



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Commission Workshop  
Wednesday June 26, 2013, 6:30 p.m.  
Lake Park Town Hall  
535 Park Avenue

|                                |   |                      |
|--------------------------------|---|----------------------|
| <b>James DuBois</b>            | — | <b>Mayor</b>         |
| <b>Kimberly Glas-Castro</b>    | — | <b>Vice-Mayor</b>    |
| <b>Erin T. Flaherty</b>        | — | <b>Commissioner</b>  |
| <b>Michael O'Rourke</b>        | — | <b>Commissioner</b>  |
| <b>Kathleen Rapoza</b>         | — | <b>Commissioner</b>  |
| .....                          |   |                      |
| <b>Dale S. Sugerman, Ph.D.</b> | — | <b>Town Manager</b>  |
| <b>Thomas J. Baird, Esq.</b>   | — | <b>Town Attorney</b> |
| <b>Vivian Mendez, CMC</b>      | — | <b>Town Clerk</b>    |

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

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

B. **PLEDGE OF ALLEGIANCE**

C. **DISCUSSION:**

1. Vision
2. Project Planning List
3. Draft Modification to the Board Appointment Process (Section 2-112)
4. Establishing a Process for Selecting Members of the Town Commission to Serve on Boards and Committees of other Organizations

D. **ADJOURNMENT**

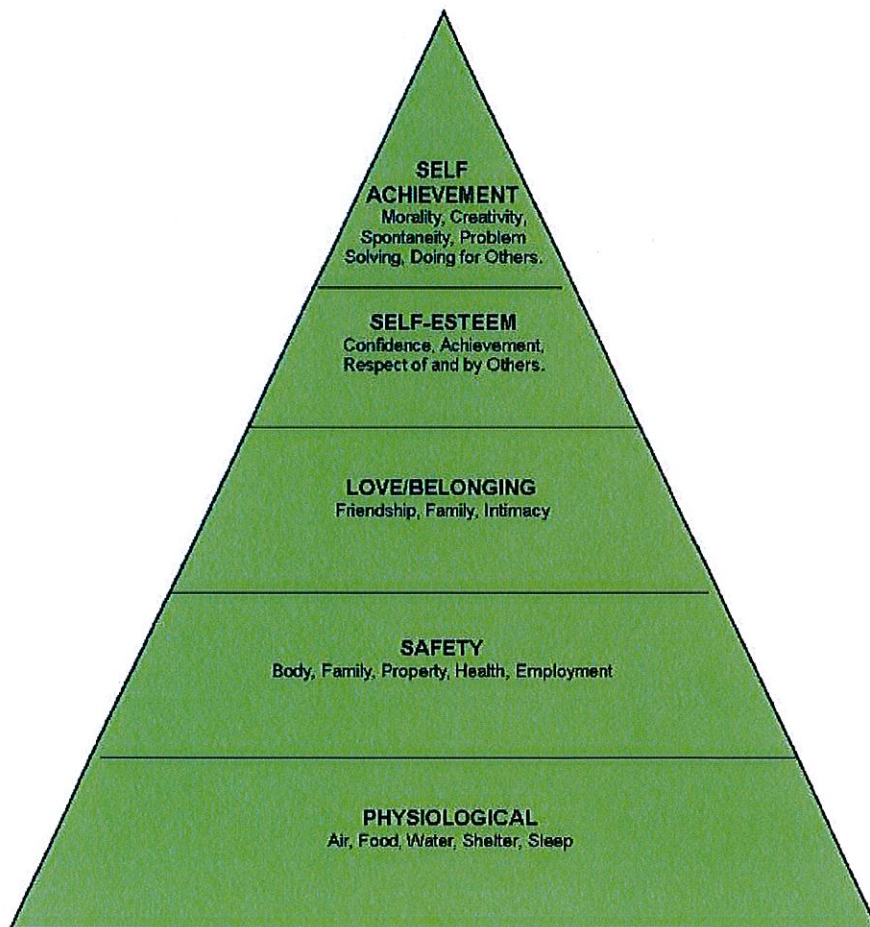
# DISCUSSION

# TAB 1

**NOTES FROM THE TOWN COMMISSION VISIONING/PROJECT  
WORKSHOP MEETING  
MAY 30, 2013**

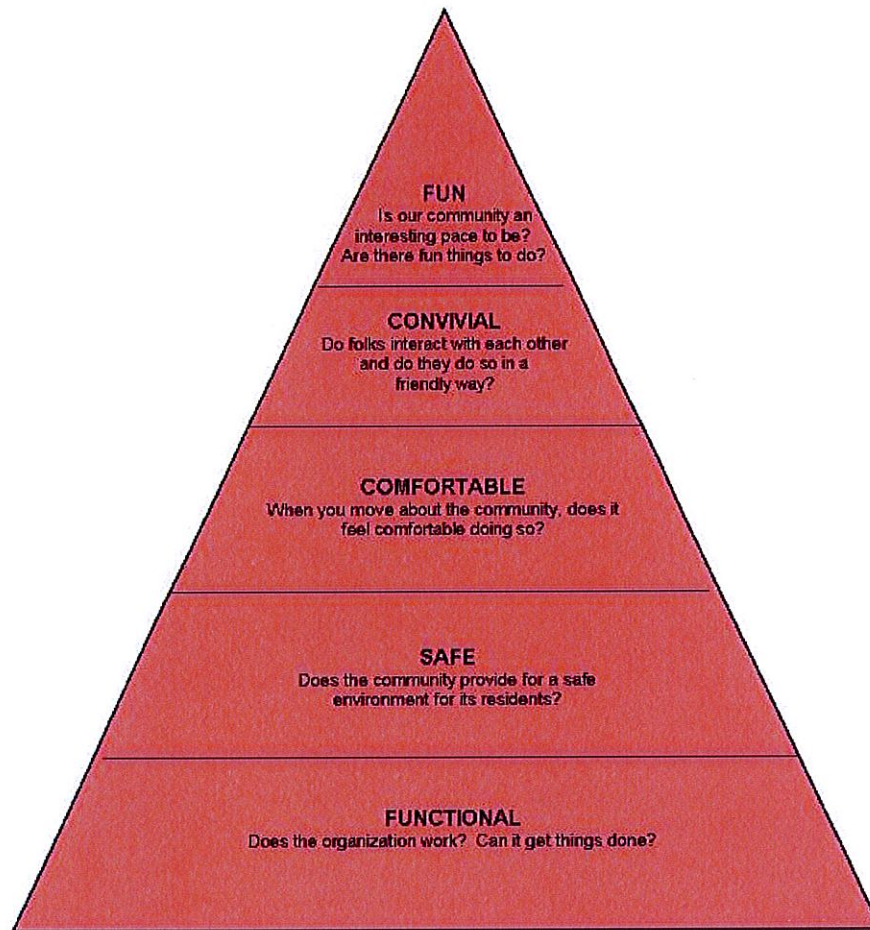
This is a brief summary of the items discussed related to the topic of creating a new VISION for the Town of Lake Park. These notes can be used as the foundation for future discussions at upcoming workshop meetings.

- Reviewed the Town's current Mission Statement.
- Discussed the difference between Vision and Mission.
  - The Vision is *WHERE* an organization wants to be.
  - The Mission is *HOW* an organization is going to get there.
- Maslow's Hierarchy of Needs:





- Kageyama's Hierarchy of the Lovable City:



