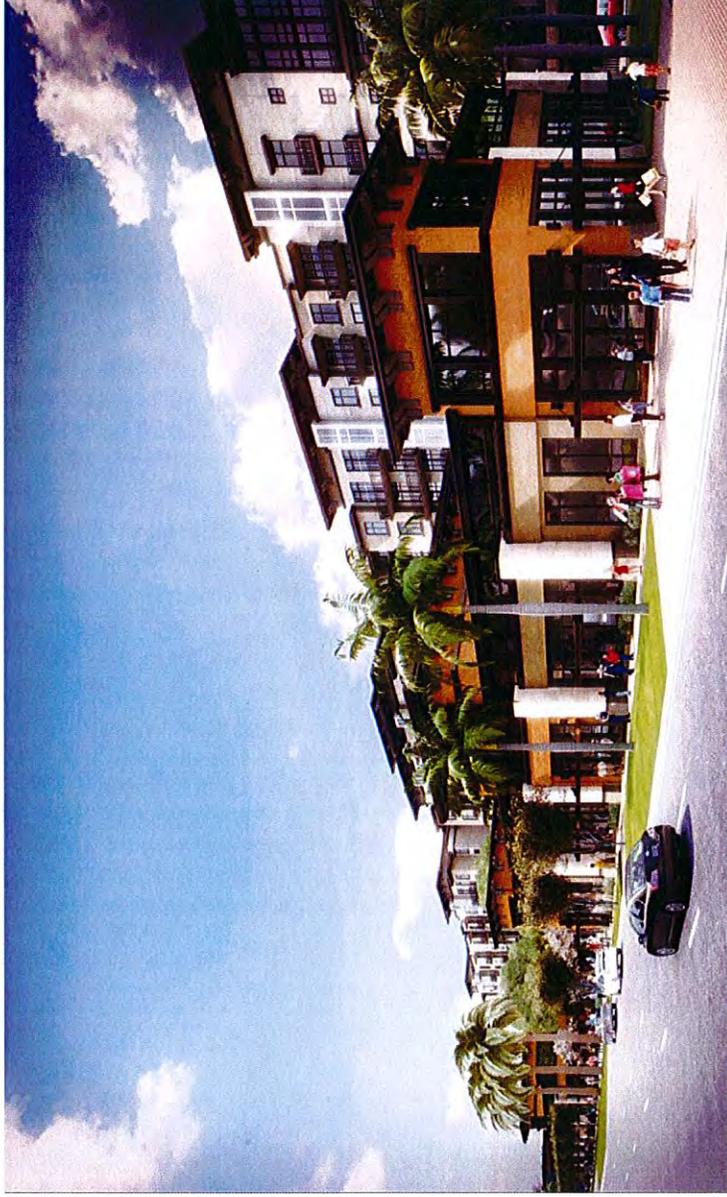


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Helping Florida's Housing Departments



OVERVIEW – KEY TERMS AND DEFINITIONS

Mixed-Use The combination of two or more uses within one development, such as commercial with residential.



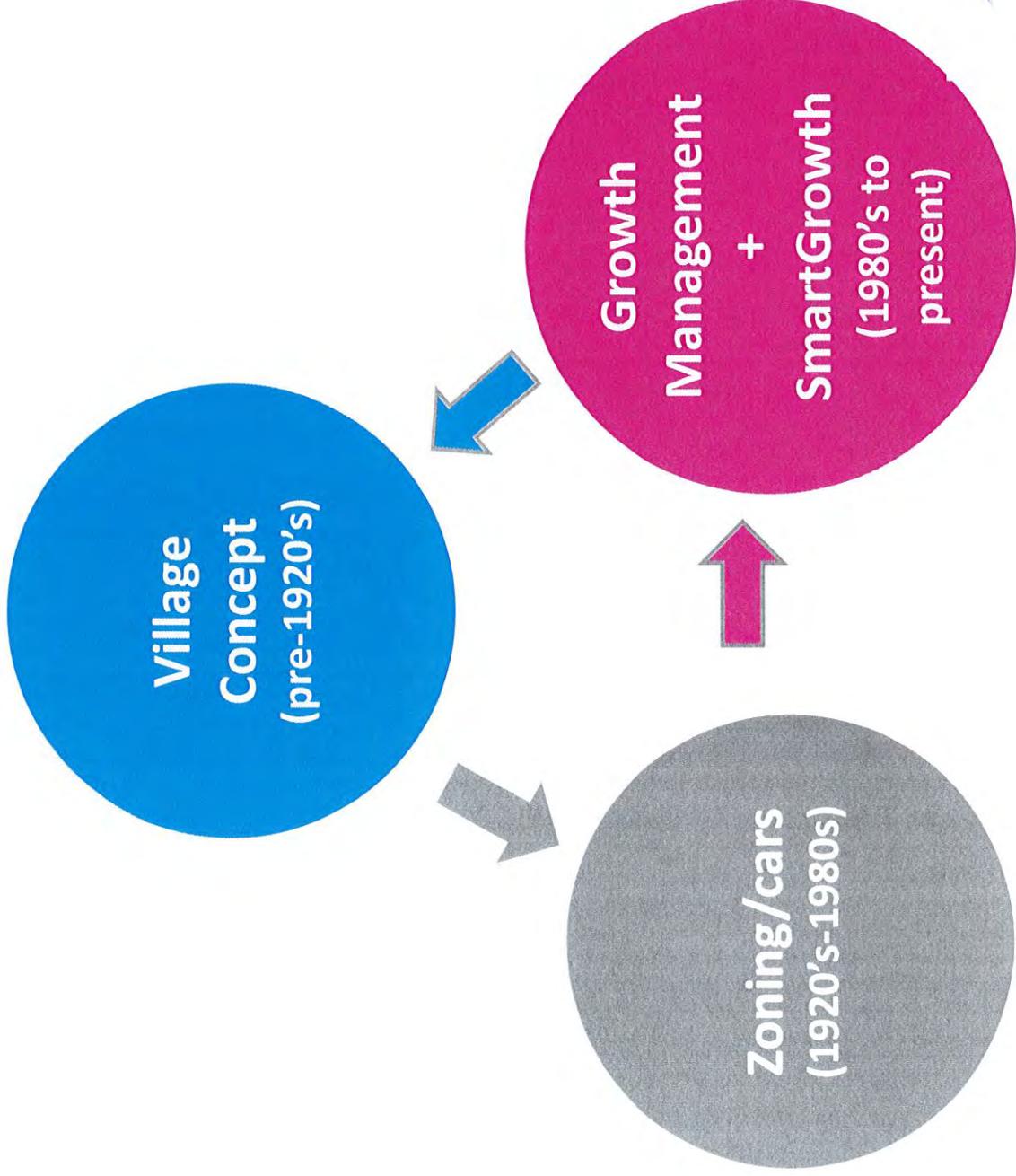
Source: Related Group – Mixed-Use development in Downtown Fort Lauderdale



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Planning • Urban • Community Development

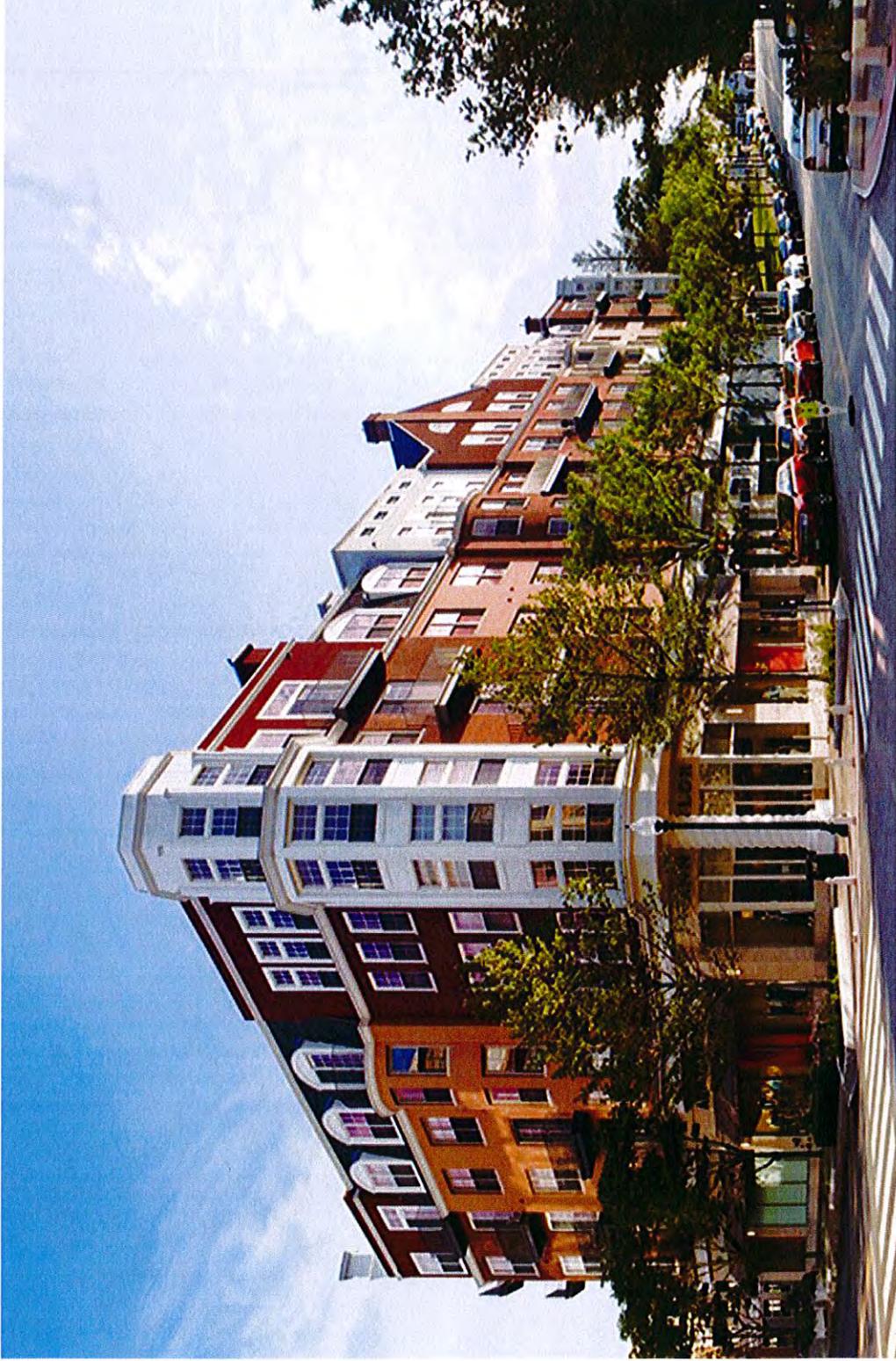


OVERVIEW – PLANNING DEVELOPMENT LIFE CYCLE



OVERVIEW – MIXED-USE EXAMPLE 01

Blue Back Square – West Hartford Town Center



Source: Turner Construction - in West Hartford, CT

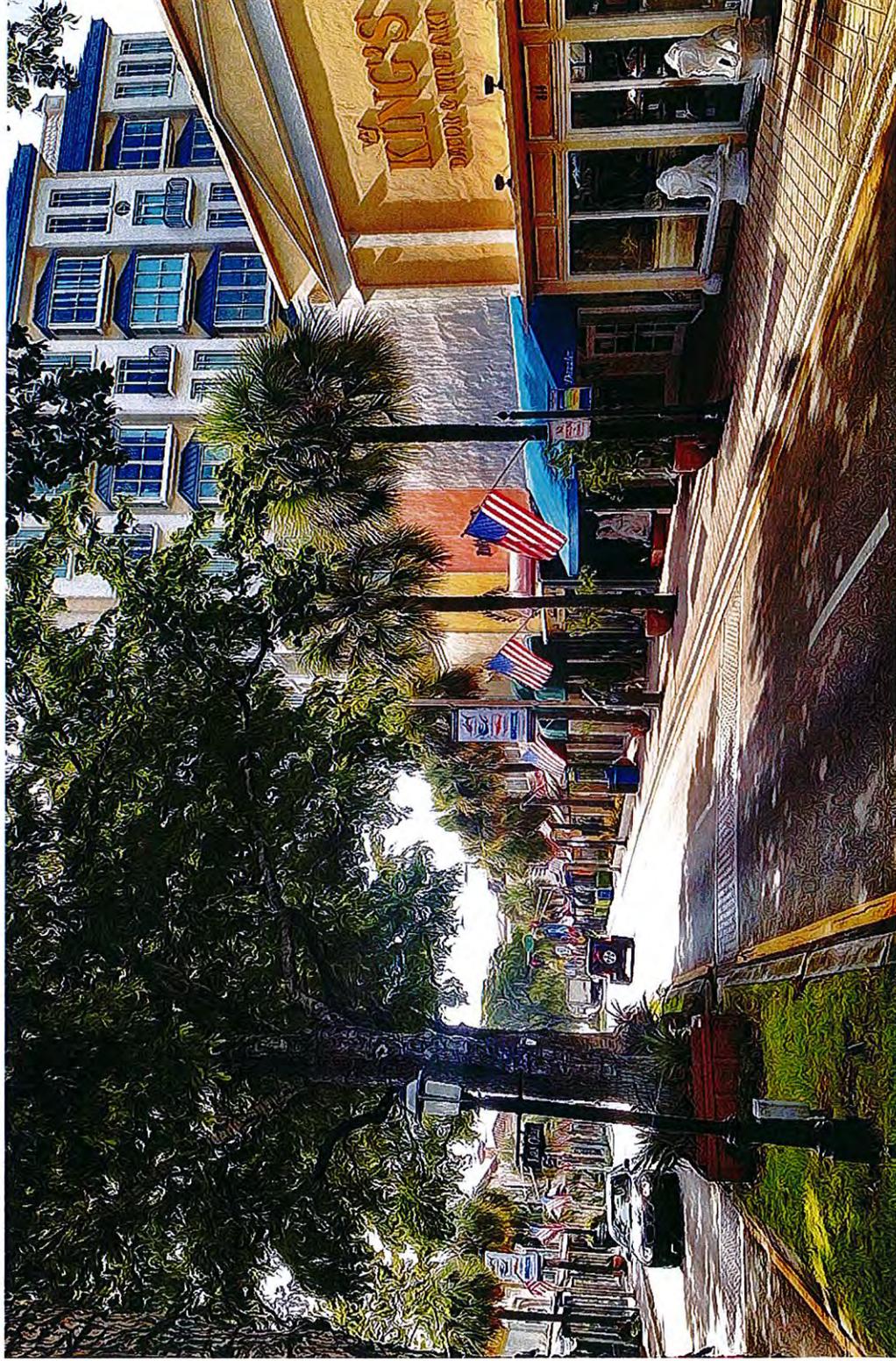


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Planning • Parks • Planning Department



OVERVIEW – MIXED-USE EXAMPLE 02

Las Olas Boulevard – Downtown Fort Lauderdale



Source: Leticia Ferrero – Real Estate Services - in Downtown Fort Lauderdale



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OVERVIEW – MIXED-USE EXAMPLE 03

City Center– West Palm Beach



Source: wpbmagazine- in West Palm Beach City Center



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Real Estate • Urban Planning • Planning Departments



OVERVIEW – MIXED-USE EXAMPLE 04

Renaissance Commons – Boynton Beach



Source: Estately - in Boynton Beach



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Residential • Retail • Planning Department



TOWN OF LAKE PARK
HISTORY



BELL DAVID PLANNING GROUP, INC.
Regional Goals & Planning Department

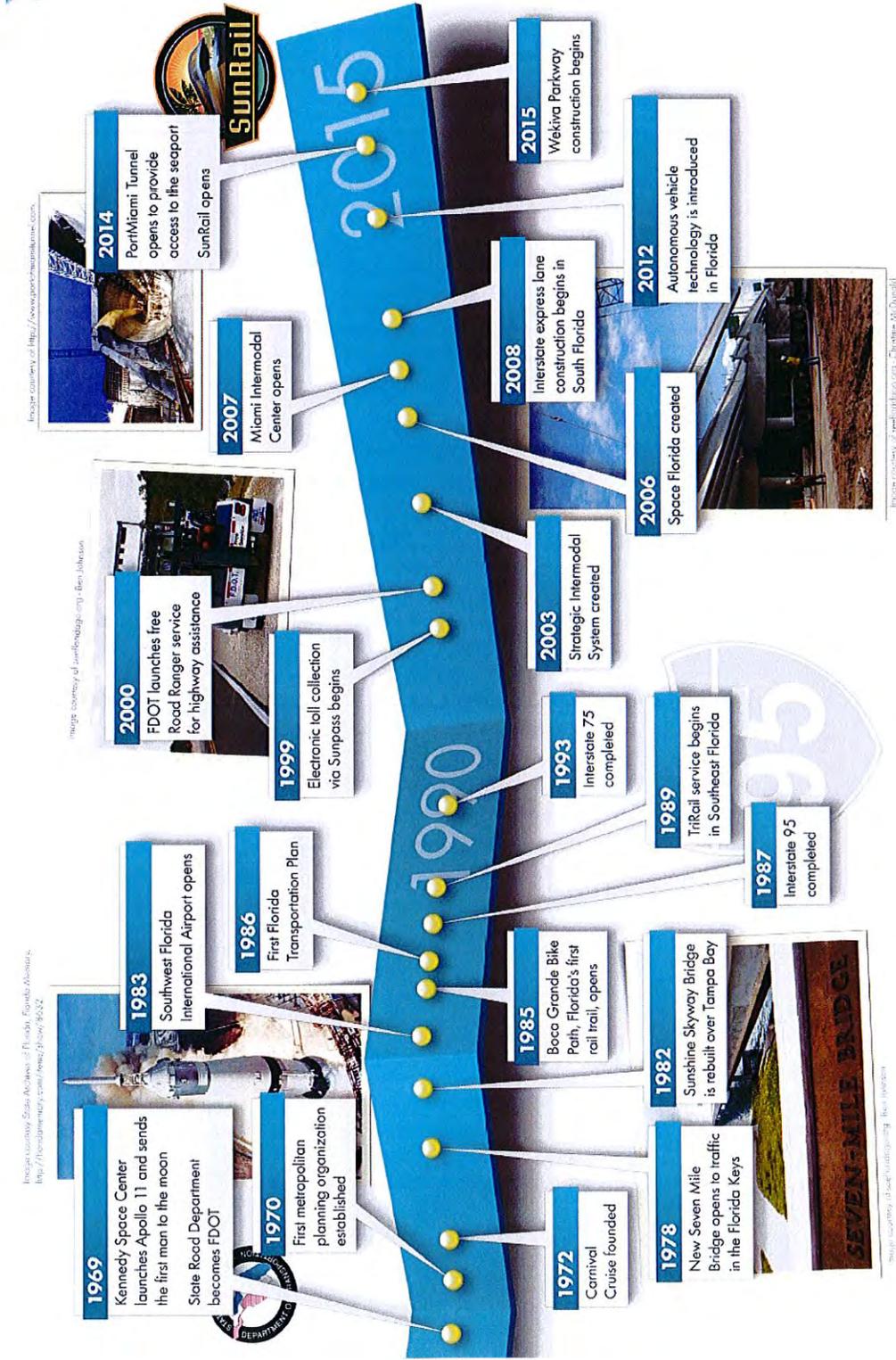
HISTORY – PLANNING PROGRESSIVE DEVELOPMENT

Where have we been?



HISTORY – PLANNING PROGRESSIVE DEVELOPMENT

Where have we been?



HISTORY – MIXED-USE DEVELOPMENT

Mixed-Use Since the 1990's, many cities, towns and villages have been incorporating mixed-use development options in order to boost their economies and give ample activities to its citizens.

Positives

- + Greater housing variety
- + Reduced distances between housing, workplaces, retail businesses, and other destinations
- + More compact development and land-use synergy
- + Strong neighborhood character, sense of place
- + Walkable, bike-able neighborhoods
- + Increase accessibility



HISTORY – RECOMMENDATION FOR MIXED-USE OVERLAY

Vision

The proposed Mixed-use Overlay District is envisioned as an area that will provide a destination with a mix use, “work, live, and play” uses such as employment, retail, housing, public spaces, and recreation.

Setting the grounds for the progress and future of Lake Park!



BELL DAVID PLANNING GROUP, INC.
Empowering the Future of Communities



HISTORY – RECOMMENDATION FOR MIXED-USE OVERLAY

FDOT Parameters – For Walkable Urban Thoroughfares

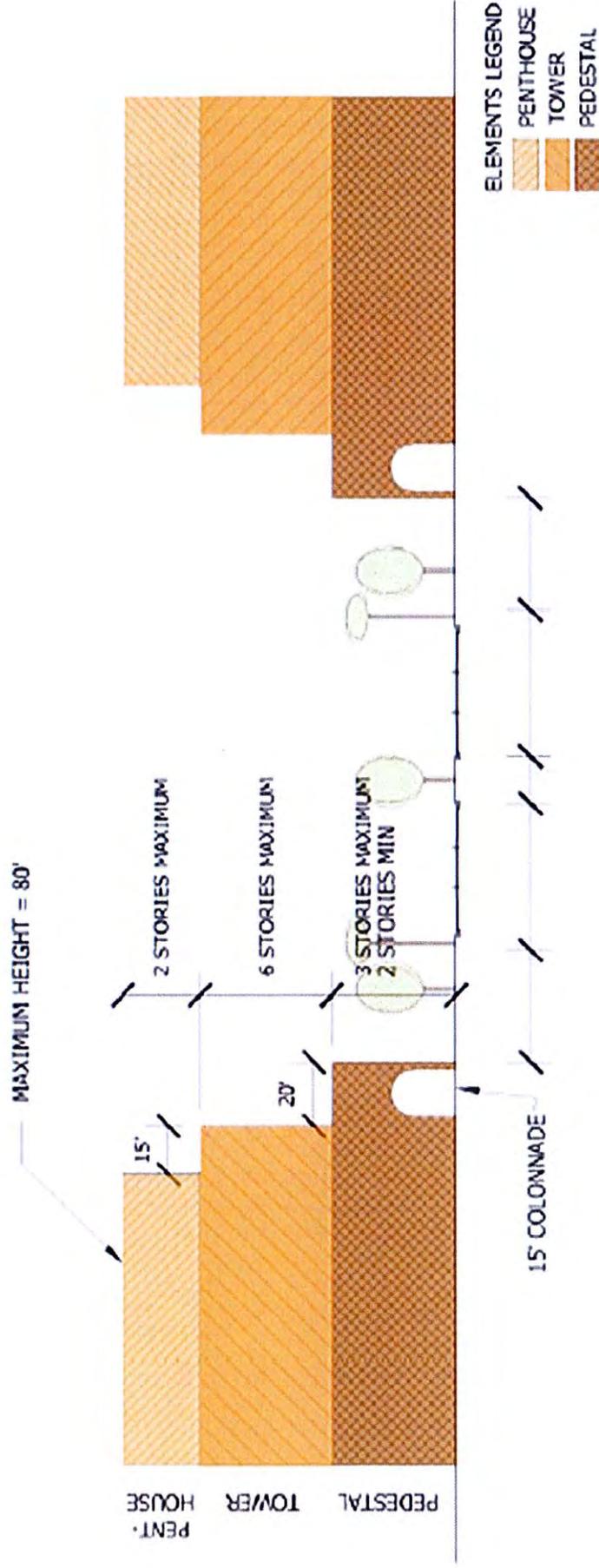
Thoroughfare Design Parameters for Walkable Mixed-Use Areas									
General Urban (C-4)					Urban Center/Core (C-5/6)				
Commercial					Residential				
	Boulevard [1]	Avenue	Street	Boulevard [1]	Avenue	Street	Boulevard [1]	Avenue	Street
Context									
Building Orientation (entrance orientation)	front	front	front	front	front	front	front	front	front
Maximum Setback [2]	0 ft.	0 ft.	0 ft.	10 ft.	10 ft.	10 ft.	0 ft.	0 ft.	0 ft.
Off-Street Parking Access Location	rear side	rear side	rear side	rear	rear	rear side	rear	rear	rear side
Streetside									
Recommended Streetside Width [3]	19 ft.	16 ft.	16 ft.	21.5 ft.	19.5 ft.	16 ft.	21.5 ft.	19.5 ft.	16 ft.
Minimum sidewalk (throughway) width	8 ft.	6 ft.	6 ft.	10 ft.	9 ft.	6 ft.	10 ft.	9 ft.	6 ft.
Pedestrian Buffers (planting strip exclusive of travel way width) [3]	7 ft. tree well	6 ft. tree well	6 ft. tree well	7 ft. tree well	6 ft. tree well	6 ft. tree well	7 ft. tree well	6 ft. tree well	6 ft. tree well
Street Lighting	For all thoroughfares in all context zones, intersection safety lighting, basic street lighting, and pedestrian-scale lighting is recommended. See Chapter 8 (Streetside Design Guidelines) and Chapter 10 (Intersection Design Guidelines).								
Traveled Way									
Target Speed (mph)	25-35	25-30 [4]	25	25-35	25-30	25	25-35	25-30 [4]	25
Number of Through Lanes [5]	4-5	2-4	2-4	4-5	2-4	2-4	4-6	2-4	2-4
Lane Width [6]	10-12 ft.	10-11 ft.	10-11 ft.	10-11 ft.	10-11 ft.	10-11 ft.	10-11 ft.	10-11 ft.	10-11 ft.
Parallel On-Street Parking Width [7]	8'	7-8 ft.	7-8 ft.	7 ft.	7 ft.	7 ft.	8 ft.	8 ft.	7-8 ft.
Min. Combined Parking/Bike Lane Width	13 ft.	13 ft.	13 ft.	13 ft.	13 ft.	13 ft.	13 ft.	13 ft.	13 ft.
Horizontal Radius (per AASHTO) [8]	200-510 ft.	200-350 ft.	200 ft.	200-510 ft.	200-350 ft.	200 ft.	200-510 ft.	200-350 ft.	200 ft.
Vertical Alignment	Use AASHTO minimums as a target, but consider combinations of horizontal and vertical per AASHTO Green Book.								
Medians [9]	4-18 ft.	Optional 4-18 ft.	None	4-18 ft.	Optional 4-16 ft.	None	4-18 ft.	Optional 4-18 ft.	None

What type of street dimensions will enhance pedestrian activity..

Source: ITE/CNU Designing Walkable Urban Thoroughfares

HISTORY – RECOMMENDATION FOR MIXED-USE OVERLAY

Design Parameters – For Walkable Urban corridors



Typical Street Section



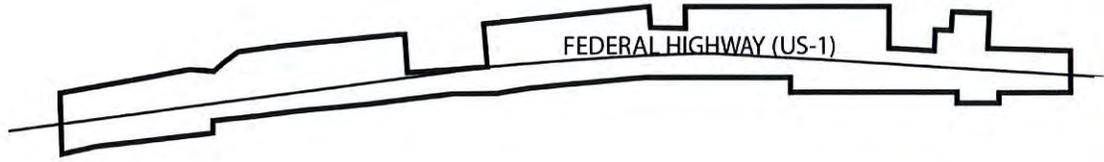
TOWN OF LAKE PARK

ANALYZING THE CORRIDOR



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Developing Ideas | Planning Progress

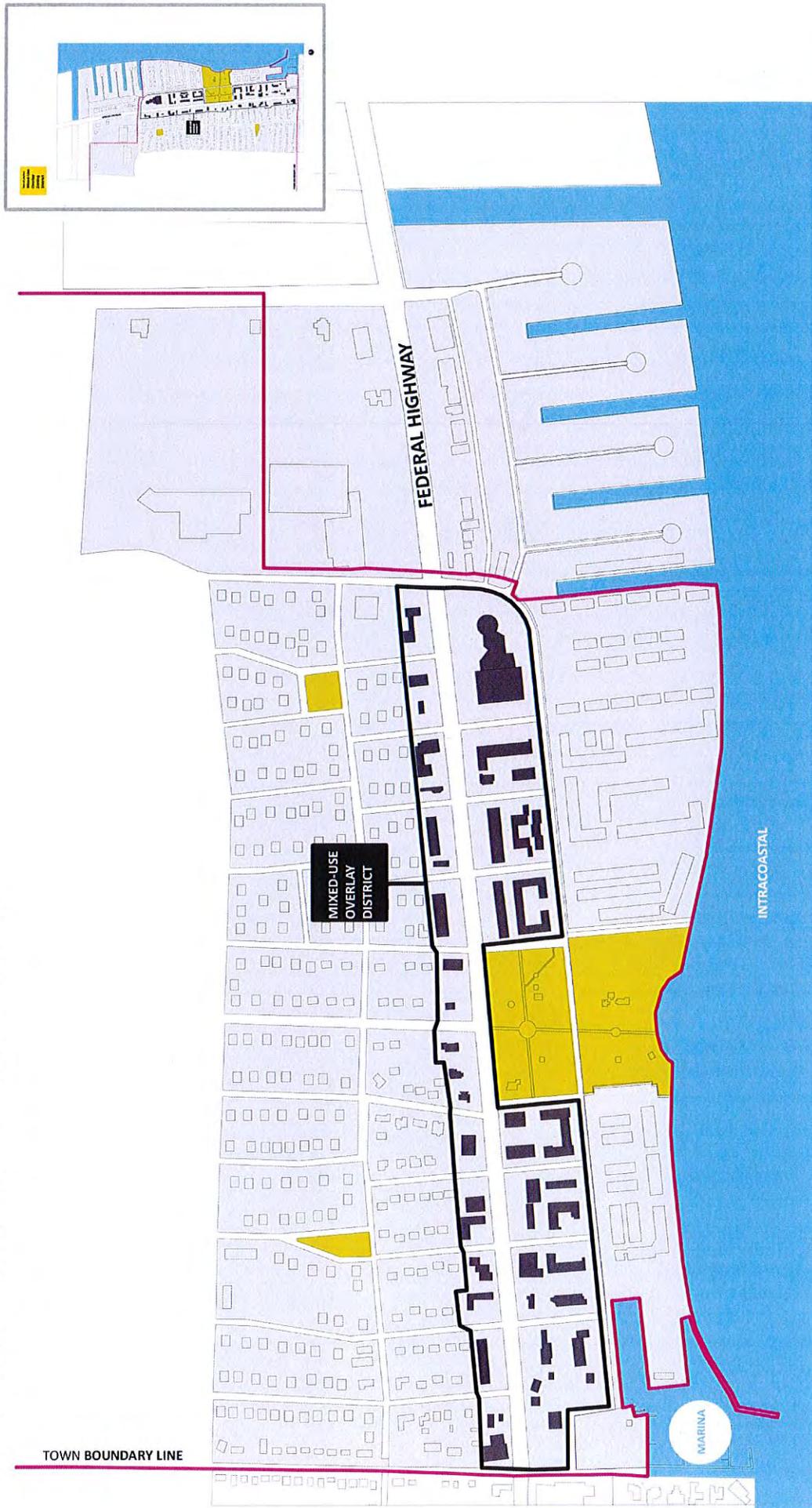
ANALYSIS – CORRIDOR LOCATION++



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Transportation Planning & Planning Management

ANALYSIS – MIXED-USE OVERLAY LOCATION⁺⁺

Within the Town of Lake Park



BELL DAVID PLANNING GROUP, INC.
Regulatory Analysis & Planning Department

ANALYSIS – IDENTIFYING PROBLEMS

Why?

A few reasons for this project:

- Multiple vacancies
- Unattractive appearance
- Limited relationship with neighboring districts
- The need to maximize the waterfront/marina area
- Develop a greater sense of place
- Create comfortable pedestrian ways
- Increase connectivity/accessibility



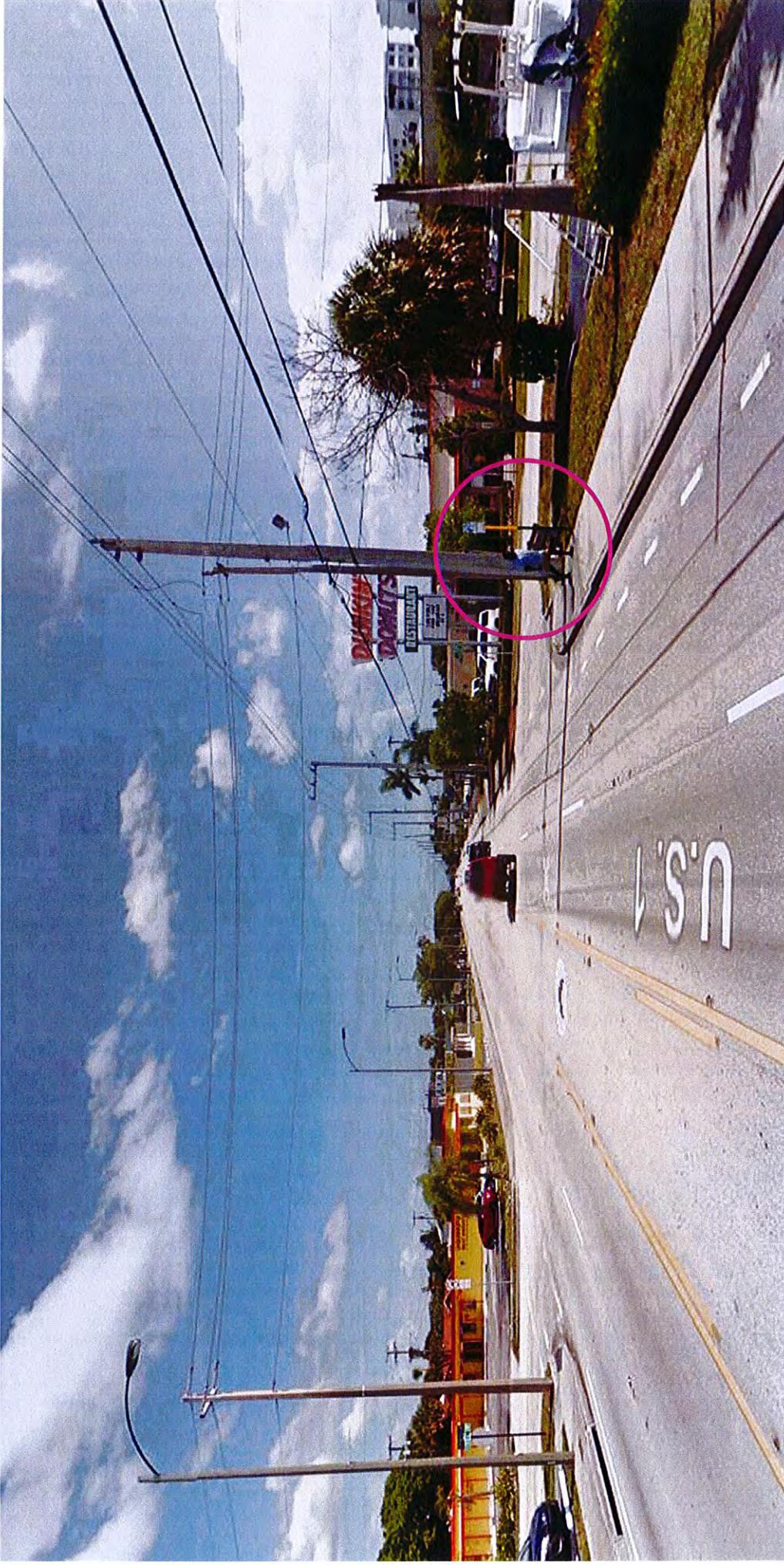
ANALYSIS – IDENTIFYING PROBLEMS - EXAMPLES

Parking lot on frontage – interrupts connectivity to building activities



ANALYSIS – IDENTIFYING PROBLEMS - EXAMPLES

Inadequate landscape – Lacks landscape for pedestrian comfort



ANALYSIS – A SUCCESSFUL CORRIDOR

++

A successful corridor would be:

- + Visually attractive
- + Busy
- + No vacancies
- + Well known
- + Active
- + Vibrant
- + Comfortable



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Responsible Planning • Planning Department

ANALYSIS – WHAT ARE THE BENEFITS AND RISKS

To assess the benefits and risks of changing the corridor, we have to understand the corridor as it is now.

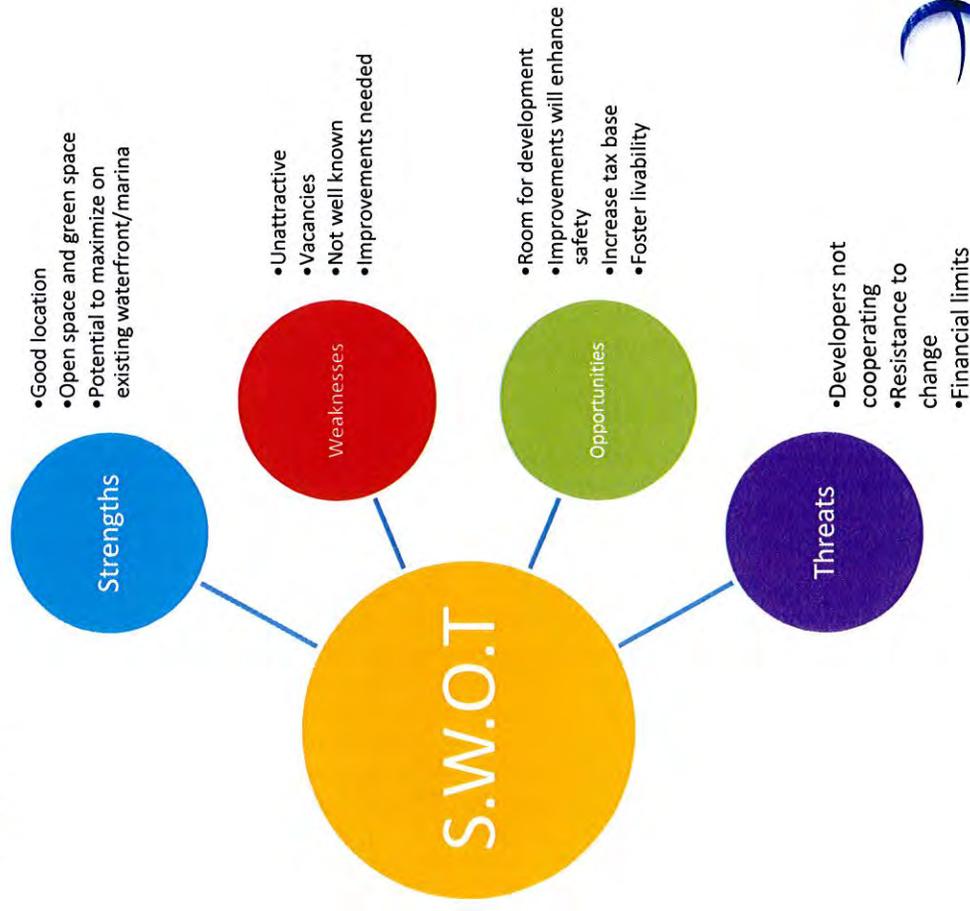
What are the corridor's :

Strengths

Weaknesses

Opportunities

Threats



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ANALYSIS – CORRIDOR STRENGTHS++



Good location

- Near residential, public, and commercial Zoning Districts
- Major Corridor going through multiple municipalities



Open Space & Green

- Town Marina
- Kelsey Park
- Attractive sites for tourists and residents
- Recreational areas
- Town's highest property value



Familiarity

- Historic Area
- Well-known Corridor to locals



ANALYSIS – CORRIDOR WEAKNESSES--

Vacancies

Several empty buildings and lots
Some buildings are only partially used

Unattractive

Lack of distinctive theme
No consistency in design
Inadequate landscaping

Need for improvements

Strong need for interior and exterior improvements
Existing businesses require renovations

Slow Traffic

Low to moderate traffic volume for existing businesses
Not a hot spot for residents and tourists



ANALYSIS – CORRIDOR OPPORTUNITIES++

Room for development

Sufficient amount of space for new development

The Corridor has the potential to bring in various types of businesses due to the Corridor's versatility.

Increase Revenue

Improvement of Corridor has potential to increase:

- Number of jobs
- Property value
- Town tax base

Enhance Livability

Implementing Mixed Use has the potential to improve:

- Walkability
- Safety
- Business clientele



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ANALYSIS – CORRIDOR THREATS+-

Developer interest Vs. Community

Developers may or may not be interested in participating in this change

Resistance to change

Residents and business owners may be resistant to change
Owners of private property will have to take initiative to improve site

Resource limitations

Will there be enough money, support, and investors to pursue changes?



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TOWN OF LAKE PARK
THE PLAN



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THE PLAN – MIXED-USE OVERLAY DISTRICT⁺⁺

The Town is considering options for a Mixed-Use corridor along US-1

Purpose and Intent:

Is to encourage infill, redevelopment, and streetscape improvements to Achieve the following:

- + **Provide sense of place**
- + Enhance pedestrian and vehicular accessibility while dispersing traffic
- + Establish an overall architectural style that represent's the community
- + Encourage preservation of environmentally sensitive areas
- + Reduce overall number of vehicular trips
- + Utilize existing public resources and public services



THE PLAN – IMPLEMENTING PROCESS

Step 01 :

Create a vision for the district

What should the corridor look like?

What type of uses should be there?

What should the environment feel like? (i.e. classic, tropical, modern)

Step 02:

Amend Comprehensive Plan

Step 03:

Create zoning language for Town's Code of Ordinances

Permitted and prohibited uses

Site development standards: size, architectural style, façade details

Landscaping

Street furniture

Step 04:

Undergo proper administrative procedures

Step 05:

Revise (if necessary)

Step 06:

Implement



THE PLAN – COMPREHENSIVE PLAN AMENDMENT

Change Mixed Use Overlay District from 20 units an acre and 2.5 FAR to:

- + 20 units an acre and 2.5 FAR in the Urban Neighborhood Edge district
- + 30 units an acre and 3.5 FAR in the Urban Edge sub-district, and;
- + 40 units an acre and a FAR of 6 in the Urban Waterfront sub-district



THE PLAN – BUILD-OUT SCENARIO

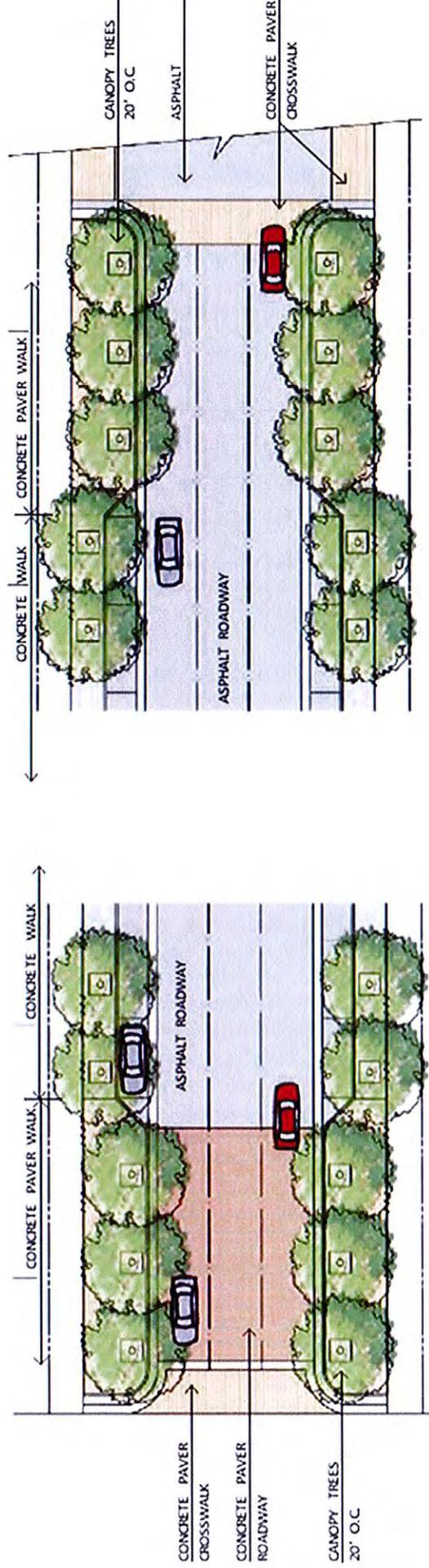
Capacity analysis based on build-out scenario

- + Roadway Level of Service – LOS A to LOS C; LOS D required
- + Potable water - +300,000 gallons per day; 16.9 million gpd capacity
- + Sanitary Sewer - +200,000 gpd; 7 million gpd capacity
- + Solid Waste - +13,000 lbs/day, available capacity for next 20 yrs.
- + Parks - +6.9 acres required, +4 acres capacity, 2 additional acres req.
- + Schools - +350 students; 8,000+ capacity

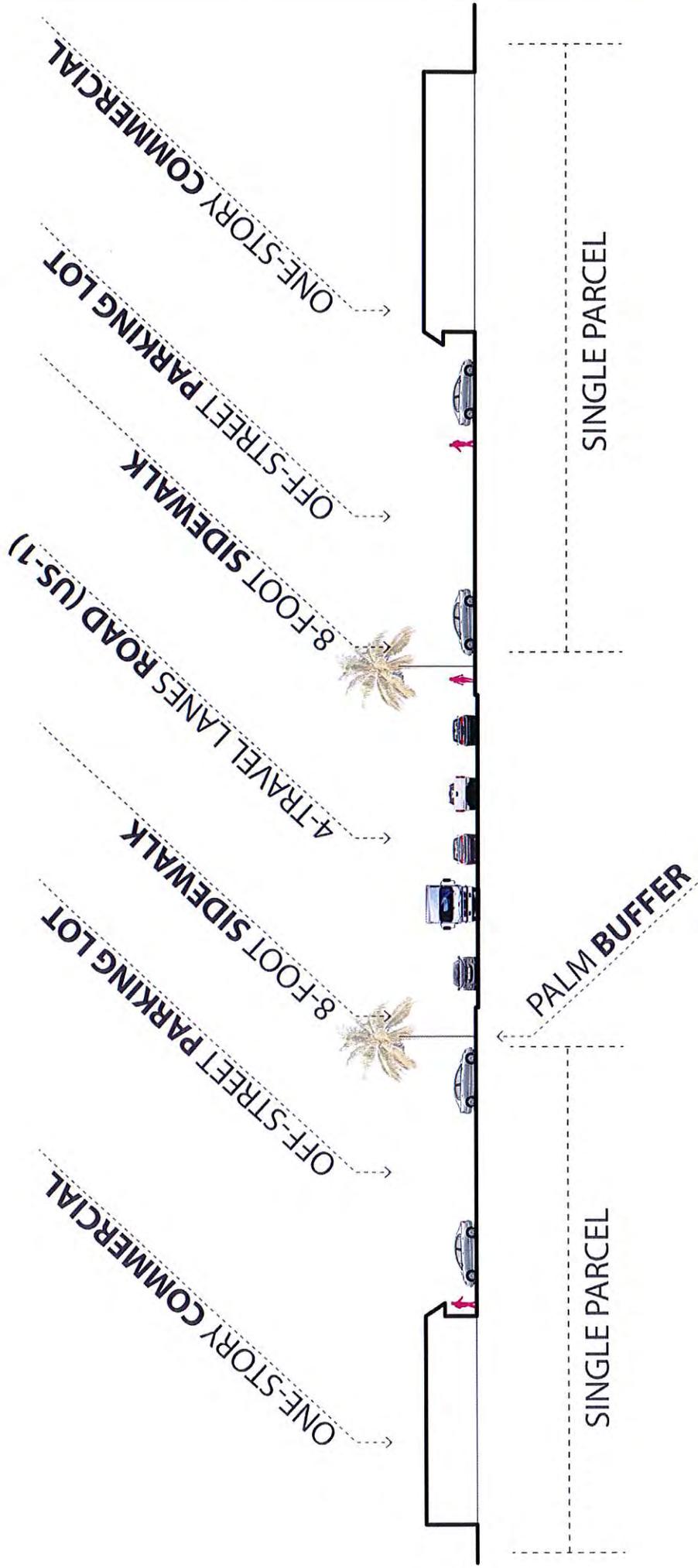


THE PLAN – STREETSCAPE + CIRCULATION

The purpose of the improved streetscape and circulation is to ensure compatible elements between uses; adequate linkages with safe pedestrian connectivity; and an improved aesthetic.



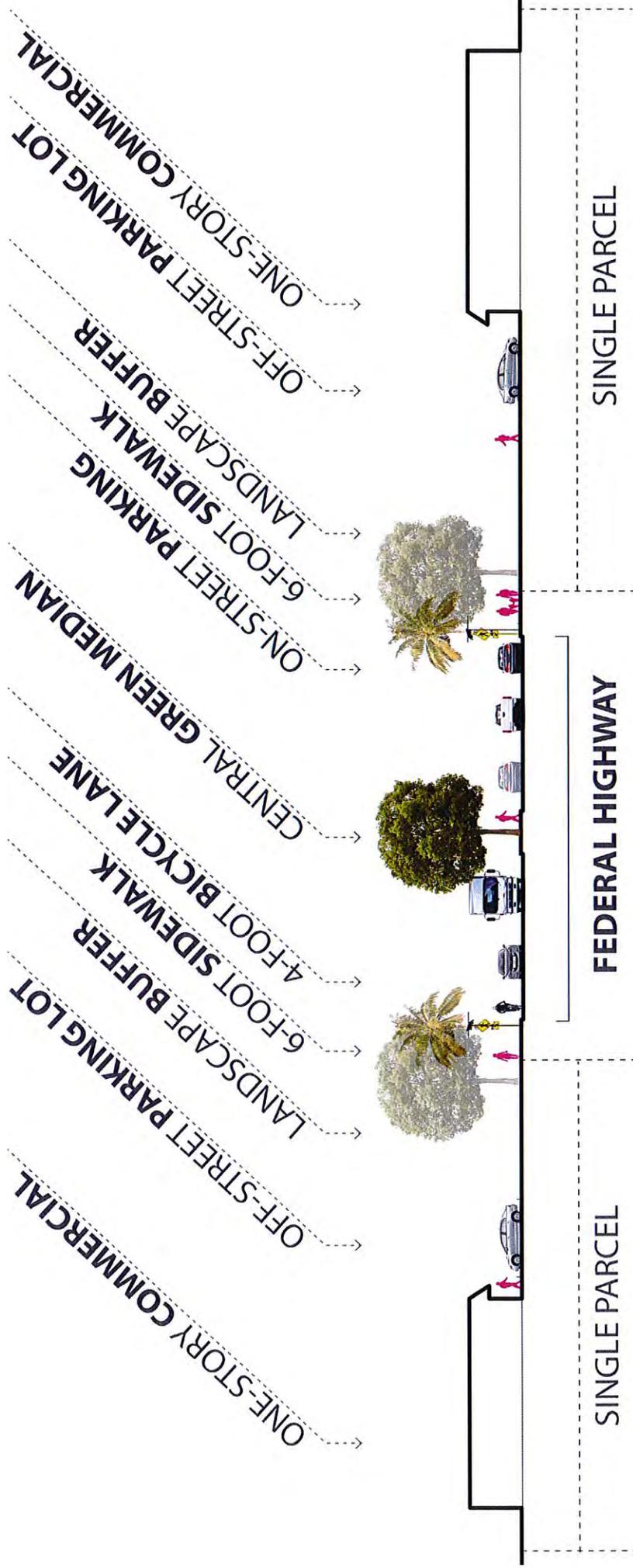
THE PLAN – EXISTING STREET SECTION



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THE PLAN – STREET SECTION (POSSIBILITY 01_)++

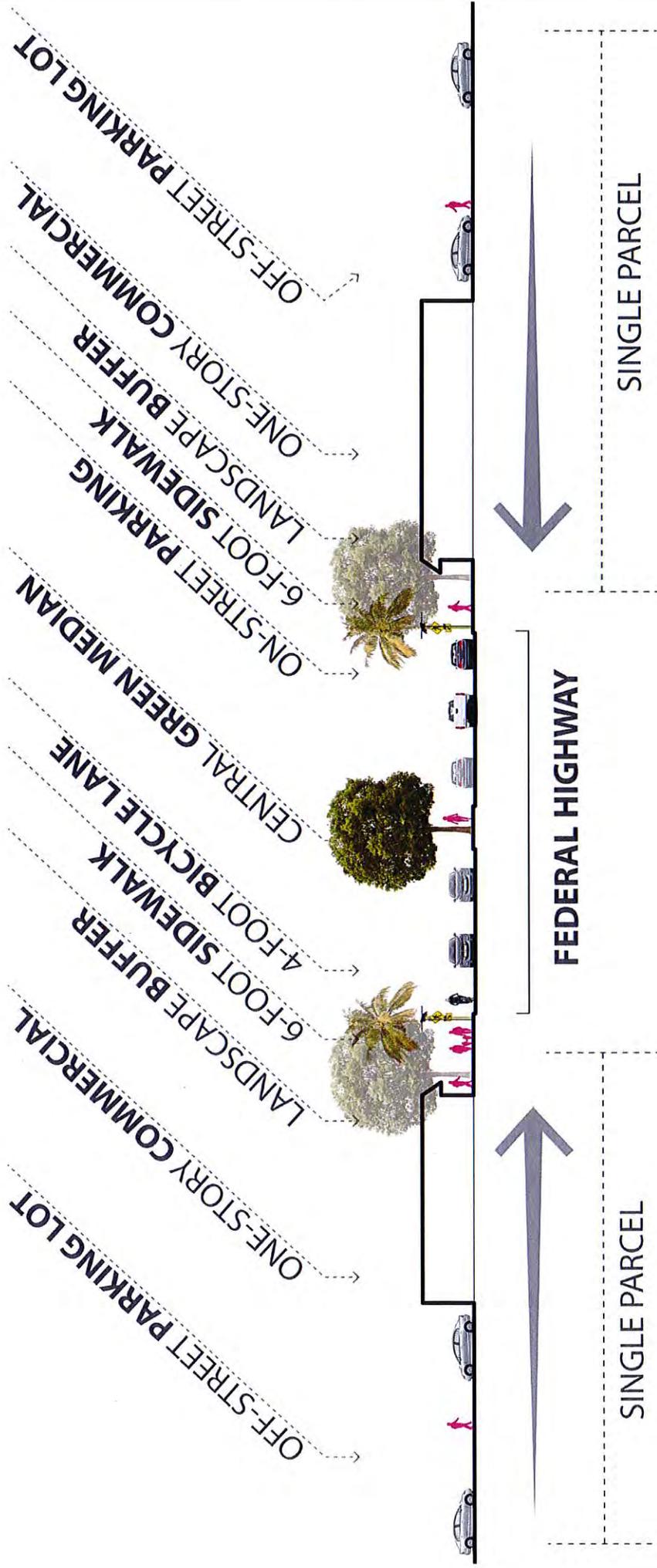
Streetscape + Signage Improvements– Way finding and comfort



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Respecting Nature's Planning Imperatives

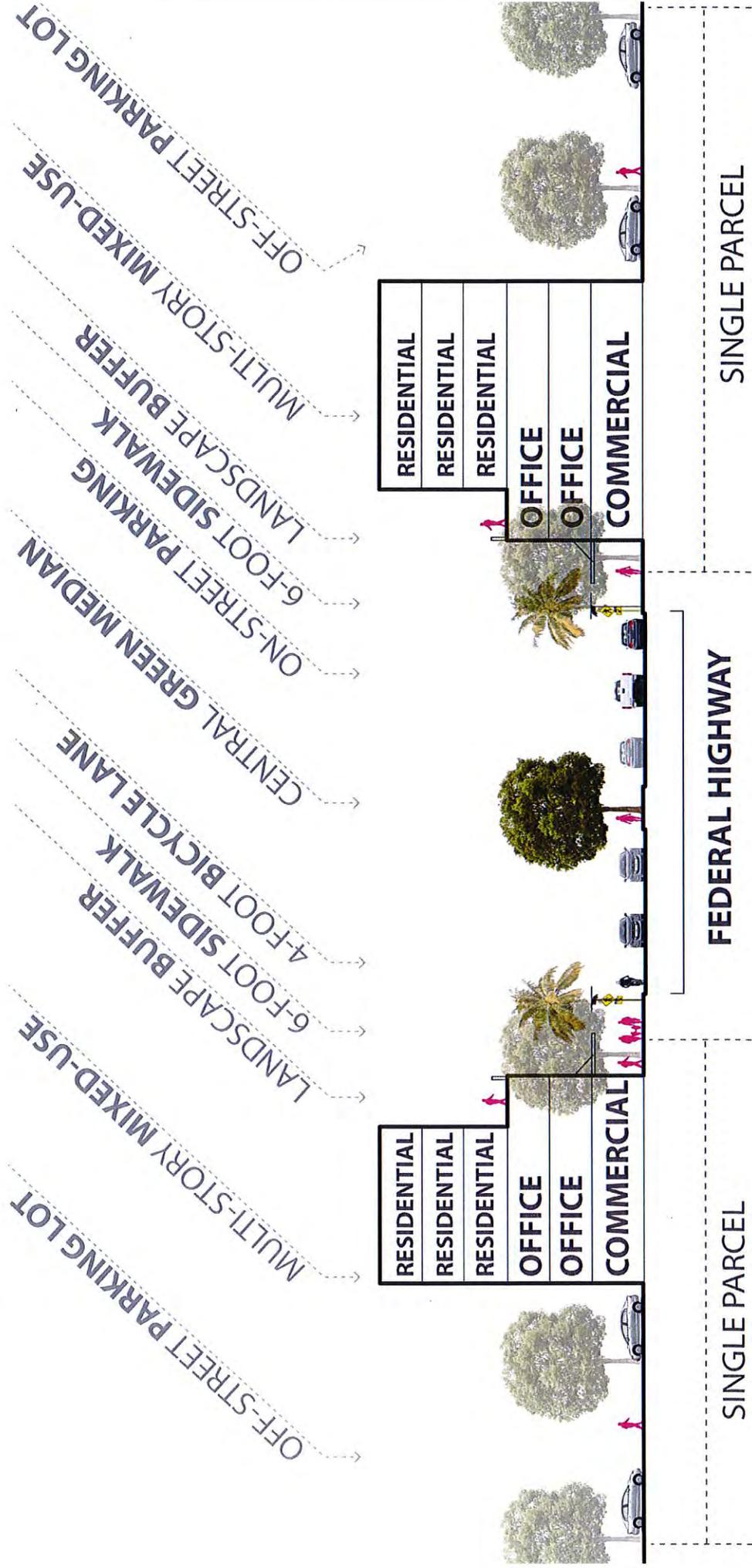
THE PLAN – STREET SECTION (POSSIBILITY 02_)++

