



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
.....		
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. Proclamation for Fensley Wisdom Employee of the Year for 2014

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 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) – QUASI-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 Foreman, 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

**Special
Presentations
/Reports**

Proclamations

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 16, 2015

Agenda Item No. *Tab 1*

Agenda Title: Proclamation for Fensely Wisdom Employee of the Year for 2014

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

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

[Signature]
Name/Title *HUMAN RESOURCES DIRECTOR*

Originating Department: Human Resources	Costs: \$ 500.00 Funding Source: Acct. #001-51-512-105-15000 (FY 2015) <input checked="" type="checkbox"/> Finance <i>BKR</i>	Attachments: Copy of Proclamation for Employee of the Year
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 August 4, 2015, the nomination period opened up for the receipt of nominations for the award of Employee of the Year for 2014. The deadline for receipt of such nominations was 5:00 p.m. on Monday, August 17, 2015, and by this deadline the following employees were nominated for this award:

- Dwayne Bell, Sr., Foreman, Public Works Department
- Evrais Duprat, Equipment Operator II, Public Works Department
- Kimberly Rowley, Administrative Assistant, Community Development Department
- Jimmy Skrandel, Facilities Maintenance Worker III, Public Works Department; and
- Fensely Wisdom, Equipment Operator III, Public Works Department

The deadline for receipt of completed ballots for the actual selection of the Employee of the Year from among the above nominees was 5:00 p.m. on Monday, August 31, 2015. By a majority vote of the ballots submitted, Fensely Wisdom was selected as the Employee of the Year for 2014.

Mr. Wisdom will receive a one-time monetary award of \$500.00 (which was budgeted for FY 2015 in the Fiscal Year 2014/2015 Mid-Year Budget Adjustment approved by the Commission on April 15, 2015).

**PROCLAMATION
OF THE TOWN OF LAKE PARK, FLORIDA
RECOGNIZING FENSELY WISDOM
AS THE 2014 EMPLOYEE OF THE YEAR**

WHEREAS; *Fensely Wisdom* commenced his employment with the Town of Lake Park as an Equipment Operator II on October 22, 2007; and

WHEREAS; on August 2 2010, *Fensely Wisdom* was promoted to the position of Equipment Operator III, a position which he continues to hold; and

WHEREAS; throughout his employment with the Town of Lake Park, *Fensely Wisdom* has always gone above and beyond in the performance of his duties; and

WHEREAS; *Fensely Wisdom* has always taken pride in his work and demonstrated himself to be hard-working, reliable, and willing to help his colleagues and others in need; and

WHEREAS; *Fensely Wisdom* has also always made an effort to seek out opportunities for better ways to achieve work requirements and objectives; and

WHEREAS; the Town of Lake Park wishes to publicly recognize *Fensely Wisdom* for his service and accomplishments.

NOW, THEREFORE, on behalf of the Commission of the Town of Lake Park, I, James DuBois, Mayor of the Town of Lake Park, do hereby publicly recognize and commend *Fensely Wisdom* for his dedication to duty and service, and recognize him as the Employee of the Year for 2014.

IN WITNESS WHEREOF, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 16th day of September 2015.

By: _____
Mayor James DuBois

ATTEST:

Vivian Mendez, Town Clerk

Consent Agenda

TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 16, 2015

Agenda Item No. *Tab 2*

Agenda Title: Regular Commission meeting minutes of September 2, 2015

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

Approved by Town Manager *J. Rodriguez* **Date:** *9-8-15*

Vivian Mendez - Town Clerk

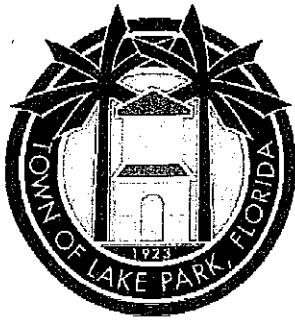
Name/Title

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 through E"
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 2, 2015.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, September 2, 2015, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
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A. **CALL TO ORDER/ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **SPECIAL PRESENTATIONS/REPORTS**

1. Proclamation Honoring Library Employee Carrie Chappelle

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. Budget Workshop Meeting minutes of August 12, 2015 Tab 2
- 3. Regular Commission Meeting Minutes of August 19, 2015 Tab 3

F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:
None

- G. PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:**
- 4. Ordinance No. 07-2015 Adoption and Updated 20-Year Water Supply Facilities Work Plan and related Comprehensive Plan Amendments related to Sanitary Sewer/Solid Waste/Drainage/Potable Water/Natural Groundwater Aquifer Recharge; Intergovernmental Coordination; Conservation; and Capital Improvement Elements Tab 4

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ITS COMPREHENSIVE PLAN TO ADOPT AN UPDATED 20-YEAR WATER SUPPLY FACILITIES WORK PLAN AS REQUIRED BY 163.3177, *FLORIDA STATUTES*; PROVIDING FOR THE ADOPTION OF AMENDMENTS TO THE TOWN'S COMPREHENSIVE PLAN TO IMPLEMENT THE UPDATED WATER SUPPLY PLAN; PROVIDING FOR ADOPTION OF UPDATED OBJECTIVES AND POLICIES WITHIN THE COMPREHENSIVE PLAN SANITARY SEWER/SOLID WASTE/DRAINAGE/POTABLE WATER/NATURAL GROUNDWATER AQUIFER RECHARGE, INTERGOVERNMENTAL COORDINATION, CONSERVATION AND CAPITAL IMPROVEMENTS ELEMENTS; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY, DEPARTMENT OF ECONOMIC OPPORTUNITY; PROVIDING THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

- H. PUBLIC HEARING (S) – QUASI-JUDICIAL - RESOLUTION:**
- 5. Resolution No. 22-09-15 Special Exception Amendment Application for 900 10th Street to Amend the Previously Approved Site and Landscape Plan including Architectural Elevations Tab 5

- I. NEW BUSINESS:**
- 6. Amendment Eleven (11) Palm Beach Sheriff's Office Proposed Fiscal Year 2016 Budget Amendment Tab 6
 - 7. Authorizing the Mayor to Execute an Interlocal Agreement between the Town of Lake Park and Palm Beach County Fire/Rescue Tab 7
 - 8. Setting the 2015/2016 Non-Ad Valorem Assessed Sanitation Rates Tab 8
 - 9. Setting the 2015/2016 Non-Ad Valorem Assessed Stormwater Rates Tab 9

10. Resolution No. 23-09-15 Award the Purchase of Stage Curtains and Window Treatments for the Mirror Ballroom in the amount of \$15,750.00. Tab 10

11. Resolution No. 24-09-15 Recognizing Florida City Government Week, October 18-24, 2015 Tab 11

12. An "After-the-Fact" request to Support the Back-to-School Explosion Event being Organized by Bridges at Lake Park and Children's Home Society Tab 12

13. Resolution No. 25-09-15 Crown Castle Amendment 1 Agreement Tab 13

J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

K. ADJOURNMENT:

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



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, September 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, September 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.

Mayor DuBois announced that he had received several public comment cards regarding the cell tower agenda item. He clarified that agenda item number 13 Resolution No. 25-09-15 Crown Castle Amendment 1 Agreement was an amendment to the existing cell tower located in the Palm Beach Sheriff's Office (PBSO) substation parking lot not the Harbor Marina. Town Manager D'Agostino explained that the Marina cell phone tower agenda item being reviewed by staff. The application had several deficiency issues that were being discussed with the applicant. Once the issues were resolved, staff would place the item on an agenda.

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

SPECIAL PRESENTATIONS/REPORTS

1. Proclamation Honoring Library Employee Carrie Chappelle

Mayor DuBois presented Ms. Carrie Chappelle with the proclamation. Ms. Chappelle thanked the Commission, the public, and especially the children that she had worked with over the year for their recognition and appreciation.

PUBLIC COMMENT:

1. Cynthia Grey, 503 Sable Palm Drive – expressed concern that too many cars were parked at a single family residency on Teak Drive. She stated that the Code Compliance Department had been contacted and asked to investigate. She asked how many unrelated people could live at a residency. Town Attorney Baird explained that three (3) unrelated people could live at a residency. He stated that there are no limits on how many related people could live under one residency.

Commissioner O'Rourke asked that this item be placed on a future agenda. Mayor DuBois stated that it could be discussed during Commissioner Comments.

2. Jaime Andrade, 502 Teak Drive – expressed concern regarding the same neighbor having more than 10 cars in their driveway and that they were parking along the street. Mayor DuBois stated that the Code Compliance Department would investigate what they could under the guidelines of the Town Code.

Commissioner O'Rourke asked that two items under New Business be moved to the Consent Agenda. Item number 11, "Resolution No. 24-09-15 Recognizing Florida City Government Week, October 18-24, 2015" and item number 12, "An 'After-the-Fact' request to support the Back-to-School Explosion Event being organized by Bridges at Lake Park and Children's Home Society".

Motion: Commissioner O'Rourke moved to add two items from New Business to the Consent Agenda. Item number 11, "Resolution No. 24-09-15 Recognizing Florida City Government Week, October 18-24, 2015" and item number 12, "An 'After-the-Fact' request to support the Back-to-School Explosion Event being organized by Bridges at Lake Park and Children's Home Society"; 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.

CONSENT AGENDA:

- 2. Budget Workshop Meeting minutes of August 12, 2015**
- 3. Regular Commission Meeting Minutes of August 19, 2015**
- 11. Resolution No. 24-09-15 Recognizing Florida City Government Week, October 18-24, 2015**
- 12. An "After-the-Fact" request to Support the Back-to-School Explosion Event being Organized by Bridges at Lake Park and Children's Home Society**

Motion: Commissioner O'Rourke moved to approve the consent agenda as amended; 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 HEARING(S) – ORDINANCE ON FIRST READING:

None

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

4. Ordinance No. 07-2015 Adoption and Updated 20-Year Water Supply Facilities Work Plan and related Comprehensive Plan Amendments related to Sanitary Sewer/Solid Waste/Drainage/Potable Water/Natural Groundwater Aquifer Recharge; Intergovernmental Coordination; Conservation; and Capital Improvement Elements

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ITS COMPREHENSIVE PLAN TO ADOPT AN UPDATED 20-YEAR WATER SUPPLY FACILITIES WORK PLAN AS REQUIRED BY 163.3177, *FLORIDA STATUTES*; PROVIDING FOR THE ADOPTION OF AMENDMENTS TO THE TOWN'S COMPREHENSIVE PLAN TO IMPLEMENT THE UPDATED WATER SUPPLY PLAN; PROVIDING FOR ADOPTION OF UPDATED OBJECTIVES AND POLICIES WITHIN THE COMPREHENSIVE PLAN SANITARY SEWER/SOLID WASTE/DRAINAGE/POTABLE WATER/NATURAL GROUNDWATER AQUIFER RECHARGE, INTERGOVERNMENTAL COORDINATION, CONSERVATION AND CAPITAL IMPROVEMENTS ELEMENTS; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY, DEPARTMENT OF ECONOMIC OPPORTUNITY; PROVIDING THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Town Manager D'Agostino explained that Ordinance 07-2015 was being heard on second reading with no changes since the first reading. Vice-Mayor Glas-Castro asked if South Florida Water Management District had made any review comments regarding the Ordinance. Community Development Director Nadia DiTommaso stated that South Florida Water Management District had no review comments regarding the Ordinance.

Public Comment Opened:

None

Public Comment Closed:

Motion: Vice-Mayor Glas-Castro moved to approve the Ordinance 07-2015; 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) – QUASI-JUDICIAL - RESOLUTION:

5. Resolution No. 22-09-15 Special Exception Amendment Application for 900 10th Street to Amend the Previously Approved Site and Landscape Plan including

Architectural Elevations.

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 DiTommaso explained the item (see Exhibit "A").

Mr. Howard F. Ostrout and Associates LLC, applicant for 900 10th Street LLC gave a brief presentation of the project (see Exhibit "A"). Commissioner Flaherty asked for clarification regarding the Planning and Zoning Board condition number 4 to Section 78-337(3) where it refers to the roof edge. He asked what the roof edge was supposed to look like. Mr. Ostrout explained that there were concerns with the parapet weight restriction, the cost, and the parapet impact to the structure. He stated that after a discussion with the Planning and Zoning Board, the Board agreed to keep the roof edge as it was proposed. Mayor DuBois asked where the parking spaces would be in the front of the building. Mr. Ostrout explained that the public would park in the front of the property and employees would park in the back of the newly acquired property.

Public Comment Opened:

None

Public Comment Closed:

Motion: Commissioner O'Rourke moved to approve Resolution 22-09-15 with the conditions of approval; 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.

NEW BUSINESS:

6. Amendment Eleven (11) Palm Beach Sheriff's Office Proposed Fiscal Year 2016 Budget Amendment.

Town Manager D'Agostino explained the item (see Exhibit "B"). Commissioner O'Rourke asked if the Palm Beach County millage rate included law enforcement services. Town Manager D'Agostino stated that the Palm Beach County millage rate did include law enforcement services. Commissioner O'Rourke stated that the Palm Beach Sheriff's Office (PBSO) should consider that residents pay local millage and County millage for the same law enforcement services. He stated that PBSO does a great job for the Town. Town Manager D'Agostino agreed and included that PBSO has resources that were beyond what the Town could fund. Vice-Mayor Glas-Castro stated that the Town would not be able to fund all the services provided by PBSO plus the capital expense. Town Manager D'Agostino agreed that the startup cost would be much higher than what the Town pays for PBSO services. Mayor DuBois gave a brief history of the positive experience with PBSO almost 10 years ago during the last hurricane.

Motion: Commissioner Rapoza moved to approve amendment eleven (11) Palm Beach Sheriff's Office Proposed Fiscal Year 2016 budget amendment; 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

7. Authorizing the Mayor to Execute an Interlocal Agreement between the Town of Lake Park and Palm Beach County Fire/Rescue

Finance Director Rane explained the item (see Exhibit "C"). Vice-Mayor Glas-Castro asked how much of the Tax Increment Financing (TIF) the Town pays for the Municipal Service Taxing Unit (MSTU). Finance Director Rane explained that there is a formula used to calculate the amount of the TIF. He stated that the formula calculated would be transferred to the Community Redevelopment Department of \$391,000. Mayor DuBois asked if the amount includes what the Town collects from Palm Beach County. Finance Director Rane stated no; the amount listed was what the Town funds the CRA.

Motion: Commissioner O'Rourke moved to authorize the Mayor to execute an Interlocal Agreement between the Town of Lake Park and Palm Beach County Fire/Rescue; 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.

8. Setting the 2015/2016 Non-Ad Valorem Assessed Sanitation Rates.

Town Manager D'Agostino explained that there was no increase proposed for sanitation rate.

Motion: Commissioner O'Rourke moved to set the 2015/2016 Non-Ad Valorem assessed sanitation rates; 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.

9. Setting the 2015/2016 Non-Ad Valorem Assessed Stormwater Rates

Town Manager D'Agostino explained that there was no increase proposed for stormwater rates. He explained that staff has requested an independent rate study to be conducted to establish a steady rate that would afford the Town the improvements necessary over-time. Vice-Mayor Glas-Castro asked if expanded properties rates get re-calculated. Finance Director Rane explained that substantial changes are reviewed and the new engineering firm has been asked to conduct an audit and provide, based on percentage of the population, a proposed rate. Commissioner O'Rourke asked if there were a need to increase the amount to assist with defraying the cost of the assessment. Town Manager explained the capital expense needs that the Town has for the flooding issue on Sable Palm Drive and that the General Fund would fund those improvements. He stated that the item would come before the Commission for approval at a future meeting. Commissioner O'Rourke asked to discuss the funds expected from the abandonment of E. Jasmine Drive at a future agenda. Finance Director Rane explained that when the funds are received from the abandonment of E. Jasmine Drive a budget adjustment would be brought forward to the Commission and at that time, the Commission could direction staff on how the funds should be allocated.

Motion: Commissioner O'Rourke moved to set the 2015/2016 Non-Ad Valorem Assessed Stormwater Rates; 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. Resolution No. 23-09-15 Award the Purchase of Stage Curtains and Window Treatments for the Mirror Ballroom in the amount of \$15,750.00.

Recreation Director Kathleen Walters introduced Bernadette Upton and Daniel Giordano from Eco Décor to present the item (see Exhibit "D"). The Commission discussed the type of curtains, weight, style, pleading, cleaning, and fire retardant material with the representative from Eco Décor. Commissioner Flaherty asked what the life expectancy of the curtains was. Ms. Upton explained that with proper care and cleaning the curtains could last more than 10 years. Vice-Mayor Glas-Castro asked when the curtains were last replaced. Recreation Director Walters stated that all the curtains were replaced in 2007. Mayor DuBois asked if the window treatments could be installed after the windows are installed in the Mirror Ballroom. Human Resources Director Bambi Turner explained that the Florida League of Cities conducted a safety inspection in 2013 and the curtains failed the safety inspection. Because of the safety inspection, the curtains need to be replaced sooner rather than later. Town Manager D'Agostino stated that staff would begin addressing the issue with the windows as soon as October 1. Ms. Upton stated that it would take about 12 weeks to order the curtains.

Motion: Commissioner O'Rourke moved to approve the purchase of stage curtains and window treatments for the Mirror Ballroom from Eco Décor based upon the quote in the amount of \$15,750.00; 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.

13. Resolution No. 25-09-15 Crown Castle Amendment 1 Agreement.

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

Motion: Commissioner O'Rourke moved to approve Resolution 25-09-15; 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.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird explained that he would not be available to attend the First Public Hearing on the Budget on September 3, 2015 and Assistant Attorney Kelly Gardner would attend on his behalf.

Town Manager D'Agostino explained that the Mixed Coordinator Overlay Zoning Workshop was scheduled for September 21, 2015. He explained that the Town has hired a consultant to work with the Community Development Department on a narrow scope of the project. He requested that the scope of the project be increased so that the firm could assist staff with conducting at least two charrettes. He stated that the charrettes would be conducted with the Planning and Zoning Board members and the public. He explained that although Tropical Storm Erika did not developed into a storm for our area, staff prepared for the storm anyway. He stated that staff worked with Palm Beach County Fire Rescue, PBSO, and the Palm Beach County Emergency Operations Center. He stated that the storm shutters covering the Town Hall conference room windows would remain up until the end of October.

Commissioner O'Rourke expressed sadness for the two police officers that were shot around the Country over the past few days. He stated that PBSO were part of our community and expressed how much the Town appreciates what they do. He stated that the Ordinance addressing how many non-related people could live in one residence should be reviewed. He asked that any Ordinance addressing how many vehicles could be parked at a residency also be reviewed. He announced that on Thursday, September 10, 2015 a September 11th Remembrance Ceremony would be conducted at the Fire Station on Park Avenue starting at 10:30 a.m.

Commissioner Rapoza had no comments.

Commissioner Flaherty asked if the Town could consider Ordinances regulating the amount of homes a person could purchases in Town and how the homes were used.

Vice-Mayor Glas-Castro suggested that the Reasonable Accommodations Ordinance be reviewed.

Mayor DuBois announced that he would be attending a Mayor's Breakfast on September 16, 2015. He asked if the Commission would like him to include any specific accomplishments made over the past year in his speech. The Commission suggested that the Mayor include the Mixed Use Corridor Overlay charrettes, improvements that were made to the Harbor Marina, and that the parking meters are scheduled to be removed.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner O'Rourke and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 8:57 p.m.

Mayor James DuBois

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2015



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

Agenda Request Form

Meeting Date: September 2, 2015

Agenda Item No. *Tab 5*

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING RESOLUTION 48-12-13 APPROVING A SITE PLAN FOR THE PROPERTY LOCATED AT 900 10th STREET FOR ITS USE AS AN OFFICE/RETAIL AND STORAGE WAREHOUSE BUSINESS; PROVIDING FOR CONDITIONS; 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 *[Signature]* Date: *9-26-15*

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

<p>Originating Department: Community Development</p>	<p>Costs: \$147.92 (Advertisement), plus previous Ad and Certified Mail Funding Source: Applicant Acct. # 4647 <input checked="" type="checkbox"/> Finance <i>BKR</i></p>	<p>Attachments:</p> <ul style="list-style-type: none"> → Staff Report → Resolution <i>22-09-15</i> → Copy of Legal Ad → Copy of Application which includes the original Resolution 13-06-13 approving the Special Exception Use and the amendment Resolution 48-12-13 → Site Plan, Landscape Plans and Architectural Elevations
<p>Advertised: Date: 08-23-2015 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> – see <i>notation in costs field</i> OR Not applicable in this case _____ Please initial one.</p>

Summary Explanation/Background: PLEASE REFER TO THE STAFF REPORT.

Recommended Motion: I MOVE TO APPROVE RESOLUTION *22-09-15* WITH THE CONDITIONS OF APPROVAL.



**TOWN LAKE OF PARK
TOWN COMMISSION**

Meeting Date: Wednesday, September 2, 2015

STAFF REPORT

SPECIAL EXCEPTION AMENDMENT

AN APPLICATION BY HOWARD F. OSTROUT AND ASSOCIATES LLC AS AGENT FOR 900 10TH STREET/WATERFRONT SERVICES INC. TO AMEND RESOLUTION 48-12-13, TO REVISE THE PREVIOUSLY APPROVED SITE AND LANDSCAPE PLANS TO RECONFIGURE THE ONSITE PARKING BY ADDING AN ADDITIONAL PARKING AREA WHICH IS BEING UPGRADED WITH LANDSCAPING. ASSOCIATED BUILDING ELEVATIONS ARE ALSO BEING PROPOSED.

VARIANCE APPLICATIONS HAVE BEEN APPROVED BY THE PLANNING AND ZONING BOARD AND THEY INCLUDE:

- (1) Section 78-253(h)(1) to reduce the west landscape buffer around the outdoor storage area to 0 feet and 3 feet on the south side;
- (2) to Section 78-253(h)(2) to eliminate the shade tree requirements required on the west side of the outdoor storage areas and reduce the requirement to clustered palm (or oak) on the south side;
- (3) to Section 78-333(3) to eliminate the need of a recess or projection along the east and north walls; and
- (4) to Section 78-337(3) to eliminate the recess/projection requirement along the roofline of the front façade

BACKGROUND:

Applicant(s):	Howard F. Ostrout Jr. and Associates LLC
Owner(s):	900 10 th Street LLC (Business Name: Waterfront Services, Inc./Pool Tek)
Address/Location:	900 10 th St.
Net Acreage:	0.6123 ACRES (PCN: 36-43-42-20-06-001-0020); 0.2381 ACRES (PCN: 36-43-42-20-06-001-0040). TOTAL = 0.8504 ACRES
Legal Description:	CITY SQUARE SLY 115.77 FT OF NLY 277 FT OF ELY 174 FT & SLY 102.86 FT OF NLY 231.86 FT OF WLY 81.20 FT
Existing Zoning:	C-2
Future Land Use:	COMMERCIAL

Adjacent Zoning District

North: Commercial -2 (C-2)
South: Commercial -2 (C-2)
East: Commercial-1 (C-1)
West: Commercial-4 (C-4) & Campus Light Industrial/Commercial (CLIC)
(FEC Railway)

Adjacent Existing Land Use Designation

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

BACKGROUND

In June of 2013, the Town Commission approved Resolution 13-06-13 (the "Development Order"), authorizing the Special Exception Use of "building supplies/retail/storage warehouse (the "Application") to be located at 900 10th Street (the "Property"). The application for the Special Exception Use was submitted by H&L Planning and Development Consultants as the (then) authorized agent for 900 10th Street LLC/Waterfront Services Incorporated (the "Applicant"). The Commission's approval of the Development Order authorized the Applicant to relocate its pool contracting company to the Property. The Property is located in the C-2 Zoning District which permits the Applicant's proposed uses as an approved special exception use.

As part of the original Application, the Applicant proposed seven (7) parking spaces on both the north and south sides of the existing building. This design relied upon the use of neighboring driveways to access these parking spaces. In order to implement this design, the Development Order imposed a condition which required the Applicant to enter into Cross Access Easement Agreements with the neighboring property owners to the north and south. However, the neighboring property owners were not willing to enter into these Cross Access Easement Agreements. As a result, the Applicant was not able to develop the Property pursuant to the approved Development Order and requested modification to this original development Order approved under Resolution 13-06-13.

**FIGURE 1: CONDITIONS PER ORIGINAL SPECIAL EXCEPTION APPROVAL
(REQUIRING CROSS ACCESS EASEMENTS TO THE NORTH AND SOUTH)**



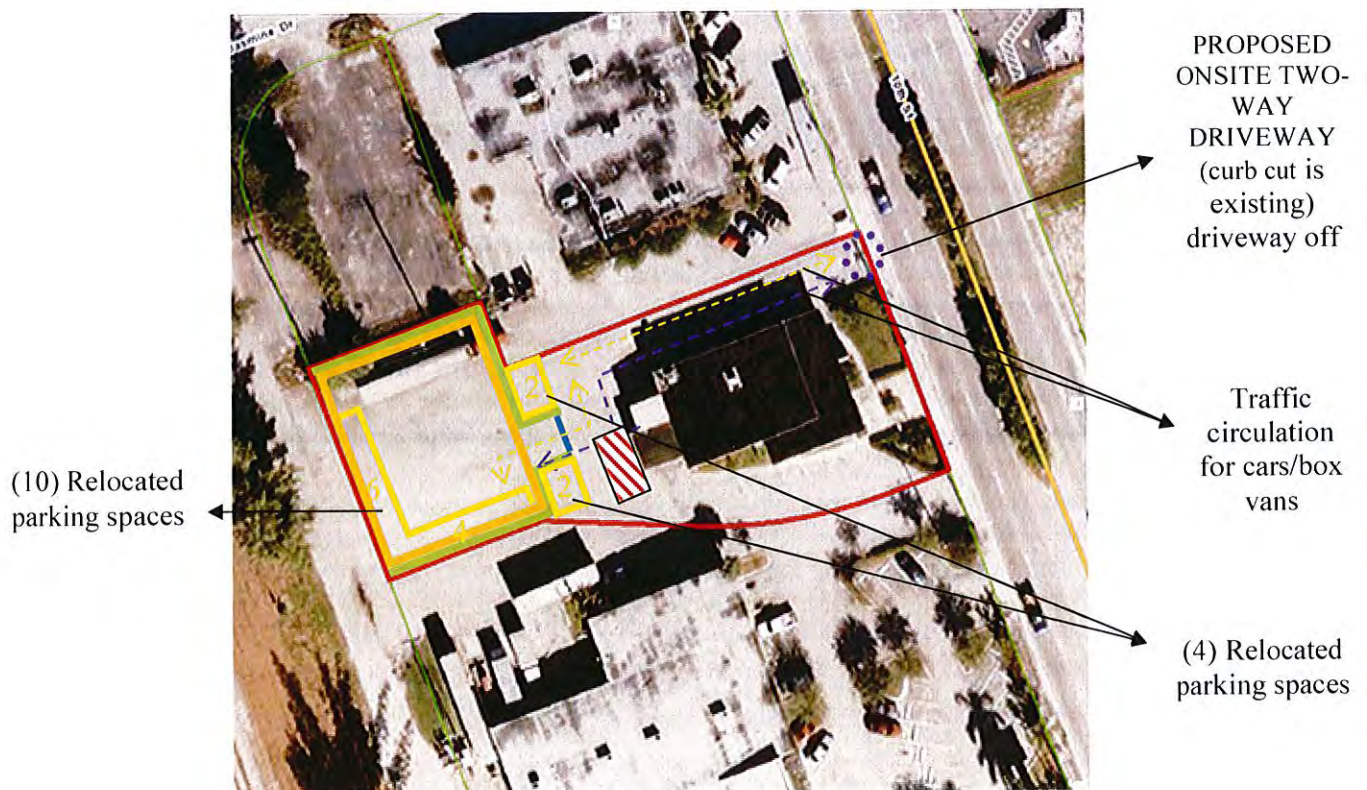
In December 2013, the Applicant proposed to amend the Development Order to revise the Site and Landscape Plan and provide parking in the back of the Property, instead of along the north and south sides of the building. The revised Site and Landscape Plan eliminated the need for the cross access easements with the neighboring property owners however, allowed for a unilateral access easement to be placed on the plans should the neighboring property owners agree to enter into cross access easement agreements in the future. The Site and Landscape Plan as revised showed a 25 foot, two way drive aisle (accessed by a driveway) on the north side of the Property. Figure 2 illustrates the revised access at the time to the Property and the relocated parking spaces at the back of the building where the storage area was to have been located pursuant to the Development Order. The revised Site and Landscape Plan was approved under Resolution 48-12-13 (representing the current Development Order for the Property) by the Town Commission on December 18, 2013 with certain conditions that include the following:

- (1) The Owner shall develop the Property consistent with the Site and Landscape Plan referenced as Sheet SP-1 prepared by Litterick Landscape Architecture, signed and sealed 12-05-2013 and received by the Department of Community Development on 12-05-2013. **(Being updated with this proposal)**

- (2) The Owner shall incorporate Identification signs reading "Customer Parking" in the customer parking spaces. **(Included and being proposed with this proposal as well)**
- (3) Prior to the issuance of the first development permit, if permitted access, the applicant shall revise the site plan to indicate the area on the property which could serve as ingress and egress to the property from the west. **(Applicant was not granted access)**
- (4) Prior to the issuance of the first development permit, the applicant shall revise the Site Plan to indicate the areas on its property that will be dedicated to provide for cross-access easements to its property lines with the adjacent properties north and south. **(indicated on the previous site plan prior to development permit issuance and noted on the revised plan with this proposal)**

Through discussions by the Planning & Zoning Board and Town Commission at the time, it was also suggested to add additional pedestrian markings from the handicapped accessible space to the concrete ramp on the south side of the building, which was done and is reflected on the updated plan as well. The proposal did receive unanimous approval by the Planning & Zoning Board and Town Commission in late 2013 under Resolution 48-12-13

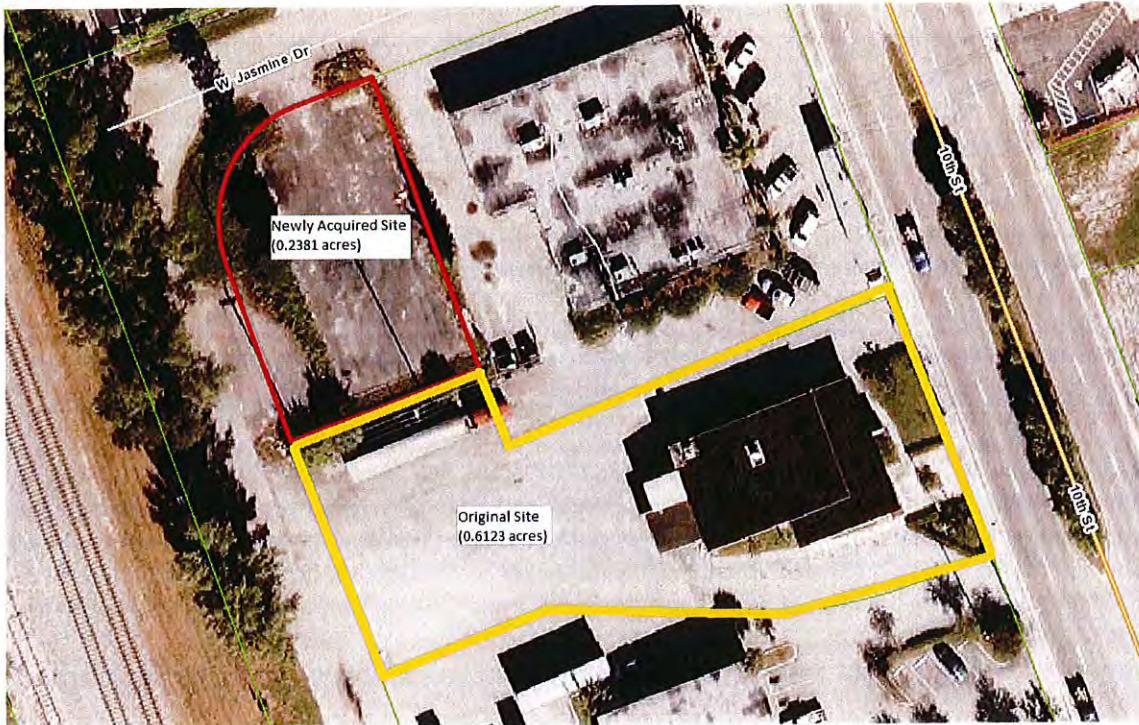
FIGURE 2: APPROVED MODIFICATIONS IN DECEMBER 2013



NEW REQUEST

Throughout most of 2014, the Owner moved forward with the renovations of the Property in order to bring it from an abandoned structure, which it had been for many years since the old post office vacated the site, to an active structure/site. Throughout these renovations, the Owner was presented with an opportunity to purchase a neighboring (adjacent) vacant property. Realizing that this would help with the business' parking, the Owner purchased the adjacent property identified in Figure 3 below:

FIGURE 3: NEWLY ACQUIRED SITE



In addition to purchasing the neighboring property, the Owner moved forward with the renovations of the Property which resulted in a renovation value that exceeded 50% of the assessed value of the properties due to the deteriorated state of the structure prior to its renovation. The resulting interior reconfiguration also shifted the square footage allocations of the actual office space and warehouse space, resulting in a different required parking calculation. Consequently, Mr. Howard F. Ostrout, Applicant and Agent for the Owner, 900 10th Street (Business Name: Waterfront Services, Inc./Pool Tek), submitted an application for a Special Exception Amendment in order to incorporate the newly acquired area into the overall Property and reconfigure the parking areas to accommodate the required number of parking spaces. Since the renovation costs exceeded 50% of the assessed value of the properties, the landscaping and architectural codes were also prompted and the Owner was required to meet ALL minimum landscaping and architectural requirements in the Town Code prior to being able to finalize the renovations permits (*the original property at 900 10th Street has a 2014 assessed value of \$225,332; the newly acquired property has a 2014 assessed value of \$43,443; the total renovation costs were \$176,215 for interior, electrical, mechanical, plumbing, and roofing*). This resulted in the Owner hiring Mr. Ostrout's firm

to assist with these added requirements. After numerous months reviewing the site's possibilities, the Owner advised staff that he was able to meet all but four codes sections and that they would subsequently be requesting four variances to the Town Code, which are being presented under separate cover to the Planning & Zoning Board who is the sole decision maker on variance requests.

These variance requests include:

- (1) To **Section 78-253(h)(1)** of the Town Landscaping Code which requires a minimum 8-foot wide landscape buffer around all side and rear property lines and a 15-foot wide landscape buffer along the (street) front property line (*does not apply to areas being utilized for access*). The Applicant is unable to meet the minimum buffer width requirements for the west and south property lines and is requesting a reduction to 3 feet for the west property line and 3 feet for the south property line given the previously approved special exception outdoor storage area configuration which was considered as an integral part of the applicant's operation due to their equipment and storage requirements – The Planning & Zoning Board approved this variance, but asked that the configuration allow for a 3 foot buffer along the south side of the outdoor storage area, with trees, and that the west side of the outdoor storage area be reduced to 0 feet.
- (2) To Section **78-253(h)(2)** of the Town Landscaping Code for the same landscape buffers listed in request #1, as it relates to the minimum 1 tree per 20 linear feet of street frontage and minimum 1 tree per 40 linear feet of interior property line requirements. Given the 3 feet on the west side of the storage area and 3 feet on the south side (if re-approved), trees cannot be accommodated in these areas. The Planning & Zoning Board approved this variance, but asked that the configuration allow for a 3 foot buffer along the south side of the outdoor storage area, with trees, and that the west side of the outdoor storage area be reduced to 0 feet.
- (3) To **Section 78-333(3)** of the Town's Architectural Design Guidelines which requires facades greater than 50 feet in length to incorporate recesses and projections a minimum of 12 inches in depth along a minimum of 20 percent of the total length of the façade. The east (front) wall measures 55 feet and the north (side) wall measures 77 feet. Even though the Applicant noted that the roofline projects out 5 feet 6 inches along the east (front) façade, the building does not propose any minimum 12 inch projection along 20% of any wall plane (in other words, for a 55 foot façade, according to staff's interpretation of the intent of this section, this projection would be required along 11 feet of width on the front façade which measures 55 feet AND along approximately 15 feet of width along the north (side) façade which measures 77 feet in length. The rear wall is less than 50 feet therefore is not required to have a recess/projection and the south wall already includes a recess/projection of approximately 12 feet. The Planning & Zoning Board approved this variance.
- (4) To **Section 78-337(3)** of the Town's Architectural Design Guidelines which requires the roof edge and/or parapet to have a vertical change from the dominant roof condition at a minimum of four feet, with at least one such change to be located on the primary (front) façade adjacent to the street right-of-way. While the Applicant proposes aluminum lattice panels around the rooftop mechanical equipment in an attempt to screen this equipment, the roof edge and parapet treatment code section has not been met and would serve to more appropriately screen rooftop mechanical equipment. The Planning & Zoning Board approved this variance and requested that decorative panels are incorporated immediately around the mechanical equipment to screen them from public view.

Already approved by the Planning & Zoning Board – **NO FURTHER ACTION** is required by the Town Commission on these variance requests.

Staff Analysis of the Application

The special exception use was originally approved using the Town Code criteria for special exception uses and met all the criteria. The use has not changed. The only modifications relate to the modifications parking space requirements and the added requirements for landscaping and architectural details that were prompted due to the increase in renovation costs. This requires an updated Development Order with updated references to newly proposed Site Plan, Landscape Plans and Architectural Elevations. The updated Site Plan has been modified to reflect a revised parking calculation as follows:

- 2,800 square feet of office space @ 4 spaces per 1,000 square feet = 11 required office spaces
- 1,161 square feet of warehouse @ 1 space per 2,000 square feet = 1 required warehouse space
- 8 maximum employees @ 1 space per employee = 8 required employee spaces

...for a **TOTAL OF 20 REQUIRED PARKING SPACES**. With the newly acquired parcel and the reconfiguration of the parking spaces, the Applicant is proposing 24 parking spaces, which exceeds the Code requirement.

In an attempt to be business-friendly and allow the Owner's business, Waterfront Services, Inc./Pool Tek to carry forth without hindering their operation, the Owner has been able to secure final inspections on the interior renovations in order to safely move into the building however, is awaiting the outcome of this request in order to complete the exterior of the building and the overall site. Since late 2014 however and because the Owner had to invest a lot more money on the building than anticipated, the Owner, through Mr. Ostrout, has been working with the Town to meet the landscaping and architectural codes as best as possible. Four code sections have not been met and variances are being requested as listed above. All variances have been approved by the Planning & Zoning Board.

