



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, May 16, 2007,  
immediately following the  
Special Call CRA Board Meeting  
Lake Park Town Hall  
535 Park Avenue

<b>Paul Castro</b>	—	<b>Mayor</b>
<b>Edward Daly</b>	—	<b>Vice-Mayor</b>
<b>G. Chuck Balius</b>	—	<b>Commissioner</b>
<b>Jeff Carey</b>	—	<b>Commissioner</b>
<b>Patricia Osterman</b>	—	<b>Commissioner</b>
.....		
<b>Maria V. Davis</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez</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

B. INVOCATION

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

E. ADDITIONS/DELETIONS - APPROVAL OF AGENDA

F. PUBLIC and OTHER COMMENT

This time is provided for audience members to address 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.

G. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:

**H. BOARD MEMBERSHIP APPLICATION:**

- I. 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 in the rear of the Chambers and give it to the Town Clerk. Cards must be submitted before the item is discussed.**

**For Approval:**

- |                                                                                                      |       |
|------------------------------------------------------------------------------------------------------|-------|
| 1. To award contract to lowest bidder for irrigation for Lake Shore Park                             | Tab 1 |
| 2. To award contract to lowest bidder for two (2) shelters at Lake Shore Park                        | Tab 2 |
| 3. To award contract to lowest bidder for Fence Crafters for Lake Shore Park                         | Tab 3 |
| 4. To award the contract to KDT Solution for Internet connection for New Recreation center (trailer) | Tab 4 |
| 5. To award contract to lowest bidder for Electric repairs at Lake Shore Park                        | Tab 5 |
| 6. Florida Land and Water Conservation Fund Program                                                  | Tab 6 |
| 7. RESOLUTION NO. 42-05-07 Revise the job description for Library Director                           | Tab 7 |
| 8. RESOLUTION NO. 43-05-07 Regions Grant                                                             | Tab 8 |

**J. GENERAL APPROVAL OF ITEM:**

- |                                                                            |        |
|----------------------------------------------------------------------------|--------|
| 9. Installation of street lighting at the western end of Silver Beach Road | Tab 9  |
| 10. FY 2008 Budget Workshop Schedule                                       | Tab 10 |

**K. DISCUSSION AND POSSIBLE ACTION:**

- |                                                    |        |
|----------------------------------------------------|--------|
| 11. Facility Fee Waiver/Reduction Criteria         | Tab 11 |
| 12. Donation of a slip for the Sea Scouts          | Tab 12 |
| 13. Land Sale Appraisal on 12 <sup>th</sup> Street | Tab 13 |

**L. ADJOURNMENT:**

# **Board Membership**

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: May 16, 2007                      Agenda Item No.

- |                                                      |                                         |
|------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> Ordinance on Second Reading |                                         |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> DISCUSSION     |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD  |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input type="checkbox"/> CONSENT AGENDA |
| <input checked="" type="checkbox"/> BOARD MEMBERSHIP |                                         |

**SUBJECT:** Board Appointments

**RECOMMENDED MOTION/ACTION:** To appoint a new member to the Code Compliance Board and the Planning & Zoning Board.

Approved by Town Manager W. Davis                      Date: 5/11/07  
James Shepherd                      5/10/07  
 Name/Title                      Date of Actual Submittal  
Deputy Clerk

<b>Originating Department:</b> Town Clerk	Costs: \$  Funding Source:  Acct. #	<b>Attachments:</b> Memo.
<b>Department Review:</b> <input type="checkbox"/> City Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input checked="" type="checkbox"/> Town Clerk <u>(initials)</u> <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** Attached is an application for board membership. The following applicant has requested to be considered as an alternate member for both the Code Compliance Board and the Planning & Zoning Board.



# The Town of Lake Park

LAKE PARK TOWN HALL NATIONAL HISTORIC SITE  
"Jewel of the Palm Beaches"

## Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: Hieronimus Helen E  
Last First Middle

Address: 719 W. Ilex Drive, Lake Park, FL 33403

Telephone: home 561-845-2481 work 561-684-5236 cell 561-262-9010

	Yes	No
Are you a resident of Lake Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a non-resident business owner in Lake Park	<input type="checkbox"/>	<input type="checkbox"/>
Are you a registered voter (Response to this question is not mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you currently serve on a Town Board or Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If so, which one(s): \_\_\_\_\_

Have you been convicted of a crime  Yes  No

If so, when? \_\_\_\_\_ where? \_\_\_\_\_

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
<input checked="" type="checkbox"/> 1	Code Compliance *	<input type="checkbox"/>	Pension Trust Fund (Police)
<input type="checkbox"/> 4	CRA Board (Community Redevelopment Agency)	<input checked="" type="checkbox"/> 3	Planning & Zoning/Historic Preservation Board *
<input type="checkbox"/> 2	Harbor Marina Advisory Board	<input type="checkbox"/>	Tree Board
<input type="checkbox"/> 5	Library Board	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Merit Board		

Please note: Membership on these (\*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(c), (2)(b), (7)

535 Park Avenue, Lake Park, Florida 33403  
Lake Park Board Application

(561) 881-3311 Fax (561) 881-3313

page 2

Your Name: Helen Hiednimus

Please indicate the reason for your interest in your first and second choices:

1.) Code Compliance: Lake Park is a nice little town with some beautiful homes + some that need improvement would like to see improvements on Park Ave + 10<sup>th</sup> street.

2.) Marina: Have been around the marina industry all my life. Currently Co-Direct the Palm Beach Sailfish Classic  
Number of Meetings of the above boards you have attended in the past six months: 0 Tourn.

Your educational background: (High school, College, Graduate School or other training)

High School Graduate, PBCC Graduate - 2 yr Degree in Business

What is/was your profession or occupation: Project Manager of Spec. Projects  
How long: 23 yrs IT Customer Support  
School District of P.B. Co.

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: work with Plans/Drawings + Specs of

Schools to install Voice/Data Services; understand codes + requirements for certain services  
Have run many fishing tournaments in the Area.

Please indicate other general experience or community involvement that you feel qualifies you to

serve on the boards you have chosen: I have various experience in the different areas of the Boards I have selected

Also; currently suggesting idea's to Commissioner Osterman for idea's of some of the Parks uses in the Town.

Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: Helen Hiednimus Date: 5-2-07

## HELEN E. HIRONIMUS

719 W. Ilex Drive  
Lake Park, FL 33403  
(561) 845-2481

[hhironim@bellsouth.net](mailto:hhironim@bellsouth.net)

### EXPERIENCE:

**Network and Application Support III:** (10/06-Present) Currently perform duties as a Project Manager for Special Projects in the Network Services Department of IT/Customer Support. Implemented the Parent/Teacher/Emergency Notification System (OneVoice) for the entire School District. Currently planning and designing the upgrade of the OneVoice System to be able to make Mass Callouts to over 190,000 people (Parents and Employees of the School District). Implementing Redsky E-911 System (The Enhanced 911 System) at all locations in the School District. Analyze data for these systems and plan design installation of the Redsky E-911 System. Put together packages of these systems for National Award Programs. Created a Video with Microsoft Homeland Security Department. Created a Video with Avaya Products regarding IP (Internet Protocol) Telephony. Wrote various Articles for Emergency Management Papers.

**Network and Application Support II:** (10/03-10/06) Performed duties as the Email Administrator for over 20,000 User Email System. (Exchange 2000) I perform analytical duties for the Exchange Servers and School Servers. I work as the upper level technical Customer Support for the Email, Backup and Active Directory support. System Administrator for the Windows Active Directory. I also work with various third party software. Managed four technicians as well as being the current Support Technician in supporting Hardware and Software in the District Administrative Offices for the School District of Palm Beach County. I also work with the Backups for Servers in the District Offices and Schools. I work with transporting of data files from District Offices to Schools. I work with Security on User Accounts in the Active Directory. I also work on any other assigned duties.

**Computer Network Analyst:** (Palm Beach County School District): (10/91- 10/03) Design and analyze the Frame Relay Wide Area Network for data communications. Build servers to perform network administration. Design Third Party Software (Sun Microsystems, Solaris and CiscoWorks) to apply for School District's needs. Analyze network traffic for data communications, voice mail and voice services. Research and implement network enhancements. Monitor BellSouth T-1's (voice and data service). Worked as Customer Service Support to Users in the District. Troubleshoot data and voice service problems with appropriate personnel from the School District and various Vendors. System Administrator for the Lucent PBX Telephone Systems Audix Voice Mail in the District. Troubleshoot, repair and analyze PBX Telephone Systems. Install

and troubleshoot Cisco Routers. Perform frame conversions on MUX's and PBX Switches. Worked on the Voice over IP Project with Avaya IP 600 PBX's. I am currently the Email Administrator for the Windows Exchange 2000 Email System and work with the Microsoft Active Directory Administration. Also, I administer the Backup Operations for all of the school Servers, as well as administer the Wide Area Network Operations. I also work on other various assigned duties. Another assignment that I am working on at this time is designing forms in Outlook and researching Outlook 2003.

**Information Support Technician Senior:** (Palm Beach County School District): (7/89-10/91) Part of the technical team for the District Automation Project. System Administrator for Nortel DVS Systems. Worked on the Nortel DPN/100 Wide Area Network. Customer Support to all Users in the District who worked with the DPN and DVS Systems. Worked closely with the first Help Desk ever created in the District. Worked on various surveys.

**Secretary III:** (Palm Beach County School District): (4/88-6/89) Office Manager for the District Automation Project Office. Created various office documents and placed orders for various supplies and computer equipment. Worked as the Customer Support liaison for the DAP Team and the district users.

## **COMPUTER SKILLS:**

Designed and implemented Emergency Management systems. Analyze and maintain daily activities on these systems as well as plan for future growth of these systems.

Designed and implemented a Cisco Router/Frame Relay based WAN. Analyze, maintain and troubleshoot the following networks: Cisco Router/Frame Relay WAN, Nortel DPN 10/100 WAN and BellSouth Megalink Enterprise Network.

Built Sun Microsystems Servers for Wide Area Network Administration.  
System Administrator for Lucent Technologies PBX Systems and Audix Voice Mail Systems. Currently working on Avaya IP 600 PBX with Audix.

**Hardware:** Cisco Routers, Modems, DPN Switches, PC's, VAX Systems, Sun Microsystems Servers and Workstations, VT100 Terminals, Lucent PBX, Avaya IP 600 PBX and Mux Systems, Dell and Compaq NT4 and W2K Servers.

**Software:** Windows 95, 98, 2000 and XP, Front Page 98 & 2000, Microsoft Office and Outlook 2000 and 2003, MS Active Directory, Veritas, What's Up (Network Monitoring Software), Dbase III Plus, Unix Platforms, Solaris, CiscoWorks, CiscoView, SunNet Manager, Nortel DPN Software, Uniplex, WordPerfect, Adobe Pagemaker, Dreamweaver4, Fireworks4, Flash5, Swish 2.0, Lucent PBX Software, Avaya IP600 PBX and Audix Software, Harvard Graphics, Visio, Avaya PBX Systems, Avaya Message Managing Software, Avaya Unified Messaging Software, PeopleSoft Security Software.



**EDUCATION:**

Palm Beach Community College: Associate of Science in Business, December 1983  
(Graduated on the Deans List)

Suncoast High School: Diploma, June 1981  
(Graduated in top 15% of class, received school letter)

**CERTIFICATIONS:**

Definity Audix System Administration - AT&T Global Business Systems, Atlanta, GA  
Microsoft Excel - Palm Beach County School District  
Definity Administrator Training, G3V6 PBX Systems - Lucent Technologies, Orlando, FL  
PeopleSoft Security-Oracle Company-Atlanta, GA

**OTHER SKILLS:**

Designed and analyze web sites. Create and publish monthly newsletters, yearly membership books, Marketing and Sales for major yearly Fishing Tournament for the Buccaneer Yacht Club International and other local fishing tournament. Food and Beverage Service consultations for various parties. Coordinated and produced various parties and banquets. Coordinated and ran various Fishing Tournaments in the local area.

Currently Co-Director of the Palm Beach Sailfish Classic Tournament. This tournament takes place January of each year. We are currently going into our 3<sup>rd</sup> year. The first two years we have raised over \$80,000 for our charities. The charities benefiting from this tournament are the Billfish Foundation and the Make-A-Wish Foundation of Southern Florida.

Various office and secretarial skills.

**ACTIVITIES:**

**Palm Beach Sailfish Classic Tournament-** Co-Director of this Tournament. Work with the Director in putting together the Sponsor Package, Tournament Application and other various activities required to put this tournament on each year.

([www.pbsailfishclassic.com](http://www.pbsailfishclassic.com))

**Buccaneer Yacht Club International** –2005 Fishing Tournament Committee. I have also designed the Tournament Web Site (2004). Secretary 1998, 1999 & 2000, Rear Commodore 1999, Vice Commodore, 2000, Tournament Committee 1998, 1999, 2000, 2001 and Tournament Chairperson for the year 2000 and Tournament Asst. Director for 2003, 2004 and 2005. Designed and published the original Web Site for the yacht club. Planned all club events for the year. Coordinated plans with various businesses for club events.

**Lake Park Garden Club** – Vice President, 2001. Part of a team who re-created this club in the Town of Lake Park. Designed and Published the Web Site for this club. ([www.geocities.com/lpgarden33403](http://www.geocities.com/lpgarden33403))

**Reunion Events** – Chairperson for 20 Year High School Reunion. I have made all the plans and scheduled the event to be held in July 2001. Also, I have created a web site. ([www.geocities.com/suncoasths81](http://www.geocities.com/suncoasths81))

**Lake Park Tree Board** – Chairperson for this 5 member Board for 2 years (2001-2003). This board brings recommendations for plantings in and around the Town of Lake Park, Florida. ([www.geocities.com/lptreeboard](http://www.geocities.com/lptreeboard))

**REFERENCES AVAILABLE UPON REQUEST**



# Fax

**To:** Vivian Mendez

**From:** Helen Hironimus

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**Fax:** 561-881-3313

**Pages:** 7 Including Cover

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**Phone:** 561-262-9010

**Date:** 5/2/2007

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**Re:** Application to Serve on Town Boards and **CC:**  
Committees

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**Urgent**     **For Review**     **Please Comment**     **Please Reply**     **Please Recycle**

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● **Comments:**

HAVE A GREAT DAY!!

*Helen Hironimus*

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# **Consent Agenda**

# TAB 1

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **May 16, 2007**

Agenda Item No. *Tab 1*

- |                                                      |                                                           |
|------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                       |
| <input type="checkbox"/> Ordinance on Second Reading | <input type="checkbox"/> DISCUSSION                       |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> BID/RFP AWARD                    |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    |                                                           |
| <input type="checkbox"/> Other:                      |                                                           |

**SUBJECT: To award the contract to the lowest bidder Treasure Coast Irrigation for the Lake Shore Park Renovation.**

**RECOMMENDED MOTION/ACTION:**

Approved by Town Manager

*H. Davis*

Date:

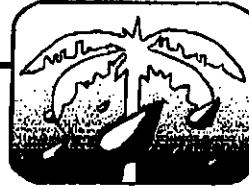
*5/7/07*

<b>Originating Department:</b> Finance	Costs: \$ 21,450.00 Funding Source: Acct. # 900-99901	<b>Attachments:</b>
<b>Department Review:</b> <input type="checkbox"/> City Attorney <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input checked="" type="checkbox"/> Finance <i>5-7-07</i> <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____: Please initial one.

**Summary Explanation/Background: To supply and install new irrigation for Lake Shore Park, South and Central areas.**

# Treasure Coast Irrigation

AND LANDSCAPE, INC.



7900 S.E. Bridge Road  
Hobe Sound, Florida 33455-9735  
(888) 710-4535 or (772) 546-4535  
Fax (772) 546-4598

## FAX COVER SHEET

Date: 4-26-2007 Pages: 3 (includes cover)

To  
Company: \_\_\_\_\_ Attention: Joseph Krull

Fax #: 561-831-3349 Phone #: 561-881-3345

Sent By: Paula for Jeff Subj: Proposal for:  
Kelsey Park East

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**Comments:**

Should you have questions please feel free to call this office.

Thank you,

Paula Peters  
Contract Manager



April 26, 2007

Joseph Kroll  
650 Old Dixie Highway  
Lake Park, FL 33403

**Re: Commercial Irrigation Proposal**

Treasure Coast Irrigation & Landscape, Inc. (TCI) is pleased to present Kelsey Park East with our Contract Proposal for irrigation services. Our services will include, and be limited to, the following:

**Scope of Services**

A. **Irrigation System** – Following is a partial list of materials that will be installed:

- 125± Hunter 4" Pro-Spray Heads
- 150± Hunter PGP Rotors
- 15± Hunter PGV Control Valves w/ boxes
- 1 5HP Centrifugal Pump w/slab – and pump enclosure
- Main line, sleeves, wire etc.

B. **Locates** – Locate services will be contacted for major carriers. It is the Client's responsibility to locate any remaining private underground utility lines or septic system on the property. It is understood that any repairs for damages not located will be the responsibility of the Client.

C. **Additional Services** - Any additional work and/or coordination required above and beyond what is outlined in this Contract Proposal will be billed on a Time and Material basis.

**Exclusions**

- Electric is the responsibility of the Client, and to be provided by others.
- All permit fees and/or any fees required by governmental or municipal agencies are the responsibility of the Client, and will be billed in addition to the Total Fee of the irrigation system. Water use permit by others.
- No road drilling, cutting or patching of asphalt or concrete included in bid.





**Fees**

The fee to perform irrigation services as outlined above will be:

<b>TOTAL</b>	<b>\$21,450.00</b>
--------------	--------------------

Option #1 – bubble's can be added for \$20.00 per bubbler at time of installation.

Option #2 – RPZ Backflow w/ plumber certification additional \$450.00 \_\_\_\_\_ initial if accepted.

➤ ***TCI's Hourly Rate for Time and Material services is \$50.00 per man-hour.***

Invoices will be billed on a monthly based on the percentage of completion of the irrigation work. This price is for immediate acceptance only. Any delay in acceptance will require a verification of prevailing labor and material prices.

**Warranty & Guarantee:**

The entire system will carry a warranty for one (1) year from the date of installation. The warranty will be voided if payment in full is not received within thirty (30) days of completion of the project. The warranty will only be in effect if the system is serviced on a monthly basis by a qualified irrigation contractor. This warranty covers all workmanship and manufacturer's defect in materials. All necessary liability and compensation insurance is covered by TCI.

Treasure Coast Irrigation & Landscape, Inc. would like to thank you for the opportunity of providing the commercial irrigation services for this project, and we look forward to being of service to you. Should this contract proposal meet with your approval, please sign and date below where indicated. Upon final execution by Treasure Coast Irrigation & Landscape, Inc., a copy will be forwarded to you for your records. Thank you again for choosing Treasure Coast Irrigation & Landscape, Inc.

**Acceptance**

Treasure Coast Irrigation & Landscape, Inc. is hereby authorized to furnish all materials and labor to complete the work as outlined in this contract proposal, for which the Client agrees to pay the amount shown as the Total Fee. In addition, should any litigation be instituted to enforce or interpret this contract, I agree that the prevailing party shall be entitled to reasonable attorney's fees and costs at both the trial and appellate levels.

I have read the above, and do hereby agree to and accept this contract proposal for irrigation installation services.

**Joseph Krull:**

**Treasure Coast Irrigation & Landscape, Inc.:**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Jeff Sumner – Commercial Sales

Date Signed: \_\_\_\_\_

SUNNYLAND IRRIGATION  
3114 45<sup>TH</sup> STREET, SUITE 7  
WEST PALM BEACH, FL 33407  
(561) 686-2400  
(561) 697-8927 Fax  
[www.sunnylandirrigation.com](http://www.sunnylandirrigation.com)

DATE: April 12, 2007  
JOB NAME: Town of Lake Park  
IRRIGATION PRICE: \$25,209.00  
PLAN: Site Visit  
WATER SOURCE: Existing 5- 2" Wells

**MATERIALS INCLUDED IN THIS PROPOSAL:**

Hunter 4" Mist Heads (aprox. 125)  
Hunter PGP Rotors (aprox. 150)  
Hunter PGM Control Valves (aprox. 15)  
Carson Valve Boxes (aprox. 21)  
Schedule 160 Mainline (aprox. 1600')  
Schedule 160 Lateral Lines  
Control Wire  
5 HP Centrifugal Pump  
Pump Slab  
Concrete Pump Enclosure

**NOTE 1:** If bubblers are required at trees, add \$21.00 per bubbler.  
(Initial acceptance)

**SCOPE OF WORK:**

Sunnyland Irrigation to install irrigation to the south end of the park, north to the tennis courts, as well as the south side of the tennis courts. A separate city mainline will be installed with 6 stub-ups with wires for future use.

This Proposal Accepted by:

-----  
(Name)

-----  
(Date)

-----  
(Company Name)

This proposal is valid for 60 days.

# TAB 2

**Town of Lake Park Town Commission**  
**Agenda Request Form**

Meeting Date: **May 16, 2007**

Agenda Item No. *Tab 2*

- |                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input type="checkbox"/> GENERAL APPROVAL OF ITEM<br><br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><br><input type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SUBJECT: To award the contract to Browning and Becker Construction for the flatwork and construction of two shelters at Lake Shore Park.**

**RECOMMENDED MOTION/ACTION:**

Approved by Town Manager *W.P. Davis* Date: *5/7/07*

<b>Originating Department:</b> Finance	<b>Costs:</b> \$ 76,112.80  <b>Funding Source:</b>  <b>Acct. #</b> 900-99901	<b>Attachments:</b>
<b>Department Review:</b> <input type="checkbox"/> City Attorney <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development____	<input checked="" type="checkbox"/> <b>Finance</b> <i>5-7-07</i> <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** To do all flatworks included sidewalks, slab (\$29,962.80) and construct two picnic shelters (24x24 \$28,456.25) and (14x14 \$17,693.75) at Lake Shore Park.



### Fax Cover Sheet

Date: 4-30-07

To: Steve Nahn

Phone #: \_\_\_\_\_

Fax #: 881-3349

Subject: Pavilions

Comments: Call if you have questions

Sender: Jennie

Number of pages sent (including the cover sheet): 6

Please call 561-790-3224 if all pages are not received.

# *Browning & Becker Construction, Inc.*

State Certified General Contractor License # CGC050930

3460 Fairlane Farms Road \* Suite #6 \* Wellington, Florida 33414  
\* Office: 561-790-3224 \* Fax: 561-791-2440

April 30, 2007

The Town of Lake Park  
650 Old Dixie Highway  
Lake Park, FL 33403

Attention: Joseph Kroll  
Public Works Department

Regarding: Large & Small Pavilions

Dear Mr. Kroll,

Attached is a scope of work for your review for the large & small pavilion. All permit and impact fees are not included.

If this meets with your approval, please sign and return one copy of this proposal.

If you have any questions please feel free to call our office.

Respectfully Submitted,

Jefferson M. Browning, President  
JMB:jle

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

**BROWNING & BECKER CONSTRUCTION, INC.**

## Scope of Work

## Town of Lake Park Pavilion Large

1	Block		
2	Carpentry - Materials		
3	Carpentry - Rough/Slab		
4	Carpentry - Rough/Tie Beam		
5	Carpentry - Rough/Roof Framing		
6	Concrete - Columns & Beams		
7	Concrete - Finishing (Slab only)		In Carpentry / Slab
8	Concrete - Pump		
9	Concrete - Footer / Slab		
10	Impact & Permit Fees - Town of Lake Park		NIC
11	Labor - Miscellaneous		
12	Lot prep - Compaction		
13	Lot prep - Fill		NIC
14	Lot prep - Grading		
15	Lot prep - Soil Poisoning		
16	Lot prep - Soil Tests, Surveys, & Engineering		By Owner
17	Misc. - Washers, bolts, screws, foam, felt		
18	Paint		
19	Portable Toilet		
20	Power - Temporary		By Owner
21	Roof		
22	Sod		By Owner
23	Structural Steel - Rebar, Footer Chairs, Etc.		
24	Structural Steel - Anchor, Tapcon, Buckets, Straps, Etc.		