- Individual Commissioner's statements which could be used in a Vision:

|  |   |
|--|---|
| Superior customer service                                | Quality leisure services                                      |
| Strategic/targeted level of plan of economic development | Shared sense of community                                     |
| Level of trust   | Enjoying unique assets  |
| Creating surplus revenues                                | Respected first leader  |
| Open and participatory                                   | Re-established (re-emerge) as the "Jewel of the Palm Beaches" |
| Creatively advance while preserving our history          | Family friendly   |
| Artistic Center  | Solid foundation  |
| Cradle to grave community                                | Creating a successful business environment                    |
| Uplift & Support private property owners                 | Transparent government  |

- Individual Commissioner's words which could be used in a Vision:

|           |                   |             |
|-----------|-------------------|-------------|
| Strategic | Re-emerge         | Targeted    |
| Assets    | Solid foundation  | Surplus     |
| Superior  | Participatory (2) | Transparent |
| Trust     | Community         | Quality (2) |
| Service   | Unique            | Business    |
| Family    | Success           |             |

### **THE VISION**

(at least an initial draft)

*Engaging Lake Park Residents, Visitors, and  
Businesses in our Community Experience*

# TAB 2

## PROJECT PLANNING LIST

O'Rourke

Commissioner Name

At the May 30<sup>th</sup> Commission Workshop meeting, the Commission agreed that each individual Commissioner would create a list of no less than 3 and no more than 6 projects that they would like worked on during the next year. Below you will find a worksheet for use at the next Commission Workshop meeting scheduled for June 26<sup>th</sup>. Please complete your Project Planning List and submit it to the Town Clerk **no later than close of business on June 14<sup>th</sup>**. Projects need not be listed in any particular order of importance.

| Project Title                           | Description   |
|---|---|
| 1) WESTERN LAKE PARK LAND USE PLAN      | There is a whole area of our Town that has not been developed. The Commission should create a land use plan that fully integrates in plans the future use and development of the western region of the Town.          |
| 2) EVENT PLANNING TASK FORCE            | Requesting that we set up a task force to look into the possibility of putting on larger events at Kelsey and Lake Shore Park as a large venue location: 4th of July Fireworks, Jazz Festival, Pirate Fest, and more. |
| 3) DEVELOP TOWN RECREATION PROGRAMS     | We have to find a way to develop recreation programs for kids and residents,  |
| 4) DEVELOP COMMUNITY COMMUNICATION PLAN | Our Town needs to put together communication vehicles, one a hard copy newsletter, the other an up-dated web-site listing events, activities and highlighting businesses in our Town.                                 |
| 5) EXPAND THE CRA ZONE                  | The CRA does not include some of the most distress areas of town, we need to look into possibility of improving those areas through CRA funding.  |
| 6) DEVELOP PARK AVE AS AN               | The first part of that will require occupancy   |



ARTS AND MUSIC CULTURAL  
CENTER

of the two abandoned buildings on Park Ave.

## PROJECT PLANNING LIST

Kim Glas-Castro

Commissioner Name

At the May 30<sup>th</sup> Commission Workshop meeting, the Commission agreed that each individual Commissioner would create a list of no less than 3 and no more than 6 projects that they would like worked on during the next year. Below you will find a worksheet for use at the next Commission Workshop meeting scheduled for June 26<sup>th</sup>. Please complete your Project Planning List and submit it to the Town Clerk **no later than close of business on June 14<sup>th</sup>**. Projects need not be listed in any particular order of importance.

| Project Title   | Description   |
|---|---|
| 1) Facilitate expansion of industrial area /attraction of new or expanded businesses in heavy commercial and industrial areas | Promote industrial base through adequate infrastructure, effective zoning provisions, and friendly business practices |
| 2) Parking Meters   | Eliminate user fee for Town residents/property owners (option might be parking permit sticker/placard)                |
| 3) Marina   | Correct construction deficiencies and improve utilization of slips and ramps/trailer parking                          |
| 4) Code Compliance  | Need more timely correction of violations to ensure safe structures and maintain aesthetics of neighborhoods          |
| 5) Lakeshore Drive Improvements   | Drainage improvements and road reconstruction needed to correct deteriorating infrastructure                          |
| 6) Change Voting System   | Voters want ability to vote for each seat and not be limited to one vote  |