Since the use, but for the parking calculations detailed above have not changed, staff finds that the Application meets the special exception criteria set forth in the Code and also finds that even as revised, access to the Property will continue to be provided on the north side and now through the newly acquired lot, without having to depend on the neighboring properties. The Site Plan continues to offer a unilateral cross access as a preferred alternative method should the neighboring owners decide to enter into cross access easement agreements in the future, or if any property is no longer able to meet its own parking and access requirements in the future. The Owner has significantly improved the building and will continue to improve the overall site, all of which is a benefit to the community.

STAFF RECOMMENDATION

Staff recommends that the Town Commission make a motion to **APPROVE** the Application, and the amendments proposed to the Development Order, subject to the following conditions:

- (1) The Owner shall develop the Property consistent with the Site and Landscape Plans, which include an Irrigation Performance standard, referenced as Sheet SP-1, LPP-1 and LPP-2, prepared by Howard F. Ostrout & Associates LLC, signed and sealed 08-24-15 and received by the Department of Community Development on 08-24-15.
- (2) The Owner shall develop the Property consistent with the Architectural Elevations referenced as Sheet A-1, prepared by JM Designs of the Palm Beaches, Inc., signed and sealed 08-24-15, and received by the Department of Community Development on 08-24-15.
- (3) The Owner shall submit a Plat for the two lots which meets the Town's platting requirements.
- (4) Rooftop mechanical equipment shall be screened with decorative panels that are reviewed and approved by the Community Development Director.



SPECIAL EXCEPTION AMENDEMENT

Applicant: Howard F. Ostrout and Associates LLC

Owner: 900 10th Street LLC

(Business Name: Waterfront Services Inc. / Pool Tek)

FIGURE 1: CONDITIONS PER ORIGINAL SPECIAL EXCEPTION APPROVAL (REQUIRING CROSS ACCESS EASEMENTS TO THE NORTH AND SOUTH)



Adjacent North property driveway

Adjacent south Property driveway

Existing Loading Area – Applicant does not utilize large trucks nor has deliveries requiring large trucks to access the Site. Box vans and equipment will be stored in the outdoor storage area in the rear of the Property.

Existing parking spaces (14)

Approved Outdoor Storage Area

Approved 12 foot wide gate to enclose outdoor storage area

Approved Hedge surrounding Outdoor Storage Area

FIGURE 2: APPROVED MODIFICATIONS IN DECEMBER 2013



FIGURE 3: NEWLY ACQUIRED SITE



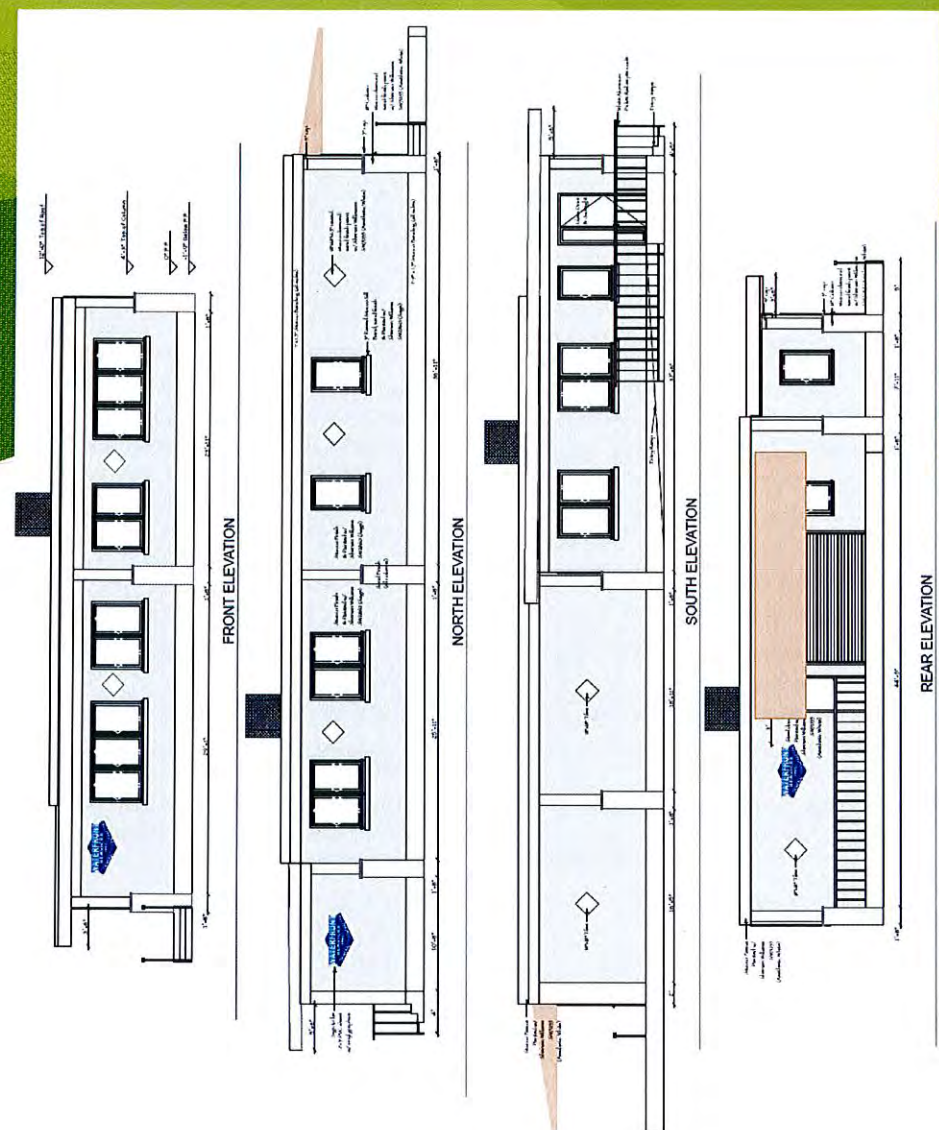
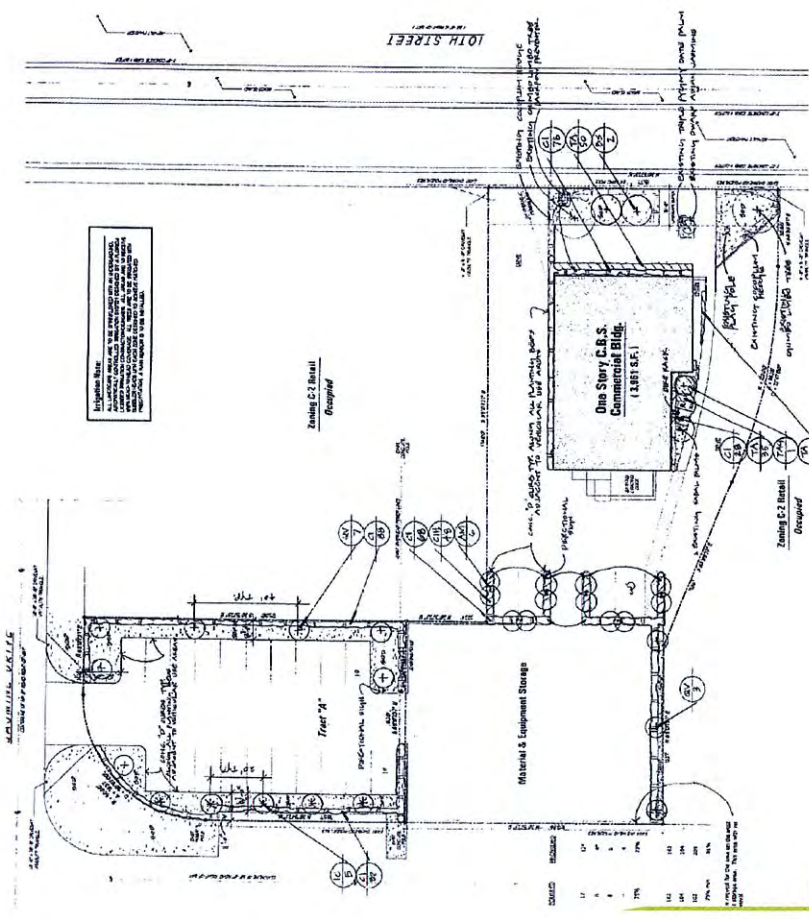


FIGURE 4: Landscaping and Elevations

STAFF
RECOMMENDATION

**APPROVAL of Resolution 22-09-15
with conditions as listed.**





Town of Lake Park Town Commission

Agenda Request Form

Exhibit "B"

Meeting Date: September 2, 2015

Agenda Item No. Tab 6

Agenda Title: Amendment Eleven (11) Palm Beach County Sheriff's Proposed FY 16 Budget Amendment.

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

Approved by Town Manager

Date: 8-19-15

John O. D'Agostino

Name/Title

<p>Originating Department: Town Manager/Finance</p>	<p>Costs: \$ 2,760,914 Funding Source: General Fund Acct. # 200-34010 <input checked="" type="checkbox"/> Finance </p>	<p>Attachments: 1). Eleventh Amendment 2). Law Enforcement Services Budget 3). Lake Park Budget Narrative</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 JOD Please initial one.</p>

Summary Explanation/Background:

The Town of Lake Park's Public Safety operations are provided to the town by the Palm Beach County Sheriff's Department. The Department currently consists of One Lieutenant, Three Sergeants, Nineteen Deputies and one Administrative Assistant. In addition, there are nine crossing guards. The eleventh amendment provides for one additional Crossing Guard and one FT Law Enforcement Administrative Aide. The net increase of one additional FTE will be added to the FY 16 budget for the Palm Beach County Sheriff's Office operating in the Town of Lake Park.

Amendment eleven increases the PBCSO budget for Lake Park by \$73,464 or \$2,722,314 a 2.77 % increase over last year's budget. The FY 15 budget was \$2,648,850. The FY 16 budget is

\$2,722,314 including the one additional FTE Law Enforcement Administrative Aide. The increase from nine to ten crossing guards is a requirement of the Florida Department of Transportation and is not part of the municipal operating budget for the Town of Lake Park.

The total budget for the Palm Beach County Sheriff's Office is \$2,760,914 inclusive of \$1,600 for Telephone, \$10,000 for utilities, \$2,000 for refuse service and \$25,000 for Gasoline and or Diesel Fuel.

Recommended Motion: Move to approve the operating budget for the Palm Beach County Sheriff's Office to provide public safety services to the Town of Lake Park in the amount of \$2,760,914. Such amount includes an increase of one FTE Law Enforcement Administrative Aide.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "C"

Meeting Date: September 2, 2015

Agenda Item No. *Tab 7*

Agenda Title: Authorizing the Mayor to execute an Interlocal Agreement between Lake Park and Palm Beach County Fire/Rescue

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON _____ READING
- NEW BUSINESS
- OTHER: *for 8-17-15*

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager _____ Date: *8-17-15*

BKR Blake K. Rane Finance Director
Name/Title

Originating Department: FINANCE	Costs: \$ Funding Source: Acct. # <input checked="" type="checkbox"/> Finance ___BKR___	Attachments: Interlocal Agreement
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 _BKR_ Please initial one.

Summary Explanation/Background:

With the change to the funding method for Palm Beach County Fire/Rescue, Palm Beach County (the County) requests that the Town of Lake Park (the Town) enter into an Interlocal Agreement that exempts the Fire/Rescue MSTU from payment of tax increment (TIF) funds to the Lake Park CRA. The related TIF for the MSTU millage was and should remain the Town's responsibility. The schedule below demonstrated that this is not an added expense for the Town.

Calculation of Tax Increment if the MSTU was NOT enacted	
CRA Taxable Value	\$ 46,792,836
Town Millage Rate	8.8055
TIF formula	Taxable value divided by 1,000 times millage rate times 95%
Town Responsibility	\$ 391,433

Calculation of Tax Increment after the MSTU was enacted	
CRA Taxable Value	\$ 46,792,836
Town Millage Rate	5.3474
PBC F/R Millage Rate	3.4581
Combined Millage Rate	8.8055
TIF formula	Taxable value divided by 1,000 times combined millage rates times 95%
Town Responsibility	\$ 391,433

Recommended Motion:

I move to authorize the Mayor to execute the interlocal agreement for fire/rescue MSTU CRA Exemption.



Town of Lake Park Town Commission

Agenda Request Form Exhibit "D"

Meeting Date: September 2, 2015

Agenda Item No. Tab 10

Agenda Title: Award the Purchase of Stage Curtains and Window Treatments For the Mirror Ballroom in the Amount of \$15,750.00

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

Approved by Town Manager *J. D. Griffin* Date: 8-24-2015
 Kathleen Carroll Walters/Recreation Director
 Name/Title

Originating Department: Parks & Recreation Department	Costs: \$15,750.00 Funding Source: Mid-year budget adjustment approved by Commission on 4/15/2015 Acct. # 408-62100 <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	Attachments: <ul style="list-style-type: none"> • Written Proposals (3) • Quote Summary Sheet • NFPA 701 Explanation of Fire Codes and Tests • Resolution
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 KCW Please initial one.

Summary Explanation/Background:

The stage curtains and side window curtains located in the Mirror Ballroom (Town Hall) are in need of replacement. Three vendors were contacted and asked to provide written quotes for the purchase and installation of stage curtains and side window treatments. Attached is a spreadsheet

which is an analysis of the quotes received from the three vendors- Eco Décor, Heritage Product Resources, Inc. and Main Stage Theatrical Supply, Inc.

Eco Décor has provided material samples and were the only vendor to have a vast array of colored velour for the stage, as well as, a wide variety of fire retardant material choices for the side draperies. They have clearly explained the fire retardant codes on the sample material and pointed out the differences that should be noted for curtains as opposed to upholstery. Please see attached, "NFPA 701 – Standard Methods of Fire Tests for Flame Propagation of Textiles and Films".

Eco Décor is a licensed interior design company and implemented the concept of designing the Mirror Ballroom as an "Events Room" and not simply a theatre or auditorium.

Eco Décor's quote of \$15,750.00 is not only the lowest quote, but Eco Décor offers the quality, fit and design inherent to this iconic asset of the Town of Lake Park. The Town feels this vendor is most suitable for this project.

Recommended Motion:

Approve the purchase of Stage curtains and window treatments for the Mirror Ballroom from Eco Décor based upon the quote in the amount of \$15,750.00.

TOWN OF LAKE PARK

RECREATION DEPARTMENT

QUOTES FOR REPLACEMENT OF MIRROR BALLROOM CURTAINS-TOWN HALL

COMPANY	ADDRESS	PHONE	E-MAIL	CONTACT	COST Main Stage Below Stage Valance	COST Side Arched Doors	COST Hardware	COST TOTAL	RANK
Eco Decor	636 US Hwy. One Ste 107 North Palm Beach, FL 33408	561 845-5433	bernadette@ecodecor.com www.ecodecor.com	Bernadette Upton	\$9845.00	\$3876.00	\$2029.00	\$15,750.00	#1
Heritage Product Resources, Inc.	PO Box 6593 Lakeland, FL 33807-6953	863 425-7100		Dick Bryon				\$15,777.00	#2
Main Stage Theatrical Supply, Inc.	8761 A Ely Road Pensacola, FL 32514	800- 851- 3618	www.mainstage.com	David Herring				\$23,518.00	#3



"Sustaining the integrity of ECO in DÉCOR"

636 US HIGHWAY ONE, SUITE #107
NORTH PALM BEACH, FLORIDA 33408
FL IB #26000827
561.844.7089 PHONE/FAX

Daniel R. Giordano, Industry Partner of ASID
Bernadette V. Upton, FASID, LEED AP, CAPS
FL RID LIC: #713, USGBC FACULTY, ReGREEN TRAINED
bernadette@ecodecor.com daniel@ecodecor.com
561.313.6413C. 561.309.9077C.

CITY OF LAKE PARK MIRRORED BALLROOM DRAPERY/STAGE QUOTE

08/21/2015

BELOW STAGE-MAIN STAGE- MAIN VALANCE- LABOR/INSTALLED

FABRIC: 20 oz. Crescent (IFR RATED NFPA 701) - Unlined

ALSO TO INCLUDE: Upstage: 2 Border draperies, 4 Legs and 1 Rear

FABRIC: Athena 16 Oz.(IFR RATED NFPA 701) - Unlined \$ 9845.00

SIDE ARCHED DOORS (6)

FABRIC: JEREMY (FR NFPA 701)-LINED (NFPA 701) /LABOR/INSTALLED \$ 3876.00

HARDWARE- BLACK IRON RODS/RINGS/FINIALS- INSTALLED \$ 2029.00

TOTAL\$ 15,750.00

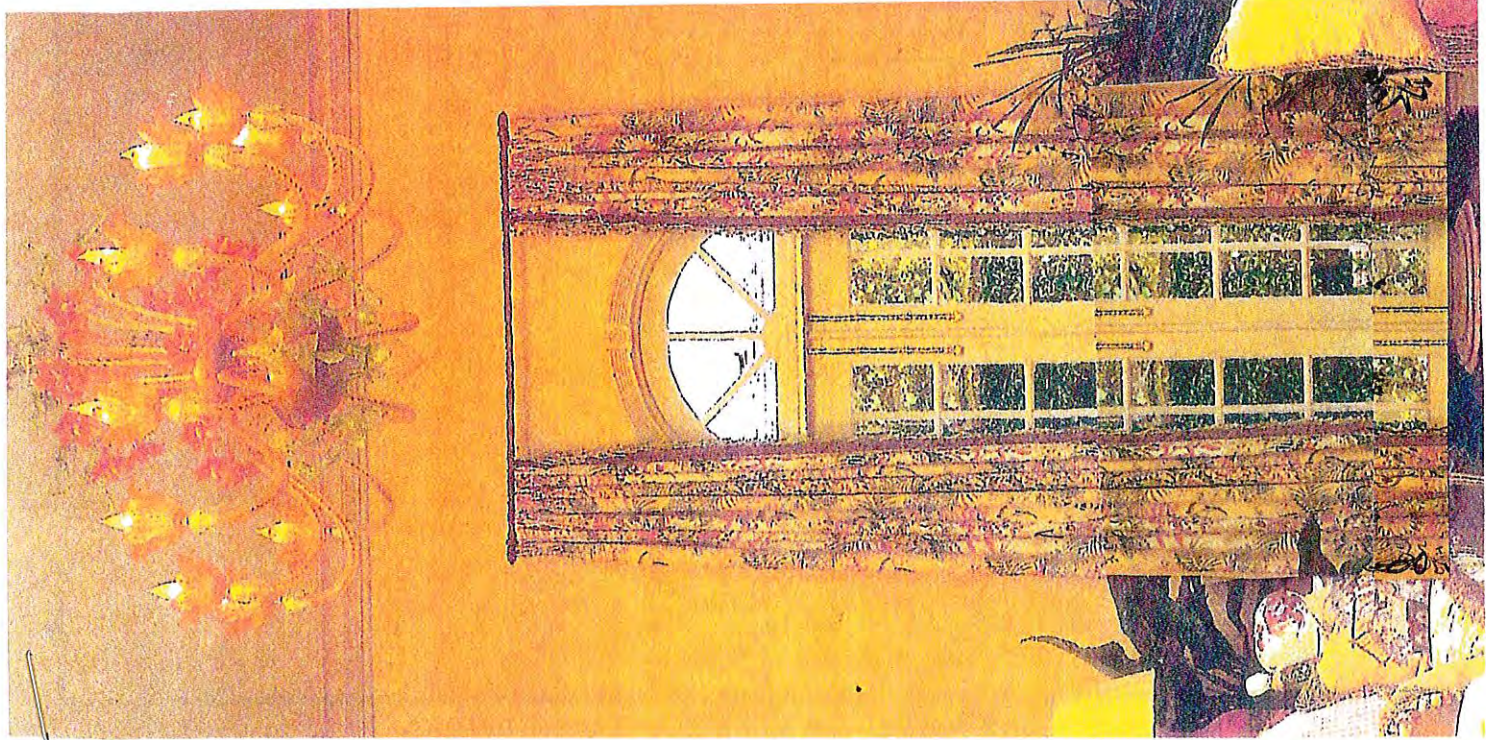
All fabrics including lining are Fire Rated for NFPA 701 compliance/tested.

Price does not include sales tax, permits or any other unknown or unforeseen conditions.

Required check deposit 50% upon signed order confirmation, balance check due at completion of install.

Thank you for the opportunity,

Bernadette V. Upton, FASID, FL Registered Interior Designer, LEED AP, CAPS



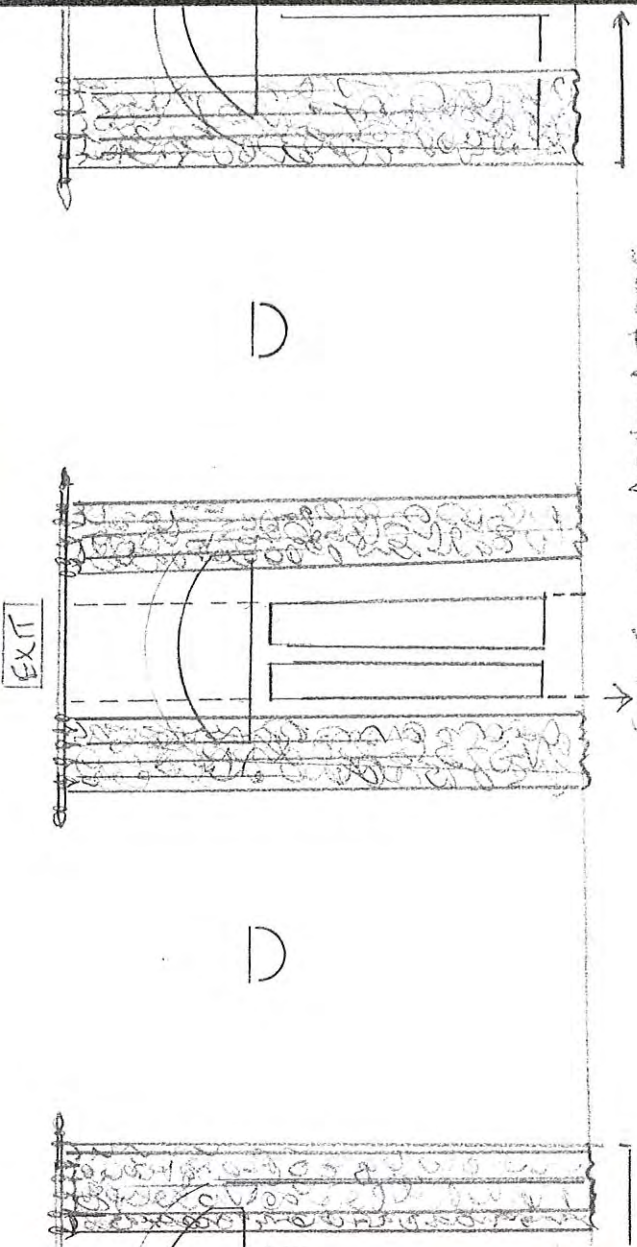
Item



Bird Cage
Finial with Plug

Dust + Catcher

Description



(2) CENTERED ARCHED DOORS
LIMITED CLOSURES
EXIT SIGN ABOVE

MIRROR BALLROOM

APPROVED BY:

DRAWN BY DEBORAH UPTON

SCALE: NOT TO SCALE

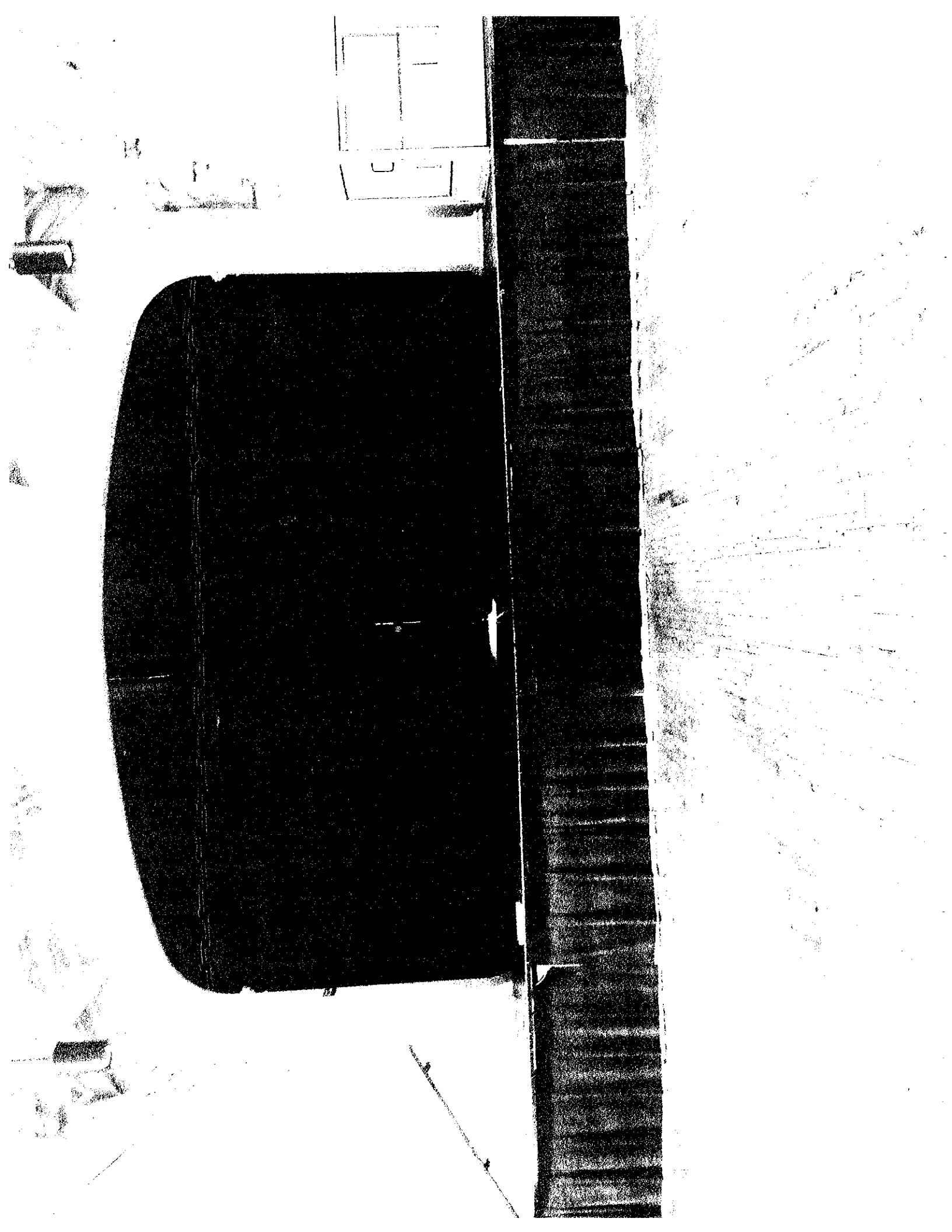
DATE:

REVISED

UPDRAFT IRON RODS / RINGS
ARCHED FINCH DOORS / TRANSOM WITH WANDS

BLACKOUT
(6) Lined Draperies IFR

DRAWING NUMBER



Journal of Flame Retardancy

Formal Interpretation

NFPA 701

Standard Methods of Fire Tests for Flame Propagation of Textiles and Films

2004 Edition

Reference: 1.1.1.1

FI. No.: 701-99-1

Background: The requirement within the scope of this document refers to fabrics or other materials used in curtains, draperies, or other window treatments. Vinyl-coated fabric blackout linings shall be tested according to Test Method 2. The terms curtains, draperies, or other window treatments, where used, shall include, but not limited to, the following items:

- (1) Window curtains
- (2) Stage or theater curtains
- (3) Vertical folding shades
- (4) Roll-type window shades
- (5) Hospital privacy curtains
- (6) Window draperies
- (7) Fabric vertical shades or blinds
- (8) Horizontal folding shades
- (9) Swags
- (10) Fabric horizontal shades or blinds

Question: Is the NFPA 701 test, as currently written, applicable to PVC blinds?

Answer: Yes.

Issue Edition: 1999

Reference: 1.1.1.1

Issue Date: December 31, 2002

Effective Date: January 20, 2003

**Bernadette V. Upton, FASID
RID, LEED AP BD+C, CAPS
ReGreen Trained, Green AP**

BIOGRAPHY

Bernadette V. Upton, a Florida licensed interior designer, lecturer and consultant has specialized in environmental interior design since 1982. She is a professional member and Fellow of American Society of Interior Designers (FASID) and Past President for the Florida South Chapter, as well as a founding member of the National ASID Sustainable Design Council. She is a LEED (Leadership In Energy and Environmental Design) Accredited Professional with the US Green Building Council (USGBC), a program that sets standards for the sustainable building and design industry. She has been a featured speaker for numerous conferences and seminars, as well as the host of 'Airtime', a radio talk show addressing indoor air quality issues. She is also a Board and Founding member of the Sustainable Furnishings Council.

Ms. Upton established Bernadette V. Upton Interior Design, in New York, in 1969 and has maintained her business in Florida since she moved here in 1973. Her company EcoDecor provides eco-friendly products and furnishings for the home. Her committed advocacy to 'green' design is that "interiors need to be beautiful, breathable and benign," and that is well established in all her design projects.

An authority on environmental and ecological design, she has designed interiors for organizations such as Green Builder's Vision House, Florida's Conservation Lodge Foundation and the American Lung Association's Health House Program and. Serving on the ALA Southeast Florida Board for nearly a decade, she has also co-authored "A Baby's Breath" program, which educates expectant parents to the importance of creating a healthy nursery and home. She has appeared on the *Bob Vila Show* and his CD for "*Babyproofing the Home*".

Emphatic about 'green' design and creating awareness among the design community, as well as her peers, her continuing education courses (CEU's) are offered throughout the U.S. and are approved by the Interior Design Continuing Educational Council (IDCEC) for both licensed interior designers and architects. She also teaches a FL DBPR approved Advanced Codes course.

She is the recipient of numerous prestigious *Design Excellence Awards* from the American Society of Interior Designers for Sustainable Interiors in categories of Commercial, Residential and a LEED Design.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "E"

Meeting Date: September 2, 2015

Agenda Item No. Tab 13

Agenda Title: Crown Castle Amendment 1 Resolution 2509-15

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

Approved by Town Manager *John O. D'Agostino* Date: 8-25-15
 John O. D'Agostino

Name/Title

Originating Department: TOWN MANAGER	Costs: \$ Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: 1) Resolution 2) Amendment 1 3) Commission notification to Crown Castle or intent to renew 4) Letter Agreement signed by Mayor DuBois and Crown Castle South
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:

On December 17, 2014, the Town Commission authorized the Mayor to sign the attached letter of Agreement dated November 24, 2014 to extend the lease of a town owned cell tower to Crown Castle. The letter was returned by Crown Castle signed by Rhonda Lullo, Land Acquisition Manager for Crown Castle.

This Resolution would permit the Mayor on behalf of the Town of Lake Park, to execute Amendment 1. Amendment 1 has many advantages for the town. The monthly rent paid by Crown Castle to the Town of Lake Park would increase to \$2,950.00. The monthly payment doubles the amount of the previous payments to the town. The total yearly amount is \$35,400. Also, the agreement has a Three percent yearly increase of the monthly lease payment. The increase at three percent per month amounts to \$88.50 or \$36,462 for the second year. Each year thereafter, the increase will compound at 3% of the newly established monthly payment.

With each future subtenant, Crown Castle would split the rental payments fifty percent with the Town in addition to the existing monthly payments mentioned above. Further, Crown Castle maintains an irrevocable option to lease up to 2,000 square feet of real property adjacent to the existing lease area. Subsection 2D does not establish a lease cost (Additional Lease Area). Finally, the term of the new lease with Crown Castle extends the existing lease by four (4) five (5) year terms. The expiration date would be August 9, 2039. The original expiration date of the existing lease without Amendment 1 is August 9, 2019.

Recommended Motion: I Move to approve Resolution 25 09-15.

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 16, 2015

Agenda Item No. *Tab 3*

Agenda Title: First Public Hearing on the Budget meeting minutes of September 3, 2015

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

Approved by Town Manager *J. Mendez* **Date:** *9-8-15*

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 through C"
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:

Recommended Motion:

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



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
First Public Hearing
On the Budget Meeting
Thursday, September 3, 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 HEARING:

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

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

1. Resolution No. 26-09-15 Adopting the Proposed Millage Rate for Fiscal Year 2015-2016

Tab 1

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A PROPOSED 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 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. 27-09-15 Adopting a Tentative Budget for Fiscal Year 2015-2016 Tab 2

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, MAKING SEPERATE 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.

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

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. NEW BUSINESS:

3. Resolution No. 28-09-15 Property and Casualty Renewals Tab 3

4. Resolution No. __-09-15 Renewal of Employee Benefits for Fiscal Year 2016 Tab

F. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:

G. ADJOURNMENT:



Minutes
Town of Lake Park, Florida
First Public Hearing on the Budget Meeting
Thursday, September 3, 2015, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of the First Public Hearing on the Budget Meeting on Thursday, September 3, 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, Assistant Town Attorney Kelly Gardner, and Town Clerk Vivian Mendez.

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

PUBLIC HEARING(S):

Public Hearing Opened:

Town Manager D'Agostino explained that after two (2) budget workshops the Commission had set the tentative millage rate of 5.3474, which reduced the budget by \$511,799.00. He stated that a budget team was established to assist with the collaborative effort to reduce the budget. The budget team consisted on Finance Director Blake Rane, Human Resources Director Bambi Turner, Community Development Director Nadia DiTommaso, Administrative Assistant to the Town Manager Janet Perry, and Town Manager John D'Agostino. He stated that several of the department budget initiatives remained in the budget, but the majority of the initiatives were removed to balance the budget (see Exhibit "A").

Vice-Mayor Glas-Castro asked to have the Firestone remediation work in the budget now instead of having to do a budget adjustment later in the fiscal year. Town Manager D'Agostino stated that the exact amount of the remediation for the Town's share of the expense has not been determined. Finance Director Rane explained that the Town does not have engineering estimates of what the cost would be at this time. Commissioner O'Rourke asked what the estimated revenue was for the Community Redevelopment Agency (CRA) budget for this fiscal year. Town Manager D'Agostino stated that the anticipated revenue would be \$605,000. The Palm Beach County Ad-Valorem portion would be \$212,553.

1. Resolution No. 26-09-15 adopting the proposed Millage Rate for Fiscal Year 2015-2016.

PUBLIC COMMENT:

None

Motion: Commissioner Rapoza moved to approve Resolution No. 26-09-15; 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.

2. Resolution No. 27-09-15 Adopting a Tentative Budget for Fiscal Year 2015-2016.

PUBLIC COMMENT:

None

Motion: Commissioner Rapoza moved to approve Resolution No. 27-09-15; 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 Closed:

New Business

3. Resolution No. 28-09-15 Property and Casualty Renewal.

Town Manager D'Agostino explained that the Property and Casualty Insurance has decreased by approximately 17.7 percent. He stated that the cost of the renewal was \$178,178. He introduced Human Resources Director Bambi Turner who explained the item (see Exhibit "B"). Commissioner Rapoza asked if there had been any deferential between health insurance coverage from last year to this year. Human Resources Director Turner explained that there had been some changes, which would be discussed during the presentation of the next Resolution.

Motion: Commissioner Rapoza moved to approve Resolution No. 28-09-15; 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		
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Motion passed 5-0.

4. Resolution No. 29-09-15 Renewal of Employee Benefits for Fiscal Year 2016

Human Resources Director Turner explained the item (see Exhibit “C”). Commissioner Rapoza asked for examples of what was considered “high claim activities”. She asked if there were any services during the past fiscal year that were compromised for this fiscal year. She asked what constituted the long term and short term increases. Mr. Shawn Fleming, Senior Benefits Consultant with Gehring Group explained that the Plan Schedule of Benefits did not change from year-to-year. He stated that there were no large claims that drove the cost increase. He stated that the market, as a whole, had claim activity, which caused the increase. He explained how the market was reviewed as a whole for the number of employee in the Town of Lake Park. He provided several examples of why the cost have increased from the last fiscal year. He explained that one of the things that caused an increase were things like new medications on the market. Mayor DuBois stated that by combining several services with one company the Town secured a rate for two years. Mr. Fleming agreed.

Motion: Commissioner Rapoza moved to approve Resolution No. 29-09-15; 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.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Commissioner O’Rourke had no comments.

Commissioner Rapoza thanked staff and the Town Manager for their efforts in working on the budget.

Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro had no comments.

Mayor DuBois thanked staff and the Town Manager for moving quickly on the budget. He announced that the Final Public Hearing on the Budget would be Tuesday, September 15, 2016 at 6:30 p.m. in the Commission Chamber of Town Hall.

Assistant Town Attorney Gardner stated that it was nice meeting everyone.

Town Manager D'Agostino thanked staff and appreciated the Commission for their involvement in the budget process.

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 7:30 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 3, 2015 **Agenda Item No.** Tab 1

Agenda Title: Resolution Adopting the Proposed Millage Rate For Fiscal Year 2015-2016

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

Approved by Town Manager *[Signature]* **Date:** 8-27-2015

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

Originating Department: <p style="text-align: center;">FINANCE</p>	Revenue: \$ 4,038,412 Funding Source: Property Taxes Acct. # 001-311.100 <input checked="" type="checkbox"/> Finance ___BKR___	Attachments: Resolution <u>26-09-15</u>
Advertised: Date: <u>No later than 8/25/2014</u> Via: <u>Mailed TRIM notices</u> <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>___BKR___</u> or Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

This year it is necessary to explain that the Town Millage rate transitioned from containing the Palm Beach Fire/Rescue (PBC F/R) millage for fiscal year 2014-2015 to excluding the PBC F/R millage for fiscal year 2015-2016. While the combined rate remains the same in most documents the rates are separated, which may confuse the reader. Please see the attached table which demonstrates the rate equality:

Town of Lake Park Millage comparison		
	2014-2015	2015-2016
Town Millage Rate	8.8055	5.3474
PBC F/R Millage Rate	0.0000	3.4581
Combined	8.8055	8.8055

In accordance with Florida Statute the Town must approve a Resolution to adopt a "proposed millage" for the next fiscal year. This is required for Statutory Truth in Millage (TRIM) compliance. Any changes proposed by the Town Commission at the First Budget Hearing will be incorporated into this budget.

Fla. Stat. 200.065(2)(c) requires that: "Within 80 days of the certification of value pursuant to subsection (1), but not earlier than 65 days after certification, the governing body of each taxing authority shall hold a public hearing on the tentative budget and proposed millage rate. Prior to the conclusion of the hearing, the governing body of the taxing authority shall amend the tentative budget as it sees fit, adopt the amended tentative budget, recompute its proposed millage rate, and publicly announce the percent, if any, by which the recomputed proposed millage rate exceeds the rolled-back rate computed pursuant to subsection (1). That percent shall be characterized as the percentage increase in property taxes tentatively adopted by the governing body."

