



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, April 20, 2016, 6:30 PM,
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Anne Lynch	—	Commissioner
Michael O'Rourke	—	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. Legislative Update Senator Clemens and House Representative Powell **Tab 1**

2. Palm Beach County Sheriff's Office Citizens On Patrol Quarterly Update Report **Tab 2**

D. PUBLIC COMMENT:

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

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

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

- 3. Regular Commission Meeting Minutes of April 6, 2016 Tab 3
- 4. Proclamation Recognizing April 29, 2016 as National Arbor Day Tab 4
- 5. Proclamation for Water Conservation and Water Reuse Tab 5

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

G. PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:
None

H. OLD BUSINESS:
6. Next Visioning Session Tab 6

I. NEW BUSINESS:
7. Resolution No. 18-04-16 to Amend the Town of Lake Park Uniform Classification System to Create the Job Description For the Position of Special Events Director; to Revise the Job Descriptions For the Positions of Recreation Supervisor and Special Events Coordinator; and, to Change the Name of the Parks and Recreation Department to the Special Events Department. Tab 7

8. Selection of Date, Time, Location, Type of Event and Invitees for the Volunteer Recognition Reception Tab 8

J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

K. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, May 4, 2016

Special Presentations /Reports

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 20, 2016

Agenda Item No. Tab 1

Agenda Title: Legislative Update Senator Clemens and Representative Powell

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

Approved by Town Manager *John O. D'Agostino* Date: 4-5-16

 John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: -0- Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments:
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: Both Senator Clemens and Representative Powell have requested time before the Commission to discuss the results of the Legislative Session. As the Commission is aware, the Administration had a request in for Lakeshore Drainage in the amount of \$8.2 million. As you are aware, Representative Powell was unable to get the House Appropriation Committee to allow the request on the House side. Therefore, the Town was unsuccessful in its efforts to secure funding.

We should use this opportunity to discuss strategy for the next legislative session and the importance of getting our request in with the House and Senate. We should also discuss strategies for securing matching funds. Some of the successfully funded projects had a match associated with the request.

TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 20, 2016

Agenda Item No. *Tab 2*

Agenda Title: Palm Beach County Sheriff's Office Citizens on Patrol Quarterly Update Report

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

Approved by Town Manager *J. D. Cifra* **Date:** *4-7-16*

Name/Title

Originating Department: Town Manager	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: None
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>YM</u> OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

Deputy Abe Aksal from the Palm Beach County Sheriff's Office Community Services Office will be in attendance at the Commission meeting to discuss and update the Town Commission on the Citizens on Patrol Program.

Recommended Motion: No motion is necessary.



INTER-OFFICE MEMORANDUM
COMMUNITY SERVICES DIVISION/VOLUNTEER SERVICES UNIT

TO: District Commanders

DATE: 3-11-2016

FROM: Volunteer Services Unit

SUBJECT: Establishing COP Units in Contract Cities

1. The following are the qualifications and sequence of events for establishing a new Contract City COP Unit. Our staff is ready to assist you and your city government staff in this endeavor.
2. Volunteer Services Unit staff point of contacts.
 - A. Vol Colonel Erik Fahnoe (561.688.3925 office, 358.2890 cell; FahnoeE@pbso.org)
 - B. Vol Commander Steve Tamber, Recruitment & Retention Manager (389.6432 cell; cmdrsit@gmail.com)
 - C. Volunteer Coordinator Adele Abbott (F/T employee – 561.685.6510 cell; AbbottA@pbso.org)
3. Establishing new COP Units in Contract Cities.
 - A. Minimum of 15 full-time residents. This ensures adequate patrols to meet the standard minimum of 100-hours per month per unit.
 - B. The Volunteer Services Unit is here to assist contract city districts with recruitment, but the primary responsibility for obtaining the requisite initial members is the district leadership and city staff.
 - C. Our staff can help by providing recruitment materials and conducting presentations.
 - D. Member requirements. Each member must commit to patrolling a minimum of 3-hours per week, attend monthly unit meetings, and periodic special training.
 - E. Meeting locations. The contract city district must secure a place large enough for the unit to meet for periodic training and monthly unit meetings.
 - F. Fuel Costs. If the Contract City COP Unit is not designated for an individual community/HOA, then it is considered a “rover unit” and PBSO pays for fuel. If designated for a particular community/HOA, then that community/HOA must have a fuel budget in place prior to implementation.
 - G. The Volunteer Services Unit provides a patrol car, uniform shirts, training, and support. For individual community/HOA units, must provide for a safe location to park the patrol vehicle.
4. Sequence of events for establishing a new Contract City COP Unit.
 - A. Once 15 full-time residents are recruited, application background checks are conducted, then interviews. (No felonies; 1st/2nd degree misdemeanor conviction(s) require FDLE/agency review; Traffic violation conviction(s)/adjudication(s) withheld, including license suspension(s), require agency review).
 - B. Once cleared, volunteers attend two 4-hour classes, covering COP patrol operations and radio training.
 - C. After completing two days of classroom training, each member will be picked up at their home or contract city district for two days of field training (minimum 3-hours per day) in a COP patrol vehicle.
 - D. Once all new volunteers have completed field training, there will be a grand opening first meeting and unit leadership ceremony (unit captain, lieutenant, and sergeant).
5. NOTE: COP/volunteers report to and work under PBSO guidance. Volunteers do not work for HOAs or local governmental representatives. Our trainer/liason deputies (Abe Aksal, Harold Eisenman, and Greg Newborn) maintain strong working relationships with our COP units and respective districts.



Friends of the Volunteers Inc.

A 501c3 non-profit established to benefit the volunteers and provide support for the volunteer program at the Palm Beach County Sheriff's Office.
Contact 561-317-7624 for more information.



Become a Volunteer with PBSO



For more information on Volunteer Opportunities Contact the Palm Beach County Sheriff's Office Volunteer Headquarters at (561) 433-2003



Volunteer Citizens Academy



Palm Beach County Sheriff's Office
Volunteer Services Unit
2601 South Military Trail
Suite 29

West Palm Beach, Florida 33415-7510
Phone: 561-433-2003
Fax: 561-357-4695

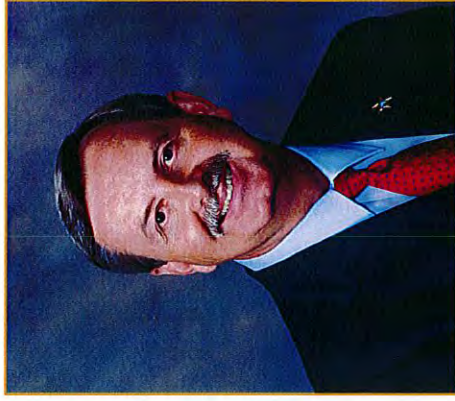
E-mail: Volunteer_Services@pbso.org
PBSO #0197 REV. 10/15



Volunteer Services

Palm Beach County Sheriff's Office

Sheriff Ric L. Bradshaw



NEEDS YOU To Volunteer at PBSO!



561-433-2003

Palm Beach County Sheriff's Office Volunteer Services



The Palm Beach County Sheriff's Office established the volunteer program in 1989. The program has grown to over 2,000 citizens serving as the "eyes and ears" throughout unincorporated Palm Beach County. Volunteers also serve in many administrative departments across the agency, from vehicle maintenance to the crime lab to assisting detectives.

We hope you will consider being a part of our award winning organization where you can utilize your own life skills and learn some new ones, while feeling the pride of being part of the PBSO family. Volunteering not only fosters a great feeling of accomplishment, it helps your community become a safer place.

The **Citizen Observer Patrol (COP)** is a volunteer unit of the Palm Beach County Sheriff's Office. The program is comprised of over 80 individual COP units from neighborhoods much like your own.

- Volunteers wear distinctive uniforms and drive specially marked vehicles
- Each COP vehicle is equipped with a radio and police scanner

Volunteer Emergency Response Team (VERT)

- 24/7 Call-out commitment
- Travel county wide
- Able to stand in all weather conditions for hours
- Direct traffic on major roadways
- Attend monthly meetings and training
- Be flexible

Bike Patrol

- Must be proficient at riding a 2 wheel bicycle
- Ride bike with cell phone and COP radio

Parking Enforcement Specialist (PES)

- Attend a state certified 2 day course
- 12 hour PES field training
- Capable of attending traffic court

Honor Guard

- Attend specialty functions
- Attend last minute requests
- Attend training and additional meetings

Special Events

- Work on various projects
- Enjoys communicating with people
- Available for weekend events
- Work with PBSO deputies

Revers

- Patrol throughout the unincorporated areas of the county
- Assist motorist in distress
- Assist with traffic crashes
- Conduct directed patrols in identified crime areas

Traffic Monitoring

- Monitor speeds on roadways throughout the county
- Trained on the use of radar
- Attend monthly unit meetings
- Report excessive speed zones for future traffic enforcement

Crime Prevention Unit

- Established to assist crime prevention deputies with various programs such as; Business Partnership, Identity Theft and other activities.

Community Information Team

- Staff various safety and crime prevention events countywide to promote Crime Prevention by distributing and discussing crime prevention brochures and program information.

Victim Outreach Team

- Contact victims of robberies and burglaries offering either an "on phone business security evaluation" or having a certified Crime Prevention Deputy do a site review, or sending out related pertinent crime prevention brochures.

Media Unit

- Writing and computer skills.
- Photography skills.

Marine Unit

- Must complete a USCG class within 6 months of appointment
- Must have previous boating experience.
- Must be able to swim 50 yards and tread water for 5 min.
- Must be prepared to stay longer than required 3 hour tour.
- Must successfully complete crew member tasks within 6 months of appointment.
- Must be able to lift 50 lbs and get in and out of boat without assistance.

Dispatchers

- Dispatch from your home
- All equipment is provided
- Work one three-hour shift per week between 0700 - 2200
- Become a part of the action where you are involved with every call

Mounted Unit

- Patrol unincorporated areas on horseback
- Assist in special events
- Must be able to patrol on horseback a minimum of 3 hours a week
- Must be willing to participate in special events
- You and your horse must attend basic training

Airport Unit

- Patrol terminals, both in and out of uniform.

Administrative Volunteers

- Placed throughout the agency in almost every department to assist with clerical and specialized duties.

Volunteers Against Scams Team (VAST)

- The mission of the Volunteers Against Scams Team (VAST) is to assist the citizens of Palm Beach County who have been targeted as victims of financial crimes. VAST core objectives include preventing additional victimization and providing assistance in recovering from crimes involving identity theft, fraud and scams.