# PROJECT PLANNING LIST

**DuBois**

Commissioner Name

At the May 30<sup>th</sup> Commission Workshop meeting, the Commission agreed that each individual Commissioner would create a list of no less than 3 and no more than 6 projects that they would like worked on during the next year. Below you will find a worksheet for use at the next Commission Workshop meeting scheduled for June 26<sup>th</sup>. Please complete your Project Planning List and submit it to the Town Clerk **no later than close of business on June 14<sup>th</sup>**. Projects need not be listed in any particular order of importance.

| Project Title  | Description  |
|--|--|
| 1) Non ad valorem assessment for fire-rescue services  | Removes rescue services from ad valorem mil rate. Identifies specific costs and services provided by service fee.  |
| 2) Non ad valorem assessment for Police services   | Removes police services from ad valorem mil rate. Identifies specific costs and services provided by service fee. Will require state legislative action.   |
| 3) Lake Park civic, non-profit, n.g.o., faith based, recreational group & schools identification and cross-membership organization | Develop meta list of LP organizations, their functions, and cross pollinate each with each other to form more effective fundraisers and participating membership resource list. (deepen the bench by organizing contacts with existing groups) |
| 4) list of utility, road improvements  | List, estimate cost, and prioritize capital, and deferred maintenance improvements.  |
| 5) Park Avenue Holiday Parade - Army, + others   | We have an opportunity to make use of PBSO, PBCFD, US Army, USCG, and others who may be willing towards developing an annual parade from Kelsey Park to Old Dixie.   |

|   |   |
|---|---|
|   |   |
| 6) Complete the FPL, ATT & Cable utility pole replacements & line transfers | LP has many incomplete utility line transfers to new poles, many line transfers are partially completed to new poles, and many transfers have not begun. The transfers should be completed according to a defined schedule. |





## PROJECT PLANNING LIST

### Commissioner Flaherty

At the May 30<sup>th</sup> Commission Workshop meeting, the Commission agreed that each individual Commissioner would create a list of no less than 3 and no more than 6 projects that they would like worked on during the next year. Below you will find a worksheet for use at the next Commission Workshop meeting scheduled for June 26<sup>th</sup>. Please complete your Project Planning List and submit it to the Town Clerk **no later than close of business on June 14<sup>th</sup>**. Projects need not be listed in any particular order of importance.

| Project Title                        | Description  |
|--------------------------------------|--|
| 1) Project: Improved Street Lighting | Adding new fixtures to brighten the streets during the night hours. Identify possible funding to assist with implementing.                             |
| 2) Project: Curb Appeal              | Improve overall look of areas in town, develop task forces or community projects to assist and provide direction to remedy compliance issues.          |
| 3) Project: Launch the Community     | Collaborate with local non-profits to encourage more team effort towards community events. Bring all cultures together to create unity.                |
| 4) Project: Town Website Overhaul    | Develop a better user experience by creating specific areas for departments, residents, business, and visitors.  |
| 5) Project: Social Media Overhaul    | Identify and obtain all occurrences of Lake Park occurring on Social Media. Start sharing our many reasons to visit, volunteer, live, work and so on.  |
| 6) Project: Fiber Optics             | Fiber Optics is the future, new and current businesses are seeking areas with the highest speed transfer cable available. If we build they will come 😊 |

# TAB 3

DIVISION 1. - GENERALLY

*Existing Language*

**Sec. 2-111. - Election of board and committee officers.**

- (a) *Chair.* Each board and committee of the town shall elect from its membership a chair, who shall preside at all meetings of such board or committee, and a chair pro tem, who shall preside at all meetings of such board or committee in the absence or disability of the chair, at a regular meeting to be conducted in January of each year.
- (b) *Secretary.* Each board and committee of the town shall elect from its membership a secretary, who shall record the proceedings of each meeting of such board or committee, at a regular meeting to be conducted in January of each year, except that the town clerk shall serve as the recording secretary for the planning and zoning board and code enforcement board.

