



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, November 16, 2016, 6:30 PM,  
Lake Park Town Hall  
535 Park Avenue

<b>James DuBois</b>	—	<b>Mayor</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Mayor</b>
<b>Erin T. Flaherty</b>	—	<b>Commissioner</b>
<b>Anne Lynch</b>	—	<b>Commissioner</b>
<b>Michael O'Rourke</b>	—	<b>Commissioner</b>
<hr/>		
<b>John O. D'Agostino</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez, CMC</b>	—	<b>Town Clerk</b>

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

A. **CALL TO ORDER/ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **SPECIAL PRESENTATIONS/REPORTS**

None

D. **PUBLIC COMMENT:**

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

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

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

1. Special Call Budget Meeting Minutes of November 2, 2016 Tab 1
  2. Regular Commission Meeting Minutes of November 2, 2016 Tab 2
- F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:  
None
- G. PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:  
None
- H. NEW BUSINESS:
3. Hurricane Matthew Disaster Relief Effort for Haiti Tab 3
  4. Resolution No. 52-11-16 Proposing to Designate the Parcels of Real Property located at 1100 Old Dixie Highway, Lake Park, Florida, and Identified by the following Palm Beach County Folio Numbers 36-43-42-20-31-000-0010, 36-43-42-20-31-000-0020, 36-43-42-20-31-000-0030, 36-43-42-20-31-000-0040, 36-43-42-20-31-000-0050, 36-43-42-20-31-002-0000, and 36-43-42-20-31-001-0000 as a Commerce Park Green Reuse Area for Rehabilitation Pursuant to Section 376.80, Florida Statutes. Tab 4
  5. Resolution No. 53-11-16 to Increase Transient and Annual Rates for the Lake Park Harbor Marina Tab 5
  6. Resolution No. 54-11-16 Freedom Boat Club Expansion/ Contract Amendment Tab 6
  7. Resolution No. 55-11-16 Thirty-Day Separation of Major Events in the Town of Lake Park Tab 7
  8. Resolution No. 56-11-16 Combine Two-Part-time Special Event Coordinator Positions to One Full-Time Position Tab 8
- I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:
- J. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, December 7, 2016



**Minutes  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, November 16, 2016, 6:30 PM  
Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, November 16, 2016 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, and Anne Lynch, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Commissioner Michael O'Rourke was absent.

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

**SPECIAL PRESENTATIONS/REPORTS**

None

**PUBLIC COMMENT:**

None

**CONSENT AGENDA:**

1. Special Call Budget Meeting Minutes of November 2, 2016
2. Regular Commission Meeting Minutes of November 2, 2016.

**Motion: Commissioner Flaherty moved to approve the consent agenda; Commissioner Lynch seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

**PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:**

None

**PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:**

None

**NEW BUSINESS:**

3. Hurricane Matthew Disaster Relief Effort for Haiti.

Town Manager D’Agostino explained the item (see Exhibit “A”).

**Motion: Commissioner Flaherty moved to approve that Town Hall be a drop-off site of relief effort needs for three (3) weeks; Vice-Mayor Glas-Castro seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

**4. Resolution No. 52-11-16 Proposing to Designate the Parcels of Real Property located at 1100 Old Dixie Highway, Lake Park, Florida, and Identified by the following Palm Beach County Folio Numbers 36-43-42-20-31-000-0010, 36-43-42-20-31-000-0020, 36-43-42-20-31-000-0030, 36-43-42-20-31-000-0040, 36-43-42-20-31-000-0050, 36-43-42-20-31-002-0000, and 36-43-42-20-31-001-0000 as a Commerce Park Green Reuse Area for Rehabilitation Pursuant to Section 376.80, Florida Statutes.**

Town Manager D’Agostino explained the item (see agenda item).

**Public Comment opened:**

None

**Public Comment closed:**

**Motion: Commissioner Flaherty moved to approve Resolution 52-11-16; Vice-Mayor Glas-Castro seconded the motion.**

Vote on Motion:

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

Motion passed 4-0

Representative of Seacoast National Bank Michael Goldstein addressed the Commission and explained that Resolution no. 52-11-16 should have two separate public hearings to include deliberation of the Commission and Public Comment. The Commission determined that no Public Comment Cards had been received. Town Manager D’Agostino explained that Resolution No. 52-11-16 had been advertised in the Palm Beach Post as required Florida State Statute.