Captain Michael L.C. Kirschner
Commanding Officer, Community Services Division
and
Volunteer Coordinator Adele Abbott

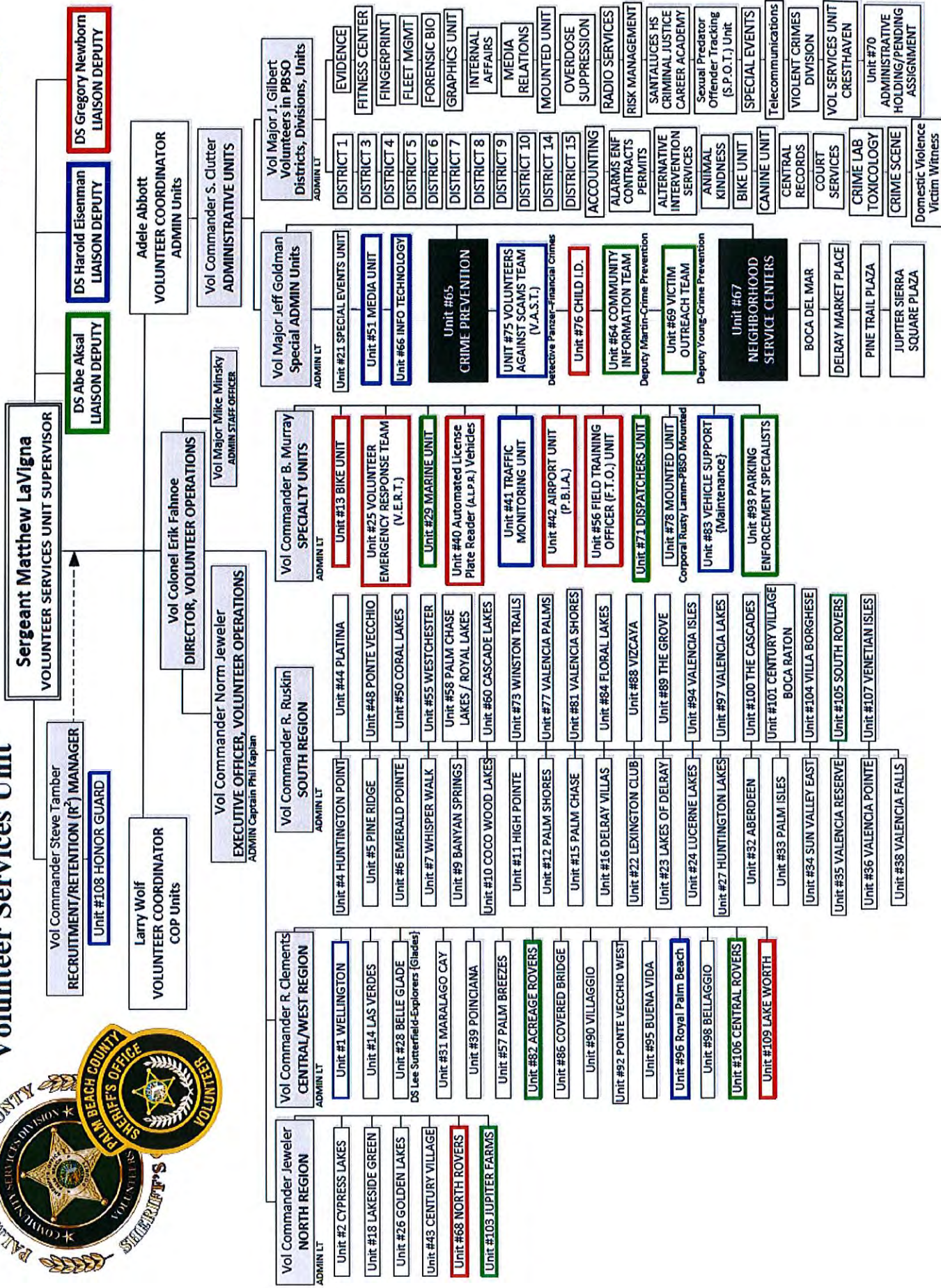
Wednesday, February 17, 2016

Community Services Division

- **Police Athletic League**
 - Cabana Colony Youth Center (Palm Beach Gardens)
 - Belle Glade Youth Center
- **Parks Liaison Deputy Team**
- **Graffiti Eradication Unit**
 - Criminal Investigations
- **Crime Prevention Practitioner Unit**
- **Community Policing Liaison/Trainer**
- **Community Relations Unit**
- **Alternative Intervention Services**
 - Juvenile First Offender Program
 - Youth Intervention Services
- **Volunteer Services Unit**

Community Services Division Volunteer Services Unit

AS OF: 2-16-2016



Volunteer Services Unit

- **Total Volunteers = 1,891**
- **COP Component:**
 - 51 Home Units
 - 9 Rover Units
 - 12 Specialty Units

As of: 2-15-2016

COP in Lake Park

- Lake Park Rover COP Unit #8
 - December 2001 = established
 - February 2014 = disestablished
- North Rover Unit #68 establishes a 68D patrol car for Lake Park



Palm Beach County Sheriff's Office Volunteer Services Sheriff Ric L. Bradshaw NEEDS YOU to Volunteer at PBSO!



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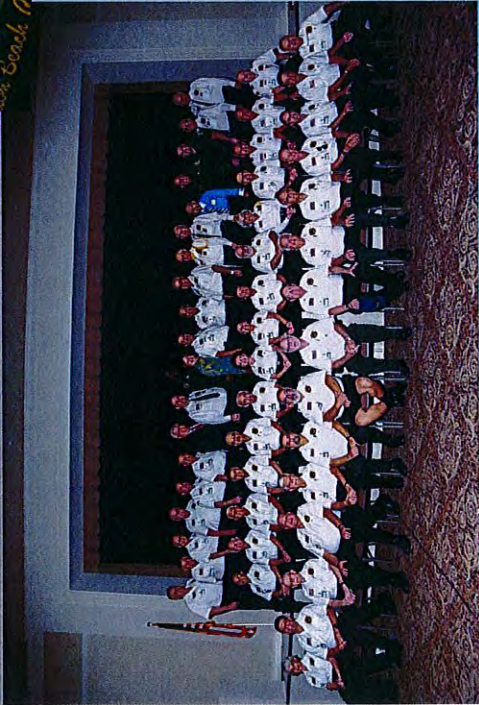
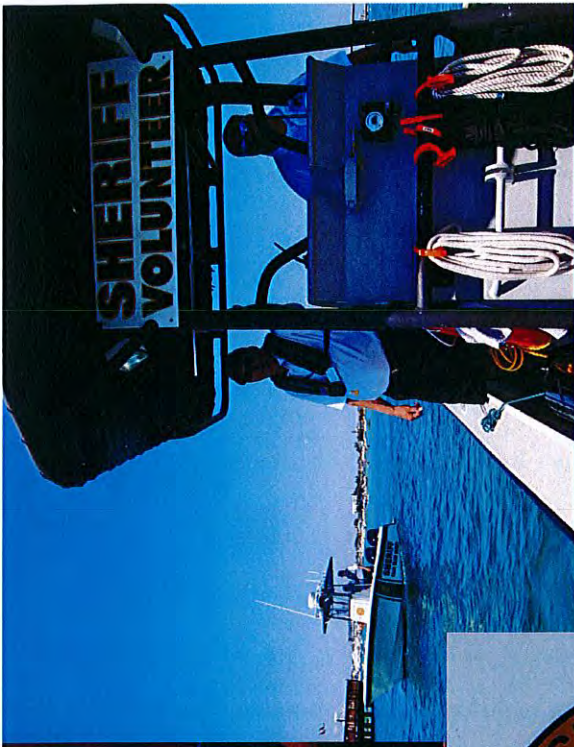


Palm Beach County Sheriff's Office Volunteer Services Unit

2601 South Military Trail, Suite 29
West Palm Beach, Florida 33415-7510
Phone: 561-433-2003 Fax: 561-357-4695
E-mail: Volunteer Services@pbsso.org

The Way Ahead

- Lake Park Official Webpage
- District 10-Lake Park
- Library
- Town Hall
- Exclusive Comcast TV Channel for Lake Park
- Fraternal Order of Eagles Lake Park
- Northern Palm Beaches Rotary
- Lake Park Kiwanis Club
- Bethlehem Haitian Baptist Church/Club 100
- Veterans of Foreign Wars Lake Park
- HOAs



Consent Agenda

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 20, 2016

Agenda Item No. *Tab 3*

Agenda Title: Regular Commission Meeting Minutes of April 6, 2016

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

Approved by Town Manager *J. D. Aguirre* **Date:** 4-11-16

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 - F"
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 Regular Commission Meeting Minutes of April 6, 2016.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, April 6, 2016, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

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

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATION/REPORTS:

1. Proclamation In Honor of Commissioner Kathleen Rapoza

Tab 1

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2. Town Commission and Planning & Zoning Board Mixed-Use Corridor

- | | | |
|-----------|--|---------------|
| | Workshop Minutes of March 1, 2016 | Tab 2 |
| | 3. Regular Commission Meeting Minutes of March 16, 2016 | Tab 3 |
| | 4. Special Call Commission Meeting Minutes of March 21, 2016 | Tab 4 |
| | 5. Amendment of the License Agreement between the Town of Lake Park and The Burt Reynolds Institute of Film and Theatre (BRIFT) | Tab 5 |
| F. | <u>PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:</u>
None | |
| G. | <u>PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:</u>
None | |
| H. | <u>NEW BUSINESS:</u> | |
| | 6. Resolution No. 15-04-16 Valic 401k- Retirement Savings Plan Revised Adoption Agreement | Tab 6 |
| | 7. ICMA-RC 401k- Retirement Savings Plan Revised Adoption Agreement | Tab 7 |
| | 8. Resolution No. 16-04-16 Authorizing Execution of an Agreement between the Town of Lake Park and Craven Thompson & Associates for Engineering Services Related to the Replacement of the Town’s Stormwater Outfall Structures Adjacent to 541 Northlake Boulevard | Tab 8 |
| | 9. Resolution No. 17-04-16 Resolution Authorizing the Submittal of an Application to the Florida Inland Navigation District Waterways Assistance Program for Fiscal Year 2016 for the Installation of Boat Lifts at the Lake Park Harbor Marina | Tab 9 |
| | 10. Community Development Block Grant (CDBG) Grant Preparation | Tab 10 |
| | 11. Selection of Nominees for the Northern Palm Beach County Chamber of Commerce 2016 Leadership Awards | Tab 11 |
| | 12. Distribution of the Annual Town Manager Performance Evaluation Form to the Town Commission | Tab 12 |
| I. | <u>TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:</u> | |
| J. | <u>ADJOURNMENT</u> | |

Next Scheduled Regular Commission Meeting will be held on Wednesday, April 20, 2016



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

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

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

SPECIAL PRESENTATIONS/REPORTS

1. Proclamation In Honor of Commissioner Kathleen Rapoza

Mayor DuBois presented former Commissioner Kathleen Rapoza with the proclamation. Mrs. Rapoza accepted the proclamation from the Commission. She was and continues to be proud of being a part of the Town of Lake Park's progress, growth, and success. She stated that Lake Park was in fine hands with this Commission and it could only get better and better. She thanked the Commission and the residents for allowing her the honor of representing them for three-years.

Town Manager D'Agostino presented Mrs. Rapoza with her nameplate and Commissioner photo. She thanked everyone.

Motion: Commissioner O'Rourke moved to include former Commissioners to be included in the Chili Cook-Off competition; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

PUBLIC COMMENT:

Diane Bernhard asked for a status on the RG Towers application. She suspected that they have reapplied and wondered what was taking place with the application. She asked if the Town has received any other applications for an industrial structure at the Marina.

She suggested that an Ordinance be adopted prohibiting industrial type installations on the Marina property or the small piece of property at the Marina.

CONSENT AGENDA:

- 2. Town Commission and Planning & Zoning Board Mixed-Use Corridor Workshop Minutes of March 1, 2016**
- 3. Regular Commission Meeting Minutes of March 16, 2016**
- 4. Special Call Commission Meeting Minutes of March 21, 2016**
- 5. Amendment of the License Agreement between the Town of Lake Park and the Burt Reynolds Institute of Film and Theatre (BRIFT)**

Vice-Mayor Glas-Castro asked to pull item 4 and Commissioner O'Rourke asked to pull item 5 from the Consent Agenda.

Motion: Commissioner Flaherty moved to approve items 2 and 3 of the Consent Agenda; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

Vice-Mayor Glas-Castro explained that she contacted the Town Clerk with corrections to the minutes. She stated that the changes were made and the updated minutes were included in the agenda packet earlier this week.

