



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, April 15, 2020, 6:30 P.M.
ELECTRONIC MEETING

Utilizing Communication Media Technology

Michael O'Rourke	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
John Linden	—	Commissioner
Roger Michaud	—	Commissioner
<hr/>		
John O. D'Agostino	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, MMC	—	Town Clerk

PURSUANT TO THE AUTHORITY CONTAINED GOVERNOR DESANTIS' EXECUTIVE ORDER NUMBER 20-69, THE TOWN OF LAKE PARK TOWN COMMISSION WILL BE UTILIZING COMMUNICATION MEDIA TECHNOLOGY AS PROVIDED IN SECTION 120.54(5)(b)2. FLORIDA STATUTE.

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

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

B. **PLEDGE OF ALLEGIANCE**

C. **RESOLUTION(S) - ACCEPTING ELECTION RESULTS**

1. Resolution No. 32-04-20 Accepting the Certified Results of the Municipal Election.

Tab 1

D. **SELECTING A VICE-MAYOR:**

2. Selection of Vice-Mayor Post March 17, 2020 Municipal Election.

Tab 2

E. **SPECIAL PRESENTATION/REPORT:**

None

F. PUBLIC COMMENT:

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

- G. CONSENT AGENDA:** All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda. Any person wishing to speak on an agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

3. March 18, 2020 Regular Commission Meeting Minutes.

Tab 3

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

- I. PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:** None

J. NEW BUSINESS:

4. Resolution No. 33-04-20 Zoning in Progress pertaining to the Amendment and Development of Land Development Regulations and the uses applicable to the Town's C-3 Zoning District.

Tab 4

5. Discussion Item on Town of Lake Park Economic Stimulus Options for Struggling Businesses and Homeowners.

Tab 5

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

Tab 6

K. PUBLIC COMMENT:

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

- L. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

- M. REQUEST FOR FUTURE AGENDA ITEMS:**

- N. ADJOURNMENT:**

Next Scheduled Regular Commission Meeting will be held on May 6, 2020

**ACCEPTING
ELECTION
RESULTS**

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 15, 2020

Agenda Item No. Tab 1

Agenda Title: Resolution No. 32 -04-20 Accepting the Certified Results from the March 17, 2020 General Municipal Election

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

Approved by Town Manager Bambi McKibbin-Turner Digitally signed by Bambi McKibbin-Turner
DN: cn=Bambi McKibbin-Turner, o=Town of Lake Park, ou=Assistant Town Manager/Human Resources Director,
email=Bturner@lakeparkflorida.gov, c=US
Date: 2020.04.15 14:28:48 -0400 **Date:** _____

Vivian Mendez - Town Clerk Vivian Digitally signed by Vivian Mendez, MMC
DN: cn=Vivian Mendez, MMC, o=Town of Lake Park, ou=Town Clerk,
email=vmendez@lakeparkflorida.gov, c=US
Date: 2020.04.01 09:07:20 -0400
Name/Title Mendez, MMC

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: <ul style="list-style-type: none"> • Resolution • Certified Results from the Palm Beach County Supervisor of Elections
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <u>VM</u> Please initial one.

Summary Explanation/Background: The purpose of this Resolution is for the Commission to accept the certified results from the March 17, 2020 General Municipal Election.

Recommended Motion: I move to approve Resolution 32-04-20.

RESOLUTION NO. 32-04-20

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ACCEPTING THE CERTIFIED RESULTS OF THE MUNICIPAL ELECTION HELD ON MARCH 17, 2020 FOR REFERENDUM QUESTION, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a Municipal Election for the offices of Commissioners of the Town of Lake Park was held on Tuesday, March 17, 2020; and

WHEREAS, the duly appointed and acting clerks and inspectors of the Town Election Board have made their canvass of ballots as required by law; and

WHEREAS, the Town Commission has received the Election Board's report of the results from the Municipal Election.

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

Section 1: Upon canvass of the election returns as presented by the Election Board and as certified by the Town Clerk, the Town Commission hereby declares and accepts the Palm Beach County Supervisor of Election certification that a total of 818 electors voted and cast ballots in the Municipal Election held on March 17, 2020 as follows:

Yes – for authority to grant Town (NON)	533
No – Against authority to grant town (NON)	285

The Commission hereby declares **YES – For Authority to grant town (NON)** received the greatest number of votes in accordance with the provisions of the Town Charter, and hereby declared authorized to grant town incentives.

Section 2. The foregoing tabulation of the votes cast is hereby accepted as the results of the Municipal Election.

Section 3. The Town Clerk is directed to send a certified copy of this Resolution to the Supervisor of Elections of Palm Beach County, and to post a copy for public notice and information at two prominent places within the Town, one of which shall be the entrance(s) of Town Hall.

Section 4. This Resolution shall take effect immediately upon adoption.



Wendy Sartory Link

Palm Beach County Supervisor of Elections

The Supervisor of Elections for Palm Beach County hereby certifies the following Municipality:

Town of Lake Park:

Lake Park Question Lake Park (Vote For 1)

Participating Precincts Reporting: 5 / 5

[Precinct Details](#)

[Show Detailed View](#)

Choice	Percent	Votes
Yes - For authority to grant town (NON)	65.18%	633
No - Against authority to grant town (NON)	34.84%	285

818



STATE OF FLORIDA
COUNTY OF PALM BEACH

I, WENDY SARTORY LINK, SUPERVISOR OF ELECTIONS,
HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY
OF THE RECORDS ON FILE IN THIS OFFICE.

WITNESS MY HAND AND SEAL, THIS 30 DAY OF
March, 2020.

WENDY SARTORY LINK
SUPERVISOR OF ELECTIONS
PALM BEACH COUNTY, FLORIDA
BY:

240 South Military Trail, West Palm Beach, FL 33415 | Post Office Box 22309, West Palm Beach, FL 33416

Telephone: 561.656.6200 | Fax Number: 561.656.6287



Wendy Sartory Link

Palm Beach County Supervisor of Elections

Choice

Percent

Votes

Yes - For authority to grant town (NON)

69.01%

118

No - Against authority to grant town (NON)

30.99%

53

171

7010 Show Detailed View

Choice

Percent

Votes

Yes - For authority to grant town (NON)

69.23%

27

No - Against authority to grant town (NON)

30.77%

12

39

7012 Show Detailed View

Choice

Percent

Votes

Yes - For authority to grant town (NON)

61.82%

183

No - Against authority to grant town (NON)



Wendy Sartory Link

Palm Beach County Supervisor of Elections

Choice

Percent

Votes

Yes - For authority to grant town (NON)

69.01%

118

No - Against authority to grant town (NON)

30.99%

63

171

7010 Show Detailed View

Choice

Percent

Votes

Yes - For authority to grant town (NON)

69.23%

27

No - Against authority to grant town (NON)

30.77%

12

39

7012 Show Detailed View

Choice

Percent

Votes

Yes - For authority to grant town (NON)

61.82%

183

No - Against authority to grant town (NON)



Wendy Sartory Link

Palm Beach County Supervisor of Elections

38.18%
113
296

**SELECTING
A VICE-
MAYOR**

TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 15, 2020

Agenda Item No. *Tab 2*

Agenda Title: Selection of Vice-Mayor

- | | |
|--|---|
| <input type="checkbox"/> CONSENT AGENDA | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> ORDINANCE ON ____ READING |
| <input type="checkbox"/> BID/RFP AWARD | <input checked="" type="checkbox"/> OTHER: Selection of Vice-Mayor |

Approved by Town Manager Bambi McKibbon-Turner Digitally signed by Bambi McKibbon Turner, DN: cn=Bambi McKibbon Turner, o=Town of Lake Park, ou=Assistant Town Manager/ Human Resources Director, email=Bambi.McKibbon@lakeparkfl.com, Date: 2020.04.01 11:00:01 -0400 **Date:** _____

Vivian Mendez - Town Clerk Vivian Mendez, MMC Digitally signed by Vivian Mendez, MMC, DN: cn=Vivian Mendez, MMC, o=Town of Lake Park, ou=Town Clerk, email=vivianmendez@lakeparkfl.com, Date: 2020.04.01 09:01:45 -0400

Originating Department: Town Clerk	Costs: \$ 0.00 Funding Source: Acct. # [] Finance _____	Attachments: Town Code Article IX. Duties of Certain Town Officers. Ballot
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <i>VM</i> Please initial one.

Summary Explanation/Background: The Lake Park Town Code states under **Article IX Duties of Certain Town Officers** in Section 1 – Duties of Certain Officers that “the Commission shall elect a vice-mayor who shall be Chairman pro tem, at their first organization meeting after each election ...”

The purpose of this agenda item is to comply with the Town Code's provision that requires that the Commission select a Vice-Mayor.

Recommended Motion: I nominate _____ as Vice-Mayor.

Section 1. - Duties of certain officers.

The Mayor is to be the permanent chairman of the Town Commission and the Commissioners shall elect a vice-mayor who shall be Chairman pro tem, at their first organizational meeting after each election and who will preside and act as Mayor in the absence or disability of the Mayor. The Mayor shall sign all checks, deeds, negotiable notes and bonds, evidences of indebtedness or other instruments in writing to which the Town shall be a party when authorized to do so by the Town Commission, and he shall be ex officio a[sic] Commissioner and shall have a voice and vote in the proceedings of the Commission.

Editor's note— Portions of this section were deleted as necessary to reflect the fact that the mayor-commission plan was not implemented; see editor's note to article III heading. In addition, certain grammatical changes were made, at the request of the town attorney, for purposes of clarity.

Consent Agenda

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 15, 2020

Agenda Item No. *Tab 3*

Agenda Title: Regular Commission Meeting Minutes of March 18, 2020.

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

Approved by Town Manager Bambi McKibbin-Turner Digitally signed by Bambi McKibbin-Turner
DN: cn=Bambi McKibbin-Turner, o=Town of Lake Park, ou=Assistant Town Manager/Assistant Director,
email=bturner@lakeparkfla.gov, c=US
Date: 2020.04.15 11:28:33 -0400 **Date:** _____

Vivian Mendez, MMC, Town Clerk Vivian Mendez, MMC Digitally signed by Vivian Mendez, MMC
DN: cn=Vivian Mendez, MMC, ou=Town of Lake Park, ou=Assistant Town Clerk,
email=vivianmendez@lakeparkfla.gov, c=US
Date: 2020.04.01 08:04:35 -0400

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Agenda Minutes Exhibits "A-B"
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case. Please initial one.