**5. Resolution No. 53-11-16 to Increase Transient and Annual Rates for the Lake Park Harbor Marina.**

Town Manager D’Agostino explained the item (See Exhibit “B”). Commissioner Flaherty asked if a Commercial Annual Pass would guarantee parking for vehicles. Marina Director Salvatore Schiafone explained that the Town of Lake Park does not charge for parking but for usage of the boat ramp.

**Motion: Commissioner Flaherty moved to approve Resolution 53-11-16; Commissioner Lynch seconded the motion.**

Mayor DuBois suggested that the Annual Rates for the Lake Park Harbor Marina should benefit Town residents. He suggested that Town Manager D’Agostino had the opportunity to sell his point of view to the Commissioners in their individual private meetings. Town Manager D’Agostino stated that the private meetings would no longer be held. Commissioner Flaherty asked Town Attorney Baird if he approved the Resolution as proposed. Town Attorney Baird explained that Commissioner Flaherty motioned to approve the Resolution as presented to the Commission. Town Manager D’Agostino explained that staff provides professional recommendations on what they believe is sustainable and sufficient for the operation of the Marina.

Vote on Motion:

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

Motion passed 4-0.

**6. Resolution No. 54-11-16 Freedom Boat Club Expansion/ Contract Amendment**

Town Manager D’Agostino explained the item (see Exhibit “C”). Vice-Mayor Glas-Castro asked if Freedom Boat Club had assigned parking. Marina Director Schiafone explained that Freedom Boat Club had nine exclusive parking spaces in addition to their boat slips. Vice-Mayor Glas-Castro asked about the allocated parking spaces for visitors. Marina Director Schiafone explained that parking was a known issue and that spaces were reserved for paying tenants of the Marina. He explained that visitors are encouraged to park across the street.

**Motion: Commissioner Flaherty moved to approve Resolution 54-11-16; Commissioner Lynch seconded the motion.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		

Commissioner Lynch	X		
Commissioner O'Rourke			Absent
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0.

**7. Resolution No. 55-11-16 Thirty-Day Separation of Major Events in the Town of Lake Park**

Town Manager D'Agostino explained the item (see Exhibit "D"). Commissioner Flaherty asked if the approval of Resolution No. 55-11-16 included an exemption for the Town of Lake Park. Town Manager D'Agostino answered "yes" and explained that the Commission had the ability to lower the threshold of attendees for a major event. Commissioner Flaherty suggested 2,000 would be a realistic threshold. Town Manager D'Agostino explained that the Resolution could be amended in the future.

**Motion: Commissioner Flaherty moved to approve Resolution 55-11-16 reducing the amount of attendees from 5,000 to 2,000; Commissioner Lynch seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

**8. Resolution No. 56-11-16 Combine Two-Part-time Special Event Coordinator Positions to One Full-Time Position.**

Town Manager D'Agostino explained the item (see Exhibit "E"). Commissioner Flaherty questioned the job responsibilities and duties of the Special Event Coordinator. Town Manager D'Agostino explained that the Special Event Coordinator would assist in the daily operations and reoccurring tasks of the rental facilities. Town Manager D'Agostino explained that in the future he would propose to hire licensed caterers to provide services within the rental facilities. Commissioner Flaherty asked if it would be beneficial to reduce the hourly rate from \$15.00 to \$12.50. Town Manager D'Agostino explained that it would only reduce the hourly rate and that benefits would need to be calculated. Commissioner Lynch believed a full-time Special Event Coordinator would be beneficial to the Special Events Department in assisting with rental of Town facilities and planning for large events. Mayor DuBois asked what was the average generated revenue from facility rentals. Finance Director Blake Rane explained that the Town generated about \$20,000.00 in 2014 and \$25,000.00 in 2015. Human Resources Director Bambi Turner explained the job description of the position (see Exhibit "F").

**Motion: Commissioner Lynch moved to approve Resolution 56-11-16; Vice-Mayor Glas-Castro seconded the motion.**

Vote on Motion:

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

Motion passed 4-0.

