



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, December 2, 2015, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, December 2, 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. Club 100 Charities Annual Report

The Commission reordered the agenda to allow for Mr. Dryer of Club 100 Charities to arrive at the meeting.

Motion: Commissioner O'Rourke moved to reorder the agenda and have the Club 100 Charities Annual Report heard later in the meeting; Commissioner Flaherty; seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

PUBLIC COMMENT:

None

CONSENT AGENDA:

- 2. Regular Commission Meeting Minutes of November 18, 2015**
- 3. Visioning Workshop Meeting Minutes of November 18, 2015**
- 4. Replacement Refuse Container Purchase**
- 5. Purchase and Replace Old Servers and Storage Area Network (SAN) at Town Hall**

Commissioner Flaherty asked to pull item number 5 "Purchase and Replace Old Servers and Storage Area Network (SAN) at Town Hall" from the consent agenda.

Motion: Commissioner O'Rourke moved to approve items 2-4 on the consent agenda; Vice-Mayor Glas-Castro 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.

Commissioner Flaherty stated that KDT Solutions was the only company that provided labor fees in their quote. He asked if the other companies had provided labor fees with their quote. Town Manager D'Agostino explained that the labor fees were included in the budget from KDT Solutions as the Town's vendor. The other companies did not include labor fees as part of their quote.

Motion: Commissioner O'Rourke moved to approve items 5 on 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.

NOMINATION FOR BOARD MEMBERSHIP:

6. Rhonda "Jo" Brockman – Nominated for Appointment to the Community Redevelopment Board as a Regular Member

Motion: Vice-Mayor Glas-Castro moved to nominate Rhonda "Jo" Brockman as a regular member to the CRA Board; Commissioner O'Rourke seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:

7. Ordinance No. 10-2015 Annual Update to the Capital Improvement Schedule in

the Town's Comprehensive Plan Capital Improvement Element

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS ELEMENT OF ITS COMPREHENSIVE PLAN; PROVIDING FOR AN UPDATED FIVE YEAR CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE UPDATE TO THE TEXT OF THE CAPITAL IMPROVEMENTS SCHEDULE SO AS TO BE CONSISTENT WITH THE NEW SCHEDULE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Manager D'Agostino explained the item (see Exhibit "A"). Commissioner Rapoza stated that the infrastructure of the Lake Shore Drive drainage should be a major focus. Town Manager D'Agostino stated that as the water table continues to rise so does the increase in cost to fix the infrastructure on Lake Shore Drive. Commissioner Rapoza stated that last year the cost was significantly lower than the estimated cost now. Town Manager D'Agostino stated that the estimate to fix the drainage on Lake Shore Drive was between \$4 million and \$5 million. Mayor DuBois stated that the engineering plan includes phasing the project. Town Manager D'Agostino stated that staff was prepared to give a presentation about the Lake Shore Drive drainage situation during its visit to Tallahassee in January. Mayor DuBois asked for the engineering plan. Town Manager D'Agostino explained that the plan would need to be updated.

Commissioner Flaherty stated that the Library needs capital improvements. Town Manager D'Agostino understanding was that the Library was intended to be a two-story building, but funding was short. Library Director Karen Mahnk stated that the building itself needs major improvements including the lighting, fixing leaks, the air conditioning, and the bookshelves. Mayor DuBois asked that a long-term capital improvement master plan be created for the Library. He suggested that it be brought back in several months to be reviewed by the Commission. Community Development Director Nadia DiTommaso stated that the Library figures could be incorporated into the schedule and bring it back before the Commission at the second reading of the Ordinance, which was scheduled for December 16, 2015.

Motion: Commissioner O'Rourke moved to add the recommendation to consider the Library expansion and improvement to the Capital Improvement Schedule; 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.

Commissioner O'Rourke was pleased to see that the Park Avenue Extension was included in the schedule. Town Manager D'Agostino explained that in the future, as parcels are being built out, it might be required that the Park Avenue extension be built.