Strong Edges – Allows for possible pedestrian activities



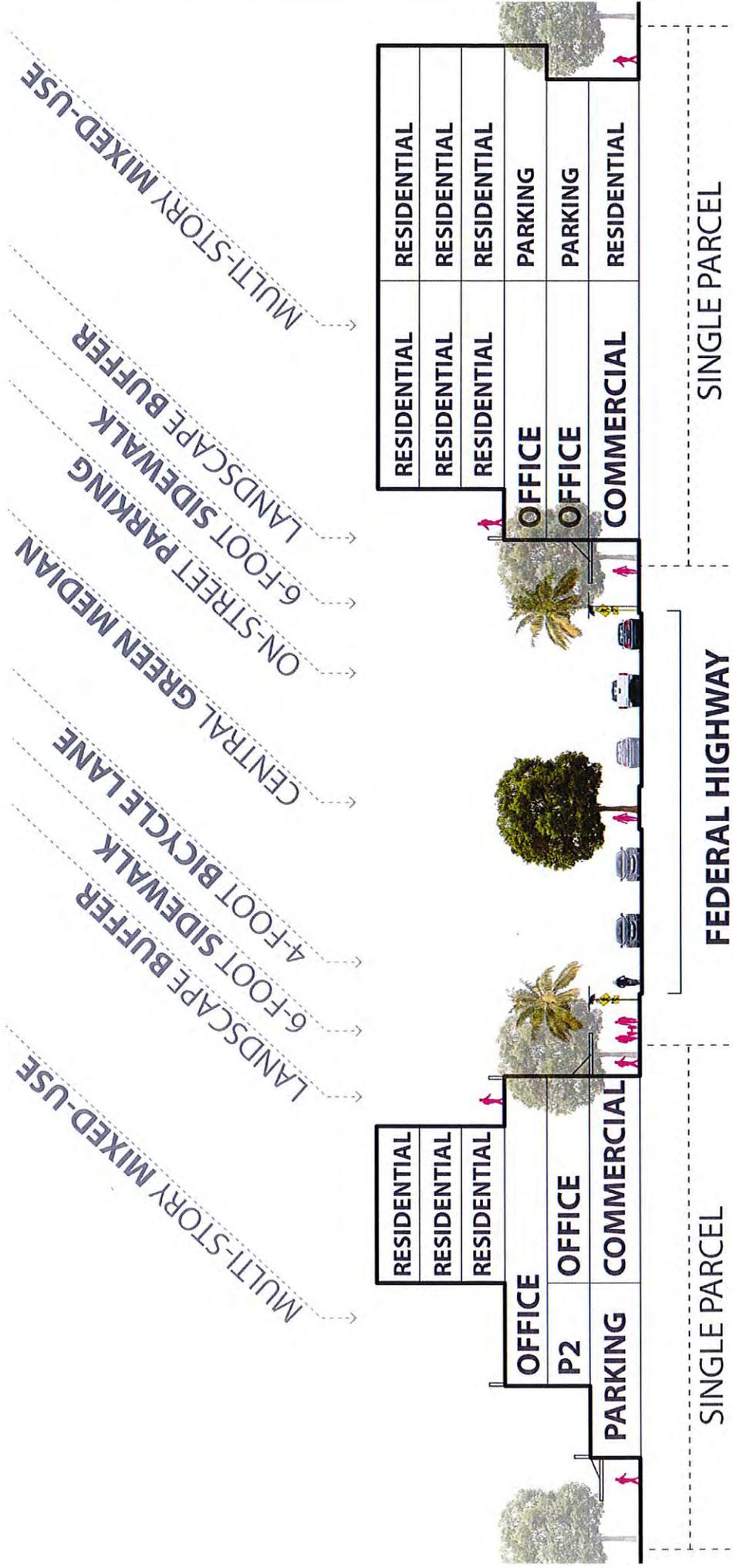
THE PLAN – STREET SECTION (POSSIBILITY 03_)+ +

Mixed-Used Development – Allows for multiple activities to take place



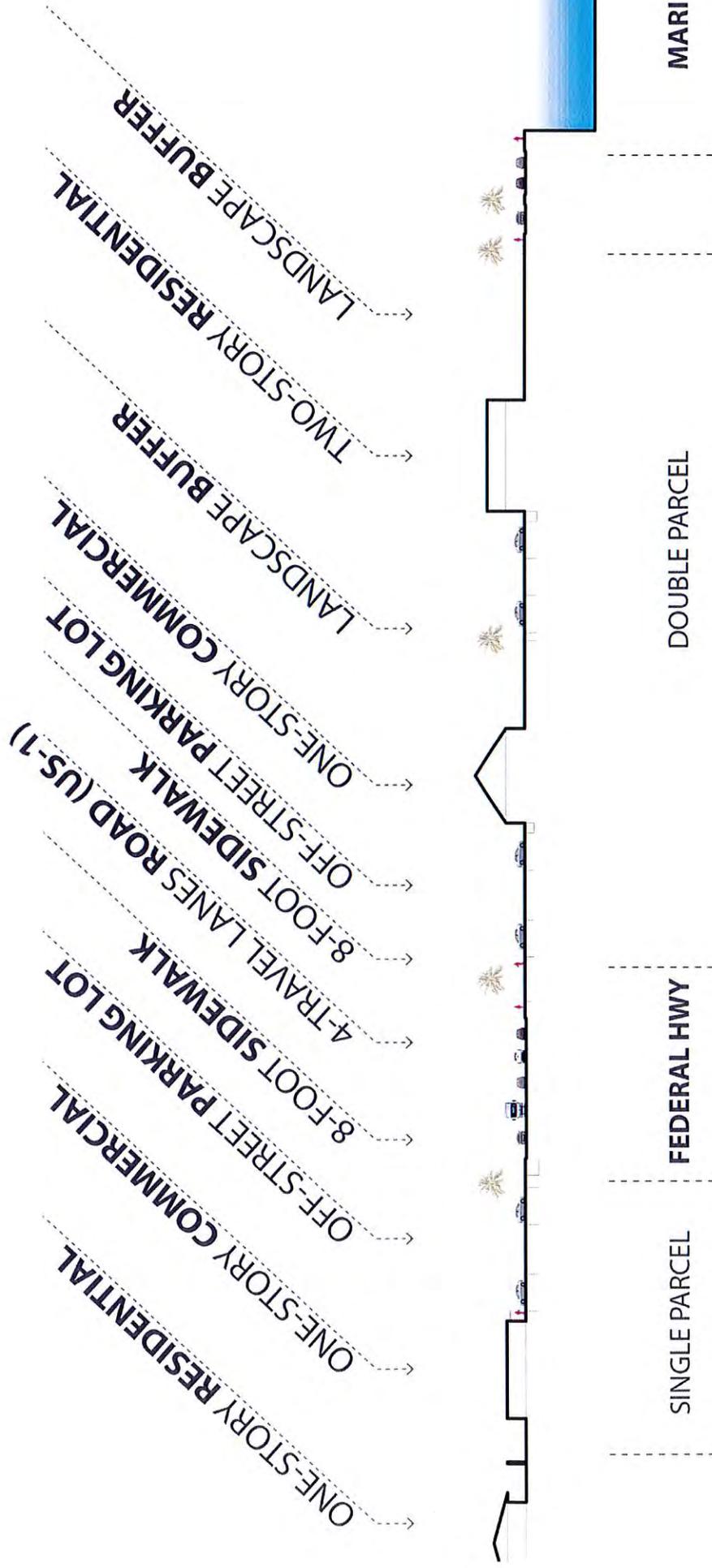
THE PLAN – STREET SECTION (POSSIBILITY 04_)++

Urban Fabric – Allows for smooth transitions between building scales



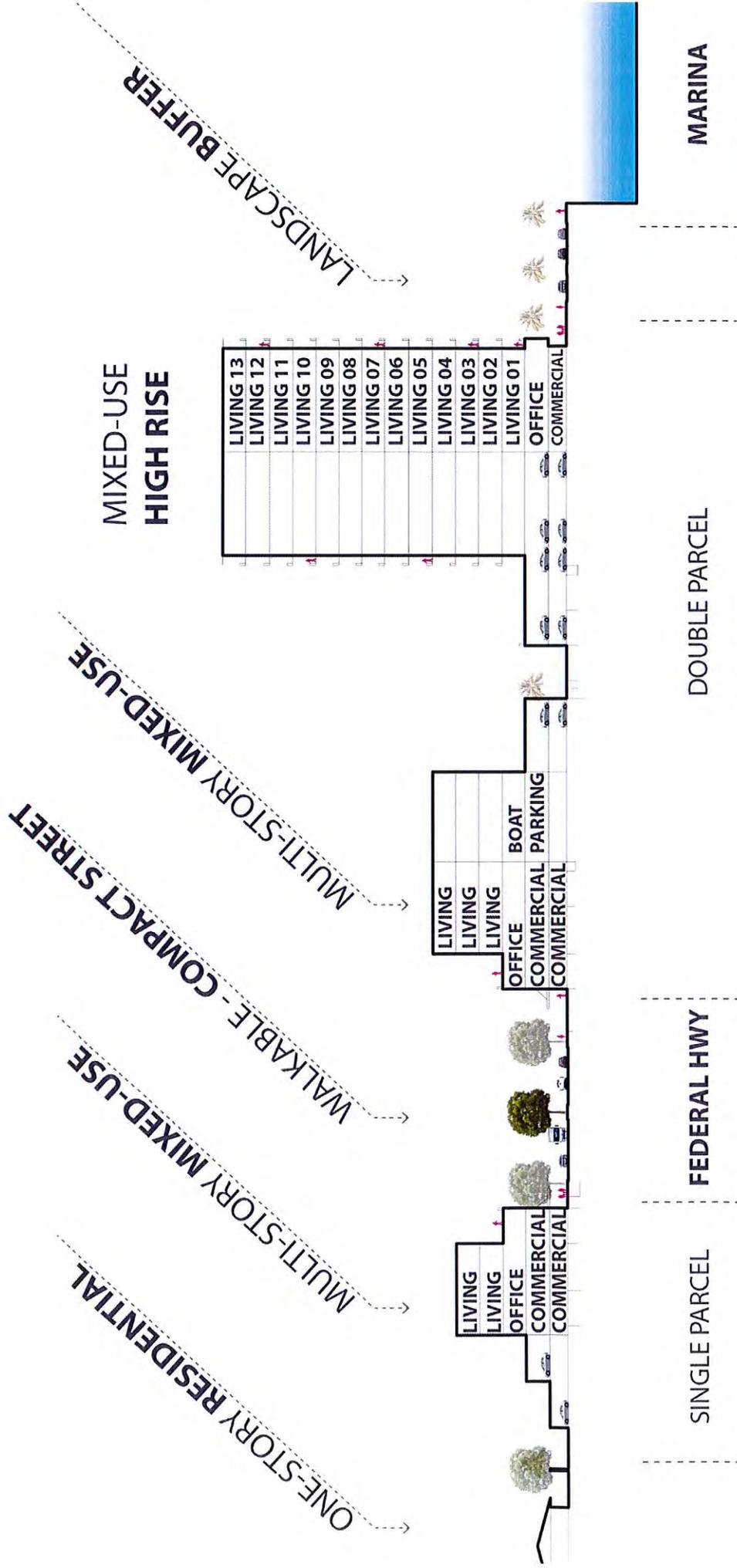
THE PLAN – EXISTING STREET SECTION 02

Waterfront Adjacent to Marina



THE PLAN – STREET SECTION (POSSIBILITY 05_)+ +

Waterfront Adjacent to Marina – Allows for higher densities



THE PLAN – LANDSCAPE+

Pursuant to other communities research, these ARE EXAMPLES ONLY— requires landscape architect review for recommendations, including irrigation considerations)



Lantana



Plumbago



Royal Palm



Mahogany



Wart Fern



Croton



THE PLAN – LANDSCAPE₊₊

Street Tree - MAHOGAN Y
Shrub - BOSTON FERN



Median Tree - JACARANDA
Shrub - LANTANA

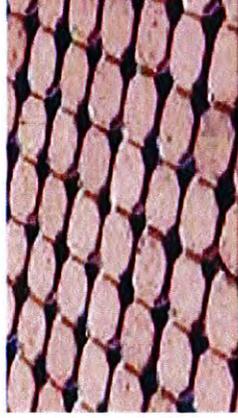
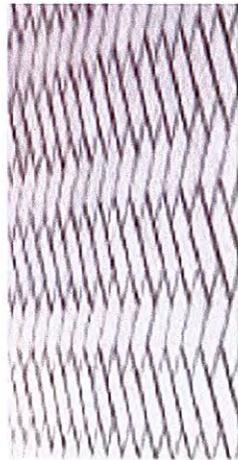
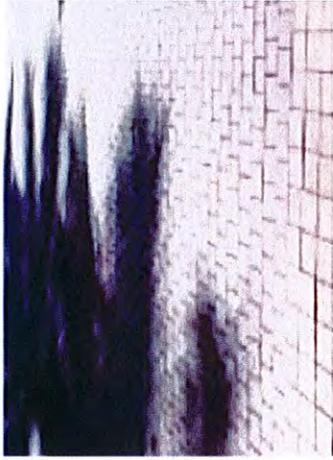


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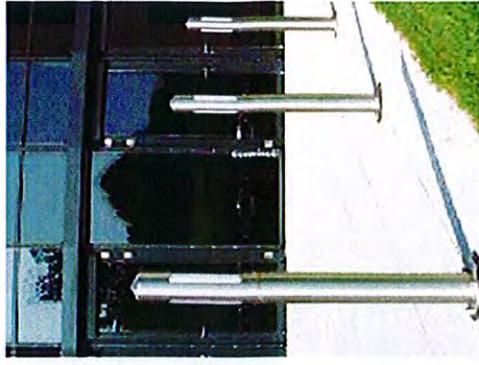
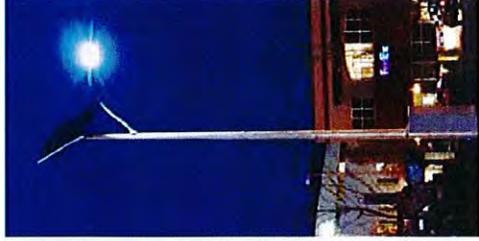
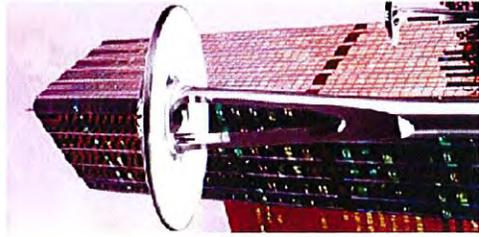
THE PLAN – HARDSCAPE+

ADA accessible, easy to maintain yet unique surfaces should be used. Some options for the street, sidewalk, and other vertical elements are visually depicted as follows:



THE PLAN – LIGHTING+

Identification and wayfinding is strongly characterized by lighting. Energy-efficient, LED lighting should be considered (funding permitted-solar can be explored also). Light fixtures with adequate cover and cut-off features to reduce excess glare and light pollution should also be considered. Some sample light fixtures (which will need to be explored further), include the following:



THE PLAN – ARCHITECTURAL STYLES+

+MEDITERRANEAN



+ART DECO



+MODERN



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TOWN OF LAKE PARK

MIXED-USE COMMUNITY



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MIXED-USE COMMUNITY – EXAMPLE 01

Vibrant Community – Allows for day-and-night time activities

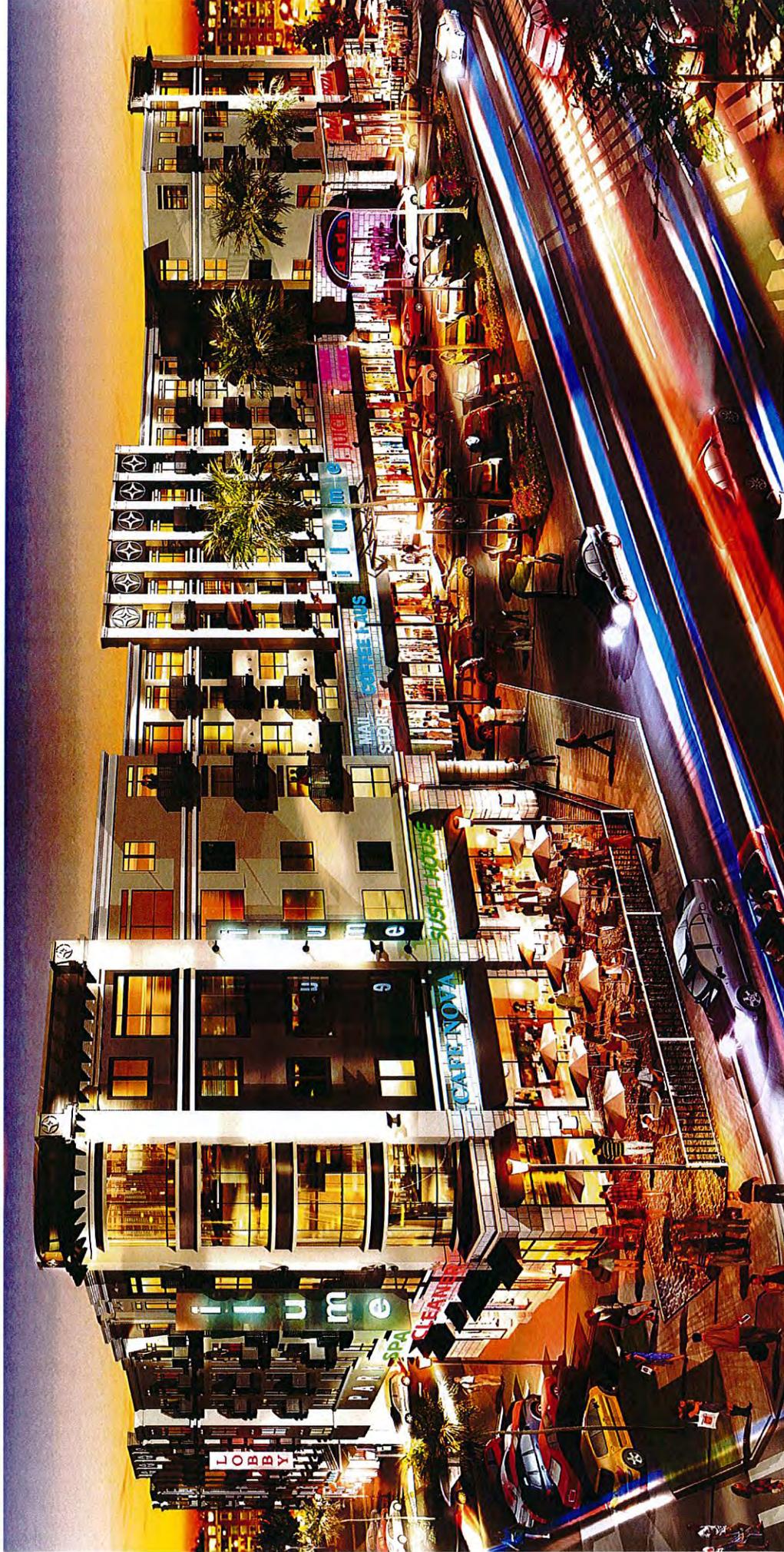


Image Source: Mooreland Development



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Masterplanning • Planning • Programming



MIXED-USE COMMUNITY – EXAMPLE 02

Walkable Community – Allows for safe streets for pedestrians



Image Source: Zyscovich Architects



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MIXED-USE COMMUNITY – EXAMPLE 03

Green Community – Allows for sustainable development

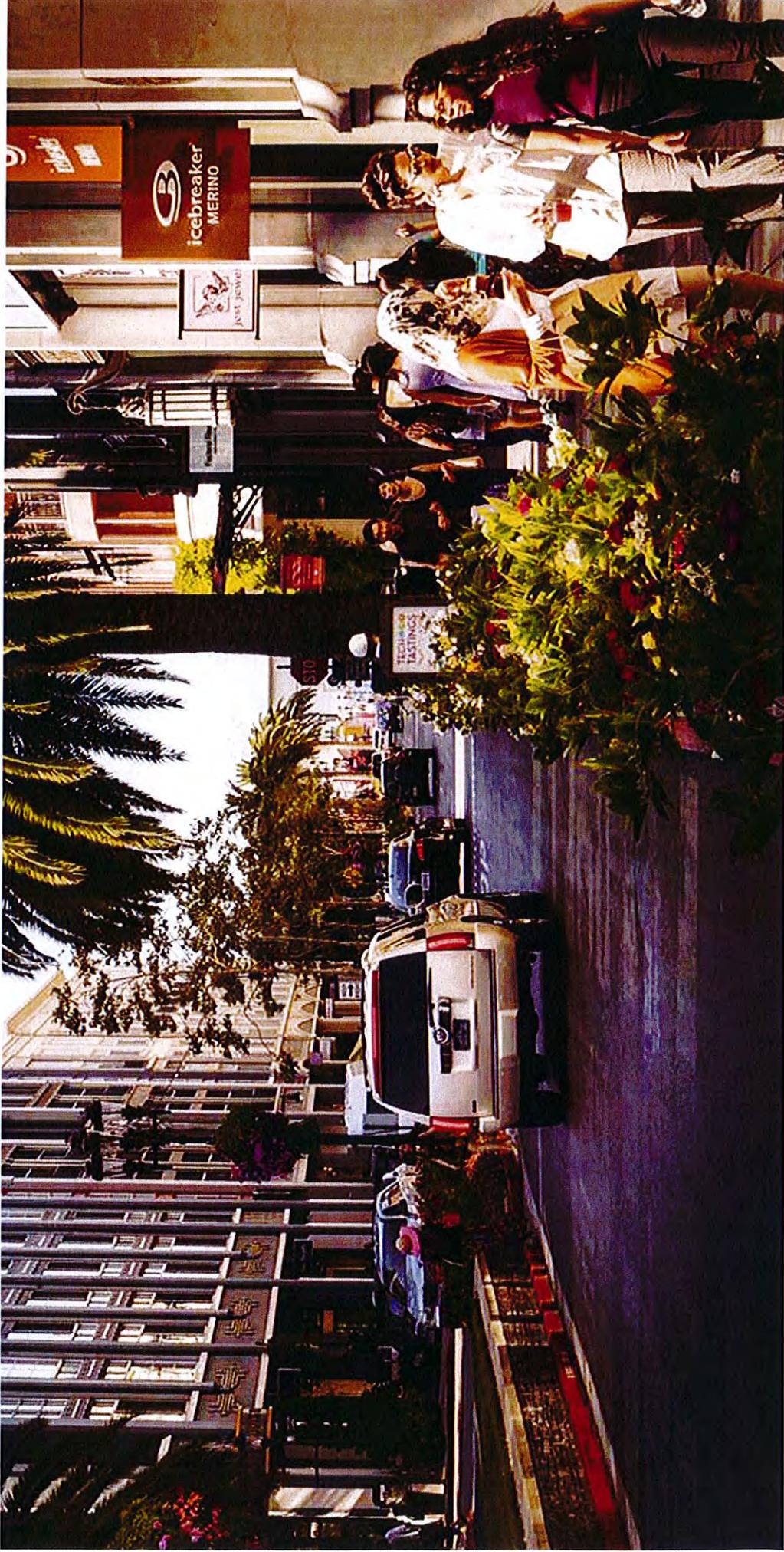


Image Source: Brett VA



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MIXED-USE COMMUNITY – EXAMPLE 04

Social Community – Allows for public interaction



Image Source: RED Rooster



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MIXED-USE COMMUNITY – EXISTING

West side – 804 Federal Highway (US1)



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MIXED-USE COMMUNITY – POSSIBILITY

West side – 804 Federal Highway (US1)



Render Source: Shook Kelley
Collage Source: Bell David Planning Group



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Negotiating / Health & Planning Department



MIXED-USE COMMUNITY – EXISTING

East side – 801 Federal Highway (US1)



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MIXED-USE COMMUNITY – POSSIBILITY

East side – 804 Federal Highway (US1)



Render Source: Architecture Design Collaborative
Collage Source: Bell David Planning Group

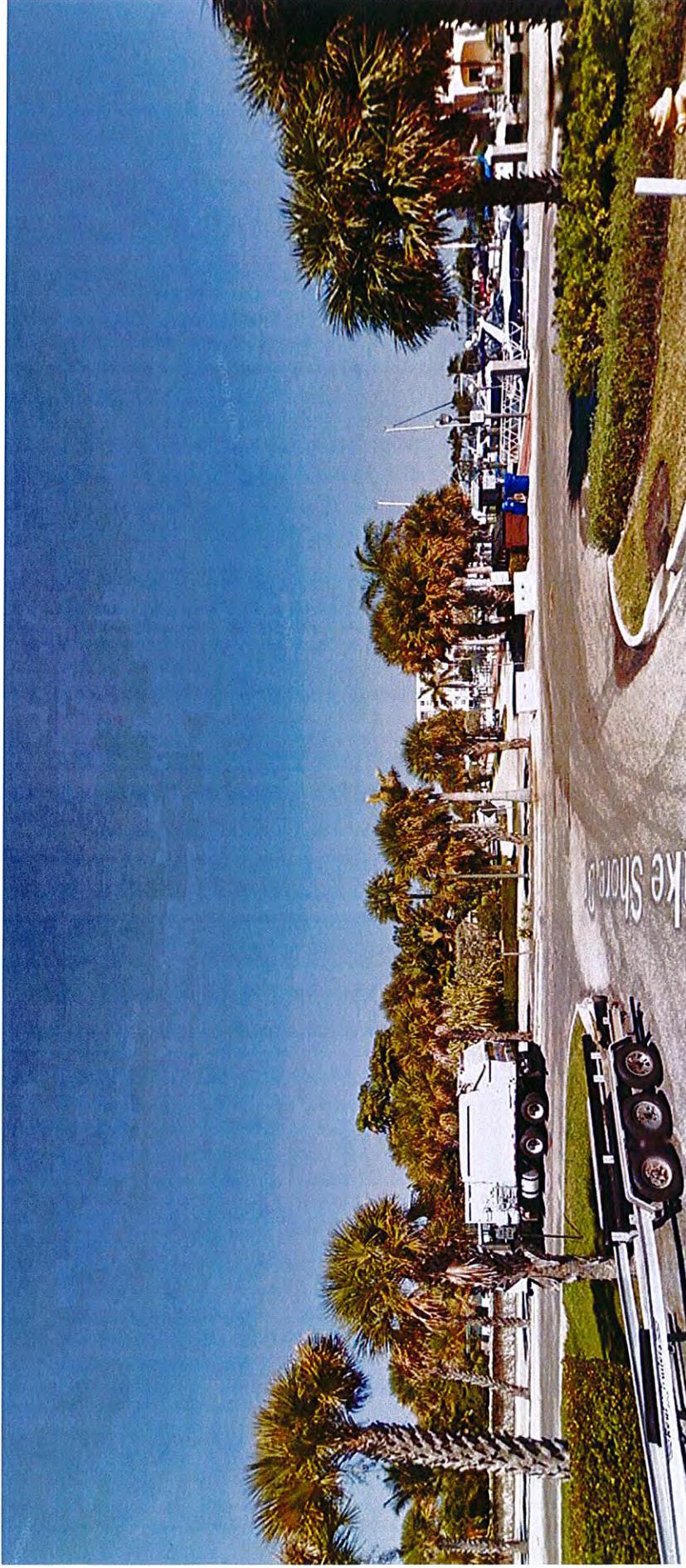


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Responsible. Bold. Planning. Department.



MIXED-USE COMMUNITY – EXISTING

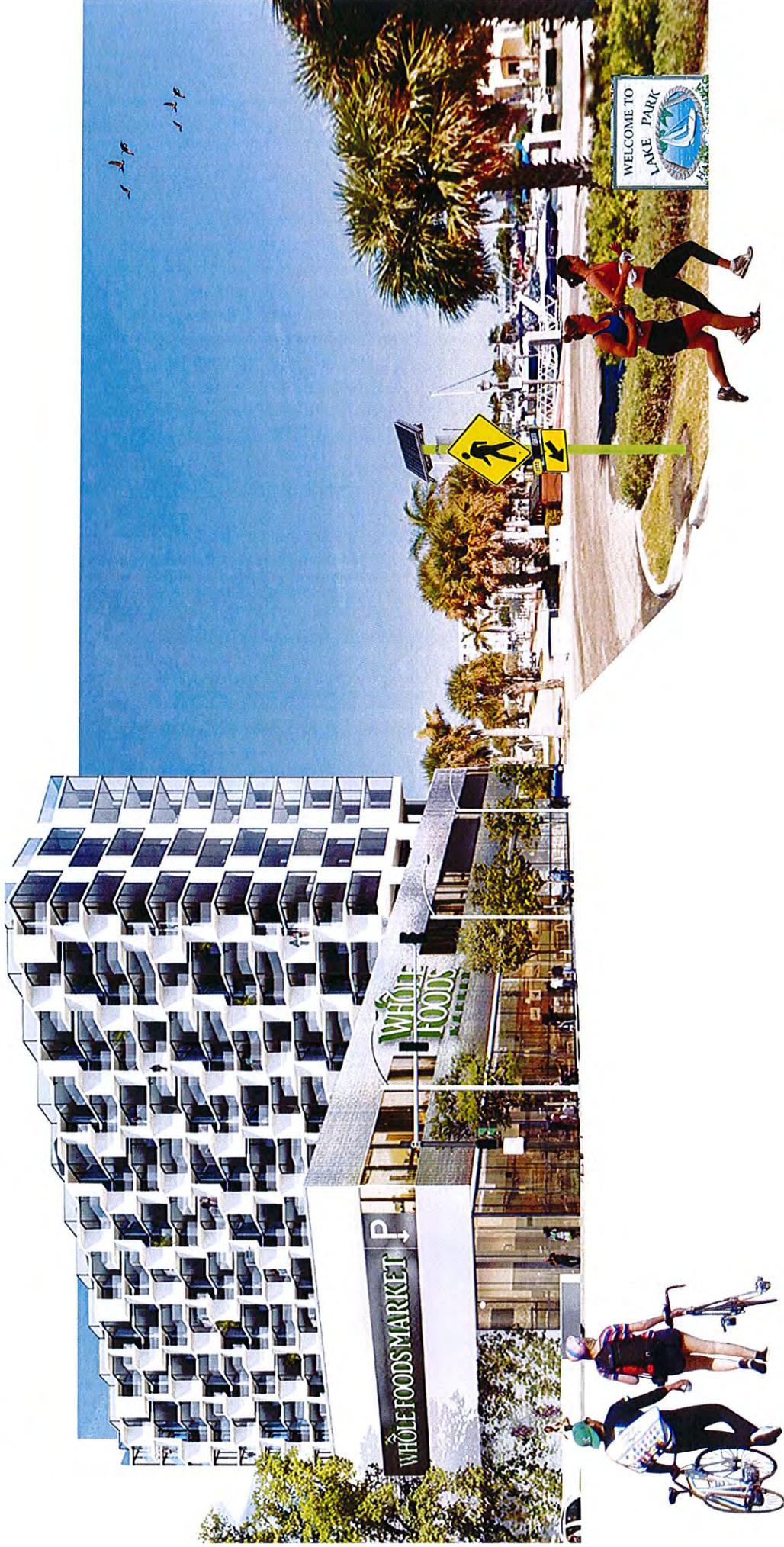
Waterfront – Adjacent to Marina



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Residential Planning & Consulting

MIXED-USE COMMUNITY – POSSIBILITY

Waterfront – Adjacent to Marina



Render Source: Curbed Chicago
Collage Source: Bell David Planning Group



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Regional Planner / Planning Department



LAKE PARK NOW!



BELL DAVID PLANNING GROUP, INC.
Property Value Recovery Department

TAB 7



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 7, 2015

Agenda Item No. *Tab 7*

Agenda Title: Authorizing the Mayor to Sign the Application for State Aid to Libraries

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

Approved by Town Manager *[Signature]* Date: *9-24-15*, 2015
 Karen Mahnk, Library Director
 Name/Title

Originating Department: <p style="text-align: center;">LIBRARY</p>	Costs: \$ N/A Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: - Resolution No. <i>35-10-15</i> - Grant Agreement - Annual Plan of Service as Exhibit "A"
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone __KM__ or Not applicable in this case ____ Please initial one.

Summary Explanation/Background: Each year, the State Division of Library Services provides some level of support for Libraries throughout the State to help them operate for the citizens of Florida. An application form is required to apply for these funds, as well as Library Annual Plan of Service. Based on the State Division of Library Services' anticipated revenue, this year's (Fiscal Year 2015-2016) allocation for Lake Park is estimated to be \$9000. No match, other than the Library's regular operating budget, is required to receive this funding. The Lake Park Public Library has been applying for and receiving the grant each year since 1998. This Agenda item will authorize the Mayor to execute the Grant Application.

Recommended Motion: I move to approve Resolution No. *35-10-15*

RESOLUTION NO. 35-10-15

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

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

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

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

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

- Section 8. The Town of Lake Park Public Library will provide free library services.
- Section 9. The Town of Lake Park Public Library will participate with all libraries in the county that receives State Aid to Libraries Grants in joint planning for the coordination of library services to residents.
- Section 10. The Town of Lake Park Public Library will continue to be operated at a minimum of forty (40) hours per week.
- Section 11. Attached hereto is Exhibit A, an Annual Plan of Service as hereby approved by the Commission of the Town of Lake Park.
- Section 12. The Commission of the Town of Lake Park, Florida hereby authorizes the Mayor and Town Clerk to execute the application for the State Aid to Libraries Grant funding.
- Section 13. This Resolution shall become effective immediately upon adoption.

**STATE AID TO LIBRARIES GRANT
AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
Town of Lake Park
for and on behalf of
Lake Park Public Library**

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the Town of Lake Park for and on behalf of Lake Park Public Library, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2015-2016 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Grant Purpose. This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.

a) The Grantee shall perform the following **Scope of Work** as identified in Section 257.17 *Florida Statutes*:

Manage or coordinate free library service to the residents of its legal service area. The Grantee shall:

1. Have a single administrative head employed full time by the library's governing body;
2. Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
3. Provide access to materials, information and services for all residents of the area served; and
4. Have at least one library, branch library or member library open 40 hours or more each week.

- b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payment to be awarded.

Payment 1, Deliverable/Task 1:

- The first payment will be a fixed price in the amount of 100% of the grant award. The Grantee will have at least one library, branch library or member library open 40 hours or more each week.

2. **Length of Agreement.** This Agreement shall begin the date the agreement is signed by both the Grantee's Governing Body and the Division and continue until all grant funds have been expended, unless terminated in accordance with the provisions of Section 29 of this Agreement.
3. **Expenditure of Grant Funds.** The Grantee cannot obligate or expend any grant funds before the Agreement has been signed by all parties. No costs incurred after termination of the Agreement shall be allowed unless specifically authorized by the Division.
4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

For the Division of Library and Information Services:

Marian Deeney, Library Program Administrator
Florida Department of State
R.A. Gray Building
Mail Station # 9D
500 South Bronough Street
Tallahassee, Florida 32399
Phone: (850) 245-6620
Facsimile: (850) 245-6643
Email: marian.deeney@dos.myflorida.com

For the Grantee:

Karen Mahnk, Library Director
529 Park Avenue
Lake Park, Florida 33403
Phone: (561) 881-3331
Facsimile:
Email: kmahnk@lakeparkflorida.gov

5. **Grant Payments.** All grant payments are requested by submitting a Grant Payment Request Form. The Grant Payment Request Form is available on the Division's website at info.florida.gov/services-for-libraries/grants/cooperative/guidelines-applications-and-forms/. The total grant award shall not exceed the amount specified on the "Fiscal Year 2015-2016 State Aid to Libraries Final Grants" document (Attachment B), which shall be paid by the Division in consideration for the Grantee's minimum performance as set forth by the terms and conditions of this Agreement. The grant payment schedule is outlined below:
- a) The first payment will be a 100% fixed price in the amount of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.
6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization form to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf. The form also includes tools and information that allow you to check on payments.
7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit flvendor.myfloridacfo.com/. **A copy of the Grantee's Florida Substitute Form W-9 must be submitted by the Grantee to the Division with the executed Agreement.**
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

Should the library fail to provide free library service to the public or to be open for at least 40 hours per week, it will no longer be eligible to receive State Aid to Libraries grant funding, and its funding will be reduced to zero.

First payment will be withheld if Deliverables are not satisfactorily completed.

- 9. Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, web pages, programs, etc. created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

“This project has been funded under the provisions of the State Aid to Libraries Grant program, administered by the Florida Department of State’s Division of Library and Information Services.”

- 10. Non-allowable Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures, which are available online at myfloridacfo.com/aadir/reference_guide/.

Grant funds may not be used for the purchase or construction of a library building or library quarters.

- 11. Travel Expenses.** The Subgrantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.
- 12. Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the *Reference Guide for State Expenditures*.
- 13. Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of “Department of State” and mailed directly to the following address: Florida Department of State, Attention: Marian Deeney, Library Program Administrator, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.

- 14. Single Audit Act.** Each grantee, other than a grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, Florida Statutes. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$500,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 257.41(3), Florida Statutes within nine months of the close of its fiscal year.
- 15. Retention of Accounting Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the close out of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.
- 16. Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
- 17. Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
- 18. Investment of Funds Received But Not Paid Out.** The Grantee may temporarily invest any or all grant funds received but not expended in an interest bearing account pursuant to Section 216.181(16)(b), *Florida Statutes*. Interest earned on such investments should be returned to the Division quarterly, except that interest accrued less than \$100 within any quarter may be held until the next quarter when the accrued interest totals more than \$100. All interest accrued and not paid to the Division, regardless of amount, must be submitted with the Grantee's Final Report at the end of the Grant Period.
- 19. Noncompliance.** Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other Office of Cultural, Historical, and Information Programs (OCHIP) Division will be in noncompliance status and subject to the OCHIP Grants Compliance Procedure. OCHIP Divisions include the Division of Cultural Affairs, the Division of Historical Resources, and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any OCHIP grant may be released.

20. Accounting Requirements. The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:

- a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds;
- b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division;
- c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget;
- d) The name of the account(s) must include the grant award number;
- e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets; and
- f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).

21. Availability of State Funds. The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.

22. Lobbying. The Subgrantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.

23. Independent Contractor Status of Grantee. The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.

24. Grantee's Subcontractors. The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.

25. Liability. The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.

- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
- b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
- c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
- d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

26. Strict Compliance with Laws. The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 19, Noncompliance.

27. No Discrimination. The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.

- 28. Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.
- 29. Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.
- 30. Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.
- 31. Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.
- 32. Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.
- a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:
1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.

2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
 - b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- 33. Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
- 34. Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.
- 35. Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
- 36. Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
- 37. Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990.
- 38. Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

39. Entire Agreement. The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Federal and State of Florida Single Audit Act Requirements (Attachment A), including Exhibit 1.
- c) Fiscal Year 2015-2016 State Aid to Libraries Final Grants (Attachment B)

The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.

Date of Agreement: _____

Grantee:

By: _____
Chair of Governing Body or
Chief Executive Officer

James DuBois, Mayor

Clerk or Chief Financial Officer

Vivian Mendez, Town Clerk

October, 7th, 2015
Date

Department of State:

By: _____

Typed name and title

Witness

ATTACHMENT A

FEDERAL AND STATE OF FLORIDA SINGLE AUDIT ACT REQUIREMENTS

AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Agreement.

MONITORING

In addition to reviews of audits conducted in accordance with 2 *CFR* 2 Subpart F – Audit Requirements and Section 215.97, *Florida Statutes*, monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 *CFR* 2 §200.328 and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization that has received federal funds awarded through the Department of State. Exhibit 1 to this attachment indicates whether federal resources have been awarded through the Department of State by this agreement.

2 *CFR* 2 §200.501 Audit Requirements:

(a) *Audit required.* A non-federal entity that expends \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-federal entity that expends \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single audit conducted in accordance with 2 *CFR* 2 §200.514 Scope of audit, except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends federal awards under only one federal program (excluding R&D) and the federal program's statutes, regulations, or the terms and conditions of the federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with 2 *CFR* 2 §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the federal awards expended were received from the same federal agency, or the same federal agency and the same pass-through entity, and that federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when federal awards expended are less than \$750,000.* A non-federal entity that expends less than \$750,000 during the non-federal entity's fiscal year in federal awards is exempt from federal audit requirements for that year, except as noted in 2 *CFR* 2 §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) *Subrecipients and contractors.* An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not federal awards. Section §200.330 Subrecipient and contractor determinations should be considered in determining whether payments constitute a federal award or a payment for goods or services provided as a contractor.

(g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with federal statutes, regulations, and the terms and conditions of federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with federal statutes, regulations, and the terms and conditions of federal awards.

(h) *For-profit subrecipient.* Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient should describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

The Internet address listed below will assist recipients in locating documents referenced in the text of this agreement and with the interpretation of compliance issues.

U.S. Government Printing Office
www.ecfr.gov

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(l), *Florida Statutes* and has received state funds awarded by the Department of State. Exhibit 1 to this attachment indicates whether state resources have been awarded by the Department of State by this agreement.

Section 215.97, *Florida Statutes* Single Audit Requirements

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Executive Office of the Governor and the Chief Financial Officer; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*. Exhibit 1 to this attachment indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1 of this attachment, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2)(d), *Florida Statutes* and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes* is not required. In the event that the recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet addresses listed below will assist recipients in locating documents referenced in the text of this agreement and with the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)
fldfs.com

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)

PART III: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 *CFR* 2 §200.512 and required by Part I of this attachment shall be submitted, when required by 2 *CFR* 2 §200.512, by or on behalf of the recipient, directly to each of the following:
 - A. The Department of State at the following address:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250
 - B. The Federal Audit Clearinghouse, electronically, at *harvester.census.gov/sac/* as designated in 2 *CFR* 2 §200.512
 - C. Other federal agencies and pass-through entities, in accordance with 2 *CFR* 2 §200.513.
2. In the event that a copy of the reporting package for an audit required by Part I of this attachment and conducted in accordance with 2 *CFR* 2 §200.501 Audit Requirements is not required to be submitted to the Department of State for the reasons pursuant to 2 *CFR* 2 §200.501, the recipient shall submit the required written notification pursuant to 2 *CFR* 2 §200.501 (d) and a copy of the recipient's audited schedule of expenditures of federal awards directly to the following:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250

A non-federal entity that expends less than \$750,000 during the non-federal entity's fiscal year in federal awards is exempt from federal audit requirements for that year, except as noted in 2 *CFR* 2 §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the federal agency, pass-through entity and Government Accountability Office (GAO).

3. Copies of financial reporting packages required by Part II of this attachment shall be submitted, by or on behalf of the recipient, directly to each of the following:

- A. The Department of State at the following address:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250

- B. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

4. Any reports, management letters or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 *CFR* 2 Subpart F, Audit Requirements; Section 215.97, *Florida Statutes*; and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*, as applicable.
5. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 *CFR* 2 Subpart F or Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General* should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

PART IV: RECORD RETENTION

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five years from the date the audit report is issued and shall allow the Department of State or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State or its designee, Chief Financial Officer or Auditor General upon request for a period of five fiscal years from the date the audit report is issued, unless extended in writing by the Department of State.

EXHIBIT 1

FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:

Not Applicable.

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Not Applicable.

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Not Applicable.

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, *FLORIDA STATUTES*:

Florida Department of State, State Aid to Library Grants, CSFA Number 45.030
Award Amount: Listed on Attachment B, Fiscal Year 2015-2016 State Aid to Libraries Final Grants

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

As contained in the Compliance Supplement to CSFA Number 45.030.

ATTACHMENT B

Fiscal Year 2015-2016 State Aid to Libraries Final Grants

	FY 2014-15 Final Grants Appropriation of \$27,409,823			FY 2015-16 Estimated Grants Appropriation of \$27,409,823			FY 2015-16 Estimated Grants Appropriation of \$22,298,834			
	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT: OPERATING AND EQUALIZATION	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT: OPERATING AND EQUALIZATION	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT: OPERATING AND EQUALIZATION	Difference From FY2014-15 Final
ALACHUA	588,493	0	588,493	678,459	0	678,459	532,264	0	532,264	(56,229)
BAKER	5,422	58,041	63,463	5,470	60,393	65,863	4,291	48,132	53,423	(10,040)
BAY	76,259	0	76,259	77,750	0	77,750	60,997	0	60,997	(15,262)
BRADFORD	18,534	396,102	414,636	18,797	414,369	433,166	14,747	337,104	351,850	(62,786)
BREVARD	626,364	0	626,364	574,292	0	574,292	450,543	0	450,543	(175,821)
BROWARD	2,213,878	0	2,213,878	2,128,157	0	2,128,157	1,669,580	0	1,669,580	(544,296)
CALHOUN	10,589	228,795	239,384	10,653	237,417	248,070	8,357	193,147	201,504	(37,880)
CHARLOTTE	134,336	0	134,336	144,852	0	144,852	113,639	0	113,639	(20,697)
CITRUS	102,482	0	102,482	111,846	0	111,846	87,746	0	87,746	(14,736)
CLAY	54,924	0	54,924	76,002	0	76,002	59,625	0	59,625	4,701
COLLIER	274,833	0	274,833	276,609	0	276,609	217,005	0	217,005	(57,828)
COLUMBIA	18,423	190,158	208,581	20,569	218,994	239,562	16,136	178,159	194,296	(14,285)
DESOTO	7,462	78,569	86,031	6,189	67,223	73,413	4,856	54,689	59,544	(26,487)
DIXIE	6,170	132,946	139,116	5,737	63,759	69,497	4,501	51,870	56,372	(82,744)
DUVAL	1,367,722	0	1,367,722	1,266,724	0	1,266,724	993,769	0	993,769	(373,953)
ESCAMBIA	191,698	0	191,698	159,102	0	159,102	124,818	0	124,818	(66,880)
FLAGLER	35,515	0	35,515	36,862	0	36,862	28,919	0	28,919	(6,596)
FRANKLIN	8,609	90,239	98,848	8,039	86,925	94,964	6,307	70,716	77,023	(21,825)
GADSDEN	20,293	428,371	448,664	20,812	453,179	473,991	16,328	368,676	385,004	(63,660)
GILCHRIST	5,338	57,362	62,700	4,312	47,806	52,118	3,383	38,891	42,275	(20,425)
GLADES	2,326	25,030	27,356	1,582	17,555	19,137	1,241	14,282	15,523	(11,833)
GULF	5,195	54,935	60,130	5,442	59,351	64,793	4,269	48,284	52,553	(7,577)
HAMILTON	12,296	263,197	275,493	15,038	332,020	347,058	11,797	270,110	281,907	6,414
HARDEE	6,196	65,105	71,301	6,273	67,986	74,259	4,921	55,309	60,230	(11,071)
HENDRY	14,191	148,038	162,229	19,144	205,987	225,130	15,019	167,577	182,596	20,367
HERNANDO	8,157	74,059	82,216	49,878	467,114	516,993	39,131	380,013	419,144	336,928
HIGHLANDS	24,053	233,274	257,327	22,491	224,989	247,480	17,644	183,036	200,681	(56,646)
HILLSBOROUGH	1,233,292	0	1,233,292	1,371,355	0	1,371,355	1,075,855	0	1,075,855	(157,437)
HOLMES	4,132	44,610	48,742	4,361	48,566	52,926	3,421	39,510	42,931	(5,811)
INDIAN RIVER	120,235	0	120,235	122,540	0	122,540	96,135	0	96,135	(24,100)
JACKSON	22,721	478,130	500,851	19,700	427,618	447,318	15,455	347,882	363,337	(137,514)
JEFFERSON	10,462	224,749	235,211	8,385	185,801	194,187	6,578	151,156	157,734	(77,477)
LAFAYETTE	2,679	29,049	31,728	5,018	112,255	117,273	3,937	91,323	95,260	63,532

	FY 2014-15 Final Grants Appropriation of \$27,409,823			FY 2015-16 Estimated Grants Appropriation of \$27,409,823			FY 2015-16 Estimated Grants Appropriation of \$22,298,834			
	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT: OPERATING AND EQUALIZATION	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT: OPERATING AND EQUALIZATION	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT: OPERATING AND EQUALIZATION	
LAKE	274,233	0	274,233	249,094	0	249,094	195,419	0	195,419	(78,814)
LEE	919,076	0	919,076	928,315	0	928,315	728,281	0	728,281	(190,795)
LEON	219,736	0	219,736	228,065	0	228,065	178,921	0	178,921	(40,815)
LEVY	11,226	117,666	128,892	10,715	115,837	126,551	8,406	94,237	102,643	(26,249)
LIBERTY	2,848	61,821	64,669	3,072	68,780	71,853	2,410	55,955	58,365	(6,304)
MADISON	17,002	365,034	382,036	14,501	321,145	335,646	11,377	261,262	272,639	(109,397)
MANATEE	217,687	0	217,687	243,243	0	243,243	190,829	0	190,829	(26,858)
MARION	208,184	0	208,184	202,156	0	202,156	158,595	0	158,595	(49,589)
MARTIN	123,748	0	123,748	130,894	0	130,894	102,689	0	102,689	(21,059)
MIAMI-DADE	2,003,131	0	2,003,131	1,681,122	0	1,681,122	1,318,873	0	1,318,873	(684,258)
MONROE	114,327	0	114,327	100,884	0	100,884	79,146	0	79,146	(35,181)
NASSAU	44,720	0	44,720	37,828	0	37,828	29,676	0	29,676	(15,044)
OKALOOSA	129,561	0	129,561	114,652	0	114,652	89,947	0	89,947	(39,614)
OKEECHOBEE	11,465	120,215	131,680	12,974	140,322	153,296	10,178	114,157	124,335	(7,345)
ORANGE	1,205,888	0	1,205,888	1,224,047	0	1,224,047	960,289	0	960,289	(245,599)
OSCEOLA	283,699	0	283,699	241,094	0	241,094	189,143	0	189,143	(94,556)
PALM BEACH	1,551,565	0	1,551,565	1,534,187	0	1,534,187	1,203,600	0	1,203,600	(347,965)
PASCO	205,813	0	205,813	205,716	0	205,716	161,388	0	161,388	(44,425)
PINELLAS	1,032,891	0	1,032,891	1,001,358	0	1,001,358	785,585	0	785,585	(247,306)
POLK	414,084	0	414,084	394,956	0	394,956	309,850	0	309,850	(104,234)
PUTNAM	23,328	233,533	256,861	25,148	259,676	284,824	19,729	211,255	230,985	(25,876)
SAINT JOHNS	189,470	0	189,470	196,542	0	196,542	154,191	0	154,191	(35,279)
SAINT LUCIE	122,357	0	122,357	122,395	0	122,395	96,021	0	96,021	(26,336)
SANTA ROSA	66,295	0	66,295	71,712	0	71,712	56,260	0	56,260	(10,035)
SARASOTA	381,476	0	381,476	373,616	0	373,616	293,109	0	293,109	(88,367)
SEMINOLE	211,538	0	211,538	210,269	0	210,269	164,960	0	164,960	(46,578)
SUMTER*	83,953	423,046	506,999	79,976	282,030	362,006	62,742	229,441	292,184	(214,815)
SUWANNEE	40,385	587,842	628,227	38,778	621,475	660,253	30,422	505,591	536,014	(92,213)
TAYLOR	8,624	91,067	99,691	7,737	84,279	92,017	6,070	68,564	74,634	(25,057)
UNION	6,414	139,130	145,544	5,198	116,289	121,486	4,078	94,605	98,682	(46,862)
VOLUSIA	580,194	0	580,194	599,592	0	599,592	470,392	0	470,392	(109,802)
WAKULLA	8,128	86,335	94,463	8,767	96,056	104,823	6,878	78,145	85,023	(9,440)
WALTON	26,247	0	26,247	26,567	0	26,567	20,842	0	20,842	(5,405)

	FY 2014-15 Final Grants Appropriation of \$27,409,823		FY 2015-16 Estimated Grants Appropriation of \$27,409,823		FY 2015-16 Estimated Grants Appropriation of \$22,298,834		Difference From FY2014-15 Final
	OPERATING GRANT	EQUALIZATION GRANT	OPERATING GRANT	EQUALIZATION GRANT	OPERATING GRANT	EQUALIZATION GRANT	
Subtotal	18,908,185	5,617,908	18,530,418	5,995,987	14,537,474	4,877,942	312
Multicounty							
HEARTLAND	450,000		450,000		450,000		0
NEW RIVER	327,339		327,394		327,394		55
NORTHWEST REGIONAL	350,000		350,000		350,000		0
PAL PUBLIC LIBRARY COOPERATIVE	350,000		350,000		350,000		0
PANHANDLE PUBLIC LIBRARY COOPERATIVE	400,000		400,000		400,000		0
SUWANNEE RIVER REGIONAL	350,000		350,000		350,000		0
THREE RIVERS REGIONAL	337,130		339,855		339,855		2,725
WILDERNESS COAST	319,261		316,169		316,169		(3,092)
Subtotal	2,883,730		2,883,418		2,883,418		(312)
Total	27,409,823		27,409,823		22,298,834		0

The Fiscal Year (FY) 2015-16 estimates were based on the local expenditures for FY 2013-14 provided in the December 2014 State Aid application.

Grant amounts and eligibility for Equalization grants will change after the certified expenditures are received in October 2015.

* In FY 2014-15, Sumter County is in the first year of a three year phase-out of Equalization grants.

The determination of whether any additional libraries will enter a phase-out period will be made after October 2015.

	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT: OPERATING AND EQUALIZATION	Difference From FY2014-15 Final	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT: OPERATING AND EQUALIZATION	Difference From FY2014-15 Final
Subtotal	18,908,185	5,617,908	24,526,093	312	14,537,474	4,877,942	19,415,416	(5,110,677)
HEARTLAND	450,000		450,000	0	450,000		450,000	0
NEW RIVER	327,339		327,394	55	327,394		327,394	55
NORTHWEST REGIONAL	350,000		350,000	0	350,000		350,000	0
PAL PUBLIC LIBRARY COOPERATIVE	350,000		350,000	0	350,000		350,000	0
PANHANDLE PUBLIC LIBRARY COOPERATIVE	400,000		400,000	0	400,000		400,000	0
SUWANNEE RIVER REGIONAL	350,000		350,000	0	350,000		350,000	0
THREE RIVERS REGIONAL	337,130		339,855	2,725	339,855		339,855	2,725
WILDERNESS COAST	319,261		316,169	(3,092)	316,169		316,169	(3,092)
Subtotal	2,883,730		2,883,418	(312)	2,883,418		2,883,418	(312)
Total	27,409,823		27,409,823	0	22,298,834		22,298,834	(5,110,989)

	FY 2014-15 Final Grants Appropriation of \$27,409,823			FY 2015-16 Estimated Grants Appropriation of \$27,409,823			FY 2015-16 Estimated Grants Appropriation of \$22,298,834			Difference From FY2014-15 Final
	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT: OPERATING AND EQUALIZATION	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT: OPERATING AND EQUALIZATION	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT: OPERATING AND EQUALIZATION	
WASHINGTON	8,570	91,460	100,030	8,248	90,790	99,038	6,470	73,861	80,331	(19,699)
ALTAMONTE SPRINGS	14,686		14,686	15,119		15,119	11,861		11,861	(2,825)
BOYNTON BEACH	90,137		90,137	90,979		90,979	71,375		71,375	(18,762)
DELRAY BEACH	88,330		88,330	86,150		86,150	67,586		67,586	(20,744)
FORT MYERS BEACH	45,192		45,192	38,254		38,254	30,011		30,011	(15,181)
HIALEAH	45,576		45,576	45,453		45,453	35,659		35,659	(9,917)
INDIAN ROCKS BEACH	3,223		3,223	3,168		3,168	2,486		2,486	(737)
LAKE PARK	9,229		9,229	9,453		9,453	7,416		7,416	(1,813)
LAKE WORTH	20,023		20,023	17,844		17,844	13,999		13,999	(6,024)
LANTANA	5,970		5,970	6,680		6,680	5,241		5,241	(729)
MAITLAND	20,769		20,769	21,544		21,544	16,901		16,901	(3,868)
NEW PORT RICHEY	29,366		29,366	34,502		34,502	27,068		27,068	(2,298)
NORTH MIAMI	33,751		33,751	28,304		28,304	22,205		22,205	(11,546)
NORTH MIAMI BEACH	28,897		28,897	32,174		32,174	25,241		25,241	(3,656)
NORTH PALM BEACH	25,355		25,355	27,670		27,670	21,708		21,708	(3,647)
OAKLAND PARK	22,249		22,249	21,570		21,570	16,922		16,922	(5,327)
PALM SPRINGS	27,151		27,151	26,983		26,983	21,168		21,168	(5,983)
PLANT CITY	30,388		30,388	29,832		29,832	23,404		23,404	(6,984)
RIVIERA BEACH	22,143		22,143	26,666		26,666	20,920		20,920	(1,223)
SANIBEL	56,742		56,742	59,501		59,501	46,680		46,680	(10,062)
TEMPLE										
TERRACE	27,406		27,406	27,582		27,582	21,639		21,639	(5,767)
WEST PALM BEACH	152,761		152,761	151,198		151,198	118,618		118,618	(34,143)
WILTON MANORS	19,243		19,243	21,559		21,559	16,913		16,913	(2,330)
WINTER PARK	108,456		108,456	92,377		92,377	72,472		72,472	(35,984)



Lake Park Public Library



Annual Plan of Service FY 2015-16

Dynamic Strategies for Our Vibrant Community

Mission

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

Vision

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

Motto

This is where education continues after school ends; where readers are grown from the time they are young and where doors are open for everyone.
This is *YOUR* library.

Activities & Events

- Continue annual Food for Fines drive during November and December in coordination with community partners.
- Continue public recognition of Library partners and community supporters.
- Expand Library's presence in community events.
- Increase the number of Library partners and outreach programs.
- Initiate a Teen Advisory group.
- Continue promoting community participation by way of related public workshops.
- Explore adding outdoor events in Town locations sponsored by the Library.
- Continue to actively seek feedback through promotion of suggestion box and online surveys.
- Initiate programs at the library with *Library-Cam* activities that connect with other libraries around the world.
- Explore expanding *Library-Cam* model for use creating international book discussion groups.

Collection Development

- Continue investigating new and more user friendly methods of searching the collection.
- Seek out innovative collection design that encourages user browsing of our collection.
- Research user preferences utilizing surveys, advisory groups and circulation statistic reports.
- Continue current Library inventory project.
- Continue creating genre sections or *zones* for more popular subject matter.
- Expand general collection with a wider variety of media adapting for emerging technology.

Educational Services

- Continue expanding children's reading and story time events as the needs of the community grow.
- Continue to expand partnering with local schools for library and community programs.

Educational Services continued

- Continue promoting *READ* poster program to community stakeholders.
- Provide basic technology seminars to assist users in optimum use of their devices.
- Expand partnerships for programs that promote literacy.
- Create unique learning experiences for youth and adults.
- Nurture learning-centered activity within the library with additional online resources.
- Restore weekly computer classes for the public by utilizing volunteers as guest instructors.

Facilities

- Continue redesign and refurbishing of main area.
- Explore expanding weekend hours.
- Expand teen room to include a maker-space and digital sound room.
- Replace traditional circulation desk with an "*Express Tech Center*".
- Pursue plans to create an outdoor Café on garden patio.
- Relocate and mobilize circulation desk to better serve users.
- Investigate innovative solutions to address the variety of transport vehicles patrons use to visit the library.
- Seek funding to convert collection security to RF tagging system.

Marketing

- Expand marketing of Library programs and services by utilizing new as well as traditional media methods.
- Continue to revamp Library's web page and investigate new methods by which to engage online users.
- Rebrand the library and create a logo in a style that best reflects the mission of the Library and Town.
- Utilize more cost-effective methods for producing library publications such as calendars and brochures.

Programs

- Improve Volunteer Program by enhancing recruitment methods and training program.
- Initiate a Memory Project with the Town Historic Society.

Staffing

- Ensure that staff receives training on all new software and hardware as well as refresher courses on current programs.
- Increase staffing as funding becomes available to bring staffing to enhanced standard levels.

Technology

- Continue adding thin client units that offer users more flexibility and use of personal storage devices which ensure more secure public computing.
- Explore new automation solutions:
 - Continue to seek a biometric-based card-optional system that best serves our users.
 - Offer Self Check unit with expanded services.
 - Initiate plan for conversion to RFID tagging system.
 - Add patron photos to circulation database.
- Purchase additional digital media browsing kiosks.
- Provide a tablet kiosk for children's library.
- Explore lending portable Hotspots.
- Create an *Express Tech Center* area for instant computer tasks.
- Add tablets to staff tools for patron assistance and other tasks.
- Add additional features and enhancements available to the Library ILS.
- Utilize RF to add additional user-centered services such as self-check-out and e-registration for library programs.

TAB 8



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 7, 2015

Agenda Item No. *Tab 8*

Agenda Title: Resolution Establishing the General Election on March 15, 2016

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

Approved by Town Manager *[Signature]* **Date:** *9-11-15*

Vivian Mendez - Town Clerk
Name/Title

Originating Department: Town Clerk	Costs: \$ 11,000.00 budgeted Funding Source: Accounting, Audits, & Elections Acct. # 106-33000 <input checked="" type="checkbox"/> Finance <u><i>BK2</i></u>	Attachments: <ul style="list-style-type: none"> • Resolution • Agreement for Vote Processing Equipment • Schedule of Municipal Fees
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u><i>UM</i></u> Please initial one.

Summary Explanation/Background: The Town of Lake Park will conduct a General Election on March 15, 2016 for four (4) Commissioners. The attached Resolution establishes the qualifying period for the General Election, expresses the Town’s desire to have the Supervisor of Elections (SOE) Office conduct the election, and prepare the absentee ballots through the approval of the Agreement for Vote Processing Equipment Use and Election Services negotiated between the SOE and the Town of Lake Park (see Exhibit “A”). The Town Clerk or designee, the Deputy Town Clerk or designee, and the SOE will act as the Town’s Canvassing Board.

Recommended Motion: I move to adopt Resolution No. *36*-10-15 Establishing the General Election for March 15, 2016.