Recommended Motion:

I move to approve Resolution No. 26-09-15 setting the proposed millage rate at 5.3474 mills for Fiscal Year 2015-2016.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 3, 2015 **Agenda Item No.** *Tab 2*

Agenda Title: Resolution Adopting a Tentative Budget for Fiscal Year 2015-2016

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* **Date:** 8-27-15

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

Originating Department: FINANCE	General Fund Revenue: \$ 7,195,032 Funding Source: Various Acct. #: Various across all Town Funds <input checked="" type="checkbox"/> Finance ____BKR____	Attachments: Resolution <u>27-09-15</u>
Advertised: Date: <u>No later than 8/25/2015</u> Via: <u>Mailed TRIM notices</u> <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 <u>BKR</u> Please initial one.

Summary Explanation/Background:

In accordance with Florida Statute the Town must approve a Resolution to adopt a "tentative budget" for the next fiscal year. This is required for Statutory Truth in Millage (TRIM) compliance. Any changes proposed by the Town Commission at the First Budget Hearing will be incorporated into this budget.

Fla. Stat. 200.065(2)(c) requires that: "Within 80 days of the certification of value pursuant to subsection (1), but not earlier than 65 days after certification, the governing body of each taxing authority shall hold a public hearing on the tentative budget and proposed millage rate. Prior to the conclusion of the hearing, the governing body of the taxing authority shall amend the tentative budget as it sees fit, adopt the amended tentative budget, recompute its proposed millage rate, and publicly announce the percent, if any, by which the recomputed proposed millage rate exceeds the rolled-back rate computed pursuant to subsection (1). That percent shall be characterized as the percentage increase in property taxes tentatively adopted by the governing body."

Recommended Motion:

I move to approve Resolution No. 27-09-14 adopting the tentative budget for Fiscal Year 2014-2015.

**TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16**

Schedule 5

Project Title	Description and Justification	Revenue	Cost
	Elevate the position of Administrative Assistant to the Town Manager to Assistant to the Town Manager	\$ 2,296	\$ 2,296
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET			
		\$ -	\$ 2,296
	Provide funding for local organization's and non-profit's for initiatives in Lake Park		\$ 6,500
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET			
		\$ -	\$ 6,500
COMBINED TOTALS			
		\$ -	\$ 8,796

**TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16**

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Removal from the Parks and Recreation Department budget of the 38 percent budgeted for the Administrative Assistant position	Due to the increased Human Resources Department workload and increased level of responsibility assigned to this position, and the demand for an increase in the percentage of hours to be afforded to recreation duties including the increase in work on rentals from a part-time activity to a full-time activity which cannot be accomplished within the 38 percent budgeted for this position for the Parks and Recreation Department, it is being proposed that the 38 percent budgeted for this position for Parks and Recreation be removed, and that 100 percent of the costs for this position be budgeted in the Human Resources Department. The cost of this would be 38 percent of \$38,750 which is the total cost per year of the second initiative (below).		\$ 14,725
Upgrade of Administrative Assistant Position	<p>Upgrade of the current Administrative Assistant position to Assistant to the Human Resources Director to reflect the increased Human Resource responsibilities assigned to the employee in the position of Administrative Assistant. This action would require the amendment of the classification plan to include the new job description of Assistant to the Human Resources Director. The hourly pay range proposed for this position is \$18.63 per hour to \$25.07 per hour which is consistent with the hourly rate for the current position of Assistant to the Public Works Director. Such action would result in a \$4.30 per hour increase in the current hourly pay rate of \$14.33 (\$29,806 per year) for the position of Administrative Assistant to bring the employee up to minimum hourly rate of \$18.63 (\$38,750 per year) for the proposed new position, or an additional \$8,944 per year. To prepare her for such increase in responsibilities, the employee currently in the position of Administrative Assistant has undergone extensive on-the-job Human Resource training by the Human Resources Director as well as training through the Florida Employment Law Seminar (in March of 2014) which provided her with an understanding of how to comply with Federal and State employment laws and regulations impacting management, i.e.:</p> <ul style="list-style-type: none"> Federal and State Wage and Hour Laws; Employment at Will; Wrongful Discharge; Sexual Harassment; Legal and Illegal Interview Questions; Conducting Effective Reference Checks; Personnel Recordkeeping Requirements; How to Comply with the Americans with Disabilities and the Family Medical Leave Acts; How to Discipline and Discharge Employees Legally; and Dealing with Special Disciplinary Problems 		\$ 8,944
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET:			\$ 23,669
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET			\$ -
COMBINED TOTALS			\$ 23,669

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Professional Services	Laserfiche - maintenance, upgrade, 5 additional licenses		\$ 1,800
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET:			\$ 1,800
			\$ -
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET			
COMBINED TOTALS			\$ 1,800

TOWN OF LAKE PARK - ANNUAL BUDGET			
INFORMATION TECHNOLOGY (General Fund 110)			
PROPOSED INITIATIVES with DETAIL			
FISCAL YEAR 2015-16			Schedule 5
Project Title	Description and Justification	Revenue	Cost
UPGRADED SAN	To replace old Storage Area Network (Dell MD3420) 6 years old no longer had warranty to new one		\$ 14,500
	Transfer data to new SAN. This unit hold all the Town's Data		\$ 2,400
MAIN SERVER AT TOWN HALL	To add a new XEN in case the old three servers down (6 years old and can be down at anytime).		\$ 8,700
ID CARDS PRINTER	Replacement of 7 years old printer are no longer working.		\$ 4,000
XEN SERVER AT EOC	To add client computers to EOC server at FS 68 for Emergency operation (2 laptops)		\$ 3,000
PW-SERVER	Replace old server (more than 5 years)		3,200
SPARE WORKSTATION	To add spare workstations for all department (5 computers)		5,000
LANDLINES PHONE	Budget for 2016-2017 replacement of old phone system to VOIP		-
			(20,400)
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE TOWN MANAGER'S PROPOSED BUDGET		\$ -	\$ 20,400
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE DEPARTMENT'S PROPOSED BUDGET		\$ -	\$ -
COMMISSION CHAMBERS			
	Telvue Webstreaming		\$ 10,330
	Commission Chambers Camera replacement		\$ 27,789
	Rear speakers		\$ 3,596
	Presentation Display Solution		\$ 18,852
	Acoustical Treatment		\$ 5,578
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET		\$ -	\$ 66,145
COMBINED TOTALS		\$ -	\$ 86,545

**TOWN OF LAKE PARK - ANNUAL BUDGET
 FINANCE DEPARTMENT (General Fund 150)
 PROPOSED INITIATIVES with DETAIL**

Schedule 5

FISCAL YEAR 2014-15

Project Title	Description and Justification	Revenue	Cost
Policy and Procedures manual	Professional fee connected to completing a Policy and Procedures manual.	-	5,000
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE TOWN MANAGER'S PROPOSED BUDG		\$ -	\$ 5,000
Policy and Procedures manual	Professional fee connected to completing a Policy and Procedures manual.		\$ 5,000
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE DEPARTMENT'S PROPOSED BUDGET		\$ -	\$ 10,000

**TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINISTRATION (GF 400)
PROPOSED INITIATIVES with DETAIL**

FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Upgrade of Administrative Assistant Position	Upgrade of the Current Assistant to the Public Works Director to Operations Manager		\$ 6,851
Tuition Reimbursement	Tuition Reimbursement for the Operations Manager		3,750
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET			\$ 10,601
Administrative Assistant			\$ 41,009
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET			\$ 41,009
COMBINED TOTALS			\$ 51,610

**TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16**

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Improvement Other Than Building	Purchase and install irrigation controls (variable frequency drive) at Bostrom Park		\$ 9,000
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET			
			\$ 9,000
Mach. & Equip	Start replacement of 72" mulching mowers. Purchase one, Toro <i>Grounds Master</i>		\$ 18,000
	Replace golf cart with all-terrain vehicle w/bed		9,500
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET			
			\$ 27,500
COMBINED TOTALS			
			\$ 36,500

**TOWN OF LAKE PARK - ANNUAL BUDGET
 FACILITIES MAINTENANCE (GF 408)
 PROPOSED INITIATIVES with DETAIL**

FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Improvements: Building	Replace French doors in Mirror Ballroom with storm impact units		\$ 27,000
	Replace west entry door. Fabricate and install rain hoods over three, exterior doors.		2,250
Machinery & Equip.	Bostrom Park: Basketball Crt. Lights / Irrigation Pump Electric Panel - Install surge suppressor and replace neutral bars		3,500
	Replacement desktop computer for tracking work orders and product searches		1,500
	TOTAL		5,000
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET			
			\$ 34,250
Improvements: Building	Town Hall: Prep, prime, seal, and paint exterior of building		\$ 75,000
Personnel	Create a Facilities Maintenance Worker II position to replace the F.M. Worker III position that was eliminated (laid-off) in the FY '13 Budget (See Schedule 3, Wage & Benefits, for associated costs)		42,080
Improvements: Building	Town Hall roof: Roofing Consultant advises that the roof will need to be replaced within the next two to three years.		155,000
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET			
			\$ 272,080
COMBINED TOTALS			
			\$ 306,330

**TOWN OF LAKE PARK - ANNUAL BUDGET
 VEHICLE MAINTENANCE (GF 410)
 PROPOSED INITIATIVES with DETAIL
 FISCAL YEAR 2015-16**

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Personnel	Bring back the Mechanic II position that was eliminated (laid-off) in the FY '13 Budget (See Schedule 3, <i>Wage & Benefits</i> , for associated costs)		\$ 42,345
	Palm Beach County has advised DPW that the Town is required to update the fuel card reader system if it wishes to remain an authorized County fueling station		7,000
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET			\$ 49,345
Machinery & Equipment	Purchase five (5) pre-owned vehicles from Palm Beach County for the replacement of the oldest vehicles in Facilities and DPW Admin. Divisions		\$ 32,500
	Replace tire mounting machine.		6,000
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET			\$ 38,500
COMBINED TOTALS			\$ 87,845

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
PROPOSED INITIATIVES with DETAIL**

FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
<u>INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET</u>			
	<p>The existing Administrative Assistant position in the Community Development Department was changed to a "generalized" position in FY 14/15. It was envisioned that all Administrative Assistants are interchangeable. The previous position title in the Community Development Department was "Administrative Assistant to the Community Development Director". This position title was initially created with the intent that it is specialized due to the unique responsibilities related to code compliance lien reporting/tracking; planning and zoning board liaison, research and technical meeting transcripts and report writing responsibilities; as well as acting status in the extended absence of the Department Director (just to name a few). In an attempt to restore a much-needed position title that is better catered to the unique job duties/responsibilities relevant to the Community Development Department, a first request would be to restore the position's job title, but this time to "Assistant to the Community Development Director" thereby creating a higher position that would better serve the Department Director on a more technical/administrative and supervisory level. The salary range for this position, as reviewed by the Human Resources Department is \$18.63-\$25.07 per hour. The existing employee is earning \$18.41 per hour and the employee handbook allows for a 5% increase, for a total of \$19.33 per hour. Annually, this translates to an increase in \$0.92 per hour = 1,914. Consequently, a second request would be to increase the newly-titled position to \$19.33 per hour. Account # 500-12000.</p>	<p>Position title change to restore and promote the duties and responsibilities necessary for a more effective operation and provide fair compensation based on job duties and responsibilities.</p>	<p>\$ 1,914</p>
<u>TOTAL FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET</u>			
			<p>\$ 1,914</p>

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
PROPOSED INITIATIVES with DETAIL**

FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
<u>INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET</u>			
	<p>Geographic Information Systems (GIS) - Hardware (\$5,000 in Account #500-52200); Software (\$3,000 for ESRI and AUTOCAD programs in Account #500-49300); Consulting Services (\$8,000 for consulting services to get our GIS up and running in-house for ease in manipulation of data, Account #500-34000).</p>	<p>Value-Added Service: Departmental visualization and effectiveness and up-to-date data</p>	<p>\$ 16,000</p>
	<p>Pursuant to recent discussions, there may be a need to explore additional evening and weekend enforcement through additional code enforcement personnel. A proposal for one additional full-time code enforcement officer to cover evenings, Monday through Friday, 4:30-9:30 or other times as needed (5 hours per day), as well as on Saturday and Sunday (7.5 hours per day), for a total of 40 hours per week is being proposed in Account 500-12000 (Regular Salaries). The starting hourly rate is \$14.57 per hour, which annualizes to \$30,306 plus benefits, for an annual salary of \$30,306, plus benefits which equates to \$41,527 annually. Currently, the Town has two full-time (daytime) officers and with the amount of violations to address on a daily basis, the effectiveness of the operation would suffer if the daytime officer shifts are split to include evenings on weekends, thereby leaving only one full-time officer per daytime shift. With a third officer, there is also an opportunity to create rotating schedules to increase awareness between officers throughout the varying enforcement hours. Through solid leadership and communication between the officers, the Town will have full, effective coverage, but for during the overnight hours. Evening and weekend enforcement will likely be focused heavily on work without permits; commercial vehicles; noise; and events being held without appropriate permits (as some of the main issues). Due to budgetary constraints, this initiative has been removed in its entirety, however, there is an ability to provide some evening and weekend enforcement by flexing the schedules of the two full-time officers. While this will certainly have the code department operate at a very slim capacity and only provide for sporadic evening and weekend enforcement, it could be effective in addressing evening and weekend code issues and may be revisited in the next FY budget cycle.</p>	<p>Value-Added: By providing required enforcement for public safety and welfare and better quality of life for the community</p>	<p>\$ 16,312</p>
<p>Total for previously proposed initiatives that are <u>NOT</u> INCLUDED IN THE PROPOSED BUDGET:</p>		<p>\$ 32,312</p>	

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
PROPOSED INITIATIVES with DETAIL**

FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
ADDITIONAL INITIATIVES FROM PREVIOUS YEARS THAT ARE BEING CARRIED FORWARD AND ARE NOT INCLUDED IN THE PROPOSED BUDGET (Wishlist Items)			
	<p><i>Phase 1: Typical Section/Study from Town Engineering Firm</i></p>	<p>Increased development opportunity / Train Station Appeal and feeder distribution system advantages</p>	\$ 50,000
	<p><i>Phase 2: Design</i></p>		\$ 100,000
	<p><i>Phase 3: Construction</i></p>		\$ 2,000,000
<p>Park Avenue Extension (PAE)</p>	<p>The PAE would connect the existing Park Avenue to Congress Avenue by using an alignment through the Town's commercial/industrial area. Palm Beach County has submitted design plans to the Town and was hoping to get an Interlocal Agreement in place by the end of 2014 in order to receive their Board of County Commissioner approval to place the project on the County's 5-year road plan however, this has not yet occurred. Palm Beach County will construct the project; Town will own & maintain in perpetuity the road & drainage facilities once they are constructed & accepted; Town will provide or cause to provide all necessary Right-Of-Way & easements for entire road segment at no cost to County (including property not currently owned by the Town – developer property); Town will provide or cause to be provided all necessary property & easements needed for drainage facilities for the entire road segment at no cost to the County (including developer property). A starting segment of the PAE has been constructed by the adjacent private owner (Congress Avenue Properties - on the northeast corner of Congress Avenue and PAE) and will be turned over to the Town in FY 15/16 (Town will then assume perpetual maintenance and will have full jurisdiction over the roadway.</p>	<p>Increased development opportunity</p>	\$ 3,500,000
<p>Total for wishlist items carried over from past years NOT INCLUDED IN THE PROPOSED BUDGET:</p>			\$5,650,000

TOWN OF LAKE PARK - ANNUAL BUDGET RECREATION (GF 600) PROPOSED INITIATIVES with DETAIL FISCAL YEAR 2015-16				Schedule 5
Project Title	Description and Justification	Revenue	Cost	
Recreation Staffing	The Parks and Recreation Department would like to add two positions to the 2015-16 budget. Two part time positions titled, "Special Event Coordinator" which will allow the Recreation Department to function at top capacity. The Special Events Coordinators would assist with all aspects of Town Special Events, including the "Sunset Celebration" and oversee all rentals.		\$ 23,400	
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET			\$ 23,400	
Recreation Staffing	The Parks and Recreation Department would like to add two positions to the 2015-16 budget. A full time position titled, "Assistant Recreation Director" and a part time position titled, "Special Event Coordinator" which will allow the Recreation Department to function at top capacity. The Assistant Recreation Director would assist the Director with daily activities and also drive the bus when needed. This person would help build recreational programs, assist the Director in procuring sponsorship and grant monies for future programs and facility improvements and help organize, schedule and run programs and activities for the community. The Special Events Coordinator would assist with all aspects of Town Special Events, including the "Sunset Celebration" and handle all rentals.		\$ 39,959	
LS Park Facilities Security Cameras	Security cameras for the new buildings. Possible FDLE-JAG Grant		6,500	
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET			\$ 46,459	
COMBINED TOTALS			\$ 69,859	

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Technical upgrades	Adding 4 more thin client Wyse units to main area of library to replace desktop computers		\$ 2,600
	Adding 2 desktop units to children's room		1,000
Technical upgrades	Server with installation and migration		2,500
	Adding an additional staff printer-scanner		600
	Unspecified as yet additions		1,500
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET			\$ 8,200
Additional Staff			\$ 11,586
	Add an additional Library Assistant I for 20 hours per week		6,900
	Increase Library Accounting Clerk hours from 30 to 40 hours and change from part time to full time		5,793
	Increase part time Library Assistant I from 10 hours to 20 hours		2,896
	Increase part time Library Assistant I from 15 hours to 20 hours		2,896
	Increase part time Library Assistant I from 20 hours to 25 hours		5,085
	Increase Children's Services Assistant from 10 hours to 20 hours		3,000
	Increase Librarian's salary		720
	Add phone reimbursement/special pay for Librarian		32,714
Add three PT employees	Two part time Library Assistants devoted to circulation desk in morning and afternoon/evenings (with other associated duties)		
	Part time (quarter) Technical Assistant devoted to media maintenance and other required special technical projects. The objective is to improve efficiency, customer service and expand programs in response to changing/new customer demands. The short term outcome is improved staff efficiency, higher productivity and customer loyalty. Long term outcome includes increase in library support/donations.		6,900
Library renovation	Add a smaller circulation desk and reuse current desk as customer media center		6,000
	Replace library carpeting with high traffic modular carpeting		50,000
	Additional seating to accompany increased shelf area		5,000
	Indirect and direct lighting		40,000
	Replace large book shelves with smaller, more accessible, ADA compliant shelves.		50,000
	The objective is to improve main library reading area to better suit customer needs.		
	Improving lighting will also reduce energy costs in the long term		
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET		\$ -	\$ 229,490
COMBINED TOTALS		\$ -	\$ 237,690

TOWN OF LAKE PARK - ANNUAL BUDGET STREETS & ROADS (FUND 190) PROPOSED INITIATIVES with DETAIL FISCAL YEAR 2015-16				Schedule 5
Project Title	Description and Justification	Revenue	Cost	
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET				
		\$	-	
Improvements - Other Than Building				
	700 block of Park Ave, roadway reconstruct (@ \$30/sq. yd.)		\$ 78,000	
	Park Ave 7th St. to 10th St. concrete sidewalk (assume 20% need replace @ \$5.75/sq.ft.); need to address root removal and barrier.		\$ 37,000	
	Park Ave, 7th St. to 10th St. streetscape (paver brick)		\$ 30,000	
	Commence street light fixture change-out to L.E.D. technology; Estimate completing project in 10 years @ \$1,000 / head; Change twenty heads in FY'16		\$ 20,000	
	Pavement Markings: Stop bars, crosswalks		\$ 17,000	
	Centerline, turn lane markings, Watertower Rd.		\$ 5,000	
	Reflective Pavement Markers (RPM's) for fire hydrants.			
Machinery & Equipment				
	Purchase a pre-owned, one ton dump truck from Palm Beach County to replace current 1994 unit.		\$ 8,000	
Improvements - Other Than Building				
	Gateway Road reconstruct		\$ 125,000	
	Pavement Markings: Roadway Centerlines		\$ 20,000	
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET				
COMBINED TOTALS				
		\$	340,000	

**TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL PROJECTS FUND**

CDBG Projects

FISCAL YEAR 2015-16

Schedule 5

Project Title	Description	Revenue	Cost
CDBG Grants	2013/14 CDBG	\$ 40,650	\$ 40,650
	2014/15 CDBG	\$ 40,650	\$ 40,650
	Special Area of Hope	\$ 322,291	\$ 334,700
	2014/15 CDBG	\$ 33,964	\$ 35,000
	Tennis Court Lights and Park bathrooms		
	Park benches and trash receptacles		
TOTALS FOR PROJECTS THAT ARE INCLUDED IN THE PROPOSED BUDGET		\$ 437,555	\$ 451,000

**TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
PROPOSED INITIATIVES with DETAIL**

FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Computer Upgrade	This request is for replacement of hardware and software from Windows XP to Windows 8.1 Pro. Microsoft will no longer support Windows XP after 2014.	N/A	\$ 8,700
	The new software is also required to operate the new Touchscreen(POS) module that our Dockmaster collection system will be converting to after January 2015.		
	The following is a break out of costs associated with this specific capital outlay request:		
	1 PC (hardware/software) for Marina Director's office		\$ 2,000
	1 PC (hardware/software) for Office Clerical Desk		\$ 2,000
	1 PC (hardware/software) for Dock Attendant's Desk		\$ 2,000
	1 Touchscreen Module for Office Clerical Desk		\$ 1,000
	1 Touchscreen Module for Dock Attendant's Desk		\$ 1,000
	Training and set-up fee for Touchscreen Process		\$ 700
	TOTAL		\$ 8,700
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET		\$ -	\$ 8,700

**TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
PROPOSED INITIATIVES with DETAIL**

FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
	Lap top computer for NPDES field reports		\$ 1,500
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET			\$ 1,500
Improvements: Drainage	Firestone outfall remediation		\$ 90,000
	Vac-con Refurbishment. Prolong life of equipment.		90,000
Machinery & Equipment	GIS: Workstation / dual screen, 24Gb memory and 1 Tb hard drive with back-up to local drive		5,000
	Software: ESRI (Release 11) + AutoCAD LT		3,000
Improvements: Drainage	Date Palm Drive - drainage pipe repair; voids and potholes appearing at pipe joints		65,000
Machinery & Equipment	Replacement debris tank for Street Sweeper. Existing tank worn & perforated.		30,000
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET			\$ 283,000
COMBINED TOTALS			\$ 284,500

**TOWN OF LAKE PARK - ANNUAL BUDGET
 SANITATION FUND (FUND 404)
 PROPOSED INITIATIVES with DETAIL
 FISCAL YEAR 2015-16**

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Machinery & Equip.	Take delivery of two vehicles; annual debt service		\$106,433
	Refurbish 2006 sideloader and 2009 frontloader		75,000
	(2) Replacement computers for streaming safety videos and desktop model for billing		3,000
	Laser printer (or. upgrade DPW photocopier lease for color printing capabilities)		500
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET			\$184,933
Lift Gate for #36	Lift Gate for safe operations and injury mitigation		2,500
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET			2,500
COMBINED TOTALS			\$187,433

**TOWN OF LAKE PARK - ANNUAL BUDGET
 COMMUNITY REDEVELOPMENT AGENCY (CRA)
 PROPOSED INITIATIVES with DETAIL**

FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Artists of the Palm Beaches Grant	Artists of Palm Beach County - potential building lighting grant		\$ 4,000
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET			\$ 4,000
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET			
COMBINED TOTALS			\$ 4,000



Town of Lake Park Town Commission

Agenda Request Form Exhibit "B"

Meeting Date: September 3, 2015

Agenda Item No. Tab 3

Agenda Title: Resolution Authorizing and Directing the Town Manager to Obtain Property and Casualty Insurance Coverage from the Preferred Governmental Insurance Trust for Fiscal Year 2016

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

Approved by Town Manager *J. V. Light* Date: 8-27-15
Bonnie M. Kellum-Turner
 Name/Title HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	Costs: \$178,178.00 Funding Source: Acct. # Various as funded in FY 2016 budget <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	Attachments: Copy of Resolution and Gehring Group 2015/2016 Property and Casualty Insurance Evaluation
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:

At the request of staff, and in order to provide the most competitive rates for the renewal for Fiscal Year 2015-2016 of the Town's property and casualty insurance, Gehring Group issued bids to the insurance marketplace.

The incumbent carrier of the Town's property and casualty insurance coverage (which includes Flood, Inland Marine, Crime Coverage, General Liability, Network Security and Privacy Liability, Public Official Liability and Employment Practices Liability, Automobile Liability, and Workers' Compensation Insurance) is the Florida League of Cities/Florida Municipal Insurance Trust (FMIT). In response to the bids issued by Gehring Group for such coverage, FMIT provided a renewal quote of \$166,286. Added to this amount is the Gehring Group fee of \$16,629, which results in a total net premium of \$182,915, which is a 14.6 percent (or \$31,357) decrease over the expiring coverage.

Preferred Governmental Insurance Trust (PGIT) provided a quote for such property and casualty insurance coverage for a total annual premium of \$162,228. Added to this amount is the Gehring Group fee of \$15,950, which results in a total net premium of \$178,178, which is a 16.8 percent (or a \$36,093) decrease over the expiring coverage. PGIT has also offered its entire insurance program with a two year rate guarantee. The quote provided by PGIT is set forth as Alternate #1 on the attached copy of the Gehring Group 2015/2016 Property and Casualty Insurance Evaluation (Exhibit A to the Resolution).

After careful review, and upon recommendation by Gehring Group, staff recommends that the Town's property and casualty insurance coverage be obtained through PGIT for Fiscal Year 2015 – 2016.

Recommended Motion: I move to adopt Resolution 28-09-15



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "C"

Meeting Date: September 3, 2015

Agenda Item No. 4

Agenda Title: Resolution Authorizing and Directing the Town Manager to Renew for Fiscal Year 2016 the Employee Medical Insurance through Florida Blue; the Employee Dental Insurance with MetLife; to obtain the Employee Vision Insurance through Humana; and, to obtain Basic Life and Accidental Death and Dismemberment Insurance, Short Term Disability and Long Term Disability Insurance through Florida Combined Life

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager

[Signature]

Date:

9-1-15

Name/Title

[Signature]
HUMAN RESOURCES DIRECTOR

<p>Originating Department: Human Resources</p>	<p>Costs: \$ 464,334 Funding Source: Various Acct. # Various as funded in FY 2016 budget [x] Finance <i>[Signature]</i></p>	<p>Attachments: Resolution; Gehring Group Employee Benefits Insurance Renewal Evaluation for Fiscal Year 2016 (Exhibit A); and, Gehring Group Employee Benefits Evaluation (detail) for Fiscal Year 2016 (Exhibit B)</p>
<p>Advertised: Date: _____ Paper: _____ [x] 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>BMT</u> or Not applicable in this case _____ Please initial one.</p>

Summary Explanation/Background

Medical Insurance:

The current provider of the Town's employee medical insurance is Florida Blue, which is due for renewal on October 1, 2015 for Fiscal Year 2016. Gehring Group obtained from Florida Blue an initial in-network renewal rate of 18.7 percent, or approximately \$87,000, over the expiring coverage for Fiscal Year 2015. At the direction of staff, and in order to obtain the most competitive renewal rates, Gehring Group submitted a market request for proposals to several carriers. The following carriers responded:

- Florida Blue
- United Healthcare
- Humana
- Aetna

The details of the quotes received from the above carriers are set forth in the Employee Benefits Evaluation which is attached as **Exhibit B**.

As a result of negotiations conducted by Gehring Group, Florida Blue reduced its quote to an increase of 8.7 percent (or \$40,559). Florida Blue also submitted an alternate proposal resulting in a 6.5 percent (or a \$30,213) increase over the expiring coverage, contingent upon the Town placing its group life, short term disability and long term disability coverage with its subsidiary, Florida Combined Life, which staff is recommending as set forth later in this document.

After careful review, and upon recommendation by Gehring Group, staff recommends that the medical insurance coverage for Town employees be renewed with Florida Blue for Fiscal Year 2016 utilizing the Florida Blue negotiated renewal with ancillary package.

Dental Insurance:

The current provider of the Town's employee dental insurance is MetLife which is due for renewal on October 1, 2015. At the direction of staff, and in order to obtain competitive renewal rates, Gehring Group submitted a market request for proposals to several carriers for such coverage. The following carriers responded:

- MetLife
- Florida Combined Life
- United Concordia
- United Healthcare F0008
- Renaissance
- Reliance Standard
- Ameritas Plan 1
- Guardian
- Humana
- Advantica
- Delta Dental

The details of the quotes received from the above carriers are set forth in the Employee Benefits Evaluation which is attached as **Exhibit B**.

MetLife has provided an in-network renewal rate with a 4.6 percent (or a \$1,242) increase over the expiring coverage. Inasmuch as the 4.6 percent increase has been determined by Gehring Group to be below the current dental market trend of 7 percent and that the premium difference generated does not merit the disruption in carrier, administration and plan network, staff recommends that the dental insurance coverage for Town employees be renewed with MetLife for Fiscal Year 2016.

Vision Insurance:

The current provider of the Town's employee vision insurance is MetLife SafeGuard which is due for renewal on October 1, 2015. At the direction of staff, and in order to obtain competitive renewal rates, Gehring Group submitted a market request for proposals to several carriers for such coverage. The following carriers responded:

- MetLife SafeGuard
- Superior Vision
- Humana
- United Healthcare
- Guardian
- Advantica
- EyeMed
- Renaissance
- Reliance Standard
- Americas

The details of the quotes received from the above carriers are set forth in the Employee Benefits Evaluation which is attached as **Exhibit B**.

MetLife SafeGuard initially provided an in-network renewal rate with a 19.8 percent (or a \$787) increase over the expiring coverage. As a result of negotiations conducted by Gehring Group, MetLife SafeGuard reduced its quote to an increase of 14.0 percent (or \$558) due to high claims activity as set forth in **Exhibit A**. As a result of this year's RFQ process, Humana proposed a comparable plan that will reduce the annual premium by approximately 11.2 percent (or -\$447).

After careful review, and upon recommendation by Gehring Group, staff recommends that the vision insurance coverage for Town employees be obtained through the Humana for Fiscal Year 2016.

Basic Life and Accidental Death and Dismemberment Insurance:

The current provider of the Town's basic life and accident death and dismemberment insurance (also referred to as "group life insurance") is Lincoln Financial Group which is due for renewal on October 1, 2015 for Fiscal Year 2016. At the direction of staff, and in order to obtain competitive renewal rates, Gehring Group submitted a market request for proposals to several carriers for such coverage. The following carriers responded:

- Lincoln Financial Group
- Florida Combined Life
- Reliance Standard
- Humana
- Guardian
- SunLife

The details of the quotes received from the above carriers are set forth in the Employee Benefits Evaluation which is attached as **Exhibit B**.

Lincoln Financial provided a renewal rate with a 9.20 percent (or an \$872) increase over the expiring coverage due to recent high claim activity.

As stated previously in this document, the 6.5 percent increase proposed by Florida Blue for medical insurance coverage is contingent upon the Town placing its group life insurance coverage with its subsidiary, Florida Combined Life, which would result in a 19.5 percent (or -\$1,853) decrease for such coverage.

Florida Combined Life also included a two-year rate guarantee on the basic life, accidental death and dismemberment.

After careful review, and upon recommendation by Gehring Group, staff recommends that the basic life and accident death and dismemberment insurance be obtained through Florida Combined Life for Fiscal Year 2016.

Short Term Disability Insurance:

The current provider of the Town's short term disability insurance is Lincoln Financial Group which is due for renewal on October 1, 2015 for Fiscal Year 2016. At the direction of staff, and in order to obtain competitive renewal rates, Gehring Group submitted a market request for proposals to several carriers for such coverage. The following carriers responded:

- Lincoln Financial Group
- SunLife
- Humana
- Guardian
- Florida Combined Life
- Reliance Standard

The details of the quotes received from the above carriers are set forth in the Employee Benefits Evaluation which is attached as **Exhibit B**.

Lincoln Financial provided a renewal quote with a 10.0 percent (or a \$1,785) increase over the expiring coverage.

As stated previously in this document, the 6.5 percent increase proposed by Florida Blue for medical insurance coverage is contingent upon the Town placing its short term disability insurance coverage with its subsidiary, Florida Combined Life, which would result in a decrease of 27.8 percent (or

-\$4,959) decrease for such coverage.

Florida Combined Life also included a two-year rate guarantee on its short term disability coverage.

After careful review, and upon recommendation by Gehring Group, staff recommends that the short term disability insurance be obtained through Florida Combined Life for Fiscal Year 2016.

Long Term Disability Insurance:

The current provider of the Town's long term disability insurance is Lincoln Financial Group which is due for renewal on October 1, 2015 for Fiscal Year 2016. At the direction of staff, and in order to obtain competitive renewal rates, Gehring Group submitted a market request for proposals to several carriers for such coverage. The following carriers responded:

- Lincoln Financial Group
- Reliance Standard
- Florida Combined Life
- SunLife
- Guardian

The details of the quotes received from the above carriers are set forth in the Employee Benefits Evaluation which is attached as **Exhibit B**.

Lincoln Financial provided a renewal quote with a 10.0 percent (or a \$1,083) increase over the expiring coverage.

As stated previously in this document, the 6.5 percent increase proposed by Florida Blue for medical insurance coverage is contingent upon the Town placing its long term disability insurance coverage with its subsidiary, Florida Combined Life, which would result in a -9.6 percent (or a -\$1,041) decrease for such coverage.

Florida Combined Life also included a two-year rate guarantee on its long term disability coverage.

After careful review, and upon recommendation by Gehring Group, staff recommends that the short term disability insurance be obtained through Florida Combined Life for Fiscal Year 2016.

Recommended Motion: I move to adopt Resolution _____.

EXHIBIT B

Town of Lake Park
Employee Benefits Evaluation
DETAIL



August 5, 2015

Analysis by:

GEHRING GROUP
PROFESSIONAL SERVICES

11505 Fairchild Gardens Avenue, Suite 202

Palm Beach Gardens, Florida 33410

(561) 626-6797

(800) 244-3696 / (561) 626-6970 – Fax

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**Town of Lake Park
2015 Marketing List**

Carrier	Proposal Status
Advantica	Vision
Aetna	Medical
Ameritas Group	Dental, Vision
Assurant	Decline to Quote - Not Competitive
Avesis Vision Plans	No Response
AvMed	Decline to Quote - Network Noncompetitive
CIGNA	Decline to Quote - Not Competitive
Corporate Care Works (a division of Health Advocate)	No Response
Delta Dental	Dental
EyeMed	Vision
Florida Blue (Incumbent)	Medical, Dental, Life
Florida League of Cities (Public Only)	Decline to Quote - Not Competitive
Guardian	Dental, Life, Disability
Health First Health plan	No Response
Humana	Medical, Dental, Vision, Life, STD
Integrated Behavioral Health (Guardian)	No Response
Liberty Dental Plan	Decline to Quote - must have 51 eligible
Lincoln Financial Group (Incumbent)	Life, Disability
MetLife (Incumbent)	Dental, Vision - No Reponse on Life and Disability
MH NET	No Response
MHN	Received
Minnesota Life Municipal (Public Only)	No Response
Mutual of Omaha	No Response
New Directions	EAP
Principal Financial Group	No Response
Reliance Standard	Dental, Vision, Life, Disability
Renaissance	Dental, Vision
Solstice	No Response
SunLife	Life, Disability
Superior Vision	Vision
Symetra Life Insurance Company	Decline to Quote - must have 100 eligible
The Standard	No Response
United Concordia	Received
United HealthCare of Florida	Medical, Dental, Vision
Unum	Decline to Quote - Not Competitive
VSP	Decline to Quote - Not Competitive

NEGOTIATED RENEWAL
MEDICAL ONLY
Florida Blue
Predictable Cost Plan 03769

RENEWAL
Florida Blue
Predictable Cost Plan 03769

CURRENT
Florida Blue
Predictable Cost Plan 03769

NEGOTIATED RENEWAL WITH ANCILLARY PACKAGE
Florida Blue
Predictable Cost Plan 03769

	CURRENT Florida Blue Predictable Cost Plan 03769		RENEWAL Florida Blue Predictable Cost Plan 03769		MEDICAL ONLY Florida Blue Predictable Cost Plan 03769		NEGOTIATED RENEWAL WITH ANCILLARY PACKAGE Florida Blue Predictable Cost Plan 03769	
	In-Network	Out of Network	In-Network	Out of Network	In-Network	Out of Network	In-Network	Out of Network
Deductible	\$500	\$1,500	\$500	\$1,500	\$500	\$1,500	\$500	\$1,500
Family	\$1,500	\$4,500	\$1,500	\$4,500	\$1,500	\$4,500	\$1,500	\$4,500
Out of Pocket Maximum	<i>Includes All Costs</i>		<i>Includes All Costs</i>		<i>Includes All Costs</i>		<i>Includes All Costs</i>	
Single	\$3,000	\$6,000	\$3,000	\$6,000	\$3,000	\$6,000	\$3,000	\$6,000
Family	\$6,000	\$12,000	\$6,000	\$12,000	\$6,000	\$12,000	\$6,000	\$12,000
Coinsurance	20%	50%	20%	50%	20%	50%	20%	50%
Office Visits								
Physician Office Visit	\$25	CYD + 50%	\$25	CYD + 50%	\$25	CYD + 50%	\$25	CYD + 50%
Specialist Visit	\$60	CYD + 50%	\$60	CYD + 50%	\$60	CYD + 50%	\$60	CYD + 50%
Preventive Services (Wellness)	No Charge	50%	No Charge	50%	No Charge	50%	No Charge	50%
Independent Clinical Lab	No Charge	CYD + 50%	No Charge	CYD + 50%	No Charge	CYD + 50%	No Charge	CYD + 50%
Advanced Imaging	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%
Chiropractic	\$60	CYD + 50%	\$60	CYD + 50%	\$60	CYD + 50%	\$60	CYD + 50%
Urgent Care Center	\$65	CYD + 50%	\$65	CYD + 50%	\$65	CYD + 50%	\$65	CYD + 50%
Hospital								
Inpatient	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%
Outpatient	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%
Physician Services at Hospital	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Emergency Room Visit	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Ambulance	CYD + 20%	In-Net CYD + 20%	CYD + 20%	In-Net CYD + 20%	CYD + 20%	In-Net CYD + 20%	CYD + 20%	In-Net CYD + 20%
Mental Health / Substance Abuse								
Inpatient	No Charge	50%	No Charge	50%	No Charge	50%	No Charge	50%
Outpatient	No Charge	50%	No Charge	50%	No Charge	50%	No Charge	50%
Prescription Drugs								
Tier 1	\$10	50%	\$10	50%	\$10	50%	\$10	50%
Tier 2	\$50	50%	\$50	50%	\$50	50%	\$50	50%
Tier 3	\$80	50%	\$80	50%	\$80	50%	\$80	50%
Tier 4	20%	Not Covered	20%	Not Covered	20%	Not Covered	20%	Not Covered
Mail Order (90 day supply)	2.5 x Retail	Not Covered	2.5 x Retail	Not Covered	2.5 x Retail	Not Covered	2.5 x Retail	Not Covered
enroll	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost
Employee	\$646.54	\$767.30	\$646.54	\$767.30	\$646.54	\$767.30	\$646.54	\$767.30
Employee + Spouse	\$1,538.77	\$1,826.17	\$1,538.77	\$1,826.17	\$1,538.77	\$1,826.17	\$1,538.77	\$1,826.17
Employee + Child(ren)	\$1,189.63	\$1,411.83	\$1,189.63	\$1,411.83	\$1,189.63	\$1,411.83	\$1,189.63	\$1,411.83
Family	\$2,017.21	\$2,393.98	\$2,017.21	\$2,393.98	\$2,017.21	\$2,393.98	\$2,017.21	\$2,393.98
Total Monthly Premium	\$38,870	\$46,130	\$38,870	\$46,130	\$38,870	\$46,130	\$38,870	\$46,130
Total Annual Premium	\$466,440	\$553,561	\$466,440	\$553,561	\$466,440	\$553,561	\$466,440	\$553,561
% Increase		\$87,120		\$87,120		\$87,120		\$87,120
% Increase		18.7%		18.7%		18.7%		18.7%
Employee	Town Cost	EE Cost	Town Cost	EE Cost	Town Cost	EE Cost	Town Cost	EE Cost
Employee	\$646.54	\$0.00	\$646.54	\$0.00	\$646.54	\$0.00	\$646.54	\$0.00
Employee + Spouse	\$1,092.66	\$446.12	\$1,092.66	\$446.12	\$1,092.66	\$446.12	\$1,092.66	\$446.12
Employee + Child(ren)	\$918.09	\$271.55	\$918.09	\$271.55	\$918.09	\$271.55	\$918.09	\$271.55
Family	\$1,331.88	\$685.34	\$1,331.88	\$685.34	\$1,331.88	\$685.34	\$1,331.88	\$685.34
Monthly Premium	\$32,366	\$6,504	\$32,366	\$6,504	\$32,366	\$6,504	\$32,366	\$6,504
Annual Premium	\$388,390	\$78,051	\$388,390	\$78,051	\$388,390	\$78,051	\$388,390	\$78,051
% Increase								
% Increase								

*3 employees are currently waiving coverage, 5 are not covered, 1 is on COBRA. The employee in their waiting period was added to the single employee count in this evaluation.