Vice-Mayor Glas-Castro stated that as the Park Avenue Downtown area expands they should plan to have additional parking built. Town Manager D'Agostino stated that the parking lot improvement was included in the CRA Master plan. Vice-Mayor Glas-Castro asked if funding had been allocated for a safe pedestrian crosswalk at the railroad tracks if it were not included in the Coastal Link Tri-Rail Palm Tran Extension Improvements. Community Development Director DiTommaso explained that during last year's budget \$25,000 was allocated, and each year following would have the same amount allocated towards the improvements. Vice-Mayor Glas-Castro asked if the Commission was interested in having the Town included in the Quiet-Zones segment. Mayor DuBois stated that the Metropolitan Planning Council (MPO) are working are including Quiet-Zones in the municipalities. He agreed that Quiet-Zones should be included in the schedule.

Mayor DuBois wanted sanitary sewer improvements west of Old Dixie Highway included. Town Manager D'Agostino stated that Seacoast Utilities would confirm the properties west of Old Dixie Highway. Mayor DuBois asked that the pedestrian crossing on US 1 and Park Avenue be placed back on the schedule because it showed that it had been stricken from the schedule. Vice-Mayor Glas-Castro asked if US Highway 1 streetscape improvements could be included in the schedule. Mayor DuBois stated that there was a program called Safe Streets available through the Florida Department of Transportation (FDOT) District 4. He asked that pedestrian access improvements at Park Avenue and US Highway 1 be unstricken from the list. Town Manager D'Agostino stated that staff would figure out how to reallocate the \$100,000 and match it with the project.

Commissioner O'Rourke asked if there was an engineering firm that would provide a report regarding the Lake Shore Drive drainage that could be presented in Tallahassee. Town Manager D'Agostino stated that the Town has engineering plans.

Mayor DuBois asked for a recap of the items that were included in the schedule. Commissioner Flaherty listed the following projects: Library capital improvements, expansion of parking in the CRA, pedestrian crosswalks at railroad; sanitary sewer improvements west of Old Dixie Highway, Quiet-Zones, Safe-streets Initiatives on US Highway 1. Community Development Director DiTommaso agreed with the announced list.

Public Comment Opened:

None

Public Comment Closed:

Motion: Commissioner O'Rourke moved to approve Ordinance 10-2015 including the Library Capital Improvements; Expansion of the parking in the CRA area; Pedestrian crosswalk at railroad; Sanitary Sewer Improvements west of Old Dixie Highway; Quiet-Zones; Safe-Streets Initiatives on US Highway 1; 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.

Town Attorney Baird the Ordinance by title only.

8. Ordinance No. 11-2015 Amendment to Ordinance 02-2015 for the Abandonment Of a 0.49-Acre Portion of East Jasmine Drive

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ORDINANCE 02-2015 TO REPEAL SECTION 3 THEREOF AND THE AMENDMENT OF SECTION 4 PERTAINING TO THE ABANDONMENT OF A 0.49 ACRE PORTION OF THE EAST JASMINE DRIVE RIGHT OF WAY LOCATED EAST OF FEDERAL HIGHWAY AND TERMINATING AT LAKESHORE DRIVE, DESCRIBED AS AVENUE "J", ACCORDING TO THE PLAT OF KELSEY CITY RECORDED IN PLAT BOOK 8, PAGES 15 AND 35; PROVIDING FOR THE RECORDING OF THE ORDINANCE IN THE PUBLIC RECORDS OF PALM BEACH COUNTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Comment Opened:

None

Public Comment Closed:

Community Development Director DiTommaso explained the item (see Exhibit "B"). Commissioner Flaherty asked what would happen with phase III if the language were to be removed from the Ordinance. Community Development Director DiTommaso explained that the Ordinance was allowing for the transfer of ownership to take place. She explained that the intent of the abandonment was not for the Town to keep ownership through the improvements of the property. The Ordinance was currently written that the recording of the transfer of the property would have to wait until phase III were completed.

Motion: Commissioner O'Rourke moved to approve Ordinance 11-2015; 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.

Town Attorney Baird the Ordinance by title only.

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

None

NEW BUSINESS:

9. Resolution No. 47-12-15 Authorizing the Mayor to Execute the Collaborative Agreement between Bridges/Children’s Home Society and the Town of Lake Park .

Town Manager D’Agostino explained the item (see Exhibit “C”). Vice-Mayor Glas-Castro asked if the agreement was simply on paper because Bridges was not involved in the Palm Beach County events that are tracked and reported; such as “Read for the Record”. Library Director Mahnk explained that Bridges was involved with “Read for the Record”, which was held on a different days than the day the Vice-Mayor and Commissioner O’Rourke read to children. She also stated that Bridges participated in the Back-to-School Bash earlier this year.