(Code 1978, § 2-56; Ord. No. 17-1991, § 1, 11-6-1991)

**Sec. 2-112. - Membership on boards and committees terminated for missing meetings; filling of vacancies.**

- (a) *Definitions.* For the purposes of this section, the following words, terms and phrases shall have the meanings herein ascribed to them:  
*Board* means board or committee, as appropriate.  
  
*Valid excuse* means one of the following:
  - (1) Illness of a member or other person for whom the member is a caregiver;
  - (2) Death of a member's relative; or
  - (3) Scheduled absence approved in advance by the town clerk.
- (b) *Recording of attendance.* The secretary of each board shall record the names of the board members who are present and absent at each board meeting, and shall include in the minutes of the meeting, the name of any member who has missed a meeting without a valid excuse, including regular and special meetings of said board.
- (c) *Termination of membership.* Membership on a town board shall be automatically terminated for any member who, without valid excuse, misses three board meetings both regular and special in any consecutive 365-day period (any one-year term of the member).
- (d) *Review of minutes.* The town clerk shall be responsible for reviewing the minutes of each board to determine when a vacancy has occurred, the town clerk shall confirm the unexcused absences of the member with the board secretary and once confirmed shall subsequently publish notice of the vacancy in a newspaper of general circulation of the town. The town commission shall fill the vacancy no sooner than two weeks after the publication of such notice. The term of a board member who is removed from office for lack of attendance shall end at the close of the third meeting in which the member failed to attend and which absence was not excused.
- (e) *Notice of vacancies.* The town clerk shall monitor the terms of office for board members. Not less than 60 days prior to the end of a board member's term, the clerk shall publish a notice of the impending vacancy.
- (f) *Publication of notice.* When publication of notice is required pursuant to this section, such publication shall be in the town newsletter and/or by other reasonable means of posting and publication. Copies of such notices shall be provided to the town commission at the next regular meeting following publication.
- (g)

*Profile sheet.* Each person seeking an initial appointment to a board shall be required to complete a profile sheet. The form for such profile sheet shall be approved by the commission. Any current regular member or alternate member seeking appointment or reappointment shall also be required to complete a profile sheet if one has not been completed within the previous three years. A profile sheet shall be due no later than 48 hours prior to the regular town commission meeting at which the appointment is scheduled to occur.

- (h) *Appointment of alternate members.* The town commission shall appoint two alternates for each board. Alternate members of a board shall be appointed as first alternate and second alternate and shall serve in that order when necessary. Alternate members shall be permitted to participate in all board discussions. When an alternate member serves, the alternate member shall have all the powers and duties of a regular member including the right to vote on any matter before the board.
- ~~(i)~~ *Ballot for action on vacancies.* The clerk shall prepare the ballot for commission action on a vacancy. The ballot shall include the name of each person seeking the appointment for which a profile sheet has been timely received. Each person seeking appointment shall be identified as a current member, current first alternate member, current second alternate member or new applicant, as appropriate. The clerk shall receive, tally and announce the results at the town commission meeting at which the balloting occurs. Thereafter, the clerk shall notify each applicant in writing of the town commission's action upon the applicant's request for appointment.
- (j) *Election of chairperson and vice-chairperson.* Each board shall elect a new chairperson and vice-chairperson on an annual basis.
- (k) *Residency requirement.* All members of town boards shall be residents of the town. However, unless otherwise prohibited by law, the town commission may appoint no more than two (including alternate members) town business owners to the boards of the town, excepting the planning and zoning board, and all appointments to said boards shall be made by the town commission.