RESOLUTION NO. 36-10-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ESTABLISHING THE TIME AND PLACE OF THE TOWN OF LAKE PARK'S GENERAL ELECTION WHICH SHALL BE HELD ON TUESDAY, MARCH 15, 2016 FOR THE PURPOSE OF ELECTING FOUR COMMISSIONERS TO THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA; ESTABLISHING THE QUALIFYING/FILING PERIOD FOR SUCH GENERAL ELECTION AS BEGINNING AT 12 NOON ON TUESDAY NOVEMBER 24, 2015 AND CONTINUING DURING THE TOWN'S BUSINESS HOURS ENDING AT 12 NOON TUESDAY DECEMBER 8, 2015; REQUESTING THAT THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE TOWN'S MARCH 15, 2016 ELECTION AND IF NECESSARY THE MARCH 29, 2016 RUN-OFF ELECTION; PROVIDING FOR THE PROCESSING OF ABSENTEE BALLOTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in 2009, the Palm Beach County League of Cities, Inc. ("League") formed an Ad Hoc Committee on Municipal Elections to work with the Palm Beach County Supervisor of Elections (SOE) to establish uniform terms and conditions under which the SOE would provide services to municipalities in Palm Beach County for their elections and the respective responsibilities of the SOE and the municipalities; and

WHEREAS, the Agreement for Vote Processing Equipment Use and Election Services (the "Agreement") negotiated between the SOE and the League was presented and approved by the Town of Lake Park Commission at its Regular Commission Meeting of December 4, 2013; and

WHEREAS, the Town of Lake Park ("Town") desires the SOE to conduct the Town's election scheduled for March 15, 2016 and if necessary the March 29, 2016 run-off election consistent with the terms of the Agreement for Vote Processing, Use and Elections Services between the Town of Lake Park and the Palm Beach County Supervisor of Elections (Exhibit "A"); and

WHEREAS, the Agreement requires that the Town identify the individuals who will serve as members of the Town's Canvassing Board for said election(s).

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

Section 1. A General Election shall be held in the Town of Lake Park, Palm Beach County, Florida, ("Town") between the hours of 7:00 a.m. and 7:00 p.m. on Tuesday, the 15th day of March, 2016, and if necessary a run-off election would be held on Tuesday,

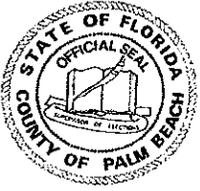
the 29th day of March, 2016, between the hours of 7:00 a.m. and 7:00 p.m. for the purpose of electing four Commissioners to the Town Commission.

Section 2. The Town Commission hereby designates Tuesday, November 24, 2015 at 12:00 noon as the opening date for those persons interested in qualifying for the Offices of Commissioner, for the General Election to be held on Tuesday, March 15, 2016; and establishing 12:00 noon, Tuesday, December 8, 2015 as the closing date for candidates to qualify for the Office of Commissioner.

Section 3. At least 30 days before Tuesday, November 24, 2015, but not more than 45 days before Tuesday, March 15, 2016, the Town Clerk of the Town shall post in three conspicuous places in the Town, one of which shall be at the front door of Town Hall, 535 Park Avenue, the Notice of the General Election, and the Offices of the Town Commission to be filled in the election.

Section 4. The Town Commission hereby designates that the SOE or her designee, the Town Clerk or her designee, and the Deputy Town Clerk or her designee shall be the members of the Town's Canvassing Board, and enabling those designated or their designees to represent the Town at the Logic and Accuracy ("L&A") testing of the voting equipment prior to the General Election. The SOE is also hereby requested to prepare absentee ballots for the Town, said ballots to be distributed to those electors who are unable to vote on the day of the General Election. The SOE is hereby requested to count the absentee ballots and include the Town in the canvassing advertisement.

Section 5. This Resolution shall take effect immediately upon adoption.



Palm Beach County

SUSAN BUCHER
Supervisor of Elections

240 SOUTH MILITARY TRAIL
WEST PALM BEACH, FL 33415
POST OFFICE BOX 22309
WEST PALM BEACH, FL 33416

TELEPHONE: (561) 656-6200
FAX NUMBER: (561) 656-6287
WEBSITE: www.pbcelections.org

August 11, 2015

Municipal Clerks
Palm Beach County

Dear Municipal Clerks:

The agreement for Vote Processing, Use and Elections Services is attached for your 2016 election cycle. Please return your signed agreements by the deadline of your candidate qualifying period. We will also need your resolution announcing your election and naming your Canvassing Board. Remember, your Canvassing Board shall be a minimum of 3 members.

You will note a change on page 3 regarding municipalities requesting early voting went from 30 day notice to 120 days, in order for our office to properly prepare for such activities. During the March 15, 2016, Presidential Preference Primary and the municipal elections, we will conduct early voting in conjunction with federal elections.

There were few substantial changes in Election Law this past legislative session; however, due to popular demand, our office will hold Clerk Review and Training in December 2015. We will contact you with the date and time.

If we may provide you with any additional information, please do not hesitate to contact us.

Sincerely,

Susan Bucher

Attachments

**AGREEMENT FOR VOTE PROCESSING EQUIPMENT USE AND ELECTION SERVICES
BY AND BETWEEN
THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS AND
THE TOWN OF LAKE PARK**

THIS AGREEMENT, is made and entered into this day of _____, 2015, effective January 1, 2016, by and between the Palm Beach County Supervisor of Elections, an elected county officer pursuant to Article VIII, Sec.1 (d) of the *Florida Constitution*, hereinafter referred to as the “**SOE**”, and the Town of Lake Park, Florida, a municipal corporation, chartered and organized in accordance with the laws of the State of Florida, hereinafter referred to as the “**Municipality**”.

WITNESSETH:

WHEREAS, Chapters 97 to 106, *Florida Statutes*, constitute the Florida Election Code (the “Code”) which applies to municipalities where expressly so stated; and

WHEREAS, Sec 100.3605, *Florida Statutes*, states that “[T]he Florida Election Code, chapters 97-106 shall govern the conduct of a municipality’s election in the absence of an applicable special act, charter, or ordinance provision”; and

WHEREAS, the Municipality and the SOE desire to work together to provide for municipal elections and to allocate certain responsibilities and expenses between the two parties to ensure that the provisions of the Code are followed during municipal elections; and

WHEREAS, the SOE and the Municipality wish to enter into this Agreement to set out the terms of this coordinated program.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter contained to be kept and performed by the parties hereto, and for the mutual benefit of the Municipality, its constituents and the SOE, it is agreed as follows:

1. **PURPOSE:**

The purpose of this Agreement is to set forth the terms and conditions under which services will be provided by the SOE and staff to the Municipality for municipal elections and to set forth the responsibilities of both parties so that there is a clear understanding of the rights and responsibilities of all parties. Such rights and responsibilities shall apply to the General, Run-Off, Special and Recount elections as necessary as well as the Post-Election Audit, unless otherwise stated herein below.

2. **DATE OF GENERAL MUNICIPAL ELECTION:**

The date of Town of Lake Park’s General Municipal election is March 15, 2016. It is hereby acknowledged and agreed that if the date listed is the same as most other municipalities in March or November, there will be a cost sharing among municipalities for costs incurred by the SOE. Such costs shall be allocated on a pro-rata share basis; otherwise, it is hereby acknowledged and agreed upon by the municipality that it is responsible for all costs of the election, incurred by the office of the SOE.

3. **FEES AND CHARGES TO BE PAID BY THE MUNICIPALITY:**

The SOE hereby agrees not to charge Municipalities for taxpayer purchased equipment and supplies; (i.e. voting machines, tables, chairs, etc.) and associated maintenance and contract fees related to such equipment in return for which the Municipality hereby agrees not to charge the SOE for polling places or poll worker training facilities within its dominion and control. Examples of municipal elections charges related to certain services performed by the SOE to be passed through to the Municipality on a shared pro rata basis for all municipalities holding elections on a general election day (i.e. 2nd Tuesday in March or November) are attached here as Exhibit "A". All items to be paid or reimbursed to the SOE will be paid by the Municipality within thirty (30) days of receipt of an invoice from the SOE with documentation verifying the charges. Examples of total costs to small, medium and large municipalities are attached hereto as Exhibit "B".

4. **RESPONSIBILITIES OF BOTH THE MUNICIPALITY AND THE SOE FOR MUNICIPAL ELECTIONS:**

A. Notice and Advertisement

(1) Municipality

- (a) Properly call and advertise the election according to statutes and charter at its own expense.
- (b) Issue a resolution or ordinance to the SOE requesting that the Supervisor of Elections conduct the municipality's election, provide ballot language for any ballot questions within the resolution if applicable and appoint at least 3 members of the Municipality's Canvassing Board, which may or may not include the SOE, at the SOE's discretion.
- (c) Certify that the registered voter information provided by the SOE to the municipality reflects the proper boundaries of the city and notify the SOE of any changes.

(2) SOE

- (a) Publish legal notices for Logic & Accuracy testing, absentee ballot canvass, Post-Election Audit and news releases on book closing.

B. Qualifying Candidates and Petition Initiatives

(1) Municipality

- (a) Provide qualifying packets to candidates and accept and process all qualifying papers and fees.
- (b) Collect Name and Pronunciation Guides from the candidates at the time of qualifying and submit to SOE.
- (c) Respond to all candidate inquiries and questions.
- (d) Respond to all legal inquiries and questions.
- (e) Respond to all media inquiries.
- (f) Provide all necessary information and materials for petition initiative process.

(2) SOE

- (a) Verify signatures on any qualifying petitions submitted by candidates or for petition initiatives and notify the municipality of such results upon the close of the candidate qualifying or petition initiative deadlines as applicable.

C. Ballots

(1) Municipality

- (a) Review, amend (if necessary) and approve ballot proof prepared by SOE.
- (b) Place an order with the SOE for a sufficient quantity of ballots as applicable.
- (c) Pay ballot design costs to the SOE as incurred.
- (d) Pay the ballot printer directly for the cost of said ballots.
- (e) Reimburse the SOE for costs incurred for translation and audio recording of ballot.
- (f) Reimburse SOE for preparation of Absentee Ballot, Edge layout and Sample Ballot.

(2) SOE

- (a) Layout, check, proof and deliver ballot layout to the printer.
- (b) Receive, securely store and account for all ballots until disbursed to polling places.
- (c) Contract to have audio recorded for Touch Screen ballot.
- (d) Control all access to un-voted ballots while in the possession of the SOE.

D. Equipment Testing

(1) Municipality

- (a) Provide that a representative will be present during the Logic and Accuracy testing as noticed by SOE.

(2) SOE

- (a) Develop a unique test script and manually mark ballots to be used in public Logic & Accuracy test.
- (b) Conduct public Logic & Accuracy test.

E. Early Voting – Optional

(1) Municipality

- (a) Reimburse the SOE for staff overtime hours due to weekend and/or evening hours for Early Voting.
- (b) Pay SOE for Early Voting supplies.
- (c) Contract with, schedule and pay poll workers directly.
- (d) Deliver voted ballots to SOE daily at a location designated by SOE.
- (e) Designate Early Voting sites 120 days prior to each Election and notify SOE in writing of locations.

(2) SOE

- (a) Prepare and provide all supplies needed for each Early Voting site.
- (b) Provide the Municipality with a list of poll workers.
- (c) Train poll workers.
- (d) Provide staffing to accept voted ballots daily at a location designated by SOE.

F. Absentee Voting

(1) Municipality

- (a) Reimburse SOE for all postage costs incurred at the current postal rate.
- (b) Pay SOE for materials and handling of each absentee ballot.
- (c) Pay SOE \$.10 per absentee ballot for verifying signatures on returned voted ballot certificates.
- (d) Refer all requests for absentee ballots to SOE.

(2) SOE

- (a) Determine eligibility and compile Absentee Ballot file.
- (b) Accept all requests for Absentee Ballots by telephone, mail or in person.
- (c) Prepare and mail Absentee Ballots.
- (d) Deliver Absentee Ballots to the Post Office.
- (e) Receive voted Absentee Ballots.
- (f) Verify signatures on returned voted Absentee Ballot certificates.
- (g) Prepare and open Absentee Ballots for tabulation.
- (h) Account for all Absentee Ballots.
- (i) Notify Absentee Ballot voter and provisional voters of the disposition of the Canvassing Board as required by law.
- (j) Record Absentee Ballot returns to voter history.
- (k) Conduct public testing of Logic and Accuracy for Absentee Ballot tabulating equipment.
- (l) Provide qualified staff to operate tabulation equipment to count Absentee Ballots.

G. Polling Places

(1) Municipality

- (a) Arrange for the use of an adequate number of polling places.
- (b) Confirm polling place accessibility and ADA compliance.
- (c) Notify SOE in writing thirty (30) days prior to election of the need for tables and chairs if necessary.
- (d) Notify SOE of polling locations to be used no later than noon the Friday after the municipal candidate qualifying deadline.
- (e) Notify the SOE not less than 30 days prior to the election that a polling place will be moved to another site.
- (f) Notify voters, as required by law, if their regular polling place is to be temporarily relocated.

(2) SOE

- (a) Provide the Municipality with a list of polling places and SOE contract.
- (b) Provide tables and chairs upon written notice from the Municipality when required.
- (c) Provide polling place supplies, i.e. signs, cones, etc.
- (d) Notify voters and the Municipality of permanent polling place change(s).

H. Precinct Supplies

(1) Municipality

- (a) Pay SOE for precinct supplies provided.
- (b) Provide a secure place for precinct clerks to return supplies and voted ballots on election night.
- (c) Pay SOE for the production of Precinct Registers or for programming electronic poll books and related communication fees.
- (d) Pay directly to the SOE's contracted moving company to have voting equipment delivered and picked up from polling place no later than the day before the election and returned after the election.

(2) SOE

- (a) Provide Precinct Registers or electronic poll books for each polling place location.
- (b) Provide Master CD compilation of registered voters for precinct advisors or provide up to date electronic poll books.
- (c) Provide certification of registered voters after book closing.
- (d) Prepare equipment, cabinets and routing of voting equipment delivery.
- (e) Provide laptop computer at each polling place or electronic poll books.
- (f) Provide CD of voter file database for each polling place or up to date electronic poll books.
- (g) Provide poll worker Clerks with cell phones.
- (h) Provide Provisional Ballot envelopes and affidavit forms for each polling place.
- (i) Provide secrecy sleeves in a number and amount appropriate for each polling place.

I. Poll Workers

(1) Municipality

- (a) Contact, contract with and pay poll workers directly (using only poll workers who are currently on the SOE list, or individuals who have successfully completed required training).
- (b) Schedule and notify poll workers of training classes.
- (c) Reimburse SOE for expenses incurred for delivery and pick up of equipment to training locations.
- (d) Reimburse SOE for expenses incurred in printing training material.
- (e) Reimburse SOE for expenses incurred for trainers to train poll workers.
- (f) Reimburse SOE for expenses incurred for contracted training locations.

(2) SOE

- (a) Provide the Municipality with a list of current poll workers.
- (b) Develop poll worker training schedule.
- (c) Plan and contract for training classes and locations.
- (d) Contract with and pay trainers to train poll workers.
- (e) Provide printed training materials for poll workers.

J. Election Day Support

(1) Municipality

- (a) Verify that all polling places are available to poll workers no later than 6:00 a.m. and open for voting promptly at 7:00 a.m. on Election Day.
- (b) Ensure that all polling places remain open until 7:00 p.m. or until all voters who are in line to vote at 7:00 p.m. have completed voting.
- (c) Reimburse SOE for all phone bank costs.

(2) SOE

- (a) Provide an additional list of poll worker replacements if needed.
- (b) Provide technical support personnel as needed.
- (c) Provide phone bank support to respond to poll workers and voters on Election Day.

K. Ballot Tabulation/Counting of Election Results

(1) Municipality

- (a) Deliver all voted ballots and other necessary election related items to a place designated by the SOE after the polling places have closed on Election Day.
- (b) Deliver all voting machine cartridges to a place designated by the SOE after the polling places have closed on Election Day.
- (c) Reimburse the SOE for any staff overtime and other expenses in relation to the tabulation and processing of ballots on Election Day.
- (d) Act as member of Canvassing Board.

(2) SOE

- (a) Provide technical staff and required equipment to administer tabulation and election results.
- (b) Assist and act, or appoint a designee to assist and act on the SOE's behalf, as a member of the Municipality's Canvassing Board if desired by the municipality and approved by the SOE or act as a member of the County Canvassing Board if it canvasses the municipality's election, if allowed by law.
- (c) Post election results on SOE WEB site and provide the same to Channel 20.
- (d) Provide the Municipal Clerk with unofficial election results upon conclusion of tabulation and canvassing of ballots cast on Election Day.

L. Post-Election Day

(1) Municipality

(2) SOE

- (a) Provide the Municipal Clerk with an official certification of election results if allowed by law.
- (b) Store all necessary election records and ballots until the expiration of retention period prescribed by statutes.
- (c) Process polling place affirmation forms.
- (d) Sort, inventory, pack and store all election materials for retention and disposition.
- (e) Notify voters of the disposition of their Absentee or Provisional Ballots after the determination by the Canvassing Board, as required by law.
- (f) Respond to public records requests regarding records kept on behalf of the Municipality.
- (g) Record voting history for each voter who voted on Election Day.

M. Audit

(1) Municipality

- (a) Provide that the Municipal Clerk will be responsible for the administration of the audit.
- (b) Reimburse SOE for any staff time or other related expenses as may result from conducting the manual audit.

(2) SOE

- (a) Organize precinct information to allow the Municipal Clerk to randomly select the race and precinct(s) that shall be audited.
- (b) Organize and prepare ballots for manual audit.
- (c) Provide SOE staff to conduct manual audit.
- (d) Ascertain and publically post manual audit result to SOE WEB site.

N. Recount

(1) Municipality

- (a) Provide that the Municipal Clerk will be responsible for the administration of the Recount, with support and guidance from the SOE.
- (b) Act as a member of the Canvassing Board.
- (c) Notify the candidates of the time and date of the Recount.
- (d) Post public notice(s) of the Recount with the time and location.
- (e) Cause to have the Recount recorded and minutes kept and approved by the Canvassing Board.
- (f) Review with the Canvassing Board and the counting teams the statutes and rules of The Division of Elections, specifically Rule 1S-2.031. Recount Procedures; and Rule 1S- 2.027. Standards for Determining Voter's Choice on a Ballot.
- (g) Reimburse the SOE for all staff salaries/overtime, facility and other expenses required to conduct the Recount.

(2) **SOE**

- (a) Post public notice(s) of the Recount with the time and location.
- (b) Test tabulating equipment as required by Sec. 101.5612, *Florida Statutes*.
- (c) Provide counting teams for examining out stacked ballots.
- (d) Prepare and organize ballots for Recount processing.
- (e) Tabulate ballots and provide professional staff for equipment operations.
- (f) Provide official certification as determined by the Canvassing Board.

5. **INDEMNITY:**

Each party to this agreement shall be liable for its own actions and negligence. To the extent permitted by law, the Municipality shall indemnify, defend and hold harmless SOE against any actions, claims or damages arising out of the Municipality's negligence in connection with performance under this Agreement; and the SOE shall indemnify, defend and hold harmless the Municipality against any actions, claims or damages arising out of the negligence of SOE in connection with its performance under this Agreement. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth at Sec. 768.28, *Florida Statutes*. In no case shall such limits for the Municipality extend beyond \$200,000 for any one person or beyond \$300,000 for any judgment which, when totaled with all other judgments, arises out of the same incident or occurrence. These provisions shall not be construed to constitute agreement by either party to indemnify the other for such other's negligent, willful or intentional acts or omissions. In the event of litigation, trial or appellate, between the Municipality and the SOE relating to a municipal election governed by this Agreement, or otherwise in connection with the interpretation or application of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs from the non-prevailing party. Notwithstanding the above, the municipality shall defend legal challenges relating to its municipal election and shall be fully responsible for all legal costs including attorneys' fees for such defense of the Municipality and the SOE. The municipality shall be responsible for damages, if any, assessed by virtue of such lawsuit, up to the monetary limits provided for hereinabove without recourse to the SOE.

6. **SPECIAL ELECTION:**

In the event of a Special Election, the municipality shall receive the approval of the Supervisor of Elections for the actual election date no later than 90 days prior to a Special Election unless otherwise provided in law. The expense of any Special Election shall include all actual costs incurred by the Supervisor of Elections, including hourly and salaried staff costs and other related election expenses as documented.

7. **TERM:**

This Agreement shall begin on the effective date January 1, 2016 and continue for a term of one year in order to cover Special Elections, if any, and may be modified by mutual agreement of the parties. Any proposed changes to this Agreement shall be provided to the municipalities no later than August 1 of the applicable year, or as soon as practicable.

8. **CHANGE IN LAW:**

In the event any change in law abrogates or modifies any provisions or applications of this Agreement, the parties hereto agree to enter into good faith negotiations and use their best efforts to reach a mutually acceptable modification of this Agreement.

9. **NOTICES:**

All formal notices affecting the provisions of this Agreement may be delivered in person or be sent by facsimile, registered mail, or by a recognized overnight courier such as FedEx, to the individual designated below, until such time as either party furnishes the other party written instructions to contact another individual.

For the SOE:	For the Municipality:
Supervisor of Elections 240 S. Military Trail West Palm Beach, Florida 33415 Attention: Susan Bucher	Town of Lake Park 535 Park Avenue Lake Park, FL 33403 Attention: John D'Agostino

10. **SEVERABILITY:**

If any clause, section, or provision of this Agreement shall be declared to be unconstitutional, invalid or unenforceable for any cause or reason, or is abrogated or negated by a change in law, the same shall be eliminated from this Agreement, and the remaining portion of this Agreement shall be in full force and effect and be valid as if such invalid portions thereof had not been incorporated herein.

11. **LEGAL SUFFICIENCY:**

By signing this contract, you and your municipality approve the contract as a form of legal sufficiency and certify that this contract has met all of the legal requirements of your Municipal Charter and all other related laws.

12. **NO MODIFICATION EXCEPT IN WRITING:**

This is the complete and final agreement between the parties. No representations other than those set forth herein shall be binding upon the parties. No modification of this agreement shall be effective unless submitted in writing and signed by both parties, or their duly authorized representatives.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement effective January 1, 2016.

WITNESSES:

As to the SOE:
SUPERVISOR OF ELECTIONS
PALM BEACH COUNTY

Susan Bucher

Date: _____

As to the MUNICIPALITY:

ATTEST:

TOWN OF LAKE PARK

Vivian Mendez, Municipal Clerk

James DuBois, Mayor

(Affix Municipal Seal)

Date: _____

ATTEST FOR LEGAL SUFFICIENCY

Thomas Baird, Town Attorney

Palm Beach County Supervisor of Elections

Schedule of Municipal Election Fees

Presidential Preference Primary and Municipal Elections Tuesday, March 15, 2016

A. Set up Fee \$400.00

- Prepare Ballot layout, ADA Ballot Access, ePollbooks
- Post election results on SOE website and Channel 20

B. The additional costs listed below will be based on the actual expenses incurred by the municipality and included in the post election invoice.

- Ballot language translations
- Precinct ballot costs for Non Partisan ballots
- Absentee ballot costs for Non Partisan ballots
- Cost of additional ballot card if required, due to additional ballot wording by municipality, plus additional postage amount

Palm Beach County Supervisor of Elections

2016 Municipal Election Run-Off Fees *

ABSENTEE BALLOTS	
Set up Absentee Ballot fee	0.13
Voter Absentee Ballot requests - staff time	0.89
Absentee Ballot - materials and postage	2.20
Absentee Ballot prep and mailing - staff time	0.50
Recording/verification of Absentee Ballot returns - staff time	0.89
Notification to Absentee Ballot voter regarding disposition of Canvassing Board	0.09
COST PER ABSENTEE BALLOT	\$ 4.70
<u>MUNICIPAL PACKAGE</u>	
Preparation of audio ballot and language translation	TBD
Ballot preparation and layout - Voting Equipment Center and IT	294.23
Publish legal notices - L&A testing, AB canvassing	TBD
L&A test development	147.12
Provide certification of registered voters after book closing	33.48
Prepare ePoll books - IT	80.16
Provide polling place supplies - signs, cones, tables, chairs, etc.	25.00
Assist in finding poll worker replacements	54.84
Election Day support	330.60
Election Day staff overtime	463.59

Palm Beach County Supervisor of Elections

2016 Municipal Election Run-Off Fees *

Canvass of Absentee Ballots	328.34
Post election results - SOE website and Channel 20	48.93
Conduct post election audit	118.34
Provide election results	33.48
COST PER MUNICIPALITY	\$ 1,806.29
PRECINCT SERVICES	
Prepare election materials - Voting Equipment Center Staff	13.19
Prepare equipment cabinets and routing of voter equipment	23.24
Prepare precinct scanners and ADA Touch screen equipment	23.24
ePoll book programming and prep time - IT staff	9.63
ePoll book Data Service - 2 ePoll books per precinct	36.00
Management of voting history (post election)	25.27
Notification to provisional voters re: the disposition of Canvassing Board	4.70
COST PER PRECINCT	\$ 135.27
* Fees included in this schedule do not include expenses for delivery and pickup of voting equipment, precinct ballot printing and poll worker salaries (as customarily billed to municipalities)	

TAB 9



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 7, 2015

Agenda Item No. *Tab 9*

Agenda Title: Resolution Requesting that the Palm Beach County Supervisor of Elections Appoint Poll Workers for the General Election to be conducted on March 15, 2016 for Commissioners.

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

Approved by Town Manager *J. R. Carter* Date: *9-11-15*

Vivian Mendez, Town Clerk
Name/Title

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

Summary Explanation/Background: The Town will conduct a General Election on March 15, 2016 and is requesting that the Palm Beach County Supervisor of Elections (SOE) appoint precinct Clerks and Inspectors to conduct the General Election in accordance with Florida Law, and in such a manner to prevent fraud, deceit, and abuse.

Recommended Motion: I move to approve Resolution No. *37*-10-15

RESOLUTION NO. 37-10-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REQUESTING THAT THE SUPERVISOR OF ELECTIONS APPOINT POLL WORKERS TO SERVE AS CLERKS, AND INSPECTORS FOR THE PRESIDENTIAL PREFERENCE PRIMARY AND GENERAL ELECTION FOR FOUR COMMISSIONERS ON TUESDAY MARCH 15, 2016 FOR THE TOWN OF LAKE PARK TOWN COMMISSION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park's General Election will be held in conjunction with the Presidential Preference Primary Election on Tuesday, March 15, 2016; and

WHEREAS, the Town of Lake Park's General Election is for the purposes of electing four Commissioners to serve on the Town Commission of the Town of Lake Park, Florida; and

WHEREAS, in order to promptly conduct this election, it is necessary to appoint individuals to serve as clerks, and inspectors.

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

SECTION 1. The Town Commission hereby requests that the Supervisor of Elections appoint poll workers to serve as clerks, and inspectors for the March 15, 2016 General Election:

Section 2. The poll workers are hereby directed to conduct the General Election in accordance with Florida law, and in such a manner to prevent fraud, deceit, and abuse; and to make the returns of the election public in the manner prescribed by law.

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

TAB 10



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 7, 2015

Agenda Item No. Tab 10

Agenda Title: **Declaring Certain Town Owned, Tangible Personal Property as "Surplus" and Eligible for Disposal**

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

Approved by Town Manager [Signature] **Date:** 9-24-15

Blake K. Rane [Signature] **Finance Director**
Name/Title

Originating Department: <p style="text-align: center;">FINANCE</p>	Costs: N/A Funding Source: N/A Acct. # <input checked="" type="checkbox"/> Finance <u>BKR</u>	Attachments: (1) Resolution <u>38-10-15</u> (2) Exhibit A – Town Property available for Disposal
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>BKR</u> Please initial one.

Summary Explanation/Background:

Over time the Town has accumulated various items that are no longer needed or necessary for operations of the Town. The proposed items are listed on the attached exhibit.

Florida Statutes 274.06 and 274.07 govern the disposal of Town property and require that the Town Commission Meeting Minutes reflect that such property has been declared surplus and eligible for disposal.

Recommended Motion:

I move to approve Resolution No. 38-10-15.

RESOLUTION NO. 38-10-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA; CLASSIFYING CERTAIN TOWN OWNED EQUIPMENT AND MISCELLANEOUS ITEMS AS SURPLUS; AUTHORIZING THE TOWN MANAGER TO DISPOSE OF SAID SURPLUS EQUIPMENT AND MISCELLANEOUS ITEMS APPROPRIATELY; DIRECTING THAT THE PROCEEDS DERIVED FROM DISPOSAL OF SAID SURPLUS EQUIPMENT AND MISCELLANEOUS ITEMS BY MEANS OF PUBLIC AUCTION BE DEPOSITED IN THE TOWN'S GENERAL FUND; DIRECTING THAT THE TOWN'S FIXED ASSET RECORDS BE AMENDED TO REFLECT DISPOSAL OF SAID SURPLUS EQUIPMENT AND MISCELLANEOUS ITEMS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Manager of the Town of Lake Park has the power and Authority pursuant to the provisions of the Town Code to dispose of surplus personal property of the Town of Lake Park (Town); and

WHEREAS, the Town Manager has identified certain items of Town Property which are surplus property; and

WHEREAS, surplus property means any personal property belonging to the Town which is capable of being used by the Town, but which is in excess of the normal operating requirements of the Town; and

WHEREAS, the Town Manager has determined that it is in the best interest of the Town, and the public health, safety and general welfare of the Town, and its residents to dispose of the surplus property identified herein; and

WHEREAS, the items of personal property listed herein have been classified by the Town Manager as surplus property of the Town to be disposed of at public auction with the proceeds of the sale of the surplus property to be deposited in the Town's General Fund, and the Town's Sanitation Fund.

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

SECTION 1. The Whereas clauses are incorporated herein as true and correct.

SECTION 2. That certain Town owned property, which is obsolete and/or the continued use thereof is uneconomical, inefficient and/or serves no useful function, is hereby classified as surplus property.

**GENERAL FUND
VEHICLE AUCTION LIST**

1994 Chevrolet Dump Truck -- Vehicle # 32

**GENERAL FUND
EQUIPMENT AUCTION LIST**

Duncan Parking meters, kiosks, computers, and all related equipment and parts.
Computers (all have had ALL data removed), keyboards, monitors, and other miscellaneous computer related parts.

Office chairs.

A copy machine, three cash registers, and a typewriter.

A more detailed list is attached as Exhibit A.

SECTION 3. That the Town Manager is hereby authorized to dispose of the above described surplus property for amounts bid thereon at public auction or to dispose of appropriately.

SECTION 4. That the Town Manager is hereby directed to see that all proceeds derived from disposal of said surplus property as bid thereon at public auction is deposited in the Town's General Fund and the Town's Sanitation Fund.

SECTION 5. That the Town Manager is hereby directed to see that the Fixed Asset records of the Town are amended to reflect disposal of said surplus property in the manner required by the Auditor General.

SECTION 6. This Resolution shall take effect immediately upon passage.

Exhibit A

ITEM	S/N	INVENTORY TAG #	LOCATION
1994 Chevrolet dump truck		Vehicle Tag #32	PW
28 Double Head Duncan Parking Meters			PW
5 Single Head Parking Meters			PW
6 Parking Kiosks			PW
3 Auto CITE X3 Handheld Computers			PW
42 Single & Double Meter Cash Boxes			PW
Parking Meter Cash collection Cart			PW
Duncan manuals, keys, & replacement parts			PW
DELL PRECISION T7400 *	D54LPH1	2801	COMMUNITY DEVELOPMENT
DELL PRECISION T7500 *	5B56XR1		COMMUNITY DEVELOPMENT
DELL PRECISION 490 *	65HBD1	2720	COMMUNITY DEVELOPMENT
DELL PRECISION T7400 *	C54LPH1	2804	COMMUNITY DEVELOPMENT
DELL PRECISION 490 *	C7625D1		COMMUNITY DEVELOPMENT
DELL PRECISION 490 *	3CN58F1	2757	COMMUNITY DEVELOPMENT
COMPAQ EVO COMPUTER *		2241	COMMUNITY DEVELOPMENT
4 DELL MONITORS			COMMUNITY DEVELOPMENT
PANASONIC TV/VCR WITH REMOTE			COMMUNITY DEVELOPMENT
SUPERSTACK II - 3 COM- DUAL SPEED HUB 500			COMMUNITY DEVELOPMENT
ASUS PC *	N/A		PW
DELL PRECISION 490 *	HH90BD1	2719	PW
DELL PRECISION 350 *	8CZMO31		PW
DELL PRECISION T5400 *	4YJ5VF1		PW
2 COMPAG EVO *		2291, 2282	PW
DELL OPTIPLEX GX620 *	G8CMS81	2679	PW
DELL PRECISION 370 *	HTHTV61	2605	PW
DELL PRECISION 390 *	H4SR5C1	2742	PW
DELL PRECISION 390 *	D4SR5C1	2744	PW
DELL PRECISION T7400 *	854LPH1	2806	PW
DELL PRECISION T7400 *	954LPH1	2805	PW
DELL DIMENSION 5150C *	7T73RB1		PW
DELL PRECISION T5400 *	8V9KFG1	2764	PW
DELL PRECISION T5400 *	CV9KFG1	2765	PW
DELL PRECISION 380 *	9Z81091	2649	PW
DELL PRECISION T7400 *	B54LPH1	2803	PW
DELL PRECISION 490 *	75H0BD1	2721	PW
DELL PRECISION 360 *	328MW41		PW
DELL OPTIPLEX GX270 *	F3YWR41	2580	PW
COMPAG SERVER	PROLIANT ML 370	2252	PW
DELL DIMENSION 4700 *	CDTJ081	2932	PW
DELL PRECISION 390 *	15SR5C1	2743	PW
DELL PRECISION 380 *	6Z81091	2648	PW
DELL PRECISION 390 *	85H0BD1	2722	PW
HP *		2934	PW
HP PSC 1610	PRINTER		PW
HP OFFICE PRO K5400	PRINTER		PW
DELL LAPTOP	7FDZ151	2680	PW
TOSHIBA LAPTOP	26294054K	2845	PW
DELL LAPTOP 640M	HTNPNB1	2930	PW
PANASONIC TOUGHBOOK CF18	6AKYB69050	2669	PW
PANASONIC TOUGHBOOK CF18	6AKYB68998	2670	PW
HP DESKJET D4360	PRINTER		PW
JVC		CAM TK9300U	PW
JVC		CAM TK9300U	PW
TOSHIBA	88641326	CAM 1K-6420K	PW
TOSHIBA	81640877	CAM 1K-6420K	PW
MISC. COMPUPTER ITEMS	ONE BOX		PW
19 CHAIRS (old Commission Chambers)	N/A		PW
2 PINK CHAIRS	N/A		UPSTAIRS LOBBY
3 SHARP CASH REGISTERS	N/A		FINANCE
OCE COPY MACHINE			PW
SmithCorona WorkSmith Typewriter Model KA11	730247 - Y107D00310		HR

* FOR THESE ITEMS THE HARD DRIVE HAS BEEN REMOVED

TAB 11



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 7, 2015

Agenda Item No. *Tab 11*

Agenda Title: Completing the Six Month Performance Evaluation of the Town Manager

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

Approved by Town Manager *[Signature]* Date: *9-10-15*

[Signature]
Name/Title HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Town Manager Evaluation Form and Town Manager Job Description
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone: <input checked="" type="checkbox"/> BMT or Not applicable in this case ____ Please initial one.

Summary Explanation/Background:

Pursuant to Section 8 of the April 6, 2015 Employment Agreement between the Town of Lake Park and Town Manager John O. D'Agostino, the Commission is required to conduct an initial review of the performance of the Town Manager six (6) months from the effective date of the Agreement. The purpose of this agenda item is to distribute to the Commission the Town Manager evaluation forms for the period of May 1, 2015 to November 1, 2015. A copy of the job description for the position of Town Manager is also attached.

Please complete the attached evaluation form and return it to the Human Resources Director in hard copy format no later than October 19, 2015 for placement on the November 4, 2015 Commission meeting agenda.



Town of Lake Park
PERFORMANCE EVALUATION FORM
TOWN MANAGER
JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments.

Evaluator 's Name

EVALUATION PERIOD

5/01/2015 to 11/01/2015

EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
3	Effective	Regularly meets standards of work performance.
2	Marginally Effective	Often fails to meet standards of work performance.
1	Ineffective	Clearly and consistently fails to meet standards of work performance.

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- ___ Maintains open and informative communications with the Town Commission
- ___ Knowledgeable of current developments affecting the local government management field.
- ___ Effectively implements and enforces Town policies and procedures
- ___ Demonstrates a capacity for innovation and creativity
- ___ Anticipates problems and develops effective approaches for solving them.
- ___ Maintains a work atmosphere conducive to productivity and efficiency
- ___ Takes responsibility for staff actions.
- ___ Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- ___ Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- ___ Properly controls the Town's operational and functional activities and motivates others to maximum performance
- ___ Effectively recruits professional staff

COMMENTS:

2. FISCAL MANAGEMENT

- ___ Possesses knowledge of governmental accounting/budget procedures
- ___ Prepares a balanced budget to provide services at a level directed by the Town Commission
- ___ Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- ___ Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- ___ Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

___ Expenditures are made within budget limitations according to established policy

COMMENTS:

3. PERSONAL SKILLS/COMMUNICATIONS

___ Willing to commit time necessary to complete required tasks

___ Demonstrates high concern for ethical behavior

___ Skillful in verbal communication

___ Skillful in written communication

___ Informs the Commission of current issues and administrative developments

___ Encourages a positive attitude regarding the Town

___ Receptive to constructive criticism and advice

___ Manages stress effectively

COMMENTS:

4. RELATIONS WITH THE TOWN COMMISSION

___ Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.

___ Carries out the directives of the Commission as a whole, rather than those of any one member

___ Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy

___ Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall

___ Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

5. COMMUNITY RELATIONS

- Effectively addresses and accommodates citizen complaints
- Shows a sensitivity to and appreciation of diversity of the Town's population
- Responsive to issues of both commercial and residential populations
- Takes a "hands-on" approach when necessary
- Maintains an effective working relationship with other local governments
- Takes a diplomatic approach to problem solving
- Projects a positive image on behalf of the Town of Lake Park
- Provides management support to Town Boards
- Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

ADDITIONAL SUMMARY COMMENTS:

OVERALL RATING:

- | | |
|--------------------|--------------------------|
| 5 - Outstanding | 2 - Marginally Effective |
| 4 - Very Effective | 1 - Ineffective |
| 3 - Effective | |

EVALUATOR'S SIGNATURE

DATE

TOWN MANAGER

JOB CODE: 100
DEPARTMENT: TOWN MANAGER

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Town Commission, serve as the Chief Administrative Officer of the Town by directing and supervising the administration of all departments, and by implementing policy established by the Town Commission. Work is reviewed through periodic evaluations by the Town Commission. Performs such other duties as may be required by the Town Commission not inconsistent with the Town Charter, State law or applicable Ordinances. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Appoints, hires, disciplines and removes all employees and department heads of the Town in accordance with the Town established employee policies and procedures.
2. Provides staffing for the appointed boards, committees, and agencies of the Town, as necessary or directed by the Town Commission.
3. Prepares and submits to the Town Commission a monthly report. Also, directs all department heads to file monthly reports with the Office of Town Manager, which shall collect and forward these reports to the Town Commission without correction or modification.
4. Prepares, with the assistance of the Finance Director an annual budget and presents the same to the Town Commission with a message describing the important features, and is responsible for the administration of such budget after adoption.
5. Prepares and submits to the Town Commission at the end of each fiscal year a complete report on the preceding year's finances and administrative activities, which report shall include an annual audit for the preceding fiscal year prepared by an independent auditor retained by the Town Commission.
6. Keeps the Town Commission advised of the financial condition and future needs of the Town, and make such recommendations as may be desirable on a timely basis. The Town Manager is encouraged to actively seek out potential grant monies that may be available to support Town projects.

*Approved on
6/20/12 pursuant
to Resolution 14-06-12.*

7. Recommends to the Town Commission a standard schedule of pay for all Town positions, including minimum and maximum rates of pay.
8. Organizes, reorganizes, consolidates, combines or abolishes positions, offices, department divisions or departments of the Town only with the approval of the Town Commission.
9. Recommends in consultation with the Town Attorney appropriate action with respect to negotiation, approval and/or rejection of labor agreements with public employee organizations acting on policy directives provided by the Commission in proper sessions.
10. Recommends to the Town Commission the adoption of such Ordinances and policies as may be necessary or expedient for the health, safety or welfare of the community, or for the improvement of administrative services.
11. Attends meetings of the Town Commission, Town committees and boards, and other Town meetings, as the Town Manager deems necessary, or as directed by the Town Commission. At such meetings, the Town Manager shall have the right to take part in the discussion, but without a vote.
12. Serves as purchasing agent for the Town, responsible for overseeing the purchase of equipment and supplies pursuant to Town policy.
13. Provides staff support services for the Mayor and Commission members which shall be limited to those necessary in support of Town activities.
14. In consultation with the Town Attorney, enforces the Town's laws and Ordinances.
15. Investigates the affairs of the Town, or complaints regarding any department or division; investigates all complaints in relation to matters concerning administration; investigates complaints regarding service maintained by public utilities; and, sees that all terms and conditions imposed in favor of the Town in any franchise, contract or agreement are faithfully observed.
16. Devotes all working time to the discharge of official duties.

REQUIREMENTS:

A. Education and Experience:

Bachelor's degree in Public Administration or a closely related field from an accredited college or university and at least five (5) years of experience as a full-time employee in Public Administration at the administrative level. Must possess a valid Florida driver's license.

B. Knowledge, Skills and Abilities:

- Knowledge of the organization, functions of a municipal government
- Knowledge of budgetary development, administration and control
- Knowledge of local Codes, Ordinances and regulations
- Ability to plan and coordinate complex administrative activities
- Ability to formulate plans, budgets and related policy papers, synthesizing information from a variety of sources
- Ability to delegate authority and responsibility appropriately
- Ability to communicate effectively both orally and in writing
- Ability to follow complex oral and written instructions
- Ability to work effectively with the Town Commission, the general public and Town staff

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

ENVIRONMENTAL REQUIRMENTS:

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide

occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

**Public
Hearing
Quasi-
Judicial**

TAB 12



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 7, 2015

Agenda Item No. *Tab 12*

Agenda Title: AN APPLICATION BY THE PALM BEACH COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT (PBC DERM), APPLICANT AND AGENT OF THE LAKE PARK SCRUB NATURAL AREA LOCATED ON THE NORTH SIDE OF SILVER BEACH ROAD (APPROXIMATELY 0.35 MILES EAST OF CONGRESS AVENUE), TO CONSTRUCT A 5 CAR/1 BUS PARKING AREA, A CONCRETE NATURE TRAIL, A WILDLIFE OBSERVATION PLATFORM AND AT-GRADE HIKING TRAILS.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON __ READING
- RESOLUTION – PUBLIC HEARING/QUASI-JUDICIAL
- OTHER
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *9-23-15*

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

<p>Originating Department: Community Development</p>	<p>Costs: \$ Legal Ad (\$185.76); Certified Mail (\$565.74); Engineer review fee (approx. \$500)</p> <p>Funding Source: Applicant – up for discussion at TC meeting</p> <p>Acct. # 4902</p> <p><input checked="" type="checkbox"/> Finance <i>BKZ</i></p>	<p>Attachments:</p> <ul style="list-style-type: none"> → Staff Report → Resolution <i>39</i>-10-15 → Applicant Application, including Cover Letter and Plans and copies of 2013 correspondence letters between PBC and the Town → 2004 Scrub Area Management Plan → 2003 Interlocal Agreement between the Town/County/State for the Scrub Area → Planning & Zoning Board 09-14-2015 Meeting Minutes
<p>Advertised: Date: 09-04-2015 Paper: Palm Beach Post <input type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <u><i>ND</i></u></p> <p>or</p> <p>Not applicable in this case _____</p> <p>Please initial one.</p>

Summary Explanation/Background:

Please refer to the Staff Report.

Recommended Motion: I MOVE TO APPROVE RESOLUTION *39*10-15 WITH THE CONDITIONS OF APPROVAL PROPOSED BY STAFF.



**TOWN LAKE OF PARK
TOWN COMMISSION**

Meeting Date: Wednesday, October 7, 2015

STAFF REPORT

AN APPLICATION BY THE PALM BEACH COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT (PBC DERM), APPLICANT AND AGENT OF THE LAKE PARK SCRUB NATURAL AREA LOCATED ON THE NORTH SIDE OF SILVER BEACH ROAD (APPROXIMATELY 0.35 MILES EAST OF CONGRESS AVENUE), TO CONSTRUCT A 5 CAR/1 BUS PARKING AREA, A CONCRETE NATURE TRAIL, A WILDLIFE OBSERVATION PLATFORM AND AT-GRADE HIKING TRAILS.

****The Applicant is also requesting consideration by the Town Commission to consider waiving certain fees absorbed by the Town thus far, and these include: Legal Advertisement (\$185.76); Certified Mail (\$565.74); Engineering Review (approximately \$500-final invoice has not yet been received). The Interlocal Agreement allows for the waiving of permit-related fees, which may include any type of Town application fee however, Staff believes this does not include fees that are absorbed by the Town throughout the site plan review process. This will be discussed separately at the Commission meeting****

BACKGROUND:

Applicant(s): Palm Beach County Department of Environmental Resources Management (*David Gillings; Branda Hovde; Kraig Krum*)
Owner(s): Palm Beach County – Department of Environmental Resources Management
Address/Location: Not Assigned – Located north of Silver Beach Road; 1,865 feet (0.35 miles) east of Congress Avenue
Net Acreage: 54.93 acres
Property Control Number: 36-43-42-20-00-000-7450
Existing Zoning: Conservation
Future Land Use: Conservation

Adjacent Zoning District

North: Campus Light Industrial/Commercial (CLIC)
South: City of Riviera Beach (Residential)
East: Campus Light Industrial/Commercial (CLIC)
West: Campus Light Industrial/Commercial (CLIC)

Adjacent Existing Land Use Designation

North: Commercial/Light Industrial; Public Buildings and Grounds
South: Commercial/Light Industrial
East: Commercial/Light Industrial
West: Commercial/Light Industrial

ENCLOSURE(S):

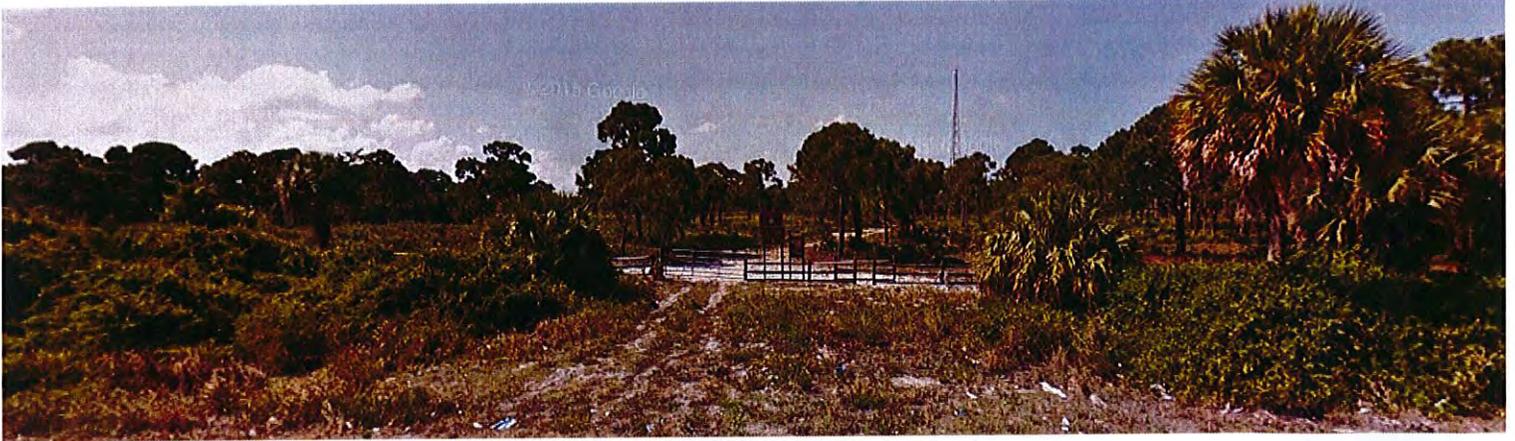
- ➔ Applicant Application, including Cover Letter and Plans and copies of 2013 correspondence letters between PBC and the Town
- ➔ 2004 Scrub Area Management Plan
- ➔ 2003 Interlocal Agreement between the Town/County/State for the Scrub Area
- ➔ Planning & Zoning Board 09-14-2015 Meeting Minutes

Figure 1: CONSERVATION AREA LOCATION MAP (in orange)

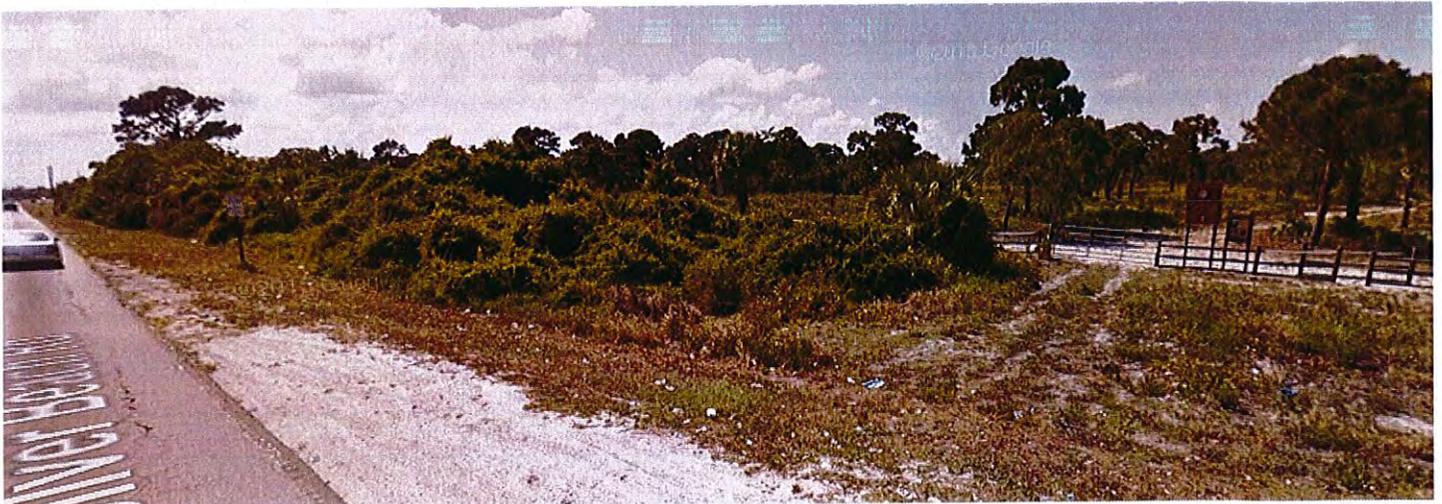


Figure 2: IMAGES OF SITE FROM SILVER BEACH ROAD

(NORTH)



(WEST)



(EAST)



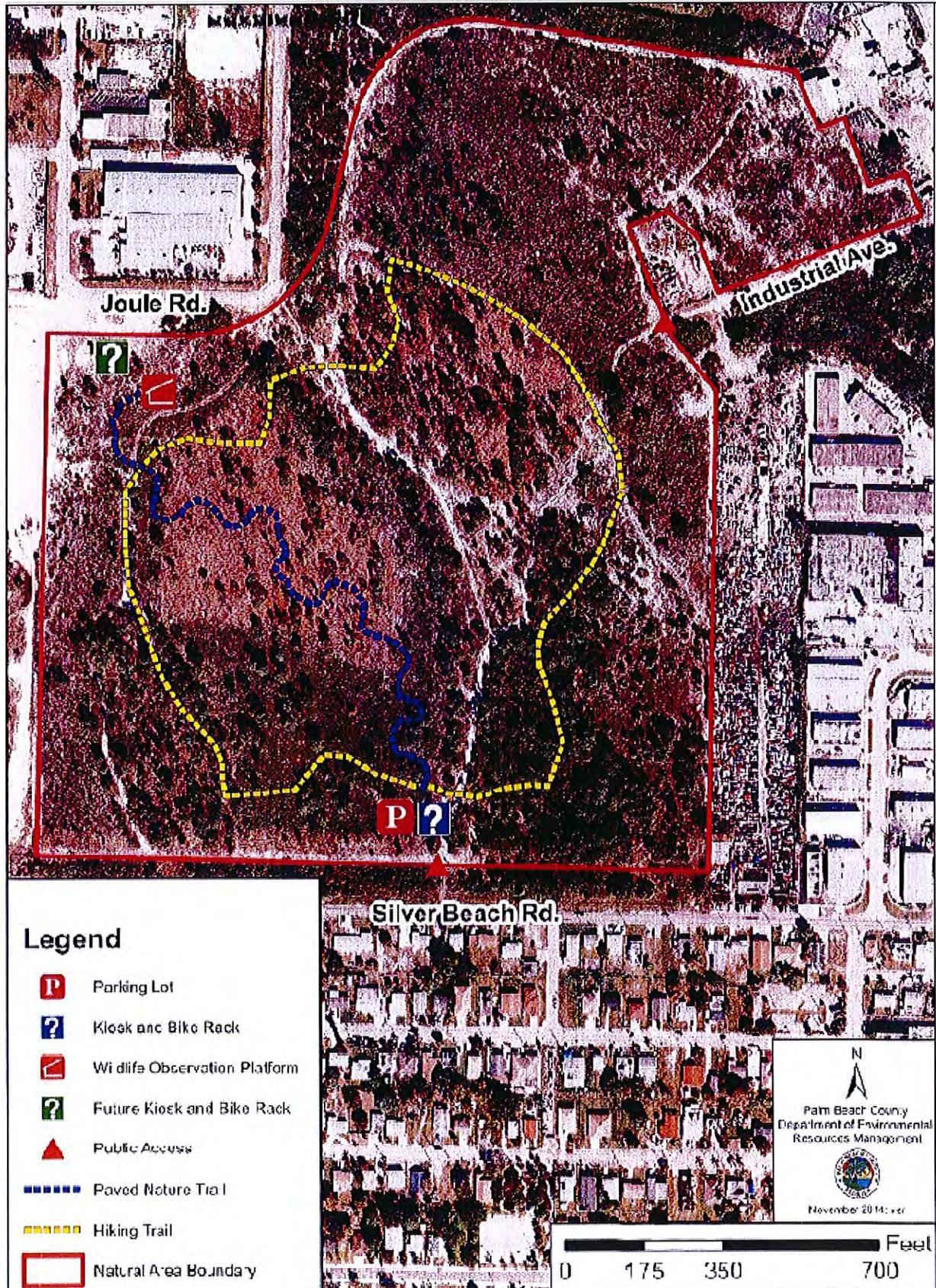
BACKGROUND AND REQUEST

In 2003/2004, the Town entered into an Interlocal Agreement with Palm Beach County and the State of Florida on the Lake Park Scrub Natural Area, for which a management plan was created. This management plan remains unchanged in 2015. It was created to identify the Lake Park Scrub Area as a Conservation site and identifies the overall management activities, monitoring requirements, resource enhancement controls and future structure and improvement requirements. In 2014, PBC DERM received correspondence from the Florida Communities Trust (FCT) indicating that they were in significant non-compliance of their grant contract since the intended public use facilities outlined in the future structure and improvement requirements of the 2004 management plan, never moved forward.

Consequently, the County submitted an application for site plan review for a proposed 5 car/1 bus parking area; a concrete nature trail; an observation platform; and at-grade hiking trails, pursuant the enclosed plans. The proposed parking lot is being proposed adjacent to Silver Beach Road and PBC DERM has coordinated with PBC Roadway construction to ensure their proposed alignment is consistent with Silver Beach roadway improvement plans. With this being said, the original intent of the Management Plan identified a parking lot along the northern boundary of the Scrub Area, adjacent to Joule Road and the future Park Avenue extension road. In an attempt to expedite the improvements and adhere to the FCT grant requirements, the County is currently required to construct the public use facilities with access from Silver Beach Road (since the Park Avenue Extension Road has not yet been finalized). The County is committed to create a future access along the Park Avenue extension road one the extension is completed and Staff has included this as a condition of approval. Additionally, the improvements and parking lot location came up in discussion in 2013 and correspondence between the Town and the County are enclosed. The County had indicated that while the Town Commission at the time preferred a parking lot location on the north side of the site, the County discussed the matter with the (then) Town Manager (Mr. Dale Sugerman) and the County was provided with verbal confirmation through a telephone conversation that Mr. Sugerman confirmed that he has shared the County's information requiring the initial parking lot adjacent to Silver Beach Road and the Commission understood the issues and did not need the County to appear before the Commission to receive confirmation and could proceed through site plan approval.

Finally, the Interlocal Agreement and the Management Plan identifies that the Town shall be responsible for opening and closing the entrance gate; remove trash from the site; and mow the perimeter. The Town's Public Works has been notified and is preparing cost estimates for these requirements. A condition of approval is recommended for an automated gate with timer to facilitate the opening and closing of the entrance gate.

Figure 3: PROPOSED LAKE PARK SCRUB NATURAL AREA PUBLIC USE MAP



STAFF ANALYSIS

ZONING AND LAND USE: The proposal is consistent with the Conservation District and Conservation Land Use Designation, which prohibits the construction of permanent structures that are not directly related to the recreation and passive public recreation intent for this area.

LIGHTING: The preservation area is only open from sunrise to sunset and no lighting is proposed or is envisioned for the area.

ENGINEERING DETAILS AND PLANS: The plans have been reviewed by the Town's consulting engineer who has stated they appear to be in general conformance with the Town of Lake Park Standards and requirements. A pre-construction meeting is recommended and has been included as a condition of approval.

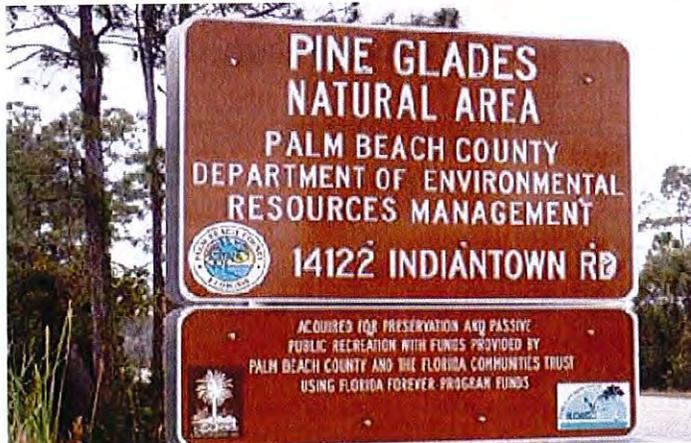
PARKING: The Town Code does not specifically identify the parking requirements for open-air passive recreation areas. While the code identifies parking requirement for outdoor attraction and recreation areas, these are more closely related to active outdoor areas with seating, employees and fixed attractions. The Town Code also identifies a parking requirement for agricultural uses which are outdoor uses that employ a certain number of employees. These uses require a minimum of 5 parking spaces. Staff is comfortable with the County's proposal of 5 parking spaces, inclusive of 1 handicap accessible (ADA) space and a bus parking zone. The parking spaces will need to comply with the Town Code size requirements of 10 feet by 18.5 feet and incorporate the minimum one-way drive aisle width of 15 feet and a minimum 25 feet for a two-way driveway entrance. Additionally, a condition of approval whereby the parking lot must provide an ADA connection to the external entrance on Silver Beach Road is being recommended by Staff (ADA trail is already being proposed).

LANDSCAPING: Additional landscaping is not being proposed. The entire area is open green space and there is a need to maintain better views to help limit vandalism and other illegal activities. Staff is comfortable with the existing vegetation given the nature and use of the area.