CURRENT

Florida Blue
Predictable Cost Plan 03769

ALTERNATE #1

United Healthcare
Choice 81-Q / 122

ALTERNATE #2

United Healthcare
Choice Plus 8M-1 / 122

Deductible	CURRENT		ALTERNATE #1		ALTERNATE #2	
	In Network	Out of Network	In Network Only	In Network	Out of Network	Out of Network
Single	\$500	\$1,500	\$500	\$500	\$1,000	\$1,000
Family	\$1,500	\$4,500	\$1,000	\$1,000	\$1,000	\$2,000
Out of Pocket Maximum						
Single	\$3,000	\$6,000	\$3,000	\$3,000	\$3,000	\$6,000
Family	\$6,000	\$12,000	\$6,000	\$6,000	\$6,000	\$12,000
Coinsurance	20%	50%	20%	20%	20%	40%
Office Visits						
Physician Office Visit	\$25	CYD + 50%	\$25	\$25	\$25	CYD + 40%
Specialist Visit	\$60	CYD + 50%	\$50	\$50	\$50	CYD + 40%
Preventive Services (Wellness)	No Charge	50%	No Charge	No Charge	No Charge	Not Covered
Independent Clinical Lab	No Charge	CYD + 50%	No Charge	No Charge	No Charge	Not Covered
Advanced Imaging	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 20%	CYD + 20%	CYD + 40%
Chiropractic	\$60	CYD + 50%	\$25	\$25	\$25	CYD + 40%
Urgent Care Center	\$65	CYD + 50%	\$100	\$100	\$100	CYD + 40%
Hospital						
Inpatient	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 20%	CYD + 20%	CYD + 40%
Outpatient	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 20%	CYD + 20%	CYD + 40%
Physician Services at Hospital	\$100	\$100	\$100	\$100	\$100	CYD + 40%
Emergency Room Visit	\$300	\$300	\$300	\$300	\$300	CYD + 40%
Ambulance	CYD + 20%	In-Net CYD + 20%	CYD + 20%	CYD + 20%	CYD + 20%	In-Net CYD + 20%
Mental Health / Substance Abuse						
Inpatient	No Charge	50%	CYD + 20%	CYD + 20%	CYD + 20%	CYD + 40%
Outpatient	No Charge	50%	\$50	\$50	\$50	CYD + 40%
Prescription Drugs						
Tier 1	\$10		\$15	\$15	\$15	
Tier 2	\$50		\$45	\$45	\$45	
Tier 3	\$80	50%	\$75	\$75	\$75	
Tier 4	20%		\$125	\$125	\$125	
Specialty	20%		\$15/\$45/\$75/\$125	\$15/\$45/\$75/\$125	\$15/\$45/\$75/\$125	
Mail Order (90 day supply)	2.5 x Retail	Not Covered	2.5 x Retail	2.5 x Retail	2.5 x Retail	Not Covered
	enroll	Total Cost	Total Cost	Total Cost	Total Cost	EE Cost
Employee	26	\$646.54	\$640.31	\$670.04	\$670.04	\$0.00
Employee + Spouse	6	\$1,538.77	\$1,370.26	\$1,433.89	\$1,433.89	\$381.93
Employee + Child(ren)	4	\$1,189.63	\$1,306.23	\$1,366.88	\$1,366.88	\$348.42
Family	4	\$2,017.21	\$1,959.35	\$2,050.32	\$2,050.32	\$690.14
Total Monthly Premium	40	\$38,870	\$37,932	\$39,693	\$39,693	
Total Annual Premium		\$466,440	\$455,183	\$476,318	\$476,318	
\$ Increase			-\$11,257	\$9,878	\$9,878	
% Increase			-2.4%	2.1%	2.1%	
	enroll	Town Cost	Town Cost	Town Cost	Town Cost	EE Cost
Employee	26	\$646.54	\$640.31	\$670.04	\$670.04	\$0.00
Employee + Spouse	6	\$1,092.66	\$1,005.29	\$1,051.97	\$1,051.97	\$381.93
Employee + Child(ren)	4	\$918.09	\$973.27	\$1,018.46	\$1,018.46	\$348.42
Family	4	\$1,331.88	\$1,299.83	\$1,360.18	\$1,360.18	\$690.14
Monthly Premium	40	\$32,366	\$31,772	\$33,247	\$33,247	
Annual Premium		\$388,391	\$381,266	\$398,969	\$398,969	
\$ Increase			-\$7,125	\$10,578	\$10,578	
% Increase			-1.8%	2.7%	2.7%	
						EE Cost
						\$6,446
						\$77,349
						-\$700
						-0.9%

*3 employees are currently waiving coverage. 5 are not covered, 1 is on COBRA. The employee in their waiting period was added to the single employee count in this evaluation.

*Rates are not firm until final enrollment is submitted.

Town of Lake Park
Medical Insurance Evaluation
Effective Date: October 1, 2015

CURRENT

ALTERNATE #3

Deductible	Predictable Cost Plan 03769		United Healthcare Choice Plus 8M-7 / 122	
	Florida Blue			
	In Network	Out of Network	In Network Only	
Single	\$500	\$1,500	\$0	\$400
Family	\$1,500	\$4,500	\$0	\$1,000
Out of Pocket Maximum				<i>Includes All Costs</i>
Single	\$3,000	\$6,000	\$1,500	\$3,500
Family	\$6,000	\$12,000	\$3,000	\$7,000
Coinsurance	20%	50%	20%	40%
Office Visits				
Physician Office Visit	\$25	CYD + 50%	\$15	CYD + 40%
Specialist Visit	\$60	CYD + 50%	\$30	CYD + 40%
Preventive Services (Wellness)	No Charge	50%	No Charge	Not Covered
Independent Clinical Lab	No Charge	CYD + 50%	No Charge	Not Covered
Advanced Imaging	CYD + 20%	CYD + 50%	20%	CYD + 40%
Chiropractic	\$60	CYD + 50%	\$15	CYD + 40%
Urgent Care Center	\$65	CYD + 50%	\$100	CYD + 40%
Hospital				
Inpatient	CYD + 20%	CYD + 50%	20%	CYD + 40%
Outpatient	CYD + 20%	CYD + 50%	20%	CYD + 40%
Physician Services at Hospital	\$100	\$100	20%	CYD + 40%
Emergency Room Visit	\$300	\$300	\$350	\$350
Ambulance	CYD + 20%	In-Net CYD + 20%	20%	20%
Mental Health / Substance Abuse				
Inpatient	No Charge	50%	20%	CYD + 40%
Outpatient	No Charge	50%	\$30	CYD + 40%
Prescription Drugs				
Tier 1	\$10		\$15	
Tier 2	\$50		\$45	
Tier 3	\$80		\$75	
Tier 4	20%		\$125	
Specialty	20%		\$15/\$45/\$75/\$125	
Mail Order (90 day supply)	2.5 x Retail	Not Covered	2.5 x Retail	Not Covered
	Total Cost	Total Cost	Total Cost	Total Cost
Employee	\$646.54	\$646.54	\$755.79	\$755.79
Employee + Spouse	\$1,538.77	\$1,538.77	\$1,617.39	\$1,617.39
Employee + Child(ren)	\$1,189.63	\$1,189.63	\$1,541.81	\$1,541.81
Family	\$2,017.21	\$2,017.21	\$2,312.72	\$2,312.72
Total Monthly Premium	\$38,870	\$38,870	\$44,773	\$44,773
Total Annual Premium	\$466,440	\$466,440	\$537,276	\$537,276
\$ Increase			\$70,836	\$70,836
% Increase			15.2%	15.2%
	Town Cost	EE Cost	Town Cost	EE Cost
Employee	\$646.54	\$0.00	\$755.79	\$0.00
Employee + Spouse	\$1,092.66	\$446.11	\$1,186.59	\$430.80
Employee + Child(ren)	\$918.09	\$271.54	\$1,148.80	\$393.01
Family	\$1,331.88	\$685.33	\$1,534.26	\$778.47
Monthly Premium	\$32,366	\$6,504	\$37,502	\$7,271
Annual Premium	\$388,391	\$78,050	\$450,028	\$87,248
\$ Increase			\$61,637	\$9,199
% Increase			15.9%	11.8%

*3 employees are currently waiting coverage, 5 are not covered, 1 is on COBRA. The employee in their waiting period was added to the single employee count in this evaluation.

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CURRENT

ALTERNATE #4

ALTERNATE #5

Deductible	Florida Blue Predictable Cost Plan 03769		Humana NPOS 14 Copay Option 52		Humana NPOS Simplicity 14 Copay Option 11	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Single	\$500	\$1,500	\$500	\$1,500	\$0	\$5,000
Family	\$1,500	\$4,500	\$1,000	\$3,000	\$0	\$10,000
Out of Pocket Maximum	<i>Includes All Costs</i>		<i>Includes All Costs</i>		<i>Includes All Costs</i>	
Single	\$3,000	\$6,000	\$4,000	\$12,000	\$6,350	\$19,050
Family	\$6,000	\$12,000	\$8,000	\$24,000	\$12,700	\$38,100
Coinsurance	20%	50%	20%	50%	20%	50%
Office Visits						
Physician Office Visit	\$25	CYD + 50%	\$25	CYD + 50%	\$30	CYD + 50%
Specialist Visit	\$60	CYD + 50%	\$40	CYD + 50%	\$55	CYD + 50%
Preventive Services (Wellness)	No Charge	50%	No Charge	CYD + 50%	No Charge	CYD + 50%
Independent Clinical Lab	No Charge	CYD + 50%	CYD	CYD + 50%	No Charge	CYD + 50%
Advanced Imaging	CYD + 20%	CYD + 50%	\$300	CYD + 50%	\$250	CYD + 50%
Chiropractic	\$60	CYD + 50%	\$40	CYD + 50%	\$55	CYD + 50%
Urgent Care Center	\$65	CYD + 50%	\$100	CYD + 50%	\$100	CYD + 50%
Hospital						
Inpatient	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	\$350/day (days 1-3)	CYD + 50%
Outpatient	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	\$350	CYD + 50%
Physician Services at Hospital	\$100	\$100	CYD + 20%	CYD + 50%	No Charge	CYD + 50%
Emergency Room Visit	\$300	\$300	\$250	\$250	\$250	\$250
Ambulance	CYD + 20%	In-Net CYD + 20%	CYD + 20%	CYD + 20%	\$250	\$250
Mental Health / Substance Abuse						
Inpatient	No Charge	50%	CYD + 20%	CYD + 50%	\$350/day (days 1-3)	CYD + 50%
Outpatient	No Charge	50%	\$25	CYD + 50%	\$30	CYD + 50%
Prescription Drugs						
Tier 1	\$10		\$10		\$10	
Tier 2	\$50		\$30		\$35	
Tier 3	\$80	50%	\$50		\$55	
Tier 4	20%	50%	25%		25%	
Specialty	20%		35%		35%	
Mail Order (90 day supply)	2.5 x Retail	Not Covered	2.5 x Retail	Not Covered	2.5 x Retail	Not Covered
	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost
Employee	\$646.54	\$646.54	\$709.24	\$709.24	\$709.83	\$709.83
Employee + Spouse	\$1,538.77	\$1,538.77	\$1,418.45	\$1,418.45	\$1,419.64	\$1,419.64
Employee + Child(ren)	\$1,189.63	\$1,189.63	\$1,347.53	\$1,347.53	\$1,348.65	\$1,348.65
Family	\$2,017.21	\$2,017.21	\$2,269.53	\$2,269.53	\$2,271.43	\$2,271.43
Total Monthly Premium	\$38,870	\$38,870	\$41,419	\$41,419	\$41,454	\$41,454
Total Annual Premium	\$466,440	\$466,440	\$497,030	\$497,030	\$497,445	\$497,445
% Increase			6.6%	6.6%	6.6%	6.6%
% Increase						
Employee	\$646.54	\$0.00	\$709.24	\$0.00	\$709.83	\$0.00
Employee + Spouse	\$1,092.66	\$446.11	\$1,063.85	\$354.61	\$1,064.74	\$354.91
Employee + Child(ren)	\$918.09	\$271.54	\$1,028.39	\$319.15	\$1,029.24	\$319.41
Family	\$1,331.88	\$685.33	\$1,489.39	\$780.15	\$1,490.63	\$780.80
Monthly Premium	\$32,366	\$6,504	\$34,894	\$6,525	\$34,923	\$6,530
Annual Premium	\$388,391	\$78,050	\$418,733	\$78,297	\$419,082	\$78,363
% Increase			7.8%	0.3%	7.9%	0.4%

3 employees are currently waiving coverage, 1 is on COBRA. The employee in their waiting period was added to the single employee count in this evaluation.

*Rates are not firm until final enrollment is submitted.

CURRENT

Florida Blue

Predictable Cost Plan 03769

ALTERNATE #6

Humana

NPOS 14 Copay Option 53

Deductible	CURRENT Florida Blue Predictable Cost Plan 03769		ALTERNATE #6 Humana NPOS 14 Copay Option 53	
	In Network	Out of Network	In Network	Out of Network
Single	\$500	\$1,500	\$1,000	\$3,000
Family	\$1,500	\$4,500	\$2,000	\$6,000
Out of Pocket Maximum	<i>Includes All Costs</i>		<i>Includes All Costs</i>	
Single	\$3,000	\$6,000	\$4,000	\$12,000
Family	\$6,000	\$12,000	\$8,000	\$24,000
Coinsurance	20%	50%	20%	50%
Office Visits				
Physician Office Visit	\$25	CYD + 50%	\$25	CYD + 50%
Specialist Visit	\$60	CYD + 50%	\$40	CYD + 50%
Preventive Services (Wellness)	No Charge	50%	No Charge	CYD + 50%
Independent Clinical Lab	No Charge	CYD + 50%	CYD	CYD + 50%
Advanced Imaging	CYD + 20%	CYD + 50%	\$300	CYD + 50%
Chiropractic	\$60	CYD + 50%	\$40	CYD + 50%
Urgent Care Center	\$65	CYD + 50%	\$100	CYD + 50%
Hospital				
Inpatient	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%
Outpatient	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%
Physician Services at Hospital	\$100	\$100	CYD + 20%	CYD + 50%
Emergency Room Visit	\$300	\$300	\$250	\$250
Ambulance	CYD + 20%	In-Net CYD + 20%	CYD + 20%	CYD + 20%
Mental Health / Substance Abuse				
Inpatient	No Charge	50%	CYD + 20%	CYD + 50%
Outpatient	No Charge	50%	\$25	CYD + 50%
Prescription Drugs				
Tier 1	\$10		\$10	
Tier 2	\$50		\$30	
Tier 3	\$80	50%	\$50	CYD + 30%
Tier 4	20%		25%	
Specialty	20%		35%	
Mail Order (90 day supply)	2.5 x Retail	Not Covered	2.5 x Retail	CYD + 50%
				Not Covered
	Total Cost	Total Cost	Total Cost	Total Cost
Employee	\$646.54	\$646.54	\$671.97	\$671.97
Employee + Spouse	\$1,538.77	\$1,538.77	\$1,343.91	\$1,343.91
Employee + Child(ren)	\$1,189.63	\$1,189.63	\$1,276.72	\$1,276.72
Family	\$2,017.21	\$2,017.21	\$2,150.26	\$2,150.26
Total Monthly Premium	\$38,870	\$38,870	\$39,243	\$39,243
Total Annual Premium	\$466,440	\$466,440	\$470,910	\$470,910
\$ Increase			\$4,470	\$4,470
% Increase			1.0%	1.0%
	Town Cost	EE Cost	Town Cost	EE Cost
Employee	\$646.54	\$0.00	\$671.97	\$0.00
Employee + Spouse	\$1,092.66	\$446.11	\$1,007.94	\$335.97
Employee + Child(ren)	\$918.09	\$271.54	\$974.34	\$302.38
Family	\$1,331.88	\$685.33	\$1,411.11	\$739.15
Monthly Premium	\$32,366	\$6,504	\$33,061	\$6,182
Annual Premium	\$388,391	\$78,050	\$396,727	\$74,183
\$ Increase			\$8,336	-\$3,866
% Increase			2.1%	-5.0%

3 employees are currently waiving coverage, 5 are not covered, 1 is on COBRA. The employee in their waiting period was added to the single employee count in this evaluation.

Rates are not firm until final enrollment is submitted.

CURRENT

ALTERNATE #7

ALTERNATE #8

Deductible	Florida Blue		Aetna		Aetna	
	Predictable Cost Plan 03769		HN Option Gold 500 80		HN Only Gold 500 80	
	In Network	Out of Network	In Network	Out of Network	In Network Only	
Single	\$500	\$1,500	\$500	\$1,000	\$500	
Family	\$1,500	\$4,500	\$1,000	\$2,000	\$1,000	
Out of Pocket Maximum						
Single	\$3,000	\$6,000	\$4,000	\$12,000	\$4,000	Includes All Costs
Family	\$6,000	\$12,000	\$8,000	\$24,000	\$8,000	
Coinsurance	20%	50%	20%	50%	20%	
Office Visits						
Physician Office Visit	\$25	CYD + 50%	\$25	CYD + 50%	\$25	
Specialist Visit	\$60	CYD + 50%	\$50	CYD + 50%	\$50	
Preventive Services (Wellness)	No Charge	50%	No Charge	CYD + 50%	No Charge	
Independent Clinical Lab	No Charge	CYD + 50%	No Charge	CYD + 50%	No Charge	
Advanced Imaging	CYD + 20%	CYD + 50%	\$300	CYD + 50%	\$300	
Chiropractic	\$60	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	
Urgent Care Center	\$65	CYD + 50%	\$75	CYD + 50%	\$75	
Hospital						
Inpatient	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%	CYD + 20%	
Outpatient	CYD + 20%	CYD + 50%	CYD + \$500	CYD + 50%	CYD + 20%	
Physician Services at Hospital	\$100	\$100	CYD + 20%	CYD + 50%	CYD + 20%	
Emergency Room Visit	\$300	\$300	\$500	\$500	\$500	
Ambulance	CYD + 20%	In-Net CYD + 20%	CYD + 20%	In-Network CYD + 20%	CYD + 20%	
Mental Health / Substance Abuse						
Inpatient	No Charge	50%	CYD + 20%	CYD + 50%	CYD + 20%	
Outpatient	No Charge	50%	\$50	CYD + 50%	50%	
Prescription Drugs						
Tier 1	\$10	50%	\$3 / \$10	Not Covered	\$3 / \$10	
Tier 2	\$50	50%	\$50	Not Covered	\$50	
Tier 3	\$80	50%	\$75	Not Covered	\$75	
Tier 4	20%	50%	30% or \$300 max	Not Covered	30% or \$300 max	
Tier 5	N/A	50%	50% or \$500 max	Not Covered	50% or \$500 max	
Mail Order (90 day supply)	2.5 x Retail	Not Covered	2 x Retail	Not Covered	2 x Retail	
	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	
Employee	\$646.54	\$810.63	\$810.63	\$810.63	\$764.95	
Employee + Spouse	\$1,538.77	\$1,621.26	\$1,621.26	\$1,621.26	\$1,529.90	
Employee + Child(ren)	\$1,189.63	\$1,499.66	\$1,499.66	\$1,499.66	\$1,415.16	
Family	\$2,017.21	\$2,310.29	\$2,310.29	\$2,310.29	\$2,180.10	
Total Monthly Premium	\$38,870	\$46,044	\$46,044	\$46,044	\$43,449	
Total Annual Premium	\$466,440	\$552,525	\$552,525	\$552,525	\$521,390	
% Increase		18.5%	18.5%	18.5%	11.8%	
	Town Cost	EE Cost	Town Cost	EE Cost	Town Cost	EE Cost
Employee	\$646.54	\$0.00	\$810.63	\$0.00	\$764.95	\$0.00
Employee + Spouse	\$1,092.66	\$446.11	\$1,215.95	\$405.32	\$1,147.43	\$382.48
Employee + Child(ren)	\$918.09	\$271.54	\$1,155.15	\$344.52	\$1,090.06	\$325.11
Family	\$1,331.88	\$685.33	\$1,560.46	\$749.83	\$1,472.53	\$707.58
Monthly Premium	\$32,366	\$6,504	\$39,234	\$6,809	\$37,024	\$6,426
Annual Premium	\$388,391	\$78,050	\$470,814	\$81,711	\$444,283	\$77,107
% Increase			\$82,423	\$3,662	\$55,892	-\$943
			21.2%	4.7%	14.4%	-1.2%

* 3 employees are currently waiting coverage, 5 are not covered, 1 is on COBRA. The employee in their waiting period was added to the single employee count in this evaluation.

** Rates are not firm until final enrollment is submitted to each carrier.

**Town of Lake Park
Medical Insurance Evaluation
Effective Date: October 1, 2015**



CURRENT

ALTERNATE #9

Deductible	Florida Blue Predictable Cost Plan 03769		Aetna HN Option Gold 1000 80	
	In Network	Out of Network	In Network	Out of Network
Single	\$500	\$1,500	\$1,000	\$2,000
Family	\$1,500	\$4,500	\$2,000	\$4,000
Out of Pocket Maximum	<i>Includes All Costs</i>			
Single	\$3,000	\$6,000	\$3,500	\$12,000
Family	\$6,000	\$12,000	\$7,000	\$24,000
Coinsurance	20%	50%	20%	50%
Office Visits				
Physician Office Visit	\$25	CYD + 50%	\$25	CYD + 50%
Specialist Visit	\$60	CYD + 50%	\$50	CYD + 50%
Preventive Services (Wellness)	No Charge	50%	No Charge	CYD + 50%
Independent Clinical Lab	No Charge	CYD + 50%	\$25	CYD + 50%
Advanced Imaging	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%
Chiropractic	\$60	CYD + 50%	CYD + 20%	CYD + 50%
Urgent Care Center	\$65	CYD + 50%	\$75	CYD + 50%
Hospital				
Inpatient	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%
Outpatient	CYD + 20%	CYD + 50%	CYD + 20%	CYD + 50%
Physician Services at Hospital	\$100	\$100	CYD + 20%	CYD + 50%
Emergency Room Visit	\$300	\$300	\$300	\$300
Ambulance	CYD + 20%	In-Net CYD + 20%	CYD + 20%	In Network CYD + 20%
Mental Health / Substance Abuse				
Inpatient	No Charge	50%	CYD + 20%	CYD + 50%
Outpatient	No Charge	50%	\$50	CYD + 50%
Prescription Drugs				
Tier 1	\$10		\$3 / \$10	
Tier 2	\$50		\$50	
Tier 3	\$80	50%	\$75	
Tier 4	20%		30% or \$300 max	Not Covered
Tier 5	N/A		50% or \$500 max	
Mail Order (90 day supply)	2.5 x Retail	Not Covered	2 x Retail	
enroll	Total Cost		Total Cost	
Employee	\$646.54		\$793.61	
Employee + Spouse	\$1,538.77		\$1,587.22	
Employee + Child(ren)	\$1,189.63		\$1,468.18	
Family	\$2,017.21		\$2,261.79	
Total Monthly Premium	\$38,870		\$45,077	
Total Annual Premium	\$466,440		\$540,925	
% Increase			\$74,484	
			16.0%	
Town Cost	EE Cost	Town Cost	EE Cost	
Employee	\$0.00	\$793.61	\$0.00	
Employee + Spouse	\$446.11	\$1,190.42	\$396.81	
Employee + Child(ren)	\$918.09	\$1,130.90	\$337.29	
Family	\$1,331.88	\$1,527.70	\$734.09	
Monthly Premium	\$32,366	\$38,411	\$6,666	
Annual Premium	\$388,391	\$460,929	\$79,996	
% Increase		18.7%	2.5%	

* 3 employees are currently waiving coverage, 5 are not covered, 1 is on COBRA. The employee in their waiting period was added to the single employee count in this evaluation.
 ** Rates are not firm until final enrollment is submitted to each carrier.

SCHEDULE OF BENEFITS Network	CURRENT / RENEWAL		Alternate #1 *		Alternate #2		Alternate #3	
	In Network	Non Network	In Network	Non Network	In Network	Non Network	In Network	Non Network
	MetLife		Florida Combined Life		United Concordia		United Healthcare F0008	
	PDP Plus Network		Blue Dental Choice		United Concordia Network		Solstice Network	
Plan Basics								
Calendar Year Maximum Annual Deductible	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,500	\$1,000
Single	\$25	\$50	\$50	\$50	\$25	\$25	\$50	\$50
Family	\$75	\$150	\$150	\$150	\$75	\$75	\$150	\$150
Deductible Waived for Preventive Services	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Benefits								
Preventive	100%	100%	100%	100%	100%	100%	100%	100%
Basic	95%	80%	80%	80%	90%	80%	90%	80%
Major	50%	50%	50%	50%	60%	50%	60%	50%
Orthodontia (up to age 19)	50%	50%	50%	50%	50%	50%	50%	50%
Service Information								
Out of Network Benefits Payable Level	90th UCR	90th UCR	Maximum Allowable Charge	90th UCR	90th UCR	90th UCR	12 months major and ortho	85th UCR
Waiting Period for Major Services (Timely Entrants)	None	None	None	None	None	None		
Endodontics/Periodontics Payable Level	Basic	Basic	Basic	Basic	Basic	Basic		Basic
Orthodontic Lifetime Maximum	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,500	\$1,000
Rate Guarantee	09/30/15	9/30/16	Expires 09/30/2016	Expires 09/30/2016	Expires 09/30/2016	Expires 09/30/2016	Expires 09/30/2016	Expires 09/30/2016
Monthly Rates								
Employee	2 tier, 4 tier	RENEWAL						
	24	\$33.21	\$30.93	\$30.67	\$31.90	\$36.44	\$72.89	\$73.56
	0					\$113.38	\$2,207	\$26,481
	0						-\$818	-3.0%
	16	\$98.84	\$95.79	\$88.20	\$88.10			
Employee + Family	40	\$2,378	\$2,275	\$2,147	\$2,175	\$2,207	\$26,481	
Monthly Premium	40	\$27,300	\$27,300	\$25,767	\$26,102			
Annual Premium		N/A	N/A	-\$1,532	-\$1,197			
\$ Increase		N/A	N/A	-5.6%	-4.4%			
% Increase		4.6%						

SCHEDULE OF BENEFITS Network	CURRENT / RENEWAL		Alternate #4		Alternate #5		Alternate #6		Alternate #7	
	MetLife		Renaissance		Reliance Standard		Ameritas Plan 1		Guardian	
Plan Basics	PDP Plus Network		Renaissance Network		Ameritas Network		Freedom of Choice Network		Dental Guard Preferred	
	In Network	Non Network	In Network	Non Network	In Network	Non Network	In Network	Non Network	In Network	Non Network
Calendar Year Maximum Annual Deductible	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Single	\$25	\$50	\$25	\$50	\$25	\$50	\$25	\$50	\$25	\$50
Family	\$75	\$150	\$75	\$150	\$75	\$150	\$75	\$150	\$75	\$150
Deductible Waived for Preventive Services	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Benefits										
Preventive	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Basic	95%	80%	95%	80%	95%	80%	95%	80%	100%	80%
Major	50%	50%	50%	50%	50%	50%	50%	50%	60%	50%
Orthodontia (up to age 19)	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
Service Information										
Out of Network Benefits Payable Level	90th UCR	90th UCR	90th UCR	90th UCR	90th UCR	90th UCR	90th UCR	90th UCR	90th UCR	90th UCR
Waiting Period for Major Services (Timely Entrants)	None	None	None	None	None	None	None	None	None	None
Endodontics/Periodontics Payable Level	Basic	Basic	Basic	Basic	Basic	Basic	Basic	Basic	Basic	Basic
Orthodontic Lifetime Maximum	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Rate Guarantee	09/30/15	9/30/16	09/30/15	9/30/16	09/30/15	9/30/16	09/30/15	9/30/16	09/30/15	9/30/16
Monthly Rates	2 tier 4 tier		2 tier 4 tier		2 tier 4 tier		2 tier 4 tier		2 tier 4 tier	
Employee	CURRENT	RENEWAL	CURRENT	RENEWAL	CURRENT	RENEWAL	CURRENT	RENEWAL	CURRENT	RENEWAL
	\$30.93	\$33.21	\$30.31	\$30.93	\$30.93	\$34.96	\$34.96	\$74.64	\$35.13	\$74.64
Employee + Family	\$95.79	\$98.84	\$93.87	\$99.16	\$99.16	\$135.36	\$95.68	\$135.36	\$100.59	\$95.68
Monthly Premium	\$2,275	\$2,378	\$2,229	\$2,329	\$2,329	\$2,402	\$2,402	\$2,453	\$2,453	\$2,453
Annual Premium	\$27,300	\$28,542	\$26,752	\$27,947	\$27,947	\$28,829	\$28,829	\$29,431	\$29,431	\$29,431
\$ Increase	N/A	\$1,242	-\$547	\$647	\$647	\$1,529	\$1,529	\$2,131	\$2,131	\$2,131
% Increase	N/A	4.6%	-2.0%	2.4%	2.4%	5.6%	5.6%	7.8%	7.8%	7.8%

Town of Lake Park
Dental Insurance Evaluation
Effective Date: October 1, 2015

CURRENT / RENEWAL **Alternate #8** **Alternate #9** **Alternate #10**

SCHEDULE OF BENEFITS Network	MetLife PDP Plus Network		Humana Humana Dental Network		Advantica Advantica Plus & DenteMax		Delta Dental Delta Dental Network	
	In Network	Non Network	In Network	Non Network	In Network	Non Network	In Network	Non Network
Plan Basics								
Calendar Year Maximum Annual Deductible	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Single	\$25	\$50	\$25	\$50	\$25	\$50	\$50	\$50
Family	\$75	\$150	\$75	\$150	\$75	\$150	\$150	\$150
Deductible Waived for Preventive Services	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Benefits								
Preventive	100%	100%	100%	100%	100%	100%	100%	100%
Basic	95%	80%	100%	80%	95%	80%	100%	100%
Major	50%	50%	60%	50%	50%	50%	50%	50%
Orthodontia (up to age 19)	50%	50%	50%	50%	50%	50%	50%	50%
Service Information								
Out of Network Benefits Payable Level	90th UCR	90th UCR	90th UCR	90th UCR	90th UCR	90th UCR	90th UCR	90th UCR
Waiting Period for Major Services (Timely Entrants)	None	None	None	None	None	None	None	None
Endodontics/Periodontics Payable Level	Basic	Basic	Basic	Basic	Basic	Basic	Basic	Basic
Orthodontic Lifetime Maximum	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Rate Guarantee	09/30/15	9/30/16	09/30/15	9/30/16	09/30/15	9/30/16	09/30/15	9/30/16
Monthly Rates	CURRENT	RENEWAL	CURRENT	RENEWAL	CURRENT	RENEWAL	CURRENT	RENEWAL
Employee	24	24	24	24	24	24	24	24
	0	6	0	6	0	6	0	6
Employee + Family	16	4	16	4	16	4	16	4
Monthly Premium	\$2,275	\$2,378	\$2,641	\$2,641	\$2,720	\$2,720	\$2,957	\$2,957
Annual Premium	\$27,300	\$28,542	\$31,694	\$31,694	\$32,638	\$32,638	\$35,488	\$35,488
\$ Increase	N/A	\$1,242	\$4,395	\$4,395	\$5,339	\$5,339	\$8,189	\$8,189
% Increase	N/A	4.6%	16.1%	16.1%	19.6%	19.6%	30.0%	30.0%

Alternate #1

Alternate #2

Alternate #3

SCHEDULE OF BENEFITS	CURRENT / RENEWAL		MetLife (SafeGuard)		Superior Vision		Humana Plan 56	
	In Network	Non Network	In Network	Non Network	In Network	Non Network	In Network	Non Network
Exam Copay	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Materials Copay	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
Frequency								
Exam Copay	12 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months
Lenses	12 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months
Frames	24 months	24 months	24 months	24 months	24 months	24 months	24 months	24 months
Benefits Payable	Copay	Reimbursement	Copay	Reimbursement	Copay	Reimbursement	Copay	Reimbursement
Eye Exam	\$10	Up to \$35	\$10	Up to \$40	\$10	Up to \$35	\$10	Up to \$40
Single Lenses	\$25	Up to \$25	\$25	Up to \$20	\$15	Up to \$25	\$25	Up to \$40
Bifocal Lenses	\$25	Up to \$35	\$25	Up to \$40	\$15	Up to \$40	\$25	Up to \$60
Trifocal Lenses	\$25	Up to \$45	\$25	Up to \$60	\$15	Up to \$60	\$25	Up to \$80
Lenses and Frames	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Reimbursement
Contact Lenses (Elective)	Up to \$135	Up to \$100	Up to \$150	Up to \$60	Up to \$150	Up to \$150	Up to \$105	Up to \$105
Contact Lenses (Medically Necessary)	Up to \$250	Up to \$250	Paid in Full	Up to \$250	Paid in Full	Up to \$210	Paid in Full	Up to \$210
Frames	Up to \$100	Up to \$65	Up to \$150	Up to \$40	\$50 wholesale	Up to \$45	Up to \$130	Up to \$45
Rate Guarantee	09/30/15	09/30/16	Expires 09/30/16	Expires 09/30/16	Expires 09/30/16	Expires 09/30/16	Expires 09/30/16	Expires 09/30/16
Monthly Rates	2 tier	4 tier	RENEWAL	RENEWAL	RENEWAL	RENEWAL	RENEWAL	RENEWAL
Employee	23	23	\$5.39	\$6.44	\$4.62	\$4.78	\$4.80	\$4.80
Employee + Spouse	0	7			\$9.24	\$9.55	\$10.08	\$10.08
Employee + Child(ren)	0	2			\$7.46	\$9.07	\$11.86	\$11.86
Employee + Family	16	7	\$13.00	\$15.59	\$12.62	\$14.26	\$17.48	\$17.48
Monthly Premium	39	39	\$332	\$398	\$274	\$295	\$327	\$327
Annual Premium			\$3,984	\$4,771	\$3,290	\$3,537	\$3,924	\$3,924
\$ Increase			N/A	\$787	-\$693	-\$447	-\$59	-\$59
% Increase			N/A	19.8%	-17.4%	-11.2%	-1.5%	-1.5%

SCHEDULE OF BENEFITS	CURRENT / RENEWAL		Alternate #4		Alternate #5		Alternate #6	
	MetLife (SafeGuard)		Guardian Davis Vision		Advantica		EyeMed	
	In Network	Non Network	In Network	Non Network	In Network	Non Network	In Network	Non Network
Exam Copay	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Materials Copay	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
Frequency								
Exam Copay	12 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months
Lenses	12 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months
Frames	24 months	24 months	24 months	24 months	24 months	24 months	24 months	24 months
Benefits Payable								
	Copay	Reimbursement	Copay	Reimbursement	Copay	Reimbursement	Copay	Reimbursement
Eye Exam	\$10	Up to \$35	\$10	Up to \$50	\$10	Up to \$40	\$10	Up to \$40
Single Lenses	\$25	Up to \$25	\$25	Up to \$48	\$25	Up to \$20	\$25	Up to \$30
Bifocal Lenses	\$25	Up to \$35	\$25	Up to \$67	\$25	Up to \$40	\$25	Up to \$50
Trifocal Lenses	\$25	Up to \$45	\$25	Up to \$86	\$25	Up to \$60	\$25	Up to \$70
Lenses and Frames								
	Copay	Reimbursement	Copay	Reimbursement	Copay	Reimbursement	Copay	Reimbursement
Contact Lenses (Elective)	Up to \$135	Up to \$100	Up to \$135	Up to \$105	Up to \$125	Up to \$60	Up to \$120	Up to \$120
Contact Lenses (Medically Necessary)	Up to \$250	Up to \$250	Paid in Full	Up to \$210	Up to \$250	Up to \$250	Paid in Full	Up to \$210
Frames	Up to \$100	Up to \$65	Up to \$135, then 20% discount	Up to \$48	Up to \$125	Up to \$40	Up to \$120, then 15% discount	Up to \$84
Rate Guarantee	09/30/15	09/30/16	Expires 09/30/16	Expires 09/30/16	Expires 09/30/16	Expires 09/30/16	Expires 09/30/2016	Expires 09/30/2016
Monthly Rates	CURRENT	RENEWAL						
Employee	\$5.39	\$6.44	\$5.79	\$5.79	\$5.66	\$5.66	\$5.80	\$5.80
Employee + Spouse	0	7						
Employee + Child(ren)	0	2						
Employee + Family	16	7	\$12.45	\$12.45	\$13.92	\$13.92	\$14.78	\$14.78
Monthly Premium	\$332	\$398	\$332	\$332	\$353	\$353	\$370	\$370
Annual Premium	\$3,984	\$4,771	\$3,988	\$3,988	\$4,235	\$4,235	\$4,439	\$4,439
\$ Increase	N/A	\$787	\$5	\$5	\$251	\$251	\$455	\$455
% Increase	N/A	19.8%	0.1%	0.1%	6.3%	6.3%	11.4%	11.4%