(Ord. No. 33-1974, §§ I—III, 11-20-1974; Ord. No. 10-1979, § 1, 8-1-1979; Ord. No. 8-1982, § 1, 3-3-1982; Ord. No. 16-1990, § 1, 9-5-1990; Ord. No. 4-1991, § 1, 2-6-1991; Ord. No. 11-1994, § 1, 5-18-1994; Ord. No. 6-1995, § 1, 3-1-1995; Ord. No. 12-2001, § 1, 8-15-2001; Code 1978, § 2-57; Ord. No. 22-2004, § 2, 11-17-2004; Ord. No. 31-2004, § 2, 1-19-2005; Ord. No. 12-2006, § 2, 11-1-2006)

### **Sec. 2-113. - Scheduled board meetings; hours.**

All meetings of the various town boards shall be conducted after 5:00 p.m.

(Ord. No. 8-1985, § 1, 5-1-1985; Code 1978, § 2-58)

### **Secs. 2-114—2-150. - Reserved.**

**ORDINANCE NO.**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, CHAPTER 2, ARTICLE IV, DIVISION 1, SECTION 2-112 ENTITLED "MEMBERSHIP ON CERTAIN BOARDS AND COMMITTEES TERMINATED FOR MISSING MEETINGS, FILLING OF VACANCIES"; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park, Florida ("Town") is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the Town Commission has adopted general provisions pertaining to the appointment of alternate members and the ballot for action on vacancies on Town boards and committees in the Town's Code of Ordinances, which have been codified in Chapter 2, Section 2-112 of the Code of Ordinances; and

**WHEREAS**, certain provisions of Code Section 2-112 of the Town Code of Ordinances require amendment, repeal, modification, or revision; and

**WHEREAS**, Town staff has recommended to the Town Commission that Section 2-112 (i), and (j) be amended, and

**WHEREAS**, the Town Commission has reviewed this recommendation and has determined that amending Section 2-112 (i), and (j), of the Town's Code of Ordinances to provide for the appointment of alternate members and the nomination for action on vacancies on any such board or committee is necessary to further the public's health, safety and welfare.



**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE  
TOWN OF LAKE PARK, FLORIDA:**

**Section 1.** The whereas clauses are incorporated herein as true and correct and as the findings of the Town Commission.

**Section 2.** Chapter 2, Article IV, Divisions 1, (i), and (j) of the Code of Ordinances of the Town of Lake Park, Florida are hereby amended and repealed as follows:

**Sec. 2-112. Membership on certain boards and committees terminated for missing meetings; filling vacancies.**

(i) Vacancies on a board or committee shall be automatically filled by an alternate member of that board or committee for the unexpired term. If two vacancies occur at the same time, the second vacancy shall be filled by the second alternate for the unexpired term. If a board or committee has more than two vacancies, the Town Commission may appoint temporary members, as necessary, who shall serve until an appointment is made. The Town Clerk shall notify the alternate(s) of his/her change in status.

(j) ~~Ballet~~ Nomination for action on vacancies. The clerk shall prepare ~~the ballet~~ a list of volunteers, including members who seek reappointment, along with the profile sheet for commission action on a vacancy. The ~~ballet~~ list of volunteers shall include the name of each person seeking the appointment for which a profile sheet has been timely received. ~~Each person seeking appointment shall be identified as a current member, current first alternate member, current second alternate member or new applicant, as appropriate.~~ The town commission may interview board and committee members appearing on the Town Clerk's list who desire reappointment or appointment. A nomination to fill a vacancy may be made by any member of the commission. For a nomination to precede it must obtain a second. ~~The clerk shall receive, tally and announce the results at the town commission meeting at which the balloting occurs.~~ Thereafter, the clerk shall notify each applicant in writing of the town commission's action upon the applicant's request for appointment.

**Section 3. Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**Section 4.** **Repeal of Laws in Conflict.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5.** **Codification.** The sections of the Ordinance may be made a part of the Town Code of Laws and Ordinances and may be renumbered or re-lettered to accomplish such, and the word "ordinance" may be changed to "section," "article," or any other appropriate word.