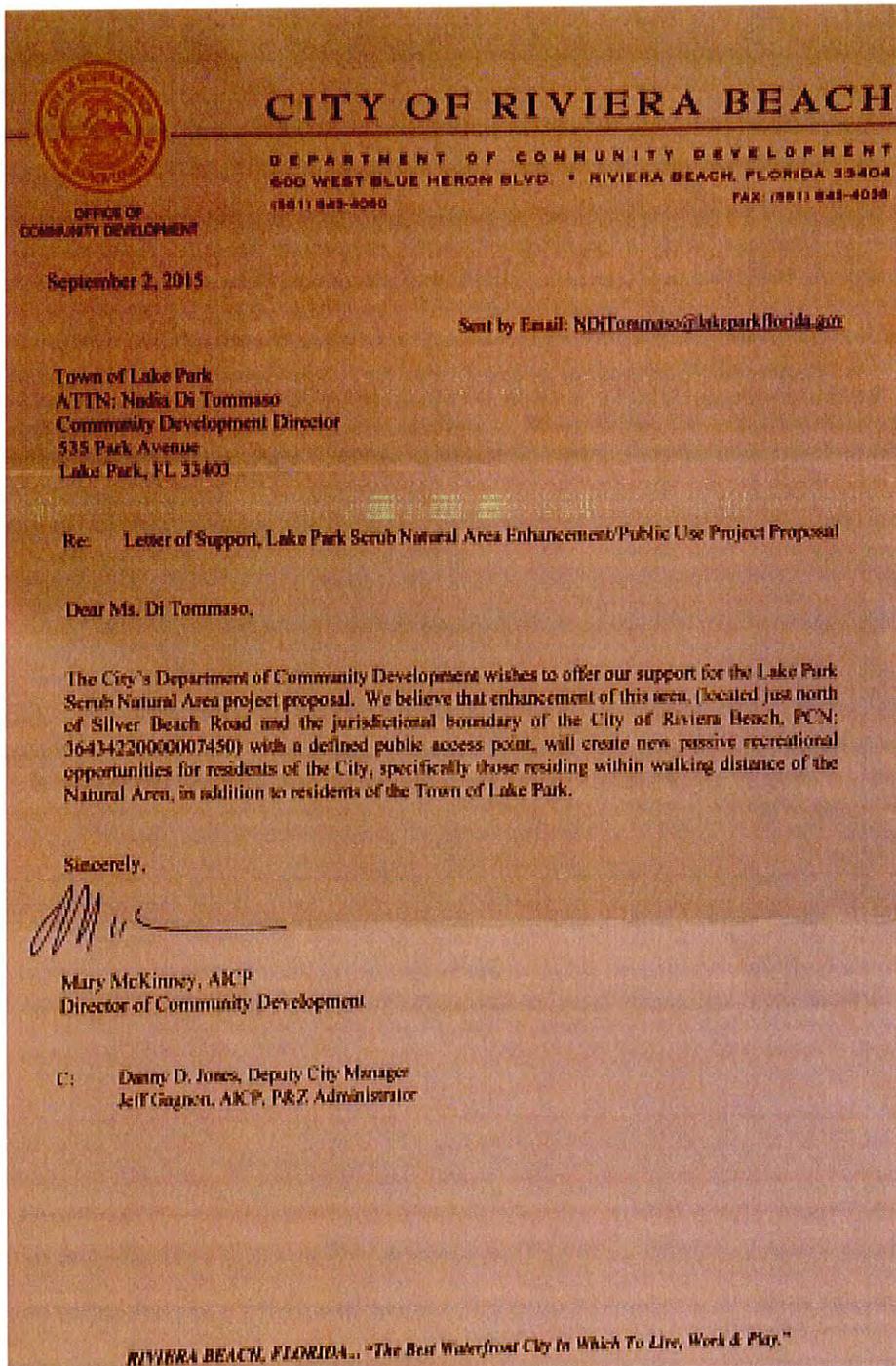
SECURITY AND HOURS: The Palm Beach County Sheriff's Office (Lieutenant Vassalotti) reviewed the proposal and indicated that all looks good and their Wild Lands Unit has been contracted with PBC for adequate patrolling throughout the site when the improvements are completed. The hours of the area will remain from sunrise to sunset (unless a special permit is granted by the County for a Boy Scout night hike, for example).

SIGNAGE: A two-side entrance sign will be placed near the fence line at the driveway entrance (4 feet tall by 6 feet wide). An additional Florida Communities Trust acknowledgement sign (2 feet tall by 6 feet wide) is proposed immediately underneath the entrance sign plate. They will mirror these sample images from other natural areas and these signs (identifying County sites and related-activities) are exempt from Town Code signage permit requirements:

(SAMPLE)



NEIGHBORING JURISDICTION REVIEW: The City of Riviera Beach reviewed the application and issued a letter of support to the Town:



PLANNING & ZONING BOARD RECOMMENDATIONS AT THE SPECIAL CALL SEPTEMBER 14, 2015 MEETING (a copy of the minutes are enclosed):

MOTION #1- Made by Vice-Chair VonUnruh and **died** for lack of a second. It included: **APPROVAL** with the original conditions proposed by staff, but eliminating condition #4 and including language to condition #3 that explains the electronic gate will be installed by Palm Beach County, but maintained by the Town....and the following additional conditions: àPrior to construction, staff shall consult with its Engineer to determine/analyze safety measures to the entrance and incorporate those recommendations made by the Town's Engineer in the Site Plan, for which PBC would be responsible to fund; àthe Site shall have adequate signage and signalization alerting motor vehicles of the upcoming entrance/driveway approach to the Scrub Area along Silver Beach Road.

MOTION #2- Made by Board Member Lynch, and **failed** on a 2-2 vote. In included: **APPROVAL** with the original conditions proposed by Staff, leaving conditions #1, #2, and #5 as-is and modifying condition #3 to explain that the electronic gate will be installed by Palm Beach County and maintained by the Town; condition #3 provide a contingency whereby the issue should be re-examined by the Town's Engineer to determine the necessity of the ADA connection; and additional conditions #6 and #7 should be added as follows: #6-ingress/egress from Silver Beach Road should be evaluated/studied by the Town's Engineer to possibly consider a deceleration lane, and #7-an additional evaluation on possible signage and signalization alerting motorists of the upcoming driveway approach to the Scrub Area should be performed by the Town's Engineer.

MOTION #3- Made by Chair Thomas (who passed her gavel), and **PASSED** on a 4-0 vote. It included: **DENIAL** of the application and a recommendation that the Town and the County jointly write a letter to FCT requesting an extension to build the parking lot until which time a reasonable expectation for the construction of the parking lot and associated plan can be submitted.

STAFF RECOMMENDATION

APPROVAL with the following conditions of approval:

- (1) Prior to the issuance of a development permit, the Owner (County) shall submit an updated copy of the management plan addressing the public use facilities language and figures; the proposed Silver Beach Road parking lot location and future Park Avenue extension/Joule Road secondary parking lot location (which is still required); and updated cost figures for the related maintenance costs referenced in the existing management plan. The secondary Park Avenue/Joule Road parking lot plans shall be subject to the approval of the Planning and Zoning Board and Town Commission.

- (2) This Owner shall develop the site consistent with the following plans:
- ➔ Title Sheet, Notes & Details, Overall Site Plan, Plans and Profiles, Signing and Striping, and Structural Drawings, as Sheet No. 1, 2-3, 4, 5-7, 8, and S1.0-S7.2, respectively, signed and sealed on 6-5-15 (No. 2-3, 5-7, 8) by Jeff Trompeter, Engineer of Record, and on 5-19-15 by Jeffrey R. Bergman, Structural Engineer of Record, all of which was received and dated by the Department of Community Development on 07-13-15.
- (3) The Owner shall install an automated entrance gate as the Silver Beach Road entrance with a timer. The Town will be responsible for the maintenance of the automated entrance gate.
- (4) The Owner shall revise the Site Plan to include an ADA connection to the external entrance on Silver Beach Road and coordinate the connection with the Roadway Construction Division of the County's Engineering Department [who is handling the future design plans for the Silver Beach road improvements.
- (5) The County shall provide eastbound and westbound signage and/or signalization measures on Silver Beach Road to alert motorists to the entrance to the Site's parking area on Silver Beach Road. A letter from the Palm Beach County Engineer certifying that the incorporated measures ensure entrance safety shall be submitted to the Community Development Department prior the issuance of a development permit. Final installation of required signs/signalization is required by the final inspection.
- (6) Prior to the issuance of a development permit, the County shall participate in a pre-construction meeting with Town's Community Development Department staff and its consulting Engineer. At least five working days before the pre-construction meeting, the County shall submit the following items to the Town:
- (a) A Maintenance of Traffic Plan (MOT) for the driveway connection and associated work within the Palm Beach County Right-of-Way of Silver Beach Road.
 - (b) A copy of the Driveway Connection Permit (Roadway Alteration Permit) received from the Palm Beach County Engineering Department for work within the Palm Beach County Right-of-Way.
 - (c) Certification from the County's Engineer of Record on their final review and final approval of both the Engineering Plans and Structural Plans following construction.
 - (d) Plans and details for the proposed construction entrance to minimize/eliminate the tracking of dirt and debris offsite and into the Palm Beach County Right-of-Way.
- (7) **Cost Recovery.** All fees and costs, including legal fees incurred by the Town in reviewing the Application and billed to the Owner shall be paid to the Town within 10 days of receipt of an invoice from the Town. Failure by an Owner or an Applicant to reimburse the Town within the 10 day time period may result in the suspension of any further review of plans or building activities, and may result in the revocation of the approved Development Order.

RESOLUTION NO. 39-10-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A SITE PLAN FOR THE LAKE PARK NATURAL SCRUB AREA AUTHORIZING THE CONSTRUCTION OF A PARKING AREA, CONCRETE NATURE TRAIL, A WILDLIFE OBSERVATION PLATFORM AND HIKING TRAILS; PROVIDING FOR CONDITIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Palm Beach County (the County) is the owner of the real property known as the Lake Park Natural Scrub Area (the Site) for passive park and conservation purposes; and

WHEREAS, the Site is legally described by the attached Exhibit "A", which is incorporated herein; and

WHEREAS, the Site is managed by the County's Department of Environmental Resources Management, (the Department); and

WHEREAS, the Department has submitted an application for a Site Plan to the Town wherein it is proposing to construct a passive park/conservation area which will include a parking area for five vehicles and one bus, a concrete nature trail, a wildlife observation platform and hiking trails within the Site (the Application); and

WHEREAS, the County proposes that the only ingress egress for vehicles to access the Site will be from Silver Beach Road despite the entire Site being located within the Town of Lake Park; and

WHEREAS, the Site has future land use and zoning designations of "Conservation"; and

WHEREAS, the Town's Planning and Zoning Board has reviewed the Application and has recommended that the Town Commission *deny* the Application because of concerns about the safe access to the Site from Silver Beach Road and based upon its current design there being inadequate parking and access to the Site for Lake Park residents and visitors; and

WHEREAS, although the Town's Planning and Zoning Commission has recommend denial because of its determination that the ingress/egress to the Site from Silver Beach Road is not safe, that the parking and access to the Site for Lake Park residents and visitors is inadequate, the County has elected not to work with the Town to revise it plans to address the expressed safety, parking and access concerns; and

WHEREAS, the Town Commission is the governing body on site plan applications and has conducted a quasi-judicial hearing to consider the Application; and

WHEREAS, at this hearing, the Town Commission considered the evidence presented by the Town Staff, the Applicant, and other interested parties and members of the public, regarding the Applications.

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

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

Section 2. The Town Commission hereby _____ the Site Plan subject to the following conditions:

- (1) Prior to the issuance of a development permit, the Owner (County) shall submit an updated copy of the management plan addressing the public use facilities language and figures; the proposed Silver Beach Road parking lot location and *future* Park Avenue extension/Joule Road secondary parking lot location (which is still required); and updated cost figures for the related maintenance costs referenced in the existing management plan. The secondary Park Avenue/Joule Road parking lot plans shall be subject to the approval of the Planning and Zoning Board and Town Commission.
- (2) This Owner shall develop the site consistent with the following plans:
 - ➔ Title Sheet, Notes & Details, Overall Site Plan, Plans and Profiles, Signing and Striping, and Structural Drawings, as Sheet No. 1, 2-3, 4, 5-7, 8, and S1.0-S7.2, respectively, signed and sealed on 6-5-15 (No. 2-3, 5-7, 8) by Jeff Trompeter, Engineer of Record, and on 5-19-15 by Jeffrey R. Bergman, Structural Engineer of Record, all of which was received and dated by the Department of Community Development on 07-13-15.
- (3) The Owner shall install an automated entrance gate as the Silver Beach Road entrance with a timer. The Town will be responsible for the maintenance of the automated entrance gate.
- (4) The Owner shall revise the Site Plan to include an ADA connection to the external entrance on Silver Beach Road and coordinate the connection with the Roadway Construction Division of the County's Engineering Department [who is handling the future design plans for the Silver Beach road improvements.
- (5) The County shall provide eastbound and westbound signage and/or signalization measures on Silver Beach Road to alert motorists to the entrance to the Site's parking area on Silver Beach Road. A letter from the Palm Beach County Engineer certifying that the incorporated measures ensure entrance safety shall be submitted to the Community Development Department prior the issuance of a development permit. Final installation of required signs/signalization is required by the final inspection.

- (6) Prior to the issuance of a development permit, the County shall participate in a pre-construction meeting with Town's Community Development Department staff and its consulting Engineer. At least five working days before the pre-construction meeting, the County shall submit the following items to the Town:
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- (7) **Cost Recovery.** All fees and costs, including legal fees incurred by the Town in reviewing the Application and billed to the Owner shall be paid to the Town within 10 days of receipt of an invoice from the Town. Failure by an Owner or an Applicant to reimburse the Town within the 10 day time period may result in the suspension of any further review of plans or building activities, and may result in the revocation of the approved Development Order.

Section 3: The County successors and assigns shall be subject to the conditions herein.

Section 4. This Resolution shall become effective upon adoption.



TOWN OF LAKE PARK
COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION FOR SITE PLAN REVIEW OR AMENDMENT

****For Planned Unit Development (PUD) applications, please refer to Section 78-77 of the Town Code of Ordinances for additional requirements****

Project Name: Lake Park Scrub Natural Area - Public Use

Project Address: North Side of Silver Beach Rd Facilities

Property Owner: Palm Beach County

L-PCN: (below)

APPLICANT INFORMATION:

Applicant Name: DERM (Craig Krum)

Applicant Address: 2300 North Jog Rd, 4th Floor, WPB 33411-2743

Phone: (561) 233-2527 Fax: (561) 233-2414 E-Mail: KKrum@pbcgov.org

SITE INFORMATION:

General Location: north side Silver Beach Rd ; 0.35 miles east of Congress Avenue

Address: N/A

Zoning District: Conservation Future Land Use: Conservation Acreage: 54.93 acres

Property Control Number (PCN): 36-43-42-20-00-000-7450

ADJACENT PROPERTY:

DIRECTION	ZONING	BUSINESS NAME	USE
North	CLIC / Public	Various / Town PW	comm/industrial + town facilities
East	CLIC	thousand parts	silverbeach junkyard
South	Riviera Beach	N/A	residential
West	CLIC	vacant	vacant

JUSTIFICATION:

Information concerning all requests (attach additional sheets if needed)

1. Please explain the nature of the request:

see attached documentation

2. What will be the impact of the proposed change to the surrounding area?

see attached documentation

3. How does the proposed Project comply with the Town of Lake Park's zoning requirements?

see attached documentation

LEGAL DESCRIPTION:

The subject property is located approximately 0.35 mile(s) ^(east) from the intersection of Congress / Silver Beach, on the north, east, south, west side of the Silver Beach (street/road).

Legal Description: *see attached*

I hereby certify that I am the owner(s) of record of the above described property or that I/we have written permission from the owner(s) of record to request this action.

[Signature]
OWNER/APPLICANT Signature

2-1-13
Date



Department of Environmental
Resources Management
2300 North Jog Road, 4th Floor
West Palm Beach, FL 33411-2743
(561) 233-2400
FAX: (561) 233-2414
www.pbegov.org/erm



Palm Beach County
Board of County
Commissioners

Shelley Vana, Mayor
Mary Lou Berger, Vice Mayor

Hal R. Valeche
Paulette Burdick
Steven L. Abrams
Melissa McKinlay
Priscilla A. Taylor

County Administrator
Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"

Community

JUL 13 2015

Development

July 9, 2015

Nadia Di Tommaso, Community Development Director
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Dear Ms. Di Tommaso:

**SUBJECT: APPLICATION FOR CONSTRUCTION PERMIT AT
LAKE PARK SCRUB NATURAL AREA**

Palm Beach County Department of Environmental Resources Management (ERM) is in receipt of your email correspondence of July 1, 2015 regarding the construction of the Public Use Facilities at Lake Park Scrub Natural Area. As per your request, you will find attached to this letter: the Building Permit Application Form, the Contractor's Registration Application and Permit Authorization Form, a copy of the construction plans, the purpose of the project, the reasoning behind the selected entrance location and a revised Figure 6 from the proposed Lake Park Scrub Natural Area Management Plan revisions showing the future Public Use Facility locations.

The purpose of this project is to construct Public Use Facilities, including a 5 car/1 bus parking area, a concrete nature trail, a wildlife observation platform and at grade hiking trails, to provide safe access to the natural area for passive recreational purposes. Additionally, this project is required so that ERM and the Town of Lake Park can satisfy the terms and conditions of our agreements with Florida Communities Trust (FCT).

On May 22, 2013, I sent a letter to Mr. Dale Sugarman, Ph.D., who at the time was Town Manager, detailing the reasoning behind the selected entrance location off of Silver Beach Road. Attached is a copy of that letter.

ERM will be issuing a Work Order to Wynn & Sons Environmental Construction Co., Inc. for the construction of these facilities once we receive the permits from the Town of Lake Park. Once the Work Order is approved by Palm Beach County's Board of County Commissioners, we expect that all construction activities will be completed within 6 months.

Ms. Nadia Di Tommaso

Page 2

July 9, 2015

ERM looks forward to the opening of the Public Use Facilities at Lake Park Scrub Natural Area so that we can share this remarkable property with the visitors and residents of Lake Park and Palm Beach County. Please confirm with us the dates and locations of any meetings that you would like us to attend. If you have any additional questions, please contact me at 561-233-2400 or Mr. Kraig Krum at 561-233-2527 or kkrum@pbcgov.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robbins", written over a faint circular stamp.

Robert Robbins, Director
Environmental Resources Management

RR:kk

Enclosures (5)

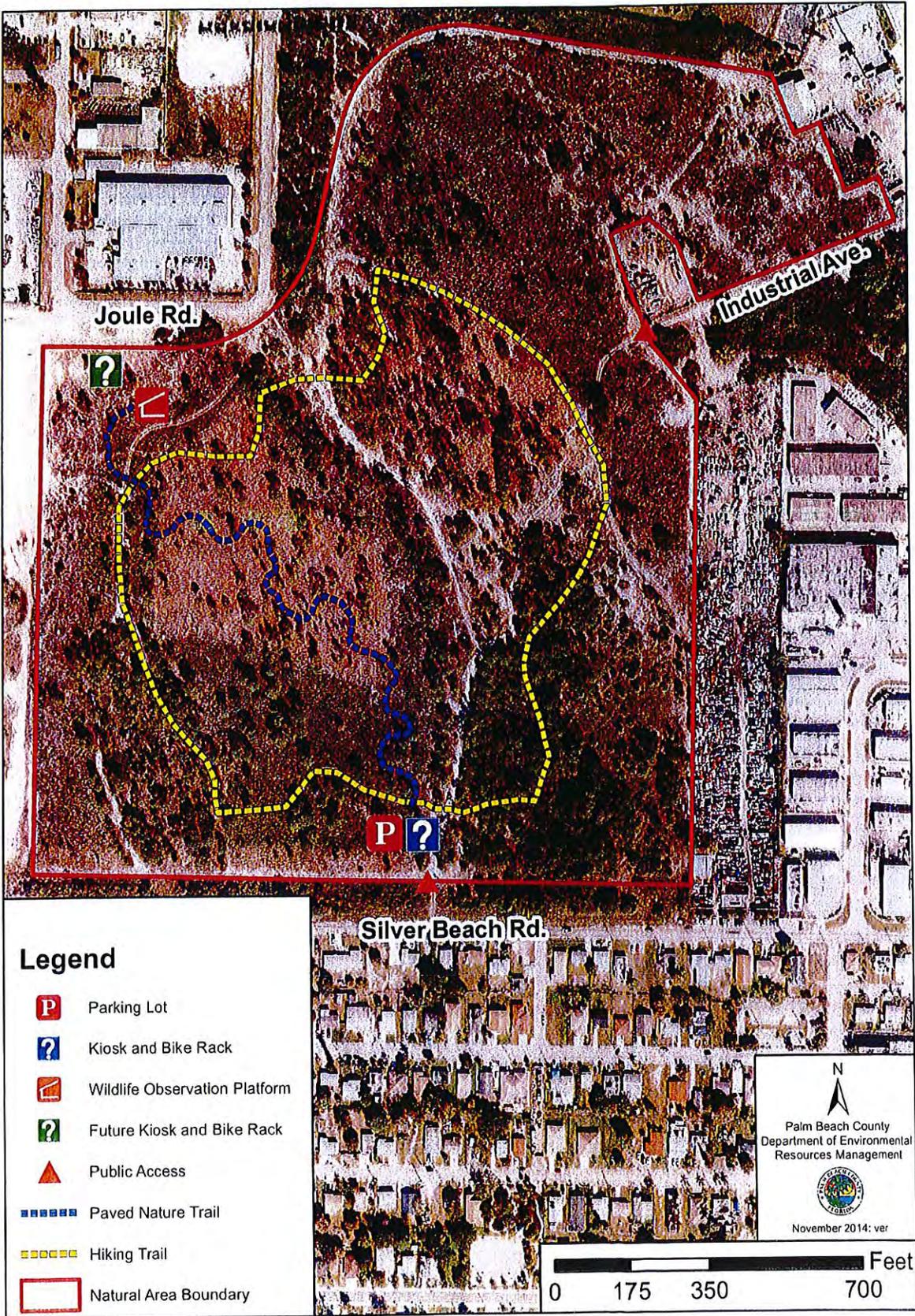


Figure 6. Lake Park Scrub Natural Area Public Use Map



Office of the
Town Manager

April 23, 2013

Mr. Robert Robbins, Director
PBC Environmental Resources Management
2300 N. Jog Road, 4th Floor
West Palm Beach, FL 33411-2743

RE: Palm Beach County Nature Center and Trails
Palm Beach County Scrub Area

Dear Mr. Robbins:

At their meeting of April 17, 2013 the Lake Park Town Commission, on a vote of 4-0, instructed me to communicate the following message to you:

It is the preference of the Town Commission of the Town of Lake Park that when Palm Beach County submits its site plan application for the construction of the Nature Center and trails within the Palm Beach County Scrub Area located within the Town of Lake Park, that the site plan should reflect an entrance off of the existing Joule Road or the proposed extension of Park Avenue.

Should you have any questions about this matter, please be sure to contact me directly.

Very truly yours,

TOWN OF LAKE PARK

Dale S. Sugerman, Ph.D.
Town Manager

cc: Honorable Mayor and Members of the Town Commission
Nadia DiTommaso, Development Director
Vivian Mendez, Town Clerk

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3304
Fax: (561) 881-3311

www.lakeparkflorida.gov



Department of Environmental
Resources Management
2300 North Jog Road, 4th Floor
West Palm Beach, FL 33411-2513
(561) 233-2400
FAX (561) 233-2414
www.pbcgov.org/erm

■

Palm Beach County
Board of County
Commissioners

Steven L. Abrams, Mayor

Priscilla A. Taylor, Vice Mayor

Hal R. Valeche

Paulette Burdick

Shelley Vana

Mary Lou Berger

Jess P. Santamaría

County Administrator
Robert Weisman

Equal Opportunity
Affirmative Action Employer

May 22, 2013

Mr. Dale S. Sugarman, Ph.D.
Town Manager
Town of Lake Park
Lake Park, FL 33403

Community

JUL 13 2015

Development

SUBJECT: Lake Park Scrub Natural Area; Public Use Facilities

Dear Mr. Sugarman:

Palm Beach County Department of Environmental Resources Management (ERM) is in receipt of your correspondence dated April 23, 2013 regarding the proposed Lake Park Scrub Natural Area public use facilities. As you know, ERM committed to constructing the project with an entrance off of Silver Beach Road. We made this commitment at the compelling insistence of the Lake Park Town Council at its March 6, 2013 meeting.

Please understand that ERM is committed to working closely with the Town of Lake Park (Town) pursuant to our existing Interlocal Agreement. However, the proposed change in direction, moving the entrance to the natural area facilities back to the Park Avenue location, is problematic. Our concerns are summarized below:

- Currently, the Park Avenue extension is not identified in the Palm Beach County (County) 5-year road plan for construction. It is our understanding that the County has not acquired all of the right-of-way necessary for the road. Therefore, even preliminary designs are not available.
- The changes in topography in the area of the Park Avenue extension would make construction of public facilities at this location challenging. The impact to the environment would be greater at the Park Avenue location since a large amount of fill would be needed to achieve the appropriate grades in compliance with Americans with Disability Act (ADA).
- Designing safe access to a parking facility which is located on a curve in the road, as seemingly would be the case with the Park Avenue location, would be problematic.
- The concept of constructing, one temporary facility now and one permanent facility concurrent with the Park Avenue extension is not financially feasible.

Mr. Dale S. Sugarman, Ph.D.

May 22, 2013

Page 2

- ERM does not recommend a temporary facility at the existing Joule Road location. The undeveloped property to the west of the natural area has a history of off road vehicle usage and illegal dumping activity. This area is somewhat remote and is more industrial than residential in nature. Remote locations with reduced traffic invite vandalism and trash dumping which would increase security needs and maintenance/repair costs for the facilities.
- Further delay may be unacceptable to Florida Communities Trust (FCT). Both the Town and ERM made a commitment to FCT to provide safe access to the natural area for passive recreational purposes. In the management plan that was approved by FCT and the Town, there is a commitment to having the public use facilities opened to the public by 2005. While FCT has been tolerant of delays to date, they may not be receptive to further delay when a construction option is at hand. The FCT grant agreement states that if the FCT recipient fails to meet the terms and conditions of the agreement, which includes construction of the public use facilities, the FCT recipient will lose fee simple title to all interest in the project site (Lake Park Scrub Natural Area) which will be conveyed to the Board of Trustees of the Internal Improvement Trust Fund.

Currently, the Silver Beach Road improvements are slated for construction within two years. ERM is prepared to have the construction of the public use facilities at this location completed within a two-year time frame which would satisfy our FCT obligations. The Silver Beach Road location does not have the topographical challenges that apply to the Park Avenue location. Therefore, the impacts to the environment at the Silver Beach Road location would be significantly less.

In consideration of these logistical issues, ERM recommends that when the Park Avenue extension is constructed, appropriate signage be installed along Park Avenue directing visitors to the facilities off of Silver Beach Road. The signage would acknowledge the partnership between the Town and ERM.

Again, ERM remains committed to working with the Town on the public use facilities proposed for the Lake Park Scrub Natural Area. Towards this end, we would be willing to appear again before the Town Council to explain why the construction of the natural area entrance at the Park Avenue location is problematic.

Sincerely,



Robert Robbins, Director
Environmental Resources Management

cc: Bob Weisman, County Administrator
Commissioner Hal R. Valeche

COUNTY OF PALM BEACH STATE OF FLORIDA

LAKE PARK SCRUB NATURAL AREA PUBLIC USE FACILITIES

BOARD OF COUNTY COMMISSIONERS

HAL R. VALECHE
District 1

PRISCILLA A. TAYLOR
District 7

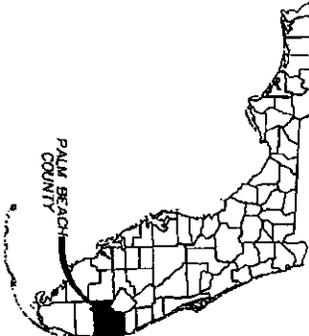
PAULETTE BURDICK
District 2

MELISSA MCKINLAY
District 6

SHELLEY VANA
District 3

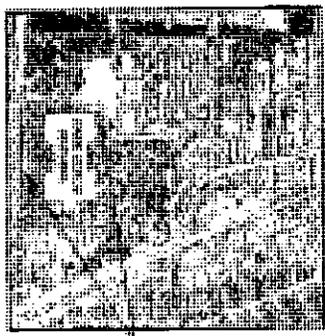
MARY LOU BERGER
District 5

STEVEN L. ABRAMS
District 4



INDEX OF DRAWINGS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
1-3	NOTES & DETAILS
4	OVERALL SITE PLAN
5-7	PLANS & PROFILES
8	SIGNING & STRIPING
9	STRUCTURAL DRAWINGS

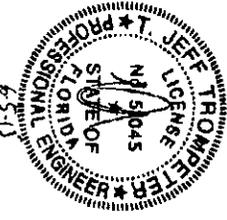


LOCATOR MAP

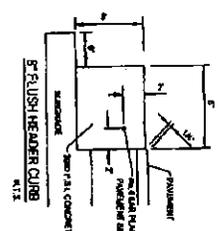
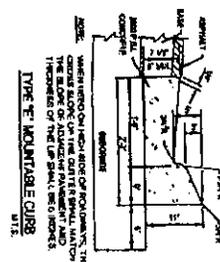
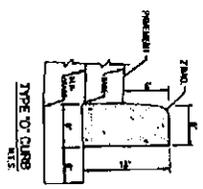
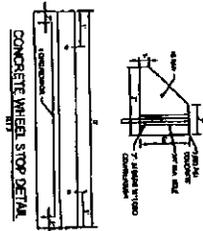
AREAS OF INTEREST

Community
JUL 13 2015
Development

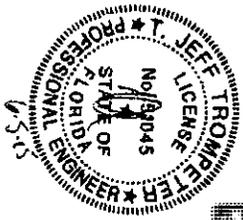
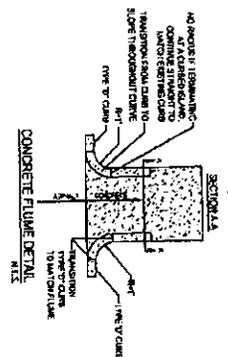
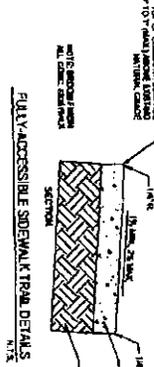
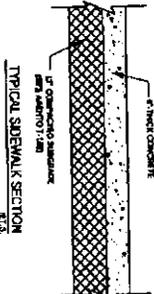
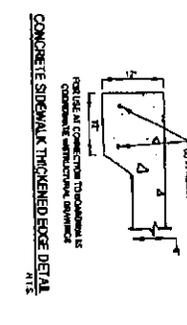
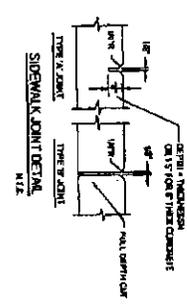
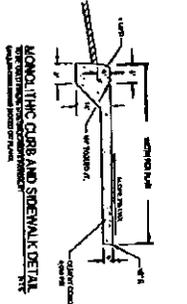
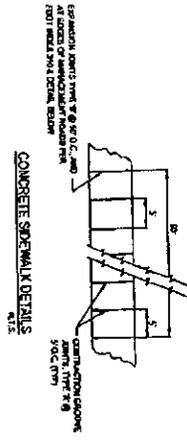
Community
JUL 13 2015
Development



	<p>PALM BEACH COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT</p> <p>2509 WIRTH JOE BOUL. 4TH FLOOR WEST PALM BEACH, FLORIDA 33411-2745 (561) 233-2400</p>	<p>DATE: _____</p> <p>SCALE: _____</p> <p>BY: _____</p>	<p>PROJECT NO. 150001</p>
<p>LAKE PARK SCRUB NATURAL AREA PROPOSED SILVER SANDS ROAD PARKING AND PUBLIC USE FACILITIES</p> <p>TITLE SHEET</p>			



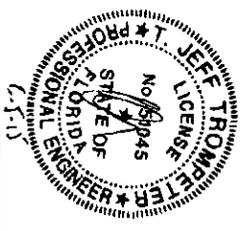
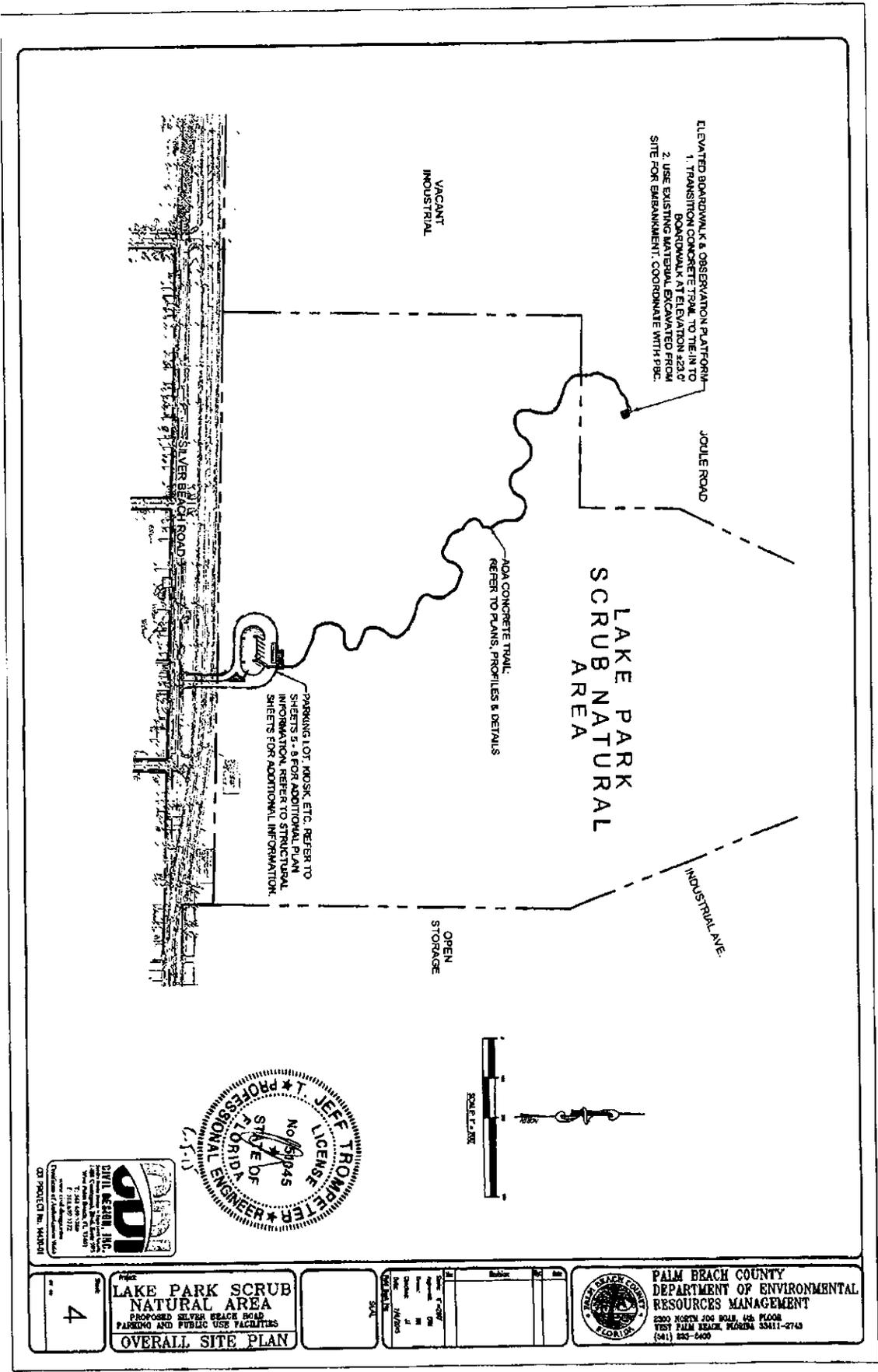
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2	2" THICK TYPE 'B' CURB	2" THICK TYPE 'B' CURB
3	4" THICK TYPE 'C' CURB	4" THICK TYPE 'C' CURB
4	4" THICK TYPE 'D' CURB	4" THICK TYPE 'D' CURB
5	5" THICK TYPE 'E' CURB	5" THICK TYPE 'E' CURB



SHEET INDEX TO PLAN SHEETS



3	<p>LAKE PARK SCRUB NATURAL AREA PROPOSED SILVER BEACH ROAD PARKING AND PUBLIC USE FACILITIES</p>		<p>PALM BEACH COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT 2200 NORTH JOG ROAD, 4th FLOOR WEST PALM BEACH, FLORIDA 33411-8743 (561) 833-2400</p>
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4

LAKE PARK SCRUB NATURAL AREA
PROPOSED SILVER BEACH BOLE
PARKING AND PUBLIC USE FACILITIES
OVERALL SITE PLAN

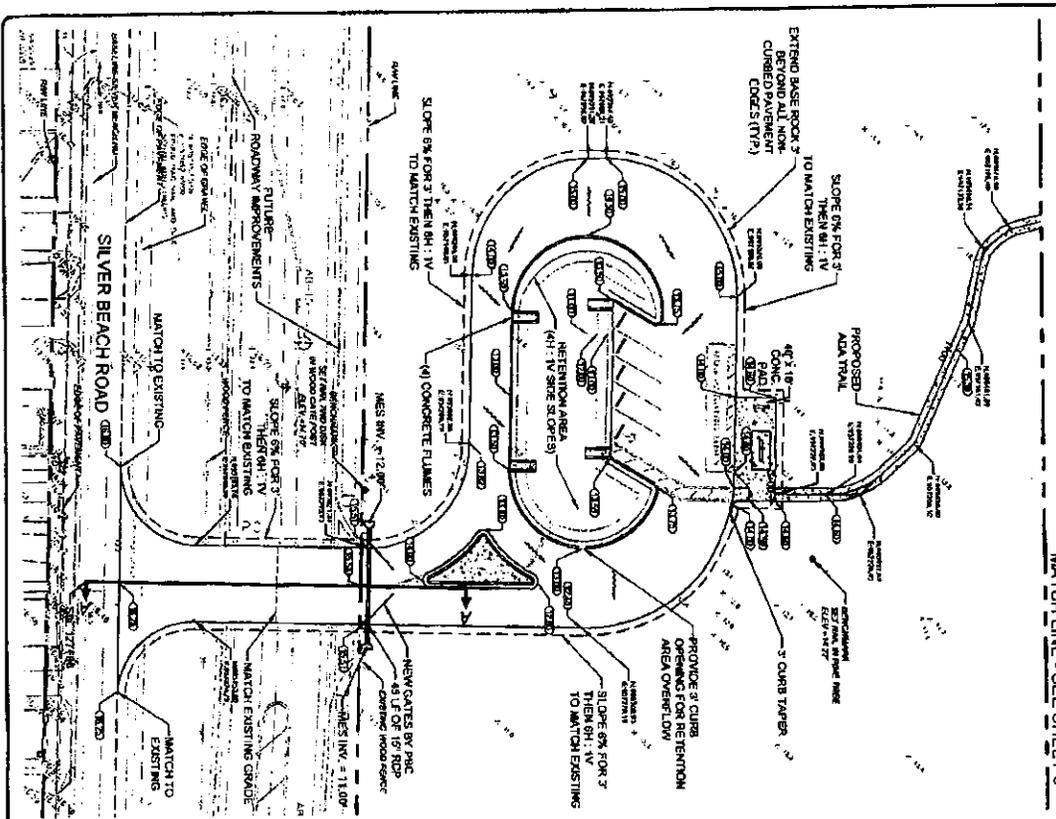
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DATE	SCALE

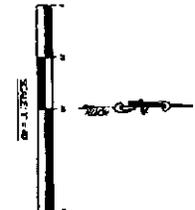
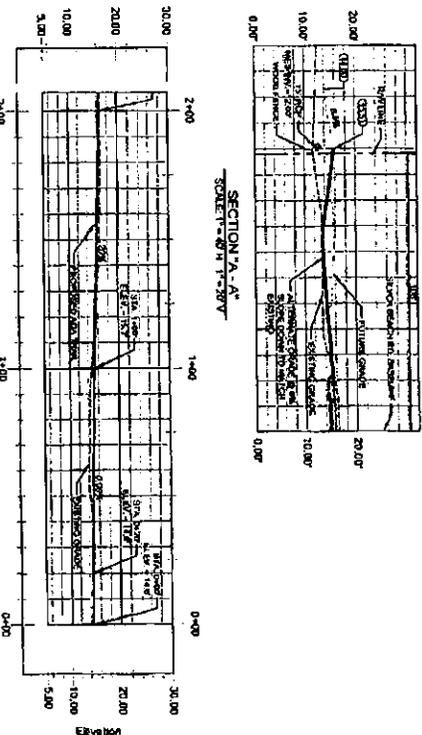
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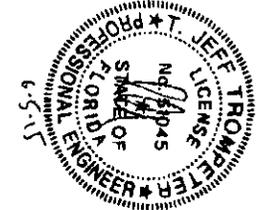
PALM BEACH COUNTY
DEPARTMENT OF ENVIRONMENTAL
RESOURCES MANAGEMENT
2350 HIGHLAND BOULEVARD, 4TH FLOOR
WEST PALM BEACH, FLORIDA 33411-2743
(561) 882-6400



MATCH LINE - SEE SHEET 6



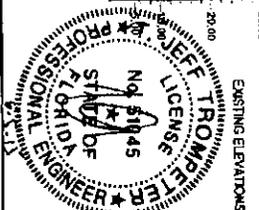
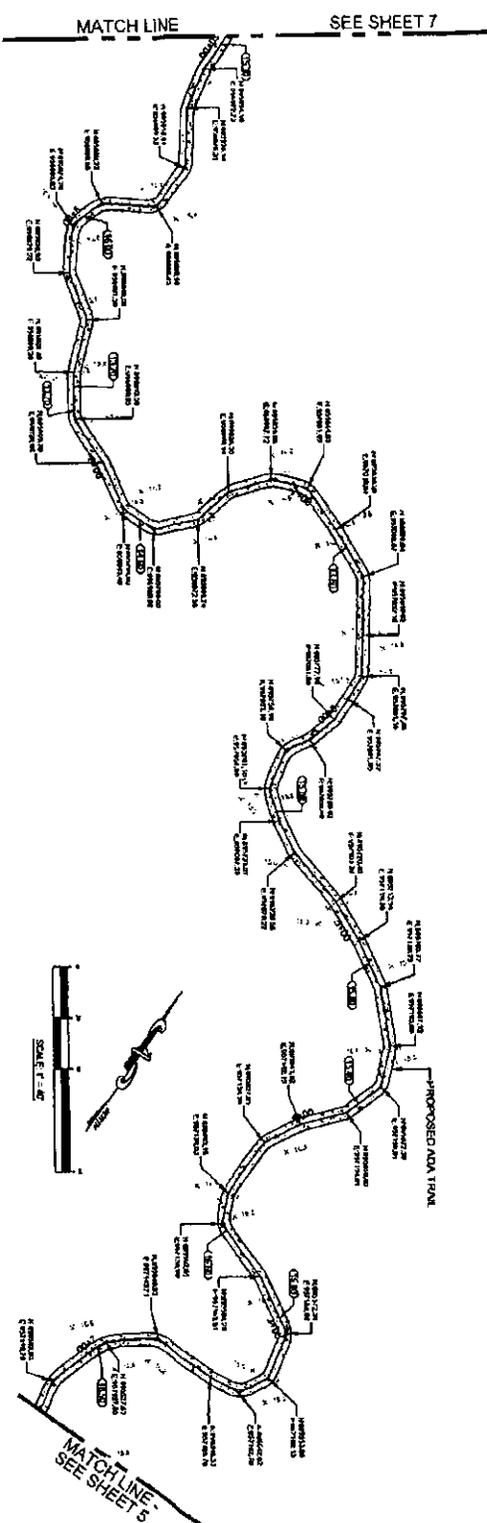
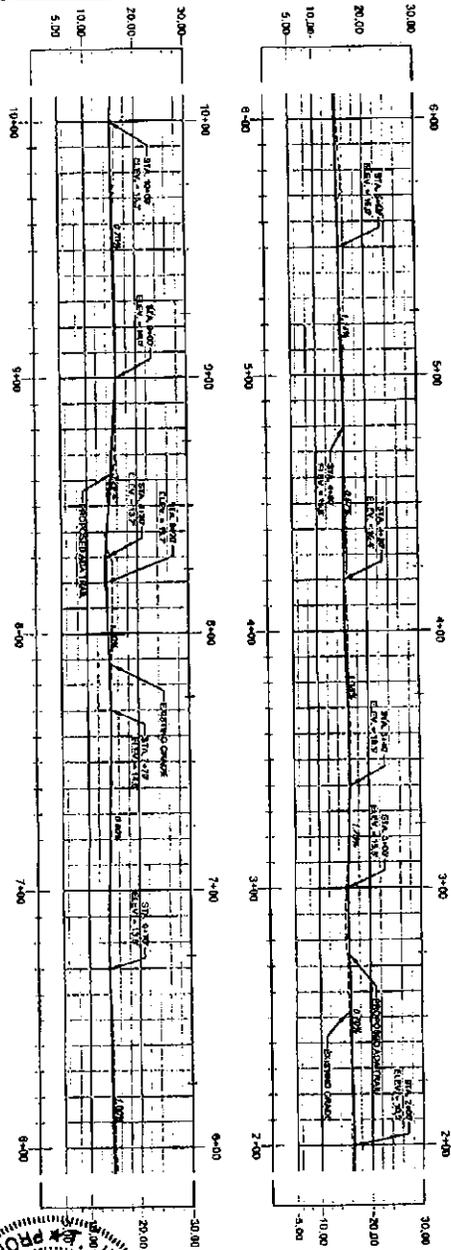
LEGEND
 PROPOSED PAVEMENT
 PROPOSED CONCRETE
 PROPOSED ELEVATIONS
 EXISTING ELEVATIONS



LAKE PARK SCRUB NATURAL AREA
 PROPOSED SILVER BEACH ROAD
 PARKING AND PUBLIC USE FACILITIES
 PLANS & PROFILES

PALM BEACH COUNTY
 DEPARTMENT OF ENVIRONMENTAL
 RESOURCES MANAGEMENT
 2500 NORTH ROY ROAD, 4TH FLOOR
 WEST PALM BEACH, FLORIDA 33411-9745
 (561) 255-2696

ADA CONCRETE TRAIL ALIGNMENT
SHEET 6 OF 7



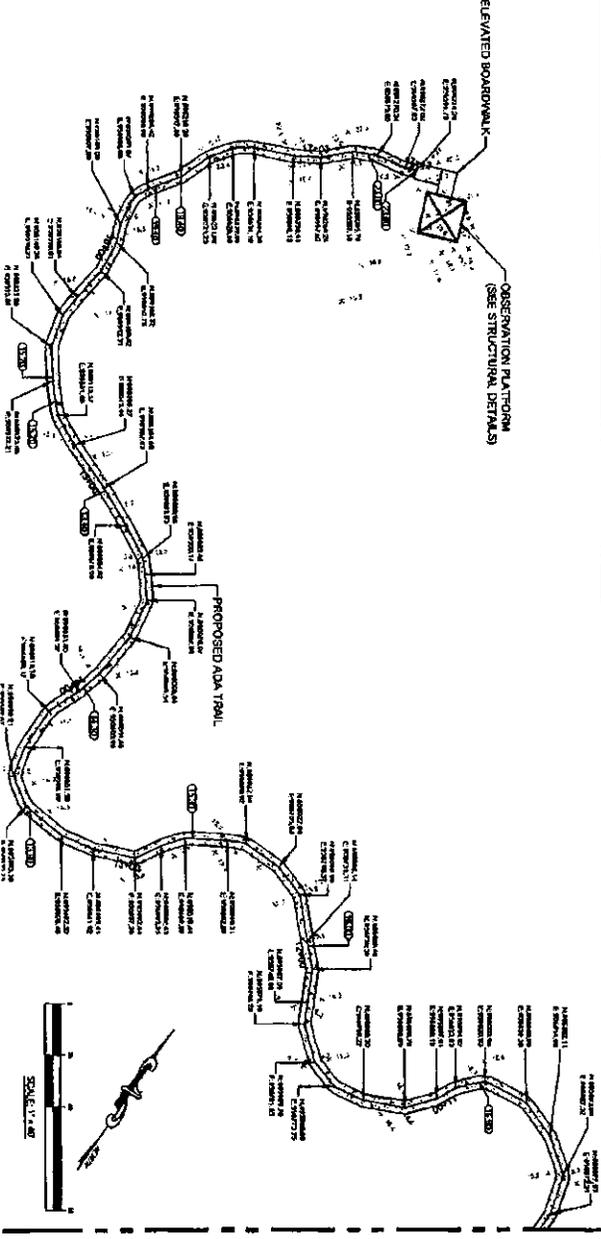
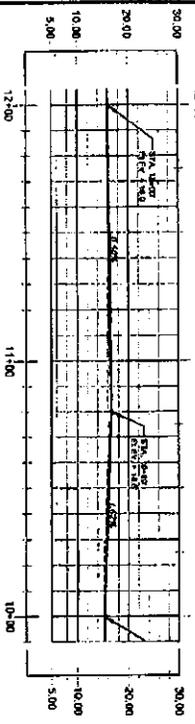
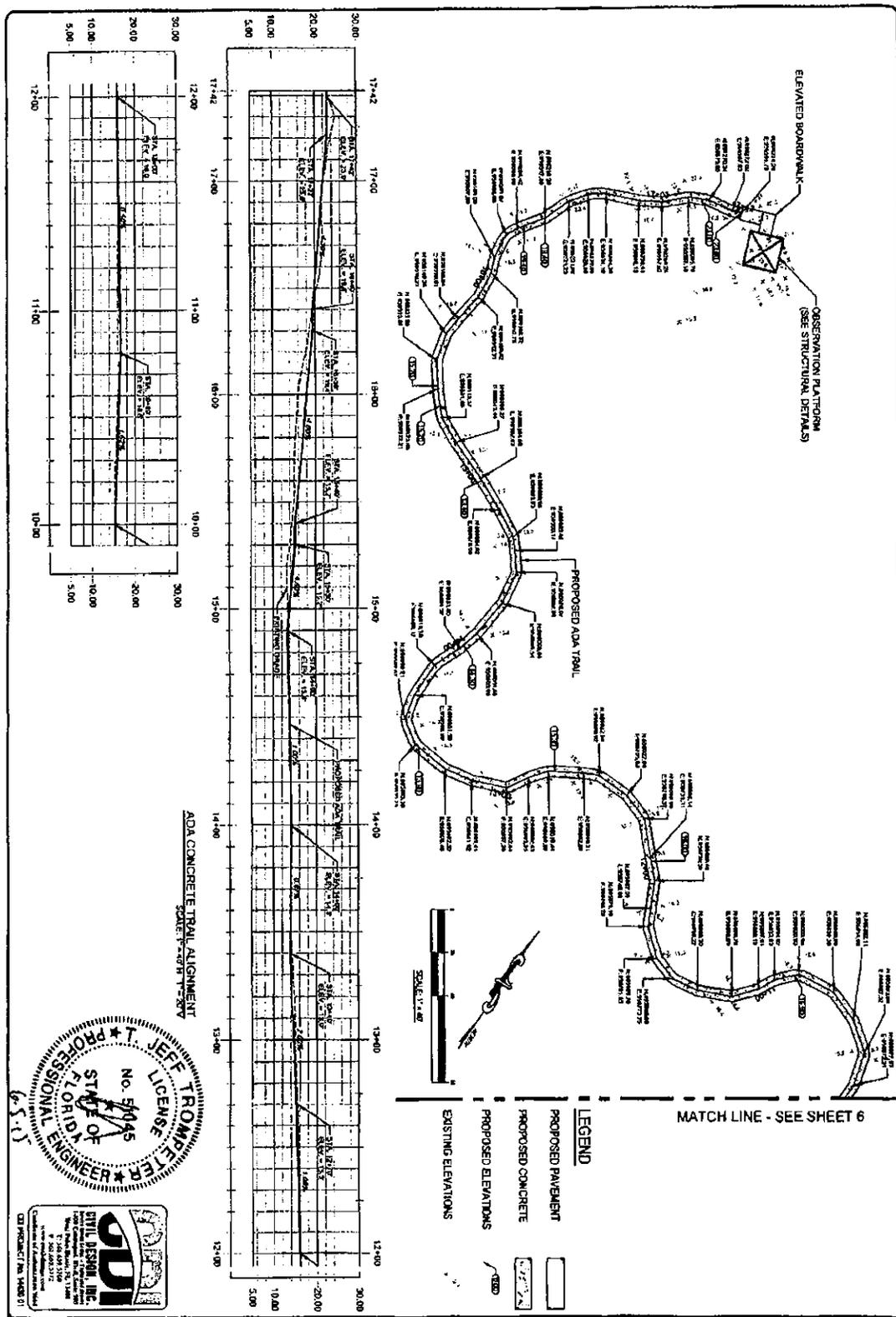
- LEGEND**
- PROPOSED PAVEMENT
 - PROPOSED CONCRETE
 - PROPOSED ELEVATIONS
 - EXISTING ELEVATIONS

6
LAKE PARK SCRUB
NATURAL AREA
PROPOSED SILVER BEACH ROAD
PARKING AND PUBLIC USE FACILITIES
PLANS & PROFILES

DATE: 11/11/09
DRAWN BY: JDI
CHECKED BY: JDI
SCALE: AS SHOWN

NO.	DATE	DESCRIPTION
1	11/11/09	ISSUED FOR PERMIT
2	11/11/09	ISSUED FOR PERMIT
3	11/11/09	ISSUED FOR PERMIT
4	11/11/09	ISSUED FOR PERMIT
5	11/11/09	ISSUED FOR PERMIT
6	11/11/09	ISSUED FOR PERMIT

PALM BEACH COUNTY
DEPARTMENT OF ENVIRONMENTAL
RESOURCES MANAGEMENT
8500 NORTH JOE ROAD, 4TH FLOOR
WEST PALM BEACH, FLORIDA 33411-8749
(561) 233-2400

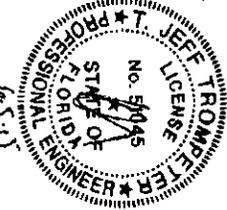


MATCH LINE - SEE SHEET 6

LEGEND

- PROPOSED PAVEMENT
- PROPOSED CONCRETE
- PROPOSED ELEVATIONS
- EXISTING ELEVATIONS

SCALE 1" = 40'



7

LAKE PARK SCRUB NATURAL AREA
 PROPOSED SILVER BEACH ROAD
 PARKING AND PUBLIC USE FACILITIES
PLANS & PROFILES

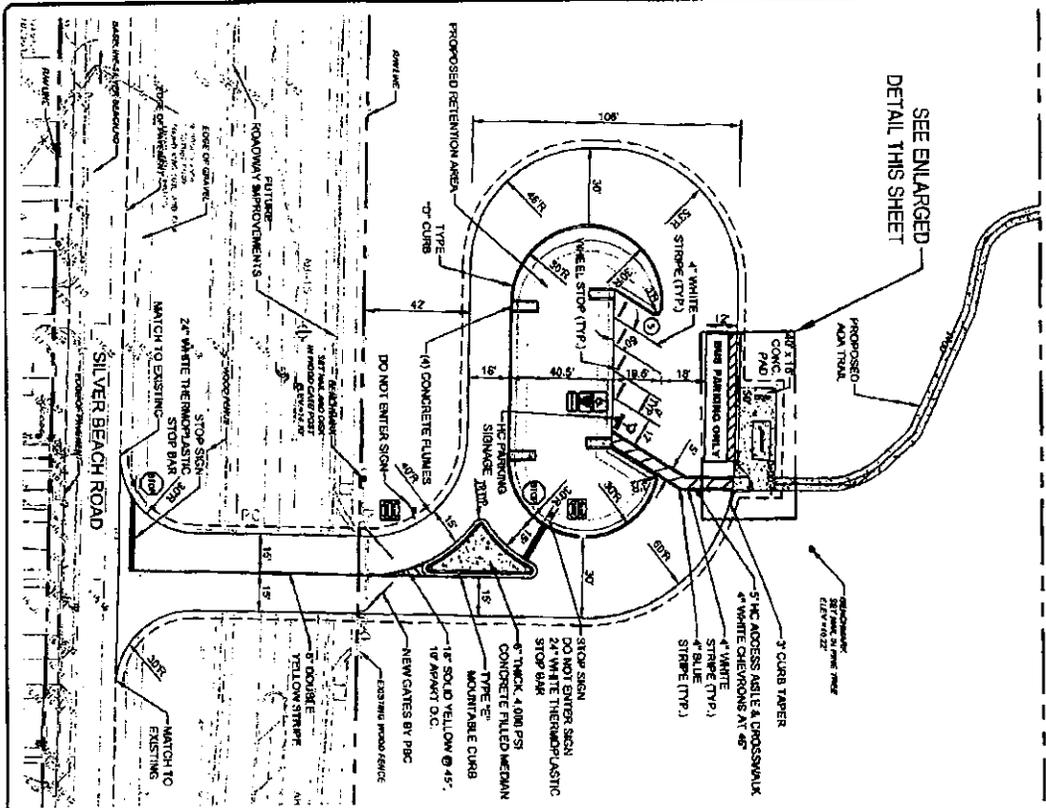
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 TIME: 10:00 AM
 SCALE: 1" = 40'

NO.	REVISION	DATE	BY	CHKD.
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2	REVISED PER COMMENTS	02/20/2018	JTR	JTR
3	REVISED PER COMMENTS	02/20/2018	JTR	JTR
4	REVISED PER COMMENTS	02/20/2018	JTR	JTR
5	REVISED PER COMMENTS	02/20/2018	JTR	JTR
6	REVISED PER COMMENTS	02/20/2018	JTR	JTR
7	REVISED PER COMMENTS	02/20/2018	JTR	JTR
8	REVISED PER COMMENTS	02/20/2018	JTR	JTR
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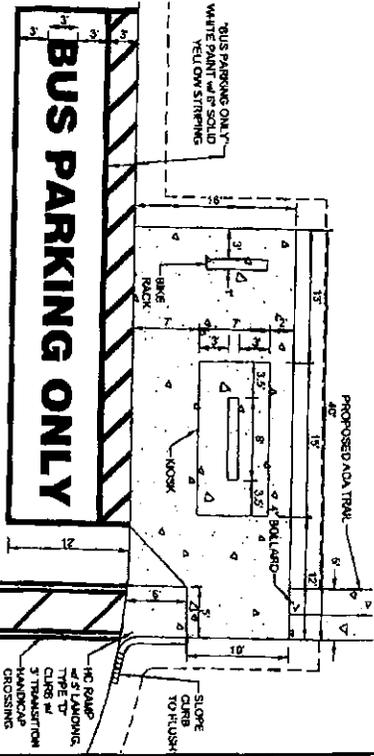


PALM BEACH COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT
 2508 WINTER AVE ROAD, 4TH FLOOR
 WEST PALM BEACH, FLORIDA 33411-8743
 (561) 833-2400

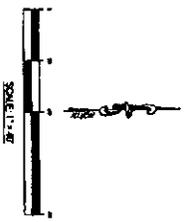
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SEE ENLARGED
DETAIL THIS SHEET

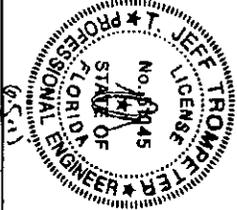


ENLARGED DETAIL
SCALE 1/4" = 1'



LEGEND

- PROPOSED PAVEMENT
- PROPOSED CONCRETE
- STOP SIGN & Z STOP BAR (THERMO)
- STOP SIGN (R1-1)
- HANDICAP (RTP-20-06) & \$250 FINE SIGN (RTP-22-06)
- DO NOT ENTER SIGN (R2-1)



LAKE PARK SCRUB NATURAL AREA
 PROPOSED SILVER BEACH ROAD
 PARKING AND PUBLIC USE FACILITIES
SIGNING & STRIPING

NO.	DATE	DESCRIPTION

PALM BEACH COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT
 1000 N. U.S. 1, WEST PALM BEACH, FLORIDA 33411
 (561) 835-2222

STANDARD NOTES

OWNER: COOK AND/OR COOR 2010

PROJECT: HONOLULU

DATE: 12/22/2011

SCALE: 1/8" = 1'-0"

DATE: 12/22/2011

BY: J. BERKMAN

CHECKED BY: J. BERKMAN

DATE: 12/22/2011

PROJECT: HONOLULU

SCALE: 1/8" = 1'-0"

DATE: 12/22/2011

BY: J. BERKMAN

CHECKED BY: J. BERKMAN

DATE: 12/22/2011

PROJECT: HONOLULU

SCALE: 1/8" = 1'-0"

DATE: 12/22/2011

BY: J. BERKMAN

CHECKED BY: J. BERKMAN

DATE: 12/22/2011

PROJECT: HONOLULU

SCALE: 1/8" = 1'-0"

DATE: 12/22/2011

BY: J. BERKMAN

CHECKED BY: J. BERKMAN

DATE: 12/22/2011

PROJECT: HONOLULU

SCALE: 1/8" = 1'-0"

DATE: 12/22/2011

BY: J. BERKMAN

CHECKED BY: J. BERKMAN

DATE: 12/22/2011

PROJECT: HONOLULU

SCALE: 1/8" = 1'-0"

DATE: 12/22/2011

BY: J. BERKMAN

CHECKED BY: J. BERKMAN

DATE: 12/22/2011

GENERAL NOTES

1. ALL ELEVATIONS UNLESS OTHERWISE NOTED ARE IN FEET.

2. EXISTING CONDITIONS AND ELEVATIONS ARE APPROXIMATE.

3. CONTRACTOR IS RESPONSIBLE TO VERIFY PROPER MAINTENANCE OF RECORD AND SURVEY DATA AND TO OBTAIN NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

4. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

5. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

6. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

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12. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

13. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

14. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

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19. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

20. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

21. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

22. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

23. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

24. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

25. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

26. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

27. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

28. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

29. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

30. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

31. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

32. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

33. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

34. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

35. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

36. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

37. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.

38. CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF HONOLULU.



NOTE: ALL DIMENSIONS SHOWN HEREON ARE BASED ON THE DATA PROVIDED BY THE CLIENT. THE ENGINEER HAS CONDUCTED VISUAL VERIFICATION OF THE DATA AND HAS FOUND IT TO BE REASONABLY ACCURATE.

BRIDGE DESIGN ASSOCIATES, INC.
14500 W. BAYVIEW BLVD., SUITE 100
DADE COUNTY, FLORIDA 33147
TEL: 305-444-1111
FAX: 305-444-1112
WWW.BRIDGEDESIGNASSOCIATES.COM

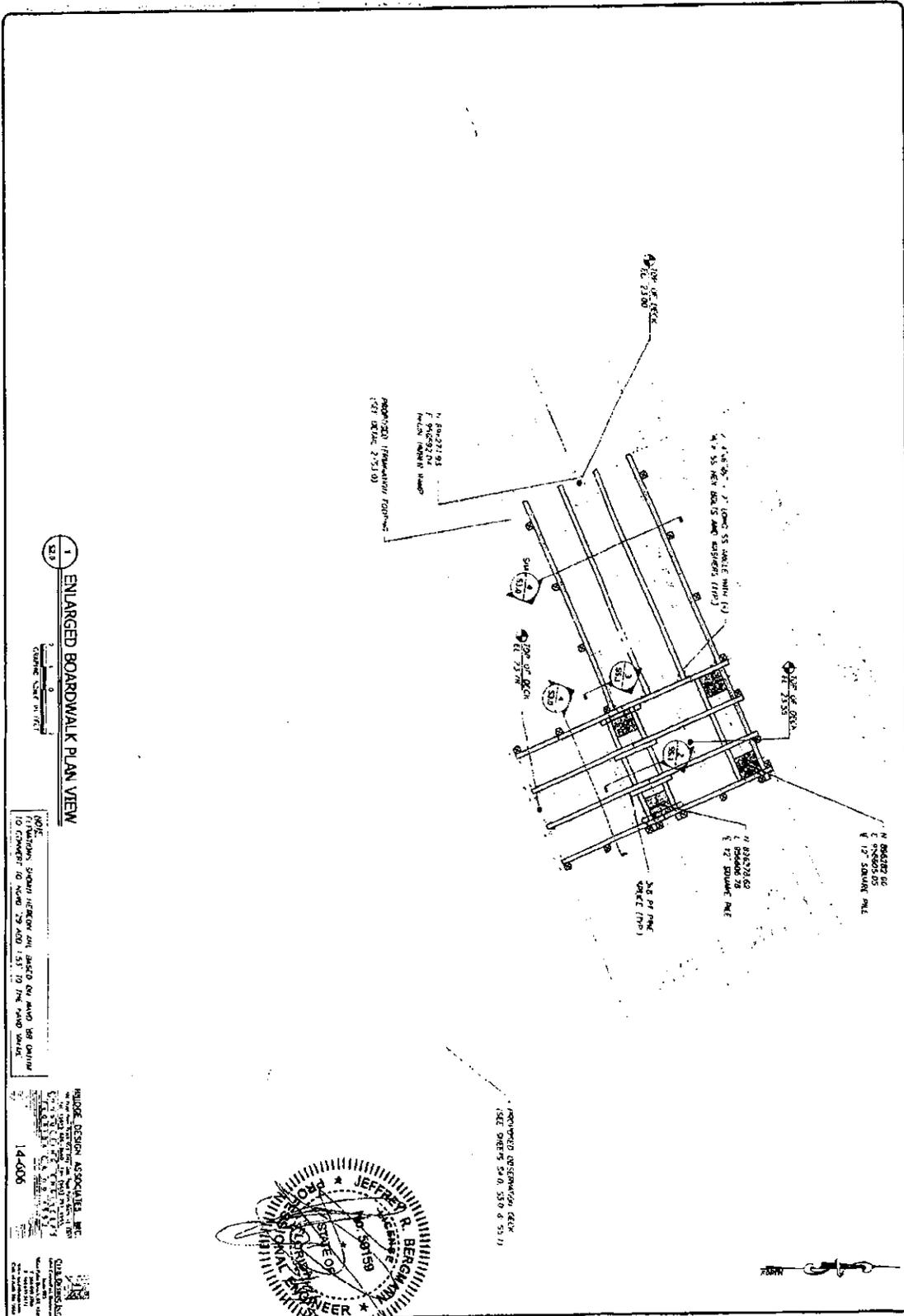
14-606

PLANNING AND DESIGN SERVICES
14500 W. BAYVIEW BLVD., SUITE 100
DADE COUNTY, FLORIDA 33147
TEL: 305-444-1111
FAX: 305-444-1112
WWW.BRIDGEDESIGNASSOCIATES.COM

BRIDGE DESIGN ASSOCIATES, INC.
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DADE COUNTY, FLORIDA 33147
TEL: 305-444-1111
FAX: 305-444-1112
WWW.BRIDGEDESIGNASSOCIATES.COM

PALM BEACH COUNTY
DEPARTMENT OF ENVIRONMENTAL
RESOURCES MANAGEMENT
2160 SOUTH OCEAN BLVD., 11th FLOOR
WEST PALM BEACH, FLORIDA 33411-2160
(561) 833-2160

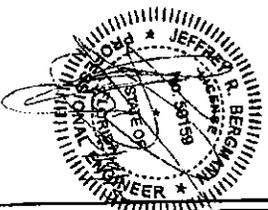
\$1.0



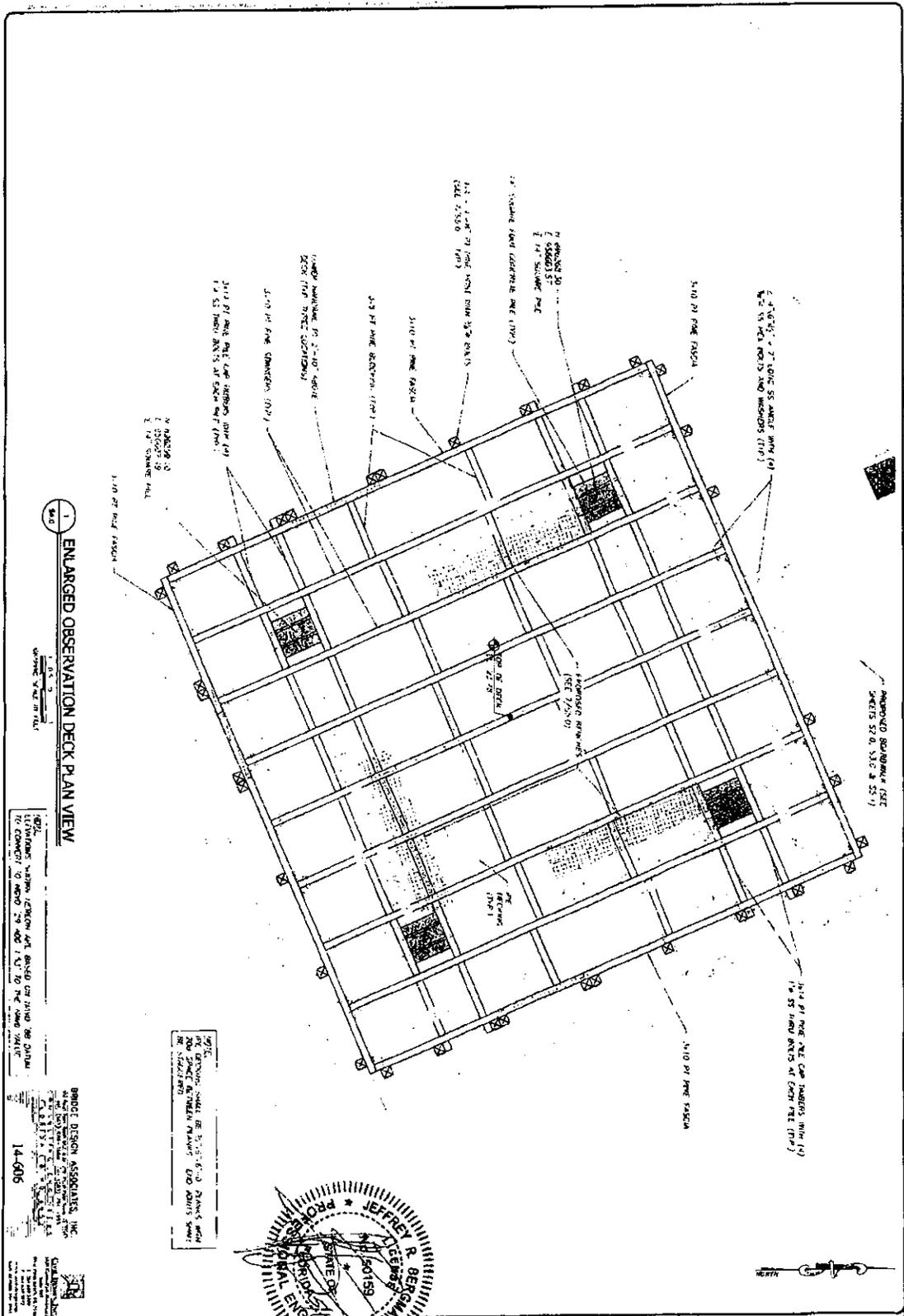
1 ENLARGED BOARDWALK PLAN VIEW

NOTE: DIMENSIONS SHOWN HEREON ARE BASED ON LAND SURVEY TO CORNER TO NAD 83 AND 1983 TO THE BOARDWALK.

INDO DESIGN ASSOCIATES, INC.
 144006
 144006
 144006



S2.0	PROPOSED SILVER BEACH MARINA AND PUBLIC USE FACILITIES	144006	144006	PALM BEACH COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT 2000 NORTH U.S. ROAD - 114 FLOOR PALM BEACH, FLORIDA 33411-2744 (561) 231-2100
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1 ENLARGED OBSERVATION DECK PLAN VIEW

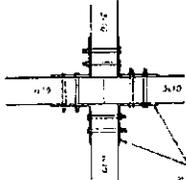
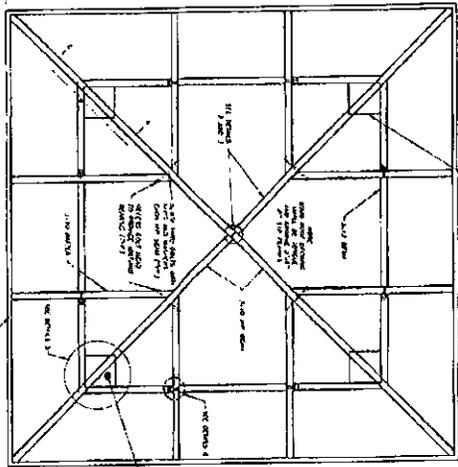
DATE: 10/15/05
 TO: CONCEPT TO ARCHITECTURE AND ENGINEERING
 FROM: ARCHITECTURE AND ENGINEERING

PROJECT DESIGN ASSOCIATES, INC.
 14-005

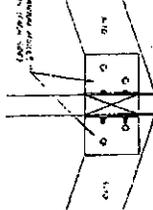
NOTE: ALL DIMENSIONS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.
 DIMENSIONS SHALL BE IN FEET AND INCHES (F.T./I.N.).



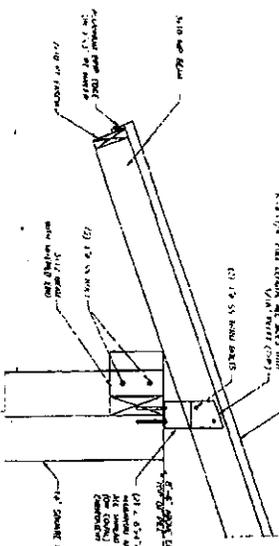
<p>S4.0</p>	<p>PROPOSED PALM BEACH COUNTY PARKING AND PUBLIC USE FACILITIES</p>	<p>DATE: 10/15/05 DRAWN BY: [Name] CHECKED BY: [Name]</p>	<p>PALM BEACH COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT 2100 NORTH 100 ROAD, 3RD FLOOR WEST PALM BEACH, FLORIDA 33411-0710 (561) 435-8400</p>
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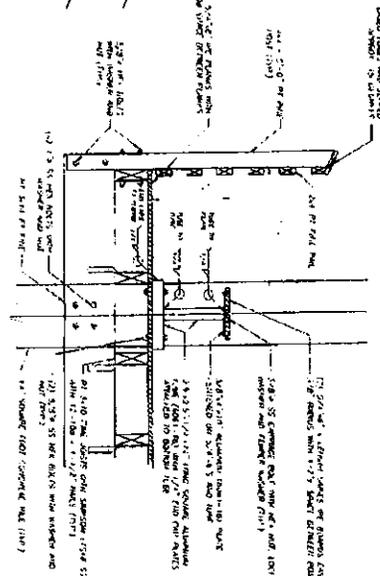
2 PLAN ELEVATION AT RIDGE



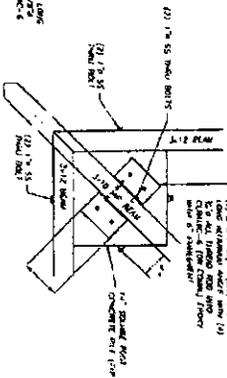
3 ELEVATION DETAIL AT RIDGE



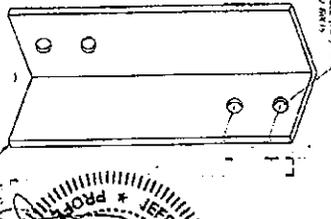
4 ELEVATION DETAIL AT EAVE



5 SECTION DETAIL OBSERVATION PLATFORM



6 PLAN DETAIL AT CORNER



7 SHADE SHELTER RAILER BRACKET DETAIL

- NOTES:**
1. ALL WOODS, METALS, AND FINISHES SHALL BE VERIFIED AGAIN TO THE (S) DRAWING.
 2. UNLESS NOTED OTHERWISE, ALL DIMENSIONS SHALL BE IN FEET AND INCHES.
 3. ALL DIMENSIONS SHALL BE TO THE FACE UNLESS NOTED OTHERWISE.
 4. ALL DIMENSIONS SHALL BE TO THE FACE UNLESS NOTED OTHERWISE.
 5. THE FINISHES AND MATERIALS SHALL BE AS SHOWN ON THE DRAWING.

- FINISHES:**
1. ALL WOODS SHALL BE PAINTED TO A UNIFORM FINISH OF 1-1/2\"/>

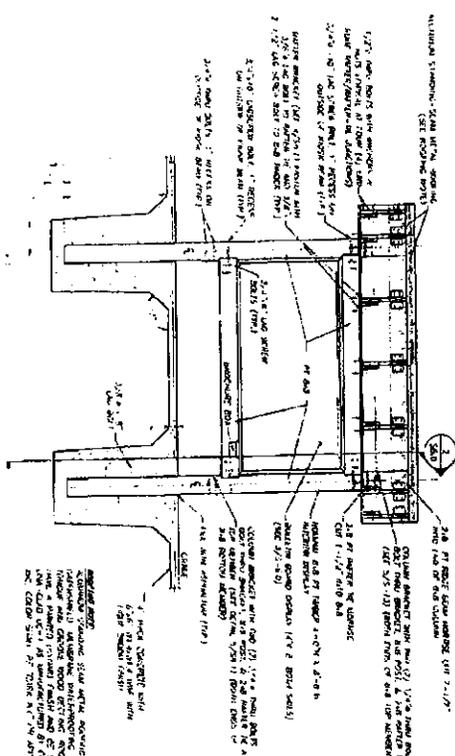
SCALE:
DIMENSIONS SHOWN HEREON ARE BASED ON WOOD AS SHOWN TO CORRECT TO 2\"/>

BRIDGE DESIGN ASSOCIATES, INC.
14-606

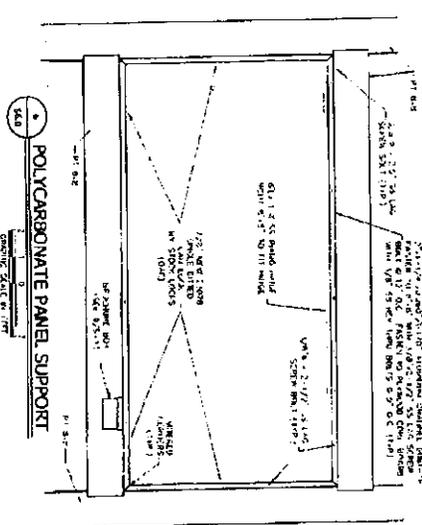


PALM BEACH COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT
2400 NORTH LEE ROAD, 4TH FLOOR
WEST PALM BEACH, FLORIDA 33411-2711
5611 238-2300

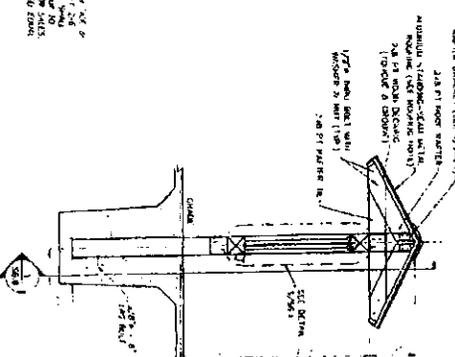
STATE OF FLORIDA
DEPARTMENT OF REVENUE
55.0



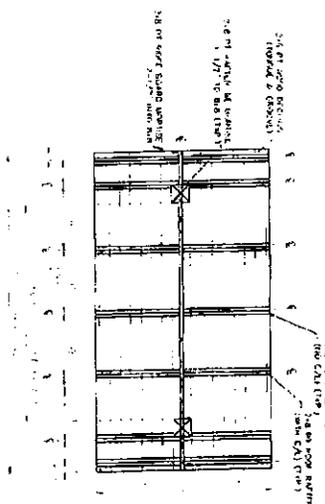
SECTION "A"
 1/8" = 1'-0"
 CONCRETE WALL IN LEFT



POLYCARBONATE PANEL SUPPORT
 1/8" = 1'-0"
 CONCRETE WALL IN LEFT



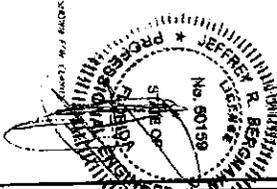
SECTION "B"
 1/8" = 1'-0"
 CONCRETE WALL IN LEFT



ROOF FRAMING PLAN
 1/8" = 1'-0"
 CONCRETE WALL IN LEFT

NOTES:
 1. DIMENSIONS SHOWN HEREBY ARE BASED ON VARIOUS DIMENSIONS TO CENTER OF RAFTER AND CENTER OF SHEATHING.

BRIDGE DESIGN ASSOCIATES, INC.
 14-506



<p>560</p>	<p>LAKE PARK SCULPTURAL AREA PROPOSED SILVER DEER ROAD PARKING AND PUBLIC USE FACILITIES</p>	<p>1/15</p>	<p>1915</p>	<p>PALM BEACH COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT 2300 WHELAN BLVD. SUITE 100 WEST PALM BEACH, FLORIDA 33411-2714 (561) 731-2400</p>
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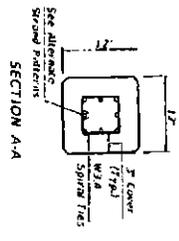
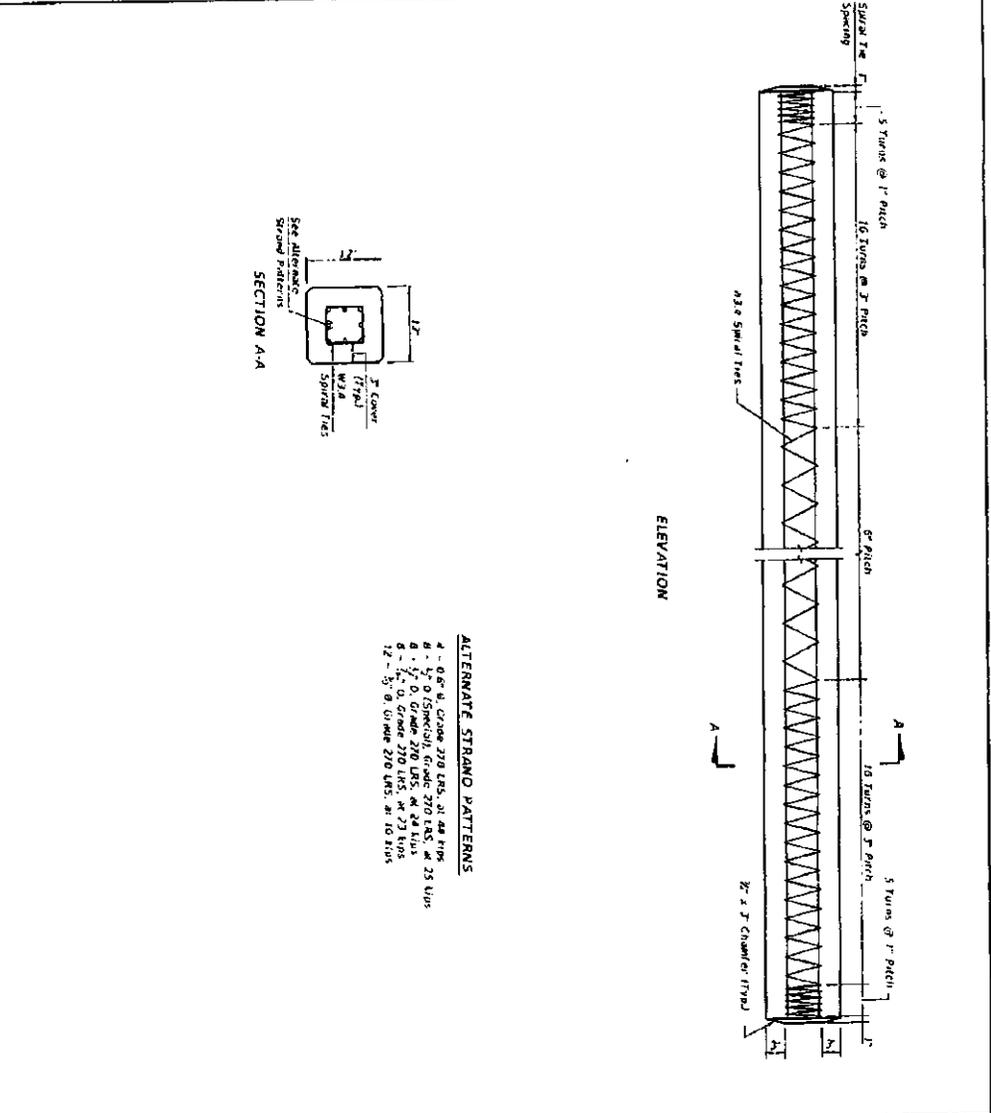
LAST REVISION 01/01/12

DESCRIPTION:

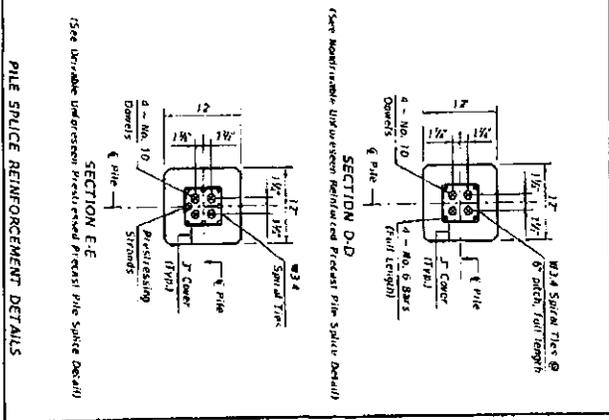
FDPT 2015 DESIGN STANDARDS

12" SQUARE PRESTRESSED CONCRETE PILE

INDEX NO. 20612 SHEET NO. 1 OF 1



- ALTERNATE STRAND PATTERNS
- A - 0# 8, Grade 270 LBS, at 44 TIPS
 - B - 1/2" O, Grade 270 LBS, at 24 TIPS
 - C - 1/2" O, Grade 270 LBS, at 24 TIPS
 - D - 1/2" O, Grade 270 LBS, at 24 TIPS
 - E - 1/2" O, Grade 270 LBS, at 24 TIPS
 - F - 1/2" O, Grade 270 LBS, at 24 TIPS
 - G - 1/2" O, Grade 270 LBS, at 24 TIPS
 - H - 1/2" O, Grade 270 LBS, at 24 TIPS
 - I - 1/2" O, Grade 270 LBS, at 24 TIPS
 - J - 1/2" O, Grade 270 LBS, at 24 TIPS
 - K - 1/2" O, Grade 270 LBS, at 24 TIPS
 - L - 1/2" O, Grade 270 LBS, at 24 TIPS
 - M - 1/2" O, Grade 270 LBS, at 24 TIPS
 - N - 1/2" O, Grade 270 LBS, at 24 TIPS
 - O - 1/2" O, Grade 270 LBS, at 24 TIPS
 - P - 1/2" O, Grade 270 LBS, at 24 TIPS
 - Q - 1/2" O, Grade 270 LBS, at 24 TIPS
 - R - 1/2" O, Grade 270 LBS, at 24 TIPS
 - S - 1/2" O, Grade 270 LBS, at 24 TIPS
 - T - 1/2" O, Grade 270 LBS, at 24 TIPS
 - U - 1/2" O, Grade 270 LBS, at 24 TIPS
 - V - 1/2" O, Grade 270 LBS, at 24 TIPS
 - W - 1/2" O, Grade 270 LBS, at 24 TIPS
 - X - 1/2" O, Grade 270 LBS, at 24 TIPS
 - Y - 1/2" O, Grade 270 LBS, at 24 TIPS
 - Z - 1/2" O, Grade 270 LBS, at 24 TIPS



NOTES:

1. Refer to the notes under the 20600, Notes and Details for Prestressed Concrete Pile Spikes and Notes No. 20601 - Square Prestressed Concrete Pile Spikes.
2. Any of the given alternate Strand Patterns may be utilized. The Strand shall be bent as follows.
3. Place one strand at each corner and place the remaining strands equal spaced around the hole.
4. Refer to the notes under 20600 for details on the spiral concrete section of the pile.

BRIDGE DESIGN ASSOCIATES, INC.
 14406
 1071

71

WALKER PARK SURF
 PREPARED SERVICE ROAD
 PARKING AND PUBLIC USE FACILITIES

PALM BEACH COUNTY
 DEPARTMENT OF ENVIRONMENTAL
 RESOURCES MANAGEMENT
 2100 NORTH DCC ROAD, 4TH FLOOR
 WEST PALM BEACH, FLORIDA 33411-2711
 561-360-3800

LAST REVISION 07/01/12

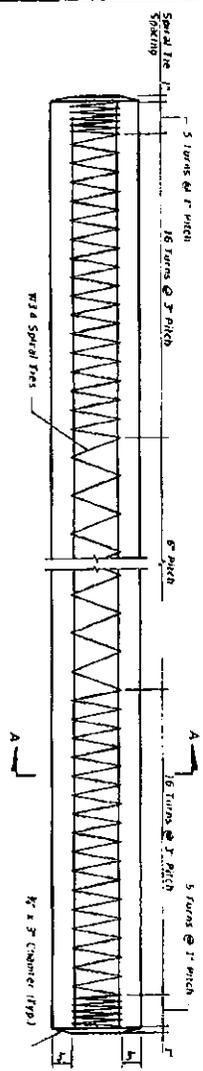
DESCRIPTION

FDOT DESIGN STANDARDS 2015

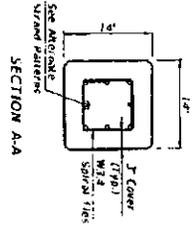
14' SQUARE PRESTRESSED CONCRETE PILE

INCH NO. 20614

SHEET NO. 1 of 1



ELEVATION

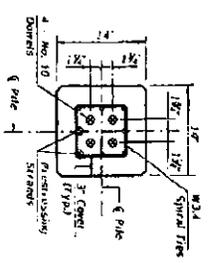


SECTION A-A

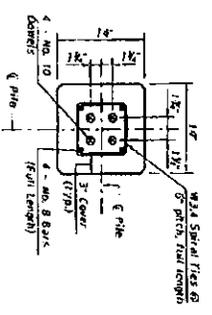
- ALTERNATE STRAND PATTERNS**
- B - 6# 0 Grade 270 LRS at 32 kips
 - R - 4# 0 Spiral, 6# 0 Grade 270 LRS at 31 kips
 - B - 4# 0, 6# 0, Grade 270 LRS, at 31 kips
 - 12 - 4# 0, 6# 0, Grade 270 LRS, at 21 kips
 - 18 - 4# 0, 6# 0, Grade 270 LRS, at 18 kips

PILE SPICE REINFORCEMENT DETAILS

(See Reinforce Underneath Prestressed Pile Splice Detail)



SECTION D-D (See Reinforce Underneath Prestressed Pile Splice Detail)



SECTION E-E (See Reinforce Underneath Prestressed Pile Splice Detail)

NOTES:

1. Vant this inlet with index no 20600 - Notes and Details for Square Prestressed Concrete Piles and Index no 20601 Square Prestressed Concrete Pile Splices.
2. Any of the given alternate strand patterns may be utilized.
3. The spiral tie shall be placed over the remaining strands equally spaced between the corner strands.
4. The total strand pattern shall be consistent with the nominal concrete section of the pile.

BRIDGE DESIGN ASSOCIATES, INC.
 1400 N. W. 10th Ave., Suite 100
 Ft. Lauderdale, FL 33309
 Phone: (954) 562-1100
 Fax: (954) 562-1101
 Email: info@bda.com

14-606

PALM BEACH COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT
 2100 NORTH US1 ROAD, 10th FLOOR
 WEST PALM BEACH, FLORIDA 33411-2711
 (561) 853-3100

S7.2

INTERLOCAL AGREEMENT

THIS AGREEMENT, made and entered into on this 6th day of August, 2003 by and between the Town of Lake Park, a Florida municipal corporation, (the "Town"), and Palm Beach County, Florida, a political subdivision of the State of Florida, (the "County")

WITNESSETH:

WHEREAS, on March 9, 1999 the voters of Palm Beach County approved a \$150 million bond referendum for the acquisition of lands for conservation purposes; and

WHEREAS, the Lake Park Scrub Natural Area (the "Natural Area") is located within the Town of Lake Park and was designated as one of the high-priority sites to be acquired with funds from this bond referendum; and

WHEREAS, on July 14, 2000 the County acquired 58.9116 acres of the Natural Area and that acquisition was made with funds from the bond referendum; and

WHEREAS, for a public purpose the County declared approximately 5.8 environmentally disturbed acres of the Natural Area as surplus to its conservation lands program, to accomplish, in part, a more manageable boundary; and

WHEREAS, pursuant to an Interlocal Agreement executed July 11, 2000 between the Town and the County, the County conveyed to the Town approximately 2.674 acres of land in the Natural Area to be used primarily for road right-of-way for the western extension of Park Avenue and the Town conveyed to the County approximately 2.794 acres along the western boundary of the Natural Area to be added to the Natural Area to form a more manageable natural area boundary; and

WHEREAS, the above purchase and exchange and surplus actions resulted in a 52.88-acre natural area of significant biological, environmental and educational value to the Town and the County; and

WHEREAS, in August 2001 the County and the Town submitted a partnership application to Florida Communities Trust (FCT) for state Florida Forever matching funds for the acquisition of 52.88-acres of the Natural Area; and

WHEREAS, on October 14, 2002 FCT executed a Conceptual Approval Agreement (CAA) with the County and the Town outlining the terms and conditions under which state Florida Forever matching funds for acquisition of 52.88-acres of the Natural Area would be released; and

WHEREAS, the CAA contains conditions that require a project plan and a management plan to be prepared for the Natural Area, which project plan is described under Article III - Responsibilities of the County, Paragraph 17 (the "Project Plan") and which management plan is

described under Article III - Responsibilities of the County, Paragraph 18 (the "Management Plan"); and

WHEREAS, the acreage included in the FCT Project Site was subsequently reduced to 50.08 acres at the request of FCT; and

WHEREAS, on January 25, 2002 the County purchased an additional 1.87 acres adjacent to and now a part of the Natural Area and that acquisition was made with funds from the bond referendum; and

WHEREAS, it is in the best interests of the residents and citizens of the Town and the County for the entire 53.75-acre Natural Area in County ownership to be managed by the County in cooperation with the Town as part of the County's system of natural areas, in order to preserve the site in its natural state for future generations as a nature preserve with intact native Florida ecosystems; and

WHEREAS, the Town and the County wish to establish management responsibilities for the Natural Area; and

WHEREAS, the execution of this Agreement is in the best interest of both governmental units and the residents and citizens of same; and

WHEREAS, the Florida Interlocal Cooperation Act of 1969 (Section 163.01, Florida Statutes) allows governmental units to enter into intergovernmental agreements to make the most efficient use of their powers by enabling them to cooperate with each other on a basis of mutual advantage.

NOW, THEREFORE, in consideration of the mutual covenants, agreements and restrictions set forth herein, the parties to this Agreement agree as follows:

ARTICLE I - IN GENERAL

1. The parties hereto acknowledge and agree that the **WHEREAS** clauses set forth above are true and correct, and are fully incorporated into this Agreement.

2. The County and the Town agree that the County has acquired, and shall manage, in cooperation with the Town and, in coordination with the management of all natural areas acquired by the County, in a manner to protect ecosystems and populations of listed species throughout the County, the real property located within the corporate limits of the Town of Lake Park, Florida, hereinafter known as the "Lake Park Scrub Natural Area". This real property is more particularly described in Exhibit A attached hereto and made a part hereof (the "Natural Area").

3. The County and the Town agree that the name of the Natural Area may be changed by the County's Natural Area Management Advisory Committee (NAMAC) during its review of the Management Plan and that any such change in name will not change any term or condition of this

Agreement. If the name is not changed by NAMAC, then the Natural Area will continue to be known as the "Lake Park Scrub Natural Area" and identified as such on all signs, literature and advertisements. If the name is changed by NAMAC, then the County and Town agree that the Natural Area will be known by the name given to it by NAMAC and identified as such on all signs, literature and advertisements.

4. It is the intent of the parties that the Natural Area shall be used solely as a nature preserve, to provide scientific and educational benefits, and to provide passive recreational opportunities that are compatible with the conservation, protection and enhancement of the Natural Area for residents of, and visitors to the Town and the County. The Natural Area shall be kept in its natural state, such that present and future generations will be able to experience the natural values currently exhibited on the property, acts of God or other events beyond the control of the County and the Town notwithstanding. To this end, the County or the Town may make and maintain physical improvements to the property, such as, fencing, observation platforms, firebreaks/management roads, nature trails, and hiking trails; but only as appropriate for passive resource-based uses and only as provided for in the Management Plan or Paragraph 5 of this Agreement.

5. The County, in cooperation with the Town, shall manage the Natural Area as provided for in the Management Plan. Management activities that may take place prior to approval of the Management Plan are securing the Natural Area by installing perimeter fencing and gates; posting signs to discourage unauthorized activities, such as the dumping of trash and off-road vehicle usage; removal of trash and invasive vegetation from the Natural Area; and permitting limited public access to the Natural Area for passive recreational activities, environmental education and scientific research. Long-term management of the Natural Area shall include controlling invasive vegetation and exotic or nuisance animals, monitoring listed plant and animal species, and prescribed burning and other mechanical or chemical methods of maintaining healthy natural community structure and function in accordance with the Management Plan.

6. The parties shall use their best efforts to prevent the unauthorized use of the Natural Area or any use not compatible with the management of the site as a natural area or nature preserve, or any use not provided for in the approved Management Plan.

7. The Natural Area shall be open to the public. Facilities shall be developed and operated in a manner that allows the general public reasonable access for observation and appreciation of the significant natural resources within the Natural Area without causing harm to those resources.

8. In the management and maintenance of the Natural Area, each party shall be responsible for its own actions and negligence.

9. This Interlocal Agreement shall be filed with the Clerk of the Circuit Court of Palm Beach County, Florida, in accordance with applicable law.

10. This Interlocal Agreement shall be deemed to be the sole agreement between the parties related to the Natural Area and no prior agreements or other prior writings shall supersede that which is contained in this Interlocal Agreement.

11. For the purposes of this Interlocal Agreement, notices to the other party shall be deemed sufficient when addressed to the following address and deposited in the United States Mail:

- a. Mayor, Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403

With copy to :
Manager, Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403

- b. Palm Beach County
Department of Environmental Resources Management
3323 Belvedere Road, Bldg. 502
West Palm Beach, Florida 33406-1548

With copy to:
County Attorney's Office
Palm Beach County
301 N. Olive Avenue
West Palm Beach, Florida 33401

ARTICLE II - JOINT RESPONSIBILITIES

12. The locations of public access points and any restrictions on access will be jointly agreed to by the County and the Town and described in the Management Plan.

13. Subject to annual appropriations by the County's Board of County Commissioners and the Town Council of the Town of Lake Park, personnel time and expertise, professional services contracts, equipment, materials and supplies for the ongoing, site-specific management of this site shall be provided by both parties. A detailed division of responsibilities for the management of the Natural Area shall be provided in the Management Plan. The County may apply for any applicable funds available from the State for management purposes, and shall minimize management costs through the involvement of volunteers.

14. The Natural Area shall be identified as being publicly-owned and operated as a passive, natural resource-based public outdoor recreational site in all literature and advertising.

15. Both parties shall encourage students, residents and visitors to use the Natural Area for educational and passive recreational purposes.

16. Should any unforeseen events or activities, either natural or man-made, severely limit or eliminate the natural values presently on the Natural Area, the future of the Natural Area will be determined by the County in consultation with the Town in the manner provided for in the Management Plan.

ARTICLE III - RESPONSIBILITIES OF THE COUNTY

17. The County shall be primarily responsible for development of the Project Plan as specified in Section V of the CAA, and prescribed by Rules 9K-7 and 9K-8.011, Florida Administrative Code.

18. The County shall be primarily responsible for development of the Management Plan for the Natural Area. The Management Plan shall be developed to meet all of the requirements specified in Sections IV, VI, VII, VIII, IX and X of the CAA, and prescribed by Rule 9K-7.01, Florida Administrative Code. The Management Plan shall address the entire Natural Area including any areas that are not part of the FCT Project Plan. The Management Plan shall address the treatment of any remnants of prior use on the site. The County shall seek input from the Town in development of the Management Plan and prior to presentation of a draft of the Management Plan to NAMAC. In addition, any subsequent scheduled revisions of the Management Plan shall be made in cooperation with the Town. The Management Plan and any scheduled revisions will be subject to approval by the Palm Beach County Board of County Commissioners, and, should FCT provide funds reimbursing a portion of the acquisition costs, subject to approval by FCT, as well.

19. The County shall secure the Natural Area with perimeter fencing, gates and signage to discourage unauthorized activities, such as the dumping of trash and off-road vehicle usage, while permitting limited public access to the Natural Area for passive recreational activities, environmental education and scientific research. This may occur prior to approval of the Management Plan. The County shall maintain these fences, gates and signs.

20. The County shall perform the initial management activities of removing trash and invasive vegetation from the Natural Area. These activities may occur prior to approval of the Management Plan.

21. The County shall make and pay for physical improvements to the Natural Area including those that would encourage public use of the Natural Area as a nature preserve. These improvements shall be subject to a budget approved by the Palm Beach County Board of County Commissioners and to approval by the Town Council as required for public use facilities located on property within the Town and as required by the Town Code. These physical improvements may include, but are not limited to, fencing, hiking and interpretive trails, educational displays (kiosks and informational signs), and observation platforms. The physical improvements will be limited to those included in the Management Plan and shall not be constructed prior to approval of the Management Plan, except as otherwise provided for in Paragraph 5 of this Agreement. The County shall use its best effort to construct these facilities, taking into consideration primarily the sensitivity and needs of the biological communities and secondarily the intended research, educational and recreational uses of the Natural Area.

22. The County shall maintain all trails, kiosks and observation platforms constructed within the Natural Area. The County shall maintain all kiosk displays, trail guides, fact sheets, brochures and other educational materials describing the natural resources, uses, and joint management of the Natural Area.

23. The County shall identify a County employee as a contact person to interact with the Town in planning for and managing the Natural Area.

24. The County shall identify a County employee as the public contact person to coordinate group usage and research on the Natural Area and to answer public inquiries about the site.

25. The County Sheriff shall assume primary responsibility for public safety and law enforcement on the Natural Area as long as the Town's law enforcement is provided through the County Sheriff.

ARTICLE IV - RESPONSIBILITIES OF THE TOWN

26. The Town hereto agrees to review its zoning ordinances and comprehensive plan and to take such actions as may be necessary to designate the Natural Area with a conservation land use and complimentary zoning designation consistent with its intended use as a nature preserve. Amendment to the Town's comprehensive land use plan and zoning ordinance shall be proposed at the next available comprehensive plan or zoning amendment cycle, respectively. A copy of the approved amendment shall be submitted to the County within thirty (30) days of the approval of the amendment by the appropriate governing entity. A copy of any approved comprehensive plan or zoning amendment shall also be submitted to the FCT within thirty (30) days of the approval of the amendment by the appropriate governing entity.

27. The Town agrees to provide weekly garbage pick-up for trash receptacles located in the parking areas in the Natural Area.

28. The Town shall assume responsibility for the daily opening and closing of the main entry gate providing public access to the Natural Area.

29. Should the Town establish its own law enforcement service, the Town shall assume primary responsibility for public safety and law enforcement on the Natural Area, with the County Sheriff's Office as backup.

30. The Town shall provide regular maintenance (e.g., mowing and weed control) of the perimeter firebreak and any area immediately outside the perimeter fence of the Natural Area that is the jurisdictional responsibility of the Town.

31. The Town shall promptly execute and provide the County with all documents required of the Town pursuant to FCT requirements for the Project Plan and the Management Plan.

32. During volunteer activities, the Town agrees to assist the County, subject to the availability of Town funds, staff and equipment, in maintenance activities, including removal of invasive vegetation, trash and debris. The Town also agrees to assist the County with periodic prescribed burns at the Natural Area in accordance with the Management Plan.

33. The Town agrees to expeditiously review, through appropriate Town departments and boards, any engineering design plans which cover the Natural Area and require approval by the Town. The Town also agrees to waive any fees required for construction or management activity permits issued by the Town for the Natural Area.

34. The Town agrees that in reviewing any proposed changes to, uses of, or activities on, real property immediately adjacent to the Natural Area, it shall consider the protection of the biological communities on the Natural Area and the potential for adverse impacts to the species present.

35. The Town shall identify a Town employee as the contact person to interact with the County in planning for and managing the Natural Area.

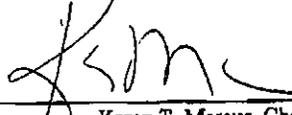
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WHEREFORE, the parties hereto have set their hands and seals on the day set forth next to their signatures.

ATTEST:

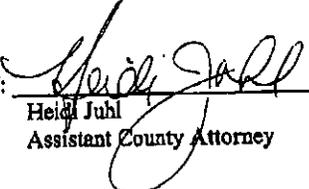
PALM BEACH COUNTY, FLORIDA, BY
ITS BOARD OF COUNTY COMMISSIONERS

DOROTHY H. WILSON, Clerk
BY: 
DATE: SEP 23 2003

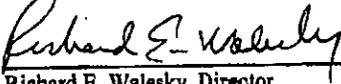

BY: 
Karen T. Marcus, Chair
DATE: SEP 23 2003

R2003 1551

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

BY: 
Heidi Juhl
Assistant County Attorney

APPROVED AS TO TERMS AND
CONDITIONS:


Richard E. Walesky, Director
Palm Beach County Dept of
Environmental Resources Management

ATTEST:

TOWN OF LAKE PARK, FLORIDA BY
ITS COUNCIL

BY: Carol Simpkins

BY: Paul Castro
Paul Castro, Mayor

DATE: August 6, 2003

DATE: August 6, 2003



APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

BY: Thomas J. Baird
Thomas J. Baird, Town Attorney

DATE: 7-20-03

EXHIBIT A

LEGAL DESCRIPTION OF LAKE PARK SCRUB NATURAL AREA

A parcel of land lying in Section 20, Township 42 South, Range 43 East, Palm Beach County, Florida, and being more particularly described as follows:

Commencing at the West one-quarter (W ¼) corner of said Section 20, THENCE South 01°21'11" West, along the West line of said Section 20, a distance of 1350.73 feet to a point at the intersection of the North line of the South half (S1/2) of the Southwest one-quarter (SW ¼) of said Section 20; THENCE South 88°29'41" East, along said North line of the South half (S ½) of the Southwest one-quarter (SW ¼), a distance of 845.77 feet; THENCE South 01°22'57" West, a distance of 29.99 feet; THENCE South 88°29'35" East, a distance of 3.34 feet; THENCE South 01°18'43" West, a distance of 80.01 feet to the POINT OF BEGINNING; THENCE South 88°29'42" East, a distance of 292.48 feet to the beginning of a curve whose radius point bears North 01°30'18" East, a distance of 330.00 feet; THENCE East along the arc of said curve through a central angle of 77°47'07" a distance of 448.01 feet; THENCE North 13°43'11" East, a distance of 247.48 feet to the beginning of a curve whose radius point bears South 76°16'49" East, a distance of 270.00 feet; THENCE Northeast along the arc of said curve through a central angle of 38°22'05" a distance of 180.81 feet; THENCE continue East along said curve, through a central angle of 47°42'30", a distance of 224.82 feet; THENCE South 80°12'14" East, a distance of 683.41 feet; THENCE South 20°55'38" East, a distance of 129.75 feet; THENCE South 69°04'22" West, a distance of 293.55 feet to a point on the aforesaid Northeasterly line of the old Drake Lumber Company railroad; THENCE South 49°56'03" East, along said Northeasterly line a distance of 353.36 feet to a point on the Southerly RIGHT-OF-WAY line of Industrial Avenue; THENCE North 69°08'22" East, departing aforesaid Northeasterly line of the old Drake Lumber Company railroad and along the Southerly RIGHT-OF-WAY line of Industrial Avenue, a distance of 130.30 feet to the Northwest corner of that certain parcel of land as described in DEED BOOK 699, at PAGE 533 of the public records of Palm Beach County, Florida; THENCE South 20°55'38" East, a distance of 67.00 feet; THENCE North 69°06'22" East, a distance of 128.00 feet; THENCE North 20°55'38" West, a distance of 67.00 feet to the aforesaid Southerly RIGHT-OF-WAY line of Industrial Avenue and the Northeast corner of that certain parcel of land as described in DEED BOOK 699, at PAGE 533 of the public records of Palm Beach County, Florida; THENCE North 69°07'42" East, along said Southerly RIGHT-OF-WAY line a distance of 145.41 feet to a point on the West line of that certain RIGHT-OF-WAY as described in OFFICIAL RECORD BOOK 1541, at PAGES 43 THROUGH 44, public records of Palm Beach County, Florida, said point also being the point of curvature of a curve concave to the Southwest, having a radius of 12.00 feet; THENCE departing said Southerly RIGHT-OF-WAY line and along said West line, along the arc of said curve, through a central angle of 89°56'40", a distance of 18.84 feet to the point of tangency; THENCE South 20°55'38" East, a distance of 232.68 feet; thence South 69°04'22" West departing said West RIGHT-

X 294.8

OF-WAY line, a distance of 146.00 feet; THENCE South 20°55'38" East, a distance of 186.00 feet; THENCE North 69°04'22" East, a distance of 146.00 feet to a point on the aforesaid Westerly RIGHT-OF-WAY line of that certain deed recorded in OFFICIAL RECORDS BOOK 1541, PAGE 43, public records of Palm Beach County, Florida; THENCE South 20°55'38" East, along said Westerly RIGHT-OF-WAY line, a distance of 524.99 feet to a point on the Southwesterly line of the aforesaid old Drake Lumber Company railroad; THENCE North 49°56'03" West, departing said Southwesterly line of said deed, and along said Southwesterly line of the old Drake Lumber Company railroad, a distance of 921.25 feet; THENCE South 69°03'57" West, departing said Southwesterly line, a distance of 268.32 feet to the Northwest corner of that certain parcel of land as described in ORB 3609, PAGE 283, public records of Palm Beach County, Florida; THENCE South 01°18'46" West, along the West line of said parcel, a distance of 1060.37 feet to the North line of that certain 73 foot RIGHT-OF-WAY for Silver Beach Road as described in OFFICIAL RECORD BOOK 10644, PAGE 971, public records of Palm Beach County, Florida; THENCE North 88°30'30" West, departing said West line and along said North RIGHT-OF-WAY line, a distance of 1481.85 feet; THENCE North 01°18'43" East, departing said North line, a distance of 1,152.53 feet to the POINT OF BEGINNING.

LESS AND EXCEPTING THE FOLLOWING DESCRIBED PARCEL:

Commencing at the intersection of the old Drake Lumber Company railroad line and the Westerly right-of-way line of Old Dixie Highway; THENCE North 49°56'03" West, along the Southwesterly line of said old Drake Lumber Company railroad, a distance of 1121.64 feet to the POINT OF BEGINNING; THENCE South 69°06'43" West, departing said Southwesterly RIGHT-OF-WAY line a distance of 237.64 feet; THENCE North 20°53'17" West, a distance of 279.30 feet; THENCE North 69°06'43" East, a distance of 138.89 feet; THENCE South 26°22'53" East, a distance of 228.66 feet; THENCE North 69°04'22" East, a distance of 48.41 feet to the aforesaid Southwesterly line of the old Drake Lumber Company railroad, THENCE South 49°56'03" East, along said Southwesterly line, a distance of 59.16 feet to the POINT OF BEGINNING.

LESS AND EXCEPTING THE FOLLOWING DESCRIBED PARCEL:

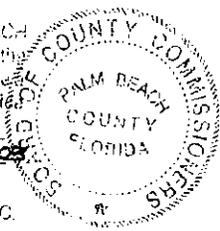
Commencing at the Northeast corner of Lot 1, Block D, said point also being the Northeast corner of the Plat of Tri-City Industrial Park, recorded in PLAT BOOK 28, PAGE 100 in the public records of Palm Beach County, Florida; THENCE South 69°03'57" West along the North line of said Lot 1 and its Westerly extension, a distance of 268.32 feet; THENCE North 40°03'50" West, a distance of 157.08 feet to a point on the South line of the property described in OFFICIAL RECORD BOOK 3609, PAGE 283 public records of Palm Beach County, Florida; THENCE North 69°06'43" East along said South line, being the South RIGHT-OF-WAY line of Industrial Avenue, a distance of 237.64 feet; THENCE North 68°01'33" East along said South RIGHT-OF-WAY line, a distance of 113.22 feet; THENCE North 69°06'22" East along said South RIGHT-OF-WAY line, a distance of 130.30 feet; THENCE South 20°55'38" East, a distance of 67.00 feet; THENCE North 69°06'22" East, a

distance of 128.00 feet; THENCE North 20°55'38" West, a distance of 67.00 feet to a point on said South RIGHT-OF-WAY line; THENCE North 69°07'42" East along said South RIGHT-OF-WAY line, a distance of 145.41 feet to the beginning of a curve whose radius point bears South 20°53'18" East, a distance of 12.00 feet; THENCE Southeast along the arc of said curve through a central angle of 89°56'40" a distance of 18.84 feet to a point on the West RIGHT-OF-WAY line of Old Dixie Highway; THENCE South 20°55'38" East along said RIGHT-OF-WAY line, a distance of 232.68 feet; THENCE South 69°04'22" West, a distance of 148.00 feet; THENCE South 20°55'38" East, a distance of 186.00 feet; THENCE North 69°04'22" East, a distance of 146.00 feet to a point on said West RIGHT-OF-WAY line; THENCE South 20°55'38" East along said West RIGHT-OF-WAY line, a distance of 534.99 feet to a point on the East line of said Plat of Tri-City Industrial Park; THENCE North 49°56'03" West along said East line, a distance of 921.25 feet to the POINT OF BEGINNING.

TOGETHER WITH THE FOLLOWING DESCRIBED PARCEL:

Commencing where the Dixie Highway intersects Dixie Way in Kelsey City, measure 464.35 feet in a Southerly direction along the center line of Dixie Highway; THENCE 90° Westward to the intersection of the RIGHT-OF-WAY of the Drake Lumber Company railroad to the POINT OF BEGINNING; THENCE in a Northwesterly direction along the RIGHT-OF-WAY of said railroad, a distance of 296.5 feet; THENCE Northeasterly making an angle (Included) of 61° with the last named course, a distance of 353.76 feet; THENCE 90° to the Southeast, parallel to the Dixie Highway, a distance of 159.35 feet; THENCE 90° to the Northeast, a distance of 82.0 feet; THENCE 90° to the Southeast, a distance of 100.0 feet; THENCE 90° to the Southwest, a distance of 292.0 feet to the POINT OF BEGINNING.

STATE OF FLORIDA, COUNTY OF PALM BEACH
DOROTHY H. WILKEN, ex-officio Clerk of the
Sole and County Commission certify this to be a
true and correct copy of the original filed in my office
on 9/23/2003
DATED at West Palm Beach, FL on 10/6/2003
DOROTHY H. WILKEN, Clerk
By Judith Croline D.C.





MANAGEMENT PLAN FOR

LAKE PARK SCRUB

NATURAL AREA

FCT PROJECT # 01-038-FF1 - LAKE PARK SCRUB NATURAL AREA

May 2004

Prepared by:

Palm Beach County
Department of Environmental Resources Management
3323 Belvedere Road, Bldg. 502
West Palm Beach, Florida 33406-33418

BCC 08-17-2004

THE PALM BEACH COUNTY NATURAL AREAS SYSTEM

MANAGEMENT STATEMENT

The Palm Beach County Natural Areas System is comprised of those environmentally sensitive lands that are owned or leased by the County and managed as natural areas by the County's Department of Environmental Resources Management. These natural areas were selected on the basis of their biological characteristics and were acquired to preserve the rare and diverse native ecosystems present on these sites and the endangered, threatened, and rare species of plants and animals that live there.

Purpose and Goals of the Natural Areas System

- o *The purpose of the Natural Areas System is to protect historic native ecosystems and their biological diversity throughout Palm Beach County. Examples of each ecosystem shall be acquired and managed to preserve in perpetuity the full complement of plants and animals characteristic of that ecosystem. The management of each natural area shall be coordinated with that of the other natural areas in the system to support existing populations and to reflect in perpetuity the subtropical biological diversity characteristic of Palm Beach County in pre-development times.*
- o *The wilderness values of each natural area shall be preserved.*
- o *Where a natural area currently is physically or biologically connected to another publicly- or privately-owned natural area, attempts shall be made to maintain that connection through additional land acquisitions, regulatory preserve set asides, conservation easements, interlocal agreements, and other appropriate actions.*

Management Considerations

- o *The natural areas in the system shall be available to the public for passive, resource-based recreation, environmental education, and scientific research. Public use shall not take precedence over ecosystem protection. Proposed public uses shall take into account the specific environmental conditions of each natural area, and may be modified in response to changing environmental conditions.*
- o *Facilities for passive public use shall be provided on each site. These facilities shall be designed to have a minimal impact on native ecosystems and shall be located in previously disturbed areas as much as possible.*
- o *Facilities, structures, or roads other than management or access roads that would*

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cause fragmentation of a natural area shall not be permitted within a natural area. The establishment of compatible land uses and activities on lands adjacent to a natural area shall be encouraged.

- o To the extent possible, fire-maintained native ecosystems shall be burned at the appropriate interval and season, as determined by historical data, to maintain those ecosystems. Burns shall be conducted by trained personnel, using a prescribed burn plan that addresses safety and smoke concerns. The seasonality of prescribed burns may be adjusted for initial fuel reduction burns and site safety constraints.
- o Where ecosystems within a natural area have been impacted by invasive, non-native plant infestations, land-clearing activities, drainage, or flooding, attempts shall be made to restore those ecosystems to their previous condition or to a natural ecosystem best suited to the existing conditions on the natural area.
- o The special requirements of listed species shall be considered in developing management strategies for each natural area, but management for an individual species shall not take precedence over management of an entire ecosystem or be allowed to have a detrimental impact on that ecosystem's complement of species.

Management Plan Development

- o A specific management plan, based on biological, hydrological, and historical information and interpretation of this information, shall be written for each natural area that takes into account the environmental conditions found on that natural area.
- o Each management plan shall address the strategies and techniques that will be used to manage and restore native ecosystems, to protect listed species, to control the occurrence of invasive, non-native plants and animals, to allow for appropriate public access, and to prevent unauthorized access and activities.
- o Each plan shall be reviewed by the Palm Beach County Natural Areas Management Advisory Committee (NAMAC), a citizens' advisory board, and the public shall be invited to comment on the plan at a public hearing held by NAMAC in the community in which the site is located. Following NAMAC review of the comments received, the plan shall be sent to the Board of County Commissioners for approval.
- o Each approved plan shall be subsequently reviewed at least every five years by NAMAC.

BOC 08-17-2004

EXECUTIVE SUMMARY

The Lake Park Scrub Natural Area is located in the Town of Lake Park in Palm Beach County, Florida. This 56.51-acre site in the northeastern portion of the county has been acquired as a natural area by Palm Beach County. The natural area was purchased in July 2000 and January 2001. Funds were provided from the Palm Beach County Conservation Lands Bond Issue Referendum of March 9, 1999. Matching funds for the acquisition have been approved by the Florida Communities Trust through its Florida Forever Program. The primary purpose of acquiring this natural area is to preserve important remnants of high-quality scrub, scrubby flatwoods, and mesic flatwoods vegetation communities. The secondary purposes are to provide for passive recreation, environmental education, and scientific research.

The acquisition of the project site and associated activities will assist the Town of Lake Park and Palm Beach County to implement severe policies within their respective Comprehensive Plans. The natural area is located in the Eastward Hol Corridor, and a low income community. Portions of the site are located in a Community Redevelopment Area, as designated by the Town in 1998. All of these areas are considered to be priority investment areas.

Scrub and scrubby flatwoods are the predominant natural communities found on the site, with smaller areas of mesic flatwoods, former wet prairie and disturbed scrub communities present. Scrub is one of the rarest natural communities in the state of Florida. Scrubby flatwoods also are considered to be very rare in the state. The acquisition and management of this site preserves important habitat for rare plant and animal species, including six plant and three animal species that have been listed by at least one government agency or nonprofit environmental organization.