Recommended Motion: To approve the March 18, 2020 Regular Commission Meeting Minutes.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 18, 2020, 6:30 P.M.
Lake Park Town Hall
535 Park Avenue

Michael O'Rourke	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
John Linden	—	Commissioner
Roger Michaud	—	Commissioner
.....		
John O. D'Agostino	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, MMC	—	Town Clerk

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

- A. **CALL TO ORDER/ROLL CALL**
- B. **PLEDGE OF ALLEGIANCE**
- C. **SPECIAL PRESENTATIONS/REPORTS**
 - 1. Proclamation Honoring Kelvin Anderson Tab 1
 - 2. Presentation of the 2019 Palm Beach Sheriff's Office District 10 Year in Review Tab 2
 - 3. Stormwater Master Plan Presentation Tab 3
- D. **PUBLIC COMMENT:**
This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.
- E. **CONSENT AGENDA:** All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of

these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda. Any person wishing to speak on an agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

- 4. March 4, 2020 Regular Commission Meeting Minutes. Tab 4
- 5. May 2019 through March 2020 Annual Floodplain Management Progress Report. Tab 5
- 6. Resolution No. 25-03-20 Supporting the City of Palm Beach Gardens Mobility Fee. Tab 6
- 7. Resolution No. 26-03-20 Authorizing and Directing the Town Manager to Sign, And the Town Grant Writer to Submit, a Community Development Block Grant (CDBG) Program Application Requesting Funds for New Playground Equipment in Lake Shore Park. Tab 7
- 7a. Resolution No. 28-03-20 First Amendment to the Contract for Security Services at the Lake Park Harbor Marina between the Town of Lake Park and United Special Patrol, Inc. d/b/a K9 Special Patrol. Tab 7a

F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:

- 8. Ordinance No. 03-2020 Amending its Comprehensive Plan Adopting Amendments to Update and Implement the 10-Year Water Supply Facilities Work Plan as Required by Florida State Statute 163.3177. Tab 8
- 8a. Ordinance No. 04-2020 Declaring a State of Local Emergency in the Town of Lake Park Due to the COVID-19 Virus. Tab 8a

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

H. NEW BUSINESS:

- 9. Resolution No. 27-03-18 Authorizing the Mayor to Proceed with Executing an Agreement for Provision of Utility Rate Advisor Services with Raftelis Financial Consultants, Inc. for the Town's Solid Waste Operation, per Martin County/Raftelis Financial Consultants, Inc. Contract (Cooperative Purchase). Tab 9
- 9a. Resolution No. 29-03-20 Fiscal Year 2019/2020 Budget Adjustment for the General Fund. Tab 9a
- 10. Notification of Emergency Procurement: Work Authorization to Water Resource Management for Professional Engineering Services Associated with Marina Outfall Pipe Analysis. Tab 10
- 11. Confirmation of Attendance by the Lake Park Town Commission at the April 29, 2020 Riviera Beach City Council Meeting. Tab 11

12. Discussion of Community Redevelopment Agency Parking Lot Options: How Do We Proceed from Here? **Tab 12**

13. Resolution No. 30-03-20 Fiscal Year 2019/2020 Budget Adjustment for the General Fund. **Tab 13**

14. Resolution No. 31-03-20 Postponing the April 1, 2020 and April 15, 2020 Regular Commission Meetings. **Tab 14**

I. PUBLIC COMMENT:

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

J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

K. REQUEST FOR FUTURE AGENDA ITEMS:

L. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on April 1, 2020



**Minutes
Town of Lake Park, Florida
Regular Commission Meeting Minutes
Wednesday, March 18, 2020, 6:30 PM
Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, March 18, 2020 at 6:30 p.m. Present were Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, John Linden, Assistant Town Manager/Human Resources Director Bambi McKibbon-Turner, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Mayor Michael O'Rourke arrived at 6:35 p.m. and Commissioner Roger Michaud were absent.

Town Clerk Mendez performed the roll call and Vice-Mayor Glas-Castro led the pledge of allegiance.

SPECIAL PRESENTATION/REPORT:

Assistant Town Manager/Human Resources Director McKibbon-Turner requested to postpone all presentations to a future Regular Commission Meeting.

- 1. Proclamation Honoring Kelvin Anderson**
- 2. Presentation of the 2019 Palm Beach Sheriff's Office District 10 Year in Review**
- 3. Stormwater Master Plan Presentation**

Motion: Commissioner Flaherty moved to postpone the special presentations and reports; Commissioner Linden seconded the motion.

Vote on Motion:

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

Motion passed 3-0.

PUBLIC COMMENT:

None

CONSENT AGENDA:

- 4. March 4, 2020 Regular Commission Meeting Minutes.**
- 5. May 2019 through March 2020 Annual Floodplain Management Progress Report.**
- 6. Resolution No. 25-03-20 Supporting the City of Palm Beach Gardens Mobility Fee.**
- 7. Resolution No. 26-03-20 Authorizing and Directing the Town Manager to Sign, And the Town Grant Writer to Submit, a Community Development Block Grant (CDBG) Program Application Requesting Funds for New Playground Equipment in Lake Shore Park.**

Commissioner Linden requested discussion of agenda item 7a. The item was removed from the Consent Agenda.

Motion: Commissioner Flaherty moved to approve the consent agenda items 4,5,6, and 7; Commissioner Linden seconded the motion.

Vote on Motion:

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

Motion passed 3-0.

7a. Resolution No. 28-03-20 First Amendment to the Contract for Security Services at the Lake Park Harbor Marina between the Town of Lake Park and United Special Patrol, Inc. d/b/a K9 Special Patrol.

*Mayor O'Rourke arrived at 6:36 p.m.

Commissioner Linden questioned the need to pay additional fees to United Special Patrol to lock the Kelsey and Lake Shore Park restrooms. Assistant Town Manager/Human Resources Director McKibbon-Turner explained that the service was not included in the original agreement between the Town of Lake Park and United Special Patrol. She read the summary/explanation of the agenda request form to explain the associated costs for additional time (see Exhibit "A"). She explained that the restrooms were not being locked at Kelsey and Lake Shore Parks. She referred to security concerns, and risks of COVID-19 with regard to urban outdoorsman occupying public restrooms for residence. Commissioner Flaherty questioned who would unlock the restrooms in the mornings. Assistant Town Manager/Human Resources Director McKibbon-Turner explained that Public Works personnel would unlock the restrooms during morning hours of operation. Commissioner Flaherty explained that the additional \$670.00 per year equated to an extra \$1.84 per day to lock the restrooms. Commissioner

Linden thanked Assistant Town Manager/Human Resources Director McKibbon-Turner for clarification of the agenda item.

Motion: Commissioner Flaherty moved to approve Resolution Number 28-03-20; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 3-1.

PUBLIC HEARING – ORDINANCE ON FIRST READING:

8. Ordinance No. 03-2020 Amending its Comprehensive Plan Adopting Amendments to Update and Implement the 10-Year Water Supply Facilities Work Plan as Required by Florida State Statute 163.3177.

Denise Malone of NZ Consultants, presented to the Commission.

Motion: Commissioner Linden moved to approve Ordinance 03-2020 to transmit the Water Supply Plan to the State; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

Town Attorney Baird read Ordinance No. 03-2020 by title.

8a. Ordinance No. 04-2020 Declaring a State of Local Emergency in the Town of Lake Park Due to the COVID-19 Virus.

Assistant Town Manager/Human Resources Director McKibbon-Turner explained the item, and informed that the Emergency Ordinance did not require an advertisement or second reading.

Motion: Vice-Mayor Glas-Castro moved to approve Ordinance No. 04-2020; Commissioner Linden seconded the motion.

Mayor O'Rourke explained that on Monday, March 16, 2020 he signed a State of Emergency Declaration for the Town of Lake Park (see Exhibit "B"). He requested that

future Emergency Declarations include a provision for adherence to Governor issued Executive Orders.

Vice-Mayor Glas-Castro agreed that public parks should remain opened with adherence to the recommendations of social distancing and group sizes. She suggested that the Lake Park Tennis Court should remain open. Mayor O'Rourke explained that two of the four Tennis Courts were open to the public, and could be locked to control group sizes. Vice-Mayor Glas-Castro recommended curbside Library Services. Assistant Town Manager/Human Resources Director McKibbon-Turner explained that curbside Library Services had not been established but could be implemented.

Mayor O'Rourke stated that Town Hall Offices were open for business by appointment only. Assistant Town Manager/Human Resources Director McKibbon-Turner explained that all Town employees were notified of the Center for Disease Control guidelines. She explained that employees whom identified as high-risk may elect to stay at home. She explained that employees should contact her directly, and she would notify the employees Department Head. She explained that the employees leave bank would not be impacted.

Assistant Town Manager/Human Resources Director McKibbon-Turner announced: A decision was being requested from the Commission on the cancellation of the following public meetings:

- April 2, 2020 Special Magistrate Hearing
- April 6, 2020 – Planning & Zoning Board Meeting (just FYI – this will delay the C-3/Northlake Promenade project)
- May 7, 2020 – Special Magistrate Hearing (since advance notices are required, it would be important to know whether this Hearing is still on the calendar)
- April 1st, April 15th, and May 6th, Regular Commission Meetings.

Commissioner Linden commended Mayor O'Rourke for signing the State of Emergency Declaration. He agreed that the public parks and tennis courts remain open. Discussion ensued regarding the continuance of one-on-one tennis lessons. Commissioner Linden asked for clarification of the purpose of Declaring a State of Emergency. He stated that he was in favor of cancelling the April 1, 2020 Regular Commission Meeting. He suggested that the cancellation of the April 15th and May 6th Regular Commission Meetings would be a disservice to the Town of Lake Park residents. Mayor O'Rourke explained that the purpose of declaring a State of Emergency was to make funding available.

Town Attorney Baird explained that the intent of the State of Emergency Declaration was to authorize Town Manager John D'Agostino to exercise emergency procurement powers due to the outbreak of the Coronavirus Disease (COVID-19) pandemic.

