

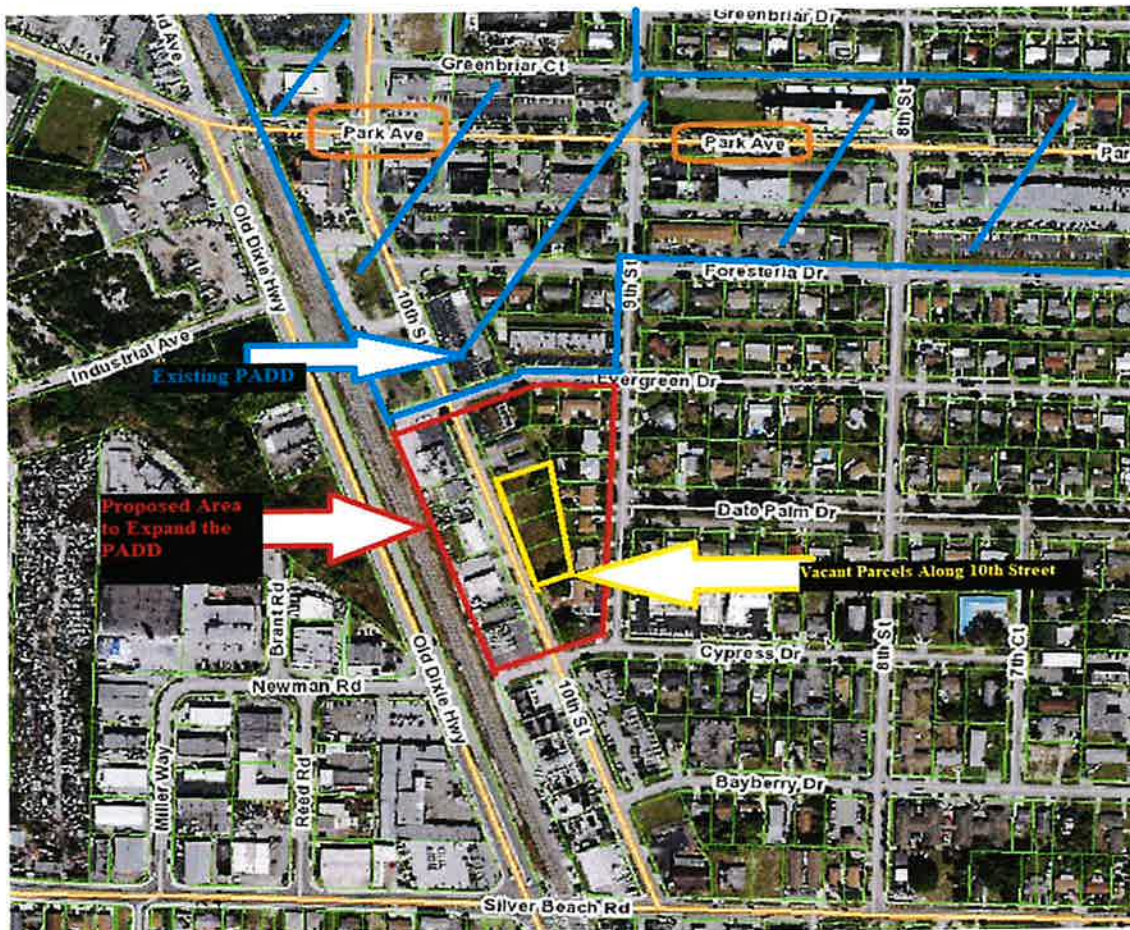


## TOWN MANAGER COMMENTS

### TOWN COMMISSION MEETING Wednesday, December 7, 2022

#### COMMUNITY DEVELOPMENT

Recently, the Town Commission approved new land development regulations for the Park Avenue Downtown District (the PADD) that divide the PADD into two sub-districts. One less intense district adjacent to residential and another more intense district closer to 10<sup>th</sup> Street. Staff has been approached with an interest in redeveloping the vacant parcels along 10<sup>th</sup> Street into mixed-use (conceptual plan is not yet available). They are located south of Park Avenue between Evergreen Drive and Date Palm Drive as illustrated here. These parcels are across the street from the PADD southern boundary and are located approximately 300 feet from our future potential train station property. While it had been discussed to possibly expand the PADD even further in the future pursuant to the future development patterns, Staff is comfortable looking into the rezoning of this additional area into the PADD if the Town Commission supports this initiative. The process would be subject to future public hearings and would involve a land use change and a rezoning. **Prior to commencing the process, Staff is seeking support from the Town Commission.**