Fire exclusion, off-road vehicle (ORV) trespass, exotic pest plant invasions, soil removal, industrial development, hydrological modifications, placement of fill materials, illegal dumping and construction of adjacent roads and buildings have all impacted this site. The managers of this site also face special challenges unique to fragmented natural communities located within urban and suburban environments. In recognition of the significance of the natural vegetation communities on the site, public use must remain limited to passive, non-consumptive recreation, and environmental education, and scientific study. Footpaths, a handicapped-accessible nature trail and wildlife observation platform, and interpretive displays will provide a valuable opportunity for the public to observe the site's distinctive natural communities and species, while also imparting an appreciation of their biological uniqueness. Scientific research will include monitoring of populations of rare and/or endemic species and evaluation of restoration and management activities.

This management plan has been developed to achieve two major goals: 1) to provide specific information required by the Florida Communities Trust's Florida Forever Program and 2) to provide additional information and management recommendations so that management activities can begin promptly. A stewardship report will be provided to the Florida Communities Trust each year. The management plan will be reviewed at least once every five years by the Palm Beach County Natural Areas Management Advisory Committee and revised as necessary on the basis of new information, improvements in management techniques, or other relevant factors.

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I. INTRODUCTION

This management plan is intended to provide guidance in the future use and management of the entire Lake Park Scrub Natural Area. The natural area contains 58.51 acres and was acquired in July 2000 and January 2001. Funds were provided from the Palm Beach County Conservation Lands Bond Issue Referendum of March 9, 1999. The County submitted a grant application to the Florida Communities Trust (FCT) for state matching funds from the Florida Forever program for 52.88 acres of the natural area. FCT has given conceptual approval for these matching funds. Negotiations for the acquisition and other acquisition-related services were provided by the County's contractor, The Nature Conservancy (TNC). This management plan was developed to ensure that the Lake Park Scrub Natural Area (FCT Project 01-035-FF1) will be developed in accordance with the Grant Award Agreement (Appendix J), and in furtherance of the purpose of the grant application.

The acquisition of the Lake Park Scrub Natural Area represents part of a much larger effort to acquire the most important privately-held natural areas left in Palm Beach County (Palm Beach County Department of Environmental Resources Management [ERM] 2001). The County endorsed the concept of a Wilderness Islands Program, which included an inventory of the remaining high-quality natural areas (Iverson and Austin 1988). Based on this study and recommendations of citizens' advisory committees, 14 of the 39 sites identified in the study were given high priority for acquisition by the County's Environmentally Sensitive Lands Acquisition Advisory Committee in 1990. The Lake Park Scrub was identified in this original inventory, but was not selected as a priority acquisition site. On March 12, 1991, the voters of Palm Beach County approved a \$100 million bond referendum to purchase environmentally sensitive lands. In 1988, the County's Environmentally Sensitive Lands Acquisition Selection Committee (ESLASC) identified 36 un-acquired environmentally-sensitive land sites that were to be targeted for acquisition under the proposed \$150 million Conservation Lands Bond Referendum. The Lake Park Scrub was one of the 36 sites. The referendum was approved by the voters on March 9, 1999, and the project site was acquired a little more than one year later.

This management plan is organized in eleven sections dealing with specific topics. Associated appendices, figures, and tables are attached and referenced where applicable in each section. Common names are used in the text for species recorded on the natural area. Scientific names of plants are listed in Appendix B; those of animals are listed in Appendix C. The scientific name is used in the text when a unique common name does not exist for the species, or the species has not been recorded for this project site.

1.1 SITE LOCATION

The Lake Park Scrub Natural Area is located approximately two miles from the Atlantic Ocean and one mile from the Lake Worth Lagoon and Atlantic Intracoastal Waterway (IOW). It is located in the Town of Lake Park, which is in a coastal portion of northeastern Palm Beach County. The southern boundary of the site is Silver Beach Road, a two-lane local arterial road that is the boundary between the Town and the City of Riviera Beach to the south. The western boundary of the site is undeveloped light industrial land that has been purchased by a sprinkler-manufacturing company. The northern boundary is formed by the right-of-way for the future extension of Park Avenue. The eastern boundary is comprised of the Town public works facility, surplus County-owned land, and the Throop and Thousand of Parts automobile junkyards (Figure 1).

Other nearby properties to the natural area include the EVI emergency vehicle fabrication facility, the Marchmeyer concrete plant, MAACO Auto Painting, Kelsey Business Park, and other industrial, warehouse, and commercial facilities to the north; industrial buildings in the Tri-City Industrial Park along Miller and Newman roads to the east; and the Acrehome Park subdivisions and the Hurst Chapel AME Church in Riviera Beach to the south.

1.2 HISTORY

The Lake Park Scrub Natural Area historically encompassed both the coastal scrub ridge that runs the length of Palm Beach County, and an inland slough system that separated the ridge from the broad expanse of pine flatwoods to the west. Just north of the natural area, the coastal scrub ridge has one of its few gaps, and the ridge is largely missing from the present-day location of the Village of North Palm Beach. The inland slough system was separated from Lake Worth by a low ridge in the gap area, but this ridge would be overtopped during major storm events. Otherwise, the water from the inland slough flowed northwards through sawgrass marshes until it reached Lake Worth Creek, which emptied into the Loxahatchee River. These sawgrass marshes were considered prime farm land if they were drained.

The first major human disturbance in the vicinity of the natural area was the construction of Henry Flagler's Jacksonville, St. Augustine and Indian River railroad just east of the site. The railroad, known today as the Florida East Coast (FEC) Railway, reached West Palm Beach in 1894, and was constructed next to the natural area during the same year. The arrival of the railroad stimulated development and land speculation in the area adjacent to it. In the late 1890s, a land company dug a ditch through the low ridge north of the natural area to connect the inland marshes to Lake Worth. The ditch was called Dimick's Ditch after one of the principals in the land company. A torrent of water rushed out through the shortcut ditch from the marsh system into Lake Worth, scouring the ditch and creating meanders that made the ditch look like a natural waterway. A local resident would later promote calling the ditch "Earman River" after himself, and he may have possibly extended the ditch. An dune formed from eroded sand where the ditch entered Lake Worth. The ditch was very effective in draining the sawgrass marshes adjacent to it and a farming settlement called Prosperity sprang up on the drained mucklands.

In the late 1890s, the area that would become the present-day Town of Lake Park was known as Silver Beach (Gooding 1990). The scrub vegetation came down to the shores of Lake Worth from the location creating a white sandy beach. While sand also drifted southwards from the erosion dikes of Dimick's Ditch and the Florida East Coast Canal (present-day Atlantic Intracoastal Waterway) farther to the north, adding to the white sand beach. When a channel for the Florida East Coast Canal was dredged through Lake Worth in 1898, some of that spoil may also have washed up at Silver Beach. Despite the attractive name, nobody actually lived in the Lake Park area until the 1920s.

The first development occurred to the south, in present-day Riviera Beach. In 1883, Judge Allen Hayser, built a home in the vicinity of the present-day Port of Palm Beach. The house grew into the Oak Lawn Hotel, and a settlement known as Oak Lawn grew up around it. The area was given a post office in 1889, and Judge Hayser changed the name to Riviera in 1893 when a visitor referred to the shores of Lake Worth as the "Riviera of America" (Brink 1976). Several subdivisions were platted in the Riviera area in the 1910s.

1-2

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Including Acrehome Park, which came within one-half mile of the southwestern corner of the natural area. This subdivision stretched southward on a low narrow scrub ridge for nearly a mile, and was accessed by Acrehome Boulevard (present-day Avenue S) and Center Street (present-day 28th Street). Currie Investments platted the subdivision, which consisted of long, narrow, nearly one-acre lots averaging 65 by 635 feet and targeted to African-Americans. The odd lot site was not popular and the lots did not sell well.

In 1911, Palm Beach County had been newly formed from Dade County and the County Commission authorized construction of a shothook "main line county road" that would run north-south through the county in the vicinity of the FEC Railway tracks. This 8-foot-wide road was built just west of the FEC tracks on the east side of the natural area. In 1915, an organization known as the Dixie Highway Association was formed in Chattanooga, Tennessee. It was the brainchild of Carl Fisher, a backer of the Lincoln Highway and the Indianapolis Motor Speedway. The association promoted highways to connect the Midwest and the South. Two north-south mainlines were established with numerous cross connections. The State of Florida joined the association and was soon busy establishing the Dixie Highway East from Jacksonville to Miami, and the Dixie Highway West from Tallahassee through central Florida to Arcadia, where it swung west to Ft. Myers and then back southeast to Miami (Droz 2001).

Existing roads, like the County main line road, were incorporated into the Dixie Highway system. It is not known what the County road was called prior to 1915, but since 1915 it has been called the Dixie Highway. According to Linehan (1980) the State was widening and improving Dixie Highway around 1916. The Dixie Highway system was completed in 1927 and the association was disbanded. Most of the roads were designated as parts of the U.S. Highway system established in the mid-1920s, such as U.S. Highway 1 (Droz 2001). In areas where the U.S. Highways were constructed on different routes from the Dixie Highway, such as the natural area, the segments of the Dixie Highway retained their identity, but gradually became "Old Dixie Highway."

The new road, the existing railroad, and the high end dry land with a white sand beach made the Lake Park vicinity an attractive area for development. Harry Kelsey came to Palm Beach in 1919 to recover from a bout of pneumonia. He was the president of Waldorf Systems, a Boston-based chain of 112 restaurants, bakeries, and commissaries. He liked what he saw and bought the land now occupied by Lake Park, North Palm Beach, and the old section of Palm Beach Gardens. His land company, East Coast Finance Corporation, would eventually control 100,000 acres of land between Okeechobee Road and Jupiter (Gooding 1990). Kelsey hired the Olmstead Brothers, designers of New York's Central Park, to lay out the proposed municipality of Kelsey City, the predecessor of the Town of Lake Park. Kelsey City was the first zoned city in Florida, with separate residential, commercial, and industrial sections. The plat for the city was recorded in 1921 with 25-foot-wide lots. The area west of the FEC railroad tracks containing the natural area was the industrial section (Gooding 1990).

The Flagler interests had built a building on the west side of the County main line road at the northern end of the present-day Kelsey Business Park. This building was used to supply the FEC Railway workers and became known as the Commissary. Harry Kelsey purchased this building and it became the center of his early Kelsey City operation. Another building, known as the Community Building, was constructed by Kelsey on the east side of Dixie Highway opposite the Commissary.

Kelsey sent for his business associate, Samuel Blakeley, to landscape his new town. Blakeley created a park

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on Lake Worth, known today as Kelsey Park. Blakely also established Kelsey City Nursery, which was located just north of the natural area. This former nursery is now the present-day Kelsey Business Park. The nursery was the source of exotic plants, such as Australian umbrella tree and Surinam cherry, and out-of-place native plants, such as cetylaurel, that invaded the northern edge of the site. By 1922, Dixie Way (present-day Park Avenue) was shell-roaked and oiled. Kelsey City was incorporated in 1923 with city water and electricity already available. The water wells were located northwest of the natural area on Watertower Road, which was the highest point in the City (Gooding 1990). Munyon Island was part of the original city and a bridge to the island and beyond to the ocean was planned but never built (Lake Park Library Board 1973).

The residential lots were marketed in the following manner. Potential buyers were brought by boat from Palm Beach and other lakefront areas to Kelsey Park, and given tours of nearby model homes. They climbed a tall observation tower built in 1926 to pick out their choice of lots. The lots would be sold in auctions conducted in a tent in Kelsey Park. By 1928, Kelsey City had an estimated 1,600 residents. Concurrent with the residential development, Harry Kelsey was also developing the industrial area on and adjacent to the natural area. Industrial Avenue was extended as a shellrock road westward from Dixie Highway and various industries sprang up along it and Dixie Highway. Kelsey City promotional literature dating around 1923 indicates that Kelsey City Brick and Supply, Kelscite Manufacturing, the Stonecraft Company, Kelsey City Dairy, American Fibre, and Kelsey City Nursery were built and operational. The literature indicates that Royal Palm Cord Tire, Drake Lumber, and Fagg Lumber were under construction and twelve diversified industries were expected to be in operation by February 1924 (Gooding 1990). Another history (Lake Park Library Board 1973) also lists an ice plant, a laundry, and a "Spanish-American" tile plant as being present in the industrial area, and local residents have mentioned an ice cream plant and an ornamental iron works.

Only limited amounts of information is available to indicate where these industries were. A 1926 deed to the Kelscite Manufacturing Company links it to land south of Industrial Avenue that is currently occupied by S & S Alignment and Brake Service. Other historical accounts place the Kelscite plant north of the present-day Lake Park Public Works compound, and indicate that the S & S Alignment site may have been where Wilson Ornamental Iron was located. Kelscite was a mixture of concrete and glass that was cast into building products. A 1937 Dolph's Land Atlas shows Fagg Lumber and Millwork Company as owning the present-day Tri-City Industrial Park southeast of the natural area, and Drake Lumber Company owning land along Watertower Road northwest of the natural area. Gooding (1990) confirms that Drake Lumber was located on Watertower Road. The dairy was known to be located on low-lying land more than a mile north of the natural area, and the location of the nursery is north of the site.

The Kelsey City Brick and Supply Company is believed to have been located on the Town of Lake Park tract that lies to the east of the Baxter tract and on the site of the Lake Park Public Works compound. A circa 1923 photograph (Gooding 1990) shows that it was located next to Dixie Highway and the FEC railroad tracks. The promotional literature said that it was a \$140,000 modern sand lime brick plant capable of producing 42,000 bricks daily with three cylinder ovens 56 feet long and 7 feet high. Scrap wood from the lumber companies may have been used to fire the ovens. Gooding (1990) indicates that the plant was making 40,000 bricks a day in 1925. Sand lime bricks were produced by a chemical reaction that frequently used steam heat to cause the reaction, and resulted in a yellowish final brick. The Kelsey City Nursery site was reportedly mined to furnish the sand for the bricks. Royal Palm Cord Tire Company, which apparently

later became the Royal Palm Rubber Company, had a substantial above-ground building, according to photographs in the 1973 history (Lake Park Library Board 1973). It was reportedly located north of the Town public works compound.

All of these businesses can be eliminated as the source of the concrete and brick vaults and wells on the Baxter tract in the natural area. The American Fibre Company made rugs and carpets from palmetto roots, but was unlikely to need underground structures, as was also the case for the laundry and the tile plant. The Stonecraft Company, which apparently became the Reconstructed Stone Company, is credited with producing the first concrete blocks. However, it was unlikely to need underground structures either. It is possible that the Throop junkyard holding, which has structures dating back to the Kelsey era, was the location of the ice cream plant. A raised concrete slab was located on the south side of Industrial Avenue across from the Baxter tract, and was undoubtedly part of one of the Kelsey City industries. The slab was removed in 2000.

By process of elimination, the only major industry not accounted for is the ice plant. There are substantial concrete foundations and slabs on this tract. L. J. Parker, who grew up in Lake Park, contacted Katherine Haight, who is a descendant of the owners of the ice plant and who was able to confirm the plant was located on the Baxter tract and provide details about it. The plant used ammonia as the coolant and two large concrete mounting blocks for the compressor and its motor are present on the site. The compressed ammonia was very hot, and pipes containing the hot ammonia were run through the underground vaults and tunnels, which were filled with water. The water absorbed the heat and cooled the ammonia down. The cooled ammonia was then allowed to expand into a network of capillary pipes within the brine pits, where it became very cold and absorbed heat. The main section of the vaults was arranged in a rectangular fashion, with the longest side almost 100 feet long. A large pit was formed inside the rectangular vaults, and was divided into smaller sections by cross vaults. These pits were filled with brine water, which could be cooled down to 27 degrees without freezing. Deeper sumps at the ends of the vaults were reportedly where water either entered or left the vault system.

The brine pits were covered with wood decking, which had trap doors cut into it so that large metal containers of fresh water could be lowered into the brine pit by hoists and frozen. Brick walls enclosed the vaults and brine pits on three sides, and with the roof created a cold room over the pits. The frozen ice blocks were hoisted into a water-filled trough on the south side of the cold room, and were floated to another narrow pit which was reportedly dug to facilitate the loading of railroad cars. Another loading dock, reportedly for trucks, was located just north of Industrial Avenue. Remnants of a concrete curb and post bases are still present in this location. The ice plant was severely damaged in the 1926 hurricane, was rebuilt and was damaged again in the 1933 hurricane, after which it was abandoned. The salvageable pipes and machinery were removed and the remnants of the cold room pushed into the brine pits, which are mostly filled with sand today.

There are piles of broken terra cotta tiles found east and north of the underground vaults and tile rubble in the vicinity of the vaults that may indicate nothing more than a proximity to the brick company. It is not clear whether "Spanish-American" was the name of the tile company, or simply referred to the type of tiles made. It was not uncommon for brick works to also make tiles, since tile manufacture used many of the same raw materials and processes. The location of the ice plant next to the lumber railroad would also facilitate the loading of large ice blocks for shipment to their customers. The railroad location also facilitated the

unloading of raw materials such as scrap wood, cast, red clay, and loading of finished tiles for the nearby brick or tile company. The vaults have numerous vent holes on one side, some with sheet-metal vent pipes still protruding from them. They were made of a hodgepodge of materials - red clay bricks, yellow sand lime bricks, mortar and concrete poured in thin layers. It is clear that the vaults were used for heating or cooling something.

The Drake Lumber Company, which was one of the largest companies in the southern United States, had its own railroad that ran through the northeastern corner of the natural area to connect to the FEC railroad tracks. A level sand railbed sill exists on the site today, with graded cuts through the high spots and fill areas in the lower spots. The lumber railroad extended northward until it reached present-day Northlake Boulevard, where it ran westward for over 15 miles into the present-day J.W. Corbett Wildlife Management Area. Approximately eight miles of Lake Park West Road (present-day Northlake Boulevard) was built on top of the abandoned railroad line. According to Gooding (1990) Drake Lumber came to Palm Beach County in 1920 and had three sawmills in operation - one on Hood Road, and the other two west of Military Trail. By the early 1920s, the company had cut all the usable timber east of the Loxahatchee Slough, and had built their railroad across the Slough to start cutting the timber lying west of this large marsh. Drake's facility in Kelsey City was a planing mill (Gooding 1990), which would produce smooth lumber from the rough cut timbers coming from the sawmills. The finished product would be shipped by rail to Fagg Lumber and other retail lumber yards.

South of the natural area, there was renewed interest in residential development. Currie Investments and Kelsey's East Coast Finance Corporation apparently became partners and platted the 1st Acrehome Addition to Kelsey City in 1922, the 2nd Addition in 1923, and the 3rd Addition in 1928. Their subdivisions had more conventional 25 by 110 foot residential lot sizes and sold much better than the original Acrehome subdivision. The 1st and 2nd Additions were located directly south of the natural area on the same scrub ridge and wet prairie habitat. Until the early 1950s, only the scrub ridge lots were built upon. Kelsey may have been interested in providing nearby homes for the laborers employed in his industrial area. Like the original Acrehome subdivision, these additions were targeted to African-Americans. The plans show present-day Silver Beach Road as Kelsey City Road. Present-day Avenue R was platted as Lincoln Street, and Avenue O as Douglas Street. Avenue P, which was largely not built because it ran through a wetland, was platted as Broker Street. The Town of Riviera incorporated in 1922, largely because of rumors that it was about to be annexed by West Palm Beach (Bink 1978). The Acrehome subdivisions were not part of the original town, but were annexed into it at a later date. The Town of Riviera changed its name to the City of Riviera Beach in 1941 when it bought 1,000 feet of oceanfront beach and annexed most of Singer Island.

In the mid-1920s, Harry Kelsey continued to pour money into his city. He purchased the bankrupt Florida East Coast Canal in 1925 for \$644,714, but never got around to improving it as he planned. In 1927, a large \$125,000 City Hall and a railroad depot were built. North of the city, Kelsey built the Winter Club and a golf course, which is the present-day North Palm Beach County Club. In 1928, disaster struck in the form of a major hurricane. On September 16, 1928, a hurricane struck West Palm Beach with winds estimated at 140 to 150 miles an hour. Nearby Kelsey City also experienced winds of a similar magnitude. Over \$1 million in 1928 dollars worth of damage was done to the city, destroying all the major manufacturing plants on and adjacent to the natural area, and most of the shopping areas and homes (Gooding 1990). Kelsey sold the canal to the Florida Inland Navigation District for a \$150,000 loss in 1928 (Burgman 1930). Kelsey tried to rebuild his town, but people were now afraid to move to Florida, and the stock market crash in 1929 died

up his money. Dejected and bankrupt, he walked away from his city in 1931, never to return. Many lot owners abandoned their lots without ever building a home. The State nullified the city's charter in 1930 (Gooding 1990). Harry Kelsey never completely gave up on his vision of creating a planned city. In 1954, he was promoting a proposed retirement village near Miami that he called Utopia (Lake Park Library Board 1973). This development never made it past the planning stages before Kelsey's death in 1957.

Kelsey City's industries were mostly construction-related. When the Florida land boom collapsed after the 1928 hurricane, there was no market for their products and no reason to rebuild the destroyed manufacturing plants. Any salvageable materials were probably removed by impoverished residents trying to rebuild their homes. The remaining pieces of wood either rotted away or burned up, while metal machinery would have been collected for scrap metal. Only the things that didn't rot or rust or were too big to remove were left - concrete foundations, vaults, slabs, and brick walls.

In 1939, Harry Oakes and his Tesdem Company bought Harry Kelsey's land holdings, which still included 60% of Kelsey City (Gooding 1990) and the natural area. A fresh start from Kelsey City was desired, so the state legislature was petitioned to rename the city Lake Park after a suggestion from the Garden Club (Lake Park Library Board 1973). The new name memorialized Kelsey's park on the lake and the park was stipulated to always remain as Kelsey Park. Dixie Way became Park Avenue, and it is believed that Kelsey City Road became Silver Beach Road about the same time. Oakes lived in the Winter Club at the golf course until his unsolved murder in the Bahamas in 1943. Tesdem reportedly poured \$12 million in improvements to Lake Park prior to Oakes' death (Gooding 1990). The 25-foot-wide lots were consolidated and sold as 75-foot-wide lots. Tesdem built fourteen new homes (Lake Park Library Board 1973), but otherwise his efforts did not yield much results. The 1946 topographical map (USGS 1946) shows the houses present and indicates that there were still only approximately 100 homes in the Town, some of which were from the Kelsey era.

Oakes' will prevented his widow from selling any Tesdem assets until their son reached 21, and she apparently did not want to invest any more money into the Town. Lake Park went into a period of stagnation and the number of homes appears to be unchanged in a 1953 aerial photograph (USDI 1953). In 1951 Ralph Stolkin bought the portion of Tesdem's holdings that contained Lake Park and the natural area. He took out a \$3 million mortgage on the property that was held by a John D. MacArthur-controlled insurance company. MacArthur gained control of 2,600 acres in what is now Lake Park, Palm Beach Shores, North Palm Beach and Palm Beach Gardens in 1954 when the loan went into default (Gooding 1990). A 1954 MacArthur aerial photograph does show a few new homes being built in the eastern sections of Lake Park.

MacArthur sold the low-lying mucklands in northern Lake Park and the present-day Village of North Palm Beach to the Ross Brothers Construction Company for \$5 million in 1955. The developer dredged lakes and canals, and used the fill to raise adjacent land to a buildable height. North Palm Beach was incorporated in 1958. Lake Park West Road was extended eastward from Dixie Highway to U.S. Highway 1, and renamed Northlake Boulevard after the two municipalities divided. The streets in northern portions of Lake Park were built at this time, and the residential lots were sold and built upon.

Dimick's Ditch, which was dug in the late 1890s, at first ran west, then northwest to the FEC railroad tracks, and then southwest, following the lowest land. It ended just below present-day Northlake Boulevard just west of present-day Congress Avenue. The ditch was very effective in lowering the water levels in the

marshes it cut through, but only in the adjacent marshes. Its effectiveness diminished as distance from the ditch increased, in part because the narrowness of the ditch limited the amount of water that could pass through it, and in part because the sawgrass in the marshes retarded water flow. However, each year a little more water flowed out the ditch than was replenished by rainfall, and water levels slowly dropped. The natural area was initially nearly a mile away from the terminus of the ditch and water had to flow south for some distance before flowing west and then north through the regional marsh to reach the drainage ditch. Consequently, the ditch was not very effective in draining the site. An April 1940 aerial photograph (USDI 1940) shows the former wetlands on the site as silt containing water.

By the early 1950s, however, the ditch had been extended southwest to and due west of Silver Beach Road. A drainage ditch was dug along the north side of the existing road with a westward extension beyond the end of the road to connect to Dimick's Ditch. The drainage ditch cut through the wetlands on the site and provided a direct route for surface waters to reach Dimick's Ditch. By February 1953, aerial photographs (USDI 1953) show the former wetlands on the site as still being present, but as no longer containing water.

In the late 1950s, the U.S. Army Corps of Engineers' Central and South Florida Flood Control project widened Dimick's Ditch and extended it southwards to near Lake Mangonia. This new canal was called the C-17 Canal and was controlled at approximately 7 feet NGVD in the vicinity of the project site. The 7-foot water control elevation was below the ground surface of the regional marsh, and essentially dried up any remaining surface water within the marsh. It also pulled down ground water levels at the natural area to around 9 feet, a drop of approximately 6 feet below historical levels. This caused the former wetlands to essentially disappear, and portions of the former wetlands to convert to mesic flatwoods. Today, standing water is only found in the lowest portions of the former wetlands for brief periods following major rain events.

South of the natural area, the lots in the Acrehome subdivisions were slowly being built upon. The Hurst Chapel AME church was present by 1946. The wetlands in these subdivisions also dried up and the first homes in wetland areas appeared in 1953. The vacant lots in these subdivisions would slowly fill up with houses through the late 1950s. The western part of the 1st Acrehome Addition subdivision was replaced as the Ocala Park subdivision in the late 1950s. This subdivision had 80 by 110 foot lots and built out rapidly. Two woodframe houses were present on the south side of Industrial Avenue opposite the Bexter tract by 1946. A dirt road connected the houses to both Old Dixie Highway and Industrial Avenue. The houses were later abandoned and torn down, one in 1987, and the other in 2000. The road disappeared during the 1990s.

The late 1950s and early 1960s were also a major period of growth for Lake Park. The 1965 aerial photograph (Palm Beach County Property Appraiser 1965) shows that nearly all of the residential lots in western Lake Park were occupied and a majority of northern residential lots had houses as well. Industrial redevelopment occurred slowly in the vicinity of the natural area. William Adomy had established a concrete contracting business on the suspected old iron works site by 1945. He sold the site in 1972 and the present building that houses S & S Alignment and Brake was built shortly thereafter. Tri-City Millworks, which is along Old Dixie Highway southeast of the site, advises that it was established in 1951, but it is not clear whether it was a new business, or a continuation of the Fagg Lumber Company that previously owned the site. Other historic sources indicate that the Fagg Lumber Company was located elsewhere in Kelsey City.

The Thousand of Pans junkyard is present in the 1965 aerial photograph, but appears to have been recently started. Only the southern half of the site is full of junk cars - the northern half is partially empty. The Throop rhodoid is empty, although both it and the junkyard were owned at that time by Charles Woolan. A sand road connects the two parcels. The junkyard is full in the 1968 aerial photograph (Palm Beach County Property Appraiser 1968), but junk cars do not show up in the Throop rhodoid until the 1970 aerial photograph (Palm Beach County Property Appraiser 1970). The sheet metal fence around the junkyard was partially constructed in 1970, and is completely constructed in the 1973 aerial photograph (Palm Beach County Property Appraiser 1973). The sand road connection between the two junkyards was severed by the sheet metal fence construction in 1970.

The area that would become the Tri-City Industrial Park was cleared and was being leveled in 1965. This parcel, which lies to the east of the junkyard, was platted as an industrial park by Henry and Lois Miller in 1968. The 1968 aerial photograph shows the internal roads had been constructed and the first buildings were present, along with a rail spur in the northern portion of the industrial park that extended eastward across Old Dixie Highway to connect to the FEC Railway tracks. The industrial park was essentially built out in the mid-1970s. One of the businesses in the industrial park, Trans Circuits, spilled or dumped significant amounts of organic solvents and its location is listed as a federal cleanup site. The groundwater contamination plume from this site has not reached the natural area to date.

The 1965 aerial photograph (Palm Beach County Property Appraiser 1965) also shows that a few industrial buildings have been built north of the natural area along Old Dixie Highway and on the east side of the FEC Railway tracks. The Town's public works complex is present and visible adjacent to the northeast corner of the site. 13th Street extends southwards from Water tower Road within 400 feet of the natural area. Only a few sheds are visible along this street, but associated bare sand areas seem to indicate that sand is being removed from nearby sand ridges. A bare area west of the natural area also appears to be the result of sand removal activities. The natural area itself has a series of north-south lines cut through the site 200 feet apart. These lines appear to be survey cuts to determine ground elevations. The patchy vegetation and abundant bare sand in scrub area in the 1965 aerial photograph indicates that the natural area probably experienced a widespread wildfire prior to 1960.

By 1968, 13th Street had been extended 200 feet and a new sand mining area established at the end of the street (Palm Beach County Property Appraiser 1968). This sand removal area would extend into the northwest corner of the natural area and create the disturbed scrub areas that exist there today. Although subsequent aerial photographs indicate that the size of the cleared area did not change, they do indicate that additional sand removal and other disturbances continued until 1973. The 1970 aerial photograph (Palm Beach County Property Appraiser 1970) shows that Old Dixie Highway has been widened from two lanes to four lanes.

The 1970s were a period of major industrial development in the area north of the natural area. Numerous industrial buildings went up along Old Dixie Highway, Water tower Road, and 13th Street. The Northlake Business and Gateway Industrial parks were platted in the late 1960s. The 1973 aerial photograph (Palm Beach County Property Appraiser 1973) shows these industrial parks, which are centered on Killian Drive and Gateway Road, as being cleared and leveled. By 1977, these areas were partially filled with buildings and by 1984, they were almost completely built out (Palm Beach County Property Appraiser 1984). In the immediate vicinity of the natural area, however, industrial development stalled in the 1980s. There were

no new buildings erected along 13th Street, and this unpaved road and Watertower Road deteriorated into a collection of potholes from heavy truck usage. The old Kelsey City water tower next to Watertower Road was torn down by 1981. By 1987, a Rinker concrete plant was established on the site, and it is currently occupied by Maschmayer Concrete. Also by 1987, the Town had obtained ownership of the two tracts bordering the natural area adjacent to present-day 12th Street and Joule Road.

The early 1990s brought a resurgence in industrial development adjacent to the natural area. In 1990, 13th Street and Watertower Road were improved and paved, and 14th and 15th streets and Kinetic Road were constructed as paved roads west of 13th Street. In 1991, Joule Road and 12th Street were built adjacent to the site, and water and sewer lines were also extended to the area. This would trigger the construction of new industrial buildings in the area in the late 1990s and early 2000s. The EMI emergency vehicle fabrication facility next to the natural area was constructed in 2000. The Town cleared the perimeter of its triangular tract between 12th Street and the natural area in 1992, and put down a mulch road. Dumpsters were stored on this tract until 1997. The fill/pail area in the northwestern portion of the site appears to have been created at about the same time as the mulch road was created.

Old Dixie Highway was widened to three lanes north of the Park Avenue intersection in 1994. Congress Avenue was extended northwards as a new four-lane road from Blue Heron Boulevard to Northlake Boulevard in 1999. Both Watertower Road and Silver Beach Road were extended westward to connect to this new road, which lay 0.4 miles west of the natural area. The MacArthur Foundation fenced the perimeter of its land ownership in 1997 and cleared along the property lines. The Kelsey City Nursery (tract) was cleared of all vegetation in 1997, although the Best buildings in the subsequent business park were not erected until the 2000s. A wildfire burned the westernmost area of former wet prairie in the 1990s, but the exact year could not be determined from aerial photographs. Stephen Throop gained title to the junkyard inholding in the natural area in 1995 from Charles Woolen. This inholding was empty of vehicles in 1999 and 2001, but has been active and full of vehicles since 2002.

In 1986, the County agreed to fund an inventory of native ecosystems in Palm Beach County by two Florida Atlantic University professors (Iverson and Austin 1988). The study was completed in 1988, with additional work in 1989. The Lake Park Scrub was identified in this study and was one of the 39 "A" quality sites, 14 of which were given high priority for acquisition by the County's Environmentally Sensitive Lands Acquisition Advisory Committee in 1990. On March 12, 1991, the voters of Palm Beach County approved a \$100 million bond referendum to purchase environmentally sensitive lands. In 1998, the County's Environmentally Sensitive Lands Acquisition Selection Committee (ESLASC) identified 38 unoccupied environmentally sensitive land sites that were to be targeted for acquisition under the proposed \$150 million Conservation Lands Bond Referendum. The Lake Park Scrub was listed as one of the 38 sites. The referendum was approved by the voters on March 9, 1999.

In 1998, the John D. and Catherine T. MacArthur Foundation, which controlled the MacArthur-owned land in the natural area and the land to the west, decided to sell off its land holdings. Thousands of acres of land, including the natural area, was sold to Watermark Communities, Inc. (WCI) in 1999. WCI, in order to reduce its debt load, tried to sell off most of the acquired land immediately. A majority of the Lake Park Town Council saw this as an opportunity to shape the growth of the western areas of Lake Park, and entered into an option contract with WCI to purchase all of its land within the Town. The Town proposed to re-sell the natural area to the County, keep a charter school site and a road corridor, and sell the rest of the land to

developers who would construct the type of new development the Town preferred.

The Council's vision was both too ambitious for the Town and the Town's finances. After spending most of the Town's reserve funds on pre-acquisition due diligence, the Town found it was unable to borrow enough money to fund the acquisition. The option contract expired, and the pre-acquisition council members were voted out of office shortly thereafter. The County purchased 58.52 acres in the natural area from WCI for \$2,987,785 in July 2000, along with some other lands to be sold as surplus. In September 2000, the County swapped 2.67 acres of disturbed vegetation along the northern edge of the site with the Town. In exchange, the Town swapped 2.79 acres of mostly high-quality native habitat adjacent to the northwest corner of the site. The Town wanted the swapped land for a future extension of Park Avenue to Congress Avenue. In January 2002, the County purchased the 1.87-acre Baxter tract in the northeastern portion of the natural area. Also in 2002, the County's Engineering and Public Works Department agreed to allow ERN to include 1.78 acres of unused Silver Beach Road right-of-way in the natural area fencing and manage it as part of the site.

In August 2001, the County and the Town submitted an application for matching funds for the Lake Park Scrub to the Florida Communities Trust's Florida Forever Program. The application did not receive enough points to be placed on the funded project list, but was placed on the contingent-funded list. In 2002, funding for the project became available and FCT has given preliminary approval for \$1,417,450 in matching funds. In February 2003, the County approved an interlocal agreement with the Town for the management of the site. Six-foot green vinyl chain-link fencing was installed on the eastern border of the Baxter Tract in March 2003. Three-rail post-and-rail fencing with wire mesh backing was installed along the southern border of the site next to Silver Beach Road in May 2003. The tract on the western border of the site had additional sand excavated and removed from it in 2002, but none since then. Field fencing with steel posts was installed on the west side of the site in December 2003.

2. PURPOSE

2.1 SPECIAL FEATURES AND REASONS FOR ACQUISITION

- The Lake Park Scrub contains high-quality scrub and scrubby flatwoods vegetation with the potential of establishing new populations of threatened and endangered species, such as the Florida scrub jay and the four-petal periwinkle.
- The Lake Park Scrub provides the opportunity to restore a small portion of the near-coastal wetlands and to protect a portion of the Pamlico dune ridge. These features were once common in Palm Beach County but have mostly disappeared.
- The Lake Park Scrub contains significant historical features, such as the Drake Lumber Company railroad, and remnant foundations, slabs, and vaults from the 1920s-era Kelsey City industrial area.

2.2 PURPOSE OF ACQUISITION

* The primary purpose for acquisition of the Lake Park Scrub Natural Area is to ensure the preservation of * good-quality scrub, scrubby flatwoods, and mesic flatwoods communities, together with their component rare and/or endemic plant and animal species. It has been estimated by ERM that more than 98% of the scrub historically present in Palm Beach County has already been converted to other land uses. Six plant and three animal species recorded on the site have been listed by at least one government agency or nonprofit environmental organization (Tables 1 and 2). In addition, the acquisition of the Lake Park Scrub Natural Area will help to protect the quality and quantity of groundwater resources.

The natural area will be developed as a publicly-owned preserve and operated as a natural resource-based, passive outdoor recreational site. The site also will be used for environmental education and scientific research. Hiking trails and management roads will be constructed, using existing trails where appropriate, and interpretive markers will be placed along the nature trail to be constructed. The markers will be keyed to a trail guide containing descriptions of the site's resources and their significance. Both the preservation and recreation components of this project will help the Town of Lake Park and Palm Beach County comply with portions of their respective comprehensive plans. All signs, literature, and advertising will identify the project sites as being publicly owned and operated as a natural area and passive outdoor recreational site, with recognition given to FCT for providing matching funds. Permanent recognition signs will be maintained in the entrance area on the project site that identify the site as being open to the public and having been purchased with funds from Florida Communities Trust and the County. The Lake Park Scrub Natural Area will be assigned a land use designation of Recreation/Open Space (Appendix E), and procedures to change the land use designation will be initiated within one year of the project closing. The Town will forward a copy of any approved ordinance or resolution changing the land use or zoning designations to FCT.

The Lake Park Scrub Natural Area consists largely of scrub, scrubby flatwoods, and mesic flatwoods natural communities (Figure 2). These communities, which can be mostly considered good-quality within the context of urbanized southeastern Florida, are in a somewhat degraded condition as a result of previous off-road vehicle trespass, fire exclusion, exotic pest plant invasions, construction of adjacent roads and buildings, illegal dumping, soil removal, industrial development, hydrological modifications, placement of

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fill materials, and other human-related disturbances. The maintenance and improvement of the ecological quality of these communities will be included in the future management of the preserve. These management efforts will include implementation of invasive vegetation control and prescribed burning programs throughout the entire site.

Management activities will be coordinated under the direction of the Palm Beach County Department of Environmental Resources Management (ERM), with the cooperation and assistance of the Town of Lake Park. In addition to County and Town personnel, volunteers from the community will be recruited to maintain trails, remove invasive vegetation, and perform other site management activities that may be needed. The site will be managed under the "single-use" concept, which means that it will be managed to preserve and restore natural resource values. Scientific research, environmental education, and passive resource-based recreation will be encouraged so long as they do not jeopardize the protection of natural resources. In general, passive recreation will include such activities as nature appreciation and study, hiking, and photography.

The acquisition and associated activities will assist the Town and the County to implement several policies within their respective Comprehensive Plans. This project will further the following Town Comprehensive Plan Policies: 1) by protecting, conserving, and enhancing existing natural resources including vegetative communities, fish and wildlife habitats and species of special concern (Town Goal Statement 9.2.1); 2) by ensuring that the existing and future recreational and open space facilities and programs are improved and maintained in order to meet projected needs of Town residents (Town Goal Statement 9.4.1); 3) by providing wetland protection and maintaining and enhancing groundwater resources (Local Groundwater Regulation Review, Section 5.5.3.1).

The County's Conservation Element directs the County to preserve native upland habitats, with priority given to environmentally sensitive land (Objective 2) and habitat of significant value to existing populations of listed species (Objective 3), and calls specifically for the acquisition and management of parcels identified as environmentally sensitive (Policy 2-e).

2.3 MANAGEMENT OBJECTIVES

The Lake Park Scrub Natural Area will be managed to protect and maintain native biological diversity and ecosystem functions in perpetuity. The management of this site will be coordinated with the management of other County-managed sites as part of a county-wide system of natural areas. The following objectives will guide the formulation of management policies:

- 1) Maintenance of ecological integrity by ensuring the long-term viability of native upland biological communities and the protection of listed plant and animal species on the natural area.
- 2) Provision of viable habitat for other non-listed wildlife species that use, or could potentially use, the natural area.
- 3) Implementation of a prescribed burn regime that maintains fire-dependent vegetative communities, assists in the restoration of disturbed areas, and adequately addresses safety and smoke concerns.
- 4) Reduction of exotic pest plant vegetation cover to no more than 1% of the total vegetation coverage.

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and exclusion and/or removal of exotic non-native animals having a detrimental effect.

- 5) Provision of facilities and development of policies for public use that allow for passive, resource-based recreational uses, scientific research, and environmental education activities that do not have a detrimental effect on the natural area.
- 6) Adoption of appropriate security and access control measures to prevent unauthorized activities, such as use by off-road vehicles, illegal dumping, collection of plants, poaching, and harassment of animals.
- 7) Management of disturbed areas so that they revert to natural communities and do not act as conduits for exotic species to penetrate natural communities.
- 8) Restoration of disturbed scrub and former wet prairie areas to an appropriate native vegetation community.

3 STRUCTURES AND IMPROVEMENTS

3.1 EXISTING AND PROPOSED PHYSICAL IMPROVEMENTS

The only structures and improvements currently on the Lake Park Scrub Natural Area are concrete slabs, vaults, and foundations in the northeastern portion of the site, along with a short brick wall. These structures were left over from Kelsey City industrial buildings destroyed in the 1928 hurricane. They are located in the Baxter tract, which is not part of the FCT project site. A short section of the shell rock road Industrial Avenue is located within the project site. Water mains and fire hydrants are located along Industrial Avenue and 12th Street, with storm sewers present along 12th Street.

Disturbed areas exist mostly on the perimeter of the site, and the perimeter firebreaks and fencing will be located within these areas as much as possible. No listed species were found in these disturbed perimeter areas, except for a few scattered plants of wild pine species and large-flowered rosemary, and an occasional foraging gopher tortoise. Many of the proposed improvements, including the hiking trail and nature trail, will be sited within disturbed areas and on existing trails where possible. Although listed species have not been observed within the areas proposed for the public use facilities, these improvements will be sited to minimize impacts to any listed species that may subsequently be observed in these areas. Listed plants will be relocated on the site as necessary.

The major proposed structures and improvements are described in the following sections and shown on the master site plan (Figure 3). Only structures and improvements that will help to achieve the goals of preserving and restoring the natural resources of the Lake Park Scrub Natural Area and providing for compatible public uses are proposed. Restroom facilities are not planned for this site as they are readily available in nearby commercial businesses. Proposed public-use facilities (i.e., the accessible nature trail and the parking area) will fulfill Americans with Disabilities Act (ADA) requirements. All proposed site improvements shall be designed and located to minimize or eliminate the long term risk of storm damage or flooding in conjunction with appropriate hazard mitigation agencies and experts.

Written approval from FCT will be requested prior to the construction or installation of any buildings, structures, improvements, or signs and for any removal of native vegetation or major land alteration not discussed in this management plan, and for any other significant revision of the management plan. All improvements and major land alterations will comply with applicable local, state, regional and federal laws and regulations. All required licenses and permits will be obtained prior to the commencement of any construction or major land alterations. A Town building permit is needed for construction of the public use facilities. An environmental resource permit from the South Florida Water Management District may be necessary for wetland restoration activities.

3.1.1 Fencing and Gates

Due to the previous incidence of undesirable off-road vehicle traffic, as well as the illegal dumping of trash, the entire natural area will need to be fenced. Fencing, together with boundary roads and firebreaks, will shut off ORV access to the site and help to control the dumping of debris. Nearly all of the existing fencing on the site is not located on the natural area's boundaries and will be removed. Field fencing was installed

on the western boundary of the site (Figure 3). A 6-foot green-vinyl-coated chain-link fence was installed in March 2003 along the eastern boundary of the site where no chain-link fencing is present. Where the sheet metal fencing/concrete wall along the automobile junkyard is present and in good condition, no chain-link fencing will be installed. Three-rail post-and-rail fencing with wire mesh backing will be installed along the northern border of the site adjacent to the right-of-way for the proposed extension of Park Avenue and has been installed on the southern boundary adjacent to Silver Beach Road. Two-rail post-and-rail fencing will be installed around the perimeter of the parking area to limit vehicles to the parking area only. All fencing and gates will be installed within disturbed perimeter areas whenever possible, to minimize impacts on intact natural communities.

Eight gates are proposed (Figure 3). Management access gates will be installed in the chain-link fence at the end of Industrial Avenue and at the easternmost corner of the site just north of Industrial Avenue. These gates will allow vehicle access to the boundary firebreaks and other management roads. Two steel farm gates will be installed in the post-and-rail field fencing along Silver Beach Road at the southeast and southwest corners of the site to provide management access to the perimeter and interior management road/firebreaks. When the parking area is constructed, steel farm gates will be placed in the northern and southern ends of the parking area to provide management access from the parking area to the perimeter and interior management road/firebreaks. An existing steel farm gate at the intersection of 12th Street and Joule Road will be maintained until the parking area gates are installed. Two 16-foot-wide steel swing gates will be installed in the perimeter post-and-rail fence on the entry and exit drives to the parking area from 12th Street.

3.1.2 Signs

Six types of signs are proposed for the Lake Park Scrub Natural Area. All will identify the site as being publicly owned and operated as a natural area and passive outdoor recreation site. Temporary signs identifying the site as a natural area will be installed on each corner of the site one month after each individual tract was acquired. A permanent recognition sign at least 2 by 3 feet in size will be maintained in the entrance area on the project site that identifies the site as a natural area open to the public, as having been purchased with funds from Florida Communities Trust and the County, and as being managed by the County and the Town. An entrance sign will be co-located with the permanent recognition sign. A main gate sign will be installed to specify the hours of operation and provide general information about the site. Perimeter signs have been placed along the site's boundaries at intervals of no greater than 500 feet; these signs state that the Lake Park Scrub Natural Area is a protected natural area and cite appropriate Town and County ordinances. Markers will be installed along the nature trail, with station numbers corresponding to an interpretive guide. Sign installations will not significantly disturb any natural communities on the site.

3.1.3 Interpretive Facilities

One educational kiosk will be constructed on the project site adjacent to the public parking area and near the entrance of the nature trail (Figure 3). This kiosk will provide general information about the natural area, such as the geologic origins of the site, its topographic features, aquifer recharge significance, natural communities, listed species and their habitat, and other natural features of interpretive value. The kiosk will be constructed within disturbed areas as much as possible to minimize impacts to any intact natural communities.

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3.1.4 Boundary and Management Roads and Firebreaks

A boundary management road and firebreak system will be established on the perimeter of each of the three management units (Figure 4). These roads will be accessed from the six maintenance access gates. All boundary management roads and firebreaks will be located in disturbed perimeter areas or on existing trails as much as possible. Prior to construction, all boundary management road/firebreak locations will be surveyed for listed species. Any listed species present within the proposed road/firebreak area will be avoided if possible, or relocated on the site if necessary.

Boundary management roads/firebreaks will provide numerous benefits, including more rapid access in the event of a wildfire, protection of adjacent areas from wildfire, and facilitation of the monitoring of dumping and other illegal activities along the preserve edge. These road/firebreaks will be unimproved sand roads and will be no more than 15 feet wide, which is the standard width of boundary firebreaks used by the Florida Department of Environmental Protection (FDEP) on state lands. The firebreak/management roads are to be used primarily for resource management and onsite monitoring. Prior to a prescribed burn, the roads will be widened beyond a minimum 10-foot maintenance width to serve as firebreaks. After the prescribed burn, these firebreaks will be allowed to regenerate and the roads will be maintained at the minimum width. Routine maintenance of the management road/firebreaks will be accomplished by periodic mowing of these roads. Disking of management roads will occur only around management units where a prescribed burn is planned in the near future, or where the management road borders residential or commercial development and a diked fire line is needed for safety reasons.

3.1.5 Trails

The primary interpretive feature for public access will be a handicapped-accessible nature trail. The trail will be approximately 1,000 feet long, and will originate at the public parking area. From the parking area, it will extend eastward through mesic flatwoods community and then northeastward and southeastward through scrub until it emerges at the edge of the wetlands restoration area. A wildlife observation platform with a shade shelter, benches, and interpretive signage will be constructed at the terminus of the nature trail and overlooking the restoration area (Figure 3). The nature trail will consist of 4-inch-thick poured and formed concrete with a non-slip finish and will be approximately 5 feet wide to accommodate wheelchairs. The observation platform is expected to be a raised wooden structure accessed by a ramp. Markers will be installed along the trail indicating station numbers corresponding to a trail guide with interpretive information. Handicapped-accessible interpretive facilities will be developed to fulfill federal requirements.

A 0.7-mile hiking trail will originate from the wildlife observation platform and form a large loop that extends throughout most of the central and southern portion of the project site. It will terminate at the informational kiosk at the beginning of the nature trail (Figure 3). The hiking trail will skirt the wetland restoration area and run through the former wet prairie, mesic flatwoods, scrubby flatwoods and scrub natural communities. The hiking trail will have a natural soil base and will be maintained at a width of at least 10 feet, where the trail coincides with a firebreak. Any non-firebreak sections of the hiking trail will be maintained at a width of 3 feet. The hiking trail is available for public use, but will not be improved or marked for interpretive purposes. All other firebreak/management roads also will be available for public use, but will not be improved or marked for interpretive purposes. The nature trail and the hiking trail will be constructed on existing paths.

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trails, and disturbed areas on the site as much as possible. Public use of existing secondary trails leading off the nature trail, the hiking trail, and management roads will be discouraged. Prior to construction, all trail locations will be surveyed for listed species. If listed species would be impacted by the construction of the trails, the trails will be rerouted or the listed species relocated on the site.

3.2 EASEMENTS AND CONCESSIONS

There are no active easements on the natural area. A record of a 1920s-era 10-foot road easement exists, but the record is too sketchy to determine the location of this easement or who has rights to use it. Two utilities are present on the natural area, apparently without any easement rights. A water line on the north side of Industrial Avenue does not have an easement where it crosses through the site, and a fire hydrant associated with the water line may encroach into the natural area. An overhead electric line on the north side of Industrial Avenue also crosses through the site, but the poles are located outside the natural area. An electrical service line from the Industrial Avenue line to the Throop/Junkyard Inholding crosses through the site and a pole is located within the natural area. ERM will request that Florida Power and Light relocate this pole onto Throop's property, although some of the aerial encroachments may be allowed to continue.

No additional easements, concessions, or leases are anticipated. Any easements, concessions, or leases must be approved by FCT prior to execution. Certain activities may have negative legal and tax consequences under Florida law and federal income tax law. If the Lake Park Scrub Natural Area is to be subject to any of the following activities or interests, the County will provide FCT with at least 60 days prior written notice and will provide information to FCT, upon reasonable request, in order to evaluate the legal and tax consequences of the activity:

1. any lease or sale of any interest in, or operation of any concession on the project site by any person or organization;
2. any sales contract or option to buy things attached to the project site to be severed from the site, with any person or organization;
3. any use of the project site by any person other than in such person's capacity as a member of the general public;
4. a management contract for the project site with any person or organization for activities other than those specified in the management plan;
5. such other activity or interest as may be specified from time to time in writing by FCT to the County.

3.3 PUBLIC ACCESS

The main public access to the natural area will be provided via 12th Street to an on-site parking area. When the proposed Park Avenue extension is built adjacent to or on portions of 12th Street, the public access will be switched to Park Avenue, but the parking area will be unaffected. Bicycle racks will be provided to encourage the use of alternative transportation to the site. Concrete sidewalks are currently not present on 12th Street, but they are present along Water tower Road and Old Dixie Highway. When the extension of

Park Avenue is constructed, pedestrian-oriented walkways and bike paths will be built along the road to provide pedestrian and bicycle access to the site. The natural area will be open to the public during daylight hours. The hours of operation will be posted at the site and will be determined in consultation with the Town. Accessible parking and an accessible nature trail will be provided. There are no permanent water bodies on or adjacent to the site; therefore, no water body access is planned.

A parking area containing ten automobile parking spaces and two bus parking spaces will be constructed off 12th Street in the west-central portion of the site (Figure 3). The parking area is located in an area filled in with concrete rubble and fill dirt to help stabilize the 12th Street roadbed. If soil tests reveal that the fill area cannot be compacted enough to support a stable parking area, then portions of the fill area may have to be removed and replaced with compactable materials. The use of pervious materials as part of the parking area will be investigated. Very little native vegetation is present in the fill area and impacts to good-quality native vegetation will be negligible. A survey will be conducted within the proposed parking area to verify that its construction would not impact any listed species. Based upon previous listed species surveys of the site by County staff, it is unlikely that the construction of the parking area will impact any listed species. If any listed species are present within the proposed parking area, the parking area location will be adjusted to avoid impacts. If impacts are unavoidable, then these species will be relocated on the site. If a stormwater retention facility is required as a result of the parking area construction, it will be designed to provide recreation open space or wildlife habitat. If changes to public access or parking facilities are required, the proposed changes will be submitted to FCT for review and approval.

4. KEY MANAGEMENT ACTIVITIES

4.1 MAINTENANCE

ERM will assume primary responsibility for site management at the Lake Park Scrub Natural area. Responsibilities for the management of the natural area are outlined in the interlocal agreement between the Town and the County (Appendix E). Maintenance activities include litter cleanup, trail maintenance, and facilities maintenance (i.e., fences, gates, kiosk, and parking area). Volunteers from environmental groups, schools, and citizens organizations will assist in trail maintenance and litter pickup activities under the direction of ERM staff.

In the unlikely event that any unforeseen occurrence, either natural or human-caused, severely alters the natural values of the natural area, ERM staff will assess the nature of the alteration and will take remedial action to secure and/or stabilize the site if necessary. Natural events such as fires, floods and hurricanes may shift the ecology of the site from its present condition and cause damage to human-made structures (i.e., kiosk, signs and fencing), but in no way would severely limit or eliminate the natural values of the site. The first priority following a natural or human-caused event will be to secure the site by repairing damaged fencing to prevent dumping and vandalism.

The natural area may be closed for public use until the site is stabilized and repairs are made to the structures. The native communities on the site will be managed to regenerate naturally following such an event. If the natural values of the site are severely limited or eliminated, the County, the Town, and the State will discuss future plans for the site. All major events affecting the natural communities of the natural area will be discussed in the subsequent annual report to FCT. Management practices will be modified for the new condition of the site, and the management plan will be updated to reflect these changes.

4.1.1 Removal of Debris and Litter

Most significant debris located within the natural area was removed by the previous property owners prior to acquisition by the County. Any remaining debris will be removed in a timely manner, unless such removal would cause undesirable damage to natural communities or listed species. The installation of perimeter fencing should prevent the future dumping of trash and hazardous material on the site. The County will provide a trash receptacle at the public parking area and the Town will be responsible for servicing it at weekly intervals. Periodic site clean-ups to remove litter will be conducted as necessary by County and/or Town staff with volunteers.

4.1.2 Trail Maintenance

Periodic trail maintenance will be performed by County and/or Town staff and community volunteers. All trails which are not necessary for site management will not be maintained to discourage access from public-use trails. These unused trails will be allowed to regenerate with native vegetation.

4.1.3 Facilities Maintenance

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County staff will be responsible for the maintenance of the fences, gates, interpretive facilities, and signs on the natural area. Town staff will be responsible for periodic mowing of the perimeter firebreak/management boundary road.

4.2 SECURITY

The Town will assume primary responsibility for public safety and law enforcement at the natural area. The Town currently contracts with the Palm Beach County Sheriff's Office (PBSO) to provide these services. Security activities include routine patrols of the boundaries and using the PBSO's best efforts to prevent vandalism, vehicular trespass, dumping, and damage to property and natural resources. The County also has contracted with the PBSO for a special natural areas law enforcement unit. This unit concentrates on stopping illegal off-road vehicle use and other prohibited activities on natural areas. It moves to natural area sites on an as-needed basis. No on-site manager or security guard currently is proposed for this site. The County will attempt to recruit a local steward for the site or to organize a neighborhood watch group.

The County has adopted a Natural Areas Ordinance (No. 94-13) that regulates public use of all natural areas managed by ERM, including the Lake Park Scrub Natural Area (Appendix F). The ordinance provides for passive recreational activities such as hiking, nature study, and photography; for environmental education; and for scientific research. It prohibits destructive uses such as off-road vehicle use, dumping, and poaching of plants and animals. The ordinance gives law enforcement personnel the authority to arrest persons damaging a natural area. No dogs, cats or other pets will be permitted on the natural area. No vehicles (e.g., ORVs and bicycles) will be permitted beyond the parking area, except during site maintenance, security, and prescribed burning activities conducted by staff or other authorized personnel.

The Lake Park Scrub Natural Area will be open to the public during daylight hours only. Access hours will be posted at the main entrance gate. The Town will be responsible for opening and closing the main access gates to the parking area. This responsibility may be delegated to a local steward or stewardship group if approved by the County. Only the County, the Town, PBSO deputies, or the local stewards will have keys for these gates.

4.3 STAFFING

Because of the relatively small size and low management needs of the Lake Park Scrub Natural Area, there will be no on-site staffing. However, ERM has created a roving management team that will assume responsibility for management at this site and other County-managed natural areas. This management team has been trained to conduct all levels of management activities, including invasive vegetation control, prescribed burning, and monitoring. Volunteers from local citizens' organizations will provide additional support where feasible and necessary.

Watson B. Duncan Middle School is located one mile northwest of the natural area, Lake Park Elementary School is located one mile east, Suncoast High School is located one mile southeast, and Washington Elementary School is located one-half mile southwest of the site. All of these schools serve the local neighborhood. Staff at these four schools will be contacted to see if they have an interest in helping to protect and manage the site and in using it as an environmental education resource. It is hoped that individuals from these schools will form the basis of a local stewardship group that will assist in the

protection and management of the site. Individuals from the community and local environmental organizations will be trained by County staff to lead nature walks on the site.

4.4 NATURAL RESOURCE PROTECTION

The primary goal of site management is to enhance and maintain scrub, scrubby flatwoods, and mesic flatwoods natural communities, including their component species, as described in Appendix A. Particular care will be exercised to prevent the extirpation of listed species from the site. Habitats for listed species will be managed for the needs of individual species when such management would be compatible with the overall management of the ecosystems on the natural area. This site will be managed in conjunction with other publicly-owned conservation lands in northeast Palm Beach County in order to provide synergistic benefits for resource conservation and to promote the recovery and maintenance of listed animal species.

Long-term resource management of the site will begin with the baseline inventory and assessment of natural communities and listed species (Appendix A). Several half-day surveys of vegetative communities and plank and animal species on this site were conducted by ERM staff in spring 2001 and summer 2002. Additional surveys have been conducted since then to update the assessment. The information from these surveys was combined with data from a 1988 Florida Natural Areas Inventory site survey (Farrarworth 1988) in preparing the assessment. This assessment has been used as the basis for determining the management activities necessary to protect, restore, and preserve the natural resources of the site and determining the location and type of passive public recreation use facilities.

Information on all listed species described in the assessment and all new listed species observed will be reported to the Florida Natural Areas Inventory (FNAI) on the forms provided in Appendix L. A copy of the management plan will be provided to FFWCC to review for protection of listed species and any comments will be forwarded to FCT. The protection of the geologic features of the site (the Pamlico dune ridge) will be ensured through the preservation of this site. The natural groundwater recharge functions of the site will be protected and enhanced to maintain the quality and quantity of groundwater within the wetland protection zone. Because of the upland character of the site, hydroperiod management will be undertaken only in the wetland restoration area.

4.4.1 Management of Natural Communities

The Lake Park Scrub Natural Area will be managed under the "single use" concept, which means that it will be managed to perpetuate natural resource values. Six vegetation communities are present on the site (Figure 2), including scrub, scrubby flatwoods, mesic flatwoods, former wet prairie, disturbed scrub, and littoral. Where past human activities have caused the degradation of natural communities, efforts will be made to restore these communities so that they resemble undisturbed natural communities. Prescribed burning, invasive vegetation control, and hydrological restoration will be the primary management techniques used. These management activities are discussed in Section 5.1.2, Fire Management, Section 5.1.3, Invasive Species Control, and Section 5.1.4, Hydrological Restoration/Enhancement. The scrub, scrubby flatwoods, and mesic flatwoods vegetative communities occurring on the site will be preserved and properly maintained so as to ensure the long-term viability of these vegetative communities. The specific types of management and enhancement activities recommended for each vegetation community present on the natural area are described in the following sections.