Discussion ensued regarding cancellation of the above-mentioned meetings, and hearings. Vice-Mayor Glas-Castro expressed concerns for the proposed cancellation of the April 6, 2020 Planning & Zoning Board Meeting. Community Development Director Nadia DiTommaso explained that the meeting could be tentatively rescheduled for May 2020 or as a Special Call Meeting. Vice-Mayor Glas-Castro reiterated the need for curbside Library Services as Palm Beach County Schools were closed due to COVID-19.

Commissioner Linden questioned if the Jetset V.F.C. Summer Soccer Camp had postponed its services. Town Grants Writer/Public Information Officer Merrell Angstreich explained that she had a meeting tentatively scheduled with Jetset V.F.C. to discuss the possible cancellation of the camp, and rolling the available funds to next year. She explained that the camp was scheduled to start in June 2020, and that she would have additional information at a future Regular Commission Meeting.

Vote on Motion:

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

Motion passed 4-0.

Attorney Baird read Ordinance No. 04-2020 by title.

NEW BUSINESS:

9. Resolution No. 27-03-18 Authorizing the Mayor to Proceed with Executing an Agreement for Provision of Utility Rate Advisor Services with Raftelis Financial Consultants, Inc. for the Town's Solid Waste Operation, per Martin County/Raftelis Financial Consultants, Inc. Contract (Cooperative Purchase).

Assistant Town Manager/Human Resources Director McKibbon-Turner reviewed the summary explanation for the agenda item. Commissioner Linden expressed concerns regarding the required fees to enter into a piggyback cooperative purchase agreement. Assistant Town Manager/Human Resources Director McKibbon-Turner explained that she believed Town Manager D'Agostino selected the piggyback option per the services provided in Martin County and the need for services in the Town of Lake Park. Commissioner Linden suggested that the Town explore additional options. Vice-Mayor Glas-Castro referred to the process of Request for Proposals/Qualifications. She suggested that piggybacking the agreement might prove time and cost effective.

Motion: Vice-Mayor Glas-Castro moved to approve Resolution No. 27-03-20; Commissioner Flaherty seconded the motion

Vote on Motion:

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

Motion passed 3-1.

9a. Resolution No. 29-03-20 Fiscal Year 2019/2020 Budget Adjustment for the General Fund.

Finance Director Lourdes Cariseo explained the item authorized a Budget Adjustment per the approval of Resolution No. 27-03-20.

Motion: Vice-Mayor Glas-Castro moved to approve Resolution No. 29-03-20; Commissioner Linden seconded the motion

Vote on Motion:

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

Motion passed 4-0.

10. Notification of Emergency Procurement: Work Authorization to Water Resource Management for Professional Engineering Services Associated with Marina Outfall Pipe Analysis.

Assistant Town Manager/Human Resources Director McKibbon-Turner reviewed the summary explanation for the agenda item. Mayor O'Rourke questioned if the purchases would need to be approved by the Commission or Town Manager D'Agostino. Assistant Town Manager/Human Resources Director McKibbon-Turner referred to Ordinance No. 09-2019 Section 2-249(2): Emergency Purchase: The Purchasing Agent may authorize an emergency purchase when a declaration of emergency has been issued or there is a threat of other substantial or potential loss to the Town that requires urgent action. She explained that Town Manager D'Agostino was the Purchasing Agent, and \$15,820.00 was available in the Stormwater Fund.

Motion: Commissioner Linden moved to identify the work authorization to Water Resource Management Associates for professional engineering services to be a bona fide emergency, and authorize the Town Manager to execute any documents necessary to effectuate the emergency procurement; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

11. Confirmation of Attendance by the Lake Park Town Commission at the April 29, 2020 Riviera Beach City Council Meeting.

Assistant Town Manager/Human Resources Director McKibbon-Turner reviewed the summary explanation for the agenda item. Vice-Mayor Glas-Castro asked for clarification of the need for the Commission to attend the April 29, 2020 Riviera Beach City Council Meeting. She explained that she believed the meeting would be a Joint Session to discuss shared boundaries and opportunities for collaboration. Assistant Town Manager/Human Resources Director McKibbon-Turner explained that she had contacted City Manager Johnathan Evans (City of Riviera Beach) and that the details regarding the meeting were forthcoming.

Motion: Commissioner Linden moved to postpone the confirmation of attendance by the Lake Park Town Commission at the April 29, 2020 Riviera Beach Council Meeting until additional information has been provided at the April 15, 2020 Regular Commission Meeting; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

12. Discussion of Community Redevelopment Agency Parking Lot Options: How Do We Proceed from Here?

Assistant Town Manager/Human Resources Director McKibbon-Turner reviewed the summary explanation for the agenda item. Vice-Mayor Glas-Castro suggested option two, and to use infrastructure surtax as the funding source. Mayor O'Rourke, and Commissioners Flaherty and Linden agreed with the suggestion of Vice-Mayor Glas-Castro. Commissioner Linden suggested seeking financial assistance from the State of Florida Legislature for a temporary solution. Mayor O'Rourke and Vice-Mayor Glas-Castro provided a brief history regarding the Town of Lake Park unsuccessful requests for financial assistance for additional parking in the Community Redevelopment Agency (CRA). Discussion ensued regarding additional parking along Park Avenue.

Motion: Vice-Mayor Glas-Castro moved for Staff to proceed with a strategy pursuant to the design build for option two; Commissioner Flaherty seconded the motion

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Linden	X		
Commissioner Michaud			Absent

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

Motion passed 4-0.

13. Resolution No. 30-03-20 Fiscal Year 2019/2020 Budget Adjustment for the General Fund.

Assistant Town Manager/Human Resources Director McKibbon-Turner and Finance Director Lourdes Cariseo explained the item. Finance Director Cariseo explained the need for additional funds during the COVID-19 Pandemic for the purchase of essential services, and equipment (e.g. disinfecting cleaning services, and laptops). Assistant Town Manager/Human Resources Director McKibbon-Turner explained that the amount would be \$50,000.00. She explained that Federal Emergency Management Agency (FEMA) reimbursement was available for preparedness expenses. Assistant Town Manager/Human Resources Director McKibbon-Turner explained that the Town had met the first criteria for reimbursement per issuance of the State of Emergency Declaration. She explained that employees may need to work from home due to the COVID-19 Pandemic. Finance Director Cariseo explained that employees would utilize laptops to work from home during the pandemic, and thereafter for purposes of Emergency Operations (e.g. Hurricane Season Preparedness/Recovery).

Motion: Commissioner Linden moved to approve Resolution No. 30-03-20 for budget transfers in the amount of \$50,000.00; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

14. Resolution No. 31-03-20 Postponing the April 1, 2020 and April 15, 2020 Regular Commission Meetings.

Motion: Commissioner Flaherty moved to approve Resolution No. 31-03-20 cancelling the April 1, 2020 Regular Commission Meeting; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

PUBLIC COMMENT:

None

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Assistant Town Manager/Human Resources Director announced the comments of Exhibit "C" (see Exhibit "C"). Per Consensus, the following meetings were cancelled.

- April 2, 2020 Special Magistrate Hearing
- April 6, 2020 – Planning & Zoning Board Meeting

Commissioner Linden suggested an updated to the Commission Chambers audio equipment. He explained that the problem was ongoing and it was difficult to hear when the Air Conditioning system was on. He announced that he exercised his right to vote in the Presidential Preference Primary Election on Tuesday, March 17, 2020.

Commissioner Michaud was absent.

Commissioner Flaherty expressed best wishes to everyone during the COVID-19 Pandemic.

Vice-Mayor Glas-Castro thanked voters for trusting the Elected Officials to utilize the tax exemption for qualified businesses. She requested a future agenda item for Paint the Town; she explained that Town Manager D'Agostino provided little information via email. Assistant Town Manager/Human Resources Director explained that Paint the Town would be listed on a future Community Redevelopment Agency Board Meeting Agenda.

Mayor O'Rourke announced that he had attended the National League of Cities Conference in Washington, D.C. He explained that he signed the State of Emergency Declaration on Monday, March 16, 2020 during the Town Senior Staff Meeting. He expressed the importance of remaining informed during the COVID-19 Pandemic. He announced the following resource: Florida Department of Health (Dashboard). He announced that there were 19 cases of COVID-19 in Palm Beach County; the latest reported case was a 6-year-old. He announced that no age group was exempt from carrying or contracting the Coronavirus, and expressed the importance of adherence to precautions. He urged consumers have consideration, and refrain from excess purchase of essential food and supplies. He urged residents to complete wellness checks for their elderly neighbors, and cautioned residents to remain home and self-quarantine if they had symptoms.

ADJOURNMENT

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

Mayor Michael O'Rourke

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Shaquita Edwards, MPA, CMC

Town Seal

Approved on this _____ of _____, 2020

Exhibit "A"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date March 18, 2020

Agenda Item No.

Agenda Title: First Amendment to the Contract for Security Services at the Lake Park Harbor Marina between the Town of Lake Park and United Special Patrol, Inc. d/b/a K9 Special Patrol

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

Approved by Town Manager [Signature] Date: 3-15-2020
John O. D'Agostino, Town Manager

Table with 3 columns: Originating Department (Town Manager), Costs (\$670.00), Attachments (Resolution, First Amendment, Original Contract), Advertised (Not Required), and notification details.

Summary Explanation/Background: The purpose of this agenda item is to amend the current security services contract between the Town of Lake Park for unarmed security services at the Lake Park Harbor Marina to have a uniformed security guard lock the two public restrooms in Lake Shore Park and Kelsey Park when such parks close at 10:00 p.m. each day of the year. The compensation for the provision of such service shall not exceed \$15.95 per hour. To calculate a half-hour per night to lock the restrooms, we are estimating a half hour a day, seven days a week, or 3.5 hours per month at \$15.95 per hour. The cost to the Town will be \$55.83 per month or \$670.00 per year, which will be paid using the Town's general fund.

The cost for the provision of unarmed security services at the Lake Park Harbor Marina will continue to be borne by the Marina fund, which is an enterprise account.

Recommended Motion: I approve Resolution 18-03-20.