## **FINANCE**

- The bank signature cards and signature plate for the checks needs to be updated. Town ordinances requires three signatures for issuing checks and access to the operating bank accounts. The required signatures are those of the Mayor, Vice-Mayor, and the Finance Director. The ordinance also suggests a third commissioner be included on the bank signature file in case of the unavailability or incapacity of the Mayor and/or Vice-Mayor. Staff is suggesting that the signatures on-file with the bank be updated to include Commissioners Michaud, Glas-Castro, and Linden along with Finance Director Duvall but staff is looking for input from the Commission before a resolution is presented next month.
- On November 16<sup>th</sup>, the Town received its Truth in Millage (TRIM) Certification from the Florida Department of Revenue. The Town had no violations and the State accepted the certification as meeting all requirements.

## **HUMAN RESOURCES**

### **Town Job Openings**

**Dock Attendant** - The Lake Park Harbor Marina is seeking a qualified individual to fill the position of Dock Attendant. High school diploma or equivalent plus a minimum of one year of experience are required. Must have knowledge of working with Dockmaster software, P.O.S software, Payware (Passport Parking App) software, Worldpay and Microsoft Outlook software emails and Pneumcator TMS 3000 fuel reading. Must also be able to swim and must have a valid Florida driver's license. The deadline by which to apply is **5:00 p.m. on December 9, 2022.**

**Stormwater Technician II** - The Public Works Department is also seeking a qualified individual to fill the position of Stormwater Technician II to perform among other tasks skilled work in the installation, operation, and maintenance of the Town's Stormwater systems. Incumbents in this classification may be trained and assigned to operate various Town vehicles/equipment on an intermittent basis. Repairs and maintains the Town's stormwater conveyance system, including catch basins, swales, structures, and other related components. High school diploma or equivalent required supplemented by a minimum of three (3) years of related experience, including a minimum of two (2) years verifiable heavy equipment or vacuum truck operating experience. A valid Florida Class B Commercial Driver's License is also required. Florida Water and Pollution Control Operators Association (FW&PCOA) or Florida Stormwater Association (FSA) Stormwater Technician Certification, or equivalent, is preferred. The deadline for submitting applications for this position is **5:00 p.m. on December 16, 2022.**

**Maintenance Worker** - The Public Works Department is also seeking a qualified individual to fill the position of Maintenance Worker. High school diploma or equivalent required plus a minimum of three (3) years of related experience. Knowledge of computer applications such as Microsoft Office suite, PDF applications, email, and phone; knowledge of various

trade disciplines to produce or perform quality service, repair, and maintenance; and, knowledge of occupational safety policies and procedures are required. Technical degree in specialized skill is preferred. Must have the ability to obtain a valid Florida Class B Commercial Driver's License within six (6) months from date of employment and have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations in the previous 36-month period. The deadline by which to apply is **5:00 p.m. on December 19, 2022.**

**Executive Assistant** - The Human Resources Department is seeking a qualified individual to fill the position of Executive Assistant to the Assistant Town Manager/Human Resources Director. High school diploma or equivalent plus Associates Degree from an accredited college or university and a minimum of two (2) years of related administrative experience are required. A combination of relevant training and experience can be substituted for the degree. Must have knowledge of composition and grammar, business English, mathematics and modern office practices and procedures including skill in word processing and computer functions. Must be able to maintain confidentiality and handle sensitive issues with discretion and sound judgment. Bilingual Spanish and Haitian Creole preferred but not required. The deadline by which to apply is **5:00 p.m. on December 15, 2022.**

Those interested in applying for any of the above positions may contact the Town's Human Resources Department at 561-881-3300 Option 8, or may visit the Town's official website at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov) for additional information and to download an employment application.

## **PUBLIC WORKS**

**Web-based Service Request System** - The Public Works Department is pleased to offer a new and more efficient method for requesting service. The department has implemented a web-based system that enables you to submit requests for all Public Works services or report issues simply by completing a short form. We ask that you provide your contact information (including email address) to enable automatic notifications regarding the status of your request or to allow us to reach you should we have any questions. The system may be accessed by visiting the Town's website at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov) and selecting "Request Service" under the I Want To menu (top right corner). Alternatively, you may also click on Government>Departments>Public Works>Request Service. Please contact the Public Works Department with any questions about the new system by calling 561-881-3345 or emailing [publicworks@lakeparkflorida.gov](mailto:publicworks@lakeparkflorida.gov).