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

**Town Attorney Baird** had no comments.

**Town Manager D'Agostino** announced that Palm Beach County had approved a one-cent sales tax. He asked the Commission if they wanted to create their own oversight committee or join the Palm Beach County League of Cities oversight committee. He asked the Commission for their available dates for a welcome reception for new Lake Park Elementary School Principal. The Commission chose January 19, 2017. Town Manager D'Agostino announced that he would be sponsoring an employee holiday luncheon on December 16, 2016, and that Commissioners were welcomed to attend. He stated that Public Works would be installing barricades on the Park Avenue West drainage basin due to two fatalities. He announced that on November 18, 2016 there would be two active shooter exercises conducted by PBSO with employees. He announced that on December 2, 2016 the annual Tree Lighting Ceremony would occur at the Town green. He explained that staff had been working with the owner of 801 Park Avenue (One Park Place) to occupy the building.

**Commissioner Lynch** announced that on Saturday, November 19, 2016 the Library would host a book sale and a ceremony at 1:00 p.m. to honor late Mayor Desca DuBois.

**Commissioner O'Rourke** was absent.

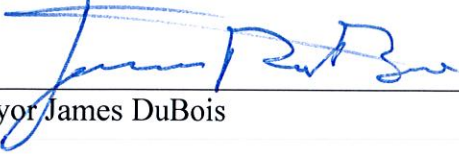
**Commissioner Flaherty** had no comments.

**Vice-Mayor Glas-Castro** announced that the Veteran's Day Car Show appeared to be a well-attended successful event; however, additional parking would be necessary for future events. She announced that the League of Cities Barbeque was scheduled for Friday, December 2, 2016 in Pahoee, Florida.

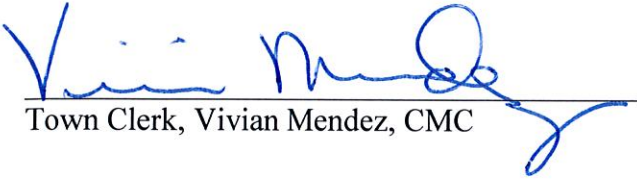
**Mayor DuBois** announced that he was very passionate about the Lake Park Harbor Marina Operations.

**ADJOURNMENT**

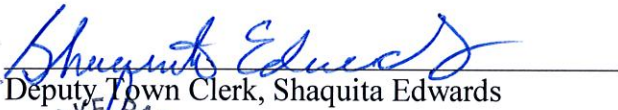
There being no further business to come before the Commission and after a motion to adjourn by Commissioner Lynch and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 8:04 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



Deputy Town Clerk, Shaquita Edwards



Approved on this 7 of December, 2016



## Hurricane Matthew Needed Relief Items

We are not collecting water or clothes. Please no glass containers, bleach, or aerosols.

### Non-Perishable Food items

- Protein Bars
- Canned Meat
- Dry Pasta
- Crackers
- Peanut Butter (no glass containers)
- Dry Rice/ Beans
- Trail Mixes
- Dry Cereal/ Granola

### Paper Products

- Paper Plates and Plastic Eating Utensils
- Paper Cups
- Napkins/ Paper Towels
- Toilet Paper

### Baby Supplies

- Diapers
- Wipes
- Formula / Baby food

### Cleaning Supplies

(NO Bleach or Aerosols)

- Mops/ Brooms
- Buckets
- Sponges
- Non-hazardous Cleaning Agents

### Hygiene Supplies

- Toothpaste/ Toothbrushes
- Shampoo
- Soap
- Sanitary Napkins
- Deodorant

### Medical Supplies

- Bandages/ Band-aid
- Gauze

### Misc. Items

- Generators
- Chain Saws
- Hand Tree Saws
- Flash Lights
- Batteries (AAA, AA, C, D Cell only)
- Tarps
- Work Gloves
- Shovels

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**Recommended Motion:** I move that the Town of Lake Park work with the Bethlehem Haitian Baptist Church by having the Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida, serve as a drop-off site for the donation of the above items to assist in the Hurricane Matthew Disaster Relief effort for Haiti.