Motion: Commissioner O’Rourke moved to approve Resolution 47-12-15; 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

10. Evaluate the Professional Services Proposal Submitted for the Rehabilitation of the Town Hall Mirror Ballroom Exterior Doors

Town Manager D’Agostino explained the item (see Exhibit “D”). Commissioner O’Rourke asked if the doors would last. Public Works Director Dave Hunt explained that REG Architects, Inc. has provided some recommendations that would be taken into consideration, such as longevity, and capital improvements of the doors.

Commissioner Rapoza asked for clarification about the \$12,000 included in the packet. Public Works Director Hunt explained that the \$12,000 does not include the restoration, it was only for professional services. Commissioner Rapoza asked if there would be an additional \$4,800 added to the \$12,000 for professional services. Public Works Director Hunt explained that the recommendation requested was for phase I and phase II of the project. He stated that at a future meeting a cost benefit analysis would be presented for phase III. Commissioner Rapoza asked for clarification on the bid process. Public Works

Director Hunt explained that earlier this year the Town issued a Request for Qualification (RFQ) for Engineering Services with two phases. Phase I was for a Town engineer; phase II was for many different disciplines of professionals. He stated REG Architects, Inc. was the only firm that responded for architecture services. He explained that REG Architects, Inc. has historic preservation experience. Commissioner Rapoza asked technical questions regarding the type of windows that would be used in the Mirror Ballroom. She asked that the windows be tinted to assist with the longevity of the curtains that would be used in the Mirror Ballroom.

Vice-Mayor Glas-Castro stated that her first reaction was to go out for a formal bid for this type of project, but was familiar with REG Architects, Inc. and the reputation that they have in the area. She supports using REG Architects, Inc. for this project.

Motion: Commissioner O'Rourke moved to approve; Vice-Mayor Glas-Castro 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.

Mr. Colin Price with REG Architects, Inc. introduced himself and stated that he was a partner with Rick Gonzalez in the firm. He stated that they would do a thorough investigation of the doors. Mayor DuBois stated that Mr. Price was a Lake Park resident.

11. Establishing a Date for an Executive Session to Discuss a Provision of 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

Town Manager D'Agostino explained the item (see Exhibit "E").

Motion: Commissioner O'Rourke moved to hold the Executive Session at 6:00 p.m. on December 16, 2015; Vice-Mayor Glas-Castro 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.

Mayor DuBois asked if anyone in the audience were representing Club 100 Charities. Town Manager D'Agostino suggested rescheduling the presentation to another meeting.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D'Agostino introduced Marina Director Jonathan Luscomb and shared his career history. Mr. Luscomb stated that he has worked at several Marina in the area. He shared a few ideas for the Marina. The Commission welcomed him to the Town.

Commissioner O'Rourke had no comments.

Commissioner Rapoza stated that she saw in the Florida Weekly magazine that the Seafood Music Festival was still advertised, although the event had been canceled. She asked where else had the event been advertised. Mayor DuBois stated that it was a private event coordinator and the Town had not collaborated on the event, so we were not aware where they had advertised the event. Commissioner Rapoza announced that the Boat Parade would be on Saturday, December 7th. She asked if the Artist of Palm Beach County were granted permission to paint a mural on the side of the 800 Park Avenue building. Town Manager D'Agostino explained that Code Compliance was investigating the situation because the Town Code does not allow for such murals on the side of buildings. Vice-Mayor Glas-Castro asked if a mural Ordinance was forthcoming. Town Manager D'Agostino stated "yes" in the future. Commissioner Rapoza thanked Lt. Vassalotti and Sergeant Burrows for their intervention into the Urban Youth Empowerment Program. Lt. Vassalotti explained that the Palm Beach County Sheriff's Office (PBSO) has chosen Lake Park as one of the four municipalities to participate in the Urban Youth Empowerment Program for youths between the ages of 18-24 who meet certain criteria. He stated that he would be attending a meeting on December 15th where additional information regarding the program would be provided and he would then share with Town staff.

Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro continues to receive complaints that residents are unable to view channel 18 and are getting the run-around. She asked for the status of the tile work outside of the Commission Chamber. Town Manager D'Agostino explained that the Town was working with the vendor to find an appropriate tile company that would tear up the tile and replace it. He explained that no funds have been expended for the project. Vice-Mayor Glas-Castro asked what information was included with the Mixed-Use Corridor workshop scheduled for December 9, 2015. She stated that residents have asked her what her opinion was on the proposal and yet she has not seen a proposal. Town Manager D'Agostino stated that no plans have been submitted for review. Community Development Director DiTommaso stated that the workshop agenda packet would not include all of the project details; the agenda packet would be published Friday afternoon. She explained that the advertisement for the workshop has been completed. The flyers were distributed to all the businesses along the corridor, the Churches, the Town Hall lobby area, channel 18, Town website, and property owners received an invitation in the

mail. Vice-Mayor Glas-Castro asked for the status on the Aldi Supermarket project because she noticed that they were installing landscaping. Community Development Director DiTommaso stated that she would have to get back to the Commission with the final Certificate of Occupancy information. Vice-Mayor Glas-Castro asked what business would be going into the former K-Mart plaza. Community Development Director DiTommaso stated that she has not heard anything at this point. Commissioner O'Rourke stated that he visited the Aldi Supermarket site and was told that they would be opening on December 11, 2015, but were having issues with Seacoast Utility.

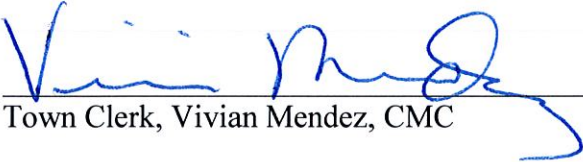
Mayor DuBois announced that the Town received a plaque for its involvement with Read for the Record. He announced that the Tree Lighting ceremony would be held on Friday, December 4, 2015 from 6:00 – 8:00 p.m. at the corner of Park Avenue and 9th Street.

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 7:56 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



Approved on this 16 of December, 2015



Town of Lake Park Town Commission

Exhibit "A"

Agenda Request Form

Meeting Date: December 2, 2015

Agenda Item No. *Tab 7*

Agenda Title: ANNUAL UPDATE TO THE CAPITAL IMPROVEMENTS SCHEDULE IN THE TOWN'S COMPREHENSIVE PLAN CAPITAL IMPROVEMENTS ELEMENT.

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

Approved by Town Manager *[Signature]* Date: 11/23/15

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

Originating Department: Community Development	Costs: \$ 0 Funding Source: Acct. <input type="checkbox"/> Finance _____	Attachments: → Ordinance <u>10</u> -2015
Advertised: Date: <i>N/A on 1st reading</i> Paper: <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone OR Not applicable in this case ND Please initial one.

Summary Explanation/Background:

Beginning in 2005, local governments were required to update their five-year Capital Improvements Schedule (CIS) as an annual amendment to the Comprehensive Plan to demonstrate a financially feasible schedule. Per House Bill (HB) 7207, the "Community Planning Act", adopted on June 2, 2011, the five-year schedule of capital improvements is no longer required to demonstrate that the CIS is financially feasible; however, local governments must still review and update their CIS by the adoption of an ordinance. This ordinance is no longer subject to the review of the Department of Economic Opportunity (formerly the Department of Community Affairs). Such modifications to update the five-year CIS are not deemed amendments to the local Comprehensive Plan and therefore, do not need to adhere to the comprehensive plan amendment process. Due to the fact that such an update is still accomplished by the adoption of an ordinance by the Town Commission, a public hearing is required.

In accordance with the legislation enacted by the Community Planning Act, all local governments must review and update the Five-Year Capital Improvement Schedule of their Comprehensive Plan Capital Improvements Element consistent with the requirements of Section 163.3177 and Section 163.3180, Florida Statutes. The Capital Improvements Element identifies capital projects needed to maintain, or promote, Level of Service (LOS) standards. The Schedule of Capital Improvements includes Town projects which may be funded by federal, state or local money sources.

A CIS allows for:

- A systematic evaluation of all potential projects at the same time.
- The ability to stabilize debt and consolidate projects.
- A public relations and economic development tool.
- Focus on preserving a governmental entity's infrastructure while ensuring the efficient use of public funds.
- An opportunity to foster cooperation among departments and an ability to inform other units of government of the entity's priorities. For examples, a State grant looks highly on applications for projects that are included in the CIS.