24x24

**BROWNING & BECKER CONSTRUCTION, INC.**

## Scope of Work

## Town of Lake Park Pavilion Large

25	Stucco		
26	Trusses		
27	Water - Temporary		By Owner
	Subtotal		
	Supervision		
	Profit & Overhead		
	<b>TOTAL</b>		<b>\$ 28,456.25</b>
<b>ALL MATERIALS AND COLORS ARE STANDARD</b>			
	Price assumes simultancous construction of large and small pavilions. If done separately, price		
	higher. Price also assumes that the Town of Lake Park will remove any debris after constructor		
	complete		



**BROWNING & BECKER CONSTRUCTION, INC.**

## Scope of Work

## Town of Lake Park Pavilion Small

1	Block		
2	Carpentry - Materials		
3	Carpentry - Rough/Slab		
4	Carpentry - Rough/Tie Beam		
5	Carpentry - Rough/Roof Framing		
6	Concrete - Columns & Beams		
7	Concrete - Finishing (Slab only)		In Carp Rough Slab
8	Concrete - Pump		
9	Concrete - Footer		
10	Impact & Permit Fees - Town of Lake Park		NIC
11	Labor - Miscellaneous		
212	Lot prep - Compaction		
13	Lot prep - Fill		By Owner
14	Lot prep - Grading		
15	Lot prep - Soil Poisoning		
16	Lot prep - Soil Tests, Surveys, & Engineering		By Owner
17	Misc. - Washers, bolts, screws, foam, felt		
18	Paint		
19	Portable Toilet		
20	Power - Temporary		By Owner
21	Roof		
22	Sod		By Owner
23	Structural Steel - Rebar, Footer Chairs, Etc.		
24	Structural Steel - Anchor, Tapcon, Buckets, Straps, Etc.		
25	Stucco		

**BROWNING & BECKER CONSTRUCTION, INC.**

14x14

## Scope of Work

## Town of Lake Park Pavilion Small

26	Trusses		
27	Water - Temporary		By Owner
	Subtotal		
	Supervision		
	Profit & Overhead		
	<b>TOTAL</b>		<b>\$ 17,693.75</b>
<b>ALL MATERIALS AND COLORS ARE STANDARD</b>			

# Browning & Becker Construction, Inc.

State Certified General Contractor License # CGC050930

3460 Fairlane Farms Road \* Suite #6 \* Wellington, Florida 33414  
\* Office: 561-790-3224 \* Fax: 561-791-2440

April 24, 2007

The Town of Lake Park  
650 Old Dixie Highway  
Lake Park, FL 33403

Attention: Joseph Kroll  
Public Works Department

Regarding: Flatwork

Dear Mr. Kroll,

Attached is a scope of work for your review for the flatwork. All permit and impact fees are not included.

If this meets with your approval, please sign and return one copy of this proposal.

If you have any questions please feel free to call our office.

Respectfully Submitted,

Jefferson M. Browning, President  
JMB:jle

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

*JOB*  
*Sidewalk  
& for  
SLABS  
millions*  
*(SW)*

**BROWNING & BECKER CONSTRUCTION, INC.**

Scope of Work

**Town of Lake Park Flatwork**

4/24/2007

1	Concrete - Flatwork - Sidewalks		
2	Concrete - Flatwork - Form place and finish		
3	Concrete - Borders for Pavers		
4	Concrete - Saw cutting		
5	Impact & Permit Fees - Town of Lake Park		NIC
6	Portable Toilet		
	Subtotal		
	Supervision		
	Profit & Overhead		
	<b>TOTAL</b>		<b>\$ 29,962.80</b>

**ALL MATERIALS AND COLORS ARE STANDARD**

	Town to provide temporary water and power		
	Town to pick up any trash construction debris		

804 US Highway 1 - Suite 10  
Lake Park, FL 33403

Fax Number 561-863-6676  
CELL : 561 856-0300

**FAX TRANSMITTAL FORM**

To: <u>JOE</u>	From: <u>KENNY BURGESS</u>
Name: _____	Date Sent: <u>5/3/07</u>
Phone: _____	Number of Pages <u>2</u>
Fax: _____	Including Cover Sheet <u>2</u>
Re: <u>INFORMATION YOU REQUESTED ON</u>	

Message:

JOE,

HERE'S BID FOR SIDEWALK

EXCUSE DELAY.

THANK YOU,

Kenny Burgess



**G & H PARKER CONSTRUCTION, INC.**  
 1401 WEST 7<sup>TH</sup> STREET  
 RIVIERA BEACH, FLORIDA 33404  
 PHONE: (561) 869-9964/844-3659 FAX: (561) 869-0804  
 LICENSE # CGC009856

**PROPOSAL**

DATE: May 3rd, 2007

PROPOSAL SUBMITTED TO: PUBLIC WORKS (TOWN OF LAKE PARK)	PHONE: (561) 866-0300	FAX: (561)	CELL: (561)
STREET: 860 OLD DIXIE HWY	JOB NAME: KELSEY PARK CURB & SIDEWALK		
CITY: LAKE PARK	STREET: SAME		
STATE, ZIP: FL, 33403	CITY:		
ISSUED BY DATE:	STATE, ZIP: FL		

We hereby submit specifications and estimates for:

**KELSEY PARK CURB & SIDEWALK  
 FORM, POUR & FINISH CONCRETE FOR SIDEWALK AND LAY PAVERS  
 SIDEWALK - APPROX 240L X 15W X 6D  
 PAVERS - APPROX 600 SQ.FT.  
 THIS INCLUDES CONCRETE, MATERIAL AND LABOR.**

**FOR THE TOTAL SUM OF \$18,370.00**

**WE HEREBY PROPOSE to furnish material and labor - complete in accordance with above specifications, for the sum of: SEVENTEEN THOUSAND THREE HUNDRED SEVENTY \_\_\_\_\_ dollars ( \$18,370.00 )**

**PAYMENT TO BE MADE AS FOLLOWS.**

**1/3 (\$ 6123.33) DUE AT CONTRACTUAL AGREEMENT & BALANCE (\$ 12246.67 ) DUE IN FULL UPON COMPLETION**

**Final Payment due when final inspection is approved.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be charged to the contractor. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be charged to the contractor. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be charged to the contractor.

Authorized Signature

Grady Parker, President

**ACCEPTANCE OF PROPOSAL** - The above price specifications and conditions are hereby accepted. The contractor shall do the work as specified. Payment will be made as outlined above.

Signature

Signature

Acceptance Date



**G & H PARKER CONSTRUCTION, INC.**  
**1401 WEST 7<sup>TH</sup> STREET**  
**RIVIERA BEACH, FLORIDA 33404**  
**PHONE: (561) 863-9964/844-3659 FAX: (561) 863-0804**  
**LICENSE # CGC002856**

**PROPOSAL**

DATE: APRIL 17, 2007

PROPOSAL SUBMITTED TO: PUBLIC WORKS (TOWN OF LAKE PARK)	PHONE: (561) 856-0300 FAX: CELL:
STREET: 650 OLD DIXIE HWY	JOB NAME: FORM / SLABWORK
CITY: LAKE PARK	STREET: SAME
STATE, ZIP: FL, 33403	CITY:
DESIGNED BY/ DATE:	STATE, ZIP: FL

We hereby submit specifications and estimates for:

**THE LAKE PARK IMPROVEMENT PICNIC SHELTER AREA**

WE WILL FORM, POUR, AND FINISH MEETING NECESSARY REQUIREMENTS:

FORMING UP TWO (2) SLABS WITH FOOTERS

FOR THE TOTAL SUM OF

**\$ 22,480.00**

WE HEREBY PROPOSE to furnish material and labor - complete in accordance with above specifications, for the sum of: **TWENTY TWO THOUSAND FOUR HUNDRED EIGHTY & 00/100** dollars **\$22,480.00**

**PAYMENT TO BE MADE AS FOLLOWS.**

**½ (\$11,240.00) DUE AT CONTRACTUAL AGREEMENT & BALANCE (\$11,240.00) DUE IN FULL UPON COMPLETION**

Final Payment due when final inspection is approved. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. This proposal subject to acceptance within 10 days and is void thereafter at the option of the undersigned. Failure to make payment at completion of job will cause a lien to be filed against the property and its owners at which time the owner of the property will be responsible for attorney's fees, court costs and all incurring costs which includes 13% interest. CHECKS ARE TO BE MADE PAYABLE TO G&H PARKER CONSTRUCTION ONLY! If they are not, we are not responsible.

Authorized Signature

Grady Parker, President

**ACCEPTANCE OF PROPOSAL** - The above price specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Acceptance Date:

Signature

**G & H PARKER CONSTRUCTION, INC. RECEIVED**  
 1401 WEST 7<sup>TH</sup> STREET  
 RIVIERA BEACH, FLORIDA 33404  
 PHONE: (561) 863-9964 FAX: (561) 863-0804  
 LICENSE # CGC002856

APR 27 2007

Town Of Lake Park,  
Office Of Town Manager

Send to: <u>TOWN OF LAKE PARK</u>	From: <u>G &amp; H Parker Construction, Inc.</u>
Attention: <u>MR. HOANG</u>	Re: <u>LAKE SHORE PARK</u>
Office Location: <u>TOWN OF LAKE PARK</u>	Date: <u>4/27/07</u>
Fax Number: (561) <u>881-3314</u>	Phone Number: (561) <u>881-3300</u>

- Urgent
- Reply ASAP
- Please comment
- Please Review
- For your information

*pls call*  
*574-7837*

Total pages, including cover:

**Comments:**

Attached please KIND the proposal FOR  
 LAKE SHORE PARK.

*Pudboy*





**G & H PARKER CONSTRUCTION, INC.**  
 1401 WEST 7<sup>TH</sup> STREET  
 RIVIERA BEACH, FLORIDA 33404  
 PHONE: (561) 863-9964/844-3659 FAX: (561) 863-0804  
 LICENSE # CGC002856

**PROPOSAL**

DATE: 4/27/07

PROPOSAL SUBMITTED TO: TOWN OF LAKE PARK <b>ATTN: MR. HOANG</b>	PHONE: (561) 881-3300 FAX: (561)881-3311 CELL: (561)
STREET: 535 PARK AVE.	JOB NAME: LAKE SHORE PARK
CITY: LAKE PARK, FLORIDA	STREET:
STATE, ZIP: FL, 33403	CITY LAKE PARK, FLORIDA
DESIGNED BY/ DATE:	STATE, ZIP: FL 33403

We hereby submit specifications and estimates for:

1. REGRADE APPROXIMATELY 4600 SQUARE FEET OF SIDEWALKS & PADS.
2. A- SIDEWALKS: 250' X 15'  
 B- PAD: 24' X 24'  
 C- PAD: 14' X 14'
3. FORM SIDEWALK WITH 2 X 6'S , 250' X 15' X 6 " THICK
4. FORM PADS:  
 A- 24' X 24' WITH 2 X 4'S  
 B- 14' X 14' WITH 2 X 6'S
5. A- INSTALL (5) # 6 REBAR IN FOOTERS  
 B- FOOTERS FOR PAD WILL BE 1' X 2' AROUND PERIMETER
6. ALL FILL WILL BE COMPACTED
7. POUR SIDEWALKS 6 " THICK WITH 4000 PSI FIBER CONCRETE
8. POUR FOOTERS 1' X 2' AND 4" PADS WITH 4000 PSI FIBER CONCRETE

\* PLEASE NOTE, G.H. PARKER CONSTRUCTION, INC. WILL GRADE, FORM AND SUPPLY MATERIAL FOR PROPOSED WORK.

**FOR THE TOTAL SUM OF**

**\$ 33,000.00**

WE HEREBY PROPOSE to furnish material and labor - complete in accordance with above specifications, for the sum of:  
 THIRTY THREE THOUSAND  
 & 00/100--

PAYMENT TO, 500.00 DUE AT CONTRACTUAL AGREEMENT & BALANCE (\$) 18,500.00 DUE IN FULL UPON COMPLETION

Final Payment due when final inspection is approved.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be calculated only upon written orders, and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. This proposal subject to acceptance within 15 days and is void thereafter at the option of the undersigned. Failure to make payment at completion of job will cause a lien to be filed against the property and its owners at which time the owner of the property will be responsible for attorney's fees, court costs and all incurring costs which includes 18% interest. CHECKS ARE TO BE MADE PAYABLE TO G&H PARKER CONSTRUCTION ONLY! If they are not, we are not responsible.

Authorized Signature: Grady Parker  
 Grady Parker, President

ACCEPTANCE OF PROPOSAL - The above price specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

Signature \_\_\_\_\_

<b>ACORD. CERTIFICATE OF LIABILITY INSURANCE</b>		DATE(MM/DD/YYYY) <b>9/21/2006</b>
PRODUCER <b>ATWOOD INSURANCE AGENCY, INC.</b> 5114 OKECHOBEE BLVD. #107 WEST PALM BEACH, FL 33417 51-692-1212	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED <b>G &amp; H Parker Construction, Inc.</b> Grady Parker D.B.A. 1401 W 7 Street Riviera Beach, FL 33404 561-863-9964	INSURERS AFFORDING COVERAGE INSURER A: <b>Burlington Insurance Co</b> INSURER B: INSURER C: INSURER D: INSURER E:	NAIC#

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE NO.	POL. LTR. NO.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YYYY)	POLICY EXPIRATION DATE(MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMSMADE <input checked="" type="checkbox"/> OCCUR	167B008493	9/14/2006	9/14/2007	EACH OCCURRENCE \$ <b>1,000,000</b>
		GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC.				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>50,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>1,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>1,000,000</b>
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMSMADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

<b>CERTIFICATE HOLDER</b> Town of Lake Park 535 Park Avenue Lake Park, FL 33403 Fax 561-881-3323 I Fax 561-863-0804	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

# TAB 3

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **May 16, 2007**

Agenda Item No. *Tab 3*

- |                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input type="checkbox"/> GENERAL APPROVAL OF ITEM<br><br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><br><input type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SUBJECT: To award the contract to the lowest bidder Fence Crafters for the Lake Shore Park Renovation (Tennis Courts)**

**RECOMMENDED MOTION/ACTION:**

Approved by Town Manager *W. Davis* Date: *5/7/07*

<b>Originating Department:</b> Finance	<b>Costs:</b> \$ 27,652.00  Funding Source:  Acct. # 900-99901	<b>Attachments:</b>
<b>Department Review:</b> <input type="checkbox"/> City Attorney <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development____	<input checked="" type="checkbox"/> <b>Finance</b> <i>5-7-07</i> <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____  Please initial one.

**Summary Explanation/Background:** The fence at Tennis Courts is in bad shape, since we are renovating the Lake Shore Park. Staff recommended to replace the existing fences.



May 3, 2007

Town of Lake Park  
Joseph S. Kroll, Public Works Director  
650 Old Dixie Highway  
Lake Park, FL 33403

Re: Fence Quote / Contract  
Lake Park Tennis Courts

The following quote / contract is based upon measurements taken on May 1, 2007 and may vary depending upon the actual footage installed. We will keep an accurate measurement of all completed fencing and, if necessary, adjust the balance due.

**Installation of approximately 830' of 10' green vinyl chain link fence.**

- 9 gauge fabric (wire)
- 15/8" top rail schedule 20 (vinyl)
- 21/2" line posts schedule 40 (vinyl)
- 3" terminal posts schedule 40 (vinyl)
- 1 - 10' x 10' swing gate
- 1 - 7' x 6' swing w/ transom
- 4 - 7' x 48" walk gates w/ transom
- Bottom tension wire
- Removal of existing fence\*

Total Price: **\$27,652.00**

Terms of Payment

- To be paid in full within thirty (30) days of completion of all contracted work .

This quote / contract includes the cost of materials and the installation of fence; it does not include the removal of or cutting back of foliage, shrubbery, etc. that encroaches on the fence lines. Please have all applicable fence lines cleared of foliage prior to the installation of the fence. If we should have to clear the fence lines of foliage, shrubbery or the like there will be an additional charge of \$75.00 per hour with a one hour minimum. We are willing to meet with any landscape / irrigation representatives in an effort to avoid any unnecessary cost for the removal of foliage or potential damage to irrigation systems. We are not responsible for any underground lines or irrigation systems which are not clearly marked.

Page 2  
Fence Quote / Contract  
Lake Park Tennis Courts

The current fence is located on the playing surface of the tennis court. It is our recommendation that the new fence be installed in the dirt on the perimeter of the tennis court surface. By locating the fence in the dirt you will avoid extensive repair to the playing surface. As to the removal of the existing fence - we will cut the posts at the playing surface level and remove the fence. The Town of Lake Park is responsible for the repair of any damage (filling & finishing holes left by removal) to the playing surface resulting from the removal of the existing fence.

By signing this quote / contract you are agreeing to be bound by the terms set forth herein and to the terms set forth in our original contract. By signing you are also representing that you have the authority to contractually bind the Town of Lake Park. The Town of Lake Park is solely responsible for all payments associated with this contract.

  
Michael Biegler / Manager

\_\_\_\_\_  
Town of Lake Park /



# Fence Crafters, Inc.

1472 Martin Luther King Blvd. • RIVIERA BEACH, FL 33404  
Tel: (561) 848-6220 • Fax: (561) 848-6870

Date: 5-2-07

Licensed & Insured  
Workman's Comp.

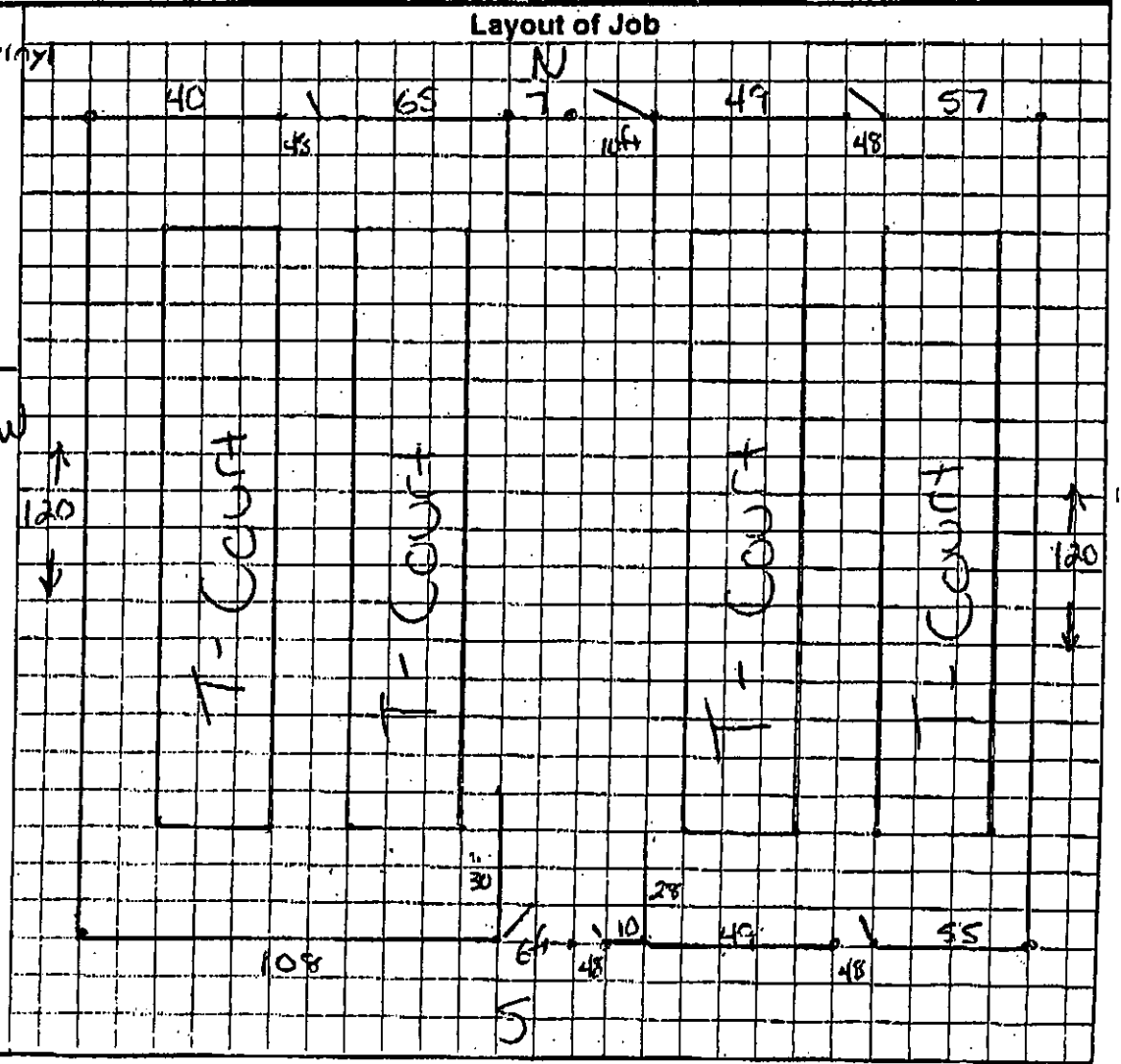
## FENCING PROPOSAL & ESTIMATE

We propose, subject to acceptance by FENCE CRAFTERS, INC. to furnish and install a fence in accordance with quantities and sizes listed below. Before erection is begun, purchaser is to establish property line stakes and to remove all obstructions that may interfere with fence erection. FENCE CRAFTERS, INC. is not responsible for any damage to sprinkler heads or lines that are not clearly marked! \*

NAME Town of Lake Park (Joe Krall) signature  
JOB SITE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ BILLING ADDRESS 650 Old Dixie Highway Lake Park  
City \_\_\_\_\_ PHONE: Work 881-3345 Home 881-3349

DIRECTIONS \_\_\_\_\_  
FOOTAGE 830 FENCE CONTOUR: LEVEL  FOLLOWS GROUND  SELVAGE: UP  DOWN

WOOD FENCE \_\_\_\_\_  
CHAIN LINK FENCE 10ft green vinyl  
ALUMINUM FENCE \_\_\_\_\_  
STYLE \_\_\_\_\_  
POSTS \_\_\_\_\_  
TOP RAIL \_\_\_\_\_  
LINE POST \_\_\_\_\_  
COR. & END POST \_\_\_\_\_  
GATE POST \_\_\_\_\_  
WALK GATES 4) 7x98"  
DBL. DR. GATES 1) 7x6" 0/10x10  
ROLL GATES \_\_\_\_\_



OFFICE USE ONLY  
WOOD SECT. \_\_\_\_\_  
WOOD POSTS \_\_\_\_\_  
WOOD GATES \_\_\_\_\_  
HARDWARE \_\_\_\_\_  
TERMINAL POSTS 3" #2 green  
GATE POSTS \_\_\_\_\_  
LINE POSTS 2 1/2" #4 green  
RAIL ENDS \_\_\_\_\_  
BRACE BANDS \_\_\_\_\_  
TENSION BARS \_\_\_\_\_  
TENSION BANDS \_\_\_\_\_  
TERMINAL CAPS \_\_\_\_\_  
LOOP CAPS \_\_\_\_\_  
BARB WIRE ARMS \_\_\_\_\_  
BARB WIRE \_\_\_\_\_  
TOP RAIL 1 3/8" #20 green  
WIRE RLS. 99 PCS. \_\_\_\_\_  
GATES \_\_\_\_\_  
MALES \_\_\_\_\_  
FEMALES \_\_\_\_\_  
FORKS \_\_\_\_\_  
BACKS \_\_\_\_\_  
COIL WIRE \_\_\_\_\_  
SURVEY RECEIVED  Yes  No  
EASEMENTS  Yes  No

TOTAL PRICE \$27,652

PERMIT \_\_\_\_\_  
LESS DEPOSIT \_\_\_\_\_  
DUE ON COMPLETION \$27,652  
SALESMAN Bryner  
CUSTOMER \*

Oral Representations cannot be relied on. No modifications to this contract will be honored unless in writing and signed by both parties.  
Price is subject to actual footage of fence put in ground.  
I understand payment schedule is due upon completion. \*  
All contracts to be approved by FENCE CRAFTERS, INC.  
This contract is subject to terms and conditions on reverse side.  
Homeowner responsible for H.O.A. application and approval.

ALL FENCE LINES MUST BE CLEARED BY CUSTOMER OR A FEE WILL BE CHARGED \$75.00 PER HOUR. ONE HOUR MINIMUM.