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4.4.1.1 Scrub

Scrub dominated by sand pines, shrubby oaks, and saw palmettos is the largest natural community on the site. It will be enhanced and maintained primarily through the implementation of prescribed burning and invasive vegetation control programs. A prescribed burning program will be initiated in this community within two years of the approval of this management plan. Management units containing scrub will be burned at approximately 40-year intervals. Special care will be taken with regard to listed species associated with scrub that may be negatively impacted by prescribed burning. An invasive plant control program will be initiated in this community within one year of the final approval of this management plan. Australian umbrella tree, bowstring hemp, chandler plant, rosey pea, and Sprenger's asparagus fern are considered high-priority exotic species for removal in scrub. In addition, all ORV trails that are not part of the designated management road/firebreak system or the hiking trail will be closed and allowed to regenerate with native vegetation.

4.4.1.2 Scrubby Flatwoods

The scrubby flatwoods community is the second largest natural community on the site. It will be enhanced and maintained primarily through the implementation of prescribed burning and invasive vegetation control programs. A prescribed burning program will be initiated in this community within ten years of the final approval of this management plan. Management units containing scrubby flatwoods will be burned at 10 to 20-year intervals. It is expected that the young sand pines that are beginning to colonize this community will be eliminated by a short burn interval. Since this community appears to have been mostly fire-excluded since the 1950s and has developed tall growth of scrub oaks and saw palmettos, cutting and chopping of understory vegetation will be necessary prior to the initial burn to reduce flame height and fire intensity that could kill or damage the slash pine overstory. Special care will be taken with regard to listed species associated with scrubby flatwoods that may be negatively impacted by prescribed burning. An invasive plant control program will be initiated in this community within one year of the final approval of this management plan. Brazilian pepper, bowstring hemp, and woman's tongue are considered high-priority exotic species for removal in scrubby flatwoods. In addition, all ORV trails that are not part of the designated management road/firebreak system or the hiking trail will be closed and allowed to regenerate with native vegetation.

4.4.1.3 Mesic Flatwoods

Mesic flatwoods will be enhanced and maintained primarily through the implementation of prescribed burning and invasive vegetation control programs. A prescribed burning program will be initiated in this community within ten years of the final approval of this management plan. The management unit containing the majority of the mesic flatwoods will be burned at a 10 to 14-year interval, another unit containing a small portion of mesic flatwoods will be burned at a 20-year interval. Because this is a relatively young community that has developed in drained portions of former wet prairie, thick understory vegetation has not developed and pre-burn understory cutting and chopping is not expected to be needed. Special care will be taken with regard to listed species associated with mesic flatwoods that may be negatively impacted by

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prescribed burning. It is expected that the appearance of this community will change over time as the understory shrub layer becomes better developed and expands over time. An invasive plant control program will be initiated in this community within one year of the final approval of this management plan. Brazilian pepper, sawleaf acacia, Guinea grass, and shrub verbena are considered high-priority exotic species for removal in mesic flatwoods. In addition, all ORV trails that are not part of the designated management road/firebreak system or the hiking trail will be closed and allowed to regenerate with native vegetation.

4.4.1.4 Disturbed Scrub

The disturbed scrub on the natural area consists of areas of former scrub that have been impacted by previous land-clearing activities, sand removal, off-road vehicle use, construction of since destroyed industrial buildings, and exotic plant invasion. Disturbed scrub typically has many of the same plants as early successional stages of scrub, but the plants are smaller and sparser, and there are large expanses of bare sand. There is also a higher than normal percentage of ruderal and exotic plants and pioneer, high-light environment scrub plants. The overall management goal for this community is to restore it to the pre-disturbance scrub vegetation community. The disturbed scrub areas will be included in the prescribed burn program and burned whenever the adjacent scrub is burned. This will help to remove invasive vegetation and encourage scrub regeneration. An invasive plant control program will be initiated in this community within one year of the final approval of this management plan. Australian-pine, Cowstring hemp, Brazilian pepper, and Gold Coast Jasmine are considered high-priority exotic species for removal in disturbed scrub. Installation of perimeter fencing and implementation of security measures should curb ORV usage.

4.4.1.5 Former Wet Prairie

The former wet prairies at the Lake Park Scrub Natural Area have lost their historic hydroperiod due to a regional lowering of the groundwater table. Approximately three acres of the lowest portion of this community in the center of the site will be scraped down below the existing high water table and restored to a functional depression marsh. The rest of the former wet prairie will be managed to encourage the ongoing succession to mesic flatwoods. A prescribed burning program will be initiated in this community within ten years of the final approval of this management plan. Former wet prairie will be combined with the majority of the current mesic flatwoods in a management unit that will be burned at a 10 to 14-year interval. An invasive plant control program will be initiated in this community within one year of the final approval of this management plan. Melaleuca is the primary high-priority exotic species for removal in former wet prairie. In addition, all ORV trails that are not part of the designated management road/firebreak system or the hiking trail will be closed and allowed to regenerate with native vegetation.

4.4.1.8 Fill/Spoil

This fill community occurs where approximately 10 feet of fill material was placed in the former wet prairie community to stabilize the roadbed of the adjacent 12th Street. This fill area is proposed to be used for the public parking area, and the fill community completely eliminated. No prescribed burn program will be needed for this community. Invasive exotic plants such as burrmut, castorbean, chinaberry tree, Ganges primrose, noyau vine, and smooth rattlesnake will be eliminated when the parking area is constructed and will be replaced where appropriate with native plant landscaping using species that already occur on the site.

4.4.2 Protection and Enhancement of Listed Species - Flora

Six plant species recorded at the Lake Park Scrub Natural Area have been listed by at least one of the following governmental agencies or non-profit environmental organizations: United States Department of the Interior, Fish and Wildlife Service (USFWS); Florida Department of Agriculture and Consumer Affairs (FDACS); and Florida Natural Areas Inventory (FNAI). These species are listed in Table 1 and are ranked and discussed in Appendix A. Definitions of the listing classifications are provided in Appendix D. The following sections contain a summary of the recommended procedures for management of these species.

4.4.2.1 Priority A

Priority A plant species are those that are considered by FNAI to be imperiled or critically imperiled in the state. These species should receive the highest level of management attention. Under no circumstances should extirpation of these species be allowed to occur at the Lake Park Scrub Natural Area. When possible and appropriate, efforts should be made to increase the size of each existing population. No Priority A plant species have been recorded at this site.

4.4.2.2 Priority B

Priority B plant species are those that are considered by FNAI to be rare in the state. These species should receive significant management attention. Under no circumstances should extirpation of these species be allowed to occur at the Lake Park Scrub Natural Area. When possible and appropriate, efforts should be made to increase the size of existing populations, so long as this does not adversely impact natural community level management.

Banded wick pine (*Tillandsia flexuosa*)

This epiphytic bromeliad has been recorded in the scrub natural community in the northern portion of the Lake Park Scrub Natural Area by ERM in September 2002. It is not fire-tolerant, but generally grows in areas where fires are of limited occurrence and intensity. It is threatened by habitat loss and a historically limited range in Florida (Ward 1978). It may also be susceptible to attack by an imported bromeliad weevil (Frank 1999). This species will be protected by maintaining its scrub habitat, by mapping known populations, by monitoring any mortality caused by the bromeliad weevil, by relocation to other management units prior to scheduled prescribed burns, and by protecting this plant from plant collection.

Large-flowered rosemary (*Conradina grandiflora*)

This endemic short-lived shrubby mint was recorded at the Lake Park Scrub Natural Area by Farnsworth in 1988, and by ERM in 2000, 2001, and 2002. Large-flowered rosemary is found primarily in the scrub natural community in the northeastern portion of the site, with the highest concentrations associated with the former roadbed for the Drake Lumber Company railroad. It prefers scrub communities that are in the early stages of succession. This species will be managed as a component of the scrub community. No special needs for this plant have been identified. It will be protected by maintaining a mosaic of seral stages within the scrub community at this site through the implementation of a prescribed burn and invasive vegetation control programs.

Nodding pinweed (*Lechea carnalis*)

This endemic perennial forb was recorded at the Lake Park Scrub Natural Area by Farnsworth in 1988 and by ERM in 2000, 2001, and 2002. This species is found primarily in the scrub natural community in the northeastern and southwestern portions of the site, with the highest concentrations associated with open areas just south of the former roadbed for the Drake Lumber Company railroad. It is a species of mostly open sandy areas that often tends to be located in areas of past disturbance. No special needs for this species have been identified. It will be protected by maintaining a mosaic of seral stages within the scrub community through implementation of a prescribed burning program, by eliminating OHV access to the site, and also by routing access roads and foot trails away from known plant locations.

4.4.2.3 Priority C

Priority C plant species are those that are listed as endangered or threatened by FDACS, but which are not listed by FNAI. These species should receive moderate management attention. At a minimum, extirpation of these species should be prevented at the Lake Park Scrub Natural Area. When possible and appropriate, efforts should be made to increase the size of existing populations, so long as this does not adversely impact natural community level management.

Common wild pine (*Pinus fasciculata*) Giant wild pine (*Pinus verticillata*)

These epiphytic bromeliads were recorded at the Lake Park Scrub Natural Area by Farnsworth in 1988 and by ERM in 2000, 2001, and 2002. They occur in scattered locations throughout the scrub, disturbed scrub, mesic flatwoods, and scrubby flatwoods natural communities. They are endangered by the feeding activities of an imported bromeliad weevil that burrows through the central growing point of the plant, causing the growing point to die, which usually leads to the eventual death of the entire plant (Frank 1999). There is no known practical treatment for this bromeliad weevil, and it is not known to kill all the bromeliads in a given population. These species are not fire-tolerant. Although individual plants will be killed by prescribed burning, it is expected that the regenerating trees and shrubs will be recolonized by airborne seeds drifting in from the unburned portion of the site. These bromeliads will be protected by burning only a portion of the site at any one time in order to maintain a seed source on the unburned portion, by enhancing and maintaining the natural communities it grows in, by monitoring the mortality caused by the bromeliad weevil, and by protecting this site from plant collectors.

Relaxed wild pine (*Pinus baibaciana*)

This epiphytic bromeliad was recorded at the Lake Park Scrub Natural Area by ERM in 2000, 2001, and 2002. It has been observed in scattered locations in the scrub natural community. This species is not fire-tolerant, but grows in habitats that burn infrequently. It quickly recolonizes burned areas. It may also be susceptible to attack by an imported bromeliad weevil (Frank 1999). This plant will be protected by burning only a portion of the site at any one time in order to maintain a seed source on the unburned portion, by

enhancing and maintaining the natural community it grows in, by monitoring any mortality caused by the bromeliad weevil, and by protecting this site from plant collectors.

4.4.2.4 Priority D

Priority D plant species are those that are listed as commercially exploited by FDACS. These species should receive some management attention. At a minimum, extirpation of these species should be prevented at the Lake Park Scrub Natural Area. No Priority D plant species have been recorded at this site.

4.4.3 Protection and Enhancement of Listed Species - Fauna

Three animal species recorded at the Lake Park Scrub Natural Area have been listed by at least one of the following governmental agencies or nonprofit environmental organizations: FNAI, Florida Fish and Wildlife Conservation Commission (FWWC), and USFWS (Table 2). These species are ranked and discussed in Appendix A. Recommended procedures for management of these species are described in the following sections. ERM will coordinate with FFWC's Office of Environmental Services for appropriate guidance, recommendations, and necessary permits to avoid impacts to listed animal species on the project site.

4.4.3.1 Priority A

Priority A animal species are those that are considered by FNAI to be critically imperiled, imperiled, or rare in Florida and/or which are known to occur in viable numbers with a resident or breeding population at the Lake Park Scrub Natural Area. These species should receive the highest level of management attention. Under no circumstances should extirpation of these species be allowed to occur at the natural area. When possible and appropriate, efforts should be made to increase the size of existing populations.

Gopher tortoise (*Gopherus polyphemus*)

Several active burrows of this medium-sized tortoise were recorded at the Lake Park Scrub Natural Area by ERM in 2001, 2002, and 2003. The active burrows were located in well-drained mesic pine flatwoods and scrub mostly in the northern portions of the site, and scat was observed in the former wet prairie. A thorough population survey for this species will be performed as part of the monitoring program. It is believed that the population has suffered in the past from poaching. It will be protected by installing fencing and implementing security patrols to prevent poaching, and by maintaining a mosaic of seral stages with the scrub, scrubby flatwoods, and mesic flatwoods communities at the site through implementation of a prescribed burned program. No gopher tortoises will be allowed to be relocated onto the site unless a current gopher tortoise survey shows that the site can support additional tortoises, and the tortoises to be relocated have been tested and found free from upper respiratory tract disease.

4.4.3.2 Priority B

Priority B animal species are those that are considered to be rare in Florida, but for which a viable resident population is not known to occur at the Lake Park Scrub Natural Area, or the species is transitory in northeastern Palm Beach County. These species should receive significant management attention. Under no circumstances should extirpation of resident species be allowed to occur at the natural area. When possible and appropriate, efforts should be made to increase the sizes of existing populations and to provide

suitable habitat for transient species, so long as this does not adversely impact natural community level management. If viable numbers of a Priority B species are recorded at, or become established at the Lake Park Scrub Natural Area, then those species should be elevated to Priority A.

American redstart (*Sialophega cuculoides*)

This migratory songbird was recorded at the natural area by ERM in May 2002 in the scrub and scrubby flatwoods natural community. Kele and Maehr (1990) list its habitats in Florida as pine scrub, mangrove, hardwood swamp, cypress swamp, mesic hammock, mixed pine and hardwood forest, pine flatwoods, urban and agricultural environments, and sandhills. It is listed as a transient in coastal scrubs in the Treasure Coast Region by Fernald (1989). Habitat for this species will be enhanced through the maintenance of scrub and scrubby flatwoods communities on site by implementation of prescribed burning and invasive plant control programs.

Osprey (*Pandion haliaetus*)

This bird of prey was recorded at the Lake Park Scrub Natural Area in September 2002 soaring above the scrubby flatwoods natural community. It will be managed as a component of this community. No special needs for this species have been identified at this site. This species will utilize both natural and human-made structures to create large nests high above the ground. It is not known to nest at the natural area. If an osprey nest is discovered, visitor uses will be discouraged in the vicinity of the nest. The osprey will be protected by enhancing and maintaining the natural communities on this site.

4.4.3 Priority C

Priority C animal species are those listed species whose occurrence at the Lake Park Scrub Natural Area is considered to be accidental. Management specifically for these species at this site would therefore serve no meaningful purpose. No Priority C animal species have been recorded at this site.

4.5 ARCHAEOLOGICAL AND HISTORICAL RESOURCES

The 1920s era foundations and slabs associated with the since destroyed Kelsey City industrial buildings in the northeastern portion of the natural area may qualify as a historical site, although they currently do not have any historical designation. The County has no plans to utilize the former building areas except to possibly use them for interpretive purposes during site guided tours. In order to avoid disturbing the foundations, no machinery will be used to remove the exotic plants growing in and around them. Hand tools and herbicides will be used to treat and remove exotic plants in the foundation areas to minimize impacts. No other archaeological or historical resources are currently known from the natural area. ERM will consult with the Department of State, Division of Historical Resources (DHR) prior to any ground disturbing activities within the project site and on the protection and management of any archaeological and historical resources present on the site. The County will notify DHR immediately if evidence is found to suggest an archaeological or historic resource at the project site. The County will comply with Chapter 267, Florida Statutes, specifically Sections 267.061(2)(a) and (b), in its management of any archaeological or historic sites discovered on the site. The collection of artifacts or disturbance of any archaeological or historical site on the Lake Park Scrub Natural Area is prohibited unless prior authorization has been obtained from DHR.

4.6 COORDINATION WITH ADJACENT LAND USERS

The successful ongoing management of the Lake Park Scrub Natural Area will require the cooperation of the neighborhood residents. Many aspects of maintaining the site such as security, fence checks, and opening and closing the main gate could be simplified by utilizing a neighborhood watch, stewardship group, or a volunteer steward. ERM will attempt to recruit a local steward or organize a neighborhood watch or stewardship group.

Within 24 months of approval of this plan, ERM will begin a public education campaign to educate the community on the benefits of managed natural areas and the necessity of invasive plant control and prescribed burns in maintaining the native habitat. As part of the outreach program, local schools will be invited to use the natural area for nature study, environmental education, and community service projects.

The County will review any proposed land use changes or development orders on property adjacent to the Lake Park Scrub Natural Area and will participate in the development and review process to ensure the protection of biological communities and to avoid adverse impacts to listed species.

4.7 NATURAL AREAS MANAGEMENT ADVISORY COMMITTEE REVIEW

On August 18, 1994, the Palm Beach County Board of County Commissioners adopted Resolution 94-1051, which established a seven-member Natural Areas Management Advisory Committee (NAMAC) to review and comment on management plans developed by staff for natural areas acquired and/or managed by the County and to hold public hearings on these plans prior to their review and adoption by the Board. The members of NAMAC were appointed on November 1, 1994. The membership categories are: a member with experience in the management of natural areas, a biological scientist, a professional educator with knowledge of South Florida ecosystems, a representative of a local municipal government public recreation program, a member of the Palm Beach County Parks & Recreation Department staff, a citizen having an interest in natural areas, and a member of the County's Conservation Lands Acquisition Selection Committee (CLASC). Upon sunset of CLASC, this position will be filled by a citizen with an interest in natural areas.

As part of their responsibilities, the members of NAMAC will hold a public hearing on the proposed management plan for the Lake Park Scrub Natural Area. The public hearing will be held in the evening in a location close to the site, and will follow an afternoon open house at which the public will be able to review and discuss the management plan and a display of the plan for the public use facilities with County staff. Copies of the plan will be available at public facilities such as libraries for two weeks prior to the open house and public hearing. Members of the public who cannot attend the hearing to submit written or oral comments will be allowed to submit written comments to the County during the week following the hearing.

NAMAC members will take those comments into consideration prior to their approval of the plan and recommendation to forward it to the Board of County Commissioners. Members of the public also may comment on the plan at the time it is considered by the Board. After adoption of the plan by the Board, the plan will be reviewed at least every five years by NAMAC and revised as necessary on the basis of new information, research data, improvements in management techniques, or other relevant factors.

4.8 ENVIRONMENTAL EDUCATION AND SCIENTIFIC RESEARCH

In conjunction with the construction of the nature trail, ERM staff will prepare interpretive markers. The printed nature trail guide and a recorded nature trail guide on tape for the visually-handicapped will be developed by December 2005. The interpretive markers for the nature trail will be installed when nature trail construction is completed in December 2005. Also by December 2006, ERM staff will train local volunteers to give guided tours of the natural area as part of the development of a site stewardship group. ERM also will develop an educational slide show program by July 2005 which describes the entire Lake Park Scrub Natural Area and its resources. This slide show will be presented by ERM staff or local volunteers on a request basis. ERM staff also will be available to assist the faculty of local schools in developing educational programs for school use of the natural area. The timing and frequency of the educational programs will depend on the interest shown in the natural area by the faculty of local schools. ERM also will cooperate with the FFWCC in utilizing the site for watchable wildlife and bird watching programs.

ERM does not anticipate performing any scientific research other than compiling and interpreting the data from monitoring activities, but will allow researchers affiliated with local institutions of higher learning to conduct scientific research on a permit basis.

4.9 ROAD EXTENSIONS AND WIDENING

The Town of Lake Park has obtained a right-of-way for the future extension of Park Avenue from Old Dixie Highway to Congress Avenue. This right-of-way forms the northern border of the natural area. Park Avenue West is currently under construction from Congress Avenue westward to Military Trail. The construction of the missing segment between Old Dixie Highway and Congress Avenue will turn Park Avenue into a two-lane east-west arterial extending from U.S. Highway 1 to Military Trail. The Park Avenue extension is not on the County's five year road construction plan, but is expected to be constructed at some time in the future.

When Park Avenue is built adjacent to the natural area, ERM will be involved in the design and engineering of this road to minimize the water quality and wildlife impacts, and will request that natural vegetation buffers are included in the project design. Stormwater runoff from the road will be retained within the right-of-way as much as possible, and will not be allowed to discharge to the natural area unless it has been sufficiently pre-treated to remove sediments, petroleum products and other pollutants, and otherwise meets water quality standards. The proposed parking area for this site will be designed for public access from 12th Street, but this access can be easily shifted to the Park Avenue extension when it is constructed. The only changes necessary would be a shortening of the access drives and the construction of appropriate turn lanes on Park Avenue.

There is an unused 73-foot-wide right-of-way strip on the southern border of the natural area that contains mostly native vegetation and could be used to widen Silver Beach Road to four lanes. At the time that this strip was set aside, there were no plans to extend Park Avenue, and a potential need to widen Silver Beach Road could have occurred in the future. The establishment of Park Avenue as a new east-west arterial seems to have eliminated any need to widen Silver Beach Road to four lanes. Silver Beach Road only extends from U.S. Highway 1 westward to Congress Avenue and the area it runs through is nearly all built out. Current plans by the County's Engineering and Public Works (E&PW) Department are to widen the

road to three lanes by adding a center turn lane. ERM has obtained a management agreement with E&PW to manage approximately 52 feet of the unused strip, which is approximately 1.76 acres, and include it within the natural area perimeter fencing.

If Silver Beach Road is eventually widened at some point in the future, ERM will also be involved in the design and engineering of this road to minimize the water quality and wildlife impacts, and will request that natural vegetation buffers are included in the project design. Stormwater runoff from the road will be retained within the right-of-way as much as possible, and will not be allowed to discharge to the natural area unless it has been sufficiently pre-treated to remove sediments, petroleum products and other pollutants, and otherwise meets water quality standards.

5. RESOURCE ENHANCEMENT

Resource enhancement will be required in all management units at the Lake Park Scrub Natural Area. The principal restoration and enhancement activities proposed for this site include invasive species control, wetland restoration, restoration of disturbed areas, elimination of inappropriate uses of the site, and the reintroduction of fire. Active restoration (including direct seeding and out-planting) will be necessary in some areas. The goal of these activities is to restore all native vegetation communities to a maintenance condition.

5.1 ENHANCEMENT METHODS

It should be recognized that even the largest and least disturbed sites in southeastern Florida have been impacted significantly by fragmentation from other natural areas, changes in the regional water table, air pollution, the loss of large predators, and species extinctions. These types of impacts are mostly irreversible, given the current political and social realities of southeastern Florida. In addition to these irreversible impacts, almost all sites in southeastern Florida also have been affected by more subtle changes such as the exclusion of fire and invasion by exotic pest plants.

In south Florida, the exclusion of natural fire is one classic example of a reversible impact that can be at least partially mitigated through human intervention. Natural fire cannot be expected to travel between natural area fragments. However, this interrupted natural ecological function may be partially mitigated for through the use of prescribed burning as a management tool. Prescribed burns must be conducted by natural area managers in perpetuity in order to be an effective management tool.

Human intervention also can help minimize adverse impacts related to invasive exotic plant species. Management techniques such as mechanical removal, herbicide treatments, prescribed burns, and re-planting native species, when appropriate, can all help to minimize adverse impacts related to invasive exotic plants and help restore a more natural plant community.

The goal of this natural area management plan is to restore and maintain as many of the functions and values of the historically-occurring natural communities as possible. This restoration will be accomplished through the initial and maintenance removal/radicating of exotic plant species, wetland restoration and restoration planting activities, the reintroduction of fire, and exclusion of unauthorized uses. Areas of good to high quality vegetation will be enhanced and preserved through the initial and maintenance removal/radicating of relatively small areas of exotic vegetation, and the reintroduction of fire.

All natural communities at the site have been impacted by human disturbances. Based upon the historic aerial photographs, soil surveys, and reviews of the literature, it seems probable that the site has always been dominated by scrub, scrubby flatwoods, and wet prairie natural communities. The disturbed scrub, mesic flatwoods, and former wet prairie communities were created by previous off-road vehicle trespass, fire exclusion, exotic pest plant invasions, construction of adjacent roads and buildings, illegal dumping, soil removal, industrial development, hydrological modifications, and placement of fill materials. Therefore, the restoration and management activities at the site will be performed to in order restore and maintain scrub, scrubby flatwoods, and mesic flatwoods communities.

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5.1.1 Management Unit Design

The Lake Park Scrub Natural Area is composed of three historic natural vegetation communities that have been modified by off-road vehicle trespass, fire exclusion, exotic pest plant invasions, construction of adjacent roads and buildings, illegal dumping, soil removal, industrial development, hydrological modifications, and placement of fill materials and other human-related disturbances. Historically, each of the represented native communities were part of a greater regional mosaic of upland and wetland ecosystems. Today, the natural area is completely isolated from nearby remnants of natural vegetation communities and is continuously affected by human and human-induced disturbances. These disturbances include fire exclusion, the dissemination of invasive species from nearby residential and former nursery areas, and intermittent off-road vehicle use.

Successful management of fragmented ecosystems, such as those found at the Lake Park Scrub Natural Area, depends heavily upon management unit design. The site has been subdivided into three management units, using management roads as boundaries (Figure 4). Each management unit contains more than one vegetation community, although each is dominated by a single community and will be managed for the dominant community. The management units range in size from about 14 to 22 acres, averaging about 18 acres per unit. Macro-management units have been designed to allow for specific management actions to maintain the dominant natural vegetation community and the plant and animal species present in that unit. As described in Section 5.1.2, Fire Management, these units are small enough to allow for safe and practical fire management. Macro-management units may be further subdivided into micro-management units, which represent distinct natural communities and/or seral stages within the management unit.

5.1.2 Fire Management

Scrub, scrubby flatwoods, and mesic flatwoods natural communities are dependent upon fire for long-term restoration and maintenance. However, given the extensive alterations that have been made to the local landscape, natural lightning-induced fires cannot be expected to fulfill the needs of these fire-dependent communities. In addition, the risk of damage from wildfires is considerable due to the proximity of the site to nearby residential and industrial properties, major highways, and the FEC Railway. As such, the use of controlled, prescribed fire, together with firebreaks and other safety precautions, will be necessary to fully achieve the stated management objectives.

The primary responsibility for prescribed burning will be assumed by ERM. Assistance in the form of fire-fighting staff and equipment will be requested from Palm Beach County Fire-Rescue, which has contracted with the Town to provide fire protection for the Town of Lake Park. Additional assistance may be provided by Florida Division of Forestry (DOF), FFWCC, TNC, Palm Beach County Parks personnel, and trained volunteers. Fire-related safety training will be required of all County staff and others participating in a prescribed burn. All prescribed burns will comply with the legal mandates stated in Chapter 590.125 of the Florida Statutes, Open Burning Authorized by the Division, Section (3), Certified Prescribed Burning.

ERM has written a flexible fire management plan for the Lake Park Scrub Natural Area (Appendix C). The development of the fire management plan was coordinated with DOF and FFWCC. The fire management plan was based on the information about natural vegetation communities and listed species found in the Natural Resources Inventory and Assessment (Appendix A). The plan has considered the surrounding land

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uses, safety issues in the event of a wildfire, and the ecological consequences of specific fire management strategies. The overall goal of the fire management plan is to introduce a fire regime (i.e. a repeatable pattern of fire with predictable results) onto the natural area that will sustain the fire-dependent communities on the site. Specific objectives for different areas of the site will depend upon site conditions and other management objectives for that area. The plan will include the following general objectives:

- 1) To ensure the long-term existence and viability of the scrub, scrubby flatwoods, and mesic flatwoods natural communities found on the site, and the listed plant and animal species present in these habitats.
- 2) To provide viable wildlife habitat for wildlife species that use, or could potentially use, the scrub, scrubby flatwoods, and mesic flatwoods natural communities on the site.
- 3) To control the regrowth and regeneration of invasive vegetation following treatment or removal activities, thereby assisting in the restoration of disturbed areas.
- 4) To reduce the danger of wildfire by reducing the buildup of fuels that has resulted from the limited occurrence of fire in recent years.

To meet these objectives, the fire management plan will incorporate specific tools and management practices designed to minimize adverse impacts to native vegetation and wildlife, while maximizing the beneficial effects of prescribed burns. One of the tools that will be incorporated into the management plan is the use of firebreaks. Permanent firebreak/management roads will be established along the perimeter of the Lake Park Scrub Natural Area. Similar firebreak/management roads will be established between the three management units (Figures 3 and 4). Existing roads and trails will be used to help create the firebreak/management road system whenever possible. New firebreak/management roads will be constructed where existing roads and trails are not sufficient to meet the goal of the fire management plan. Firebreaks will be at least 15 feet wide at the time of a prescribed burn. Vegetation may be cut along the edges of specific firebreaks, if necessary, to widen them further prior to a prescribed burn. After the burn, this cut vegetation will be allowed to regenerate naturally, and management roads will be maintained at a width of 10 feet to allow for maintenance vehicle access.

These firebreak/management roads will help to control the spread of potentially destructive wildfires and adequately control the prescribed fires. They also will serve as the boundaries of the fire-managed macro-management units and will provide vehicular access for conducting prescribed burns. Some firebreaks or portions of firebreaks also may be used for other management activities, such as exotic pest plant control, and/or as part of the hiking trail system. Prior to the construction of a firebreak/management road, the area will be surveyed for listed species. If listed species are found, the location of the firebreak will be adjusted whenever possible to avoid impacting the listed species. Alternatively, the listed species will be relocated to another suitable location prior to construction of the firebreak/management road.

The firebreak/management road system will delineate the boundaries of the three management units. The units are as large as possible for a relatively small site, so that fires can burn through ecotones and move in a more natural, spotty fashion across the landscape. The resulting patchwork of burned and unburned stands within a management unit will produce a mosaic of vegetation at various stages of maturity, thereby maximizing diversity within and among communities. This will provide habitat for individual species which

typically use, or may even be restricted to, communities in a particular state of maturity. The size of the management units has been restricted so that control of prescribed fire and attendant smoke will be relatively easy and predictable. Depending on the specific conditions and objectives of a burn, a management unit may be further subdivided into smaller units for conducting the prescribed burn.

The fire management plan also has taken into account the seasonality and frequency of prescribed fires and seeks to approximate the natural incidence of fire in the site's communities. In general, prescribed fires should be conducted during the early growing season, which extends from March to July. Natural lightning-induced fires normally occur during the growing season. The natural incidence of winter fires is generally low. Prescribed winter fires should similarly be rare in occurrence, to ensure that fire events are synchronized with the fire-adapted life histories and reproductive cycles of resident species. However, where fire has been suppressed for a long period of time and fuel loads have become heavy, prescribed winter fires may be used to begin restoration of a natural fire regime. Winter fires are generally cooler fires and can reduce accumulations of excess fuel while limiting the undesirable destruction of vegetation. In areas such as the Lake Park Scrub Natural Area, winter fuel reduction fires may be more appropriate at least in the short term.

Backcutting, cutting of dense understory vegetation, and other techniques will be used for prescribed burns in the scrubby flatwoods in order to reduce fire intensity and slash pine mortality and to decrease smoke generation. Slash pines are a natural component of the scrubby flatwoods community, and their population levels will be maintained in this habitat. Slash pines are not a natural component of the scrub community and no efforts will be made to maintain their population in this community. Prescribed burning in the disturbed scrub and mesic flatwoods natural communities is complicated by a spotty and uneven distribution of fuels, with much variation in fuel type. The uneven fuel distribution is a result of previous human-caused alterations at this site, and is not typical of these natural communities. Disturbed scrub and mesic flatwoods areas will be burned in the same way as undisturbed scrub and scrubby flatwoods habitats, although multiple ignition points may be necessary to overcome the patchiness of the vegetation.

If a wildfire occurs, the appropriate actions will be taken by the authorized fire emergency response agency. Active fire suppression measures will be avoided as much as possible, but will be utilized if deemed necessary by that agency. These suppression measures rely upon the use of heavy machinery and powerlines, and are extremely destructive to vegetation and other natural features. If such measures are undertaken to control a fire, all powerlines will be backfired after the fire has been extinguished, and disturbed areas will be rehabilitated to the greatest extent possible.

Implementation of the flexible fire management program will commence within one year of the final approval of this management plan. The management units will be burned at an average rate of approximately one unit every six years. Based on this schedule, the first prescribed burn is tentatively expected to occur on Unit 3 in 2005, followed by a burn of Unit 1 in 2013, Unit 1 in 2020, Unit 2 again in 2027, Unit 2 again in 2037, and Unit 1 again in 2040. The cycle will start again with Unit 3 in 2045, Unit 2 in 2050, Unit 1 in 2060, Unit 2 in 2083, Unit 2 again in 2077, and Unit 1 in 2080. The average interval between burns at this site will be 6.3 years. The closest interval (the different burn units) will be scheduled under this rotation is 3 years; the longest interval is 14 years. The burn interval for each unit at the Lake Park Scrub Natural Area was chosen for the dominant natural community. An interval of 20 years was selected for Unit 1, which is dominated by scrubby flatwoods; an interval of 10 to 14 years for Unit 2, which will be dominated by mesic

littledwoods; and an interval of 40 years for Unit 3, which is dominated by scrub. The scrub portions of Unit 1 will only be burned every other burn in order to achieve a 40-year interval for this community.

A specific burn plan will be prepared for each unit prior to conducting a prescribed burn. Where fire-intolerant plant species are known to be present within a burn unit, a survey will be performed for these species prior to the prescribed burn. If necessary, individual plants will be relocated outside the burn area. A summary of key information on to assist with development of specific burn plans is provided in Appendix G.

A public education campaign will be developed that will include informing residents of areas surrounding the site of the necessity and benefits of fire, the safety features of prescribed burning versus wildfires, and the strategies that will be implemented to minimize the impacts of smoke on nearby communities. The County will coordinate with Palm Beach County Fire-Rescue, DOF, FFWCC, and the Florida Department of Transportation prior to conducting a prescribed burn. If requested, County staff will meet with local community groups such as homeowners' associations before each burn to coordinate with residents, to provide information on the necessity of conducting prescribed burns, and to describe the safety precautions that will be taken to protect adjacent lands.

6.1.3 Invasive Species Control

Like many fragmented natural areas in southeastern Florida, the Lake Park Scrub Natural Area has been invaded by a number of invasive plant species. Many of these species have been brought to the site by animals and birds or have originated from roadside plantings or vegetation dumping piles within the site. To date, 61 species of exotic plants have been recorded within the natural area (Appendix B), and many of these exhibit invasive tendencies. Exotic plant species currently represent 28% of the plant species recorded for the site. This percentage is not unusual for a small habitat preserve that is surrounded by residential and industrial development and has undergone significant disturbance in the past, and should not be inferred to indicate that the site is of low quality. However, additional exotic plant species may be found during the early management phases, and new exotic plant species are expected to continue to colonize the site as long as reproductive plants are present in the surrounding urban and suburban areas. A visual estimate of the site vegetation determined that approximately 13% of the vegetative cover, or the equivalent of 7 acres, consisted of exotic species. The exotic plants are concentrated in disturbed areas in the northeastern and southeastern portions of the site.

Thirty of the exotic species found on the Lake Park Scrub Natural Area - Bahia grass, Bermuda grass, brownout salamander, chandelier plant, Chinese boxwood, crowfoot grass, Dixie litchie/oli, flat-top mille grain, feld passionflower, Florida tasawallow, gale-of-wind, Guinea grass, hairy sensitive pea, hybrid shrub verbena, life plant, lilac tasawallow, Lma lomatilis, Madagascar periwinkle, mango, Mexican tea, Malaysian false pimpernel, monk orchid, noyau vine, Peruvian plantain, rough Mexican clover, royal poinciana, sedge-wood, shrubby false buttonweed, smooth rattlesnake, smut grass, thatch palm, and tropical Mexican clover - are not identified as invasive or potentially invasive exotic plants by the Florida Exotic Plant Council (FLEPPC). Many of these species prefer open, disturbed sites, and normally do not invade and disrupt functioning native plant communities. The control of these species which are normally not invasive will be given a low priority as they are generally controlled by good management practices. However, any of the exotic species listed above that are exhibiting invasive characteristics at this site will be given priority for control activities.

Twelve exotic species - Australian almond, boxhemp, burrnut, Cassia weed, castorbean, creeping oxeye, Ganges primrose, Guinea grass, leadtree, life plant, Natal grass, and Senega date palm - have been identified by FLEPPC as potentially invasive, or Category II, plants (FLEPPC 2003). Most of these species prefer open, disturbed sites, and normally do not invade and disrupt functioning native plant communities. The control of many of these species which are normally not invasive will be given a low priority. They will be controlled through good management practices such as prescribed burning and the elimination of unnecessary disturbances such as off-road vehicular traffic. However, some of the exotic species listed above are exhibiting invasive characteristics at this site and will be given priority for control activities.

The remaining 19 exotic plant species found on the natural area do exhibit invasive tendencies and have been listed by the FLEPPC as Category I, or those considered to be most invasive (FLEPPC 2003). Nine species - Australian pine, Australian umbrella tree, Brazilian pepper, leafy acacia, Belt Coast jasmine, melaleuca, rosary pea, Sprenger's asparagus fern, and woman's tongue - constitute the major invasive plant problem at the Lake Park Scrub Natural Area at present. Other Category I invasive plant species found on the natural area are alfalfa, carobwood, chineberry tree, Indian laurel fig, Mexican wild petunia, shrub verbena, soapilla, Surinam cherry, torpedo grass, and tuberous Boston fern. Control of the Category I invasive plants will be the primary focus of the invasive plant control efforts.

For purposes of the management plan, the phrase "invasive plant species" includes those plants listed as Category I plants by the FLEPPC, and the following three groups of plants: exotic species, species of uncertain origin, and ruderal species (species which are probably native but are found almost exclusively in disturbed areas). Although exotic species are the traditional targets of eradication activities, invasive native species can have adverse impacts upon fragmented natural vegetation communities. This is especially true of aggressive native vines, which, in the absence of fire, often shade out preferable native trees, shrubs, and herbs. Ruderal species are usually not problematic, but in some cases can slow down or arrest restoration processes. Some exotic species, such as Madagascar periwinkle (which prefers open disturbed sites) do not have the capacity to invade functioning natural communities. They will be controlled by good management practices, such as prescribed burning, and the elimination of unnecessary disturbances, such as off-road vehicle traffic.

The removal, eradication and/or control of invasive plant species will be given a high priority in the management of the natural area. In general, a two-year, four-phase invasive plant species control program will be carried out in all portions of the site. Each of the four phases will be conducted approximately six months apart. The first phase of the initial exotic plant removal activities will focus on the nine Category I plants that are the major invasive plant problems. Later phases will deal with the remainder of the Category I plants, as well as the Category II plants and other invasive plants that require removal activities. Some invasive plants will be eliminated during site trash cleanups or by the establishment and maintenance of perimeter firebreaks.

If treatments for invasive plant species are thorough, the adjacent native vegetation communities should be in a maintenance condition by the end of the two-year period. A management unit will be considered to be in a maintenance condition (with regards to invasive species) when the cover of invasive species does not exceed one percent of the canopy or understory layers within any management year. Once a maintenance

condition is reached, follow-up treatments for invasive vegetation will be conducted on an as needed basis. After removal of invasive plants, the areas they occupied will be managed to encourage the spread of appropriate native vegetation and to prevent to the recolonization of invasive plants. In selected areas, replanting of exotic removal areas with appropriate native vegetation seeds, plants, and plugs may be undertaken.

In this plan, invasive plants are not discussed on a species-by-species basis, but are grouped by their habit (life form), preferred habitat, degree of invasiveness, and potential (or real) impacts on natural communities. Although this method is functional for strategic and operational planning purposes, each invasive plant species is unique, and control measures may need to be tailored on a species-by-species basis. Invasive vegetation species have been grouped into the following categories: (1) vines; (2) shade-tolerant trees; (3) shade-intolerant trees; (4) shade-tolerant shrubs; (5) shade-intolerant shrubs; (6) grasses; (7) perennial forbs, and (8) annual and short-lived forbs. Some invasive species do not fall easily into these categories, and specific priorities may have to be developed for these species. Preliminary management priorities and techniques for each of the categories are described in the following sections.

5.1.3.1 Vines

This category includes exotic species as well as aggressive native vines. If possible, exotic vines will be eradicated from the natural area. Aggressive native vines will be treated as invasive species until such management until reaches a maintenance condition. After this time, aggressive native vines will be allowed to regenerate until they reach densities and cover that approximate their historic presence on the site. Vines pose a significant threat to the natural communities at the natural area because they cover the leaves of shrubs and trees and cause death through reduction of photosynthetic food production. Invasive vines recorded at the site include air potato, brownbud allamanda, lepid passionflower, Ganges primrose, Gold Coast jasmine, love vine, muscadine grape, oceanic morning glory, noyau vine, and rosary pea.

During invasive vegetation control treatments, most species of vines will be cut at a height of six feet and again near ground level if they are growing into canopy trees. The bases of the invasive vines will be hand-pulled or treated with a systemic herbicide such as Garlon 4. The vine stems remaining in the canopy may be left to decompose in the trees. Invasive vines growing on shrubs or saplings under six feet in height will be cut near ground level and removed from the supporting plant. The bases of the vines will be hand-pulled or treated with a systemic herbicide. Lateral stems of vines growing along the ground surface will be cut, hand-pulled and/or treated with a systemic herbicide. These methods should be effective in controlling brownbud allamanda, lepid passionflower, Ganges primrose, Gold Coast jasmine, muscadine grape, noyau vine, oceanic morning glory, and rosary pea. Love vine is a parasitic native vine that may become abundant in fire-maintained natural communities in the absence of fire. It is difficult, if not impossible, to control without fire. This species will be controlled through implementation of a prescribed burn program. Air potato has an underground tuber that must be dug up or killed by herbicides, and aerial bulbils that must be collected, bagged and removed from the site.

5.1.3.2 Shade-tolerant Trees

This category includes woody plants which typically have one main stem that grows over 12 feet in height. In the past, shade-tolerant trees were not a major threat to natural communities in southeastern Florida.

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However, several species of invasive shade-tolerant trees have become established within natural communities in the last ten years. These species, which have the ability to invade undisturbed intact systems, are especially problematic in hammocks, drained wetlands, and fire-maintained communities that have been fire-excluded. Shade-tolerant exotic trees found at the Lake Park Scrub Natural Area include Australian almond, Australian umbrella tree, carowood, Indian laurel fig, mango, royal poinciana, slash palm, sapodilla, and Senegal date palm. Most of these species are top priorities for removal. In general, saplings and adults of these species can be controlled with basal treatments of a systemic herbicide such as Garlon 4; seedlings can be hand-pulled. Australian umbrella tree, however, is known to be highly resistant to basal treatments of Garlon 4, and is best treated by cutting down the tree and applying Garlon 4 to the stump. Senegal date palm is a suckering palm, and herbicides must be applied directly to the bud in each of the individual growing points and any subsequent new suckers.

5.1.3.3 Shade-intolerant Trees

Invasive shade-intolerant trees prefer sunny locations, and are often successful germinating on nutrient-poor soils. They generally grow in disturbed areas, and often fix nitrogen. These species are most problematic in disturbed sites and fire-dependent communities, although they also may invade wetlands, disturbed hammocks, and tidal swamps. Exotic shade-intolerant trees recorded at the Lake Park Scrub Natural Area include Australian pine, Brazilian pepper, chinaberry tree, eastern acacia, lead tree, melaleuca, and woman's tongue. Nearly all of the shade-intolerant trees are top priorities for removal. In general, saplings and adults of these species can be controlled with basal applications of Garlon 4; seedlings can be hand-pulled. Because Brazilian pepper is a sprawling, shrub-like tree, special treatments such as cutting and removal may be necessary in especially dense areas.

5.1.3.4 Shade-tolerant Shrubs

Shade-tolerant shrubs are similar to shade-tolerant trees, except that they generally affect a smaller area in the subcanopy and understory. Invasive exotic shade-tolerant shrubs recorded at the Lake Park Scrub Natural Area are limited to Chinese boxorange and Surinam cherry, which is a top priority for removal. In general, saplings and adults of this species can be controlled with basal treatments of a systemic herbicide such as Garlon 4; seedlings can be hand-pulled.

5.1.3.5 Shade-intolerant Shrubs

Shade-intolerant shrubs are similar to shade-intolerant trees, except that they generally affect a smaller area in the subcanopy and understory. Invasive exotic shade-intolerant shrubs recorded at the Lake Park Scrub Natural Area include castorbean, caesar weed, hybrid shrub verbena, Peruvian primrosewillow, and shrub verbena. Jack-in-the-osh is a native ruderal shrub species. Caesar weed and Peruvian primrosewillow are not expected to be problematic at this natural area; and will be monitored to determine what (if any) actions should be taken in the future. The remainder of the shade-intolerant shrubs are top priorities for removal. In general, saplings and adults of these species can be controlled with basal applications of Garlon 4; seedlings can be hand-pulled.

5.1.3.6 Grasses

Exotic grasses can become a significant problem in fragmented natural communities, especially in fire-dependent communities where they may invade open spaces and compete with shade-tolerant shrubs and groundcovers. Invasive grasses recorded at the Lake Park Scrub Natural Area include Bahía grass, Bermuda grass, common reed, crowfoot grass, Guinea grass, Natal grass, smut grass, and torpedo grass. Common reed and St. Augustine grass are of uncertain origin. Crowfoot grass is relatively ephemeral, and prefers disturbed areas; it is not expected to become a problem at this natural area. Bahía grass tends to die out and disappear over time unless it experiences regular disturbances such as mowing or grazing.

The remainder of the invasive grasses at this natural area are top priorities for removal. Common reed and Guinea grass are relatively large grasses that pose a serious threat to the natural communities at this site. These grasses should be cut near ground level and allowed to re-sprout; new growth can then be treated with Roundup or Rodeo. Natal grass is best treated through hand-pulling; saved heads should be bagged and removed from the site as both species readily reestablish from seed. Smut grass is a clump-forming grass and can be easily treated with Roundup or Rodeo. Bermuda grass and St. Augustine grass are low stoloniferous or rhizomatous species that are best treated with careful applications of Roundup or Rodeo. Where necessary, torpedo grass can be controlled by careful use of herbicides such as Roundup or Rodeo. Torpedo grass is most vulnerable when herbicides are applied to the new growth after a prescribed burn (Botts and Nelson 2001).

5.1.3.7 Perennial Forbs

Invasive perennial forbs can become a problem within all types of natural communities, and compete directly with native understory forbs. Exotic perennial forbs recorded at the Lake Park Scrub Natural Area include bowstring hemp, chandelier plant, creeping oxeye, life plant, Mexican tea, Mexican wild petunia, monk orchid, Sprenger's asparagus fern, and tuberos sword fern. Capweed is a native perennial ruderal forb. The perennial forbs at this natural area are top priorities for removal. Successful results have been achieved with "basal" applications of Orlon 4 on Sprenger's asparagus fern. Creeping oxeye readily roots from the nodes and should be carefully hand-pulled and bagged or treated with Roundup or Rodeo. Mexican tea and Mexican wild petunia can be spot-treated with basal applications of appropriate herbicides.

Bowstring hemp is difficult to eradicate, but can be successfully eliminated with selective herbicide use in conjunction with repeated excavation of untreated or resprouting underground rhizomes. This plant readily resprouts from any vegetative fragments, so all living plant parts should be bagged and removed from the site. Tuberos sword ferns usually have underground tubers and may require repeated hand-pulling; they too should be bagged and removed from the site. Chandelier plant, life plant, and monk orchid are all capable of regrowing from vegetative fragments; after any feasible herbicide treatments has been undertaken, the remaining live plant parts should be hand-pulled, bagged, and removed from the site. Because many of these plants have thick succulent leaves that prevent herbicides from adhering or being absorbed, hand-pulling may be the only way to eliminate these plants.

5.1.3.8 Annual and Short-lived Forbs

In general, annual or short-lived forbs cause temporary problems and are difficult to eradicate due to high seed production. Most of these species respond to disturbance; therefore, minimizing disturbances will

cause their populations to drop in numbers. They prefer disturbed areas and are not considered to be a major threat at the Lake Park Scrub Natural Area. Invasive exotic annual and short-lived forbs recorded at this site include burnnet, Dixie ticklefoil, gate-of-wind, hairy sensitive pea, lima fan petals, flat-top mille grain, Madagascar periwinkle, Malaysian false pimpernel, Mexican clovers, spottedweed, shrubby false buttonweed, smooth rattlesnake, and tasselflowers. Camphorweed, Canadian horseweed, common fanpetals, common ragweed, Indian hemp, rustweed, Spanish needles, and sweetroom are native ruderal species in the category that have been found at this site. None of these plants are considered to be a major problem at the natural area at the present time. All of these plants will be monitored to determine what (if any) actions should be taken in the future. Control measures, when necessary, usually involve hand-pulling of each individual, and spot treatments with herbicides, if needed.

5.1.3.9 Exotic Animals

Four species of vertebrates recorded at the Lake Park Scrub Natural Area (Cuban brown anole, Eurasian collared dove, Mediterranean gecko, and domestic cat) are not indigenous to the south Florida mainland. Control of domestic cats and dogs will focus on educating the surrounding community about the negative impacts to the natural area from free-roaming pets. In addition, they will be controlled with selective live-trapping, if necessary. A stray cat has been observed in the northeastern portions of the site. Its capture and removal will be coordinated with Palm Beach County Animal Control. Little is known about the Mediterranean gecko. It is active mainly at night and may fill a niche not occupied by native lizards. The Eurasian collared dove has been seen flying overhead throughout the site. Being a predominantly urban bird introduced from Europe, it is not expected that this dove uses or affects the natural area in any significant way.

Lazell (1989), in a review of the spread of the Cuban brown anole, stated that in the 1940s and 1950s it was known only from the Florida Keys. By 1975, it was known throughout south Florida north to Palm Beach and St. Petersburg. Multiple introductions from the Bahamas and Cuba (representing two subspecies) have facilitated its spread (Lazell 1989; Ashton and Ashton, 1991). It may actively compete with the native green anole. The Cuban brown anole is not causing a problem at the natural area at this time, but potential control efforts will be explored in the future if needed.

5.1.4 RESTORATION/ENHANCEMENT

The current estimated population of gopher tortoises on this site is only 10 animals, which is approximately one-quarter of the minimum population of 40 tortoises needed for a viable population (Cox, et al. 1987). The site is capable of supporting over 100 tortoises. Relocation of additional gopher tortoises from properties that are going to be developed will be considered as a way to boost the population size and to combat inbreeding depression. No gopher tortoises will be allowed to be relocated onto the site unless a current gopher tortoise survey shows that the site can support additional tortoises, and the tortoises to be relocated have been tested and found free from upper respiratory tract disease. The development of any gopher tortoise relocation program will be coordinated with FFWCC and all necessary permits will be obtained from that agency.

The reintroduction of scrub lizards also from existing populations on public or private lands in the Jupiter/Juno Beach area also will be considered. The reintroduction of any scrub lizards will be coordinated with FFWCC and all necessary permits obtained. The Florida scrub jay undoubtedly occurred at this site

in the past, but may have been extirpated as the site changed into unsuitable habitat from fire exclusion. At approximately 55 acres, the Lake Park Scrub Natural Area may be too small to support a viable scrub-jay population, since it could only provide suitable habitat for two to three family groups at their average territory size of 23 acres (Woodward and Fitzpatrick, 1984). However, the site is within 4.5 miles of the viable scrub-jay population at the Juno Dunes Natural Area, which is within the normal dispersal distance for this species. After a prescribed burn program has been implemented, and the natural area again becomes suitable scrub-jay habitat, scrub-jays may recolonize the site from Juno Dunes. If this happens, the management of the site will be re-evaluated to address the needs of scrub-jays. There are no plans to actively reintroduce scrub-jays to the natural area. The reintroduction of gopher frogs from the Juno Dunes Natural Area will also be considered, provided that the wet prairie restoration is successful in creating suitable breeding habitat for these amphibians.

The four-petal pawpaw is characteristic of northeastern Palm Beach County scrub sites, but it is missing from this natural area. It was historically found as near as the Old Port Cove development, which is approximately two miles northeast. It is possible that it never occurred at this site, as a large expanse of unsuitable low wet soils in the Village of North Palm Beach may have been an insurmountable barrier to pawpaw colonization of the Lake Park Scrub. However, the species recovery plan for this endangered plant calls for additional populations to be established on suitable habitat on protected land (USFWS 1998). Since the Lake Park Scrub fits these criteria, it would seem advisable to consider the reintroduction of four-petal pawpaw from seeds collected in the nearby Paw Paw Preserve and Juno Dunes Natural Area populations.

There are extensive areas of former wet prairie on the natural area that are in need of restoration. Because of the large extent and complex nature of this restoration area, wet prairie restoration will be covered separately in the following Section 5.1.4.1.

5.1.4.1 Former Wet Prairie Restoration

The former wet prairie on the Lake Park Scrub Natural Area contains the natural community that has been most severely affected by human-caused disturbances. Within the Natural Area, there were historically approximately 15.7 acres of wet prairie. Today, no intact wet prairie with a normal hydroperiod remains. All of the wet prairie on the site has been affected by drainage and a groundwater table that has been lowered from 15 feet above sea level to approximately nine feet. The last of the surface water in the wet prairie disappeared in the early 1950s, and only wisps of maidencane and buttonbush, and clumps of swamp fern and Carolina redbud indicate that these areas used to be wetlands. *Melaleuca* has formed a scattered to dense forest on portions of the former wet prairie, while mesic flatwoods vegetation, mixed with transitional wetland plants along with ruderal and exotic herbs and grasses, has colonized the sandy soils on the edges and higher spots within the wetland.

Reversing the effects of drainage and raising the water table is not possible without causing flooding in adjacent developed areas. One way to restore the wet prairie community is to scrape down a portion of this community until the soil surface is again below the ground water table. The goal of wet prairie restoration is to recreate a historic seasonal wetland that has 12 to 18 inches of standing water during the wet season, and declining water levels during the dry season. At the end of the dry season there should be a 1 to 2 month period without any surface water in the wetland. The 1 to 2 month period without surface water eliminates a permanent fish population and makes the wetland more conducive to successful amphibian reproduction. A major goal of this wetland restoration.

Approximately three acres in the central portion of the largest former wet prairie area is targeted for wetland restoration. Starting at the edge of the restoration area, the soil surface will be scraped down at a 20 to 1 slope until it reaches the calculated bottom of the restoration area, which will be set at 12 to 18 inches below the seasonal high groundwater level. Several groundwater monitoring wells will be installed in order to gather data necessary to determine the correct elevation for a restored wetland whose water levels are determined by ground water levels. Because of the smaller size of the restored wetland compared to the original wet prairie, it will be classified as a depression marsh. Depression marshes and wet prairies are very similar in vegetation and animal life, and differ mainly in the smaller size of depression marshes.

Scattered mesic flatwoods vegetation in the wetland restoration area such as slash pines and saw palmetto clumps will be salvaged where possible and relocated into former wet prairie areas that are targeted for restoration as mesic flatwoods. Subsurface soils excavated from the restoration area will be used to form a low berm along the eastern edge of the natural area adjacent to the Thousands of Pairs automobile junkyard. This berm will block the low quality stormwater runoff that occasionally enters the natural area from the junkyard during major storm events. The junkyard has no historic or permitted drainage rights onto the natural area.

In general, the restored depression marsh will have a central standing water area with a soil elevation set at 12 to 18 inches below the seasonal high groundwater level. This standing water area will have no inlet or outlet pipes and will fluctuate with groundwater levels and rainfall. Plantings in the standing water area will target the species known to historically occur in the wetland - maidencane, buttonbush, swamp fern. Surface soils from the wetland restoration area will be stockpiled and then spread in the standing water area and adjacent transitional areas in order to provide an organic substrate and a seed source for marsh plants. Outside of the standing water area, the soil surface will slope up gradually until it reaches the current soil elevation. These sloping areas will be planted with mesic flatwoods vegetation, or the recolonization of these areas by mesic flatwoods vegetation will be encouraged.

All other portions of the former wet prairie will be managed to succeed to the mesic flatwoods natural community. Exotic vegetation will be removed, and if funding is available plantings of mesic flatwoods vegetation will be undertaken. The restoration proposal for the former wet prairie is preliminary and conceptual in nature. All restoration work will require permits from the appropriate regulatory agency. The proposed restoration proposals may need to be modified in order to address agency requirements and comments, and the actual restoration work may differ somewhat from what was proposed above because of changes made to obtain regulatory approval.

5.2 COORDINATION WITH ADJACENT LAND USERS

Both direct and indirect impacts from adjacent land uses are expected. Direct impacts include the invasion of exotic plant species onto the Lake Park Scrub Natural Area and possible predation of wildlife by dogs and cats. Impacts related to the spread of exotic plants will be mitigated through interpretive programs, public outreach, an aggressive invasive exotic plant control program and prescribed burns. Predation of wildlife by domestic dogs and cats will be reduced/controlled through public education efforts and enforcement of Natural Areas Ordinance (Appendix F) provisions concerning the prohibition of pets. Any stray dogs or cats that take up residence on the site will be removed by Palm Beach County Animal Control or by live trapping.

Perhaps the greatest off-site threats to the long-term management of the Lake Park Scrub Natural Area are the public's fear of fire and the general dislike of the attendant smoke. Smoke management is one of the key issues addressed in the fire management plan (Appendix G). An active public education campaign will be developed that will describe the necessity of fire, the safety features of prescribed burning versus wildfires, and the strategies that will be developed to minimize the impacts of smoke on nearby communities. If public pressures are sufficient to reduce or prohibit the use of prescribed fire at the Lake Park Scrub Natural Area site, several of the management goals identified for this site may not be able to be met. If this is the case, alternatives to prescribed burns will then be considered to help meet the management goals for this natural area.

6. COST ESTIMATES AND FUNDING SOURCES

Cost estimates for initial site development and long-term management are provided in Tables 3 and 4, respectively. The primary funding source for site development will be funds from the \$150 million Palm Beach County Conservation Lands Bond Referendum approved by the voters on March 9, 1999. The County has primary responsibility for site development and management on this site, as described in the interlocal agreement with the Town (Appendix E). Staffing for habitat management and facility maintenance will be accomplished with existing County and Town personnel, with assistance from site stewards, County contractors, and community volunteers.

6.1 DEVELOPMENT COSTS

Initial site development and restoration is estimated to cost approximately \$450,037 (Table 3). Securing the site with fencing, signs and gates, removing exotic vegetation, construction of management roads, and wetland restoration will account for almost half of this projected cost. Other major expenditures include construction of a parking area; an accessible nature trail and a wildlife observation platform with a shade shelter; a kiosk with interpretive displays; and design, engineering, and permit fees. Funding for initial site development will be provided from the Palm Beach County Conservation Lands bond funds, although grant monies may be sought to fund construction of the nature trail and kiosk. The County and the Town will not apply for funds from any grant program whose requirements conflict with the terms and conditions of the FOT award.

6.2 KEY MANAGEMENT ACTIVITIES AND RESOURCE ENHANCEMENT COSTS

Costs of management will be minimized through the cooperation of local citizens' organizations and by coordinating the management of natural areas on a county-wide basis. The Audubon Society of the Everglades, the Palm Beach County Chapter of the Florida Native Plant Society, the Florida Trail Association, and the Sierra Club - Loxahatchee Group all have committed to providing volunteer services for the management of environmentally sensitive lands acquired by the County. However, it is recognized by the County that the management of the Lake Park Scrub Natural Area will require more than volunteer assistance. Some activities, such as prescribed burning, herbicide applications, chainsaw work, and other hazardous or technical operations are not generally suited to volunteers. County staff will provide such services, or assistance from contractors will be obtained where necessary.

The County has established a Natural Areas Stewardship Endowment Fund. Funds received from restricted gifts and other sources are invested and the interest earned is used to provide operating funds for management of County-owned and County-leased natural areas. The County also will apply for funds that may be available from the State for management purposes, including the Pollution Recovery Trust Fund administered by FDEP. In addition, funds are available as provided in Section 9.5 (Vegetation Preservation and Protection) of the Palm Beach County Unified Land Development Code. Monies from penalties for violations of the provisions of this section will be deposited into a Natural Areas Stewardship Fund, and monies from the sale of development rights on lands purchased by the County as natural areas as well as monies received from leases of County-owned land in the Agricultural Reserve are also a potential source of funds for management purposes.