Motion: Commissioner O'Rourke moved to approve items 4 as amended on the Consent Agenda; Commissioner Lynch seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

Commissioner O'Rourke expressed concern that the two Town facilities (Art on Park Gallery, and the Mirror Ballroom) were being used at virtually no cost. He understood that it brought a cultural aspect to the Town, but did not understand that the Commission was willing to allow BRIFT to use the Mirror Ballroom for \$1.00 a year, yet the Mirror Ballroom could not be rented due to lack of staff. He stated that it would bring revenue to

the Town. He suggested reordering the priorities for hiring staff. He did not object to approving the agreement.

Motion: Commissioner Flaherty moved to approve item 5 on the Consent Agenda; Commissioner Lynch seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:

None

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

None

NEW BUSINESS:

6. Resolution No. 15-04-16 Valic 401k- Retirement Savings Plan Revised Adoption Agreement.

Town Manager D'Agostino explained the item (see Exhibit "A"). Vice-Mayor Glas-Castro asked if the 2017 budget would include funding for salary adjustments, cost of living increases, and an overall increase to the employee benefit package. Town Manager D'Agostino explained that a two-percent increase would be included in the 2017 budget. He explained that part-time employees were not eligible for pension benefits.

Motion: Commissioner O'Rourke moved to approve Resolution No. 15-04-16; Commissioner Flaherty seconded the motion.

Commissioner O'Rourke asked about the Federal Act enhancing the pension plan. He stated that one of the enhancements was called "The Hero's Earnings Assistance and Relief Tax Act". He asked if that program focuses on hiring Veterans. Finance Director Blake Rane explained that the particular Act was specific to paying those individuals that are called into active duty and leave their full-time positions to do so. He explained that what Congress has done was to set up rules that protects those weekend warriors with restrictions in the way they are paid. He stated that several of the Acts ensure that when the individuals returns to work they receive their wages. He explained that the Town does have Veteran's Preference on the Town's employment applications.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Lynch	X		

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

Motion passed 5-0

7. ICMA-RC 401k- Retirement Savings Plan Revised Adoption Agreement

Town Manger D'Agostino explained the item (see Exhibit "B").

Motion: Commissioner O'Rourke moved to approve the ICMA-RC 401k Retirement Savings Plan Revised Adoption Agreement; Commissioner Flaherty seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

8. Resolution No. 16-04-16 Authorizing Execution of an Agreement between the Town of Lake Park and Craven Thompson & Associates for Engineering Services Related to the Replacement of the Town's Stormwater Outfall Structures Adjacent to 541 Northlake Boulevard.

Town Manager D'Agostino explained the item (see Exhibit "C"). Commissioner Flaherty asked if the Town was putting out money that the other communities and Firestone would not be reimbursing the Town. Town Manager D'Agostino explained that "yes" the Town would be seeking reimbursement.

Mayor DuBois asked if photos were taken of the high water on Teak Drive. Public Works Director Dave Hunt explained that no photos were taken of the high water event. He stated that photos were taken of the standing water in the structures as a regular occurrence that did not occur prior to Firestone doing the work onsite.

Motion: Commissioner Flaherty moved to approve Resolution No. 16-04-16 authorizing the Mayor to execute the Professional Services Contract with Craven Thompson & Associates for Phase 1 work in the amount not to exceed \$18,050.00; Commissioner O'Rourke seconded the motion.

Vote on Motion:

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

Mayor DuBois	X		
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Motion passed 5-0.

9. Resolution No. 17-04-16 Resolution Authorizing the Submittal of an Application to the Florida Inland Navigation District Waterways Assistance Program for Fiscal Year 2016 for the Installation of Boat Lifts at the Lake Park Harbor Marina.

Town Manager D’Agostino explained the item (see Exhibit “D”). Commissioner Lynch asked if it would cost \$845.00 per month. Town Manager D’Agostino stated “correct”.

Commissioner Flaherty asked who created the submittal packet. Town Manager D’Agostino stated staff and former Marina Director Jonathan Luscombe assisted in creating the submittal packet.

Commissioner O’Rourke stated FIND was a taxing organization that receives funds to do improvement projects along the waterway. He asked if the Town receives a grant for the project, would it have a negative impact on future grant requests for reducing the wave attenuation. Town Manager D’Agostino explained that if the Town would successfully receive this grant, then it would help with future grants. He explained that in future years the Town could apply for more funding from FIND to continue with projects at the Marina. Commissioner O’Rourke asked if the Town does apply for grants through Palm Beach County, would extra precautions be taken to ensure that the Town does not take on additional burdens. Town Manager D’Agostino stated, “I will”. He explained that he would communicate to the Commission and collectively a decision would be made regarding accepting or denying grants. Commissioner O’Rourke asked if the increase in revenue would be \$2,525 per months with the addition of the five (5) boatlifts. Town Manager D’Agostino stated “correct”.

Motion: Commissioner Flaherty moved to approve Resolution 17-04-16 grant application; Commissioner O’Rourke seconded the motion.

Vote on Motion:

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

Motion passed 5-0

10. Community Development Block Grant (CDBG) Grant Preparation

Town Manager D’Agostino explained the item (see Exhibit “E”). Commissioner O’Rourke asked if these funds had been rolled into the Kelsey and Lake Shore Park project by adding park benches and trash receptacles improvements. Town Manager D’Agostino explained that the grant was for Fiscal Year 2017, so these funds had not been rolled into another project. Commissioner O’Rourke asked if more park benches and trash receptacles were being added at the parks. Town Manager D’Agostino stated

that this would allow the Town to finish placing all of the park benches or trash receptacles at the parks. Commissioner O'Rourke asked if an estimated value was available for each of these projects. Town Manager D'Agostino stated that no estimated values were determined for the projects. He stated that values would be determined before the grant was submitted. Commissioner O'Rourke would like a soccer field, but did not know how much it would cost. Town Manager D'Agostino explained that the Town would not have sufficient funds to lay out a soccer field, but could pay for the design of a field. Commissioner O'Rourke pointed out that the Town was improving the parks and it turned into an expensive project. Town Manager D'Agostino stated that the grants funds would not allow any physical projects to be completed.

Mayor DuBois pointed out that there were two soft items, the soccer field design and layout and the second was the master site plan for a community center. He stated that other items on the list could be physically done and implemented.

Vice-Mayor Glas-Castro asked if the electronic message board fell under the criteria for this grant. Town Manager D'Agostino stated that the argument could be made that it serves low and moderate income families to provide messages, events, and free events that the community could attend as a method of outreach to low and moderate income families. Vice-Mayor Glas-Castro pointed out that a preliminary budget was required with the application that was due on Friday. Town Manager D'Agostino stated that a budget would be created by the deadline. Vice-Mayor Glas-Castro explained that \$33,000 was too much for park design. She asked if the neighborhood by Bert Bostrom Park wanted to eliminate the basketball courts and create a soccer field. Town Manager D'Agostino explained that the baseball fields would be eliminated, not the basketball courts. He stated that while speaking with Pastor Vilse of the Bethlehem Haitian Baptist Church, he indicated that soccer fields are what the community needs. He explained that the Town has struggled with programs and soccer and basketball would encourage community involvement.

Mayor DuBois asked what happened to the American Youth Soccer Organization (AYSO). Vice-Mayor Glas-Castro explained that lack of adult volunteers to help run the organization. Mayor DuBois expressed concern that the Town continues to run into these problems. He stated that full parent participation would be needed. He stated that he would be interested in fixing the irrigation at the Bert Bostrom Park, but then it would not be used. Town Manager D'Agostino explained that the community has many hard working families with more than one job, which does not allow them the time to volunteer. He asked the Commission to think of other re-use options for the Park that would benefit the community. He explained that the Town was discussing with the Police Athletic League (PAL) on a partnership to bring about grant funding for programs, services, and facilities for the Town. He explained that potential uses or re-uses options would be available once the Town become a PAL member and works together with Club 100 Charities towards additional grant opportunities for the community.

Mayor DuBois asked if some of the Park could be used for soccer and baseball. Town Manager D'Agostino explained that it could be done and would encourage the professionals tell staff what would work. Mayor DuBois asked what the cost of the irrigation at the Park cost. Public Works Director Hunt explained that it cost

approximately \$8,000 to \$10,000. He explained that a new pump was installed and enhancements to the controls were needed to make it more efficient and protect the equipment they have installed. He stated that there was a fully functioning irrigation system.

Commissioner O'Rourke asked if a different approach for acquiring larger grant funding would benefit the Town versus using CDBG funding for the Park. Town Manager D'Agostino agreed. He stated that there are other funding options for the Park. He stated that some discussions have taken place with creating a community center at the Church and partnership with other entities.

Vice-Mayor Glas-Castro agreed that the Town should invest in Bert Bostrom Park, but would prefer it be done as a comprehensive master plan, not in pieces. She preferred to have community input for what would benefit the community at the Park. Town Manager D'Agostino agreed and stated, "We could do that".

Mayor DuBois proposed that the electronic message board be installed that would complement Town Hall. He suggested then the park benches and trash receptacles could be done afterwards. He suggested that the irrigation control system be crossed off the list for now and if the Town acquired funds, then the Park could be revisited. He stated that the picnic pavilion would go with the improvements to the Park. He stated that it would leave the electronic message board, the playground equipment, and the continuation of the park benches and trash receptacles as physical items. Commissioner Flaherty agreed.

Mayor DuBois asked if a new building for the community center master plan was suggested in the list. Town Manager D'Agostino stated that it could be a new building, but land would be needed. He stated that it could also be redevelopment of an existing building, such as the building at the Church. Mayor DuBois suggested that the Town have serious discussions with the Church regarding the use of the side building, so that planning for next year could take place.

Commissioner O'Rourke referred to the irrigation control systems and some medians in the Town and would the Commission consider including medians to the list of projects that were needed. Mayor DuBois explained that the last median project along Flagler Blvd. He stated that the medians he was concerned about were the ones along Date Palm Drive. Public Works Director Hunt explained that the system in question had irrigation well water and the system was working fine. He stated that the system was refined when the Town acquired funding for trees for that area. He explained that they could re-sod if the Commission wanted better-looking turf for the area. Commissioner O'Rourke asked if there were any other medians that need attention. Public Works Director Hunt stated that the median on 6th Street on the east side of Bert Bostrom Park. Commissioner O'Rourke asked if the plantings and medians on Park Avenue qualify for CDBG. Public Works Director Hunt stated "yes". Commissioner O'Rourke asked that the areas discussed be included on a list.

Mayor DuBois asked for consensus on the projects.

Commissioner Flaherty suggested the electronic message board, and the park benches and trash receptacles.

Mayor DuBois agreed with the electronic message board as the first project. Commissioner Lynch agreed with the electronic message board.

Commissioner O'Rourke suggested the electronic message board, but was concerned that it would be outdated after a few years. He would prefer a high quality electronic message board. He stated that his second choice would be improvements to the Park Avenue medians.

Vice-Mayor Glas-Castro would go along with the electronic message board if it qualified as a project. She felt that this was not the right time for improvements to Bert Bostrom Park. She agreed with the improvements to the Park Avenue medians. Mayor DuBois asked if improvements to the planting materials on Park Avenue were planned. Public Works Director Hunt explained that the sidewalks and the paver bricks from 7th Street through 9th Street were planned. He stated that the new landscape contractor gave them a list of resets on Park Avenue and they were at approximately \$28,000 of material. He explained that they were trying to budget for fertilization to help the plants look better and felt they could budget between \$6,500 to \$7,000 worth of resets in this year's budget. He stated that they would start with the Palm Trees that were lost and ground covering. He stated that it could be viewed as maintenance items and not new projects, but they continue to address the landscaping back to where it was.