WRITE UP

DATE: 5/1/07

# BULLDOG FENCE PROPOSAL

555 W. OCEAN AVE. / BOYNTON BEACH, FL 33426  
PHONE: (561) 737-0824 W.P.B. / (561) 278-0824 BOCA / DELRAY  
FAX # (561) 737-0970

INTER-OFFICE USE

SURVEY RECEIVED \_\_\_\_\_  
DATE \_\_\_\_\_  
EASEMENTS  YES  NO  
DATE PERMIT APPLIED: \_\_\_\_\_  
PERMIT P.R.# \_\_\_\_\_  
POOL PERMIT # \_\_\_\_\_

PERMIT NEEDED:

NO  YES

WHERE: \_\_\_\_\_

### BILLING ADDRESS:

NAME: Town of Lake Park  
ADDRESS: 650 Old Dixie Hwy  
CITY: Lake Park Fla.  
PHONE: 888-3345 FAX#: 888-3349



### JOB ADDRESS:

ADDRESS: Lake Park  
CITY: Tennis center  
CONTACT PERSON: Joe Kroll

CHAIN LINK

HEIGHT: 10' FOOTAGE: 840

BARBS:  UP  DOWN GAUGE WIRE 9ga

# OF TERMINAL POSTS 24

WOOD  STYLE: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ TOTAL FOOTAGE: \_\_\_\_\_

# SECTIONS \_\_\_\_\_  IN  OUT

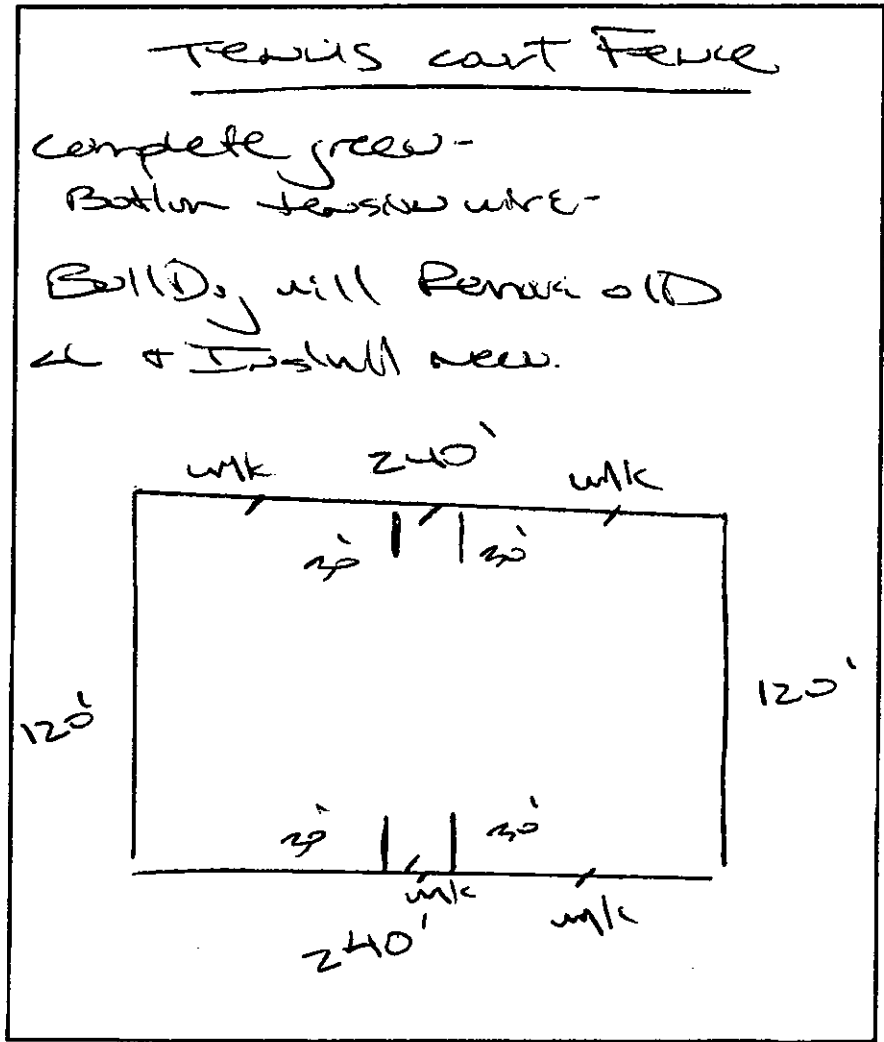
# POSTS: \_\_\_\_\_

GATES: 1 7' x 4 1/2" w/mk

SIZES: 2 7' x 15' w/mk

FENCE (TOPLINE): \_\_\_\_\_

SELF-CLOSING  REGULAR



COST OF FENCE: \$30,930

PERMIT COST: \_\_\_\_\_

DEPOSIT AMOUNT: \$13,000

DEPOSIT DATE & CHECK: \_\_\_\_\_

BALANCE DUE ON COMPLETION: \_\_\_\_\_

TOTAL COST: \$30,930

Accepted: THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED.

BULLDOG FENCE SIGNATURE: \_\_\_\_\_  
CUSTOMER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PLEASE NOTE:** BULLDOG FENCE IS NOT RESPONSIBLE FOR DAMAGE TO ANY SPRINKLER SYSTEMS. WE INSTALL THE FENCE WHERE INSTRUCTED - BUT CANNOT SEE WHATS UNDER GROUND. TRY TO LOCATE YOUR SPRINKLER LINES BEFORE OUR INSTALLERS START DIGGING. UNFORSEEN DIGGING CONDITIONS SUCH AS ROCK OR CORAL MAY RESULT IN ADDITIONAL CHARGES. THE FENCE REPRESENTED BY THIS CONTRACT/PROPOSAL REMAINS THE PROPERTY OF BULLDOG FENCE UNTIL FULLY PAID FOR. PAYMENT IS DUE UPON COMPLETION. THANK YOU





862 13th STREET, LAKE PARK, FLORIDA 33403-2383

TELECOPIER TRANSMITTAL COVER SHEET

DATE: 4-23-07

PLEASE DELIVER THIS COMMUNICATION TO: PUBLIC WORKS

ATTN: STEPHEN HAUGHAN

FROM: ROB BURKS FAX: 881-3349

SUBJECT: FENCE QUOTE FOR TENNIS COURTS  
ON LAKE SHORE DRIVE.

Multiple horizontal lines for additional information or notes.

THE TOTAL NUMBER OF PAGES (INCLUDING COVER SHEET) FOR THIS TRANSMITTAL IS \_\_\_\_ . PLEASE CALL (561) 848-2666 IF YOU DO NOT RECEIVE ALL OF THIS TRANSMISSION. THANK YOU!

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PHONE: 561-848-2688 • FAX: 561-848-4466  
TOLL FREE: 1-877-777-3212  
862 13TH STREET, LAKE PARK, FLORIDA 33403-2383  
LIC. # U10591

Date 4-23-07

OLD TO: Name THE TOWN OF LAKE PARK SHIP TO: TENNIS COURTS LAKESHORE  
Address 650 OLD DIXIE HWY. DRIVE  
City LAKE PARK, FL 33403  
Phone \_\_\_\_\_ Business 881-3345 Total Footage \_\_\_\_\_  
Contact \_\_\_\_\_ Cell \_\_\_\_\_ Pager \_\_\_\_\_

ence 1 3/4" x 8 GA. X 10' BRACK SYSTEM  Top Rail Level  Follow Contour  Barb Up  Knuckle Up

op Rail 1 1/8" SCH 40

PER CITY OF P.B. GARDENS PRICE AGREEMENT  
# 2006-002

ine Posts 2 1/2" x 5 SCH 40

or. Posts 4 x 5 SCH 40

ate Posts 4 x 5 SCH 40

ates 1 @ 10 x 8 200L

1 @ 7 x 4 WALK

2 @ 7 x 3 WALK

ension Wire \_\_\_\_\_

ore Drills \_\_\_\_\_

anelweave \_\_\_\_\_

1 1/8" SCH 40 Bottom Rail

LINE #	DESCRIPTION	UNIT PRICE	TOTAL
7	900 LF 10' VINYL COATED CL	@ 15.00	13,500.00
B	900 LF ADD TOP RAIL	@ 9.00	8,100.00
C	900 LF ADD BOTTOM RAIL	@ 10.50	9,450.00
D	20 E 4" CORNER POST ASSM.	@ 850.00	17,000.00
	1 E 10x8 SBL GATE	@ 960.00	960.00
	1 E 7x4 WALK GATE	@ 320.00	320.00
	1 E 7x3 WALK GATE	@ 480.00	480.00
11	9000 SQ FT DEMOLISH & DISPOSE OF 10' CL FENCE	@ 1.00	9,000.00

Customer authorizes the installation of the fence in accordance with the sketch and any attached specifications and agrees to assume all liability and responsibility for accuracy of sketches.

All fence lines must be cleared by customer or a fee will be charged - \$75 per hour/ minimum of 1 hour.

\$ 58,818.00

Total Price \_\_\_\_\_ Approx. Delivery Date \_\_\_\_\_  
Less Deposit \_\_\_\_\_ Week of: \_\_\_\_\_

C.O.D. on Completion \_\_\_\_\_  
This contract subject to Terms and Conditions on reverse side. Oral representation's cannot be relied on. No modifications to this contract will be honored unless in writing and signed by both parties.

Customer \_\_\_\_\_  
Salesman Tom Bunker  
Customer \_\_\_\_\_  
I hereby acknowledge the satisfactory completion of the above described work.

# TAB 4

**Town of Lake Park Town Commission**  
**Agenda Request Form**

Meeting Date: **May 16, 2007**

Agenda Item No. *Tab 4*

- |                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input type="checkbox"/> GENERAL APPROVAL OF ITEM<br><br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><br><input type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SUBJECT: To award the contract to KDT Solutions to provide and install new server and Internet connection for New Recreation center (trailer) at 6<sup>th</sup> street ball field.**

**RECOMMENDED MOTION/ACTION:**  
 Approved by Town Manager *W. Davis* Date: *5/7/07*

<b>Originating Department:</b> Finance	<b>Costs:</b> \$ 7,449.40  <b>Funding Source:</b>  <b>Acct. #</b> 900-99901	<b>Attachments:</b>
<b>Department Review:</b> <input type="checkbox"/> City Attorney <input type="checkbox"/> Community Affairs ____ <input type="checkbox"/> Community Development ____	<input checked="" type="checkbox"/> <b>Finance</b> <i>5-7-07</i> <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** To supply and install new server and firewall to be used for Staff and classes.

*KDT Solutions, Inc.*

Tuesday, April 24, 2007

Quote # 6117

Town of Lake Park  
535 Park Avenue  
Lake Park FL, 33403

Attn: Hoa

Here is the proposal you requested. Below is the plan we discussed for the Recreation Center and the DR Server.

1. Move the DR Server to the Recreation Center. This server will easily meet the requirements necessary for the anticipated usage.
2. Install a firewall with 3 interfaces in the Recreation Center. The interfaces will be assigned as follows: one for childrens computers completely separated from the internal network, one for the Recreation Center Network, Dale and Greg, and one for the Internet connection.
3. Create an IPSEC VPN Tunnel between the Recreation Center and Town Hall to provide unified WAN connectivity.
4. Setup replication between the Recreation Center and the Town Hall to provide redundancy to Recreation Center Data.
5. Install the new server as the DR Server in the old Recreation Center Building.

If you have any questions please contact me at your convenience.

Server Detail.

ProLiant ML350 G5 1.86GHz LFF SAS Tower Server  
Dual Core Intel® Xeon® 5120 (1.86GHz, 1066 FSB) Processor  
HP 2GB Fully Buffered DIMM PC2-5300 4X512 Memory  
3 x HP 146GB Hot Plug 3.5 SAS 15,000 rpm Hard Drive  
Smart Array E200/64 Controller (RAID 0/1)  
1000-Watt CE-mark compliant Hot-Plug power supply  
HP 1000-W Redundant Hot-Plug Power Supply (NEMA)  
2 fans ship standard, 4 fans total supported  
Redundant Fan Kit  
48x CD-ROM Combo Drive  
Embedded NC373i Multifunction Gigabit Network Adapter  
3 years parts, labor and onsite service (3/3/3) standard warranty.

System Cost: \$3508.90 (Shipping NOT included)

Sincerely,  
Greg

FIREWALL:	ASL Base License 10IPs w/ Intrusion Protection	345.00
	ASL Maintenance 10IPs - 1 year	135.00

	ASL Web Virus / Surf Protection 10IPs - 1 year			395.00
	Dell Dimension E521			325.00
<b>SOFTWARE:</b>	Software - MS Server 2003- Svr CAL			704.40
<b>SERVER:</b>	HP Proliant ML350			3,508.00
<b>NIC:</b>	NIC - Intel Pro/100 S - PCI			37.00
<b>LABOR:</b>	Hourly Billing Rate	Qty. 20	100.00	2,000.00
			<b>Subtotal:</b>	7,449.40
			<b>Tax:</b>	0.00
			<b>Total:</b>	7,449.40

*1256 5th Street, West Palm Beach, FL. 33409*  
*Phone (561) 688-9399 Fax (561) 688-9609*  
*<http://www.kedsolutions.com>*

# TAB 5

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **May 16, 2007**

Agenda Item No. *Tab 5*

- |                                                      |                                                           |
|------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                       |
| <input type="checkbox"/> Ordinance on Second Reading | <input type="checkbox"/> DISCUSSION                       |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> BID/RFP AWARD                    |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    |                                                           |
| <input type="checkbox"/> Other:                      |                                                           |

**SUBJECT: To award the contract to low bidder Kasper Electric for the repair of the existing electrical and installation of 6 new poles and receptacles at Lake Shore Park.**

**RECOMMENDED MOTION/ACTION:**

Approved by Town Manager *W. Davis* Date: *5/9/07*

<b>Originating Department:</b> Town Manager	<b>Costs: \$</b> 37,752.46 Funding Source: Acct. # 900-99900	<b>Attachments:</b> 3 Bids
<b>Department Review:</b> <input type="checkbox"/> City Attorney <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input checked="" type="checkbox"/> <b>Finance</b> _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> 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 _____: Please initial one.

**Summary Explanation/Background:** South side of the Park needs all electrical and conduit, some at the central side needs to be replaced and fix existing poles and conduit, also install 6 new poles and receptacles for Festival vendors on both sides of the sidewalk, running conduit for water fountain, flag pole and landscape lighting.





**KASPER ELECTRICAL INC. 1125 OLD DIXIE HWY # 9**  
**LAKE PARK, FL 33403 PHONE (561) 845-1660**  
**LIC. # EC-0001409 FAX (561) 845-1575**

**PROPOSAL**

**TO: Town Of Lake Park**  
**Attention: Joe**  
**535 Park Ave**  
**Lake Park, Fl 33403**

**FROM: Kasper Electrical Inc.**

**JOB NAME: Misc Electric Work**  
**DATE: 4-13-07 (Revised 5-8-07)**  
**JOB LOCATION: Lake Shore Park, Lake Park**

**JOB PHONE: 881-3354**

**PROPOSAL TO INCLUDE:**

**Labor and material to complete the following electric;**

- 1) New 400 amp service for site lighting, pedestal receptacles, and Tennis court.  
\$ 7,331.00
- 2) (12) Existing Pole lights: lower junction boxes. (Revised 5-8-07) add J-Box  
revised price \$ 4,714.53 NOTE: Repairing pole lights not included.
- 3) (4) new pole lights and (7) receptacle pedestals (Revised 5-8-07) have  
added (2) Poles and (1) pedestal revised price \$ 11,961.93
- 4) Reception Hall panel repair.  
\$ 452.00
- 5) Reception Hall New fountain panel and misc electrical. (Fixture not included)  
\$ 5,792.00
- 6) Repair pvc conduit for South Parking lot pole lights.  
\$ 3,747.00
- 7) (2) Electric Gate Openers \$ 3,754.00

total :  
\$ 37,752.46

**NOT INCLUDED IN PROPOSAL AMOUNT:**  
**Permit, cutting or patching of concrete, setting of**  
**Poles, fixing or repairing existing poles.**

**TOTAL JOB COST (See above breakdown)**

**AUTHORIZED**  
**SIGNATURE:** 

**ACCEPTANCE OF PROPOSAL**

**CONDITIONS OF PROPOSAL**

**NET 30 DAYS**

**I ACCEPT THIS PROPOSAL DESCRIPTION AND**  
**PRICE TO COMPLETE.**

**SIGNATURE:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_

# GLOBAL ELECTRIC, INC.

1129 SILVER BEACH ROAD, LAKE PARK, FLORIDA 33403-3025 • (561) 848-7260 FAX (561) 848-7433 • EIN 59-1827016 • LIC.# EC-0002449

## QUOTATION AND SERVICE AGREEMENT

Mr. Hoa Hoang  
Town of Lake Park  
535 Park Avenue  
Lake Park, FL 33403

DATE: 1 May 2007  
QUOTATION No.: 7050102

TEL No. : 561-881-3308  
FAX No.: 561-881-3314

PLEASE RETURN TWO SIGNED COPIES OF THIS AGREEMENT • WE WILL RETURN ONE SIGNED ORIGINAL COPY.  
**NO COMMENCEMENT WITHOUT SIGNED SERVICE AGREEMENT ON FILE.**

We hereby propose to furnish all labor and material necessary to provide below described electrical installation at the Lakeshore Park East of Lakeshore Dr. located at Town of Lake Park.

**SCOPE OF WORK:** To supply necessary material and labor for repairs to South and Central areas of above described Lakeshore park existing lighting.

Quotation to supply and install necessary material and labor to repair or replace existing damaged conduit, brooks boxes, wire and splices to existing poles on the South side of the park and to replumb six 12-foot, single head direct burial poles centrally located around the park. Replace approximately twenty damaged brooks boxes in the central and south sides of park. Raise and level approximately six existing brooks boxes in the central and south sides. Resplice all thirty-five brooks boxes throughout the park with waterproof splices. Install an owner supplied light fixture on an existing light pole located on the East side of the parking lot adjacent to the Pro shop and pull new wire through existing previously installed conduit that was bored under parking lot and wire to an existing brooks box located adjacent to side walk of Lakeshore Dr.

**INCLUDES THE FOLLOWING:**

- 1) 20 brooks boxes (to match existing).
- 2) 300 waterproof splices (to resplice all park brooks boxes).
- 3) 6 raise existing boxes.
- 4) 500-feet of hand trenching.
- 5) 500-feet of 1" PVC conduit and fittings.
- 6) 6 replumb 12-foot one head direct burial light poles.
- 7) Install one owner supplied light fixture on East pole and wire.
- 8) 1500-feet #12 copper wire through new conduit brooks boxes to reefed existing poles.
- 9) 1500-feet #10 copper wire through new conduit brooks boxes to reefed existing poles.
- 10) Any miscellaneous materials.

**EXCLUDES THE FOLLOWING:**

- 1) Any work not directly related or mentioned in this contract, i.e. code violations, upgrades or additional circuits or repairs.
- 2) Any upgrades to existing electrical circuits, deemed inadequate for the existing loads served.
- 3) Subject to building department approval.
- 4) Cutting, patching, or painting.
- 5) Any new light poles or light fixtures.
- 6) Any repairs or replacements to existing light poles, lamps, ballasts, receptacles, etc that were not previously mention in this contract of damaged during land clearing.
- 7) Any damage to existing conduit, wires, boxes, fixtures, etc. after this contract date resulting from land clearing contractor, irrigation contractor, graders, dump trucks, etc.
- 8) Permit fees.
- 9) Overtime.

*Quality Service ~ Since 1978*

# GLOBAL ELECTRIC, INC.

1129 SILVER BEACH ROAD, LAKE PARK, FLORIDA 33403-3025 • (561) 848-7260 FAX (561) 848-7433 • EIN 59-1827016 • Lic.# EC-0002449

ESTIMATED COST OF PROJECT: \$19,365 INITIAL \_\_\_\_\_

TOTAL COST OF PROJECT \$19,365 \_\_\_\_\_

Billing as weekly progress payments \_\_\_\_\_

*total project cost \$53,000*  
*+33,635*

CONTRACTOR'S SIGNATURE Alan J. Iyes President Date \_\_\_\_\_

METHOD OF PAYMENT/TERMS: Deposits required as described above upon contract signing, balance of payment due upon completion. Customer agrees to comply with the cardholder agreement when payment made by either MasterCard or Visa, payments such made are agreed upon by the signing of this contract and further, upon my signing of this contract I agree to pay the total contracted amount according to card issuer agreement.

Please check method of payment:  Check  Cash or complete the below Credit Card information:  
 Visa  MasterCard number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \*Cvv # \_\_\_\_\_  
\*Cvv number is located on backside of card. It is a three or four digit number on far right side of card.

Credit Card Expires \_\_\_\_\_ / \_\_\_\_\_ Drivers license number \_\_\_\_\_ If credit card billing address is different from the address at top of this contract please include your credit card billing address below:

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

OTHER TERMS: I the undersigned, as the owner, the owner's authorized agent, legal lessee or legal lessee's authorized agent hereby grant Global Electric, Inc. permission to enter upon the above-described premises to perform the above-described work. It is further understood and agreed by all parties that Global Electric does not check all electric equipment, devices and fixtures prior to commencement of the contracted work, and as such any electrical equipment, other than that specified in this contract, not properly functioning after completion of our contracted work would be the financial responsibility of the customer. All claims for damages or error in service performed will be sent to Global Electric, Inc., within 72 hours of completion of the service. A failure to send such claim within said period constitutes an acceptance of the service performed. All deposits and payments are non-refundable. Payment must be either check or cash (unless prior written arraignments have been made) and is due upon completion of work. Past due accounts are subject to a late charge of \$30 and finance charges of 1 1/2% per month (18% per annum). Worthless checks, the following charges will apply for dishonored checks: \$25, if the face value does not exceed \$50, \$30, if the face value exceeds \$50 but does not exceed \$300, \$40, if the face value exceeds \$300, or an amount up to 5% of the face amount of the check, whichever is greater. If you pass a worthless check, this establishment will prosecute you to the full extent of the law. If litigation is required for collection, you will be responsible for all collection costs, i.e. attorney's fees, lien fees, court costs, past due interest, late fees and incurred bank charges. Global Electric, Inc. pays sales tax on material when initially purchased. This tax is incorporated into the material amount of this quotation. All materials remain as the property of Global Electric, Inc. until account is paid in full. I further agree to make payment per the terms outlined. The parties herewith agree an electronic facsimile transmission of the signed agreement constitutes an original and binding contract.

**PLEASE HAND DELIVER, FAX BACK, OR MAIL SIGNED COPY OF CONTRACT-NO WORK WILL BEGIN WITHOUT SIGNED CONTRACT. THIS PROPOSAL IS VOID IF NOT ACCEPTED IN WRITING WITHIN 30 DAYS FROM THE DATE FIRST ABOVE WRITTEN.**

CUSTOMER'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**Conditional Guarantee**  
Global Electric, Inc., conditionally guarantees all electrical installation workmanship for a period of one year. Commencement upon final billing date, date of certificate of occupancy or date of final electrical inspection, whichever of the proceeding occurs first or is most applicable. Material incorporated in the above-described work is covered for a period of time as specified by the manufacturer's warranties. Light bulbs excluded. Manufacturer's warranties will be supplied upon request. Manufacturer's warranties will be amended to the Global Electric, Inc. Conditional Guarantee. Conditional Guarantee, as amended, is void when material incorporated in this project is damaged by any of the following: acts of nature, power line surges or physical abuse, such as; sabotage, vandalism, neglect or misuse.

# GLOBAL ELECTRIC, INC.

1129 SILVER BEACH ROAD, LAKE PARK, FLORIDA 33403-3025 • [561] 848-7260 FAX [561] 848-7433 • EIN 59-1827016 • Lic. # EC-0002449

## QUOTATION AND SERVICE AGREEMENT

Mr. Hoa Hoang  
Town of Lake Park  
535 Park Avenue  
Lake Park, FL 33403

DATE: 2 May 2007  
QUOTATION No.: 7050201

TEL No. : 561-881-3303  
FAX No.: 561-881-3314

PLEASE RETURN TWO SIGNED COPIES OF THIS AGREEMENT • WE WILL RETURN ONE SIGNED ORIGINAL COPY.  
***NO COMMENCEMENT WITHOUT SIGNED SERVICE AGREEMENT ON FILE.***

We hereby propose to furnish all labor and material necessary to provide below described electrical installation at the Lakeshore Park East of Lakeshore Dr. located at Town of Lake Park.