Town of Lake Park
 Vision Insurance Evaluation
 Effective Date: October 1, 2015



SCHEDULE OF BENEFITS	CURRENT / RENEWAL		Alternate #7		Alternate #8		Alternate #9	
	MetLife (SafeGuard)		Renaissance VSP Access		Reliance Standard EyeMed Access		Ameritas VSP Access VS2001	
	In Network	Non Network	In Network	Non Network	In Network	Non Network	In Network	Non Network
Exam Copay	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Materials Copay	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
Frequency								
Exam Copay	12 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months
Lenses	12 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months
Frames	24 months	24 months	24 months	24 months	24 months	24 months	24 months	24 months
Benefits Payable	Copay	Reimbursement	Copay	Reimbursement	Copay	Reimbursement	Copay	Reimbursement
Eye Exam	\$10	Up to \$35	\$10	Up to \$45	\$10	Up to \$25	\$10	Up to \$45
Single Lenses	\$25	Up to \$25	\$25	Up to \$30	\$25	Up to \$40	\$25	Up to \$30
Bifocal Lenses	\$25	Up to \$35	\$25	Up to \$50	\$25	Up to \$55	\$25	Up to \$50
Trifocal Lenses	\$25	Up to \$45	\$25	Up to \$65	\$25	Up to \$65	\$25	Up to \$65
Lenses and Frames	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Reimbursement
Contact Lenses (Elective)	Up to \$135	Up to \$100	Up to \$130	Up to \$105	Up to \$130	Up to \$104	Up to \$115	Up to \$105
Contact Lenses (Medically Necessary)	Up to \$250	Up to \$250	Up to \$250	Up to \$105	Paid in Full	Up to \$200	Paid in Full	Up to \$210
Frames	Up to \$100	Up to \$65	Up to \$130	Up to \$70	Up to \$130, then 20% discount	Up to \$65	Up to \$100, then 20% discount	Up to \$70
Rate Guarantee	09/30/15	09/30/16	Expires 10/01/17	Expires 09/30/16	Expires 09/30/16	Expires 09/30/16	Expires 09/30/16	Expires 09/30/16
Monthly Rates	CURRENT	RENEWAL						
Employee	\$5.39	\$6.44	\$5.76		\$5.96		\$7.36	
Employee + Spouse							\$16.44	
Employee + Child(ren)							\$13.36	
Employee + Family	\$13.00	\$15.59	\$15.88		\$17.24		\$22.44	
Monthly Premium	\$332	\$398	\$387		\$413		\$468	
Annual Premium	\$3,984	\$4,771	\$4,639		\$4,955		\$5,618	
\$ Increase	N/A	\$787	\$655		\$971		\$1,634	
% Increase	N/A	19.8%	16.4%		24.4%		41.0%	

Alternate #1

Alternate #2

CURRENT / RENEWAL		Lincoln Financial	Florida Combined Life	Reliance Standard
Basic Life / AD&D				
Class Description				
Class 1: Town Manager	2 x annual salary to a maximum of \$240,000	2 x annual salary to a maximum of \$240,000	2 x annual salary to a maximum of \$240,000	2 x annual salary to a maximum of \$240,000
Class 2: All other FT EE's, Mayor, Commissioners	1 x annual salary to a maximum of \$50,000	1 x annual salary to a maximum of \$50,000	1 x annual salary to a maximum of \$50,000	1 x annual salary to a maximum of \$50,000
Features				
Waiver of Premium	Included	Included	Included	Included
Conversion Privilege	Included	Included	Included	Included
Age Reduction Schedule	35% at age 65 25% at age 70 15% at age 75 *all reductions based on original amount	35% at age 65 50% at age 70 25% at age 75	35% at age 65 50% at age 70 25% at age 75	35% at age 65 40% at age 70 20% at age 75
Accelerated Death Benefit	Maximum of \$250,000 or 75% of claimants amount of life insurance whichever is greater	Maximum of \$250,000 or 75% of claimants amount of life insurance whichever is greater	Maximum of \$250,000 or 75% of claimants amount of life insurance whichever is greater	Maximum of \$250,000 or 75% of claimants amount of life insurance whichever is greater
Seat Belt Benefit	Not Included	\$10,000 or 10% of Principal Sum	\$10,000 or 10% of Principal Sum	\$10,000 or 10% of Principal Sum
Airbag Benefit	Not Included	\$10,000 or 10% of Principal Sum	\$10,000 or 10% of Principal Sum	\$10,000 or 10% of Principal Sum
Value Added Features	ID Theft Travel Assist Estate Guidance Beneficiary Services	Repatriation Coma	Repatriation Coma	ID Theft Travel Assist
Rate Guarantee Period	Expires 09/30/15	Expires 09/30/16	Expires 09/30/17	Expires 09/30/18
Basic Life Rate / \$1,000	\$0.400	\$0.440	\$0.330	\$0.350
AD&D Rate / \$1,000	\$0.035	\$0.035	\$0.030	\$0.030
Total Life and AD&D Rate	\$0.435	\$0.475	\$0.360	\$0.380
Estimated Volume	\$1,817,000	\$1,817,000	\$1,817,000	\$1,817,000
Total Monthly Premium	\$790	\$863	\$654	\$690
Total Annual Premium	\$9,485	\$10,357	\$7,849	\$8,286
\$ Increase	N/A	\$872	-\$1,635	-\$1,308
% Increase	N/A	9.20%	-17.2%	-13.6%

CURRENT / RENEWAL		Alternate #3	Alternate #4	Alternate #5
Lincoln Financial		Humana	Guardian	SunLife
Class Description				
Class 1: Town Manager	2 x annual salary to a maximum of \$240,000	1 x annual salary to a maximum of \$50,000	1 x annual salary to a maximum of \$50,000	2 x annual salary to a maximum of \$240,000
Class 2: All other FT EE's, Mayor, Commissioners	1 x annual salary to a maximum of \$50,000	1 x annual salary to a maximum of \$50,000	1 x annual salary to a maximum of \$50,000	1 x annual salary to a maximum of \$50,000
Features				
Waiver of Premium	Included	Included	Included	Included
Conversion Privilege	Included	Included	Included	Included
Age Reduction Schedule	35% at age 65 25% at age 70 15% at age 75 *all reductions based on original amount	35% at age 65 50% at age 70+	35% at age 65 40% at age 70 25% at age 75 *all reductions based on original amount	40% at age 65 40% at age 70 25% at age 75
Accelerated Death Benefit	Maximum of \$250,000 or 75% of claimants amount of life insurance whichever is greater	Maximum of \$250,000 or 50% of claimants amount of life insurance whichever is greater	Maximum of \$250,000 or 75% of claimants amount of life insurance whichever is greater	Maximum of \$250,000 or 75% of claimants amount of life insurance whichever is greater
Seat Belt Benefit	Not Included	\$10,000 or 10% of Principal Sum	\$10,000 or 10% of Principal Sum	\$10,000 or 10% of Principal Sum
Airbag Benefit	Not Included	\$5,000 or 5% of Principal Sum	\$10,000 or 10% of Principal Sum	\$10,000 or 10% of Principal Sum
Value Added Features	ID Theft Travel Assist Estate Guidance Beneficiary Services	Repatriation Coma	If 3 lines are implemented including STD & LTD: EAP Will Prep Travel Aide	ID Theft Travel Assist
Rate Guarantee Period	Expires 09/30/15	Expires 09/30/16	Expires 09/30/17	Expires 09/30/17
Basic Life Rate / \$1,000	\$0.400	\$0.440	\$0.340	\$0.408
AD&D Rate / \$1,000	\$0.035	\$0.035	\$0.020	\$0.044
Total Life and AD&D Rate	\$0.435	\$0.475	\$0.360	\$0.452
Estimated Volume	\$1,817,000	\$1,817,000	\$1,817,000	\$1,817,000
Total Monthly Premium	\$790	\$863	\$654	\$821
Total Annual Premium	\$9,485	\$10,357	\$7,849	\$9,855
\$ Increase	N/A	\$872	-\$2,006	\$1,570
% Increase	N/A	9.20%	-20.4%	18.9%

Town of Lake Park
Supplemental Life Insurance Evaluation
Effective Date: October 1, 2015

	CURRENT / RENEWAL	Alternate #1	Alternate #2
Supplemental Life	Lincoln Financial	Florida Combined Life	Reliance Standard
Core Benefit			
All Eligible Employees Working 24 + hours per week	\$10,000 to \$250,000 up to 5 x annual salary \$10,000 Increments	\$10,000 to \$500,000 up to 5 x annual salary \$10,000 Increments	\$10,000 to \$250,000 up to 5 x annual salary \$10,000 Increments
All Eligible Spouses	\$5,000 increments to \$100,000	\$5,000 increments to \$250,000	\$5,000 increments to \$100,000
All Eligible Child(ren)	14 days - 6 months: \$250 6 months - 19 years: Up to \$25,000	14 days - 6 months: \$500 6 months - age 30: \$10,000	14 days - 6 months: \$250 6 months - 19/25 FTS: \$5,000 increments Up to \$25,000
Features			
Guarantee Issue Employee	\$50,000	\$60,000	\$50,000
Guarantee Amount Spouse	\$10,000	\$30,000	\$10,000
Employee Age Reduction Schedule	35% at age 65 25% at age 70 15% at age 75 *all reductions based on original amt	35% at age 65 50% at age 70	35% at age 65 25% at age 70 15% at age 75 *all reductions based on original amt
Waiver of Premium	Included	Included	Included
Portability Option	Included	Included	Included
Conversion Option	Included	Included	Included
Seatbelt Benefit	Not Included	\$10,000 or 10% of Principal Sum	Not Included
Airbag Benefit	Not Included	\$10,000 or 10% of Principal Sum	Not Included
Accelerated Benefit	Maximum of \$250,000 or 75% of claimants amount of life insurance whichever is greater	Maximum of \$250,000 or 75% of claimants amount of life insurance whichever is greater	Maximum of \$250,000 or 75% of claimants amount of life insurance whichever is greater
Rate Guarantee Period	Expires 09/30/16	Expires 09/30/17	Expires 09/30/18
Rates per \$1,000	Employee & Spouse	Employee & Spouse	Employee & Spouse
Child(ren)	\$0.20/\$1,000 per child	\$5,000 - flat \$1.50/month \$10,000 - flat \$3.00/month	\$0.200/\$1,000
Under Age 20	0.110	0.070	0.110
Age 20-24	0.110	0.070	0.110
Age 25-29	0.110	0.070	0.110
Age 30 - 34	0.120	0.090	0.120
Age 35 - 39	0.170	0.120	0.170
Age 40 - 44	0.280	0.200	0.280
Age 45 - 49	0.460	0.320	0.460
Age 50 - 54	0.690	0.530	0.690
Age 55 - 59	1.030	0.810	1.030
Age 60 - 64	1.710	1.130	1.710
Age 65 - 69	3.080	1.870	3.080
Age 70 - 74	4.360	3.120	4.360
Age 75-79	9.410	5.950	9.410
Age 80-84	9.410	5.950	9.410

Town of Lake Park
Supplemental Life Insurance Evaluation
Effective Date: October 1, 2015

Supplemental Life	CURRENT / RENEWAL	Alternate #3		Alternate #4
	Lincoln Financial	Humana		Guardian
Core Benefit				
All Eligible Employees Working 24 + hours per week	\$10,000 to \$250,000 up to 5 x annual salary \$10,000 Increments	\$10,000 to \$250,000 In \$10,000 Increments		\$10,000 to \$250,000 in \$10,000 Increments
All Eligible Spouses	\$5,000 increments to \$100,000	\$125,000		\$5,000 increments to \$100,000; not to exceed 100% of EE amount
All Eligible Child(ren)	14 days - 6 months: \$250 6 months - 19 years: Up to \$25,000	\$5000/\$10000 (depends on selection)		\$5,000 increments to \$20,000; not to exceed 10% of EE amount 14 days - 26 years
Features				
Guarantee Issue Employee	\$50,000	\$75,000		\$50,000
Guarantee Amount Spouse	\$10,000	\$35,000		\$10,000
Employee Age Reduction Schedule	35% at age 65 25% at age 70 15% at age 75 *all reductions based on original amt	35% at age 65 50% at age 70+		35% at age 65 40% at age 70 25% at age 75 *all reductions based on original amt
Waiver of Premium	Included	Included		Included
Portability Option	Included	Included		Included
Conversion Option	Included	Included		Included
Seatbelt Benefit	Not Included	\$10,000 or 10% of Principal Sum		\$10,000 or 10% of Principal Sum
Airbag Benefit	Not Included	\$5,000 or 5% of Principal Sum		\$10,000 or 10% of Principal Sum
Accelerated Benefit	Maximum of \$250,000 or 75% of claimants amount of life insurance whichever is greater	Maximum of \$250,000 or 50% of claimants amount of life insurance whichever is greater		75% of claimants amount of life insurance whichever is greater
Rate Guarantee Period	Expires 09/30/16	Expires 10/01/17		Expires 09/30/17
Rates per \$1,000	Employee & Spouse	Employee	Spouse	Employee & Spouse
Child(ren)	\$0.20/\$1,000 per child	\$0.200/\$1,000		\$1.00/\$1,000
Under Age 20	0.110	0.06	0.05	0.110
Age 20-24	0.110	0.06	0.05	0.110
Age 25-29	0.110	0.06	0.05	0.110
Age 30 - 34	0.120	0.07	0.06	0.120
Age 35 - 39	0.170	0.09	0.08	0.170
Age 40 - 44	0.280	0.14	0.12	0.280
Age 45 - 49	0.460	0.22	0.19	0.460
Age 50 - 54	0.690	0.34	0.30	0.690
Age 55 - 59	1.030	0.55	0.47	1.030
Age 60 - 64	1.710	0.77	0.66	1.710
Age 65 - 69	3.080	1.27	1.09	3.080
Age 70 - 74	4.360	2.47	2.14	4.360
Age 75-79	9.410	4.77	4.13	4.360
Age 80-84	9.410	8.90	7.70	4.360

Supplemental Life	CURRENT / RENEWAL	Alternate #5	
	Lincoln Financial	SunLife	
Core Benefit			
All Eligible Employees Working 24+ hours per week	\$10,000 to \$250,000 up to 5 x annual salary \$10,000 Increments	\$10,000 to \$250,000 in \$10,000 Increments	
All Eligible Spouses	\$5,000 increments to \$100,000	\$5,000 increments to \$100,000	
All Eligible Child(ren)	14 days - 6 months: \$250 6 months - 19 years: Up to \$25,000	14 days - 6 months: \$500 14 days - 19 years or 25 if full-time student: Up to \$10,000	
Features			
Guarantee Issue Employee	\$50,000	\$50,000	
Guarantee Amount Spouse	\$10,000	\$10,000	
Employee Age Reduction Schedule	35% at age 65 25% at age 70 15% at age 75 *all reductions based on original amt	35% at age 65 40% at age 70 25% at age 75 *all reductions based on original amt	
Waiver of Premium	Included	Included	
Portability Option	Included	Included	
Conversion Option	Included	Included	
Seatbelt Benefit	Not Included	\$10,000 or 10% of Principal Sum	
Airbag Benefit	Not Included	\$10,000 or 10% of Principal Sum	
Accelerated Benefit	Maximum of \$250,000 or 75% of claimants amount of life insurance whichever is greater	Not Included	
Rate Guarantee Period	Expires 09/30/16	Expires 10/01/17	
Rates per \$1,000	Employee & Spouse	Employee	Spouse
Child(ren)	\$0.20/\$1,000 per child	\$0.230/\$1,000	
Under Age 20	0.110	0.064	0.060
Age 20-24	0.110	0.640	0.060
Age 25-29	0.110	0.076	0.072
Age 30 - 34	0.120	0.102	0.095
Age 35 - 39	0.170	0.114	0.107
Age 40 - 44	0.280	0.127	0.119
Age 45 - 49	0.460	0.191	0.179
Age 50 - 54	0.690	0.292	0.274
Age 55 - 59	1.030	0.547	0.513
Age 60 - 64	1.710	0.839	0.787
Age 65 - 69	3.080	1.614	1.514
Age 70 - 74	4.360	2.619	
Age 75-79	9.410	2.619	
Age 80-84	9.410	2.619	

CURRENT / RENEWAL **Alternate #1** **Alternate #2** **Alternate #3**

SHORT TERM DISABILITY	Lincoln Financial	SunLife	Humana (1)	Guardian (2)
Benefits				
Eligible Employees	Employees working 24+ hours per week	Employees working 24+ hours per week	Employees working 24+ hours per week	Employees working 24+ hours per week
Benefit Percent	70% of weekly earnings	70% of weekly earnings	66.67% of weekly earnings	70% of weekly earnings
Maximum Benefit per Week	\$1,200	\$1,200	\$900	Flat \$500/week; not to exceed 70% of weekly earnings
Elimination Period				
Accident Waiting Period	14 Days	14 Days	14 Days	14 Days
Illness Waiting Period	14 Days	14 Days	14 Days	14 Days
Benefit Duration	13 Weeks	13 Weeks	13 Weeks	13 Weeks
Rate Guarantee	Expires 09/30/15	Expires 10/01/2017	Expires 10/01/2017	Expires 10/01/2017
Benefits Volume	\$27,550	\$27,550	\$27,550	\$27,550
Rate per \$10	\$0.540	\$0.284	\$0.320	\$0.360
MONTHLY PREMIUM	\$1,488	\$782	\$882	\$992
ANNUAL PREMIUM	\$17,852	\$9,389	\$10,579	\$11,902
\$ INCREASE	N/A	-\$8,463	-\$7,273	-\$5,951
% INCREASE	N/A	-47.4%	-40.7%	-33.3%

(1) Employees earning over \$70,196 annually will cap out at the \$900 per week benefit.

(2) Employees earning over \$37,143 annually will cap out at the \$500 per week benefit.

SHORT TERM DISABILITY	CURRENT / RENEWAL			Alternate #4	Alternate #5
	Lincoln Financial	Florida Combined Life	Reliance Standard		
Benefits					
Eligible Employees	Employees working 24+ hours per week	Employees working 24+ hours per week	Employees working 24+ hours per week		Employees working 24+ hours per week
Benefit Percent	70% of weekly earnings	70% of weekly earnings	70% of weekly earnings		70% of weekly earnings
Maximum Benefit per Week	\$1,200	\$1,200	\$1,200		\$1,200
Elimination Period					
Accident Waiting Period	14 Days	14 Days	14 Days		14 Days
Illness Waiting Period	14 Days	14 Days	14 Days		14 Days
Benefit Duration	13 Weeks	13 Weeks	13 Weeks		13 Weeks
Rate Guarantee	Expires 09/30/15	Expires 09/30/16	Expires 09/30/17		Expires 09/30/2017
Benefits Volume	\$27,550	\$27,550	\$27,550		\$27,550
Rate per \$10	\$0.540	\$0.594	\$0.400		\$0.410
MONTHLY PREMIUM	\$1,488	\$1,636	\$1,102		\$1,130
ANNUAL PREMIUM	\$17,852	\$19,638	\$13,224		\$13,555
\$ INCREASE	N/A	\$1,785	-\$4,628		-\$4,298
% INCREASE	N/A	10.0%	-25.9%		-24.1%

(1) Employees earning over \$70,196 annually will cap out at the \$900 per week benefit.

(2) Employees earning over \$37,143 annually will cap out at the \$500 per week benefit.

Long Term Disability	CURRENT / RENEWAL				Alternate #1	Alternate #2	Alternate #3	Alternate #4
	Lincoln Financial		Reliance Standard		Florida Combined Life		SunLife	Guardian
Eligible Employees	All Active Employees working 24+ hours per week		All Active Employees working 24+ hours per week		All Active Employees working 24+ hours per week		All Active Employees working 24+ hours per week	
All Eligible Employees	60% of monthly earnings up to \$5,000		60% of covered monthly earnings		60% of covered monthly earnings		60% of monthly earnings	
Elimination Period	90 Days		90 Days		90 Days		90 Days	
Own Occupation Period	24 Months		24 Months		24 Months		24 Months	
Duration of Benefit	SSNRA		SSNRA		SSNRA		SSNRA	
Maximum Monthly Benefit	\$5,000		\$5,000		\$5,000		\$5,000	
Mental Illness Limitation	24 Months		24 Months		24 Months		24 Months	
Pre-Existing Condition Limitation	3/12		3/12		3/12		3/12	
Rate Guarantee Period	Expires 09/30/15	Expires 09/30/16	Expires 09/30/18		Expires 09/30/17		Expires 09/30/17	
LTD Rate / \$100	\$0.520	\$0.572	\$0.490	\$0.520 .47	\$0.660	\$1.090	\$1.090	\$1.090
Estimated Volume	\$173,550	\$173,550	\$173,550	\$173,550	\$171,368	\$173,550	\$173,550	\$173,550
Monthly Premium	\$902	\$993	\$850	\$902	\$1,131	\$1,892	\$1,892	\$1,892
Annual Premium	\$10,830	\$11,912	\$10,205	\$10,830	\$13,572	\$22,700	\$22,700	\$22,700
\$ Increase	N/A	\$1,083	-\$625	\$0	\$2,743	\$11,871	\$11,871	\$11,871
% Increase	N/A	10.0%	-5.8%	0.0%	25.3%	109.6%	109.6%	109.6%

EAP Benefits	CURRENT / RENEWAL				Alternate #1	Alternate #2	Alternate #3
	ComPsych (Lincoln Financial)				Reliance Standard	New Directions (FL Blue)	MHN
Number of Sessions Per EE or Dependent Per Year	6 referrals to local counselors	3 referrals to local counselors	3 referrals to local counselors	3 or 5 referrals to local counselors	3 or 5 referrals to local counselors	3 or 5 referrals to local counselors	3 or 5 referrals to local counselors
Relationship Issues	Included	Included	Included	Included	Included	Included	Included
Substance Abuse	Included	Included	Included	Included	Included	Included	Included
Marital Problems	Included	Included	Included	Included	Included	Included	Included
Financial/Legal Issues	Included	Included	Included	Included	Included	Included	Included
Stress Management	Included	Included	Included	Included	Included	Included	Included
Manager & Supervisor Training	Available at additional cost	Unlimited Management Consultations	Unlimited Management Consultations	Available via phone	Available via phone	Included- up to 8 hours	Included- up to 8 hours
Brochures & Workplace Posters	Not Included	Included	Included	Included	Included	Included	Included
Comprehensive Reporting	Not Included	N/A to groups under 100	N/A to groups under 100	Included	Included	Included	Included
Wallet ID & Information Care	Included	Included	Included	Included	Included	Included	Included
Quarterly Newsletters	Not Included	Included	Included	Included	Included	Included	Included
Initial Orientation Sessions	Not Included	Included	Included	Included - 2 hours	Included - 2 hours	Included- telephonic or via web video	Included- telephonic or via web video
Employee Seminars	Not Included	Additional Cost	Additional Cost	Included in initial orientation hours	Included in initial orientation hours	Included- up to 8 hours	Included- up to 8 hours
Critical Incident Debriefing	Not Included	Additional Cost	Additional Cost	Included	Included	Included- up to 20 hours	Included- up to 20 hours
Rate Guarantee	Expires 09/30/2016	Expires 09/30/2018	Expires 09/30/2018	Expires 09/30/2017	Expires 09/30/2017	Expires 09/30/2018	Expires 09/30/2018
PEPM Rate	49 Bundled with LTD	Bundled with LTD	Bundled with LTD	3- Sessions: \$1.88 5- Sessions: \$2.38	3- Sessions: \$1.88 5- Sessions: \$2.38	3- Sessions: \$2.06 5- Sessions: \$2.50	3- Sessions: \$2.06 5- Sessions: \$2.50
Monthly Premium	\$0	\$0	\$0	\$92	\$117	\$101	\$123
Annual Premium	\$0	\$0	\$0	\$1,105	\$1,399	\$1,211	\$1,470

**Public
Hearing
Quasi-
Judicial**

TAB 4



Town of Lake Park Town Commission

Agenda Request Form

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. DiCristo* 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><i>BK2</i></u></p>	<p>Attachments:</p> <ul style="list-style-type: none"> → Staff Report → Resolution <u><i>32-09-15</i></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><i>ND</i></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

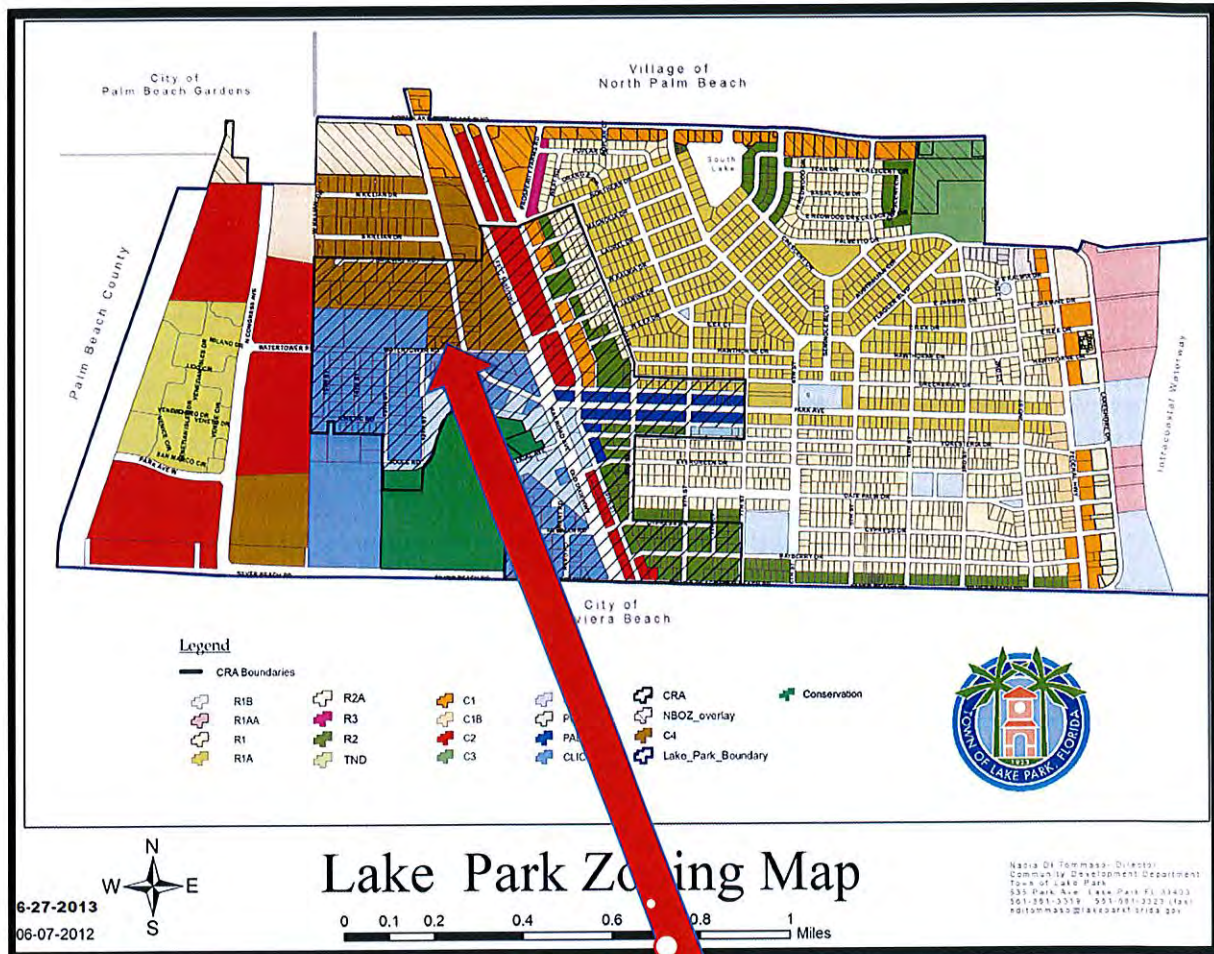
FIGURE 1: Aerial View





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

FIGURE 2: Town Zoning Map

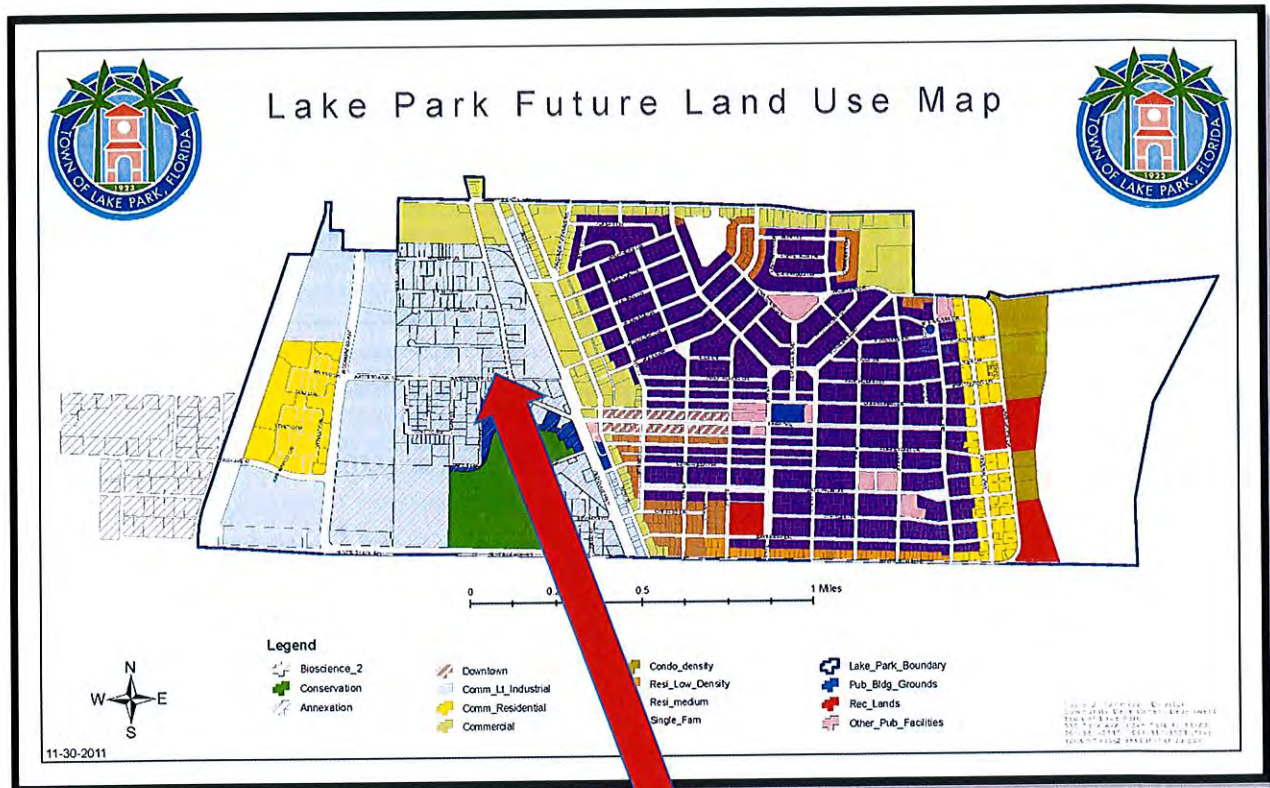


Location of site



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





**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
TOWN COMMISSION
Meeting Date: September 16, 2015**

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
TOWN COMMISSION
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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
TOWN COMMISSION
Meeting Date: September 16, 2015**

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
Meeting Date: September 16, 2015

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
Meeting Date: September 16, 2015**

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
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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.

RESOLUTION NO. 32-09-15

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.

WHEREAS, Khaled Grayeb is acting as the Agent and Applicant for (Agent or Applicant) for Watertown LLC, the owner (Owner) of the property at 1145 Watertower Road (Subject Property) in the Town of Lake Park, Florida (Town); and

WHEREAS, the Applicant has submitted an application seeking the approval of a site plan and special exception use for an Auto Paint and Body Shop upon the Subject Property (the Application); and

WHEREAS, the Subject Property is within the C-4 Business District; and

WHEREAS, an Auto Paint and Body Shop establishment is a special exception use within the C-4 Business District; and

WHEREAS, the Town's Planning and Zoning Board has reviewed the Application and has made its recommendation to the Town Commission; and

WHEREAS, the Town Commission has conducted a quasi-judicial public hearing to consider the Application; and

WHEREAS, at this hearing, the Town Commission considered the evidence presented by the Town staff, the Applicant, and members of the public, regarding the Application's consistency with the Town's Comprehensive Plan; and

WHEREAS, at this hearing, the Town Commission considered the evidence presented by the Town staff, the Applicant and members of the public regarding whether the Application meets the special exception criteria as set forth in Section 78-184, and the Town's Land Development Regulations; and

WHEREAS, at this hearing the Town Commission determined that certain conditions are necessary in order for the Application to be consistent with the Town's Comprehensive Plan, and to meet the special exception criteria of Section 78-184 and the Town's Land Development Regulations; and

WHEREAS, the Applicant, the Owner, and their successors and assigns shall be subject to the conditions contained in Section 2 of this Resolution.

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 approves a Site Plan and the application for the special exception use of Auto Paint and Body Shop on the Subject Property, subject to 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.

Section 3: This Resolution shall become effective immediately upon adoption.



Community
JUN 22 2015
Development

TOWN OF LAKE PARK
COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION FOR SPECIAL EXCEPTION REVIEW

Applicant/Agent: KHALED GRAYEB ✓ (Spectrum Collision & Auto Repair) [Auto Paint & Body Shop]

Address: 8133 KENDRIA COVE TERR Boynton BEACH FL 33473

Telephone: 561.735.2999 Fax: _____

E-mail: KGRAYEB @ Gmail .com

Owner _____ Agent (Attach Agent Authorization Form)

Owner's Name (if not Applicant): Water tower LLC

Address: 1145 Watertown Rd LP FL 33403

Telephone: 917/428-3926 Fax: 561-743-0046

E-Mail: jelony@gmail.com

Property Location: 1145 Watertown Rd LP FL 33403

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

Property Control Number: 36 43 42 20 00 000 3072

Future Land Use: Warehouse Zoning: C4

Acres: 0.2977 Square Footage of Use: 5460.

Proposed Use: Automotive Repair & Paint.

PLEASE DO NOT DETACH FROM APPLICATION.



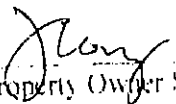
SIGNATURE REQUIRED BELOW.

Please be advised that Section 51-6 of the *Town of Lake Park Code of Ordinances* provides for the Town to be reimbursed, in addition to any application or administrative fees, for any supplementary fees and costs the Town incurs in processing development review requests.

These costs may include, but are not limited to, advertising and public notice costs, legal fees, consultant fees, additional Staff time, cost of reports and studies, NPDES stormwater review and inspection costs, and any additional costs associated with the building permit and the development review process.

For further information and questions, please contact the Community Development Department at 561-881-3318.

I, James Long, have read and understand the regulations above regarding cost recovery.


Property Owner Signature

6/8/15
Date

Zoning/Existing Use of Adjacent Properties:

North: C4 - BUSINESS (36-LAKE PARK) South: CLIC - CAMPUS / IND & COM
East: C4 - BUSINESS (36-LAKE PARK) West: C4 - BUSINESS (36-LAKE PARK).

APPLICATION REQUIREMENTS:

1. Please discuss how the Special Exception use is consistent with the goals, objectives, and policies of the Town's Comprehensive Plan.

The subject is currently zoned C4 - BUSINESS & the current use code is watch/dist term the adjacenties have same zoning and use code and house are similar automotive businesses. therefore the use is consistent with all adjacent properties.

2. Please discuss how the proposed Special Exception is consistent with the land development and zoning regulations and all other portions of the Town of Lake Park Code of Ordinances.

The proposed use is consistent with existing land development and zoning regulation within lake park and the immediate AEA.

3. Please explain how 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.

The proposed use is consistent with all adjacent properties and businesses in the area, the proposed business will operate in similar hours, have similar amount of traffic generated, the building is similar to adjacent buildings in size, height, setback and mass and all other normal functions.

4. Please explain how 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.

The Proposed Use is compatible with other Automotive businesses in the Area but specializes in paint & body repair as opposed to standard Mechanical Repair which predominates the majority of the automotive businesses in the Area. It's a use that can co-exist and support other local public businesses.

5. Please explain how the 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; (c) The effect on the amount and flow of traffic within the vicinity of the proposed Special Exception use.

6. Please explain how the proposed Special Exception use meets the following requirements; (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 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.

*a) NO External modifications will be made to the Building therefore it will have no effect on light & air to adjacent properties.
 b) It will not adversely effect Market Value of other properties because its use will be consistent with those properties.
 c) it will ~~be~~ not be deterrent to the improvement or development of existing properties as it's by far the most attractive property in the Area.*

7. Please provide the following:

- Special Exception Fees:

0 - 149,995 sq. ft. = \$750.00
 + 150,000 sq. ft. = \$1,250.00

- Escrow Fee: \$800.00

*d) It will have no adverse effect on adjacent properties.
 e) It will provide the same public amenities as the adjacent properties.*



**CONSENT FORM FROM PROPERTY OWNER
AND DESIGNATION OF AUTHORIZED AGENT:**

Before me, the undersigned authority, personally appeared James Long, who, being by me first duly sworn, on Oath deposed and says:

1. That he/she is the fee simple title owner of the property described in the attached Legal Description;
2. That he/she is requesting A Special Exception Use in the Town of Lake Park, Florida;
3. That he/she is appointed Khaled Grayeh to act as authorized on his/her behalf to accomplish the above Project.

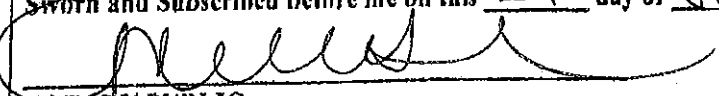
Property Owner Name: Watertown LLC

X James Long _____
 Property Owner Signature By: Name/Title manager


1145 Watertown Rd _____
 Street Address City, State, Zip Code Lake Park, FL 33409

561-743-0480 _____
 Telephone Number Fax Number 561-743-0046

jelong@gmail.com _____
 E-Mail Address

Sworn and Subscribed before me on this 24 day of June, 2015,


 NOTARY PUBLIC
 MY COMMISSION EXPIRES:
2/19/19



Palm Beach Gardens Collision & Auto Repair, INC

1145 Watertower RD

Lake Park, FL 33403

561 735 2999

kgrayeb@gmail.com

To : City of Lake Park

Community Development Dept.

