

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: 10/22/13

Consent Regular
 Workshop Public

Department:

Submitted By: Office of Financial Management & Budget
Advisory Board: Impact Fee Review Committee

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

The appointment of James DuBois to the following seat on the Impact Fee Review Committee for the time period October 22, 2013 – October 21, 2016:

<u>Nominee</u>	<u>Seat No.</u>	<u>Requirement</u>	<u>Nominated By</u>
James DuBois	Alternate	Municipal	Commissioner Abrams Commissioner Taylor Commissioner Valeche Commissioner Burdick Commissioner Vana

Summary: The Impact Fee Review Committee is composed of seven members and three alternate members appointed by the BCC. The regular membership includes three representatives from municipalities, three representatives from the business community, and one member selected at large. The alternate membership includes one representative from each of the categories above.

This appointment will fill a vacancy created by a member resignation.
Countywide (LB)

Background and Policy Issues: Article 2 of the Unified Land Development Code provides for an Impact Fee Review Committee. Impact Fee Review Committee members must be qualified electors of Palm Beach County for two years prior to appointment. Mr. DuBois' nomination was recommended by the League of Cities.

Diversity Breakdown:
African American Male – 2 (29%)
White American Female – 1 (14%)
White American Male – 4 (57%)

Attachments:

- A. Advisory Board Information Form, Resume
- B. Article 2 of the ULDC

Recommended by: Elizabeth Groser 10/7/13 Date
 Department Director

Approved By: [Signature] 10/8/13 Date
 Assistant County Attorney

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

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Section I (Department): (Please Print)

Board Name: Impact Fee Review Committee Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: OCTOBER 22, 2013 To: OCTOBER 21, 2016

Seat Requirement: Alternate Seat #: Municipal

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other
Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: DuBois James
Last First Middle

Occupation/Affiliation: Mayor, Town of Lake Park
Owner Employee Officer

Business Name: Town of Lake Park

Business Address: 535 Park Avenue

City & State: Lake Park, FL Zip Code: 33403

Residence Address: 516 Sabal Palm Dr.

City & State: Lake Park, FL Zip Code: 33403

Home Phone: () 561-719-0925 Business Phone: () 561 Ext. 881-3300

Cell Phone: () 561-718-8989 Fax: ()

Email Address: jdubois@lakeparkflorida.gov

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12

As Mayor of the Town of Lake Park I am authorizing to sign, and have signed, multiple contracts with Palm Beach County, Police, Fire, ELAs etc.
(Attach Additional Sheet(s), if necessary)

James D. Boice

OR NONE

All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Keep in mind this requirement is on-going.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- By watching the training program on the Web, DVD or VHS
- By attending a live presentation given on August 16, 2011

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: *James D. Boice* Printed Name: James D. Boice Date: 6-28-13

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:
Willie M. Swoope, OFMB
2300 N. Jog Road, WPB, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

OCTOBER 22, 2013

Commissioner's Signature

[Signature]

Date:

9/24/2013

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 08/01/2011

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 Owner Employee Officer
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 Residence Address: 516 Sabal Palm Dr.
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 Home Phone: () 561-719-0925 Business Phone: () 561 Ext. 881-3300
 Cell Phone: () 561-718-8989 Fax: ()
 Email Address: jdubois@lakeparkflorida.gov
 Mailing Address Preference: Business Residence
 Have you ever been convicted of a felony: Yes _____ No
 If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
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SECTION II CONTINUED:

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(Attach Additional Sheet(s), if necessary) *James DeBorja*

OR NONE

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By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: *James DeBorja* Printed Name: James DeBorja Date: 6-28-13

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[Signature]

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Commissioner's Signature: *Hal R. Valchev* Date: 9/24/13

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Commissioner's Signature:

Paula H. Bursick

Date:

9-23-2013

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James DuBois

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Commissioner's Signature: *Shelley Yana* Date: 9/29/13



Mayor James DuBois

James DuBois is the Special Projects Manager for Callery-Judge Grove in Loxahatchee, Florida and he is a District Supervisor for Seminole Improvement District.

Callery-Judge Grove is a 3,700-acre citrus grove that is transitioning some of its land to pines, landscape nursery, cattle, and row crops. The Grove is located in suburban Palm Beach County about four miles north of Wellington. Located within the Grove are three schools, one grocery anchored shopping center, an agricultural/packing processing facility and a water utility processing plant.

James DuBois has been associated with Callery-Judge Grove for thirty five years. Over the past twenty years Mr. DuBois has held positions in sales, marketing, packinghouse production and supervision, crop management and agricultural development. Most recently, Mr. DuBois has been assisting with steering the Grove's future and agricultural land planning.