**SCOPE OF WORK:** To supply necessary material and labor for new electrical for lighting and power at Lakeshore park central section.

Quotation to supply and install necessary material and labor to assemble and install pipe and wire to six owner supplied pole lights. Supply, install and wire six new stainless steel power pedestals. Provide two additional power pedestals to Public Works for future use. Supply and install a new 125-ampere, 120-240-VAC, single phase main breaker raintight panel and necessary circuit breakers adjacent to new fountain. Supply and install two weatherproof GFCI receptacles for Christmas tree lighting and wire fountain pump. Supply and install a new flag pole up-light, pipe and wire two weatherproof GFCI receptacles for two new shelters. Supply and install pipe and wire for three future gate operators.

**INCLUDES THE FOLLOWING:**

- 1) Install six owner supplied direct burial pole lights.
- 2) Supply eight and install six stainless steel power pedestals for park vender use.
- 3) Supply and construct one hot dipped galvanized steel unistrut rack with one new 125-ampere electric panel with necessary circuit breakers, located adjacent to new future fountain.
- 4) Supply and install two weatherproof GFCI receptacles for Christmas tree lighting.
- 5) Wire one fountain pump.
- 6) Supply and install new flag pole up-light.
- 7) Supply and install two weatherproof GFCI receptacles, one each in two new shelters.
- 8) Supply and install pipe and wire for three future gate operators.
- 9) Supply and install approximately fourteen brooks boxes.
- 10) Supply and install approximately eighty-four waterproof splices.
- 11) Supply and install 900-feet of 1-inch PVC conduit and fittings.
- 12) Supply and install 110-feet of 1½ -inch PVC conduit and fittings.
- 13) Supply and install twelve fuse holders and fuses for pole lights.
- 14) Provide 900-feet of hand digging.
- 15) Supply 3000-feet of #10 copper wire.
- 16) Supply 1500-feet of #12 copper wire.
- 17) Supply one crane to install light poles.
- 18) Any miscellaneous material.

**EXCLUDES THE FOLLOWING:**

- 1) Any work not directly related or mentioned in this contract, i.e. code violations, upgrades or additional circuits or repairs.
- 2) Any upgrades to existing electrical circuits, deemed inadequate for the existing loads served.
- 3) Subject to building department approval.
- 4) Cutting, patching, or painting.
- 5) Any new light poles or light fixtures.

*Quality Service ~ Since 1978*

# GLOBAL ELECTRIC, INC.

1129 SILVER BEACH ROAD, LAKE PARK, FLORIDA 33403-3025 • [561] 848-7260 FAX [561] 848-7433 • EIN 59-1827016 • Lic # EC-0002449

- 6) Any repairs or replacements to existing light poles, lamps, ballasts, receptacles, etc that were not previously mention in this contract of damaged during land clearing.
- 7) Any damage to existing conduit, wires, boxes, fixtures, etc. after this contract date resulting from land clearing contractor, irrigation contractor, graders, dump trucks, etc.
- 8) Any work or upgrades to existing main electric service panels.
- 9) Any work on tennis court lighting.
- 10) Any work on park lighting north of tennis courts.
- 11) Permit fees.
- 12) Overtime.

ESTIMATED COST OF PROJECT: \$33,635 \_\_\_\_\_ INITIAL \_\_\_\_\_

TOTAL COST OF PROJECT \$33,635 \_\_\_\_\_

Billing as weekly progress payments \_\_\_\_\_

CONTRACTOR'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
Alan J. Lyes President

METHOD OF PAYMENT/TERMS: Deposits required as described above upon contract signing, balance of payment due upon completion. Customer agrees to comply with the cardholder agreement when payment made by either MasterCard or Visa, payments such made are agreed upon by the signing of this contract and further, upon my signing of this contract I agree to pay the total contracted amount according to card issuer agreement.

Please check method of payment:  Check  Cash or complete the below Credit Card information:

Visa  MasterCard number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \*Cvv # \_\_\_\_\_

\*Cvv number is located on backside of card. It is a three or four digit number on far right side of card.

Credit Card Expires \_\_\_\_\_ / \_\_\_\_\_ Drivers license number \_\_\_\_\_ If credit card billing address is different from the address at top of this contract please include your credit card billing address below:

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

OTHER TERMS: I the undersigned, as the owner, the owner's authorized agent, legal lessee or legal lessee's authorized agent hereby grant Global Electric, Inc. permission to enter upon the above-described premises to perform the above-described work. It is further understood and agreed by all parties that Global Electric does not check all electric equipment, devices and fixtures prior to commencement of the contracted work, and as such any electrical equipment, other than that specified in this contract, not properly functioning after completion of our contracted work would be the financial responsibility of the customer. All claims for damages or error in service performed will be sent to Global Electric, Inc., within 72 hours of completion of the service. A failure to send such claim within said period constitutes an acceptance of the service performed. All deposits and payments are non-refundable. Payment must be either check or cash (unless prior written arraignments have been made) and is due upon completion of work. Past due accounts are subject to a late charge of \$30 and finance charges of 1½% per month (18% per annum). Worthless checks, the following charges will apply for dishonored checks: \$25, if the face value does not exceed \$50, \$30, if the face value exceeds \$50 but does not exceed \$300, \$40, if the face value exceeds \$300, or an amount up to 5% of the face amount of the check, whichever is greater. If you pass a worthless check, this establishment will prosecute you to the full extent of the law. If litigation is required for collection, you will be responsible for all collection costs, i.e. attorney's fees, lien fees, court costs, past due interest, late fees and incurred bank charges. Global Electric, Inc. pays sales tax on material when initially purchased. This tax is incorporated into the material amount of this quotation. All materials remain as the property of Global Electric, Inc. until account is paid in full. I further agree to make payment per the terms outlined. The parties herewith agree an electronic facsimile transmission of the signed agreement constitutes an original and binding contract.

Quality Service ~ Since 1978

# GLOBAL ELECTRIC, INC.

1129 SILVER BEACH ROAD, LAKE PARK, FLORIDA 33403-3025 • [561] 848-7260 FAX [561] 848-7433 • EIN 59-1827016 • T.I.C. # EC-0002449

**PLEASE HAND DELIVER, FAX BACK, OR MAIL SIGNED COPY OF CONTRACT-NO WORK WILL BEGIN WITHOUT SIGNED CONTRACT.  
THIS PROPOSAL IS VOID IF NOT ACCEPTED IN WRITING WITHIN 30 DAYS FROM THE DATE FIRST ABOVE WRITTEN.**

CUSTOMER'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Conditional Guarantee

*Global Electric, Inc., conditionally guarantees all electrical installation workmanship for a period of one year. Commencement upon final billing date, date of certificate of occupancy or date of final electrical inspection, whichever of the proceeding occurs first or is most applicable. Material incorporated in the above-described work is covered for a period of time as specified by the manufacture's warranties, light bulbs excluded. Manufacturer's warranties will be supplied upon request. Manufacturer's warranties will be amended to the Global Electric, Inc. Conditional Guarantee. Conditional Guarantee, as amended, is void when material incorporated in this project is damaged by any of the following: acts of nature, power line surges or physical abuse, such as; sabotage, vandalism, neglect or misuse.*

**Quality Service ~ Since 1978**

### Fax Cover Sheet

**A CUSTOM ELECTRIC, LLC**

6453 W. ROGERS CIRCLE BAY C3

BOCA RATON, FL 33487

561-988-9658 FAX 561-988-9659

E-mail: ACustomElectric@gmail.com

Date: May 7, 2007

To: TOWN OF LAKE PARK

Attention: **JOE CROWS**

Fax number used: (561) 881-3349

From: Arnel Boyet

Return fax number: (561) 988-9659

Re: **ELECTRICAL PROPOSAL  
LAKESHORE PARK**

Number of pages including the cover sheet:

4

If any of these fax copies are illegible, or you do not receive the same number of pages stated above, please

contact us immediately at telephone number:

561-988-9658

Remarks:

**THANK YOU FOR YOUR BUSINESS!**

# A CUSTOM ELECTRIC, LLC

# Quotation

6453 WEST ROGERS CIRCLE, BAY C-3  
 BOCA RATON, FL 33487  
 STATE LICENSE # EC13003413  
 PH: (561) 988-9658 FAX: (561) 988-9659  
 ACustomElectric@gmail.com

DATE May 7, 2007  
 Quotation # 5287  
 Customer ID PUBWRKS

To:  
 TOWN OF LAKE PARK  
 PUBLIC WORKS

Quotation valid until: June 7, 2007  
 Prepared by: Arnel Boyet

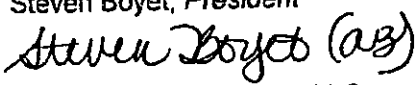
ATTN: JOE CROWS  
 FAX: (561) 881-3349  
 PHONE: (561) 881-3345  
 CELL: (561) 662-3239

For:  
 LAKESHORE PARK  
 CHELSEA PARK  
 LAKE PARK, FL

Comments or special instructions: **ELECTRICAL PROPOSAL**

Description	AMOUNT
AS PER PLAN DATED APRIL 25, 2007 AND TELEPHONE CONVERSATION MAY 3, 2007 A CUSTOM ELECTRIC PROPOSES TO FURNISH AND INSTALL THE FOLLOWING ELECTRICAL PORTION OF THIS DESIGN. PLEASE SEE ATTACHED BREAKDOWN OF ITEMS INCLUDED IN PROPOSAL.  ALSO, PLEASE SEE ATTACHED ADD ALTERNATE.	
<b>LOT PRICE</b>	<b>\$53,888.00</b>

**THANK YOU FOR YOUR BUSINESS!**

Steven Boyet, *President*  
  
 A CUSTOM ELECTRIC, LLC

SIGNATURE OF APPROVAL # 5287  
 X \_\_\_\_\_  
 DATE \_\_\_\_\_



**A CUSTOM ELECTRIC, LLC**

6453 WEST ROGERS CIRCLE #C-3

BOCA RATON, FL. 33487

Phone: (561) 988-9658 Fax: (561) 988-9659

ACustomElectric@gmail.com

May 7, 2007

**LAKESHORE PARK**  
**PROPOSAL # 5287****LIST OF ITEMS INCLUDED IN BID**

- FURNISH AND INSTALL NEW 400 AMP SERVICE.
- FURNISH AND INSTALL NEW UNDERGROUND FEEDER FROM FPL POLE TO NEW 400 AMP SERVICE PANEL – APPROXIMATELY THREE HUNDRED FEET.
- RELOCATE EXISTING LOADS FROM THREE HUNDRED AMP EXISTING PANEL TO NEW FOUR HUNDRED AMP PANEL.
- RUN TWO EMPTY TWO-INCH CONDUITS FOR FUTURE WATER PARK.
- FURNISH AND INSTALL NEW PANEL FOR PUMP.
- FURNISH AND INSTALL NEW FEEDER FROM FOUR HUNDRED AMP SERVICE TO NEW PUMP PANEL LOCATION.
- FURNISH AND INSTALL NEW FLOOD LIGHT FOR FLAG POLE.
- FURNISH AND INSTALL GFI POWER TO 14 X 14 NEW SHELTER.
- FURNISH AND INSTALL GFI POWER TO 24 X 24 NEW SHELTER.
- INSTALL POWER TO SIX NEW SITE LIGHT POLES.
- INSTALL SIX NEW SITE LIGHT POLES (LAMPS AND POLES SUPPLIED BY OTHERS).
- FURNISH AND INSTALL NEW BROOKS BOXES FOR SITE LIGHT POLES ONE AT EACH POLE.
- INSTALL POWER TO NEW PEDESTALS – TOTAL OF SEVEN (PEDESTALS SUPPLIED BY OTHERS).
- INSTALL SEVEN PEDESTALS PER DESIGN.
- INSTALL POWER TO GATE MOTOR.
- INSTALL CONTROL PIPE FOR GATE CONTROLLER.
- INSTALL FOUR SIX-INCH SLEEVES.
- INSTALL TWO TWO-INCH SLEEVES.
- INSTALL TWO FOUR-INCH SLEEVES.

**ALL WORK LISTED ABOVE IS INCLUDED IN THIS PROPOSAL.**

PAGE ONE

A CUSTOM ELECTRIC – PROPOSAL # 5287 – PAGE TWO

LAKESHORE PARK

ADD ALTERNATE # 1

- REPAIR EXISTING WIRING TO FIVE SITE LIGHT POLES IN PARKING AREA.
- BRING POWER TO GATE MOTOR AND CONTROL CONDUIT TO CONTROLLER.
- THIS WORK TO BE DONE ON TIME AND MATERIAL BASIS:  
LEADMAN           \$45.00 PER HOUR  
ELECTRICIAN       \$41.00 PER HOUR
- EXTENT OF REPAIR IS UNKNOWN.

# TAB 6

**Town of Lake Park Town Commission**  
**Agenda Request Form**

Meeting Date: **May 16, 2007**

Agenda Item No. *Tab 6*

- |                                                      |                                                           |
|------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                       |
| <input type="checkbox"/> Ordinance on Second Reading | <input type="checkbox"/> DISCUSSION                       |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> BID/RFP AWARD                    |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    |                                                           |
| <input type="checkbox"/> Other:                      |                                                           |

**SUBJECT:**

**Florida Land and Water Conservation Fund Program**

**RECOMMENDED MOTION/ACTION:**

**For the Commission to authorize a request by the Recreation Department to apply for a matching grant from the Florida Department of Environmental Protection Agency's Land and Water Conservation Fund Program, in the amount of \$200,000.**

Approved by Town Manager *W. Davis*

Date: *5/9/07*

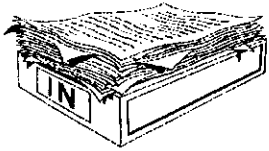
*G. Dowdy*  
Name/Title

*Recreation*

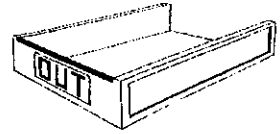
*5-9-07*  
Date of Actual Submittal

<b>Originating Department:</b>  <b>Recreation</b>	<b>Costs: \$ 200,000</b>  <b>Funding Source:</b> <b>Cash Reserves</b>  Acct. # _____	<b>Attachments:</b> <b>Cover page,</b> <b>Grant Application</b>
<b>Department Review:</b> <input checked="" type="checkbox"/> <b>Recreation</b> _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	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 _____:  Please initial one.

**Summary Explanation/Background:**



# INTEROFFICE MEMORANDUM



date: May 9, 2007

to: Maria Davis, Town Manager

from: Greg Dowling, Interim Director of Recreation

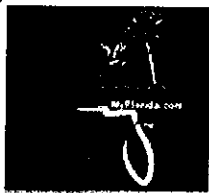
re: Land and Water Conservation Fund Program

*GD*  
5-9-07

Attached, please find information in reference to the Florida Department of Environmental Protection Agency's Land Water Conservation Fund Program. The program entails a matching grant with a maximum request of \$200,000.00.

Although we are currently asking for permission of the Town Commission to submit the application, we plan to use the funds for the reconstruction of the 6<sup>th</sup> Street ball fields, the installation of a water park in Lake Shore Park, and the development of the park on West Ilex Drive. Through this state grant, we hope to redevelop three more areas of Lake Park in one action.

While the application is due by June 1, 2007, we should receive a response in early Fall.



**Florida**  
Department of Environmental Protection

"More Protection, Less Process"  
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**Bureau of Design and Recreational Services**

**What is the Land and Water Conservation Fund Program?**

LWCF is a competitive program which provides grants for acquisition or development of land for public outdoor recreation use.

**How is LWCF Administered?**

Florida's Department of Environmental Protection (DEP), Division of Recreation and Parks, Bureau of Design and Recreation Services, administers the program on behalf of the U.S. Department of the Interior, National Park Service. The Program is governed according to Florida Statutes, Administrative Code and the LWCF Grants Manual.

**Who May Apply for LWCF Funds?**

All local governmental entities with the legal responsibility for the provision of outdoor recreational sites and facilities for the use and benefit of the public.

**How Do I Apply?**

Applicants must submit a completed LWCF grant application during an announced submission period. Applicants may submit only one application during the submission period. Applications must involve only one project site except for acquisition or development of sandy beach access.

**What is the Maximum Grant Amount?**

The maximum grant amount will be announced prior to the submission period.

**What is the LWCF Matching Ratio?**

The matching ratio is one applicant dollar to one federal dollar for all LWCF grant awards (50% / 50%).

**What Can I Use to Match a LWCF Grant?**

\*Cash; \*In-kind services; \*Value of donated real property owned by applicant (must be pre-approved by DEP).

**What may LWCF Funds be used for?**

- » **Development:** Outdoor recreation areas and facilities such as beaches, picnic areas, trails, ball fields, tennis and basketball courts and playgrounds along with associated support facilities such as lighting, parking, restrooms and landscaping. Enclosed buildings and structures (except restrooms, restroom/concession buildings and bathhouses) are ineligible.
- » **Acquisition:** Land for outdoor recreation purposes.

**Must an applicant own the project site?**

For development projects, the applicant must own the project site or lease it from a public agency by the closing date of the application submission period. Land owned or leased by the applicant must be dedicated in perpetuity as a public outdoor recreation area.

**How are LWCF Grants Awarded?**

Each application is reviewed to determine eligibility. The Bureau of Design and Recreation Services evaluates each eligible application according to the Florida Administrative Code and the LWCF Manual, and assigns a final score. Based on the scores, the Bureau prepares and submits a recommended priority list to the Secretary of the DEP for approval. State approved projects are then submitted to the U.S. Department of the Interior, National Park Service for final review and award.

**If an applicant is awarded LWCF funds, what are the major requirements?**

**Project Agreement:** DEP and the grantee will enter into an agreement setting forth conditions consistent with DEP policy, the Florida Administrative Code and the LWCF Manual.

- » **Completion Time:** Grantees may be allowed up to three years from the effective date of the agreement to complete development projects, and one year for acquisition projects.
- » **Payment Schedule:** Grantees will receive LWCF funds on a reimbursement basis.
- » **Project Plans:** Development projects shall have final plans prepared and certified by an engineer or architect registered in the State of Florida.
- » **Project Accessibility:** A recipient of federal funding may not, directly or through contractual or other arrangements, on the grounds of age, race, color, sex, national origin, physical or mental disability, deny an individual any service or benefit which could otherwise be reasonably provided.

- » **Site Dedication:** LWCF assisted park land must be dedicated as a public outdoor recreation area in perpetuity. Grantees must commit to operate and maintain LWCF assisted public recreation facilities in reasonable repair for a minimum of 25 years after completion of construction to prevent undue deterioration.
- » **Land Acquisition:** Unless approved by DEP in advance, formal negotiations for acquisition of a LWCF assisted site may not begin until the grant is awarded by the National Park Service. Grantees have up to three years to develop the property after purchase.

**Who Do I Call for More Information?**

Department of Environmental Protection  
Division of Recreation & Parks  
Office of Information and Recreation Services  
3900 Commonwealth Boulevard, MS #585  
Tallahassee, Florida 32399-3000  
Phone (850) 245-2501 (Suncom 205-2501)  
Fax (850) 245-3038 (Suncom 205-3038)

[Back to BDRS Homepage](#)

Last updated: February 19, 2007

3900 Commonwealth Blvd · Tallahassee, Florida 32399 Information Line: (850) 245-2157

[Contact Us](#)

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# LAND AND WATER CONSERVATION FUND

2006 - 2007

## GRANT APPLICATION PACKAGE



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
DIVISION OF RECREATION & PARKS





**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
LAND AND WATER CONSERVATION FUND PROGRAM  
2006-2007 GRANT APPLICATION PACKET**

**INTRODUCTION**

The Land and Water Conservation Fund Program (LWCF) provides grants to local governmental entities to acquire or develop land for public outdoor recreational purposes. The program is administered by the Florida Department of Environmental Protection (DEP), Division of Recreation and Parks on behalf of the U.S. Department of the Interior, National Park Service (NPS). Grant applications are evaluated according to policies and procedures described in Chapter 62D-5, Part VII, Florida Administrative Code (F.A.C.). This is commonly known as the LWCF Rule. All applicants should be familiar with these policies and procedures. This packet is designed to assist all applicants in presenting the necessary information needed for DEP to evaluate proposed grant applications.

**GENERAL APPLICATION INFORMATION**

Please submit the application in a SOFT COVER binder (please, no HARD 3-ring binders). To facilitate the review and scoring process, tab all support documents or attachments according to Part III of this application. We appreciate your cooperation.

A request for financial assistance must be for acquisition or development of land for public outdoor recreational purposes. An **acquisition** project approved for funding must be acquired within one (1) year of the effective date of the project agreement and must be developed for public use within three (3) years of completion of acquisition. An approved acquisition project will require a self contained narrative appraisal(s), title search, and, if applicable, a mean or ordinary high water survey prior to project commencement. The appraisal(s) will be reviewed by a fee appraiser under contract with DEP's Division of State Lands. Payment of appraisal review fees will be the responsibility of the grantee and will be made by the grantee immediately upon and pursuant to direction of the Office of Information and Recreation Services. These expenses are not eligible for reimbursement under the LWCF program. If the proposed project is approved at the state level, and the property must be acquired prior to NPS approval, a waiver of retroactivity must be obtained from DEP to ensure eligibility of the project. Granting of a waiver does not imply funding will be granted.

A **development** proposal should consist of the complete or partial development of the project site. The grantee shall have up to three (3) years from the effective date of the project agreement to complete the project. A development project, when completed, must be a useable recreation area. A development application may consist of one improvement or a group of related improvements designed to provide primary facilities for outdoor recreation. Secondary or support facilities and improvements for access, safety and protection of the project visitors are viable project components but should not dominate the proposed project. Primary facility costs must be equal to or greater than fifty percent of the total project cost. Support facilities alone do not constitute an eligible project, except projects which provide or improve beach access. Eligible facilities are described in the LWCF Rule.

Applicants receiving LWCF funds will be required to have a LWCF Grants-in-Aid Manual. This will be provided by DEP on CD Rom. This manual also may be downloaded from our website <http://www.dep.state.fl.us/parks/oirs>.

The applicant must take steps to assure that small and minority owned businesses are utilized when possible. Contracts between the grantee and contractors must allow DEP auditors access to records relating to the grant project.

**Maximum Grant Funds an Applicant may Request for FY 2006-2007: \$200,000**

**The matching ratio is one applicant dollar to one program dollar for all LWCF grant awards (50% / 50%).**

Please refer to Chapter 62D-5.070 (6), F.A.C. for complete information on match requirements and match types.

**EVALUATION PROCESS**

Following DEP staff review of the applications, DEP will notify applicants of any deficiencies. Missing or incomplete documentation will usually constitute a deficiency. Applicants must submit requested deficiency information within fifteen (15) working days from date of deficiency notification. After the deficiency period, DEP ranks all eligible applications in accordance with the evaluation criteria set forth in the LWCF Rule. **ANY APPLICATIONS SUBMITTED WITHOUT EXHIBITS BEING TABBED, WILL BE SENT BACK TO THE APPLICANT AS DEFICIENT, AND ASKED TO BE TABBED.**

**APPLICATION SUBMISSION INFORMATION**

Applicants must submit proposals for LWCF grants on application form FPS-A047. DEP evaluates applications on the basis of the information provided by the applicants, except where such data is superseded by official DEP information. Failure by an applicant to present all required application information and documentation may result in the application being declared ineligible for funding consideration. Failure by an applicant to provide accurate information and documentation relating to the evaluation criteria for the proposed project set forth in the LWCF Rule may result in a loss of points for the applicant's competitive score.

Applicants must submit **FOUR copies** (1 original and 3 copies) of the completed application and all supporting documents during the announced submission. Applications must be postmarked **NO LATER THAN June 1, 2007**, and submitted to:

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
DIVISION OF RECREATION AND PARKS  
OFFICE OF INFORMATION AND RECREATION SERVICES  
3900 COMMONWEALTH BOULEVARD, MAIL STATION 585  
TALLAHASSEE, FLORIDA 32399-3000

If questions arise while preparing the application, please contact the Office of Information and Recreation Services at (850) 245-2501 or Suncom 205-2501.