## **BETHLEHEM HAITIAN BAPTIST CHURCH**

*Elisner Chevelon Senior Pastor 561-856-5038*

*Vilnet Vilse Associate Pastor 561-541-0342*

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Re: Haiti Disaster Relief

Dear Neighbors:

Many organizations and charities from across the country and around the world have pledged their support to the people in Haiti who have lost everything to Hurricane Matthew. However, it can take months to begin distributing funds and supplies and people need help NOW. Our organization is a non-profit or charitable entity that can help quickly by gathering funds and shipping donated goods to Haiti immediately via Missionary Flights International. For further info, go to [missionaryflightsinternational.org](http://missionaryflightsinternational.org). The funds that we are collecting will be distributed direct to the victims; to buy materials to rebuild homes, shelters and to take families out of the streets.

With your help, the Bethlehem Haitian Baptist Church can have an immediate and substantial impact on the families in Haiti. We are working closely with *Haiti Evangelical Church Council*, which is also another non-profit organization in Haiti to help us out with the distribution.

We ask that you please donate funds, clean, usable, household goods, and over-the-counter drugs and toiletries -- especially soaps and personal hygiene supplies etc.

Thank you so much for your support and may God bless you!

Elisner Chevelon  
Pastor

Vilnet Vilse  
Pastor

# Hurricane Matthew Needed Relief Items

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## Paper Products

- Paper Plates and Plastic Eating Utensils
- Paper Cups
- Napkins/ Paper Towels
- Toilet Paper

## Baby Supplies

- Diapers
- Wipes
- Formula / Baby food

## Cleaning Supplies

(NO Bleach or Aerosols)

- Mops/ Brooms
- Buckets
- Sponges
- Non-hazardous Cleaning Agents

## Hygiene Supplies

- Toothpaste / Toothbrushes
- Shampoo
- Soap
- Sanitary Napkins
- Deodorant

## Medical Supplies

- Bandages / Band-aid
- Gauze

## Misc. Items

- Generators
- Chain Saws
- Hand Tree Saws
- Flash Lights
- Batteries (AAA, AA, C, D Cell only)
- Tarps
- Work Gloves
- Shovels

Exhibit "B"

MARKET RATES w/ UTILITIES vs NEAREST COMPETITORS

September 2016

MARINA NAME	RATE DISCRIPTION	30 Ft		40 Ft		50 Ft		60 Ft		70 Ft	
		Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
Lake Park	Annual	300.00	360.00	680.00	720.00	850.00	900.00	1020.00	1080.00	1190.00	1260.00
	Utilities	70.00	70.00	70.00	70.00	110.00	110.00	110.00	110.00	110.00	110.00
	Tax	18.00	21.60	40.80	43.20	51.00	54.00	61.20	64.80	71.40	75.60
	<b>Total Cost</b>	<b>\$388.00</b>	<b>\$451.60</b>	<b>\$790.80</b>	<b>\$833.20</b>	<b>\$1011.00</b>	<b>\$1064.00</b>	<b>\$1191.20</b>	<b>\$1254.80</b>	<b>\$1371.40</b>	<b>\$1445.60</b>
	<b>Total Increase</b>		<b>\$63.60</b>		<b>\$42.40</b>		<b>\$53.00</b>		<b>\$63.00</b>		<b>74.20</b>
Riviera Beach	Annual		624.00		780.00		1100.00		1320.00		1540.00
	Utilities		80.00		80.00		120.00		120.00		120.00
	Tax		37.44		46.80		66.00		79.20		92.40
	<b>Total Cost</b>		<b>\$741.44</b>		<b>\$906.80</b>		<b>\$1286.00</b>		<b>\$1519.20</b>		<b>\$1752.40</b>
	<b>vs Lake Park</b>		<b>+\$290.00</b>		<b>+\$73.60</b>		<b>+\$222.00</b>		<b>+\$264.40</b>		<b>+\$306.80</b>
New Port Cove	Annual		510.00		680.00		850.00		1045.00		N/A
	Utilities		82.50		110.00		144.00		190.00		N/A
	Tax		30.60		40.80		51.00		62.70		N/A
	<b>Total Cost</b>		<b>\$623.10</b>		<b>\$830.80</b>		<b>\$1045.00</b>		<b>\$1297.70</b>		<b>N/A</b>
	<b>vs Lake Park</b>		<b>+\$171.50</b>		<b>(\$2.40)</b>		<b>(\$19.00)</b>		<b>+\$42.90</b>		