**Lake Shore Park Playground Expansion Project** - The Department of Public Works is excited to announce that the Lake Shore Park Playground Expansion Project has reached substantial completion. The public is invited to join us at Lake Shore Park on **Wednesday, December 21, 2022, 4:00 PM**, for a Ribbon Cutting ceremony to commemorate completion

of this much anticipated community improvement project. Light refreshments will be served. Please contact the Public Works Department with any questions regarding this event by calling 561-881-3345 or emailing [publicworks@lakeparkflorida.gov](mailto:publicworks@lakeparkflorida.gov).

## **SPECIAL EVENTS**

### **Santa's Holiday Mailbox**

Santa's Holiday Mailbox is officially open in the Lake Park Public Library this holiday season! Drop off your letter to Santa and place it in the mailbox from **November 28 – December 19**. Don't forget to include your name and mailing address. Santa will send a personalized reply back!

### **Santa's Magical Sleigh Ride**

On **Saturday, December 10** Santa will travel through the Town of Lake Park on a holiday themed fire truck complete with LED lights! Residents and businesses are urged to be on the lookout for Santa from 6:00 PM – 8:00 PM.

### **Holiday Decorating Contest**

The Town's Holiday Decorating Contest is back! Registration is open now through December 9. Winners will be announced on **Wednesday, December 21**.

## **HOLIDAY CLOSURE AND SANITATION SCHEDULE**

### **Town Office Closures:**

- Town offices will be closing at 2 p.m. **Friday, December 16** for early dismissal.
- All offices will be closed **Thursday, December 22, through Monday, December 26**, reopening on Tuesday, December 27. The Lake Park Public Library will be closed on **Saturday, December 31**.
- All offices will be closed on Monday, January 2, 2023 in observance of New Years.

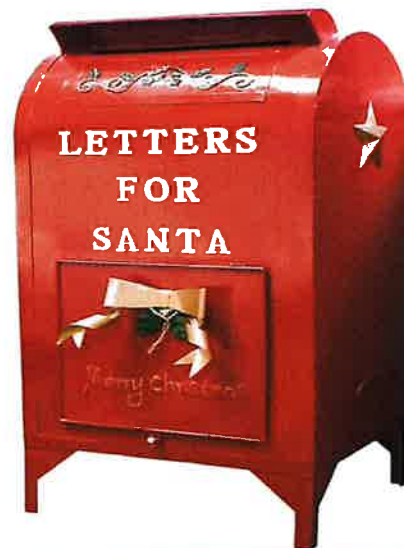
### **Holiday Sanitation Schedules:**

- Residential and commercial sanitation will remain unchanged through the month of December.
- There will be no residential sanitation service on **Monday, January 2**.
- Residential garbage cart and vegetation collection will resume on **Tuesday, January 3**, and the rest of the week will follow the regular schedule.
- Commercial sanitation will remain unchanged.

Remember, the weekly sanitation schedule is always posted on the Town's website, as well as Facebook and Nextdoor, for easy reference.



# SANTA'S HOLIDAY MAILBOX



Hey kids! Write a letter to Santa Claus and drop it in the Holiday Mailbox located in the Lake Park Public Library (529 Park Avenue, Lake Park, FL 33403) and we will deliver it to the North Pole! Please make sure to include your RETURN ADDRESS so Santa can send you a personalized reply. Santa's Holiday Mailbox will be available from November 28 through December 19.



# SANTA'S MAGICAL SLEIGH RIDE



Please join Santa as he travels through the Town of Lake Park on his magical sleigh this holiday season! Be on the lookout from 6:00 PM to 8:00 PM to see if Santa is on your street. Santa's magical sleigh will not stop but will travel continuously throughout the town.



Town of Lake Park

# HOLIDAY DECORATING CONTEST

The Town of Lake Park invites you to show your holiday spirit by joining our annual Holiday Decorating Contest.

Registration begins on November 14  
and is open through December 9.

All registered participants are asked to have  
their decorations up and lights on from 6:00 PM  
to 9:00 PM December 14 through December 18.

To register please contact the Special Events Department  
at 561-840-0160 or [special\\_events@lakeparkflorida.gov](mailto:special_events@lakeparkflorida.gov).

Winners will be announced on Wednesday, December 21.



## CATEGORIES

Best Lights

Best Animation

Best Lawn Display

Best Balcony Display

Best Theme

Best Overall