535 Park Avenue

Lake Park, FL 33403

Scott Schultz (Town Planner)

The above company will do business in the above address as a car repair & paint.

We will repair car and paint them in a safe environment, will have top of the

Market spray booth with environment friendly water base paint.

Kyle Grayeb



Community
JUN 22 2015
Development

Zoning of adjacent properties:

North: C4 - Business (36-LAKE PARK)

South: CLIC - Campus Light Ind' & Comm' (36-LAKE PARK)

East: C4 - Business (36-LAKE PARK)

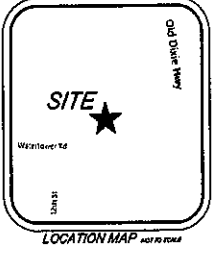
West: C4 - Business (36-LAKE PARK)

1. The subject is currently zoned C4-Business and the current use code is Wareh/Dist Term the adjacent properties have the same zoning and use code and house are similar automotive businesses. Therefore the use is consistent with all adjacent properties.
2. The proposed use is consistent with existing land development and zoning regulations within Lake Park and the immediate area.
3. The proposed use is consistent with all adjacent properties and businesses in the area. The proposed business will operate in similar hours, have a similar amount of traffic generated, the building itself is similar to adjacent buildings in size, height, setback and mass and all other normal functions of the use are similar and compatible with adjacent and local businesses and buildings.
4. The proposed use is compatible with other automotive businesses in the area but specializes in paint and body repair as opposed to automotive mechanical repair which predominates the majority of automotive businesses in the area. It is a use that can co-exist and support other businesses in the area as well as the local public.
5. The proposed use will utilize the existing structure with no exterior modifications. It will also utilize the same parking spaces that currently are situated on the site. There will be no noticeable differences from the previous use to the proposed use and will offer no potential for nuisance to surrounding properties or businesses.
6. The proposed Special Exception will meet all requirements:
 - a) No external modifications will be made to the building therefore it will have no effect on light and air to adjacent properties.
 - b) It will not adversely affect market values of other properties because its use will be consistent with those properties
 - c) it will not be deterrent to the improvement or development of existing properties as it is by far the most attractive property in the area.
 - d) it will have no adverse effect on adjacent properties.
 - e) it will provide the same public amenities as the adjacent properties

SURVEY

GRAPHIC SCALE (in Feet)
1 inch = 25 ft.

ORIGNATION BENCHMARK
UNITED STATES COAST &
GEODETIC SURVEY
N.G.V.D. 1928 ELEVATION = 25.67



FLOOD ZONE: B
COMMUNITY NUMBER: 120212
PANEL: 0005
SUFFIX: B

BOUNDARY SURVEY OF
1145 WATERTOWER ROAD
LAKE PARK, FL 33403
PREPARED FOR
KYLE GRAYEB

LEGAL DESCRIPTION:
A PARCEL OF LAND IN THE NORTHWEST QUARTER OF SECTION 20, TOWNSHIP 42 SOUTH, RANGE 43 EAST, PALM BEACH COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE SOUTH LINE OF THE NORTHWEST QUARTER OF SECTION 20, TOWNSHIP 42 SOUTH, RANGE 43 EAST, A DISTANCE OF 1448 FEET EASTERLY ALONG THE SOUTH LINE OF SAID QUARTER SECTION, FROM THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER, THENCE NORTHERLY PARALLEL TO THE WEST LINE OF SAID NORTHWEST QUARTER 149.93 FEET; THENCE EASTERLY PARALLEL TO THE SOUTH LINE OF SAID QUARTER SECTION 73.15 FEET; THENCE SOUTHERLY PARALLEL TO THE WEST LINE OF SAID NORTHWEST QUARTER 74.97 FEET; THENCE EASTERLY PARALLEL TO THE SOUTH LINE OF SAID QUARTER SECTION 26.85 FEET; THENCE SOUTHERLY PARALLEL TO THE WEST LINE OF SAID NORTHWEST QUARTER SECTION 74.88 FEET TO THE SOUTH LINE OF SAID NORTHWEST QUARTER SECTION; THENCE WEST 100 FEET TO THE POINT OF BEGINNING.

ABBREVIATION DESCRIPTION:

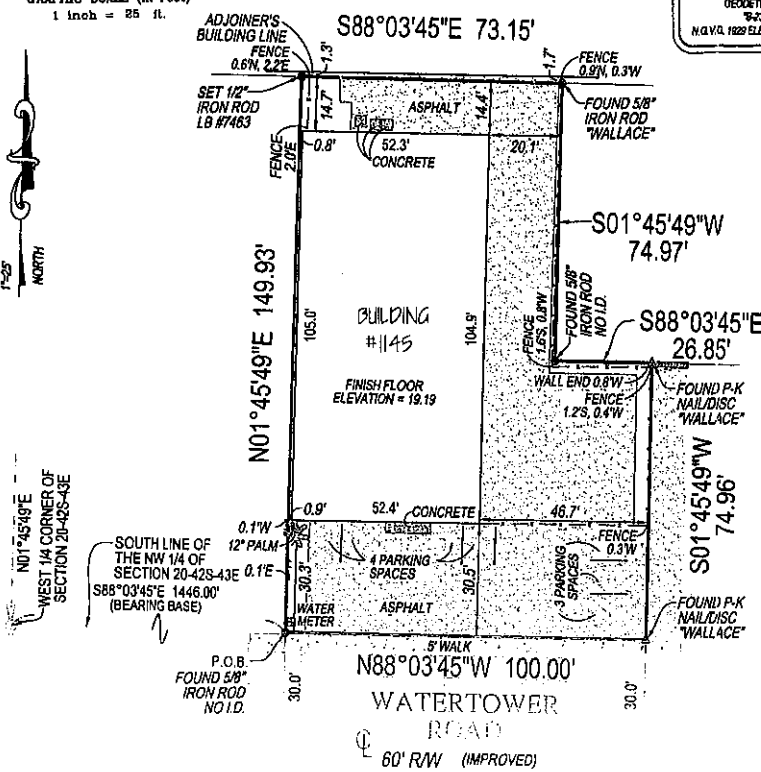
AC	AIR CONDITIONER
C	CENTERLINE
ID	IDENTIFICATION
LB	LICENSED BUSINESS
N.A.V.D.	NORTH AMERICAN VERTICAL DATUM
N.G.V.D.	NATIONAL GEODETIC VERTICAL DATUM
O.U.	OVERHEAD UTILITIES
P-K	PARKER KYLON NAIL
PSM	PROFESSIONAL SURVEYOR/MAPPER
R.V.	RIGHT OF WAY

Community:
JUN 2 2 2015
Development

Clyde O. McNeal
Clyde O. McNeal PSM #2883
THIS SURVEY IS NOT VALID WITHOUT
THE SIGNATURE AND THE ORIGINAL RAISED SEAL
OF A FLORIDA LICENSED SURVEYOR AND MAPPER

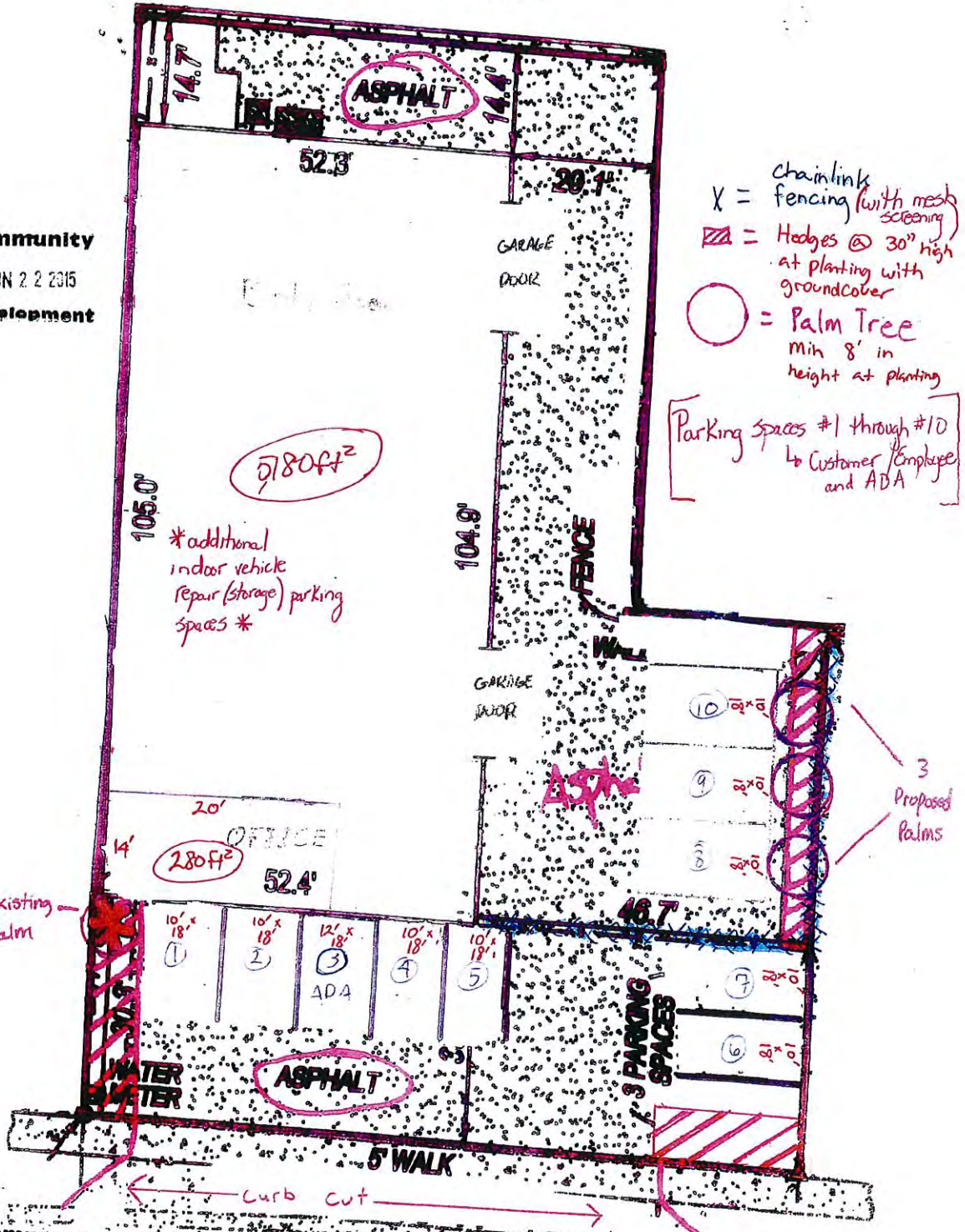
DATE: 6-10-2015
SCALE: 1" = 25'

6250 N. MILITARY TRAIL, SUITE 102
WEST PALM BEACH, FL 33407
www.compassurveying.net
COMPASS SURVEYING
PHONE: 561.481.1414 FAX: 561.440.0576
LB: 7463



Site Plan for 1145 Watertower Road

Community
JUN 2 2 2015
Development



Community
JUN 2 2 2015
Development

WATERTOWER
ROAD

60' R/W (IMPROVED)

Site and Landscape Plan

PLAN
SP-1

Drawn By	N.B.S.
Approved By	
Date	
DATE	REVISION

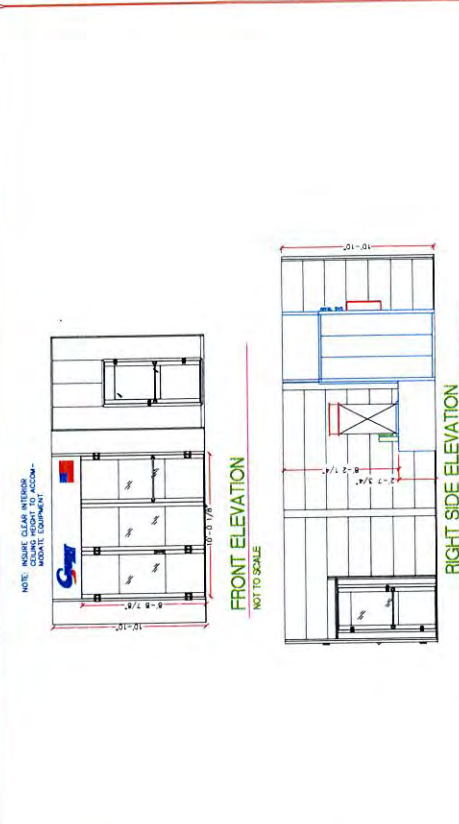
Company: G.S. LLC
 1145 WATER TOWER ROAD
 LAKE PARK, FLORIDA 33903
 TEL: 888-888-8888
 WWW.GS.COM

FUTUREWORKS
 PRELIMINARY DRAWING
 FOR CONSTRUCTION
 ONLY
 NOT APPROVED
 FOR CONSTRUCTION

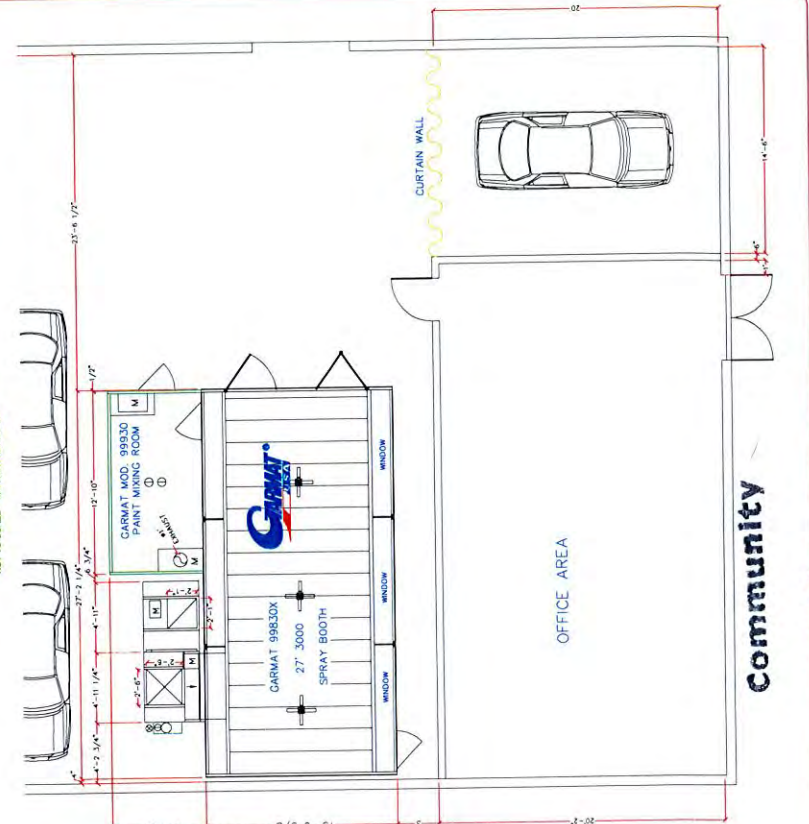


SPECTRUM COLLISION & AUTO REPAIR INC.
 1145 WATER TOWER ROAD
 LAKE PARK, FLORIDA

NET - STANBERG	STATUS - PROPOSAL
ORDER - ***	CURT -
REVISION - 0	SHEET SIZE - D
DATE	REV
8/28/15	SHEET NO
1/16 = 1"	A



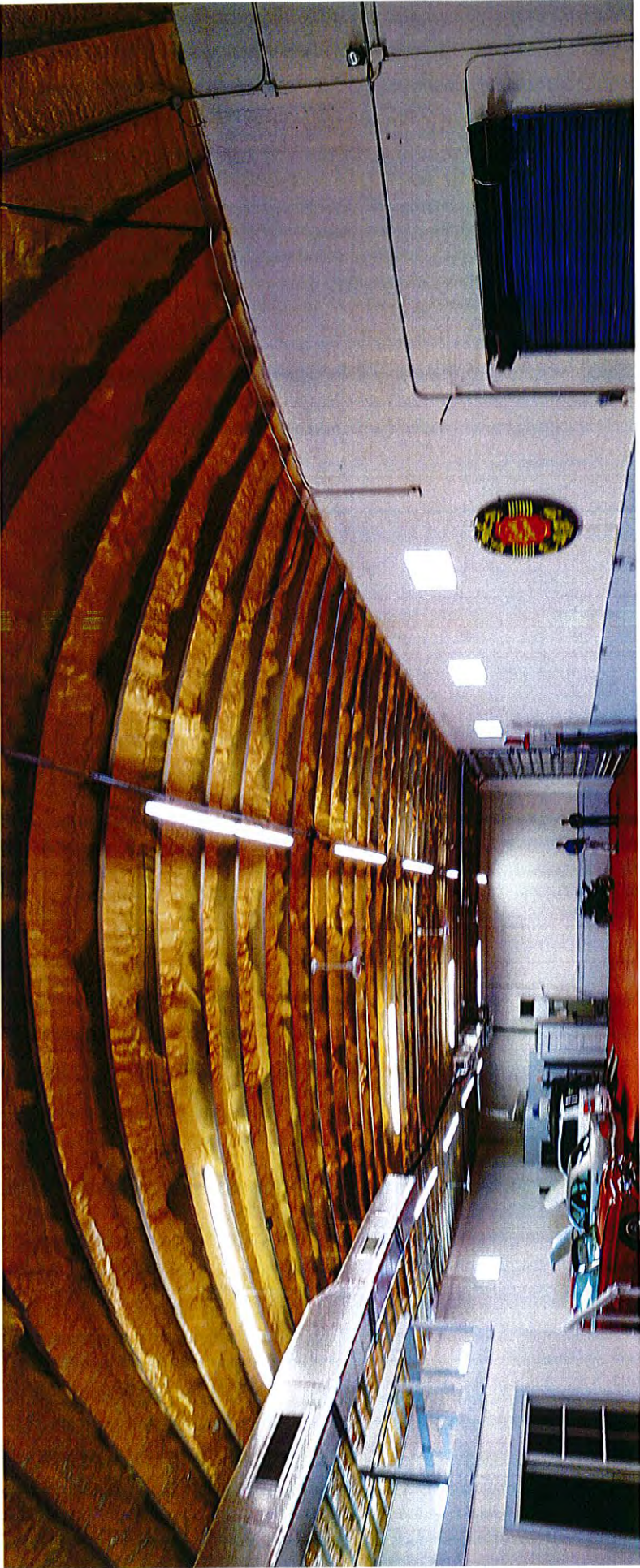
- NOTE: INSURE CLEAR INTERIOR MOUNT EQUIPMENT ACCORDING TO MANUFACTURER'S REQUIREMENTS.
1. THE GARMENT HOOKS, 27" AND SPRAY BOOTH WILL REQUIRE.
 2. AT ELECTRICAL DROP LIGHTING WILL REQUIRE TWO 110V/77V, 2010 WATT, 110V STANDARD 27" OPTIONAL, UNGUARDED LIGHTING.
 3. THE ELECTRICAL DROP THE MOTORS WILL REQUIRE 3000WATT, 120V, 3-PHASE SERVICE FOR TWO 10HP MOTORS, 3000WATT, 120V, 3-PHASE SERVICE FOR TWO 10HP MOTORS, 3000WATT, 120V, 3-PHASE SERVICE FOR TWO 10HP MOTORS.
 4. ALL ELECTRICAL CONNECTIONS SHOULD BE IN ACCORDANCE TO THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 70, 2014 EDITION.
 5. REMOTE CONTROL PANEL TO BE PLACED AT ONES DISCRETION AND NOT TO BE WITHIN 3' OF ANY OPERATING EQUIPMENT AT THE SITE.
 6. COMPRESSED AIR TO THE AIR INLET AT THE CONTROL PANEL IS TO BE PROVIDED BY THE LOCAL JURISDICTION OF THE INSTALLATION.
 7. SPECIFY BURNER SIZE (check with 1,000,000 BTU OR 1,000,000 BTU MINIMUM GAS PRESSURE OF 14 IN. W.C. IS REQUIRED, A MAXIMUM OF 12 IN. IS PERMITTED).
 8. ALLOW ADEQUATE SPACE AROUND THE BOOTH IN ACCORDANCE WITH THE CURRENT NFPA 101, 2014 EDITION.
 9. MEANS OF EGRESS TO CONFORM TO THE CURRENT NFPA 101, 2014 EDITION.
 10. A MINIMUM CLEARANCE OF 36" IS REQUIRED FROM FRONT OF THE BOOTH TO ANY WALL OR OBSTACLE FOR OPTIMUM TURNING RADIUS.
 11. HEIGHT OF CABIN AND MECHANICAL UNIT ARE 10'-10".
 12. PROVIDE FOR UNOBSTRUCTED ACCESS TO THE BOOTH IN ACCORDANCE TO THE CURRENT NFPA 101, 2014 EDITION.
 13. ALL ELECTRICAL CONNECTIONS SHOULD BE IN ACCORDANCE TO THE CURRENT NFPA 70, 2014 EDITION.
 14. THE ENTIRE ROOM IS MADE OF 20# STEEL DOUBLE SPRAY PAINTING FOR PROTECTION IN ACCORDANCE WITH THE CURRENT NFPA 33, 2014 EDITION.
 15. THE PAINT MIX ROOM IS DESIGNED AND IS TO BE INSTALLED IN ACCORDANCE WITH CURRENT NFPA 33, 2014 EDITION.
 16. HEIGHT OF THE PAINT MIX ROOM IS 10'-10".
 17. WHEN THE MIXING ROOM IS LOCATED WITHIN 66" FROM AN ADJACENT SPRAY AREA, THE COMBINED QUANTITY OF LOCAL EXHAUST AIR SHALL NOT EXCEED 20% FOR THE CURRENT NFPA 33, 2014 EDITION.
 18. A BUILD-UP CONTAMINATION THRESHOLD PROVIDED.
 19. LEVEL FLOOR - 11' - 18"



- THE PAINT MIX ROOM WILL REQUIRE:
1. AT THE ELECTRICAL DROP THE LIGHTING WILL REQUIRE ONE 110V/77V, 2010 WATT, 110V STANDARD 27" OPTIONAL, UNGUARDED LIGHTING. THE LIGHTS WILL BE OPERATED BY EXTERIOR SWITCHES TO BE PROVIDED BY OTHERS.
 2. THE ELECTRICAL DROP THE MOTORS WILL REQUIRE 3000WATT, 120V, 3-PHASE SERVICE FOR TWO 10HP MOTORS, 3000WATT, 120V, 3-PHASE SERVICE FOR TWO 10HP MOTORS, 3000WATT, 120V, 3-PHASE SERVICE FOR TWO 10HP MOTORS.
 3. ALL ELECTRICAL CONNECTIONS SHOULD BE IN ACCORDANCE TO THE CURRENT NFPA 70, 2014 EDITION.
 4. THE ENTIRE ROOM IS MADE OF 20# STEEL DOUBLE SPRAY PAINTING FOR PROTECTION IN ACCORDANCE WITH THE CURRENT NFPA 33, 2014 EDITION.
 5. THE PAINT MIX ROOM IS DESIGNED AND IS TO BE INSTALLED IN ACCORDANCE WITH CURRENT NFPA 33, 2014 EDITION.
 6. HEIGHT OF THE PAINT MIX ROOM IS 10'-10".
 7. WHEN THE MIXING ROOM IS LOCATED WITHIN 66" FROM AN ADJACENT SPRAY AREA, THE COMBINED QUANTITY OF LOCAL EXHAUST AIR SHALL NOT EXCEED 20% FOR THE CURRENT NFPA 33, 2014 EDITION.
 8. A BUILD-UP CONTAMINATION THRESHOLD PROVIDED.
 9. LEVEL FLOOR - 11' - 18"
- LEGEND**
- ⊖ ELECTRICAL DROP
 - M MOTOR LOCATION
 - ⊗ AIR INLET
 - AIR FLOW TO BOOTH
 - AIR FLOW FROM MECH-ANICAL UNIT
 - GAS TRAIN INLET
 - ⊙ EXHAUST DUCT

Community
AUG 28 2015
development







LEGAL NOTICE OF PUBLIC HEARINGS
TOWN OF LAKE PARK, FLORIDA

Please take notice and be advised that the Town Commission will hold a public hearing on **Wednesday, September 16, 2015, at 6:30 p.m., or as soon thereafter as can be heard**, in the Town Hall Commission Chambers at Town Hall, located at 535 Park Avenue, Lake Park, Florida, to consider an application for a Special Exception Use to establish an "Auto Paint & Body Shop". The subject property is located at 1145 Watertower Road and the application is being brought forward by Mr. Khaled Grayeb (Applicant and Agent), who is acting on behalf of Watertown LLC (Current Owner) and who would like to purchase the property to locate "Spectrum Collision and Auto Repair" Auto Paint & Body Shop. Records related to this item may be inspected at the Community Development Department located at Town Hall.

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

Town Clerk: Vivian Mendez

PUB: The Palm Beach Post – Sunday, September 6, 2015

New Business

TAB 5



Town of Lake Park Town Commission

Agenda Request Form

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*
Bonnie M. Libby-John

Name/Title *HUMAN RESOURCES DIRECTOR*

Originating Department: Human Resources	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Resolution; Revised Job Descriptions in <i>CLEAN</i> Format, Clean copies of Current Job Descriptions
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 BMT Please initial one.

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 to 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.

RESOLUTION 33-09-15

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 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; 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 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, and Grounds Maintenance Foreman, and Assistant Town Manager/Human Resources Director. Copies of the revised and new job descriptions are attached hereto as Exhibit A, Exhibit B and Exhibit C, Exhibit D, Exhibit E, Exhibit F, Exhibit G, and Exhibit H respectively.

Section 3. This Resolution shall become effective October 1, 2015.

Exhibit A

ASSISTANT TO THE TOWN MANAGER

JOB CODE: 490
DEPARTMENT: TOWN MANAGER

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Town Manager, performs a wide variety of highly responsible, complex, and diverse advanced level administrative duties involved in providing administrative, secretarial, analytical, and technical support to the Town Manager's Office. Plans, coordinates, and participates in various program and administrative operations and activities including those having a Town-wide impact. Coordinates assigned activities with Town departments, outside agencies, and the general public, and provides information and assistance to internal and external customers and contacts at all levels of the Town organization regarding assigned programs and services. Performs other work and duties as assigned. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined here, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Assistant to the Town Manager position.

1. Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving Town-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.
2. Serves as media contact for assigned functions and/or areas; tracks news coverage; answers media inquiries; writes and distributes bulletins, news releases, newsletters and other public information; coordinates requests for speakers; counsels management staff on public affairs information implications; maintains Town-wide media contacts list.
3. Participates in the development and implementation of goals, objectives, and priorities for assigned functions and programs; recommends and implements resulting policies and procedures.
4. Participates in the development and administration of the department budget; submits budget recommendations; monitors expenditures.

5. Prepares, composes, processes and maintains departmental correspondence, memoranda, reports, databases, records and statistical data; sorts and distributes departmental mail
6. Performs all administrative functions of the department to which employee is assigned
7. Assists in processing departmental applications and forms, and files and records documents with external agencies as required
8. Maintains and orders departmental office supplies
9. Works independently and within a team on special recurring and nonrecurring projects. Acts as project manager for special projects at the request of the Town Manager, which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, and creating brochures and flyers
10. Prepares bi-weekly payroll and processes invoices for payment by the Finance Director subject to approval by the Town Manager
11. Schedules and organizes complex activities such as meetings, travel, conferences, and department activities
12. Performs customer service duties including answering telephone calls and assisting departmental customers. Acts as a liaison with other Town departments and outside agencies, and explains departmental policies and procedures when necessary
13. Fulfills public record requests in a timely manner
14. Performs record management and retention duties pursuant to Florida Statutes
15. Performs other related duties as required.

REQUIREMENTS:

Training and Experience:

High School diploma or GED, supplemented by a minimum of seven years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of municipal operations and the role of local government.

Knowledge, Skills and Abilities:

- Ability to perform a wide variety of highly responsible, complex, and diverse advanced level administrative duties involved in providing administrative, analytical, and technical support to the Town Manager's Office involving the use of sound judgment and personal initiative
- Ability to conduct various administrative and organizational studies and analyses on a wide variety of complex issues
- Ability to plan and organize work to meet changing priorities and deadlines
- Ability to independently prepare correspondence and memoranda
- Ability to communicate clearly and concisely, both verbally and in writing

- Excellent knowledge of composition and grammar, business English, mathematics, and modern office practices and procedures, including computers and accurate data entry abilities
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to maintain a high level of confidentiality in the performance of assigned tasks
- Excellent public and customer relations skills
- Knowledge of the operation, function and scope of authority of Town departments and offices
- Knowledge of techniques in research and report preparation
- Ability to respond to requests for information, complaints and administrative details and to interpret and apply Town policies, procedures and regulations
- Ability to establish and maintain effective and courteous working relationships with elected officials, co-workers and the general public
- Ability to maintain accurate records
- Ability to understand and carry out verbal and written instructions
- Ability to manage and effectively complete a heavy and diversified workload under pressure and pursuant to changing deadlines
- Ability to exercise sound judgment and accept responsibility for actions and/or accomplishments
- Ability to work a diverse schedule

Physical Requirements:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to manipulate; handle or feel objects, tools, or controls with arms and hands; and, to reach with hands and arms. The employee is frequently required to work, climb, stand or balance, stoop, kneel or crouch. The employee must occasionally lift up to 20 pounds. Tasks may involve extended periods of time at a computer keyboard. Sensory requirements consist of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; and, sound perception and discrimination.

Environmental Requirements:

Work is performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes, etc.

Blood Borne Pathogens:

Minimal to No Risk of 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.

Job Title: ASSISTANT TO THE TOWN MANAGER

Job Number: 490

Hours/Pay grade : 40 / 16

Department: Administration

~~**Salary: Min. \$34,433.00 - Max. \$45,700.00**~~

Supervised By: Town Manager

Location: Town Hall

JOB DESCRIPTION: Administration, Organizational analysis and development, preparation of reports and internal and external communications.

GENERAL PURPOSE: Administrative and management work assisting the Town Manager in the management of activities necessary to insure the efficient and effective operation of the Town. Position requires particular knowledge and experience in Historic Preservation, Economic Development, Main street and other redevelopment strategies.

RESPONSIBILITIES:

Assists with the administration and implementation of directives and policy decisions of the Town Commission through the Town Manager.

Participates in the preparation of Town Commission agendas.

Attends regular and special meetings of the Town Commission and other town boards.

Assists in the preparation and coordination of the Town budget.

Provides direction and guidance to various Department Directors in formulating and executing administrative policies and/or developing new programs, especially as it relates to redevelopment.

Promotes the Town and Town's Mission Statement.

Conducts fact-finding interviews, observes operations and reports recommended changes to the Town Manager.

Assists in developing and implementing management solutions.

Develops and implements special programs and projects as directed by the Town Manager.

Confers with representatives of other jurisdictions, developers, private industry, civic and community groups on matters of interests pertaining to assigned departments or functions.

Performs research and preparation of statistical reports.

Responds to inquiries from employees, citizens and others. Refers complaints to other departments or individuals as required.

Performs any other related work as required.

Assists with special events to promote Town's image.

Assists Planning Dept. in historical and architectural elements of Comp. Plan and Zoning Codes.

Seeks out grant opportunities and prepares applications.

QUALIFICATIONS:

- Required:
 - Bachelor's Degree in public administration, Planning/Historic Preservation. Master's degree preferred.
 - Knowledge of local and state statute laws.
 - Considerable experience in various phases of management of specific projects including redevelopment.
 - Considerable knowledge of theories, principles and practices of public administration as it relates to economic development and planning.
 - Considerable knowledge of the organizational structures, functions, operations, objectives and goals of Municipal government.
 - Knowledge of community dynamics including inter-governmental relations, civic organizations and special interest groups.
 - Ability to identify, analyze and solve administrative problems.
 - Ability to represent the Town Manager in her absence.
 - Ability to work independently on complex and confidential assignments.
 - Ability to communicate effectively verbally and in writing.
 - Ability to establish and maintain effective working relationships with Town officials and employees.
 - Ability to plan, prepare and operate under an approved budget.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license.
-

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 or balance, stoop, kneel or crouch.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include closed vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS & EQUIPMENT USED:

Phone system, personal computer including word processing software, calculator; copy machine, fax machines, adding machine and automobile.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES:

Formal application, rating of education, training and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: _____

Town Manager:

T. Leary

Closing Date:

Exhibit B

OPERATIONS MANAGER

JOB CODE: 175
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS:

Performs administrative and financial work under the general supervision of the Public Works Director by conducting research and developing pertinent data and analysis for various projects and varied tasks. Obtains quotes and estimates, prepares and expedites bids and contracts using Town purchasing policies and procedures. Tracks employee time and prepares Departmental payroll. Responsible for processing all divisions' accounts payable invoicing through the Finance Department. Tracks and submits completed Zoning Certificates to the Community Development Department after ensuring Sanitation service and billing has been established for new businesses.

Is responsible for the hands-on administration, direction, and supervision of the Public Works Maintenance Divisions: Facilities Maintenance, Grounds Maintenance and Vehicle Maintenance. Coordinates maintenance activities through the use of the digital Work Order Request and the Field Purchase Order systems. Works closely with division foremen to plan and schedule work and to procure materials and equipment.

Maintains working relationships with other Town departments by providing information and assistance in a timely manner. Provides customer service by taking complaints and finding solutions using the resources available in the Public Works Department. Ensures the efficient and effective operation of the Public Works Administration office.

Performs duties with considerable independence and latitude in accordance with the Town's policies and procedures while maintaining the highest standards.

Performs related duties when assigned when such duties are a logical and appropriate assignment to the position. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Operations Manager position.

1. Oversees development, administration and review of maintenance division budgets and exercises control over expenditures. Assists in budget preparation and evaluates the need for and recommends the addition of materials and equipment.

2. Plans, schedules, monitors and reviews the work of subordinates through oral reports or observation of work in progress; may complete performance evaluations, counseling memos, and other supervisory tasks.
3. Coordinates Town projects with the use of the Work Order Request software in conjunction with Outlook© for the Facilities Maintenance and Grounds Maintenance operations; Oversees Vehicle Maintenance purchases in support of the repair and preventive maintenance of all Town vehicles and equipment. Investigates and furnishes cost estimates for various construction or special projects as needed.
4. Responds to citizen inquiries and complaints regarding Town services performed by any Public Works employee; provides solutions to problems.
5. Prepares and submits a variety of reports; assists Public Works Director in special projects.
6. Prepares invoices for payment on a daily basis.
7. Attends specific meetings as directed by the Public Works Director.
8. Accepts responsibility for assigned projects and deadlines and maintains communication with the Director and the Project Manager in order to assist in meeting Department submittal deadlines.
9. Prepares bi-weekly payroll for the entire department by working with the foremen to document and approve all leave requests.
10. Prepares and authorizes field purchase orders, prepares purchase order requests, and ensures purchasing policies and procedures are followed for all departmental transactions.
11. Maintains administrative office functions by procuring essential operating supplies.
12. Responsible for ordering custodial supplies, personal protective equipment, uniforms, rain gear, work boots, etc.
13. Performs other work as necessary and required.

REQUIREMENTS:

A. Training and Experience:

Bachelor's degree in Public Administration, Business Administration or related field. At least three years professional experience at a supervisory level in the field of Public Works operations including administration and budget; or any equivalent combination of training and experience. Valid Florida Driver's license.

B. Knowledge, Abilities and Skills:

- Knowledge of principles and practices of a comprehensive Public Works program.
- Knowledge of municipal functions and operations and the ability to interpret Town policies, procedures, and regulations, and make decisions in accordance with same.
- Ability to maintain professional confidentiality.
- Knowledge of equipment, materials and supplies required to maintain and operate a Public Works program.
- Knowledge of principles and practices of maintenance, construction and use of public facilities.
- Working knowledge of all Microsoft Office© suite products.
- Ability to prepare effective correspondence, reports, memos.
- Ability to manage typical administrative office duties as well as maintenance operations.
- Ability to learn and maintain proprietary software programs.

- Knowledge of modern sanitation methods and techniques.
- Ability to effectively supervise staff.
- Ability to establish and maintain effective working relationships with others.
- Strong Customer Service skills and the ability to resolve customer complaints in a timely manner.
- Skill in operation of tools, equipment, and vehicles associated with the department.
- Skill in budget preparation.
- Ability to communicate effectively both orally and in writing.
- Knowledge of basic civil engineering principles as applied to methods and practices essential to drainage, street, and sidewalk maintenance and construction.
- Ability to work a diverse schedule, as required.

C. Physical Requirements:

- Must walk, stoop, bend, sit, and talk, for lengthy periods in an office environment.
- Manual dexterity required in the operation of machinery and keyboard.
- Tasks may include extended periods at a keyboard.
- Vision requirements include: close vision, distance vision, color vision, peripheral vision, and depth perception.
- Must be able to hear and understand telephone and two way radio conversations.
- Must lift moderate to heavy loads (15-25 lbs.).

D. Environmental Requirements:

Work is performed outdoors and under adverse environmental conditions (storms, rain) at times.

E. Sensory Requirements:

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

F. Blood borne Pathogens:

Category II – 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.

OPERATIONS MANAGER

CLASS CODE: 175
PAY GRADE: 15
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Public Works Director, this position is responsible for oversight of all employees and activities of the Public Works Department. Plans and schedules street maintenance, grounds maintenance, building maintenance, vehicle maintenance and sanitation services. Incumbent uses independent judgment and discretion in the management of the daily operations of all Public Works activities in order to meet Town goals and standards.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Oversees development, administration and review of departmental budgets and exercises control over expenditures. Assists in budget preparation and evaluates the need for and recommends the addition of materials and equipment.
2. Plans, schedules, monitors and reviews the work of subordinates through oral reports or observation of work in progress; may complete performance evaluations, counseling memos and other supervisory tasks.
3. Coordinates Town projects with daily work schedules in building, streets, sanitation and parks; supervises the Town garage and the repair and continuing maintenance of all vehicles and equipment. Furnishes cost estimates for various construction or special projects as needed.
4. Responds to citizen inquiries and complaints regarding Town services performed by any Public Works employee; provides solutions to problems.
5. Prepares and submits a variety of reports; assists Public Works Director in special projects.
6. Performs other work as necessary and required.

REQUIREMENTS:

- A. **Training and Experience:**
Bachelor's degree in Public Administration, Business Administration or related field. At least three years professional experience at a supervisory level in the field of Public Works operations including administration and budget; or any equivalent combination of training and experience. Valid Florida Driver's license.
- B. **Knowledge, Abilities and Skills:**
 - Knowledge of principles and practices of a comprehensive Public Works program.