ENCLOSED IS THE PROPOSED ORDINANCE AND UPDATED CAPITAL IMPROVEMENTS SCHEDULE.

Recommended Motion: I move to APPROVE Ordinance No. /0-2015 on first reading.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "B"

Meeting Date: December 2, 2015

Agenda Item No. Tab 8

Agenda Title: AMENDMENT TO ORDINANCE 02-2015 FOR THE ABANDONMENT OF A 0.49-ACRE PORTION OF EAST JASMINE DRIVE.

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

Approved by Town Manager [Signature] Date: 11/24/15

Nadia Di Tommaso / Community Development Director [Signature]

Table with 3 columns: Originating Department (Community Development), Costs (\$0), Attachments (Ordinance 11-2015, Ordinance 02-2015), Advertised (Date: June 7, 2015), and notification status.

Summary Explanation/Background:

On August 19, 2015, the Town Commission adopted Ordinance 02-2015 for the abandonment of a 0.49-acre portion of the East Jasmine Drive right-of-way between North Federal Highway and Lake Shore Drive.

Pursuant to Ordinance 02-2015, payment of \$320,000 was made to the Town within 90 days following the adoption of the Ordinance. Section 4 requires the Ordinance to be recorded in the public records of Palm Beach County so as to formalize the transfer of ownership.

associated with the Resolution of the Site Plan and Special Exception Use are first satisfied prior to the recording. The Resolution pertaining to the development of the overall site is phased and will likely not be completed until 2020. The intent of the Abandonment Ordinance was not to have the Town retain ownership until at least 2020, but rather to simply ensure that only certain conditions of the Resolution were adhered to prior to the official transfer of the East Jasmine Drive right-of-way, namely the payment of the right-of-way. In order to effectively move the recording forward, which would allow the Town to eliminate any liability it has with the property and allow the Applicant to move forward with the Plat and site plan construction permits, Section 3 and 4 of Ordinance 02-2015 must be refined to delete Section 3 and modify Section 4 so as to reflect the specific conditions relevant to the Abandonment.

Please refer to the enclosed Ordinance 11-2015.

Recommended Motion: I MOVE TO APPROVE ORDINANCE 11-2015 on 1st READING.



Town of Lake Park Town Commission

Exhibit "C"

Agenda Request Form

Meeting Date: December 2, 2015

Agenda Item No. Tab 9

Agenda Title: A Resolution Authorizing the Mayor to Execute the Collaborative Agreement between Bridges /Children's Home Society and the Town of Lake Park.

- Special Presentation/Reports, Board Appointment, Public Hearing Ordinance on First Reading, New Business (checked), Other: []

Approved by Town Manager [Signature] Date: 11/17/2015
Karen Mahnk, Library Director
Name/Title

Table with 3 columns: Originating Department (Library), Costs (N/A), Attachments (CHS/Bridges Collaborative Agreement Resolution 47-12-15), Advertised (Not Required), and notification status.

Summary Explanation/Background:

The purpose of this agenda item is to authorize the Mayor to execute the Collaborative Agreement between The Children's Home Society of Florida (CHS) and the Town of Lake Park...

RECOMMENDED MOTION: I move to adopt Resolution 47-12-15. For the Mayor to execute the attached Collaborative Agreement.



Town of Lake Park Town Commission *Exhibit "D"*

Agenda Request Form

Meeting Date: December 2, 2015

Agenda Item No. *Tab 10*

Agenda Title: Evaluate the Professional Services Proposal Submitted for the Rehabilitation of the Town Hall Mirror Ballroom Exterior Doors

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

Approved by Town Manager *[Signature]* Date: *11/12/15*

[Signature]
David Hunt / Public Works Director

Originating Department: Public Works	Costs: N.T.E. \$12,500.00 Funding Source: General Fund FY 2016 Budget Acct. # 408-31000 <input checked="" type="checkbox"/> Finance <i>BKR</i>	Attachments: -DPW Request for Prof. Serv. -REG & Assoc.'s Proposal for Professional Services
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 <input checked="" type="checkbox"/> Not applicable in this case ___ Please initial one.

Summary Explanation/Background:

The Town Hall's Mirror Ballroom exterior doors need refurbishment or replacement. The paint is peeling and some of the doors leak during a driving rain. There may be rotten wood in the doors and frames, as well. Because Town Hall has been placed on the National Register of Historic Places, whenever work is performed on exterior elements, the guidelines established by the United States Department of the Interior must be followed.