Mayor DuBois asked if there were Community Redevelopment Agency (CRA) funds to do that. Public Works Director Hunt explained that they were currently using CRA funding. Mayor DuBois stated that there was a possibility of improved property values in the CRA and Tax Increment Finance Funds (TIFF) that could offset the cost. He asked if the projects would be covered by CRA funding. Town Manager D'Agostino explained that the CRA has long-term debt that they were trying to retire. He stated that the CRA was actively trying to acquire a building that owned many liens, which would cost legal fee funds from the CRA budget. Mayor DuBois asked if \$28,000 were planned to be used for the Park Avenue landscaping improvements. Finance Director Blake Rane explained that \$6,000 were allocated for this year and would be discussed as part of the 2017 CRA Budget. He stated that they would not know until the end of June or early July how much money the CRA would receive.

Mayor DuBois recapped everyone's choices, with two Commissioners interested in putting funds towards improvements to Park Avenue and two Commissioners continuation of the park benches and trash receptacles program at Lake Shore or Kelsey Park. Town Manager D'Agostino explained that the insurance provider has placed the park benches on the list of improvements as items that must be repaired or replaced.

Commissioner O'Rourke agreed that the park benches need replacement. He stated that the repairs on Park Avenue are important, but could be funded through other means.

Motion: Commissioner O'Rourke moved to approve the electronic message board as the first CDBG item and continue of the park benches and trash receptacles program as the second CDBG item; Commissioner Lynch seconded the motion.

Vote on Motion:

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

Motion passed 5-0

Mayor DuBois asked if the Commission could review the electronic message boards before installation. Town Manager D'Agostino explained that once they submit the CDBG application the projects would be listed in the order provided by the Commission.

11. Selection of Nominees for the Northern Palm Beach County Chamber of Commerce 2016 Leadership Awards.

Town Manager D'Agostino explained that the nomination categories for the Northern Palm Beach County Chamber of Commerce 2016 are; Business of the Year; Community Leaders of the Year; Small Business of the Year; Non-Profit of the Year; and Young Professional of the Year.

Vice-Mayor Glas-Castro explained that last year two businesses were approved (ServPro and Earl Stewart Toyota), and Brew House Gallery were discussed and were not eligible. She stated that this year the Chamber has changed its criteria so Brew House Gallery was not eligible to qualify.

Town Manager D'Agostino suggested that Bridges of Lake Park would be a good organization to nominate for Non-Profit of the Year. Vice-Mayor Glas-Castro asked if they were a member of the Chamber. Town Manager D'Agostino verified that Bridges of Lake Park were not members of the Chamber.

The Commission made the following nominations:

Non-Profit of the Year – Club 100 Charities

Young Professional of the Year – A.J. Brockman

Community Leader of the Year – Roger Michaud

Business of the Year – CMI Air Conditioning

12. Distribution of the Annual Town Manager Performance Evaluation Form to the Town Commission.

Town Manager D'Agostino explained that the Performance Evaluation Forms deadline was May 1, 2016 to the Human Resources Director. Mayor DuBois asked if the forms would be email, or placed in their mailboxes. Human Resources Director Bambi Turner stated that hard copies would be distributed to the Commission and would require original documents returned for the agenda packet. Commissioner O'Rourke asked if he could print out the document included in the agenda packet. Human Resources Director Turner stated "yes".

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Assistant Gardner had no comments.

Town Manager D’Agostino requested approval for a proclamation for Ms. Staverline Julian, who was a resident of Lake Park and has been using the Library for many years. He explained that several other proclamations would be on future agendas including Water Reuse and Water Conservation Month; Arbor Day, and Recognizing Clerk’s Week. Vice-Mayor Glas-Castro asked what Ms. Julian was being recognized for. Town Manager D’Agostino stated that Ms. Julian was recognized for her use of the Library.

Motion: Commissioner Lynch moved to recognize Ms. Staverline Julian with a proclamation from the Commission; Commissioner O’Rourke seconded the motion.

Vote on Motion:

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

Motion passed 5-0

Vice-Mayor Glas-Castro announced that she attended the Metropolitan Planning Organization (MPO) Technical Advisory Committee meeting in which George Webb spoke about road impact fees. She stated that the good news was that Mr. Webb was open to talking with communities regarding alternatives to the program. She stated that an Ad-Hoc Committee had been set up. She announced that the Palm Beach County League of Cities meeting was scheduled for April 27, 2016 at the City of Riviera Beach Marina. She stated that they would have an Elected Officials Workshop afterwards. She announced that on May 18, 2016 the Annual Gala would be held at the Kravis Center. She has been nominated as a Board of Director for another year. She thanked staff, Friends of the Library, Kiwanis of Lake Park, Bridges at Lake Park, and Lake Park Baptist Church School for the Easter Egg Hunt. She congratulated Kelsey Theatre for their renovations. She announced that the Planning & Zoning Board was down to three (3) members and encouraged the Commission to seek volunteers. She asked if a Volunteer Appreciation Reception was being scheduled. Town Manager D’Agostino stated that it would be on the next agenda. Vice-Mayor Glas-Castro asked if the trailers at the Marina were paying for overnight storage. Town Manager D’Agostino stated that he would check into it and get back to the Vice-Mayor. She asked for a status on hiring a part-time employee at the Library. Town Manager D’Agostino explained that the vacant position at the Library was advertised. He explained that it has been difficult to hire a part-time employee for the Library due to the limited amount of hours (20-hours) assigned. He explained that the hours have been increased and they are looking for someone to be a good fit for the Library.

Commissioner O'Rourke suggested that the Commission consider an Ordinance regarding dogs in the parks and have an area dedicated to serve that purpose. He referred to a discussion the Commission had many years ago regarding a dog park and would like to pursue something like it. Mayor DuBois explained that a high-school student suggested a dog park west of the tennis courts, which could be fenced in. He suggested that Bert Bostrom Park improvements be a topic of discussion. He suggested that the signage Ordinance be reviewed because a business owner felt that they were being targeted because their sign was non-compliant. He felt that the signage Ordinance was too restrictive for the Town advertising events that would benefit the Town. He suggested that the Ordinance regarding unrelated persons living in a residence be reviewed. He suggested that the number of vehicles being parked at one residence be discussed. He stated that he appreciated being re-elected.

Commissioner Lynch agreed that the Ordinances regarding vehicles and unrelated people in one residence should be reviewed. She suggested that an Ordinance be created asking that sober homes, treatment facilities, and other establishment of that nature be required to report to the Town when a person has been discharged. She stated that the Library needs volunteers. She mentioned that a youth resident was killed several days ago. As a result, the Palm Beach County Sheriff's Office would be having a discussion on Thursday at 6:00 p.m. with some of the youngsters at the Library to offer support. She invited everyone to the Library to discuss and defuse the situation.

Commissioner Flaherty thanked everyone involved with the Easter Egg Hunt.

Mayor DuBois thanked everyone involved with the successful Easter Egg Hunt. He explained that the next Impact Fee Review Committee was April 13, 2016. He announced that Club 100 Charities would be hosting a Golf Fundraiser on April 22, 2016. He stated that those interested in participating or contributing to the fundraiser could go on the Club 100 Charities website.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Lynch and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 8:28 p.m.

Mayor James DuBois

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2016



Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 6, 2016 **Agenda Item No.** Tab 6

Agenda Title: VALIC 401K – RETIREMENT SAVINGS PLAN
REVISED ADOPTION AGREEMENT

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

Approved by Town Manager [Signature] **Date:** 3-22-16

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

Originating Department: <p style="text-align: center;">FINANCE</p>	Costs: \$ <u>75,420</u> per year Funding Source: To be budgeted beginning Oct-2016 Acct. # Various-22000 <input checked="" type="checkbox"/> Finance ____ BKR ____	Attachments: Resolution <u>15-04-16</u> Attachment 1 – Adoption Agreement <u>#002</u>
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>_BKR_</u> Please initial one.

Summary Explanation/Background:

As a result of several changes in Federal laws, IRS regulations require that the Town adopt a revision to the Town's VALIC 401 agreement. The changes in the law would not necessarily require a change in Town policy, but we are taking this opportunity to propose some enhancements to the plan.

This agreement applies to Town employees who pass the one-year mark in full time employment with the Town. The changes in Federal law require that the agreement contain references to the changed laws. The Federal laws that have been enacted that have resulted in these changes include the "Pension Protection Act", the "Heroes Earnings Assistance and Relief Tax Act", the "Workers, Retiree and Employer Recovery Act", and the "Small Business Jobs Act". There will be no additional costs to the Town for these elements of the agreement.

Additionally to the required changes, Town staff is proposing the following benefit changes:

1. Changing the vesting date from the first day of the fiscal year to each employees anniversary date (the date of full time employment),
2. Shorting the vesting schedule from six years to five years,
3. Increasing the Town's contribution from 5.0% to 7.5% for all eligible employees, and
4. Increasing the match to the employee's contribution to their 457 plan from a flat 50% of the first 5.0%, to a graduated plan of 50% for the first five years, 75% for the second five years of employment, and a 100% match after ten years of employment.

Items 1 and 2 will have little or no effect on the Town's cost of operating the pension plan, but make the plan easier to administrate and. Item 3 would have an estimated annual cost of \$36,130 for the General Fund and \$12,510 for all other funds. Item 4 would have an estimated cost if all employees maximized this benefit of \$20,089 for the General Fund and \$6,691 for all other funds, but only 65% of the eligible employees currently contribute to the VALIC 457 plan, therefore the total cost will be less-than these amounts based on future levels of participation.

Two of our three neighboring City's offer retirement packages with similar plans, Riviera Beach does not offer a retirement plan that is comparable to ours. The table below compares the proposed Lake Park plan with that of our two northern neighbors.

	100% Vesting at	Pension contribution	Matching of employees contributions toward retirement
Lake Park Proposal	After 5 years of employment	7.50%	Graduated from 50% to 100% of first 5% based on years of service
Palm Beach Gardens	After one year of employment	9.85%	None
North Palm Beach	After 5 years of employment	15.00%	50% up to \$60

Recommended Motion:

I move that we approve Resolution 15-04-16 and authorize the Mayor to sign the Adoption Agreement.



Exhibit "B"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 6, 2016

Agenda Item No. Tab 7

Agenda Title: ICMA-RC 401K – RETIREMENT SAVINGS PLAN
REVISED ADOPTION AGREEMENT

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

Approved by Town Manager [Signature] Date: 3-22-16

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

Table with 3 columns: Originating Department (FINANCE), Costs (\$11,700 per year), Attachments (Attachment 1 - Adoption Agreement), Advertised (Not Required), and notification details.

Summary Explanation/Background: As a result of several changes in Federal laws, IRS regulations require that the Town adopt a revision to the Town's ICMA-RC agreement...

Recommended Motion: I move that we authorize the Mayor to sign the Adoption Agreement.



Exhibit "C"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 6, 2016

Agenda Item No. Tab 8

Agenda Title: Resolution No. 16-04-2016 Authorizing Execution of an Agreement between the Town of Lake Park and Craven Thompson & Associates for Engineering Services Related to the Replacement of the Town's Stormwater Outfall Structures Adjacent to 541 Northlake Boulevard

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

Approved by Town Manager *J. R. Griffin* Date: 3-24-16

David Hunt
David Hunt / Public Works Director

Originating Department: Public Works	Costs: N.T.E. \$18,050.00 Funding Source: Stormwater Utility Fund Acct. # 402-3100 <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	Attachments: - Resolution No. <u>16-04-16</u> - Craven Thompson & Assoc.'s Proposal
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <u><i>JDH</i></u> Please initial one.

Summary Explanation/Background: At the January 6, 2016 Regular Commission Meeting, staff was authorized to commence negotiations with the 'Most Qualified' Civil Engineering firm for the replacement of the Town's stormwater outfall to the Earman River, adjacent to 541 Northlake Boulevard. Craven Thompson & Associates (CTA) submitted a proposal for the initial project services. Phase 1 – Gathering of Information leads off with a complete survey of the site conditions, surrounding structures, and drainage basin. A hydrographic cross-section survey of the bottom of

the Earman River is also included which will serve as an exhibit in grant applications and in discussions with other regulatory agencies.