**If you plan to prepare this document by retyping or downloading it to your computer, the language and format used must exactly match this application. You may request an electronic application by emailing:**  
**Leylani.Velez@dep.state.fl.us**

In accordance with the LWCF Act, available program funds for fiscal year 2006-2007 are contingent upon an annual appropriation to each State by Congress.

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
LAND AND WATER CONSERVATION FUND

(DEP USE ONLY)

RECEIVED: \_\_\_\_\_

POSTMARKED: \_\_\_\_\_

APPL. NO.: \_\_\_\_\_

**PART I - GENERAL INFORMATION**

**A. APPLICANT INFORMATION**

1. Name of Applicant: \_\_\_\_\_
2. Federal Employer Identification Number: \_\_\_\_\_
3. DUNS Number: \_\_\_\_\_  
(Dunn and Bradstreet Data Universal Numbering System)
4. Population: \_\_\_\_\_ 5. Current Operating budget: \_\_\_\_\_  
*(This is the operating budget for the city, county or other legally constituted governmental entity, not just the department budget.)*
6. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
*The contact person should be someone who will be in direct contact with DEP and is responsible for administering the grant if awarded.*  
Address: Street/PO Box: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

\_\_\_\_\_  
Signature of City or County Manager/Title

\_\_\_\_\_  
Date

**B. PROJECT INFORMATION**

1. Name of Project: \_\_\_\_\_
2. Acreage of Project: \_\_\_\_\_
3. a. Project Type (Check One): Project cannot be a combination of acquisition and development  
Acquisition: \_\_\_\_\_  
Development: \_\_\_\_\_ On land owned by applicant  
\_\_\_\_\_ On land leased to applicant by another public agency  
Date lease expires: \_\_\_\_\_

**Development projects must be under site control (owned by deed or leased from another public agency for a minimum of 25 years from application and renewable in perpetuity) by the close of the submission period, June 1, 2007. School board property is ineligible. Include a copy of the site control documents (e.g., deed, lease, etc.).**

(Please Tab as Exhibit "L")

4. Project Location: Street Address: \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip Code: \_\_\_\_\_

*If the project is not located in a city, list the city nearest to the project site.*

5. GIS Coordinates: Longitude \_\_\_\_\_ Latitude: \_\_\_\_\_

6. Legislative Districts in which the Project Site is located: *These should be the districts in which the proposed project site is located. If you are not sure of the districts, contact your local office of the Supervisor of Elections.*

State Senator \_\_\_\_\_ Senate District Number \_\_\_\_\_

State Representative \_\_\_\_\_ House District Number \_\_\_\_\_

7. Congressional District in which the project is located:

U.S. Congressman \_\_\_\_\_ Congressional District Number \_\_\_\_\_

8. Briefly describe the physical characteristics of the project site. Include:

- Land Resources
  
- Water Resources
  
- Vegetation, Fish and Wildlife
  
- Historical/Archaeological Resources
  
- Previous Land Usage
  
- Transportation Access
  
- Other Pertinent Information.

**C. FINANCIAL INFORMATION**

**Total Project Cost (Line F) must equal the grant request (Line A) plus the total local funds available (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.**

1. LWCF Funds Requested: Line A \$ \_\_\_\_\_

2. Local Funds Available:

a. Cash: Line B \$ \_\_\_\_\_

b. In-Kind Line C \$ \_\_\_\_\_

c. Land Value Line D \$ \_\_\_\_\_

(Only the value of **donated** real property is eligible as match and applicant must Not have taken title yet unless a waiver of retroactivity has been granted by DEP)

Total Local Funds Available Line E \$ \_\_\_\_\_

Sum of lines B, C, and D

3. Total Cost of Proposed Project Line F \$ \_\_\_\_\_

Sum of lines A and E

**4. Project Cost Estimate (COMPLETE ONLY FOR DEVELOPMENT PROJECTS):** *The project cost estimate break down is on the following page of this application. If donated land value is used as match, it should be included under primary cost. Primary costs include all recreation facilities and opportunities. Primary cost must be equal to or greater than fifty percent of the total cost. Attach a separate sheet if needed. Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 6 of this application. The site plan must correlate with the project boundary map and cost estimate. The site plan must CLEARLY DELINEATE between facilities/opportunities currently existing, facilities proposed for funding (page 6) in this application and facilities planned for future development. Please color code your site plan to indicate facilities that are existing, proposed for funding and planned for future development (not in this project.)*  
(Please Tab As Exhibit "H")

**PRIMARY RECREATION AREAS AND FACILITIES:** *Including, but not limited to, beach access, picnic facilities, fishing piers, ballfields, tennis courts, bicycle trails, etc. Costs of planning and site preparation should be included within the cost of each element.*

	Quantity	Description	Estimated Cost
N E W			
R E N O V A T I O N S			
	Total Primary		\$

**SUPPORT FACILITIES AND IMPROVEMENTS:** *Parking, restrooms, landscaping, security lighting, and such other costs should be included under support costs. Costs of planning and site preparation should be included within the cost of each element. Amenities such as benches, trash cans, utilities, water fountains, or bike racks will receive no points when being scored.*

	Quantity	Description	Estimated Cost
N E W			
R E N O V A T I O N S			
	Total Support		\$

**TOTAL COST OF PROPOSED PROJECT \$ \_\_\_\_\_**

**PART II – EVALUATION CRITERIA**

**A. GENERAL CRITERIA**

**1. CAPITAL IMPROVEMENT PLAN**

- A. Is the proposed project identified, in whole or in part, in the applicant's capital improvement plan or schedule during the current or next three (3) fiscal years?  
*Please provide: 1) a copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year and 2) a letter from the City or County Manager certifying the five year capital improvement schedule is officially adopted. County or City budgets are not the same as capital improvement schedules and are not acceptable. Please highlight project name, amount and year.* **(20 points)**

\_\_\_\_\_ Yes \_\_\_\_\_ No

--OR--

- B. Is the proposed identified as part of the plan through an adopted resolution committing the applicant to amend their capital improvement plan or schedule and complete the project should it receive program funds?  
*Please provide a copy of a fully executed resolution amending the existing schedule to include the proposed project. The resolution must clearly indicate the proposed project by name, amount, and year.* **(10 points)**

\_\_\_\_\_ Yes \_\_\_\_\_ No

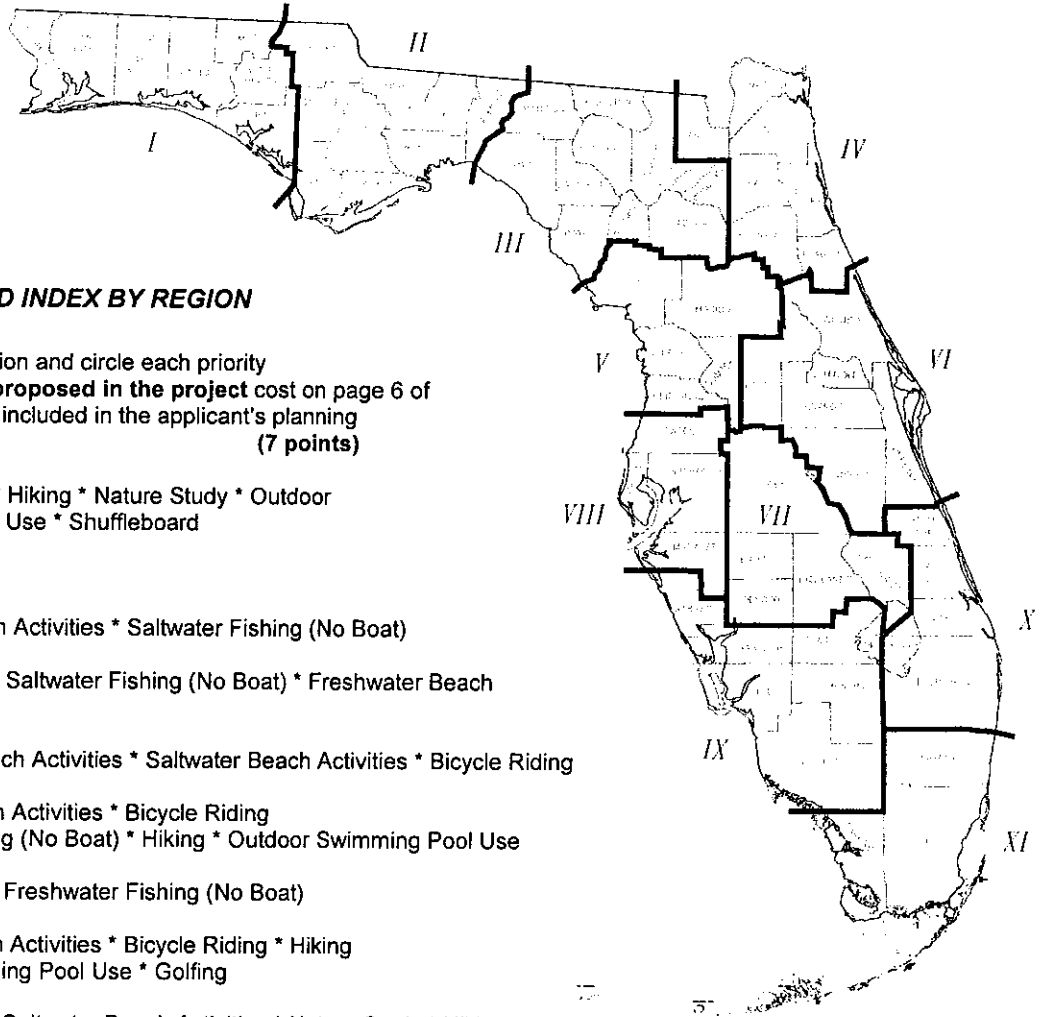
**(Please tab as Exhibit "A")**

**2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN**

- A. Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. *Use the OUTDOOR RECREATION IN FLORIDA - 2000 (Chapter 6). Provide quotations or other appropriate references with explanations to justify the correlation.*

**(Please tab as Exhibit "B")**

**(4 points)**



**B. 2005 RELATIVE NEED INDEX BY REGION**

Locate the applicant's region and circle each priority resource/facility need as proposed in the project cost on page 6 of this application which is included in the applicant's planning region: (7 points)

- \_\_\_\_\_ I Bicycle Riding \* Hiking \* Nature Study \* Outdoor Swimming Pool Use \* Shuffleboard
- \_\_\_\_\_ II Bicycle Riding
- \_\_\_\_\_ III Saltwater Beach Activities \* Saltwater Fishing (No Boat)
- \_\_\_\_\_ IV Bicycle Riding \* Saltwater Fishing (No Boat) \* Freshwater Beach Activities
- \_\_\_\_\_ V Freshwater Beach Activities \* Saltwater Beach Activities \* Bicycle Riding
- \_\_\_\_\_ VI Saltwater Beach Activities \* Bicycle Riding  
Saltwater Fishing (No Boat) \* Hiking \* Outdoor Swimming Pool Use
- \_\_\_\_\_ VII Bicycle Riding \* Freshwater Fishing (No Boat)
- \_\_\_\_\_ VIII Saltwater Beach Activities \* Bicycle Riding \* Hiking  
Outdoor Swimming Pool Use \* Golfing
- \_\_\_\_\_ IX Bicycle Riding \* Saltwater Beach Activities \* Nature Study \* Hiking  
Tent Camping \* Outdoor Swimming Pool Use \* Shuffleboard \* Golfing
- \_\_\_\_\_ X Saltwater Beach Activities \* Bicycle Riding \* Freshwater Fishing (No Boat)  
Hiking \* Outdoor Swimming Pool Use
- \_\_\_\_\_ XI Saltwater Beach Activities \* Bicycle Riding \* Freshwater Beach Activities  
Freshwater Fishing (No Boat) \* Hiking \* Tent Camping \* Outdoor Swimming Pool Use



**3. PUBLIC PARTICIPATION**

Public Participation — Indicate which of the following apply (To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the previous 3 years of application. **(Check ALL that apply):**

\_\_\_\_\_A. An advertised public meeting was held solely for the purpose of discussing the proposed project. *Attach a copy of proof of publication for the advertisement. Describe where posted or advertised if not in newspaper. Meeting must be for the **SOLE PURPOSE** of discussing the **project proposed in the application**. The advertisement should indicate that the purpose of the meeting is to discuss a LWCF grant for this project site. **(Please tab as Exhibit "C-1") (10 points)***

\_\_\_\_\_B. The project was discussed at a regularly scheduled meeting of the applicant's advisory board responsible for park, recreation and leisure service activities. *Provide a copy of the minutes of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Discussion must take place at a regularly scheduled meeting. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. **CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.** **(Please tab as Exhibit "C-2") (7 points)***

\_\_\_\_\_C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. *Provide documentation (minutes or thank-you letter from an organization, etc.) showing that presentations **regarding this project** were made to community organizations or groups **OR** provide a copy of the survey instrument **AND** a summary of the results and explain how the **results relate to the proposed project**. **Letters of support are not acceptable to receive points.** **(Please tab as Exhibit "C-3") (4 points)***

**4. LINEAR PARK**

The proposed project is for linear park purposes. A Linear Park is defined as an active or passive outdoor recreation area of linear design that provides or connects recreation, park land or open space areas.

\_\_\_\_\_ Yes \_\_\_\_\_ No **(13 points)**

**5. PRESERVATION PURPOSES**

The proposed project is also for preservation purposes (e.g. historical, archaeological, cultural etc.). *This question addresses preservation of historic, archaeological and/or cultural sites. Contact the Department of State at (850) 245-6333 if this applies to the proposed project. A letter from the Department of State is required to verify a **"yes"** response to this question. **(Please tab as Exhibit "D") (7 points)***

\_\_\_\_\_ Yes \_\_\_\_\_ No

**6. OPERATION AND MAINTENANCE**

Capability to develop, operate and maintain the project site. Provide a brief description of how development, programming and maintenance will be provided and an agency organizational chart: **(Please check ONLY one):**

\_\_\_\_\_ The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance. **(Please tab as Exhibit "E") (8 points)**

\_\_\_\_\_ The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance. **(Please tab as Exhibit "E") (4 points)**

**B. DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)**

**1. NEW DEVELOPMENT**

List the existing facilities/improvements on the project site. *Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged. If undeveloped, state none).* **(5 points, if undeveloped)**

**2. NEW FACILITIES OR OPPORTUNITIES (Please check only one)**

The project provides for new development of :

\_\_\_\_\_ 3 or more facilities or opportunities **(15 points)**

\_\_\_\_\_ 2 facilities or opportunities **(10 points)**

\_\_\_\_\_ 1 facility or opportunity **(5 points)**

**3. RENOVATION OF EXISTING FACILITIES (Please check only one)**

The project provides renovation for:

\_\_\_\_\_ 3 or more facilities **(13 points)**

\_\_\_\_\_ 2 facilities **(9 points)**

\_\_\_\_\_ 1 facility **(4 points)**

**4. SUPPORT FACILITIES**

The project provides new or renovated support facilities (i.e. parking, restrooms, utilities).

**(15 points)**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**5. ACCESS TO WATER RESOURCES**

The project provides developed pedestrian access to or along water resources (i.e. trails, boardwalks, dune walkovers, etc.) **(7 points)**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**6. USE OF WATER RESOURCES**

The project provides facilities for recreational use of water resources (boat ramps, swimming docks, fishing piers, etc.) **(12 points)**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**7. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**

A. List the facilities provided by the project which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study. The study entitled **"Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida"** has an effective date of December 1995. (See attached pages 14-18 for Priority Ranked Index Clusters. **(12 points)**)

B. The proposed project, in whole or in part, addresses the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled **"Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida"** has an effective date of December 1995. Use the table below to determine in which priority funding need ranking the project falls. (**Check ONLY one**):

\_\_\_\_\_ Highest Priority Funding Need **(13 points)**

\_\_\_\_\_ Second Highest Priority Funding Need **(8 points)**

<i>Population Density 1 - Population Under 10,000</i>	
<b>Rank</b>	<b>Funding</b>
1	Construction
2	Renovation
<i>Population Density 2 - Population 10,000 to 24,999</i>	
<b>Rank</b>	<b>Funding</b>
1	Renovation
2	Construction
<i>Population Density 3 - Population 25,000 to 49,999</i>	
<b>Rank</b>	<b>Funding</b>
1	Construction
2	Renovation
<i>Population Density 4 - Population 50,000 to 99,999</i>	
<b>Rank</b>	<b>Funding</b>
1	Construction
2	Renovation
<i>Population Density 5 - Population 100,000 and Over</i>	
<b>Rank</b>	<b>Funding</b>
1	Renovation
2	Construction

Source: *The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida*

**C. ACQUISITION CRITERIA (COMPLETE ONLY FOR ACQUISITION PROJECTS)**

**1. FLORIDA NATURAL AREAS INVENTORY**

The project provides protection of any resources in the Florida Natural Areas Inventory. List the protected resources below and provide a letter from the Florida Natural Areas Inventory (FNAI). (850) 224-8207

**(Please Tab as Exhibit "F") (13 points)**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**2. WATER FRONTAGE**

The project provides frontage on wetlands or water bodies such as rivers, lakes or oceans.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**(6 points)**

**3. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**

List all the facilities that will be developed for this project. Only facilities identified in the top three priority ranked index clusters of outdoor facilities needs for new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida", effective December 1995, will receive these points. *(Priority ranked index clusters are attached as pages (14-18).*

**(15 points)**

**4. NEEDED RECREATIONAL ACREAGE: (Provide excerpts from your local comprehensive plan. Include data on current park acreage, standards and identified needs.)**

A. Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. Provide the needed amount of acreage as listed in the local comprehensive plan and the total acreage the local government already has under its control. For Example: \_\_\_\_\_ Needed acres/Person and \_\_\_\_\_ Total Acreage Under Local Control  
*Provide a copy of the applicant's local comprehensive plan as supporting back-up documentation and highlight the information that pertains to this section. (Please tab as Exhibit "G")* **(15 points)**

B. Describe how the project provides for needed distribution of park acreage pursuant to the applicant's adopted local comprehensive plan. **(8 points)**

**5. CAPITAL IMPROVEMENT PLAN**

- A. Is the proposed **development** of the property identified in the applicant's capital improvement plan (CIP) or schedule during the current or next three (3) fiscal years?  
Please provide: 1) a copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating the project by name, amount and year and 2) a **letter from the City or County Manager certifying the five year capital improvement schedule is officially adopted**. County or City budgets are not the same as a capital improvement schedule are not acceptable. **Please highlight project name, amount and year.**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**(6 points)**

**---OR---**

- B. Is the proposed **development** of the property included as part of the plan through an adopted resolution committing the applicant to amend their CIP and develop the property should it receive program funds.  
*Please provide a copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must clearly indicate the development of the proposed project by name, year, and amount.*

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**(3 points)**

**(Please tab as Exhibit "A")**

**Outdoor Facility Needs Ranked by Priority Index: Population Density 1**

Rank	Renovation	Construction	
	Facility	Facility	
1	Playgrounds	Baseball Fields	<b>Cluster I</b>
2	Support Facilities	Softball Fields	
3	Tennis Courts	Playgrounds	<b>Cluster II</b>
4	Rest Rooms	Rest Rooms	
5	Picnic Facilities	Support Facilities	
6	Baseball Fields	Soccer Fields	
7	Basketball Courts	Basketball Courts	<b>Cluster III</b>
8	Softball Fields	Bike Trails	
9	Swimming Pools	Swimming Pools	
10	Boating Facilities	Tennis Courts	
11	Fishing Piers	Picnic Facilities	
12	Camping	Handball Courts	
13	Handball Courts	Fishing Piers	<b>Cluster IV</b>
14	Football Fields	Football Fields	
15	Soccer Fields	Boating Facilities	
16	Beach Access	Exercise Trails	
17	Historical Facilities	Camping	
18	Shuffleboard Courts	Beach Access	<b>Cluster V</b>
19	Nature Trails	Historical Facilities	
20	Other	Shuffleboard Courts	
21	Golf Courses	Nature Trails	
22	Bike Trails	Golf Courses	
23	Exercise Trails	Hiking Trails	
24	Hiking Trails	Horse Trails	<b>Cluster VI</b>
25	Horse Trails	Other	

Population Density 1 - Population Under 10,000

**Outdoor Facility Needs Ranked by Priority Index: Population Density 2**

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Facility</u>	
1	Rest Rooms	Support Facilities	<b>Cluster I</b>
2	Support Facilities	Rest Rooms	
3	Playgrounds	Playgrounds	
4	Baseball Fields	Softball Fields	<b>Cluster II</b>
5	Tennis Courts	Soccer Fields	
6	Softball Fields	Baseball Fields	
7	Basketball Courts	Basketball Courts	<b>Cluster III</b>
8	Boating Facilities	Picnic Facilities	
9	Swimming Pools	Swimming Pools	
10	Picnic Facilities	Football Fields	
11	Soccer Fields	Tennis Courts	
12	Exercise Trails	Handball Courts	<b>Cluster IV</b>
13	Football Fields	Nature Trails	
14	Shuffleboard Courts	Bike Trails	
15	Handball Courts	Boating Facilities	<b>Cluster V</b>
16	Beach Access	Other	
17	Fishing Piers	Exercise Trails	
18	Camping	Golf Courses	
19	Bike Trails	Hiking Trails	
20	Nature Trails	Fishing Piers	
21	Other	Camping	
22	Golf Courses	Beach Access	<b>Cluster VI</b>
23	Hiking Trails	Historical Facilities	
24	Historical Facilities	Horse Trails	
25	Horse Trails	Shuffleboard Courts	

Population Density 2 - Population From 10,000 to 24,999

**Outdoor Facility Needs Ranked by Priority Index: Population Density 3**

Rank	Renovation	Construction	
	Facility	Facility	
1	Rest Rooms	Baseball Fields	<b>Cluster</b>
2	Playgrounds	Soccer Fields	
3	Support Facilities	Support Facilities	<b>Cluster II</b>
4	Tennis Courts	Softball Fields	
5	Baseball Fields	Playgrounds	
6	Basketball Courts	Boating Facilities	
7	Beach Access	Football Fields	<b>Cluster III</b>
8	Swimming Pools	Tennis Courts	
9	Soccer Fields	Rest Rooms	
10	Picnic Facilities	Picnic Facilities	
11	Football Fields	Basketball Courts	<b>Cluster IV</b>
12	Softball Fields	Other	
13	Boating Facilities	Exercise Trails	
14	Exercise Trails	Bike Trails	
15	Handball Courts	Nature Trails	<b>Cluster V</b>
16	Other	Camping	
17	Golf Courses	Handball Courts	
18	Shuffleboard Courts	Historical Facilities	
19	Fishing Piers	Swimming Pools	
20	Bike Trails	Hiking Trails	
21	Hiking Trails	Golf Courses	
22	Nature Trails	Beach Access	
23	Camping	Fishing Piers	
24	Historical Facilities	Horse Trails	
25	Horse Trails	Shuffleboard Courts	

Population Density 3 - Population From 25,000 to 49,999



**Outdoor Facility Needs Ranked by Priority Index: Population Density 4**

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Facility</u>	
1	Playgrounds	Soccer Fields	<b>Cluster</b>
2	Rest Rooms	Playgrounds	
3	Support Facilities	Picnic Facilities	<b>Cluster II</b>
4	Tennis Courts	Baseball Fields	
5	Soccer Fields	Support Facilities	
6	Baseball Fields	Swimming Pools	
7	Swimming Pools	Softball Fields	
8	Exercise Trails	Basketball Courts	<b>Cluster III</b>
9	Softball Fields	Rest Rooms	
10	Basketball Courts	Other	
11	Handball Courts	Exercise Trails	<b>Cluster IV</b>
12	Picnic Facilities	Golf Courses	
13	Boating Facilities	Tennis Courts	
14	Beach Access	Boating Facilities	
15	Fishing Piers	Fishing Piers	
16	Shuffleboard Courts	Football Fields	
17	Football Fields	Handball Courts	
18	Golf Courses	Bike Trails	<b>Cluster V</b>
19	Nature Trails	Nature Trails	
20	Other	Hiking Trails	
21	Bike Trails	Horse Trails	
22	Camping	Beach Access	
23	Hiking Trails	Camping	
24	Historical Facilities	Historical Facilities	<b>Cluster VI</b>
25	Horse Trails	Shuffleboard Courts	