Exhibit "B"

STATE OF EMERGENCY DECLARATION

It is found by the Mayor of the Town of Lake Park that:

WHEREAS, Chapter 1, Article II, Division 1, Section 2-32 of the Code of Ordinances of the Town of Lake Park authorizes the Mayor or in the absence of the Mayor and the Vice Mayor the first available member of the Town Commission to declare that a state of emergency exists within the boundaries of the Town of Lake Park, and to exercise the powers conferred in F.S. Sections 252.32 and 870.042(2); and

WHEREAS, the Governor of the State of Florida has declared a state of emergency for the State of Florida due to the outbreak of the COVID-19 virus; and

WHEREAS, it is believed by the Mayor that there is a clear and present danger to persons due to the exigent circumstances of the anticipated impact caused by the COVID-19 virus within the geographical limits of the Town of Lake Park and that it is prudent to declare a state of emergency for the Town of Lake Park.

NOW THEREFORE, it is declared by the Mayor of the Town of Lake Park that a state of emergency does exist as heretofore found and that during such a period of emergency and at the times and locations hereinafter specified in order to protect lives within the Town, the following actions shall take place:

1. All Town Hall departments shall be closed to the public but shall be staffed. The general public needing to access any Town department must do so by appointment through email or by telephone to the specific Town department.
2. All public parks within the Town of Lake Park will remain open; however, social gatherings within the public park areas will be limited to no more than 15 individuals. All public restrooms, the Lake Park Public Library, and the Lake Park Tennis Center shall be closed on Monday, March 16, 2020, and shall remain closed until the state of emergency declared by the Governor has been lifted.
3. Any curfew or public health declarations established by Palm Beach County shall be followed by residents of the Town of Lake Park.
4. The within declaration shall be in full force effective at 3:15 p.m. on Monday, March 16, 2020, and shall remain in full force until the state of emergency declared by the Governor has been lifted.



Michael O'Rourke, Mayor
Town of Lake Park

Attest:



Vivian Mendez, Town Clerk

Exhibit "C"

TOWN MANAGER COMMENTS
by Bambi Turner, Assistant Town Manager

MARCH 18, 2020 – TOWN COMMISSION MEETING

Mr. D'Agostino is currently out of the office for an extended period of time, and the following announcements are being made on his behalf:

GRANT ANNOUNCEMENT

I'm going to start off with some good news in the midst of our emergency situation. The Town was provided written notification on Monday, March 16 that the Florida Division of Emergency Management has approved funding for the Lake Shore Drive Drainage project in an amount of \$3.5 million. This is the notice that we have been long awaiting and is one of the largest grant awards in the history of the Town. The next step will be to prepare and execute the grant agreement with the State, which will need to be in place before any work can commence. Shortly thereafter, we will move to the project bidding phase. Additional information will be presented to the Commission and Community as soon as the grant agreement is prepared for execution. The success of this award is due to the hard work of our Grants Writer Merrell Angstreich, Public Works Director Richard Scherle, and our team of consultants, including WRMA and Baxter Woodman. We have been relentless in pursuit of this funding and it has finally paid off.

COVID-19

On March 16, 2020, the Mayor of the Town of Lake Park the State of Emergency Declaration for the Town. A copy of it is attached.

The Town is continuing to proactively follow the developing status of the COVID-19 here in the United States, Florida and Palm Beach County. We have included a link on the homepage of our official website to the Florida League of Cities updates which provides up-to-date information on how this virus is impacting Florida as well as other related resources, such as the link to the Centers for Disease Control and Prevention, the World Health Organization, and the Florida Department of Health.

The Town's Public Information Officer will continue to use the various means available – including Comcast channel 18, the Town's website and Facebook pages, and Constant Contact – to keep the public abreast of all coronavirus-related developments that may impact the residents themselves or the level of service delivery they receive from the Town. Press releases will also continue to be created and disseminated, as appropriate.

EVENT CANCELATIONS

Due to the current COVID-19 virus and in compliance with the White House's guideline to avoid social gatherings in groups of more than ten people, the Town has canceled the following events:

- March Sunset Celebration
- Easter Egg Hunt
- After-School Sports Club
- Town Bike Tour
- Line Dancing
- Tennis
- Soccer
- Silver Sneakers
- Zionic Fitness

Because the Lake Park Public Library is closed as a result of the Mayor's March 16, 2020 emergency declaration for the Town, all meetings, events and seminars, including the AARP Tax preparation, scheduled to take place at the Library are now canceled.

The determination to proceed with the April 2020 Sunset Celebration will be determined at a later date. There are no plans to reschedule the Easter Egg Hunt at this time. These event cancellations are listed on the Town's official website at www.lakeparkflorida.gov. The link to the 211 Helpline is also provided on the Town's homepage where the public can obtain more information on the COVID-19 and sources of assistance.

Community members and local business owners can use the Town's drop box (which is also labeled the night depository) located outside the Town Hall west entrance off the parking lot, which is checked every morning to submit permit applications, employment applications, non-cash payments, etc. Non-cash payments via credit card can also be submitted by telephone.

COMMUNITY DEVELOPMENT ITEMS

1. A decision is being requested from the Commission on the cancellation of the following public meetings:
 - April 2, 2020 Special Magistrate Hearing
 - April 6, 2020 – Planning & Zoning Board Meeting (just FYI – this will delay the C-3/Northlake Promenade project)
 - May 7, 2020 – Special Magistrate Hearing (since advance notices are required, it would be important to know whether this Hearing is still on the calendar)

Operations in Code Enforcement:

“Code Compliance will not be issuing any new notices of violation or notices of hearing during this COVID-19 period. The Officers will however follow-up with folks and work with them by phone or email to assist them with compliance. The Code Officers will also drive to properties that simply require visual inspection without human interaction and respond to urgent complaints or PBSO-related complaints only. As for the rest of the Department, we are transitioning to our alternate service delivery method and performing only those inspections for permits that are deemed urgent from a life-safety perspective and from the perspective of ensuring larger jobs can continue moving forward. ALL submittals will be accepted ELECTRONICALLY. The Town website has additional information.”

2. The P-3 Consultant Request for Qualifications bid opening took place today. The Evaluation Committee meeting is still scheduled for March 26, 2020 at 4pm and award of the contract at the May 6 or 20 Commission meeting (depending on which meeting is held).
3. Reminder to residents to COMPLETE THE 2020 Census! “In light of the temporary precautionary protocols that have been put in place for COVID-19, the Town will not be assisting residents with the completion of their Census questionnaires. We do however highly encourage everyone to COMPLETE the Census in a TIMELY manner if you have not already done so. The Census questionnaire only takes a few minutes to complete and all information is strictly confidential. Do not delay. Doing so may have long term financial impacts! Visit www.my2020census.gov with the Census ID you received by mail to get started!”

SANITATION SCHEDULE

The Town continues to prioritize the health and well-being of its staff and the people it serves during this health crisis. Due to a personnel shortage in the Town’s Public Works Department, the Town must modify this week’s bulk trash service schedule. All residential bulk trash pickups north of Park Avenue that would normally occur on March 19 will now take place on March 20. There will be no impact to customers south of Park Avenue. This service change is for residential bulk trash pickups only. Regular garbage service will continue on March 19 as normally scheduled.

We will continue to make every effort to remain on schedule with our pickups, but this unprecedented pandemic changes daily, and we may need to make additional adjustments in the coming days and weeks. Our primary focus is on regular garbage pickup, however you may experience delays with recycling, vegetation and bulk trash services. We will notify you in advance of any changes as they occur. Thank you for your patience and understanding during this time.

This information has been posted on the Town’s official website on its homepage.

PBSO SERVICE LOBBY

Due to continued precautions for the Corona Virus, the Sheriff has ordered service lobbies closed in all districts. Walk up residents will still be able to use the call box in front of the district. Staff will still be in the building and this will not have any impact on our level of service to the residents of Lake Park.

PROPERTY OF THE MONTH

As a precaution since this requires a sign installation and photo op with the property owners, there will be no Property of the Month for April. We will consider a May award depending upon the COVID-19 situation.

New Business

TAB 4



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 15, 2020

Agenda Item No. Tab 4

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, DECLARING ZONING IN PROGRESS PERTAINING TO THE AMENDMENT AND DEVELOPMENT OF LAND DEVELOPMENT REGULATIONS AND THE USES APPLICABLE TO THE TOWN'S C-3 ZONING DISTRICT; PROVIDING THAT WHILE ZONING IN PROGRESS IS IN EFFECT THE TOWN'S COMMUNITY DEVELOPMENT DEPARTMENT SHALL NOT ACCEPT NOR PROCESS APPLICATIONS FOR DEVELOPMENT ORDERS OR PERMITS, AMENDMENTS TO SITE PLANS, OR OTHER ZONING APPLICATIONS, WHETHER ADMINISTRATIVELY OR OTHERWISE FOR PROPERTIES WITHIN THE TOWN'S C-3 ZONING DISTRICT; PROVIDING FOR WAIVERS FOR THE PROCESSING OF APPLICATIONS AND THE APPROVAL OF DEVELOPMENT ORDERS OR PERMITS FOR PROPERTIES WHICH HAVE APPLICATIONS DEEMED BY THE TOWN TO BE ALREADY IN PROCESS; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Approved by Town Manager Bambi McKibbon-Turner Digitally signed by Bambi McKibbon-Turner
DN: cn=Bambi McKibbon-Turner, o=Town of Lake Park, ou=Assistant Town Manager/Human Resources Director,
email=bturner@lakeparkflorida.gov, c=US
Date: 2020.04.08 08:55:28 -0400 Date: _____

Nadia Di Tommaso / *Community Development Director* Digitally signed by Nadia Di Tommaso
DN: cn=Nadia Di Tommaso, o=Community Development Director, ou=Town of Lake Park, Community Development,
email=ndt@lakeparkflorida.gov, c=US
Date: 2020.04.07 22:34:44 -0400 Nadia Di Tommaso

Originating Department: <p style="text-align: center;">Town Attorney</p>	Costs: \$ 0.00 Funding Source: N/A at this time Acct. # <input type="checkbox"/> Finance _____	Attachments: → Resolution 33-04-20 → Zoning Map (identifies the C-3 area)
Advertised: N/A 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>ND</u> Please initial one.