Outfall remediation plans will have to take into consideration the sediment build-up that has occurred in the river since the outfall pipe was permitted in 1962. CTA will argue on behalf of the Town that in order to rebuild the pipe as originally approved, the responsible agencies will have to dredge the river bottom.

Final design of the project cannot begin until agreements are in place regarding the extent of dredging operations along with the accompanying funding commitments.

This "Phase 1 – Gathering of Information" work will further define the tasks required for the outfall pipe repairs. A separate scope of work and future proposal for "Phase 2" tasks will be prepared and include Outfall Design, Permitting, Plan Review, and Construction Phase Services. Staff and CTA believe that a more accurate proposal for Phases 2 services can be prepared after the surveys have been performed and discussions with the various parties have clarified everyone's financial responsibilities.

Staff is seeking Commission approval for Craven Thompson & Associates to perform the Phase 1 task of their contract in the amount not to exceed \$18,050.00

The proposal for Phase 2 services will be brought before the Commission once the scope of the project is better defined.

Recommended Motion: I move to approve Resolution No. 16-04 -2016, authorizing the Mayor to execute the Professional Services Contract with Craven Thompson & Associates for Phase 1 work in the amount not to exceed \$18,050.00.



Exhibit "D"

Town of Lake Park Town Commission

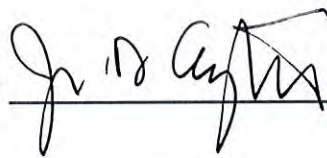
Agenda Request Form

Meeting Date: April 6, 2016

Agenda Item No. Tab 9

Agenda Title: Resolution Authorizing the Submittal of an Application to the Florida Inland Navigation District Waterways Assistance Program for Fiscal Year 2016 for the Installation of Boat Lifts at the Lake Park Harbor Marina

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

Approved by Town Manager  Date: 3-30-16

Name/Title

<p>Originating Department:</p> <p>Town Manager</p>	<p>Costs: \$ 55,000.00</p> <p>Funding Source: 2017 Fiscal Budget</p> <p>Acct. # <u>800-64100</u></p> <p><input checked="" type="checkbox"/> Finance <u>BKR</u></p>	<p><u>Attachments:</u></p> <p>Resolution for Assistance 2016 Under the Florida Inland Navigation District (FIND) Waterways Assistance Program; and, Copy of FIND Application</p>
<p>Advertised:</p> <p>Date: _____</p> <p>Paper: _____</p> <p><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 _____</p> <p>or</p> <p>Not applicable in this case</p> <p><u>BMT</u></p> <p>Please initial one.</p>

Summary Explanation/Background:

At its March 16, 2016 meeting, the Town Commission approved by Resolution 12-03-16 the Lake Park Harbor Marina Market Study and Business Plan which contains several recommendations for making the Lake Park Harbor Marina a sustainable and profitable marine facility which will serve the boating public and provide the Town of Lake Park and its residents with a consistent financial contributions to the General Fund. Among such recommendations is the installation of five (5) boat lifts capable of lifting and storing 30 to 50 foot boats along the Marina's hard to fill fixed 30 foot boat slip area, south of the slip area, nearest the boat launch area of the Marina. The Florida Inland Navigation District (FIND) has indicated that such a project is eligible for 50 percent funding assistance under the FIND Waterways Assistance Program for Fiscal Year 2016. With this project, staff will seek a maintenance agreement for the ongoing maintenance of the boat lifts.

Among the FIND Waterways Assistance Program application requirements is the submittal by the Town of the Resolution for Assistance 2016 Under the Florida Inland Navigation District Waterways Assistance Program. The purpose of this agenda item is the adoption of such Resolution.

The Town match for this grant will be included in the Fiscal Year 2016/2017 Marina budget. The cost of the project is estimated to be \$110,000, if the grant is funded, the FIND contributing will be 50 percent. Staff is in the process of preparing a preliminary financial projection for the Marina Fund for Fiscal Year 2016/2017. Staff will bring forward other grant opportunities to supplement the Town's portion of the match when those grants become available.

A copy of the FIND Waterways Assistance Grant Application is attached as information. Staff will provide the completed application to the Commission prior to its submittal to FIND.

Staff recommends approval.

Recommended Motion: I move to adopt Resolution 17-04-16.



Exhibit "E"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 6, 2016

Agenda Item No. Tab 10

Agenda Title: CDBG Grant Preparation

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

Approved by Town Manager

Date: 3-30-16

John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: -0- Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments: <ul style="list-style-type: none"> • CDBG Grant Application.
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case JOD Please initial one.

Summary Explanation/Background: The CDBG Grant Application from the Palm Beach County, Department of Economic Sustainability requires a decision from the Commission on the type of project the Commission would support for the funding period beginning October 1, 2016 through September 30, 2017. The total award amount is \$33,853. Obviously, this amount will limit the type of project funded.

Town staff met to discuss possible funding initiatives. Some of the initiatives below maybe in excess of the award limit. The projects are as follows: Family Picnic/Pavilion at Bert Bostrom Park. Electronic Message Board at Town Hall. The electronic message board will require the Commission to consider a change in our sign ordinance. Irrigation Control System at Bert Bostrom Park. Playground equipment at Bert Bostrom Park. Begin the development of Soccer Fields at Bert Bostrom Park, eliminate baseball and enhance the Basketball Court. The need to develop a Site Plan for a Community Center and or a Site Plan for the redevelopment of Bert Bostrom Park. We

can continue with the replacement of park benches and trash receptacles at Lake Shore Park and Kelsey Park.

The purpose of this agenda item is to solicit feedback from the Commission as to the type of project the Commission will support. The application deadline is April 8, 2016 at 4:00 pm. Your input and decision on what type of project the Commission would like to see funded is required.

Recommended Motion: Move to support CDBG Funding in the amount of \$33,853 to fund the following project:

- Family Picnic Pavilion
- Electronic Message Board
- Irrigation Control System
- Playground Equipment
- Continuation of the Park Bench and Trash Receptacle Program
- Soccer Field design and lay-out
- Master Site Plan for Community Center.

Or the Commission can provide an alternative not listed above.



Exhibit "F"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 6, 2016

Agenda Item No. *Tab 11*

Agenda Title: Selection of Nominees for the Northern Palm Beach County Chamber of Commerce 2016 Leadership Awards

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

Approved by Interim Town Manager *[Signature]*

Date: *3-30-16*

Name/Title

Bambi McKibbin-Hess
HUMAN RESOURCES DIRECTOR

Originating Department: Vice Mayor Kimberly Glas-Castro	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Copies of the Northern Palm Beach County Chamber of Commerce Online Award Application Forms
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:

The Northern Palm Beach Chamber of Commerce is soliciting nominations for recipients of the 2016 Leadership Awards. Award recipients will be honored at the Northern Palm Beach County Chamber of Commerce Leadership Awards Dinner which will take place at the PGA National Resort and Spa on Thursday, June 2, 2016.

Nominations are being solicited for the following awards:

- 2016 Business of the Year
- 2016 Community Leader of the Year
- 2016 Small Business of the Year
- 2016 Nonprofit of the Year
- 2016 Young Professional of the Year

Attached are copies of the online application forms which list the criteria for each award.

The purpose of this agenda item is to identify nominees for the above awards.

The deadline for submittal of completed application forms to the Chamber is 4:00 p.m. on Friday, April 8, 2016.

Recommended Motion: I move to nominate the following for the 2016 Leadership Awards as specified below:

_____ for the 2016 Business of the Year Award

_____ for the 2016 Community Leader of the Year Award

_____ for the 2016 Small Business of the Year Award

_____ for the 2016 Nonprofit of the Year Award

_____ for the 2016 Young Professional of the Year Award

TAB 4



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 20, 2016

Agenda Item No. Tab 4

Agenda Title: Proclamation recognizing April 29, 2016 as National Arbor Day

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

Approved by Town Manager *[Signature]* Date: 4-5-16
[Signature] 4/5/16
 David Hunt/Public Works Director

Originating Department: Public Works	Costs: \$ 350.00 Funding Source: DPW, Grounds Maintenance Div. Acct. # 406 - 52000 <input checked="" type="checkbox"/> Finance <u><i>[Signature]</i></u>	Attachments: Proclamation
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u><i>[Signature]</i></u> Please initial one.

Summary Explanation/Background: Each year, the Town of Lake Park celebrates National Arbor Day by inviting school children from local schools to participate in the Arbor Day Event with poems, songs and drawings honoring trees. This year, the National Arbor Day observance will take place in Lottie Mae Park, at 10:30 a.m. on Friday, April 29, 2016. A new tree will be presented which will be placed within the park. The Public Works Department will be coordinating the event. The anticipated \$350.00 cost will cover the acquisition of the tree, as well as refreshments, and has been budgeted for this event.

Recommended Motion: I move to proclaim April 29, 2016 as National Arbor Day.

**PROCLAMATION
IN HONOR OF NATIONAL ARBOR DAY**

WHEREAS; in 1871 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees and this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS; Arbor Day is now observed throughout the nation and the world. Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS; trees are a renewable resource which provides the materials necessary to produce paper, construct our homes, fuel our fires and manufacture countless other wood products, and

WHEREAS; trees increase property values, enhance the economic vitality of business areas and improve the overall aesthetic appeal of our community, and

WHEREAS; trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS; efforts to protect our trees and woodlands by planting trees to promote the well-being of this and future generations should be supported by all persons,

NOW, THEREFORE; on behalf of the Commission of the Town of Lake Park, I, James DuBois, Mayor of the Town of Lake Park, Florida do hereby recognize April 29, 2016 as National Arbor Day.

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 20th day of April, 2016.

BY:

Mayor James DuBois

ATTEST:

Vivian Mendez, Town Clerk



TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 20, 2016

Agenda Item No. *Tab 5*

Agenda Title: Proclamation for Water Conservation and Water Reuse

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager

Date:

4-4-16

John O. D'Agostino, Town Manager

Name/Title

<p>Originating Department: Town Manager</p>	<p>Costs: -0- Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____</p>	<p>Attachments:</p> <ul style="list-style-type: none"> • Proclamation Water Conservation. • Proclamation Water Reuse.
<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 Month of April is Water Reuse and Water Conservation Month in the State of Florida. Most Municipalities and or Water Districts have or will submit the enclosed Proclamations.

Recommended Motion: Move to Support the Water Conservation Proclamation and the Water Reuse Proclamation to the State.