- Knowledge of equipment, materials and supplies required in a Public Works program.
- Knowledge of principles and practices of maintenance, construction and use of public facilities.
- Knowledge of modern sanitation methods and techniques.
- Ability to effectively supervise staff.
- Ability to establish and maintain effective working relationships with others.
- Skill in operation of tools, equipment and vehicles associated with the department.
- Skill in budget preparation.
- Skill in computer usage.
- Ability to communicate effectively, orally and in writing.
- Knowledge of engineering principles as applied to methods and practices essential to sidewalk and street construction and drainage.

C. Physical Requirements:

Must walk, stoop, bend, sit, talk, for lengthy periods. Manual dexterity required in the operation of machinery and keyboard. Must lift moderate to heavy loads (15-20 lbs.).

D. Environmental Requirements:

Work is performed outdoors and under adverse environmental conditions (storms, rain) at times.

E. Sensory Requirements:

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

F. Bloodborne Pathogens:

Category II - Moderate to Minimal Risk Exposure.

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

Exhibit C

SPECIAL EVENTS COORDINATOR

JOB CODE: 630
DEPARTMENT: PARKS AND RECREATION

CHARACTERISTICS OF THE CLASS

Under the general direction of the Recreation Director, responsible for program work in the development, promotion and maintenance of special events and in the coordination, use and rental of all recreation facilities. Duties include providing recommendations for new programs, program publicity and organization of events including the Sunset Celebration. Work is performed using sound judgment and discretion under the direction of the Recreation 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 Recreation Director in coordinating, planning and scheduling events and activities
5. Assists the Recreation Director in soliciting participation, membership and support of neighborhood and community groups
6. Arranges for publicity and notifications regarding programs and events
7. Meets with individuals and groups seeking to rent Town facilities, and prepares all paperwork for the rental of such facilities pursuant to the Town's facility rental policies
8. 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:

- 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.

SPECIAL PROJECTS COORDINATOR

CLASS CODE: 630

PAY GRADE: 11

CHARACTERISTICS OF THE CLASS: The incumbent in this position is responsible for program work in the development, promotion and maintenance of community affairs projects and in the coordination and use of all recreation facilities. Duties include providing recommendations for new programs, program publicity and organization of events. Work is performed using independent judgement and discretion under the direction of the Director of Community Affairs. Performs related work as required.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plan, organize, schedule and direct community activities.
2. Solicit participation, membership and active interest and support of neighborhood and community groups, arrange for publicity and notification of programs and events.
3. Plan and schedule for upcoming events; coordinate with all parties ensuring smooth operation and positive outcomes of events.
4. Review of past programs by citizen survey or other method.
5. Administrative support in typing, filing, and use of computer equipment; perform grant research as needed.
6. Assist with production of Town newsletter and other public relations and media releases.
7. May supervise part time and temporary staff.
8. Other duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a bachelors degree in recreation, leisure services or related field, with at least one year in public relations, grant writing, public events production or other recreational and events programming. Valid CDL Florida license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles and practices of public recreation activities and events.
Knowledge of rules, regulations, ordinances and requirements regarding public recreation.
Knowledge of equipment and facilities used in a variety of recreational and public activities.
Skill in dealing effectively with the public individually and in large groups.
Skill in managing multiple tasks required for production of public events.
Ability to communicate effectively, orally and in writing.

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to compose, produce, edit and present newsletters and other publications.
Knowledge of First Aid techniques, including CPR.
Skill in public speaking.

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, working in confined spaces, working both indoors and outdoors.

ENVIRONMENTAL REQUIREMENTS: Tasks may require some exposure to adverse environmental conditions.

SENSORY REQUIREMENTS: Requires sound and form perception and discrimination.

BLOODBORNE PATHOGENS: Category II - Minimal to Moderate risk of exposure.

EMPLOYEE RECEIPT; _____ **DATE:** _____

Exhibit D

ASSISTANT TO THE HUMAN RESOURCES DIRECTOR

JOB CODE: 121
DEPARTMENT: HUMAN RESOURCES

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Human Resources Director, this position performs a wide variety of highly responsible, complex and diverse advanced administrative duties involved in providing administrative, secretarial, analytical and technical support to the Human Resource Director by performing duties such as typing, filing, scheduling, compiling information relating to the department where assigned, performing financial record keeping, preparing payroll, planning and coordinating meetings and conferences, requisitioning supplies, coordinating direct mailings, and working on special projects. Also, provides technical assistance to other departmental personnel, and interacts with a diverse group of important external callers and customers as well as internal contacts at all levels of the Town organization. Performs other work and duties as assigned. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined here, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Assistant to the Human Resources Director position.

1. Performs customer service duties including answering telephone calls and assisting departmental customers
2. Assists in the recruitment and interview process by publishing employment ads and scheduling job interviews
3. Conducts new employee orientations and completes the paperwork for new hires
4. Verifies I-9 documentation and keeps all I-9 records current
5. Submits the online criminal, employment and credit investigation requests and assists with employment background checks and credentialing
6. Reconciles the employee insurance statements
7. Prepares the departmental payroll
8. Prepares employee evaluation review packets and forms
9. Assists the Human Resources Director with various research and/or special projects
10. Prepares new employee personnel files, and files papers and documents into appropriate employee files

11. Prepares, composes, processes and maintains departmental correspondence, memoranda, reports, databases, records and statistical data; sorts and distributes departmental mail
12. Fulfills public record requests in a timely manner
13. Performs record management and retention duties pursuant to Florida Statutes
14. Performs other related duties as required

REQUIREMENTS:

Training and Experience:

High School diploma or GED, supplemented by a minimum of five years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of municipal operations and the role of local government. Human Resource training in federal and state employment laws and regulations also required.

Knowledge, Skills and Abilities:

- Ability to identify and resolve problems in a timely manner
- Strong interpersonal skills and the ability to establish and maintain effective and courteous working relationships with elected officials, co-workers and the general public
- Ability to perform a wide variety of highly responsible, complex, and diverse advanced level administrative duties involved in providing administrative, analytical, and technical support to the Human Resources Department involving the use of sound judgment and personal initiative
- Ability to conduct various administrative and organizational studies and analyses on a wide variety of complex issues
- Ability to plan and organize work to meet changing priorities and deadlines
- Ability to independently prepare correspondence and memoranda
- Ability to communicate clearly and concisely, both verbally and in writing
- Excellent knowledge of composition and grammar, business English, mathematics, and modern office practices and procedures, including computers and accurate data entry abilities
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to maintain a high level of confidentiality in the performance of assigned tasks
- Excellent public and customer relations skills
- Knowledge of the operation, function and scope of authority of Town departments and offices
- Knowledge of techniques in research and report preparation
- Ability to respond to requests for information, complaints and administrative details and to interpret and apply Town policies, procedures and regulations

- Ability to establish and maintain effective and courteous working relationships with elected officials, co-workers and the general public
- Ability to maintain accurate records
- Ability to understand and carry out verbal and written instructions
- Ability to manage and effectively complete a heavy and diversified workload under pressure and pursuant to changing deadlines
- Ability to exercise sound judgment and accept responsibility for actions and/or accomplishments
- Ability to work a diverse schedule

Physical Requirements:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to manipulate; handle or feel objects, tools, or controls with arms and hands; and, to reach with hands and arms. The employee is frequently required to work, climb, stand or balance, stoop, kneel or crouch. The employee must occasionally lift up to 20 pounds. Tasks may involve extended periods of time at a computer keyboard. Sensory requirements consist of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; and, sound perception and discrimination.

Environmental Requirements:

Work is performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes, etc.

Blood Borne Pathogens:

Minimal to No Risk of 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.

Exhibit E

ASSISTANT TO THE COMMUNITY DEVELOPMENT DIRECTOR
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JOB CODE: 323
DEPARTMENT: COMMUNITY DEVELOPMENT

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Community Development Director, performs a wide variety of highly responsible, complex, and diverse advanced level administrative duties involved in providing administrative, secretarial, analytical and technical support to the Community Development Department. Assists in the research and development of varied projects. Provides technical assistance to other departmental personnel and provides information and assistance to internal and external customers and contacts regarding departmental programs and services. Performs other work and duties as assigned. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined here, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Assistant to the Community Development Director position.

1. Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving departmental issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics
2. Responsible for confidential and time sensitive material which relies on experience and judgment to plan and accomplish goals, with a high degree of creativity and latitude
3. Participates in the development and implementation of goals, objectives, and priorities for assigned functions and programs; recommends and implements resulting policies and procedures
4. Participates in the development and administration of the department budget as needed; submits budget recommendations, and helps monitor expenditures as required
5. Prepares, composes, processes and maintains departmental correspondence, memoranda, reports, databases, records and statistical data; sorts and distributes departmental mail
6. Performs all administrative functions of the department to which employee is assigned

7. Assists in processing departmental applications and forms, and files and records documents with external agencies as required
8. Attends specific meetings and transcribes meeting minutes and prepares them for approval as deemed necessary by the Community Development Director
9. Works independently and within a team on special recurring and nonrecurring projects. Acts as project manager for special projects at the request of the Community Development Director, which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, and creating brochures and flyers
10. Prepares bi-weekly payroll and processes invoices for payment by the Finance Director subject to approval by the Community Development Director
11. Schedules and organizes complex activities such as meetings, travel, conferences, and department activities
12. Performs customer service duties including answering telephone calls and assisting departmental customers. Acts as a liaison with other Town departments and outside agencies, and explains departmental policies and procedures when necessary
13. Performs duties relating to the Special Magistrate Hearings, Planning and Zoning Board meetings, Historic Preservation Board meetings, and Local Planning Agency meetings, including preparation and distribution of agendas, as well preparation and distribution of Orders Finding Violation and related paperwork for Code Compliance regular cases and Abatement cases
14. Prepares the minutes of the various Board meetings
15. Attends specific meetings as deemed necessary by the Community Development Director
16. Records Code Compliance liens with the Palm Beach County Clerk of Courts
17. Maintains Town of Lake Park lien files for all outstanding Code Compliance cases
18. Fulfills public records requests, as necessary, in a timely manner
19. Assists in the processing of applications for building permits in the absence of the Community Development Technician
20. Performs records management and retention requirements pursuant to Florida Statutes of all Code Compliance and Planning and Zoning case files
21. Maintains and orders office supplies for the Community Development Department and prepares purchase orders for approval by the Community Development Director
22. Performs other related duties as required.

REQUIREMENTS:

Training and Experience:

Associate's Degree from an accredited college or university, supplemented by a minimum of three years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of municipal operations and the role of local government; or the equivalent combination of education and experience

Knowledge, Skills and Abilities:

- Ability to perform a wide variety of highly responsible, complex, and diverse advanced level administrative duties involved in providing administrative, analytical, and technical support to the Community Development Department involving the use of sound judgment and personal initiative
- Ability to conduct various administrative and organizational studies and analyses on a wide variety of complex issues
- Ability to plan and organize work to meet changing priorities and deadlines
- Ability to independently prepare correspondence and memoranda
- Ability to communicate clearly and concisely, both verbally and in writing
- Excellent knowledge of composition and grammar, business English, mathematics, and modern office practices and procedures, including computers and accurate data entry abilities
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to maintain a high level of confidentiality in the performance of assigned tasks
- Excellent public and customer relations skills
- Knowledge of the operation, function and scope of authority of Town departments and offices
- Knowledge of techniques in research and report preparation
- Ability to respond to requests for information, complaints and administrative details and to interpret and apply Town policies, procedures and regulations
- Ability to make decisions in accordance with laws, the Town Code, regulations, departmental policies and procedures
- Ability to establish and maintain effective and courteous working relationships with elected officials, co-workers and the general public
- Ability to maintain accurate records
- Ability to understand and carry out verbal and written instructions
- Ability to manage and effectively complete a heavy and diversified workload under pressure and pursuant to changing deadlines
- Excellent public relations skills
- Ability to work a diverse schedule

Physical Requirements:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to manipulate; handle or feel objects, tools, or controls with arms and hands; and, to reach with hands and arms. The employee is frequently required to work, climb, stand or balance, stoop, kneel or crouch. The employee must occasionally lift up to 20 pounds. Tasks may involve extended periods of time at a computer keyboard. Sensory requirements consist of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; and, sound perception and discrimination.

Environmental Requirements:

Work is performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes, etc.

Blood Borne Pathogens:

Minimal to No Risk of 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.

Exhibit F

SANITATION FOREMAN**JOB CODE: 560****DEPARTMENT: PUBLIC WORKS****CHARACTERISTICS OF THE CLASS**

Under the general direction of the Public Works Director, performs supervisory work over assigned operations in the Commercial and/or Residential Sanitation Division. Supervision is exercised over various skill level employees and active participation with crew members in day-to-day operations is required. Is responsible for organizing, assigning and reviewing work of subordinates. The employee in this position is a working supervisor directing the employees of the Commercial Sanitation and Residential Sanitation Division and performing work consistent with the Divisions' tasks. This includes maintaining proper records, both hand-written and digital, as it relates to scheduling, billing, and issuing citations. Work is reviewed in progress and upon completion for conformance with policies and procedures. Performs other work as requested. Communicates with residents, customers and vendors and ensures performance standards are met. 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 Sanitation Foreman position.

- 1) Plan, assign, coordinate and exercise general and direct supervision over the activities of the Commercial and/or Residential Sanitation Division
- 2) Prepare daily work schedules, plan work procedures, assign personnel, oversee supervision of work, and maintain records of activities, personnel, purchases, billing, and citations
- 3) Estimate costs of projects, determine equipment and material needs, equipment specifications and other documents as needed, and make recommendations. Prepare reports and budget accordingly
- 4) Oversee the efficiency, productivity, safety and work habits of division employees. Use disciplinary action, consistent with the Employee Handbook and the Collective Bargaining Agreement, to correct employee behavior
- 5) Supervise, train and evaluate staff and provide for continuing development and training. Provide technical assistance and training in the use of procedures and equipment
- 6) Schedule, direct and review the work associated with commercial and residential sanitation collection. Monitor the condition and status of related equipment and vehicles as it relates to scheduled operations
- 7) Respond to the citizen inquiries and complaints regarding Town services performed under the jurisdiction of Public Works. Enforce ordinances

- 8) Provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year
- 9) Evaluate and rate individual employee's performance and discuss the evaluation at least annually with workers under supervision

REQUIREMENTS

A. Training and Experience:

High School diploma or GED required, supplemented by five (5) years of experience in sanitation services of which one (1) year must have been at the supervisory level or an equivalent combination of training and experience.

Must possess a valid Florida class B Commercial Drivers' License (CDL) with air brake endorsement.

B. Knowledge, Abilities and Skills:

- Knowledge of route service operations on a prescribed schedule
- Knowledge of the principles and practices of supervision and management
- Knowledge of the operation of commercial and/or residential sanitation collection equipment
- Skill in operating a variety of commercial or residential sanitation collection equipment
- Ability to supervise employees and to instruct them in the safety rules and practices of the work, and in the use of the tools and equipment of the job
- Ability to communicate effectively, both verbally and in writing
- Ability to operate in basic computer programs including Microsoft Word, Outlook, and Excel
- Ability to prepare and submit various forms of written communication such as: monthly reports, memoranda, objective employee evaluations, equipment specifications, records and various files
- Ability to make cost estimates for project needs including equipment and materials
- Ability to plan and schedule work projects and personnel, investigate and resolve customer service complaints, document actions taken, estimate levels of service and prepare reports, citations, and billing
- Ability to monitor monthly activity budgets and prepare requisitions for parts and supplies
- Ability to provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year
- Ability to work effectively and courteously with employees and the public
- Ability to perform manual labor in all weather conditions

C. Physical Requirements:

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20-50 pounds) items and occasionally handling very heavy items up to 100 pounds. May involve the frequent use of coordinative and manipulative skills in performing a variety of tasks associated with the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, dimensions, and proximity.

D. Environmental Requirements:

Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

E. Sensory Requirements:

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

F. Bloodborne Pathogens: Category II – 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.

Exhibit G

GROUNDS MAINTENANCE FOREMAN

JOB CODE: 564
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director and the Operations Manager, performs supervisory and administrative work in the Grounds Maintenance Division to ensure necessary projects are completed in an efficient, safe, and timely manner. The employee in this position is a working supervisor. This position requires organizing, assigning and reviewing work of subordinates. Supervision is exercised over various skill level employees and active participation with crew members in landscaping and grounds maintenance work including but not limited to: mowing grass, cutting trees, trimming shrubs, bush hogging, and other associated grounds maintenance tasks is required. Employee functions at entry management level and work is reviewed in progress and upon completion for ensuring all work adheres to all prescribed safety standards and regulatory requirements applicable to the work. Employee must exercise independent judgment and initiative in performing assigned duties. This includes maintaining proper records, both hand-written and digital, as it relates to scheduling and purchasing. Requires working with Administration in determining project requirements, project cost assessments, and course of action for completion of projects. Performs other work as requested. 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 Grounds Maintenance Foreman position.

- 1) Plan, assign, coordinate and exercise general and direct supervision over the activities of the Grounds Maintenance Division. Make assignments and oversee projects to completion, which may include the use of contracted services
- 2) Observe grounds maintenance needs, set priorities, prepare daily work schedules, plan work procedures, assign personnel, oversee supervision of work, and maintain records of activities, personnel, and purchases
- 3) Oversee the maintenance of public grounds including playgrounds, paths, alley ways, and parking areas. Conduct quality checks of work in progress or upon completion to assure acceptability
- 4) Coordinate the set-up and removal of equipment, tables, chairs, stages etc. for special events and programs.
- 5) Participate in the selection of appropriate number and types of plants, shrubs, trees and grasses suited to the location, soil, amount of sun received, and availability of water
- 6) Select the type and amount of pesticide or herbicide and instruct employees on proper application. Select the type and amount of fertilizer and instruct employees on proper application to conform to State regulations

- 7) Supervise tree removal operations including the safe operation of chipping and stump grinding equipment
- 8) Estimate costs of projects, determine equipment and material needs, equipment specifications and other documents as needed, and make recommendations. Prepare reports and budget accordingly
- 9) Oversee the efficiency, productivity, safety and work habits of division employees. Use disciplinary action, consistent with the Employee Handbook and the Collective Bargaining Agreement, to correct employee behavior. Recommend persons to be hired, disciplined, discharged, or promoted
- 10) Evaluate and rate individual employee's performance and discuss the evaluation at least annually with workers under supervision
- 11) Supervise, train and evaluate staff and provide for continuing development and training. Provide technical assistance and training in the use of procedures and equipment
- 12) Analyze and resolve work problems, and assist workers in solving problems. Study existing practices and procedures to determine methods of improvement
- 13) Inspect maintenance and repairs on irrigation systems, playground equipment, structures, facilities, equipment, and other Town facilities and grounds
- 14) Respond to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions, i.e., fallen debris, spills, broken windows, broken locks
- 15) Monitor the condition and status of related equipment and vehicles as it relates to scheduled operations
- 16) Conduct periodic inventory of all tools and equipment; maintain a computerized listing of such inventory; ensure each technician conducts an annual inventory of tools and equipment assigned and submit the required report to the Operations Manager after completing such inventory
- 17) Provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year

REQUIREMENTS

A. Training and Experience:

High School diploma or GED required, supplemented by five (5) years of experience in grounds maintenance services of which one (1) year must have been at the supervisory level or an equivalent combination of training and experience.

Must possess a valid Florida Class 'D' Drivers' License.

Must possess and maintain a "Florida-Friendly Best Management Practices for Protection of Water Resources by the Green Industries" certification.

B. Knowledge, Abilities and Skills:

Knowledge of the principles and practices of supervision and management.

- Ability to assign and supervise employees and to instruct them in the safety rules and practices of the work, and in the use of the tools and equipment of the job.
- Knowledge of the methods, practices and procedures used in grounds maintenance functions.

- Knowledge of plants, grasses, and trees and the requirements of their maintenance.
- Thorough knowledge of various chemical agents; ability to use such in accordance with prescribed safety precautions and directions.
- Knowledge of the tools and equipment used in a grounds maintenance operations.
- Ability to operate various basic tools and grounds keeping equipment, e.g., hammer, screwdriver, wrench, saw, lawn mower, edger, chainsaw, blower.
- Ability to operate various automobiles, transport vehicles, e.g., car, utility truck, utility van, trailers, and some light equipment, e.g., forklift, tractor, all-terrain vehicle.
- Ability to understand, follow and provide written and oral instructions; ability to read and write; ability to perform basic arithmetic.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to operate in basic computer programs including Microsoft Word, Outlook, and Excel.
- Ability to prepare and submit various forms of written communication such as: monthly reports, memoranda, objective employee evaluations, equipment specifications, records and various files.
- Ability to make cost estimates for project needs including equipment and materials.
- Ability to plan and schedule work projects and personnel.
- Ability to monitor monthly activity budgets and prepare requisitions for parts and supplies.
- Ability to provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year.
- Ability to establish and maintain effective working relationships with management; ability to work cooperatively with employees, and the general public.
- Ability to respond to emergency and problem situations in an effective manner;
- Ability to perform manual labor in all weather conditions.

C. Physical Requirements:

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, working in confined spaces and lifting, moving, or carrying moderately heavy (20-50 pounds) items and occasionally handling very heavy items up to 100 pounds. Ascends or descends ladders, stairs, scaffolding, and ramps. Utilizes feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; Bend body downward and forward by bending spine and legs; Move about on hands and knees or hands and feet; Use hands to finger, handle or feel objects; and to reach with hands and arms.

May involve the frequent use of coordinative and manipulative skills in performing a variety of tasks associated with the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, and dimensions,.

D. Environmental Requirements:

While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, traffic and dampness/humidity. May work in temperatures exceeding 95 degrees for extended periods of time.

While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; falling from exposed places; moving mechanical parts of equipment, tools, and machinery; animals/wildlife;

Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, or toxic/poisonous agents.

E. Sensory Requirements:

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

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.

FOREMAN

JOB CODE: 560
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director, performs supervisory work and assigned operations specific to the respective Public Works Division. The employee is a working supervisor directing the employees of the Commercial Sanitation, Residential Sanitation or Grounds Maintenance Division and performing work consistent with the division's tasks, and is responsible for organizing, assigning and reviewing the work of subordinates. Supervision is exercised over various skill-level employees and/or technicians. Work is reviewed in progress and upon completion for conformance with policies and procedures. Communicates with residents, customers and vendors and ensures that performance standards are met. Performs related duties as directed. 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 a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Foreman position.

- 1) Plans, assigns, coordinates and exercises general and direct supervision over the activities of Commercial Sanitation, or Residential Sanitation, or Grounds Maintenance Division.
- 2) Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, and maintains records of activities, personnel, and purchases.
- 3) Estimates costs of projects, determines equipment and material needs, equipment specifications and other documents as needed, and makes recommendations. Prepares reports and budgets accordingly.
- 4) Oversees the efficiency, productivity, safety and work habits of division employees. Provides technical assistance and training in use of procedures and equipment.
- 5) Supervises, trains and evaluates staff and provides for continuing development and training.
- 6) Schedules, directs and reviews the work in the upkeep and maintenance of municipal grounds, along with related equipment and vehicles.
- 7) Schedules, directs and reviews the work associated with commercial and residential sanitation collection or with grounds maintenance. Monitors the conditions and status of related equipment and vehicles as this relates to scheduled operations.

*Approved pursuant
to Resolution 22-08-13
on 8/21/2013*

- 8) Responds to the citizen inquiries and complaints regarding Town services performed under the jurisdiction of Public Works. Enforces Ordinances.
- 9) Provides input and information as required for the preparation of the annual department budget and monitors expenditures throughout the fiscal year.
- 10) Evaluates and rates individual employee's performance and discusses the evaluation at least annually with workers under supervision.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED required, supplemented by five (5) years of experience in grounds maintenance (including irrigation systems) or sanitation services of which one (1) year must have been at the supervisory level or an equivalent combination of training and experience. Must possess valid Florida Class B Commercial Driver's License with air brake endorsement. Must have successfully completed a fertilizer applicator training program (for Foremen for Grounds Maintenance Division only).

B. Knowledge, Abilities and Skills:

For Grounds Maintenance Division Foremen:

- Knowledge of cultivation and maintenance principles and practices for municipal grounds and park facilities
- Knowledge of tools and equipment needed to perform commercial grounds maintenance
- Skill in operating a variety of tools and equipment used in grounds maintenance

For Sanitation Division Foremen:

- Knowledge of route service operations on a prescribed schedule
- Knowledge of the operation of commercial or residential sanitation collection equipment
- Skill in operating a variety of commercial or residential sanitation collection equipment

For All Foremen:

- Knowledge of the principles and practices of supervision and management
- Ability to supervise employees and to instruct them in the safety rules and practices of the work, and in the use of job-related tools and equipment
- Ability to communicate effectively, both verbally and in writing
- Ability to operate basic computer programs including Microsoft Word, Outlook and Excel
- Ability to prepare and submit various forms of written communication such as monthly reports, memoranda, equipment specifications and maintain records and files
- Ability to make cost estimates for project needs including equipment and materials.

- Ability to plan and schedule work projects and personnel, write reports and maintain records and files.
- Ability to monitor monthly activity budgets and prepare requisitions for parts and supplies.
- Ability to provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year.
- Ability to work effectively and courteously with employees and the public.

C. **Physical Requirements:**

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20-50 pounds) items and occasionally handling very heavy items up to 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and lawn maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, dimensions and contours. Must be able to perform manual labor in all types of weather conditions.

D. **Environmental Requirements:**

Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

E. **Sensory Requirements:**

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

F. **Bloodborne Pathogens:**

Category II – 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.

Exhibit H

ASSISTANT TOWN MANAGER/ HUMAN RESOURCES DIRECTOR

JOB CODE: 120
DEPARTMENT: TOWN MANAGER/HUMAN RESOURCES

CHARACTERISTICS OF THE CLASS:

Assists the Town Manager in researching, analyzing, developing, implementing and coordinating various projects/ programs and resolving problems across the Town's organizational structure, Provides support to all Town Commissioners and Town Department Heads. Also, oversees the Human Resources Department and is directly responsible for performing activities relating to all aspects of the Human Resources function including human resources planning, directing and controlling all activities including policy development, job evaluation, recruitment, selection, training, compensation, safety, risk management, conflict resolution, and performance evaluations. Answers directly to the Town Manager. Performs related duties as directed. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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

Assistant Town Manager:

1. Assists the Town Manager in researching, analyzing, developing and implementing organizational projects, issues, structures, programs and procedures
2. Assists the Town Manager in providing leadership, and management direction to Town Department Heads
3. Initiates action to improve departmental and Town operations, employee performance, morale and work methods
4. Researches topics, collects data, and prepares reports and presents findings to the Town Manager and other parties as directed
5. Attends various meetings on behalf of the Town Manager; represents the Town Manager's position to the public and various public/private entities
6. Assists in the coordination and direction of interdepartmental efforts
7. Implements Town Manager's directives, initiatives and policy interpretations
8. Serves as the Acting Town Manager in the Town Manager's absence
9. Assists in planning and coordinating the preparation of the annual Town budget

ASSISTANT TOWN MANAGER/HUMAN RESOURCES DIRECTOR (page 2)

Human Resources Director:

1. Annually reviews and makes recommendations to the Town Manager for improvement of the Town's human resource policies, procedures and practices.
2. Communicates changes in Town human resource management policies and procedures to department heads to ensure proper compliance.
3. Assists the Town Manager in the annual review, preparation and administration of the Town's wage and salary program.
4. Reviews and classifies positions for approval according to position duties and responsibilities, essential functions, job competencies, reporting structure, physical requirements, and exempt or non-exempt status.
5. Develops and administers an effective employee recruitment program including the development and placement of ads, collection and review of employment applications, pre-employment screening of applicants, and conducting pre-employment and exit interviews.
6. Maintains knowledge of industry trends and employment legislation and ensures the Town's compliance with state and federal requirements pertaining to human resource management.
7. Consults with department heads and the Town Attorney, as needed, regarding matters of employee discipline, guidance and employee management, and to assist the department heads in carrying out their responsibilities on personnel matters.
8. Coordinates risk management and administers the Drug Free Workplace Policy, and monitors worker's compensation claims. Coordinates the reporting of worker's compensation and property/liability insurance claims to the Town's insurance carriers.
9. Develops and coordinates employee benefit programs and plan, and coordinates and facilitates annual employee open enrollment.
10. Consults with the Town Attorney as appropriate or as directed by the Town Manager on personnel matters.
11. Prepares answers equal employment opportunity complaints and liability matters subject to the review and final approval by the Town Attorney, and investigates employee grievances.
12. Participates in collective bargaining negotiations.
13. Develops and maintains a human resource information system that meets the Town's personnel information needs.
14. Coordinates training programs for Town employees.
15. Writes Ordinances and Resolutions for review for legal sufficiency by the Town Attorney and the review and approval by the Town Manager and Town Commission concerning human resource policies, procedures and practices, and develops the annual fiscal budget for the Human Resources Department for approval by the Town Manager and presentation to the Town Commission.

ASSISTANT TOWN MANAGER/HUMAN RESOURCES DIRECTOR (page 3)

16. Supervises the staff of the Human Resources Department.
17. Performs general management duties for the Town Manager as assigned.
18. Serves as liaison to the Town's Merit Board, and coordinates and prepares for such cases as needed.

REQUIREMENTS:

A. Education and Experience:

Bachelor's degree in Public Administration or Human Resource Management from an accredited college or university with significant coursework in human resource management, organizational development or closely related field or at least ten years of experience in full-time exempt level human resource management in the public sector are required. Master's Certificate in Human Resource Management (HRM), Professional in Human Resource Management (PHR) or Senior Professional in Human Resource Management (SPHR) certification preferred. Must possess knowledge of human resource information systems and computer operations including Microsoft Outlook, Microsoft Word, and Excel.

B. Knowledge, Skills and Abilities:

- Knowledge of general management practices and principles including strategic planning and the ability to develop long-term and short-term human resource management plans and programs consistent with the Town's mission goals and objectives
- Knowledge of municipal operations, finance and services
- Knowledge of local government practices and procedures including public sector procurement procedures
- Knowledge of human resources policies/procedures, programs and professional standards
- Knowledge of local, state and federal human resource principles and practices
- Ability to establish and maintain effective work relationships with co-workers, Town officials and representatives of private/public entities in the community
- Ability to research and present information effectively
- Ability to prepare effective written documentation and reports
- Ability to coordinate complex, inter-departmental programs and procedures
- Ability to make effective public presentations
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities

- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment

PHYSICAL REQUIREMENTS:

Tasks involve limited physical activities, light lifting, standing and walking, and dexterity in use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination.

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.

TAB 6



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 16, 2015

Agenda Item No. *Tab 6*

Agenda Title: Resolution No. *34-09-15* **-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: _____

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 <i>B192</i>	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 <i>CP</i> 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. 34-09-15 is recommended.

RESOLUTION NO. 34-09-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING AN AGREEMENT FOR CONTINUING PROFESSIONAL CONSULTANT SERVICES BETWEEN THE TOWN OF LAKE PARK, FLORIDA AND CALVIN, GIORDANO AND ASSOCIATES, INCORPORATED PROVIDING AN EFFECTIVE DATE

WHEREAS, on April 26, 2015, the Town of Lake Park advertised for a Request for Proposal for Professional Consulting Services and

WHEREAS, on May 27, 2015 at 11:00 A.M. all proposals were duly opened and

WHEREAS, the Town of Lake Park received proposals from four (4) engineering consulting firms interested in performing continuing services and

WHEREAS, the Public Works Director, the Community Development Director, the Community Development Planner and the Public Works Project Manager, forming the evaluation committee, numerically scored each firm's proposal and

WHEREAS, on June 9, 2015, at 1:30 P.M. each committee member's numerical score of each firm was tallied resulting in the three highest rated firms selected for further evaluation and

WHEREAS, the firms of Calvin, Giordano & Associates, Chen Moore & Associates and McCleod – McCarthy & Associates were properly shortlisted and

WHEREAS, on June 30, 2015, at 1:30 P.M. during a publicly announced meeting the three shortlisted firms were interviewed by the selection committee consisting of the Community Development Director, Town Planner, Public Works Director, Chief Accountant and Public Works Project Manager and

WHEREAS, after the interviews the selection committee scored each firm and determined Calvin, Giordano & Associates, Inc. to be the highest ranked firm and

WHEREAS, on July 15, 2015, the Town Commission approved authorization for the Town Manager to negotiate a contract with Calvin, Giordano & Associates, Inc. for Continuing Professional Consultant Services.

NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Lake Park, Florida

Section 1: To enter in to an agreement with Calvin, Giordano & Associates, Inc. for Continuing Professional Consultant Services.

Section 2: The appropriate Town officials are authorized to execute all necessary documents effectuate the intent of this Resolution.

Section 3: This Resolution shall take effect upon its adoption.

The remainder of this page has been left blank intentionally.

**PROFESSIONAL SERVICES
CONTRACT BETWEEN THE TOWN OF LAKE PARK
AND
CALVIN, GIORDANO & ASSOCIATES, Inc.**

THIS CONTRACT, made this ____ day of _____, 2015, by and between the Town of Lake Park, a public corporation of the State of Florida, hereinafter designated as the “the Town” and Calvin, Giordano & Associates, Incorporated, a State of Florida Corporation, FEID Number _____, hereinafter designated as “the CONSULTANT”.

WITNESSETH THAT:

WHEREAS, the TOWN is a municipality with those powers and responsibilities enumerated by Chapter 166 Florida Statutes and the Florida Constitution; and

WHEREAS, the TOWN is empowered to enter into contractual arrangements with public agencies, private corporations or other person, pursuant to Florida Statutes; and

WHEREAS, the TOWN has publicly announced its desire to procure professional services and has solicited proposals from qualified firms pursuant to Section 287.055, F.S., the Consultants Competitive Negotiation Act; and

WHEREAS, the CONSULTANT has responded to the TOWN’S solicitation of proposals and the CONSULTANT is qualified and willing to provide said services; and

WHEREAS, the Town Commission has determined that the CONSULTANT can provide professional services to the TOWN in the most cost effective and efficient manner; and

WHEREAS, the TOWN and the CONSULTANT hereby enter into this CONTRACT to establish the legal obligations of the parties; and

WHEREAS, the TOWN has budgeted funds in the current fiscal year budget which are available for the funding of CONTINUING ENGINEERING CONSULTANT SERVICES as described in Article I A of RFQ # 103-2015 and attached herein as **Exhibit “A”** under this CONTRACT; and

WHEREAS, on September 16, 2015, the Town enacted Resolution No. _____, approving an Agreement with the CONSULTANT for Continuing Engineering Consulting Services.

NOW THEREFORE, the TOWN and the CONSULTANT in consideration of the flowing from each to the other do hereby agree as follows:

SECTION 1. STATEMENT OF WORK, SERVICES AND PERFORMANCE:

1.1 The CONSULTANT shall, to the satisfaction of the TOWN, fully and timely provide services outlined in RFQ No. 103-2015 Professional Consulting Services, "Continuing Services." The TOWN reserves the right to seek the services of other consultants in work associated with RFQ No. 103-2015 or the recommendations resulting from work performed under RFQ No. 103-2015. This CONTRACT does not in any way whatsoever obligate the TOWN to provide CONSULTANT with any minimum or guaranteed amount of work.

1.2 The CONSULTANT acknowledges current projects identified in **Exhibit "C"** were reviewed by Simmons & White Engineers and their Sub-Consultants and shall continue with Simmons & White Engineers and their Sub-Consultants pursuant to Exhibit "C".

1.3 In the performance of professional services, the CONSULTANT will use that degree of care and skill ordinarily exercised by other similar professional in the field under similar conditions in similar localities. The CONSULTANT will use due care in performing its services and will have due regard for acceptable planning and engineering standards and principles. CONSULTANT'S standard of care shall not be altered by the application, interpretation, or construction of any other provision of this Agreement.

1.4 Where on-going projects are contemplated, before performing any services, the TOWN and CONSULTANT will negotiate necessary scope of work and consultant fees and enter into a Supplemental Agreement covering such work and compensation. Reference herein to the Agreement will be considered to include any Supplement Agreement.

1.5 Where on-going projects are assigned, the CONSULTANT agrees to provide project schedule progress reports in a format acceptable to the Town and at intervals established by the Town. The Town will be entitled at all times to be advised, at its request, as to the status of work being done by the CONSULTANT and of the details thereof. Coordination will be maintained by the CONSULTANT with representatives of the Town, or of other agencies interested in the project on behalf of the Town. Either party to the Agreement may request and be granted a conference.

1.6 All services will be performed by the CONSULTANT to the satisfaction of the Town Manager who will decide all questions, difficulties and disputes of any nature whatsoever that may arise under or by reason of the Agreement, the prosecution and fulfillment of the services hereunder and the character, quality, amount and value thereof; and the decision upon all claims, questions and disputes will be final and binding upon the parties hereto. Adjustments of compensation and/or contract time because of any on-going or supplemental work that may become necessary or desirable as the work progresses will be subject to mutual agreement of the parties, and Supplemental Agreement(s) of such a nature as required will be entered in the parties in accordance herewith.

1.7 In the event that the CONSULTANT and the Town are not able to reach an agreement as to the amount of compensation to be paid to the CONSULTANT for supplemental work desired by the Town, the CONSULTANT will have the right to file a claim with the Town for such additional amounts as the CONSULTANT deems reasonable; however, in no event will

the filing of the claim or the resolution or litigation thereof through administrative procedures or the courts relieve the CONSULTANT from the obligation to timely perform the supplemental work.

1.8 All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under the Agreement, as well as all data collected, together with summaries and charts derived there from, will be considered works made for hire and will become the property of the Town upon completion or termination without restriction or limitation on their use and will be made available, upon request, to the Town at any time during the performance of such services and/or upon completion or termination if the Agreement. Upon delivery to the Town of said document(s), the Town will become the custodian thereof in accordance with Chapter 119, Florida Statutes. The CONSULTANT will not copyright any material and products or patent any invention developed under this agreement. The Town will have the right to visit the site for inspection of the work and the products of the CONSULTANT at any time.

~~1.9 The CONSULTANT agrees that the sub-consultants identified in the "Consultant Organizational Chart," attached hereto as Exhibit "D," and made part of this CONTRACT, shall provide services under this CONTRACT.~~

~~The services of each sub-consultant are a substantial inducement and material consideration for the CONTRACT. In the event any such sub-consultant can no longer provide the services required by the CONTRACT, the CONSULTANT shall immediately notify the TOWN in writing and the TOWN may elect to terminate this CONTRACT without any liability to the CONSULTANT for unfinished work product. The CONSULTANT may propose a replacement for the sub-consultant, subject to the approval of the TOWN. The TOWN, in its judgment, may elect to compensate the CONSULTANT for any unfinished work product, provided it is in a form that is sufficiently documented and organized to provide for subsequent utilization in completion of the work product.~~ NO SUB-CONSULTANTS ARE IDENTIFIED.