Summary Explanation/Background:

Pursuant to the Florida Constitution and Chapter 166, Florida Statutes, the Town Commission of the Town of Lake Park has home rule powers and authority to enact a zoning in progress (i.e. ZIP). The Town Commission has previously and informally directed the Department of Community Development in consultation with the Town Attorney to analyze the effects and impacts of changes to the uses and the land development regulations applicable to the Town's C-3 Zoning District through several discussions and workshop sessions. The Town is also working with a consultant and the Village of North Palm Beach on these regulations. With the adoption of this Resolution, the Commission hereby declares zoning in progress to be in effect and directs the Community Development Department in consultation with the Town Attorney to formally evaluate changes to the uses and land Development Regulations applicable to the C-3 Zoning District, along with coordination with the consultant and the Village of North Palm Beach (zoning map that identifies the C-3 area is enclosed). The court decisions have upheld zoning in progress as a valid and necessary tool available to local governments to further the public's health, safety, morals, and general welfare. The Town Attorney is available for any additional questions the Commission may have.

Recommended Motion: I move to APPROVE Resolution 33-04-20.

RESOLUTION NO. 33-04-20

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, DECLARING ZONING IN PROGRESS PERTAINING TO THE AMENDMENT AND DEVELOPMENT OF LAND DEVELOPMENT REGULATIONS AND THE USES APPLICABLE TO THE TOWN'S C-3 ZONING DISTRICT; PROVIDING THAT WHILE ZONING IN PROGRESS IS IN EFFECT THE TOWN'S COMMUNITY DEVELOPMENT DEPARTMENT SHALL NOT ACCEPT NOR PROCESS APPLICATIONS FOR DEVELOPMENT ORDERS OR PERMITS, AMENDMENTS TO SITE PLANS, OR OTHER ZONING APPLICATIONS, WHETHER ADMINISTRATIVELY OR OTHERWISE FOR PROPERTIES WITHIN THE TOWN'S C-3 ZONING DISTRICT; PROVIDING FOR WAIVERS FOR THE PROCESSING OF APPLICATIONS AND THE APPROVAL OF DEVELOPMENT ORDERS OR PERMITS FOR PROPERTIES WHICH HAVE APPLICATIONS DEEMED BY THE TOWN TO BE IN ALREADY IN PROCESS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to the Florida Constitution and Chapter 166, Florida Statutes, the Town Commission of the Town of Lake Park (Town) has home rule powers and authority; and

WHEREAS, with the adoption of this Resolution, the Commission hereby declares zoning in progress to be in effect and directs the Community Development Department (Department) in consultation with the Town Attorney to evaluate changes to the uses and land Development Regulations (LDR) applicable to the C-3 Zoning District; and

WHEREAS, the Commission finds that zoning in progress is necessary to enable the Department of Community Development to study the C-3 Zoning District and, in consultation with the Town Attorney, develop appropriate Land Development Regulations (LDR) and uses for the C-3 Zoning District to further the public's health, safety, and morals, and general welfare; and

WHEREAS, court decisions have upheld zoning in progress as a valid and necessary tool available to local governments to further the public's health, safety, morals, and general welfare; and

WHEREAS, the Town Commission has previously informally directed, but now formally directs the Department of Community Development in consultation with the Town Attorney to analyze the effects and impacts of changes to the uses and the LDR applicable to the Town's C-3 Zoning District; and

WHEREAS, during the zoning in progress period, the Commission directs that the Department, in consultation with the Town Attorney, study and develop for the Commission's consideration appropriate changes, if any to the uses and LDR of the C-3 Zoning District.

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

SECTION 1. Legislative Findings and Intent. The Whereas clauses are incorporated herein, are true and correct, and represent the Commission's legislative findings and intent regarding the necessity of zoning in progress.

SECTION 2. Issuance of Development Permits Withheld. During the period of zoning in progress, the Department of Community Development is directed *not* to process or issue any applications for development permits or orders, amendments to site plans, or other zoning applications, whether administratively or otherwise, for properties within the Town's C-3 Zoning District.

SECTION 3. Boundaries. This Resolution shall apply to all properties within the corporate limits of the Town that are located within the C-3 Zoning District as illustrated in the attached Exhibit A.

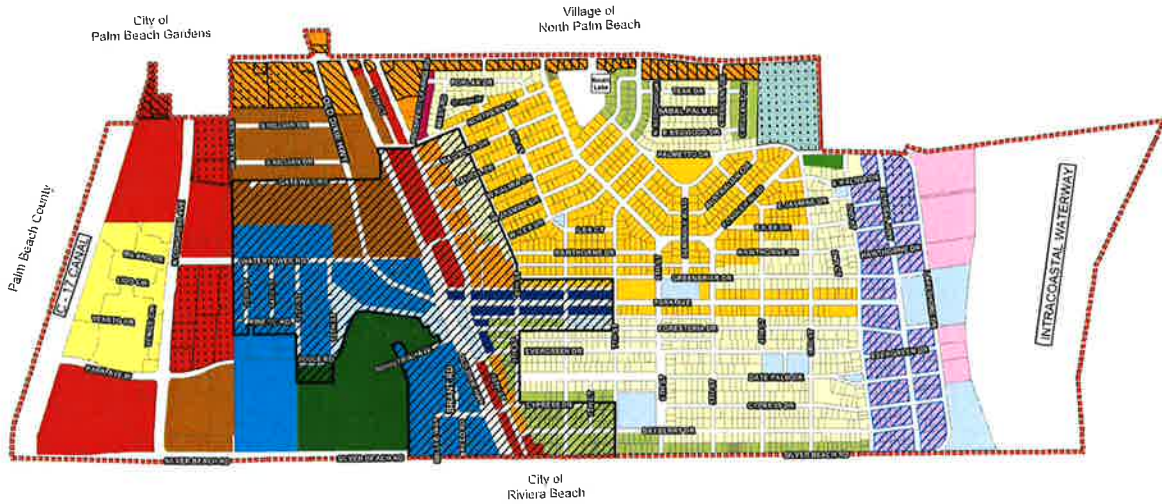
SECTION 4. Zoning in Progress Declared. The Town Commission hereby imposes zoning in progress upon the processing or issuance of any applications for development permits or orders, amendments to previously approved site plans, or other zoning approvals, whether administratively, or otherwise, until the Department of Community Development has concluded its study and the Commission has adopted such LDR and uses it deems appropriate for the C-3 Zoning District. This zoning in progress is of a temporary nature to allow the Department of Community Development in consultation with the Town Attorney to study and complete in a careful, but as expeditious as possible the effects of, and appropriate amendments to the LDR and uses for C-3 Zoning District.

SECTION 5. Waivers. During the period of zoning in progress, but prior to the adoption of any new or amendments to the LDR, those property owners who as of the effective date of this application have applications in process with the Community Development Department may proceed with their applications. Additionally, the Commission may elect to allow a property owner within the Town's C-3 Zoning District who does not currently have an application in process to process an application for a development permit or order, amendment to a site plan, or other zoning approval, whether administrative or otherwise to process that application if the Commission specifically finds that doing so would further the public's health safety, and general welfare.

SECTION 6. Effective Date. This Resolution shall take effect immediately upon its execution.



Lake Park Zoning Map

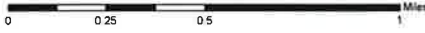


Legend

- TOWN BOUNDARY
- Planned Unit Development Overlay
- NBOZ Overlay
- CRA Overlay
- FHMUDO Federal Highway Mixed Use District Overlay

- Zoning**
- C1 BUSINESS DISTRICT
 - C2 BUSINESS DISTRICT
 - C3 BUSINESS DISTRICT
 - C4 BUSINESS DISTRICT
 - CLIC CAMPUS LIGHT INDUSTRIAL & COMMERCIAL
 - CONSERVATION
 - MU MIXED USE
 - P PUBLIC DISTRICT
 - PADD PARK AVENUE DOWNTOWN DISTRICT

- R1 SINGLE FAMILY RESIDENCE DISTRICT
- R1A SINGLE FAMILY RESIDENCE DISTRICT
- R1AA RESIDENCE DISTRICT
- R1B TWO FAMILY RESIDENCE DISTRICT
- R2 MULTIPLE FAMILY RESIDENCE DISTRICT
- R2A MULTIPLE FAMILY RESIDENCE DISTRICT
- R3 MULTIPLE FAMILY RESIDENCE DISTRICT
- TND TRADITIONAL NEIGHBORHOOD DEVELOPMENT



Map Date: 10/6/2018



Nadia Di Tommaso - Director
 Community Development Department
 Town of Lake Park
 535 Park Ave., Lake Park, FL 33403
 561-881-3319 561-881-3323 (fax)
 ndiomaso@lakeparkflorida.gov

TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 15, 2020

Agenda Item No. Tab 5

Agenda Title: Discussion Item on Town of Lake Park Economic Stimulus Options for Struggling businesses and homeowners.

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

CONSENT AGENDA

OLD BUSINESS

Approved by Town Manager Bambi McKibbon-Turner Date: _____

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

<p>Originating Department:</p> <p style="text-align: center;">Community Development for the Town Manager's Office</p>	<p>Costs: \$ 0.00</p> <p>Funding Source: N/A at this time</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p>Attachments:</p> <ul style="list-style-type: none"> ➔ SBA and Bridge Loan Assistance (along with latest SBA Paycheck Protection Program Loan) ➔ Town Zoning Map identifying the CRA Area
<p>Advertised:</p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____</p> <p>OR</p> <p>Not applicable in this case</p> <p><u>ND</u></p> <p>**SBA/Bridge Loan program notification has been provided through several media outlets, including direct mail</p> <p>Please initial one.</p>

Summary Explanation/Background:

COVID-19 came a surprise to everyone. With it, came unprecedented measures and impacts to businesses and homeowners that are estimated to continue to worsen for months to come. The business community has been disproportionately impacted by having to shutdown and layoff employees in order to protect the public's health, safety and welfare, which is everyone's number one priority at the moment. The Town of Lake Park is home to 800+ businesses and approximately 1,248 single-family parcels along with approximately 214 multi-family parcels (with approximately 3,242 housing units throughout the Town). For a smaller Town like Lake Park, this is a significant spread that may require financial (or other types) of mitigation to limit the long-term economic impacts like possible business closures; increased unemployed; and homeowner foreclosures that may have an impact on the Town as a whole. While we are fortunate to have had a significant upswing up until this point and we are hopeful that it continues in the best way possible, Staff believes the Town Commission should have a serious discussion on economic stimulus assistance that may be available Town-wide using the following outline that may assist in the discussion:

- (1) **SBA and Bridge Loan Assistance programs available Town-wide (business community):**
These programs are not administered through the Town however, the related information (also enclosed with this agenda item as a reference) has been made available to the business community through our various media outlets, as well as through direct mail. All notification sent/published includes a standard message informing the businesses that the programs are subject to change, reminding them to always refer to the Town's official website for the most up-to-date information. This will ensure that anyone interested refers to our website for any additional programs that may become available as well.
- (2) **Smart Growth Recommendations for Recovery - applicable Town-wide (business community):**
With a \$2 trillion emergency stabilization package already approved, Congress and their administration will continue developing other economic recovery legislation over the coming weeks and months. They will continue to need to prioritize immediate, emergency steps required to avert economic disaster, and secondly, they need to focus on catalyzing a long-lasting recovery in the wake of this prolonged crisis. The intent is to invest in a way that provides a foundation for long-term economic growth. Funds must go to investments that build lasting economic prosperity and ultimately help everyone have the opportunity to live in a place that is healthy, prosperous, and resilient. The Town Manager's Office and Community Development Office will be participating in a webinar geared towards policy proposals and economic growth on April 15 (during the day) and may have additional information available in this regard at the Town Commission meeting.
- (3) **Local Government Emergency Loans for Small Businesses in the CRA only (business community):** There have been some initial discussions with the Town Attorney on a similar program that is being crafted in North Carolina. There, it states that local governments have statutory and constitutional authority to establish a small business emergency loan program. The Town Attorney is researching the applicability to Florida law however, the intent will be, if legally possible, to work with a financial institution to administer a loan program to assist businesses located in the Community Redevelopment Area (CRA). This is anticipated to be a "last-resort" loan program after an applicant can demonstrate that they have exhausted all other assistance options through other State, Federal and outside agency programs. A Zoning Map that identifies the CRA is enclosed. The CRA is in a financial position where it may have funds to distribute to businesses in need, unlike areas outside the CRA that are funded through our General Fund, a Fund that already has the entire budget specifically allocated without the same flexibilities to collateralize like the CRA. The CRA will likely need to post some type of collateral to set up the

fund and a specific set of qualifying criteria would need to be determined along with claw-back provisions. This agenda item allows the Town Commission to opine on their interest in this type of CRA loan program, which of course would need to be presented to the CRA at their next regularly scheduled meeting in June.

(4) Relaxation of Town Code Section 78-216 (Town-wide, business community) – Nonconforming uses of structures or of structures and premises in combination:

(4) When a nonconforming use of a structure, or structure and premises in combination, discontinued or abandoned for six consecutive months or for 18 months during any three-year period (except when government action impedes access to the premises), the structure, or structure and premises in combination, shall not thereafter be used except in conformance with the regulations of the district in which it is located.

A perfect example of the above scenario is the (previous) Mitsubishi dealership at 572 Northlake Boulevard. This property has been operated as a car dealership for many years. The above provision would prohibit a car dealership to resume operations if it ceases operation for six (6) consecutive months (as one criteria listed). The dealership ceased operation on February 1, 2020. The property was under a sales contract with another car dealership who was interested in occupying the property. With the arrival of COVID-19 shortly thereafter, this sales contract fell through due to increased uncertainties. On August 1, 2020, the opportunity to re-instate a car dealership will be lost due to the current zoning district requirements. Staff is recommending that the Commission consider relaxing this Code Section, by allowing a 6-month extension (for a total of 12 months) for uses in similar scenarios so as to avoid having increased vacancies on parcels.

If there is a desire to move forward with this item, Staff can bring back a Resolution for approval at our next available meeting. This would apply Town-wide.

(5) Community Beautification Improvement Program (CBIF) for homeowners Town-wide (residential community): This program has historically set aside a minimum of \$10,000 annually to assist property owners in remedying code violations pursuant to certain criteria, including demonstration of financial hardship. Currently, the fund has \$98,360 available. While the Community Development Department has considered bringing forward a revised CBIF program for quite some time now, since it is still scheduled to come before the Town Commission at a future meeting, perhaps the Town can consider this pool of money (on a one-time basis) as an option to provide improvements that serve to enhance the residential community in order to maintain property values, and improve the quality of life, given our current health crisis scenario and the unintended impacts it will bring to communities with residents who have less disposable income, due to increased unemployment. Perhaps a recreational upgrade option that provides free activity and recreation to individuals and families who may experience difficulties participating in other paid activities due to the impacts of COVID-19. If the Town Commission is generally interested in the concept of Staff determining whether repurposing the funds is possible, Staff can research this option and explore project ideas and bring them back to the Commission for further discussion.

(6) Any additional suggestions from the Town Commission

Recommended Motion: For discussion and possible direction pursuant to the information provided.



Community
Development
Department

March 30, 2020

DO NOT DISCARD

**BUSINESS ASSISTANCE
INFORMATION ENCLOSED, including
IMPORTANT DEADLINES**

**CORONAVIRUS DISEASE 2019
(COVID-19)**

**PLEASE VISIT THE TOWN
WEBSITE:**

www.lakeparkflorida.gov

for the most up-to-date information.

Our businesses are a part of our community fabric and we are here to help!

While the Town is not affiliated with any of the outside agencies listed, nor do we endorse, or take any responsibility for their individual application procedures, we encourage you to review the documentation provided.

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3318
Fax: (561) 881-3323

www.lakeparkflorida.gov



Home Eligibility & Loan Process Application Resources FAQs

Search

Search

Get Email Updates

[Click Here to get email updates](#)

Loan Program Instructions

1. Review the eligibility requirements and loan process.
2. Gather the required support documentation.
3. Options for submitting an application include:
 - Apply online or
 - Download an application, complete it in full and submit it with the required support documentation by mail or courier to: Florida Department of Economic Opportunity, C/O Small Business Emergency Bridge Loan, 107 E. Madison Street, MSC-160, Tallahassee FL 32399-4120.
4. For assistance with completing the application, contact the Florida Department of Economic Opportunity toll-free at (833) 832-4494.

Quick Links

Florida SBDC Network
 Florida Department of Financial Services
 Florida State Emergency Response Team
 Florida Governor's Office
 SBA Disaster Assistance

Info Center

03/16/2020 Press Release: Governor Ron DeSantis Activates Emergency Bridge Loan Program for Small Businesses Impacted by COVID-19

03/19/2020 Press Release: FL 16353 - SBA Offers Economic Injury Disaster Loan

The Florida Small Business Emergency Bridge Loan Program is currently available to small business owners located in all Florida counties statewide that experienced economic damage as a result of COVID-19.

These short-term, interest-free working capital loans are intended to "bridge the gap" between the time a major catastrophe hits and when a business has secured longer term recovery resources, such as sufficient profits from a revived business, receipt of payments on insurance claims or federal disaster assistance.

The Florida Small Business Emergency Bridge Loan Program is not designed to be the primary source of assistance to affected small businesses, which is why eligibility is linked pursuant to other financial sources. Note: Loans made under this program are short-term debt loans made by the state of Florida using public funds – they are not grants. Florida Small Business Emergency Bridge Loans require repayment by the approved applicant from longer term financial resources.

Loan Details

Designated Disaster Areas: All Florida counties statewide per Executive Order 20-52.

Qualified Applicant: Applications will be accepted by qualified for-profit, privately held small businesses that maintain a place of business in the state of Florida. All qualified applicants must have been established prior to March 9, 2020, and suffered economic injury as a result of the designated disaster. Qualified small business applicants must be an employer business with 2 to 100 employees.

Amount: Up to \$50,000 per eligible small business. Loans of up to \$100,000 may be made in special cases as warranted by the need of the eligible small business.

Term: 1 year.

Limitation: Only one loan may be made per eligible business. All previous bridge loans received MUST be paid in full.

Interest Rate: Loans will be interest-free for the loan term (1 year). The Interest rate will be 12% per annum on the unpaid balance thereafter, until the loan balance is repaid in full. Loan default is subject to a normal commercial collection process.

Application Period: Applications will be accepted by qualified Florida small businesses under this program through May 8, 2020, contingent on the availability of funds.

Get Started

1. Review the eligibility requirements and loan process.
2. Gather the required support documentation.
3. Options for submitting an application include:
 - Apply online or
 - Download an application, complete it in full and submit it with the required support documentation by mail or courier to: Florida Department of Economic Opportunity, C/O Small Business Emergency Bridge Loan, 107 E. Madison Street, MSC-160, Tallahassee FL 32399-4120
4. For assistance with completing the application, contact the Florida Department of Economic Opportunity toll-free at (833) 832-4494.

Assistance to Florida Small Businesses
Economically Impacted by COVID-19

Contact Information

For questions regarding the Emergency Bridge Loan Program, please contact the Florida Department of Economic Opportunity by email at toll-free at (833) 832-4494 or email FloridaBusinessLoanFund@deo.myflorida.com.

About the Emergency Bridge Loan Program

The Florida Small Business Emergency Bridge Loan Program was first activated following Hurricane Andrew in 1992. It has been activated 26 additional times following disasters and has helped more than 4,750 small businesses statewide to receive more than \$157.5 million in assistance.

[Home](#) [Eligibility & Loan Process](#) [Application](#) [Resources](#) [FAQs](#)

© 2020 floridadisasterloan.org



Small Business Association Makes Disaster Loans Available To Florida Businesses Impacted By Coronavirus

Small businesses are an integral part of the fabric of Lake Park. Unfortunately, the COVID-19 pandemic has already begun to negatively impact small businesses here and across the country, and no one knows how long this will last. In order to help mitigate this situation, the Small Business Association (SBA) announced that, beginning today (March 19), small businesses located in Florida can apply for disaster loans.

These Economic Injury Disaster Loans are designed to help meet working capital needs caused by the coronavirus. Loans may be up to \$2 million, but the amount of each loan is determined by the SBA based on economic injury and other factors. Applicants must have a credit history acceptable to SBA and must demonstrate the ability to repay the loan. In addition, collateral is required for all loans over \$25,000. The interest rate, which is fixed for the life of the loan, is 3.75%.

For more information or to apply for a loan, please visit <https://disasterloan.sba.gov/eia>.

To see a list of resource partners that can provide application assistance, please visit www.sba.gov/local-assistance/find/.