Seminole Improvement District is an independent Chapter 298 Special District that provides potable water, sewer, and reclaimed water service to the central western communities and a variety of other surface water management and district services to lands within the District. James has been a Supervisor on

Seminole Improvement District's Board for over ten years and has represented Seminole on the Western Communities Council for many years.

Mr. DuBois attended the University of Connecticut concentrating in American History.

Mayor DuBois serves or has served on the following boards: Town of Lake Park Police Pension Fund Board of Trustees, Chairman of the Harbor Marina Advisory Board, Vice Chairman of Planning and Zoning for the Town of Lake Park, Seminole Improvement District Board of Supervisors, Palms West Chamber of Commerce Board of Directors, Government Affairs, Economic Development and Nominating Committees, Economic Development Task Force, Northern Palm Beach County Chamber of Commerce Government Affairs Committee, Seacoast Utility Authority Board of Directors, Treasure Coast Regional Planning Council, Bioscience Land Preservation Advisory Board, and Palm Beach County League of Cities Committees and Task Forces.

Mayor James DuBois' wife, the late Mayor Desca DuBois, served the Town of Lake Park for many years as a volunteer and in March 2008 she was elected Mayor of the Town of Lake Park. In March 2011 Mrs. DuBois was reappointed Mayor after an unopposed election campaign. Mayor Desca DuBois passed away on April 30th, 2011.

Mayor DuBois recognizes the Town of Lake Park's potential is limitless and that many of the town's neighboring communities appreciate Lake Park for its high quality of life. Mayor DuBois is proud to be a part of the Lake Park community and he is proud to be shaping Lake Park's future.

- b. to hear and decide appeals from an interpretation of the Impact Fee Coordinator on Article 13, IMPACT FEES.

3. Board Membership

a. Qualifications

The IFAB shall be composed of five members. There shall be one traffic engineer, one accountant, one attorney, one representative of the general public, and one developer/builder on the IFAB. No member of the Impact Fee Review Committee may serve on the IFAB.

b. Appointment

The members of the IFAB shall be approved at large by a majority vote of the BCC.

c. Terms of Office

All IFAB members shall serve a term of three years.

4. Secretary and Staff

The Impact Fee Coordinator shall serve as Secretary of the IFAB. The staff of PZB shall be the professional staff of the IFAB. County Attorney shall attend meetings to serve as counsel to the IFAB. The Impact Fee Coordinator shall represent PBC by presenting PBC's position to the IFAB.

5. Meetings

a. General

General meetings of the IFAB will be called as necessary to carry out business, but no more frequently than once a month. Special meetings may be called by the Chair of the IFAB, or in writing by a majority of appointed members of the Board. Staff shall provide 24-hour written notice to each IFAB member for a special meeting.

J. Impact Fee Review Committee

1. Establishment

There is hereby created an Impact Fee Review Committee (IFRC).

2. Powers and Duties

The IFRC shall have the following powers and duties under the provisions of this Code:

- a. submit a Report to the BCC whenever PBC conducts a full review or update of the impact fee system relating to:
 - 1) the implementation of Article 13, IMPACT FEES;
 - 2) actual levels of service for the impact fees exacted in Article 13, IMPACT FEES;
 - 3) the collection, encumbrance, and expenditure of all impact fees collected pursuant to Article 13, IMPACT FEES;
 - 4) the validity and assumptions in the technical memoranda used to support the impact fee schedules in Article 13, IMPACT FEES; and
 - 5) any recommended amendment to Article 13, IMPACT FEES.
- b. review amendments to Article 13, IMPACT FEES prior to their consideration by the BCC.
- c. perform such other duties as the BCC deems appropriate.

3. Board Membership

a. Qualifications

The IFRC shall be composed of seven members and three alternate members appointed by the BCC. The membership of the IFRC shall include three representatives from municipalities within PBC, three representatives from the business community, and one member selected at large. The voting membership of the IFRC shall include three representatives from municipalities within PBC three representatives from the business community, and one member selected at large. The alternate members shall include one representative from each of the three categories above. An alternate member shall be authorized to vote in place of an absent voting member appointed from the same category and shall count toward a quorum.

4. Officers

a. Secretary

The Impact Fee Coordinator shall serve as Secretary of the IFRC.

5. Meetings

a. General or Special Meetings

General meetings of the IFRC shall be held as needed consistent with its powers and duties. Special meetings may be called by the Chair of the IFRC, or in writing by a majority of appointed members of the IFRC. 24-hour written notice shall be given to each IFRC member for a special meeting.

K. Planning Commission

1. Establishment

There is hereby established a Planning Commission (PLC). [Ord. 2008-003]

2. Powers and Duties