SECTION 2. FEES FOR SERVICES

2.1 CONSULTANT shall submit monthly invoices for compensation, but only after the services for which the invoices are submitted have been completed and shall submit with such invoice a detailed breakdown, indicating each task performed, person performing the work and time allocated to each task. This breakdown shall be supplied for all work performed by CONSULTANT. Work product requiring correction due to CONSULTANT'S error or omission shall be accomplished at no cost to the TOWN.

2.2 CONSULTANT shall assign all work for which there is a cost recovery account that account, at the hourly rates set forth in **Exhibit "B.", Personnel Assignments/Basis for Compensation Hourly Rates**. Any amounts assigned to cost recovery accounts will be credited against the recovery fee amounts.

2.3 TOWN shall pay CONSULTANT within thirty (30) calendar days of receipt of CONSULTANT's proper statement. To be deemed proper, all invoices must comply with the requirements set forth in this Agreement. Payment may be withheld for failure of CONSULTANT to comply with a term, condition, or requirement of this Agreement.

2.4 Notwithstanding any provisions of this Agreement to the contrary, TOWN may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work that has not been remedied or from loss due to fraud of reasonable evidence indicating fraud by CONSULTANT. When the above reasons for withholding payment are removed or resolved in a manner satisfactory to TOWN, payment may be made. The amount withheld shall not be subject to payment of interest by the Town.

2.5 All hourly fees will be negotiated based on market conditions on each anniversary date of this Agreement but will not exceed an increase of three percent (3%).

2.6 CONSULTANT shall be entitled to reimbursement for actual out-of-pocket expenses for copying, telephone, faxes, pre-approved courier services and other approved reimbursables, with no multiplier. Charges for courier services between CGA West Palm Beach office and Town are not approved.

SECTION 3. TERM/TERMINATION

3.1 The TERM OF AGREEMENT shall commence on the date that is fully executed by all parties and shall continue in full force and effect for a period of three (3) years unless and until it terminated as provided below. The Town may, at its sole discretion, extend the term of the contract for two additional on (1) year terms.

3.2 TERMINATION-Without Cause- This Agreement may be terminated by TOWN for any reason or no reason upon Sixty (60) calendar day written notice to CONSULTANT. In the event of such termination, CONSULTANT shall be entitled to receive compensation for any work completed pursuant to the Agreement to the satisfaction of TOWN up through the date of termination. Under no circumstances shall TOWN make payment for services that have not been performed.

3.3 TERMINATION-With Cause- This Agreement may be terminated by either party upon five (5) calendar days' written notice to the other should such other party fail substantially to perform in accordance with its material terms through no fault of the party initiating the termination. In the event CONSULTANT abandons this Agreement or causes it to be terminate by TOWN, CONSULTANT shall indemnify TOWN against loss pertaining to the termination, including, but not limited to, reasonable costs incurred in transition to a replacement consultant. In the event that CONSULTANT is terminated by the TOWN for cause and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience under Section 3.2 and the provision of Section 3.2 shall apply.

3.4 TERMINATION-Transfer of Ownership- This Agreement may be terminated by the TOWN upon five (5) calendar days' written notice if there is a change of more than 50% of the ownership of the Consultant. CONSULTANT shall notify Town Manager at least ten (10) business days before any such change in ownership of CONSULTANT.

3.5 Upon termination, CONSULTANT shall turn over to TOWN all finished or unfinished work product, documents, data, studies, surveys sketches, plans and reports in its possession. It shall also reasonably assist the TOWN and any replacement consultant in the transition, including taking any acts necessary to allow the transfer of the GIS system.

SECTION 4. DEFAULT

4.1 An event of default shall mean a breach of this Agreement. Without limiting the generality of the foregoing and in addition to those instances referred to as a breach, an event of default shall include the following:

- a. CONSULTANT has not performed services on a timely basis;
- b. CONSULTANT has refused or failed, except in the case for which an extension of time is provided, to supply enough properly skilled Staff personnel;
- c. CONSULTANT has failed to obtain the approval of the TOWN where required by this Agreement;
- d. CONSULTANT has refused or failed, except in the case for which an extension of time is provided, to provide the Services as defined in this Agreement.

4.2 In the event CONSULTANT fails to comply with the provision of this Agreement, the TOWN may declare the CONSULTANT in default, notify the CONSULTANT in writing, and give the CONSULTANT fifteen (15) calendar days to cure the default. If the CONSULTANT fails to cure the default, compensation will only be for any completed professional services minus any damages pursuant to Section 4.3. In the event payment has been made for such professional services not completed, the CONSULTANT shall return these sums to the TOWN within ten (10) days after notice that these sums are due. Nothing in this Article shall limit the TOWN's right to terminate, at any time pursuant to Section 3 above, and its right for damages under Section 4.3.

4.3 In the Event of Default by the CONSULTANT, it shall be liable for all damages resulting from the default.

4.4 The TOWN may take advantage of each and every remedy specifically existing at law or in equity. Each and every remedy shall be in addition to every other remedy specifically given or otherwise existing and may be exercised from time to time as often and in such order as may be deemed expedient by the TOWN. The exercise or the beginning of the exercise of one remedy shall not be deemed to be a waiver of the right to exercise any other remedy. The TOWN's rights and remedies as set forth in this Agreement are not exclusive and are in addition to any other right and remedies available to the TOWN in law or in equity.

SECTION 5. STATUS REPORTS AND UPDATES

5.1 On or before the first day of every month, CONSULTANT shall prepare and deliver to the TOWN MANAGER status reports showing the status of all pending work authorizations and projects.

SECTION 6. HOURS OF OPERATION

6.1 CONSULTANT shall maintain fully staffed business hours equal to, but not less than the Town's business hours of 8:30 AM to 5:00 PM, Monday through Friday, with the exception of official holidays as designated in the Code of the Town of Lake Park.

SECTION 7. POLICY OF NON-DISCRIMINATION

7.1 CONSULTANT shall not discriminate against any person in its operations, activities or delivery of services under this Agreement. CONSULTANT shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as basis for service delivery.

SECTION 8 DRUG FREE WORKPLACE

8.1 CONSULTANT shall maintain a Drug Free Workplace.

SECTION 9. INDEPENDENT CONTRACTOR

9.1 CONSULTANT is an independent contractor under this Agreement. Personal services provided by CONSULTANT shall be by employees of CONSULTANT and subject to supervision by CONSULTANT, and not as officers or employees of TOWN. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Agreement shall be those of CONSULTANT.

SECTION 10. ASSIGNMENT

10.1 Neither this Agreement, nor any interest herein, shall be assigned, transferred or otherwise encumbered, under any circumstances, by CONSULTANT, without the prior written consent of the Town Manager.

SECTION 11. CONFLICTS OF INTEREST

11.1 CONSULTANT shall not perform any services for any private sector clients (including but not limited to, developers, corporations, real estate investor, etc.) on projects within the jurisdictional boundaries of the TOWN.

11.2 CONSULTANT shall not perform any services for any municipality that is contiguous to the TOWN unless approved by the Town Manager.

11.3 CONSULTANT shall not review or perform any services regarding any application made by any client of CONSULTANT, even if the services CONSULTANT performs for such client are unrelated to the TOWN. In such instance, CONSULTANT shall disclose the relationship immediately to the Town Manager, who may retain an alternate consultant for those services.

11.4 Neither CONSULTANT nor any of its employees shall have or hold any employment or contractual relationship that is antagonistic or incompatible with CONSULTANT's loyal and conscientious exercise of judgment related to its performance under this Agreement.

SECTION 12. INDEMNIFICATION

12.1 CONSULTANT shall indemnify, defend and hold harmless TOWN, its officials, agents, employees, and volunteers from and against any and all liability, suits, actions, damages, costs, losses and expenses, including attorneys' fees, demands and claims for personal injury, bodily injury sickness, diseases or death or damage or destruction of tangible property or loss of use resulting therefrom, arising out of any errors, omissions, misconduct or negligent acts, errors or omission of CONSULTANT, its officials, agents, employees or subcontractors in the performance of the services of CONSULTANT under this Agreement.

12.2 CONSULTANT acknowledges that specific consideration has been paid or will be paid under this Agreement for this hold harmless and indemnification provision, and further agrees with the foregoing provision of indemnity and also agrees with the collateral obligation of insuring said indemnity as set forth in Section 13, Insurance.

12.3 CONSULTANT shall indemnify TOWN for all loss, damage, expense or liability including, without limitation, court costs and attorneys' fees that may result by reason of any infringement or claim of infringement by CONSULTANT of any patent, trademark, copyright, trade secret or other proprietary right relating to services furnished pursuant to this Contract. CONSULTANT will defend and/or settle at its own expense any action brought against the TOWN to the extent that is based on a claim that products or services furnished to TOWN by CONSULTANT pursuant to this Contract, or if any portion of the services or goods related to the performance of the service becomes unusable as a result of any such infringement or claim.

SECTION 13. INSURANCE

13.1 The CONSULTANT shall maintain, or cause to be maintained, the following specified insurance coverage in the amounts set forth hereafter during the full period of the Contract and any extensions thereof, which must include the following coverage and minimum limits of liability:

- a. WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE for all employees of the CONSULTANT for Statutory Limits in

compliance with the applicable state and federal laws. Notwithstanding the number of employees or any other statutory provisions to the contrary, coverage shall extend to all employees of the CONSULTANT and all subcontractors. EMPLOYERS LIABILITY LIMITS shall not be less than One Million (\$1,000,000.00) Dollars each accident; One Million (\$1,000,000.00) Dollars disease-policy limit; and, One Million (\$1,000,000.00) Dollars disease-each employee.

b. COMPREHENSIVE GENERAL LIABILITY with the minimum limits of One Million (\$1,000,000.00) Dollars, per occurrence, premises and operations, independent contractors, products and completed operations, personal and advertising injury, XCU coverage, and a contractual liability endorsement of Two Million (\$2,000,000.00) Dollars aggregate.

c. PROFESSIONAL LIABILITY INSURANCE in the minimum amount of \$1,000,000 per occurrence

d. BUSINESS AUTO LIABILITY with minimum limits of one million (\$1,000,000.00) Dollars or combined Single Limit for Bodily Injury and Property Damage Liability. This insurance must be an "any-auto" policy including Owned, Hired, Non-Owned, and Employee Non-Ownership Coverage.

The TOWN shall be included as an Additional Named Insured under the General Liability and Automobile Liability policies and a waiver of subrogation against the TOWN shall be included in all Workers' Compensation policies. Current valid insurance policies meeting the requirements herein identified shall be maintained during the duration of this Contract and any extensions thereof. There shall be a thirty (30) day notification to the TOWN, in the event of cancellation or modification of any stipulated insurance policy. It shall be the responsibility of the CONSULTANT to ensure that all subcontractors are adequately insured or covered under their policies.

All Certificates of Insurance shall be kept on file with the TOWN, and approved by the TOWN prior to the commencement of any work activities. The TOWN may at its discretion, require the CONSULTANT to provide a complete certified copy of the insurance policy(s). If this Contract includes the installation of machinery and/or equipment into an existing structure, the Comprehensive General Liability policy must include an endorsement covering same, including installation and transit.

13.2 The required insurance coverage shall be issued by an insurance company duly authorized and licensed to do business in the State of Florida with the following minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide: Financial Stability: A+ to B+.

13.3 All required insurance shall preclude any underwriter's rights of recovery or subrogation against the TOWN with the express intention of the parties being that the required coverages protect both parties as the primary insurance for any and all losses covered by the above described insurance.

13.4 The clauses "Other Insurance Provisions" and "Insured Duties in the Event of an Occurrence, Claim or Suit" as they appear in any policy of insurance in which the TOWN is named as an additional named insured shall not apply to TOWN.

13.5 Violation of the terms of this Section 13 and its sub-parts shall constitute a material breach of the Contract by the CONSULTANT and the TOWN, at its sole discretion, may cancel the Contract and all rights, title and interest of the CONSULTANT shall thereupon cease and terminate.

SECTION 14. REPRESENTATIVE OF TOWN AND CONSULTANT

14.1 It is recognized that questions in the day-to-day conduct of this Agreement will arise. The TOWN designates the Town Manager or his designee as the person to whom all communications pertaining to the day-to-day conduct of this Agreement shall be addressed. CONSULTANT designates Patrick Figurella, PE as the representative of CONSULTANT to whom all communications pertaining to the day-to-day action of this Agreement shall be addressed.

14.2 The Town Manager shall have the right to require CONSULTANT to change any personnel working on TOWN projects upon providing CONSULTANT with a ten (10) day written notice. Such requests from Town Manager shall not be made unreasonably or arbitrarily.

SECTION 15. COSTS AND ATTORNEY'S FEES

15.1 If either TOWN or CONSULTANT is required to enforce the terms of this Agreement by court proceedings or otherwise, whether or not formal legal action is required, the prevailing party shall be entitled to recover from the other party all such costs and expenses, including by not limited to, costs and reasonable attorney's fees.

SECTION 16. NOTICES

16.1 Whenever either party desires to give notice to the other, it must be given by written notice, sent by certified United States mail, with return receipt requested, hand delivered or by facsimile transmission with proof of receipt, addressed to the party for whom it is intended, at the place last specified, and the place for giving of notice in compliance with the provisions of this paragraph. Notice shall be deemed given upon receipt by any method of delivery authorized above. For the present, the parties designate the following as the respective places for giving of notice.

FOR CONSULTANT:

FOR TOWN:

John O. D'Agostino, Town Manager
Town of Lake Park
535 Park Avenue, Lake Park, Fl. 33403
Tel. (561) 881-3304 Fax. (561) 881-3314

With Copy to: Thomas J. Baird, Esquire
Town Attorney
4741 Military Trail, Suite 200
Jupiter, Fl. 33458
Tel. (561) 650-8233

SECTION 17. RIGHTS IN DATA; COPYRIGHT; DISCLOSURE

17.1 Definition. The term "Data" as used in this Agreement includes written reports, studies, drawings, or other graphic, electronic, chemical or mechanical representation.

17.2 Rights in Data. Drawings, specification, designs, models, photographs, computer CADD discs, reports, surveys and other data developed or provided in connection with this Agreement shall be the property of TOWN and TOWN shall have the full right to use such data for any official purpose permitted under Florida Statutes, including making it available to the general public. Such use shall be without any additional payment to or approval by CONSULTANT. TOWN shall have unrestricted authority to publish, disclose distribute and otherwise use, in whole or in part, any data developed or prepared under this Agreement.

17.3 Copyrights. No data developed and or prepared in whole or in part under this Agreement shall be subject to copyright in the United States of America or other country, except to the extent such copyright protection is available for the Town. Consultant shall not include in the data any copyrighted matter unless CONSULTANT obtains the written approval of the Town Manager and provides said Town Manager with written permission of the copyright owner for CONSULTANT to use such copyrighted matter in the manner provided herein.

17.4 If this Agreement is terminated for any reason prior to completion of the work, the TOWN may, in its discretion, use any design and documents prepared hereunder.

SECTION 18. SUBCONSULTANTS

18.1 Sub consultants, if needed, will be subject to the prior written approval of the Town Manager.

SECTION 19. COMPLIANCE WITH LAWS

19.1 CONSULTANT shall fully obey and comply with all laws, ordinances and administrative regulations duly made in accordance therewith, which are or shall become applicable to the services performed under the terms of this Agreement.

SECTION 20. TRUTH-IN NEGOTIATIONS CERTIFICATE

20.1 Signature of this Agreement by CONSULTANT shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete, and current at the time of contracting.

SECTION 21. OWNERSHIP OF DOCUMENTS

21.1 CONSULTANT understands and agrees that any information, document, report or any other material whatsoever which is given by the TOWN to CONSULTANT or which is otherwise obtained or prepared by CONSULTANT under the terms of this Agreement is and shall at all times remain the property of the TOWN. CONSULTANT agrees not to use any such information, document, report or material for any other purpose whatsoever without the written consent of the Town Manager, which may be withheld or conditioned by the Town Manager in his/her sole discretion.

SECTION 22. AUDIT AND INSPECTION RIGHTS

22.1 The TOWN may, at reasonable times, and for a period of up to three (3) years following the date of final performance of Services by CONSULTANT under this Agreement, audit, or cause to be audited, those books and records of CONSULTANT that are related to CONSULTANT's performance under this Agreement. CONSULTANT agrees to maintain all such books and records at its principal place of business for a period of three (3) years after final payment is made under this Agreement.

22.2 The TOWN may, at reasonable times during the term hereof, inspect CONSULTANT's facilities and perform such inspections, as the TOWN deems reasonably necessary, to determine whether the services required to be provided by CONSULTANT under this Agreement conform to the terms of this Agreement. CONSULTANT shall make available to the TOWN all reasonable facilities and assistance to facilitate the performance of inspections by the TOWN's representatives.

SECTION 23. WARRANTIES OF CONSULTANT

23.1 The CONSULTANT hereby warrants and represents that at all times during the term of this Agreement it shall maintain in good standing all required licenses, certifications and permits required under federal, state and local laws necessary to perform the Services.

SECTION 24. PUBLIC RECORDS

24.1 CONSULTANT understands that the public shall have access, at all reasonable times, to all documents and information pertaining to TOWN contracts, subject to the provision of Chapter 119, Florida Statutes, and agrees to allow access by the TOWN and the public to all documents subject to disclosure under applicable law. CONSULTANT's failure or refusal to comply with the provisions of this section shall result in the immediate cancellation of this Agreement by the TOWN. Should the Town be subject to litigation as a result of the CONSULTANT's refusal to timely provide public records or to provide them at all, the CONSULTANT agrees to hold harmless and indemnify the Town from any damages, including attorney fees and costs associated with the litigation.

SECTION 25. NO CONTINGENT FEES

25.1 CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the TOWN shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

SECTION 26. GOVERNING LAW; CONSENT TO JURISDICTION

26.1 This Agreement shall be construed in accordance with, and governed by, the laws of the State of Florida. The parties submit to the jurisdiction of any Florida state or federal court in any action or proceeding arising out of, or relating to, this Agreement. Venue of any action to enforce this Agreement shall be in Palm Beach County, Florida.

SECTION 27. HEADINGS

27.1 Headings are for convenience of reference only and shall not be considered in any interpretation of this Agreement.

SECTION 28. SEVERABILITY

28.1 If any provision of this Agreement or the application thereof to any person or situation shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

SECTION 29. CONFLICT

29.1 In the event of a conflict between the terms of this Agreement and any terms or conditions in any attached documents, the terms in this Agreement shall prevail.

SECTION 30. BINDING AUTHORITY

30.1 Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

SECTION 31. SURVIVAL OF PROVISIONS

31.1 Any terms or conditions of this Agreement that require acts beyond the date of its termination shall survive the termination of this Agreement, shall remain in full force and effect unless and until the terms of conditions are completed, and shall be fully enforced by either party.

SECTION 32. ENTIRE AGREEMENT

32.1 This Agreement and its attachments constitute the entire agreement between CONSULTANT and TOWN, and all negotiations and oral understandings between the parties are merged herein.

32.2 No modification, amendment or alteration in the terms or conditions of this Agreement shall be effective unless contained in a written document executed with the same formality as this Agreement.

SECTION 33. WAIVER

33.1 The waiver by either party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement shall not be construed as a waiver of any future or continuing similar or dissimilar failure.

ATTACH AS “**Exhibit A**” ---Article IA of RFQ 103-2015 which identifies type of services
ATTACH AS “**Exhibit B**” ---Personnel Assignments/Basis for Compensation Hourly Rates
ATTACH AS “**Exhibit C**” ---Current Projects Overseen by Simmons & White and Sub-
Consultants

PROFESSIONAL SERVICES AGREEMENT BETWEEN THE TOWN OF LAKE PARK AND CALVIN, GIORDANO AND ASSOCIATES, INC. FOR CONTINUING ENGINEERING CONSULTING SERVICES.

IN WITNESS WHEREOF, the parties hereto have made and executed this Professional Services Agreement on the respective dates under each signature: Town of Lake Park through its Town Commission, signing by and through its Mayor, authorized to execute same by Commission action on the 16th day of September, 2015; and _____ authorized to execute same.

TOWN OF LAKE PARK, through its
Town Commission

ATTEST:

By: _____,
Mayor

Vivian Mendez, CMC, Town Clerk

Approved as form and legality

(TOWN SEAL)

By: _____
Thomas J. Baird, Town Attorney
_____ day of _____, 2015

(CONSULTANT)

By: _____

Print Name: _____
_____ day of _____, 2015

Witness: _____
Print Name: _____

EXHIBIT "A"

ARTICLE I. INTRODUCTION AND GENERAL DESCRIPTION OF REQUIRED SERVICES (from RFQ 103-2015)

Pursuant to Section 287.055 Florida Statutes, known as the "Consultants' Competitive Negotiation Act" the Town of Lake Park is soliciting statements of qualifications from PROFESSIONAL CONSULTANT FIRMS for continuing ~~and "as-needed"~~ professional services. The selected firm (or firms) will provide support services to various Town departments including but not limited to the following: Community Development/Code Enforcement/Building Permits, Public Works, Finance and Town Manager.

A.) CONTINUING SERVICES:

Various Town Departments

- Review commercial/industrial site plan applications for civil/traffic engineering, landscaping, parking, dumpster access, drainage & NPDES requirements for consistency with Town and applicable local and State codes
- Review construction plans submitted for permit in coordination with the Building Official's duties on an as-needed basis
- Review landscaping plans for code compliance incl. landscape site plan review of development plans submitted for building permit
- Provide services related to FEMA flood requirements as needed
- Availability during daytime business hours to meet with Town and project applicants, and coordinate correspondence between parties
- Attend project pre-construction meetings as needed
- Support services associated with the Planning and Zoning Board
- Provide site visits/inspections for projects to monitor compliance with permit requirements, NPDES compliance and coordination with the Town, possible threshold inspection
- Review Plats or re-Plats submitted
- Attend County and State agency meetings and forums as required by the Town Manager or Town Commission.

Public Works

- Review Town storm water drainage and compliance activities as they pertain to NPDES permit
- Site plan review for commercial sanitation site access
- Prepare annual NPDES report submittal
- Assist with NPDES audit as needed
- Review and maintenance of Storm Water Utility ERU's
- Review Storm Water Master Plan, prepare storm water project cost estimates for consideration of rate increases to upgrade infrastructure and NPDES requirements
- Assist with Storm Water Utility related procedures and rate evaluation
- Attend County and State agency meetings and forums as required by the Town Manager or Town Commission.

End of Exhibit "A"

EXHIBIT "B"

TYPICAL TASKS	JOB TITLE	NAME	OFFICE LOCATION	HOURLY RATE	
Review commercial/industrial site plan applications for civil/traffic engineering, landscaping, parking, dumpster access, drainage & WPDES requirements for consistency with Town and applicable local and State codes.	Director, Engineering (V)	Patrick Figurella, P.E.	WPB	\$175.00	
	Project Manager (IV) Civil	Patrick Figurella, P.E.	WPB	\$150.00	
	Project Manager (IV) Electrical	Manuel Docuro, P.E.	FTL	\$150.00	
	Project Manager (IV) Traffic	Eric Czerniejewski, P.E.	FTL	\$150.00	
	Project Engineer (III) Civil	David Frodsham, P.E.	WPB	\$130.00	
	Engineer (II) Civil	Curt Alexander	WPB	\$110.00	
	Associate Landscape Architect	Tammy Coot, A.L.S.A.	FTL	\$165.00	
	Landscape Site Plan Reviewer	Bill Tesauro	FTL	\$130.00	
	Review construction plans submitted for permit in coordination with the Building Official's duties.	Director, Engineering (V)	Patrick Figurella, P.E.	WPB	\$175.00
		Project Manager (IV) Civil	Patrick Figurella, P.E.	WPB	\$150.00
		Project Manager (IV) Electrical	Manuel Docuro, P.E.	FTL	\$150.00
		Project Manager (IV) Traffic	Eric Czerniejewski, P.E.	FTL	\$150.00
		Project Engineer (III) Civil	David Frodsham, P.E.	WPB	\$130.00
		Engineer (II) Civil	Curt Alexander	WPB	\$110.00
Review landscaping plans for code compliance incl. landscape site plan review of development plans submitted for building permit.	Associate Landscape Architect	Tammy Cook, A.L.S.A.	FTL	\$165.00	
	Landscape Site Plan Reviewer	Bill Tesauro	FTL	\$130.00	

Provide services related to FEMA flood requirements.	Environmental Administrator (Flood Plain Manager)	Sandra Lee, A.I.C.P.	FTL	\$125.00
	Senior Registered Surveyor	Ronnie Furniss, P.S.M.	WPB	\$145.00
	Registered Surveyor	David Rohal, P.S.M.	WPB	\$130.00
	Director, Engineering (V)	Patrick Figurella, P.E.	WPB	\$175.00
	Project Manager (IV)	Patrick Figurella, P.E.	WPB	\$150.00
	Civil			
	Project Manager (IV)	Manuel Docurro, P.E.	FTL	\$150.00
	Electrical			
	Project Manager (IV)	Eric Czerniejewski, P.E.	FTL	\$150.00
	Traffic			
Attend project pre-construction meetings.	Project Engineer (III)	David Frodsham, P.E.	WPB	\$130.00
	Civil			
	Landscape Site Plan Reviewer	Bill Tesaturo	FTL	\$130.00
	Project Manager (IV)	Patrick Figurella, P.E.	WPB	\$150.00
	Civil			
	Project Manager (IV)	Manuel Docurro, P.E.	FTL	\$150.00
	Electrical			
	Project Engineer (III)	David Frodsham, P.E.	WPB	\$130.00
	Civil			
	Engineer (II)	Curt Alexander	WPB	\$110.00
Support services associated with the Planning and Zoning Board.	Civil			
	Associate, Landscape Architect	Tammy Cook, A.L.S.A.	FTL	\$165.00
	Director, Engineering (V)	Patrick Figurella, P.E.	WPB	\$175.00
	Project Manager (IV)	Patrick Figurella, P.E.	WPB	\$150.00
	Civil			
	Project Manager (IV)	Manuel Docurro, P.E.	FTL	\$150.00
	Electrical			
	Project Manager (IV)	Eric Czerniejewski, P.E.	FTL	\$150.00
	Traffic			

	Project Engineer (Ilf) Civil	David Frodsham, P.E.	WPB	\$130.00
	Associate, Landscape Architect	Tammy Coot, A.L.S.A.	FTL	\$165.00
Provide site visits/inspections for projects to monitor compliance with permit requirements, NPDES compliance and coordination with the Town, possible threshold inspection.	Project Engineer (III) Civil	David Frodsham, P.E.	WPB	\$130.00
	Engineer (II) Civil	Curt Alexander	WPB	\$110.00
	Landscape Site Plan Reviewer	Bill Tesauro	FTL	\$130.00
Review submitted Plats or re-Plats	Director, Engineering (V)	Patrick Figurella, P.E.	WPB	\$175.00
	Senior Registered Surveyor	Ronnie Furniss, P.S.M.	WPB	\$145.00
	Registered Surveyor	David Rohal, P.S.M.	WPB	\$130.00
Attend County and State agency meetings and forums as required by the Town Manager or Town Commission.	Director, Engineering (V)	Patrick Figurella, P.E.	WPB	\$175.00
	Project Manager (IV)	Patrick Figurella, P.E.	WPB	\$150.00
	Project Manager (IV) Traffic	Eric Czerniejewski, P.E.	FTL	\$150.00
	Project Engineer (III) Civil	David Frodsham, P.E.	WPB	\$130.00
	GIS Specialist	Antoine Jackson	FTL	\$125.00
Review Town storm water drainage and compliance activities as they pertain to NPDES permit.	Project Manager (IV) Civil	Patrick Figurella, P.E.	WPB	\$150.00
	Project Engineer (III) Civil	David Frodsham, P.E.	WPB	\$130.00
	Engineer (II) Civil	Curt Alexander	WPB	\$110.00
Site plan review for commercial sanitation site access.	Senior CADD Technician	Lee Rowbotham	WPB	\$115.00
Represent Town for NPDES audits.	Project Manager (IV) Civil	Patrick Figurella, P.E.	WPB	\$150.00
	Project Engineer (III) Civil	David Frodsham, P.E.	WPB	\$130.00
Review and maintenance of Storm Water Utility ERU's (inc. certifying the annual non ad valorem tax role).	Project Manager (IV) Civil	Patrick Figurella, P.E.	WPB	\$150.00

	Project Engineer (III) Civil	David Frodsham, P.E.	WPB	\$130.00
	Senior CADD Technician	Lee Rowbotham	WPB	\$115.00
	GIS Specialist	Antoine Jackson	FTL	\$125.00
Update Storm Water Master Plan, prepare storm water project cost estimates for consideration of rate increases to upgrade infrastructure and NPDES requirements.	Project Manager (IV) Civil	Patrick Figurella, P.E.	WPB	\$150.00
	Project Engineer (III) Civil	David Frodsham, P.E.	WPB	\$130.00
Assist with Storm Water Utility related procedures.	Director, Engineering (V)	Patrick Figurella, P.E.	WPB	\$175.00
	Project Manager (IV)	Patrick Figurella, P.E.	WPB	\$150.00
	Project Engineer (III)	David Frodsham, P.E.	WPB	\$130.00
	GIS Specialist	Antoine Jackson	FTL	\$125.00
3D Modeling	Landscape Architect	Gianno Feoli, A.L.S.A.	FTL	\$120.00
	Senior CADD Technician	Lee Rowbotham	WPB	\$115.00
Clerical	Clerical	Elizabeth Pratt	WPB	\$ 75.00

EXHIBIT "C"

Current Projects Overseen by Simmons & White and Sub-Consultants, Jon Schmidt & Associates, Lidberg Land Surveying and Warren J. Von Werne

- One Park Place: *Through Site Plan Approval*
- 10th Court Office/Warehouse (Kauff's): *Through Site Plan Approval*
- Coston Marine: *Through Site Plan Approval, **but no later than March 31, 2016***
- 131 Federal Highway (Jetch) Special Exception Use: *Through Special Exception Use Approval*
- Aldi (within Congress Business Park PUD): *Through Certificate of Occupancy*
- RaceTrac (within Congress Business Park PUD): *Through Certificate of Occupancy*
- Congress Business Park PUD interior drainage and roadway improvements, including the conveyance of the Park Avenue extension: *Through final inspection report and conveyance of Park Avenue right-of-way, respectively*
- Lake Park Scrub Area Improvements: *Through Site Plan Approval*
- Earl Stewart Toyota PUD: *Through Phase 1 Certificate of Occupancy, **but no later than March 31, 2017***
- RG Towers/T-Mobile Cell/Stealth Tower: *Through Site Plan Approval*
- Publix Plaza exterior landscaping improvements: *Through the issuance of the building permit (or other) for proposed landscape modifications*

****All of the above projects shall be overseen by Simmons & White and their Sub-Consultants listed, for the timeframe prescribed, but in all cases no later than December 31, 2016, unless otherwise listed****



PROFESSIONAL FEE SCHEDULE

Principal	215.00
Executive Assistant	75.00

ENGINEERING

Associate, Engineering (VI)	190.00
Director, Engineering (V)	165.00
Project Manager (IV)	145.00
Project Engineer (III)	125.00
Engineer (II)	105.00
Jr. Engineer (I)	100.00
Senior CADD Technician Manager	115.00
CADD Technician	95.00
Traffic Technician	90.00
Permit Administrator	90.00
Clerical	75.00

DATA TECH DEVELOPMENT

Associate, Data Tech Dev.	165.00
GIS Coordinator	145.00
GIS Specialist	125.00
Multi-Media 3D Developer	115.00
GIS Technician	100.00
Sr. Applications Developer	165.00
Applications Developer	135.00
Network Administrator	155.00
System Support Specialist	115.00
IT Support Specialist	85.00

CONSTRUCTION

Associate, Construction	165.00
Construction Management Director	135.00
Senior Inspector	100.00
Inspector	90.00

EMERGENCY MANAGEMENT

Director	145.00
Planner	105.00
Jr. Planner	90.00

PLANNING

Associate, Planning	165.00
Director of Planning	145.00
Planning Administrator	135.00
Assistant Director	125.00
Planner	105.00
Jr. Planner	90.00

EXPERT WITNESS

Principal/Associate	330.00
Registered Engineer/Surveyor	280.00
Project Engineer	230.00

LANDSCAPE ARCHITECT

Associate, Landscape	165.00
Senior Landscape Architect	130.00
Environmental Administrator	125.00
Landscape Architect	115.00
Environmental Specialist	105.00
Landscape CADD Technician	95.00
Environmental Assistant	85.00

SURVEYING

Associate, Surveying	165.00
Senior Registered Surveyor	145.00
Survey Crew	135.00
Registered Surveyor	125.00
Survey Coordinator	105.00
CADD Technician	95.00
3D Laser Scanner	355.00
Hydrographic Survey Crew	330.00
G.P.S. Survey Crew	155.00
Sub-meter G.P.S	75.00
Soft Dig (per hole)	305.00
Utility Locates	205.00

MICROBIAL/INDOOR AIR QUALITY SERVICES

Sr. Environmental Scientist	115.00
Environmental Scientist	100.00

- Engineering
- Construction Engineering & Inspection
- Municipal Engineering
- Transportation Planning & Traffic Engineering
- Surveying & Mapping
- Planning
- Landscape Architecture & Environmental Services
- Construction Services
- Indoor Air Quality
- Data Technologies & Development
- Emergency Management Services
- Building Code Services
- Governmental Services

In addition to the hourly rates listed above, charges will include direct out-of-pocket expenses such as reproduction, overnight mail, and other reimbursables billed at a multiplier of 1.25.

AS23

1800 Eller Drive, Suite 600
 Fort Lauderdale, FL 33316
 Phone: 954.921.7781
 Fax: 954.921.8807

CONSULTANT & SUBCONSULTANT FEE SCHEDULES

7 PAGES



Fee Schedule

Principal	-	\$160.00
Traffic Principal	-	\$185.00
Expert Testimony	-	\$250.00
Senior Engineer	-	\$135.00
Engineer	-	\$110.00
Senior Technician	-	\$ 100.00
Technician	-	\$ 80.00
Clerical	-	\$ 50.00

Plus reimbursement for direct non-salary expenses including, but not limited to, automobile travel at \$.60 per mile, long distance telephone, printing, postage, courier and reproduction.

Payments shall be made upon monthly billing, payable within 21 days from the date of invoice. Any billing dispute or discrepancy shall be set forth in writing and delivered to Simmons & White, Inc. prior to the due date for payment. Any matter not set forth in writing and delivered prior to the due date shall be deemed waived and the invoice shall be deemed correct and due in full. Past due payments shall include interest from the date of invoice at a simple interest rate of 1-1/2 percent per month.

In the event any invoice or any portion thereof remains unpaid for more than forty-five (45) days following the invoice date, the Consultant may initiate legal proceedings to collect the same and recover, in addition to all amounts due and payable, including accrued interest, its reasonable attorney's fees and other expenses related to the proceeding. Such expenses shall include, but not be limited to the cost, determined by the Consultant's normal hourly billing rates, of the time devoted to such proceeding by its employees.

x:\docs\accounting\feeschedul08.rev.word

Simmons & White, Inc.
5601 Corporate Way Suite 200 West Palm Beach Florida 33407
T: 561.478.7848 F: 561.478.3738 www.simmonsandwhite.com
Certificate of Authorization Number 3452



CITY OF WESTON
PROFESSIONAL FEE SCHEDULE

Principal	270.67
Executive Assistant	90.32
ENGINEERING	
Associate, Engineering (VI)	238.48
Director, Engineering (V)	206.28
Project Manager (IV)	180.64
Project Engineer (III)	154.72
Engineer (II)	129.08
Jr. Engineer (I)	122.52
Senior CADD Technician Manager	141.90
CADD Technician	115.96
Traffic Technician	109.70
Permit Administrator	109.70
Clerical	90.32

DATA TECH DEVELOPMENT	
Associate, Data Tech Dev.	206.28
GIS Coordinator	180.64
GIS Specialist	154.72
Multi-Media 3D Developer	141.90
GIS Technician	112.52
Sr. Applications Developer	206.28
Applications Developer	167.54
Network Administrator	193.46
System Support Specialist	141.90
IT Support Specialist	103.15

CONSTRUCTION	
Associate, Construction	206.28
Construction Management Director	167.54
Senior Inspector	122.52
Inspector	109.70

EMERGENCY MANAGEMENT	
Director	180.64
Planner	129.08
Jr. Planner	109.70

PLANNING	
Associate, Planning	206.28
Director of Planning	180.64
Planning Administrator	167.54
Assistant Director	154.72
Planner	129.08
Jr. Planner	109.70

EXPERT WITNESS	
Principal/Associate	419.12
Registered Engineer/Surveyor	354.73
Project Engineer	290.04

LANDSCAPE ARCHITECT	
Associate, Landscape	206.28
Senior Landscape Architect	151.27
Environmental Administrator	154.72
Landscape Architect	141.90
Environmental Specialist	129.08
Landscape CADD Technician	115.96
Environmental Assistant	103.15

SURVEYING	
Associate, Surveying	206.28
Senior Registered Surveyor	180.64
Survey Crew	167.54
Registered Surveyor	154.72
Survey Coordinator	129.08
CADD Technician	115.96
3D Laser Scanner	451.31
Hydrographic Survey Crew	419.12
G.P.S. Survey Crew	193.46
Sub-meter G.P.S	90.32
Soft Dig (per hole)	386.93
Utility Locates	257.85

MICROBIAL/INDOOR AIR QUALITY SERVICES	
Sr. Environmental Scientist	141.90
Environmental Scientist	122.52

- Building Code Services
- Coastal Engineering
- Code Enforcement
- Construction Engineering & Inspection
- Construction Services
- Contract Government
- Data Technologies & Development
- Emergency Management Services
- Engineering
- Governmental Services
- Indoor Air Quality
- Landscape Architecture & Environmental Services
- Municipal Engineering
- Planning
- Public Administration
- Redevelopment & Urban Design
- Renewable Energy
- Resort Development
- Surveying & Mapping
- Transportation Planning & Traffic Engineering
- Utility & Community Maintenance Services
- Water Resources Management

In addition to the hourly rates listed above, charges will include direct out-of-pocket expenses such as reproduction, overnight mail, and other reimbursables billed at a multiplier of 1.25.

1800 Eller Drive, Suite 600
Fort Lauderdale, FL 33316
Phone: 954.921.7781
Fax: 954.921.8807

www.cgasolutions.com

Effective October 1, 2014

TAB 7



Town of Lake Park Town Commission

Agenda Request Form

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 <i>JOD</i> 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.