The SBA Disaster Assistance Customer Service Center can be reached at 1-800-659-2955 (TTY: 1-800-877-8339) or by email at disastercustomerservice@sba.gov.

The Town of Lake Park will continue to make our residents and business owners aware of any programs that may be available to them during their crisis. We wish you and yours continued good health.

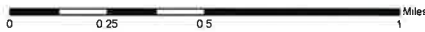
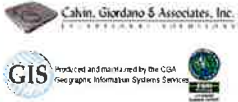


Lake Park Zoning Map



Legend

- | | | | |
|---|---|---------------------------------------|--|
| TOWN BOUNDARY | CLIC CAMPUS LIGHT INDUSTRIAL & COMMERCIAL | R1 SINGLE FAMILY RESIDENCE DISTRICT | R2A MULTIPLE FAMILY RESIDENCE DISTRICT |
| Planned Unit Development Overlay | C1 BUSINESS DISTRICT | R1A SINGLE FAMILY RESIDENCE DISTRICT | R3 MULTIPLE FAMILY RESIDENCE DISTRICT |
| NBOZ Overlay | C2 BUSINESS DISTRICT | R1AA RESIDENCE DISTRICT | TND TRADITIONAL NEIGHBORHOOD DEVELOPMENT |
| CRA Overlay | C3 BUSINESS DISTRICT | R1B TWO FAMILY RESIDENCE DISTRICT | |
| FHMUDO Federal Highway Mixed Use District Overlay | C4 BUSINESS DISTRICT | R2 MULTIPLE FAMILY RESIDENCE DISTRICT | |
| | CONSERVATION | MU MIXED USE | |
| | P PUBLIC DISTRICT | PADD PARK AVENUE DOWNTOWN DISTRICT | |



Map Date: 10/9/2018



Nadra D. Tommaso - Director
 Community Development Department
 Town of Lake Park
 535 Park Ave. Lake Park, FL 33403
 561-881-3319 561-881-3323 (fax)
 ndtommaso@lakeparkflorida.gov

TAB 6



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 15, 2020

Agenda Item No. Tab 6

Agenda Title: Distribution of the Annual Town Manager Performance Evaluation Form to the Town Commission

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

Approved by ^{ACTING} Town Manager *Brenda McWhorter Lee* Date: 4/6/2020

Name/Title

Originating Department: Human Resources	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<u>Attachments:</u> Town Manager Annual Evaluation Form; Town Manager Job Description; and, Copies of the Three (3) Completed Annual Evaluation Forms Received for the Period of 5/1/2018 to 5/1/2019
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>BMT</u> OR Not applicable in this case ____ Please initial one.

Summary Explanation/Background:

Pursuant to Section 8 of the September 21, 2016 Second Amendment to the Employment Agreement between the Town of Lake Park and Town Manager John D'Agostino, the Town Commission is required to conduct an annual review and evaluation of the Town Manager's performance in accordance with criteria mutually developed and adopted by the Town Commission and the Town Manager which may, among other items, consist of goals and performance objectives which the Commission deems necessary for the proper operation of the Town and the attainment of the Commission's policy objectives. Such annual review is due to be completed by May 1, 2020.

The purpose of this agenda item is to distribute to the Commission the Town Manager's annual evaluation form for 2020 (which is also being sent in fillable PDF format to each member of the Commission) along with copies of the completed annual evaluation forms received for the period of May 1, 2018 to May 1, 2019. A copy of the Town Manager's job description is also attached.

Please complete the attached annual evaluation form and return the signed evaluation form in electronic format directly to the Human Resources Department no later than April 24, 2020 for inclusion in the agenda packet for the May 6, 2020 Commission meeting.

Recommended Motion: There is no recommended motion.



Town of Lake Park

ANNUAL PERFORMANCE EVALUATION FORM TOWN MANAGER JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments. *(Please do not complete in pencil.)*

Evaluator's Name

EVALUATION PERIOD

5/01/2019 to 5/01/2020

EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
3	Effective	Regularly meets standards of work performance.
2	Marginally Effective	Often fails to meet standards of work performance.
1	Ineffective	Clearly and consistently fails to meet standards of work performance.

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- ___ Maintains open and informative communications with the Town Commission
- ___ Knowledgeable of current developments affecting the local government management field.
- ___ Effectively implements and enforces Town policies and procedures
- ___ Demonstrates a capacity for innovation and creativity
- ___ Anticipates problems and develops effective approaches for solving them.
- ___ Maintains a work atmosphere conducive to productivity and efficiency
- ___ Takes responsibility for staff actions.
- ___ Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- ___ Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- ___ Properly controls the Town's operational and functional activities and motivates others to maximum performance
- ___ Effectively recruits professional staff

COMMENTS:

2. FISCAL MANAGEMENT

- ___ Possesses knowledge of governmental accounting/budget procedures
- ___ Prepares a balanced budget to provide services at a level directed by the Town Commission
- ___ Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- ___ Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- ___ Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

___ Expenditures are made within budget limitations according to established policy

COMMENTS:

3. PERSONAL SKILLS/COMMUNICATIONS

- ___ Willing to commit time necessary to complete required tasks
- ___ Demonstrates high concern for ethical behavior
- ___ Skillful in verbal communication
- ___ Skillful in written communication
- ___ Informs the Commission of current issues and administrative developments
- ___ Encourages a positive attitude regarding the Town
- ___ Receptive to constructive criticism and advice
- ___ Manages stress effectively

COMMENTS:

4. RELATIONS WITH THE TOWN COMMISSION

- ___ Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
- ___ Carries out the directives of the Commission as a whole, rather than those of any one member
- ___ Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
- ___ Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
- ___ Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

5. COMMUNITY RELATIONS

- Effectively addresses and accommodates citizen complaints
- Shows a sensitivity to and appreciation of diversity of the Town's population
- Responsive to issues of both commercial and residential populations
- Takes a "hands-on" approach when necessary
- Maintains an effective working relationship with other local governments
- Takes a diplomatic approach to problem solving
- Projects a positive image on behalf of the Town of Lake Park
- Provides management support to Town Boards
- Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

ADDITIONAL SUMMARY COMMENTS:

OVERALL RATING:

- | | |
|--------------------|--------------------------|
| 5 - Outstanding | 2 - Marginally Effective |
| 4 - Very Effective | 1 - Ineffective |
| 3 - Effective | |

EVALUATOR'S SIGNATURE

DATE

TOWN MANAGER

JOB CODE: 100
DEPARTMENT: TOWN MANAGER

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Town Commission, serve as the Chief Administrative Officer of the Town by directing and supervising the administration of all departments, and by implementing policy established by the Town Commission. Work is reviewed through periodic evaluations by the Town Commission. Performs such other duties as may be required by the Town Commission not inconsistent with the Town Charter, State law or applicable Ordinances. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Appoints, hires, disciplines and removes all employees and department heads of the Town in accordance with the Town established employee policies and procedures.
2. Provides staffing for the appointed boards, committees, and agencies of the Town, as necessary or directed by the Town Commission.
3. Prepares and submits to the Town Commission a monthly report. Also, directs all department heads to file monthly reports with the Office of Town Manager, which shall collect and forward these reports to the Town Commission without correction or modification.
4. Prepares, with the assistance of the Finance Director an annual budget and presents the same to the Town Commission with a message describing the important features, and is responsible for the administration of such budget after adoption.
5. Prepares and submits to the Town Commission at the end of each fiscal year a complete report on the preceding year's finances and administrative activities, which report shall include an annual audit for the preceding fiscal year prepared by an independent auditor retained by the Town Commission.
6. Keeps the Town Commission advised of the financial condition and future needs of the Town, and make such recommendations as may be desirable on a timely basis. The Town Manager is encouraged to actively seek out potential grant monies that may be available to support Town projects.

*Approved on
6/20/12
to Resolution 14-06-12.*

7. Recommends to the Town Commission a standard schedule of pay for all Town positions, including minimum and maximum rates of pay.
8. Organizes, reorganizes, consolidates, combines or abolishes positions, offices, department divisions or departments of the Town only with the approval of the Town Commission.
9. Recommends in consultation with the Town Attorney appropriate action with respect to negotiation, approval and/or rejection of labor agreements with public employee organizations acting on policy directives provided by the Commission in proper sessions.
10. Recommends to the Town Commission the adoption of such Ordinances and policies as may be necessary or expedient for the health, safety or welfare of the community, or for the improvement of administrative services.
11. Attends meetings of the Town Commission, Town committees and boards, and other Town meetings, as the Town Manager deems necessary, or as directed by the Town Commission. At such meetings, the Town Manager shall have the right to take part in the discussion, but without a vote.
12. Serves as purchasing agent for the Town, responsible for overseeing the purchase of equipment and supplies pursuant to Town policy.
13. Provides staff support services for the Mayor and Commission members which shall be limited to those necessary in support of Town activities.
14. In consultation with the Town Attorney, enforces the Town's laws and Ordinances.
15. Investigates the affairs of the Town, or complaints regarding any department or division; investigates all complaints in relation to matters concerning administration; investigates complaints regarding service maintained by public utilities; and, sees that all terms and conditions imposed in favor of the Town in any franchise, contract or agreement are faithfully observed.
16. Devotes all working time to the discharge of official duties.

REQUIREMENTS:

A. Education and Experience:

Bachelor's degree in Public Administration or a closely related field from an accredited college or university and at least five (5) years of experience as a full-time employee in Public Administration at the administrative level. Must possess a valid Florida driver's license.

B. Knowledge, Skills and Abilities:

- Knowledge of the organization, functions of a municipal government
- Knowledge of budgetary development, administration and control
- Knowledge of local Codes, Ordinances and regulations
- Ability to plan and coordinate complex administrative activities
- Ability to formulate plans, budgets and related policy papers, synthesizing information from a variety of sources
- Ability to delegate authority and responsibility appropriately
- Ability to communicate effectively both orally and in writing
- Ability to follow complex oral and written instructions
- Ability to work effectively with the Town Commission, the general public and Town staff

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

ENVIRONMENTAL REQUIREMENTS:

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

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide

occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

APR 16 2019

TOWN OF LAKE PARK



Town of Lake Park

ANNUAL PERFORMANCE EVALUATION FORM

TOWN MANAGER

JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments. *(Please do not complete in pencil.)*

Michael O'Rourke

Evaluators Name

EVALUATION PERIOD

5/01/2018 to 5/01/2019

EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
3	Effective	Regularly meets standards of work performance.
2	Marginally Effective	Often fails to meet standards of work performance.
1	Ineffective	Clearly and consistently fails to meet standards of work performance.