Proclamation

**Palm Beach County, Town of Lake Park, Florida
535 Park Avenue, Lake Park Florida 33403**

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, The State of Florida, Water Management Districts and Town of Lake Park are working together to increase awareness about the importance of water conservation; and

WHEREAS, the Florida Section of the American Water Works Association, has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS, Lake Park has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school and citizen can make a difference when it comes to conserving water; and

WHEREAS, every business, industry, school and citizen can help by saving water and thus promote a healthy economy and community; and

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor, of Town of Lake Park hereby supports the Florida Section of the American Water Works Association in proclaiming April 2016 as;

Water Conservation Month

In the State of Florida. (Town of Lake Park), calling upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

BY:

ATTEST:

Mayor James DuBois

Vivian Mendez, Town Clerk



Proclamation

Palm Beach County, Town of Lake Park 535 Park Avenue, Lake Park, Florida

WHEREAS, safe, clean and sustainable water resources are essential to Florida's environment, economy, citizens, and visitors; and

WHEREAS, although Florida's water supplies are finite, the state's population and need for water resources continue to increase; and

WHEREAS, water reuse provides a means for conserving and augmenting Florida's precious water resources and is key to the state's sustainable water future; and

WHEREAS, Florida has established the encouragement and promotion of water reuse as state objectives in Chapters 373 and 403, Florida Statutes, and

WHEREAS, Florida has risen to be the national leader in water reuse -- reusing 727 million gallons of reclaimed water per day to conserve freshwater supplies and replenish our rivers, streams, lakes, and aquifers; and

WHEREAS, Florida's permitted reuse capacity is almost 1.7 billion gallons per day (more than 65 percent of Florida's total permitted capacity for all domestic wastewater treatment facilities); and

WHEREAS, WaterReuse Florida, the state section of the WaterReuse Association, has proclaimed the week of May 15-21, 2016 as Florida Water Reuse Week; and

WHEREAS, Town of Lake Park and Seacoast Utility has joined with WaterReuse Florida, the Florida Department of Environmental Protection, and the South Florida Water Management District in encouraging and promoting water reuse and conservation; and

WHEREAS, Town of Lake Park and Seacoast Utility has implemented a water reuse program and encourages efficient and effective use of reclaimed water; and

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor, of the Town of Lake Park hereby supports WaterReuse Florida and proclaims May 15-21, 2016, as;

WATER REUSE WEEK

In the State of Florida. Town of Lake Park, Florida is calling upon each citizen and business to help protect our precious water resources by practicing efficient and effective use reclaimed water.

BY:

ATTEST:

Mayor James DuBois

Vivian Mendez, Town Clerk



Old Business

TAB 6



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 20, 2016

Agenda Item No. Tab 6

Agenda Title: Next Visioning Session

- Special Presentation/Reports, Board Appointment, Public Hearing Ordinance, New Business, Other, Consent Agenda, Old Business.

Approved by Town Manager [Signature] Date: 4-5-16
John O. D'Agostino, Town Manager

Table with 3 columns: Originating Department, Costs, Attachments, Advertised, and notification status.

Summary Explanation/Background: At the request of the Commission, staff is offering the following dates for consideration in the selection of the next Visioning Session.

- May 4, 2016
May 18, 2016
June 1, 2016
June 15, 2016

The Commission must select a night or provide alternative dates and times for the next Visioning Session.

Recommended Motion: Move to schedule the next visioning session on _____.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 18, 2015

Agenda Item No.

Agenda Title: Visioning Statements

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

Approved by Town Manager _____ Date: _____

John O. D'Agostino, Town Manager

Name/Title

<p>Originating Department: Town Manager</p>	<p>Costs: \$ 0 Funding Source: Acct. # <input type="checkbox"/> Finance _____</p>	<p>Attachments:</p> <ul style="list-style-type: none"> • E-mail correspondence from Town Commission members on visioning statements; • ARF dated October 7, 2015; and. • Commission Meeting minutes dated October 7, 2015.
<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:

Visioning is a process that defines who we are and who we want to be. As we develop visioning ideas, we must keep two questions in mind:

- Who are we?
- Who do we want to be?

In order to answer these two questions, a successful visioning process requires EVERYONE to provide input and generate ideas no matter how unrealistic, quirky, or pie-in-the-sky they appear to be. A good visioning process creates participation and buy-in, allowing everyone to see how their ideas fits with everyone else's ideas. An essential and very useful visioning tool is the brainstorming session through which sketches can be created and renderings for the ideas can be generated. Once you have established your visioning statements (in response to the questions who are we and who do we want to be), the Town will then be able to develop the necessary strategic plan through the public input process in order to implement the visioning statements and identify a long term strategy for becoming who we want to be as a community. Everyone's ideas count as we undertake the visioning process.

The Town Commission over the years has brainstormed ideas. The information included as back-up to this agenda item is being provided in an attempt to compile those statements and ideas and place them in categories such as, Infrastructure, CRA, Park Enhancement and Community Based Initiatives. The objective of this agenda item is to identify common themes and determine what you want to keep and what you may want to discard. Keep in mind the ideas generated tonight must lead us to address: Who we are and who we want to be.

As we embark upon this effort, there are key visioning components that must be kept in mind. They are as follows:

- ✓ The vision must be realistic enough so that people believe it is achievable, but idealistic enough so that it cannot be achieved without stretching.
- ✓ The vision must be consistent with the organization's (i.e., the Town's) values and culture and its place in its environment. The vision must be realistic.
- ✓ The vision must set standards of excellence and reflects high ideals.
- ✓ The vision must clarify purpose and direction.
- ✓ The vision must set standards of excellence and reflects high ideals.
- ✓ The vision must be appropriate for the organization and for the times.
- ✓ The vision must be well articulated and easily understood.
- ✓ The vision must inspire enthusiasm and encourages commitment.
- ✓ The vision must reflect the uniqueness of the organization, its distinctive competence, what it stands for, and what it is able to achieve.
- ✓ The vision must be ambitious.

Finally, the development of a strategic plan must include specific and measurable goals for implementing the vision of the Town. A comprehensive plan will recognize where the organization is today, and cover all the areas where action is needed to move toward that vision. Once the Town establishes the vision statements and creates the vision necessary to move the Town forward, the strategic plan becomes the how-to-steps for implementing the vision. Real implementation of a vision is in the execution of the strategic plan throughout the entire organization. The Town will have to continually monitor its progress toward achieving its vision and continually revise the strategic plan as changes within the organization or its external environment necessitate such change. The bottom line is that visioning is not a discrete event, but an ongoing process.

The following are visioning statements submitted by members of the Town Commission:

Infrastructure:

- ✓ Park Avenue Extension and the Development of Access to Scrub Area from Park Avenue Extension.
- ✓ Silver Beach Roadway Improvements East and West
- ✓ Walkable/Bikable Community (sidewalk improvements/extension to link up the entire Lake Park community.
- ✓ Roadway striping and improvements (resurfacing and roadway reclamation, include striping for bike lanes throughout the town).
- ✓ 10th Street resurfacing/reclamation.
- ✓ Old Dixie Hwy, roadway resurfacing.
- ✓ Transit Palm Tran Hub at 10th Street site, use of Transit Oriented Development funds
- ✓ Road rating criteria program
- ✓ Traffic Study for Development and Redevelopment Industrial/Commercial/Residential
- ✓ Sanitary sewer balance of industrial properties (including Old Dixie/Water Tower Road areas etc.)
- ✓ Drainage improvements on Lakeshore Drive
- ✓ Develop Five Year Roadway, Sidewalk and Infrastructure Improvement Plan for Lake Park.
- ✓ Increased Residential Lighting.
- ✓ Curbing on all Residential Streets without curbs.
- ✓ Fiber-Optics from Railroad Tracks to our Industrial areas to promote technology based development.

CRA:

- ✓ Creation of a Stakeholder's Advisory Board to the CRA Board.
- ✓ Downtown Advisory Board. (recommended by staff)

- ✓ Outsource to third party for Administration of the CRA.
- ✓ Encourage and work with Mr. Spiegel to complete 801 Park Avenue project.
- ✓ Expand CRA District establish statement of need to incorporate housing on the south west side of Park Avenue from 6th street west.
- ✓ Identify Shovel Ready Projects such as DiVosta and work closely with the Business Development Board to market and develop the vacant parcels that are shovel ready projects.
- ✓ Establish Community Policing Initiatives within the CRA for businesses (Town Manager's suggestion as CRA funds can be used to hire community policing offers for downtown businesses).
- ✓ Create and or expand incentives to attract industry and business growth and development within the CRA boundaries.
- ✓ Business retention, attraction and incentive driven core industries are fundamental goals for tax base expansion, retention and stabilization.

Park Enhancement:

- ✓ Marina Village, create a village type attraction for the Marina including vendors (food and merchandise), by temporarily closing off street locations on weekends.
- ✓ Refurbishment or reuse of Bert Bostrom Park. One suggestion was to create a Community Center on part of the land and create open and active recreational space for the balance of land at Bert Bostrom Park. The park needs an infusion of capital to bring the park back.
- ✓ The Town needs to understand how the noise ordinance impacts events planned for our public parks.
- ✓ Park improvements and layouts for events impact sound levels for participants and residents living near the parks.
- ✓ Increase the use of our parks by creating an amphitheater at Lake Shore Park. Think about green markets and promote the park as a destination for festivals, performances and multi-uses by residents and visitors. Our Parks are underutilized presently. A plan to increase park usage is necessary including how to engage the population in the various sport disciplines i.e. Football, Basketball, Baseball and Soccer, Field Hockey, Lacrosse etc.
- ✓ Consensus building on current and future uses of Lake Shore Park, Kelsey Park and possibly the Marina.
- ✓ Use of CDBG Funds to replace benches and trash receptacles. Use CDBG funds to construct a restroom facility at Kelsey Park. Install better lighting around the tennis courts at Lake Shore Park.

Community Based Initiatives:

- ✓ Strengthen our educational system serving Lake Park Students. Understand how the Town can impact the quality of education because property values and

attractiveness to the Town of Lake Park is impacted in a positive manner by having high performing local schools for our families and children to attend. How can the Town partner with local schools to increase performance and effectiveness?

- ✓ Improve the design, visibility, layout and lighting of Welcome to Lake Park signage. The Town desires for residents and visitors to know they have arrived to the Jewel of the Palm Beaches (Lake Park).
- ✓ Cross Access Ordinance.
- ✓ Explore the feasibility of Annexation of property from the Fiscal Drive Bridge west to 95 and all properties inclusive of that location. Most of the properties are commercial and would expand our commercial property tax base. The Town would have to offer incentives for the properties in this area to want to join the Town of Lake Park. We should consider what those incentive might mean for businesses in that area as well as the costs to the Town. Such an analysis could determine the feasibility to proceed with annexation.

The objective of our November 18, 2015 Visioning Workshop- is to fine tune our vision statements. I may have left out some vision statements either due to error on my part or because the statements are stale or the initiative has been completed. I apologize in advance if vision statements are not listed that should be listed. We can use the meeting time to finalize those statements, combine them or eliminate statements listed above.

Recommended Motion: Motion to set the date and time for another visioning workshop date of _____. If no workshop date is set, then no further motion is necessary.



Office of the
Town Manager

Funding Priorities Town of Lake Park

The list below represents the priorities established by the Town Commission over the past several years. The purpose of the list of priorities is to provide guidance to the Lake Park delegation as legislative priorities are established for their respective districts. The demographics of the Town of Lake Park is greater than sixty percent minority. The town is a minority majority community. The town has the highest concentration of housing that is affordable to residents in Palm Beach County, East of Interstate 95.

The legislative priorities are as follows:

1. **Funding for drainage for Lakeshore Drive.** As the town completes its mixed use corridor initiative. The new ordinance will encourage significant investment including housing and commercial, retail development along US Route One. The right type of development along Lakeshore is inevitable as building height requirements increase, resulting in a larger footprint along US Route 1. The town estimates funding at about four to five million.
2. **Tenth Street Reclamation and Resurfacing.** Funding for 109th Street is critical to the town's plans to develop Class A Office Space along both sides of Tenth Street. This corridor stretches from Silver Beach to North Lake Blvd. In speaking with BDB, the area must develop Class A office space. This initiative requires communities like Lake Park to provide incentives for developers to build Class A Office Space. Funding for road resurfacing and reclamation will enable the town to market the tenth street corridor to developers. Class A office space will result in good paying jobs and significant private investment in Lake Park and Palm Beach County.
3. **Funding for Industrial sewer initiatives.** There are sections of the town's existing industrial and commercial land that is not with sewer. Funding will permit the town to move forward to furnish sewer to those properties not with sewer. This will permit for higher density development in the industrial section of town. Commercial and industrial land east of 95 is in high demand, the town can meet that demand, increase density development in the industrial area of Lake Park resulting in more jobs for local residents.
4. **Fiber Optics in the Industrial Park.** Funding for Fiber Optics throughout the Industrial Park will attract higher paying employment opportunities to residents of Palm Beach County. As part of the town's need to upgrade infrastructure including sewer, roads and sidewalks, a significant amount of public funding is needed to prepare our industrial area for high tech, biotech and research and development employment opportunities. Fiber Optics connectivity for businesses in the Industrial Park in Lake Park will result in reinvestment and development of existing properties.