# MARKET RATES

September 2016

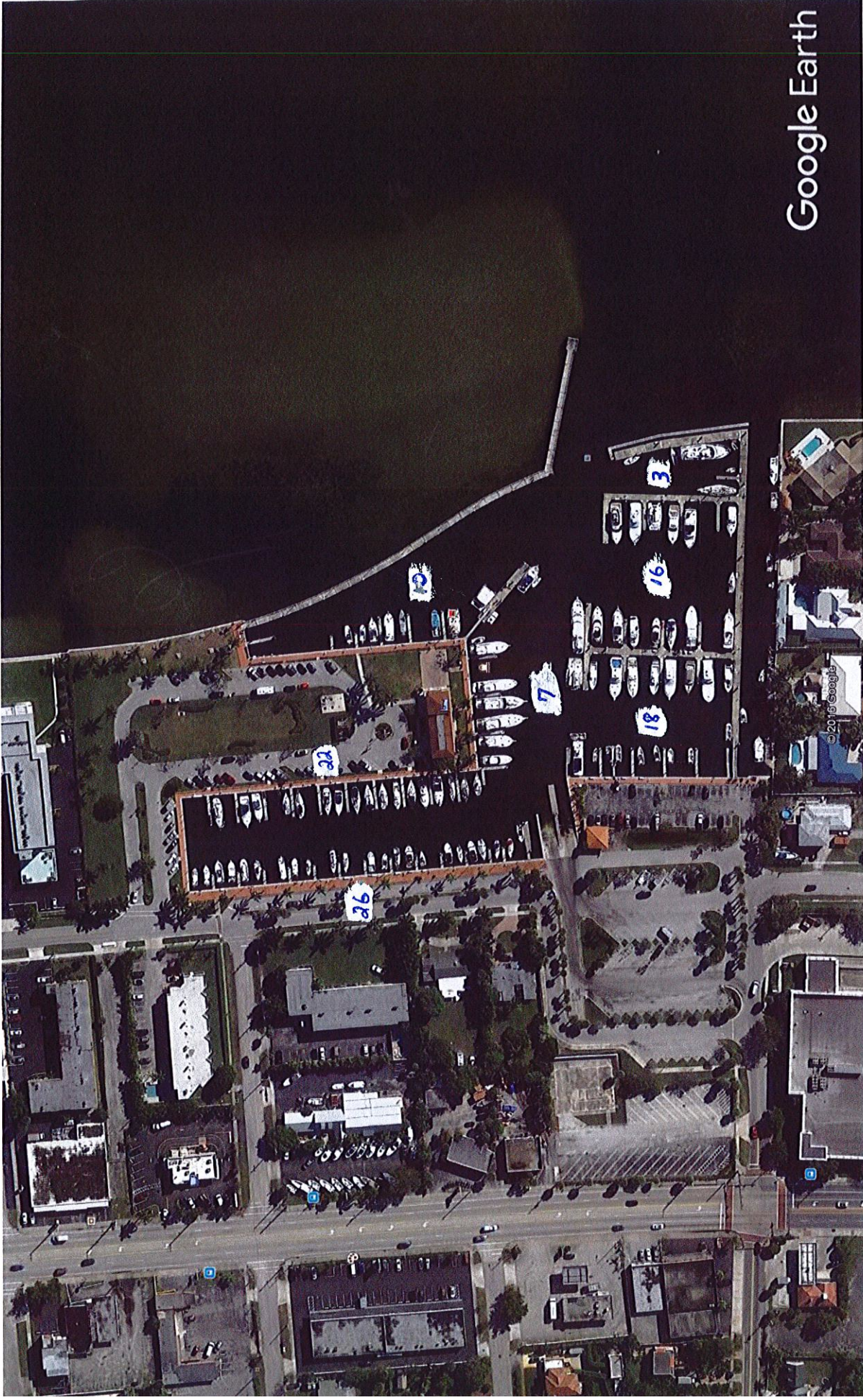
MARINA NAME	Regular/Charter	30 Feet	40 Feet	45 Feet	50 Feet	55 Feet	60 Feet	70 Feet	80 Feet	Other
Lake Park	Regular Rates	10.00	17.00	17.00	17.00	17.00	17.00	17.00	17.00	
	Charter Rates	20.00	20.00	20.00	20.00	20.00	N/A	N/A	N/A	
Sailfish	Regular Rates			22.57		25.04		30.90		Unable to obtain current rates. These rates are from January 2016
	Charter Rates			22.57		25.04		30.90		
Riviera Beach	Regular Rates	19.50-22.00	19.50-22.00	19.50-22.00	22.00-24.50	22.00-24.50	22.00-24.50	22.00-24.50	22.00-24.50	
	Charter Rates	19.50-22.00	19.50-22.00	19.50-22.00	22.00-24.50	22.00-24.50	22.00-24.50	22.00-24.50	22.00-24.50	Additional \$3 charged per charter vessel passenger
North Palm Beach	Regular Rates		31.37		32.80		32.33	30.57		
	Charter Rates		31.37		32.80		32.33	30.57		
New Port Cove	Regular Rates	17.00	17.00-18.75	17.21			17.41			Approximately 43 Wet Sitos. This is normally a Dry Storage marina
	Charter Rates	17.00	17.00-18.75	17.21			17.41			
Old Port Cove	Regular Rates	23.83		27.00	27.00	27.90	29.50	31.35	38.00	No Charters allowed
	Charter Rates	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Cannon Sport	Regular Rates		22.18		24.54		26.55			
	Charter Rates		22.18		24.54		26.55			
Logger Head	Dry Storage Only	19.00++	19.00++	19.00++						Add for width and height. Max 45'