**Section 6.** **Effective Date.** This Ordinance shall take effect immediately upon adoption.

# TAB 4



---

**Memorandum**

**To: Florida League of Cities Membership**

**From: C. Scott Dudley, Legislative Director  
Legislative Affairs**

**Date: June 3, 2013**

**Re: FLC Legislative Policy Development Process**

---

The Florida League of Cities is pleased to announce the start of the League's legislative policy process for 2013 – 2014. The policy committees develop the League's legislative priorities and help League staff understand the real world implications of proposed legislation. In an effort to get more cities involved, the League is requesting that each city be represented on one or more of the League's Legislative policy committees.

Due to potential Sunshine Law issues, it is recommended that only one elected city official be represented on each committee, but a city could have both an elected and appointed city official on each of the five committees. This year, in an effort to better understand the areas of expertise of our policy committee members, we are asking applicants to provide a little more background information. **Please fill out the attached form and return it to Rachel Tala by August 21, 2013.**

**Legislative Policy Committee Meeting Dates:**

- September 20, 2013 – Hyatt Regency Riverfront, Jacksonville
- October 18, 2013 – Orlando World Center Marriott, Orlando
- November 21, 2013 – Hyatt Regency Orlando International Airport  
(In conjunction with FLC Legislative Conference)
- August 15, 2014 – Westin Diplomat, Hollywood  
(In conjunction with FLC Annual Conference)

Attached is a listing of the five League policy committees and the issues that fall within the purview of those committees. Should you have any questions or require additional information, please contact Rachel Tala at the League at (850) 222-9684 or by e-mail at [rtala@flcities.com](mailto:rtala@flcities.com). We look forward to your city's involvement developing the League's legislative agenda for the 2014 Legislative Session.



## Florida League of Cities Legislative Committee Sign-Up Form

Return this completed form to the attention of Rachel Tala by fax  
(850) 222-3806 or email: [rtala@flcities.com](mailto:rtala@flcities.com) ASAP.

City/Town/Village of: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Do you use the FLC website to view legislative information? \_\_\_\_\_

The FLC Legislative Department delivers legislative information to you during session via the Legislative Bulletin, weekly "On Tap at the Cap" emails, legislative alerts and the Live at the Capitol video. Which form of information do you use the most? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please rank 1 - 5  
(1 being your first choice, and 5 being your last choice)**

- \_\_\_ Energy & Environmental Quality
- \_\_\_ Finance, Taxation and Personnel
- \_\_\_ Growth Management & Economic Development
- \_\_\_ Transportation and Intergovernmental Relations
- \_\_\_ Urban Administration



## **2013 -2014 FLC Legislative Committees**

---

### **Energy & Environmental Quality Committee**

- coastal management
- energy
- environmental permitting
- hazardous and toxic wastes
- recycling
- solid waste collection and disposal
- stormwater
- wastewater treatment and reuse
- water management
- water quality
- water quantity
- wetlands permitting

### **Finance, Taxation and Personnel Committee**

- general finance & tax issues
- home rule revenues
- infrastructure funding
- insurance
- local option revenues
- pension issues
- personnel and collective bargaining issues
- revenue sharing
- tax and budget reform
- workers' compensation

### **Growth Management & Economic Development Committee**

- charter schools
- community redevelopment
- economic development
- growth management and land use planning issues
- affordable housing/foreclosures
- special districts

## **Transportation and Intergovernmental Relations Committee**

- annexation
- billboards
- charter counties
- eminent domain
- ethics/elections
- general utilities
- property rights
- rights-of-way
- sunshine law
- telecommunications
- tort liability
- transportation and highway safety

## **Urban Administration Committee**

- building & fire safety codes
- building codes and construction
- code enforcement
- homeland security
- public meetings
- public property management
- public safety