7. PRIORITY SCHEDULE

Initial site development activities will focus on securing the site against unauthorized users. Fencing, signs, and gates were purchased and installed at the Lake Park Scrub Natural Area within 36 months of acquisition. A fire management plan (Appendix G) has been prepared and the invasive vegetation control program will be started by the end of 2003. The nature trail, wildlife observation platform, and parking area will be constructed, management roads will be cleared, and interpretive facilities and materials such as the kiosk, a slide show, and a nature trail guide will be developed within three years of final approval of the final management plan. Fencing around the parking area and entrance gates will be installed concurrently with parking area development. A priority schedule for key management activities is provided in Table 5.

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8. MONITORING

A monitoring program will be initiated in the year 2004 to measure whether the management objectives for natural communities and listed species are being achieved. The monitoring program will be designed to evaluate the success of prescribed fires, invasive vegetation control activities, and restoration efforts on the disturbed scrub and disturbed scrubby flatwoods communities at the Lake Park Scrub Natural Area. Management practices will be adjusted if an analysis of the monitoring data reveals that management objectives are not being met. The monitoring program also will be able to provide data to indicate whether the proposed public uses are having a negative impact on vegetation and wildlife populations.

A detailed monitoring protocol has been developed to ensure consistency in monitoring activities on all natural areas managed by ERM. A general description on the types of monitoring to be conducted is provided in the following paragraphs. Assistance will be sought from institutions of higher education and volunteers in carrying out the monitoring program, and in analysis and interpretation of the data collected. These monitoring data will be used as the basis for future revisions of the management plan.

8.1 PHOTOMONITORING

The objective of photomonitoring is to obtain a qualitative, long-term visual record of changes in vegetative composition and/or structure over time, including the effects of planned management activities. Permanent photopoints will be established in areas in which planned management activities are anticipated to occur and in areas in which natural vegetation succession of management interest is expected to occur. At a minimum, each management unit contains at least one photopoint within a vegetative community that is expected to carry fire during a wildfire or a prescribed burn. The permanent photopoints have been located with a global positioning system (GPS) receiver, which uses satellite signals to determine the longitude and latitude of a particular spot to an accuracy that is within one meter. The location of each photopoint will be clearly described on a photopoint monitoring form, along with any additional reference points (such as trees, structures, or other unique features) that can be used for easier location of the photopoint.

One set of color images will be taken at each photopoint, either annually or every two years, whichever is more appropriate for the vegetative community in which the photopoint is located. These images will be combined into a panoramic photograph using digital imaging software, and stored electronically with the name of the site, the management unit number, and the photopoint number. Each panoramic photograph will be centered on a pre-determined and repeatable compass heading. When a management unit is burned, changes in vegetation will be measured with photos taken pre-burn and immediately post-burn. Additional post-burn photos will be taken periodically. A reference collection of all images taken will be maintained by ERM and used when the management plan is periodically reviewed. Additional information that may be collected includes the height and species name of the predominant tree, shrub, and/or herbaceous plant located at the photopoint.

8.2 WILDLIFE SURVEYS

Wildlife surveys will be performed annually. Systematic surveys will be undertaken each year when listed resident breeding species are present. Opportunistic wildlife surveys also will be conducted during other monitoring events and when migratory species are expected. The systematic surveys will consist of random

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walk-throughs of representative areas and/or transects, point counts, or quadrants as described by Elzinga et al. (2001) and will be conducted in a manner that is largely repeatable in order to obtain information that can be compared from year to year. Survey information will include qualitative and quantitative observations of animals, tracks, burrows/nests, or other signs.

8.3 WATER LEVEL MEASUREMENT

One water level staff gauge will be permanently installed in the restored depression marsh. This gauge will permit the measurement of changes in the hydroperiod. Readings from this gauge will be recorded monthly. Readings will be plotted against rainfall data obtained from the South Florida Water Management District rain gauge at the S-44 structure on the C-17 Canal which is located one mile north of the site. The data will be used to determine the relationship between rainfall and surface water levels. Readings also will be analyzed to determine the degree of success of any hydrological restoration measures.

8.4 LISTED ANIMAL SPECIES SURVEYS

Periodic population counts will be made for all endangered and threatened animal species recorded for the natural area, in order to track population trends. Populations or portions of their populations of animal species of special concern recorded for the site will be surveyed periodically to determine whether they are experiencing any unusual population declines. Locations of nests or burrows may be pinpointed and mapped with a GPS receiver. Surveys will be scheduled at the time of year when the target species is most visible and may be conducted in coordination with other activities. Specific surveys will be developed for specific species. Qualitative evaluations of individual species will be made in conjunction with all quantitative surveys.

8.5 LISTED PLANT SPECIES SURVEYS

Periodic population surveys will be made for all endangered plant species recorded for the natural area, in order to track population trends. If the population of an endangered plant is too large to practically count the individual plants, only a representative portion of the population may be surveyed. Locations of individual plants or groups of plants may be pinpointed and mapped with a GPS receiver. Annual population counts also will be made of threatened plants with extremely limited populations recorded for this site. GPS receivers and mapping will be used for these species as necessary.

Periodic population surveys will also be conducted for threatened plants with large populations (in excess of 200 individuals) recorded for the natural area, along with those listed as commercially exploited, in order to determine whether they are experiencing any unusual population declines. Listed plants with populations in excess of 200 individuals may only have a representative portions of their population surveyed. Surveys for specific plants will be undertaken at the time of year when those plants are most visible. Qualitative evaluations of individual species will be made in conjunction with all quantitative surveys.

8.6 ANNUAL REPORT

ERM will prepare an annual stewardship report to FCT, due on January 30th of each year. Major structural improvements, management activities, and restoration plans and activities will be discussed, as will the

degree of success of these activities. The annual report also will include any changes to the monitoring plan. A general review of management efforts related to natural vegetation communities and the status of listed species also will be completed at the end of each management year and included in the annual stewardship report. If an annual stewardship report is no longer required by FCT after initial management activities and construction of the public-use facilities is completed, a general review of management efforts and the status of listed species will continue to be performed on an annual basis.

9. GLOSSARY

Commensal species - one species that benefits from another species, while the second species apparently is neither benefited or harmed by the relationship

Corridor - a route that permits the direct travel or spread of animals or plants from one area or region to another, either by the gradual spread of a population of a species along the route or by actual movement of animals, seeds, pollen, spores, or microbes

Density - the number of individual plants or animals per unit of habitable area

Diversity - the number of species that live together in an ecosystem; a measure of the variety of species in an ecosystem that takes into account the relative abundance of each species

Dominant - the characteristic species in a particular plant community, contributing most to the general appearance and influencing which other plants and animals live there, typically the largest plant species or the one with the greatest areal coverage

Ecological restoration - the process of repairing damage caused by human activity or a natural disaster to the diversity and dynamics of a native ecosystem

Ecosystem - an assemblage of living organisms (plants, animals, microorganisms, etc.) and nonliving components (soil, water, air, etc.) that function as a dynamic whole through organized energy flows

Ecotone - a zone of transition between two ecosystems that has characteristics of both

Endemic - a species or other biological grouping with a distribution restricted to a particular region or locality

Enhancement - an action taken to introduce, reintroduce or restore vegetation and associated animals into an area where the native ecosystem has been disturbed

Extirpate - to eliminate from a given area or region

Feral - an animal that has reverted to a wild or untamed state from a domesticated state

Firebreak - a strip of land where the vegetation has been cut or removed to stop the spread of a fire; it typically does not exceed 15 feet in width and may be used as a management road and/or a hiking trail

Fire regime - a prevailing condition in which ecosystems have evolved under periodic exposure to natural fires such that the vegetative communities have adapted to, are dependent upon, and are reproductively enhanced by this exposure

Footpath - a narrow trail with a natural soil base that is intended for foot traffic only and does not have interpretive signage

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Ford - a broad-leaved herbaceous plant that is not a grass

Habitat - the area or type of environment in which a specific kind of organism normally lives

Hiking trail - an unpaved footpath with a natural soil base and directional signage only, may be combined with a management road

Hydroperiod - the average length of time that soil is saturated during a given year

Hydroic - an environment that contains an abundance of moisture

Inbreeding depression - A state in which a geographically isolated population becomes vulnerable to extinction and weakened genetically due to the accumulation of deleterious recessive genes

Kiosk - a small structure used to shelter informational displays

Listed species - a species that is considered to be endangered or threatened with extinction, or a species of special concern, or a species that has been designated in some way by a jurisdictional governmental agency or non-profit environmental organization as meriting special protection or consideration

Management road - an unimproved, single-lane dirt or sand road that is designated for vehicular management activities; it does not exceed 15 feet in width and may be used as a firebreak and/or hiking trail

Management unit - an area of predetermined size and shape that remains fixed for management and monitoring purposes

Mesic - a moist environment that is drier than a hydroic environment, but seldom contains standing water

Micro-management unit - a small management unit that contains only one ecosystem and is normally part of a larger management unit

Mitigation - an action taken to lessen the severity or intensity of a human impact on a native ecosystem or offset the impact, either on the site where the impact occurs or at another location

Mosaic - a pattern of vegetation in which two or more different plant communities are interspersed in patches

Natural area - an area containing one or more aquatic, terrestrial, or transitional ecosystems or a combination of ecosystems that has essentially retained its primitive conditions; an area that is a least-disturbed known example of a type of natural ecosystem

Nature trail - a hard-surfaced, accessible walking trail with interpretive signage

Off-road vehicle - a vehicle capable of traveling in roadless areas

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Outstanding Florida Water - a water body designated by the State of Florida Environmental Regulation Commission as worthy of special protection because of its natural attributes

Passive recreation - any recreational activity which has minimal or no impact on natural resources or land such as trail-walking, photography, and plant and wildlife observation

Physiographic region - a region delineated by a specific topography

Relict population - a remnant population of a species that once was widespread

Restoration - the process of repairing damage caused by human activity or a natural disaster to the diversity and dynamics of a native system

Rookery - the breeding ground of certain other birds or animals, such as penguins and seals

Ruderal - a species which generally is considered to be native, but often grows in disturbed areas

Saltwater intrusion - the introduction of saltwater into a previously fresh water aquifer as a consequence of disturbance of the water pressure in the aquifer; saltwater intrusion often is associated with excessive pumping of wells

Seed rain - a sudden dispersal of seeds, which can be triggered by fire or another extreme environmental event

Seral stage - one of the stages in a series of more or less predictable changes in vegetation and animal life as one kind of ecosystem is replaced by another

Serotinous - cones that remain closed and on the tree, or plants that retain seeds in pods long after maturity, until the heat from a fire or some other event causes the seeds to be released

Soil phase - a subdivision of a soil type that deviates from the typical character of the soil type

Sovereign lands or sovereignty lands - those lands including, but not limited to: tidal lands, islands, sandbars, shallow banks, and lands waterward of the ordinary or mean high water line, to which the State of Florida acquired title on March 3, 1845, by virtue of statehood, and of which it has not since divested its title interest

Subcanopy - the layer of shrubs or trees that is below the canopy or uppermost layer of vegetation in a forest or woodland

Systemic herbicide - a chemical agent used to destroy or inhibit plant growth that is absorbed into and is effective throughout the entire organism

Transect - a long, narrow area used for sampling vegetation or counting animals; transects are used for the collection and analysis of data such as frequency of occurrence, size, or number of organisms or kinds of organisms

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Transitory species - a species that is present on a site only for a brief period, often as a response to changing environmental conditions

Vegetative community - the plant component of an ecosystem

Viability - the capability of a seed or organism to grow and develop or the capability of a population of a species or a biological community to reproduce and maintain itself indefinitely

Water table - the level below which soil is saturated with water; the surface of the zone of saturation

Xeric - an environment or habitat that is low or deficient in moisture

10. ACRONYMS

ADA - Americans with Disabilities Act
CLASC - Palm Beach County Conservation Lands Acquisition Selection Committee
DOF - Florida Department of Agricultural and Consumer Services, Division of Forestry
DHR - Florida Department of State, Division of Historical Resources
E&PW - Palm Beach County Engineering and Public Works Department
ESLASC - Palm Beach County Environmentally Sensitive Lands Acquisition Selection Committee
ERM - Palm Beach County Department of Environmental Resources Management
FCT - Florida Communities Trust
FDACS - Florida Department of Agricultural and Consumer Services
FDEP - Florida Department of Environmental Protection
FWCC - Florida Fish and Wildlife Conservation Commission
FLEPPC - Florida Exotic Pest Plant Council
FNAI - Florida Natural Areas Inventory
GPS - Global Positioning System
ICW - Atlantic Intracoastal Waterway
NAMAC - Palm Beach County Natural Areas Management Advisory Committee
NGVD - National Geodetic Vertical Datum
ORV - Off-road Vehicle
PBSO - Palm Beach County Sheriff's Office
SCS - United States Department of Agriculture, Soil Conservation Service
SFWMD - South Florida Water Management District
TNC - The Nature Conservancy
USFWS - United States Department of the Interior, Fish and Wildlife Service

BOB OLIN -
GAS

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Figure 1
Location Map of the Lake Park Scrub Natural Area

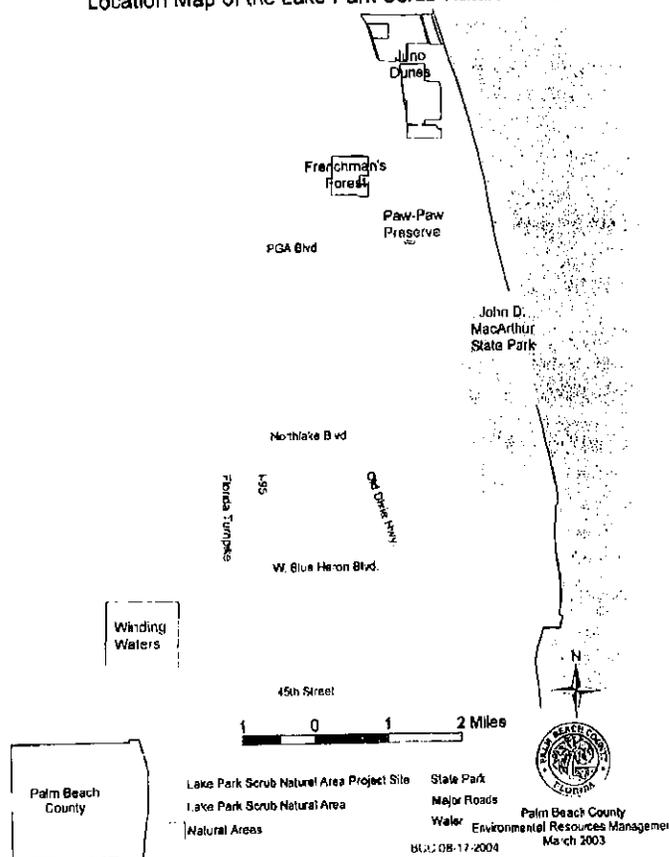


Figure 2
 Natural Communities Map for the Lake Park Scrub Natural Area

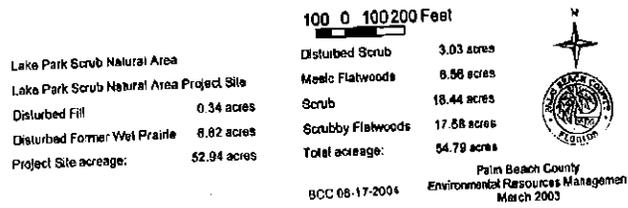


Figure 3
 Master Site Plan for the Lake Park Scrub Natural Area

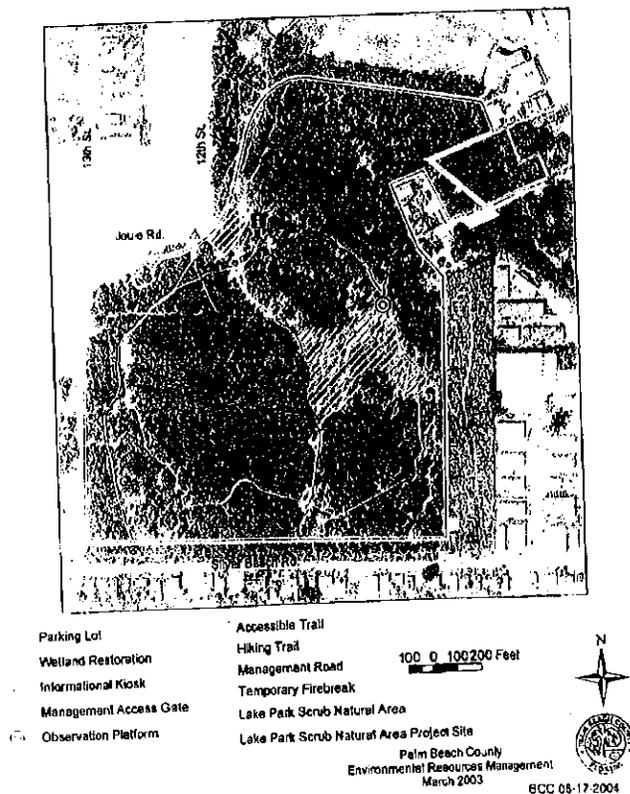


Figure 5
Soil Classification for Lake Park Scrub Natural Area

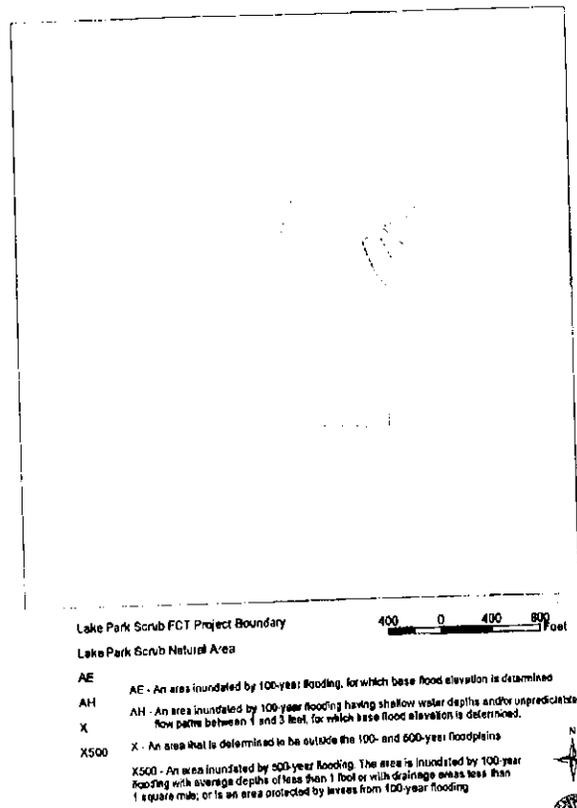
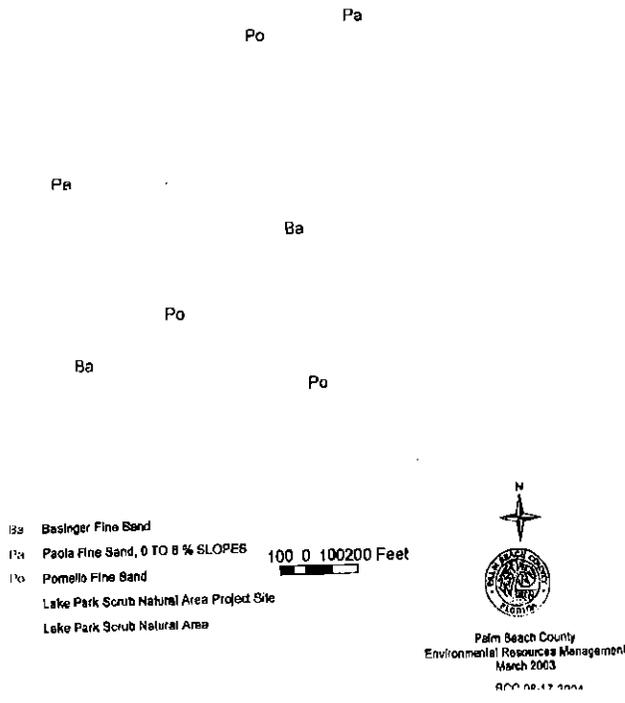


Figure 6 - 100 year Flood Plain
Department of Environmental Resources Management
June 2003
RCC 02.17.2004

TABLE 1: LISTED PLANT SPECIES RECORDED AT THE LAKE PARK SCRUB NATURAL AREA

SCIENTIFIC NAME	COMMON NAME	FNAI	LISTING STATUS	
			USFWS	FDACS
<i>Conoclinium grandiflorum</i>	Large-Flowered rosemary	Q3/S3	N	T
<i>Lechea canna</i>	Nodding pinweed	Q3/S3	N	T
<i>Tillandsia babiloniana</i>	Reflexed wild pine	N	N	T
<i>Tillandsia fasciculata</i>	Common wild pine	N	N	E
<i>Tillandsia flexuosa</i>	Banded wild pine	Q4/S3	N	T
<i>Tillandsia urticulata</i>	Giant wild pine	N	N	E

Notes:
 N = Not listed
 FNAI = Florida Natural Areas Inventory
 FDACS = Florida Department of Agriculture and Consumer Services
 USFWS = United States Fish and Wildlife Service

Occurrences determined through field surveys by Farnsworth (1988) and ERM (2000-2002). Listings by FNAI are from a June 2000 FNAI booklet; listings by FDACS are from Chapter 58-40, Florida Administrative Code; and listings by the United States Fish and Wildlife Service (USFWS) are from a April 2002 list. Listing categories are defined in Appendix D.

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TABLE 2: LISTED ANIMAL SPECIES RECORDED AT THE LAKE PARK SCRUB NATURAL AREA

COMMON NAME	SCIENTIFIC NAME	LIST-NO STATUS		
		FNAI	USFWS	FFWCC
<i>Setophaga ruticilla</i>	American redstart	Q5/S3	N	N
<i>Gopherus polyphemus</i>	Gopher tortoise	Q3/S3	N	SSC
<i>Pandion haliaetus</i>	Osprey	Q5/S3S4	N	SSC

Notes:
 N = Not listed
 FNAI = Florida Natural Areas Inventory
 FFWCC = Florida Fish and Wildlife Conservation Commission
 USFWS = United States Fish and Wildlife Service

Occurrences determined through field surveys by Farnsworth (1988) and ERM (2000-2002). Listings by FNAI are from a June 2000 booklet; listings by FFWCC are from Chapter 68A-27, Florida Administrative Code; listings by USFWS are from an April 2002 list. Listing categories are defined in Appendix D.

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TABLE 3. COST ESTIMATES AND FUNDING SOURCES FOR PUBLIC USE FACILITIES

ITEM	ESTIMATED COST	FUNDING SOURCE
Maintenance access gate, 14'-1" steel stock, (4 @ \$400 ea.)	\$ 1,600	Bond funds
Field fencing (1,368 ft. @ \$4.50/ft.)	\$ 6,156	Bond funds
Two-hole post-and-rail fence (2,700 ft. @ \$8.50/ft.)	\$ 23,025	Bond funds
Three-hole post-and-rail fence with wire mesh (2,077 ft. @ \$6.50/ft.)	\$ 13,500	Bond funds
Green vinyl chain-link fence and gates (890 ft. @ \$15.90/ft.)	\$ 14,151	Bond funds
Entrance gates, 16 ft. steel swing (2 @ \$1,800)	\$ 3,600	Bond funds
Temporary signs (7 @ \$25 ea.)	\$ 175	Bond funds
Entrance sign (1 @ \$3,000 ea.)	\$ 3,000	Bond funds
Recognition sign (1 @ \$150 ea.) and natural areas rules sign (1 @ \$200 ea.)	\$ 350	Bond funds
Perimeter signs (15 @ \$15 ea.)	\$ 225	Bond funds
Educational kiosk, displays, and interpretive markers	\$ 20,000	Bond funds
Parking area with parking stops and striping	\$ 105,230	Bond funds
Mounted trash receptacle	\$ 1,000	Bond funds
Concrete nature trail (1,000 ft. @ \$24.50/ft.)	\$ 24,500	Bond funds
Wildlife observation platform with shade shelter	\$ 21,000	Bond funds
Bicycle rack (1 @ \$3,000 ea.)	\$ 3,000	Bond funds
Wetland restoration	\$ 100,000	Bond funds
Exotic vegetation removal	\$ 50,000	Bond funds
Design, engineering and permit fees	\$ 40,000	Bond funds
Construction of access trails/firebreaks/management/boundary roads, and vegetation clearing and disposal	\$ 25,000	Bond funds
Fuel reduction burns (1 @ \$8,000 ea.)	\$ 8,000	Bond funds
TOTAL PROJECTED COSTS (IN 2004 DOLLARS)	\$ 460,037	

NOTE: Bond funds from Palm Beach County Conservation Lands Bond Refunding, March 9, 1999.

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TABLE 4. ESTIMATED ANNUAL MAINTENANCE AND OPERATION COSTS (IN 2004 DOLLARS)

<u>Town responsibilities</u>	
Opening and closing of entrance gates	\$ 9,561 ¹
Emptying of trash receptacles (1 location @ \$760 per location)	760 ¹
Mowing of boundary/management road/firebreaks (2 miles) 3 times a year @ \$235 each mowing	705 ¹
Subtotal	\$11,026
<u>County responsibilities</u>	
Replacement of fences and gates \$55,257 initial cost with 15-year expected life	3,684 ^{**}
Repair/replacement of signs, kiosk, trash receptacle, parking area, bicycle rack, wildlife observation platform and handicapped-accessible nature trail \$180,305 initial cost with 15-year expected life	12,020 [*]
Prescribed habitat burns (personnel and equipment) \$8,000 cost per burn - 1 burn every 6-8 years	1,270 [*]
Maintenance of management roads and hiking trails	730 [*]
Maintenance exotic plant control \$80 per acre for 55 acres	4,400 ^{**}
Site management - monitoring program, management plan updates and reports, listed species protection, volunteer coordination and supervision, educational materials, intergovernmental coordination - to be performed by ERM staff	22,273 [*]
Subtotal	\$44,377
TOTAL COSTS	\$55,403

* To be performed by existing Palm Beach County personnel
 ** To be paid for from the Natural Areas Stewardship Endowment Fund
 † To be performed by existing Town of Lake Park personnel

TABLE 5. PRIORITY SCHEDULE FOR PREPARATION OF THE LAKE PARK SCRUB NATURAL AREA FOR PUBLIC USE

TARGET DATE - MONTH AND YEAR	12/01	12/02	12/03	12/04	12/05
Install perimeter signs	X	X			
Install temporary Natural Areas signs	X	X			
Complete detailed vegetation survey and analysis		X			
Install fencing and gates			X		
Write fire management plan			X		
HAMAC review of management plan			X		
Provide a copy of management plan to FFWCC for review and comment			X		
Contract and obtain permits to clear (bushhog) management roads			X	X	
Clear (bushhog) management roads			X	X	
Initial invasive plant removal			X	X	X
Volunteer day - cleanup of site			X	X	X
Change land use and zoning designation to Recreation/Open Space				X	
Management plan public hearing				X	
County Commission approval of management plan				X	
Contract and obtain permits to construct parking area, nature trail, and boardwalk				X	
Initiate prescribed burning program					X
Wetland restoration work					X
Volunteer day - remove exotics, clear and mark access trails and mark nature trail interpretive stations					X
Construct parking area, nature trail, and wildlife observation shelter					X
Develop slide show					X
Design and print nature trail guide					X
Adapt and record nature trail guide on maps for handicapped use					X
Purchase supplies for nature trail interpretive stations					X
Design and contract for kiosk display					X
Install kiosk					X
Design and erect entrance and recognition signs					X

BCC 08-17-2004

Resolution

TAB 13



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 7, 2015

Agenda Item No. *Tab 13*

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA ACCEPTING A SPECIAL WARRANTY DEED AND BILL OF SALE FROM CONGRESS AVENUE PROPERTIES, LTD., CONVEYING PARCEL C OF THE PLAT OF CONGRESS BUSINESS PARK FOR RIGHT OF WAY PURPOSES; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE BILL OF SALE WHICH GRANTS TO THE TOWN THE IMPROVEMENTS THEREIN; AND PROVIDING FOR AN EFFECTIVE DATE.

- SPECIAL PRESENTATION/REPORTS
 - BOARD APPOINTMENT
 - PUBLIC HEARING ORDINANCE ON ___ READING
 - RESOLUTION**
 - OTHER
- CONSENT AGENDA
 - OLD BUSINESS

Approved by Town Manager *J. Di Tommaso* **Date:** *9-23-15*

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

Originating Department: Community Development	Costs: \$ -- Funding Source: N/A Acct. # <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	Attachments: → Resolution 40-10-15 → Special Warranty Deed → Bill of Sale → Copy of As-Builts (Attachment "A" to Bill of Sale)
Advertised: Date: 09-04-2015 Paper: Palm Beach Post <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u><i>ND</i></u> or Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

The Park Avenue extension roadway portion immediately adjacent to the Congress Avenue Business Park PUD has been built by the private property owner and is now being conveyed to the Town through a Special Warranty Deed and Bill of Sale. The Town's consulting Engineer walked the site and performed routine and final inspections and has issued a letter of acceptance. The Town Attorney has reviewed the Special Warranty Deed, Bill of Sale and prepared the enclosed Resolution. Once conveyed, the roadway will become a public roadway and while the Town is required to maintain it, it is the newest roadway in Town and will not require very much maintenance for quite some time. It will serve as the initial segment to the Park Avenue extension road which is envisioned to connect Park Avenue to Congress Avenue.

Recommended Motion: I MOVE TO APPROVE RESOLUTION *40*10-15.

RESOLUTION NO. 40-10-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA ACCEPTING A SPECIAL WARRANTY DEED AND BILL OF SALE FROM CONGRESS AVENUE PROPERTIES, LTD., CONVEYING PARCEL C OF THE PLAT OF CONGRESS BUSINESS PARK FOR RIGHT OF WAY PURPOSES; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE BILL OF SALE WHICH GRANTS TO THE TOWN THE IMPROVEMENTS THEREIN; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park (Town) is a municipality and given those home rule powers and responsibilities enumerated by Chapter 166 Florida Statutes and the Florida Constitution; and

WHEREAS, the Town Commission has approved a Site Plan and a Plat for the property owned by Congress Avenue Properties, Ltd. (the Developer); and

WHEREAS, as part of these approvals the Developer agreed to convey to the Town by Special Warranty Deed Parcel C of the Congress Business Park Plat (the Plat) and

WHEREAS, Parcel C of the Plat has been designated as a portion of the right-of-way for the extension of Park Avenue; and

WHEREAS, in addition to the right-of way, the Developer agreed to convey by Bill of Sale those improvements it has constructed in Parcel C associated with the right-of-way for Park Avenue; and

WHEREAS, the improvements being conveyed by the Developer include roadway, pedestrian, Stormwater system and other associated improvements, all of which are necessary as part of the extension of Park Avenue to Congress Avenue in the Town.

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

Section 1. The foregoing recitals are true and correct and are incorporated herein.

Section 2. The Town Commission hereby accepts the Special Warranty Deed conveying Parcel C, a copy of which is attached hereto as **Exhibit "A"**.

Section 3. The Town Commission hereby accepts the Bill of Sale conveying the roadway, those pedestrian, Stormwater system and other improvements within Parcel C constructed by the Developer to the Town. The Mayor is hereby authorized and directed to execute the Bill of Sale, a copy of which is attached hereto as **Exhibit "B"**.

Section 4. This Resolution shall be effective upon adoption.

PREPARED BY AND RETURN TO:

Parcel I.D. No.:

Special Warranty Deed

THIS INDENTURE is made this ____ day of _____, 2015, between CONGRESS AVENUE PROPERTIES, LTD., a Florida limited partnership ("Grantor"), whose post office address is 4500 PGA Boulevard, Suite 207, Palm Beach Gardens, FL 33418, and TOWN OF LAKE PARK, a municipal corporation of the state of Florida ("Grantee"), whose post office address is 535 Park Avenue, Lake Park, FL 33403.

WITNESSETH:

Witnesseth, that Grantor, for and in consideration of the sum TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys, and confirms unto Grantee, all that certain land situate in Palm Beach County, Florida ("Property"), wit:

PARCEL C OF THE CONGRESS BUSINESS PARK PLAT recorded at Plat Book 119, Page 35 of the Public Records of Palm Beach County, Florida.

TOGETHER with all and singular the tenements, hereditaments and appurtenances belong to or in anywise appertaining to the Property.

TO HAVE AND TO HOLD the Property together with all and singular the appurtenances thereunto belonging or in anywise appertaining, unto the said Grantee, in fee simple forever.

And Grantor, for itself and for its successors and assigns, does hereby covenant with Grantee that it will defend the same against the lawful claims of all persons claiming by, through or under the Grantor, but not otherwise.

[Signature page follows.]

NOTE TO CLERK: THIS CONVEYANCE WAS MADE FOR NO CONSIDERATION AND IS THEREFORE EXEMPT FROM DOCUMENTARY STAMP TAX PURSUANT TO F.A.C. §12B-4.014(2)(a).

IN WITNESS WHEREOF, the Grantor has set its seal on the day and year first above written.

Signed, sealed and delivered
in the presence of:

Congress Avenue Properties, Ltd., a Florida limited
partnership

Perpetuities Trust Holdings, LLC, a Florida limited
liability company, its General Partner

Name: _____

By: _____
Print Name: _____
Title: _____

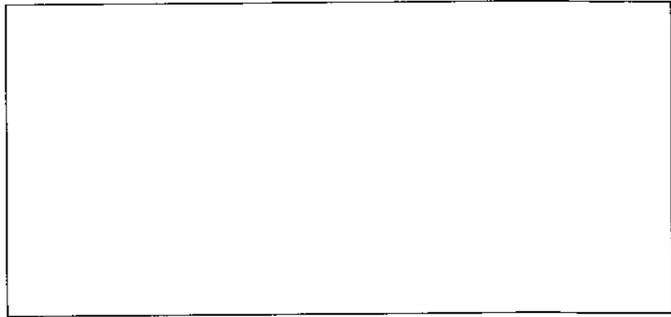
Name: _____

STATE OF FLORIDA)
) ss
COUNTY OF PALM BEACH)

The foregoing instrument was acknowledged before me this ____ day of _____, 2015 by _____, _____ of the Perpetuities Trust Holdings, LLC, a Florida limited liability company, General Partner of Congress Avenue Properties, Ltd., a Florida limited partnership, on behalf of said limited liability company, who is personally known to me.

(Notary Seal)

Print Name: _____
Notary Public
State of Florida
My Commission Expires: _____
My Commission No.: _____



BILL OF SALE

THIS BILL OF SALE is made this ____ day of _____, 2015, between Congress Avenue Properties, Ltd., a Florida limited partnership, having an address of 4500 PGA Blvd, Suite 207, Palm Beach Gardens, FL 33418, hereinafter referred to as "Seller", and the TOWN OF LAKE PARK, a Florida municipal corporation, hereinafter referred to as "Buyer". (Wherever used herein the terms "Seller" and "Buyer" include all the parties to this instrument, and the heirs, legal representatives, and their successors and assigns.

WITNESSETH, that the Seller, for and in consideration of the sum of Ten (\$10.00) Dollars and other good and valuable consideration to it in hand paid by Buyer, the receipt whereof is hereby acknowledged, hereby delivers, grants, bargains, sells, transfers, aliens, remises, releases, conveys and confirms unto the Buyer, the following goods and chattels, located in the County of Palm Beach and State of Florida, to wit:

Roadway, Pedestrian, Stormwater Drainage System, and similar improvements as described in Attachment A. All of the subject improvements lie within the following land area:

PARCEL C OF THE CONGRESS BUSINESS PARK PLAT recorded at Plat Book 119, Page 35 of the Public Records of Palm Beach County, Florida.

TO HAVE AND TO HOLD the same unto the Buyer, its executors, administrators, successors and assigns forever, Seller, for itself, its successors and assigns, does hereby covenant to and with the Buyer, its successors and assigns, that Seller is the lawful owner of the said goods and chattels; that the same are free from all encumbrances; that Seller has good right to sell the same as aforesaid; and, that Seller will Warrant and defend the sale of the said property, goods and chattels hereby made, unto the Buyer, its successors and assigns, against the lawful claims and demands of all persons whomsoever.

IN WITNESS WHEREOF, Seller has hereunto set their hands and seal(s) this _____ day of _____, 2015.

Signed, sealed and delivered in the presence of:

Congress Avenue Properties, Ltd., a Florida limited partnership,

Print Name _____

By: _____

Name: _____

Its: _____

Print Name _____

STATE OF FLORIDA)
)ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by _____ as _____ on behalf of Congress Avenue Properties, Ltd., a Florida limited partnership, who is personally known to me.

NOTARY PUBLIC
State of Florida at Large
My Commission Expires:

BUYER – TOWN OF LAKE PARK

BY: _____
James Dubois, Mayor

ATTESTED BY: _____
Vivian Mendez, Town Clerk

(TOWN SEAL)

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
Thomas J. Baird
Town Attorney

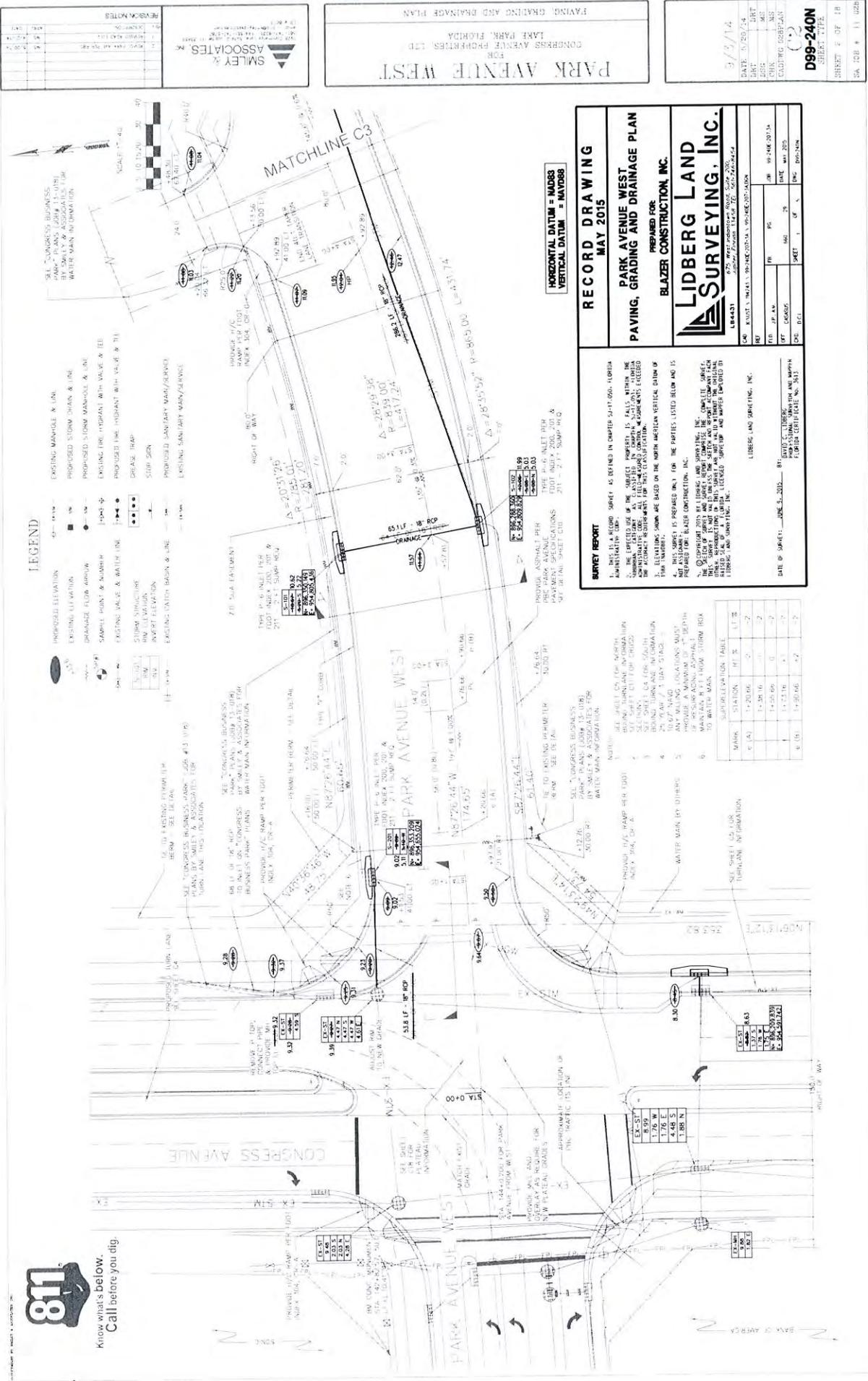
The foregoing instrument was acknowledged before me this _____ day of _____, 2015, by **JAMES DUBOIS**, Mayor of the Town of Lake Park. He is personally known to me _____ or has produced a Florida drivers license as identification.

Notary Public, State of Florida
Print Name: _____
My Commission Expires: _____

[NOTARY SEAL]



Know what's below.
Call before you dig.



LEGEND

- PROPOSED ELEVATION
- EXISTING ELEVATION
- PROPOSED SIDEWALK
- EXISTING SIDEWALK
- SAMPLE POINT & NUMBER
- EXISTING FIRE HYDRANT WITH VALVE & TEE
- PROPOSED FIRE HYDRANT WITH VALVE & TEE
- EXISTING VALVE & WATER LINE
- STORM STRUCTURE
- HW ELEVATION
- HW ELEVATION
- EXISTING DATCH DESIGN & LINE
- PROPOSED SANITARY MAIN/SANDED RAMP PER FOOT
- EXISTING SANITARY MAIN/SANDED RAMP PER FOOT

REVISION NOTES

NO.	DATE	DESCRIPTION
1	5/20/14	ISSUED FOR PERMITS
2	5/21/14	ISSUED FOR PERMITS
3	5/21/14	ISSUED FOR PERMITS
4	5/21/14	ISSUED FOR PERMITS
5	5/21/14	ISSUED FOR PERMITS
6	5/21/14	ISSUED FOR PERMITS
7	5/21/14	ISSUED FOR PERMITS
8	5/21/14	ISSUED FOR PERMITS
9	5/21/14	ISSUED FOR PERMITS
10	5/21/14	ISSUED FOR PERMITS

SMILEY & ASSOCIATES, INC.
 11500 W. BOCA RATON BLVD., SUITE 200
 BOCA RATON, FL 33433
 TEL: 561-993-8800
 FAX: 561-993-8801
 WWW.SMILEY-INC.COM

PARK AVENUE WEST
 FOR
 CONGRESS AVENUE PROPERTIES, LTD
 LAKE PARK, FLORIDA
 PAVING, GRADING AND DRAINAGE PLAN

DATE: 5/20/14
 DWT: [blank]
 CHK: [blank]
 CAD: WJC (2014)
 5/3/14

D99-240N
 SHEET TYPE
 SHEET # OF 18
 STA. TOB + 11.02B

RECORD DRAWING
 MAY 2015

PARK AVENUE WEST
 PAVING, GRADING AND DRAINAGE PLAN

PREPARED FOR:
BLAZER CONSTRUCTION, INC.

LIBBERG LAND SURVEYING, INC.

LIBBERG LAND SURVEYING, INC.
 10000 W. BOCA RATON BLVD., SUITE 200
 BOCA RATON, FL 33433
 TEL: 561-993-8800
 FAX: 561-993-8801
 WWW.LIBBERG-LAND-SURVEYING.COM

SURVEY REPORT

- THIS IS A RECORD SURVEY AS DEFINED IN CHAPTER 5411.004, FLORIDA ADMINISTRATIVE CODE.
- THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE SURVEYING ACT AND THE SURVEYING REGULATIONS OF THE STATE OF FLORIDA.
- ELEVATIONS SHOWN ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988.
- THIS SURVEY IS PREPARED ONLY FOR THE PURPOSES LISTED BELOW AND IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF LIBBERG LAND SURVEYING, INC.
- THE SURVEYOR HAS REVIEWED THE RECORD DRAWING AND HAS FOUND IT TO BE A CORRECT REPRESENTATION OF THE SURVEY DATA.
- THE SURVEYOR HAS REVIEWED THE RECORD DRAWING AND HAS FOUND IT TO BE A CORRECT REPRESENTATION OF THE SURVEY DATA.

DATE OF SURVEY: [blank]

SUBMERGENCE TABLE

MARK	STATION	RT	LT
1	1+20.00	-2	-2
2	1+50.00	0	-2
3	1+75.00	0	-2
4	1+90.00	0	-2

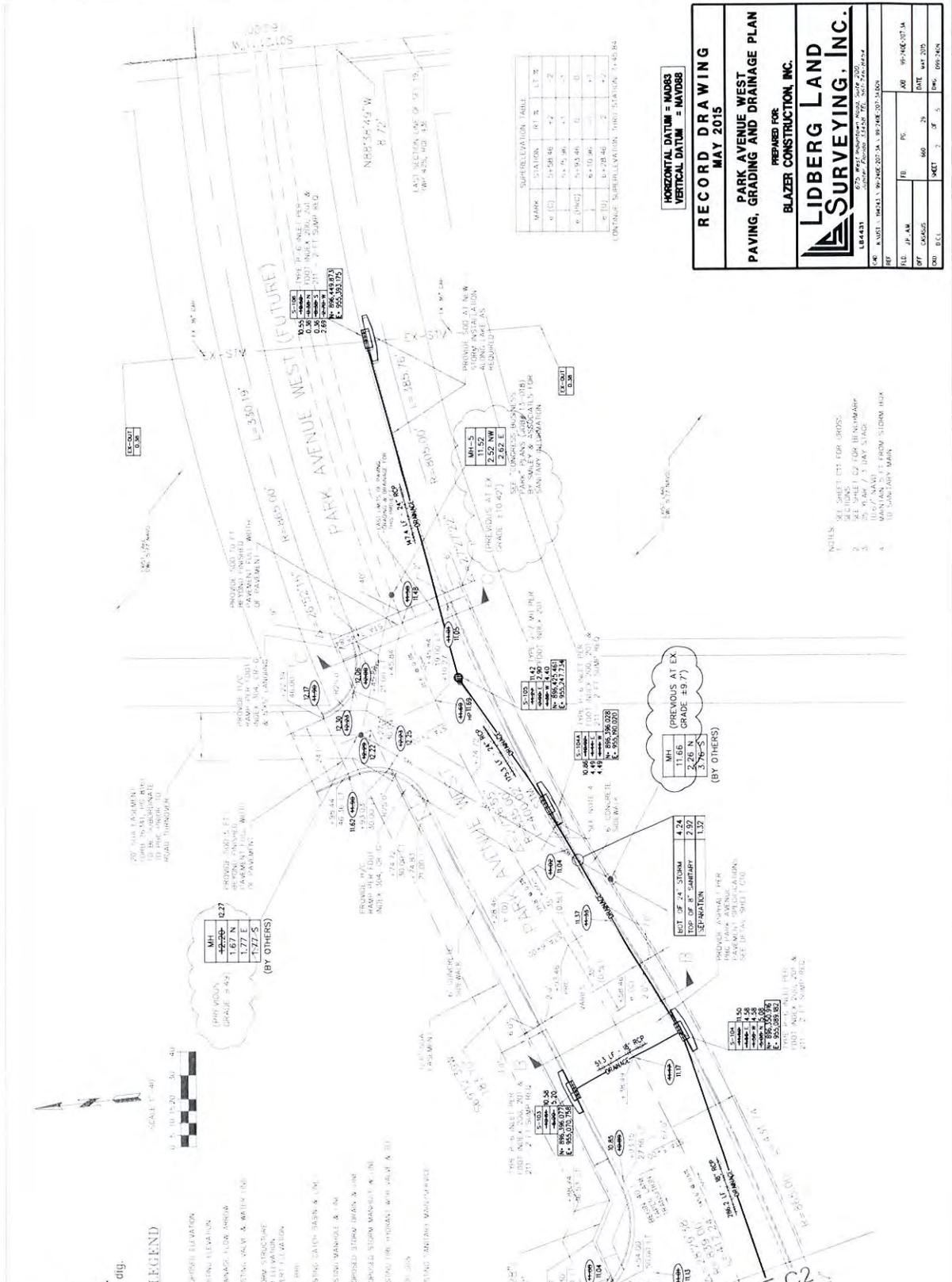
811 Know what's below. Call before you dig.



Know what's below.
Call before you dig.

LEGEND

- PROPOSED ELEVATION
- EXISTING ELEVATION
- SEWERAGE FLOW ARROW
- EXISTING MANHOLE & INLET
- PROPOSED STORM MANHOLE & INLET
- EXISTING STORM MANHOLE & INLET
- PROPOSED CATCH BASIN & INLET
- EXISTING CATCH BASIN & INLET
- PROPOSED STORM DRAIN & INLET
- EXISTING STORM DRAIN & INLET
- PROPOSED STORM MANHOLE & INLET
- EXISTING STORM MANHOLE & INLET
- PROPOSED STORM DRAIN & INLET
- EXISTING STORM DRAIN & INLET



REVISION NOTES

NO.	DATE	DESCRIPTION
1	5/20/14	ISSUED FOR PERMITS
2	5/20/14	ISSUED FOR PERMITS
3	5/20/14	ISSUED FOR PERMITS
4	5/20/14	ISSUED FOR PERMITS
5	5/20/14	ISSUED FOR PERMITS

PARK AVENUE WEST
FOR
CONGRESS AVENUE PROPERTIES, LTD.
LAKELAND, FLORIDA

PAYING, GRADING AND DRAINAGE PLAN

SMILEY & ASSOCIATES
INCORPORATED
1000 W. UNIVERSITY AVENUE
SUITE 200
LAKELAND, FLORIDA 33801
TEL: 888.353.7272
WWW.SMILEYANDASSOCIATES.COM

DATE	5/20/14
DRAWN	MS
CHECKED	MS
DATE	5/20/14
PROJECT	PARK AVENUE WEST
SHEET	2 OF 18
DATE	5/20/14
SCALE	AS SHOWN

RECORD DRAWING
MAY 2015

**PARK AVENUE WEST
PAYING, GRADING AND DRAINAGE PLAN**

PREPARED FOR
BLAZER CONSTRUCTION, INC.

LIDBERG LAND SURVEYING, INC.

LIDBERG LAND SURVEYING, INC.
675 West Main Street, Suite 200
Lakeland, Florida 33801
Tel: 888.353.7272

DATE	5/20/14	DATE	5/20/14
BY	MS	DATE	5/20/14
CHECKED	MS	DATE	5/20/14
PROJECT	PARK AVENUE WEST	DATE	5/20/14
SHEET	2 OF 18	DATE	5/20/14
SCALE	AS SHOWN	DATE	5/20/14

SUBRECALLATION TABLE

MARK	STATION	RT. X	LT. Y
0 (C)	14+28.46	+2	-2
1 (D)	14+28.46	+1	-1
2 (E)	14+28.46	0	0
3 (F)	14+28.46	-1	+1
4 (G)	14+28.46	-2	+2

CONTINUE SUBRECALLATION FROM STATION 13+45.84

- NOTES
- SEE SHEET 11 FOR CROSS SECTIONS
 - SEE SHEET 12 FOR BENCHMARK
 - SEE SHEET 13 FOR 5' DRAIN MAIN
 - SEE SHEET 14 FOR 18" DRAIN MAIN

9/3/14

Pg. 5 of 5



SMILEY & ASSOCIATES, INC.
 10000 W. PARKWAY AVE. SUITE 100
 TAMPA, FL 33613
 TEL: 813.288.1111
 FAX: 813.288.1112
 WWW.SMILEYANDASSOCIATES.COM

PARK AVENUE WEST
 CONGRESS AVENUE PROPERTIES, LTD.
 5100 PARK AVENUE WEST
 TAMPA, FLORIDA 33613
 INTERSECTION PLAT/BOOK

DATE: 5/20/15
 DWT: [blank]
 SHEET: 18 OF 18
 DRAWING: 02497243
D99-240N
 SHEET: 18 OF 18
 DATE: 5/15/15

RECORD DRAWING
MAY 2015

HORIZONTAL DATUM = NAVD83
 VERTICAL DATUM = NAVD88

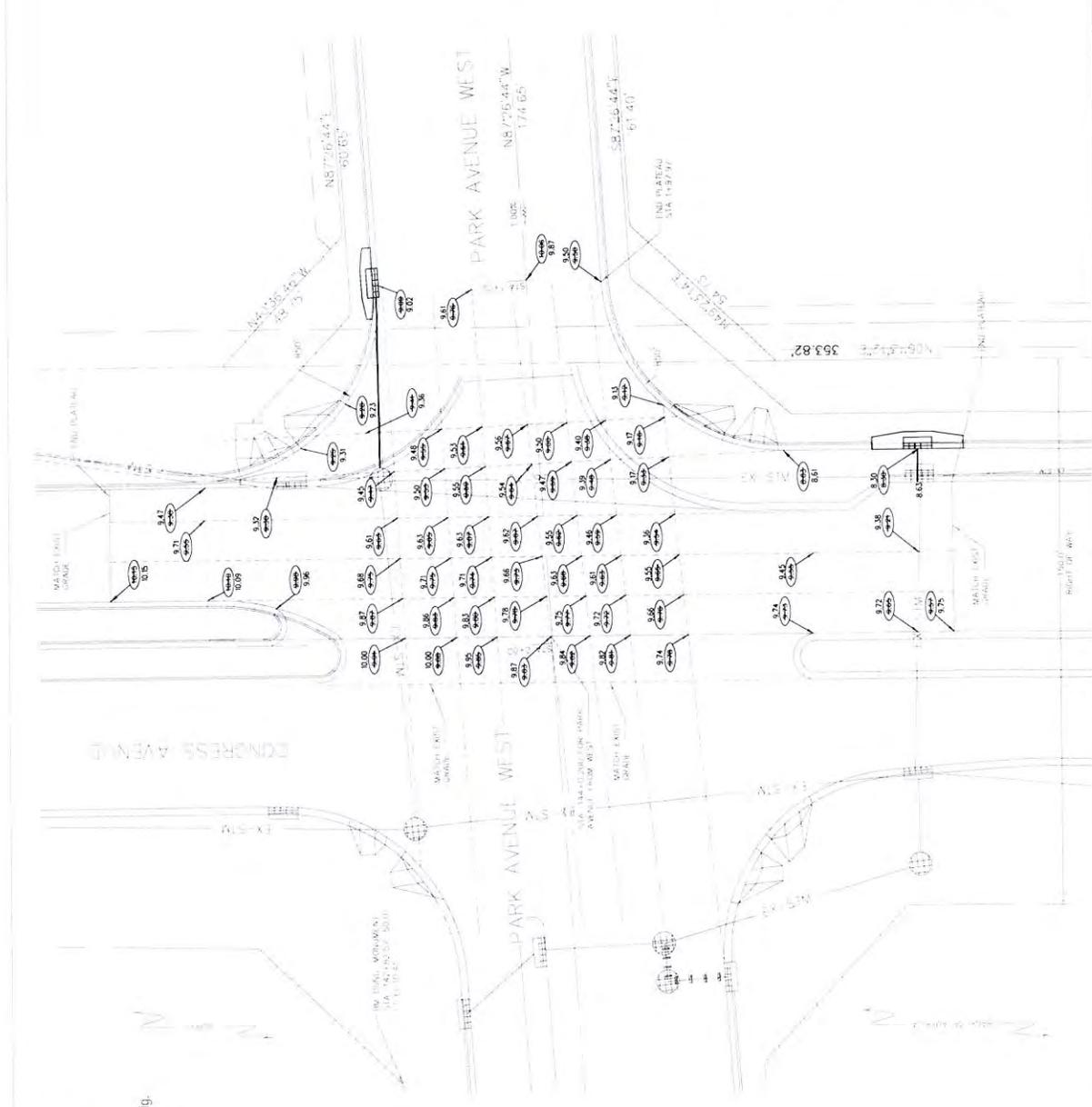
PARK AVENUE WEST
PAVING, GRADING AND DRAINAGE PLAN

PREPARED FOR:
BLAZER CONSTRUCTION, INC.

LIBBERG LAND SURVEYING, INC.
 6725 WEST HIGHLAND AVENUE, SUITE 200
 TAMPA, FLORIDA 33634
 TEL: 813.288.1111
 FAX: 813.288.1112
 WWW.LIBBERGLANDSURVEYING.COM

DATE	BY	APP	DATE
5/20/15	[blank]	[blank]	5/20/15
5/20/15	[blank]	[blank]	5/20/15
5/20/15	[blank]	[blank]	5/20/15
5/20/15	[blank]	[blank]	5/20/15

PROJECT NO.: 15050000000000000000
 SHEET NO.: 18 OF 18



New Business

TAB 14



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 7, 2015

Agenda Item No. *Tab 14*

Agenda Title: Establishing a Date for an Executive Session to Discuss the Collective Bargaining Agreement between the Town of Lake Park and the Federation of Public Employees for the Period of October 1, 2015 to September 30, 2018

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

CONSENT AGENDA

OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *9-21-15*
[Signature]
 Name/Title *HUMAN RESOURCES DIRECTOR*

Originating Department: Human Resources	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	<u>Attachments:</u> None
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>BMT</u> OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

The current collective bargaining agreement (the "Agreement") between the Town of Lake Park and the Federation of Public Employees, a Division of the National Federation of Public and Private Employees (AFL-CIO) (the "Union") is due to expire on September 30, 2015. An Agreement for the period of October 1, 2015 to September 30, 2018 was collectively bargained by the Town with the Union. The purpose of this agenda item is to establish a date pursuant to F.S. 447.605 for an Executive Session to be established to discuss such Agreement with the Commission.

TAB 15



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 7, 2015

Agenda Item No. *Tab 15*

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
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON _____ READING
- NEW BUSINESS**
- OTHER: _____

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *9-23-15*

[Signature]
Name/Title *HUMAN RESOURCES DIRECTOR*

<p>Originating Department: Human Resources</p>	<p>\$ 21,962 change in the minimum; \$22,759 change in the maximum of the salary range for this position</p> <p>Funding Source: Budget</p> <p>Acct. # 800-11000</p> <p><input checked="" type="checkbox"/> Finance <u><i>BK42</i></u></p>	<p>Attachments: Resolution; <i>41-10-15</i> and, Revised Harbor Marina Director Job Description in Redline Format</p>
<p>Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____ or Not applicable in this case <u>BMT</u> Please initial one.</p>

Summary Explanation/Background:

Currently, a job description exists in the Town of Lake Park Uniform Classification System entitled Harbor Marina Director. Such job description sets forth as the minimum requirements the possession of a minimum of 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; a Bachelor's Degree from an accredited college or university majoring in business, accounting, public administration or related field preferred but not required; and Certified Marina Manager (CMM) also preferred but not required.

The Lake Park Harbor Marina is an enterprise fund of the Town of Lake Park in that its income should be derived solely from its operation. As such, and even though it is a municipally operated marina, the Lake Park Harbor Marina needs to be managed and operated based upon sound business concepts and is in need of a Harbor Marina Director who has significant business management experience and expertise as well as the demonstrated professional experience as a marina manager.

The purpose of this agenda item is three-fold. First, it is to revise this job description to update the minimum requirements to provide that the possession of a minimum of five (5) years of demonstrated professional experience as a marina director which includes the complete operation and maintenance of a marina with 100 or more slips and a Bachelor's Degree from an accredited college or university majoring in business, accounting, public administration or related field are required; that a Master of Business Administration or related field is preferred; and Certified Marina Manager (CMM) is preferred.

Second, the purpose of this agenda item is to increase the annual salary range for this position from \$51,875.20 to \$80,516.80 to \$74,877.00 to \$104,877.00.

Third, the purpose of this agenda item is to change the position title from Harbor Marina Director to Marina Director.

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

Recommended Motion: I move to adopt Resolution 41-10-15.

RESOLUTION No. 41-10-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTIONS 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 descriptions for the position Harbor Marina Director. A copy of the revised job description is attached hereto as Exhibit A.

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

CODE: 620
DEPARTMENT: Lake Park Harbor Marina

CHARACTERISTICS OF THE CLASS

Under the administrative direction of the 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 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 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 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 by this position. 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, including but not limited to participation by the Marina in marine industry events
- Continuously seek to identify and develop proposals for revenue enhancing activities such as fishing tournaments and art shows at the Marina
- 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 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 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, 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
- Prepare annual departmental budget for approval by the town manager

REQUIREMENTS

A. Training and Experience:

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

B. Knowledge, Skills and Abilities

- 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 verbal and written reports
- 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 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 1 – Moderate to Minimal Risk Exposure

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