Population Density 4 - Population From 50,000 to 99,999

**Outdoor Facility Needs Ranked by Priority Index: Population Density 5**

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Facility</u>	
1	Support Facilities	Support Facilities	<b>Cluster I</b>
2	Rest Rooms	Baseball Fields	<b>Cluster II</b>
3	Playgrounds	Playgrounds	
4	Tennis Courts	Softball Fields	<b>Cluster III</b>
5	Swimming Pools	Rest Rooms	
6	Boating Facilities	Soccer Fields	
7	Basketball Courts	Picnic Facilities	
8	Golf Courses	Bike Trails	
9	Softball Fields	Swimming Pools	<b>Cluster IV</b>
10	Picnic Facilities	Exercise Trails	
11	Historical Facilities	Hiking Trails	
12	Baseball Fields	Other	
13	Fishing Piers	Golf Courses	
14	Exercise Trails	Camping	
15	Soccer Fields	Beach Access	
16	Handball Courts	Historical Facilities	<b>Cluster V</b>
17	Camping	Tennis Courts	
18	Football Fields	Basketball Courts	
19	Nature Trails	Boating Facilities	
20	Beach Access	Fishing Piers	
21	Bike Trails	Football Fields	
22	Other	Nature Trails	
23	Hiking Trails	Handball Courts	
24	Horse Trails	Horse Trails	<b>Cluster VI</b>
25	Shuffleboard Courts	Shuffleboard Courts	

Population Density 5 - Population From 100,000 & Over

**PART III. SUPPORTING DOCUMENTATION**

**ATTENTION:** Before you finish your application package, make sure you have all necessary support documents prepared. Please use this list to make sure that all applicable and all required documentation is included. Attach supporting documents as follows: **To facilitate review and scoring, please tab all exhibits. Attach supporting documents as follows:**

Application Item - If Applicable	Development Projects	Acquisition Projects	Tab as Exhibit
<p>NOTE: <b>Four (4)</b> copies of the completed and signed application and all supporting documents must be submitted before (June 1, 2007). (1 original and 3 copies).</p>	√	√	Please use a soft covered binder.
<p>A. Capital improvements schedule or a copy of a resolution amending the existing schedule to include the proposed project. Designate proposed project. <b>Include a letter from the City or County Manager certifying the five-year capital improvement schedule is officially adopted.</b></p>	√	√	A
<p>B. SCORP objectives support documentation Written response to Part II, Item 2A on page 7 of this application. Include narrative explaining how the project implements one or more of the outdoor recreation goals and objectives as listed in the 2000 SCORP. Provide quotations or other appropriate references with explanations to justify the correlation.</p>	√	√	B
<p>C. Public participation documentation: 1. Copy of public meeting advertisement for <b>SOLE PURPOSE</b> of discussing the project. ----- 2. Agenda and minutes of <b>REGULARLY SCHEDULED</b> advisory board meeting. ----- 3. Documentation of presentation to community groups (minutes or letter of thanks, from organization, association etc.) <b>OR</b> A copy of the survey instrument and a summary of the results as they relate to the proposed project. (Support letters are not acceptable for points).</p>	√	√	C1
√	√	C2	
√	√	C3	
<p>D. Documentation to support preservation purposes. Provide a copy of the Department of State letter.</p>	√	√	D

Application Item - Required	Development Project	Acquisition Project	Tab as Exhibit
E. Documentation of ability to support Programming and maintenance of project site. Provide a copy of an agency organizational chart and an explanation of ability to provide development, programming and maintenance	√	√	E
F. Documentation to support resource protection. Attach a letter from the <b>Florida Natural Areas Inventory</b> including supporting inventory information.		√	F
G. Excerpts of the Recreation/Open Space element of the local comprehensive plan identifying needed acreage. Please <b>provide excerpt</b> which indicates needed number of acres and provide how much acreage local government already has control of.		√	G
H. Conceptual site plan for development of the project area: Submit a <b>conceptual site plan</b> displaying the areas and facilities to be developed as proposed in the scope of the application. The site plan must correlate with the project area identified in the project boundary map and cost estimate. The site plan must <b>CLEARLY DELINEATE</b> Between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. <b>Please color code your site plan to indicate facilities that are existing, proposed for funding and planned for future development (not in this project).</b>	√		H
I. Boundary map of the project area: Submit a boundary map of the project area. The map must provide a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Plat maps may be accepted if the above criteria are identified. <b>Aerial photographs are <u>not</u> accepted as boundary maps.</b>	√	√	I

Application Item - Required	Development Project	Acquisition Project	Tab as Exhibit
J. Color photographs of the project area: Submit color, on-site photographs sufficient to depict the physical characteristics of the project area. Provide color photographs for all three copies of your application. Aerial photographs are requested, but not required. Please mark an approximate boundary of the project site and note major roads and/or landmarks on the aerial photo (note --this is not the boundary map).	√	√	J
K. Location map and directions: Submit a detailed street, road or highway map precisely locating the project site. (Map Quest is not acceptable.) Also, provide clear and concise written driving instructions from the nearest federal or state highway. <b>NOTE:</b> Please confirm that street names listed in the written directions are the same as those posted on street signs in the area.	√	√	K
L. Site Control (e.g. , deed, lease): Submit a copy of the site control document for the project site. If submerged lands are included in the development area, provide a legal document (i.e., permit, management agreement, etc.) which indicates permission to use and develop the submerged lands. <b>State owned property must include a letter from Department of Environmental Protection's Division of State Lands Approving application of grant funding and Development. <u>Site control must be effective by the close of the submission period.</u></b>	√		L

CONTACT FOR ADDITIONAL INFORMATION:

Contact	Phone	SUNCOM
A. LWCF Application Information & Help	850/245-2501	205-2501
B. 2000 Statewide Comprehensive Outdoor Recreation Plan (SCORP) Website: <a href="http://www.dep.state.fl.us/parks/planning/parkplans/SCORP-2000.pdf">www.dep.state.fl.us/parks/planning/parkplans/SCORP-2000.pdf</a>	850/245-3051	205-3051
C. Bureau of Appraisal	850/245-2658	205-2658
D. Recreational Americans with Disabilities Act (ADA) Information	850/245-3076	205-3076

# TAB 7

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **May 16, 2007**

Agenda Item No. *Tab 7*

- PUBLIC HEARING
- Ordinance on Second Reading
- Public Hearing
- ORDINANCE ON FIRST READING
- GENERAL APPROVAL OF ITEM
- Other:
- RESOLUTION
- DISCUSSION
- BID/RFP AWARD
- CONSENT AGENDA

**SUBJECT:** Resolution to Revise the Town Classification and Pay Plan to Amend the Job Description for the Position of Library Director

**RECOMMENDED MOTION/ACTION:** Adoption of Resolution

Approved by Town Manager *W. J. Davis* Date: *5/4/07*

Name/Title *H.R. Director* Date of Actual Submittal *5/2/07*

<b>Originating Department:</b> Human Resources	Costs: \$ -0- Funding Source: Acct. #	<b>Attachments:</b> Copy of Resolution
<b>Department Review:</b> <input type="checkbox"/> Community Affairs <input type="checkbox"/> Community Development <input type="checkbox"/> Finance	<input type="checkbox"/> Fire Dept <input checked="" type="checkbox"/> Human Resources <i>BMT</i> <input type="checkbox"/> Library <input type="checkbox"/> Marina <input type="checkbox"/> PBSO	<input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Town Attorney <i>[Signature]</i> <input type="checkbox"/> Town Clerk <input type="checkbox"/> Town Manager
<b>Advertised:</b> 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>BMT</i></u> : Please Initial one.

**Summary Explanation/Background:**

The purpose of this item is to amend the job description for the position of Library Director to more accurately reflect the current requirements of the position. The salary range for this position remains unchanged. Therefore, no additional financial burden will be placed on the budget of the Town of Lake Park as a result of this action.



# LIBRARY DIRECTOR

**CLASSIFICATION CODE:** 150  
**PAY GRADE:** 18  
**DEPARTMENT:** LIBRARY

## **CHARACTERISTICS OF THE CLASS:**

Under the administrative direction of the Town Manager, directly responsible for performing professional and administrative duties related to the operation and functions of the Town Library. Responsibilities include planning, directing, implementing and coordinating Library services for the community. These duties include hiring and evaluating staff, budget preparation, monitoring expenditures, preparation and implementation of policies and procedures, maintenance and development of library technology systems, library programming, the library collection and library services for the general public. Answers to the Town Manager and consults with the Library Board. Performs related duties as directed. This is an exempt position.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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

1. Serves as the library's executive officer; planning, directing, coordinating and managing all phases of library operations.
2. Supervises library personnel, including: hiring, scheduling, payroll preparation, training, annual reviews, performance evaluations and discipline.
3. Prepares and administers the library budget, within the guidelines established by the Town Manager and the Finance Department.
4. Formulates goals and objectives, prepares the annual long range plan and incorporates these into the ongoing management of library services.
5. Monitors and evaluates library services, reporting to the Library Board, the Town Manager and the Town Commission, as appropriate, and/or, as required.
6. Supervises programming for the public (adults, teens and children) and where appropriate, plans in cooperation of the Friends of the Library and other local civic organizations.
7. Establishes procedures and policies for keeping the collection of materials and library resources current, timely and up-to-date with new technologies.

## LIBRARY DIRECTOR (page 2)

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8. Supervises communication and promotional activities, such as maintenance of the library's web site, library submittals to the Town newsletter and television channel, library brochures and other publications, press announcements and photo opportunities.
9. Promotes the library to the community through participation in local organizations, sponsoring ongoing art exhibits, special programs, publications, speeches, and other activities.
10. Maintains library connectivity, through membership in the Palm Beach County Library Cooperative, Southeast Library Information Network (SEFLIN), library automation system with the cities of Delray Beach, Boynton Beach and Palm Springs through the Cooperative Authority for Library Automation (COALA), and by cooperating with Florida State Library programs.

### REQUIREMENTS:

1. **Training and Experience:**

Master's degree in library science (MLS) from a university accredited by the American Library Association, with at least three years of professional experience in library administration are required. Evidence of substantial experience in public services with increasing supervisory and/or managerial responsibilities preferred. Must possess knowledge of computer operations and network systems including the Microsoft Office Suite.

2. **Knowledge, Abilities and Skills**

- a) Knowledge of professional library principles, ethics, and standards
- b) Knowledge of local, state and federal laws pertaining to public library management
- c) Ability to establish and maintain effective working relationships with other management staff, library staff and the general public
- d) Ability to develop long-term and short term plans and programs consistent with the Town's mission, goals and objectives
- e) Ability to develop and present reports and recommendations effectively in oral and written form
- f) Ability to lead effectively, to direct skilled efforts and interject enthusiasm into the services provided by the library for the entire community
- g) Ability to keep abreast of new library services and technology for possible applicability to the Lake Park Public Library

## **LIBRARY DIRECTOR (page 3)**

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### **PHYSICAL REQUIREMENTS:**

Tasks involve limited physical activities, light lifting, standing and walking and dexterity in use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination. Long hours are frequently required since the Library Director needs to be present for Town meetings, library meetings and library programs.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

### **SENSORY REQUIREMENTS:**

Work requires color and form perception and discrimination.

### **BLOOD BORNE PATHOGENS:**

Category II – Minimal to No Risk of Exposure

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

**RESOLUTION NO. 42-05-07**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF LIBRARY DIRECTOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; 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 Classification and Pay Plan 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 Classification and Pay Plan is revised to amend the job description for the position of Library Director. A copy of the amended job description is attached hereto as Exhibit A.

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

# TAB 8

### Town of Lake Park Town Commission Agenda Request Form

Meeting Date: May 16, 2007

Agenda Item No. *Tab 8*

- PUBLIC HEARING
  - Ordinance on Second Reading
  - Public Hearing
- ORDINANCE ON FIRST READING
- GENERAL APPROVAL OF ITEM
- Other:

- RESOLUTION
- DISCUSSION
- BID/RFP AWARD
- CONSENT AGENDA

**SUBJECT:** Resolution directing the Mayor to sign the Regions Grant contract for a total grant award of \$39,500 and agreeing to abide by the terms and conditions of the agreement.

**RECOMMENDED MOTION/ACTION:** Motion to approve

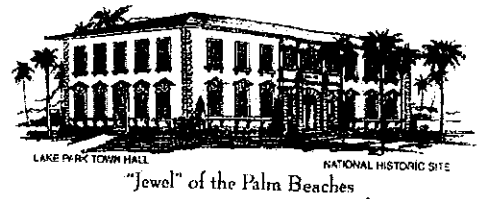
Approved by Town Manager *W. Lewis*

Date: *5/4/07*

<b>Originating Department:</b> Community Development	<b>Costs:</b> \$39,500 matching funds from CRA  <b>Funding Source:</b> Acct. #	<b>Attachments:</b> Staff memo Contract Resolution
<b>Department Review:</b> <input checked="" type="checkbox"/> Town Attorney <i>[Signature]</i> <input type="checkbox"/> Community Affairs <input checked="" type="checkbox"/> Community Development <i>[Signature]</i>	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____  Please initial one.

**Summary Explanation/Background:** The request for funds to help defray the costs of the PADD signage compliance campaign has been approved by the County through its Regions Grant Program. If the Town agrees to enter into a contract to accept the funds the County will then grant final approval and make the funds available to the Town. As part of the grant the Town (through the CRA) and the applicant must provide matching funds for any improvements to the signage.

# Town of Lake Park Community Development Department



Date: May 16, 2007

Patrick Sullivan, AICP, Director

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To: Town Commission

Re: Regions Grant Execution

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May 4, 2007

The County has accepted the Town's Region's Grant request for monies to help defray the costs of the PADD signage compliance drive. In order for the County and the Town to complete the grant process it will be necessary for the Mayor to sign the agreement with the County agreeing to abide by the rules and regulations set forth by the County in granting the funds. The grant amount is \$39,500. This grant requires a match from the community (in this case the CRA) of \$39,500. Each applicant will have to provide a third of the cost as their match up to a total from all applicants of \$39,500.

The basic regulations require that:

1. Activities must commence within 12 months of the effective date of the agreement.
2. There must be a creation of 4 jobs in the PADD district. The grant award is \$9,875 per job and if the jobs are not created the money will have to be returned based on that figure.
3. The Town must provide semi-annual reports on the progress of the grant.
4. The Town must provide insurance coverage naming the County as certificate holder.
5. The CRA must provide a match of \$39,500
6. The applicant must provide a match equivalent to 1/3 of the cost of the improvement.

The contract is provided as part of this packet.

Patrick Sullivan, AICP Director  
Community Development Department  
881-3319 fax 881-3323  
[psullivan@lakeparkflorida.gov](mailto:psullivan@lakeparkflorida.gov)

**RESOLUTION NO. 43-05-07**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE PALM BEACH COUNTY DEVELOPMENT REGIONS GRANT AGREEMENT WITH PALM BEACH COUNTY FOR A \$39,500 GRANT FOR SIGNAGE IN THE TOWN OF LAKE PARK'S PADD ZONING DISTRICT; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, The Town of Lake Park ("Town") is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, at its May 5, 2007 meeting, the Town of Lake Park CRA approved matching Town funding for façade improvements to assist businesses with complying with the signage regulations in the PADD Zoning District in the amount of \$39,500 and

**WHEREAS**, the Town Commission has determined that it is in the best interests of the residents, citizens, and certain business owners of the Town of Lake Park to execute the Development Regions Grant Agreement with Palm Beach County.

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

**Section 1.** The foregoing whereas clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

**Section 2.** The Town Commission hereby authorizes the Mayor to execute the Development Regions Grant Agreement with Palm Beach County, a copy of which agreement is attached hereto as Exhibit A and incorporated herein by reference.

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





**Economic Development Office**

P.O. Box 1989

West Palm Beach, FL 33402-1989

(561) 355-3624

FAX: (561) 355-6017

[www.pbcgov.com/pubinf/edo](http://www.pbcgov.com/pubinf/edo)

**Palm Beach County  
Board of County  
Commissioners**

Addie L. Greene, Chairperson

Jeff Koons, Vice Chair

Karen T. Marcus

Warren H. Newell

Mary McCarty

Burt Aaronson

Jess R. Santamaria

**County Administrator**

Robert Weisman, P.E.

April 12, 2007

Patrick Sullivan, Director  
Community Development  
Town Hall  
535 Park Avenue  
Lake Park, Florida 33403

Dear Mr. Sullivan:

Enclosed are three (3) original copies of the Grant Agreement between Palm Beach County and the Town of Lake Park. Please sign, witness and return all three copies to my attention promptly by **Tuesday, May 22, 2007**. A copy of your organization's Certificate of Insurance is required. Please follow the insurance sample enclosed in this letter.

On Tuesday, June 19, 2007, the Grant Agreements will be presented to the Board of County Commissioners for approval. Upon approval, executed contracts will be mailed out with a Notice to Proceed. If you have any questions, please do not hesitate to contact me at 561-355-6835.

Sincerely,

A handwritten signature in cursive script that reads "Pamela L. Nolan".

Pamela L. Nolan  
Economic Development Specialist

c Kevin Johns, EDO Director

Attachments

TC

**PALM BEACH COUNTY DEVELOPMENT REGIONS  
GRANT AGREEMENT**

**THIS AGREEMENT** is made as of \_\_\_\_\_, by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as COUNTY, and the TOWN OF LAKE PARK, a public body corporate and politic, hereinafter referred to as GRANTEE.

**WITNESSETH:**

**WHEREAS**, it is the policy of the COUNTY to stimulate and encourage economic growth in Palm Beach County; and

**WHEREAS**, the Board of County Commissioners has determined that providing assistance and support within development regions is essential to a stronger, more balanced, and stable economy in Palm Beach County; and

**WHEREAS**, GRANTEE wishes to provide such assistance and support by participating in the redevelopment and revitalization of a development region within GRANTEE'S geographic boundaries; and

**WHEREAS**, the Board of County Commissioners has determined that the GRANTEE is best able to provide such assistance and support, as set forth by the terms of this Agreement; and

**WHEREAS**, the Board of County Commissioners has determined that it is in the public's best interests to award a grant to the GRANTEE pursuant to the terms of this Agreement.

**NOW, THEREFORE**, in consideration of the promises and mutual covenants hereinafter contained, the parties do agree as follows:

**I. TERM OF AGREEMENT**

This Agreement is expressly contingent upon the approval of the Palm Beach County Board of County Commissioners, and shall become effective only when signed by all parties and approved by the Palm Beach County Board of County Commissioners. This Agreement will commence on June 19, 2007 and expire forty-four (44) calendar months following the Effective Date on February 19, 2011.

**II. MAXIMUM GRANT AMOUNT**

In no event shall the reimbursements made to GRANTEE pursuant to this Agreement exceed the maximum total Grant Award of thirty-nine thousand five hundred dollars (\$39,500).

**III. GRANTEE=S PERFORMANCE OBLIGATIONS**

**A. Redevelopment Activities.** GRANTEE shall contract with one or more qualified entities to perform certain redevelopment activities as more specifically set forth in **Exhibit A**, attached hereto and incorporated herein by reference. Such activities as described in **Exhibit A** shall commence within twelve (12) calendar months of the effective date of this Agreement. GRANTEE shall cause the redevelopment activities contemplated by this Agreement to be completed in accordance with the terms of this Agreement. GRANTEE agrees that it shall be solely liable to COUNTY for performance under this Agreement, and that, in the event of default, GRANTEE shall, as more specifically set forth hereinafter, refund to COUNTY the Grant Award. GRANTEE hereby certifies that it is authorized by law to be so bound.

- B. Grant Award and Job Requirements.** GRANTEE shall cause, as a direct result of the activities set forth in **Exhibit A** to this Agreement, the creation of at least four (4) full-time or equivalent jobs in Palm Beach County within twenty (20) months [February 19, 2009] and maintain same for twenty-four (24) months, or through the forty-fourth (44<sup>th</sup>) month [February 19, 2011], which ever shall occur first. The grant award is **\$9,875** per full-time or equivalent job. The total grant award shall not exceed **\$39,500**. In the event the GRANTEE fails to create and thereafter maintain, all of the aforementioned jobs, GRANTEE shall refund to COUNTY the amount equal to the grant award per job, multiplied by the number of positions not created and maintained. GRANTEE shall provide evidence, satisfactory to COUNTY, substantiating the number, dates and salaries of all jobs created in Palm Beach County. Such evidence must be provided with the final semi-annual report in the format set forth on **Exhibit C**. For the purposes hereof, a full-time or equivalent job equals one job totaling 2080 hours annually or two or more positions that together total at least 2080 hours per year, and a part time or equivalent job equals one job totaling 1040 hours annually or two or more positions that together total at least 1040 hours per year. A job must pay a salary equal to or better than the minimum wage as determined by the Florida Agency for Workforce Innovation. For the purposes of this Agreement, the term salary means wages, gratuities, salaries, commissions, bonuses, drawing accounts (against future earnings), prizes and awards (if given by an employer for the status of employment), vacation pay, sick pay, and other payments consistent with the Florida Agency for Workforce Innovation definitions, paid to employees.
- C. Workforce Alliance, Inc.** In the event a job becomes available, the business shall mail the job description to the Workforce Alliance, Inc. at the address stated below. It is the intent of this clause to make all opening positions available on a competitive basis.
- Kathryn Schmidt, President/CEO  
Workforce Alliance, Inc.  
326 Fern Street, Suite 310  
West Palm Beach, FL 33401  
561-340-1061, Ext. 201  
Fax: 561-340-1062
- D. Verification of Terms and Conditions.** As a further condition to retaining any Grant funds from COUNTY, the GRANTEE shall provide to COUNTY written verification, satisfactory to COUNTY in its sole discretion, that GRANTEE has satisfied the terms and conditions of this Agreement, or caused the same to be satisfied. GRANTEE may provide to COUNTY this verification at any time following satisfaction of such terms and conditions, but not later than February 20, 2011, the expiration of the forty-fourth (44<sup>th</sup>) month subsequent to the Effective Date of this Agreement. In the event GRANTEE fails to create and maintain the required jobs, or provide the aforementioned verification within the permitted times, GRANTEE shall refund to COUNTY the portion of the grant award paid by COUNTY to GRANTEE for each job not created, maintained and verified.
- E. Material Change of Circumstances.** GRANTEE shall immediately notify COUNTY of any material change of circumstances at the business(es) identified on **Exhibit A** hereto. For the purposes hereof, material change of circumstance shall include, but not be limited to, the failure of the business(es) to diligently and actively pursue fulfillment of the terms hereof, the sale or transfer of more than 10% of the assets or stock or ownership interest in the business(es), the suspension, closing or cessation of operation of the business(es), voluntary or involuntary bankruptcy or an assignment for the benefit of such business(es) creditors. In the event of a material change of circumstances, COUNTY shall have the right to terminate this Agreement, whereupon COUNTY shall have no further obligation to GRANTEE under this Agreement. Any Agreement entered into between GRANTEE and such business(es)

shall require such business(es) to immediately notify GRANTEE and COUNTY of a material change of circumstances and shall inform such business(es) of the potential for termination of funding in the event of a material change of circumstances. GRANTEE shall use reasonable diligence to monitor the business(es) to insure that no material change of circumstances occur at such business(es) which COUNTY is not informed of and shall certify to COUNTY the absence of same at the time of any requests for payment hereunder.

- F. **Budget Changes.** Project budget changes in Exhibit A of up to ten percent (10%) of the amount stated in this Agreement may be approved, in writing, by the Economic Development Director at his/her discretion during the period of this Agreement. Such requests for budget changes must be made in writing by the GRANTEE to the Economic Development Director.