# Lake Park Harbor Marina

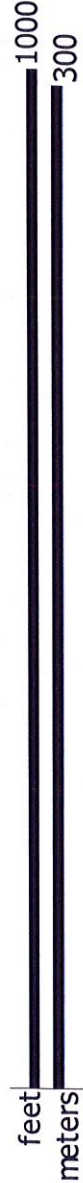
## Price Adjustment Analysis

Summary: Lake Park Harbor Marina shows approximately 108 boat slips available for lease, however, we only have 102 slips that can safely be leased due to the dock configurations. This analysis uses the 102 slips and assumes a lease rate based on the dock size. In reality we have boats that exceed the dock size and we charge them for the additional rent. This analysis assumes all docks are rented and no seasonal rates are being applied. It's not possible to forecast the number of annual tenants vs. seasonal tenants, therefore all annual tenants were assumed. This will produce the lowest annual gross revenue for both the current pricing and the recommended future pricing. The important comparison is what would be the increase in the gross rental income.

<u>Dock Length</u>	<u>Number of Slips</u>	<u>Total Footage</u>	<u>Rate</u>	<u>Current Annual Rent</u>	<u>Future Annual Rent</u>
30 ft	26	780	10.00	\$93,600	
30 ft	26	780	12.00		\$112,320
40 ft	22	880	17.00	\$179,520	
40 ft	22	880	18.00		\$190,080
45 ft (Freedom)	10	450	17.00	\$91,800	
45 ft (Freedom)	10	450	17.50		\$94,500
50 ft	25	1250	17.00	\$225,000	
50 ft	23	1150	18.00		\$248,400
50 ft (Freedom)	2	100	17.50		\$21,000
60 ft	8	480	17.00	\$97,920	
60 ft	8	480	18.00		\$103,680
Charter					
35 ft (Average)	11	385	20.00	\$92,400	
35 ft (Average)	<u>11</u>	385	22.00	_____	<u>\$101,640</u>
<b>TOTAL</b>	<b>102</b>			<b>\$810,240</b>	<b>\$871,620</b>
<i>Average Occupancy throughout the Full Year is approximately 95%</i>				<u>_____</u> <i>x95%</i>	<u>_____</u> <i>x95%</i>
				<b>\$769,728</b>	<b>\$828,039</b>
			<b>Future Revenue</b>	<b>\$828,039</b>	
			<b>Current Revenue</b>	<b>\$769,728</b>	
			<b>Net Increase</b>	<b>\$ 58,311</b>	<b>7.5% Increase</b>