Earlier this year, the Town advertised for professional consultant services in numerous disciplines in Request for Qualifications (RFQ) No. 103-2015. REG Architects, Inc., who specialize in historic

building restorations, was the sole respondent for architectural services. Consistent with the State of Florida's Consultants' Competitive Negotiation Act, the Town shall negotiate a contract with the most qualified (in this case the only responding) firm for professional services at compensation which the Town determines is fair, competitive, and reasonable. The Statute goes on to say that, "Should the (Town) be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the (Town) determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The (Town) shall then undertake negotiations with the second most qualified firm."

If the Town is unable (or unwilling) to negotiate with REG Architects and since there is no 'second most qualified firm', the Town would have to issue another RFQ specifically for historic building architectural services. Note that this is a very specialized field. REG Architects are highly qualified in this field and would undoubtedly rank very high in another RFQ process.

REG Architects was asked to provide costs for examining several rehabilitation alternatives, from restoration of the existing French doors to total replacement with impact resistant windows (see attached). Their recommendations may result in finding the most economical path to achieving our goal of extending the life of these historic elements, providing a weather tight barrier, and adding hurricane protection.

REG's proposal has broken out their suggested services into five phases and has provided hourly rates for their staff members who would be involved in the project (see attached). Each phase has an estimated cost that has a not-to-exceed cap. Each phase will define the subsequent phases' workload. As the Town examines its options at each step, the consulting work will become more targeted which should result in lower than anticipated professional services costs.

REG Architects' proposal for evaluation and subsequent restoration plans has an estimated, total not-to-exceed cost of \$12,500.00. The first two phases involve an evaluation along with recommendations for a total not-to-exceed figure of \$4,800. It would be advisable to pay for these services now and bring the recommendations back to the Commission along with a re-evaluation of the next phases' anticipated costs.

The Commission could also authorize proceeding with the entire contract at this time or direct staff to call for another RFQ in order to evaluate additional firms' qualifications.

\$26,750.00 has been budgeted in the Public Works, Facilities Maintenance Capital Improvements account for this restoration project. Funds for any approved professional services contract will require a transfer from this account to the Facilities Maintenance Professional Services account.

Recommended Motion:

I move to direct Staff to proceed with preparing a Purchase Order for professional services with REG Architects, Inc., detailed in the Phase 1 and Phase 2 portions of their proposal. Staff will need to report the recommendations and revised professional services costs to the Commission before proceeding with the preparation of bid documents.



Public Works
Department

650 Old Dixie Highway
Lake Park, FL 33403
Phone: (561) 881-3345
Fax: (561) 881-3349

www.lakeparkflorida.gov

October 21, 2015

Mr. Colin Price
Vice President
REG Architects, Inc.
300 Clematis Street, 3rd Floor
West Palm Beach, Florida 33401

Subject: Request for Professional Services Proposal; Town Hall Mirror Ballroom's French Doors

Dear Mr. Price,

REG Architects submitted their qualifications for historic architectural services to the Town in response to the Professional Consultant Services RFQ No. 103-2015. Based upon this submittal the Town requests that REG Architects submit a proposal for services based upon the following scope of work that we briefly spoke about during your September 25th field visit.

Restoration or Replacement of the Mirror Ballroom Exterior Doors, including Semi-Circle Transom and Storm Protection.

Note: All recommendations should take into consideration the requirements associated with the fact that the Town Hall building has been placed on the National Register of Historic Places by the United States Department of the Interior.

Phase I:

- Evaluation of the existing condition of the wooden doors, transom windows, frames, and thresholds. Must the transom windows be made operable? Are the doors weathertight? Can they be made weathertight? Can the flashing above each door be restored or should it be replaced?
- Consideration of the budgetary impact to restoration costs if lead based paints are identified.
- How can the existing doors be protected from storm force winds and flying debris? Discuss types of protection available, including rolling hurricane shutters.
- Would replacement of the existing doors with aluminum framed, impact glass doors and transoms be compatible with the historic designation requirements?
- If an impact door system were considered, would the doors, transoms, and frames have to be made with wood?
- Would an impact glass door system be weathertight?
- Provide project budget estimates for all of the above scenarios.
- Prepare a presentation for discussion at a regularly scheduled Town Commission Meeting.