#### IV. PAYMENT PROCEDURES, CONDITIONS

- A. **Reimbursement of Eligible Expenses.** Upon satisfaction of conditions set forth herein, COUNTY shall pay GRANTEE a grant award of \$39,500 (the "Grant Award"). GRANTEE shall only be entitled to receive the Grant Award available under this Agreement in reimbursement of expenses related directly to the work as set forth on Exhibit A, for the eligible types of expenditures which are identified on Exhibit B to this Agreement, which is attached hereto and incorporated herein by reference (the "Eligible Expenses"). To be eligible for reimbursement, such expenses must be:
1. incurred on or after June 19, 2007; and
  2. incurred not more than eighteen (18) calendar months [ending December 19, 2008] subsequent to the Effective Date of this Agreement;
- B. **Proper Documentation of Expenses.** Requests for payment of Eligible Expenses incurred after the Effective Date of this Agreement shall be submitted to COUNTY, and shall be accompanied by proper documentation as determined by County in its sole discretion. For the purposes of this paragraph, originals or copies of invoices, receipts, or other evidence of indebtedness shall be considered proper documentation. In the case of invoices that have not first been paid by GRANTEE, GRANTEE shall certify to the COUNTY that each invoice presented for payment relates directly to work satisfactorily completed in accordance with this Agreement.
- C. **Reimbursement Deadline.** Requests for payment of Eligible Expenses shall not be honored if received by COUNTY later than the expiration date of the twentieth (20) calendar month [February 20, 2008]. If GRANTEE fails to submit any requests for payment of Eligible Expenses by the expiration date of this Agreement, then COUNTY'S obligation under this Agreement shall automatically terminate, thereby relieving COUNTY of any future obligations hereunder.
- D. **Failure to Comply.** If the GRANTEE fails to comply with any of the provisions of this Agreement, the COUNTY may withhold, temporarily or permanently, all, or any, unpaid portion of the Grant Award upon giving written notice to the GRANTEE, terminate this Agreement and/or demand a refund of the Grant Award and the COUNTY shall have no further funding obligation to the GRANTEE under this Agreement.
- E. **Repayment of Funds.** The GRANTEE shall repay COUNTY for all unauthorized, illegal or unlawful expenditures of funds, including unlawful and/or unauthorized expenditures discovered after the expiration of this Agreement. The GRANTEE shall also be liable for reimbursing the COUNTY for any lost or stolen funds.

- F. **Termination of Agreement.** Termination of this Agreement by COUNTY shall relieve COUNTY of any further obligation hereunder. Such termination shall not release GRANTEE from its obligations hereunder, including, without limitation, those relating to verification of jobs created and maintained and refunding any unearned portion of the Grant Award. Any portion of the Grant Award which is to be repaid to the COUNTY pursuant to this Agreement is to be repaid by delivering to the COUNTY a cashier's check for the total amount due, payable to Palm Beach County, within ninety (90) days of the COUNTY's demand therefor.
- G. **Remedy and Rights.** Nothing contained herein shall be construed as limiting or waiving any rights of COUNTY or preventing COUNTY from pursuing any other remedy which may be available to it under law. Nothing contained herein shall act as a limitation of the COUNTY's rights in the event the GRANTEE fails to comply with the terms of this Agreement.

**V. COUNTY'S DEFAULT**

- A. **Nature of Default Notice.** In the event that the COUNTY fails to comply with the terms of this Agreement, then GRANTEE shall provide the COUNTY with notice detailing the nature of the default, whereupon COUNTY shall have 30 days within which to initiate action to correct the default and 90 days within which to cure the default.
- B. **Fail to Cure Default.** In the event that the COUNTY fails to cure the default, GRANTEE shall have the right to terminate this Agreement. The Effective Date of the termination shall be the date of the notice of termination by the GRANTEE.

**VI. REPORTING REQUIREMENTS**

GRANTEE shall submit to COUNTY semi-annual reports satisfactory to COUNTY in its sole discretion in the format set forth on Exhibit C, attached hereto and incorporated herein by reference. These reports shall be submitted no later than thirty (30) days following completion of each reporting period.

<u>Reporting Period</u>	<u>Due Date</u>
1 (July - December '07)	Thursday, January 31, 2008
2 (January - June '08)	Thursday, July 31, 2008
3 (July - December '08)	Friday, January 30, 2009
4 (January - June '09)	Friday, July 31, 2009
5 (July - December '09)	Friday, January 29, 2010
6 (January - June '10)	Friday, July 30, 2010
7 (July - December '10)	Monday, January 31, 2011
8 (January - June '11)	Friday, July 29, 2011

All grant payments made pursuant to this Agreement shall be contingent on the receipt and approval of the semi-annual reports required by this paragraph. Failure of GRANTEE to submit satisfactory reports shall entitle COUNTY to terminate this Agreement and demand a refund of all or a portion of the Grant Award.

**VII. FINANCIAL ACCOUNTABILITY, REPORTS AND AUDITS**

The COUNTY may have an audit, a financial system analysis and/or an internal fiscal control evaluation of the GRANTEE performed by an independent auditing firm employed by the COUNTY or by the COUNTY Internal Auditor, at any time the COUNTY deems necessary to determine the capability of the GRANTEE to fiscally manage the Grant Award. Upon completion of all tasks contemplated under this Agreement, copies of all documents and records relating to this Agreement shall be submitted to the COUNTY if requested.

## VIII. PERFORMANCE

The parties expressly agree that time is of the essence with regard to performance hereunder and failure by GRANTEE to complete performance within the times specified, or within a reasonable time if no time is specified herein, shall, at the option of the COUNTY, in addition to any of the COUNTY'S other rights or remedies, relieve the COUNTY of any obligation under this Agreement.

## IX. EXCUSABLE DELAYS

The GRANTEE shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the GRANTEE or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes freight embargos, and abnormally severe and unusual weather conditions.

## X. INDEMNIFICATION

Without waiving the right to sovereign immunity as provided by Florida Statute, Chapter 768.28, GRANTEE shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, its employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages, or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of GRANTEE's performance of the terms of this Agreement or due to the acts or omissions of GRANTEE.

## XI GRANTEE INSURANCE REQUIREMENTS

GRANTEE shall, on a primary basis and at its sole expense, agree to maintain at all times during the life of this Agreement, self-insurance, insurance coverages, limits, including endorsements, as described herein. The requirements contained herein, as well as COUNTY'S review or acceptance of self-insurance or insurance maintained by GRANTEE are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by GRANTEE under the Agreement.

- A. **Sovereign Immunity.** Without waiving the right to sovereign immunity as provided by Florida Statute, Chapter 768.28, GRANTEE reserves the right to self-insure for General Liability and Automobile Liability under Florida's sovereign immunity statute with coverage limits of **\$100,000 Per Person** and **\$200,000 Per Occurrence**; or such monetary waiver limits as set forth by the Florida Legislature.
- B. **Liability & Additional Insured.** In the event GRANTEE maintains Commercial General Liability or Business Auto Liability, GRANTEE agrees to maintain said insurance policies at limits not less than **\$500,000 per occurrence**. GRANTEE further agrees to endorse Palm Beach County Board of County Commissioners as an "Additional Insured" to the Commercial General Liability, but only with respect to negligence other than COUNTY's negligence arising out of this Agreement. **This paragraph does not apply to an indemnity based claims-bill general liability policy.**
- C. **Worker's Compensation & Employer's Liability.** GRANTEE agrees to maintain, or self-insure, Worker's Compensation & Employer's Liability insurance in accordance with Florida Statute, Chapter 440.
- D. **Statement or Certificate of Insurance.** GRANTEE agrees to provide a statement, or Certificate of Insurance, evidencing insurance or self-insurance for the above required coverages to the attention of Palm Beach County, Economic Development Office, Governmental Center, 10th Floor, P.O. Box 1989, West Palm Beach, FL

- E. **County Reserves the Right.** COUNTY, by and through its Risk Management Department, in cooperation with the Office of Economic Development, reserves the right to review, modify, reject or accept any required self-insurance, policies of insurance, including limits, coverages, or endorsements, throughout the life of this Agreement. COUNTY reserves the right, but not the obligation, to review and reject any self-insurer or insurer providing coverage because of its poor financial condition or failure to operate legally.

**XII AVAILABILITY OF FUNDS**

The COUNTY'S obligation to pay under this Agreement is contingent upon annual appropriation for such purpose by the Board of County Commissioners.

**XIII REMEDIES**

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement shall be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

**XIV NONDISCRIMINATION**

The GRANTEE warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

**XV. SEVERABILITY**

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

**XVI ENTIRE AGREEMENT**

The COUNTY and the GRANTEE agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

**XVII CONSTRUCTION**

No party shall be considered the author of this Agreement since the parties hereto have participated in extensive negotiations and drafting and redrafting of this document to arrive at a final Agreement. Thus, the terms of this Agreement shall not be strictly construed against one party as opposed to the other party based upon who drafted it.

**XVIII. SURVIVAL**

The parties' warranties, agreements, covenants and representations set forth in this

Agreement shall survive the expiration or termination of this Agreement.

**XIX. ASSIGNMENT**

GRANTEE may not assign this Agreement or any interest herein without the prior written consent of COUNTY, which may be granted or withheld at COUNTY's sole and absolute discretion.

**XX. GOVERNING LAW & VENUE**

This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Florida. Venue in any action, suit or proceeding in connection with this Agreement shall be in a state court of competent jurisdiction in Palm Beach County, Florida.

**XXI. BINDING EFFECT**

This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective legal representatives, successors and assigns.

**XXII. HEADINGS**

The paragraph headings or captions appearing in this Agreement are for convenience only, are not part of this Agreement, and are not to be considered in interpreting this Agreement.

**XXIII. WAIVER**

No waiver of any provision of this Agreement shall be effective against any party hereto unless it is in writing and signed by the party(s) waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

**XXIV. CRIMINAL HISTORY RECORDS CHECK**

The GRANTEE shall comply with the provisions of Ordinance 2003-030, the Criminal History Records Check Ordinance (AOrdinance@), if GRANTEE=S employees or subcontractors are required under this contract to enter a Acritical facility@ as identified in Resolution R-2003-1274. The GRANTEE acknowledges and agrees that all employees and subcontractors who are to enter a Acritical facility@ will be subject to a fingerprint based criminal history records check. Although COUNTY agrees to pay for all applicable FDLE/FBI fees required for criminal history record checks, the GRANTEE shall be solely responsible for the financial, schedule, and staffing implications associated in complying with Ordinance 2003-030.

**XXV. REGULATIONS; LICENSING**

The GRANTEE shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. CONSULTANT is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

**XXVI. NOTICE**

All notices and elections (collectively, "notices") to be given or delivered by or to any party hereunder, shall be in writing and shall be (as elected by the party giving such notice) hand delivered by messenger, courier service or Federal Express, or alternately shall be sent by United States Certified Mail, with Return Receipt Requested. The effective date of any notice shall be the date of delivery of the notice if by personal



delivery, courier services or Federal Express, or if mailed, upon the date which the return receipt is signed or delivery is refused or the notice is designated by the postal authorities as non-deliverable, as the case may be. The parties hereby designate the following addresses as the addresses to which notices may be delivered, and delivery to such addresses shall constitute binding notice given to such party:

Kevin Johns  
Economic Development Director  
Economic Development Office, 10th Floor  
301 North Olive Avenue  
West Palm Beach, Florida 33401  
561-355-3624  
Fax: 561-355-6017

with a copy to:

Dawn Wynn, Assistant County Attorney  
County Attorney's Office  
301 North Olive Avenue  
West Palm Beach, Florida 33401  
561-355-2225  
Fax: 561-355-6461

and if sent to the GRANTEE shall be mailed to:

Patrick Sullivan  
Community Development Director  
Town of Lake Park  
535 Park Avenue  
Lake Park, Florida 33403  
561-881-3319  
Fax: 561-881-3323  
psullivan@lakeparkflorida.gov

Any party may from time to time change the address to which notice under this Agreement shall be given such party, upon three (3) days prior written notice to the other parties.

(Remainder of page left blank intentionally.)

**IN WITNESS WHEREOF**, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Agreement on behalf of the COUNTY and the GRANTEE has hereunto set its hand the day and year above written.

ATTEST:  
SHARON R. BOCK, Clerk & Comptroller

PALM BEACH COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS:

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Addie L. Greene, Chairperson

ATTEST:

TOWN OF LAKE PARK, FLORIDA  
BY ITS BOARD OF COMMISSIONERS:

By: \_\_\_\_\_  
Title:

By: \_\_\_\_\_  
Mayor

APPROVED AS TO TERMS  
AND CONDITIONS

By: \_\_\_\_\_  
Department Director

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

By \_\_\_\_\_  
County Attorney

□ FILENAME \p HAWPDATA\DR11-2007\Contracts\Lake Park.doc□

Exhibit A

**BUSINESS/PUBLIC IMPROVEMENT PROJECT  
AND  
PROJECT DESCRIPTION**

**Project Name #1:** Facade Improvement

**Description:** This is a public improvement project for the beautification of the Park Avenue Downtown District (PADD). The Town is hoping to rectify all the non-complying signs in the PADD in an attempt to bring them into conformity and beautify the area. A total of 91 business property owners have been identified to participate. Twelve of these properties are vacant. County funds will be matched dollar for dollar by Town and business property owners.

**Location:** Along Park Avenue from 7th to 10th Street and extending south of Park Avenue on the east side of 10th Street.

**Performance Goal:** Full-time or equivalent jobs to be created: 4  
Full-time or equivalent jobs existing at time of contract: 0

**Funding Sources:**

Palm Beach County	\$ 39,500
City/CRA	\$ 39,500
Business Project	<u>\$ 39,500</u>
<b>Total Project Cost</b>	<b>\$118,500</b>

**Contact:** Patrick Sullivan, Community Development Director  
Town of Lake Park  
535 Park Avenue  
Lake Park, Florida 33403  
561-881-3319  
Fax: 561-881-3323  
psullivan@larkparkflorida.gov

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**Exhibit B**

**LIST OF ELIGIBLE EXPENSES**

1. Acquisition of real property.
2. Expansion of existing property.
3. Providing payment of impact fees.
4. Public Improvements.  
(Includes Facade Programs)
5. Construction of new buildings.
6. Renovation of existing buildings.
7. Site development.
8. Machinery & Equipment

**Exhibit C  
SEMI-ANNUAL DEVELOPMENT REGIONS REPORT FORM**

**Name of Applicant:**

**Contract Year:**

**Semi-Annual Report for the Period of:**

Do not include in-kind in the below information. Matched local cash (Municipality / CRA / CDC) may include cash values of the following: waiving of utilities and water/sewer hookup costs; waiving of city's occupational license fees; and donation of land, buildings and easements.

Identify the appropriate current status level for each one of the projects in second column below:

Business Name	(A) Site Development		(B) Land Acquisition		(C) Rehabilitation/Construction		(D) Completed		Current Project Status (See Above)	# of Current Workers Hired Prior the Project	# of Current Part-time Workers Hired since the Beginning of the Project	# of Current Full-time Workers Hired since the Beginning of the Project
	County Award		City/CRA/CDC Award		Private Funds		Total Amount					
	Paid this Period	Paid Total	Paid this Period	Paid Total	Paid this Period	Paid Total	Paid this Period	Paid Total				

# TAB 9

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: May 16, 2007

Agenda Item No. *Tab 9*

- |                                                              |                                         |
|--------------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> PUBLIC HEARING                      | <input type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> Ordinance on Second Reading         |                                         |
| <input type="checkbox"/> Public Hearing                      | <input type="checkbox"/> DISCUSSION     |
| <input type="checkbox"/> ORDINANCE ON FIRST READING          | <input type="checkbox"/> BID/RFP AWARD  |
| <input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other:                              |                                         |

**SUBJECT:** Installation of street lighting at the western end of Silver Beach Road from Avenue S to Congress Ave on the southern side of Silver Beach Road

**RECOMMENDED MOTION/ACTION:** approval to place light poles

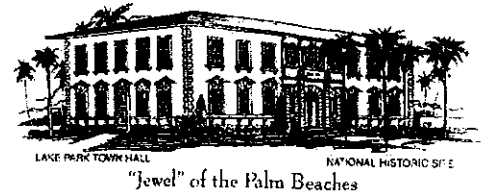
Approved by Town Manager *H. Davis*

Date: *5/4/07*

<b>Originating Department:</b> Community Development	Costs: \$ N/A Funding Source: Acct. #	<b>Attachments:</b> Staff Report Maps
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input checked="" type="checkbox"/> Community Development <i>[Signature]</i>	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <i>[Signature]</i> or Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** this is a request from County Commissioner Addie Greene to install street lighting along Silver Beach Road from Avenue S to Congress Avenue along the south side of Silver Beach Road. The Commissioner had indicated that funds will be available for design, installation, maintenance and utility costs for a period of 20 years to defray the costs to the Town.

**Town of Lake Park  
Community Development Department**



Date: May 16, 2007

Patrick Sullivan, AICP, Director

---

To: Town Commission

Re: Street Lights on Silver Beach Road

---

May 4, 2007

Commissioner Addie Greene has contacted the Town requesting the installation of street lighting on the section of Silver Beach Road between Avenue S and Congress Avenue. There are no streetlights in that area and she is concerned about the safety and welfare of her constituents as they travel back and forth to WalMart and other areas along Congress Avenue. Ms. Greene first requested that the City of Riviera Beach install the lights but research into this request shows that the area in which the street lights would have to be placed is within the jurisdiction of Lake Park (see attached map). Therefore, it falls on Lake Park to install the street lights.

Commissioner Greene in her desire to see the lights installed has provided incentive for the Town to move forward. In exchange for the Town's agreement to install the lighting she will provide the Town with a one time payment of funds that will cover the cost of planning, installation, and 20 years of maintenance and utility fees. This offer will cover the cost of installing standard DOT cobra head light poles. Any changes to the standard installation that results in increased costs would be borne by the Town.

If the Commission agrees to the request the next step will be to have a county consultant provide plans, drawings, and details as to the placement and installation. The consultant will also provide projected costs of the installation and maintenance.

Patrick Sullivan, AICP, Director  
Community Development Department  
881-3319 fax 881-3323  
[psullivan@lakeparkflorida.gov](mailto:psullivan@lakeparkflorida.gov)



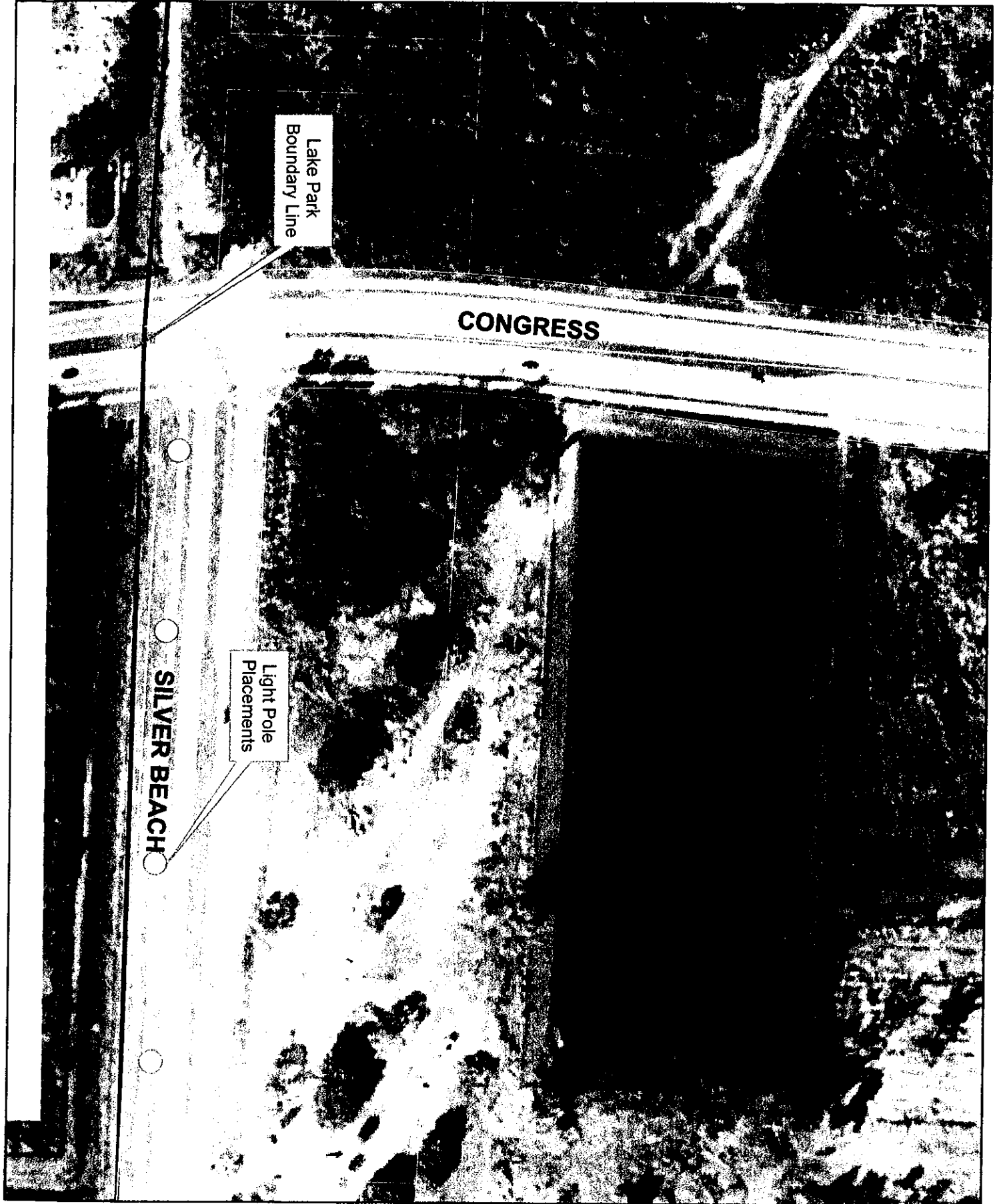


Lake Park  
Boundary Line

CONGRESS

Light Pole  
Placements

SILVER BEACH





April 2, 2007

Town Of Lake Park  
Maria Davis, Town Manager  
535 Park Avenue  
Lake Park, Florida 33403

Department of Engineering  
and Public Works

P.O. Box 21229

West Palm Beach, FL 33416-1229

(561) 684-4000

Fax: (561) 000-0000

www.pbcgov.com

**RE: SILVER BEACH ROAD LANES TO CONGRESS STREETLIGHT  
REQUEST FROM COMMISSIONER GREENE**

Dear Ms. Davis:

You may recall we were contacted by Commissioner Greene requesting streetlighting on the section of Silver Beach Road between Avenue S and Congress Avenue for the safety of employees and shoppers using this section of road to access the new Wal-Mart. The City Of Riviera Beach intended to add the remaining lights from Avenue S to Congress Avenue. However, after further research by them they found the area in question to be within the jurisdiction of Lake Park as the City limit line follows the section line. (See attached map.)

Therefore, we are relaying this request back to your office for continuation of our previous discussions. Please keep us informed of any negotiations between the Town and DiVosta or any other potential lighting options. You had mentioned you would need to bring this issue to your council. If I can be of any further assistance, please contact me or our street lighting coordinator, Karen Blanchard at 561-684-4030.

Sincerely,

OFFICE OF THE COUNTY ENGINEER

Amy Harris, P.E.  
Special Projects Manager - Traffic Division

AH/rwr

Attachments: Map of Silver Beach Road

- cc: Shirley Meeks, Asst to PBC Commissioner Addie Greene, District 7
- George Webb, County Engineer
- Tanya McConnell, Deputy County Engineer
- Dan Weisberg, Director, Palm Beach County Traffic Engineering
- Karen Blanchard, Palm Beach County Traffic Engineering
- Joseph Kroll, Public Works Director, Lake Park
- Patrick Sullivan, Community Development Director, Lake Park

File: Streetlights 2007

N:\TRAFFIC\RWR\2007\Streetlights 2007\lake park comm greene silver beach streetlights.doc

**Palm Beach County  
Board of County  
Commissioners**

Addie L. Greene, Chairperson

Jeff Koons, Vice Chair

Karen T. Marcus

Warren H. Newell

Mary McCarty

Burt Aaronson

Jess R. Santamaria

**County Administrator**

Robert Weisman

"An Equal Opportunity  
Affirmative Action Employer"

(over)

TOWN OF LAKE PARK

SILVER BEACH ROAD

105.0

PAGE 11

City Limit

R306



# TAB 10

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **May 16, 2007**

Agenda Item No. *Tab 10*

- |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input checked="" type="checkbox"/> <b>GENERAL APPROVAL OF ITEM</b><br><br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><br><input type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input type="checkbox"/> CONSENT AGENDA |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SUBJECT: Fiscal Year 2008 Budget Workshop Schedule**

**RECOMMENDED MOTION/ACTION: Approval of the Fiscal Year 2008 Budget Workshop Schedule**

Approved by Town Manager *W. Davis* Date: *5/9/07*

Name/Title	Date of Actual Submittal	
<b>Originating Department:</b> Town Manager	Costs: \$ -0-  Funding Source:  Acct. #	<b>Attachments:</b> Memo to the Mayor and Town Commission
<b>Department Review:</b> <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> 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 _____:  Please initial one.