Google Earth



102 Leasable Slips

Google Earth

# FREEDOM BOAT CLUB *Eckhoff "C"*

## Proposed Request

Summary: Freedom Boat Club has operated a commercial boat club membership business at Lake Park Harbor Marina for the past two and one half years. They currently lease 10 boat slips on F Dock. F Dock is all fixed concrete piers approximately 45' in length and is unprotected from access by the general public. These are not the easiest slips to rent. By leasing these 45' slips on F Dock to one customer (that does not go beyond 45' in length) it allows us to lease G Dock boat slips to much larger vessels, thus improving our gross revenue. Freedom Boat Club fuels all of their boats at the Marina. On average they purchase \$100,000 per year in fuel. At our margin, that amounts to over \$30,000 in additional profit to the marina, plus allows us to purchase fuel at discount due to the large volume. Since Freedom Boat Club lease 10 slips, we only have to invoice one customer to collect 10% of our monthly slip revenue. If we had multiple customers renting these 10 slips, I am certain that additional staff time would be necessary to service them. Freedom Boat Club has been very successful in the past few years and needs the ability to expand slightly on the property. As Marina Director, I am fully in favor of this expansion.

### Request:

- 1) Add slip G98 and G99 to the current lease for a total of 12 boat slips.
- 2) Provide a 12 month option (upon availability) to lease slip G100 and G101 to the current lease.
- 3) No change to the exclusive use of the 19 parking spaces.

### Recommendations:

- 1) Increase Slip rent from \$17.00 per foot to \$17.50 per foot.
  - a. Current slip revenue = \$91,800 annually
  - b. Future slip revenue = \$113,400 annually
- 2) Pay monthly Slip rent by the 10<sup>th</sup> of each month or pay 5% penalty
- 3) Pay ALL fuel charges weekly.
- 4) Total net revenue to the Marina:
  - a. Current agreement - \$91,800 Slip revenue + \$30,000 Fuel profit = \$121,800
  - b. New agreement - \$113,400 Slip revenue + \$36,000 Fuel profit (assumes additional boats fueling due to additional slip rentals) = \$149,400



Exhibit "D"

**PUBLIC PROPERTY, OPEN-AIR, EVENTS FROM OCTOBER 2014 THROUGH NOVEMBER 15, 2016**

(Private Property Event Applications are NOT included)

**TOWN EVENTS NOT INCLUDED**

<u># of Event</u>	<u>Name of Event/Date</u>	<u>(Pre-Event) Estimated # Participants on Application</u>	<u>\$\$ Waived / \$\$ Applicant Paid (does not include final invoices that may have been paid to the Town post-event to PW or other Dept)</u>
1	Veteran's Day Car Show (Kelsey Park) / 11-02-14	150	No Waivers / \$175 paid to Town for Special Event and Signage Application Fees, plus related Sanitation Fees
2	Tennis Tournament Season Opener (Lakeshore Park) / 11-08-14 and 11-09-14	80	Sponsored by the Town, Application fee of \$75 waived by the Parks & Rec Director who organized the event with the Tennis Pro / No fees paid to the Town
3	Lake Park Chili Cook-Off (Kelsey Park) / 11-15-15	400	Commission Waived \$2,058.48 in fees (parking meter potential revenue; sign permit fee; special event permit fee; sanitation fees; Facility Rental Fee) and provided an extended timeframe for signage installation and inn-kind sponsorship for additional advertising / Applicant paid refundable security deposits for facilities

4	Lake Park Pirate's Fest (Kelsey Park) / 01-31-15	5000	Commission Waived Parking Meters on the street and in the lots; fees related to additional event parking set-up - Facility Rental Fee waived due to Non-Profit / Applicant paid the Town \$1,053 which was a combination of permit fees, sanitation fees and refundable security deposit
5	Kids Fishing Days Tournament (Marina) / 7-28-15 through 7-30-15	400	Commission waived slip space fees; electric and water fees / Applicant paid \$25 application fee
7	Lake Park Chili Cook-Off (Kelsey Park) / 04-30-16	300	Commission waived approx. \$898 in fees (combination of facility rental fees; signage and special event permit fees; sanitation fees) / Applicant paid \$0 to the Town
8	Kids Fishing Days Tournament (Marina & Conference Room) / 7-26-15 through 7-28-15	400	Commission Waived Facility Rental Related Fees (deposit and staff fee) / Applicant paid the Town \$25 application fee
6	Veteran's Day Car Show (Kelsey Park) / 11-15-15	500	Commission Waived \$1,657.46 (combination of park rental fee and deposit; signage and special event permit fees; sanitation fees) / Applicant paid \$0 to the Town
9	Pura Vida Divers Summer's End Party (Marina) / 09-17-16	50	No Waivers / Applicant paid the Town \$75 application fee

