

TAB 5

Town of Lake Park Town Commission
Agenda Request Form

Meeting Date: 11/19/03

Agenda Item No. 10

- | | |
|---|--|
| <input type="checkbox"/> PUBLIC HEARING
<input type="checkbox"/> Ordinance on Second Reading
<input type="checkbox"/> Public Hearing

<input type="checkbox"/> ORDINANCE ON FIRST READING

<input type="checkbox"/> GENERAL APPROVAL OF ITEM

<input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION

<input checked="" type="checkbox"/> DISCUSSION

<input type="checkbox"/> BID/RFP AWARD

<input type="checkbox"/> CONSENT AGENDA |
|---|--|

SUBJECT: Lake Park Harbor Marina Lease Agreement

RECOMMENDED MOTION/ACTION: Approval of Lake Park Harbor Marina Lease agreement contingent of approval by Town Attorney of language providing for sublease of marina slips

Approved by Town Manager  Date: 11/14/03

Originating Department: Administration	Costs: \$ Funding Source: Acct. #	Attachments: Copy of proposed Lake Park Harbor Marina Agreement
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"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: 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 the Lake Park Harbor Marina Agreement which has been provided by the Marina Development Board. Staff is recommending approval of the lease agreement contingent upon the development by the Town Attorney of language providing for the assignment or subletting of the lease agreement pursuant to prior written approval by the Town Manager and the submittal of evidence of insurance naming the Town of Lake Park as an additional insured.

Staff also requests clarification from the Commission as to whether leasing rates should be based on overall length of the vessel or overall length of the slip as this could affect the revenue received from vessels in the marina.

LAKE PARK HARBOR MARINA AGREEMENT CHECKLIST

(Attach this to completed agreement)

REQUIRED OF VESSEL OWNER:

Copy of Insurance policy (must be provided before vessel can dock)

Copy of vessel registration or documentation.

Payment for security deposit, marina key deposit and first month's rent and, or full advance payment

Information in case of emergency, in addition to owner information

REQUIRED OF ~~OCEAN MARINE~~ ^{LAKE PARK HARBOR} MARINA STAFF:

Security deposit

Initial rent (prorated to month end)

Dock box fee

Marina key deposit

Credit Card Information (for optional payment method)

Insurance policy

Marina rules for customer

Vessel inspection sheet

Log Marina key number

Provide Marina key to customer

Items For Follow-Up / Notes:

Preparer's signature _____ Date _____

REQUIRED OF ACCOUNTING STAFF:

Contract entered into system

Copy of data sheet provided to wet-slip lease file.

Update tickler file for contract anniversary date

Follow-up items cleared.

Preparer's signature _____ Date _____

Controller: _____ Date _____

(Attached this to the completed Agreement)