Phase II:

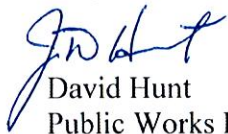
- Provide cost to prepare a Scope of Work for bidding purposes based upon direction received from the Town Commission.
- Provide hourly costs for potential construction phase services. Include final inspection services to confirm contract work conformed to specifications for project close-out.

Along with your proposal for services associated with this project, include an hourly rate chart for employees that may be called upon for additional, as-needed services outside the scope of the proposal.

Please note the attachments to this letter requesting supplemental information. The Town requires all contractors performing work for the Town to carry minimum amounts of insurance while naming the Town as an Additional Insured. Also, REG will need to provide information about the professionals that are permanently employed at the firm. This information will be kept on file for any future projects.

I am looking forward to receiving your proposal for professional services. Thank you for your interest in this Town project.

Respectfully yours,



David Hunt
Public Works Director

Attachments

cc: John D'Agostino, Town Manager
Richard Pittman, Project Manager



Exhibit "E"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 2, 2015

Agenda Item No. *Tab 11*

Agenda Title: Establishing a Date for an Executive Session to Discuss a Provision of 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: _____

Approved by Town Manager *J. Craft* Date: *11/17/15*
Bonnie McKittrick
 Name/Title: *HUMAN RESOURCES DIRECTOR*

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

Summary Explanation/Background:

On November 4, 2015, the Town Commission met in Executive Session to discuss the collective bargaining 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") for the period of October 1, 2015 to September 30, 2018. During this Executive Session, the Commission directed that a change be made in one of the provisions of this agreement, which staff discussed with the Union. The purpose of this agenda item is to establish a date pursuant to F.S. 447.605 for another Executive Session to be established to further discuss this provision.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, December 2, 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. Club 100 Charities Annual Report

Tab 1

D. PUBLIC COMMENT:

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

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

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

- 2. Regular Commission Meeting Minutes of November 18, 2015 Tab 2
- 3. Visioning Workshop Meeting Minutes of November 18, 2015 Tab 3
- 4. Replacement Refuse Container Purchase Tab 4
- 5. Purchase and Replace Old Servers and Storage Area Network (SAN) at Town Hall Tab 5

F. NOMINATION FOR BOARD MEMBERSHIP:

- 6. Rhonda “Jo” Brockman – Nominated for Appointment to the Community Redevelopment Board as a Regular Member Tab 6

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

- 7. Ordinance No. 10-2015 Annual Update to the Capital Improvement Schedule in the Town’s Comprehensive Plan Capital Improvement Element Tab 7

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS ELEMENT OF ITS COMPREHENSIVE PLAN; PROVIDING FOR AN UPDATED FIVE YEAR CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE UPDATE TO THE TEXT OF THE CAPITAL IMPROVEMENTS SCHEDULE SO AS TO BE CONSISTENT WITH THE NEW SCHEDULE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

- 8. Ordinance No. 11-2015 Amendment to Ordinance 02-2015 for the Abandonment Of a 0.49-Acre Portion of East Jasmine Drive Tab 8

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ORDINANCE 02-2015 TO REPEAL SECTION 3 THEREOF AND THE AMENDMENT OF SECTION 4 PERTAINING TO THE ABANDONMENT OF A 0.49 ACRE PORTION OF THE EAST JASMINE DRIVE RIGHT OF WAY LOCATED EAST OF FEDERAL HIGHWAY AND TERMINATING AT LAKESHORE DRIVE, DESCRIBED AS AVENUE “J”, ACCORDING TO THE PLAT OF KELSEY CITY RECORDED IN PLAT BOOK 8, PAGES 15 AND 35; PROVIDING FOR THE RECORDING OF THE ORDINANCE IN THE PUBLIC RECORDS OF PALM BEACH COUNTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

None

I. NEW BUSINESS:

- 9. Resolution No. 47-12-15 Authorizing the Mayor to Execute the Collaborative

Agreement between Bridges/Children's Home Society and the Town of Lake Park Tab 9

10. Evaluate the Professional Services Proposal Submitted for the Rehabilitation of the Town Hall Mirror Ballroom Exterior Doors Tab 10

11. Establishing a Date for an Executive Session to Discuss a Provision of 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 11

J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

K. ADJOURNMENT:

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