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 4 Maintains open and informative communications with the Town Commission
- 5 Knowledgeable of current developments affecting the local government management field.
- 4 Effectively implements and enforces Town policies and procedures
- 4 Demonstrates a capacity for innovation and creativity
- 4 Anticipates problems and develops effective approaches for solving them.
- 5 Maintains a work atmosphere conducive to productivity and efficiency
- 5 Takes responsibility for staff actions.
- 4 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- 5 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 4 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 4 Effectively recruits professional staff

COMMENTS:

2. FISCAL MANAGEMENT

- 4 Possesses knowledge of governmental accounting/budget procedures
- 4 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 4 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 4 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 4 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

4 Expenditures are made within budget limitations according to established policy

COMMENTS:

3. PERSONAL SKILLS/COMMUNICATIONS

4 Willing to commit time necessary to complete required tasks

5 Demonstrates high concern for ethical behavior

3 Skillful in verbal communication

5 Skillful in written communication

4 Informs the Commission of current issues and administrative developments

5 Encourages a positive attitude regarding the Town

4 Receptive to constructive criticism and advice

4 Manages stress effectively

COMMENTS:

4. RELATIONS WITH THE TOWN COMMISSION

4 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.

4 Carries out the directives of the Commission as a whole, rather than those of any one member

4 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy

4 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall

4 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

5. COMMUNITY RELATIONS

- 4 Effectively addresses and accommodates citizen complaints
- 5 Shows a sensitivity to and appreciation of diversity of the Town's population
- 4 Responsive to issues of both commercial and residential populations
- 5 Takes a "hands-on" approach when necessary
- 5 Maintains an effective working relationship with other local governments
- 4 Takes a diplomatic approach to problem solving
- 5 Projects a positive image on behalf of the Town of Lake Park
- 4 Provides management support to Town Boards
- 5 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

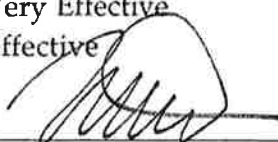
Once again the evaluation of our Town Manager is a stellar report. We are fortunate to have Mr. Diagostino as our manager. The 4's that I have given only indicate that we can all do better and are not perfect in what we do. The manager's leadership skills and management skills regarding staff are exceptional and certainly outstanding.

ADDITIONAL SUMMARY COMMENTS:

The one 3 on the performance evaluation reflects a hope, not a deep concern, that our manager will be more patient with persons who may be critical of staff, while being more succinct in explaining issues through verbal communication. Thank you John, for what you do for lake Park. Overall 4.5.

OVERALL RATING:

- 5 - Outstanding
- 4 - Very Effective
- 3 - Effective
- 2 - Marginally Effective
- 1 - Ineffective



 EVALUATOR'S SIGNATURE

4-15-2019

 DATE



RECEIVED
Human Resources Department

APR 24 2019

TOWN OF LAKE PARK

Town of Lake Park

ANNUAL PERFORMANCE EVALUATION FORM

TOWN MANAGER

JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments. *(Please do not complete in pencil.)*

Kimberly Glas-Castro
Evaluator's Name

EVALUATION PERIOD

5/01/2018 to 5/01/2019

EVALUATION SCALE

- | | | |
|---|----------------------|---|
| 5 | Outstanding | Consistently achieves and exceeds all standards/objectives of work performance. |
| 4 | Very Effective | Regularly meets and frequently exceeds standards of work performance. |
| 3 | Effective | Regularly meets standards of work performance. |
| 2 | Marginally Effective | Often fails to meet standards of work performance. |
| 1 | Ineffective | Clearly and consistently fails to meet standards of work performance. |

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 3 Maintains open and informative communications with the Town Commission
- 4 Knowledgeable of current developments affecting the local government management field.
- 3 Effectively implements and enforces Town policies and procedures
- 4 Demonstrates a capacity for innovation and creativity
- 3 Anticipates problems and develops effective approaches for solving them.
- 3 Maintains a work atmosphere conducive to productivity and efficiency
- 3 Takes responsibility for staff actions.
- 3 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- 3 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 3 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 3 Effectively recruits professional staff

COMMENTS:

2. FISCAL MANAGEMENT

- 3 Possesses knowledge of governmental accounting/budget procedures
- 4 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 3 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 3 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 3 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

- 3 Expenditures are made within budget limitations according to established policy

COMMENTS:

Fiscal restraints require prioritization,
which John does effectively.

3. PERSONAL SKILLS/COMMUNICATIONS

- 3 Willing to commit time necessary to complete required tasks
3 Demonstrates high concern for ethical behavior
4 Skillful in verbal communication
4 Skillful in written communication
3 Informs the Commission of current issues and administrative developments
4 Encourages a positive attitude regarding the Town
3 Receptive to constructive criticism and advice
3 Manages stress effectively

COMMENTS:

A criticism would be to much reliance
on email to serve as a means of
communication — it does not provide
a format for dialogue and exchange among
the Commission

4. RELATIONS WITH THE TOWN COMMISSION

- 4 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
3 Carries out the directives of the Commission as a whole, rather than those of any one member
3 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
3 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
3 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

A criticism would be lack of transparency - Town Commission input is desired, a specific agenda item is needed with opportunity for discussion, and not just an ad hoc item under Town Manager's comments at the end of the meeting

5. COMMUNITY RELATIONS

- 3 Effectively addresses and accommodates citizen complaints
- 4 Shows a sensitivity to and appreciation of diversity of the Town's population
- 4 Responsive to issues of both commercial and residential populations
- 4 Takes a "hands-on" approach when necessary
- 4 Maintains an effective working relationship with other local governments
- 3 Takes a diplomatic approach to problem solving
- 4 Projects a positive image on behalf of the Town of Lake Park
- 3 Provides management support to Town Boards
- 3 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

Jim is an excellent promoter and marketer for the Town - this is what is needed from our Town Manager at this time

ADDITIONAL SUMMARY COMMENTS:

OVERALL RATING:

- 5 - Outstanding
- 4 - Very Effective
- 3 - Effective
- 2 - Marginally Effective
- 1 - Ineffective

[Signature]
EVALUATOR'S SIGNATURE

4-19-19
DATE



RECEIVED
Human Resources Department

APR 22 2019

TOWN OF LAKE PARK

Town of Lake Park

ANNUAL PERFORMANCE EVALUATION FORM TOWN MANAGER JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments. *(Please do not complete in pencil.)*

Commissioner Flaherty

Evaluator's Name

EVALUATION PERIOD

5/01/2018 to 5/01/2019

EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
3	Effective	Regularly meets standards of work performance.
2	Marginally Effective	Often fails to meet standards of work performance.
1	Ineffective	Clearly and consistently fails to meet standards of work performance.

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 5 Maintains open and informative communications with the Town Commission
- 5 Knowledgeable of current developments affecting the local government management field.
- 5 Effectively implements and enforces Town policies and procedures
- 5 Demonstrates a capacity for innovation and creativity
- Anticipates problems and develops effective approaches for solving them.
- 5 Maintains a work atmosphere conducive to productivity and efficiency
- 5 Takes responsibility for staff actions.
- Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 5 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 3 Effectively recruits professional staff

COMMENTS:

Blanks are to represent Not Applicable. I do not attend the staff meetings or deal with Communications between staff and the Town Manager for day to day decisions and on going.

2. FISCAL MANAGEMENT

- 5 Possesses knowledge of governmental accounting/budget procedures
- 5 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 5 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 3 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 5 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

- 3 Expenditures are made within budget limitations according to established policy

COMMENTS:

John does a great job at keeping the commission informed of expenses and upcoming expected expenditures.

3. PERSONAL SKILLS/COMMUNICATIONS

- 3 Willing to commit time necessary to complete required tasks
- 5 Demonstrates high concern for ethical behavior
- 5 Skillful in verbal communication
- 5 Skillful in written communication
- 5 Informs the Commission of current issues and administrative developments
- 5 Encourages a positive attitude regarding the Town
- 5+ Receptive to constructive criticism and advice
- 3 Manages stress effectively

COMMENTS:

John does an excellent job when it comes to communications towards Town issues.

4. RELATIONS WITH THE TOWN COMMISSION

- 5 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
- 5 Carries out the directives of the Commission as a whole, rather than those of any one member
- 5 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
- 5 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
- 5 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

John keeps a positive and upbeat relationship with all the Commission regardless of any situations.

5. COMMUNITY RELATIONS

- 4 Effectively addresses and accommodates citizen complaints
- 4 Shows a sensitivity to and appreciation of diversity of the Town's population
- 4 Responsive to issues of both commercial and residential populations
- 4 Takes a "hands-on" approach when necessary
- 4 Maintains an effective working relationship with other local governments
- 5 Takes a diplomatic approach to problem solving
- 5 Projects a positive image on behalf of the Town of Lake Park
- 4 Provides management support to Town Boards
- 3 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

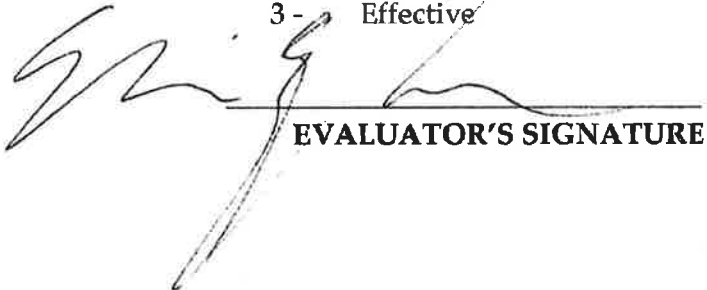
John always has an open ear for any community member of our Town.

ADDITIONAL SUMMARY COMMENTS:

Overall rating 5++ We are fortunate to have John D. as our Town Manager. I enjoy working with him greatly.

OVERALL RATING:

- | | |
|--------------------|--------------------------|
| 5 - Outstanding | 2 - Marginally Effective |
| 4 - Very Effective | 1 - Ineffective |
| 3 - Effective | |



EVALUATOR'S SIGNATURE

4/18/19

DATE