10	South Florida Southern Rock Festival (LakeShore Park) / 10/1/16 and 10/2/16	1500-2500	Many items were waived (Riunite has information from agenda item _____) / Applicant paid _____
11	Blue Lines Fishing Tournament Charity Fund (Marina) / 10-21-16 and 10-22-16	200	Nothing Waived / Applicant Paid Facility Rental Related Fees and \$25 Application Fee
12	Veteran's Day Car Show (Kelsey Park) / 11-13-16	130	Commission waived all fees \$1,304.80 (Facility Rental Related Fees; Special Event and Signage application fees; Sanitation Fees) / Applicant paid \$0 to the Town

Exhibit "E"

Budget Adjustment Itemization

November 16, 2016

ATTACHMENT "A"

General Fund

	Account Number	Proposed Change	Totals
Total General Fund Expenses			\$ 7,725,562
Regular Salaries	600-12000	\$ 19,589	
Retirement	600-22000	\$ (3,483)	
Other & Part Time Salaries	600-13000	\$ (23,400)	
Medical Insurance	600-23100	3,865	
Insurance - Dental	600-23200	439	
Insurance - Life	600-23300	261	
Insurance - Vision	600-23400	63	
Disability	600-23500	765	
Wages Reclassified	600-19900	1,901	
Total of Expense Changes		\$ -	
Proposed Budget			\$ 7,725,562

2 PEOPLE c  
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 30hrs @ 15.00  
 23,400

40 hrs @ 15.00<sup>#</sup>  
 # 31,200  
 3,865  
 439  
 261  
 63  
 765  
 1,901

38,494 3/4's of YEAR

ANTICIPATED HIRE 1-17

**SPECIAL EVENTS COORDINATOR**

**JOB CODE:** 904  
**DEPARTMENT:** SPECIAL EVENTS

**CHARACTERISTICS OF THE CLASS**

Under the general direction of the Special Events Director, responsible for program work in the development, promotion and maintenance of special events and in the coordination, use of all recreation facilities. Work is performed using sound judgment and discretion under the direction of the Special Events Director. Performs related duties as required. This is a non-exempt position.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. 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 Special Events Coordinator position.

1. Assists in performing customer service duties including answering telephone calls and assisting departmental customers
2. Provides customer service and support to event vendors and patrons
3. Provides administrative support including typing and filing
4. Assists the Special Events Director in coordinating, planning and scheduling events and activities
5. Assists the Special Events Director in soliciting participation, membership and support of neighborhood and community groups
6. Assists the Special Events Director in arranging for publicity and notifications regarding programs and events
7. Plans and schedules for upcoming events; coordinates with all parties ensuring smooth operation and positive outcomes of events

**REQUIREMENTS**

**A. Training and Experience:**

High School Diploma or GED required. Must possess a valid Florida Drivers' License and be able to work a varied work schedule including some evenings, weekends and holidays.

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

*Approved on 4/20/2016  
per  
Resolution 18-04-16*

- Excellent public and customer relations skills
- Ability to communicate effectively both verbally and in writing
- Ability to maintain accurate records
- Ability to follow verbal and written communications
- Ability to communicate with the public and co-workers in a courteous manner
- Ability to work independently and carry out tasks within assigned areas of responsibility
- Skill in managing multiple tasks
- Ability to work s diverse schedule

C. Physical Requirements:

Tasks involve regular and at times sustained performance of heavier physical tasks such as lifting and carrying heavy (up to 100 pound) objects, and stooping, bending, walking, and working both indoors and outdoors.

D. Environmental Requirements:

Tasks may require some exposure to adverse environmental conditions.

E. Sensory Requirements:

Tasks require sound and form perception.

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.