535 Park Avenue

Lake Park, FL 33403

Phone: (561) 881-3304

Fax: (561) 881-3314

www.lakeparkflorida.gov

- a. **Providing Funding for Wi-Fi.** The town is seeking funds to provide Wi-Fi connectivity throughout the entire town. Residents and small mom and pop type businesses can have free access to Wi-Fi connectivity. Wi-Fi availability will encourage investment and reinvestment in Lake Park especially along the Park Avenue area of town. The town desires to market Park Avenue to Millennials who desire connectivity for work and enjoyment. Creating an open air environment with arts and entertainment along Park Avenue will be further enhanced with the availability of free Wi-Fi.
5. **Infrastructure Funds to Create Marina Village.** The town is requesting infrastructure funds to create a Marina Village along that portion of Lakeshore Drive. The Village concept will enable vendors including food vendors/trucks to provide merchandise to area residents and the boating community at the Marina. The village concept will require existing streets to be redesigned and parking on existing town owned land maybe required. Since land in the area is in short supply, a parking garage maybe required as the town attracts open air markets, fresh vegetables, and entertainment and food vendors on weekends and major holidays.
6. **Funding to develop linear pathways that connect existing open space park land in Lake Park.** Funding to create linear park paths that connect all of our neighborhood parks will encourage use and reuse of existing park land in town.
7. **Funding to purchase Commercial Land to complete Park Avenue Extension.** The town is requesting eminent domain funding for one commercial property required to construct and complete the Park Avenue Extension project. This project is critical to the town and Palm Beach County. The estimated funding amount is \$1.5 million for acquisition of the existing property.
8. **Funding for Public Space Lighting in our neighborhoods.** The Town is requesting capital funding for lighting throughout our high crime neighborhoods. Additional lighting will help the Palm Beach County Sheriff's Office with burglaries (Cars and Homes), drive by shootings and illicit drug sales all of which occur under the protection of darkness in Lake Park.

New Business

TAB 7



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 20, 2016

Agenda Item No. Tab 7

Agenda Title: Resolution to Amend the Town of Lake Park Uniform Classification System to Create the Job Description for the Position of Special Events Director; to Revise the Job Descriptions for the Positions of Recreation Supervisor and Special Events Coordinator; and, to Change the Name of the Parks and Recreation Department to the Special Events Department

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: 4-5-16

Name/Title HUMAN RESOURCES DIRECTOR

<p>Originating Department: Human Resources</p>	<p>Costs: \$ -0- Funding Source: Acct. # <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u></p>	<p>Attachments: Resolution; Copy of New Special Events Director Job Description; Copy of New Job Description for Recreation Supervisor; Copy of Current Job Description for Recreation Supervisor; and Copy of Revised Job Description for Special Events Coordinator in Redline Format</p>
<p>Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____ OR Not applicable in this case BMT Please initial one.</p>

Summary Explanation/Background:

Creation of the Special Events Director Job Description:

Currently, a job description exists in the Town's Uniform Classification System entitled Recreation Director and among the essential functions of this position is the coordination and management of all aspects of events including the planning and development of event site plans, recruitment of all vendors and entertainment, and the management of all event logistics. Such responsibilities include the coordination of the Town's recreation program with outside recreation organizations, schools and various community-based organizations. Inasmuch as the current focus of the Town's recreation program is on the development and marketing of community events, the purpose of this agenda item is to create the new job description of Special Events Director and to change the name of the Parks and Recreation Department to Special Events Department. The job description of Recreation Director will remain in the Town's Uniform Classification System; however, it will remain unfilled.

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 as it is for the Recreation Director position, which is \$52,915.20 to \$82,118.40.

Revision of the Recreation Supervisor Job Description:

A job description exists in the Town's Uniform Classification System entitled Recreation Supervisor. The purpose of this action is to revise this job description to reflect that this position will assist the Special Events Director in overseeing the activities of the Special Events Department, and will also plan, organize and schedule recreational activities including the Town's summer camp program.

The annual salary range for this position will be \$36,025.60 to \$56,867.20 which will be budgeted for in the Fiscal Year 2017 budget.

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.

Revision of the Special Events Coordinator Job Description:

There also exists a job description in the Town's Uniform Classification System entitled Special Events Coordinator. The purpose of action is to revise this job

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 hourly rate for this position will remain the same, which is \$15.00 per hour.

Recommended Motion: I move to approve Resolution 18-04-2016.

RESOLUTION No. 18-04-16

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO CREATE THE JOB DESCRIPTION FOR THE POSITION OF SPECIAL EVENTS DIRECTOR; AND, TO REVISE THE JOB DESCRIPTIONS FOR THE POSITIONS OF RECREATION SUPERVISOR AND SPECIAL EVENTS COORDINATOR; AND TO CHANGE THE NAME OF THE PARKS AND RECREATION DEPARTMENT TO SPECIAL EVENTS DEPARTMENT; AND 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 create the job description for the position of Special Events Director, and to revise the job descriptions for the positions of Recreation Supervisor and Special Events Coordinator. Copies of the revised job descriptions are attached hereto as Exhibit A, Exhibit B and Exhibit C respectively.

Section 3. This Resolution shall become effective immediately.

SPECIAL EVENTS DIRECTOR

JOB CODE: 905
DEPARTMENT: SPECIAL EVENTS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Town Manager, responsible for program work in the development, promotion and maintenance of Town sponsored events and in the coordination and use of all recreation facilities. Duties include providing recommendations for new programs and events, program marketing and publicity, and the organization of events including the Sunset Celebration and other Town functions. Work is performed using independent judgment and discretion under the direction of the Town Manager. Performs related duties as required. 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 an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Special Events Director position.

1. Overseeing the activities of the Special Events Department; develop and implement departmental operating policies and procedures subject to approval by the Town Manager; establishes program goals and objectives; develops an ongoing plan for the effective operation of the Special Events Department and its recreational programs;
2. Management of recreational programs and supervision of the Recreation Supervisor and Special Events Coordinators;
3. Creating and managing programs and events that increase community engagement and promote the Town of Lake Park; developing strategies for engaging the participation of Lake Park residents including minority and senior community residents;
4. Creating and managing programs that build public private partnerships with local businesses and Lake Park non-profit organizations that support all events including marketing, fundraising, and local resident outreach;
5. Working with the Human Resources Director in soliciting appropriate volunteers to assist in implementing a well-rounded recreation program;

6. Managing the creation and distribution of marketing materials to promote all Town and Lake Park Community Redevelopment Agency events;
7. Preparing and administering the departmental budget including the control of expenditures, evaluation of the department's needs and recommending staffing levels, materials, equipment and capital improvements for the effective operation of the Special Events Department;
8. Maintaining accurate and current records of all Special Events Department operations, and providing periodic written reports as required by the Town Manager and/or the Town Commission;
9. Maintaining financial records and accounts for monies received and submits reporting to the Finance Director; preparing requisitions, field purchase orders, and department payroll for approval by the Town Manager and submittal to the Finance Department;
10. Represents the Town at various community events, meetings and conferences
11. Performs other duties as assigned.

REQUIREMENTS:

A. Training and Experience:

Bachelor's Degree in Marketing, Communication, or related field from an accredited college or university, supplemented by at least five (5) years of progressively responsible professional experience in development, marketing, publicizing and implementation of community-wide recreational events. 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:

- Knowledge of event planning and coordination including planning, implementation, and the ability to develop and disseminate all promotional and advertising material
- Knowledge and understanding of the strategic planning process
- Knowledge of the principles and practices of office management, work organization and supervision
- Knowledge of the principles and practices of public relations and marketing
- Ability to work independently and exercise sound judgment with very little direction on routine matters
- High degree of creativity
- Excellent communication skills and the ability to communicate effectively both internally and externally, verbally and in writing
- Ability to manage multiple tasks
- Ability to select, manage, train and evaluate assigned staff
- Skill in the operation of general office equipment
- Strong leadership skills
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates and the general public.

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.

RECREATION SUPERVISOR

JOB CODE: 906
DEPARTMENT: SPECIAL EVENTS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Special Events Director, responsible for assisting in the development, promotion and maintenance of Town sponsored events and in the coordination and use of all recreation facilities. Duties include providing recommendations for new programs, and assisting the Special Events Director in developing program publicity and the organization of events including the Sunset Celebration. Work is performed using sound judgment and discretion under the direction of the Special Events Director. Performs related duties as required. 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 an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Recreation Supervisor position.

1. Assisting the Special Events Director in overseeing the activities of the Special Events Department, and in the implementation of an ongoing plan for the effective operation of the Special Events Department and its recreational programs
2. Assisting the Special Events Director in coordinating all aspects of events including the development of site plans, recruitment of all vendors and entertainment, and the management of all event logistics
3. Planning, organizing and scheduling recreational activities such as adult programs and summer youth programs including the Town's summer camp program
4. Coordinates the Town's recreation program with other Town departments and outside recreational organizations such as schools and various community-based organizations
5. Coordinates and oversees Town bus trips; registers participants; and drives the Town bus as needed
6. Maintains accurate and current records of all Parks and Recreation Department operations, and provides periodic written and verbal reports as required by the Town Manager
7. Maintains financial records and accounts for monies received and submits reports to the Town Manager ; prepares requisitions, field purchase orders, and department payroll for approval by the Town Manager and submittal to the Finance Department
8. Performs other duties as assigned

REQUIREMENTS:

- A. Education and Experience:

Bachelor's degree in sports management, education or physical education, or related field from accredited college or university; supplemented by five (5) years of progressively responsible experience and a demonstrated record of success in developing and implementing innovative community-wide recreation programs and events. Membership in the Florida Recreation and Parks Association required. Must have valid Florida CDL Class C Drivers' License.

B. Knowledge, Abilities and Skills:

- Knowledge of community recreation needs and resources
- Knowledge of the principles and practices of office management, work organization and supervision
- Knowledge of the principles and practices of modern parks and recreation programs
- Ability to plan, organize, coordinate, implement and manage a comprehensive parks and recreation program
- Must be able to work independently and exercise sound judgment with very little direction on routine matters
- Ability to communicate effectively, verbally and in writing
- Ability to select, manage, train and evaluate assigned staff
- Skill in the operation of general office equipment
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates and the general public.

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation of vehicles, office, computer keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

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DEPT: Recreation

CHARACTERISTICS OF THE CLASS

Under the direction of the Recreation Director is responsible for programmatic and supervisory work in the development of municipal athletic/sports and community recreation programs and coordinating the use of all recreation facilities. Duties include providing recommendations for further programming, program publicity and the planning of and accompaniment on all Town sponsored trips on Town bus. Work is reviewed through conferences and written reports. Perform other work as requested.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Plan, organize, schedule and direct recreational and community activities such as adult softball, soccer, summer youth programs and special events.
2. Hire, train and supervise full and part time staff for summer recreation program.
3. Solicit active interest, participation and support of neighborhood and community groups; arrange for publicity and notification of programs and events; publicize and accompany groups on special trips.
4. Transport summer youth program participants to and from activity sites and special events.
5. Provide general clerical support for department such as typing, filing and responding to inquiries from the public; schedule and coordinate use of Town recreational facilities.
6. Evaluate facilities for safety and playability; coordinate periodic maintenance and repair of equipment and facilities; coordinate acquisition of new equipment.
7. Prepare announcements for general media release and articles for Town newsletter.