**Summary Explanation/Background:**

The purpose of this item is to obtain Commission approval of the Fiscal Year 2007/2008 budget workshop schedule which is being proposed by staff. The proposed dates for the budget workshops are set forth in the attached memo.

Staff recommends approval of the Fiscal Year 2007/2008 budget workshop as proposed.

Attachment

# MEMO

To: Mayor, Vice Mayor and Commissioners Members

From: Maria V. Davis, Town Manager

Subject: **Schedule for Budget Workshops for Fiscal Year 2008**

Date: May 9, 2007

As you are aware, during the summer of each year we schedule a series of workshops for the purpose of formulating the upcoming fiscal year budget. This year may prove to be an especially critical year in view of the actions being taken by the Florida Legislature with regard to property tax cuts.

The following are the budget workshop dates which are being proposed:

Legal & Marina	Wednesday June 27, 2007
General Fund, Debt Service and CRA <b>(CRA Board will have to convene prior to the Commission Workshop for General Fund and Debt Service)</b>	Wednesday July 25, 2007
Sanitation and Public Works	Wednesday August 8, 2007

The above schedule will allow adequate time for us to resolve all the details and to schedule additional workshops if necessary. The proposed date for the first reading of the Fiscal Year 2008 budget ordinance is the regular Commission meeting scheduled for September 5, 2007, with the second reading to occur at the regular Commission meeting scheduled for September 19, 2007. This schedule will enable the Town to meet the Truth in Millage (TRIM) timetable.

# TAB 11



**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **May 16, 2006**

Agenda Item No. *Tab 11*

- |                                                      |                                                       |
|------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                   |
| <input type="checkbox"/> Ordinance on Second Reading |                                                       |
| <input type="checkbox"/> Public Hearing              | <input checked="" type="checkbox"/> <b>DISCUSSION</b> |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD                |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input type="checkbox"/> CONSENT AGENDA               |
| <input type="checkbox"/> Other:                      |                                                       |

**SUBJECT: Facility Fee Waiver/Reduction Criteria**

**RECOMMENDED MOTION/ACTION:** That the Commission establish specific criteria for facility fee waiver and/or reductions

Approved by Town Manager *Marlene Davis* Date: *5/3/07*

Name/Title	Date of Actual Submittal	
<b>Originating Department:</b>  Town Manager	Costs: \$ N/A  Funding Source:  Acct. #	<b>Attachments:</b> <b>Memo and Resolution</b>
Department Review: <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> 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 _____:  Please initial one.

**Summary Explanation/Background: See Attached**

## MEMORANDUM

**TO:** Mayor, Vice Mayor and Commission Members

**FROM:** Maria V. Davis, Town Manager



**SUBJECT:** Facility Fee Waiver Criteria

**DATE:** May 3, 2007

At its April 5<sup>th</sup> meeting, the Commission requested that an agenda item be generated for the Commission to establish criteria for facility fee waivers and/or fee reductions.

The following is a "sample listing" of groups and/or individuals who have received either fee waivers or fee reductions:

- Non-profit groups such as 501(c-3) designated organizations, Kiwanis, Lake Park Baptist School, Watkins Middle School, Dr. Fortunato's Haitian Community Gathering, AYSO Soccer and various youth groups
- Fundraisers such as the recent Leukemia event at the Pavilion
- Individual Town Board members, PBSO employees, town employees
- Big Band

I've attached the current resolution and facility fee schedule for your review and deliberations.

Attachments

RESOLUTION NO. 64-11-06

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA APPROVING THE REVISED FEES FOR THE USE OF TOWN MEETING FACILITIES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park ("Town") is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the Town Commission recognizes that periodic adjustments must be made to rental fees of Town Meeting Facilities in keeping with increased costs; and

**WHEREAS**, the Town Commission has determined that it is in the best interests of the Town to increase and implement the rental rates, which are set forth in the Rate Schedule which is attached hereto and incorporated herein as Exhibit "A"

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

**SECTION 1.**

The whereas clauses are hereby incorporated as true and correct as the findings of fact and of the Town Commission

**SECTION 2.**

The Town Commission hereby approves the revised Rental Fees of the Town Facilities Rate Schedule attached hereto as Exhibit "A", and Town staff is directed to implement the fees set forth therein commencing with the Effective Date of this Resolution.

**SECTION 3.**

This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was offered by Commissioner Carey, who moved its adoption. The motion was seconded by Commissioner Balius, and upon being put to a roll call vote, the vote was as follows:

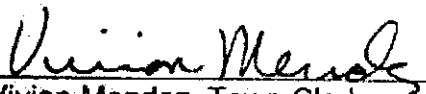
	AYE	NAY
MAYOR PAUL W. CASTRO	X	_____
VICE-MAYOR ED DALY	X	_____
COMMISSIONER G. CHUCK BALIUS	X	_____
COMMISSIONER PATRICIA G. TERMAN	X	_____
COMMISSIONER JEFF CAREY	X	_____

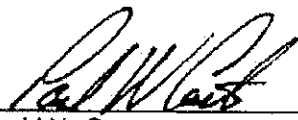
64-11-06

The Mayor thereupon declared the foregoing Resolution No. \_\_\_\_\_ duly passed and adopted this 20 day of December, 2006.

ATTEST:

TOWN OF LAKE PARK

  
Vivian Mendez, Town Clerk

  
Paul W. Castro, Mayor

TOWN OF LAKE PARK  
(Seal)

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

  
Thomas J. Baird, Esquire

# Exhibit A

Fees for the use of Town facilities shall be as follows:

- A. MIRROR BALLROOM** **CHARGE**  
Per six (6) hour period or part thereof
- (1) Rental Fee ..... \$400.00
  - (2) Personnel/Security Fee ..... \$ 85.00
  - (3) Each Additional Hour (Includes Facility and Staff Fee) .. \$ 70.00
  - (4) Alcohol/Police Officer Fee ..... \$100.00
  - (5) Security Deposit (refundable after event) ..... \$400.00
  - (6) Town sponsored groups and groups exempted from  
payment by action of the Town Commission ..... No Charge
  - (7) Overall Rules are governed by the Lake Park Rental Policies Handbook.
- B. LAKE SHORE PARK PAVILION**  
Per four (4) hour period or part thereof
- (1) Rental Fee ..... \$200.00
  - (2) Each Additional Hour ..... \$ 50.00
  - (3) Alcohol/Police Officer Fee ..... \$100.00
  - (4) Security Deposit (refundable after event) ..... \$250.00
  - (5) Town sponsored groups and groups exempted from  
payment by action of the Town Commission ..... No Charge
  - (6) Overall Rules are governed by the Lake Park Rental Policies Handbook.
- C. EVERGREEN HOUSE**  
Per six (6) hour period or part thereof
- (1) Rental Fee (0-20 People) ..... \$200.00
  - (2) Rental Fee (Additional people over 20) ..... \$ 10/per person
  - (3) Personnel/Security Fee ..... \$ 85.00
  - (4) Each Additional Hour (Includes Facility and Staff Fee) ... \$ 70.00
  - (5) Alcohol/Police Officer Fee ..... \$100.00
  - (6) Security Deposit (refundable after event) ..... \$250.00
  - (7) Town sponsored groups and groups exempted from  
payment by action of the Town Commission ..... No Charge
  - (8) The Evergreen House rental fee does not include chairs and tables.
  - (9) Overall Rules are governed by the Lake Park Rental Policies Handbook.

## Exhibit A page 2

### D. KELSEY PARK GAZEBO

Per four (4) hour period or part thereof

- (1) Rental Fee ..... \$ 25.00
- (2) Each Additional Hour ..... \$ 5.00
- (3) No chairs and tables are permitted at the Kelsey Park Gazebo.
- (4) Town sponsored groups and groups exempted from  
payment by action of the Town Commission ..... No Charge
- (5) Overall Rules are governed by the Lake Park Rental Policies Handbook.

### E. MARINA MEETING ROOM

Per six (6) hour period or part thereof

- (1) Rental Fee ..... \$300.00
- (2) Each Additional Hour ..... \$ 70.00
- (3) Alcohol/Police Officer Fee ..... \$100.00
- (4) Security Deposit (refundable after event) ..... \$200.00
- (5) Town sponsored groups and groups exempted from  
payment by action of the Town Commission ..... No Charge
- (6) Overall Rules are governed by the Lake Park Rental Policies Handbook.

All rental fees with also be taxed.

# TAB 12

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: May 16, 2007

Agenda Item No. *Tab 12*

- |                                                      |                                                |
|------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION            |
| <input type="checkbox"/> Ordinance on Second Reading |                                                |
| <input type="checkbox"/> Public Hearing              | <input checked="" type="checkbox"/> DISCUSSION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD         |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input type="checkbox"/> CONSENT AGENDA        |
| <input type="checkbox"/> Other:                      |                                                |

**SUBJECT:** Donation of a Slip for the Storage of a 35' Sail Boat for the Sea Scouts

**RECOMMENDED MOTION/ACTION:** Determine whether the Commission wishes to store a sail boat free of charge for the Sea Scouts at the marina

Approved by Town Manager *W. Davis* Date: *5/3/07*

Name/Title	Date of Actual Submittal	
<b>Originating Department:</b>	<b>Costs: \$7,837 to \$12,684 loss of revenue</b>	<b>Attachments:</b>
	Funding Source:	
	Acct. #	
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** See Attached



## MEMORANDUM

**TO:** Mayor, Vice Mayor and Commission  
**FROM:** Maria V. Davis, Town Manager  
**SUBJECT:** **Marina Slip for Sea Scouts Vessel**  
**DATE:** May 3, 2007

During a Commission Meeting in November 2006, a representative from the Sea Scouts requested Commission approval for the donation of a slip at the Town's marina to store a 35' sail boat owned by the Sea Scouts. The Commission requested that the issue be reviewed by the Marina Board and that the Board provide its recommendation.

At its March 1, 2007 meeting, the Marina Board recommended that "the Town Commission entertain the request by the Sea Scouts... The details of the arrangement, (the Board lacking the power) were left to the Commission". (meeting minutes attached)

To assist you in your deliberations, the lowest annual dockage revenue for the slip @ \$17.50 per foot plus tax is \$7,838. The average annual dockage revenue for the slip @ \$25.50 per foot plus tax is \$12,684.

Attachment

35 ft



Lake Park Harbor Marina  
105 Lake Shore Dr  
Lake Park, FL 33403

Invoice No. A19

# INVOICE

**Customer**

Name Sea Scouts  
Address \_\_\_\_\_  
City \_\_\_\_\_

**Misc**

Date 5/1/2007

Qty	Description	Unit Price	TOTAL
35	Monthly dockage (based on one year)	\$ 17.50	\$ 7,350.00
1	utility fee	\$ 10.00	\$ 10.00
	meter reading	\$ 0.11	\$ -
The above is the least expensive rate, however, this could affect revenue by \$12,684 .			
sales tax			477.75
Invoice Total			\$ 7,837.75
Past Due			\$ -
<b>TOTAL</b>			<b>\$ 7,837.75</b>

Thank you

Office Use Only

Lake Park Harbor Marina  
Jewel Of The Palm Beaches  
561-881-3353  
www.lakeparkmarina.com

Thank-you

**Minutes**  
**Lake Park Harbor Marina Advisory Board**  
**March 1, 2007**  
**7:00 P.M.**  
**Lake Park Town Hall**  
**535 Park Avenue**  
**Lake Park, Fl 33403**

**A. Call to Order:**

Jim Lloyd, Chairman, called the meeting to order at 7:00 PM

**B. Pledge of Allegiance**

Led by: Jim Lloyd

**C. Roll Call:**

Jim Lloyd: (Chairman)  
Ronnie Lee Cohen: (Member)  
Janice Branyan: (Member)  
Kelleen Allen (Member)  
William McDow (Member)  
Ernie Small (First Alternate)  
Joseph Wexler (Second Alternate)

**D. Approval of Agenda Additions / Deletions**

Motion by: Kelleen Allen  
Seconded by: Ernie Small  
Passed

**E. Approval of Minutes**

Kelleen Allen indicated that the second on the motion for adjournment at the February 1 meeting was made by William McDow . It was so noted.


Motion by: Kelleen Allen  
Seconded by: Ronnie Lee Cohen  
Passed

**F. Public Comment**

There was no public comment.

**G. Old Business**

Chairman Lloyd started by saying he had had a conversation with Andy Flack of the Sea Scouts who had said he would be in attendance this evening to discuss their need for a slip



at the Marina. Next came Joseph Wexler's proposals for uses of the meeting room at the Marina. Ernie Small said he has an acquaintance who would like to put in a restaurant. The discussion then turned to whether it would be possible to make certain uses of the building (i.e. a restaurant) without the Town determining what is permitted. Mr. Wexler then suggested that the Chairman draft a letter to the Town Manager asking for a determination of what are and are not permitted usages for the Main Building and the Board gave it's unanimous consent. Next the discussion turned to Meeting Room rates. Chairman Lloyd quoted minutes from the February meeting wherein former director Hinaman stated the rates for the room were two hundred dollars per hour. He then displayed paperwork from his rental of the room showing a rate of three hundred dollars plus deposit. None of this money had been refunded to that date. This was followed by the rhetorical question "If the Town treats the Chairman of the Marina Board this way, how will they treat a regular citizen?" Next came the topic of cable TV. Mr. Hinaman had stated that he was issuing RFP's for same. Chairman Lloyd asked for an update. Interim Director Mike Klingensmith said it was his understanding that someone from the Town was checking prices. Mr. McDow then said he would like to again have the possibility of dish receivers being placed on pilings or somewhere convenient for the boaters. Here followed a detailed discussion regarding the universality of cable access in marinas and skepticism as to the un-affordability of same. Chairman Lloyd then voiced a feeling of optimism regarding the new Town Manager and her expressed desire to meet with the Board and work on the completion of the Marina. Next was the topic of the application for the permit to build the breakwater. Here followed a detailed discussion of the various stories given over the last years as to what was happening and when the application was actually sent. Mr. Lloyd indicated the application should have been sent after the first storm two years previous. There was general observation that it seemed the Town had been extremely slow and neglectful in this matter. Mr. Wexler then observed that the slow speed signs on the Intracoastal Waterway had been installed quickly for construction that won't start for nine more months. He feels this is just another reason the public feels scorn for the way the Town has managed the Marina. He then wondered aloud who at Town Hall would be responsible to remove the signs when construction was done. Mike Klingensmith then took the floor to explain that the signs were more than just for the construction. He stated that there are often very high waves in the Marina which represent hazards to the public as well as employees and boats. He went on to explain how the signs came about after his visit to the Coast Guard and talks with the Fish and Wildlife Commission. He then went on to explain (to the Board's utter amazement, dismay, and head-shaking disbelief) that the permit to build the breakwater had been issued years before to the Town and subsequently misplaced. If the permit could be located, it would save a lot of time and money. Here followed a prolonged discussion of the complete breakdown of communication and direction at Town Hall that would have permitted an error of this monumental nature to occur. Chairman Lloyd suggested an investigation as to the location of the permit by the Board if no one else could find it. Janice Branyan said she had found in minutes that money to build a breakwater had been allocated last August. There was further discussion as to what if anything the Board could do to locate the permit. Mr. Lloyd thought the Board lacked any legal authority to do anything. Before moving to new business, Andy Flack arrived and the discussion went back to the Sea

Scouts. After a detailed discussion of this very worthy program, a motion was made by Joseph Wexler and seconded by Janice Branyan the Board recommend to the Town Commission that they entertain the request by the Sea Scouts for a slip at the Marina. The details of the arrangement, (the Board lacking the power) were left to the Commission.

#### H. New Business

The first item discussed was a kid's fishing tournament at the Marina. William McDow felt it should be an annual event on or near the anniversary of the grand opening. Mr. Lloyd suggested that he talk to the Parks and Recreation Department to coordinate the event.

#### I. Member Comments

Ernie Small felt the Town should be cautious with the Sea Scout situation. William McDow wanted to recommend some changes in the design of the breakwater, but the Board was unsure (as was every other person involved) what the status of the entire situation was. Kelleen Allen mentioned the sinking brick pavers and wondered what the status was regarding their repair. She next asked about the Palm Beach Boat Show and if the Town had a booth and if any Board members were attending to it. And finally, regarding the gate to the fishing pier, she noted it remains unlocked at night. Next, Janice Branyan mentioned the pavers on the east side are in need of repair. She also wondered if the Marina was sponsoring a booth at the Boat Show. Kelleen Allen interjected a plea at this point that someone trim the palm fronds at the main building at the Marina. Next Joseph Wexler discussed the lack of mid-week traffic at the launch ramp and whether the Town should reconsider it's pricing policy there.

Adjournment.

Motion: Kelleen Allen

Second: Joseph Wexler

Time Out: 8:01pm

Minutes Approved by The Lake Park Harbor Marina Advisory Board.

---

Jim Lloyd  
Chairman

---

Date

Minutes prepared by Jim Lloyd, Secretary, March 28, 2007

# TAB 13

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: May 16, 2007

Agenda Item No. *Tab 13*

- PUBLIC HEARING
- Ordinance on Second Reading
- Public Hearing

- RESOLUTION
- DISCUSSION**

ORDINANCE ON FIRST READING

BID/RFP AWARD

GENERAL APPROVAL OF ITEM

CONSENT AGENDA

Other:

SUBJECT: Sale of 2 acres of town owned land off 12<sup>th</sup> Street

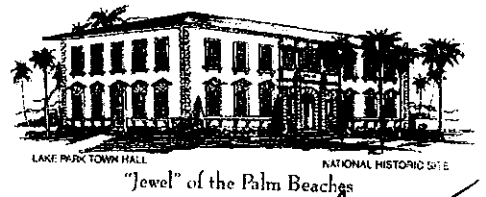
RECOMMENDED MOTION/ACTION: consensus to either explore the sale or to not move forward

Approved by Town Manager *W. Davis* Date: *5/4/07*

<b>Originating Department:</b> Community Development	Costs: \$ _____  Funding Source: _____ Acct. # _____	<b>Attachments:</b> Staff memo Site Map
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input checked="" type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input checked="" type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____  Please initial one.

**Summary Explanation/Background:** The Town has been approached to sell a 2 acre piece of land located off 12<sup>th</sup> Street. If the Commission is interested in pursuing the sale the first step would be for the Town to obtain an independent appraisal of the site.

**Town of Lake Park  
Community Development Department**



Date: May 16, 2007

Patrick Sullivan, AICP, Director

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To: Town Commission

Re: Land Sale

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May 4, 2007

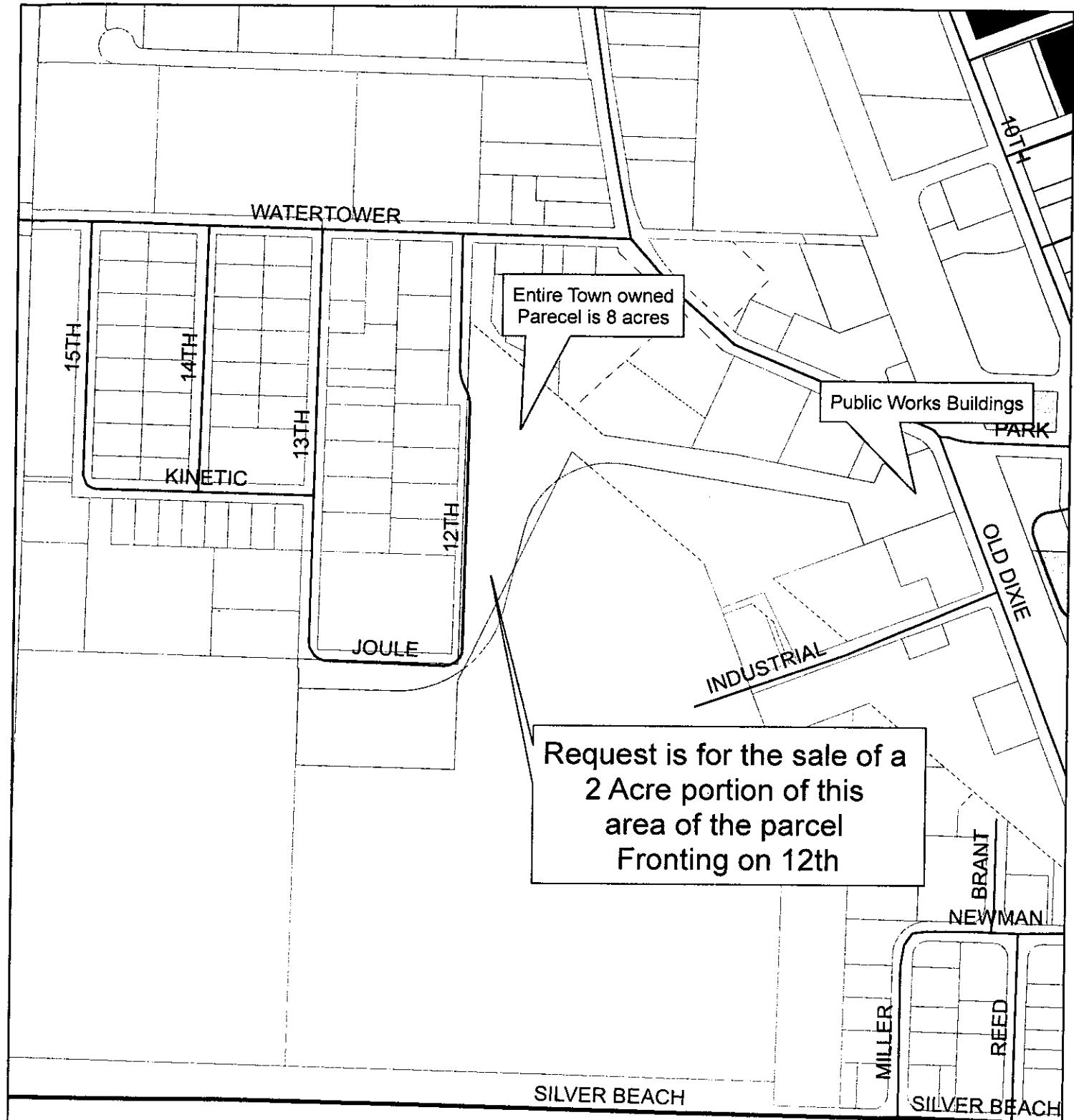
The Town has been approached to sell a 2+ acre vacant parcel of land located on the eastern side of 12<sup>th</sup> Street in the industrial C-4 area off Watertower Road. The parcel is part of a larger 8+ acre parcel that the Town owns and includes the area where Public Works is located on Old Dixie Highway (see attached map). The parcel has frontage on Old Dixie Highway, 12<sup>th</sup> Street, and Joule Road.

The piece requested is a 2 acre portion of the triangular section that fronts on 12<sup>th</sup> Street. The triangular portion is approximately 4.2 acres. It is possible to break off 2 acres and still retain a through connection from Old Dixie to the Joule Road portion of the parcel.

If the Town Commission agrees to consider a sale the next step would be for the Town Manager to have the parcel appraised.

Patrick Sullivan, AICP Director  
Community Development Department  
881-3319 fax 881-3323  
[psullivan@lakeparkflorida.gov](mailto:psullivan@lakeparkflorida.gov)





Entire Town owned Parcel is 8 acres

Public Works Buildings

Request is for the sale of a 2 Acre portion of this area of the parcel Fronting on 12th

**Legend**



- Town Lands
- C4
- CLIC