REQUIREMENTS**A. Training and Experience:**

Graduation from an accredited college or university with a bachelor's degree in recreation, leisure services or related field; supplemented by one (1) year of experience in recreational or community programming. Must possess a valid Florida driver's license with class as mandated by State law.

B. Knowledge, Abilities and Skills:

Knowledge of the principles, practices and techniques of public recreation.

Knowledge of rules, regulations, ordinances, policies and requirements regarding public recreation.

Knowledge of the equipment and facilities used in a variety of recreation activities.

Recreation Supervisor (continued)

Knowledge of league and tournament organization and officiating skills.

Knowledge of first aid procedures.

Ability to promote, direct and supervise comprehensive program of recreation.

Ability to establish and maintain effective working relationships with the general public and co-workers.

Ability to communicate effectively orally and in writing.

- 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 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation on a production basis, of such devices as off-set presses with associated equipment.
- D. Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions.
- E. Sensory Requirements: Task requires sound and form perceptions and discrimination.
- F. Bloodborne Pathogens: Category II-Moderate to Minimal Risk Exposure.

SPECIAL EVENTS COORDINATOR

JOB CODE: 904
DEPARTMENT: PARKS AND RECREATION SPECIAL EVENTS

CHARACTERISTICS OF THE CLASS

Under the general direction of the ~~Recreation Director~~ Special Events 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~~ Special Events Director. Performs related duties as required. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

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

1. Assists in performing customer service duties including answering telephone calls and assisting departmental customers
2. Provides customer service and support to event vendors and patrons
3. Provides administrative support including typing and filing
4. Assists the ~~Recreation Director~~ Special Events Director in coordinating, planning and scheduling events and activities
5. Assists the ~~Recreation Director~~ Special Events Director in soliciting participation, membership and support of neighborhood and community groups
6. Assists the Special Events Director in arranging ~~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.

TAB 8



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 20, 2016

Agenda Item No. *Tab 8*

Agenda Title: Selecting a Date, Location, Type and Invitees for the Volunteer Recognition Reception.

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

Approved by Town Manager *[Signature]* **Date:** *4-5-16*

Vivian Mendez - Town Clerk
 Name/Title

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 2,000.00 Funding Source: Promotional Activities Acct. # 100-48000 <input type="checkbox"/> Finance _____	Attachments: Invitee list
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <i>VM</i> Please initial one.

Summary Explanation/Background: Each year the Commission honors its volunteers with a Volunteer Appreciation Reception or dinner. Over the years different venues have been used to host the event. The Mirror Ballroom, Lake Shore Park Indoor Pavilion, Marina Meeting room, and most recently the Art on Park Gallery.

The purpose of this agenda item is for the Commission to discuss the date & time, location, type of event, and invitee list of the event.

Date of the event: Staff is proposing to host the event on Friday, June 3, Friday, June 10 or 17 beginning at 6:00 p.m.

Location: The Commission has several locations available for the event, the Mirror Ballroom, the Lake Shore Park Indoor Pavilion, Marina meeting room, or the Art on Park Gallery.

Type of Event: Would the Commission wish to have a meet & greet type of event such as last year at the Art on Park Gallery?

Would the Commission wish to have a picnic at Lake Shore Park or the Marina, where guest are invited to enjoy the inter-coastal?

Would the Commission wish to have a sit down dinner, where guest can gather for food, drinks, and light music in the background?

Invitee list: Attached is the most current Town organizational list maintained by the Town Manager's office.

Recommended Motion: I move to:

- Select the date and time of the Volunteer Recognition Reception as _____.
- Select the location _____.
- Select the type of event _____.
- Select the invitees for the event _____.

TOWN OF LAKE PARK COMMUNITY ORGANIZATIONS

ORGANIZATION	CONTACT	E-MAIL	WEBISTE	NOTES
A.E.M. FOR THE HEART, INC. Angela Englich, President 1 114 N. Federal Highway Lake Park, FL 33403	561-881-8581 561-644-6888 Cell 561-881-8581 Fax	aemfortheheart@gmail.com	www.aemfortheheart.org/home.html	Free camps and music lessons for Autistic and Haitian children in the Lake Park community.
ARTISTS OF PALM BEACH COUNTY Joseph Freidman, President Art on Park Gallery 2 800 Park Avenue, Lake Park, FL 33403	561-345-2842 561-345-2842(Fax) 561-845-2333	artistsofpbc@gmail.com	www.artistsofpalmbeachcounty.com	Open Monday-Saturday, 12-6 p.m.
BETHLEHEM HAITIAN BAPTIST CHURCH Vilnet Vilse, Pastor 3 425 Crescent Drive, Lake Park, FL 33403	561-324-4175 561-541-0342 (Cell)	wilse45@gmail.com	n/a	Bethlehem Community Empowerment Center
BRIDGES AT LAKE PARK Ricky Petty, Director 4 1411 10th Street, Lake Park, FL 33403	561-881-5060 (Office) 561-635-8785 (Cell) 561-840-5065 (Fax)	ricky.petty@chsfl.org	www.chsfl.org	Monthly Staff Meetings held second Wednesday of every month, 2 p.m. at Bridges at Lake Park.
BRIGHT FUTURES ACADEMY CHARTER SCHOOL Kendall Artusi, CEO Bright Futures Academy Network 5 10350 Riverside Drive, Palm Beach Gardens, FL 33408	561-253-7504 (Office) 561-254-2997 (Cell)	kendall.arutusi@brightfuturesacademy.com	www.brightfuturesacademy.com	Quarterly Board Meetings
CLUB 100 CHARITIES, INC. Harry Drier, Director (Lake Park Community Outreach Center) 6 5380 Ocean Drive, 6D, Riviera Beach, FL 33404	561-842-4335 (Office) 561-601-8211 (Cell) 561-844-3082 (Fax)	drierh@aol.com	www.club100usa.org/lake-park-community-center/	Quarterly Member and Board Meetings- not on a scheduled basis. Director of Lake Park Community Outreach Center on the campus of the Bethlehem Baptist Haitian Church.
FIRST BAPTIST CHURCH OF LAKE PARK John Thompson, Senior Pastor 7 625 Park Avenue, Lake Park, FL 33403	561-844-1609 561-848-8310 (Fax)	john@fbclakepark.com	www.lakeparkbaptist.org/church	Office Hours: Monday-Friday, 8:30 a.m.-4:30 p.m.
FRIENDS OF THE LAKE PARK PUBLIC LIBRARY Sue Duchene, Treasurer (Contact) Lake Park Public Library 8 529 Park Avenue, Lake Park, FL 33403	561-881-7207 561-801-2007 (Sue Cell) 561-881-3336 (Fax)	s.duchene@att.net	www.lakepark-fl.gov/friends-library	Meetings: First Tuesday monthly unless otherwise scheduled. Marie Michaud, President, Anne Lynch, Vice-President, Sue Duchene, Treasurer, Dianne Sophinos, Secretary.

**TOWN OF LAKE PARK
COMMUNITY ORGANIZATIONS**

ORGANIZATION	CONTACT	E-MAIL	WEBISTE	NOTES
HOLY GROUND SHELTER FOR HOMELESS, INC. Janet Kranich, President 9 200 W. 20th Street, Riviera Beach, FL 33404	561-355-5040 (Office) 561-512-2650 (Cell)	holygroundshelter@msn.com	www.holygroundpbc.org/	Meetings: Third Saturday at 10 a.m., 200 W. 20th Street, Riviera Beach. Note: Organization does not have an official office in Lake Park. Operates out of Riviera Beach but rents apartments in Lake Park for families in their program.
KIWANIS OF LAKE PARK Roger Michaud, President 10 355 E. Ilex Drive, Lake Park, FL 33403	561-863-5356 (Office) 561-512-3914 (Cell)	michaud_r@bellsouth.net	www.floridakiwanis.com	Meetings: Every week Thursday Noon for lunch at Tall Trails Restaurant. Programs for children. Works with elementary schools in Lake Park. Facebook Page: https://www.facebook.com/pages/Kiwanis-Club-of-Lake-Park/153905924642974
LAKE PARK CITIZENS ON PATROL (COP) Dan Martin, Volunteer Lieutenant 11 193 Lone Pine Drive, Palm Beach Gardens, 33410	561-568-1827 (cell)	dkmartinnn@comcast.net	www.pbso.org/index.cfm?fa=COP	Lake Park Unit #68 Delta Car Meetings: Second Thursday of each month at 7 p.m., PBSO District 10, 700 6th Street, Lake Park.
LAKE PARK COMMUNITY DEVELOPMENT CORPORATION - SEEDS OF HOPE COMMUNITY GARDEN Erin T. Flaherty, Director 12 639 Evergreen Drive, Lake Park, FL 33403	561-252-7179	erintflaherty@gmail.com OR seedsofhopecommunitygarden@gmail.com OR Lakeparkcdc@gmail.com	www.lakeparkcdc.com	Meetings: Every 3rd Thursday, 6:30 p.m., Lake Park Public Library or the Community Garden, 725 Foresteria Drive, Lake Park.
LAKE PARK COMMUNITY WATCH Lynn Dutaud, Chair/Director/Registered Agent 13 430 Evergreen Drive, Lake Park, FL 33403	561-543-4123 Evergreen House:	dutaud@bellsouth.net	n/a	Meetings: The second Wednesday of every second month (Even Months) at 6:30 p.m. at Lake Park Public Library
LAKE PARK HISTORICAL SOCIETY L.J. Parker, President, Archivist, Publisher 3661 Bahama Road, Palm Beach Gardens, FL 33410-14 2368	561-840-4870 (Leave Message) L.J. Parker: 561-622-0383 (Home)	olelj@yahoo.com OR LPHS_1@yahoo.com	n/a	Archive Work: Tuesday's 10 a.m.-1 p.m. (Usually 5:30 a.m.) Meetings: Fourth Monday of Each Month, 7 p.m. (except December) at Evergreen House, 601 Federal Highway, Lake Park, FL.

**TOWN OF LAKE PARK
COMMUNITY ORGANIZATIONS**

ORGANIZATION	CONTACT	E-MAIL	WEBISTE	NOTES
LAKE PARK VFW - Donald Ross Post 9610 Jack McDermott, Quarter Master Robert McQuaid, Commander				Meetings: Third Thursday of Each Month, 7:30 p.m. VFW Hours: Monday-Sunday 11 a.m.-10 p.m. Facebook: www.facebook.com/VFW-Post-9610-Lake-Park-Florida-200858263302019/
15 354 10th Street, Lake Park, FL 33403	561-842-9110	vfw9610@att.net	www.vfw.org	
OPERATION HOPE, INC. Ken Bowers, Executive Director	561-249-1552 (Office)			Meetings: Board meetings every other Tuesday, 10
16 1253 10th Street, Lake Park, FL 33403	561-396-7969 (Cell)	operationhopeinc@yahoo.com	www.operationhope.org	a.m.
ST. JOHN'S EVANGELICAL LUTHERAN CHURCH Gary Leopard, Pastor				
17 241 Cypress Drive, Lake Park, FL 33403	561-848-3142	stjohnschurch561@gmail.com	www.st-johns-church.com	
TREASURE COAST REGIONAL PLANNING COUNCIL Michael J. Busha, Executive Director	772-221-4060	mbusha@tcrpc.org		Council Meetings: Third Friday of each month, 9:30
18 421 SW Camden Avenue, Stuart, FL 34994	772-221-4067 (Fax)	Kim DeLaney: kdelaney@tcrpc.org Dana Little: dlittle@tcrpc.org	www.tcrpc.org	a.m. Wolf High Technology Center Indian River State College Chastain Campus, 400 SE Salerno Road, Stuart, FL 34997 Working Contacts: Kim Delaney, Director of Strategic Development and Policy Dana Little, Urban Design Director